DATE : AUGUST 26, 2020

TO : PARENTS / GUARDIANS OF PRESCHOOL

FROM : MRS. CAROL B. SEMING
Preschool Principal

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.

The following instructions are for iPad users. Non-iPad users need to navigate their own device and identify applicable procedure.
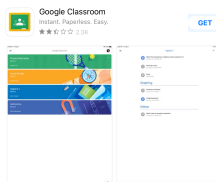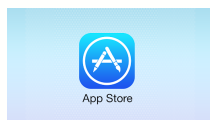
1.   STUDENT'S OFFICIAL EMAIL ADDRESS

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.

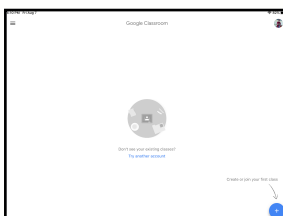The student's email address is needed in order for the student to join the Google Classroom.

2.   HOW TO ACCESS THE GOOGLE CLASSROOM
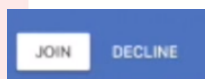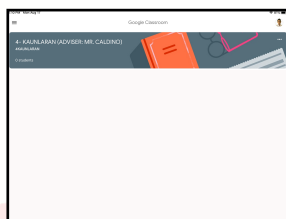
2.1   Before September 1, 2020

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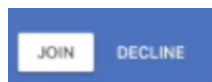
JUBILEE CHRISTIAN ACADEMY

基 立 学 院
JUBILEE CHRISTIAN ACADEMY
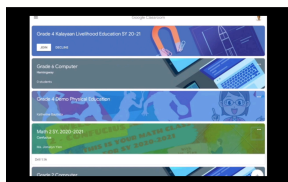Saved to serve with love and excellence for the Great Commission.

2.1.2   Tap the "Google Classroom" app. The first time you open this, you will be redirected to an empty dashboard.
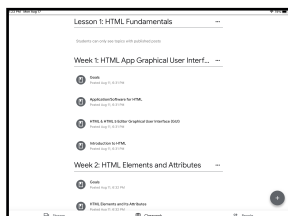
2.1.3   Check the invitation to join Google Classroom which will appear on the dashboard. Invitation will be sent by the adviser via student's email address starting August 27, 2020.

2.1.4   Click the "Join" button to enter the Adviser's Google Classroom. You may now access the different files inside the Adviser's Google Classroom.
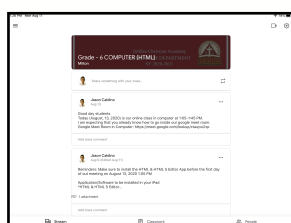
2.1.5   Go to "Classwork" to download the master list of class codes, meeting links and teachers' email addresses. No need to individually click these links as subject teachers will send out class invitations on their designated schedule. You can use this as a reference in case of any problems related to Google Classroom enrollment / access (ex. Internet disconnection).

JUBILEE CHRISTIAN ACADEMY

基 立 学 院
JUBILEE CHRISTIAN ACADEMY
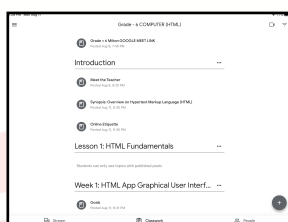Saved to serve with love and excellence for the Great Commission.

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

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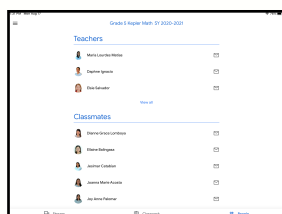
 Stream

2.1.6.2 Classwork - Materials, assignments, and assessments will be posted here

 Classwork

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

 People

2.1.7 Download the class schedule from Classwork to know the sequence of the subjects per day.

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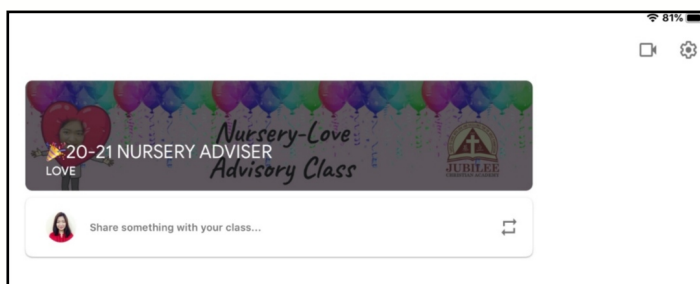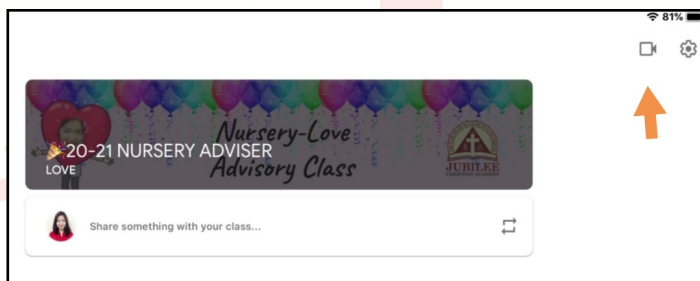
JUBILEE CHRISTIAN ACADEMY

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

基 立 学 院

2.2   On Day 1 of Classes

2.2.1   Go to the Google Classroom application.
2.2.2   On the dashboard, open the Adviser's Google Classroom.

2.2.3   Tap the camera icon on the upper right corner of your screen five minutes before the scheduled class to open the Google Meet link and greet the class adviser.

2.2.4   The teacher assigned per class will lead the class during the Preschool Wonderland Activity. Please refer to the circular on Opening of Classes, SY 2020-2021on how we will help the parents, guardians and students on their initial use of Google Classroom.
2.2.5   The teachers will join the Adviser's Google Classroom on Day 1 and will guide students accordingly.
2.2.6   Go back to the dashboard to check for additional invitations to various subjects when asked by the teacher. They will send the invitations during their designated schedule

JUBILEE CHRISTIAN ACADEMY

基 立 学 院
JUBILEE CHRISTIAN ACADEMY
Saved to serve with love and excellence for the Great Commission.

2.3 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:

2.3.1 Log in to Google Classroom using your child's JCA email.
2.3.2 Go to the People Tab.
2.3.3 Look for the name of the teacher.
2.3.4 Locate the folder icon beside the teacher's name.
2.3.5 Tap it once, then an email account will pop up.
2.3.6 Choose the Gmail account of the teacher to write a request for the notifications and updates.

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.