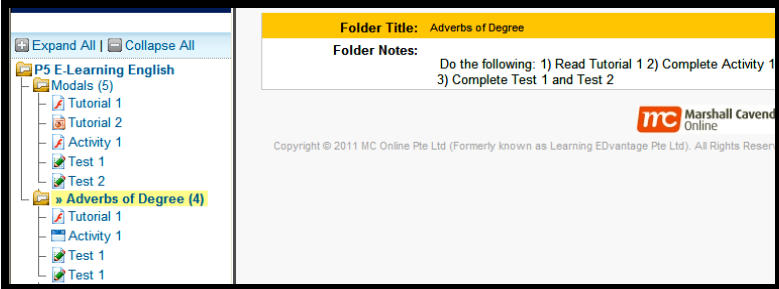


FUHUA PRIMARY SCHOOL  
ICT DEPARTMENT E-LEARNING DAY 2015 SOPS

TIMEFRAME	PRE-E-LEARNING DAY PREPARATION PROCEDURES	ACTION	RESOURCES
<p><b>PRIMARY 3 TO 6</b> FRIDAY 22 MAY 2015</p> <p>FRIDAY 22 MAY 2015 after morning Assembly <b>(P3 to P6)</b></p>	<ul style="list-style-type: none"> <li>Cover letter to students sent to parents via SNAC and form teachers inform students that <b>E-Learning Day Package has been uploaded on school website.</b></li> <li>Respective Level Managers, ICT level reps and Mother Tongue reps to refer to E-Learning Day SOPs and the E-Learning Day Package for E-learning day SOPs</li> <li><b>Upload E-Learning Day Package on school website.</b></li> <li>Inform office of Helpdesk lines in the office for E-Learning Day.</li> <li><b>ICT Department to brief students of the SOPs. Teachers to reiterate in class</b> <ul style="list-style-type: none"> <li>Go through E-Learning Day Package and E-Learning Day Timetable.</li> <li>Students' login procedures. Students to log into their LEAD account to perform system check and make sure they are able to log into their account.</li> <li>Use of <b>Chat Room</b> and steps for accessing/ submitting assignment for P3 to P6 students.</li> <li>P5 and P6 students to be briefed of the steps for downloading of offline homework resource, keying in of answers and uploading of saved document to LEAD.com for submission by the respective form teachers</li> <li>P3 and P4 students to make use of <b>Chat Room</b> to share their reflections of the E-Learning Day experience. P5 and P6 students to make use of <b>Chat Room</b> to discuss a common topic assigned by the respective levels.</li> <li><b>No CCA, supplementary or remedial lessons after 1pm during respective levels' E-Learning Day unless teachers request for it.</b></li> </ul> </li> <li>Students are to revert to their form teachers for troubleshooting. Teachers to refer to ICT Executives or ICT HOD for advice. Information about the students' queries is to be provided.</li> </ul>	<p>ICT Department</p> <p>Level ICT Reps/ Level Trs</p>	<ul style="list-style-type: none"> <li>Letter to parents</li> <li>E-Learning Day SOPs.</li> <li><b>E-Learning Day Package uploaded on school website</b></li> <li>E-Learning Day Package for students</li> </ul>
<p><b>PRIMARY 3 TO 6</b> MONDAY 25 MAY 2015</p>	<p><b>Respective ICT level reps to brief level teachers of the SOPs during level PDT</b></p> <ul style="list-style-type: none"> <li>Go through E-Learning Day Package.</li> <li>E-Learning Day Timetable and schedule of duties for teachers</li> <li>Students' LEAD account System Update</li> <li>Use of <b>Chat Room</b> and uploading of LEAD.com resources and offline homework resource.</li> <li>P3 and P4 students to make use of <b>Chat Room</b> to share their reflections of the E-Learning Day experience. P5 and P6 students to make use of <b>Chat Room</b> to discuss a common topic assigned by the respective levels.</li> <li><b>STUDENTS WILL NOT BE ALLOWED TO COME BACK TO SCHOOL TO COMPLETE THEIR ELEARNING</b></li> <li>Form teachers can adjust the order of the time-table but their students must be informed of the changes except the chatroom slots.</li> <li>Level teachers to prepare lesson resources and packages to be uploaded in the LEAD.com. <b>Folders are to be created for EL, MA, SCI and MT and all resources to be uploaded according to these folders.</b></li> </ul>  <ul style="list-style-type: none"> <li>P3, 4, 5 &amp; 6 to use ready and available resources and materials within LEAD.com question bank and its other online resources.</li> <li>P5 and 6 teachers to also prepare <b>ONE</b> offline homework (Word Document, Excel or Powerpoint) for either EL, MA or SCI. This is to enable students to key in their answers and upload the saved and renamed document to be submitted to the teachers via LEAD.com</li> <li>LMs to allocate level form, subject and MT teachers to man Helpdesk lines on the respective E-Learning Day. Submit level's schedule of duties for teachers to the office and ICT HOD.</li> </ul>	<p>Level ICT Reps/ MT</p> <p>Level Trs</p> <p>Level ICT Reps/ MT</p> <p>Level Reps</p> <p>Level Trs</p>	<ul style="list-style-type: none"> <li>E-Learning Day SOPs.</li> <li>E-Learning Day Package</li> <li>Online manual for LEAD.com</li> <li>Lesson resources</li> </ul>
<p><b>3 DAYS BEFORE E-LEARNING DAY</b></p>	<ul style="list-style-type: none"> <li>Respective subject level reps are to upload the level's lesson packages to LEAD.com according to the folders for EL, MA, SCI and MT.</li> <li>Lesson packages are to be assigned as accessible for the entire June holidays.</li> </ul>	<p>Level ICT Reps/ Level Trs</p>	<ul style="list-style-type: none"> <li>Respective levels' lesson packages</li> </ul>

TIMEFRAME	DURING E-LEARNING DAY PROCEDURES	ACTION	RESOURCES																				
<p><b>PRIMARY 3 to 6</b> FRIDAY 29 MAY 2015</p>	<p><b>COMPLETING THE ASSIGNMENTS AT HOME</b></p> <ul style="list-style-type: none"> <li>Students to log into LEAD.com at 0730 hrs. They are encouraged to follow the time-table provided and complete all the assignments.</li> <li>Students to call Helpdesk and follow the protocol (as illustrated in the students E-Learning Day package) to clarify their queries and troubleshoot.</li> <li>P3 and P4 students to make use of Chatroom to share their reflections of the E-Learning Day experience. P5 and P6 students to make use of Chatroom to discuss a common topic assigned by the respective levels.</li> <li>Students who cannot complete the assignments for various reasons are to complete these assignments at a later time on the same day. If problems persist, they will complete the assignments the next few days when they report back to school. <b><u>PLEASE DO NOT ASK THE STUDENTS TO COME TO SCHOOL TO COMPLETE THE ASSIGNMENTS ON THE DAY ITSELF.</u></b></li> <li>Students to complete online AAR of the E-learning Day.</li> <li>E-Learning Day ends at 1300 hrs. CCA lessons/ supplementary and/or remedial lessons to be cancelled.</li> </ul> <p><b>INSTRUCTIONS FOR LEVEL FORM AND SUBJECT TEACHERS</b></p> <ul style="list-style-type: none"> <li>Form, subject and MT teachers are to log into LEAD.com discussion and/or chatroom to monitor students' work and provide avenue for the students to troubleshoot and clarify their queries.</li> <li>Form teachers have to be familiar with the steps in helping students reset their password.</li> <li>Level teachers are to adhere to the schedule of duties for the allocated slots for Deskhelpp and computer lab duties.</li> <li>School's Helpdesk lines will close at 1300 hrs.</li> </ul> <p><b>NOTE FOR P5/6 TEACHERS:</b> The offline assignments put up by the P5/6 teachers will have to be tracked to collect data on the participation rate of the students in submitting the offline assignments successfully as follows. Respective level ICT reps to follow up on this:</p>	<p>Level ICT Reps/ Level Trs</p>	<ul style="list-style-type: none"> <li>E-Learning Day SOPs.</li> <li>E-Learning Day Package (UPLOADED ON SCHOOL WEBSITE)</li> <li>Schedule of duties for teachers (Helpdesk)</li> </ul>																				
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