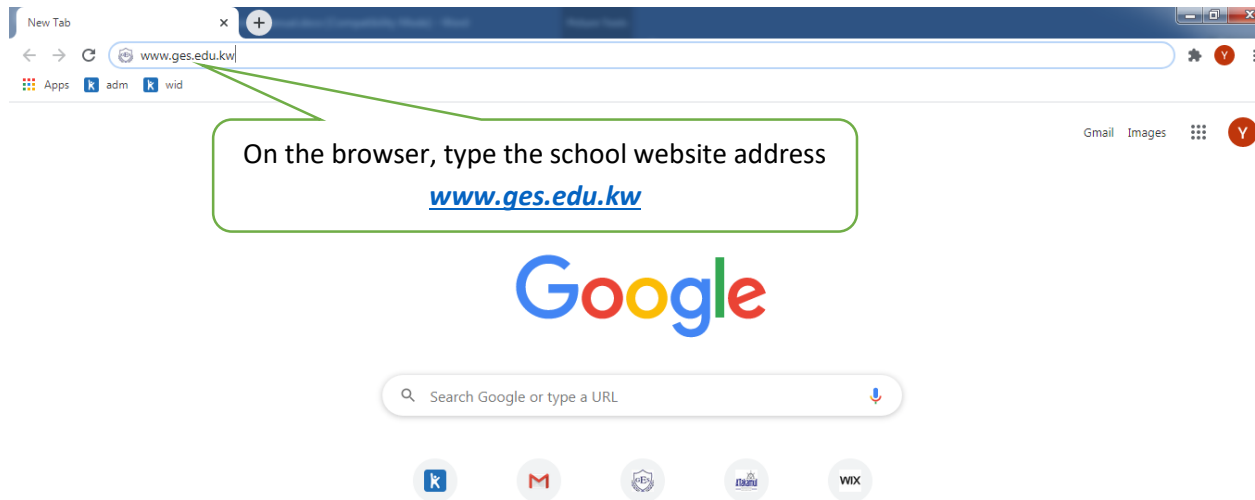


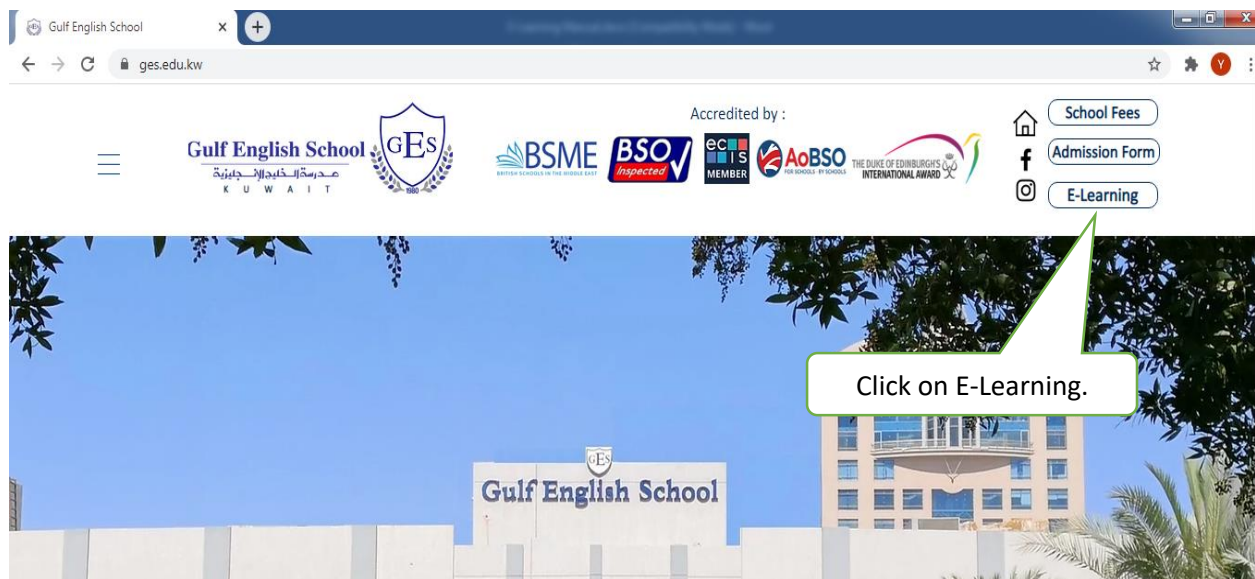
The Students process guide to Skoolee E-Learning

The E-Learning is for the student. Hence only the student may follow the below steps for being part of the E-Learning experience.

1. Open the browser and type www.ges.edu.kw as shown below

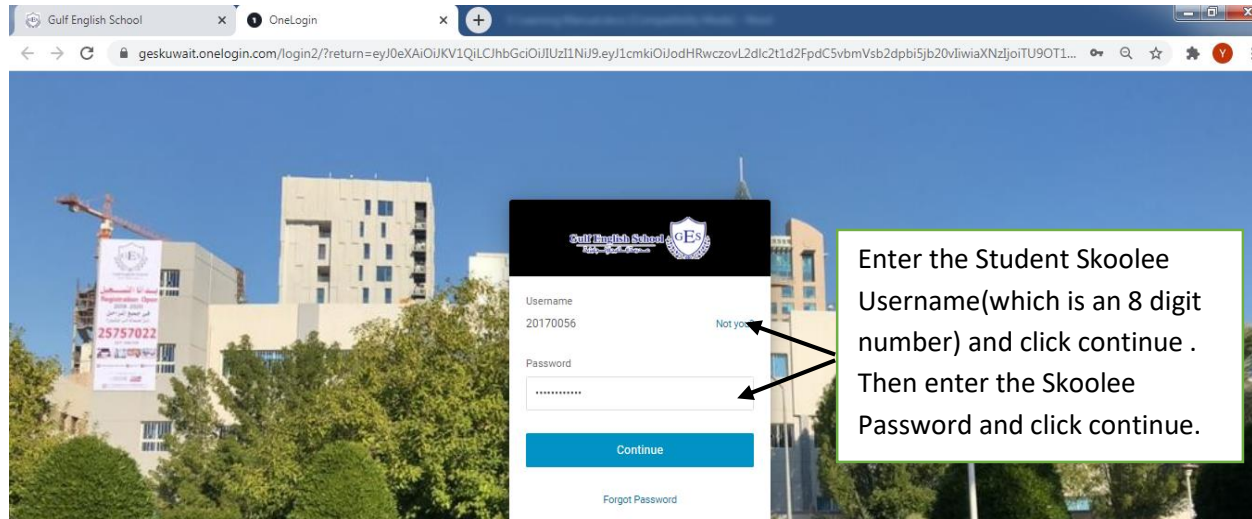


2. On the school website, towards the top right corner, click on the button **E-Learning** as shown below.

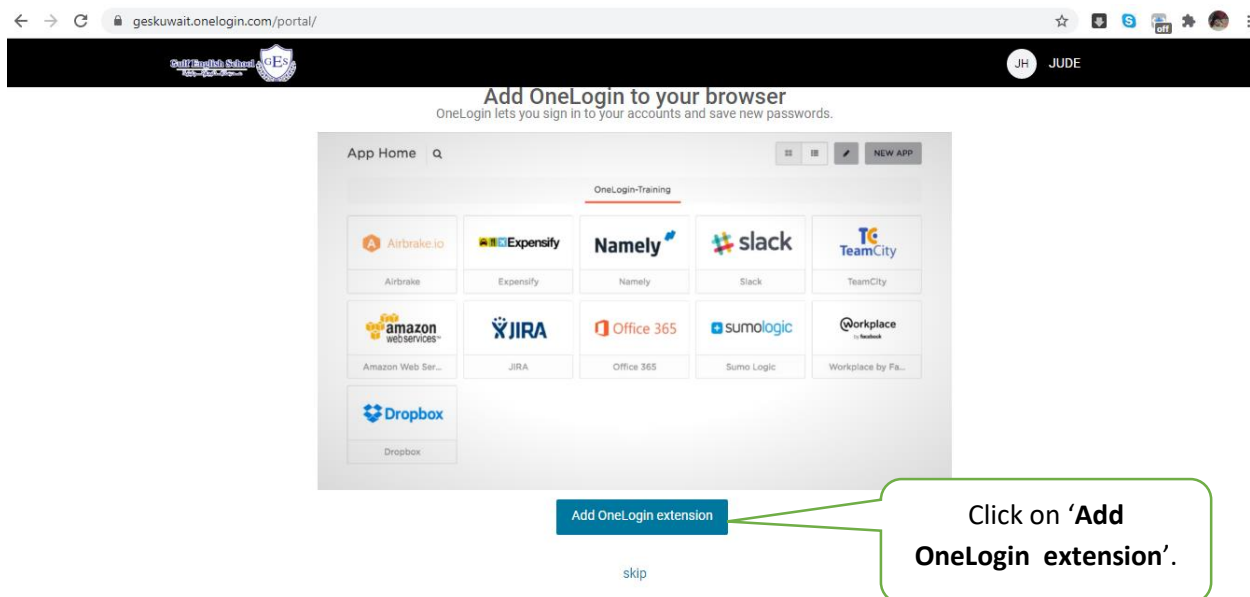


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- On Clicking E-Learning the below page opens where the student's Skoolee **Username** and **Password** which has been provided to you should be entered as shown below. If you do not know the skoolee login credentials kindly send an email to ykassim@ges.edu.kw mentioning your class section and full name. The login credentials will be mailed to you. It is important to mention the student full name and class section.

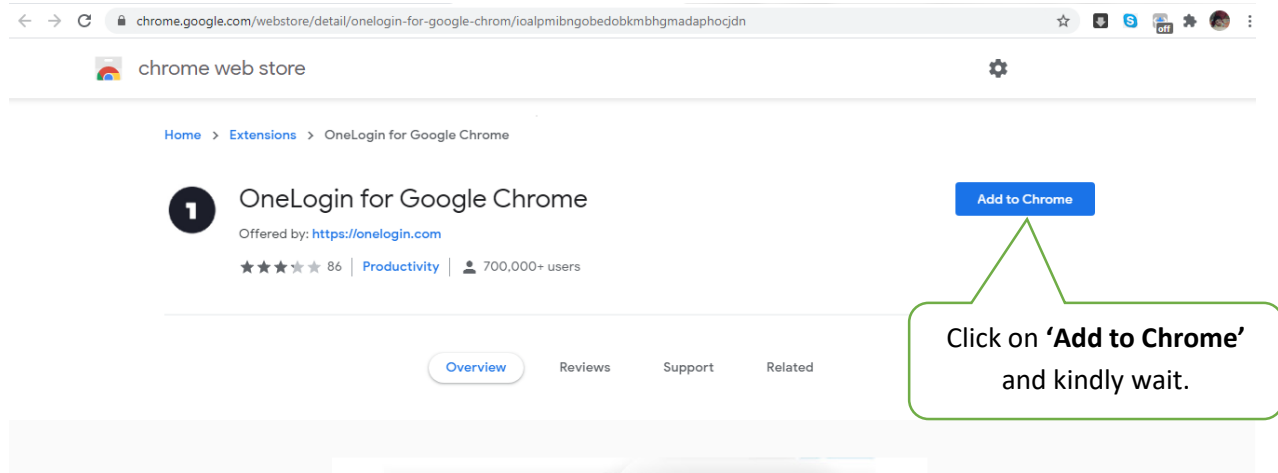


- Once entered, the below page **might** appear. In this page click on '**Add OneLogin extension**' as shown below. If the below page does not appear, follow from point number 9.

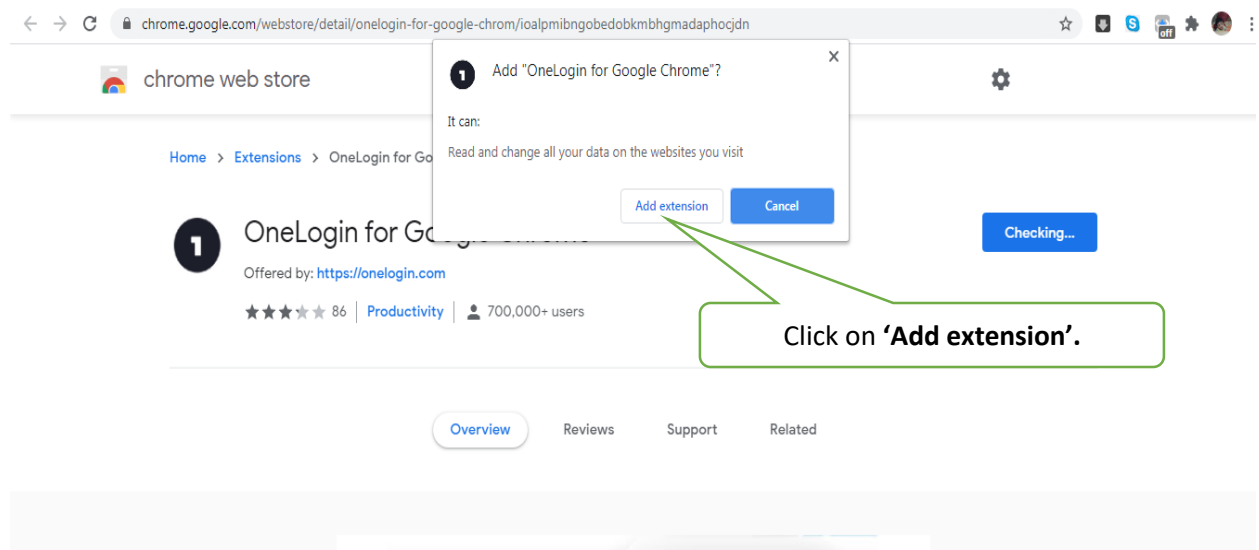


The Students process guide to Skoolee E-Learning

5. On the next page click on **'Add to Chrome'** and wait as shown below.

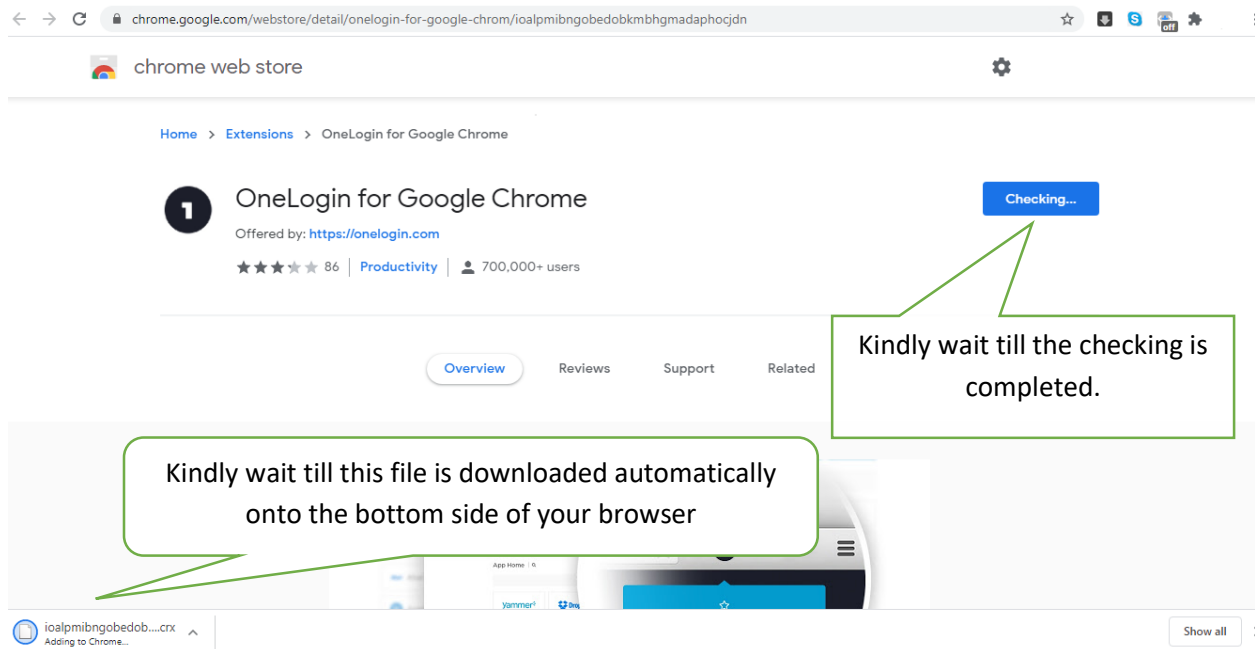


6. Click on **'Add extension'** as shown below.

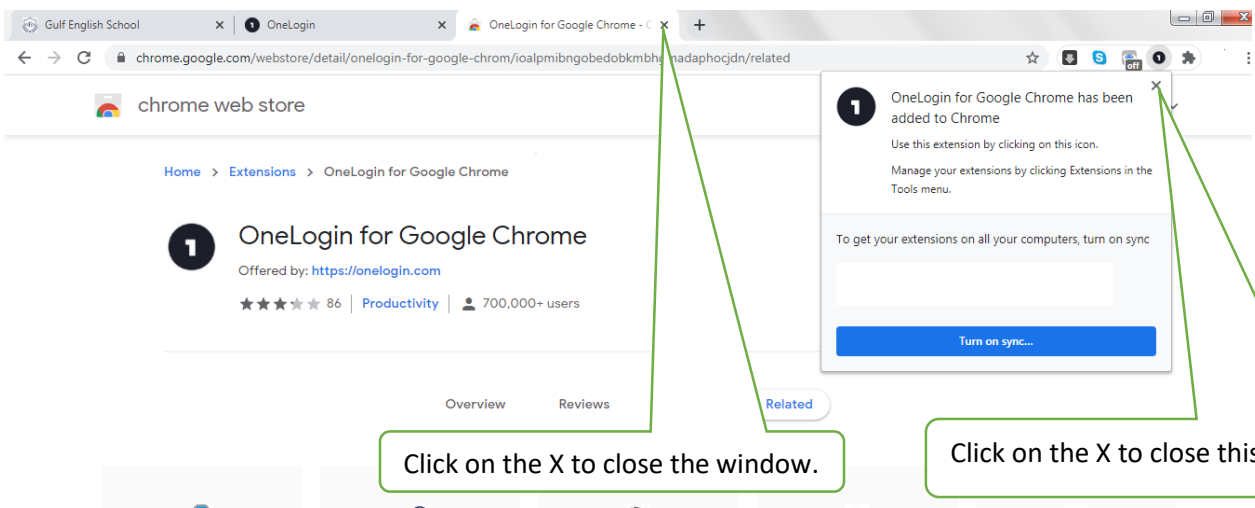


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- After doing point 6, the extension will be downloaded at the bottom of the page as shown below. Kindly wait till the checking is done

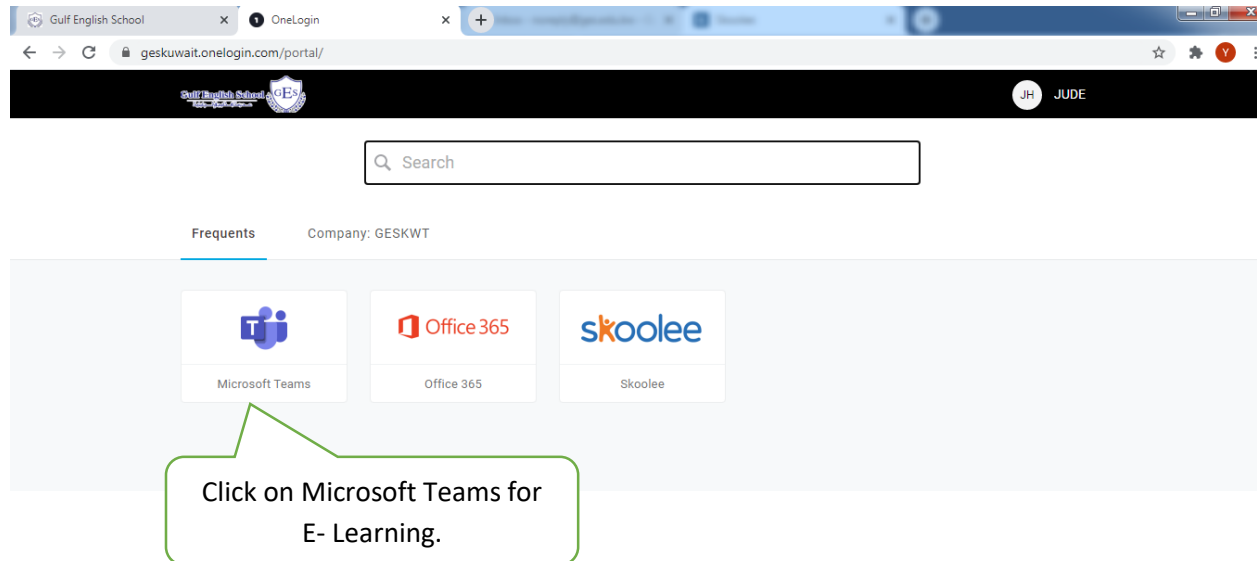


- Close the boxes as shown below

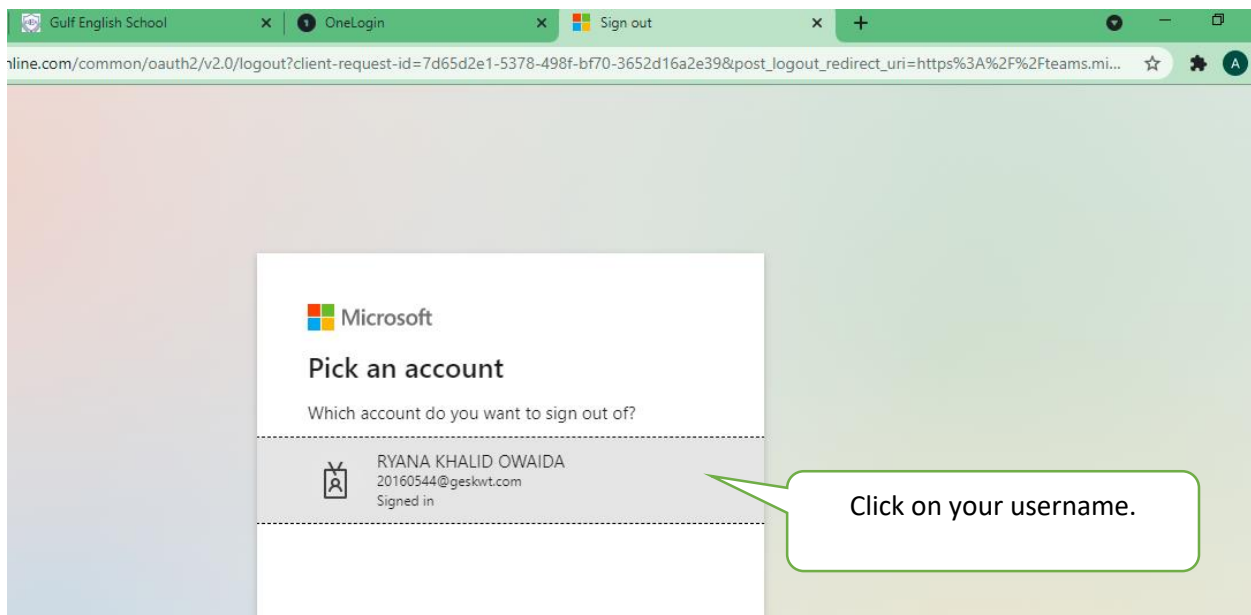


The Students process guide to Skoolee E-Learning

9. Once entered click on the Microsoft Teams Icon to enter into the E-Learning portal.

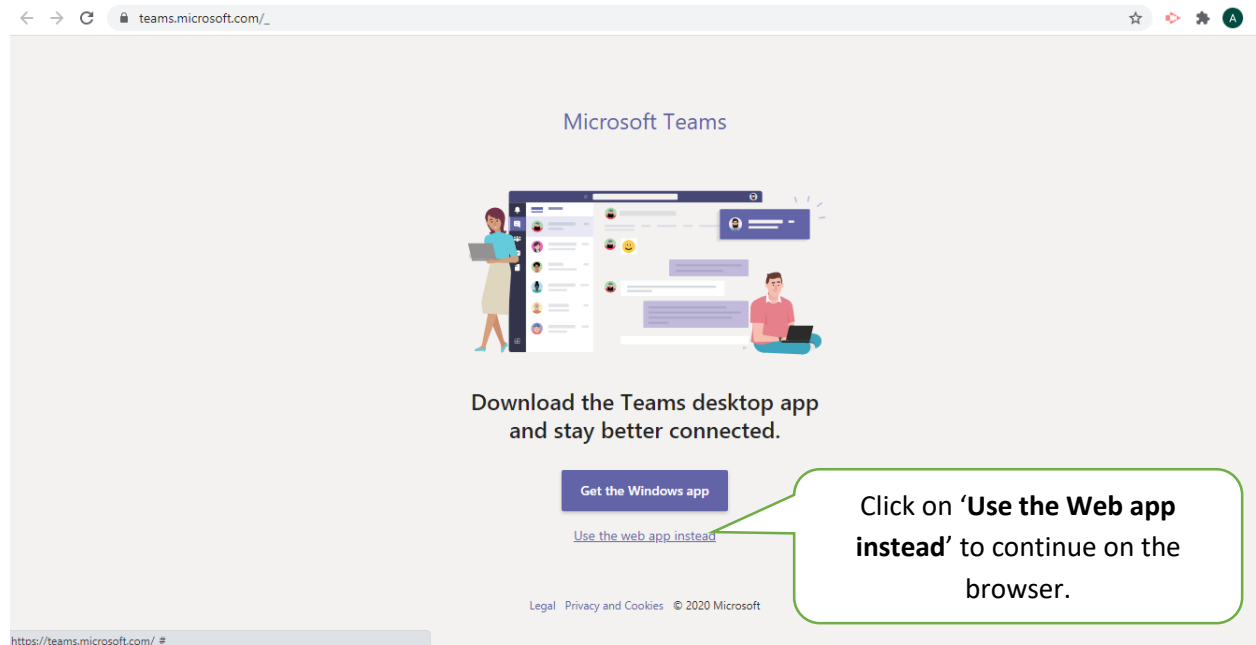


10. If the below screen appears, click on your username listed. Else go to Step 11.

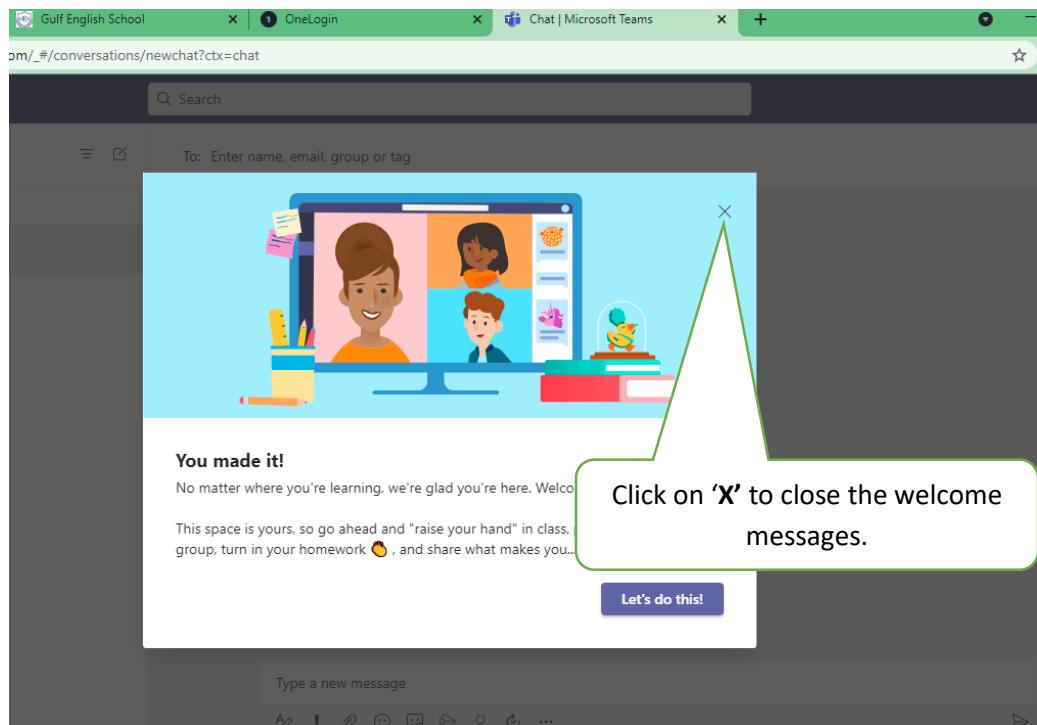


The Students process guide to Skoolee E-Learning

- Click on 'Use the Web app instead' to continue using the Microsoft Teams through the browser as shown below

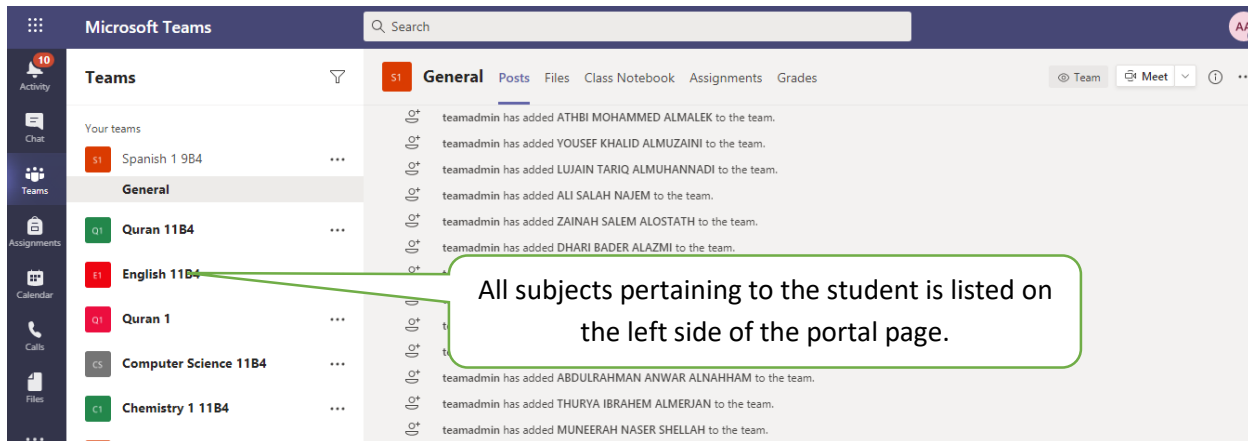


- Close the initial instructions /guidance messages by clicking the top right corner of the messages shown below.



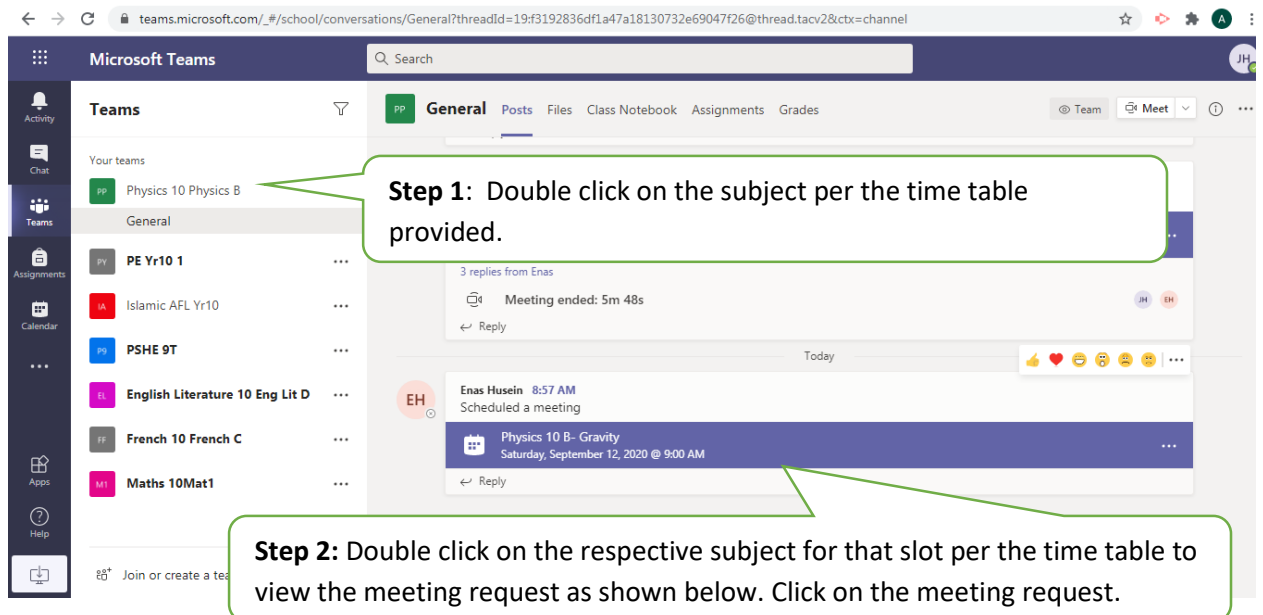
The Students process guide to Skoolee E-Learning

13. The Microsoft Teams E-Learning portal of the student looks as shown below.



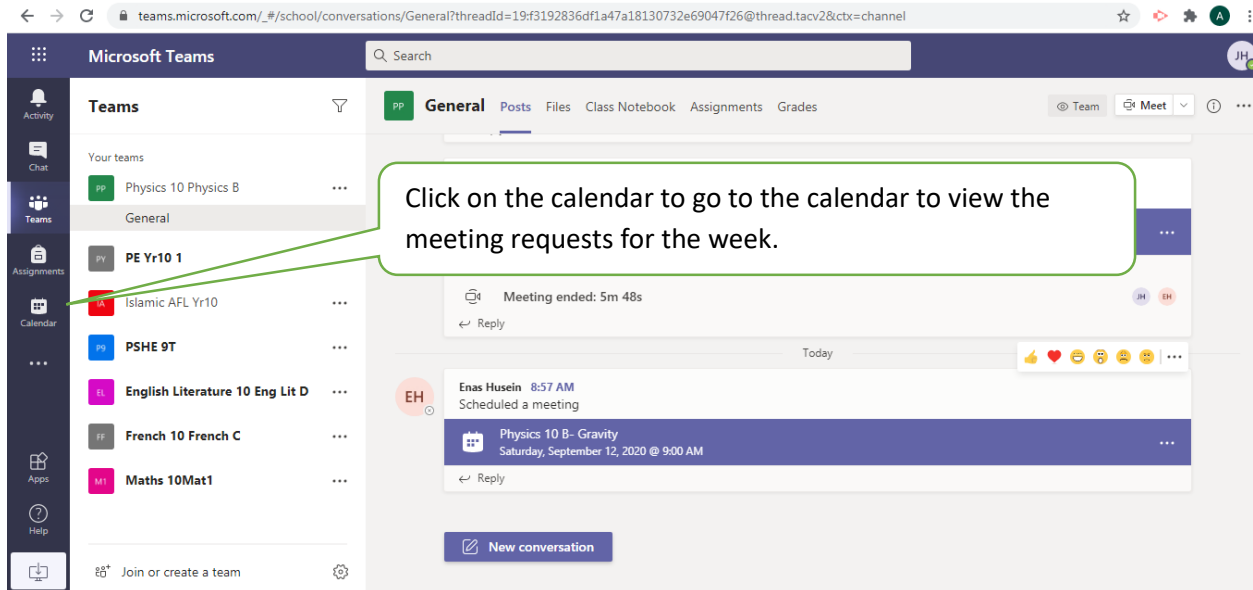
14. To view your meeting schedule as per the timetable, any of the below 2 process may be adopted to enter the class session

- a. You may double click on the respective subject for that time to view the meeting schedule by the teacher. Then Click on the meeting request as shown below.

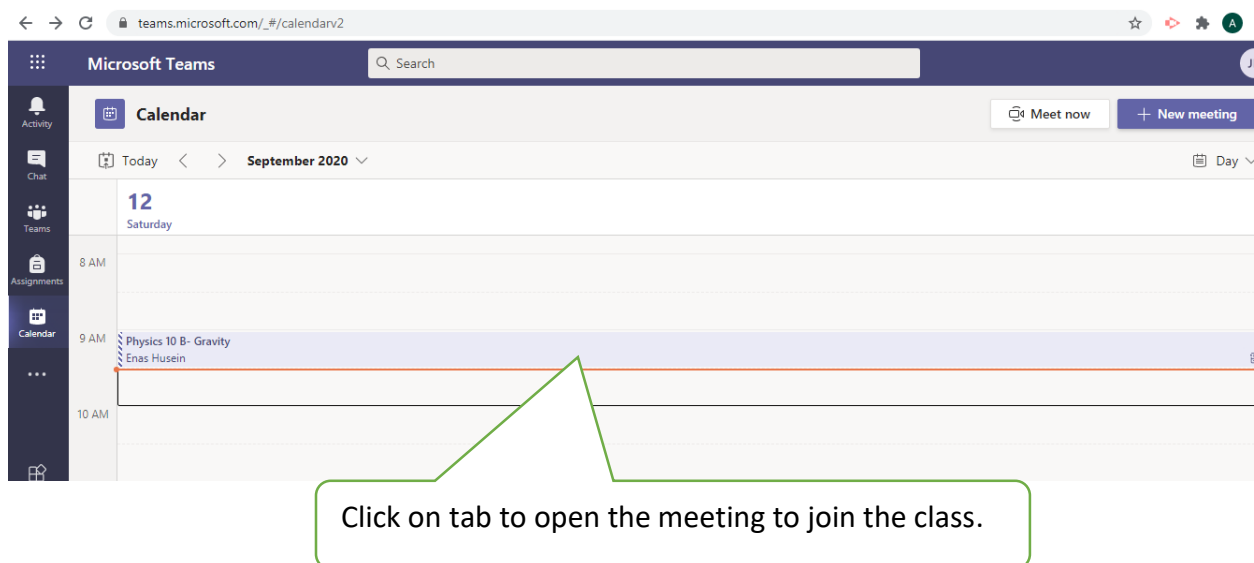


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- b. The other process to enter into the meeting with the teacher is to click on the Calendar option on the left side of the page as shown below.

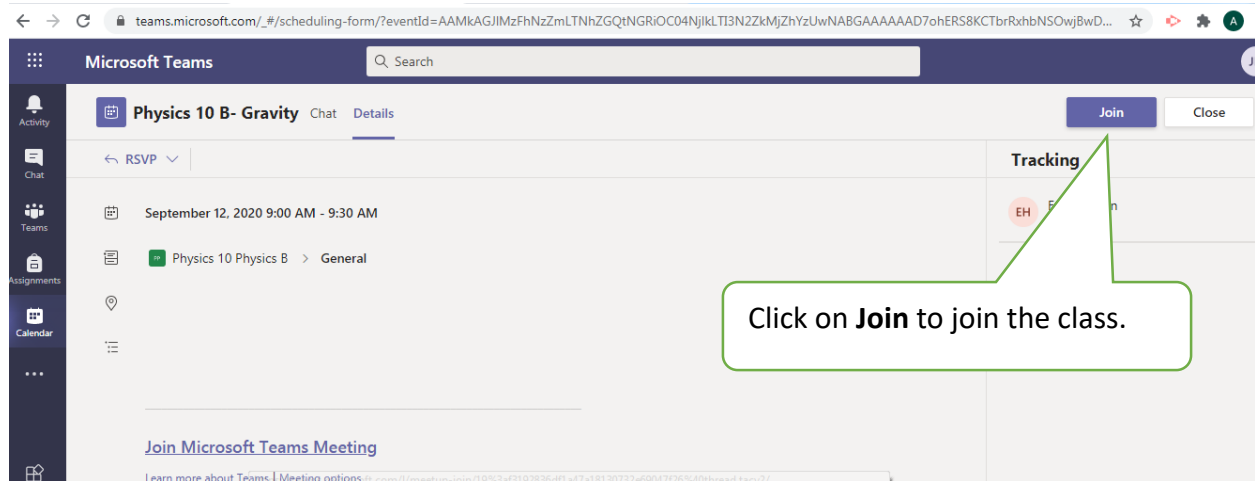


15. On clicking the calendar icon the calendar section will open and on the right section of the page the meeting requests according to the time tables will be listed. Spot the class for the hour and Click on the meeting tab as shown below.



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16. Click on Join as shown below.



17. Click on **Join now** and kindly wait till the teacher admits you into the class as shown below.

