

Ref: ISB/CIR/29/2020

Date: 30<sup>th</sup> September, 2020

Dear Parent,

**Sub: Microsoft TEAMS Trial “Quiz”**  
**LKG and UKG**

We are pleased with the participation of our LKG and UKG students in the Online classes. We are grateful to our parents for their unstinting cooperation in making the novel learning experience a success.

In order to complete the Learning cycle, learning outcomes of students are being measured in a fun way from time to time in the form of ongoing worksheets and assignments as directed by the teachers.

In addition to these tools, we propose to introduce to our young learners the ‘Online Quiz’ through Microsoft Teams, where Multiple Choice questions will be made available for students to answer.

**Please follow these steps to attempt the Online Quiz:-**

1. Select the Subject Team
2. Go to the “Assignments” tab
3. Choose the Assignment
4. Open the Assignment
5. Answer all questions in the assignment.
6. Submit the assignment on the specified date during the time interval provided.
7. Click “Submit/Turn In” the assignment for notifying the Teacher.

Each worksheet should take a few minutes to complete. Upon successful completion of the trial quiz, teachers will schedule subsequent assignments which will be notified to you through the TEAMS channels.

**Please find appended below the schedule of the Online Quiz trial run:-**

**LKG**

Subject	Date	Time
English	Wednesday, 07-10-2020	7:00 p.m. to 9:00 p.m.
Math	Thursday, 08-10-2020	7:00 p.m. to 9:00 p.m.

**UKG**

Subject	Date	Time
English	Sunday, 11-10-2020	7:00 p.m. to 9:00 p.m.
Math	Monday, 12-10-2020	7:00 p.m. to 9:00 p.m.

Sincerely yours,



**Pamela Xavier**  
**Principal – Riffa Campus**

