



NexConnect
Connect Digital • Transform Lives

QUICK-GUIDE FOR ONLINE TEACHERS

AT

NEXCONNECT

www.nexconnect.co.in



Welcome to NexConnect

In order to be a teacher at NexConnect, you will have to visit our website and request for registration by providing your basic details and resume

A verification code will be sent to you through SMS on your registered mobile number.

Our administration will contact you for further verification of your details and assessment of your credentials to be a NexConnect teacher, following which your registration would be accepted and NexConnect account will be activated.

Post-activation you can login with your NexConnect Mail Id and Password

Our Team will further contact you and schedule date and time of online classes based on student requirement and mutual preferences.

Once you Log-in, you would be directed to your Dash-board. In your Dash-board under the “**Today’s Class**” section your current class will appear

Under the “**My courses**” section you will find the courses that you opted for teaching. To add a new course to your bucket click on the button “**Add New Course**”.

You will be directed to the course page. Search for the course that you wish to take up and then click on” **Add to my bucket**”. Your request would be submitted to the administration and after further negotiation with you the course will get added to your bucket.

In the “**My Student**” section you will find your students list. In order to get new students click on “**Contact admin for students**” and your request will be processed accordingly.

If you scroll down you will find the weekly routine where all your class schedule gets displayed.

✓ **How to take a class through NexConnect:**

- In your Dashboard under the “**Today’s Class**” section, current class will appear.
- To launch a class, click “**Start Class**” and then “**Open Zoom Meetings**”
- You will be directed to the Online Class room
- Click on the green button “**Join audio conference by computer**”(optional).
- You will also get to meet your student in the same online meeting room.
- You can now interact with your student.

To the bottom of the screen a list of options appear which are as follows:-

✓ **Share Screen**

- Click on the option “**Share Screen**” to share Course content.
- A small box opens in front of you.
- Double-click on the tab in which you have opened the content that you wish to teach.
- If you are sharing any video make sure you tick the option share computer sound appearing at the extreme bottom left corner of the box and then share your content.
- Once you are done sharing your content click on the red button “**Stop Share**” appearing at the top of the screen and you get redirected to the home screen

✓ **Whiteboard**

- Double-click on the **Whiteboard** to share whiteboard.
- When the white-board opens a list of options is given on the top of the whiteboard.
- Click on the option “**Text**” to type something on the whiteboard and “**Erase**” to clear your work.
- Click on the option “**Draw**” to draw something on the whiteboard and the option “**Clear**” to clear your drawings.
- Once you are done using the whiteboard click on the red button “**stop share**” to stop sharing the whiteboard. You are redirected to your home screen.

✓ **End Meeting**

Once you are done taking the class, click on “**End Meeting**” appearing at the bottom right corner of the screen and then select “**End Meeting for All**” to close the class for the day.

Hope you have wonderful experience at NexConnect !!!