



Ahmadiyya Muslim Association UK

(Established 1914)

Ta'lim (Education) Department

Office:
Baitul Futuh Mosque,
181 London Road,
Morden, Surrey,
SM4 5PT

SecTaleem@ahmadiyyauk.org

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Student Guidance for Learning Online on Microsoft Teams V3

Please read the information below and share with your parents too.

Registration and Joining Lessons

- Register for lessons here: <https://ahmadiyya.uk/talim/online-classes/>
- Download Microsoft Teams app or from here: <https://teams.microsoft.com/downloads>
- You will receive an **email with the link** for joining a lesson – click on this to go to Microsoft Teams and enter your normal email log in and password.
- You will be automatically added to a lesson and the **teacher/moderator will explain the different features of the software** to you, so don't worry if a lot of what's on your screen doesn't make sense!

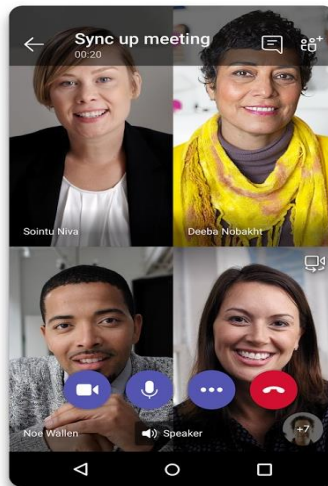
Remember...

- These lessons are being organised for **your benefit** – make sure you make full use of them.
- Lessons will be taught by Ahmadi Muslim **professional teachers** who are taking time out especially to **help you** in different subjects. Show **respect** and at all times.

Lessons

- Try to sit in a room where there are **no distractions** or potential disturbances (e.g. toddlers) present in the room. **Parents are welcome** to sit and learn with you.
- Come to the lesson **2 minutes before the start time** and follow any instructions you are given so that the lesson can start punctually.
- Enter your **correct full name** when joining a class.
- Each lesson will be for **1 hour**.
- Lessons may be **video recorded** for sharing with the class and others afterwards. Female students should observe **purdah**.
- Teachers will make lessons **interesting** by sharing different learning materials like a PowerPoint presentation and video clips where relevant.

- Have a **pen and notebook** and **make notes** during the class.
- Keep **mics OFF** and **cameras ON** unless told otherwise by the teacher.
- If you are not sure of anything or wish to **ask a question**, you can type this into the chat or wait for the teacher's permission.
- If you are having **technical problems** (e.g. you cannot see the presentation or hear the teacher's voice), **sign out and in again**. Write about any problems in the chat so that the moderator can pick this up and the lesson can continue uninterrupted.
- Some **settings will differ on different devices** (e.g. phone, laptop). E.g. on some phones the chat icon (speech bubble box) will appear on the top right of the screen.



- There can be a **few seconds delay** in seeing the next slide so be patient.
- Aim to participate to the best of your ability. Teachers will nominate 3 students to receive **certificates of participation** – make sure you are one of them!
- There will be **moderators** in the class to monitor the chat.
- Teachers and moderators will be in charge of **muting** you and other students.
- Only do, say or write something that is relevant to the lesson.
- **Do not do, say or write anything inappropriate** – parents will be contacted if this happens.

If you see the **Surprised** 🙄 emoji that is your first warning

If you see the **Sad** 😞 emoji that is your second warning

- You may be set **homework**.



In the Name of Allah, Most Gracious, Ever Merciful

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After lessons

- Keep your **work safe** after the lesson.
- Complete the **student and parent feedback** form:
<https://ahmadiyya.uk/talim/feedback-student/>
- **Share what you have learned** with your family members after the lesson.
- Encourage your relatives and friends in the Jama'at to sign up to lessons too here: <https://ahmadiyya.uk/talim/online-classes/>
- If you or your parents have any comments, questions or concerns then please email talimonline@ahmadiyyauk.org. Jazakumullah ahsanal jazaa.