

SQSS E-learning Day Detailed Information

Date: 7th April 2017, Friday

Objectives:

- To provide students with a different learning experience and inculcate self-discipline and self-directed learning
- To ensure continual learning at home through the use of technology

Deadline for submission of work: 10th April 2017, 5 pm

Access to computers in school

Students who need to come to school to use the school computers or internet connection will have to inform their form teachers. They will need to report to the school **Level 4 Seh Chuan Block, Lycos Lab at 8 am** in proper school attire on E-Learning Day.

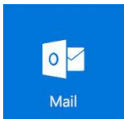

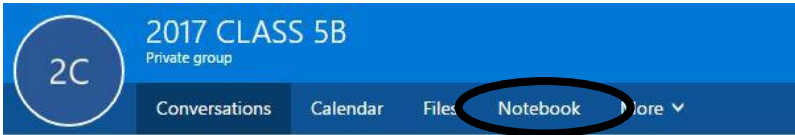

Technical support:

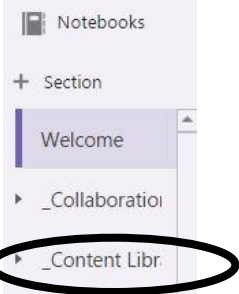
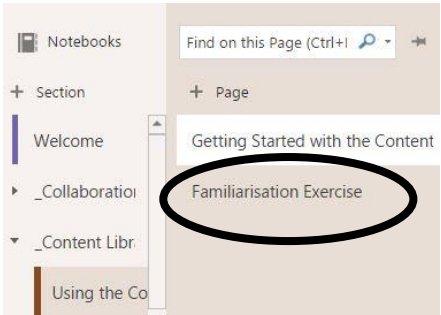
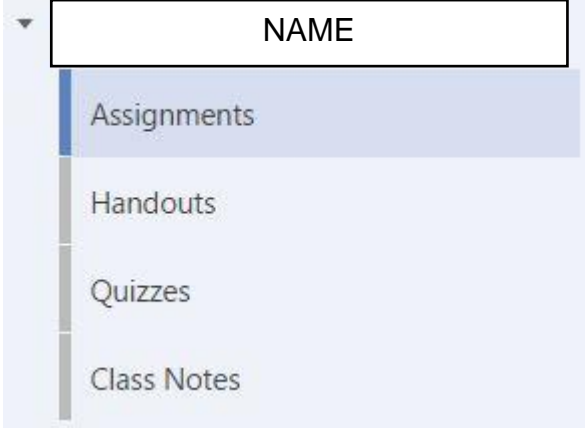

Call the following numbers for technical help:

- Mr Sathi (ICT Manager) : 63029142
- Mr Iman (ICT Manager) : 63029176
- Miss Teo (Subject Head ICT) : 63029178

If you have any further queries, please feel free to contact your child's/ward's Form Teachers or Subject Head (ICT), Miss Teo Qin Yi (teo_qin_yi@moe.edu.sg)

Accessing E-learning tasks

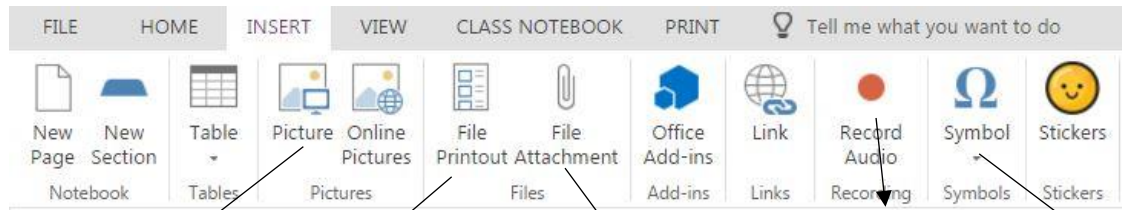
Step	Instructions
1	Type in https://portal.office.com in the address bar
2	Key in your login details: Email: _____ Password: Sqss2017
3	Click on 'Mail' icon in the homepage. 
4	Click on the class assigned under groups in the left hand side bar. 
5	Click on "Notebook" 
6	Click on triple stripes icon to access the side bar 

7	<p>Click on 'Content Library'</p>  <p>The screenshot shows a sidebar menu with the following items: Notebooks, + Section, Welcome, _Collaborati, and _Content Libr. The _Content Libr item is circled in black.</p>
8	<p>Click on the E-Learning Task</p>  <p>The screenshot shows a page with a sidebar menu and a main content area. The sidebar menu includes: Notebooks, + Section, Welcome, _Collaborati, and _Content Libr. The main content area has a search bar and a list of pages: Getting Started with the Content and Familiarisation Exercise. The Familiarisation Exercise page is circled in black.</p> <div data-bbox="691 712 1217 891" style="border: 1px solid black; padding: 5px;"><p>a. Right click on the task given by your teacher. b. Click 'Copy'</p></div>
9	<p>Click on your name on the left hand side bar to access your assignment section.</p>  <p>The screenshot shows a sidebar menu with a dropdown arrow at the top. Below the dropdown, the text 'NAME' is highlighted in a blue box. Below this, the following items are listed: Assignments, Handouts, Quizzes, and Class Notes.</p>
10	<p>Paste the E-learning task into your own assignment section.</p>  <p>The screenshot shows a page with a sidebar menu and a main content area. The sidebar menu includes: Notebooks, + Page, Untitled Page, and Familiarisation Exercise. The Familiarisation Exercise page is highlighted in blue.</p> <div data-bbox="595 1715 1035 1832" style="border: 1px solid black; padding: 5px;"><p>a. Right click on the space b. Click 'Paste'</p></div>

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Submitting work

- a. Click on links to submit work in other platforms (Edpuzzle, Coursemology, Socrative)
- b. Submitting work on Onenote through typing
- c. Submitting work by attaching files



Insert pictures

Insert printout of Word documents or Powerpoint

Insert attachment of Word, Powerpoint, PDF files

Record audio

Insert symbols