



To : All Parents / Guardians
From : School's Principal
Date : 30th of March 2020

Bakti Dewa School Virtual Classroom Guidelines and Procedures

Dear Parents/Guardians,

We are pleased to announced that Bakti Dewa School will continue to provide educational services via an online platform starting 30th of March 2020 (Monday). This is in accordance to the Ministry of Education's advice to resume classes this coming Monday via online.

With the BDS Virtual Classroom, students, with the guidance of their parents can communicate, interact and, work together with the teachers remotely from any location, without actually being physically present face-to-face, by means of web-based online learning tools and applications.

Guidelines:

1. **Platform:** Our Virtual Classroom can be accessed using the following online learning tools and apps that can be downloaded on both PC and android phones:



1) **Google Classroom:** is a free web service, developed by Google for schools, that aims to simplify creating, distributing, and grading assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

PC: <https://classroom.google.com/u/0/>

Android: <https://play.google.com/store/apps/details?id=com.google.android.apps.classroom>



2) **Zoom:** is an easy to use video conferencing program that allows for multiple participants, audio and video sharing, screen sharing, working on a whiteboard and recording. (advisable for Year 6 and Maths subjects).

PC: <https://zoom.us/>

Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>



3) **Kahoot!** is a game-based learning platform, used as educational technology in schools and other educational institutions. Its learning games, "Kahoots", are multiple-choice quizzes that allow user-generated and can be accessed via a web browser or the Kahoot app.

Website: <https://kahoot.com/>

2. **Accessibility:** We would like to request our parents to create an account and sign up for their child/children to access the mentioned apps. (see the procedure below)

3. **Assessment:** Student's learning will be assessed through Google forms (Google Classroom), Kahoot! and other online assessments given by teachers.

4. Time: Subject teachers will upload all resources daily following their class schedule. It will be available 9am onwards for students to access and follow the instructions given by their teachers.

5. Variety: To provide real classroom experience and create continuous rapport with the students, teachers will explore the possible use of video/audio conferences depending on the availability and reliability of internet connection.

6. Communication: Messages and or queries that are related to to student's learning can be entertained using Whatsapp (group chat), Google classroom or feel free to call us during school hours.

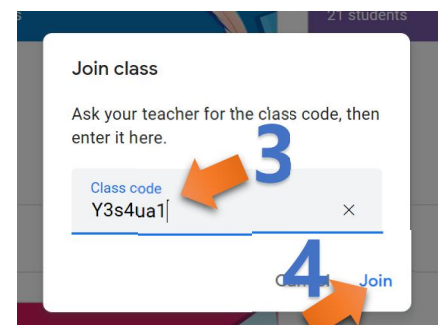
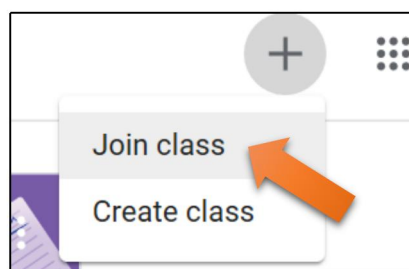
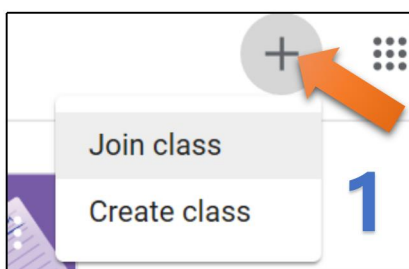
Procedures to access the Virtual Classroom

3. Google Classroom

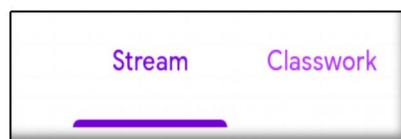
Step 1: Go to <https://classroom.google.com/u/0/h> , or download the “Google Classroom” app (for mobile) from App Store or Google Play.

Step 2: Please use your gmail account to log in. If you don't have any gmail account, you can sign up with your current email address. Click “Create Account and choose “Use my current email address instead”. After signing up, activate the account on your own email.

Step 3: Once you have logged in, click the “+” sign on the top right corner and click “Join class” then type in or copy and paste (if you have copied) the code given by the teachers via Whatsapp (Group chat) and click Join button at the lower right of the pop-up window.



Step 4: You will see the these tabs on top of the screen:



Stream: This is the first page that will see when you enter the code. Here, you will receive the latest class information posted by the teacher.

Classwork: on the top of your page to find course materials and assignments to download.

Step 5: Click at the Classwork and follow the instructions given by the teacher.

Note: Here's the detailed instruction on how to submit or turn in the online assignment / quiz or any documents given by the teacher online :

<https://support.google.com/edu/classroom/answer/6020285?co=GENIE.Platform%3DDesktop&hl=en>

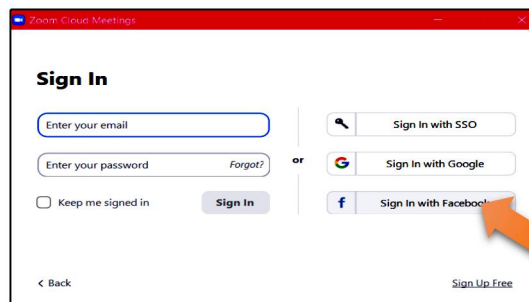
1. Zoom

Rules and Regulations for Interactive session

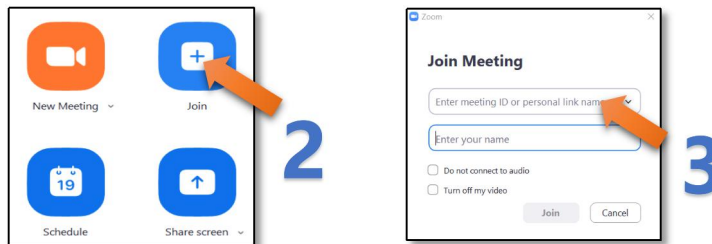
1. Interactive sessions with the students will be held at 7:30-8:30 pm during school days. Teachers will pass the link to all parents via whatsapp.
2. Kindly wear proper clothes and descent background.
3. At the start of session, the teacher will mute all participants and will only unmute if a student was asked by the teacher.

Step 1: Download app using Android phone or PC/Laptop and open the app.

Step 2: You may now be given an option on how to sign in as shown below.



Step 3: Click Join button and key in the code given by the teacher and click join or simply click the link given by the teacher. You will automatically join the video conference.



2. Kahoot!

Step 1: Download app using Android phone or Sign up using PC/Laptop and open the app.

Step 2: The teacher will give a link or Game pin for the students to join a quiz or game.



This online learning provision is not a substitute for formal lessons. Our goal is to deliver learning resources remotely to keep the teaching and learning as normal as possible amid these changing circumstances. Thank you for bearing with us dear parents and for your support . We look forward to seeing the students in the near future.

Best regards,

PAH HAFFEZAH SYUKRINA BTE PAHH

Principal