



Dos and don'ts for Teachers

Dos and don'ts during **offline and online** sessions

Dos

1. A teacher must prepare his/her sessions in advance.
2. The module flow is sacrosanct so a teacher must teach the class as per the scheduled session, it can be customized in the case of one-on-one students.
3. Use Inspirus provided study material, ppts, etc., and official material. Avoid teaching from outside material.
4. Always keep your study material with you.
5. Keep yourselves well-versed with the student portal (iSLP), resources for teachers, iSMS, etc. in advance.
6. Usage of whiteboard/PPT is mandatory. Master the art of whiteboard usage.
7. Keep your classroom tidy and wipe the whiteboard before you leave the class.
8. Start and end your sessions (class, demo, doubt-solving, etc.) on time. It is suggested that you begin your session at least 5 minutes before the scheduled time. Don't stretch your sessions beyond +/- 10 to 15 min from the scheduled time.
9. A break in your class is optional. Typically, the break should be 5-10 mins for a 3-hour class and 2-5 mins for a 2-hour class.
10. The students join us to get high or desired scores. Your objective is to fulfill this aspiration. So, a teacher must check the diagnostic scores and progress of a student.

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Dos

11. Share the progress of a student with a mentor and suggest a study plan.
12. Allow mentors to sit and take feedback in the sessions.
13. Try to give feedback on tests, and essays asap. The feedback should be in the prescribed format.
14. Always upgrade your subject knowledge, work on content, and proofread the current content in your free time.
15. The schedule is created on Google drive. So, keep checking it.
16. Before you end the session, please share your slot availability for a doubt session in every class.
17. Mark the attendance in the attendance sheet. Marking of attendance in the iSMS is appreciated.
18. Maintain a record of your sessions/work on a daily basis.
19. Dress up professionally.
20. Address students by their names, use appropriate language with students, and treat them as adult learners.
21. Peer learning is helpful. So, try to sit in a colleague's offline/online class at least once a month. Inform the mentor and the colleague in advance.
22. Support sales through demos, delivery, student mentoring, and word of mouth, reviews, etc.

Dos and don'ts during **offline and online** sessions

Don'ts

1. Don't change the module flow under any circumstances. It can be customized for one-on-one students.
2. Don't decry the study material, staff, policies of the company, etc. in front of students. If there is any error in the content, raise it to the concerned person and get it corrected in the next version.
3. Don't cancel your class under any circumstances. The class cancellation is a big no- no.
4. Don't cancel the class if the strength is low. We must attend to the students who are present. If no students appear till after the 20-25 minutes of the scheduled time, end it. Keep the mentor in the loop.
5. Don't say no to a student if he joins late or without an entry point.
6. Don't attend personal calls during the sessions.
7. Don't leave students unattended or keep a lull period. The sessions need to be interactive.
8. Don't plan for any offs on weekends. Please adhere to this.

Dos and don'ts during **online** sessions

1. Teach using the PPTs.
2. While sharing the ppts on screen, keep the display clean. Selecting the portion of the screen you want to display in the advanced display tab is suggested.
3. Keep your video on during the session but keep the video and microphone off during the break.
4. It is recommended that the 'BREAK' be displayed on the screen. Write down the time when you will be back ON THE SCREEN and it is recommended to run the timer.
5. Record each and every session.
6. Do not type important information in the chat. The chat may not get recorded. So, students who watch the recordings for revision will miss out on whatever you have written on the chat.
7. After logging in, please change the default display name of the Presenter/Host with your name.
8. Normally the audio issues are NOT observed on zoom platform, still it is recommended to do an audio check with the students before you start.
9. Use of polls and screen timer is recommended.
10. Choose bold colors to write on the screen.
11. Use the English language as a default mode of communication.
12. Keep an eye on the chat window. Don't miss out on students' questions.

Thank you