

Circular on Microsoft Teams

Dear Parents & Children,

The school is moving to Microsoft Teams wef Monday, 4th May, 2020. The children need to follow the steps to start using Microsoft Teams

- Install Microsoft Teams app on your desktop/laptop/phone.
- Just type 'Install Microsoft Teams in Google and you will be directed on how to do it.
- The mobile app can be downloaded from the App store on your phone.
- Your user ID and password has already been created by us.
- DO NOT CREATE YOUR OWN ID's. Once you open the app, you use the ID and the password given by the school so that you automatically become a part of your class group.
- Your CT will message your userid and password to you on the whatsapp groups created by them.
- This will be done individually to maintain confidentiality of the data.
- Use this ID to sign in and CHANGE YOUR PASSWORD IMMEDIATELY.
- Please do not share this userid and password with anyone.
- All your classes will be pre scheduled by your CT and will show on your calendar and your chat group.
- You just have to click on the 'join now' in the calendar as per the schedule and you will be connected to the class. The same link will also be available on your chat.
- You can also click on that and enter the scheduled class.

Do's and Don'ts that all children MUST follow:

- It's important that children get into a routine therefore all children MUST be in school uniform while these classes are on.
- They can't be lying down on the bed, lounging on the sofa.
- Please sit on a table while attending these classes.
- They must have the textbook, notebook, paper, pen ready before the class.
- They MUST enter with their camera on, so that the teacher can view the student. The teacher may remove the child who does not have his/her camera on while entering.
- SPECIFIC INSTRUCTIONS will be given by the teacher in the beginning of each class. All children must follow those for the class to be effective.
- The userID's of each child are with the teacher, therefore none of them can enter with fake names. Any misbehaviour by any child will be identified immediately by the teacher; and the teacher will remove the

child from the class. Continued misbehaviour will lead to the child being removed permanently from online classes

- The recordings of the class may be made available post the class, for children who may not be able to log in due to connectivity issues.
- Assignments, worksheets etc will be posted on the same group for the children instead of being sent separately through snap HW.
- In case you don't get your userId and password by Saturday evening please call up your CT to get the same.

With the uncertainty about when the schools will reopen, it was imperative that we move to a more secure platform. But any online platform is as effective as it's user. As it's a new process, we may face certain issues in the beginning. But they will all get resolved within the next week.

Stay Safe & look after yourself & your loved ones!

Komal Sood

Principal