



## **EIS E-Learning Portal Guidelines (2026-2027)**

Dear Parents,

Elite International School would like to inform you that its e-learning portal will be used to provide you with quick access to the information you need regarding assignments, reference materials and other forms of communication.

EIS e-learning portal is accessible online from the school website

<https://www.eliteintschool.com/> and click on E-LEARNING PORTAL or the school management system direct link: <http://eis.servebbs.com/PortalLogin.aspx>

In an initiative to go green, we have launched the e-planner tool, which will be used for all students from Preschool to Grade 11, noting that Preschool to Grade 3 students will further receive a planner at the beginning of the school year.

Students can access their account from any electronic device -computer, laptop or tablet -using the usernames and passwords which will be provided by the school to the parents via SMS.

The portal is user-friendly; all the learning content and information are structured in an organized way, making them easily accessible to all students. Class discussions, calendar, e-resources, schoolwork, evaluations and notes from teachers are accessible in just one click. All students have access to learning materials at any time and from any place where they have internet access.

Students can also communicate with their teachers and classmates via the chat feature that the portal provides, creating a more collaborative and interactive learning environment.

Teachers will use the e-learning portal to create multimedia learning content and recorded lessons, using videos, images, audios and texts which serve as great tools in teaching new skills and imparting knowledge.

All students will be trained by their respective teachers on how to effectively use the portal on the first day they attend school.

The e-learning portal will be used strictly for educational purposes using the following guidelines:

- All school rules and consequences related to the code of conduct apply.
- Students will be required to use appropriate grammar instead of texting language.
- The portal will be used to discuss school-related content only.
- Put-downs or sarcasm toward others' ideas are not allowed.

It is important that students take part in live discussions, check e-resources, complete their assignments, and take any assigned e-quiz diligently, taking the learning process seriously to ensure a smooth transition once regular classes are resumed.

In addition to EIS e-learning platform mentioned above, our students will keep using the online learning portals to enhance their reading skills. Usernames and passwords will be provided later to all students by the school.

If you have any questions, please contact the administration office:

Phone: 44981133 & 44981155

Email: admin@eliteintschool.net

We look forward to your cooperation and wish you all a fruitful year ahead, full of success and achievements.

Administration



### إرشادات حول بوابة المدرسة الإلكترونية (2026-2027)

حضرة أولياء الأمور الكرام،

تود مدرسة النخبة العالمية إعلامكم عن استخدام بوابة التعلم الإلكتروني الخاصة بها، وتزويدكم بإمكانية الوصول السريع إلى المعلومات التي تحتاجونها بخصوص المهام والمواد المرجعية وطرق التواصل الأخرى. يمكنكم الوصول إلى بوابة التعليم الإلكتروني الخاصة بالمدرسة عبر الإنترنت، إما من خلال الموقع الإلكتروني للمدرسة <https://www.eliteintschool.com> ثم النقر على E-LEARNING PORTAL أو من خلال الرابط المباشر لنظام إدارة المدرسة

<http://eis.servebbs.com/PortalLogin.aspx>

في مبادرة لتطبيق الاستدامة البيئية، أطلقنا المفكرة الإلكترونية والتي سيتم استخدامها لجميع الطلاب من مرحلة ما قبل الروضة إلى الصف العاشر الثانوي، علمًا أن طلاب مرحلة ما قبل الروضة إلى الصف الثالث سيحصلون على مفكرة (غير الكترونية) في بداية العام الدراسي.

يمكن للطلاب تسجيل الدخول إلى حساباتهم من أي جهاز إلكتروني - كمبيوتر أو كمبيوتر محمول أو كمبيوتر لوحي - باستعمال اسم المستخدم وكلمة المرور التي سترسلها المدرسة لأولياء الأمور عبر الرسائل القصيرة. البوابة سهلة الاستخدام، فجميع محتويات ومعلومات التعلم متوفرة بطريقة منظمة، مما يسهل على جميع الطلاب الحصول عليها. يمكن الوصول إلى مناقشات الفصل والتقويم والموارد الإلكترونية والعمل المدرسي والتقييمات بنقرة واحدة فقط. جميع المواد التعليمية متاحة لجميع الطلاب في أي وقت ومن أي مكان مزود بإمكانيات الإنترنت.

هذا ويمكن للطلاب أيضاً التواصل مع معلماتهم وزملائهم في الفصل الدراسي عبر ميزة الدردشة التي توفرها البوابة الإلكترونية، مما يخلق بيئة تعليمية أكثر تعاوناً وتفاعلية.

تستخدم المعلمات بوابة التعلم الإلكتروني لإنشاء المحتوى التعليمي ذات الوسائط المتعددة والدروس المسجلة، باستخدام مقاطع الفيديو والصور والتسجيلات الصوتية والنصوص التي تعدّ بمثابة أدوات فعّالة لتعلّم مهارات جديدة ونشر المعرفة.

- سيتم تدريب جميع الطلاب من قبل معلماتهم على كيفية استخدام البوابة الإلكترونية في أول يوم حضور لهم في المدرسة.
- تستخدم البوابة الإلكترونية للأهداف التعليمية فقط، حيث تُتبع الإرشادات التالية:
- تطبق جميع الأنظمة والقوانين المدرسية الخاصة بالسلوك.
  - على الطلاب استخدام العبارات والقواعد اللغوية الصحيحة والمناسبة إذ لا يسمح بلغة الدردشة.
  - سيتم استخدام المنصة لمناقشة المحتوى المرتبط بالمدرسة فقط.
  - لا يسمح بالسخرية أو الاستهزاء بآراء الآخرين.

يتوجب على الطلاب المشاركة في المناقشات الحية، والاطلاع على الموارد التعليمية التي تم رفعها، وإكمال مهامهم، وأخذ أي اختبار إلكتروني مخصص لهم بجدية، مع أخذ عملية التعلم على محمل الجد لضمان انتقال سلس بمجرد استئناف الفصول الدراسية العادية.

سيتلقى الطلاب جدولاً زمنياً لمناقشاتهم الصفية عبر الإنترنت؛ لذا يجب عليهم أن يكونوا في الوقت المحدد وعلى استعداد جيد للفصل.

بالإضافة إلى بوابة المدرسة الإلكترونية المذكورة أعلاه، سيواصل طلابنا استخدام برامج القراءة الإلكترونية والتي ستعزّز من مهارات القراءة لديهم؛ وستوفر المدرسة أسماء المستخدمين وكلمات المرور لجميع الطلاب.

لأي استفسارات، يرجى الاتصال بمكتب الإدارة:  
هاتف: 44981133\44981155  
البريد الإلكتروني: admin@eliteintschool.net

شاكرين حسن تعاونكم،  
مع تمنياتنا لكم بعام مثمر مليء بالنجاحات والإنجازات.

الإدارة

## E-Learning Portal Guidelines

### How to Login:

1. Use the link below to login **to the school website:**

<https://www.eliteintschool.com/>

2. Go to the e-learning tab and click on e-learning portal

OR

Use direct link:

<http://eis.servebbs.com/PortalLogin.aspx>

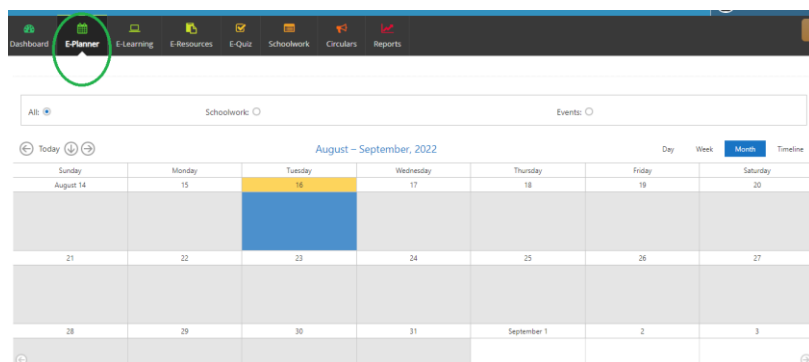


Click  
Here

3. Enter the username and password provided by the school, then click on login.

The image shows a login page for the 'School Management System' by ACT Pioneer Intelligent Solutions. It features a dark blue background with the school's logo at the top. Below the logo, the text 'Way to your portal' is displayed. There are two input fields: 'User Name' with a placeholder 'Username' and a user icon, and 'Password' with a placeholder 'Password' and a lock icon. A blue 'Login' button is located at the bottom right of the form.

Students can view assigned tasks and notes under E-planner tab.



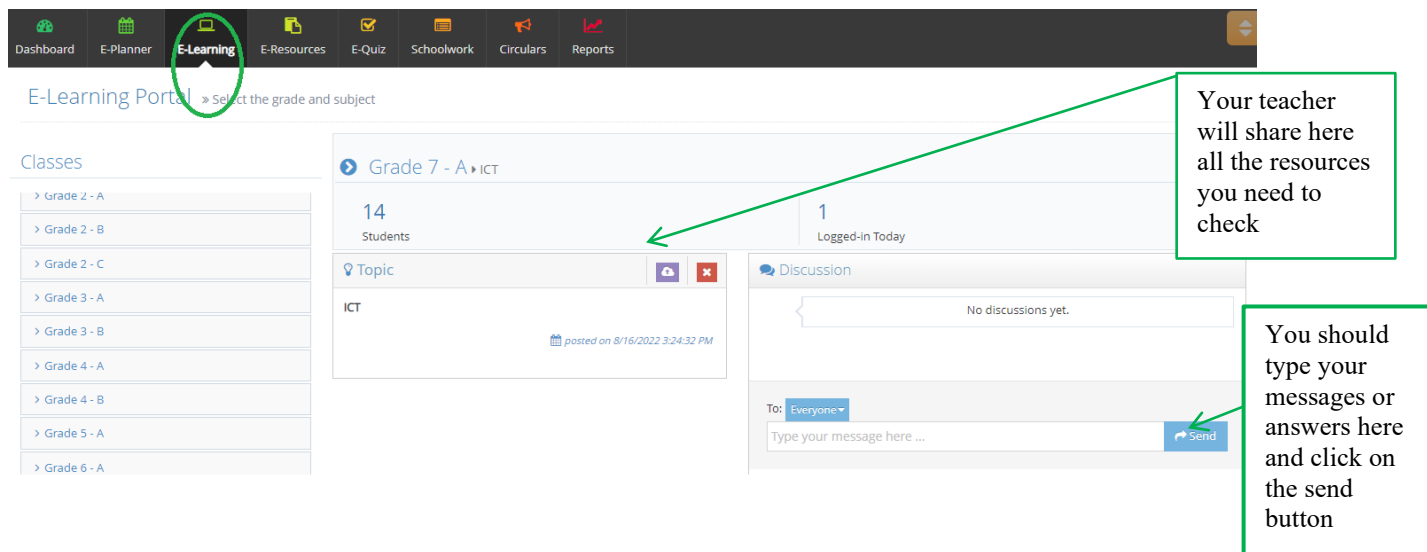
## How to Take Part in Online Class Discussions:

Students can access all the topic-related materials the teacher has uploaded through the “E-learning” tab.

Students can post a note to the whole group if the question is about something the whole group should know.

They can send a note only to their teacher, that is privately, if they want to talk about something that doesn't relate to everyone or seek assistance.

Students are not allowed to post personal questions to the group. They need to keep conversations on topic and refrain from posts that tease, bully, annoy, spam, or gossip about any other member.



## How to Access Educational Resources:

By clicking on the “E-Resources” tab, students can gain access to all the available educational resources and download them.

E-Resources > Home > Setup > E-Resources

Classes

- Grade 1 - A
  - ICT
- Grade 1 - B
- Grade 2 - A
- Grade 2 - B

Resource Files

| Title              | Description | File | Size | Upload On | Is Active |  |  |
|--------------------|-------------|------|------|-----------|-----------|--|--|
| No data to display |             |      |      |           |           |  |  |

## How to Submit Assigned Schoolwork or Reply to Teacher’s Notes:

Students should click on the “schoolwork” tab to check the assignment or note posted by the teachers. They can upload their assignment or reply to the notes as below.

Schoolwork > Home > Setup > Schoolwork Manage

| Grade Section | Ref No | Title    | Description                  | Date       | Work Type | Due Date   | Submit |
|---------------|--------|----------|------------------------------|------------|-----------|------------|--------|
| Grade 7 - A   |        |          |                              |            |           |            |        |
| ICT           | 1      | Homework | Identify parts of a computer | 16/08/2022 | Home Work | 17/08/2022 | Submit |

Click on the number to download the file your teacher has attached for you to read and complete.

Click on this button to upload and submit your assignment/answer your teacher.

Submit Answer

Student Remarks:

Teacher Remarks:

Attachment:
Select multiple files...
Browse...

Upload

| File               | Size |
|--------------------|------|
| No data to display |      |

Submit
Close

## How to Take an E-Quiz:

Students should click on **the** “e-quiz” tab to check the quiz assigned by the teachers.

### Step 1:

Dashboard
E-Planner
E-Learning
E-Resources
E-Quiz
Schoolwork
Circulars
Reports

E-Learning Portal
» Select the grade and subject

Classes

Grade 7 - A 1

- Math
- Science
- English
- Social Studies
- Qatar History
- French
- Arabic
- ICT 1
- ISLAMIC STUDIES
- Art
- PE

Grade 7 - A ▶ ICT

14
Students

1
Logged-in Today

Quiz

Quiz 1
Follow the instructions

expires by 8/23/2022 12:00:00 AM

Click here to take quiz

### Step 2:

## E-Learning Portal » Select the grade and subject

### Classes

- Grade 7 - A 1
- Math
  - Science
  - English
  - Social Studies
  - Qatar History
  - French
  - Arabic
  - ICT 1
  - ISLAMIC STUDIES
  - Art
  - PE

Grade 7 - A ▶ ICT

14 Students

1 Logged-in Today

☒ Quiz

Quiz 1

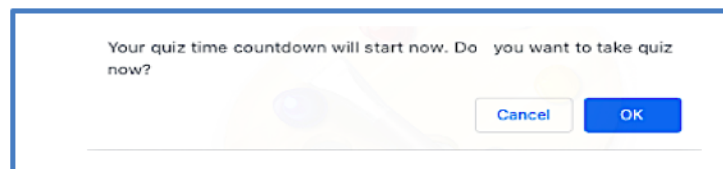
Follow the instructions

expires by 8/23/2022 12:00:00 AM

Click on the “take the quiz” button

Be careful: you must submit the quiz on or before it expires

Once you click on the ‘take a quiz’ button, a message will pop up notifying you that the countdown will start. Click ‘OK’ once you are ready to start. Keep in mind that you need to finish all the questions before the time elapses.



Step 3: Click on ‘Finish’ once you are done.



## Parents Notes

**User Portal - School Management System**

Dashboard E-Planner E-Learning E-Resources E-Quiz Schoolwork **Parents Notes** Behaviour Health Circulars Reports

ParentsNotes > Home > Setup > ParentsNotes Manage

Save Back

Ref No: 08/001 Date: 08/08/2024

Student: 2: Grade: Grade 7 Section: A

Subjects: Math Teacher: Shahina M Ali

Title: Title of the notes Description: Detail description of the notes.

Attachment: Select multiple files... Browse... Upload

| File | Size |   |
|------|------|---|
| EIS  | 6 KB | X |

Parent/Student Remarks: Parents will write down remarks here.

Teacher Remarks:

Teacher Attachment:

| File               | Size |
|--------------------|------|
| No data to display |      |

### Parent can create notes by pressing

Add New

**Ref No.:** Parents manually enter a reference number.

**Date:** System automatically selects the current date.

**Student:** Parents choose the student from a drop-down menu.

**Grade / Section:** Grade and section are selected automatically based on the student.

**Subject:** Parents select the subject, which auto-populates the relevant teacher in the drop-down menu.

**Title:** Parents enter a title for the note.

**Description:** Parents provide a detailed description in the designated box.

**Attachment:** Parents can attach multiple files as references for the teacher.

**Parents/Student's Remarks:** Parents add any remarks for the teacher.

**Save:** Clicking the save button will send the notes to the relevant teacher for a response.

Once all the necessary information is filled up in Parents Notes, it will be sent to the relevant teacher to reply to that parents' note. Parents can edit or delete the note before getting a reply from the teacher. Once the teacher replies, notes cannot be changed or deleted.

## Behavior Notes

**Parent/Teacher both can create behavior notes by pressing**  **.**

**Ref No.:** Parents/teacher manually enter(s) a reference number.

**Date:** System automatically selects the current date.

**Student/Teacher:** Parents/teacher choose(s) the student from a drop-down menu.

**Grade / Section:** Grade and section are selected based on the student.

**Subject:** Parents/teacher select(s) the subject, which auto-populates the relevant teacher/student in the drop-down menu.

**Title:** Parents/teacher enter(s) a title for the note.

**Description:** Parents/teacher provides a detailed description in the designated box.

**Attachment:** Parents/teacher can attach multiple files as references.

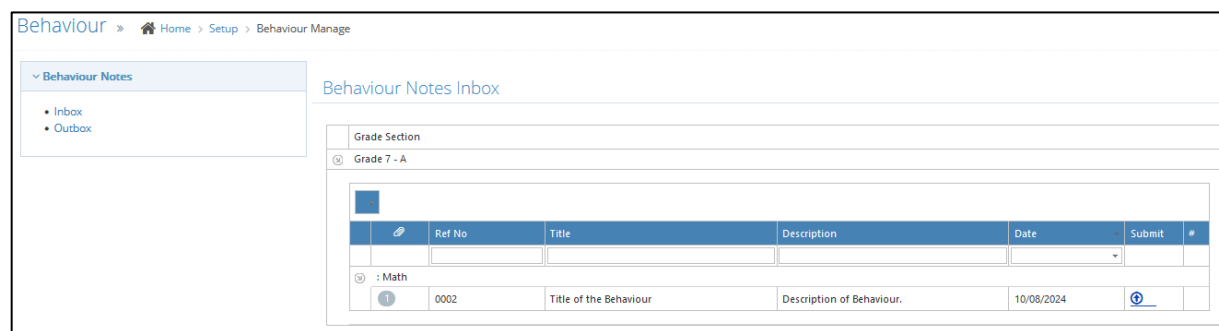
**Parents/Student's Remarks:** Parents add any remarks for the teacher.

**Teacher's Remarks:** Teacher adds any remarks for the parents.

**Save:** Clicking the save button will send the note to the relevant teacher/parent for a response.

Once all the necessary information is filled up in parents/teacher notes, it will be sent to the relevant teacher/parents to reply to the notes. Parents/teacher can edit or delete the notes before getting a reply from the teacher/parents. Once teacher/parents reply, the note cannot be changed or deleted.

Once a behavior note is submitted by the teacher, it will be sent to parents to reply. Parents can press  button to submit a reply.



Behaviour > Home > Setup > Behaviour Manage

Behaviour Notes

- Inbox
- Outbox

Behaviour Notes Inbox

Grade Section

Grade 7 - A

|      | Ref No | Title                  | Description               | Date       | Submit                                                                                |  |
|------|--------|------------------------|---------------------------|------------|---------------------------------------------------------------------------------------|--|
| Math | 0002   | Title of the Behaviour | Description of Behaviour. | 10/08/2024 |  |  |

Submit Answer

Parent/Student Remarks:
Parents reply for remarks.

Teacher Remarks:
Teacher remarks for Behaviour.

Attachment:
Select multiple files...
Browse...

Upload

| File               | Size |
|--------------------|------|
| No data to display |      |

Submit

Close

**Parents Remarks:** Parents will write down their remarks after reviewing teacher's remarks.

**Attachment:** Parents can attach multiple files as references for the teacher

**Submit:** Clicking the submit button will send the parents' reply to the teacher.

Once parents submit the reply, it cannot be edited and submitted button will appear



## Health Notes



Health » Home » Setup » Health Manage

| Grade Section |
|---------------|
| Grade 7 - A   |

|   | Ref No | Title              | Description                             | Date       | Submit            | # |
|---|--------|--------------------|-----------------------------------------|------------|-------------------|---|
| 1 | 0003   | Health Notes Title | Detail description of health notes..... | 10/08/2024 | <a href="#">?</a> |   |

Once parents login to portal, they can reply to nurse notes by pressing



Submit Answer

Parent/Student Remarks:

Parents remarks for health notes.

Nurse Remarks:

Nurse remarks for parents.....

Attachment:

Select multiple files...

Browse...

Upload

| File | Size |   |
|------|------|---|
| EIS  | 6 KB | ✗ |

Submit

Close

Parents then see a small window to reply to nurse notes.

**Parents Remarks:** Parents will write down their remarks after reviewing nurse's remarks.

**Attachment:** Parents can attach multiple files as references for the nurse.

**Submit:** Clicking the submit button will send the parents remarks to the nurse.

Once parents submit the reply, it cannot be edit and submitted button will appear



| Health > Home > Setup > Health Manage |        |                    |                                         |            |        |   |
|---------------------------------------|--------|--------------------|-----------------------------------------|------------|--------|---|
| Grade Section                         |        |                    |                                         |            |        |   |
| Grade 7 - A                           |        |                    |                                         |            |        |   |
|                                       | Ref No | Title              | Description                             | Date       | Submit | # |
| 1                                     | 0003   | Health Notes Title | Detail description of health notes..... | 10/08/2024 |        |   |

## Reports:

Clicking on the 'Reports' tab, a student can have a detailed report of all the schoolwork and quizzes that he or she has either submitted or not. It also reveals the date of tasks submission.