



Handbook for Students

Home Based Learning



This is a time to think differently about school and what we might do and learn if we cannot be together in our classrooms. As our teachers are getting the curriculum together to engage you online, take this period as opportunities for learning that are exciting and meaningful and which may carry over into classrooms in positive ways when school reopens.

Hence adopt a growth mindset and remember:

- You are alright. You are safe. Everything will work out.
- Stay connected virtually. Stay inclusive.
- Take ownership of your learning. This period is not an extension of your school holidays.
- Keep yourself safe. Look out for one another.

**Stay Home,
Stay Safe,
Stay Curious!**

Everyone has to play a part to play to slow down the COVID-19 transmission!

What we do as individuals will keep ourselves, our loved ones, and the community safe and healthy!

“Class” Rules for Video-Conferencing, Online Forum Discussions



1. Be punctual -
join the “room”
at least 5 mins
before the
scheduled time

2. Be
appropriately
dressed - look
presentable and
neat

3. Choose a
location with good
lighting and an
appropriate
background. E.g.
an empty wall
behind

4. Be at your desk
with proper sitting
posture

5. Ensure that
there is no
distraction around

6. Turn on your
camera so that I
can see your face.
E.g. thumbs up or
down activity

7. Mute your mic
before joining the
“room”.

8. Adjust the
volume to hear me
clearly

9. Use the chat
box function only
when instructed

10. Speak only
when you are
asked to

11. Follow my
instructions at
all times

12. Be respectful

13. Sit through
the whole
session

14. No eating

15. Be positive;
be present :)

Survival Tips during HBL

1



3

Sharing is Caring especially if you have siblings at home. Take turns to use the device.



4

Work Hard. Learn Hard. Play Hard (indoors though). Rest too.



2



BE SCHOLARLY

Do: Use proper language, grammar, and spelling. Be explanatory. Justify your opinions. Credit the ideas of others; cite and link to scholarly resources.

Avoid: Misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not have all of the information.



BE RESPECTFUL

Do: Respect privacy. Respect diversity and opinions that differ from your own. Communicate tactfully, and base disagreements on scholarly ideas or research evidence.

Avoid: Sharing another person's professional or personal information.



BE PROFESSIONAL

Do: Represent yourself well at all times. Be truthful, accurate, and run a final spell check. Write in a legible, black font, and limit the use of emoticons.

Avoid: Using profanity or participating in hostile interactions (flaming).



BE POLITE

Do: Address others by name or appropriate title, and be mindful of your tone. Be polite as you would in a face-to-face situation.

Avoid: Using sarcasm, being rude, or writing in all capital letters (shouting). Written words can be easily misinterpreted, as they lack facial expression, body language, and tone of voice.

5

Stay focussed – Do up a daily &/ weekly plan and stick to it. Take learning seriously.

Kids At Home DAILY SCHEDULE	
Early Morning	
Mid Morning	
Lunch	
Early Afternoon	
Late Afternoon	
Evening	

Learning Plan

Draw up and follow a learning plan these few weeks, in addition to completing work assigned by teachers. Also consider the following:

- a) How do you plan, monitor and reflect on your own learning during Full HBL?
- b) How could you revise, practise and consolidate your learning for topics learnt from start of the year till now?
- c) For graduating level students, how can you use these few weeks to revise and master the topics taught till now (including those topics taught in previous years)?
- d) Are you also using these few weeks to read widely to improve your languages (EL, MTL) and knowledge on current affairs?
- e) To develop greater curiosity, are you researching on topics for extension of learning and to understand real-life applications of what you study in every subject?

My Daily Schedule (Sample)			
0800 - 0930	Wash Up Tidy Up Room	Exercise	Breakfast
0930 - 1000	Prepare for HBL		
1000 - 1300	Student-Teacher Contact Time: Online Meeting with FTs	HBL – EL HBL - MT	HBL – Math HBL - Science
1300 - 1400	Lunch	Take a break	
1400 - 1500	Complete HBL work Consultation with Teachers		
1500 - 1600	Take a nap		
1600 - 1700	Reading Time MT storybook		
1700 - 1800	Family Time	Play games / Art	Watch the news
1800 - 2000	Dinner time	Do chores	Reading Time EL storybook

Getting Ready

I must have all these things for:				
ZOOM	HBL – EL	HBL - MT	HBL - MATH	HBL - Sc
Thermometer	Notebook	Textbook	Textbook	Textbook
Student's Diary	Worksheets	Activity Book	Notebook	Biology Book
	Writing Paper	Exercise Book	Activity Book	Activity Book
Writing Materials				

Take Care of Your Eyes!



Students can contact:

School-based Helpline at tel: 6563 7129 from 8 a.m. to 5 p.m. or

SLS Helpdesk at tel: 6702 6513 after 5 p.m.

Additional Learning Resources

EL	<ul style="list-style-type: none"> • https://www.storylineonline.net/ • https://www.funbrain.com/ • https://www.seussville.com/ • https://www.uniteforliteracy.com/ • https://www.brainpop.com/
MATH	<ul style="list-style-type: none"> • https://www.coolmath4kids.com/ • http://www.mathgametime.com/ • https://www.e-learningforkids.org/ • https://www.khanacademy.org/ • https://www.brainpop.com/
SCIENCE	<ul style="list-style-type: none"> • https://kids.nationalgeographic.com/ • http://www.sciencekids.co.nz/ • https://www.e-learningforkids.org/ • https://www.khanacademy.org/ • https://www.brainpop.com/ • YouTube: Mike Likes Science • You Tube: Kids Learning Tube
MT	<ul style="list-style-type: none"> • CL - https://www.ezhishi.net/Contents/ • CL - https://www.mtl.moe.edu.sg/xuele/MOE_web/main.html • ML- https://mllpc.sg/publications • TL - https://www.mtl.moe.edu.sg/theenthamizh/primary.html
Other Activities	<ul style="list-style-type: none"> • https://classroommagazines.scholastic.com/support/learnathome/grades-1-2.html • https://www.travelandleisure.com/attractions/museums-galleries/museums-with-virtual-tours • https://classroommagazines.scholastic.com/support/learnathome.html • https://allinonehomeschool.com/thinking/ • https://www.discoveryeducation.com/

Last Note

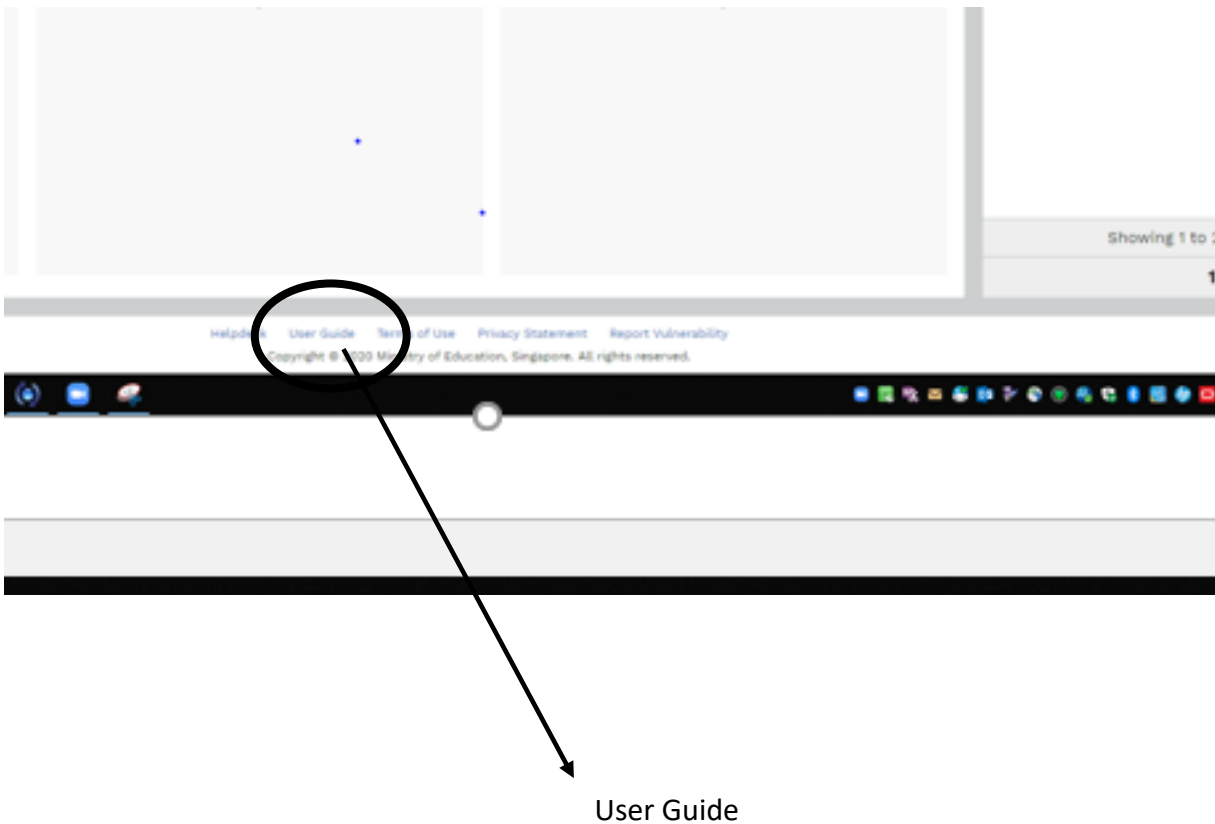
1. Rolling out Full Home Based Learning is an elevated set of safe distancing measures as circuit breakers to pre-empt the trend of increasing local transmission of COVID-19.
2. We have to continue to play our part on safe distancing measures.
3. Practise good personal hygiene and be socially responsible at all times.
4. Build up your immunity ie enough sleep, eat healthily, exercise.
5. Monitor your well-being for fever/flu-like symptoms e.g. temperature taking twice a day.
6. If unwell, wear a mask, see a doctor immediately and don't doctor-hop.
7. Interact only with those in immediate household. For relatives in other household, you can connect virtually to maintain the social connection.
8. During the period of FHBL, stay at home.
 - a. Go out of house only to buy essential supplies.
 - b. Do not have gatherings or trips to public places (e.g. malls, gathering at void decks, playgrounds, parks), even on weekends, public holidays.
 - c. If really you need to go out to buy essentials,
 - avoid crowded places and peak timing (eg when buying food).
 - wear a mask (government is giving every resident a re-usable mask).
 - maintain 1m safe distancing when interacting with others.
9. Update the school if you have household members on HQO/SHN/returning from overseas and/or they are in the process of getting tested for COVID).

We Look Forward to Seeing You Back in SQPS

How-To Guides

SLS Student's User Guide

The Student's User Guide can be found at the bottom of the page after you have logged into the SLS website (as shown in the picture below). You can find step-by-step instructional guides on how to use the SLS platform. We have included a list of some of the guides available that you might need for your easy reference.



SLS User Guide List

Assignments

1. Access assignments
2. Attempt assignments
 - a. Attempt quizzes in assignments
 - b. View performance
3. Attempt questions in assignments
 - a. Attempt Multiple Choice Questions or poll
 - b. Attempt Fill-in-the-blank Questions
 - c. Attempt Drag-and-drop Questions
 - d. Attempt Error Editing Questions
 - e. Attempt Audio Response Questions
 - f. Attempt Free Response Questions
 - g. Attempt Multipart Questions
 - h. Attempt Interactive Thinking Tool Questions
4. Access completed assignments (you can access your completed assignment as long as the assignment is still active)

Classes/groups

1. Access class/group page

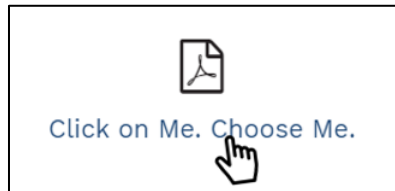
Administration

1. Read Announcements
2. Manage Personal Account
 - a. Log Out of SLS
 - b. Change Password
 - c. Set Password Reset Email Address
 - d. Update Answers to Security Questions
 - e. Reset Password
 - f. Unlock Account

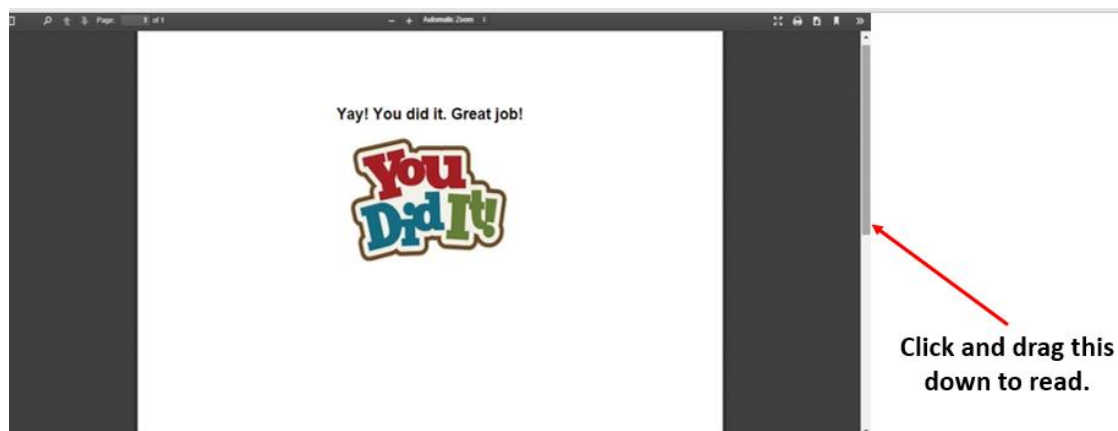
SLS Instruction Guide

How do you **download** any types of files on SLS?

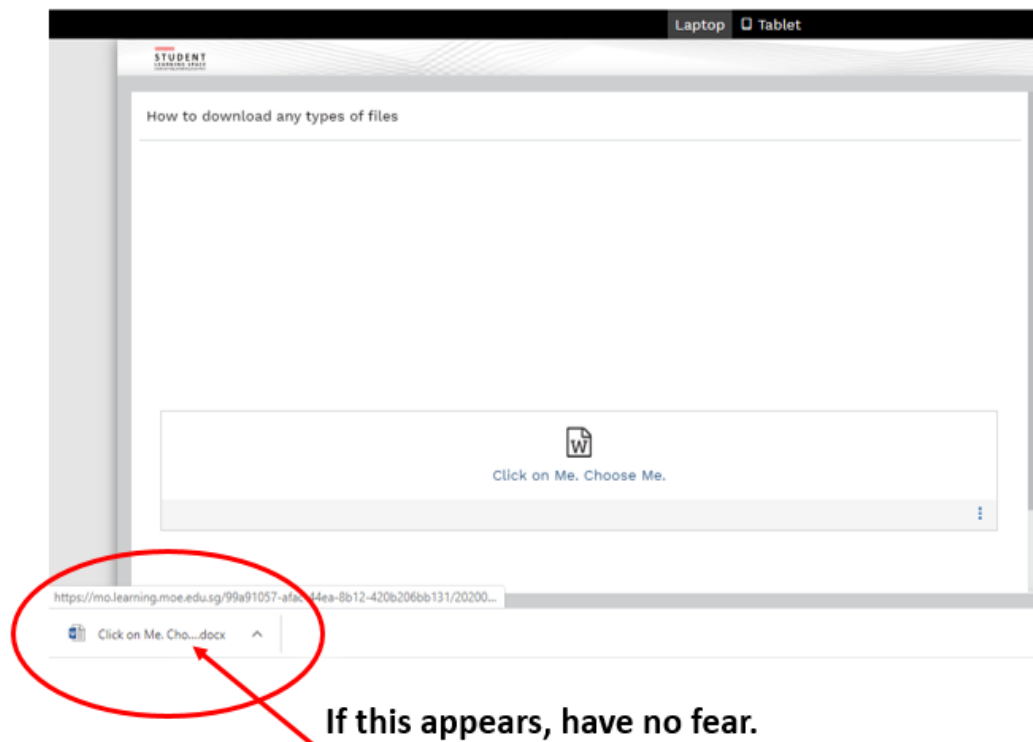
First, look for the file. It should look something like this. Click on it.



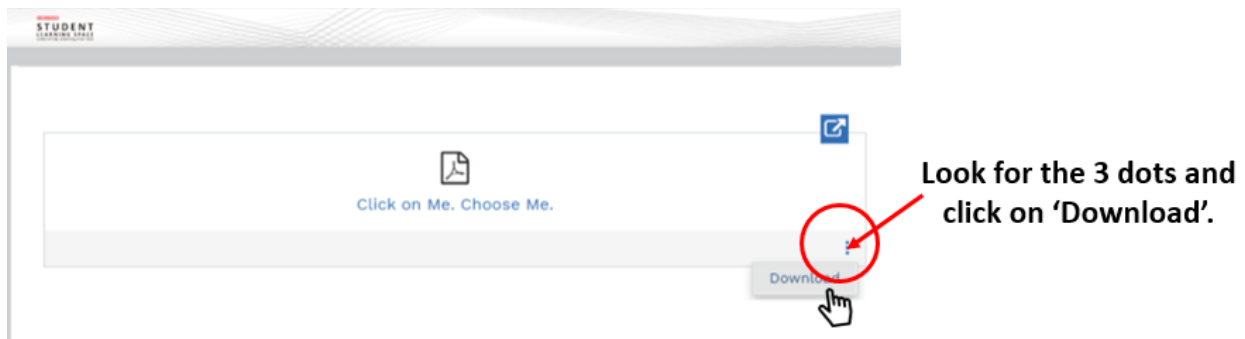
The file should appear on your screen.



Next.



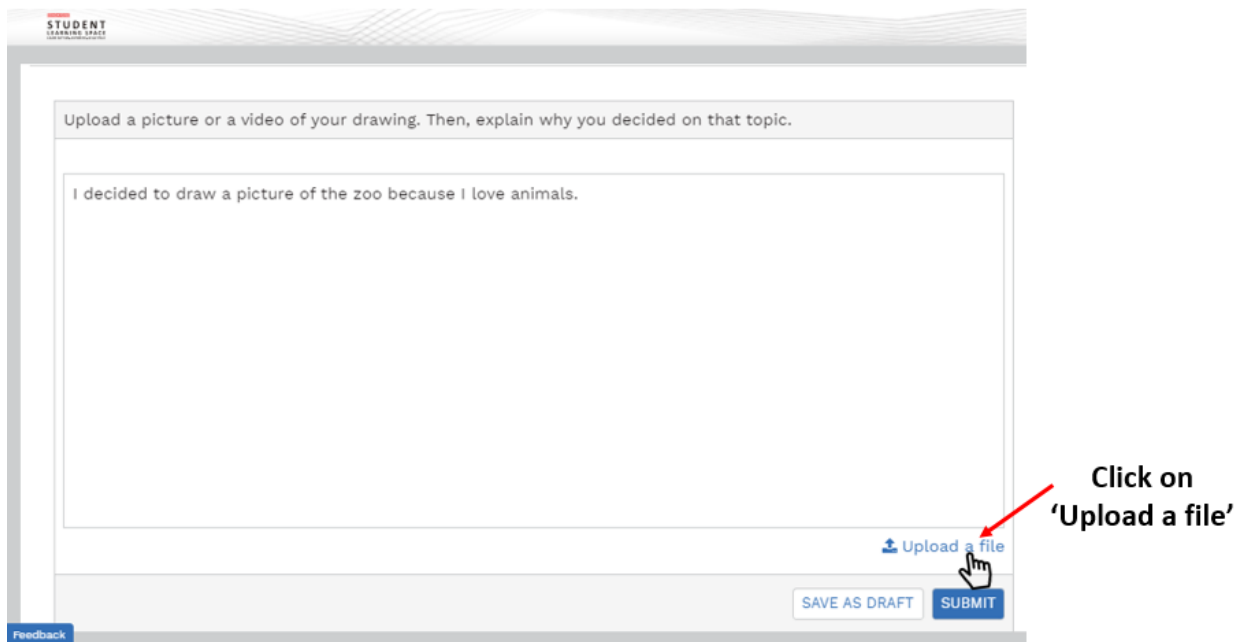
You can also download the file by clicking 'Download'.



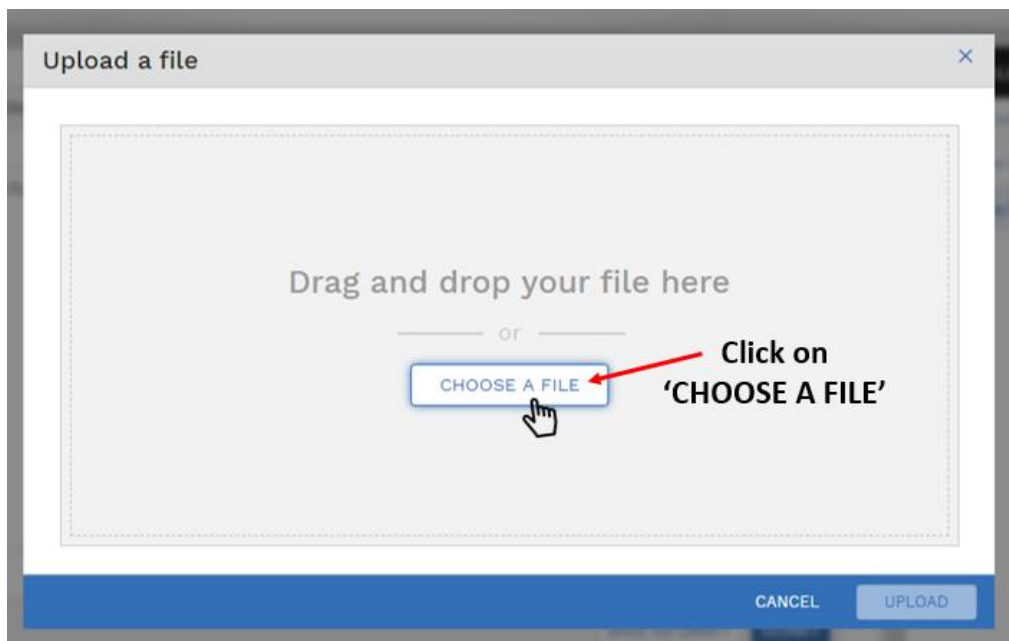
How do you **upload** any types of files on SLS?

Follow these steps to upload an image on SLS.

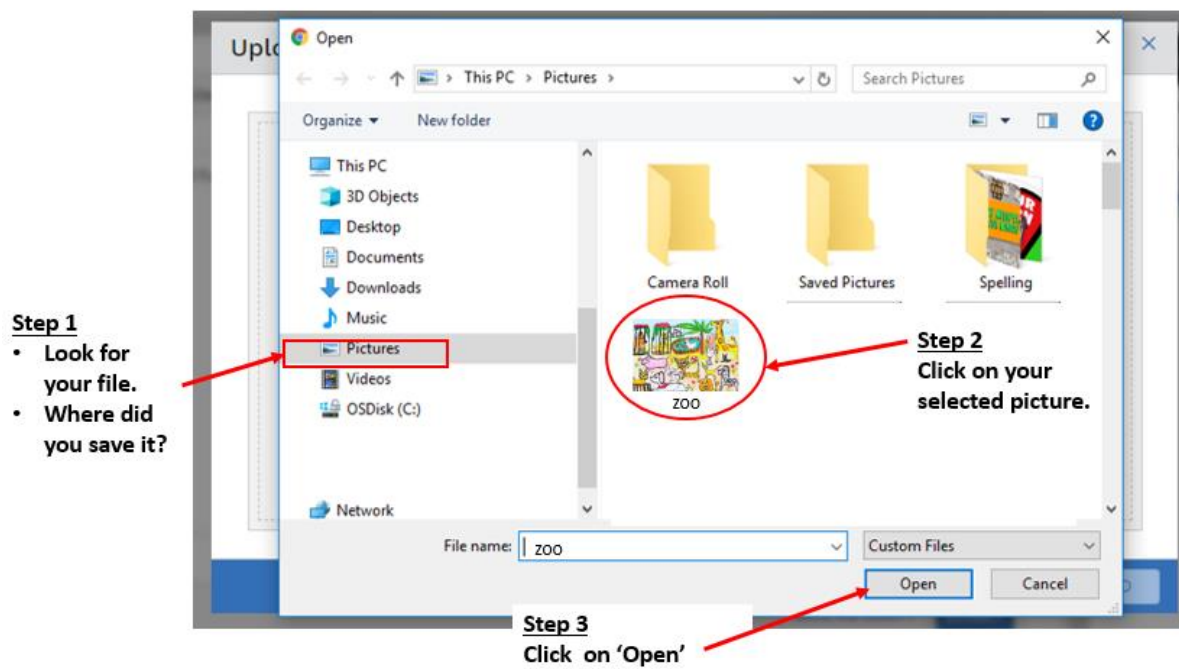
First, look for 'Upload a file'.



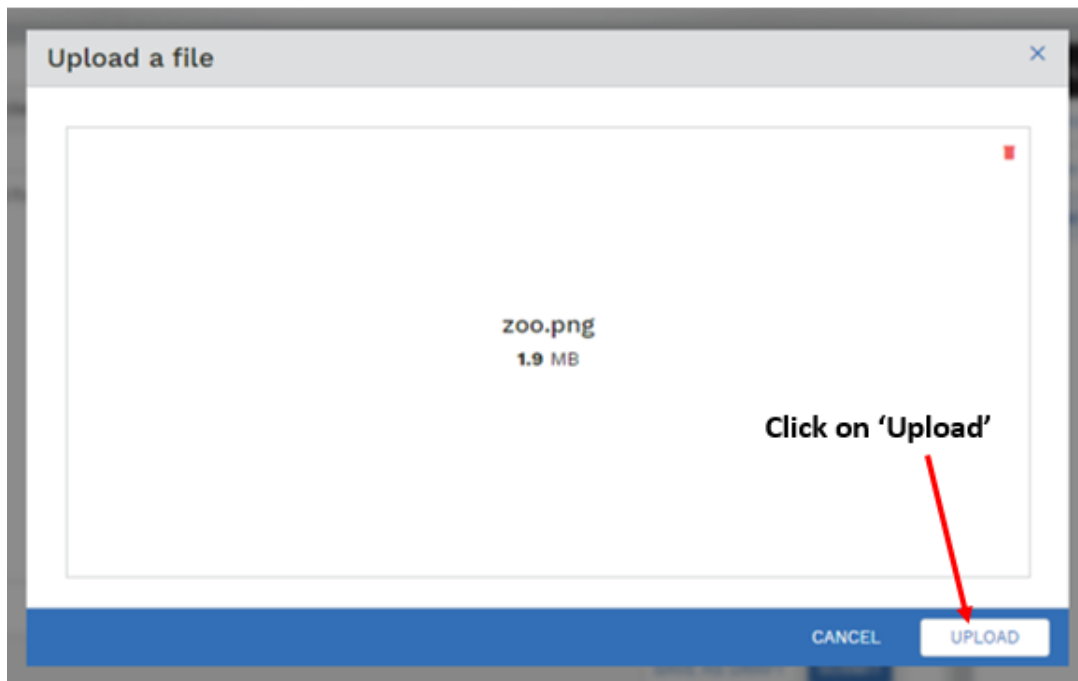
Next.



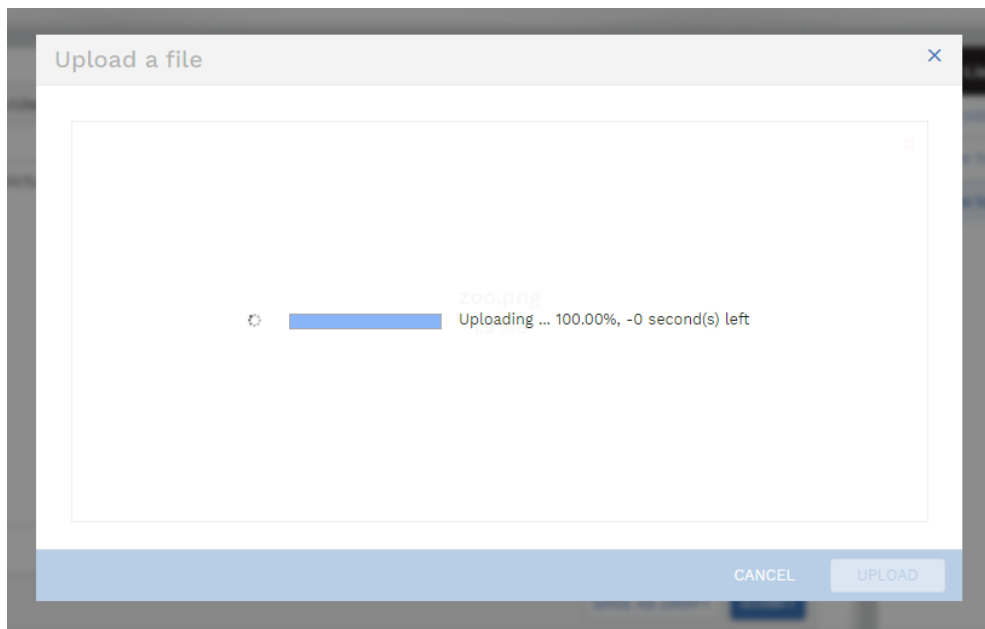
Next.



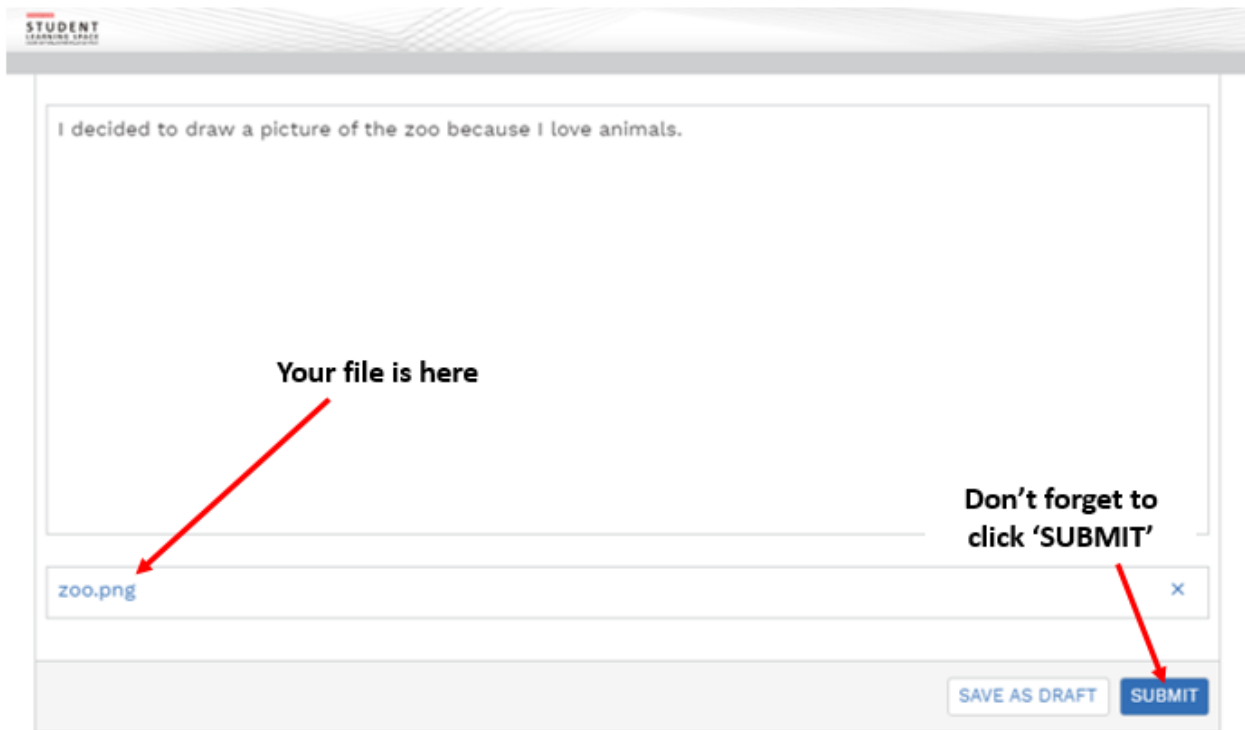
Then, you will see this.



Do not panic when you see this. Just wait.



Hang in there. You are nearly done.



STUDENT
LEARNING SPACE

I decided to draw a picture of the zoo because I love animals.

Your file is here

zoo.png

Don't forget to click 'SUBMIT'

SAVE AS DRAFT SUBMIT

The image shows a student submission interface. At the top, there is a header with the text "STUDENT LEARNING SPACE". Below this is a large text area containing the sentence "I decided to draw a picture of the zoo because I love animals." Below the text area is a file upload section. A red arrow points from the text "Your file is here" to a file named "zoo.png". To the right of the file name is a blue "x" icon. Below the file upload section is a footer area containing two buttons: "SAVE AS DRAFT" and "SUBMIT". A red arrow points from the text "Don't forget to click 'SUBMIT'" to the "SUBMIT" button.


You did it!

STUDENT
LEARNING SPACE

My Response

I decided to draw a picture of the zoo because I love animals.

You can click this link to show your image

 [Click to show image](#)


You did it!

Your response has been submitted.

STUDENT
LEARNING SPACE
YOUR OWN PERSONAL SPACE

My Response

I decided to draw a picture of the zoo because I love animals.




You can also upload other files such as Microsoft Word, Excel, PowerPoint or PDF. Just follow these steps.

STUDENT
LEARNING SPACE

Q1:

Give one reason why the chicken crossed the road.

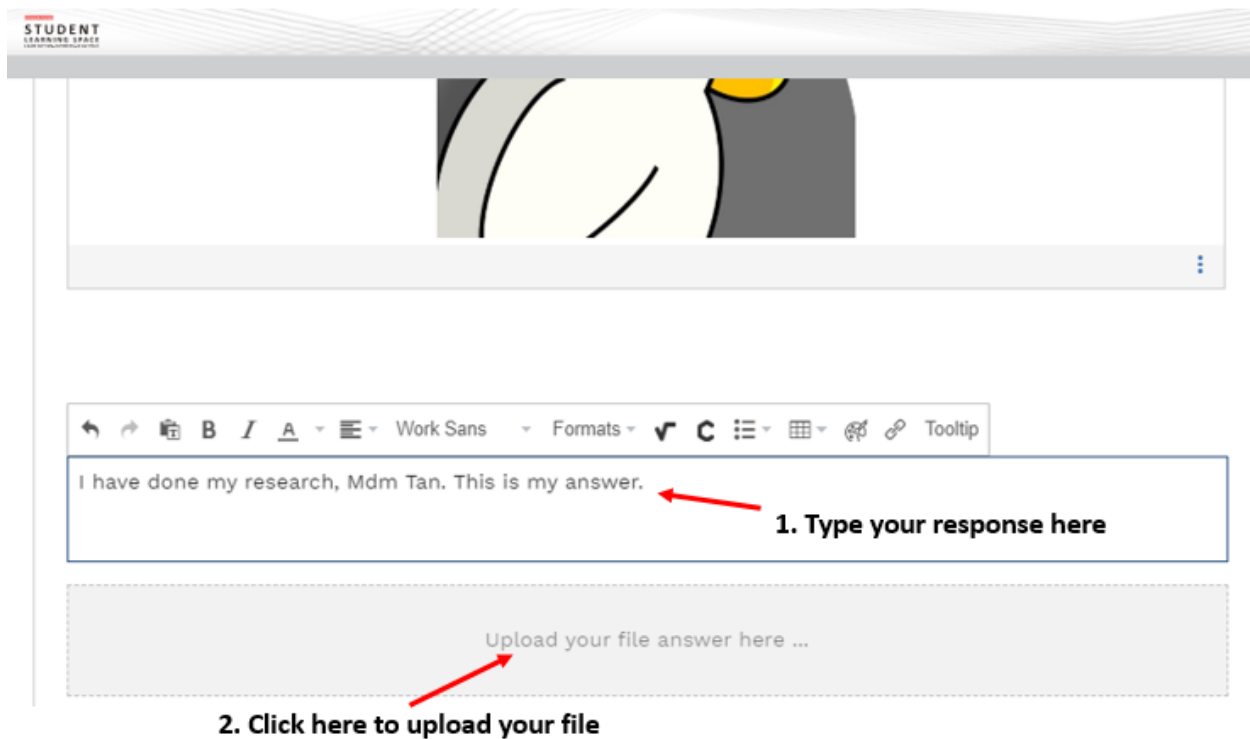


Upload your file answer here ...

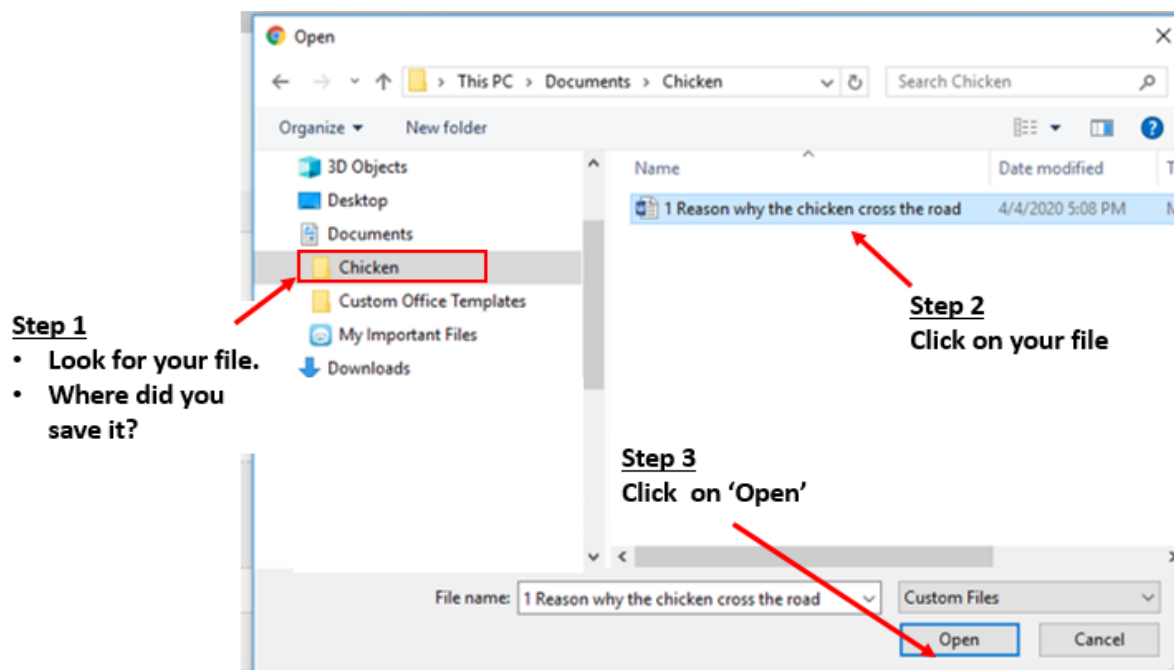
[1]

SAVE AS DRAFT

SUBMIT




Next.



Hang in there. You are nearly done.

STUDENT
LEARNING SPACE



...

Your file is here

I have done my research, Mdm Tan. This is my answer.

Don't forget to click 'SUBMIT'


1 Reason why the chicken cross the road.docx 35 KB [X]

[1]

SAVE AS DRAFT SUBMIT

You did it!

STUDENT
LEARNING SPACE



...

This is your file

My Response

I have done my research, Mdm Tan. This is my answer.

1 Reason why the chicken cross the road.docx

[1]

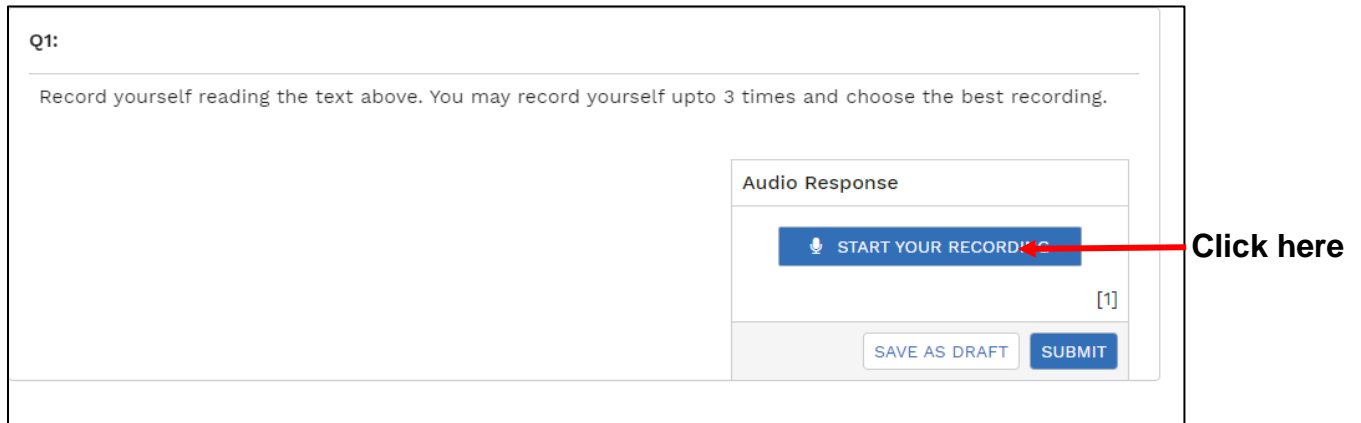
You did it!

Your answer has been submitted.

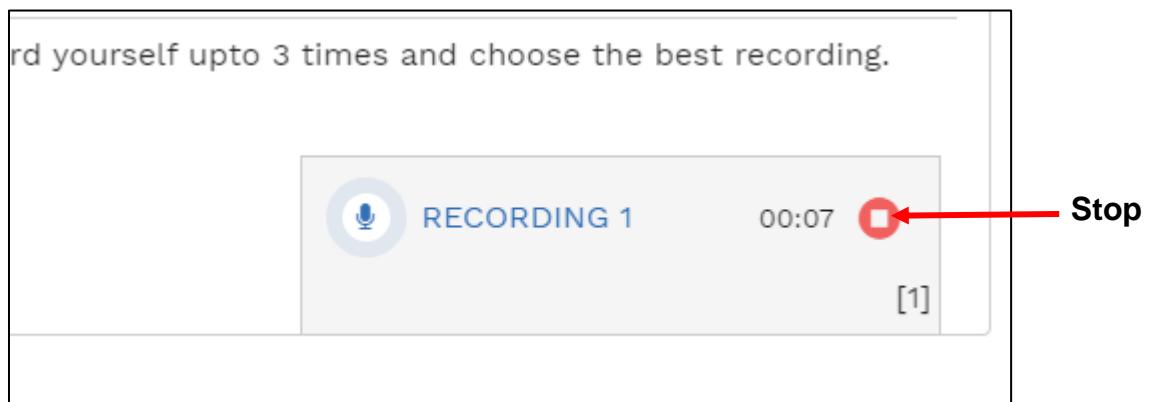
How do you **submit your audio recording** on SLS?

To record your audio response, follow steps as shown below.

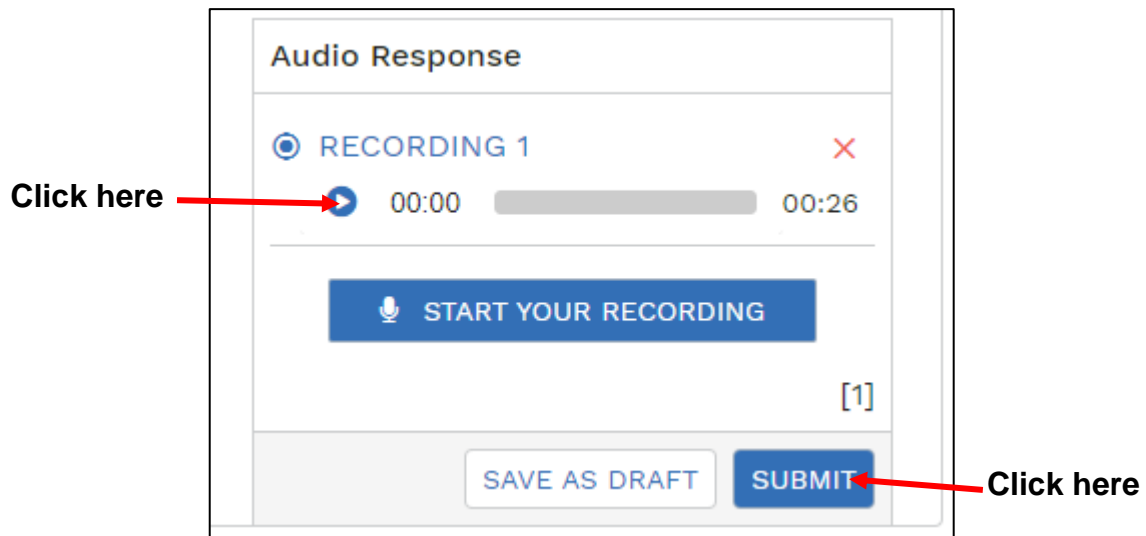
First, click on the “Start your recording” icon.



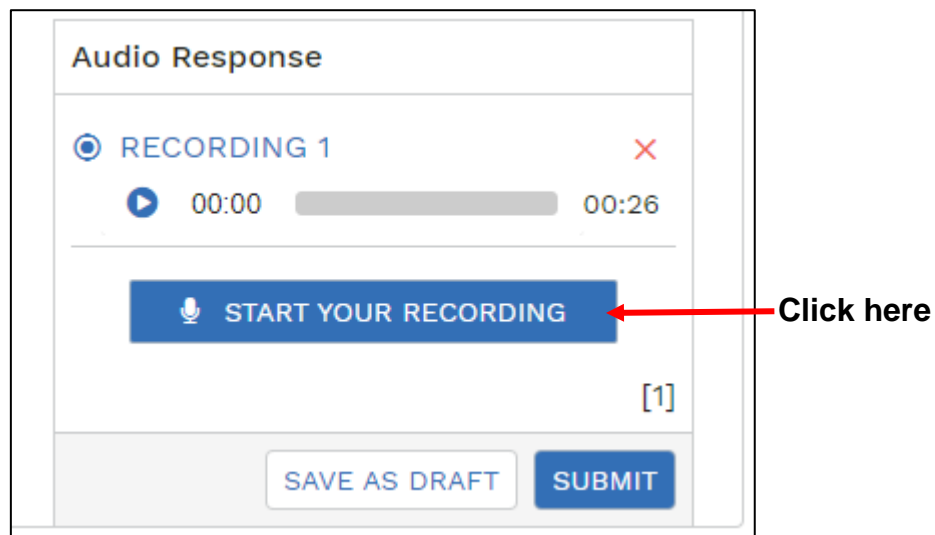
Then, record your answer. Click stop once you are done with your recording.



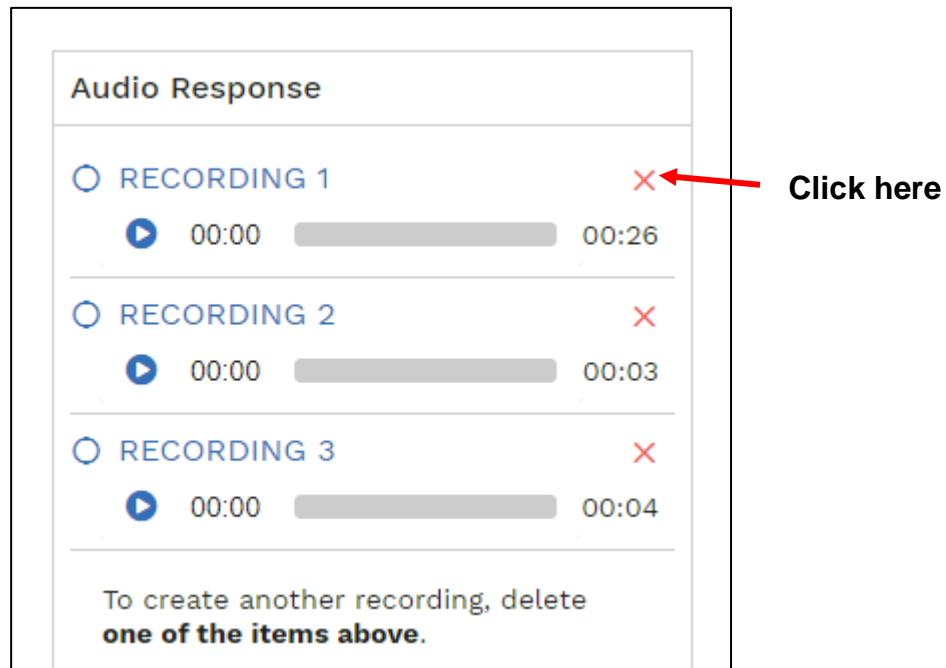
Listen to your recording, by clicking on the “play” icon as shown below. If you are satisfied with your answer click on the ‘submit’ icon to submit your answer to the teacher.



If you are not satisfied with your recording, you may record again.



If you have 3 recordings and you would like to record yourself again, you have to delete one of your previous recordings. To do that click on “x” icon as shown below.

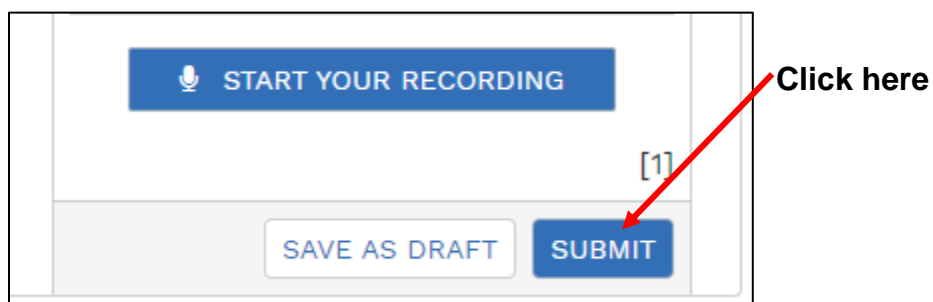


The screenshot shows a section titled "Audio Response" containing three recording entries. Each entry has a radio button, a play icon, a progress bar, and a duration. A red "X" icon is located to the right of each recording entry. A red arrow points from the text "Click here" to the first "X" icon.

Recording	Duration	Delete Icon
RECORDING 1	00:00 - 00:26	X
RECORDING 2	00:00 - 00:03	X
RECORDING 3	00:00 - 00:04	X

To create another recording, delete **one of the items above.**

You can listen to your recordings as shown in step 3. Choose the one that you are satisfied with and submit to your teacher.



The screenshot shows the bottom of the interface. At the top is a blue button with a microphone icon and the text "START YOUR RECORDING". Below it are two buttons: "SAVE AS DRAFT" and "SUBMIT". A red arrow points from the text "Click here" to the "SUBMIT" button. A "[1]" label is visible above the "SUBMIT" button.