

**MICROSOFT TEAMS PLATFORM-GUIDELINES**  
**FOR PRE-PRIMARY AND PRIMARY STUDENTS & PARENTS**

***"Learning is not attained by chance, it must be sought for with ardour and diligence."***  
***- Abigail Adams***

Dear parents,

At Bal Bharati Public School, Noida, learning is a continuous process. We believe that education is an essential doorway to diverse opportunities and milestones to further develop immense skills. Today, as our society and the world at large enter a period of uncertainty posed by the widespread pandemic, disrupting our daily routines and changing our perspective towards life, we understand the need for illuminating wisdom as the beacon for creating strong personalities and a successful nation. This belief is in keeping with my previous communication, emphasising on everlasting learning.

With an aim to transform education in these unprecedented times and to infuse modernity in the education system, Bal Bharati Public School, Noida brings in Microsoft Aspire School Program (MASP) to accelerate education forward. MASP Suite empowers schools with the best of the technology and Microsoft solutions to enable immersive teaching and learning experiences for educators and students.

In order to accommodate this initiative, the Pre Primary and Primary Wing will shift from its existing Google Class Room Portal to Microsoft Teams Portal between 5th & 10th July, 2021.

We are certain, this step will introduce you and your child to the new spheres of technology driven knowledge that you so much deserve. There will be initial teething problems, but all queries of students and parents will be resolved by our technical team.

**PARENTS ARE REQUIRED TO FOLLOW THE INSTRUCTIONS STATED BELOW FOR GETTING STARTED WITH MICROSOFT SUITE FOR EDUCATION FOR THEIR WARDS ON MICROSOFT TEAMS PLATFORM EFFECTIVELY:**

1. All of you will receive the new Microsoft Teams account's username and password from the Class teachers on 03 July, 2021.
2. Download the Teams App for Desktop/Android/iOS and Click on Sign In and enter the user name and password shared with you. You will be taken to a screen to reset the password (Create a new strong password and make a note of it somewhere so that you may refer in case you forget the same). You will automatically see your Class Team on your dashboard as your class teacher has already added you in the class. You can find all the learning material inside your team under Files for the academic session 2021-22.
3. Remember, these IDs have been created solely for the purpose of e-learning and must not be used for personal work.
4. You must check your Teams App regularly for notifications regarding assignments/activities/classes.
5. The schedule of online classes / sessions will be shared with you by respective Class teachers and you must login to attend/attempt the same.
6. The active learning online classes on Microsoft Teams Platform will commence from 10 July, 2021 (Monday). In this regard, it is advised that you study and understand the portal till the teachers conduct an introductory session on how to use it.
7. Be punctual with your wards online sessions / classes.
8. Since your ward's entire class will be participating on a common platform, all are required to follow positive decorum and use the platform for academia only.
9. Microsoft Teams can be accessed using either your desktop / laptop or mobile apps.
10. The existing Google classroom IDs in respect of Pre Primary and Primary wing will be deactivated on 10 July, 2021.
11. A demo video is also being shared to explain the process of using Microsoft Teams Platform.

In case of any query, please contact the school office.

Looking forward to a yet another fulfilling and successful academic session 2021-22.



Asha Prabhakar  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

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