

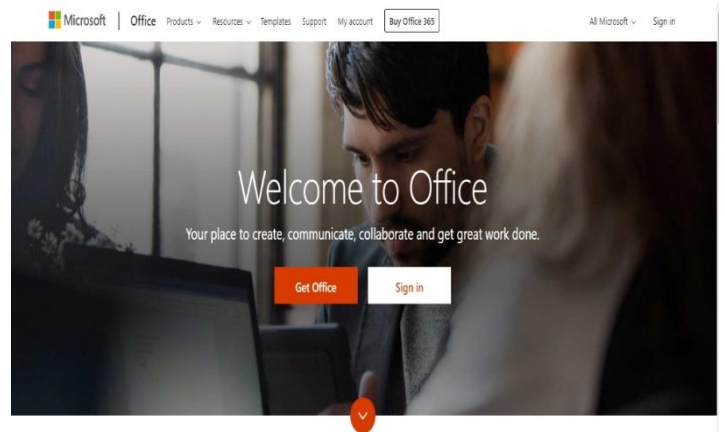
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|---|----------------------------------|
| Title: Microsoft Teams SOP for SEF Partners | |
| SOP Number: 0365 Partners 1.0 | |
| Revision: | |
| Author: | Date: 12 th June 2020 |

STANDARD OPERATING PROCEDURES (SOPs)

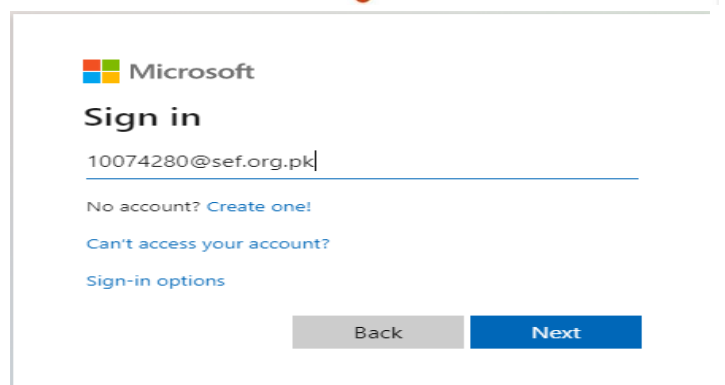
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Microsoft Teams - How to Login

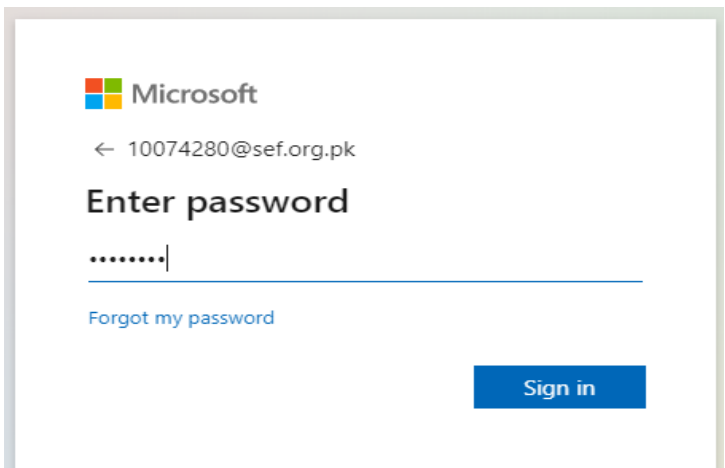
1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



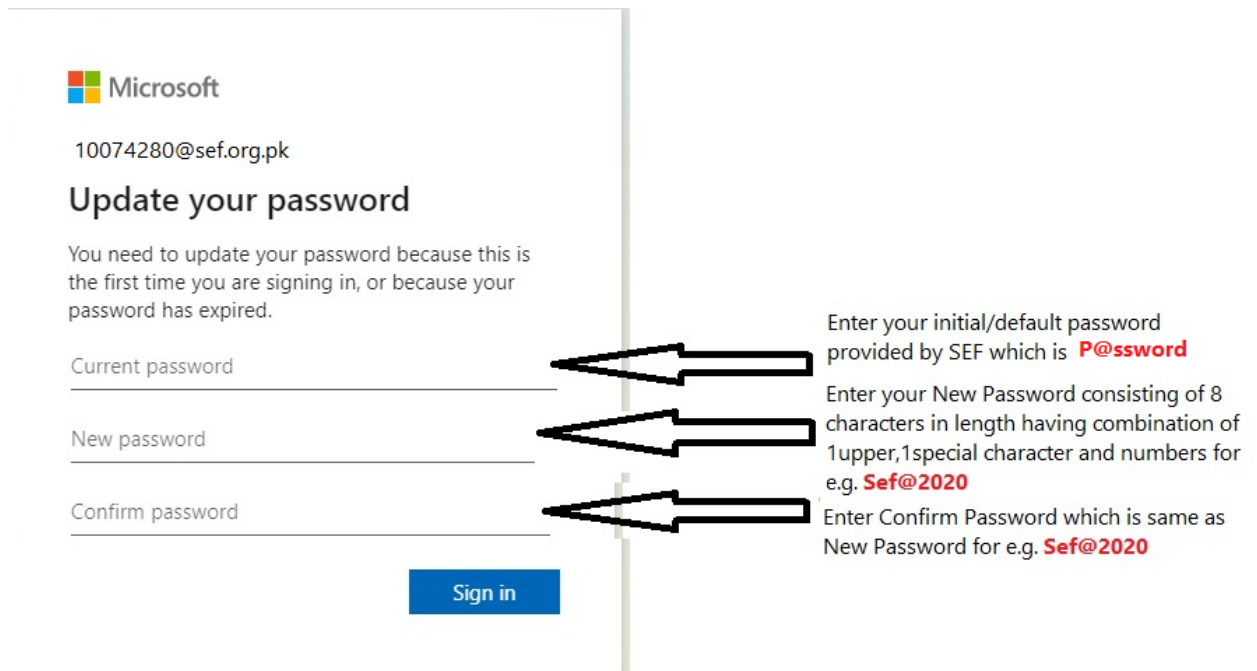
2. Enter your **user/email id** provided by SEF and click next



3. Enter your initial password provided by SEF which is **P@ssword** and Click Sign In

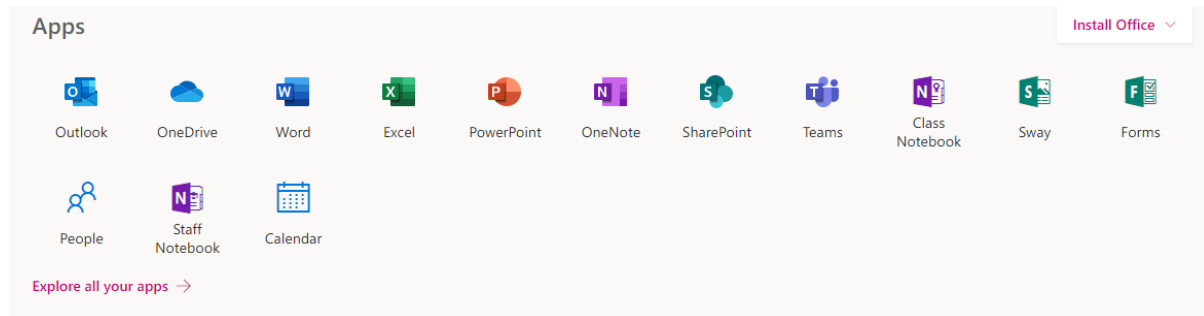


4. You will be required to change your password on first login (Pls refer to the screenshot below)
- Default password of Student is **P@ssword**
 - Enter New password consisting of **8 characters** in length having combination of upper, lower, numbers and special characters for e.g. **Sef@2020**
 - Enter Confirm Password which would be same as New Password for e.g. **Sef@2020**
 - Click Sign in button



The screenshot shows a Microsoft password update form. At the top left is the Microsoft logo. Below it is the email address 10074280@sef.org.pk. The main heading is "Update your password". Below the heading is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is at the bottom. Three arrows point from the right side of the form to the input fields, with corresponding instructions: the first arrow points to the "Current password" field with the text "Enter your initial/default password provided by SEF which is **P@ssword**"; the second arrow points to the "New password" field with the text "Enter your New Password consisting of 8 characters in length having combination of 1 upper, 1 special character and numbers for e.g. **Sef@2020**"; and the third arrow points to the "Confirm password" field with the text "Enter Confirm Password which is same as New Password for e.g. **Sef@2020**".

Click on the Teams icon



You should now see all the Teams if your teachers have already set them up for you.

Microsoft Teams Quick Start Guide / Video Training Resources

A brief video demonstration in Urdu language for SEF Students is provided on below URL

Teams SEF Teacher Video

<https://www.youtube.com/watch?v=oNE8CbZYkuE>

Teams Students Video

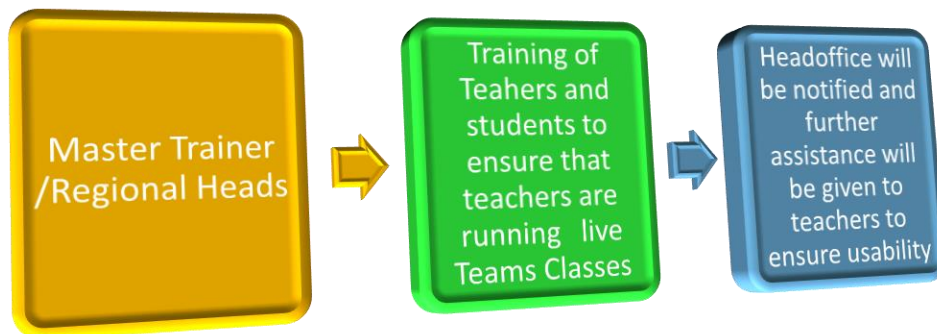
https://www.youtube.com/watch?v=Gxj2cgUCz_w

Teams Quick Start Guide (PDF)

<https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

Roles & Responsibilities to Facilitate New Educators in Using Microsoft Teams

Approx. 69 Master Trainers and Regional Heads of SEF facilitate all new school teachers and students in setting up online classes and communication with students in Microsoft Teams. If you need facilitation, Partners should approach Regional heads/Office In charge of their respective district/region for any troubleshooting required as 1st level support. Regions/Districts should consult with IT Team(s) in their Regions and/or IT team at Head Office as 2nd level support, if issue cannot be resolved at district/regional level.



Supporting role

Regions/District teams shall ensure the use of Microsoft Office 365 regularly for official communication, coordination, and academic learning. Similarly, Training and Assessment team will develop grade and subject wise resources for teachers and students including online sessions, diagnostic assessment, feedback. IT&EMIS team will support in troubleshooting all the issues with the support of Microsoft team.

Role of School Partners

- School Partners should ensure Microsoft Teams is being used solely for official teaching and learning purpose only by the students.
- School Partners should report progress of their respective schools through their Regional Heads.
- School Partners will facilitate the Head Teachers, Teachers and Students by sharing relevant training material and/or ensuring participation in capacity

building exercises for conducting Online Classes, Assignments, Resource Materials and Assessment.

- It is the responsibility of School Partner to keep their User IDs and Passwords secure. Any breach/violation made through a particular account will be dealt accordingly.
- School Partners and Regional Heads should ensure usage of all provided login IDs of Students and Teachers of preferably every school, especially the ones nominated through selection criteria.
- Teachers/Head Teachers in every School should ensure to enroll Students belonging to respective Grade and Subject. Likewise, it will be responsibility of Teacher/Head Teacher to manage classes and distribute assignments and other class room material to students.
- School Partners should ensure through the Head Teacher/Teacher that students follow guidelines given by teacher and complete the homework/assignments distributed through Class Notebook/One Note.
- If any of the School Partner's contract is terminated their IDs will be blocked and it will be the responsibility of the concerned Regional Heads who will communicate the same to Head office/Regional IT team.

Under the A1 plan, the services/applications we are using are web apps which are based on cloud computing technology user still will be able to access their data online anytime/anywhere and on any device through web application.