

Ref: ISB/CIR/13/2020

Date: 17<sup>th</sup> May, 2020

**TRIAL ONLINE CLASS**  
**LKG AND UKG**

Dear Parent,

In addition to the weekly uploads of lessons in the form of videos and learning material, we would also like to pilot online classes for the students of LKG and UKG in the early evening hours.

A 'trial' class with the Class Teacher has been planned on **Monday, 18<sup>th</sup> May, 2020** as per the schedule given below:-

Class	Time
UKG	4:00 p.m. – 4:30 p.m.
LKG	4:30 p.m. – 5:00 p.m.

The trial class is essentially a technical rehearsal to ascertain that all students are connected to the class teacher and to iron out glitches, if any. Upon successful completion of the trial class, we propose to schedule an Online Orientation session and Online Classes 2-3 times a week, in the early evening hours. The detailed time-table of the same will be intimated to you shortly in the next circular and also through the Microsoft Teams calendar. However, weekly uploads of lessons will continue for the benefit of all.

Please find appended below a reminder of the steps to sign in to your ward's Class (Microsoft Teams), if not yet completed.

We thank you for your continuous support and look forward to your cooperation in making this project a success.

**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.**

Warm regards,

*Pamela Xavier*

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



## **STEPS TO LOG IN TO MICROSOFT TEAMS**

Please be informed that we will be conducting the online classes through **Microsoft Teams**. The steps to sign in to your ward's Microsoft Licensed ID are as given below:

1. Open the internet browser (Chrome) and type '**Office365 Login**'
2. Click **Office 365 Login**.
3. Click **Sign In**.
4. The student user id is **GRNo@indianschool.bh** for e.g. If the GR No. is 37896, then the id will be **37896@indianschool.bh**
5. The password will be **Virtual123** (Please note that 'V' is Capital).
6. Once the student signs in with the email id and password, the system will prompt to change the password.
7. Change the password. Password must contain 8 or more characters, which also must contain two of the following four categories:
  - Uppercase characters A-Z (Latin alphabets)
  - Lowercase characters a-z (Latin alphabets)
  - Digits 0-9
  - 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 process.
9. If on a laptop, your ward will see many icons. Click **Outlook** and select the country (Bahrain) and time zone (Kuwait, Riyadh +3). Then click **Teams** on the page and your ward will be ready to join Microsoft Teams online classes upon invitation by the teachers.
10. If in mobile, kindly download **Microsoft Outlook** and **Microsoft Teams** App and use the same ID and password to login.
11. The school will update the schedule and procedures for the online classes through a circular in the parent portal. Alternatively check the Calendar in Microsoft Teams for the daily scheduled classes.
12. Please note that each student will have to login separately using his / her student user ID (**GRNo@indianschool.bh**).

