

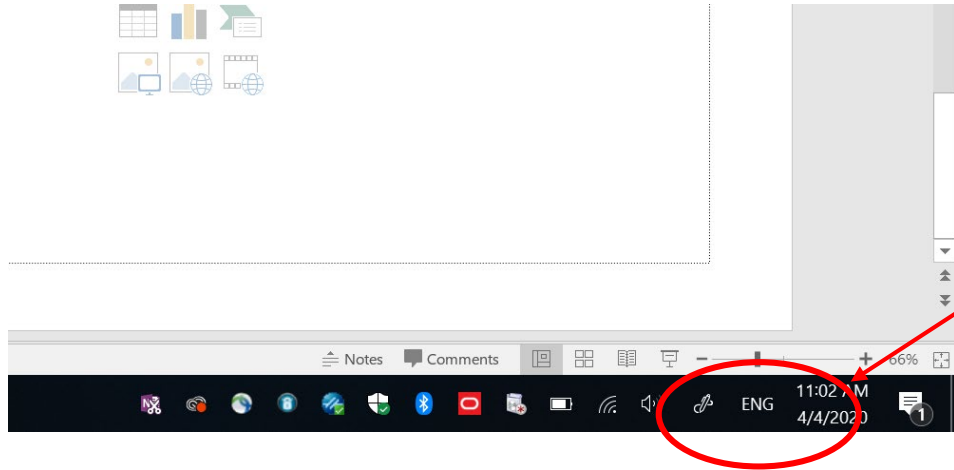
Guide for students

Content

1. How to change the keyboard to Chinese input?
2. How to type math equations in SLS?
3. How to upload photos/documents onto Google drive link via SLS?
4. How to upload photos/documents onto Google drive link via mobile?
5. How to join a Zoom meeting?

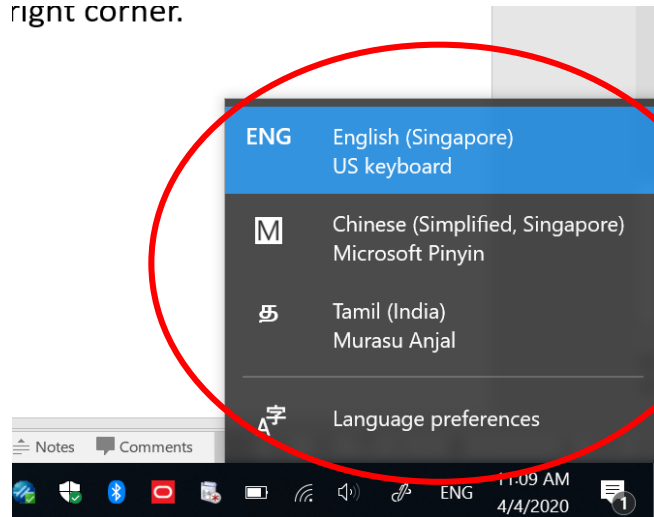
1. How to change keyboard to other languages' input?

1. How to change keyboard to other languages' input?



Step 1: Click on the words labelled "ENG" at bottom right corner.

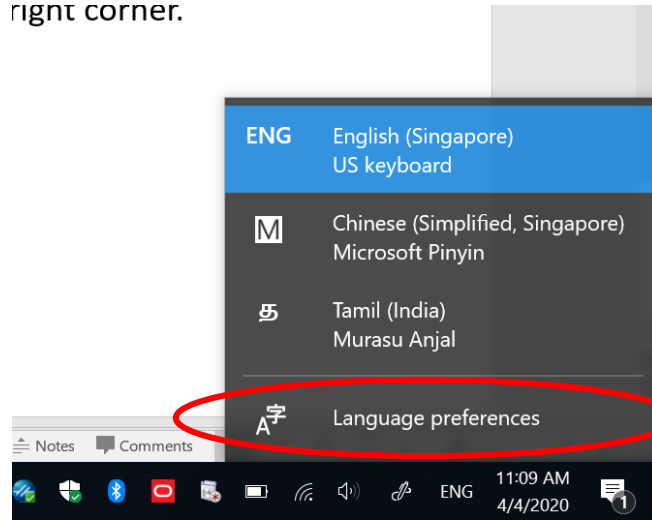
right corner.



Step 2: Select the appropriate keyboard and you can start keying in correct language.

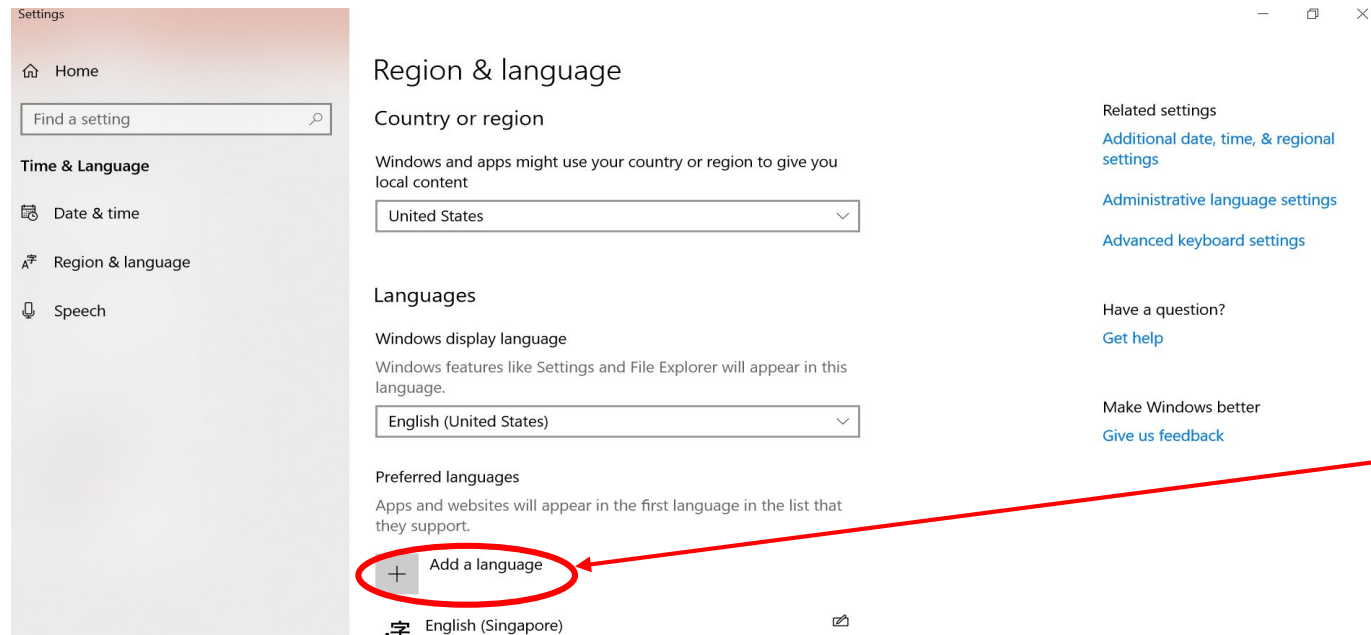
Question: What happens if I do not see the Chinese language option?

right corner.



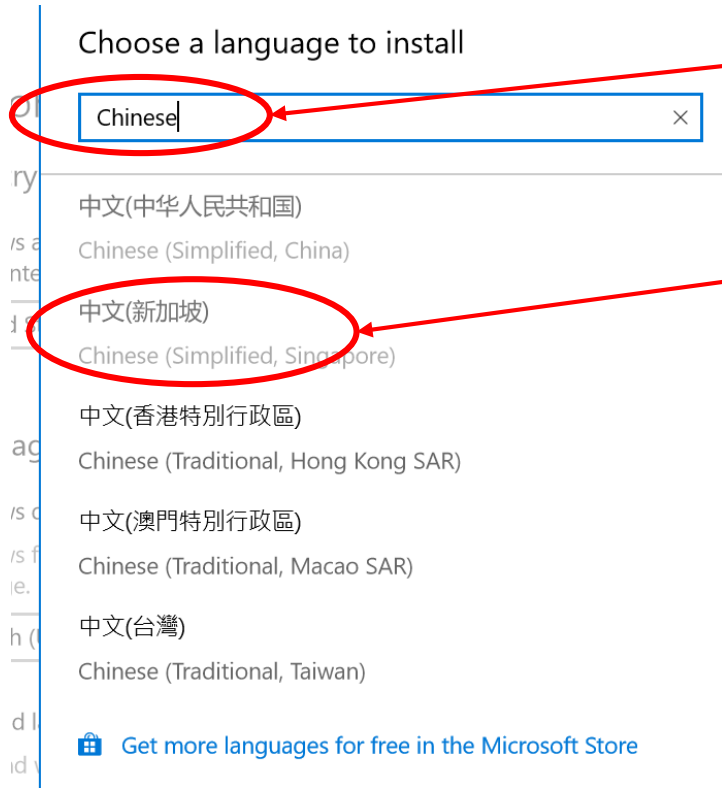
Step 1:

Click on language preferences



Step 2:

Click on "Add a language".



Step 3:
Type “Chinese”

Step 4:
Select “中文（新加坡）”

2. How to type math equations in SLS?

2. How to type math equations in SLS?

- For questions involving math and you need to input formulas, mathematical workings:

Q1:

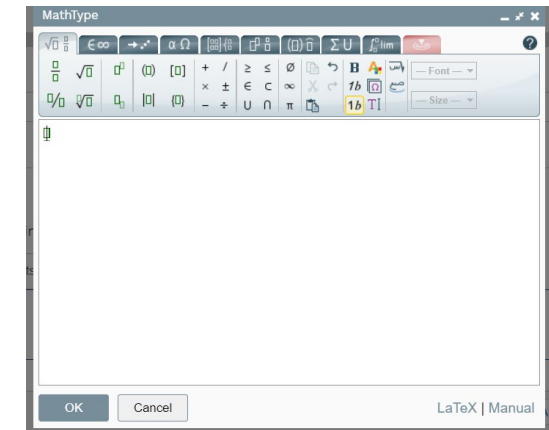
Formula for KE = $\frac{1}{2}mv^2$

Please calculate KE for an object of mass 8 kg moving at 12 m/s. Please show your working.



Step 1:

Select this symbol to start keying in Math equations



Step 2:

You can start keying in formulas as necessary.

3. How to upload photos/docs onto Google drive via SLS

3. How to upload photos/docs onto Google drive via SLS

- Look out for a link to Google folder that is given by teacher in SLS or whatsapp.

On SLS:

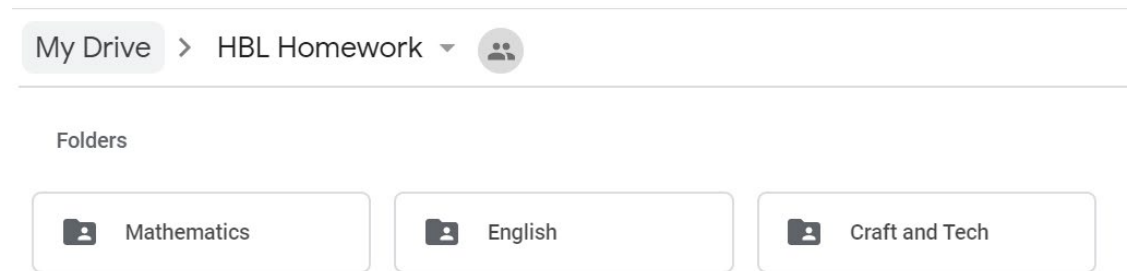
Please try uploading your file via the following link:

[Work](#)

Upload your file to the correct class, correct subject.

Step 1:

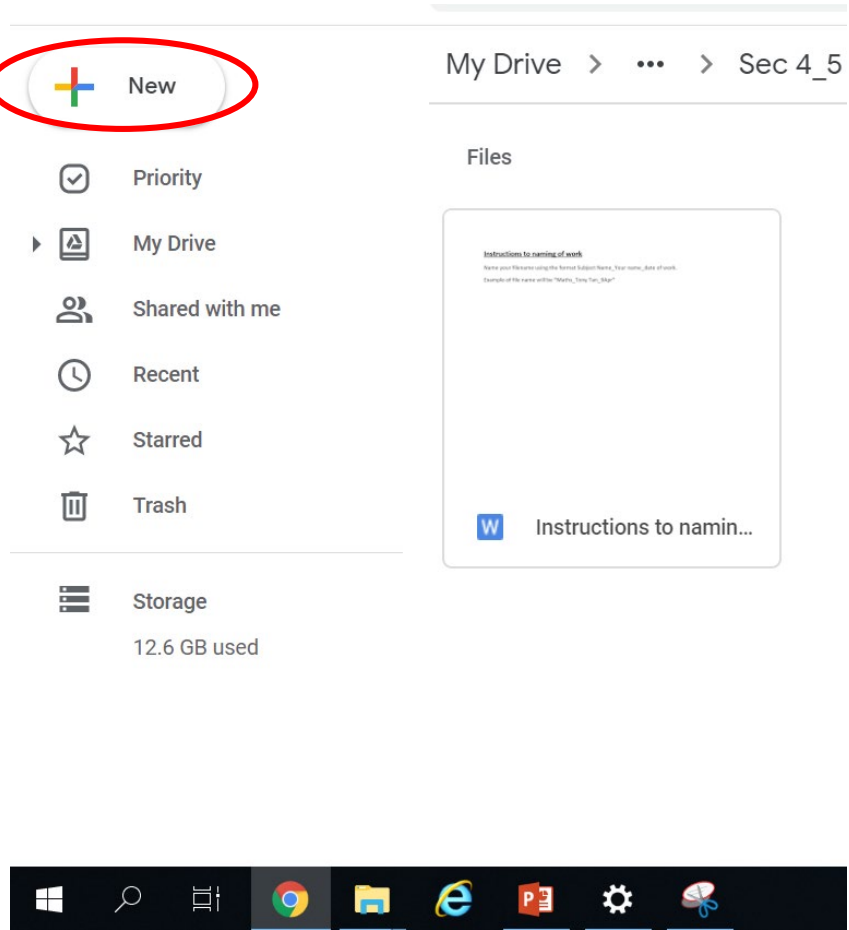
Click on the hyperlink (it should be in light blue or other colours)



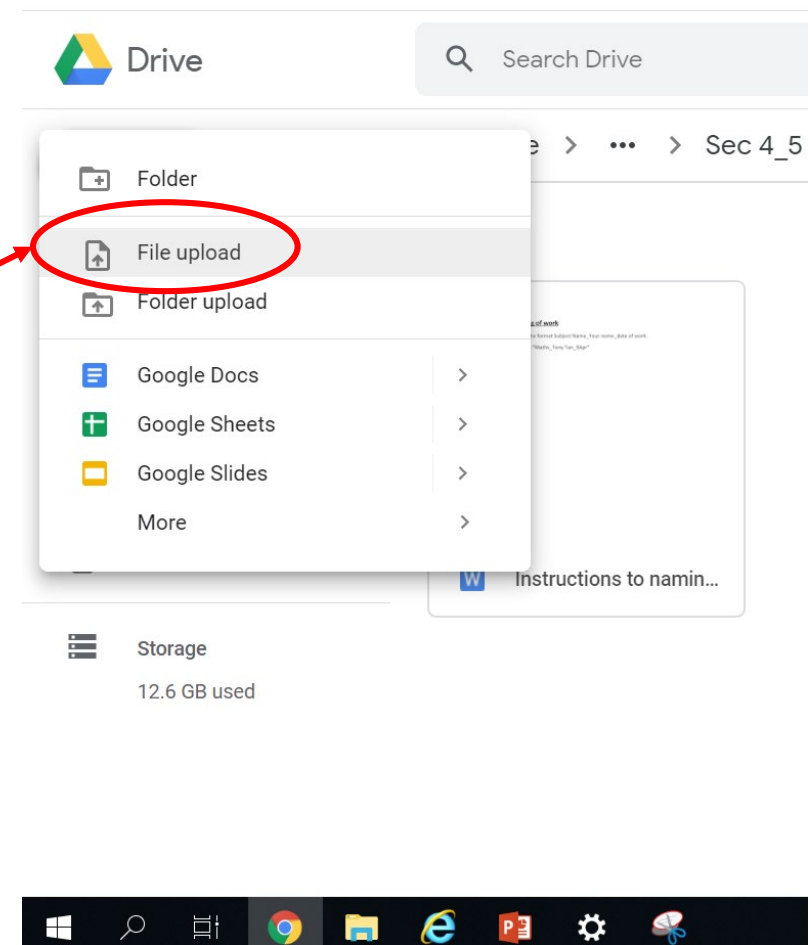
Step 2:

Select the relevant subject, dates and class.

Step 3:
Click on the
“+” icon



Step 4:
Click on the
“File upload”
and select the files to
upload.



4. How to upload photos/docs onto Google drive via mobile?

4. How to upload photos/docs onto Google drive via mobile?

Step 1:

Download the google drive app if you do not have it on your phone. Go to “Google Play Store” or “App Store” to download the google drive app.



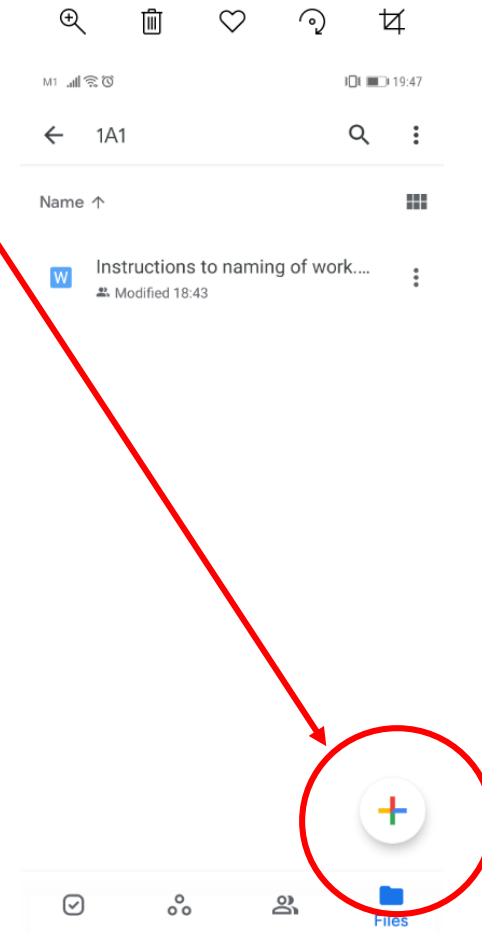
Step 2:

Look out for a link to Google folder that is given by teacher in SLS or whatsapp. Click on the link.

Step 3: Select the appropriate folder on your mobile device

Step 4: Click on the “+” sign on the page

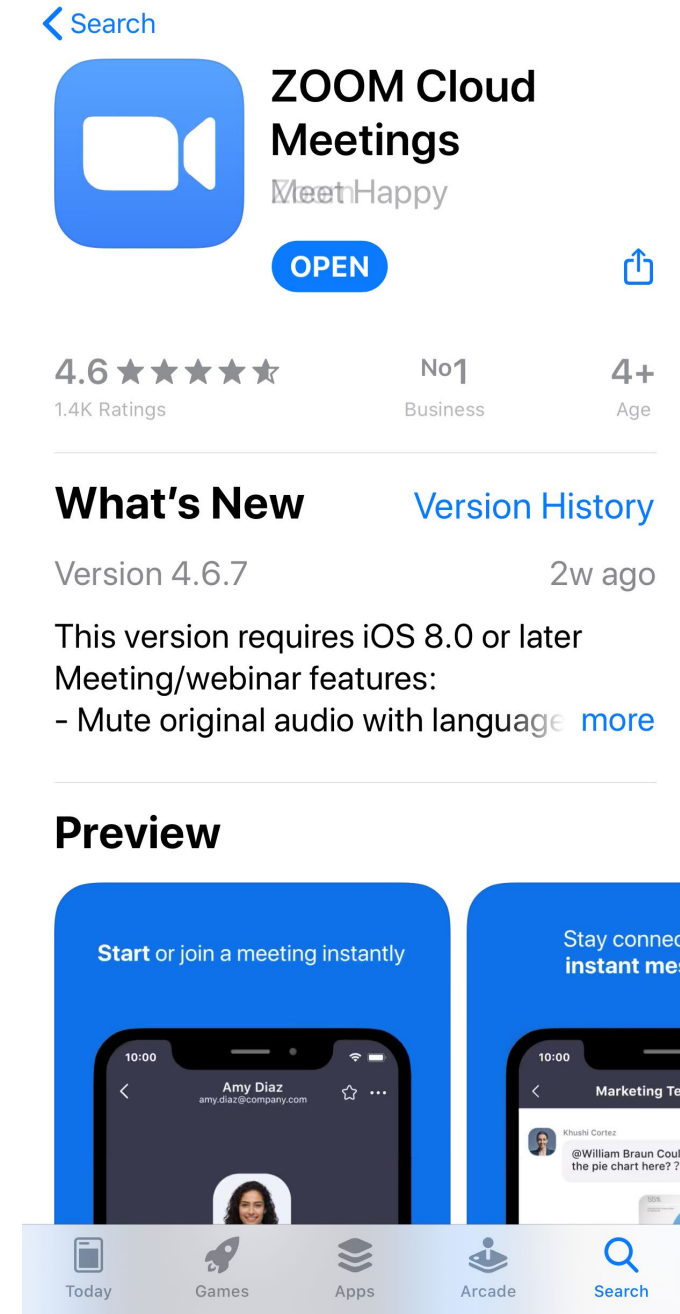
Step 5: Select the file or picture to upload



5. How to join a zoom meeting?

Download the app

- You can download the app via Apple or Google Play Store



Click
“Join a meeting”



Start a Meeting

Start or join a video meeting on the go



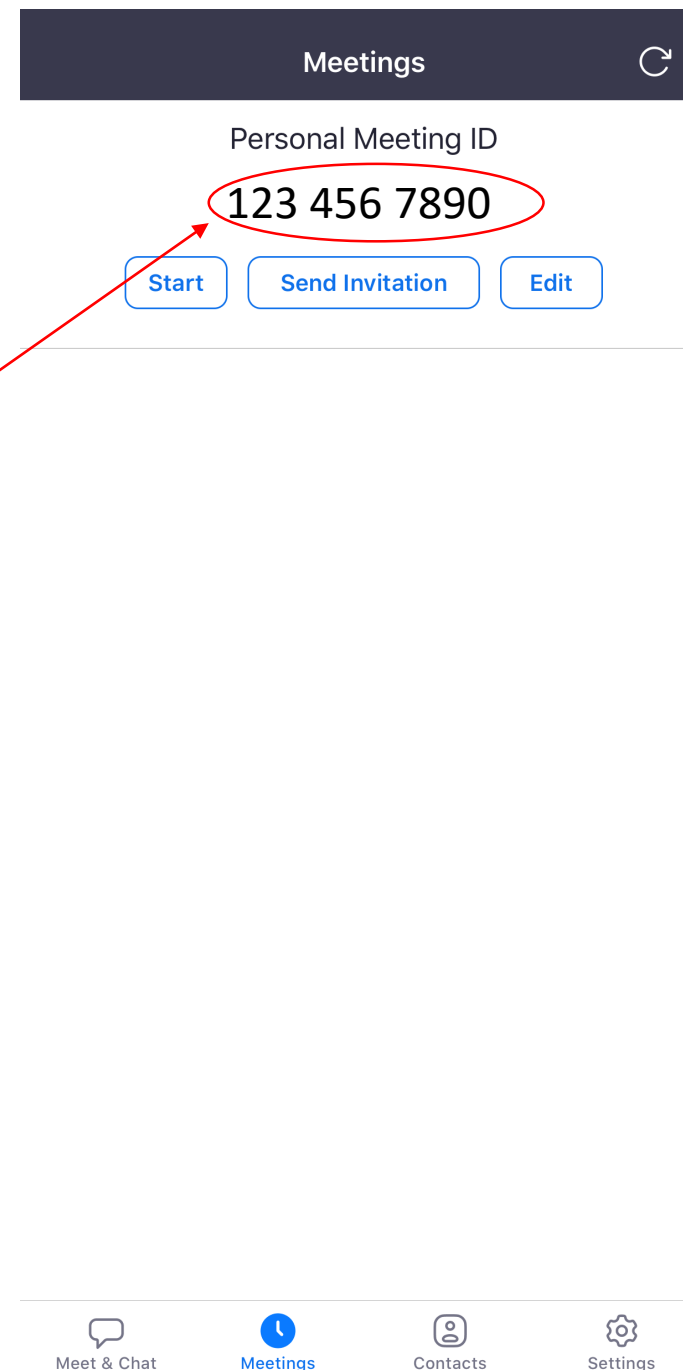
Join a Meeting

Sign Up

Sign In

Knowing the Meeting ID

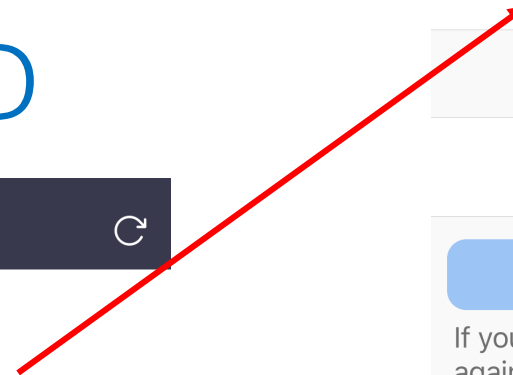
- Do ask your teachers for their Meeting ID to join their Zoom meeting



Key in meeting ID



Personal Meeting ID
123 456 7890



Cancel Join a Meeting

Meeting ID

Join with a personal link name

Screen Name

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	<input type="text"/>

and enter your
name under
“Screen name”

Note: Inappropriate names will
be removed from meeting and
disciplinary actions will be taken

Cancel Join a Meeting

123 456 7890

Join with a personal link name

Screen Name

Join

If you received an invitation link, tap on the link again to join the meeting

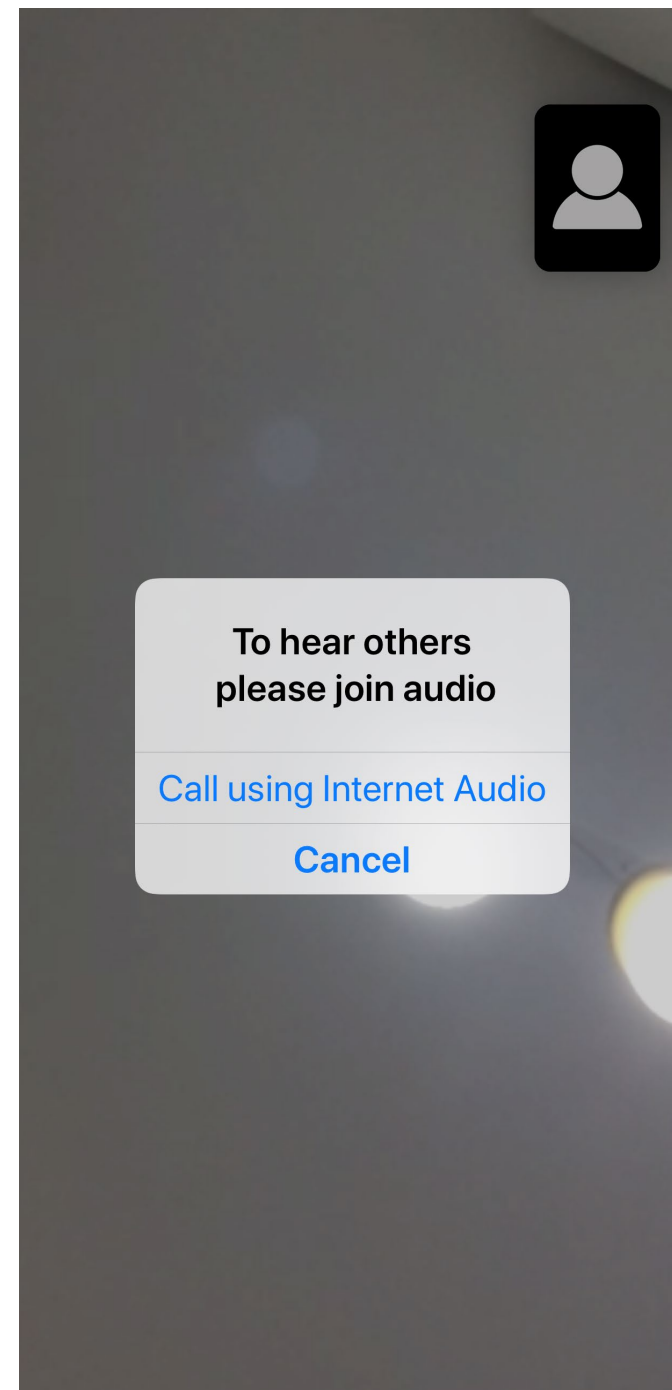
JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

Q W E R T Y U I O P
A S D F G H J K L
↑ Z X C V B N M
123 space return
🌐 🎤

Select
“call using internet
audio”



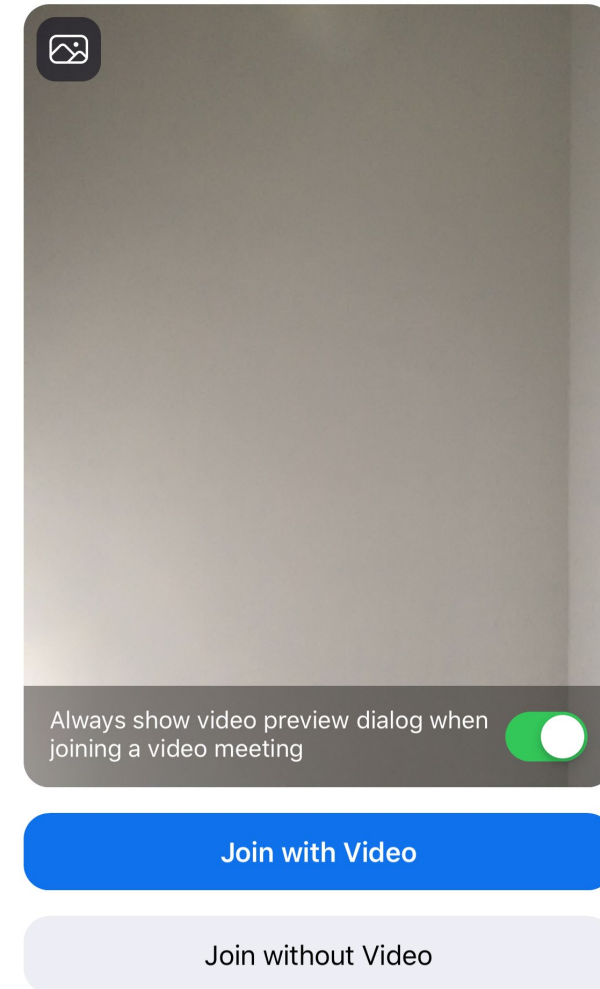
Follow teacher's instructions on which to Select:

“Join without video”

OR

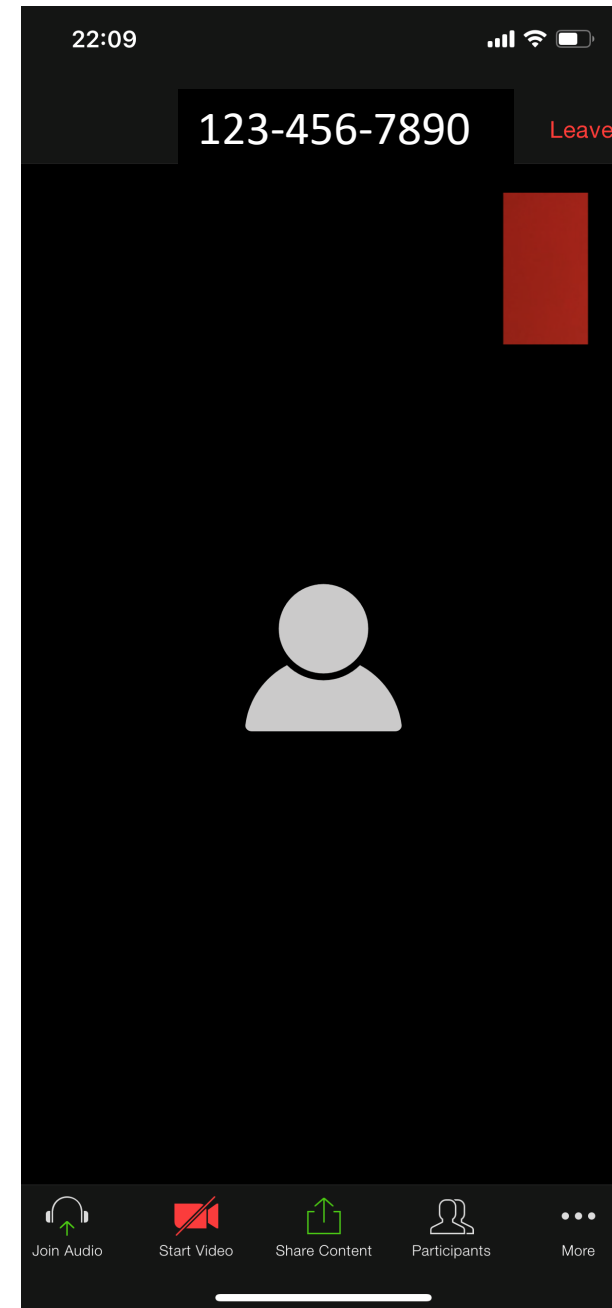
“Join With Video”

Video Preview

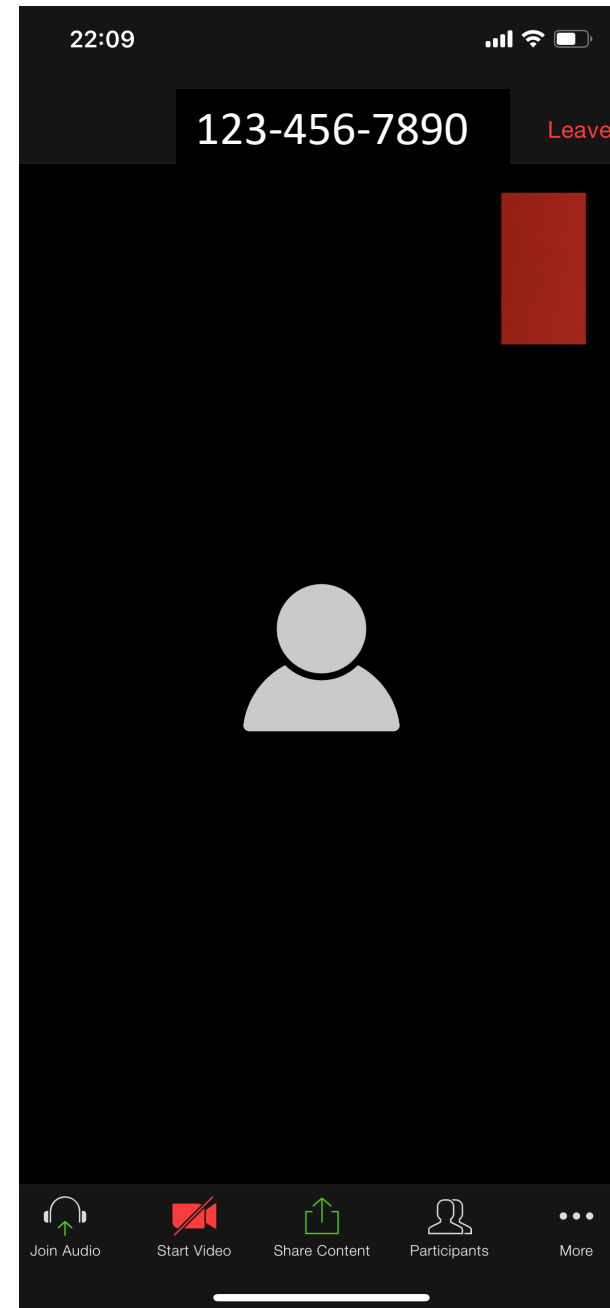


The red screen is
the teachers'
screen

click on it to
change the view



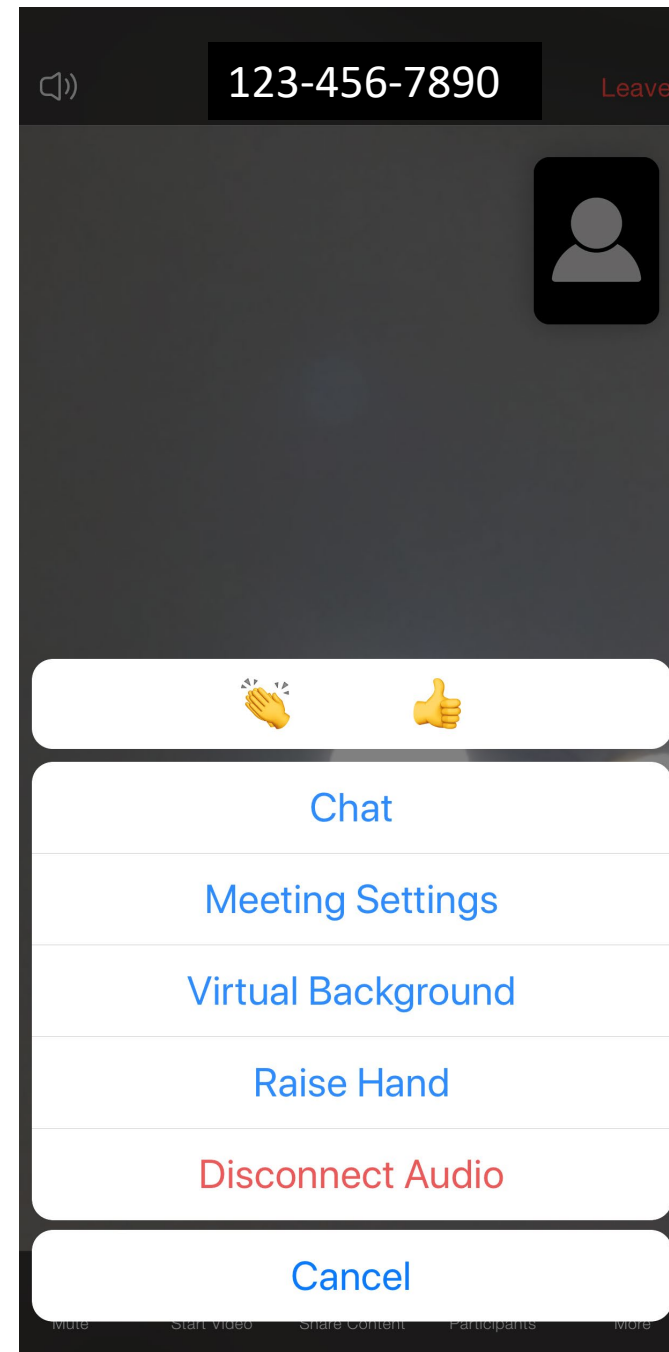
Click “more”
for options
(details in next slide)



Click “chat” to ask questions

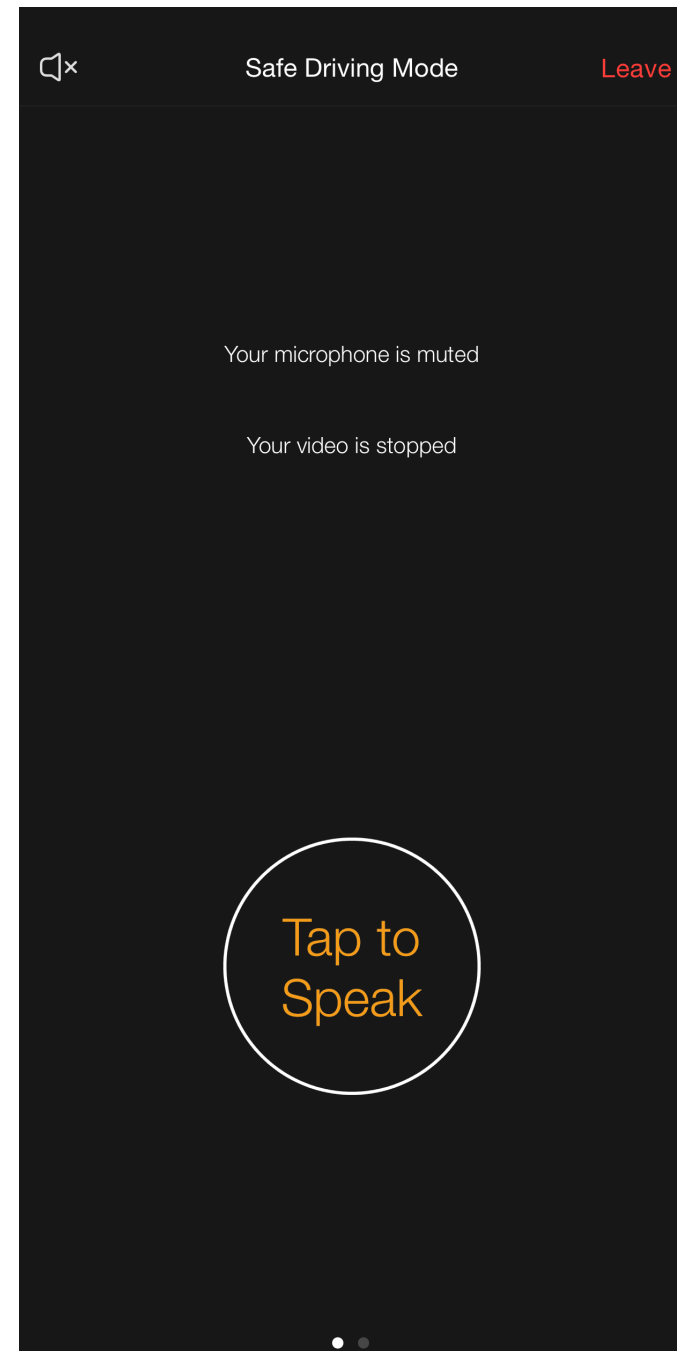
or

“raise hand” to get teachers’ attention

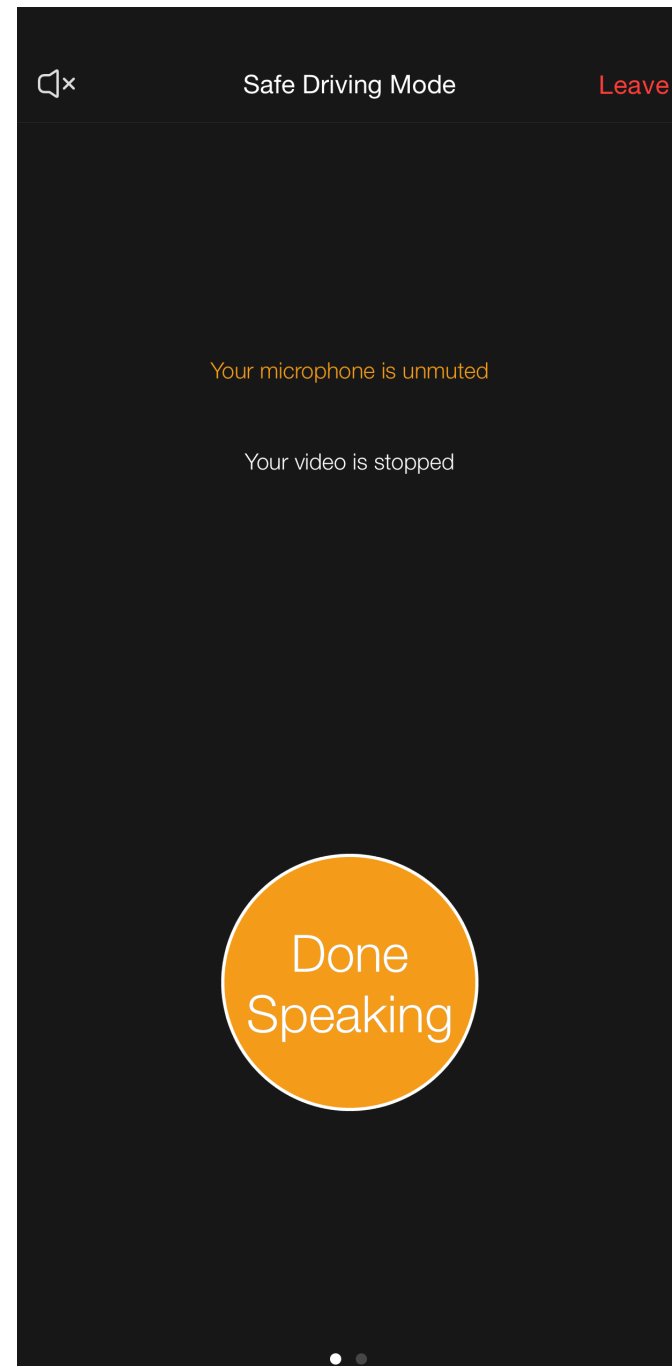


Swipe left and
click
“tap to speak”

Only click on this
option when
prompted to do
so



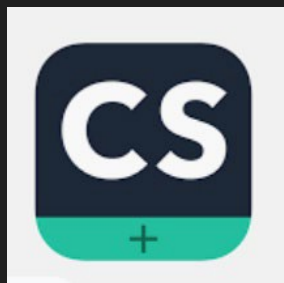
click
“done speaking”
to finish



3. Using CamScanner or Microsoft Office Lens to convert images to pdf format

Use of Camscanner or Microsoft Office Lens

- × Your teacher may require you to take photos of your work but convert them to pdf file for easy uploading into Google Classroom.
- × The common app that can be downloaded onto mobile devices are
 - + Camscanner
 - + Microsoft Office Lens
- × However, you may choose to use other apps to do so as well.
- × The 2 images for Camscanner and Microsoft Office Lens are as follow:



Camscanner
App

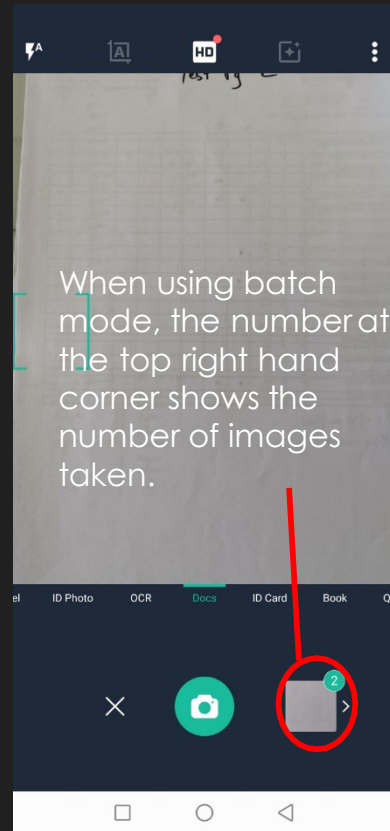


Microsoft
Office Lens

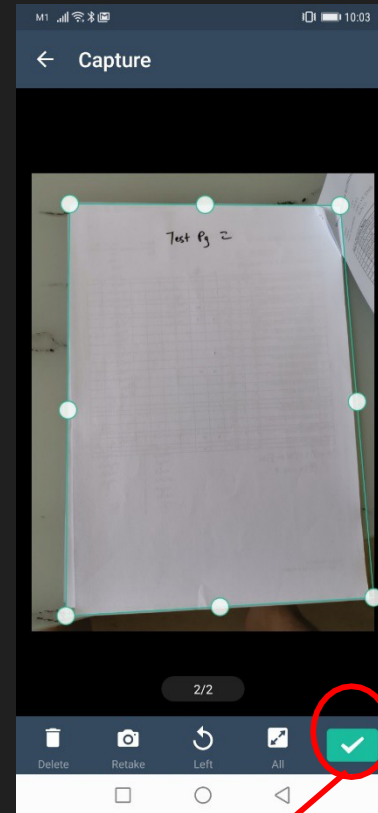
5a) Using CamScanner – Android version



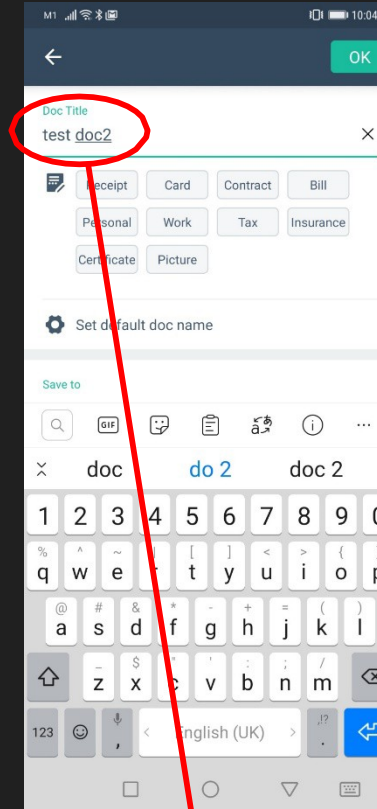
Step 1: Select the mode – Batch (multiple pages) or Single



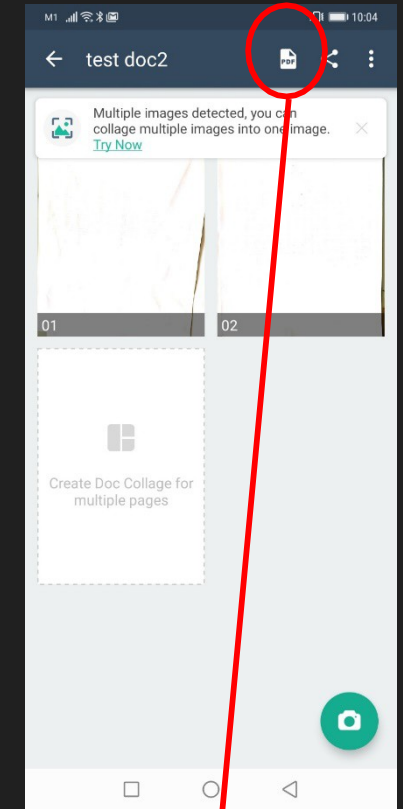
Step 2: Take the photos of the images.



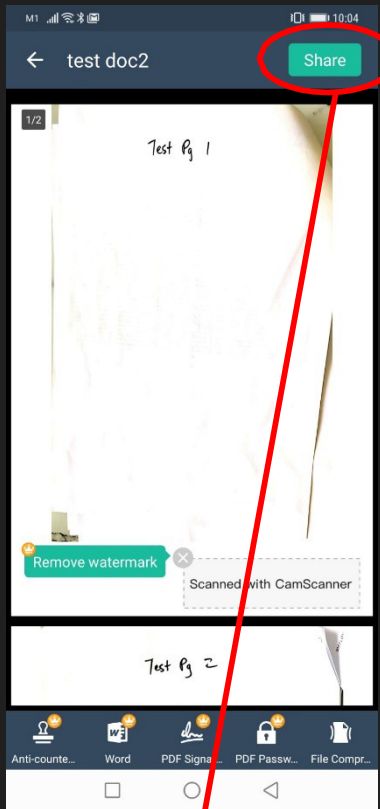
Step 3: Click on the "tick" when you are done.



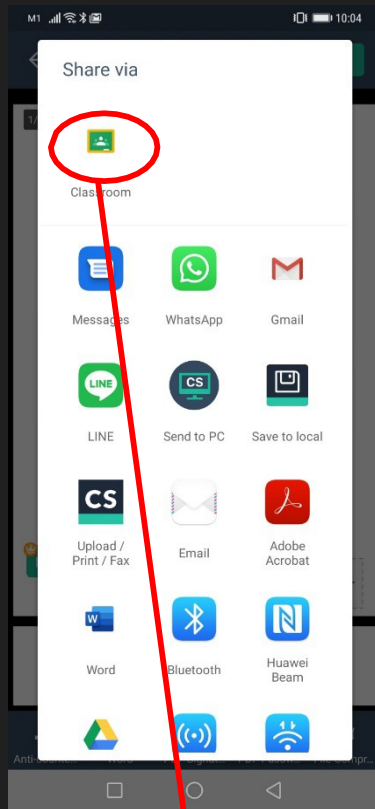
Step 4: Name your file in the format desired by your teacher



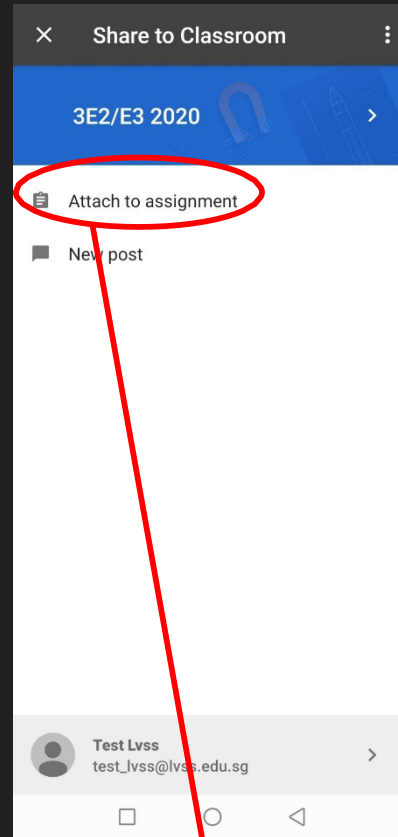
Step 5: Select the pdf icon at top right hand corner.



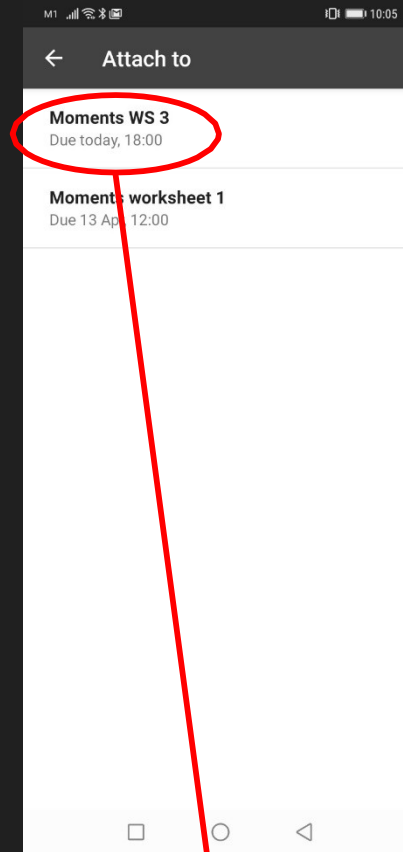
Step 6: Click on the "Share" button at top right



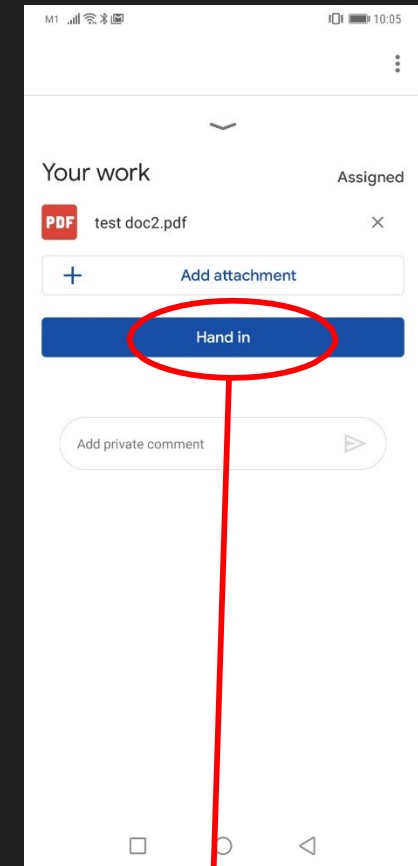
Step 7: Select the "Google Classroom App"



Step 8: Click on "Attach to assignment"

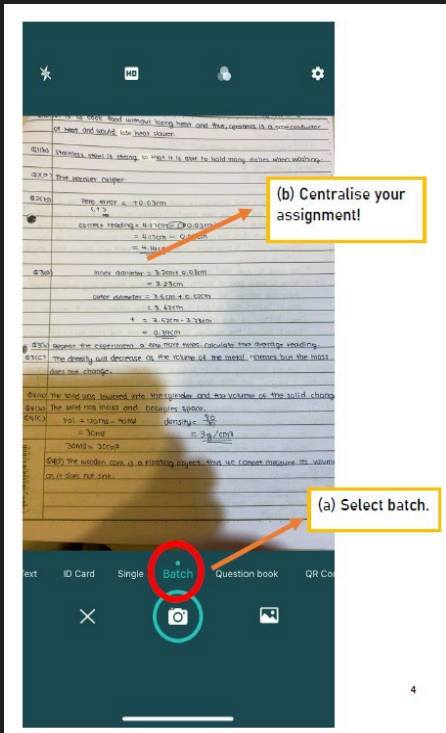


Step 9: Select the assignment title

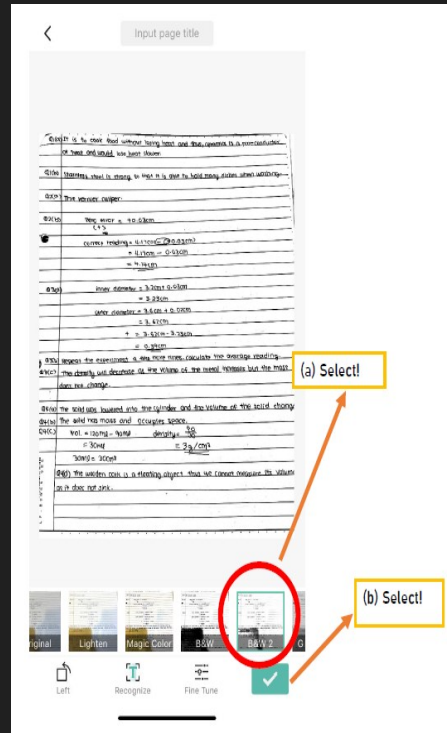


Step 10: Click on "Hand in"

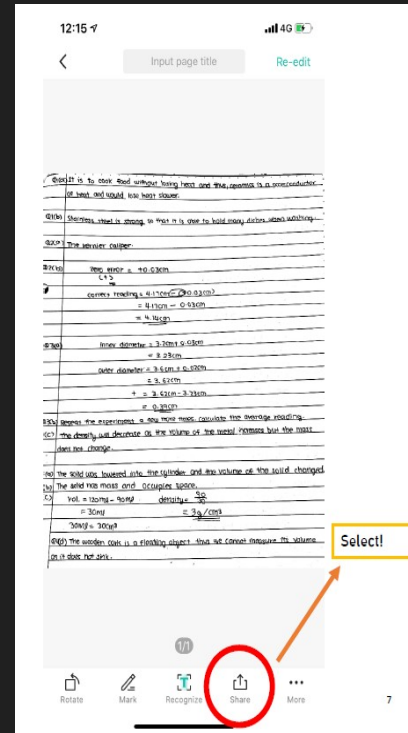
5b) Using CamScanner – iOS version



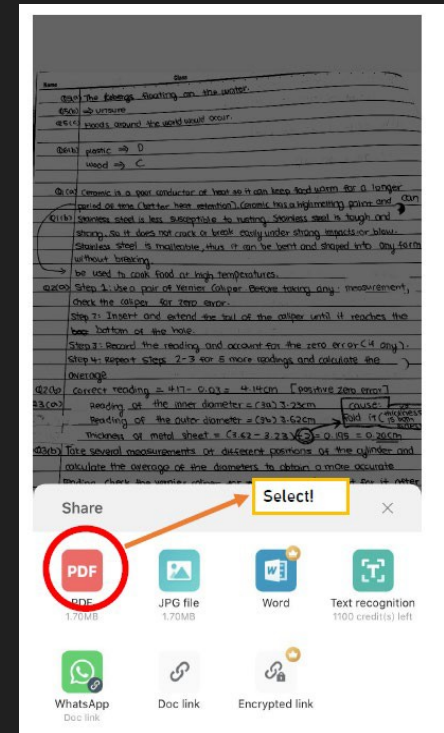
Step 1: Select the mode – Batch (multiple pages) or Single



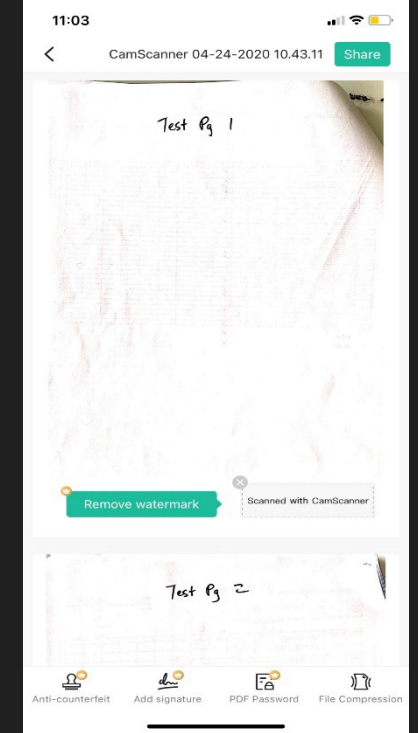
Step 2: Take the photos of the images. Tap on the "tick" when you are done.



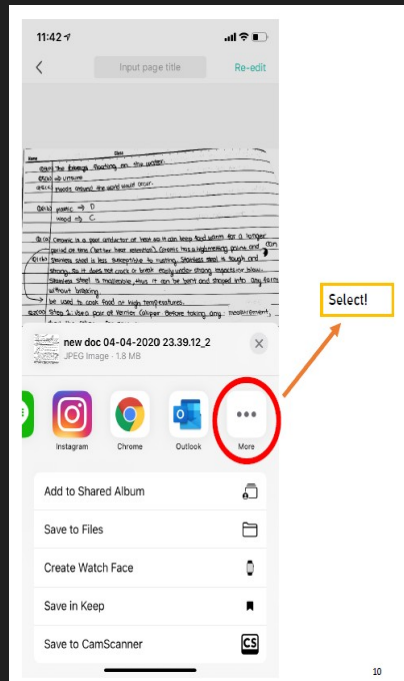
Step 3: Tap on the "Share" button.



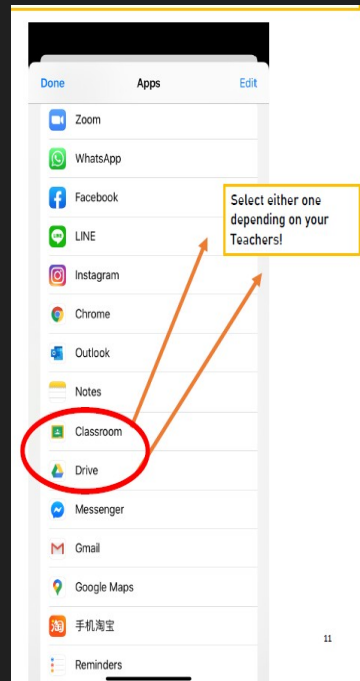
Step 4: Select the pdf icon



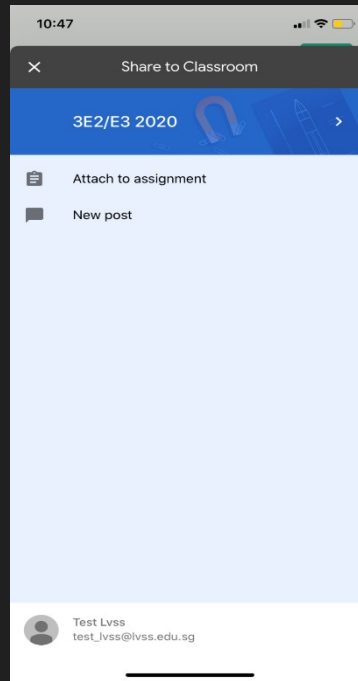
Step 5: Tap on the "Share" button at top right hand corner.



Step 6: Tap on the 3 dots to select more apps.



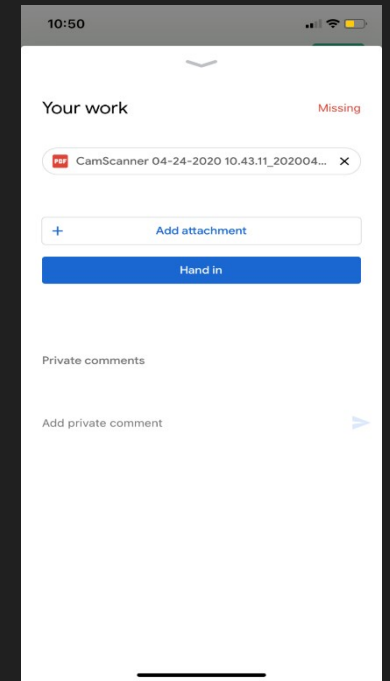
Step 7: Select Google Classroom



Step 8: Choose "Attach to assignment"

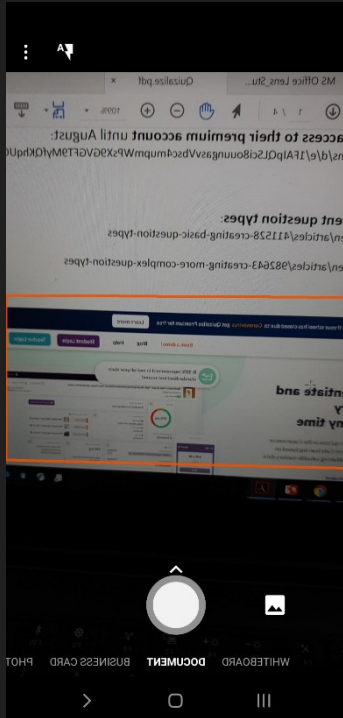


Step 9: Choose the assignment to attach to.

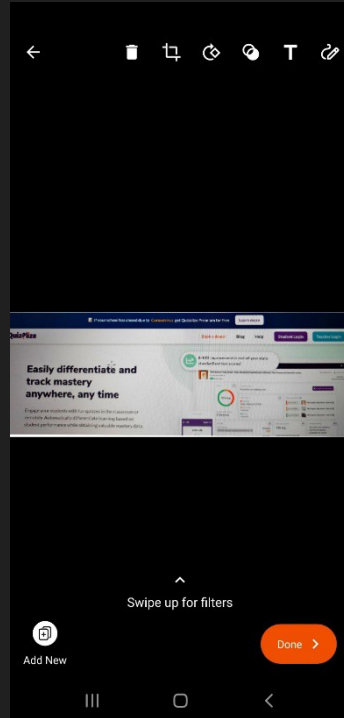


Step 10: Tap on the "Hand in" button

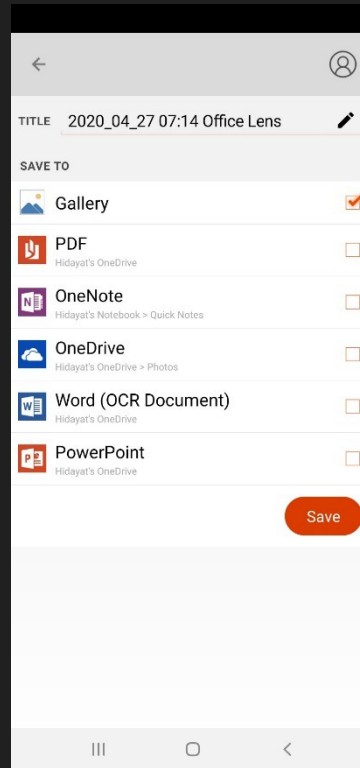
5c) Using Microsoft Office Lens – Android version



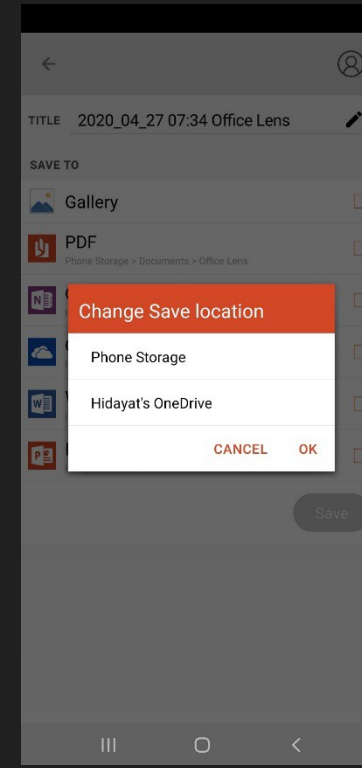
Step 1: Align the image that you want to take a photo of. Snap the photo and then click “Confirm”



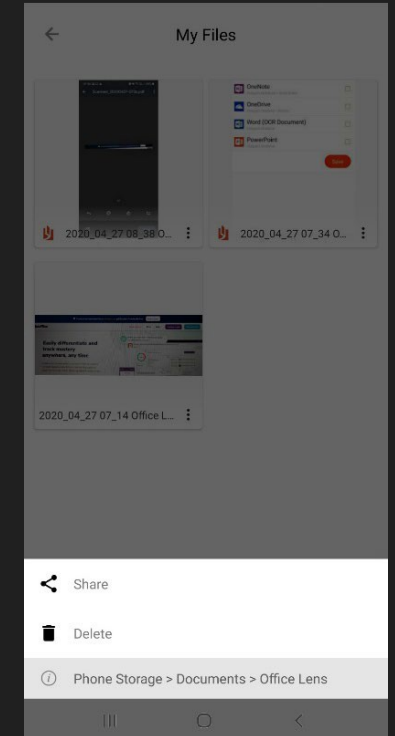
Step 2: Edit, add text, crop or anything if you need to. Click the bottom left icon to add more photos to the same document.



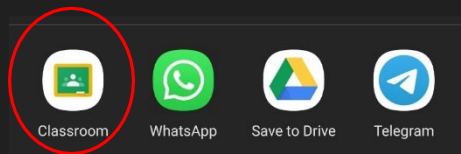
Step 3: Change the file name at the top, then click on PDF option



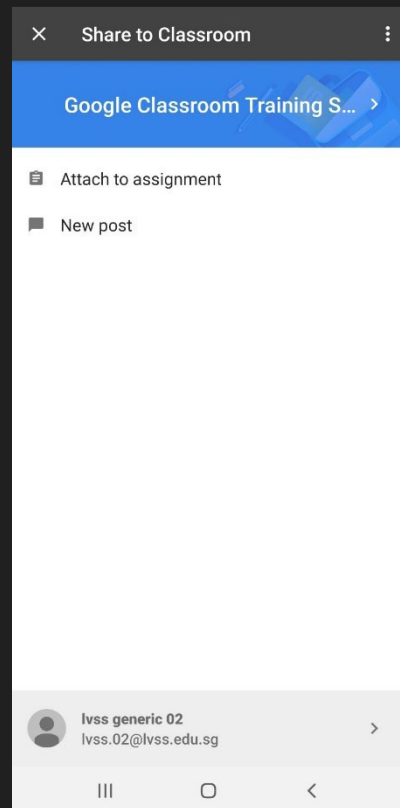
Step 4: Change to Phone Storage, then click Save



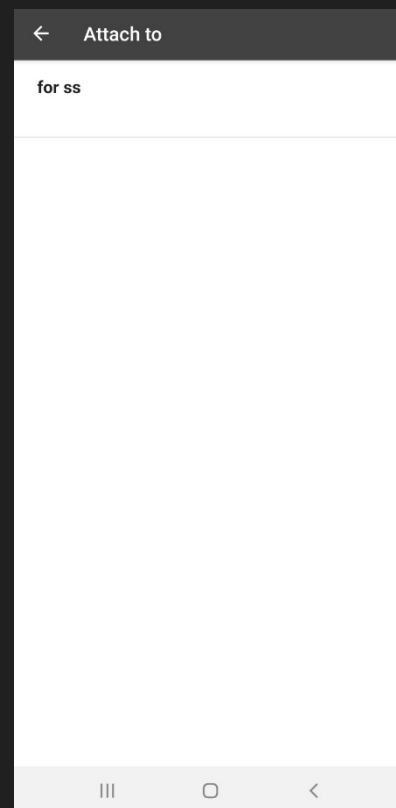
Step 5: Click on the “Share” button at bottom right of the file you choose



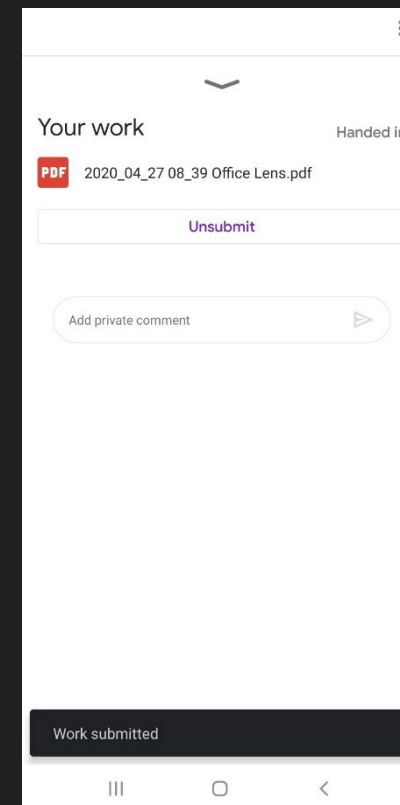
Step 6: Select the "Google Classroom App"



Step 7: Click on "Attach to assignment"

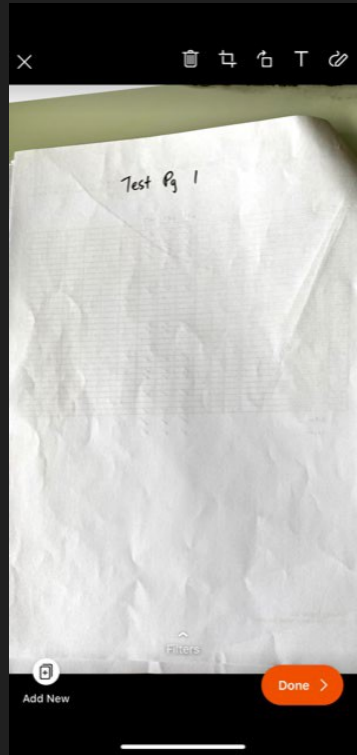


Step 8: Select the assignment title

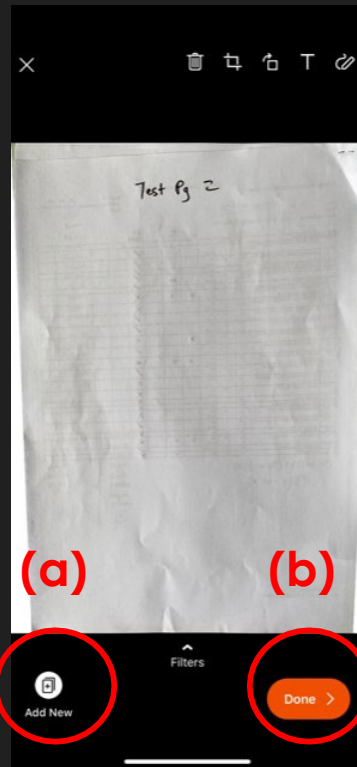


Step 9: Click on "Hand in"

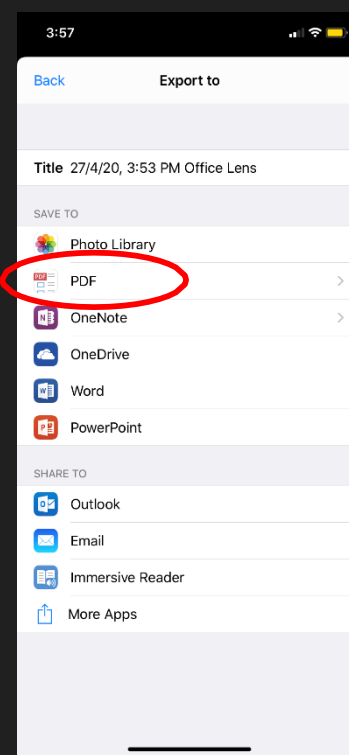
5d) Using Microsoft Office Lens – iOS version



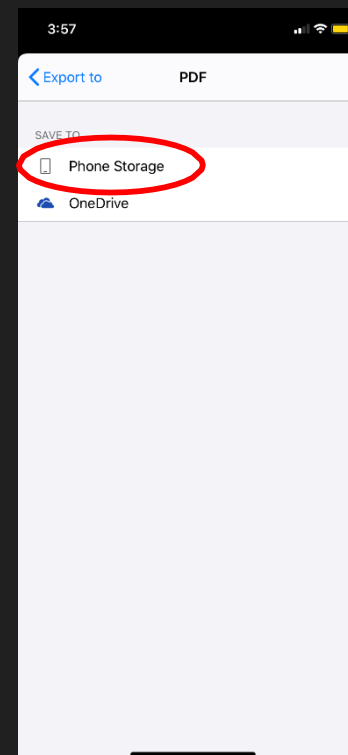
Step 1: Align the image that you want to take a photo of. Snap the photo and then click "Confirm"



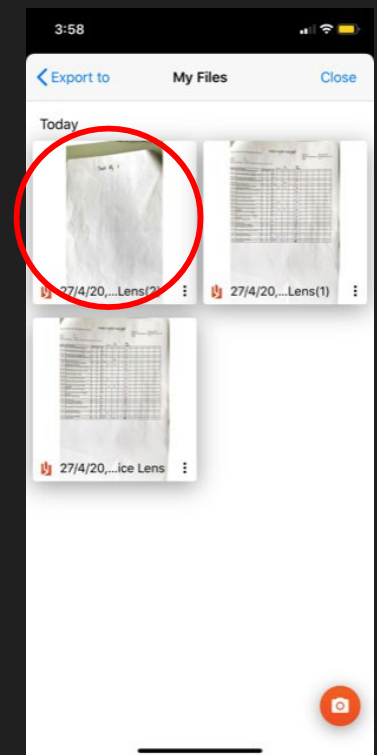
Step 2: Click on the "batch" icon at bottom left corner to add additional photos. Click on "Done" once all photos are taken.



Step 3: Select "PDF" to save your file in the pdf format



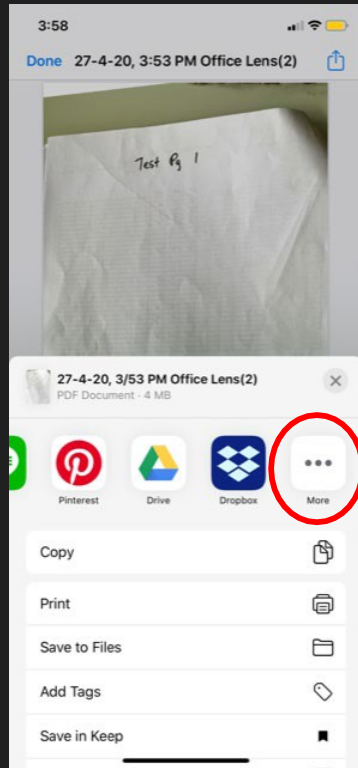
Step 4: Save the document in your phone storage.



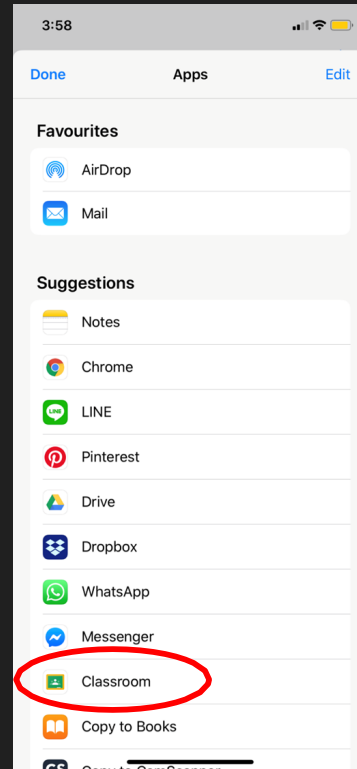
Step 5: Click on the document in storage space.



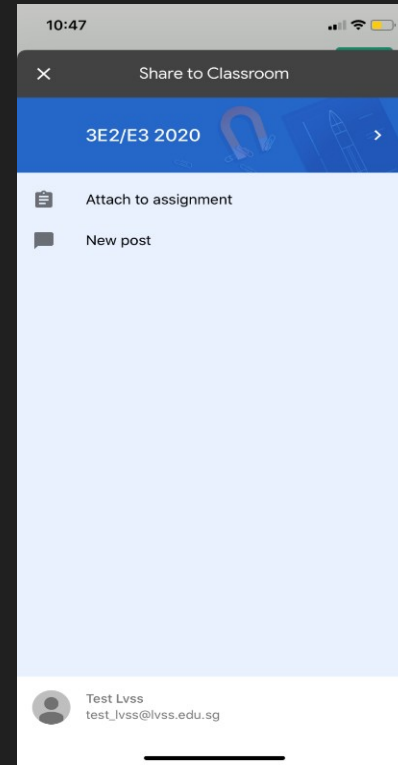
Step 6: Click on the "Upload" button at top right corner



Step 7: Select the "More" option.



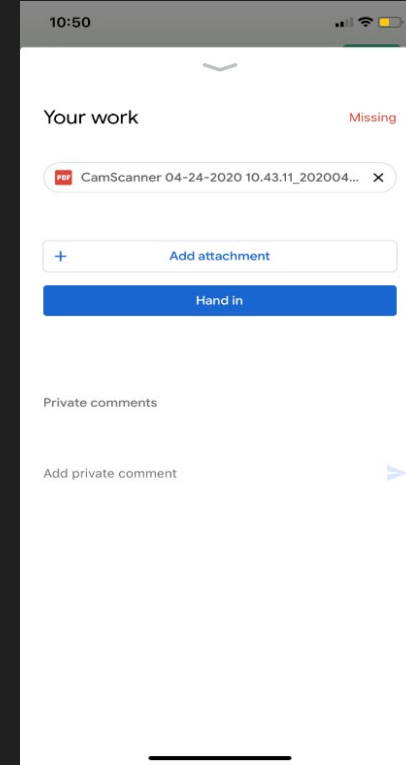
Step 8: Select the "Google Classroom" option.



Step 9: Click on "Attach to assignment"



Step 10: Select the assignment title



Step 11: Click on "Hand in"