



**Circular No.25/P&G/2020-21**

**November 7, 2020**

**FOR PARENTS/GUARDIAN OF STUDENTS IN CLASSES VI and VIII**  
**SUB: USING MS TEAMS**

This is further to our Circular No. 24/P&G/2020-21 dated 06.11.2020 through which we had informed you about the deployment of Microsoft Office 365 solution for students of Classes VI and VIII 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 this 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, November 9, 2020, our teachers will use MS Teams for uploading assignments and quizzes for the above classes and students also have to complete the work and submit the same back through MS Teams. 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 VI and VIII:
  - 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.

It needs to be noted that the “Chat” feature of MS Teams should be used by students only for exchanging information related to work set by the school and not for chatting about personal matters or forming private groups. Any student who is found to be a member of a private group formed in MS Teams or chatting with other students/teachers on personal matters may have to face severe consequences which includes disabling of chat features and suspension of Office 365 account.

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/ft7HMQUQd4> 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](mailto:ithelpdesk.sphs@southpoint.edu.in)

Best wishes for the festive season.

Principal