



SABIS®

SABIS® Online
MS Teams
Student Guide
V. 1.0

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Introduction

The **Microsoft Teams (MS Teams)** application will be used to deliver a classroom in online mode so that students do not miss out on any learning while being away from school. The teachers will be able to facilitate the learning of the lesson for a group of students, as if they are in class, while delivering the relevant material digitally.

The students will thus have the opportunity to keep up with their learning needs and study requirements as they take part in the scheduled sessions delivered by the teacher.

This document sets forth the essential steps and details related to joining an online session using **MS Teams**.

Delivery Method

There are two main delivery methods using **MS Teams**.

1. *Live Event*
2. *Meeting*

Your school will determine the delivery method type to initiate the learning session. These sessions will be set on your calendar if they are *Meeting* requests, and on your timetables if they are *Live Events*. You can click on the respective links to access them.

To begin with, you need to install the **MS Teams** Application on your device. Prior to every session, make sure to login using the username and password that your school administration will share with you.

You may use your tablet, or computer, to view a lesson in a *Live Event* or *Meeting*.

Live Event

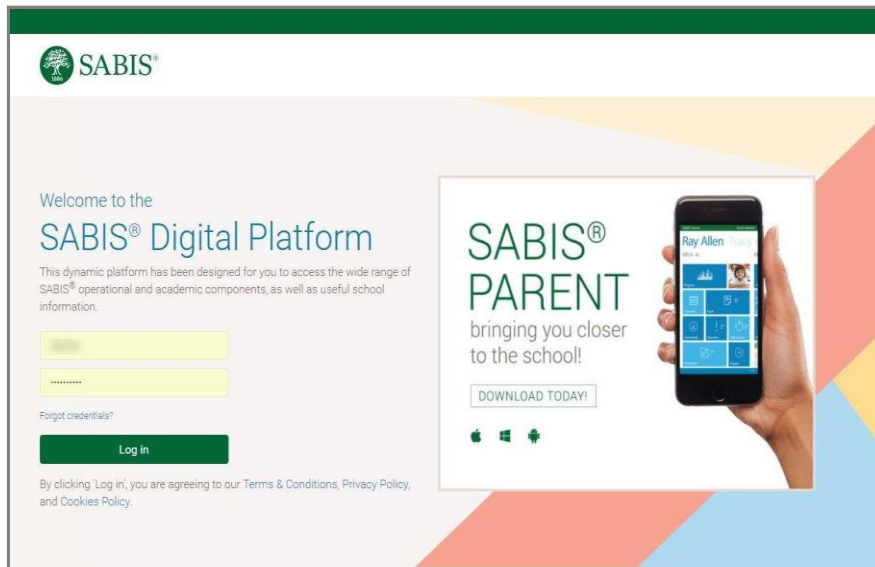
Through the *Live Event session*, the teacher will share their screen and deliver the lesson by explaining the content. You will have the chance to ask your questions and communicate with the teacher through the **Question & Answer (Q&A)** feature.

Joining a Live Event

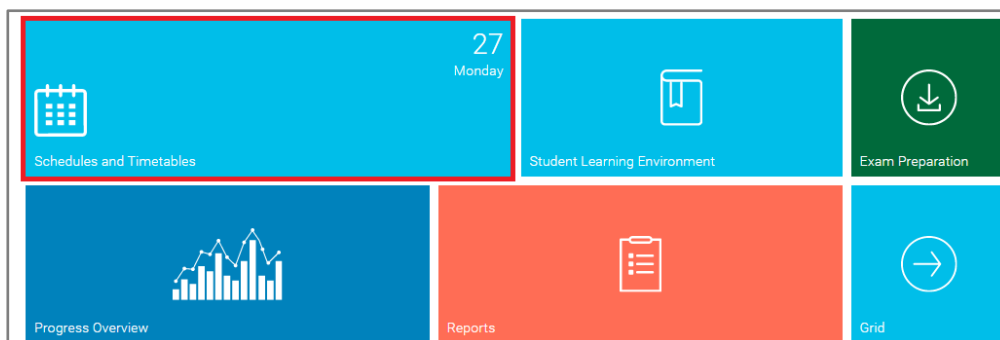
All *Live Events* sessions will be set on your weekly timetable. Follow the steps below to join a *Live Event*.



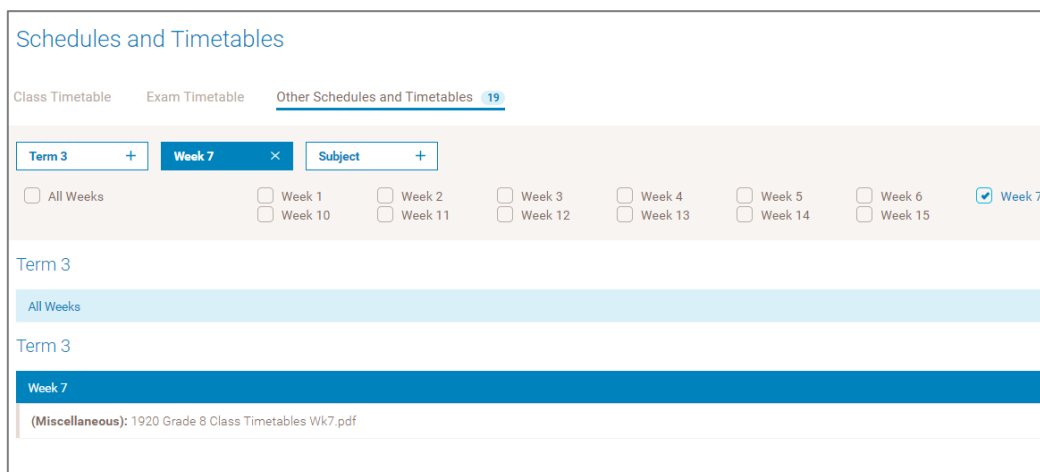
1. Log in to **SABIS® Digital Platform** using your credentials through the following URL:
digitalplatform.sabis.net.



2. Click on the **Schedules and Timetables** tab to look for your class schedule.



3. Select the Term and Week to view the corresponding schedule.

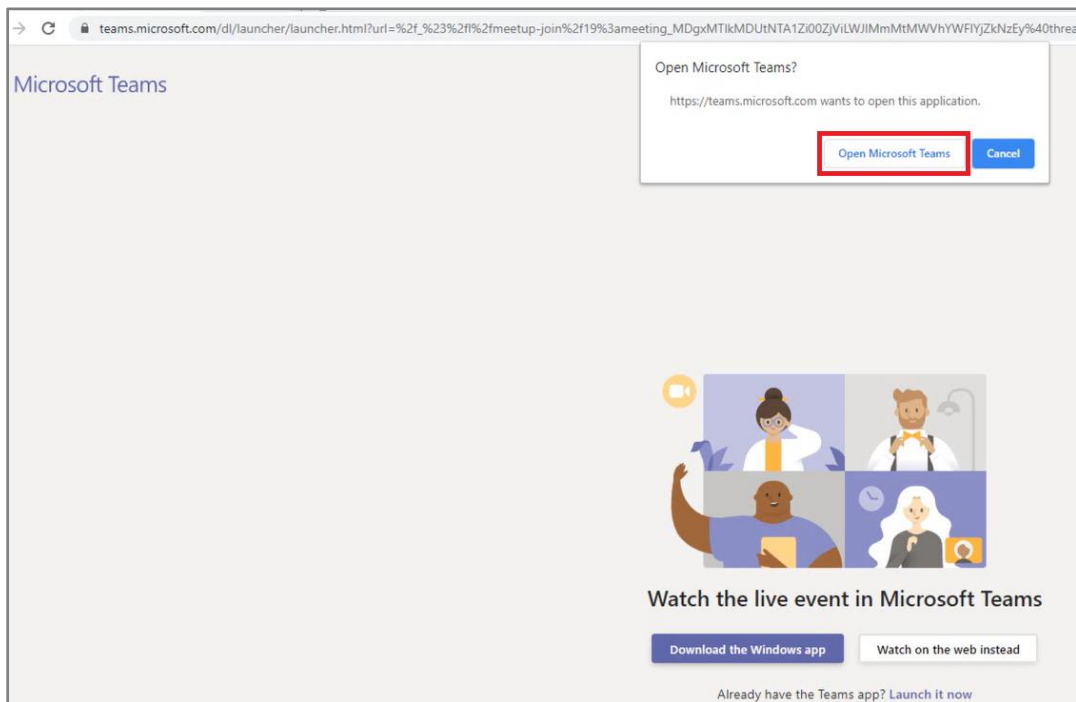




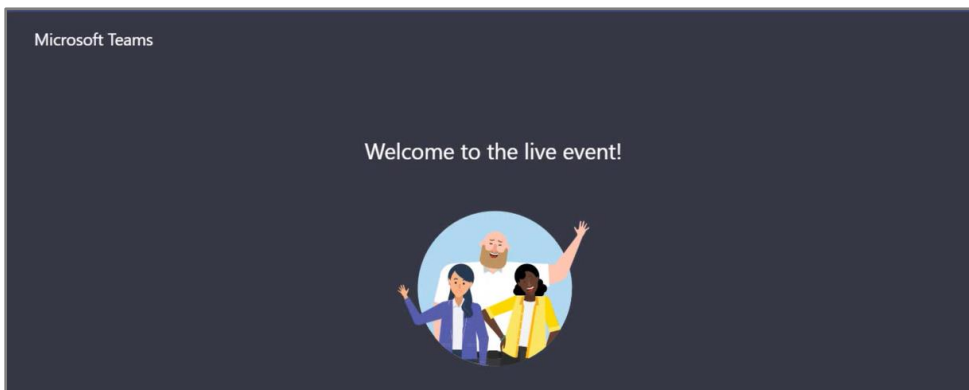
4. Click on the hyperlink under the session which you need to attend.

The International School of Choueifat Class-Section Schedule Distribution											Report : TT02 Acad Year : 2021 Report Date : 24/07/2020 Report Time : 15:10:45
Class-Section: 08-A											
	Period 1 8:00AM-8:50AM	Period 2 8:50AM-9:40AM	Break 9:40AM-10:05AM	Period 3 10:05AM-10:50AM	Period 4 10:50AM-11:35AM	Period 5 11:35AM- 12:20PM	Lunch 12:20PM- 1:15PM	Period 6 1:15PM- 2:00PM	Period 7 2:00PM- 2:45PM	Period 8 2:45PM- 3:30PM	
Monday	English G.8A English Class 1	Math G.8A Math Class		Social Studies G.8A S. Studies Class	Math AMS G.8A group 1 Math AMS T1W2	3 rd Language G.8A French Class		2 nd Language G.8A Arabic Class	English G.8A English Class 2	Science G.8A Science Class	

5. Clicking on the link will direct you to **MS Teams** with two options: use the web version or open in the **MS Teams** application. Select **Open in Teams** to join the session using the application.



6. Sign in using the credentials sent to you by your school.



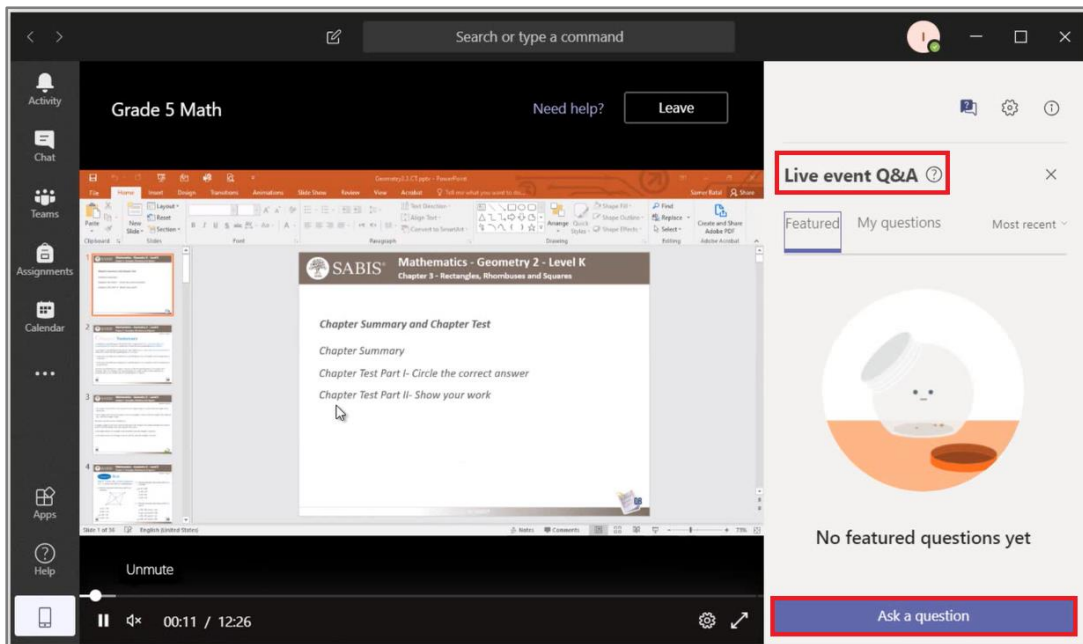


Attending a Live Event

Once you are in the *Live Event*, the teacher will share the learning material so you can view it on your screen. You will need to listen to him/her while the material is being taught.

You will have the chance to ask your questions and communicate with the teacher through the **Question & Answer (Q&A)** feature.

Only when the **Q&A** feature is enabled, will you be able to ask questions to and communicate with your teacher through typing.



The teacher may choose to answer the questions on a one-on-one basis, post the question in public and then share the answer with all the participants, or decide to dismiss it if it is not valid.

When the session ends, the teacher will close the *Live Event* session.

Rerunning a Recording Live Event

You will have the chance to view again a *Live Event* that was recorded. To view a previously recorded session, click on the same hyperlink found in your timetable.

The International School of Choucifat										
Class-Section Schedule Distribution										
Report... TT02 Acad Year : 2021 Report Date : 24/07/2020 Report Time : 15:10:45										
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Meeting

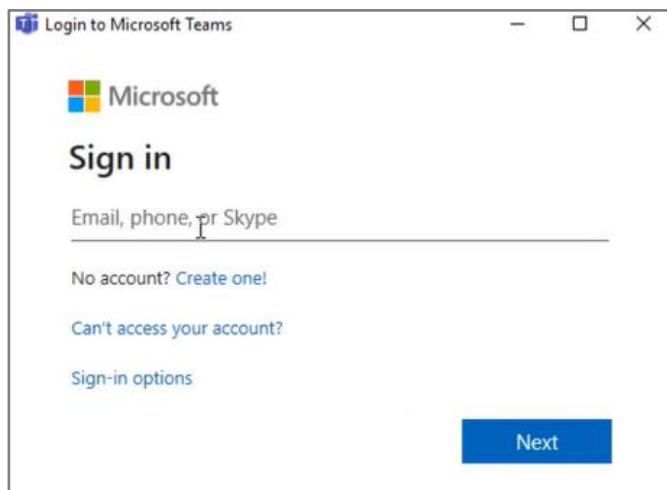
The second delivery method of virtual classrooms is through a *Meeting* request on **MS Teams**, which allows initiating a session between the teacher and students.

The teacher will share their screen and deliver the lesson by explaining the content. You should participate in the meeting following your teacher's instructions. The teacher will set the communication protocol at the start of the meeting.

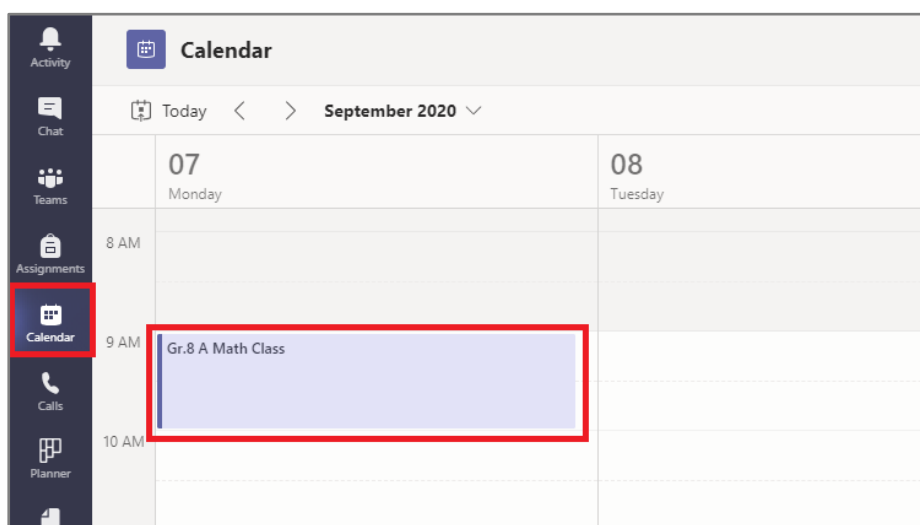
Joining a Meeting

All *Meeting* sessions will be set on your **MS Teams** Calendar. Follow the steps below to join these sessions.

1. Open the **MS Teams** application and log in using the credentials sent to you by the school.

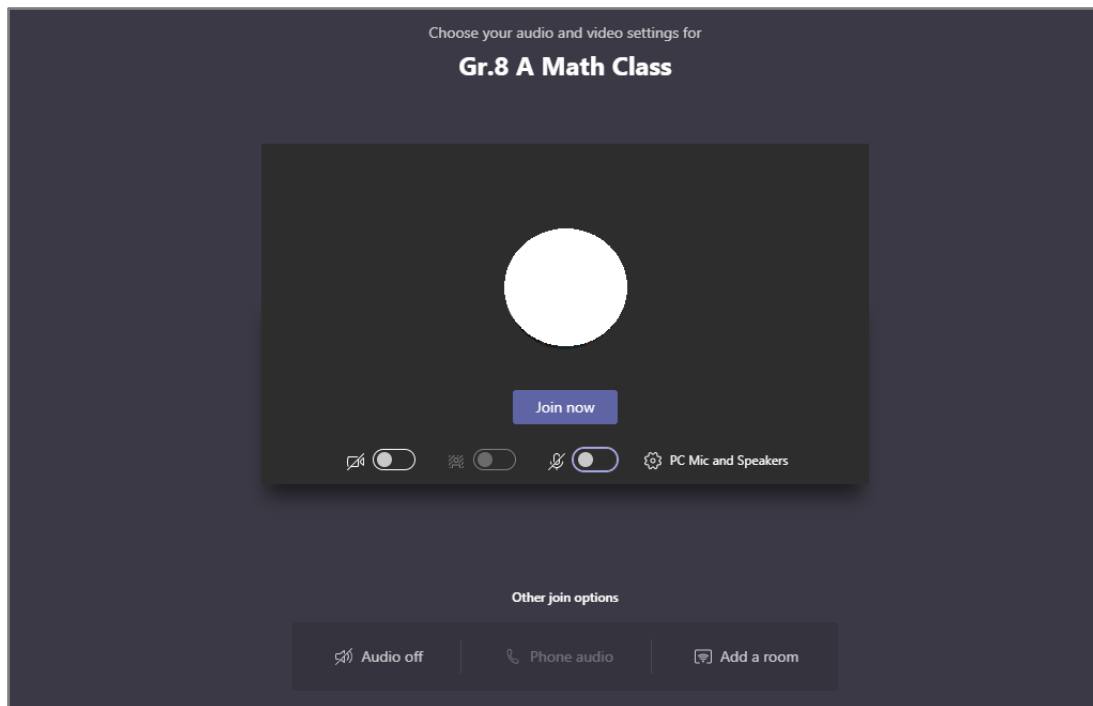


2. Open the **Calendar** and select the session you want to join, as per your timetable for virtual classes posted on **SABIS® Digital Platform**.





3. Click on **Join Now** to become part of the *Meeting*.



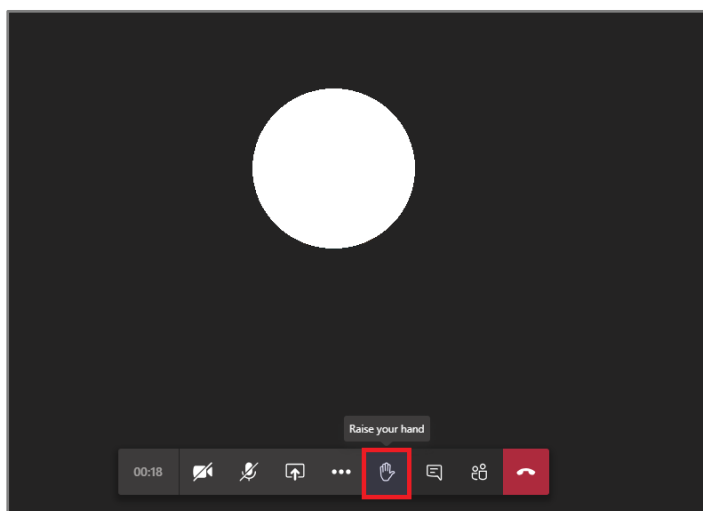
Attending a Meeting

During a *Meeting*, the teacher will share the learning material so you can view it on your screen. You will need to listen to him/her while the material is being taught.

The chat option and the Q&A option are not available in a *Meeting* session.

The teacher will allow for periods of interaction, and the students must abide by the rules set by the teacher at all times as they would regularly do in a face-to-face classroom.

To ask a question or participate, click on the **Raise your hand** button and wait for the teacher's permission to speak. Click again on the same button to lower your hand.

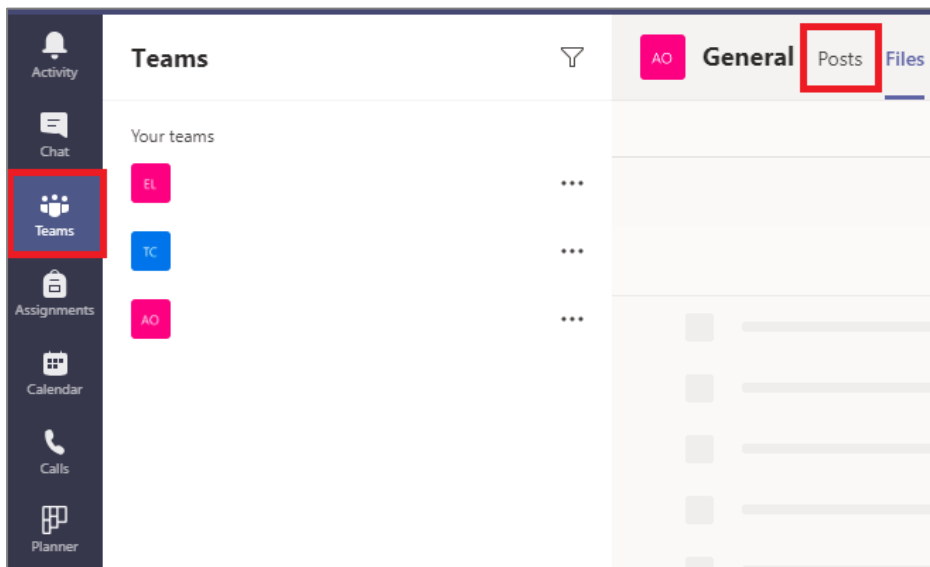




Viewing a Recorded Meeting

To view a recorded *Meeting* session, follow these steps.

1. Open **MS Teams** and click on the **Teams** tab on the left of the screen, then select your channel and Posts



2. Click on the video to watch it.

