

基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : AUGUST 26, 2020

TO : PARENTS / GUARDIANS OF GRADES 1 TO 6

FROM : MRS. LORNA B. YAN
Principal, Elementary Department

SUBJECT : 1. STUDENT'S OFFICIAL EMAIL ADDRESS
2. HOW TO ACCESS THE GOOGLE CLASSROOM

A pleasant day to you.

As Jubilee Christian Academy embarks on online learning as its primary mode of instructional delivery this school year, please be guided by the following instructions on how to help your child access the Google Classroom.

1. STUDENT'S OFFICIAL EMAIL ADDRESS

The official email address of the students and the default password were emailed to the parents' registered email addresses in the previous weeks. Follow the instructions indicated in the email. Email registrar@jca.edu.ph if you have not received the student's email address.

The student's email address is needed in order for the student to join the Google Classroom.

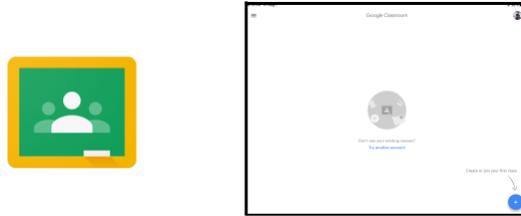
2. HOW TO ACCESS THE GOOGLE CLASSROOM

Before Class Opening

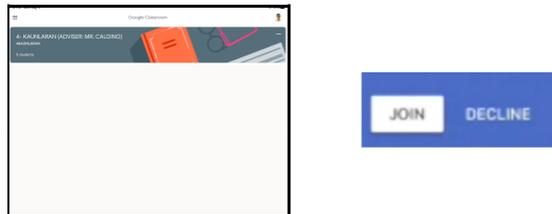
- 2.1 Go to the "App Store" and type "Google Classroom" on the search bar; press "Get".
The Google Classroom app will appear on the screen.



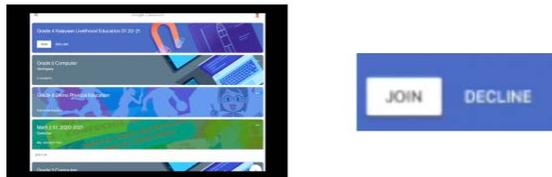
2.2 Tap the “Google Classroom” app. The first time you open this, you will be redirected to an empty dashboard.



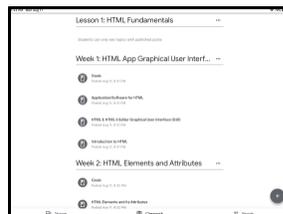
2.3 Check the invitation to join Google Classroom which will appear on the dashboard. Invitation will be sent by the adviser via student’s Gmail address on August 27, 2020.



2.4 Click the “Join” button to enter the Adviser’s Google Classroom. You may now access the different files inside the Adviser’s Google Classroom.

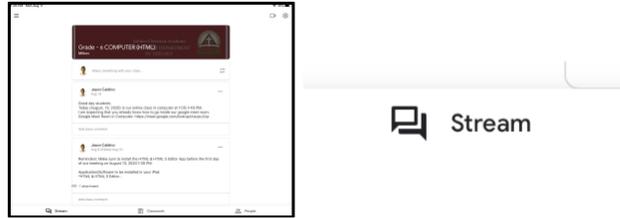


2.5 Go to “Classwork” to download the master list of class codes, meeting links and teachers’ email addresses. No need to click these links individually as subject teachers will send out class invitations on their designated schedule through the student’s Gmail address. You can use this as a reference in case of any problem related to Google Classroom enrollment / access (ex. Internet disconnection).

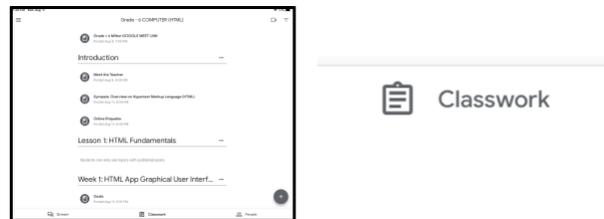


2.6 Explore the three tabs (Stream, Classwork, People) of Google Classroom available on the lower portion of your iPad screen.

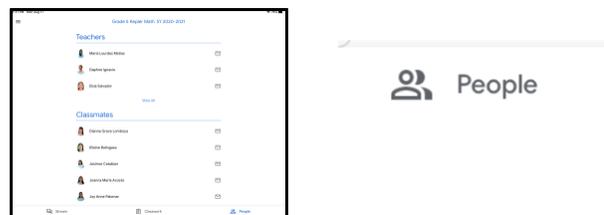
2.6.1 Stream - Notifications and general class communications will be posted here. Concerns, questions, or feedback can be written here also.



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



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



2.7 Download the week 1 schedule from Classwork to know the sequence of activities.
The schedule of classes from week 2 onwards will be posted in the succeeding week.

2.8 Take note of the camera icon to access the Google Meet link for day 1 of classes.
The camera icon is on the upper right corner of your screen.

On Day 1 of Classes

2.9 Go to the “Google Classroom” application.

2.10 On the dashboard, open the Adviser’s Google Classroom.



2.11 Tap the camera icon on the upper right corner of your screen at 7:15 AM to open the Google Meet link and greet the class adviser.



2.12 The adviser will lead the class for the Morning Ceremony and Quiet Time.

2.13 Subject teachers will join the Adviser's Google Classroom on Day 1 and will guide students accordingly.

2.14 Go back to the dashboard to check for additional invitations to various subjects when asked by the subject teachers. They will send the invitations during their designated schedule.

2.15 Please refer to the Week 1 Table of Activities found on a separate circular issued today on how we will help the Grades 1 to 6 students on their initial use of the Google Classroom. This schedule is also inside the Adviser's Google Classroom.

2.16 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:

- 2.16.1. Log in to Google Classroom using your child's JCA Gmail address.
- 2.16.2. Go to the "People" Tab.
- 2.16.3. Look for the name of the teacher.
- 2.16.4. Locate the folder icon beside the teacher's name.
- 2.16.5. Tap it once, then an email account will pop up.
- 2.16.6. Choose the Gmail account of the teacher to write a request for the notifications and updates.

As discussed in previous parent-meetings, an adult companion (called the Learning Partner) is required for Grades 1 to 3 students.

Parents, guardians, and/or Learning Partners are asked to participate during the first two days of classes to help them be familiar with the Google Classroom. They are encouraged to ask questions and clarifications while the class is in session.

We highly appreciate your support in helping your child enhance his / her learning through technology. As always, we count on you for the success of this endeavor.

Thank you and God bless.