

Guide to commonly used ICT tools during HBL

The following guide serves to familiarise you with some of the tools for live lessons and homework submission that teachers may be using during the upcoming HBL period. Different teachers may use different tools – please refer to the daily lesson template for more details.

LIVE LESSONS

Zoom – Live meeting tool

Download link: <https://zoom.us/download> (Desktop or Laptop)

Zoom Cloud Meetings app is also available on apple and android

- Once the app is downloaded, students will not require to log in to access the meeting. They will be able to enter the meeting room through the unique link and password provided by the teacher.
- If the app cannot be downloaded, students can still access Zoom meetings through their Chrome browser. However, they will need to sign up for a Zoom account.

Google Meet

- Students will be able to access the meeting through a link provided by the teacher. No prior downloading of any application is needed.

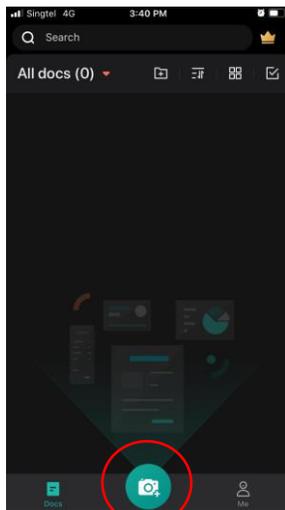
SUBMISSION OF HOMEWORK

Students may be asked to submit their homework via a pdf upload through SLS, Google forms, or a suitable platform indicated by the teacher.

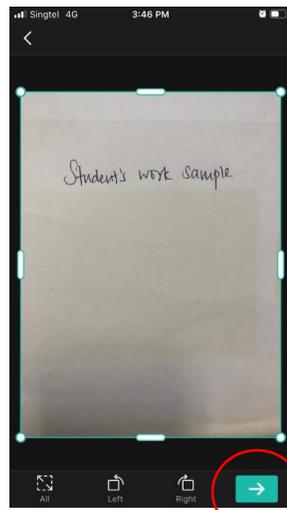
CamScanner – Pdf creator app

Download links for mobile devices: <https://www.camscanner.com/user/download>

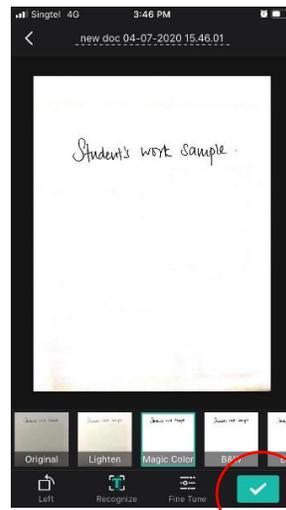
Step-by-step guide:



1. Open the CamScanner app and hold the camera over the document to be scanned.



2. Drag the green frame so that the whole scanned area is selected. Then click on the green arrow.

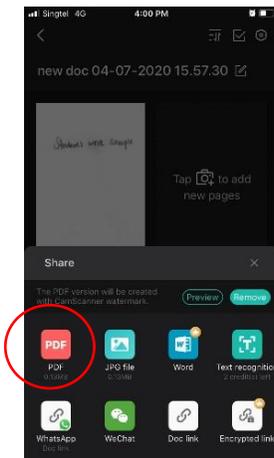


3. Adjust the brightness if needed, then click on the green tick.

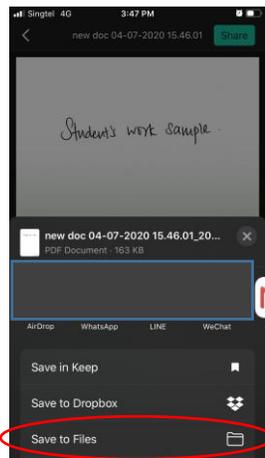


4. Click on share for options to save.

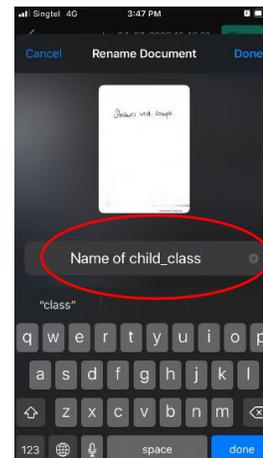
Apple devices



5. Select PDF and click on share at the top right hand corner of next screen.

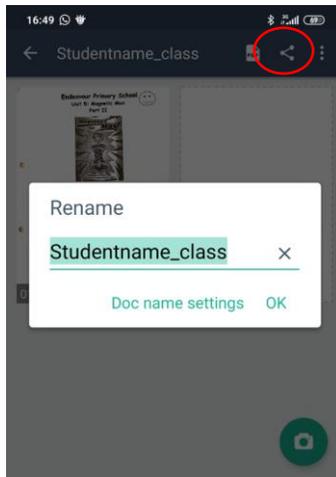


6. Select save to files to save it to your phone/device's local drive. Otherwise select any other location.

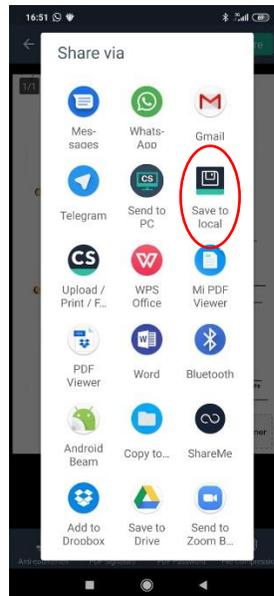


7. Rename the file to name of child_class. Click on done. The pdf file should now be saved to your selected location.

Android devices



5. Click on the file name and rename it. Then click on the share button and select pdf.



6. Click on share. Select **save to local** to save it to your phone. You can also email the file to retrieve it from your laptop.

Submission of homework through Google Forms

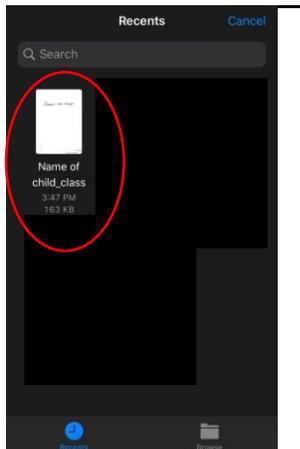
- Please create a gmail account for your child. Alternatively, you may use your account to login for your child. <https://accounts.google.com/SignUp>
- Go to the Google Form created by the teacher that has been placed in the SLS lesson or other class platforms. The form can be accessed on your mobile device.

The screenshot shows a Google Form titled "Submission of HBL Homework". Below the title, there is a text box for "Name" and another for "Your answer". A section titled "Please submit assignment 1" contains a blue button with a plus icon and the text "Add file". At the bottom of the form is a purple "Submit" button.

1. Click on add file.

The screenshot shows the "Insert file" dialog box in Google Docs. It has tabs for "Upload" and "More". Under the "Upload" tab, there is a button labeled "Select files from your device" which is circled in red. At the bottom are "Upload" and "Cancel" buttons.

2. Select files from device



3. Select the file to upload

The screenshot shows the Google Form with a file selected. The "Add file" button now shows a thumbnail of the selected file and the text "Name of child_cl...". The "Submit" button is circled in red.

4. Selected file will appear here. Click submit.

Submission of homework through SLS

- Use your phone browser to access www.learning.moe.edu.sg
- Log on to your child's SLS account.
- Select the lesson and go to the assignment.

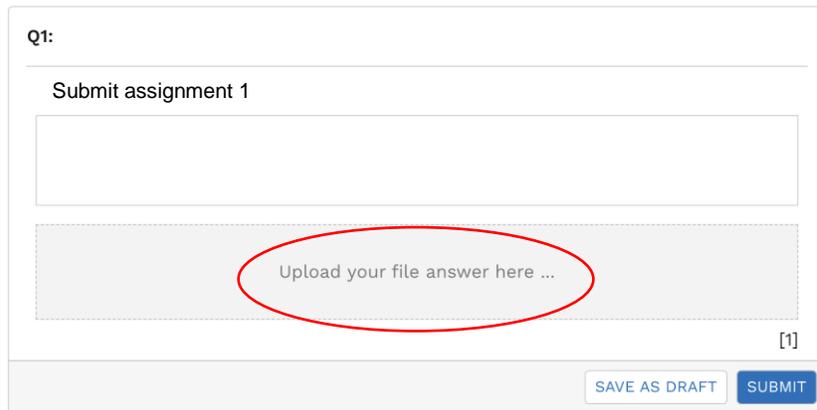
q1:

Submit assignment 1

Upload your file answer here ...

[1]

SAVE AS DRAFT SUBMIT



1. Click on "upload your file answer here"
2. Select the file on your phone (similar to the method used to upload to Google forms)
3. Click on submit