

STUDENT ONLINE CLASS INSTRUCTIONAL SHEET

Assalamu Alaikum Parents/Guardians,

We hope this letter finds you in good faith and health.

Thank you for registering your child/ren to our new online learning platform. As part of our new learning platform, students will be expected to use **Microsoft Teams** at home to access live streamed classes, pre-recorded videos, online exercises and class resources and activities. Please note, class rolls will be marked internally during each live streamed class.

Please find instructions on how to get started on our online system.

BEFORE YOU GET STARTED

Please ensure your child/ren has access to a computer, iPad or tablet that is connected to the internet. **It is recommended that your child/ren use a computer.** Please note, Microsoft Teams can also be accessed on any smartphone via their app.

Please download the Microsoft Teams app for your device:

<https://teams.microsoft.com/downloads>

If you are having trouble running Microsoft Teams, **please visit the following link to ensure your device meets their operating requirements for MAC and PC:** <https://bit.ly/2WZjtpy>

Also, it is important that they are in a quiet study area and have pre-prepared their class materials (workbooks, handouts and digital resources) and any writing utensils for notes.

ACCESSING YOUR ACCOUNT

Step 1: Search: www.office.com

Step 2: Click **Sign In**

Step 3: Enter your email address: firstname.surname@alfirdaus.nsw.edu.au

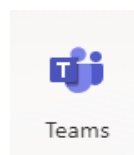
Please note, your child/ren's email address consists of their first name and surname e.g. john.smith@alfirdaus.nsw.edu.au.

If you have any issues with logging in, please contact Zakaria Hussain on 0412 535 808, Monday to Sunday, after 12pm.

Step 4: Enter password: **Green123 or Green123!**

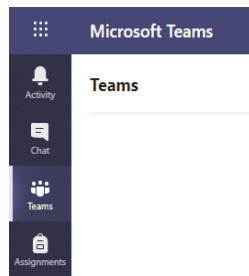
Step 5: Once you have logged on, your child/ren will be asked to **create their own password.** Please create a new password.

Step 6: Click on the **Teams** icon



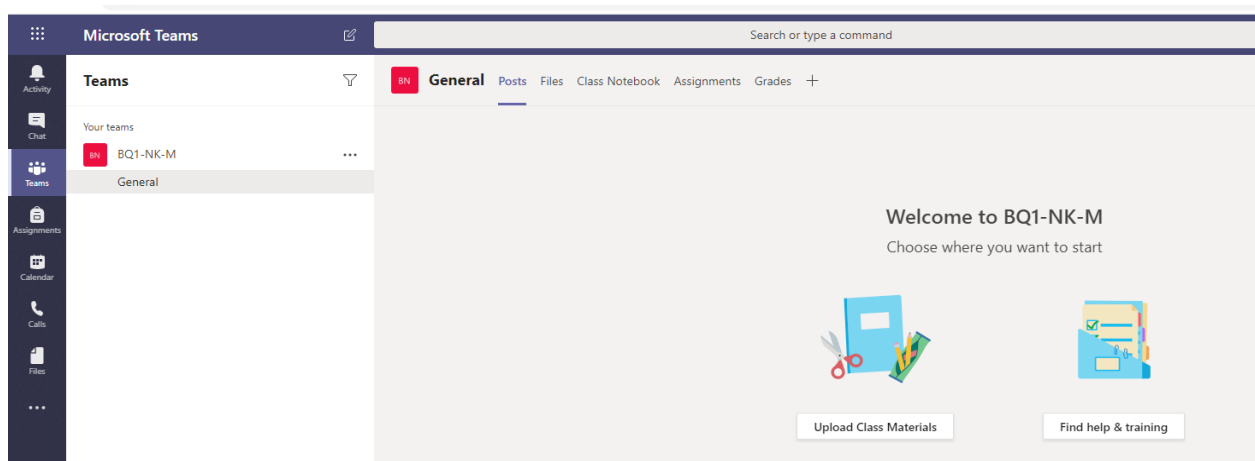
CONFIRMING YOUR CLASS

Step 1: Click on **Teams**



Step 2: Select the **Team** [Team refers to Class] you have been invited to join.

Please note, if your Team [Class] is not listed by Sunday 25th July 2021, contact IT Support immediately.



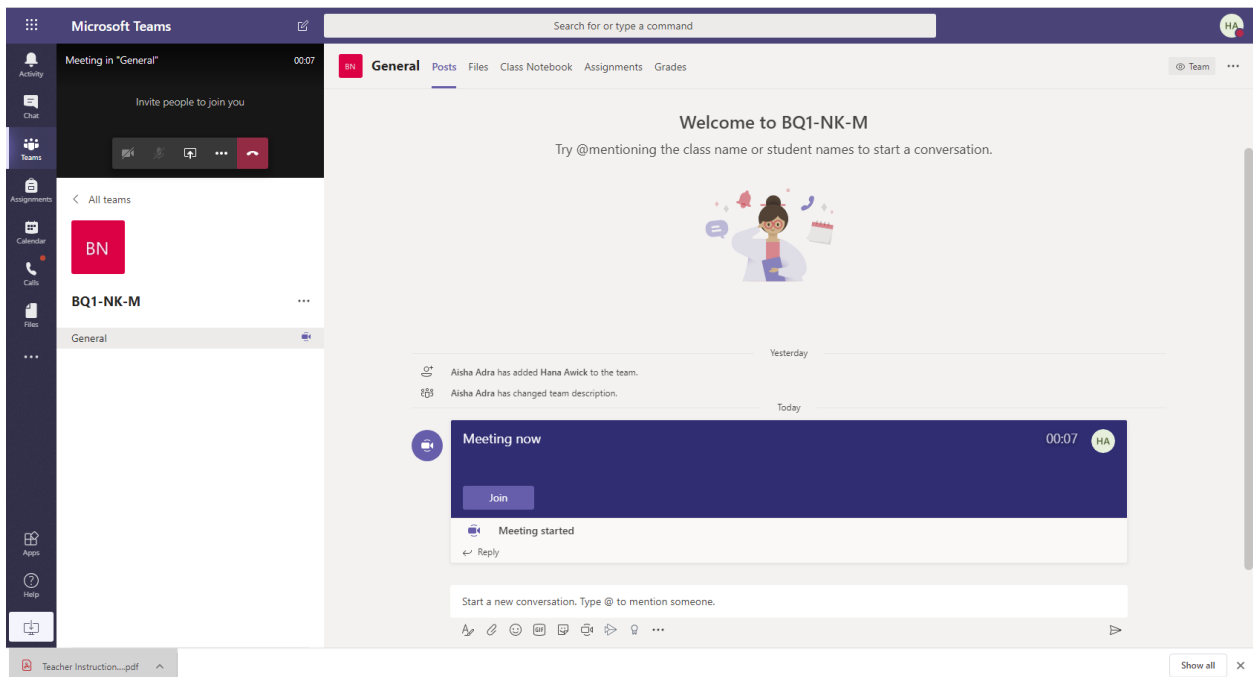
Step 3: Now, you are able to post questions to your class, access online resources and join your class when it is live streamed on your Team page.

HOW TO JOIN A LIVE CLASS

Step 1: Confirm when your class is live by checking your centres online class timetable at

www.alfirdaus.com.au

Step 2: Once you have selected your Team, click **Join** to start your live streamed class and start learning!



SUPPORT

If you would like more information on how to access Microsoft Teams, please visit <https://bit.ly/2UP9dNX>. There are a wide range of instructional videos and step-by-step guides on how to create your account and join your class.

If you require additional IT support, please contact Zakaria Hussain on 0412 535 808, Monday to Sunday, from 12pm.

We look forward to continuing to provide your child/ren with the knowledge, support and resources they need to progress on their Islamic learning journey.

We appreciate your patience and understanding as we launch our new online learning platform.

Kind Regards,

Administration
Alfirdaus College