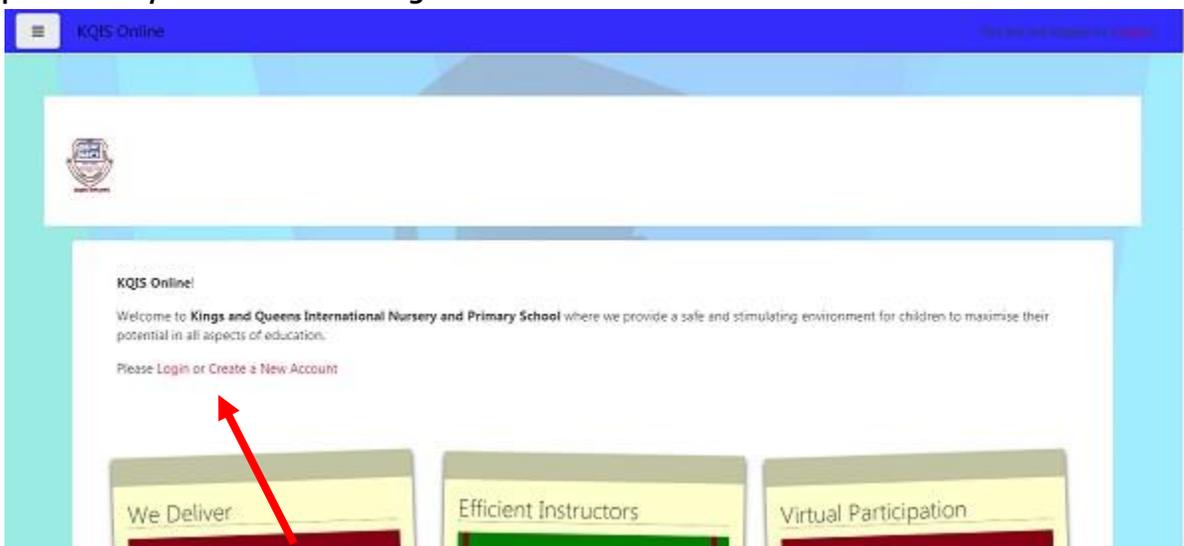## BASIC STEPS TO USE KQIS ONLINE PLATFORM AS A STUDENT

Welcome to Kings and Queens International School (KQIS) Online.
This simple manual will assist you to quickly help you familiarize with the system.

To start with, we want to assume that you have created a User Account. If not, follow this link to create an account www.online.kingsandqueensinternationalschool.com . You will need a functional email address for this purpose. In case you don't have an email address, you can simply create one for free at www.ymail.com or www.gmail.com and follow the instructions. After that, you should already own an email address that will look somehow like this myname@email.com .

After you have filled and submitted the form, you shall receive a user account verification email where you'll be instructed to click a link to validate your Account.

Once a User Account is created, you may proceed to login with the username/email and password you created during account creation.

Please be informed that you may not have access to your Class Subjects until KQIS Online Mgt. Team approves your enrolment. Upon approval, your Class Subjects will be accessible to you.

The Subjects

As an enrolled student, once you login you will see all your subjects listed or you click on the MENU to navigate to SUBJECTS and other portal section of your choice.

By this, all your subjects will be available and accessible. Each subject has different Announcements, Tasks, assignments and Instructions. You will be able to access resources such as Videos, Lesson Note, Quiz, Files etc...

You shall be asked to carry out tasks as required by the Teacher/Instructor.

You will be able to do a lot of things through your profile section and the subject section.

The profile section will enable you to upload or change your profile picture while the Subject section will allow you to monitor your progress.

Accessing Subject Content
Each subject has its own instructions, announcements and tasks.
When you are in the subject page, you will see materials and resources highlighted under the week you are expected to carry out tasks.
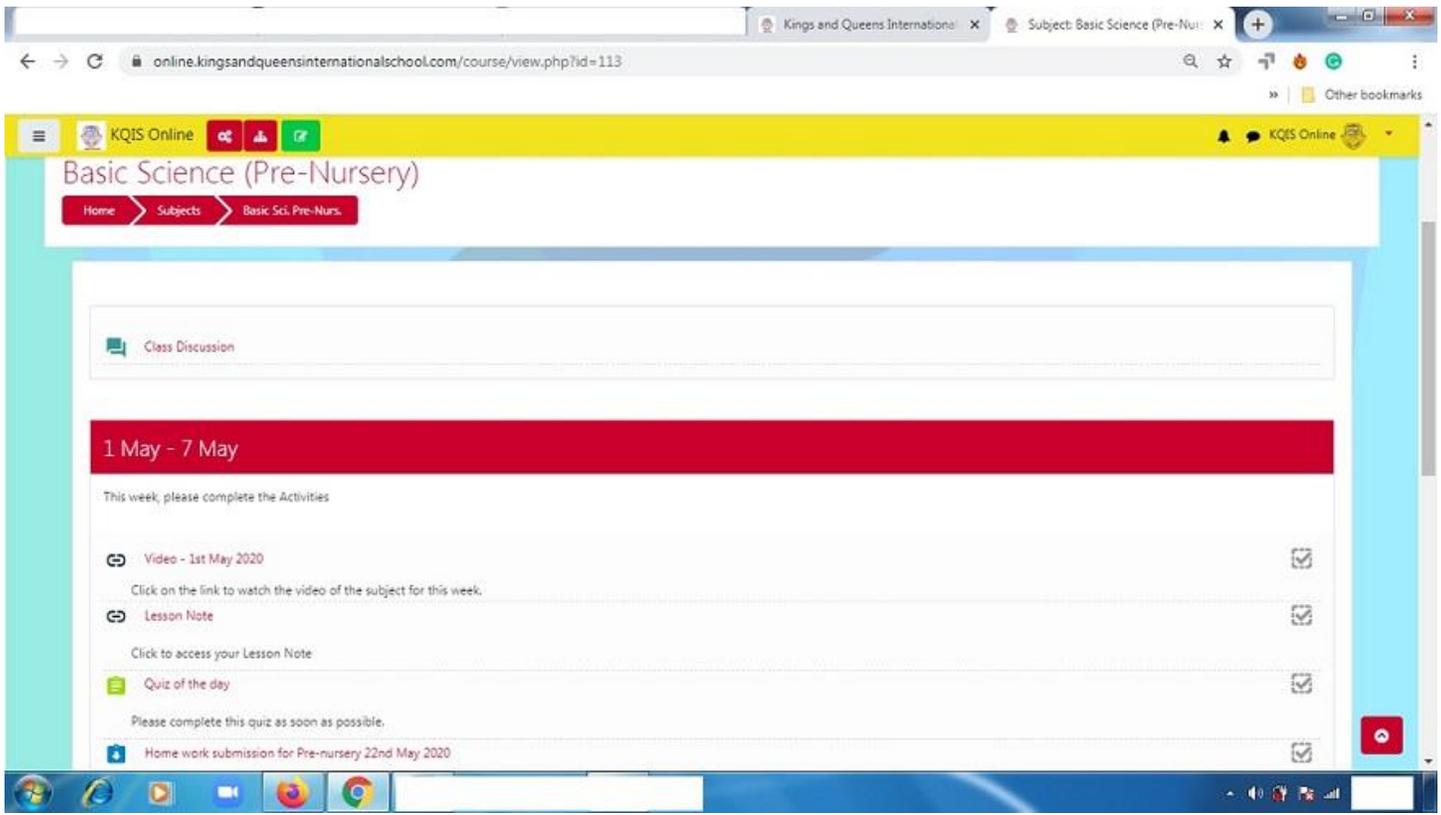
Simply follow needful instructions as requested.

There is a progress bar and completion notification that is displayed for you to know if you have completed a task or not.
You shall also receive periodic emails regarding your progress in class and general information.

Discussion
KQIS Online also has a discussion forum where Topics could be discussed and you will be able to

contribute and also see other people's contribution to topics. This is dependent on the instruction given by the Teacher/Instructor.

We wish you an interesting time on KQIS Online.

If you encounter any challenge, don't hesitate to contact us.