

Friday 8<sup>th</sup> January 2021

السَّلَامُ عَلَيْكُمْ

Dear Parent

We hope and pray you receive this letter in the best of health and Imaan.

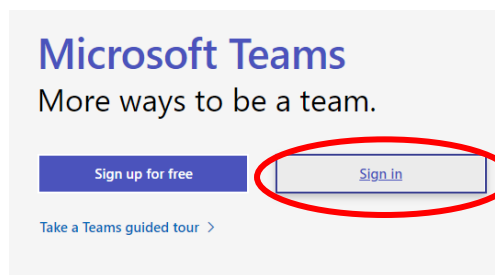
### Team Guidance

We will now be using Microsoft Teams for online lessons and to upload class and subject resources for the week ahead. This is to give parents time to prepare for upcoming lessons. Please see the guide below, on how to access lessons and resources.

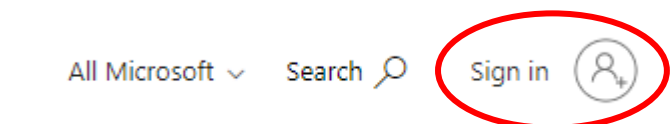
We advise parents to download the Microsoft Teams app. If this isn't possible, you are still able to log into Microsoft Teams via Internet Explorer / Google Chrome.

If you already have Microsoft Teams, please ensure you have downloaded the latest update

#### Signing Up:

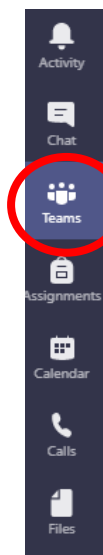


or

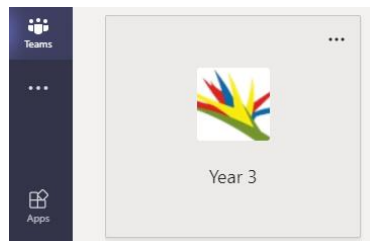


#### Accessing Resources:

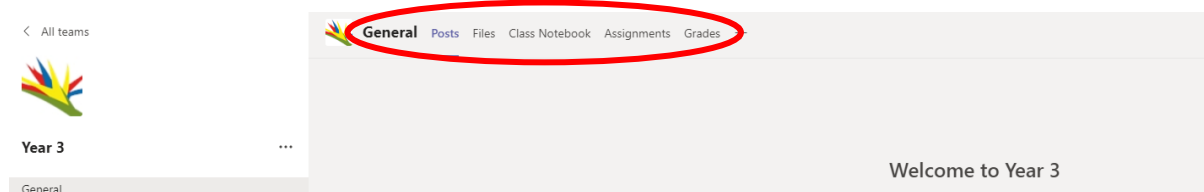
- When logged into Microsoft Teams, the left side bar should look something like this:
- Select Teams



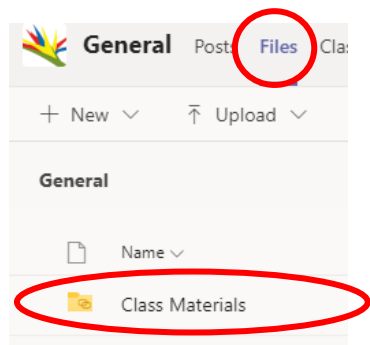
- Your child's Year Group should come up under 'Teams'. Double click on the Year Group



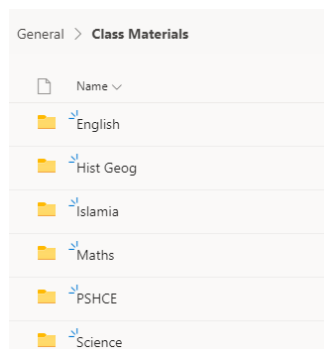
- At the top, you will see the following: General, Files, Class Notebook, Assignments, Grades



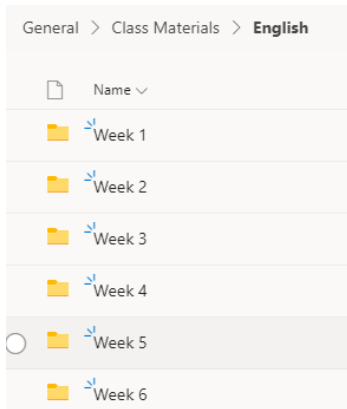
- Under Files, select classroom materials



- You will see a list of class subjects



- When selecting a subject, you will see a list of Weeks



### Accessing Lessons:

- Select Calendar from the side bar on the left
- Select the lesson
- Select Join

