



Google Classroom



Guide to “Online Lessons”

Joining classes in Classroom



Google Classroom

1

Students are encouraged to attend classes every day so that students can manage their time to learn every topic or every subject well.



For families with numbers of kids, parents can help manage students' time for attending classes. It is possible that students follow up classes later but should be within the same week. This is to prevent confusion and allows students to completely learn every lesson.



2

Students have to complete the necessary assignments assigned by their teachers and to allow teachers to grade students' assignments by the following day or within the same week.

(For kindergarten, parents are encouraged to be with students to provide recommendations.)



3

If students have questions, they can post questions below in the comment fields below the lesson posted in Classwork.



Assignments submission



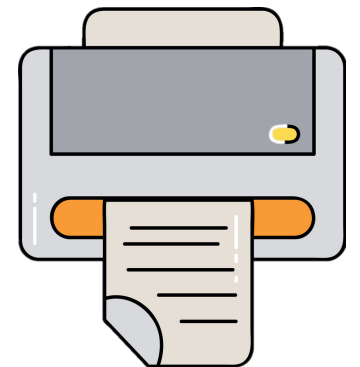
1

If assignments are given out in computer PDF. file formats,



Case 1: If printers are available, have the assignments printed out, finish them, take photos and submit them to teachers by following the provided assignment submission guidelines.

Case 2: If printers are unavailable, do the assignments on paper, take photos, attach the photos and submit to teachers by following the provided assignment submission guidelines.



2

If assignments are given out in Microsoft Word file formats,

save assignment files into computers and work directly on the file(s). Then, attach them and submit to teachers by following the provided assignment submission guidelines.



3



For assignments given in video clip formats, attach the files and submit to teachers by following the provided assignment submission guidelines.

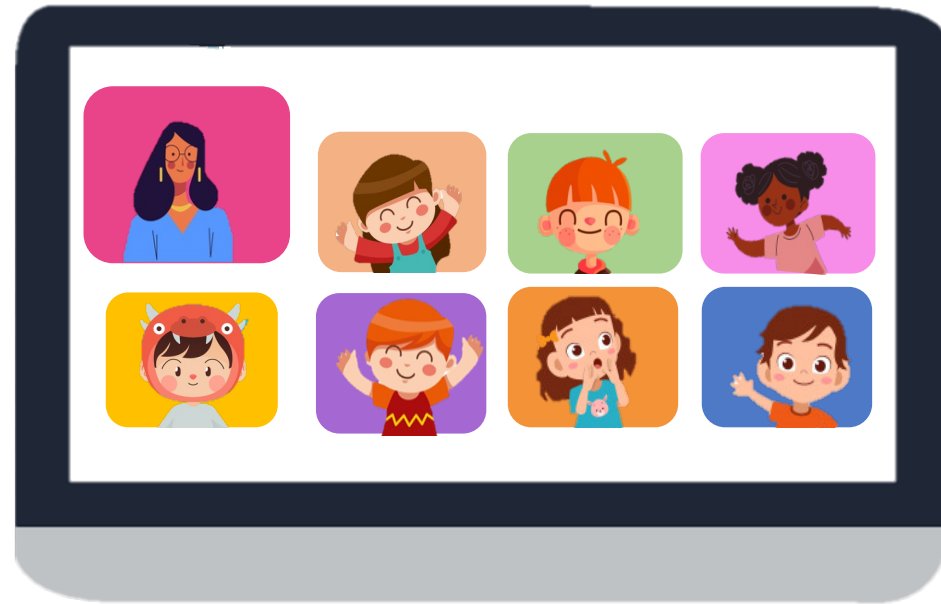
4

For assignments given in Google Form, students can directly work right in the form.



Google Forms

Attending live lessons in “Google Meet”



1

Students are required to join scheduled classes. Teachers will summarize main ideas of lessons and additionally teach live lessons in Classroom in each week.

****In cases where a student(s) is not available to join online classes, please note that classes taught online via Meet will be recorded for viewing later.**



- ✓ For kindergarten – Year 4 students, recorded files will be sent to students' Shared Drive.
- ✓ For Year 5-12 students, recorded files will be posted to each subject's Classroom.



2

Agreements on online classes participation

2.1 Students will have microphones on their devices which can be turned on / off.



Teachers inform students to have their *microphones off* while joining classes.

2.2 Teachers can grant students some chances to ask while teaching.



Equipment / Devices Required for Joining Online Classes





Devices required:

Smartphones, tablets, iPad and computers with internet connection.

For other accessories such as webcams, printers, headphones and microphones, students can use them if they already have access to them. However, it is unnecessary to buy them if students do not have.



2

Students are recommended to prepare notebooks and pens for notetaking during lessons.





For subjects which may require some specific equipment

such as Music and Physical Education, only theories of subjects will be focused on. In cases where students have access to the equipment for practicing, they can practice by following the clips uploaded in Classwork.

For instance, keyboard lessons. If any students do not a keyboard at home, the teacher will recommend them to download an application compatible with iOS and Android. Students can stay informed about this information on the wall of Classwork of Keyboard Subject.

Absence from Class





Homeroom teachers will communicate with subject teachers to work with absent students or those who fail to submit assignments. Parents will be contacted in the following week.



Parents can help monitor students in terms of their class attendances and assignment submission in Google Classroom to help encourage students' learning.



**Scores obtained from
joining online lessons**



Kindergarten



Submission of exercises, examination, and other tasks assigned to students by teachers are student's responsibility. It will be also evaluated as it is one of the expected characteristics and it will be added to assessment scores.

Primary - Secondary



- ✓ **Submission of exercises, examination and other tasks assigned to students by teachers (counted 10 points for assessment score)**
- ✓ **Students' score will be affected by unpunctual assignments submission. In addition, students will find it quite hard when trying to prepare themselves for quizzes or tests held after the new semester starts as the quizzes and tests cover lessons taught in online classes.**
- ✓ **Online class attendance will not be added to offline class attendance once the new semester starts.**

Assignments grading of teachers



1

Assignments will be graded within a week to evaluate students' learning outcomes and responsibility. Credits obtained will be added as a part of students' assessment scores.



2

Students can check the scores obtained after attending classes in the following week.



3

Parents are kindly asked to supervise students to complete assignments by themselves. Parents should only give advice.





Schedules of online classes

Kindergarten

✓ 16th May - 30th June 2020

Primary and Secondary

✓ 18th May - 30th June 2020

Lessons when the new semester opens





Kindergarten

When the new semester opens, lessons which have already been taught online will be reviewed. Students will be re-taught, and activities will be arranged about the lessons so that students have better understanding from practices.



Primary - Secondary

1st - 10th July 2020:

Teachers review lessons taught through online lessons.

13th - 31st July 2020:

- 1. Mini tests about lessons taught online
(counted 10 points for assessment score)**
- 2. Lessons will continue to completely cover topics for the midterm of semester 1
(counted 10 points for assessment score)**

Midterm examination of semester 1/2020



Kindergarten

- ✓ No midterm examination

Primary – Secondary

- ✓ 3rd – 7th August 2020:

The midterm examination of semester 1/2020 covers the content taught in online classes and regular offline classes.

(คะแนนสอบกลางภาค 20 คะแนน)



Final examination of semester 1 / 2020

Kindergarten, Primary and Secondary
16th - 22nd October 2020

**** Remark: Examination scheduling is subject to change as deemed appropriate depending on the situation and any declaration made by the Thai Government.**



Semester break of semester 1 / 2020

26th October -
6th November 2020

