

TRANSITION FROM PHOENIX CLASSROOM TO MICROSOFT TEAMS

Dear Parents,

As part of our ongoing commitment to strengthening and streamlining digital learning practices, we would like to inform you that all curriculum-related activities, resources, and assignments will now be facilitated through **Microsoft Teams**.

In line with this initiative, the school is transitioning from **Phoenix Classroom** to **Microsoft Teams**, which will serve as the central platform for subject learning, class resources, assignments, and grade-level communication. This transition is intended to provide students with more consistent, efficient, and integrated digital learning experience.

Each student will have access to the following Microsoft Teams groups:

Microsoft Teams Groups

1. School Group

Team Name: GLS

This group will be used for:

- School circulars
- School announcements
- School policies

2. Main Grade Group

Team Name: GLS_26_GRADE

(e.g. GLS_26_GRADE_06)

This group will be used for:

- Grade-level circulars
- Examination schedules
- Grade-level announcements
- Common resources applicable to the entire grade

3. Subject-wise Class Group

Team Name: GLS_26_GRADE_Sec_Subject

(e.g. GLS_26_06_A_ARB)

This group will be used for:

- Subject-specific communication
- Access to learning resources for each subject
- All subject resources will be available in the **Classwork** tab within each subject Team
- Resources will be organized into unit folders and lesson files, as arranged by the subject teacher

STEP-BY-STEP GUIDE: HOW STUDENTS CAN ACCESS CLASS TEAMS

Step 1: Sign In

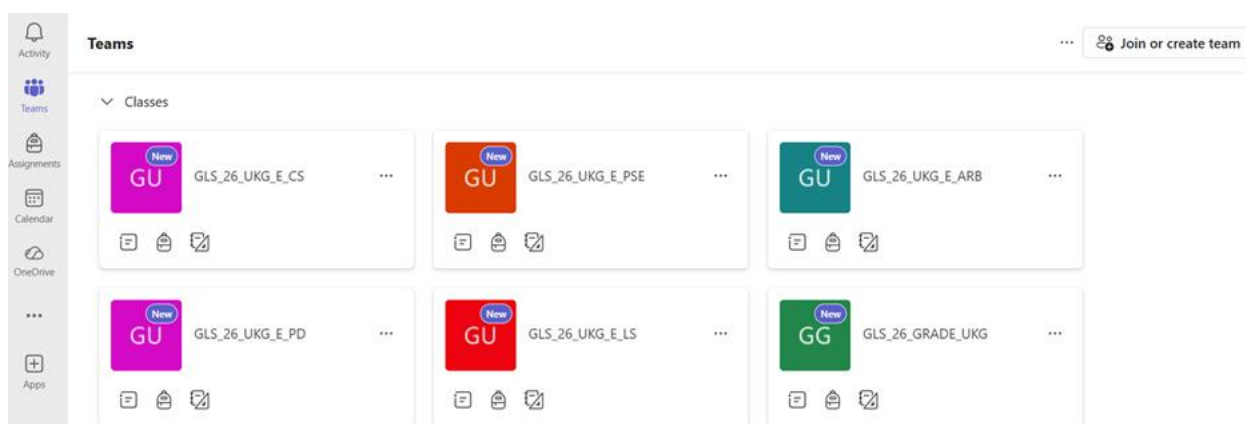
- ✓ Open a web browser and visit www.office.com
- ✓ Click Sign In.
- ✓ Enter the student's GEMS username (e.g. 12345@gemsed.com) and password.

Step 2: Open Microsoft Teams

- ✓ From the Microsoft 365 dashboard, select the Teams icon.
- ✓ This will display all class groups assigned to the student.

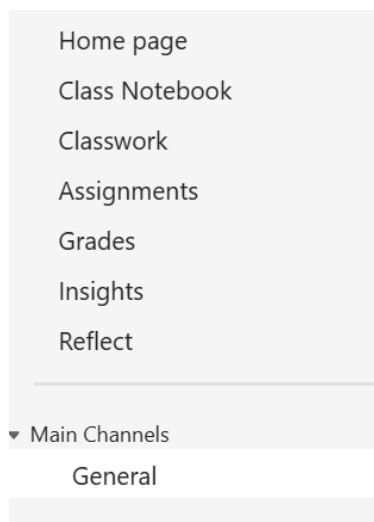
Step 3: Access Subject-wise Class Groups

- ✓ Once Microsoft Teams opens, students will see tiles for each subject-wise class group.
- ✓ Each tile represents a subject Team assigned to the student.



Step 4: Accessing the Classwork Section

- ✓ Select the Classwork icon displayed within the subject Team.



Once accessed, students will be able to view lesson folders organized by chapter or unit.

Step 5: What Students Will Find in Classwork

Within the Classwork section, students will find:

- ✓ Chapter-wise folders
- ✓ Worksheets

- ✓ Class notes
- ✓ Lesson presentations
- ✓ Links to reference resources
- ✓ Any additional materials shared by the subject teacher

All resources are organized systematically to support structured learning.

Step 6: Assignments

- ✓ Students can access assigned tasks by selecting the Assignments tab within the subject Team.
- ✓ This section displays:
 - Assigned work
 - Due dates
 - Teacher feedback
 - Submission status

Step 7: General Guidelines

- ✓ Students should ensure their device has stable internet connectivity.
- ✓ Microsoft Teams should be checked daily for updates, assignments, and announcements.

For any login or access-related support, parents may contact the school at glsvlehelpdesk@gemsedu.com

We appreciate your continued support and cooperation as we implement this transition.

Warm regards,



Asha Alexander أشا ألكسندر

Principal مديرة المدرسة

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