



## EIS E-Learning Portal Guidelines

Dear Parents,

Elite International School would like to inform you that its e-learning portal will be the distance mode of learning for students from Preschool to Grade 7 for the academic year 2021-2022.

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

<https://www.eliteintschool.com/e-learning> or the school management system direct link <http://3.17.113.80/PortalLogin.aspx>

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 organised way, making them easily accessible to all students. Class discussions, calendar, e-resources, schoolwork and evaluations 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.

Parents and students have also access to detailed reports outlining the progress of the students and the completion of their schoolwork, allowing them to easily monitor and evaluate their academic growth.

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-quizzes diligently, taking the learning process seriously to ensure a smooth transition once regular classes are resumed.

Students will receive a schedule for their online class discussions; they should be on time and well-prepared for the class.

In addition to EIS e-learning platform mentioned above, our students will keep using the online learning portals of [www.readinga-z.com](http://www.readinga-z.com) and [www.nahlawanahil.com](http://www.nahlawanahil.com) 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: 44981133/55/66

Email: [info@eliteintschool.com](mailto:info@eliteintschool.com)

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

حضرة أولياء الأمور الكرام،  
تودّ مدرسة النخبة العالمية إعلامكم عن استخدام بوابة التعلّم الإلكتروني الخاصة بها، كوسيلة للتعلّم عن بُعد للطلاب من مرحلة ما قبل الروضة الأولى إلى الصف السابع الإعدادي للعام الأكاديمي 2021-2022.  
يمكنكم الوصول إلى بوابة التعليم الإلكتروني الخاصة بالمدرسة عبر الإنترنت، إما من خلال الموقع الإلكتروني للمدرسة <https://www.eliteintschool.com/e-learning> أو من خلال رابط نظام إدارة المدرسة <http://3.17.113.80/PortalLogin.aspx>

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 التعلّم متوفرة بطريقة منظّمة، مما يسهّل على جميع الطلاب الحصول عليها.  
يمكن الوصول إلى مناقشات الفصل والتقييم والموارد الإلكترونية والعمل المدرسي والتقييمات بنقرة واحدة فقط. جميع المواد التعليمية متاحة لجميع الطلاب في أي وقت ومن أي مكان مزوّد بإمكانيات الإنترنت.  
كما يستطيع أولياء الأمور والطلاب الوصول إلى التقارير التفصيلية التي تحدد تقدّم الطلاب وإكمال واجباتهم المدرسية، مما يسمح لهم بمراقبة نموهم الأكاديمي وتقييمه بسهولة.

هذا ويمكن للطلاب أيضًا التواصل مع معلماتهم وزملائهم في الفصل الدراسي عبر ميزة الدردشة التي توفرها البوابة الإلكترونية، مما يخلق بيئة تعليمية أكثر تعاونًا وتفاعلية.  
ستستخدم المعلمات بوابة التعلّم 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:  
- تنطبق 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 بأراء 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 التعليم عن بعد المذكورة أعلاه، سيواصل طلابنا استخدام برامج [www.readinga-z.com](http://www.readinga-z.com) و [www.nahlawnahil.com](http://www.nahlawnahil.com) التي ستعزز من مهارات القراءة لديهم؛ ستوفر المدرسة أسماء المستخدمين وكلمات المرور لجميع الطلاب.

لأي استفسارات، يرجى الاتصال بمكتب الإدارة:  
هاتف: 44981133\55\66  
البريد الإلكتروني: [info@eliteintschool.com](mailto:info@eliteintschool.com)

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



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

The image shows the login page of the School Management System. The page features the EIS logo and the text 'School Management System ©ACT Pioneer Intelligent Solutions'. Below this, there is a login form with fields for 'User Name' (Username) and 'Password', and a 'Login' button.

### How to Take Part in Online Class Discussions:

Students can access all the topic-related materials the teacher has uploaded and participate in live discussions 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.

The number next to each subject, as in the picture below, indicates how many new online discussions are taking place.

**E-Learning Portal** > Select the grade and subject

Classes

Grade 6 - A **2**

- Math
- Science **1**
- English **1**
- Social Studies
- Qatar History
- French
- Arabic
- ICT
- Religion
- Art
- PE
- ETIQUETTE / PROTOCOL

Grade 6 - A > Math

23 Students

1 Online

Topic

math

posted on 8/27/2020 9:08:37 AM

Discussion

No discussions yet.

To: Everyone

Type your message here ...

Send

Your teacher will share here all the resources you need to check to be able to engage in the classroom

You should type your messages or answers here and click on the send button

### 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.

### How to Submit Assigned Schoolwork:

Once an assignment has been posted, students receive a notification about it. They can either click on the notification to direct them to the assignment or select the “schoolwork” tab then click on the subject next to which a number appears.

**Schoolwork** > Home > Setup > Schoolwork Manage

Grade Section

Grade 6 - A

|      | Ref No | Title | Date       | Work Type | Due Date   | Submit |
|------|--------|-------|------------|-----------|------------|--------|
| Math |        |       | 29/08/2020 | Home Work | 30/08/2020 | 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

## How to Take an E-Quiz:

Once an e-quiz has been assigned, students receive a notification about it. They can either click on the notification to direct them to the assignment or select the “e-quiz” tab then click on the subject next to which a number is shown.

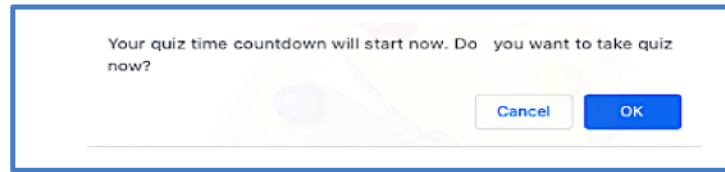
### Step 1:

The screenshot shows the 'User Portal - School Management System' interface. The 'E-Quiz' tab is highlighted with a green circle. A notification dropdown menu is open, showing three items: 'Home Work - Math' (due 30-08-2020), 'Quiz - Math' (due 05-09-2020), and another 'Quiz - Math' (due 05-09-2020). A green box highlights the notification area with the text: 'You will receive notifications with due date here'. On the left, the 'Classes' section shows 'Grade 6 - A' expanded, with 'Math' highlighted and a green box around it containing the text: 'Click here to take'.

### Step 2:

The screenshot shows the 'E-Quiz' interface. The 'E-Quiz' tab is highlighted. The 'Classes' section shows 'Grade 6 - A' expanded, with 'Math' highlighted and a green box around it containing the text: 'Click here to take'. The main content area shows 'Grade 6 - A > Math' with '23 Students' and '1 Online'. A 'Quiz' button is highlighted with a green box and the text: 'Click on the “take the quiz” button'. Below the quiz button, the text 'Lesson1 Answer the question' is visible. A green box highlights the expiration date 'expires by 9/6/2020 12:00:00 AM' with the text: '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.

### **Function of the Calendar:**

In addition to showing the school events, days, weeks and months of the current academic year, the calendar indicates all the assignments/ quizzes a student needs to submit. It serves as an organizer or planner that shows the student’s daily tasks and schedule for a given day so as to be more productive.

### **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 as well as the grade earned (when applicable). All the student needs to do is to select the subject, work type, and the date to be able to get a detailed report.