

Remote Learning Program Newsletter

A MESSAGE FROM OUR PRINCIPAL,

Greetings, families! Welcome to our Remote Learning Program. We are very excited for the opportunity to have our parents and students join us on this new adventure. You will be using Class Dojo and Microsoft Teams to communicate with your teachers and to turn in assignments. **Daily attendance during this program will be based on students attempting to complete the assignments given to them by their teachers each day.**



Log-In Instructions for Microsoft Office (G1 - G5):

1. Click on the following link to <https://teams.microsoft.com>
2. This is an app and can be downloaded to your desktop.
3. Your student has been given a log in username and password.
4. The username is:
[your student's ID number]@acis.ac.th
The password is: acis-1234. It is a good idea for you to change your student's password

Guidelines & Help

EXPECTATIONS

For Parents:

Support your child(ren) in learning by giving them an environment that is quiet, structured and safe.

Talk to your child about his or her assignments, and learning.

Monitor the time your child spends online and offline learning, including making accommodations for preferred learning times.

Help make sure your child is submitting their assignments each day, as this is the way we will count our students as present.



Students are expected to:

Dedicate an appropriate amount of time to learning, comparable to your school day.

Check Class Dojo and Microsoft Teams each day for information on assignments and graded work.

Focus on completing your work **daily**.

Find a quiet place to learn and complete your work.

Be honest in completing your work.

Attempt to complete each and every assignment given to you by your teachers.

Tutorials:

Check out our PDF guide to Microsoft Teams, located on our Class Dojo.

Check out this site for a list of video tutorials on all the features of Microsoft Teams:

[Education help & learning - Office Support](#)

Help and support for the Microsoft Education app on PC, Mac, and mobile. Find how-to articles, watch video tutorials, and get the most out of your Office 365 subscription. support.office.com

Check out this [guide to Teams for parents](#)

Check out this [guide to Teams for students](#)

NEED HELP?

For help with...	Contact...
Microsoft Teams	itdirector@acis.ac.th or info@acis.ac.th
Class Dojo	principal@acis.ac.th or info@acis.ac.th
Daily Assignments	Homeroom teacher

