



Unity Secondary School

Home-Based Learning (HBL)

Briefing for Students

(updated version 18 Feb 2022)

What is my HBL schedule?

1) Follow normal timetable

G1_11

Unity Secondary School, Singapore

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	7:30 - 8:00	8:00 - 8:30	8:30 - 9:00	9:00 - 9:30	9:30 - 10:00	10:00 - 10:30	10:30 - 11:00	11:00 - 11:30	11:30 - 12:00	12:00 - 12:30	12:30 - 13:00	13:00 - 13:30	13:30 - 14:00	14:00 - 14:30	14:30 - 15:00	15:00 - 15:30	15:30 - 16:00	16:00 - 16:30	
Mo	Morning Address	C2-01 MA Mrs Murali MAT Mdm Voo	MA MAT Mdm Voo	MA MAT Mdm Voo	C2-03 Recess	C2-01 EL Mr Fane	ELT ELA Mdm Norazah	C2-01 PE Mr Han	OG-A OG-B OG-C OG-D OG-E OG-F OG-G OG-H OG-I OG-J OG-K OG-L OG-M OG-N OG-O OG-P OG-Q OG-R OG-S OG-T OG-U OG-V OG-W OG-X OG-Y OG-Z	C2-01 OG-A OG-B OG-C OG-D OG-E OG-F OG-G OG-H OG-I OG-J OG-K OG-L OG-M OG-N OG-O OG-P OG-Q OG-R OG-S OG-T OG-U OG-V OG-W OG-X OG-Y OG-Z	C2-01 CL Mrs Lim	C2-02 CL Mrs Lim	C2-03 CL Mrs Lim						
Tu	PE1,C2-01 PE Mr Han	C2-03 OG-B OG-C OG-D OG-E OG-F OG-G OG-H OG-I OG-J OG-K OG-L OG-M OG-N OG-O OG-P OG-Q OG-R OG-S OG-T OG-U OG-V OG-W OG-X OG-Y OG-Z	Recess	C2-01 EL Mr Fane	C2-02 EL Mdm Norazah	C2-03 EL Mdm Voo	C2-04 EL Mdm Voo	C2-01 SC Mrs Fane	C2-02 SC Mrs Fane	C2-03 SC Mrs Fane	C2-04 SC Mrs Fane	W1A DT Mrs Lim	W1A DT Mrs Lim	W1A DT Mrs Lim					
We	C2-01 CL Mrs Li	C2-02 CL Mrs Li	C2-03 CL Mrs Li	C2-04 CL Mrs Li	C2-05 CL Mrs Li	C2-06 CL Mrs Li	C2-07 CL Mrs Li	C2-08 CL Mrs Li	C2-09 CL Mrs Li	C2-10 CL Mrs Li	C2-11 CL Mrs Li	C2-12 CL Mrs Li	C2-13 CL Mrs Li						
Th	C2-01 MA Mrs Murali MAT Mdm Voo	C2-02 MA MAT Mdm Voo	C2-03 MA MAA Mdm Voo	C2-04 MA MAT Mdm Voo	C2-05 MA MAA Mdm Voo	C2-06 MA MAT Mdm Voo	C2-07 MA MAA Mdm Voo	C2-08 MA MAT Mdm Voo	C2-09 MA MAA Mdm Voo	C2-10 MA MAT Mdm Voo	C2-11 MA MAA Mdm Voo	C2-12 MA MAT Mdm Voo	C2-13 MA MAA Mdm Voo						
Fr																			

When do I access HBL lesson?

1 **LIVE** Lesson via Zoom & SLS

- Log in to Zoom & Student Learning Space (SLS) at least 10 minutes before the scheduled time

Note: Attend all lessons according to your Time Table. Follow instructions given by your subject teachers.

2 **Own Time Own Pace (OTOP)** Lesson via SLS

- Log in to Student Learning Space (SLS) at your own time

Note: Complete all tasks/assignments given by your subject teachers.

How do I participate appropriately in a LIVE Lesson?

Follow Online Learning Protocols!

- 1) Be appropriately dressed.
- 2) Participate in video conferencing at home (e.g. study table with minimal distraction)
- 3) Give full attention to the teacher e.g. do not eat or attempt other activities.
- 4) Mute your microphones when you first join the meeting.
- 5) Key in your name as in register [Index No_Full Name] e.g. *01_Jeremy Yong* for easy identification.

Follow Online Learning Protocols!

- 6) Raise your hand virtually if you are asked to indicate your attendance in the meeting or you wish to speak during the meeting.
- 7) Use the chat function only if you want to ask a question while the lesson is going on.
- 8) Share your screen upon request from your teacher.
- 9) Unmute or start video only when you are asked to give an audio or video response.
- 10) Observe cyber wellness. e.g. respect others by not sending inappropriate contents to your peers.

How can I prepare for HBL?

TO DO LIST

1. Get ready your computing device e.g. laptop with internet access.
2. Log in to SLS to check if you can remember your ID and password.
3. Register an email address in SLS for password reset self-help (if you have not).
4. Download your HBL Schedule from the school website.
5. Log in to my student ICON email account. Your teacher may send you emails when necessary. Your Zoom account is also the same login as your student ICON account.

Who do I call if I need help with SLS during HBL?

School Operating Hours

To address password, login and account issues,

- **School-based Helpline:**
 - Call 6767 1070 ext 327 (8 a.m.- 4 p.m.), or
 - Email unity_ss@moe.edu.sg
- **Self-help Form:** <http://go.gov.sg/unitysecslshelp> (for unlocking account and resetting of password for SLS only)

[For more details, go to school website https://unitysec.moe.edu.sg/home-based-learning](https://unitysec.moe.edu.sg/home-based-learning) and one-stop ICT Self Help

Who do I call if I need help with SLS during HBL?

Non-School Operating Hours

To address password, login and account issues,

- Call SLS Central Helpline at 6702 6513
*[Mons - Fridays: 4 p.m - 9 p.m.
Sats: 9 a.m. - 9 p.m.
Closed on Sundays & Public Holidays]
- Email SLS Central Helpdesk at helpdesk@sls.ufinity.com at any time for assistance
[When emailing the SLS Helpdesk, provide your full name, name of school and form class.]

What if I have no access to computing device or internet access at home during FHBL?

Register with my Character Coaches

- School Computer Lab Opening Hours (based on approval)
Mondays - Fridays: 8 a.m. - 3 p.m.
- Loan of computing or internet-enabling devices from school
 - a) For students with no computing device e.g. laptop, tablet, desktop*
 - b) For students with no internet access at home*
 - c) For students sharing device with 2 or more siblings*

[Priority will be given to those who have no access to devices or internet at home or who require learning support. You will be informed once the school has finalized the list of students who will be allowed to return to school on HBL days or loan a device.]

1. MUST log in to Zoom 10 min before the scheduled time to meet teacher online during **LIVE** lessons.
2. MUST log in to SLS at your own time and complete all tasks / assignments within 48 hrs for **OTOP** lessons.
3. Follow online **learning protocols**. See previous slides.