



SABIS®

SABIS®
Online Operations
Virtual Classes Using
Microsoft Teams
Student Guide
V. 2.0

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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

The two main delivery methods in **MS Teams** are as follows:

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 links to access them.

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

You can use any device to view a lesson in a *Live Event* or in *Meeting*.

Live Event

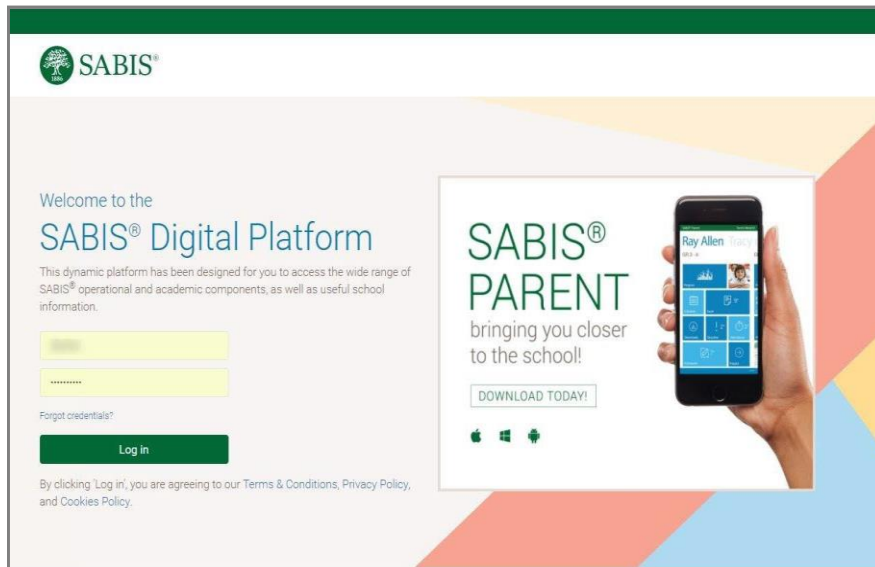
The first delivery method of virtual classrooms is through creating a Live Event. Through the *Live Event*, the teacher will share their screen and deliver the lesson by explaining the content being viewed, and you will follow the topic being taught by listening to the teacher. You will have the chance to ask your questions and communicate with the teacher through the **Question & Answer (Q&A)** feature.

Joining a Live Event

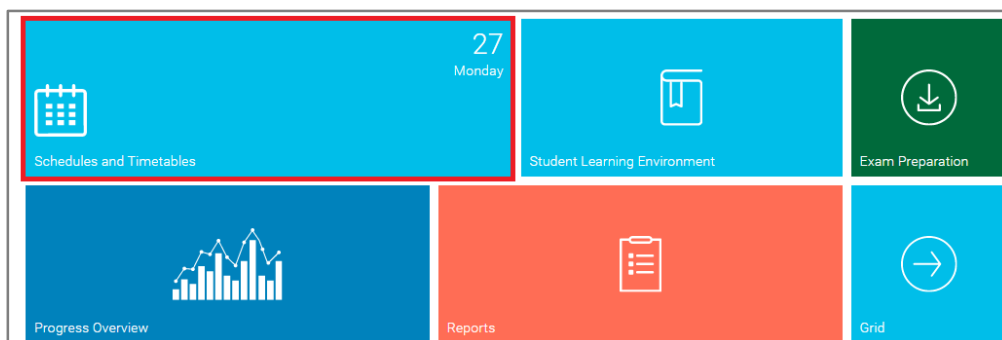
All *Live Events* sessions will be set on your weekly timetable. Follow the steps below to join a *Live Event*.



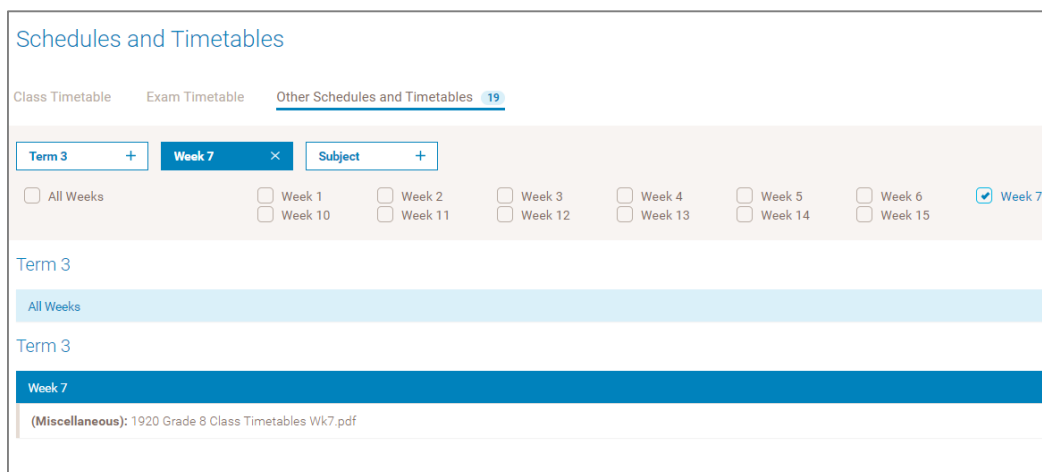
1. Log in to **SABIS® Digital Platform** using your credentials through this URL:
digitalplatform.sabis.net.



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.






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4. Click on the hyperlink under the session you need to attend on a given day at a given time.



The International School of Choueifat

Class-Section Schedule Distribution

Report: TT02

Acad Year: 2021

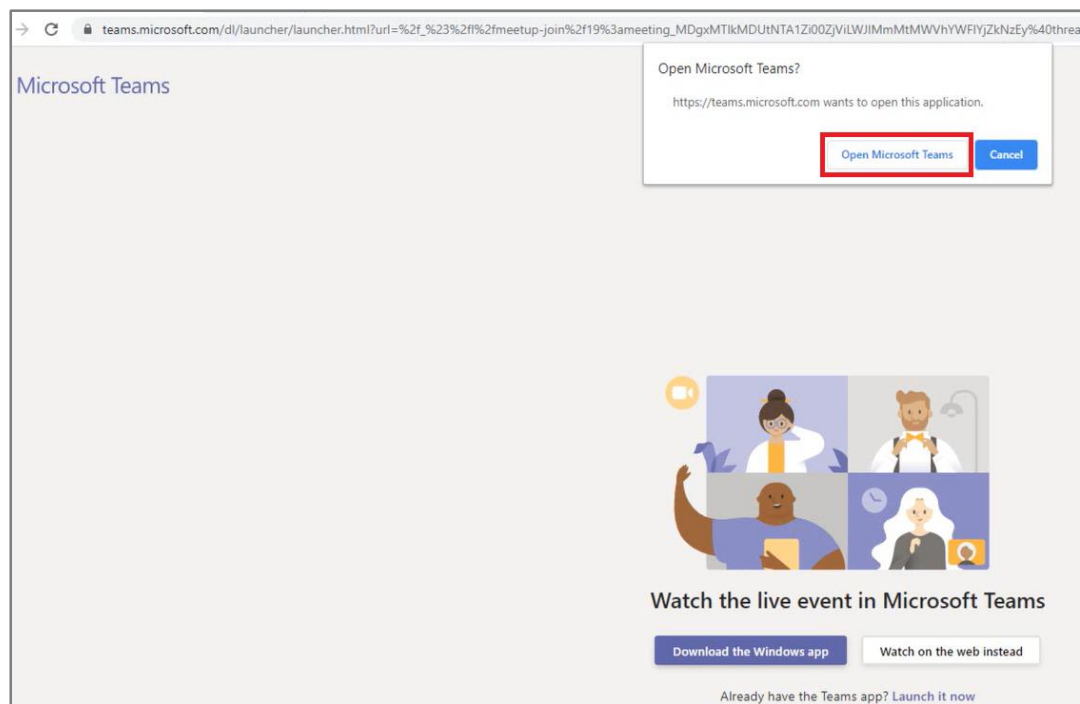
Report Date: 24/07/2020

Report Time: 15:10:45

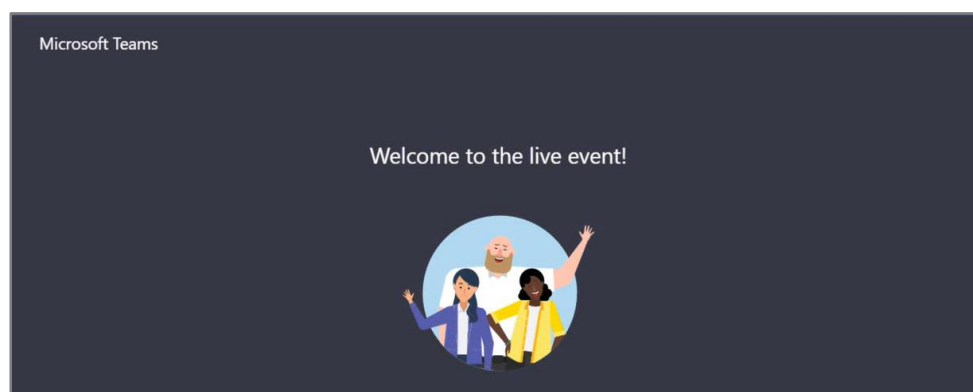
Class-Section: 08-A

	Period 1	Period 2	Break	Period 3	Period 4	Period 5	Lunch	Period 6	Period 7	Period 8
	8:00AM-8:50AM	8:50AM-9:40AM	9:40AM-10:05AM	10:05AM-10:50AM	10:50AM-11:35AM	11:35AM- 12:20PM	12:20PM- 1:15PM	1:15PM- 2:00PM	2:00PM- 2:45PM	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 TIW2	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: to use the web version or to open in **MS Teams**. Select **Open in Teams** to join the session.



6. Sign in using the credentials sent to you by the school. You are now part of the session.



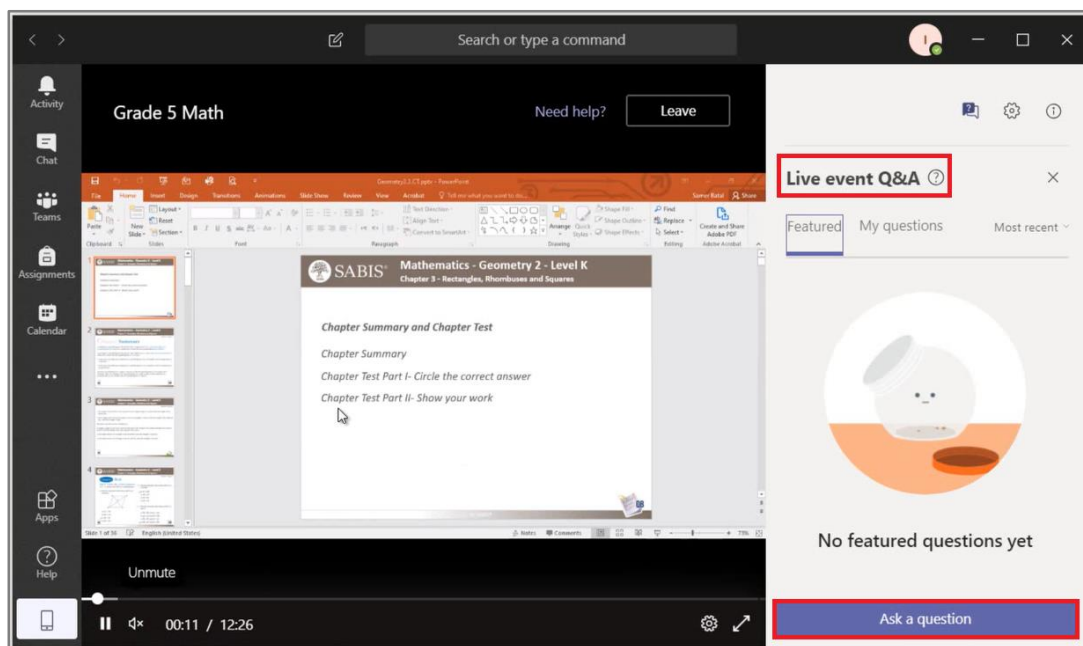


Attending a Live Event

Once you are in the *Live Event*, the teacher has full control of the session and will share the learning material. You will follow the topic being taught by listening to the teacher.

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 closes the *Live Event*.

Rerunning a Recording Live Event

You 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 Choueifat

Class-Section Schedule Distribution

Report: TT02

Acad Year : 2021

Report Date : 24/07/2020

Report Time : 15:10:45

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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 TIW2

3rd Language

G.8A French Class

2nd Language

G.8A Arabic Class

English

G.8A English Class 2

Science

G.8A Science Class



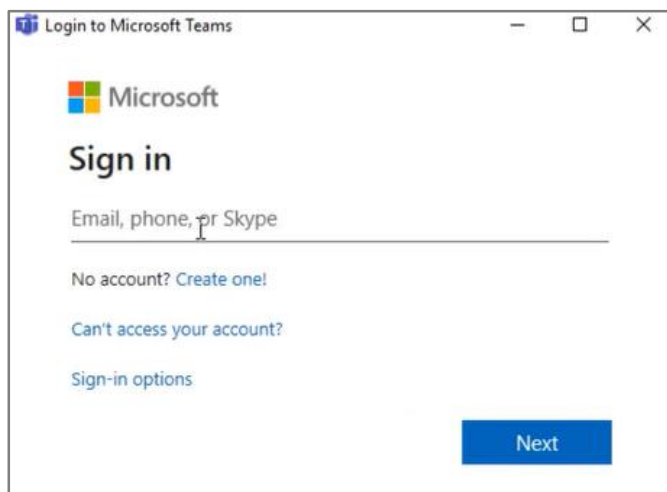
Meeting

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 presenter will share their screen with the students and deliver the lesson by explaining the content being viewed, and you will be listening and following the topic being taught. You should participate in the meeting following your teacher's instructions. The teacher will set the communication protocol at the start of the meeting.

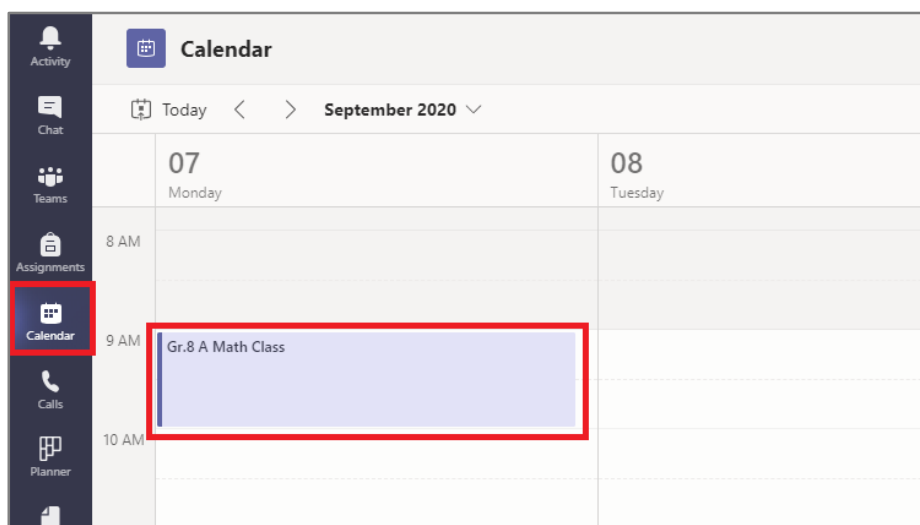
Joining a Meeting

All *Meetings* will be set on your **MS Teams** Calendar. Follow the steps below to join a meeting.

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

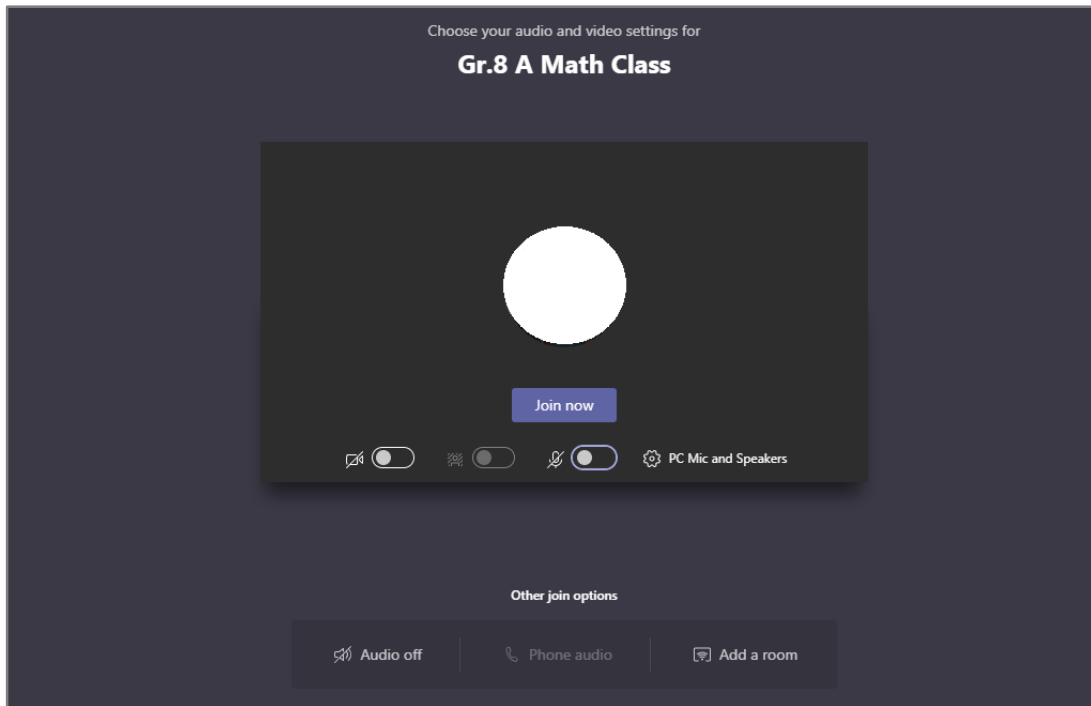


2. Open the **Calendar** and select the session you want to join, as per your timetable for virtual classes posted on **SABIS® Digital Platform**.





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

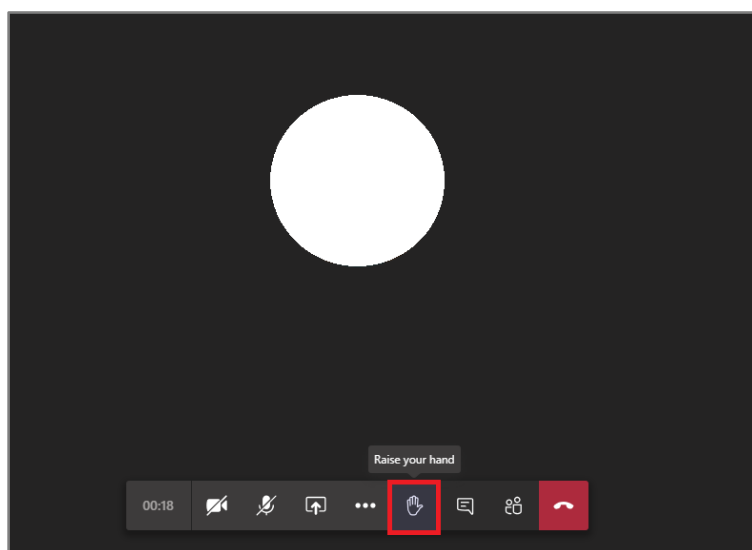


Attending a Meeting

During a *Meeting*, the teacher will mute all participants. The chat option is disabled, and the Q&A option is not available.

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.

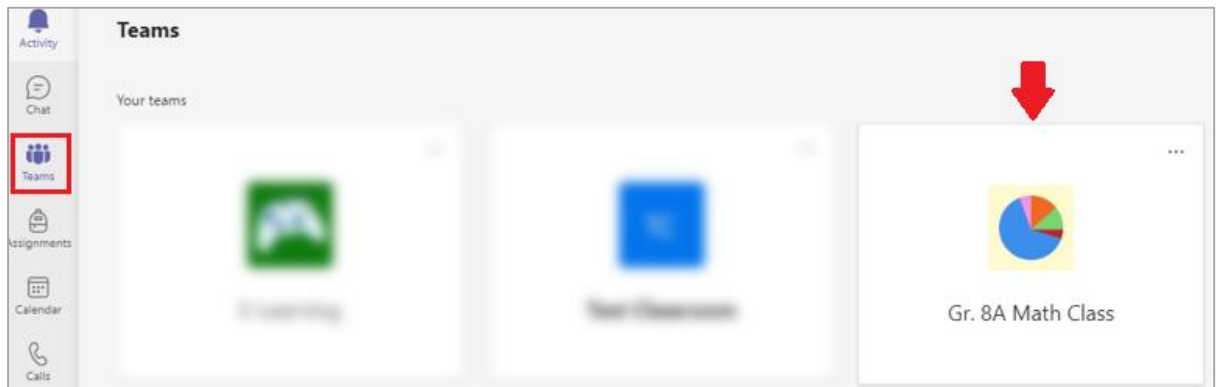




Viewing a Recorded Meeting

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

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



2. In the **Files** tab under your channel, you will be able to locate the recording of the session in the **Recordings** folder.

