



基立学院 JUBILEE CHRISTIAN ACADEMY

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DATE : August 24, 2020

TO : Parents and Guardians of Grades 11 and 12

FROM : Mrs. Nancy R. Ramos
Principal, Senior High School (SHS) Department

SUBJECT : **SHS ONLINE LEARNING, S.Y. 2020-2021**

Greetings in the name of our Lord Jesus Christ!

As Jubilee Christian Academy embarks on online learning as its primary mode of instructional delivery this school year, please be guided by the following information and procedures pertinent to our students' readiness for S.Y. 2020-2021.

1. School opening date:

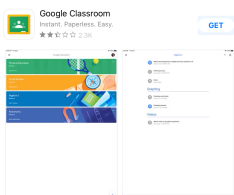
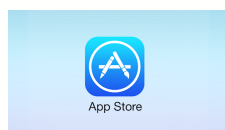
1.1 Grade 12 : Tuesday, September 1, 2020

1.2 Grade 11 : Wednesday, September 2, 2020

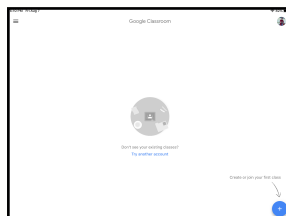
2. How to Access Google Classroom

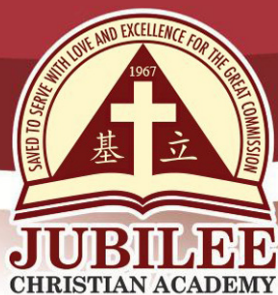
Before the opening of classes, kindly accomplish the following instructions on Google Classroom.

2.1 Go to the App Store and type "Google Classroom" on the search bar; press "Get". The Google Classroom app will appear on the screen.



2.2 Tap the Google Classroom app. The first time you open this, you will be redirected to an empty dashboard; after which, sign off from Google classroom.

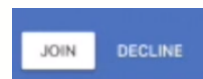
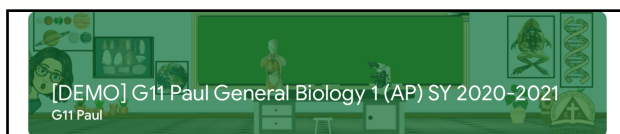




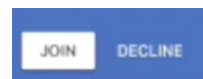
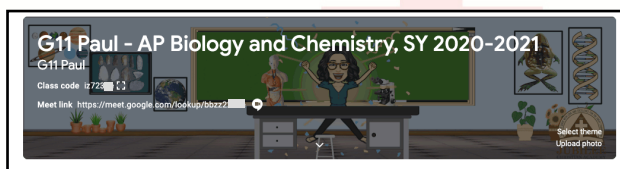
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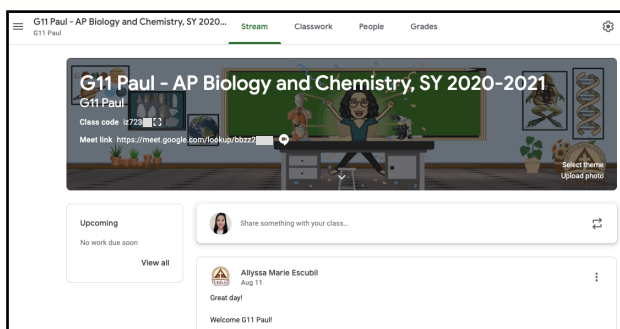
- 2.3 Check the invitation to join Google Classroom which will appear on the dashboard.
Invitation will be sent by the adviser via student's school email address on August 28, 2020.

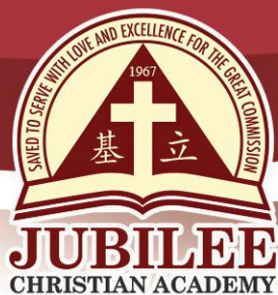


- 2.4 Each class will have a designated Adviser's Google Classroom for the entire school year.
This is where students will need to log-in first thing on September 1, 2020 for Grade 12 and September 2, 2020 for Grade 11 for their quiet time session with their advisers. Information on class schedule and other class related activities will be posted by the advisers through this google classroom.



- 2.5 Go to Classwork of the Adviser's Google Classroom to download the master list of class codes, meeting links and teachers' email addresses. No need to individually click these links as subject teachers will send out class invitations on their designated schedule. This can be used as a reference in case of any problems related to Google Classroom enrolment / access (ex. Internet disconnection).



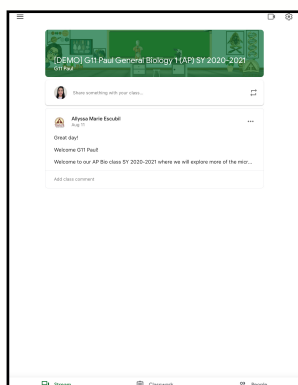



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2.6 Explore the three tabs (Stream, Classwork, People) of Google Classroom available on the lower portion of your iPad screen, or upper portion for laptop screen.

2.6.1 Stream - Notifications and general class communications will be posted here. Concerns, questions, or feedback can also be written here.



 Stream

2.6.2 Classwork - Materials, assignments, and assessments will be posted here.

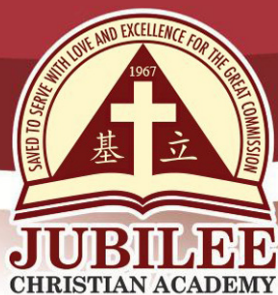


 Classwork

2.6.3 People - Lists teachers and classmates enrolled in this class.



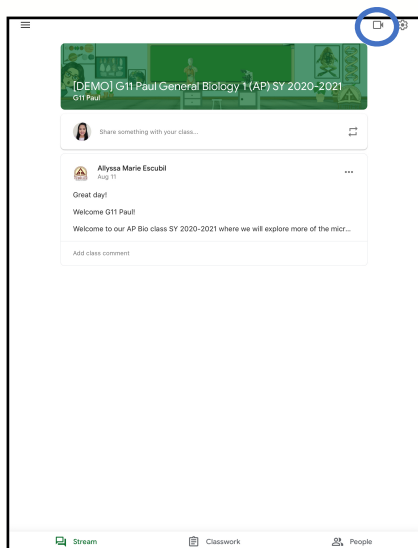
 People



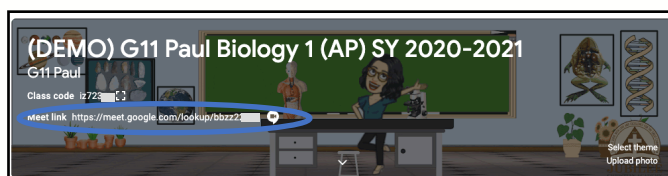
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- 2.7 Take note of the camera icon to access the Google Meet link. The camera icon is on the upper right corner of your screen if you are using an iPad and it can be found in the class banner if you are using a laptop,. The google meet is where synchronous classes will commence. The students will log-in the google meet for every class, including quiet time everyday



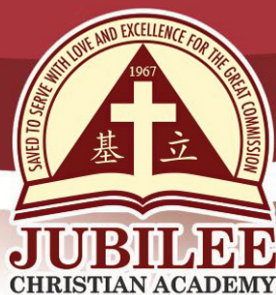
iPad's view



Laptop's view

- 2.8 Should you want to receive notifications and updates on your student's Google Classroom, you may subscribe to the guardian email subscription by doing the following steps:

- 2.8.1. Log in to Google Classroom using your student's JCA email.
- 2.8.2. Go to the People Tab.
- 2.8.3. Look for the name of the teacher.
- 2.8.4. Locate the folder icon beside the teacher's name.
- 2.8.5. Tap it once, then an email account will pop up.
- 2.8.6. Choose the Gmail account of the teacher to write a request for the notifications and updates.



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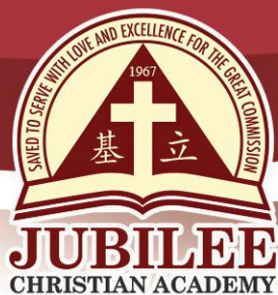
3. SHS First Week Hi

The first week of the school year shall be designated to help the students navigate the google classroom and online learning tools, orient the students on important information and procedure relevant to their student life, engage students in a seminar-workshop on digital citizenship and learn how to build relationships in a virtual environment. Half day schedule will be followed with dismissal at 11:20 AM. Regular class schedule will start on September 8, 2020 for Grade 12 and September 9, 2020 for Grade 11. Please refer to **SHS First Week Hi** Schedule of Activities below per section.

3.1 Grade 11 -MATTHEW (Accountancy, Business and Management)

TIME	DAYS				
	Wednesday (September 2)	Thursday (September 3)	Friday (September 4)	Monday (September 7)	Tuesday (September 8)
7:15 - 7:35	QUIET TIME				
7:35 - 8:25	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
8:25 - 8:30	BREAK				
8:30 - 9:20	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
9:20 - 9:25	BREAK				
9:25 - 10:15	Subject Orientation 21st Century (AP)	Subject Orientation Practical Research 1	Subject Orientation Komunikasyon	Subject Orientation Statistics	**Regular Class
10:15 - 10:30	RECESS				
10:30 - 11:20	Subject Orientation Personal Development	Subject Orientation ENTREP	Subject Orientation Physical Science	**Regular Class	* Regular Class

**Class Schedule will be circularised



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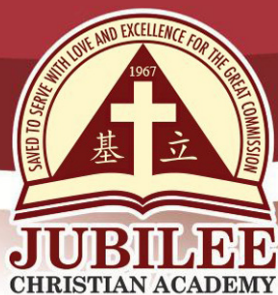
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3.2. Grade 11 -Peter STEM -AP (Calculus and Physics)

TIME	DAYS				
	Wednesday (September 2)	Thursday (September 3)	Friday (September 4)	Monday (September 7)	Tuesday (September 8)
7:15 - 7:35	QUIET TIME				
7:35 - 8:25	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
8:25 - 8:30	BREAK				
8:30 - 9:20	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
9:20 - 9:25	BREAK				
9:25 - 10:15	Subject Orientation Personal Development	Subject Orientation Entrepreneurship	Subject Orientation General Biology 1	Subject Orientation Komunikasyon	**Regular Class
10:15 - 10:30	RECESS				
10:30 - 11:20	Subject Orientation 21st Century (AP)	Subject Orientation Practical Research 1	Subject Orientation Statistics	Subject Orientation Pre Calculus	**Regular Class

**Class Schedule will be circularised



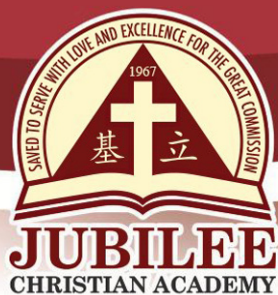
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3.3 Grade 11 -Paul STEM -AP (Biology and Chemistry)

TIME	DAYS				
	Wednesday (September 2)	Thursday (September 3)	Friday (September 4)	Monday (September 7)	Tuesday (September 8)
7:15 - 7:35	QUIET TIME				
7:35 - 8:25	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
8:25 - 8:30	BREAK				
8:30 - 9:20	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
9:20 - 9:25	BREAK				
9:25 - 10:15	<u>Subject Orientation</u> Statistics	<u>Subject Orientation</u> General Biology 1	<u>Subject Orientation</u> Practical Research 1	<u>Subject Orientation</u> 21st Century (AP)	**Regular Class
10:15 - 10:30	RECESS				
10:30 - 11:20	<u>Subject Orientation</u> Komunikasyon	<u>Subject Orientation</u> Personal Development	<u>Subject Orientation</u> Pre Calculus	<u>Subject Orientation</u> Entrepreneurship	**Regular Class

**Class Schedule will be circularised



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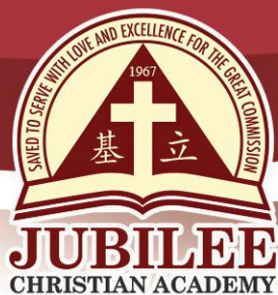
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3.4 Grade 12 -Dwight Moody (Accountancy, Business and Management)

TIME	DAYS				
	Tuesday (September 1)	Wednesday (September 2)	Thursday (September 3)	Friday (September 4)	Monday (September 7)
7:15 - 7:35	QUIET TIME				
7:35 - 8:25	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
8:25 - 8:30	BREAK				
8:30 - 9:20	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
9:20 - 9:25	BREAK				
9:25 - 10:15	University Placement Orientation	Subject Orientation Practical Research 2	Subject Orientation Accounting 2	Subject Orientation Media and Information Literacy	Subject Orientation Marketing
10:15 - 10:30	RECESS				
10:30 - 11:20	University Placement Orientation	Subject Orientation Business Math	Subject Orientation UCSP	Subject Orientation Pagsulat sa Piling Larangan	**Regular Class

**Class Schedule will be circularised



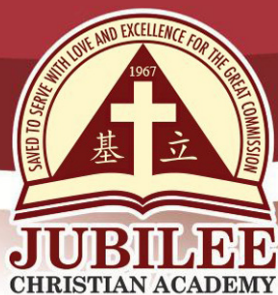
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3.5 Grade 12 -Hudson Taylor (Calculus and Physics)

TIME	DAYS				
	Tuesday (September 1)	Wednesday (September 2)	Thursday (September 3)	Friday (September 4)	Monday (September 7)
7:15 - 7:35	QUIET TIME				
7:35 - 8:25	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
8:25 - 8:30	BREAK				
8:30 - 9:20	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
9:20 - 9:25	BREAK				
9:25 - 10:15	University Placement Orientation	<u>Subject Orientation</u> Media and Information Literacy	<u>Subject Orientation</u> General Chemistry (AP)	<u>Subject Orientation</u> Pagsulat sa Piling Larangan	<u>Subject Orientation</u> UCSP
10:15 - 10:30	RECESS				
10:30 - 11:20	University Placement Orientation	<u>Subject Orientation</u> Practical Research 2	<u>Subject Orientation</u> General Physics	<u>Subject Orientation</u> DRRR	**Regular Class

**Class Schedule will be circularised



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3.6 Grade 12 -Martin Luther (Biology and Chemistry)

TIME	DAYS				
	Tuesday (September 1)	Wednesday (September 2)	Thursday (September 3)	Friday (September 4)	Monday (September 7)
7:15 - 7:35	QUIET TIME				
7:35 - 8:25	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
8:25 - 8:30	BREAK				
8:30 - 9:20	How to Navigate Google Classroom	SHS Online Learning Tools (e.g., Pear deck, Flipgrid, Padlet, Quizziz)	Student Orientation	Digital Citizenship : Create Safe, Responsible Digital Citizens	Homeroom: Building Relationships in a Virtual World
9:20 - 9:25	BREAK				
9:25 - 10:15	University Placement Orientation	<u>Subject Orientation</u> General Physics	<u>Subject Orientation</u> DRRR	<u>Subject Orientation</u> General Chemistry (AP)	<u>Subject Orientation</u> Media and Information Literacy
10:15 - 10:30	RECESS				
10:30 - 11:20	University Placement Orientation	<u>Subject Orientation</u> UCSP	<u>Subject Orientation</u> Practical Research 2	<u>Subject Orientation</u> Pagsulat sa Piling Larangan	**Regular Class

**Class Schedule will be circularised

We highly appreciate your support in helping our students enhance their learning through technology. As always, we count on you for the success of this endeavor.

Thank you and God bless.