


# Live Class Ready Reckoner

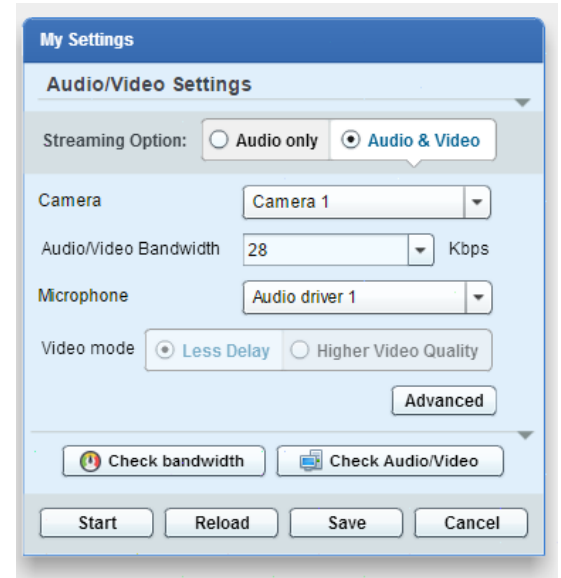
## Conducting live class

- ✓ Login to your institute QEEE server (with teacher login) on QEEE web page
- ✓ Click on START button against the respective scheduled session
- ✓ On AVIEW Live Session window:

- ✓ Click on  to publish your video

- ✓ Test Audio/Video settings

- ✓ Click on  to interact with IIT Faculty



## Pre-class setup

- ✓ Ensure Audio/Video testing with IIT Studio, from where live class is beamed, is done by publishing video
- ✓ Ensure that the camera is focusing on the class with the students visible clearly
- ✓ Ensure that mic battery is sufficiently charged
- ✓ Ensure that there is power backup to avoid disruption in case of power failures
- ✓ Ensure Attendance of the students is submitted on QEEE Web page.

## In-class etiquette

- ✓ For interaction with IIT faculty, ensure that the person interacting is clearly seen
- ✓ Ensure students are paying attention and interacting actively

For more details refer: <http://pilot.edureform.iitm.ac.in/documents/manual/LiveClassView.pdf>