BEDOK VIEW SECONDARY SCHOOL
HOME-BASED LEARNING(HBL)
INSTRUCTION SHEET FOR STUDENTS

A. What does Home-Based Learning (HBL) mean?

Home-Based Learning (HBL) is a feature of Blended Learning intended to develop students' ability to be self-directed, passionate and life-long learners. As part of Blended Learning (BL), you will be learning from home rather than in school.

You will follow a set of timetable on HBL days so that you continue to learn across all subjects and your routine is not disrupted. Instead of lessons in the classroom, HBL comes in different learning modes.Your learning can take place in the form of offline hardcopy work or digital modes such as SLS activities or video conferencing. At Bedok View, we will use the Student Learning Space (SLS) as a common learning platform for HBL. Please read this instruction sheet for information to help you self-navigate and have a positive HBL experience.

B. What will make HBL a success?

1. Wake up and dress appropriately

   A good way to start the day is to wake up early, wash up, dress appropriately and get ready to start the HBL day **by 7.20 am.**

2. Set up a conducive study area

   - ✓ Set up a small study space.
   - ✓ Be seated at a table.
   - ✘ Avoid the bed and sofa.
   - ✘ Avoid places near the TV and noise.

3. Avoid distractions

   - ✓ Keep your mobile devices away from sight (when it is not used as part of the lesson), or de-activate the sound and vibration features of your mobile devices.

4. Take regular breaks

   Take regular eye breaks where necessary. Where possible, practice the "20-20-20" rule where you look at something at least 20 metres away for 20 seconds after 20 minutes of screen time.

5. Be Disciplined and focused on lessons

   - ✓ Have all your necessary materials and stationery ready.
   - ✓ Be punctual in accessing and completing your HBL lessons. Submit any work promptly and in adherence to your teacher's instructions.
   - ✓ Be disciplined and focused.
   - ✓ Observe proper rules of online etiquette and positive online conduct.
   - ✓ Take ownership of your learning. Do your best and ensure that you have reviewed all lesson materials and complete all assignments by the deadline set by your respective teachers.
   - ✓ If you encounter difficulties accessing lesson materials, please check with your subject teachers first followed by your form teachers via the communication channels set with them.

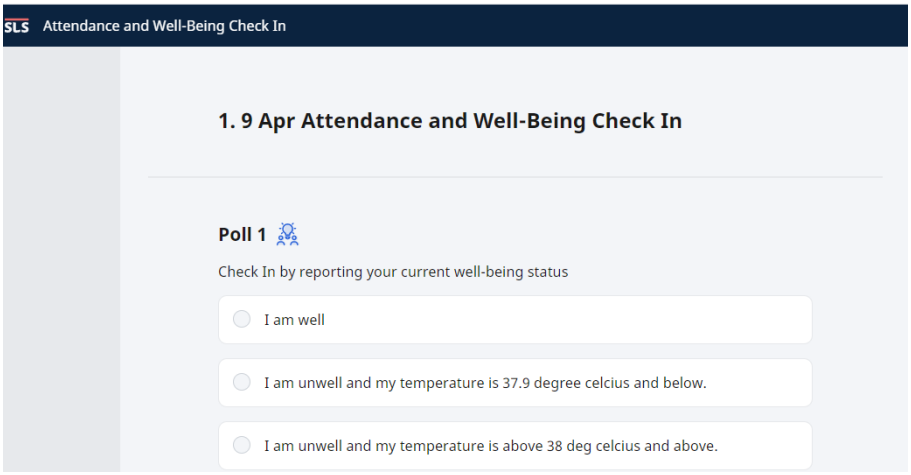
C. Instructions for Home-Based Learning

1. Assessing HBL lessons

   All instructions for HBL lessons are on SLS. Log into SLS to access your HBL lessons (https://learning.moe.edu.sg). All instructions for HBL will be given on SLS as a form of assignment. The assignment will begin at the time which your subject starts for the day.

2. Attendance Taking & Well-Being Check-In

   Log in SLS by **7.20 am**. Take your temperature and complete the "Attendance and Well-being check in" assignment by answering the questions accordingly before lessons begin at 7.45am.
   Update on SLS if you have a trigger temperature of **38ºC** and above or if you have **flu-like symptoms**.



3. Attending HBL lesson on SLS

   Lessons will commence at **7.45 am**. Lessons for HBL are assigned on SLS according to the subjects on the school timetable you have for the day. The assignments will start at the time your school lesson starts. Click on the assignment to start on them and complete them.
   At the end of the lessons on that day, you will need to complete a HBL survey on SLS.

   The break during HBL day are scheduled during your usual recess periods in the school timetable. Take this time to refresh your mind before the next session starts.

4. Etiquette to observe

   Environment (During Video Conference)

   - Participate from your living room and not your bedroom and ensure your back is against the wall.
   - Minimize distractions by ensuring venue is quiet.
   - Dress appropriately and refrain from doing other activities.

   Routines to follow when joining a video conference

   - Use a earpiece/headset with a microphone(mute the microphone)
   - Enable your video/web camera(unless requested otherwise)
   - Key in your name in this format <class_full name>
   - When inside the virtual room, speak only when instructed(unmuted) by the teacher.

Cyber Wellness Habits (Video Conferencing and Collaborative Platforms)

When engaging in online activities,

- Follow the established guidelines and rules set by the teacher.
- Use the full name when identifying yourself.
- Be mindful of the language used.
- Do not send offensive content to others.
- Respect the privacy of others (teacher and classmates)
- Do not record, take photos and share content without permission.

5. IT resources needed

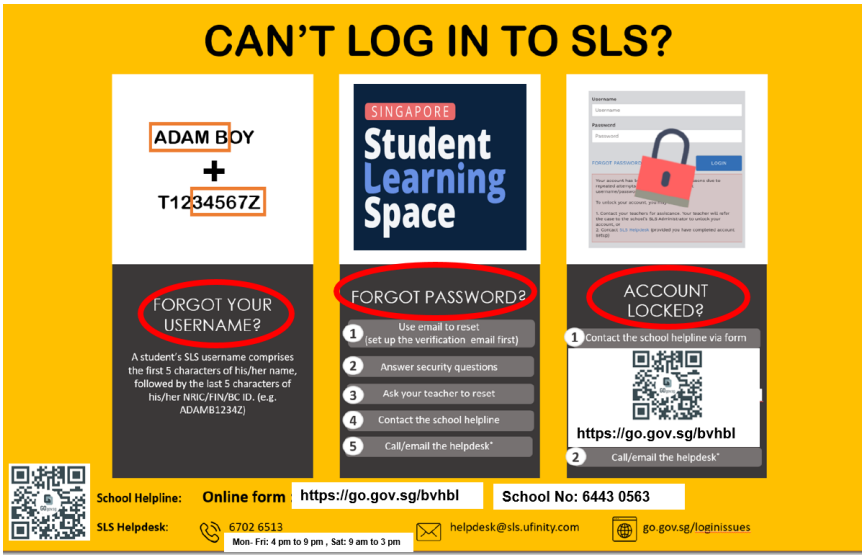
Students will need to access the SLS to receive instructions for their daily lessons and this can be done via mobile or learning devices with access to the internet. In the event of any technical challenges or the SLS is unavailable, students may access https://bedokviewsec.moe.edu.sg/ for latest updates or information related to HBL. On the HBL day, they may also contact their teachers or the general office for support.

6. Technical Support

For issues which you encounter and require assistance, please contact or email as follows:

SLS Log In Issues
 	
• SLS Helpline
  ○ Monday – Friday
  a. 8.00 am – 4.00 pm, Tel: 6443 0563
  b. 4.00 pm – 9.00 pm, Tel: 6702 6513
  ○ Saturday
  a. 9.00 am – 3.00pm, Tel: 6702 6513
 	
• SLS Helpdesk
  ○ Email: helpdesk@sls.ufinity.com
		Lesson Enquiry & Support
		
		• Refer to the communication mode that has been identified by your subject teachers in the SLS package.
		• General Office, Tel: 6443 0563
		• You can also contact school helpline via form at this link https://go.gov.sg/bvhbl

iMTL Log In Issues
 	
• Monday – Friday
  ○ 8.00 am – 7.00 pm, Tel: 6848 8900
• Email: helpdesk@mail-imtl.moe.edu.sg
		Student SLS User Guides
		• You may refer to the following SLS user guides, which can be found on the school website at this link: https://bedokviewsec.moe.edu.sg/academic-curriculum/singapore-student-learning-space-sls
		
		  ○ User guide to Set Password and Email Address
		  ○ User Guide to Download and Access Zoom Meeting



We wish you a meaningful and enjoyable Home-Based Learning!