

Ref: ISB/CIR/ 06/2021

Date: 3rd April, 2021

## Welcome to the Online Classroom at ISB

(LKG BATCH 2021-2022)

Dear Parent,

Greetings! It is our pleasure to welcome you and your child to the ISB fraternity.

The online class with the Class Teacher will commence through **Microsoft TEAMS** on **Wednesday, 7<sup>th</sup> April 2021** from **3:55 p.m. to 4:30 p.m.** The E-learning programme will continue until the school reopens for regular classes. Please find below the time-table for Week 1:-

Date	Day	Time	Activity
07-04-2021	Wednesday	3:55 p.m. to 4:30 p.m.	Welcome and Introduction
08-04-2021	Thursday	3:55 p.m. to 4:30 p.m.	Games

Regular Time-table starting Sunday, 11-04-2021 onwards.

CLASS	DAYS	SUBJECT	TIMINGS
<b>LKG</b>	Sunday	<b>EVS</b> Sections : A , B , C , D , E <b>English</b> – All sections	3:55 p.m. – 4:30 p.m. 4.45 p.m – 5.20 p.m
	Monday	<b>EVS</b> Sections : F , G , H , I , J <b>Math</b> – All sections	3:55 p.m. – 4:30 p.m. 4.45 p.m – 5.20 p.m
	Tuesday	<b>EVS</b> Sections : K , L , M , N <b>English</b> – All sections	3:55 p.m. – 4:30 p.m. 4.45 p.m – 5.20 p.m
	Wednesday	<b>EVS</b> Sections: P , Q , R , S <b>Music / Dance / PE / Drawing</b> - All sections	3:55 p.m. – 4:30 p.m. 4.45 p.m – 5.20 p.m
	Thursday	<b>Activity Time</b> - All sections	3:55 p.m. – 4:30 p.m.

As your child takes his/her first steps in schooling, we request you to ensure that your ward attends the E-learning programme on a regular basis. The child-friendly programmes are carefully designed to assist you to engage in your child's learning.

The necessary study and practice material is uploaded in the Parent Portal (under study materials) 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.

We are certain that your child will learn the fun way and make a great start at learning! We request you to kindly ensure that the school fees are paid regularly every month.

## 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.

We request you to make note of the following:

### STEPS TO LOG IN TO MICROSOFT TEAMS

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.

Warm Regards,

*Pamela Xavier*

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

