



PAYA LEBAR METHODIST GIRLS' SCHOOL (SECONDARY)

- Term 1 Week 7
- 13 Feb 2023



SINGAPORE  
STUDENT  
LEARNING  
SPACE

ICT Learning Platforms

# Home-Based Learning

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

By integrating HBL as a regular feature in the schooling experience, school can equip students with stronger abilities, dispositions and habits for independent and lifelong learning.

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# RATIONALE OF HAVING REGULAR HBL DAYS

Regular HBL Days will provide students with more opportunities to learn at your own pace and to be empowered to take charge of your learning.



SELF-DIRECTED



# HOME-BASED LEARNING (HBL) SEC 1 – 4/5 SEM 1 2023



## Term 1 2023: 2 HBL Days

- T1W8 – 22 Feb 2023 (Even Wed)
- T1W9 – 2 Mar 2023 (Odd Thurs)

## Term 2 2022: 3 HBL Days

- T2W4 – 12 Apr 2023 (Even Wed)  
(Sec 1 collect PLD (tent), 2 – 5)
- T2W7 – 4 May 2023 (Odd Thurs)
- T2W8 – 11 May 2023 (Even Thurs)

○ Sec 4E/5N – MT Intensive Day 1 &  
Sec 4N/NT – Normal Lessons

General  
Blue

2023

Singapore

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21		23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1		3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11		13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May						
S	M	T	W	T	F	S
7	8	9	10		12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

● Public/Sch Hols

● HBL

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Regular lesson routines with the use of PLD



# ICT - PLD ROUTINES

C

## Charge PLD Fully

- Charge your PLD fully before coming to school
- Be ready with your PLD at the start of lesson



H

## Highlight issues to Peers, Teachers or ICT Support Team

- Seek help from peers
- Ask teachers if assistance is needed
- Approach ICT Support Team to troubleshoot technical issues



A

## Alert in Safeguarding PLD & School Materials

- Do not leave your PLD unattended
- Protect PLD via Device Care Management
- Use a 1-bag system to place PLD & all lesson materials



M

## Manage Wi-Fi, Email & Online Lessons

- Check that your Wi-Fi is turned on and check your email regularly
- Actively learn and be self-directed
- Access online lessons & complete them promptly



P

## Protect Password

- Remember your password and keep it safe
- Approach the ICT Support Team after 3 unsuccessful logins



S

## Screen Down Fully & Listen to Instructions

- Place your screen down fully when teacher is giving instructions





# SIL - link to PuLSE info guide



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# PuLSE Timeline



## TERM 1

Week 6  
PuLSE  
Briefing by  
Year Head

**Week 8/9  
HBL Day  
Submission  
of PuLSE  
Proposal**

## TERM 2

Weeks 4 & 7  
HBL Day  
Carry out  
PuLSE

**Week 8  
HBL Day  
Sharing of  
PuLSE  
Journey**

Sec 4/5s to  
complete PuLSE  
Journey by end  
Term 2

## TERM 3

Weeks 4, 5,  
6 & 8  
HBL Day  
Carry out  
PuLSE

**Week 9  
HBL Day  
Sharing of  
PuLSE  
Journey**



PL(Sec) Home-based Learning (HBL)

## What must I do on a HBL day?



Before 7.30 a.m. (Wed) /  
Before 8.30 a.m. (Thur)

Have your breakfast

7.45 a.m. (Wed) /  
8.30 a.m. (Thur)

Go through the Google drive for the task assigned  
Plan your time for the day

7.45 a.m. / 8.45 a.m. – 12.00 p.m.  
(Wed/Thur)

Complete assigned HBL Tasks based on Subjects in Timetable  
Take proper breaks and meals

12.00 - 1.00 p.m. (Wed/Thur)

Do Student Initiated Learning (SIL)  
Online consultation with subject teacher

**Note:** No Chapel session on Wednesday HBL days

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# Expectations



PL(Sec) Home-based Learning (HBL)

HBL Days	Expectations
A normal school day. Just that you <b><u>learn from home</u></b> .	<p>The subjects you would need to cover are according <b><u>to your class timetable</u></b>.</p> <p>You may plan your learning according to your preference. It need not be in accordance to your timetable. BUT you are to complete the learning for <b><u>all</u></b> the timetabled subjects on each HBL day.</p> <p>You will be required to perform the subjects' HBL tasks <b><u>at your own home</u></b>. You are <b><u>not</u></b> allowed to gather at each other's homes.</p>
It is <b><u>not</u></b> a school holiday or a late day.	<p>HBL day is <b><u>not</u></b> a day for you to sleep in. Do wake up early and complete your learning <b><u>in the day</u></b>.</p> <p>Teachers will be <b><u>closely monitoring</u></b> the completion of the HBL tasks.</p>





## ~~PL(Sec) Home-based Learning (HBL)~~



### Consequences

If, we were to come across a PL-Lite who shows that she is **unable to cope with HBL** or **need close physical supervision**, she will be asked to report to school on the subsequent HBL Days to complete the tasks.



# Preparation required by students for HBL Days



PL(Sec) Home-based Learning (HBL)

## Before HBL Days (Preparation) Students should

- Be able to access learning platforms such as **SLS** and **school's email** @plmgss.edu.sg
- Know what are the **lessons** (class timetable) on HBL day
- Understand from the subject teachers the **instructions of the HBL tasks** and the required platform (e.g SLS, Google Classroom) to access the assignment

## On HBL Days Students should

- Complete the assigned HBL/SIL tasks in the day, preferably **before 2.00 p.m.**, unless you have a valid reason. If you are unwell, please inform your FTs/Subject teachers.
- Do have **regular breaks** and **proper meals** at home.
- Manage your screen time, have regular 'eye-breaks' in between assignments.



# HBL - Communications to Students (HBL Instructions, Video files etc)

## Students' View

Sec 1 HBL Link: <https://go.gov.sg/sec1hbl2023>

(Only Sec 1 students login with PLMGSS email can access)

Sec 2 HBL Link: <https://go.gov.sg/sec2hbl2023>

(Only Sec 2 students login with PLMGSS email can access)

Sec 3 HBL Link: <https://go.gov.sg/sec3hbl2023>

(Only Sec 3 students login with PLMGSS email can access)

Sec 4/5 HBL Link: <https://go.gov.sg/sec45hbl2023>

(Only Sec 4/5 students login with PLMGSS email can access)



For security reason, ~~personal~~ email will not be granted access to the sharing folder.



# Support



PL(Sec) Home-based Learning (HBL)

1. Request for **MIMS/SLS Account/PLMGSS email** password reset, please go to: <https://bit.ly/33OaoRO>

## 2. **TECHNICAL ASSISTANCE HELPDESK**

By phone during office hours: 8.00 a.m – 4.30 p.m

ICT Manager: **83507134** (WhatsApp)

## 3. **General Enquiry**

Email: [IT\\_support@plmgss.edu.sg](mailto:IT_support@plmgss.edu.sg)





# Email Etiquette

Adapted from MOE Emailing guidelines:

- |   |   |
|---|---|
| 1 | Avoid sending large e-mail messages – where possible, store large attachments in the shared folder (Google Drive) and create a link in the e-mail referencing the attachment.                                   |
| 2 | Be clear and concise - Give clear and meaningful subject headings for your e-mail messages so that your recipients can easily file and retrieve them for future reference. Do not use all CAPS in your messages |
| 3 | Check and clear your mailbox regularly – spring clean the emails say at least on a monthly basis, delete messages that you no longer need and save important attachments into your local hard disk.             |
| 4 | Do not forward chain emails/letters - a chain mail is a form of spam and in some cases is used to grab individuals' e-mail addresses for spam. Therefore, do not forward these e-mails and instead delete it.   |
| 5 | Ensure the correct recipient for your emails – do retrieve and check the email address before sending out the email   |

Some other examples of email etiquette can be found here:

<http://www.101email etiquettetips.com/>

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To better manage your Google Workspace Storage, practice **D.E.A.R.**



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# What is D.E.A.R. ?

D

## Delete

Do you need all your files? Delete documents, emails & media which you no longer need to use starting with the **largest size**.

*Refer page 16 to 20.*

A

## Archive

**Archive** or **compress** files which you do not use often so that they will not take up excess storage space. Use **attached Google Takeout guide** to export and backup your data.

*Refer page 22 to 23.*

E

## Empty

Once you have deleted files that you no longer need, **empty your Trash**.

Good housekeeping will help maintain availability of storage in Student iCON.

*Refer page 21.*

R

## Review

Review files in your Student iCON Google Workspace frequently to ensure they are kept are **relevant & up-to-date** for your learning purposes.

*Refer page 24.*

# Delete

- **Check** your Google Apps storage quotas
- **Sort** file size from largest to smallest, delete larger files first.

Access the Google Storage tool here:  
<https://drive.google.com/drive/quota>

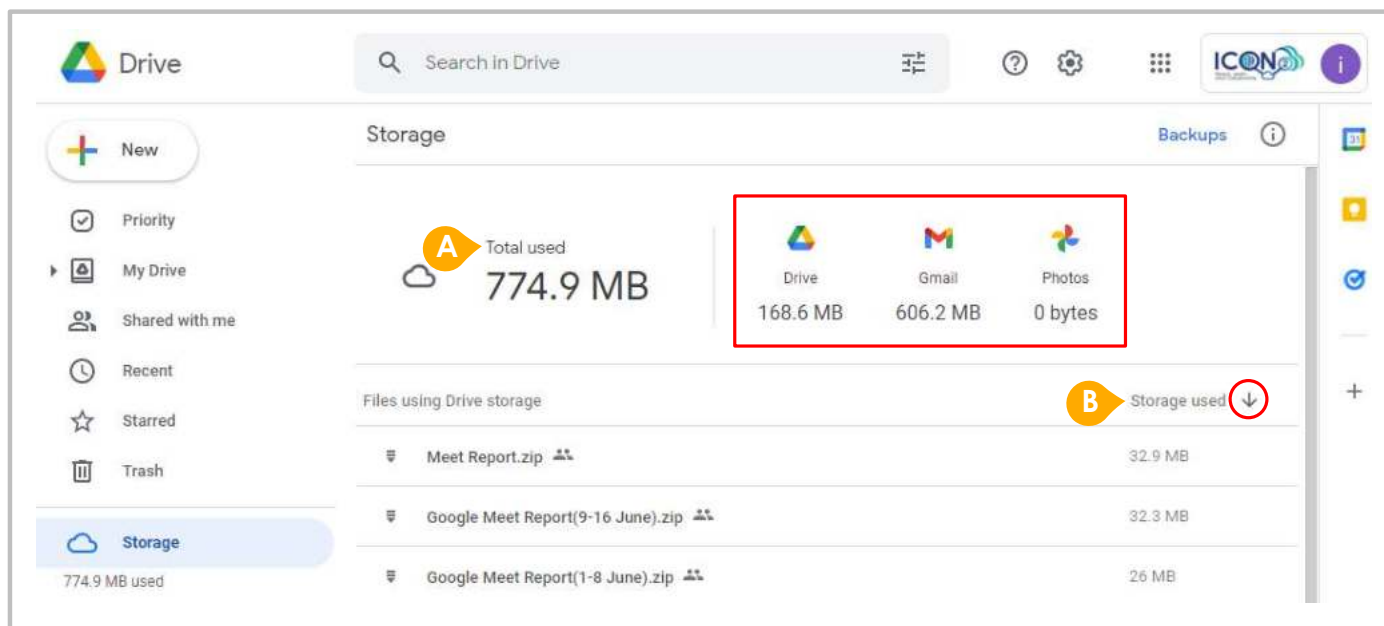
Login using your Student iCON account.

**A** Check your overall data storage usage by reading the **"Total used"**.

Look at the storage distribution among the 3 areas – Drive, Gmail and Photos to identify which one has the highest data.

**B** Look at the files listed under the **"Files using Drive storage"** and click on the arrow to sort the file size from largest to the smallest.

This will enable you to quickly identify larger files to be deleted first.

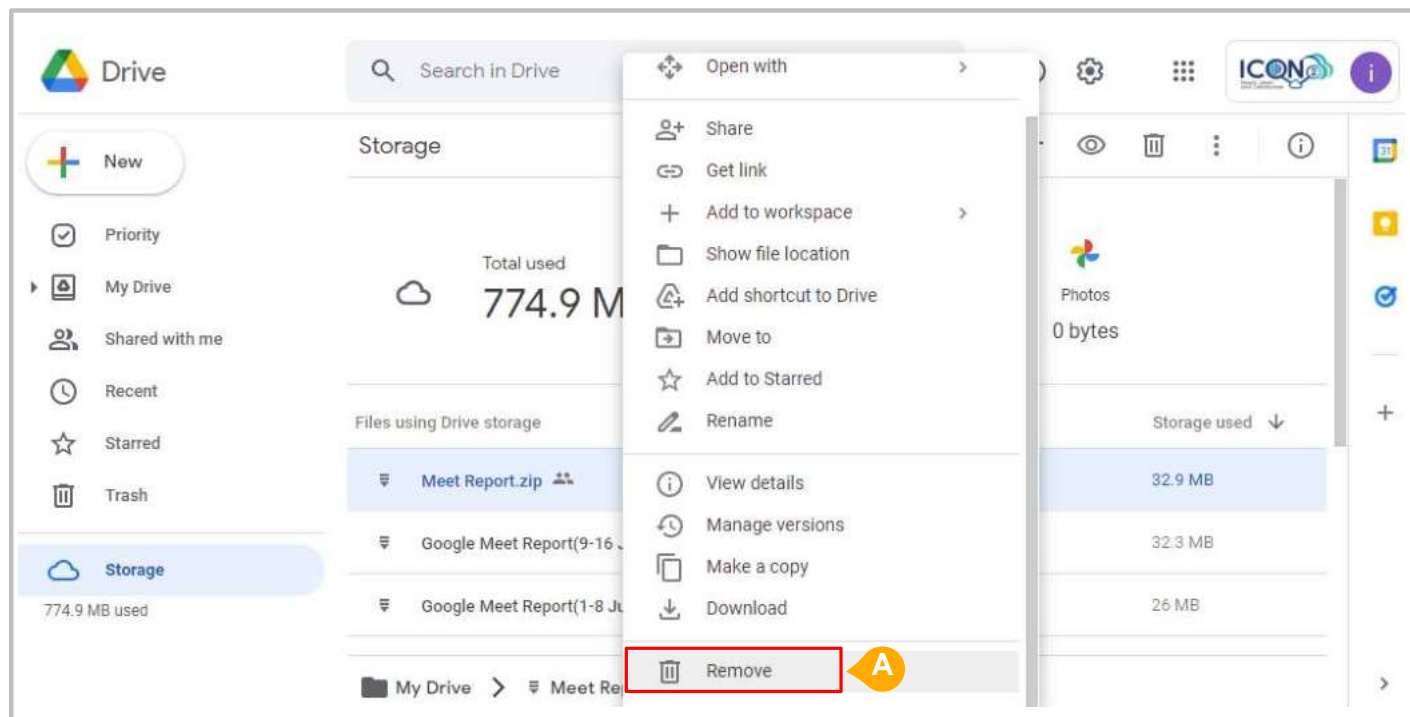


# Delete

- **Delete** unused documents, emails & media starting with the **largest** size.

**A** To recover data storage space, start by deleting unused files that are of the largest size first as they have the most impact to your overall storage space.

Right click on the file you would like to delete and select "**Remove**"



# Delete

- Review & remove **shared files and folders**

**A** Review files and folders that you are sharing with your peers and determine whether they should be kept or removed.

If there is no further groupwork or need to continue sharing, remove these shared files to reduce your overall data utilisation.

The following files count toward storage:

## Google Drive

- Files in Google Drive, which includes PDFs, images, videos, and Meet recordings.
- A** • Files created or edited after May 2, 2022 in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, Recorder, and Jamboard.

If a file is in more than one folder in Drive, it still counts only once toward your storage quota.

## Gmail

- Messages and attachments, including items in your Spam and Trash folders.

## Google Photos

- [Original quality photos and videos backed up to Google Photos.](#)
- High quality (now named Storage saver) and Express quality photos and videos backed up to Google Photos after June 1, 2021. Any photos or videos you've backed up in High quality or Express quality before June 1, 2021 will not count toward your Google Account storage. [Learn more about this change.](#)

Content created with My Maps doesn't count toward your organization's storage quota.



# Delete

- Review **personal files** stored in Student iCON.

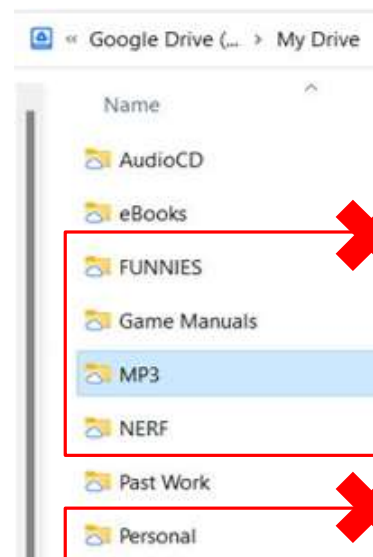
**A** Please note that Student iCON storage is for educational (teaching & learning) purposes.

- For personal files, remove them from your Student iCON account if they are not teaching and learning resources.
- Review all other content stored in your Student iCON Drives and **remove or export** emails or files if they are not resources related to your learning.

This may include:

- Music
- Photos
- Movies

**A**



- These files should be removed from Student iCON storage as they are not related to your learning.
- Files stored in Student iCON are only meant for educational (teaching & learning) purposes.

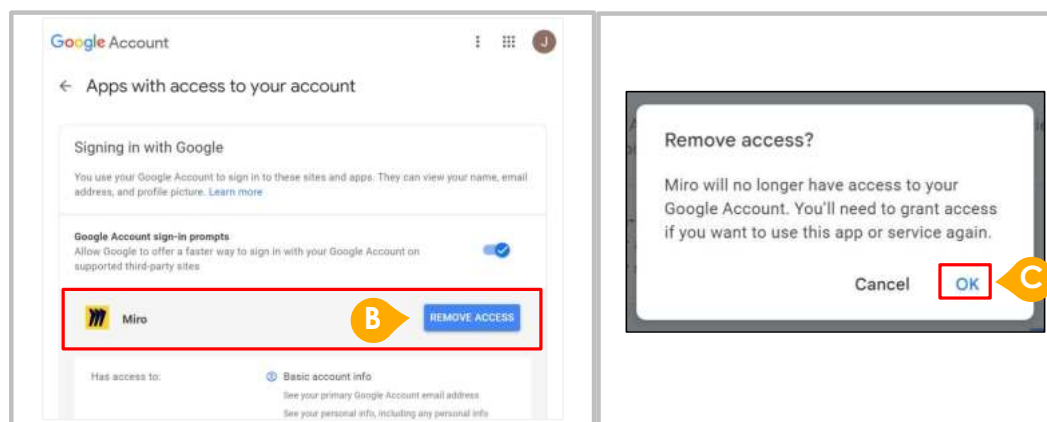
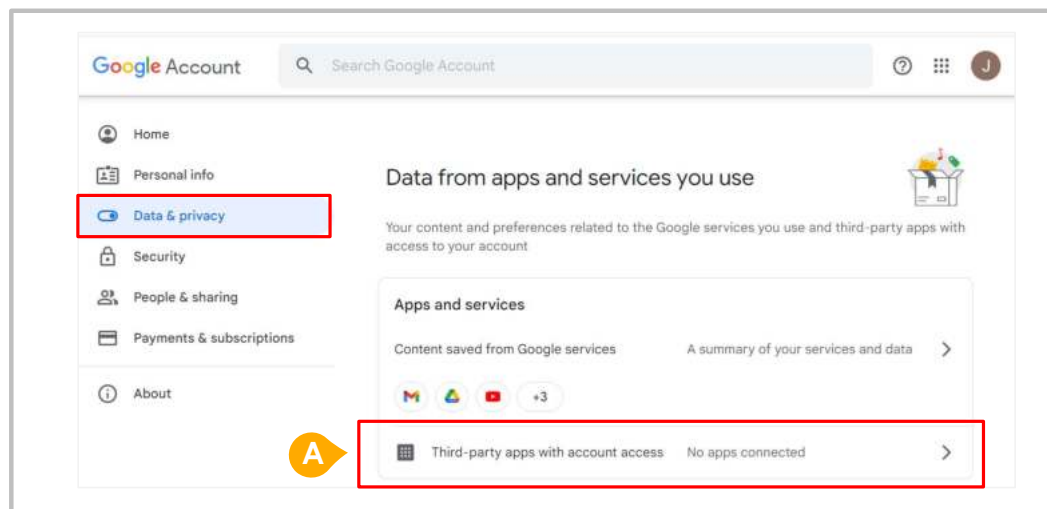
# Delete

- **Remove** Third-party app access manually

**A** If you have any Third-party apps that you would like to remove, click on **"Third-party apps with account access"** under the **"Data & privacy"** tab.

**B** Click on **"Remove Access"** for the app that you intend to remove access from.

**C** Click **"OK"** to confirm app access removal.



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# Empty

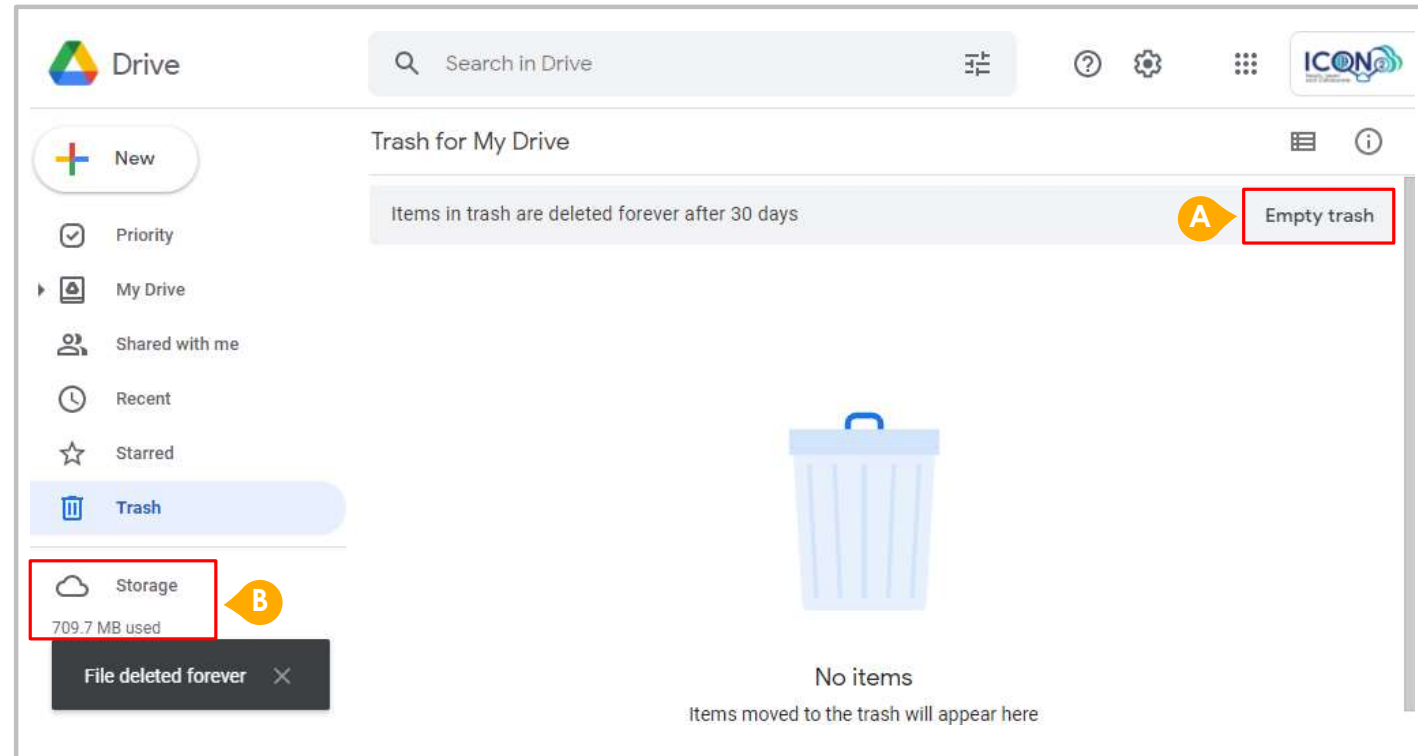
- **Empty** your Trash frequently
- Files will be **deleted automatically after 30 days** in Trash

**A** Files are not immediately deleted but will be stored in the Trash before they are automatically and permanently removed after 30 days.

To perform a manual removal, click on "Empty Trash"

**B** Your storage will only be reduced after files have been removed from the Trash.

Please be informed there is no chance of recovering files which have been emptied or removed from the Trash or deleted forever after 30 days.



# Archive

- **Archive or compress** rarely used files.

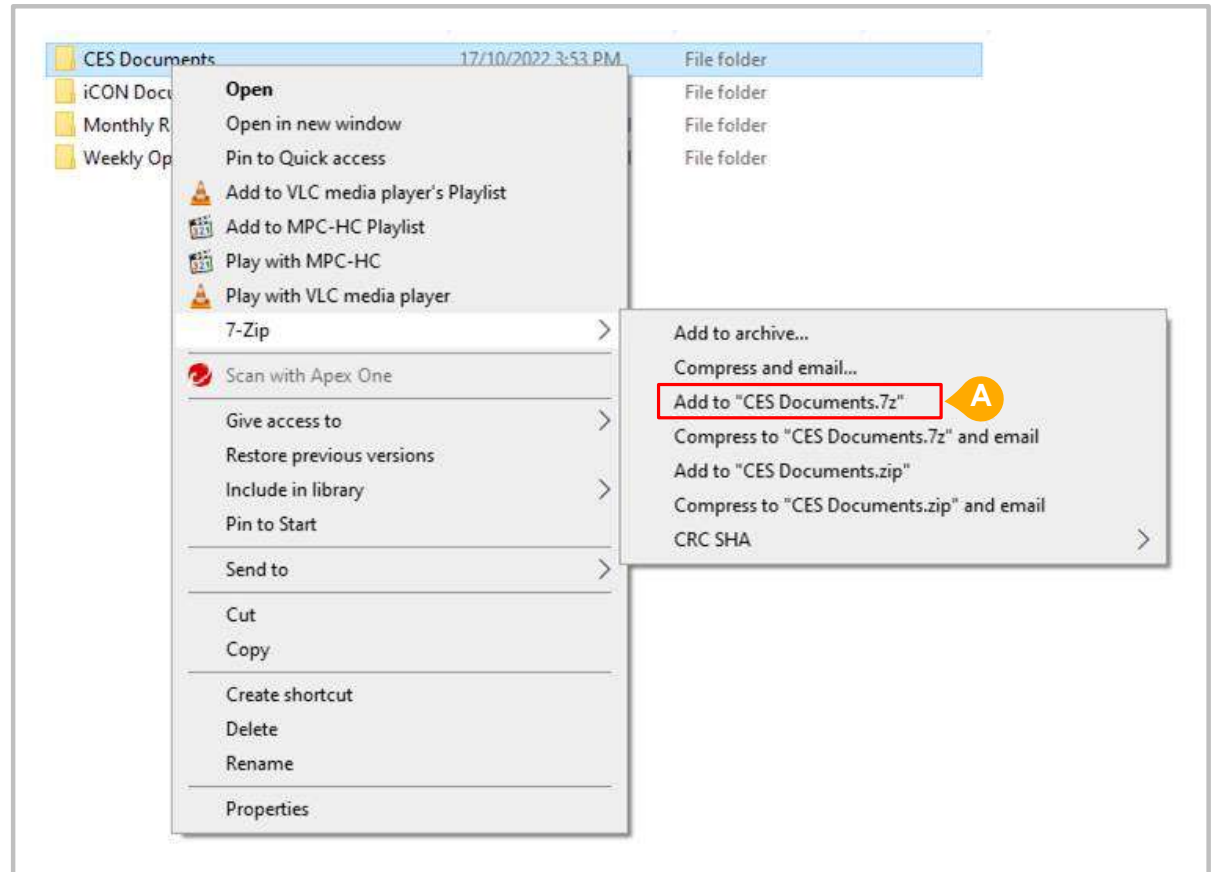
**A** Use compression tools like 7-Zip to compress rarely accessed files into a single file before uploading into Student iCON.

The benefits of doing so are:

- A. Reduced overall storage utilisation
- B. Data organisation by ordering your files
- C. Uploading convenience of a single file



- Create folders to organise your files based on your subjects or classes so that you may locate them easily.
- When uploading or downloading files, consolidate compression of multiple files in a folder and store them in your local disk as a compressed folder.



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# Archive

- Use the **Google Takeout** tool to export and backup your Student iCON data to your personal Gmail or email account.

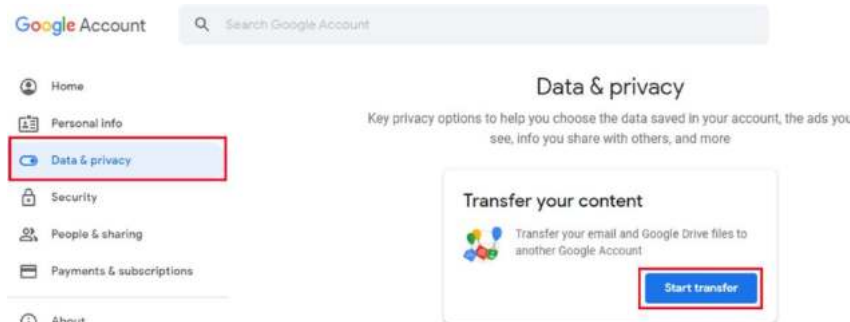
**A** Alternatively, you may use the Google Takeout tool to export your data in Student iCON to an archive file which you may download.

Please refer to the attached Google Takeout Guide for the detailed steps:

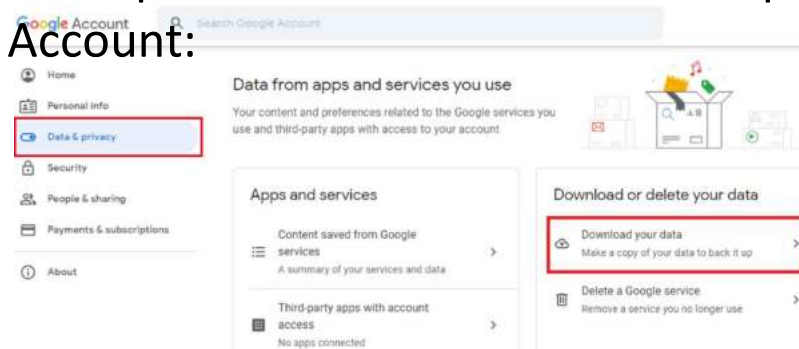


Google  
t\_Guide for Studer

## **A** Backup Student iCON data to your personal Gmail Account:



## Backup Student iCON data without personal Gmail Account:





# Review

- Review files in your Student iCON Google Workspace frequently to ensure that its contents kept are **relevant & up-to-date**.

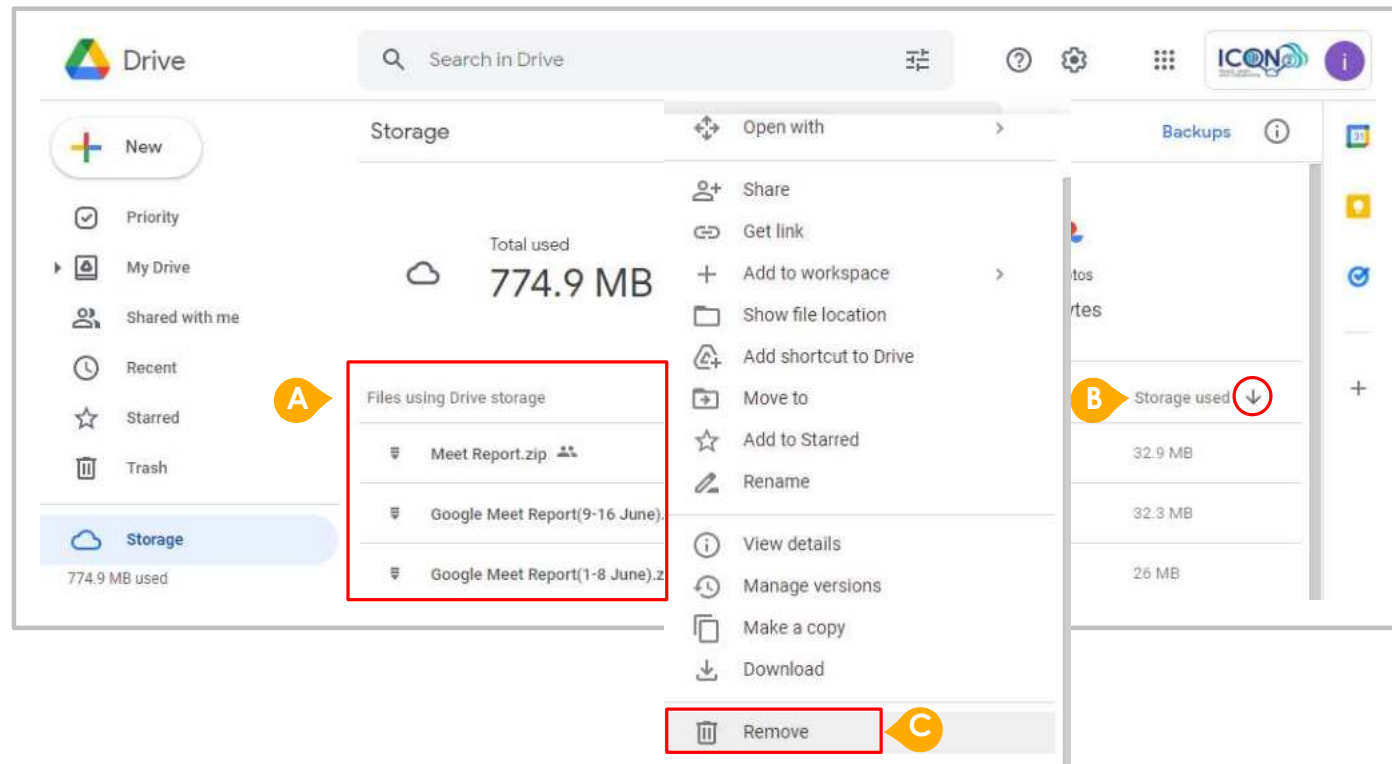
Access the Google Storage tool here:  
<https://drive.google.com/drive/quota>

Login using your Student iCON account.

**A** Look at the list of files listed under the "Files using Drive storage"

**B** Sort the file size in descending order to view the largest to the smallest files.

**C** Review your files and Right-Click to remove those which you no longer require for the purpose of your learning.





# Device Care Management

When the device is left unattended or visible to others, this may increase temptation of theft.

- **Never leave the device unattended**, not even storing it in a vehicle.
- Laptops and accessories should be stored in locker when not in use.
- Do not lend the device to another person. You are solely responsible for your device.
- If you have found a device in school, you are responsible to bring it to the General Office immediately. You are not allowed to safe keep the device.
- Do carry the device to and from school in a school bag or backpack so that it is not visible including periods of time when waiting at a bus stop, riding public transportation, or when walking around.
- If laptop is lost or damaged, you are to report to General Office. You will need to pay for the laptop.
- If is suspected theft, you are to file a police report

## Preventing theft of online identity

- Never share account passwords with others, unless requested by an administrator.



Personal lockers



Locks

**To be locked in lockers during recess time/PE lessons etc**



**Nurturing Future Ready PL-Lites**

*Thank  
you!*