



## **EIS E-Learning Portal Guidelines (2023-2024)**

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, 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>

In an initiative to go green, we have launched the e-planner tool, which will be used for all students from Preschool to Grade 9, 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 organised 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.

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-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: 44981133/55

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  
(2023-2024)

حضرة أولياء الأمور الكرام،  
تود مدرسة النخبة العالمية إعلامكم عن استخدام بوابة التعلّم 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/e-learning> أو من خلال رابط نظام إدارة المدرسة <http://3.17.113.80/PortalLogin.aspx>

في مبادرة لتطبيق الاستدامة البيئية، أطلقنا المفكرة الإلكترونية والتي سيتم استخدامها لجميع الطلاب من مرحلة ما قبل الروضة إلى الصف التاسع ، 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 التعلّم متوفرة بطريقة منظّمة، مما يسهّل 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 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 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:

- 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 زمنيًا 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\55

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



ELITE INTERNATIONAL SCHOOL  
DOHA, QATAR

American Curriculum



United Nations  
Educational, Scientific and  
Cultural Organization



UNESCO  
Associated  
Schools

CONTACT US: +974 44981133/55/66

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Click Here

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

School Management System  
©ACT Pioneer Intelligent Solutions

Way to your portal

User Name  
Username

Password  
Password

Login

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

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

All Schoolwork Events

Today August - September, 2022 Day Week Month Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	September 1	2	3

## 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.

The screenshot shows the E-Learning Portal interface. The top navigation bar includes Dashboard, E-Planner, E-Learning (circled in green), E-Resources, E-Quiz, Schoolwork, Circulars, and Reports. Below the navigation bar, the page title is "E-Learning Portal" with a sub-header "Select the grade and subject". On the left, there is a "Classes" sidebar with a list of grades from Grade 2 - A to Grade 6 - A. The main content area shows a class for "Grade 7 - A" with 14 students and 1 logged-in today. The topic is "ICT", posted on 8/16/2022 at 3:24:32 PM. A discussion box is visible with the text "No discussions yet." and a "Send" button. Two callout boxes provide instructions: one points to the "E-Learning" tab and says "Your teacher will share here all the resources you need to check", and another points to the "Send" button and says "You should type your messages or answers here and click on the send button".

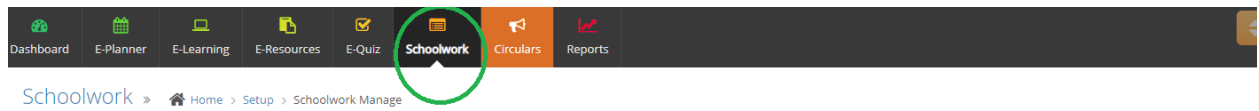
## How to Access Educational Resources:

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

The screenshot shows the E-Resources interface. The top navigation bar includes Dashboard, E-Planner, E-Learning, E-Resources (circled in green), E-Quiz, Schoolwork, Circulars, and Reports. Below the navigation bar, the page title is "E-Resources" with a sub-header "Home > Setup > E-Resources". On the left, there is a "Classes" sidebar with a list of grades from Grade 1 - A to Grade 2 - B. The main content area shows a "Resource Files" table with columns for Title, Description, File, Size, Upload On, and Is Active. The table is currently empty, displaying "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.



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

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.

The 'Submit Answer' dialog box contains the following fields and controls:

- Student Remarks:
- Teacher Remarks:
- Attachment:
- Upload
- Table with columns: File, Size. Content: No data to display.
-

## How to Take an E-Quiz:

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

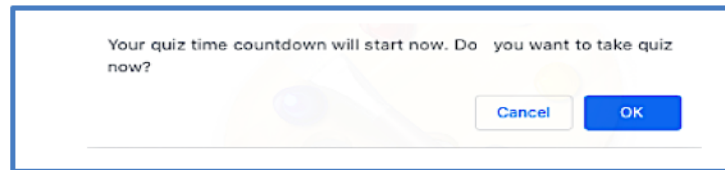
### Step 1:

The screenshot shows the E-Learning Portal interface. At the top, there is a navigation bar with several tabs: Dashboard, E-Planner, E-Learning, E-Resources, E-Quiz, Schoolwork, Circulars, and Reports. The E-Quiz tab is highlighted with a green circle. Below the navigation bar, the page title is "E-Learning Portal" followed by a sub-header "Select the grade and subject". On the left side, there is a "Classes" section with a dropdown menu for "Grade 7 - A" which has a notification badge with the number "1". Under this dropdown, a list of subjects is shown: Math, Science, English, Social Studies, Qatar History, French, Arabic, ICT (with a notification badge "1"), ISLAMIC STUDIES, Art, and PE. The "ICT" option is highlighted with a green box. A green arrow points from a text box to this box. The text box contains the text "Click here to take quiz". On the right side, the main content area shows "Grade 7 - A" with a sub-header "ICT". Below this, it displays "14 Students" and "1 Logged-in Today". A "Quiz" section is visible, containing "Quiz 1" with the instruction "Follow the instructions" and an expiration date "expires by 8/23/2022 12:00:00 AM". A blue button with a right-pointing arrow is located next to the "Quiz" header.

### Step 2:

This screenshot shows the same E-Learning Portal interface as Step 1, but with the "E-Quiz" tab selected in the navigation bar. The "Classes" section on the left remains the same. The main content area now displays the details for "Grade 7 - A" and "ICT". It shows "14 Students" and "1 Logged-in Today". The "Quiz" section is expanded, showing "Quiz 1" with the instruction "Follow the instructions" and the expiration date "expires by 8/23/2022 12:00:00 AM". A blue button with a right-pointing arrow is highlighted with a green box. A green arrow points from a text box to this button. The text box contains the text "Click on the 'take the quiz' button". Another green box highlights the expiration date, with a green arrow pointing from a text box to it. The text box contains 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.

### **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.