



This guide helps students prepare for live Primary Math lessons and participate effectively. Please read it before attending your first online class.

1. Joining your live lesson

- **Platform and link:** Lessons take place on Zoom or Google Meet. The lesson link is shared through WhatsApp.
- **Arrival:** Join **5 minutes early** and use the student's **registered full name**.
- **Device:** Use a laptop, desktop computer or tablet with a stable internet connection. Smartphones are not recommended.
- **Camera and microphone:** Keep the camera switched on throughout the lesson. Keep the microphone muted unless speaking or answering questions.

2. Prepare before each lesson

- Download and **print the worksheets** provided through Google Classroom before class.
- Have pencils, an eraser, ruler and other necessary stationery ready. Prepare a calculator **only when required**.

3. Participating and staying focused

- Attend in a **quiet learning environment**, with a parent or guardian nearby to assist when necessary.
- Raise your hand and **wait to be invited** before speaking.
- **Work independently:** Students should answer questions and complete their work without help. Parents may assist with technical issues and should ensure their child stays engaged, without using the device for unrelated activities.
- When asked, show your worksheet on camera, explain workings verbally or follow another method given by Mr Ong.
- If joining late, enter quietly without interrupting. Review the recording afterwards to catch up, when available.



4. Google Classroom: worksheets and feedback

- Go to **classroom.google.com** and sign in with the student's or parent's Google account, provided it is enrolled in the correct class.
- Join the class using the **invitation link or class code** shared through WhatsApp. Keep access details private.
- Download worksheets from Google Classroom and **submit completed worksheets before the next scheduled tuition lesson**.
- Mr Ong provides marking and feedback through Google Classroom. Important mistakes and difficult questions are also discussed during live lessons.
- Learning materials are posted in Google Classroom; important announcements and reminders are shared through WhatsApp.

5. Lesson recordings and access

- Online lessons are **generally recorded**, subject to technical availability and other circumstances. Recordings are available through Google Classroom when provided.
- Recordings are for **online viewing only** by enrolled students in the relevant tuition class. **Downloading, sharing or redistributing recordings is not permitted.**
- Recordings primarily capture Mr Ong's teaching but may include student participation. The standard recording arrangements apply to all students and are acknowledged through the Tuition Terms & Conditions.
- Lesson recordings remain accessible until the end of the relevant academic year.

6. Absences, technical problems and assistance

- **Absence:** Parents should WhatsApp Mr Ong as early as possible. Students may catch up using the lesson recording when available.
- **Connection problem:** Try to reconnect immediately. If the problem persists, parents should WhatsApp Mr Ong. Review the recording afterwards when available.
- **Google Classroom login help:** If you cannot access the class or forget your login details, contact Mr Ong through WhatsApp.

Need help with online lessons or Google Classroom?

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