

Live Lessons @ Bukit Timah Primary School



WHAT SHOULD I DO IF I AM LATE OR HAVE MISSED THE LESSON?

If you have missed the Live Lesson, email your subject teacher to share the reason.

Your teacher will support you accordingly.



Before you begin the Live Lesson

1. Put on the PE T-shirt and ensure that your hair is tidy.
2. Be away from family activities so as to reduce noise distraction.
3. Ensure that the room has good lighting.
4. Be seated on a chair with your laptop on the desk. No slouching on sofa or placing laptop on your lap or stomach
5. Test your headphones, microphone, and camera to make sure the class can hear and see you.





Ground rules for Live Lessons

Behave in the same manner
as in a face-to-face classroom
interaction

1. Be punctual
2. Be respectful
 - Keep your microphone muted
 - To speak, raise your hand (in Zoom) and wait for the teacher before unmuting your microphone
 - Look at the screen to show you are being attentive
 - Participate actively during the lesson
 - Use the toilet before the start of the session to minimise movement



Our Virtual Classroom Rules

1 Find a quiet place to work



2 Be prepared



3 Mute and video on



4 Be on time



5 Raise your hand



6 Don't talk when others are talking



7 Eat before or after Zoom



8 Be respectful and kind



Find a quiet place to work



Be Prepared



Mute and Video On



Be On time



Raise Your Hand



Don't talk when others are talking



Eat Before or After Zoom



Be Respectful and Kind



What should you do if your zoom does not work?

Do not **panic** . This is what you can do...

1. Check if you have typed the correct **Meeting ID**.
2. Check if you have typed the correct **Password**.
3. Check if the password is in capital letters or small letters.
4. You will not be able to attend the meeting if the host hasn't started the meeting or the host hasn't enabled the join before host feature. Wait for the host to start the meeting.
5. Ask you parents for help if they are around.
6. If you still can't join, you can email your teacher for help.





Be an active and supportive participant

From time to time, **smile and nod** to show the speaker that you are listening. 😊

If your classmate is sharing something good, give **a thumbs up!**

If you wish to share or add on to something, **raise your hand** to signal to the teacher. Wait for your turn to speak. It is very difficult to listen to more than a speaker at a time.

Practice ▶

How to Use Zoom



In less than 10 mins

A Friendly Guide
for Parents & Students

