

SINDH MADRESSATUL ISLAM UNIVERSITY, KARACHI

IT SERVICES DEPARTMENT

Guidelines for SMIU Online Classes

Requirements for Teacher

- Laptop / Desktop with microphone and webcam / Tablet
- Zoom Application (Download Link)
- Internet Connection
- Send the invitation link to all the students related to particular course
- They will login to the Zoom using the login details provided at the scheduled date and time and Start the session.
- On start of every class attendance will be marked through LMS

Requirement for Students

- Laptop / Desktop with microphone and webcam / Tablet / Mobile
- Zoom Application (Download Link)
- Internet Connection
- They will open the Zoom link / Meeting ID sent to them by the concerned teacher and join the session with given Password.
- They must sign in particular class on LMS for attendance and other activities.

Host administrators

- They will schedule a date and time for the online course or meeting.
- They will delegate following meeting rights to the teacher on start of the class.
 1. Assign Co-Host
 2. Assign Chat with Host only

SOP for Faculty

1. Login through Zoom link / meeting ID provided by IT Services department.
2. Click on Start to start that meeting.
3. If this is your first time using the zoom, once you click start, the browser will prompt you to download the zoom application into your machine.
4. Download and install Zoom
5. Once you click start, allow the meeting to be opened on Zoom application.
6. Join with default audio/video options
7. You are now online and ready for teaching your course.
8. You will see the participants joining in.
9. Restriction: Class will be conducted through SMIU provided Zoom meeting credentials.

Zoom controls explained: On the bottom of the zoom application you will see the controls

1. Microphone = Turn your microphone ON or OFF
2. Video = Turn your video ON or OFF
3. Invite: You can invite more participants to join the class during the session
4. Share:
 1. You can share anything from your screen to all participants
 2. You can control share function for the participants
 3. You can share any files, your browser, your laptop sound, portion of your screen etc
 4. Share > Whiteboard: You can use the white board functionality to share a board with the students and type or draw contents on to it. You can also save the whiteboard to a file and send it to students.
5. Chat: You can send chat messages to everyone or privately to any student attending the session
6. Record: Entire session will be recorded. Link will be shared for further placement on the LMS

Online Support for Faculty

Please contact Mr. Waheed Ahmed Abro / Mr. Faheem Mustafa Mahar

SOP for Students

1. Monitor your SMIU email for invitations to “Online Classes” or through WhatsApp
2. You may add the class to your online calendar. Particular recurring meeting link/ ID and password will be used till the end of the semester.
3. Download and install zoom in your machine, laptop / desktop /mobile (Download Link)
4. Join the class a few minutes before it starts by clicking the respective invitation link that was sent by the concerned teacher.
5. Mute your microphone during the teaching session and only turn it on if you need to ask a question to the faculty. Turn off your video as well if it’s ON by default.
6. You can’t chat to everyone, just privately to the faculty for any query or question.
7. You can give hand gestures using the emoticons, for example Raise Hand if you have questions.

Support for Students

Please contact your concerned Teacher / Class CR

or email: it@smiu.edu.pk

Step by Step Video Tutorials

Zoom for Education Training, (https://zoom.us/rec/play/vJR5d-j5q283HNGcsgSDV_5wW9Tpe_qs0CVM_PIEmknkVnAAYVGIZuMaZ7NAORKJB_fFeWJ9L4d5ilrn?continueMode=true)

Meeting controls for Faculty,(https://www.youtube.com/watch?v=ygZ96J_z4AY)

How to Join A Meeting, (<https://www.youtube.com/watch?v=hIkCmbvAHQQ>)