

基立学院  
JUBILEE CHRISTIAN ACADEMY  
Saved to serve with love and excellence for the Great Commission.

DATE : AUGUST 25, 2020

TO : PARENTS / GUARDIANS OF GRADES 7 to 10

FROM :  MS. FRANCES REA R. GAZA  
Principal, Junior High School Department

SUBJECT : 1) JUNIOR HIGH SCHOOL OPENING, SY 2020-2021  
2) ACCESSING GOOGLE CLASSROOM

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Greetings in the Name of our Lord Jesus Christ!

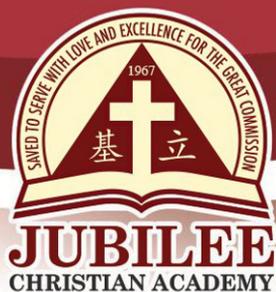
We thank God for His constant protection and guidance to all of us in the midst of this goal pandemic. As Jubilee Christian Academy embarks on online learning as its primary mode of teaching and learning this school year 2020-2021, please be guided by the following information on school opening, back-to-school class orientation, and online training on digital skills.

### **JUNIOR HIGH SCHOOL SCHOOL OPENING, SY 2020-2021**

To ensure a smooth school opening for all levels in the Junior High School (JHS) Department, kindly take note of the schedule of the school opening of each grade level.

- GRADES 7 and 10: Tuesday, September 1, 2020
- GRADES 8 and 9: Wednesday, September 2, 2020

The first five days of the school year will be a time to welcome and orient all the JHS students to prepare and equip them for Online Learning. Please be guided by the schedule to be observed on the week-long *Back-to-School (BTS) Week* orientation schedule.

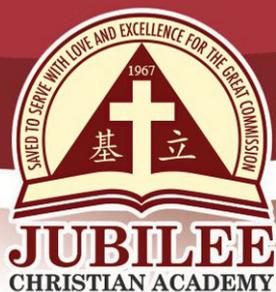


# 基立學院 JUBILEE CHRISTIAN ACADEMY

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## Back-to-School (BTS) Week

| <b>GRADES 7 AND 10 BACK-TO-SCHOOL (BTS) WEEK</b><br>SEPTEMBER 1 - 7, 2020<br>7:15 AM - 11:20 AM  |   |   |   |  |
|--|---|---|---|--|
| SEPTEMBER 1<br>TUESDAY   | SEPTEMBER 2<br>WEDNESDAY  | SEPTEMBER 3<br>THURSDAY   | SEPTEMBER 4<br>FRIDAY   | SEPTEMBER 7<br>MONDAY  |
| BTS Welcome  | Daily Quiet Time  | Daily Quiet Time  | Daily Quiet Time  | Daily Quiet Time   |
| Class Devotion<br>"Isaiah 41:13"   | RELATIONSHIP<br>BUILDING: My<br>Class, My<br>Community  | CHARACTER<br>DEVELOPMENT  | SCHOOL<br>PROCEDURES  | SUBJECT-<br>RELATED APPS   |
| CONNECT TIME:<br>It's Great to See<br>You Again!   |   |   |   |  |
| Walk Through a<br>New School Year  | Communication<br>Tools and<br>Guidelines<br>- Google Mail<br>- Chatbox  | ONLINE<br>LEARNING 101<br><br>- Self-Discipline<br>- Self-Motivation<br>- Time<br>Management<br>- Getting<br>Organized<br>- Learning Space<br>- Be an Active<br>Learner | I AM A DIGITAL<br>LEARNER:<br><br>Digital Literacy<br>- Practical<br>Technical Skills<br>- Collaboration<br>Skills<br>- Processing and<br>Evaluating<br>Information<br>- Creation and<br>Innovation | I AM A DIGITAL<br>CITIZEN:<br><br>Digital Citizenship<br>- Digital Identity<br>and Footprint<br>- Digital Well-<br>Being, Safety,<br>and Security<br>- Communication,<br>Relationship, and<br>Netiquette |
| LET'S MEET!<br>Logging In and Out<br>of Google Meet<br><br>IT'S A VIRTUAL<br>CLASS: Navigating<br>Google Classroom<br>(Stream,<br>Classwork, People) | THE ONLINE<br>TOOLS:<br>Familiarizing and<br>Exploring the<br>Google Suite Apps<br>- Google Docs<br>- Google Sheets<br>- Google Drive<br>- Google Calendar<br>- Google Forms<br>- Google Slides | Enrolling in Google<br>Classroom<br>(Selected Subjects)   | Enrolling in Google<br>Classroom<br>(Selected Subjects)   | FOR GRADE 10:<br>PRE-AP PRIMER   |



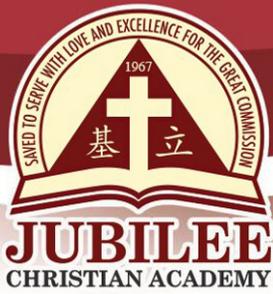
# 基立學院

## JUBILEE CHRISTIAN ACADEMY

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| <b>GRADES 8 AND 9 BACK-TO-SCHOOL (BTS) WEEK</b>  |   |   |   |  |
|--|---|---|---|--|
| SEPTEMBER 2 - 8, 2020  |   |   |   |  |
| 7:15 AM - 11:20 AM   |   |   |   |  |
| <b>SEPTEMBER 2<br/>WEDNESDAY</b>   | <b>SEPTEMBER 3<br/>THURSDAY</b>   | <b>SEPTEMBER 4<br/>FRIDAY</b>   | <b>SEPTEMBER 7<br/>MONDAY</b>   | <b>SEPTEMBER 8<br/>TUESDAY</b>   |
| BTS Welcome  | Daily Quiet Time  | Daily Quiet Time  | Daily Quiet Time  | Daily Quiet Time   |
| Class Devotion<br>"Isaiah 41:13"   | RELATIONSHIP<br>BUILDING: My<br>Class, My<br>Community  | CHARACTER<br>DEVELOPMENT  | SCHOOL<br>PROCEDURES  | SUBJECT-<br>RELATED APPS   |
| CONNECT TIME:<br>It's Great to See<br>You Again!   |   |   |   |  |
| Walk Through a<br>New School Year  | Communication<br>Tools and<br>Guidelines<br>- Google Mail<br>- Chatbox  | ONLINE<br>LEARNING 101<br><br>- Self-Discipline<br>- Self-Motivation<br>- Time<br>Management<br>- Getting<br>Organized<br>- Learning Space<br>- Be an Active<br>Learner | I AM A DIGITAL<br>LEARNER:<br><br>Digital Literacy<br>- Practical<br>Technical Skills<br>- Collaboration<br>Skills<br>- Processing and<br>Evaluating<br>Information<br>- Creation and<br>Innovation | I AM A DIGITAL<br>CITIZEN:<br><br>Digital Citizenship<br>- Digital Identity<br>and Footprint<br>- Digital Well-<br>Being, Safety,<br>and Security<br>- Communication,<br>Relationship, and<br>Netiquette |
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Kindly note that though topics are similar, the discussion, instruction, and activities are designed for the level. Regular classes will begin on September 8 for Grades 7 and 10 and on September 9 for Grades 8 and 9.



## ACCESSING GOOGLE CLASSROOM

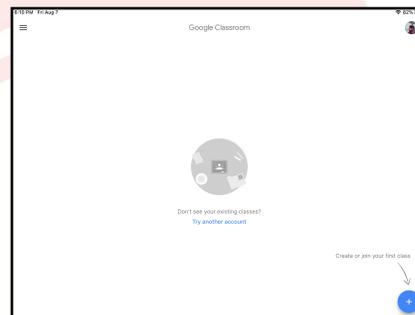
With technology being essential to our daily lives, its uses have been integral also to Jubilee's teaching and learning programs

Before September 1, 2020

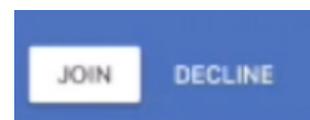
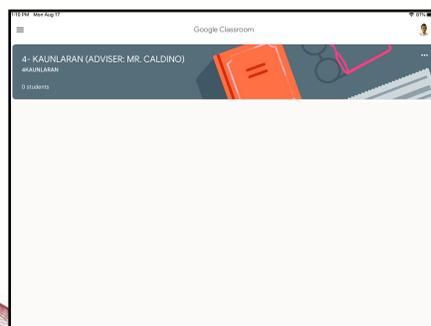
1. Go to the App Store and type "Google Classroom" on the search bar; press Get. The Google Classroom app will appear on the screen.

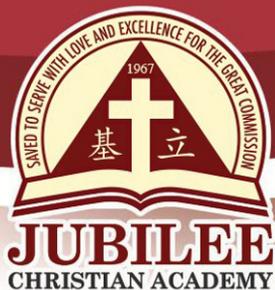


2. Tap the Google Classroom app. The first time you open this, you will be redirected to an empty dashboard. You may log off after completing this process.



3. Check the invitation to join Google Classroom which will appear on the dashboard. Invitation will be sent by the Class Adviser via the student's JCA email address on Friday, August 28, 2020.

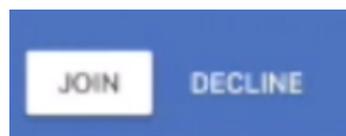
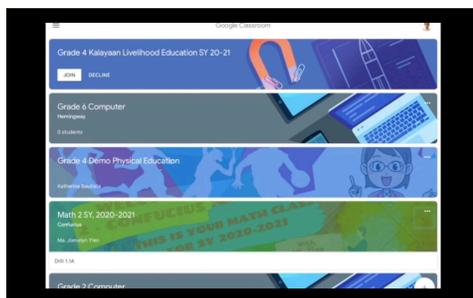




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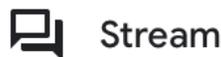
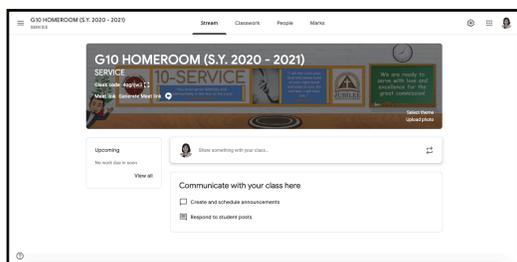
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4. Click the Join button to enter the Adviser's Google Classroom. You may now access the different files inside the Adviser's Google Classroom.

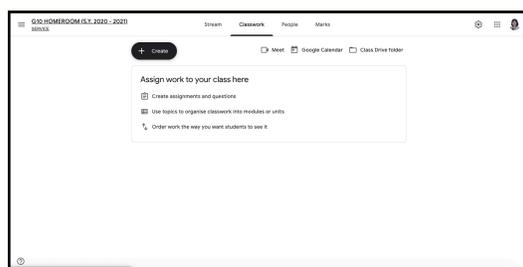


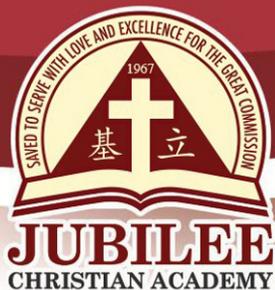
5. Explore the three tabs (Stream, Classwork, People) of Google Classroom available on the lower portion of your iPad screen.

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

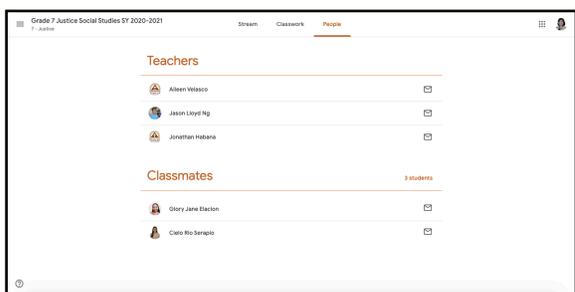


5.2. Classwork - Materials, assignments, and assessments will be posted here.





### 5.3. People - Lists teachers and classmates enrolled in this class.



6. Take note of the camera icon to access the Google Meet link. The camera icon is on the upper right corner of your screen.

7. Go back to the dashboard to check for additional invitations to various subjects when asked by the subject teachers. Subject Teachers will send out class invitations for their respective Google Classrooms on their assigned schedule.

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

- 8.1. Log in to Google Classroom using your child's JCA email.
- 8.2. Go to the People Tab.
- 8.3. Look for the name of the teacher.
- 8.4. Locate the folder icon beside the teacher's name.
- 8.5. Tap it once, then an email account will pop up.
- 8.6. Choose the Gmail account of the teacher to write a request for the notifications and updates.

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

Thank you and God bless.