



EIS E-Learning Portal Guidelines (2024-2025)

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
(2024-2025)

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:

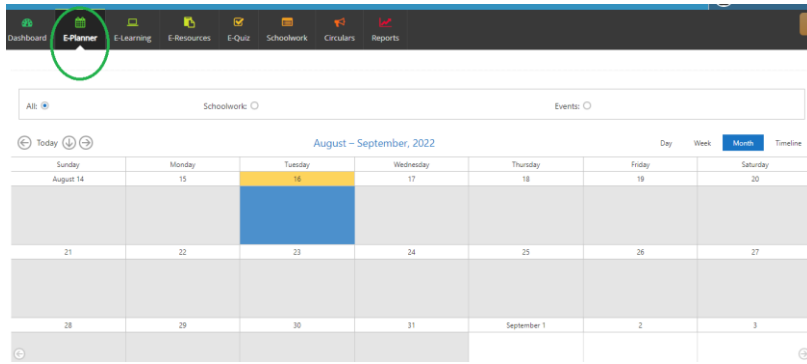
1. Use the link below to login to the school website:
<https://www.eliteintschool.com/>
2. Go to the e-learning tab and click on e-learning portal



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 'Way to your portal' heading and two input fields: 'User Name' (Username) and 'Password'. A '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.

The screenshot shows the 'E-Learning' tab circled in green. The main content area displays 'Grade 7 - A > ICT' with 14 students and 1 logged-in today. A 'Topic' section for 'ICT' is shown with a post timestamp of 'posted on 8/16/2022 3:24:32 PM'. A 'Discussion' section is empty with the text 'No discussions yet.' and a 'Send' button. Two text boxes with green borders provide instructions: one points to the 'Topic' section stating 'Your teacher will share here all the resources you need to check', and another points to the 'Send' button stating '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.

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

Grade 7 - A

Ref No	Title	Description	Date	Work Type	Due Date	Submit
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.

6

Submit Answer

Student Remarks:

Teacher Remarks:

Attachment: Select multiple files...

Upload

File	Size
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.

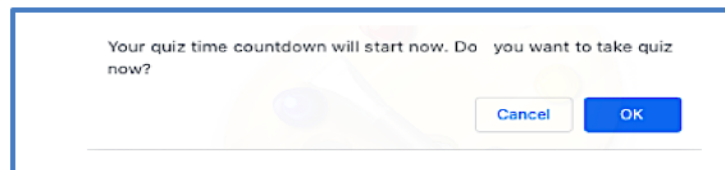
Step 1:

The screenshot displays the E-Learning Portal interface. At the top, a dark navigation bar contains several tabs: Dashboard, E-Planner, E-Learning, E-Resources, E-Quiz (highlighted with a green circle), Schoolwork, Circulars, and Reports. Below the navigation bar, the text "E-Learning Portal » Select the grade and subject" is visible. The main content area is divided into two sections. On the left, under the heading "Classes", there is a dropdown menu for "Grade 7 - A" with a notification icon (1). A list of subjects is shown below it: Math, Science, English, Social Studies, Qatar History, French, Arabic, ICT (1), ISLAMIC STUDIES, Art, and PE. A green box with an arrow points to the "ICT 1" option, and a text box next to it says "Click here to take quiz". On the right, the selected class "Grade 7 - A" is shown with a right-pointing arrow. 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 of "8/23/2022 12:00:00 AM".

Step 2:

The screenshot shows the E-Learning Portal interface. At the top is a navigation bar with icons for Dashboard, E-Planner, E-Learning, E-Resources, E-Quiz, Schoolwork, Circulars, and Reports. Below the navigation bar is the header "E-Learning Portal" with a sub-header "Select the grade and subject". The main content area is divided into two sections: "Classes" on the left and a quiz interface on the right. The "Classes" section shows a list of subjects under "Grade 7 - A", including Math, Science, English, Social Studies, Qatar History, French, Arabic, ICT (1), ISLAMIC STUDIES, Art, and PE. The quiz interface shows "Grade 7 - A ICT" with "14 Students" and "1 Logged-in Today". A "Quiz" button is highlighted with a green box and a callout box that says "Click on the 'take the quiz' button". Below the button, the quiz title "Quiz 1" and instructions "Follow the instructions" are visible. An expiration timer "expires by 8/23/2022 12:00:00 AM" is also highlighted with a green box and a callout box that says "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

The screenshot shows the 'Parents Notes' form in the School Management System. The 'Parents Notes' menu item is highlighted with a red box and an arrow. The form includes the following fields and sections:

- Ref No.:** 08/001
- Date:** 08/08/2024
- Student:** [Dropdown menu]
- 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
- Parent/Student Remarks:** Parents will write down remarks here.
- Teacher Remarks:** [Text area]
- Teacher Attachment:** [Table with columns File and Size]

File	Size
E5	6 KB

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.

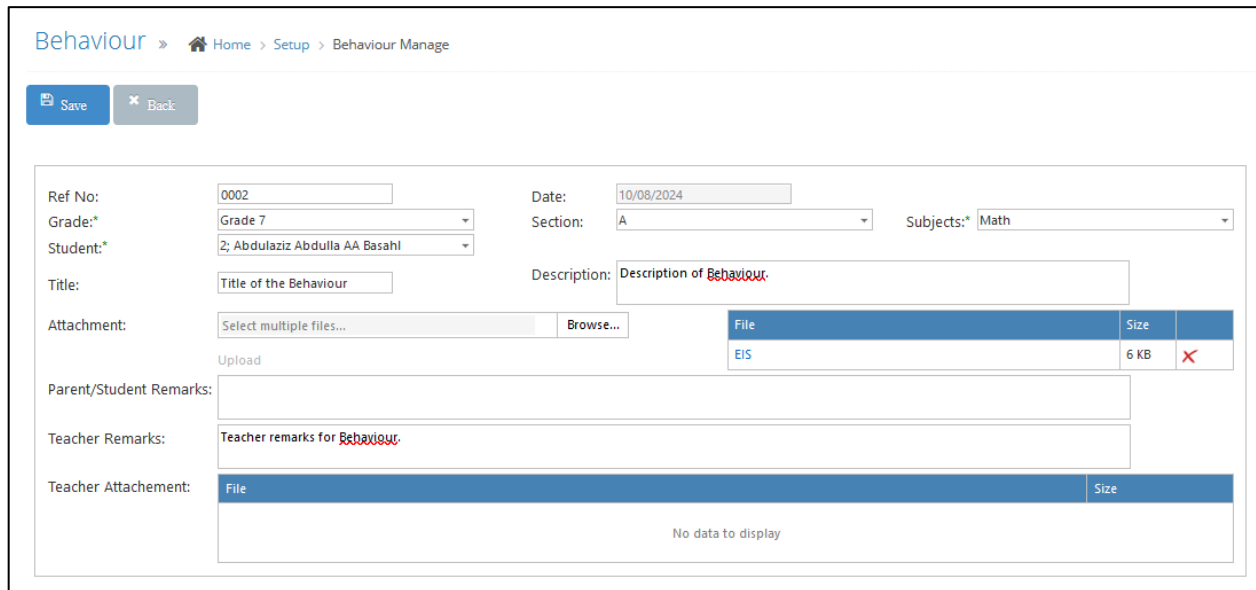
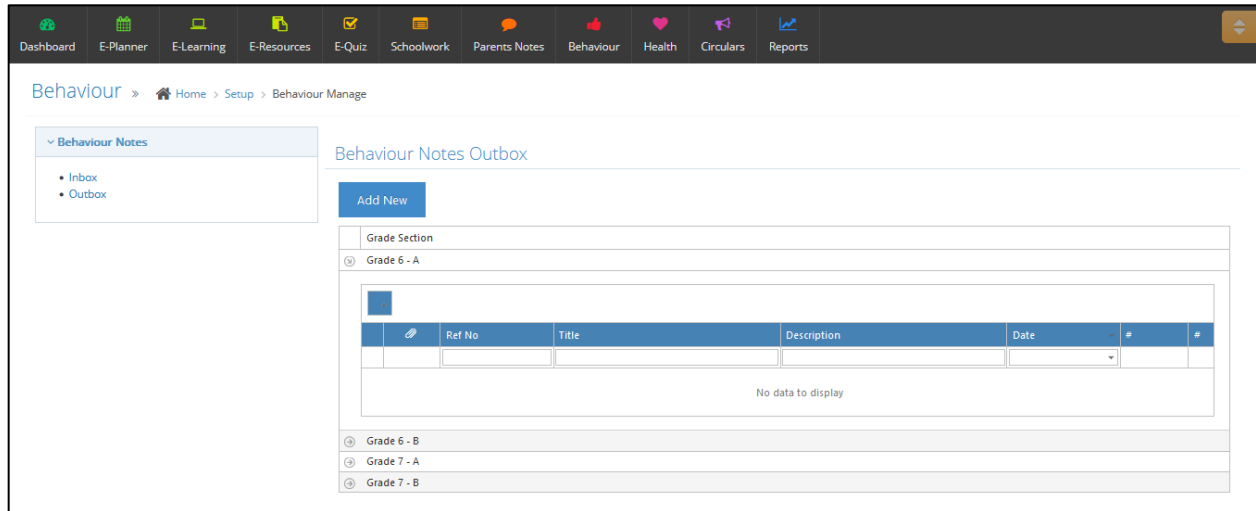
Attachment: Parents can attach multiple files as references for the teacher.

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.

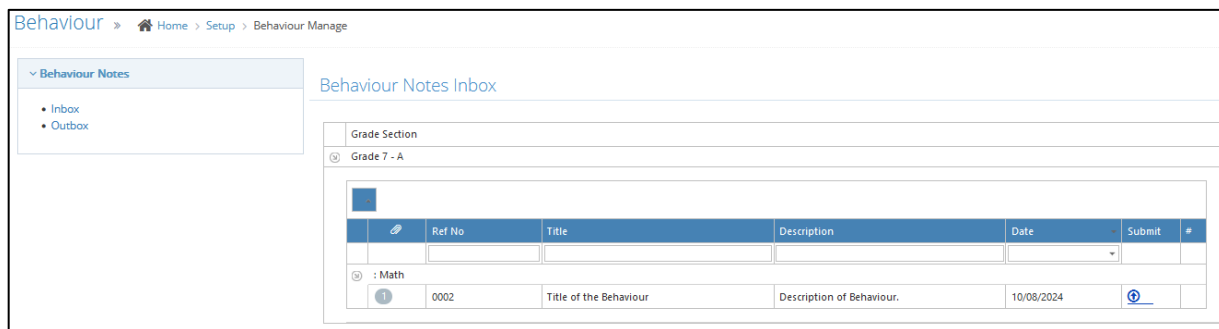
Parents/Student's Remarks: Parents add any remarks for the teacher.

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.

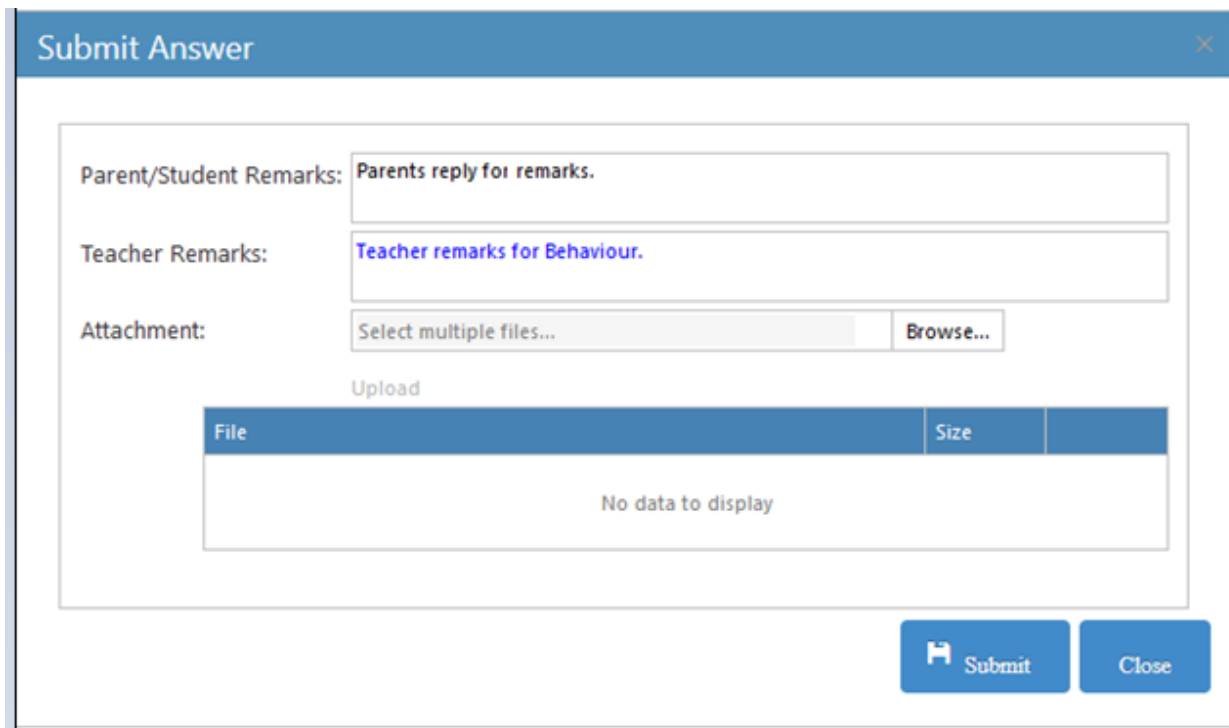
Once all the necessary information is filled up in parents/teacher notes, it will be sent to the relevant teacher/parents to reply to the notes. Parents/teacher can edit or delete the notes before getting a reply from the teacher/parents. Once teacher/parents reply, the note cannot be changed or deleted.

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.



The screenshot shows the 'Behaviour Notes Inbox' interface. It includes a sidebar with 'Behaviour Notes' (Inbox, Outbox) and a main area with a table of notes. The table has columns for Ref No, Title, Description, Date, and Submit. A sample row shows Ref No: 0002, Title: Title of the Behaviour, Description: Description of Behaviour, and Date: 10/08/2024. A reply icon is visible in the Submit column.

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




The screenshot shows the 'Submit Answer' dialog box. It contains three text input fields: 'Parent/Student Remarks' (with placeholder text 'Parents reply for remarks.'), 'Teacher Remarks' (with placeholder text 'Teacher remarks for Behaviour.'), and 'Attachment' (with a 'Browse...' button). Below these is an 'Upload' section with a table showing 'File' and 'Size' columns, and a message 'No data to display'. At the bottom are 'Submit' and 'Close' buttons.

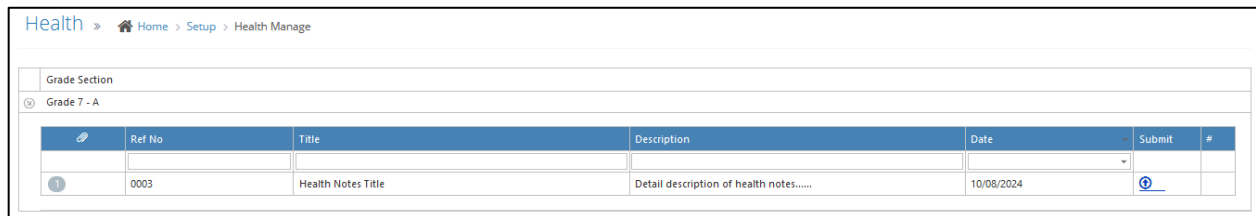
Parents Remarks: Parents will write down their remarks after reviewing teacher’s remarks.

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 

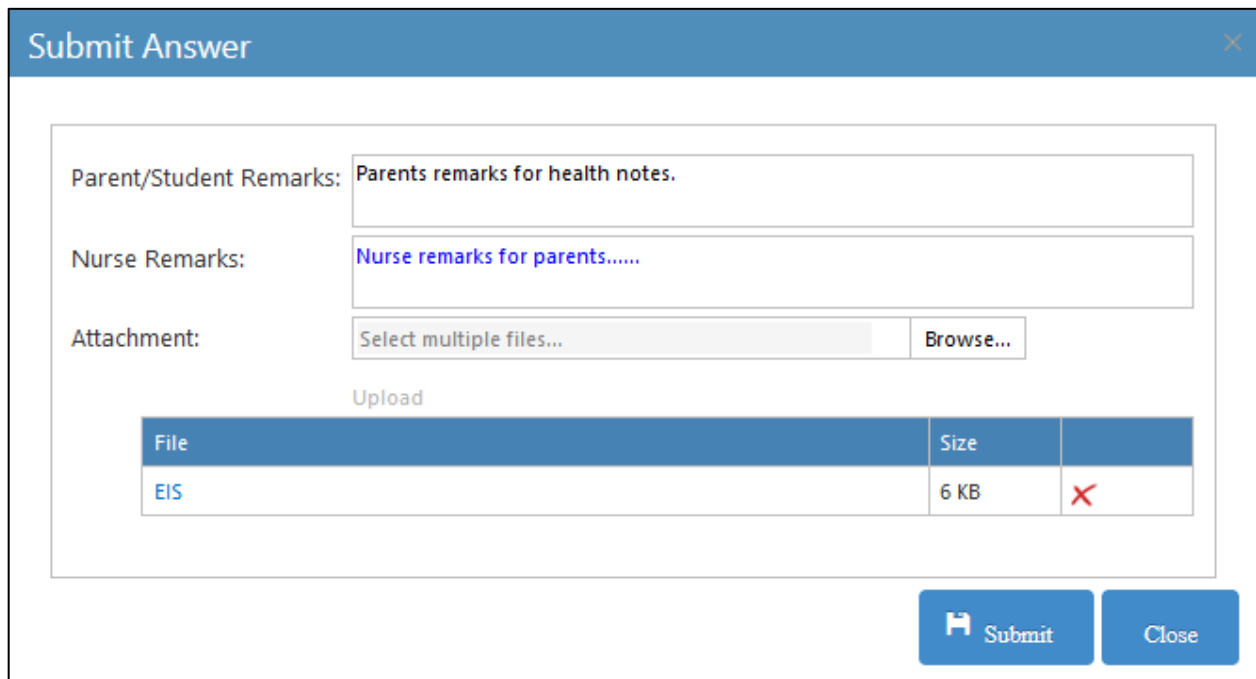
Health Notes




The screenshot shows the 'Health Manage' page with a table of health notes. The table has columns for Ref No, Title, Description, Date, Submit, and #. A single row is visible with Ref No 0003, Title 'Health Notes Title', Description 'Detail description of health notes.....', and Date '10/08/2024'. A blue circular icon with a plus sign is visible in the bottom right corner of the table row.

Ref No	Title	Description	Date	Submit	#
0003	Health Notes Title	Detail description of health notes.....	10/08/2024		

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



The screenshot shows the 'Submit Answer' form. It contains three text input fields: 'Parent/Student Remarks' with the text 'Parents remarks for health notes.', 'Nurse Remarks' with the text 'Nurse remarks for parents.....', and 'Attachment' with a 'Browse...' button. Below the attachment field is an 'Upload' section with a table of files. The table has columns for File, Size, and a status icon. One file named 'EIS' is listed with a size of '6 KB' and a red 'X' icon. At the bottom right, there are 'Submit' and 'Close' buttons.

File	Size	
EIS	6 KB	

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 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.