

Ref: ISB/CIR/04/2021

Date: 3<sup>rd</sup> April, 2021

**Welcome to the Academic Year 2021-2022**  
**CLASS II**

Dear Parent,

Greetings! It is our pleasure to welcome you and your child to the academic year 2021-2022. The online class will commence through **Microsoft TEAMS** on **Monday, 5<sup>th</sup> April 2021** from **1:40 p.m. to 2:25 p.m.** Students will be introduced to their class teacher and all details regarding the time table will be shared.

The E-learning programme will continue until the school reopens for regular classes. The child-friendly lessons are carefully designed to assist you to engage in your child's learning. We request you to ensure that your ward attends the online classes on a regular basis.

The necessary study and practice material will be uploaded in the parent portal (under Study Materials), mobile app and in TEAMS (under Files – Class Materials) on a regular basis. The phased approach of the distribution of textbooks, notebooks and stationery will be communicated to you from time to time.

**Parents are requested to clear all the fee dues of their wards till March 2021 in order to attend the online classes for 2021-2022.**

**IMPORTANT:**

The online lessons, learning videos and other study material are the intellectual property of ISB created for the school's remote learning programme. Recording, recreating and sharing these resources on social media and other platforms is strictly prohibited. Stringent action will be initiated against such acts of misconduct.

**ACCESS TO THE ONLINE CLASSES:**

We request you to make note of the following:

- **Students who have been attending TEAMS Virtual Classes in the previous academic year, can log in to their TEAMS account from the Desktop App or Mobile App as usual. ( Please ignore the Login steps mentioned below).**

**LOGIN STEPS FOR USERS SIGNING IN FOR THE FIRST TIME (NEW ADMISSIONS)**

Kindly follow the following steps to sign in to your ward's **Microsoft Licensed ID**:-

1. Open the internet browser (Chrome) and type 'Office 365 Login'
2. Click **Office 365 Login**
3. Click Sign in
4. The student User ID is **GR No@indianschool.bh**
  - a. For eg. If the GR No. is 37896, the ID will be **37896@indianschool.bh**

5. The password will be **Virtual123**
6. Once the student signs in with the Email ID and password, the system will prompt to change the password.
7. Change the password (remember the ID and password).
  - \* Password must be eight or more characters long.
  - \* Password must contain characters from two of the following four categories:-
    - a. Uppercase characters A-Z (Latin Alphabet)
    - b. Lowercase characters a-z (Latin Alphabet)
    - c. Digits 0-9
    - d. Special characters (!, \$, # etc)
8. If prompted for mobile verification, please enter your mobile number, after clearing the details in the text box and follow the instructions.
9. If on a Laptop/PC, your ward will see many Icons including Outlook and Teams on the page. Your ward will be ready to join Microsoft Teams online classes upon invitation by the teachers. All scheduled meeting notifications will appear in Teams Calendar as well as Outlook.
10. If on mobile, kindly download Teams App and use the same ID and password to log in. Your ward will be ready to join Microsoft Teams online classes upon invitation by the teachers.
11. Once all students set their accounts the school will update the schedule and procedures for the online classes.
12. Please note that each child will have to log in separately using their GR. No.

Download and install Teams and Outlook on your Laptop/PC for quick access to these apps. You can login to these apps directly from your desktop using the same login id and password.

We look forward to your continued support and a fruitful year of learning 2021-2022!

Warm Regards,

*Pamela Xavier*

**Pamela Xavier**  
**Principal- Riffa Campus**

