



# **SOUTH POINT SCHOOL**

*An ISO 45001:2018 Certified Institution*

## **NOTICE**

### **GUARDIANS OF STUDENTS OF CLASSES NURSERY TO V ( New Admission)**

#### **Using MS Teams**

This is further to our earlier notice dated April 1, 2021 through which we had informed you about the deployment of Microsoft Office 365 solution. 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.

Our teachers will use MS Teams for uploading assignments and they 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 be used for multiple purposes. In this connection, please note the points mentioned below:

1. Online classes of students will be conducted on Zoom. The link for Zoom classes will be shared on the Skolaro platform.
2. The Skolaro app/portal will be used for the following purposes for all classes:
  - 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.
  - f. Help Desk

Contd...2

3. To reiterate, the MS Teams platform will be utilised presently for the purpose of delivery of asynchronous online education, including assignments, 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/guardians only for exchanging information related to work set by the school and not for chatting about personal matters or forming private groups. Any student account user, who is found to be a member of a private group formed in MS Teams or chatting with other students/teachers/guardians on personal matters may have to face severe consequences which include 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. 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/enus/office/view-and-navigate-your-assignments-studenta206bde9-8bb3-4e38-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 student account users, 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.sps@southpoint.edu.in](mailto:ithelpdesk.sps@southpoint.edu.in)

02.04.2021

**Principal**