

School of Computing

Students of

B.Tech CSE and IT 2nd, 3rd and 4th Year, BCA 1st Year, 2nd Year and 3rd Year, and MCA 2nd Year

And B.Tech 1st Year (Problem Solving and Programming Course)

Dear Students of the batches mentioned above,

We will move to Microsoft Teams to run our live classes (lectures and tutorials) from 26th March 2020 as per time table. Follow these steps to install and learn Microsoft Teams:

1. Download Microsoft Teams desktop version: <https://teams.microsoft.com/downloads>
2. Login to teams using your user id and password. User id would be: yoursapid@dit.edu.in and password you will get through sms, sent by the University. Once you login, make sure to change your password, and do not forget it.
3. Learn Microsoft Team and how to use it. Teams is a full-fledged LMS, and we will run our major courses(upload class materials, assignments, quizzes, live classes, labs, etc.) from now on using this software. To learn Teams and how to attend lectures, please see this link : <https://www.uvm.edu/it/kb/article/attending-teams-lectures/>
4. For any query **regarding your user ID and password only**, please write to our ICT Office Mr. Rohit at ict.officer1@dituniversity.edu.in
5. Once logged in, you should be able to see your course section. If not, please contact your course instructor by email with your SAP ID and Roll Number.

Netiquette to follow while on live sessions on Microsoft Teams:

1. Be online as per your time table.
2. For the first 40 minutes in your lecture, only keep the speaker switched on. Mute your Microphone and carefully listen to the lecture and instruction of the faculty.
3. Never turn on your video.
4. After 40 minutes, when the faculty permits, first say your name and then ask your queries. Do not speak if anybody else is already asking a question.
5. You can also type your query, and faculty will respond to that.
6. During Tutorials, ask queries to your faculty and do any assignments/questions the faculty asks you to do.
7. Be polite and clear when you speak.