



Circular No.18/P&G/2020-21

October 11, 2020

FOR PARENTS/GUARDIANS OF STUDENTS IN CLASS VII
SUB: USING MS TEAMS

This is further to our Circular No. 17/P&G/2020-21 dated 08.10.2020 through which we had informed you about the deployment of Microsoft Office 365 solution on a trial basis for students of Class IV at South Point School and Class VII at South Point High School. We had also communicated the format of the email ID (username) and the default password for your child's account on Office 365. You must have also received an email from our side on your registered email ID containing these information. We hope you have already activated the Office 365 account of your wards and have also changed the default password. In case it has not been done yet, we urge you to complete the process of activating the Office 365 account of your child immediately.

As already informed to you, effective from Monday 12 October 2020, our teachers will use MS Teams for uploading assignments and quizzes for Class VII only and students also have to complete the work and submit the same back through MS Teams. This is being done on a pilot basis before we roll out MS Teams for other classes too. Our Skolaro platform is linked to the ERP solution of the School and it will continue to be used for multiple purposes. In this connection, please note the points mentioned below:

1. Online classes of students will continue to be conducted on Zoom as per the existing practice and we do not plan presently to shift the same to MS Teams. The link for Zoom classes will continue to be shared on the Skolaro platform.
2. The Skolaro app/portal will continue to be used for the following purposes for all classes, including Class VII:
 - a. Communicate School notices
 - b. One to one communication between the school and parents through Direct Messaging
 - c. Fees payment and receipts
 - d. Student profile view and edit
 - e. Report cards etc.

We will very soon introduce some more features on the Skolaro platform for the ease of communication between the school and the guardians.

3. To reiterate, the MS Teams platform will be utilised presently for the purpose of delivery of asynchronous online education, including assignments, quizzes, uploading of other academic content etc. In near future, we will try to utilise the various offerings by Microsoft and other providers which are linked to MS Teams for a further enriched learning experience of our students.

We are enclosing a document containing detailed step-wise guide for parents and students on using MS Teams and submitting assignments and quizzes. You may also refer to various resources available on the internet about using MS Teams for students, including this YouTube link <https://youtu.be/ft7HMQQUQd4> and this link from Microsoft <https://support.microsoft.com/en-us/office/view-and-navigate-your-assignments-student-a206bde9-8bb3-4e38-a745-0f9a6f9eb6ce> Please note that all features mentioned in these links may not have been enabled for our students and the enclosed guide is more relevant in our case. We are also enclosing a document stating certain usage policies of the Office 365 account and email IDs for our students, which both the guardians and students must be aware of and must comply with.

In case of any issue, please send an email to ithelpdesk.sphs@southpoint.edu.in

Best wishes

Principal