JAGAT TARAN GIRLS DEGREE COLLEGE
A Constituent College of University of Allahabad

1. Login details and step by step instructions to Access Microsoft Teams and participate in Live Classes.

Step 1. : Login to student portal through college website (https://www.jtgdc.ac.in/) *(you will find the button named "STUDENT PORTAL"* [STUDENT PORTAL] *when you visit on the website.)*
OR directly go to https://www.portal.jtgdc.ac.in with your UGAT Roll No. and Registered Mobile Number.

On this page, you have to do the following:

1. Enter your UGAT Roll NO. in first field.
2. Enter your Registered Mobile Number, in second field.
3. Click on the LOGIN button.

Step 2. : After login, your portal Dashboard will open then you have to click on "**Live Classes**" 👥 button in order to get your login details that you will be using for Online Classes.

1. Click on Live Classes.

2. Get your Login Details from here.

On this page, you have to do the following:

　　1. Click on Live Classes button.

　　2. Go to this link https://portal.office.com or download Microsoft teams App from the play store. (Recommend: Download the app)

　　3. Note down or Copy & paste you login details, use these to login in MS Teams .
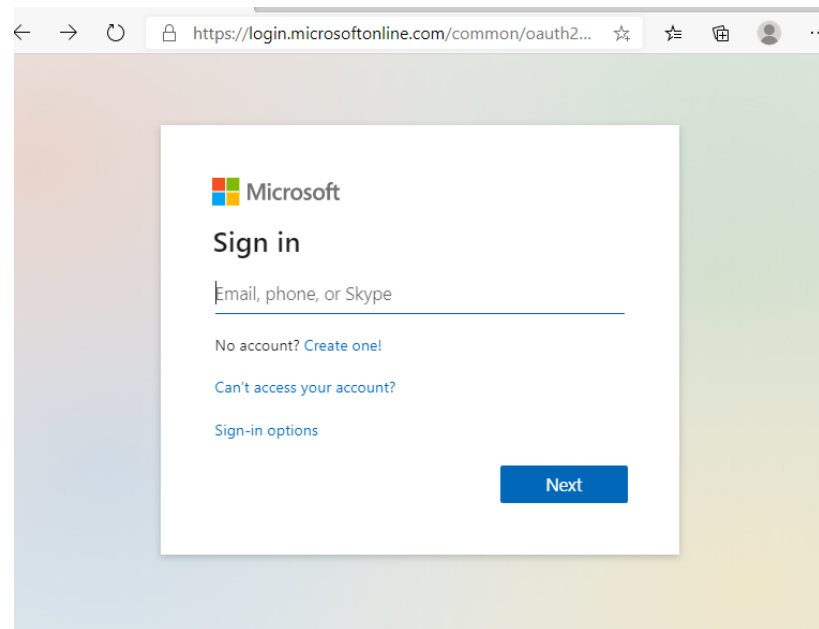
　　(**NOTE**: Please **do not** use your personal or any other email id to login in MS teams.)
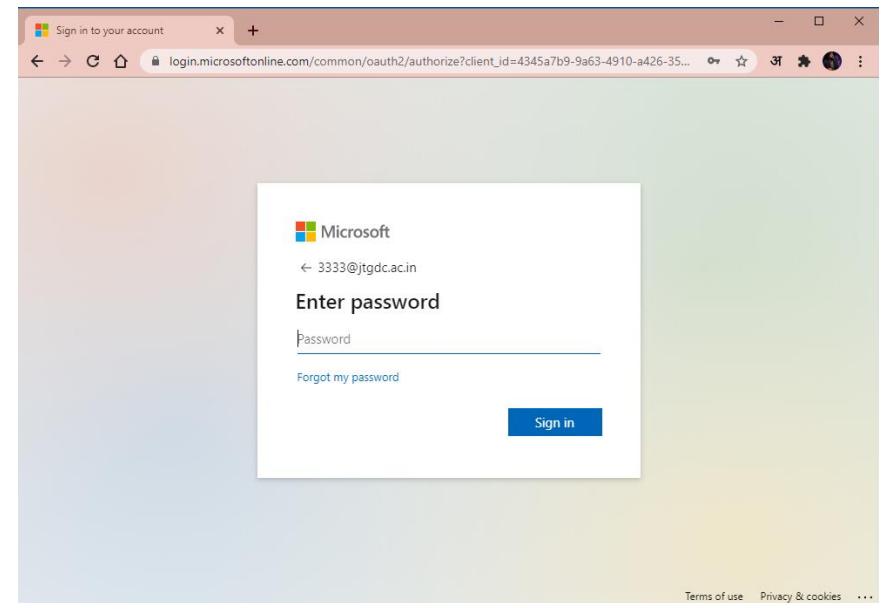
2. Login in Microsoft Teams.

Step 1: Open Microsoft Teams App 📘 on your mobile or Laptop.

Step 2: Use Login details provided to you through the Portal.

Email : < Your UGAT Roll NO>@jtgdc.ac.in
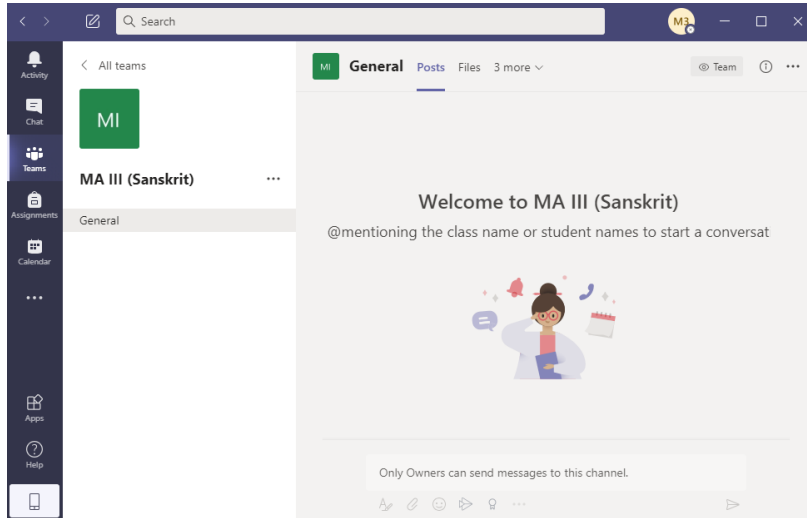
Password : < Your registered Mobile Number >
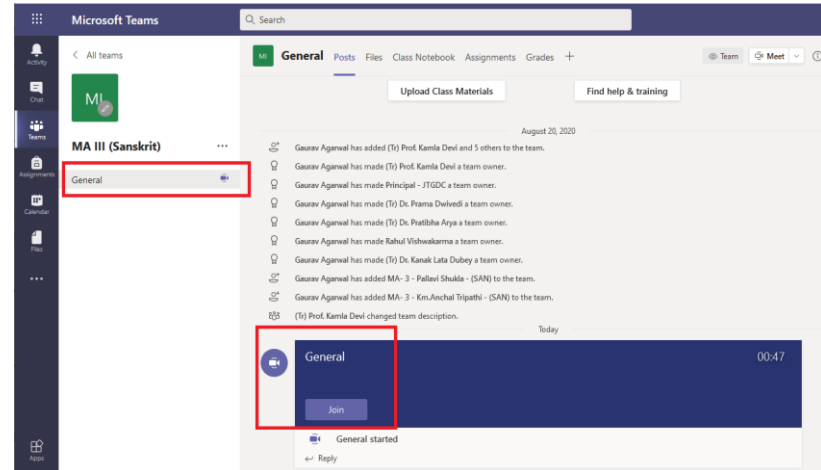

1. Enter Login ID (<your UGAT roll no>@jtgdc.ac.in)

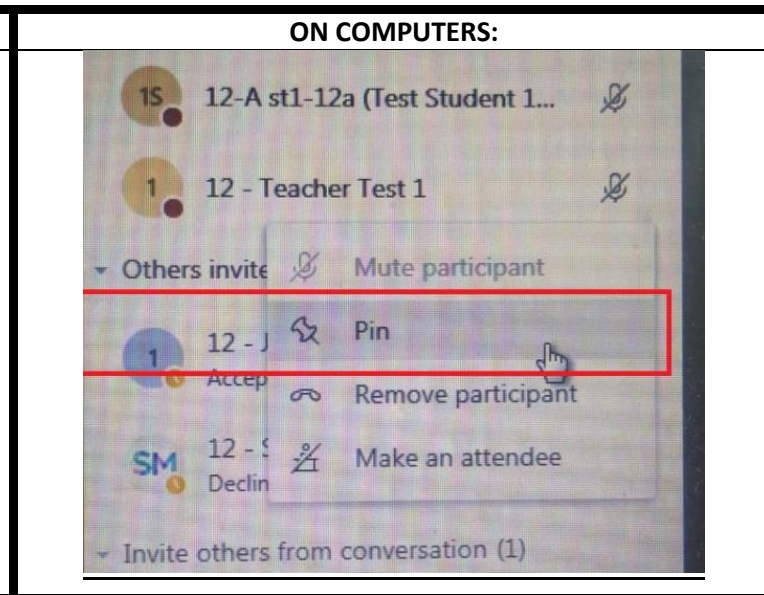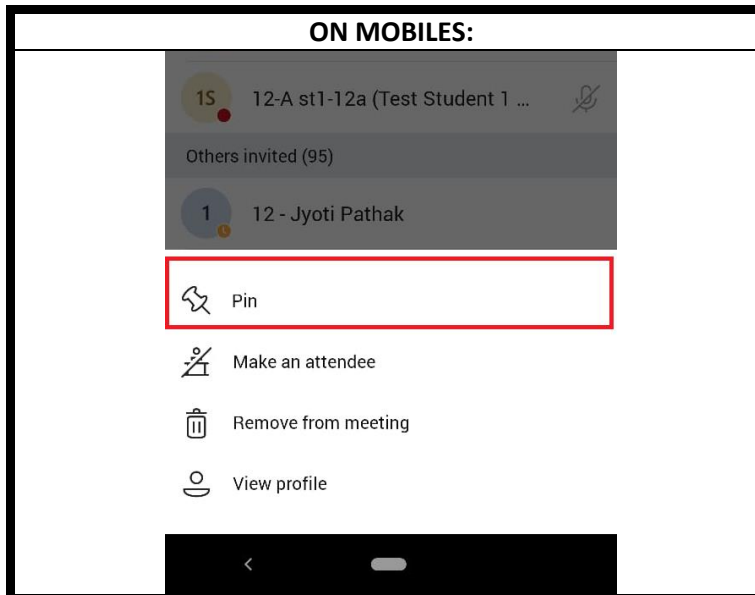2. Enter Password (your registered mobile number)
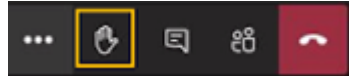
3. Welcome to TEAMS!! Enjoy Learning.

4. At the Time of your class, you will see a JOIN Now Button. Click on that to join the class.

How to PIN a VIDEO

ON MOBILES:	ON COMPUTERS:

Important Points to Follow for Live Classes.

- All Students will join the classes with their **Microphones on MUTE AT ALL TIMES.**
- Students are required to note down their passwords carefully and use it to log in.
- No Student will attempt to change any settings for Team, Channel or change permissions of anyone else.
- Discipline is required to be maintained at all times during the class.
- Students are required to dress formally and attend the classes from a quiet location so that they can attentively listen to what is being taught in the class.
- Students who disturb the class during teaching time shall not be able to participate in these classes.
- Last 10 minutes of the class are reserved for questions / clarifications. During this interactive time, those students who have to ask questions will Raise their hands and the teacher will then unmute them to allow to ask.
- For HELP IN LOGGING IN, send an email to teams@jtgdc.ac.in
  Mentioning your Name, Registration Number. Mobile Number
  and Description of your problem along with Screenshot.
- In case any student is unable to attend the class, a Recording of the class shall be made available through the software.
- Students can "Pin" the Teachers' video, so that it is shown on the full Screen.

CORRECT SETTING : WebCam ON / MICROPHONE ON MUTE
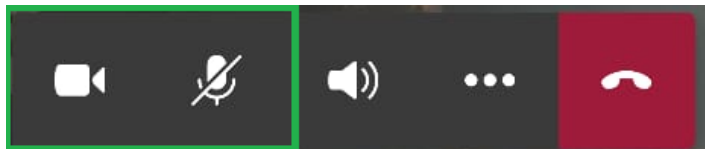
INCORRECT SETTING : MICROPHONE NOT ON MUTE