Home-Based Learning (HBL)

Students' Technical Guide

For Fuhua Secondary School Students

Name: _____ (   )

Class: _____

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Email to: **fhss@moe.edu.sg** to help us improve this guide.

Table of Contents

INTRODUCTION TO HOME-BASED LEARNING

Purposes of Home-Based Learning (HBL)

HBL supplements traditional teaching platforms with online learning via several school-selected online learning management systems. In the event of an unscheduled school closure, or student(s) being unable to report to school for a long time with valid approved reasons, HBL is implemented to:

    I.   minimise loss of curriculum time;
    II.   sustain student's learning progress;
    III.   maintain student-teacher learning interaction.

What is a Home-Based Learning (HBL)

A Home-Based Learning (HBL) is a distanced learning, where students receive teachers' instructions, digest learning content, interact with teachers and students and carry out performance tasks assigned by the teacher(s) through the selected online learning management systems.

HBL is a part of a larger learning cycle. It is not segregated from the student(s)' daily, offline learning. HBL can be a scaffold of students' learning at the next phase, which is to be built on the learning outcomes that students had achieved during HBL. This is critical as the teachers will building on these learning outcomes when the students report back to school. In short, the learning from HBL will impact students' total learning.

In Fuhua, we selected the following <u>three</u> learning management systems as the main platforms to implement and manage our HBL:

I. Student Learning Space (SLS)

	- URL – https://learning.moe.edu.sg - Main MOE learning management system used by all subjects to deploy online learning experiences which comprise lesson packages and performance tasks. - Refer to the section behind to find out how to access this system.

II. Google Classroom (@fhss.edu.sg)

	- URL – sign in https://mail.google.com with student's @fhss.edu.sg Google Suite account first. - Secondary learning management system used to support online peer's discussion, Q&A with teachers, learning experiences with Google apps and pen-and-paper assignment submission. - Refer to the section behind to find out how to access this system.

III. Google Meet (@fhss.edu.sg)

	- URL – sign in https://mail.google.com with student's @fhss.edu.sg Google Suite account first. - Use <u>together</u> with Google Classroom. - Video conferencing tool to enable real-time, two-way, distanced learning, closest to the daily learning experience in normal classrooms. - Refer to the section behind to find out how to access this system.

[Critical] Expectations for Students Doing Home-Based Learning (HBL)

I. Although the affected students are not physically present in school, the school values and prioritises the learning of the students.

II. As such, HBL days are NOT holidays.

III. The completion of all HBL learning experiences and tasks is compulsory for all students.

IV. The completion and submission of HBL learning experiences and tasks is monitored by the subject teachers.

V. Incompletion of HBL learning experiences or tasks without any valid reason is equivalent to playing truant in school.

VI. Students should always seek for support when they encounter any hurdle in performing HBL.

Process of Home-Based Learning (HBL)

The following is a general procedure for Home-Based Learning to take place.

Note: This is not exhaustive. The actual HBL is subject to teacher's design and instructions to students.

School triggers Home-Based Learning
- May be due to a school closure, Leave of Absence (LOA) or Stay Home Notice (SHN)
- All students must be equipped with learning device(s) (e.g. PC, laptop, iPad, tablet) with Office suite and Internet connection

Teachers design and deploy HBL Learning Experiences
-Teachers design HBL learning experiences based on the SLS Pedagogical Scaffold
-Teachers provide instructions to students via SLS or Googe Classroom, and to maintain communication with students

Students receive updates on daily lesson instructions
- Students **check the school website** for daily update of HBL lesson plan for all subjects
- Students sign in SLS to look for assignment or announcement **AND** @fhss.edu.sg to check for email notification sent from Google Classroom

Students perform and complete HBL
- Students receive instructional materials on Student Learning Space (SLS) and complete performance tasks on SLS **OR**
- Attend real-time lessons remotely on Google Meet **OR**
- Complete and upload scanned pen & paper work via Google Classroom
- Students follow the learning sypnosis and instructions from teachers

Teachers assess learning outcome and provide feedback to the students
- Teachers provides feedback to students via SLS Enhanced Assessment **OR** Google Classroom Stream **OR** instantly in Google Meet
- Students act on feedback to improve their learning outcome

Home-Based Learning Hardware Requirements

For Home-Based Learning, you will need to have a learning device with internet at home. The learning device may also need to have webcam depending on the requirements of the mode of teaching, instructional activities and assignments designed by your teacher.

What to do when you do not have an access to learning device with Internet at home:

Things to Do	Remarks
Consider Applying for an iPad / laptop loan (if you do not have a computer at home but you have access to Internet): I. Get a loan form from G.O or ICT Office; II. Fill up the loan form and get parent's endorsement; III. Submit form to ICT Office.	• ICT Office is located at Blk F, Level 3, between Com Lab 1 and 2.
For a long-term solution, please get your parents / guardians to consent and submit the PLD Procurement Form by 21 May 2021.	• Refer to the PLD Initiative Portal for parents for info and actions. **https://go.gov.sg/fhsspld**

Home-Based Learning Software Requirement: Ms. Office 365

To get the latest Microsoft Office to install in your laptop:

Step 1: Log in: https://www.office.com/

Step 2: Key your Google Suite (fhss.edu.sg) email address

Step 3: Key in the default password: **[Check with your FTs]**
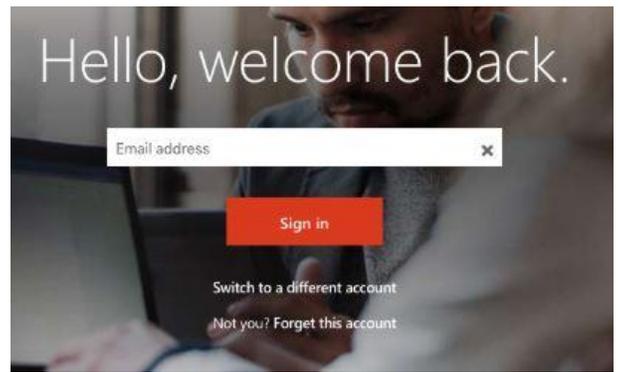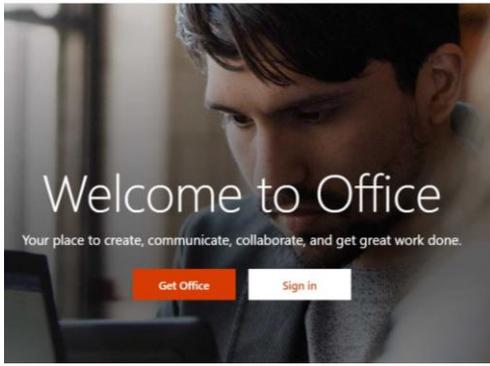
Step 4:

Set your own password which you can remember (min: 8 characters). Sign in.

Step 5:

Start using Microsoft Office online **OR** download & install in your computer.
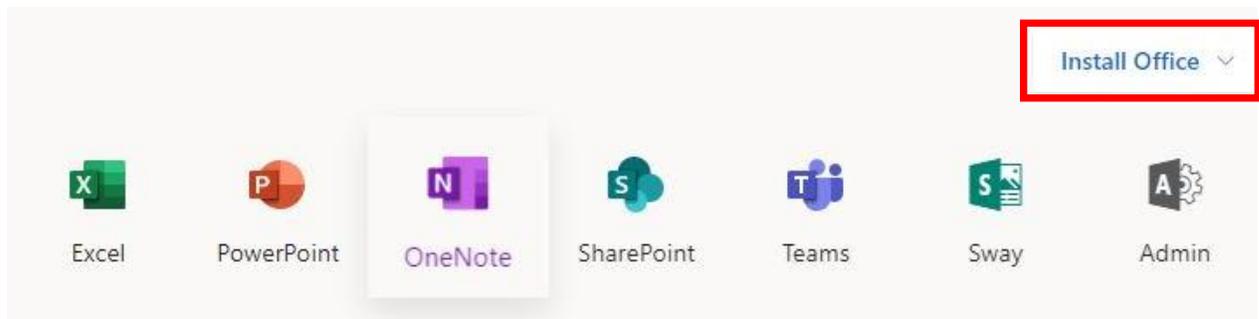
Home-Based Learning Helplines

Things to Do	Remarks

For Technical-Related Issues ONLY
A. For technical issues, please **call**
 	
   I.   **ICT Office @65004227**
         OR
  II.   **SLS Helpdesk** @ **67026513** (after school hours till 9pm)
	• Call the ICT Department to speak to the Technical Assistant.
	
	• Reflect the difficulty to your teachers after HBL.

B. Email to **SLS Helpdesk** helpdesk@sls.ufinity.com (after school hours) C. For technical issues, please **request for help through ICT Service Portal (Page 18)**	
<u>**For Lesson-Related Issues**</u> • Raise your questions via Google Classroom. Post them under the "Stream" page.	• Your subject teachers may have other channels for communication. Please follow their instructions.

ACCESS TO STUDENT LEARNING SPACE (SLS)

The Student Learning Space (SLS) had a facelift and redesign of the user interface. This is how the **new SLS logo** looks like.

Guide on Logging into Student Learning Space (SLS)

Step 1: In any web browser (e.g. Google Chrome or Safari), type in the URL for Student Learning Space (SLS)

URL: https://vle.learning.moe.edu.sg/login
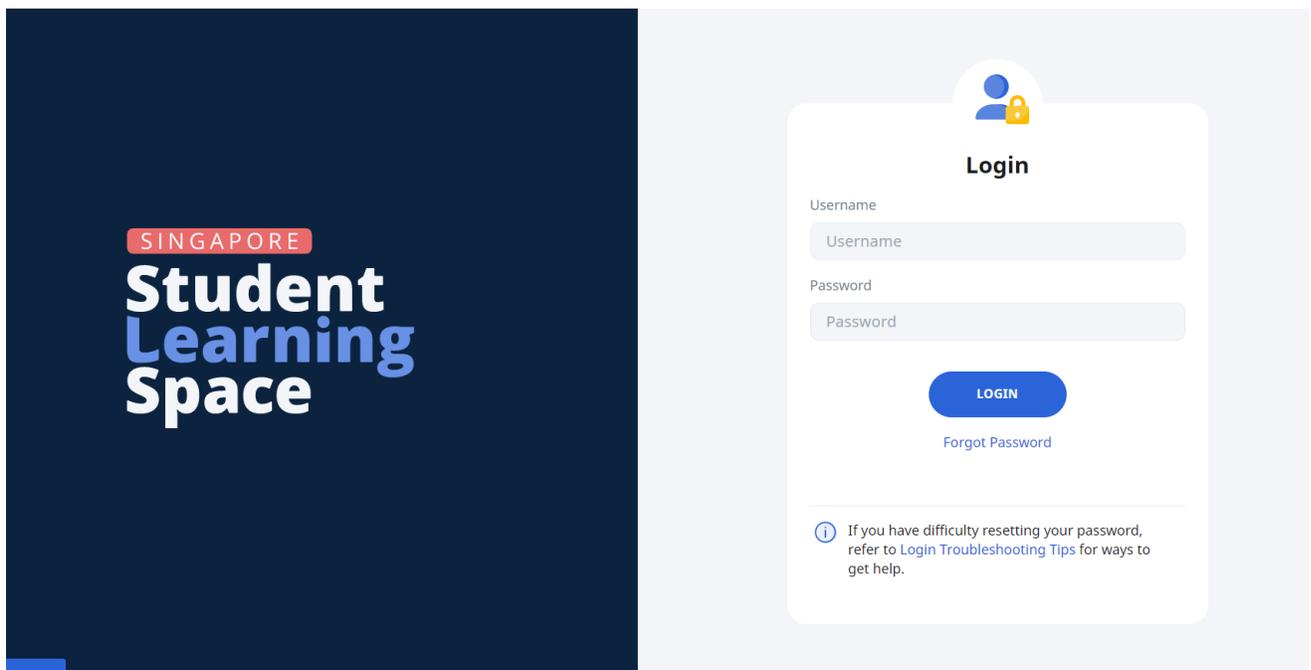
Step 2: Key in your username and password

Your username is your **normalized ID**

First 5 characters of your name, last 4 digits and letter of BC number.

<u>Example</u> Name: **Foo Hwa Sek** Current User ID (BC. No.): **T1034567A**

Normalized ID:

FOOHW4567A
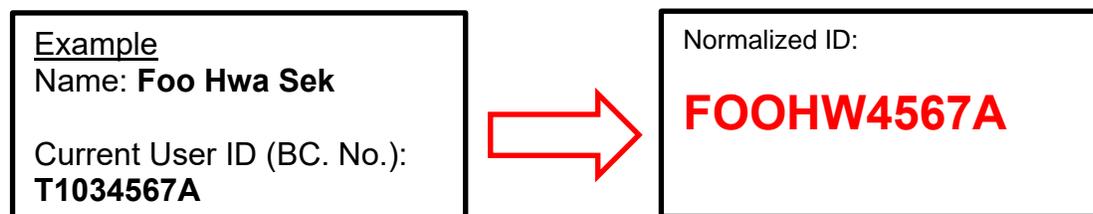
Key in your own password. Always remember your password.

<u>DO NOT</u> attempt to 'crack' your password should you've forgotten your password to avoid account being locked. Simply perform a password reset.

If you require a password reset, do the following:

If you require a password reset, do the following:

1) ==**Do self-password reset first**== – You must have your email entered in the SLS profile page (the new password needs to be sent to you via the email)

2) **Ask your FT(s) and any subject teacher** to perform a password reset for you.

3) **Submit a support request via the ICT Services Portal** ==**https://tinyurl.com/fhssictportal**==

4) **Call ICT Office@6500 4227** and follow all instructions politely by the Technical Assistant who has answered your call.

How to Update Email in SLS Account Profile

Always keep your email address updated in the profile page of SLS. The purpose of doing this is to allow you to do a password self-reset. To enter your email, complete the following steps:

Step 1

Once you have logged in to SLS, click on the profile icon on the top right-hand corner of the SLS home page. Next, click on 'Edit Profile'.

Click on the icon with the three 'dots'

1

Welcome back, **SNG JIA CHUN, CALEB**!

MOE Library

User Guide

Class Groups   To Do

Recent Announcements

To see all of your Class Group announcements, go to Class Group Announcements page.

SLS Release 15 System Upgrade (22 June to 23 June 2021)
SLS Administrator
10 May 2021 05:28 AM

Hooray!
You are up-to-date with all

Welcome back, **SNG JIA CHUN, CALEB**!

MOE Library

User Guide

Class Groups   To Do

2

Click on 'Edit Profile'

SNG JIA CHUN, CALEB
Student

Edit Profile

LOGOUT

Helpdesk

Step 2

Under the Edit Profile page, click on 'Email' to enter / change your email.

If you want to change your password, click on 'Change Password'.

Click on 'Change Password' to change your password

4

Click on 'Email' to enter/change your email

5
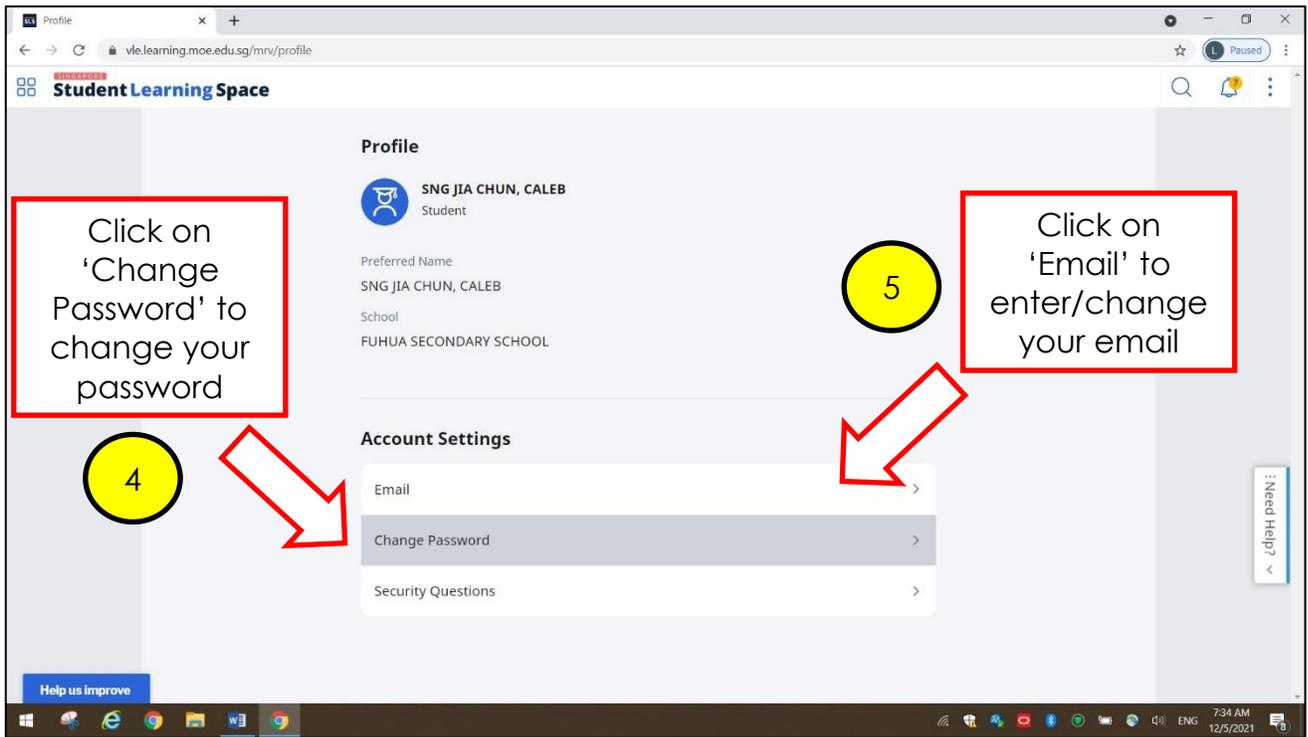
Step 3

Under the Email Address tab, enter your email address and click 'save'.

6

Click on 'Save'
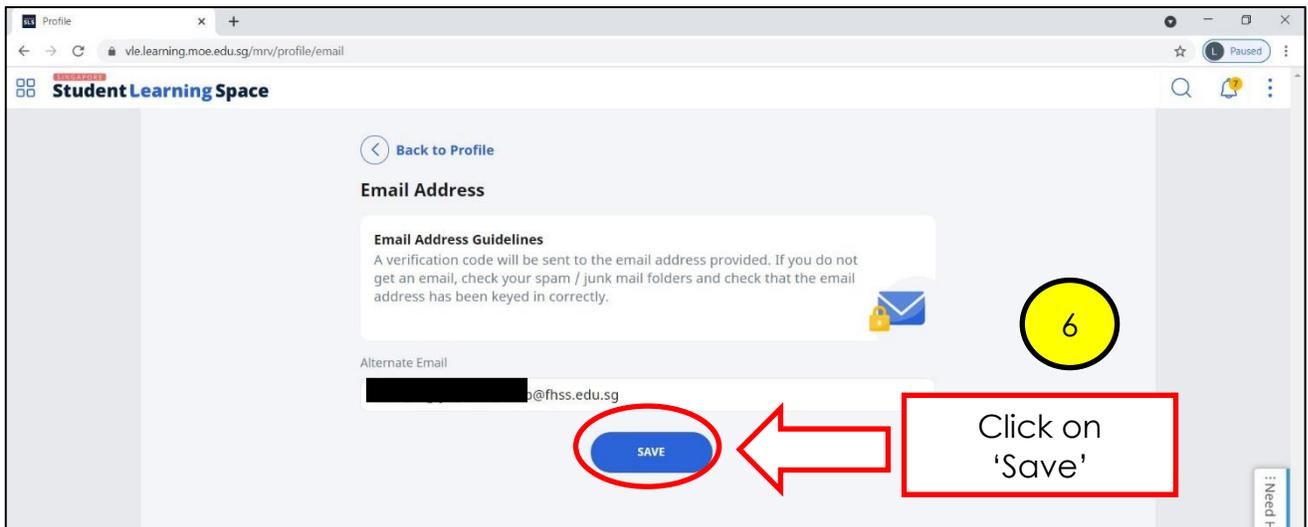
ACCESS TO GOOGLE SUITE ACCOUNT / GMAIL (@FHSS.EDU.SG)

Guide on Logging into Google Suite Account / Gmail (@fhss.edu.sg)

Your school-owned Gmail address is in the following format:

<year of intake>_<full_name_of_student>@fhss.edu.sg

For example:

If your name is Lee Yuen Lim, and you are a Sec 1 student in 2021, your Gmail address will be:

2021_lee_yuen_lim@fhss.edu.sg

To log in to your Google Suite email account, follow the steps below:

Step 1:

In a web browser (e.g. Safari, Google Chrome, etc), type in https://mail.google.com in the address bar:

For example, in this Google Chrome browser, the address bar is found here

Step 2:

If you are immediately directed to an existing Google email account, **sign out** from that email account. If not, proceed to **Step 3**.

Step 3:

In the sign in page,

Google

Sign in

to continue to Gmail

2021_lee_yuen_lim@fhss.edu.sg

1

Forgot email?

Enter your email address.

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account   Next

Press 'Next'   2

English (United States) ▼   Help   Privacy   Terms
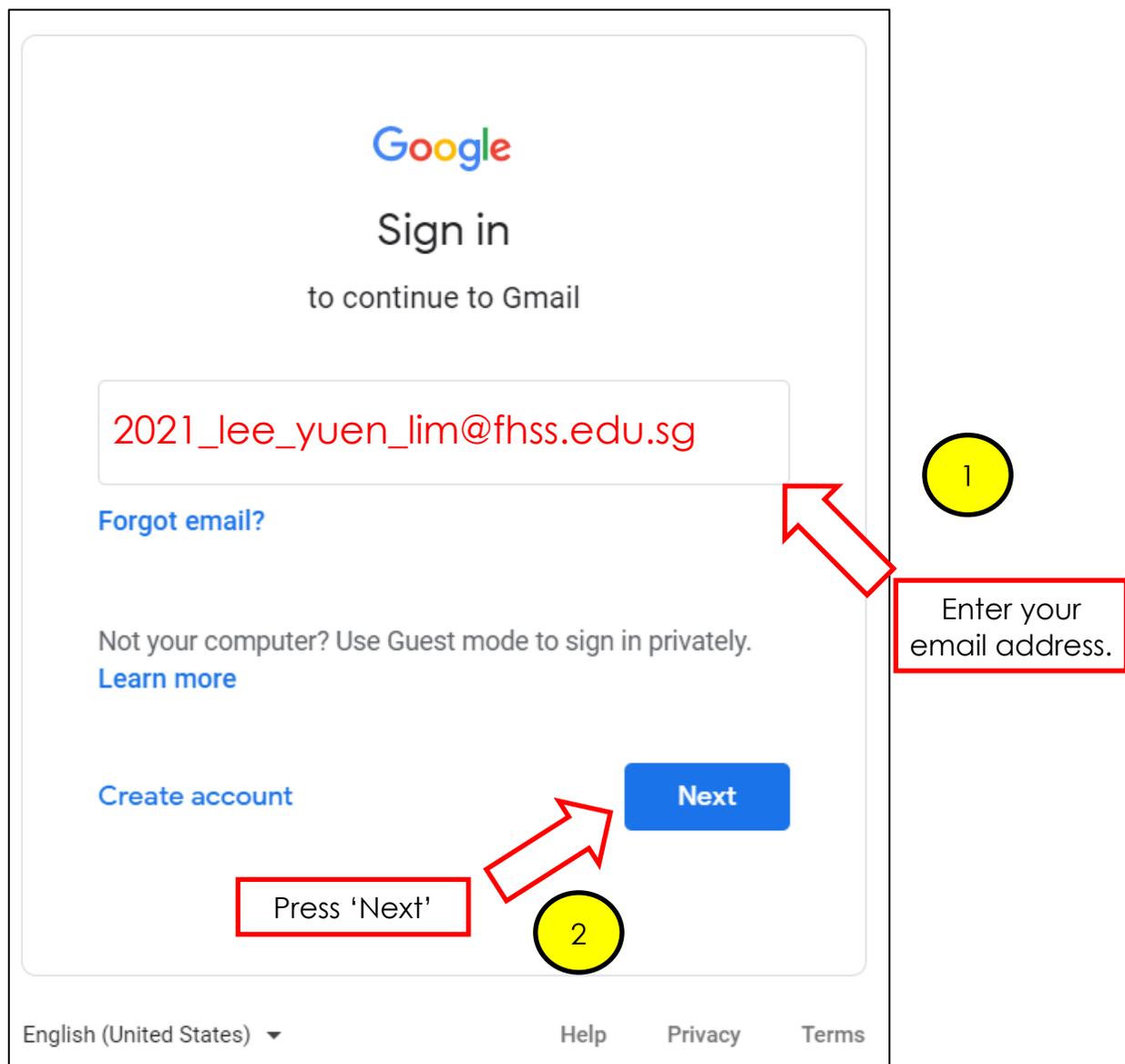
Step 4:

Enter the default password.

The default password is:

If you have already changed your password, enter your changed password. Always remember your password.

Password Reset through ICT Service Portal

For students who require technical assistance (e.g. reset of password) through the ICT Service Portal, visit the **school website** to make a request.

Click on 'For Students'

Click on 'ICT Service Portal'

Click on 'For Students Only: Technical Support For E-Learning'
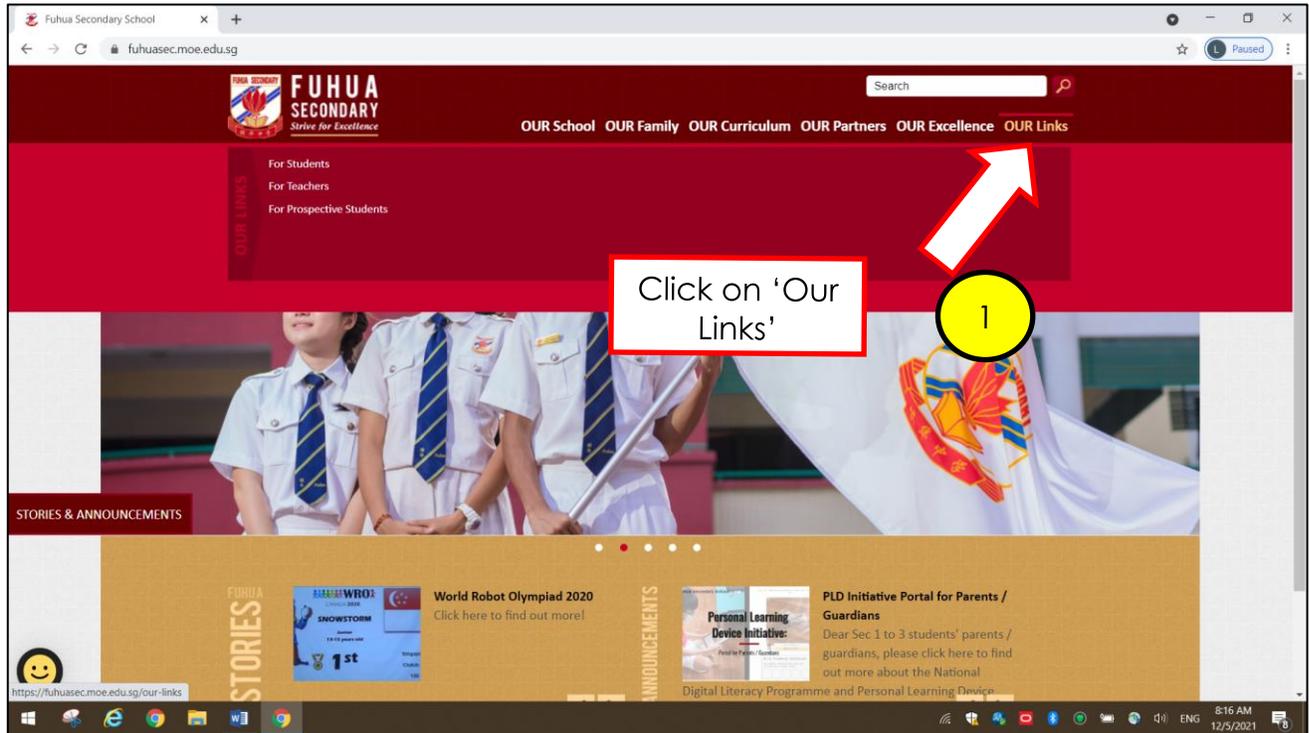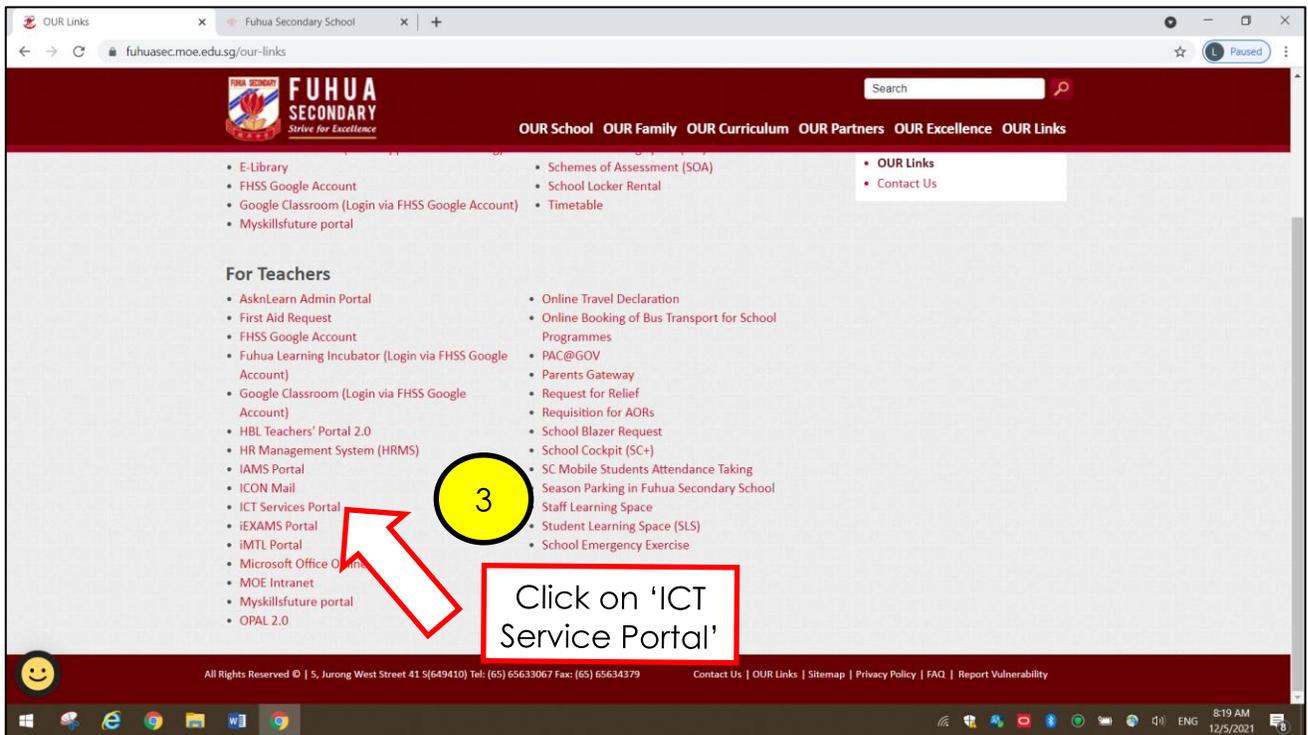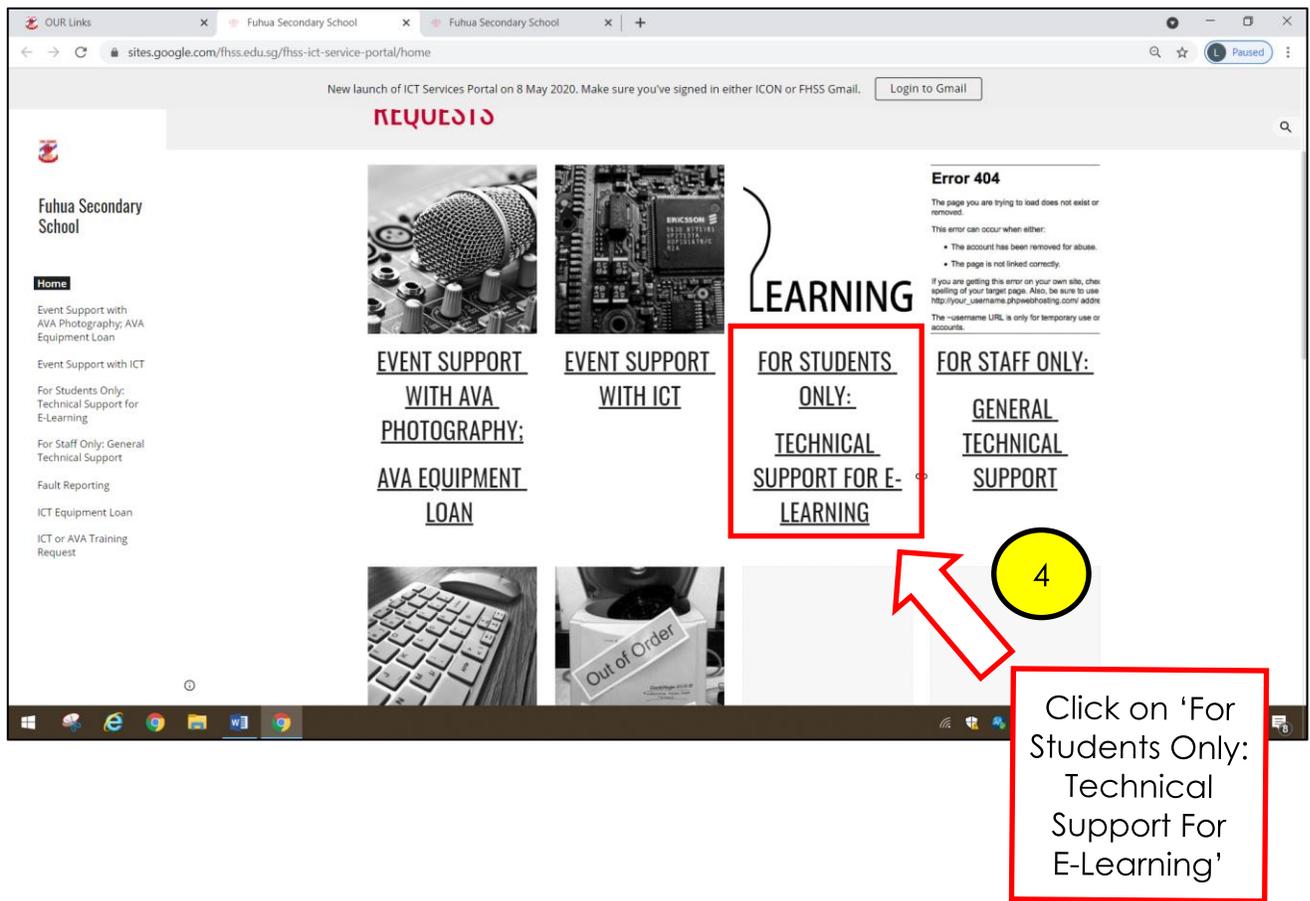
Complete the Google Form to make your ICT technical requests. Check the 'Status' of your request at the bottom of the ICT Services Portal.

Key in your personal / alternative email address to receive update from our school's ICT Dept or ask your FT(s) to receive the response on your behalf.

Do NOT enter sensitive user data (e.g. NRIC or passwords) in the Google Form!

ACCESS TO GOOGLE MEET

Note the following ground rules of using Google Meet:

1. Ensure that you are appropriately dressed before you commence lesson on Google Meet

2. Do NOT unmute your microphone without instruction from the teacher. Unmute only when your teacher asks you to respond to question(s);

3. Do NOT present anything without instruction from the teacher;

4. Do NOT use the chat function, with exception of the situation below:

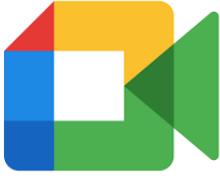You can only use the chat function if you have any question regarding the lesson, you have 2 ways to do so:

– type your question in the chat box, the teacher will address it at a suitable time;

– Use the 'raise hand' function and request for permission from teacher to unmute your microphone to ask or respond to question.

Guide on Joining Google Meet

Once your teacher has created a Google Meet, he / she will send a meet invitation to you in various ways (e.g. email invitation). The link may also be available on the HBL Daily Lesson Plan available on the school website.

Method 1: Joining through Google Classroom

If your teacher has created a Google Meet for the class through the **link available on Google Classroom**, you can access the link from Google Classroom to join the Meet:

Test Group for HBL

Stream Classwork People

Test Group for HBL
Meet link https://meet.google.com/lookup/huy2cdml2i

1 — Log in to Google Classroom

2 — Click on the link to join the class at the appointed time

Upcoming
Woohoo, no work due soon!
View all

Announce something to your class

View class updates and connect with your class here
See when new assignments are posted

Test Group for HBL

Announce something to your class...

3 — If you are using a mobile device (e.g. mobile phone or iPad), the link to the Meet can be accessed by clicking on the icon with the exclamation mark (!)

About

Test Group for HBL

VIDEO MEETING LINK
meet.google.com/lookup/huy2cdml2i

4

Method 2: Joining through teacher's email invitation

If your teacher has sent an **email invitation** for you to join, access your FHSS Gmail to join the Meet.

1

Happening now: Lee Yuen Lim Staff EO is inviting you to a video meeting Inbox

L Lee Yuen Lim Staff EO (via Google Meet) 10:10 AM
   to me

Meet

Lee Yuen Lim Staff EO <lee_yuen_lim@fhss.edu.sg> is inviting you to join a video meeting happening now

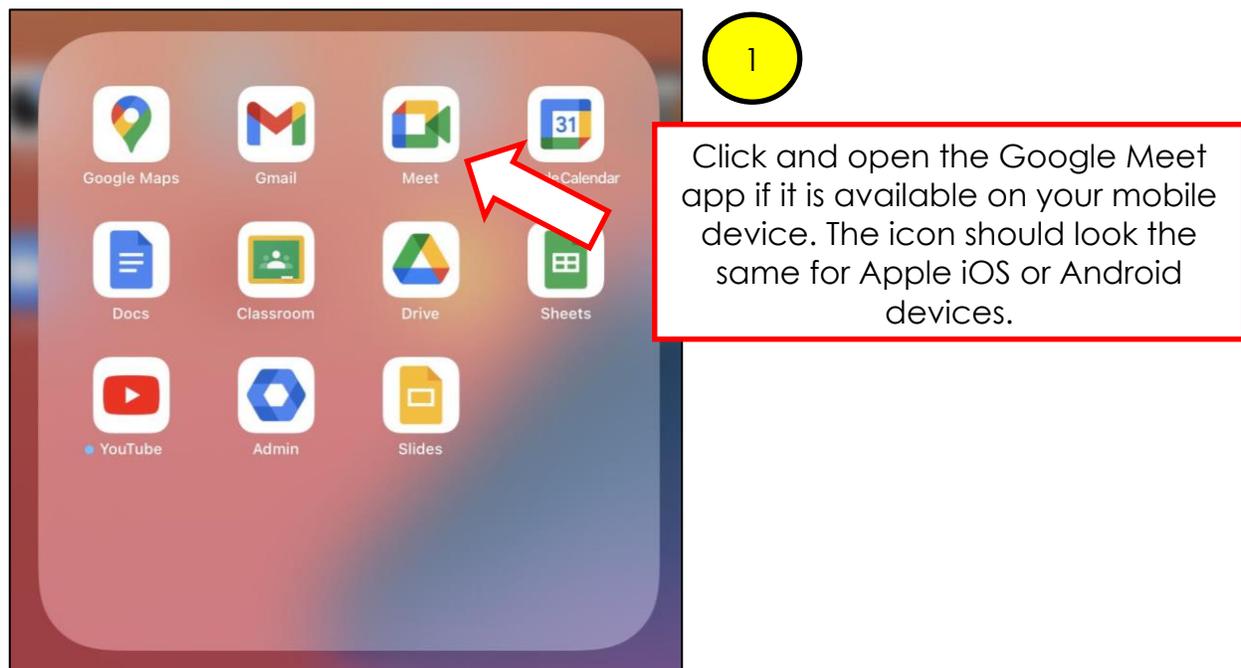No one else is in this call

JOIN MEETING

meet.google.com/toq-cdtn-aho

In your FHSS Gmail inbox, look for the invitation

2

Click on 'Join Meeting' to join the meeting
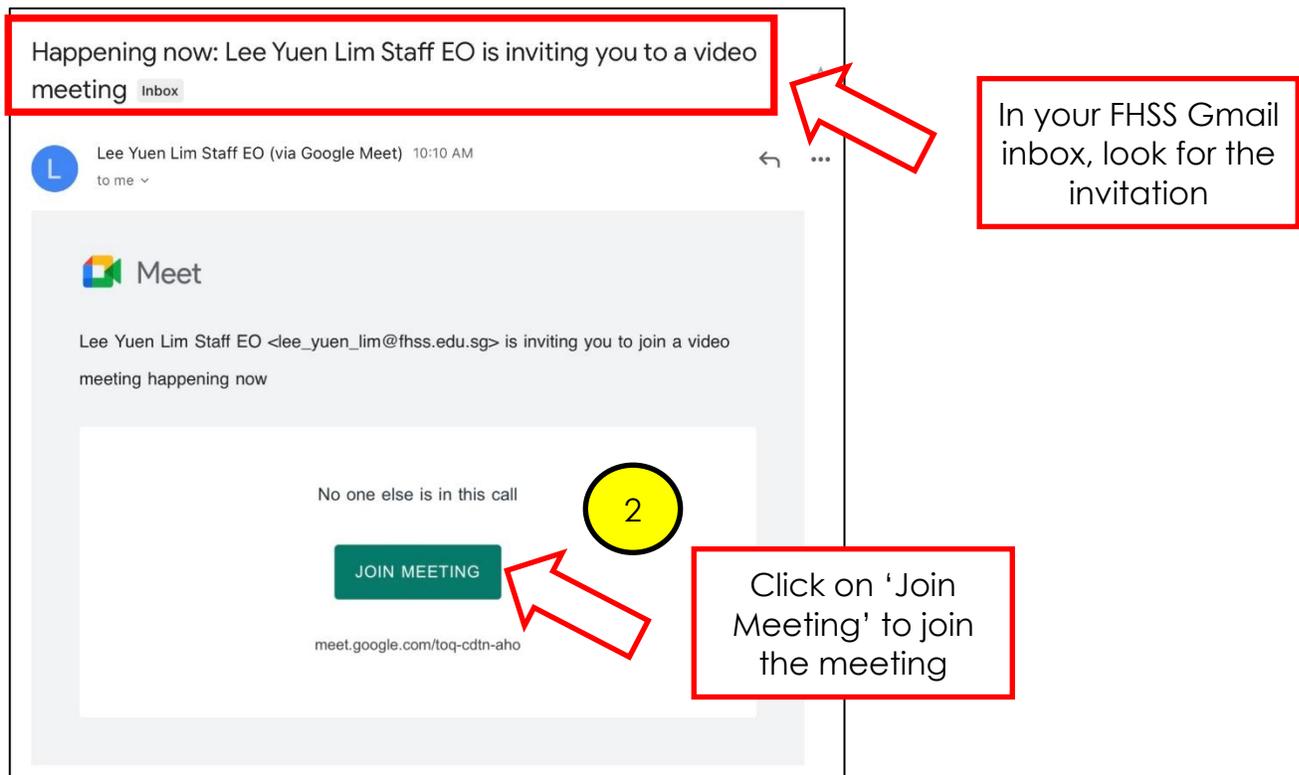
Method 3: Joining through link given by the teacher

You may also open Google Meet app on your mobile device (e.g. mobile phone, iPad etc.) and **key in the Google Meet code** given by your teacher to access it. You may need to download the app if it is not available on your device.

Google Maps   Gmail   Meet   Calendar

Docs   Classroom   Drive   Sheets

YouTube   Admin   Slides

1

Click and open the Google Meet app if it is available on your mobile device. The icon should look the same for Apple iOS or Android devices.

≡   Meet   **2**   C

Join a meeting

Click 'Join a Meeting'

Your meeting is safe

No one outside your organisation can join a meeting unless invited or admitted by the host
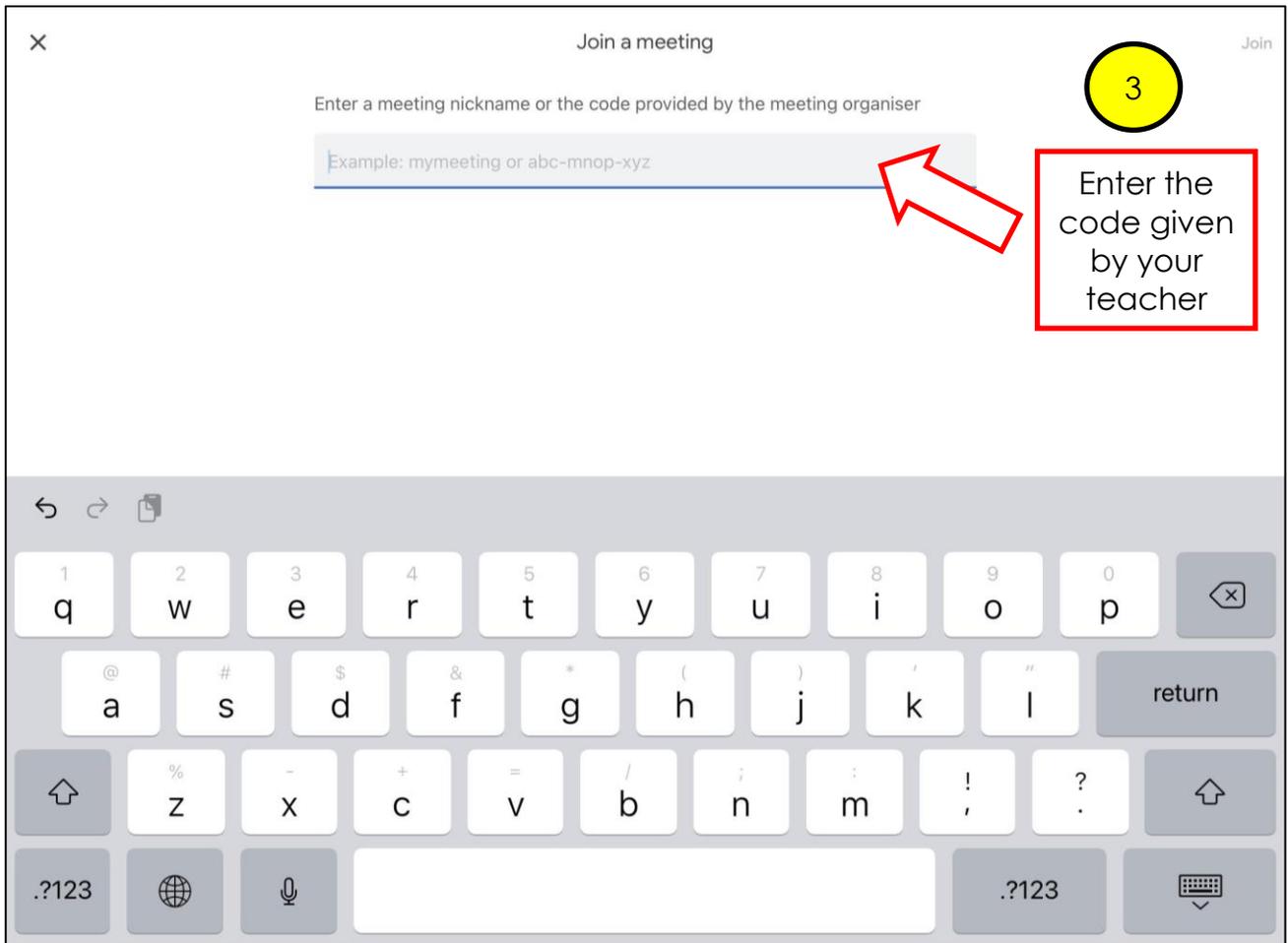
After joining the Google Meet

Once the teacher allows you in, you may watch what your teacher is presenting during lectures / tutorials. Please ensure that you join at least 10-15 minutes prior to the start of the session.

ACCESS TO ZOOM

Similar to the use of Google Meet, there are ground rules to follow when using Zoom:

1. Ensure that you are appropriately dressed before you commence lesson on Zoom

2. Do NOT unmute your microphone without instruction from the teacher. Unmute only when your teacher asks you to respond to question(s);

3. Do NOT use the chat function, with exception of the situation below:

You can only use the chat function if you have any question regarding the lesson, you have 2 ways to do so:

- type your question in the chat box, the teacher will address it at a suitable time;

- Use the 'raise hand' function and request for permission from teacher to unmute your microphone to ask or respond to question.

Guide on Joining a Zoom Meeting

Once your teacher has created / scheduled a Zoom meeting, he / she will send a Zoom invitation to you in various ways (e.g. email invitation). The link may also be available on the HBL Daily Lesson Plan available on the school website.

Method 1: Joining through a Zoom meeting link created by your teacher

Your teacher may share the Zoom meeting link with you through:

- Email
- HBL Daily Lesson Plan

To join the Zoom meeting, you will need to click on the meeting link URL shared with you and enter the passcode given by your teacher.

Example of Zoom meeting link invitation by email

Mr Lee Yuen Lim is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://moe-singapore.zoom.us/j/85208532537

Meeting ID: 852 0853 2537
Passcode: XXXXXX

Example of Zoom meeting link through the HBL Daily Lesson Plan

The link will be similar as like in the email invitation, e.g.
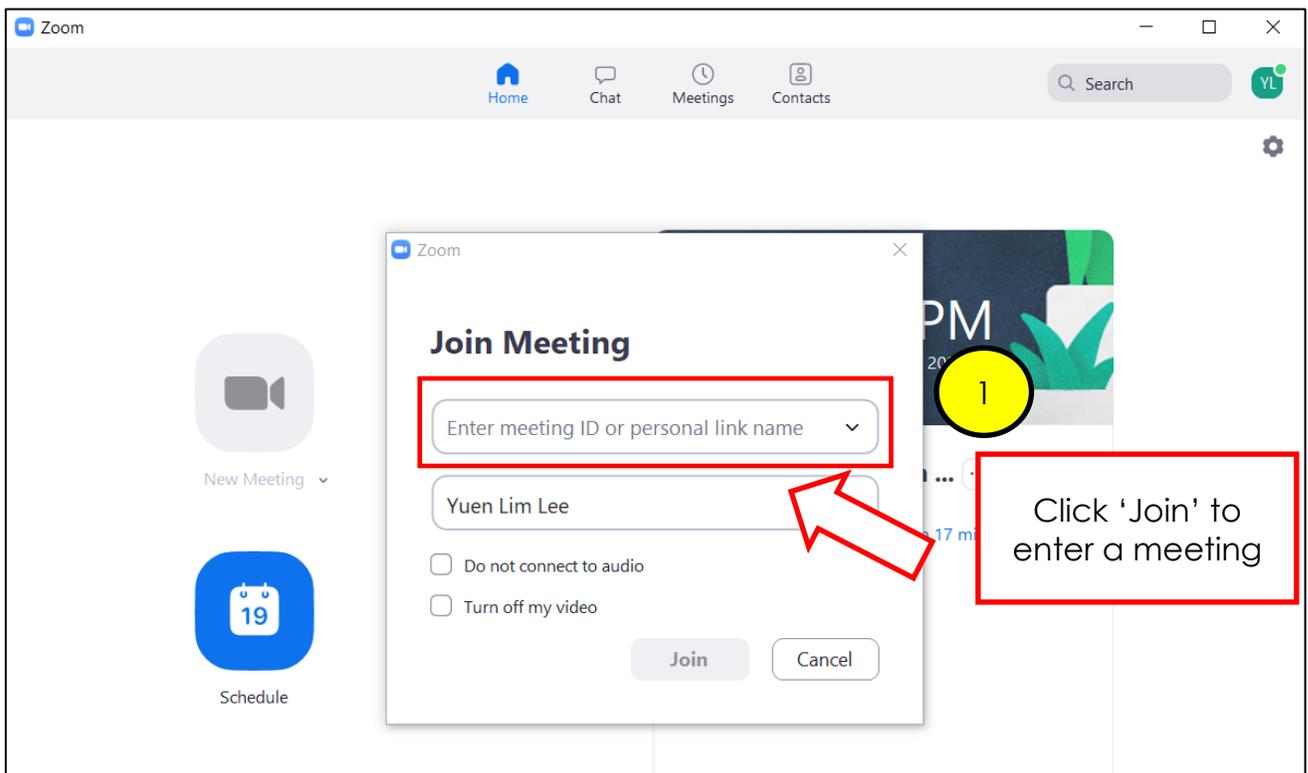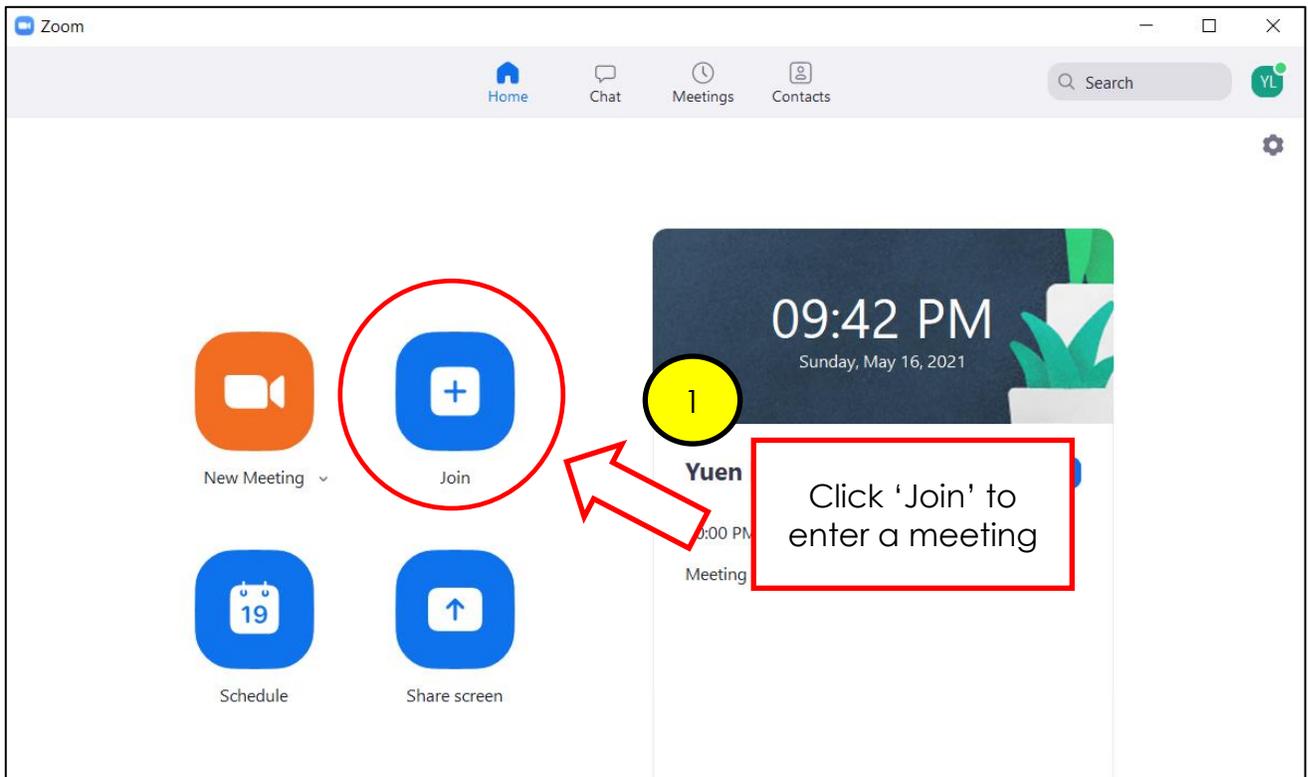
https://moe-singapore.zoom.us/j/85208532537

Click on the link to access the log in page. Use the passcode given to you by your teacher to join the meeting. The passcode may be emailed to you via your FHSS Gmail, or through Google Classroom.
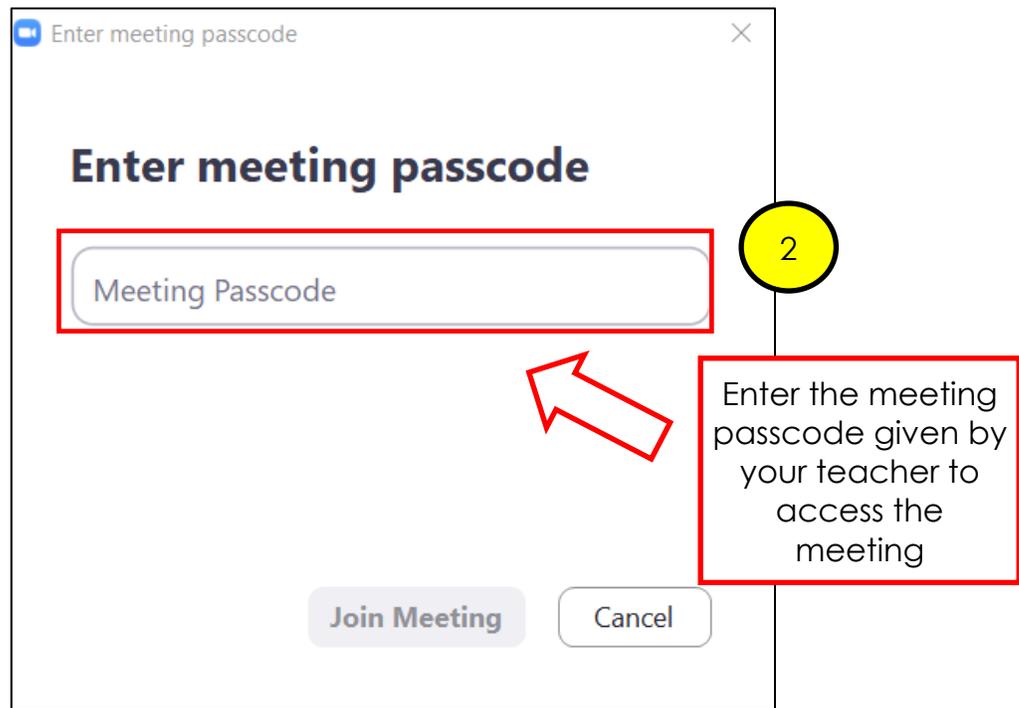
Method 2: Joining using the Zoom app installed on your learning device

You may also join the Zoom meeting using the Zoom app if you have it installed in your learning device. If you already have the Zoom app, clicking on the Zoom link (Method 1) will also prompt you to open the Zoom meeting using your app:

Click 'Open Zoom Meetings' to join meeting using the app
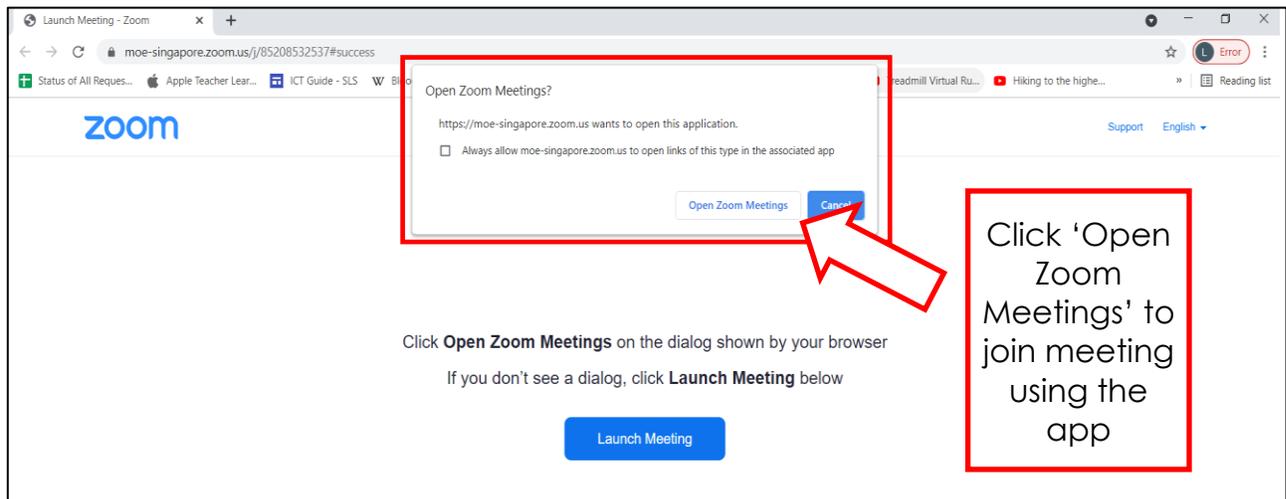
Alternatively, if you open the Zoom app, you will need to enter the meeting ID and password to proceed to join.

Click 'Join' to enter a meeting

Join Meeting

Enter meeting ID or personal link name

Yuen Lim Lee

☐ Do not connect to audio
☐ Turn off my video

Join   Cancel

Click 'Join' to enter a meeting

Home-Based Learning – Students' Technical Guide

After joining the Zoom Meeting

Once the teacher allows you in, you may watch what your teacher is presenting during lectures / tutorials. Please ensure that you wait in a Zoom waiting room at least 10-15 minutes prior to the start of the session.

ACCESS TO GOOGLE CLASSROOM

Note the following ground rules when you are in a Google Classroom:

    I.   Do not misbehave (i.e. leave unkind comments, post or share indecent content) in your Google Classroom.

    II.   All online aggressions are subject to disciplinary actions.

    III.   Exercise netiquette:
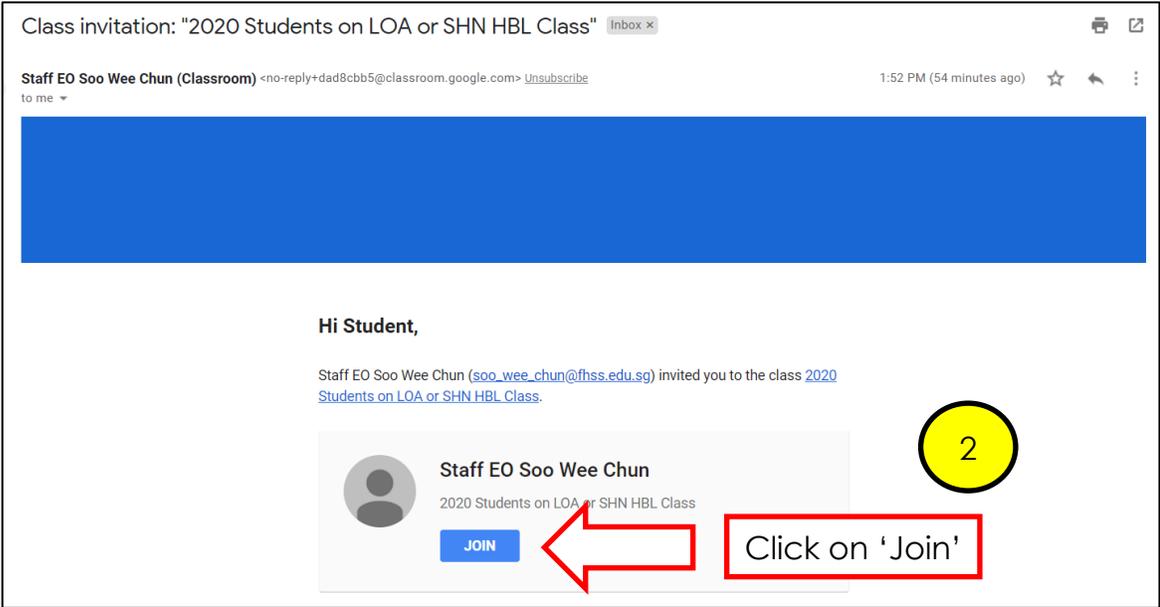
Guide on Logging into and Accessing Google Classroom

Step 1:

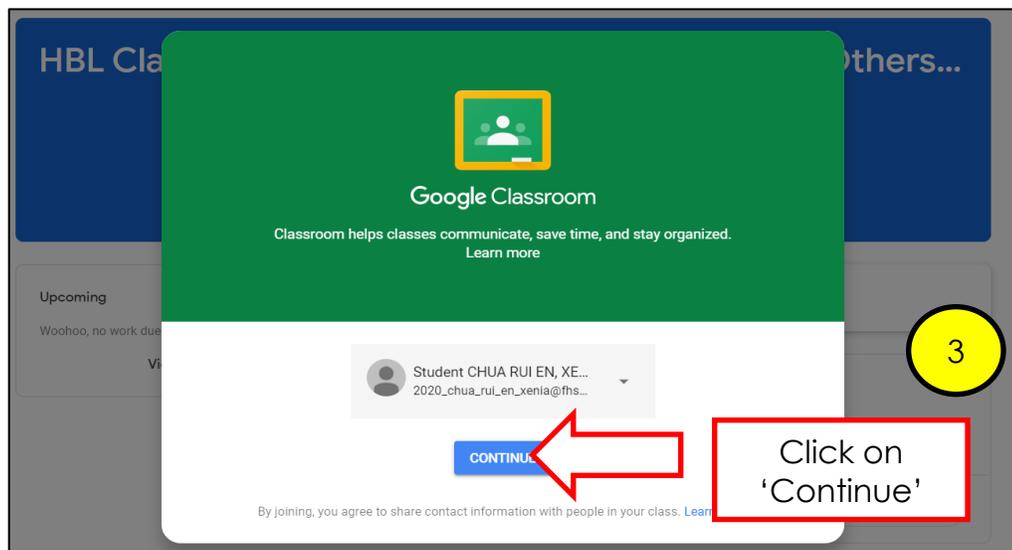In your @fhss.edu.sg Gmail inbox, click on email invitation by the tea
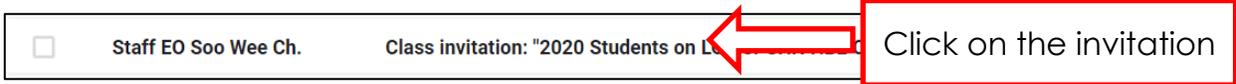
Step 2:

Accept the invitation by clicking 'Join' to access the Google Classroom created by the teacher.

Step 3:

Click on 'Continue'.

Step 4:

To receive instructions from the teacher, click on the 'Stream' tab. The instructions will be clearly stated by the teacher. This Stream tab is also where you can post questions to your classmates or teacher for discussion or receive feedback from them.
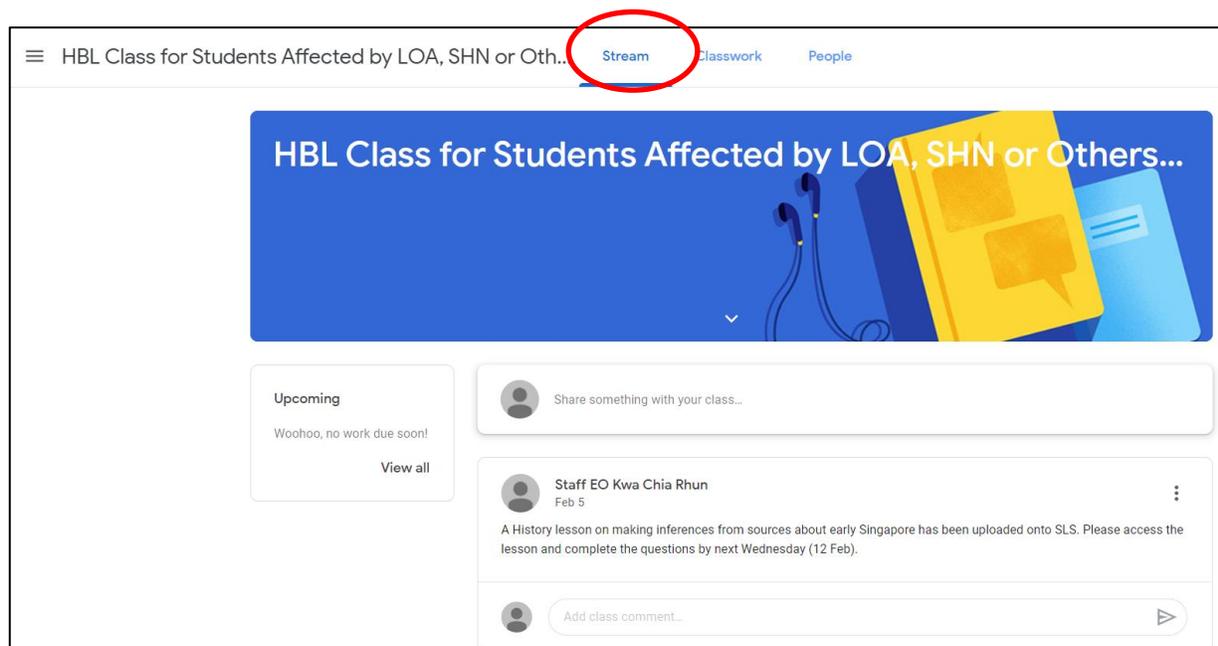
To receive classwork from the teachers (if applicable), the classwork can be accessible from the 'Classwork' tab.
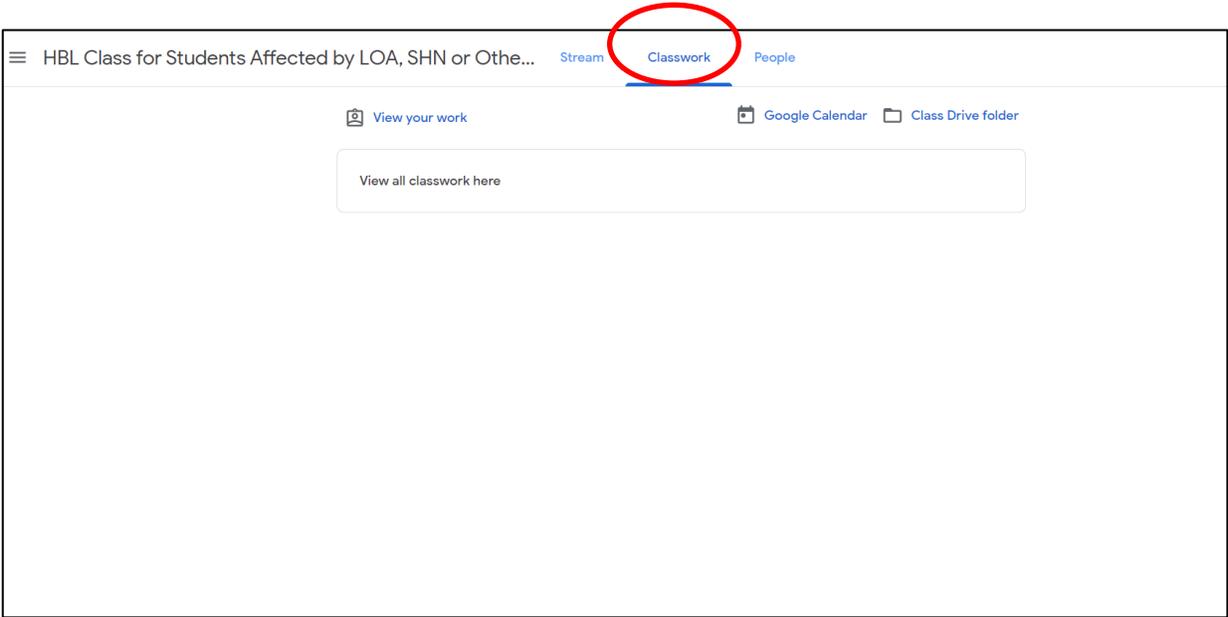
HOMEWORK SUBMISSION GUIDES

Complete and Submit Online Electronic Assignment(s) via the Student Learning Space (SLS)

1. Log in SLS first.

2. Refer to the guides here (https://mo.learning.moe.edu.sg/sls-user-guide/vle/student/Assignments/AttemptAssignment.html).

Complete and Submit Online Electronic Assignment(s) to the Classwork under Google Classroom

1. Log in your form class / subject Google Classroom first.

2. Watch the guide here (https://drive.google.com/file/d/1jcHIvOGll0-pARhNymVxIHu7acbyNit4/view).

Scan and Submit Pen and Paper Assignment(s) with Scannable App

- Follow this guide to download, install and use the app (https://drive.google.com/file/d/1E7ore7NhwSbjPAkug7ADaSJS-RlhZEZJ/view)

OR

Scan and Submit Pen and Paper Assignment(s) with Adobe Scan

- Follow this guide to download, install and use the app (https://drive.google.com/file/d/1fO2NdqXIFFeIsaKUML-73QlyQIy98Dft/view)

OR

Scan and Submit Pen and Paper Assignment(s) with Microsoft Lens

- Watch the introduction on this app;
- Video tutorial on how to install and use this app in Android;
- Video tutorial on how to install and use this app in iOS **and Submit to Google Drive**.

LINKS TO HBL ICT-RELATED RESOURCES

The following are useful links to information and resources created that are related to the use of ICT during Home-Based Learning.

These material will be useful to you if:

1) You encounter technical issues in the use of ICT but is keen to resolve the issues by yourself – Problem Solving

2) You are keen to explore and find out more about the use of ICT platforms, techniques and knowledge on your own

Student e-ICT Handbook

https://tinyurl.com/fhssicthandbook

Student ICT Tutorial Portal

https://tinyurl.com/studenticttutorials

End of HBL Students' Technical Guide