

PHPPS VIDEO CONFERENCING RULES



Pei Hwa Presbyterian Primary School

乐学乐善；以德为先

VIDEO CONFERENCING RULES (BEFORE)



Choose a suitable venue for video conferencing
(Good lighting and less noise)



Dress appropriately
(School Uniform or School P.E. attire)



Key in names in a standardized format when requesting to join the room
Index Number_Full Name
01_Samuel Chua



Be punctual
(Join at least 10 minutes before the start of the live lesson)



Turn on your camera when you join the live lesson
(Wait for teacher's instructions if you need to turn it off)

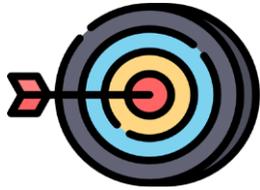


Turn off your microphone when you join the live lesson

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VIDEO CONFERENCING RULES (DURING)



Stay on task
Focus on the lesson



Follow established rules
from the teacher
(Raise hands via webcam or
virtual hand raise to speak)



Observe **Cyber wellness**
(Do not send inappropriate
digital content to peers)



Do NOT leave the live
lesson while it is ongoing

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VIDEO CONFERENCING RULES (AFTER)



End the meeting with
a thank you and a goodbye



**Inform your family
members** that you have
completed the live lesson

Pei Hwa Presbyterian Primary School

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LET'S DO A LIVE DEMO NOW!



Video
Conferencing

Google Meet
(slides 6 – 12)

Zoom
(slides 13 – 18)

LET'S DO A LIVE DEMO NOW!



Video
Conferencing

Google Meet

Zoom

GOOGLE MEET

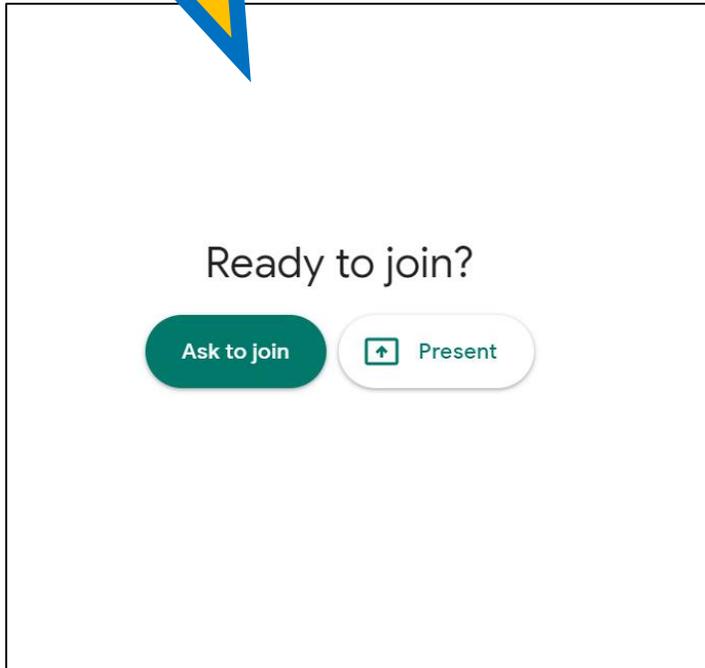


Your teacher will provide you with the link to join the meeting **via SLS** or from the **Lesson Guide**.

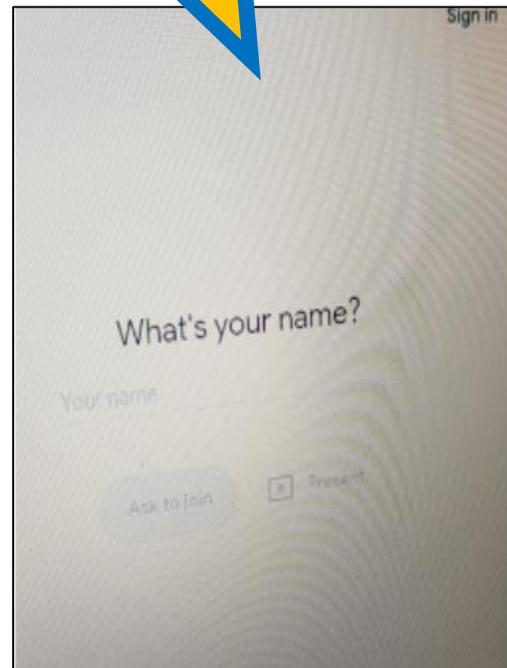


Join the meeting and be punctual!

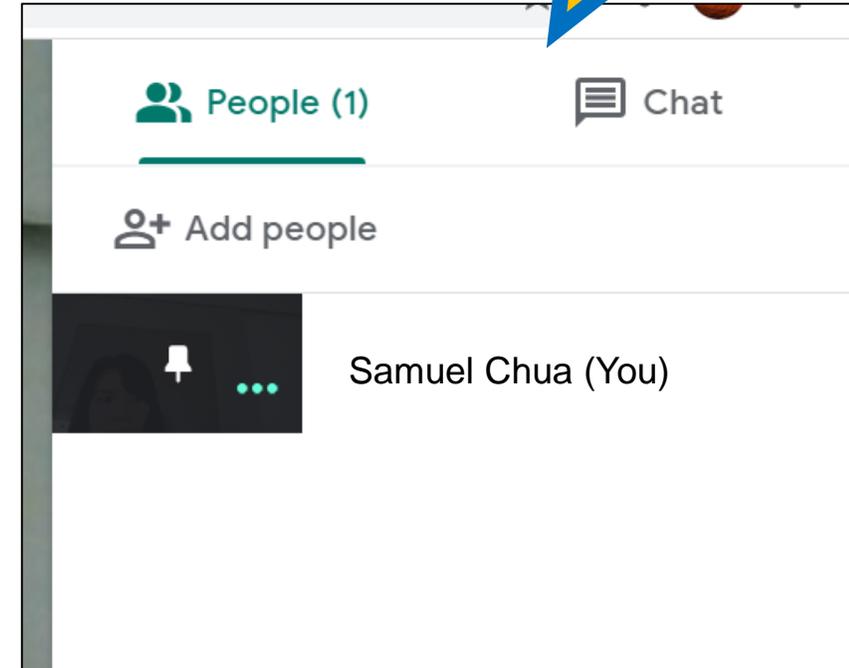
Click 'Join now' when you are at the link.



Index Number_Full Name
01_Samuel Chua



Hurray! You are successfully logged in!



GOOGLE MEET

Number of people in the lesson

Chat
(only when necessary!)

Details of Lesson

Mute Microphone
(when not talking)

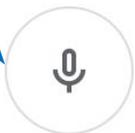
End Call
(bye bye)

Off Webcam
(unless being called)

Share Screen
(Presenting your answers)

Settings

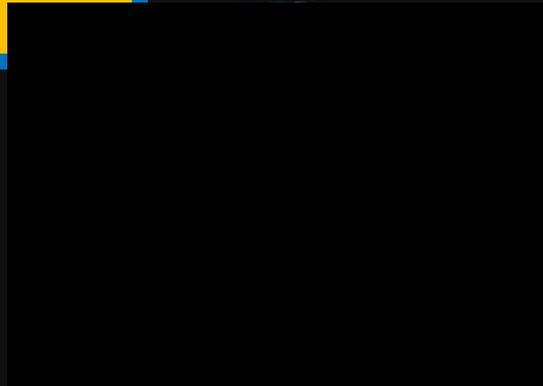
Meeting details ^



Turn on captions

Present now

Click the space here to return to previous interface



 People (1)

 Chat

Type here

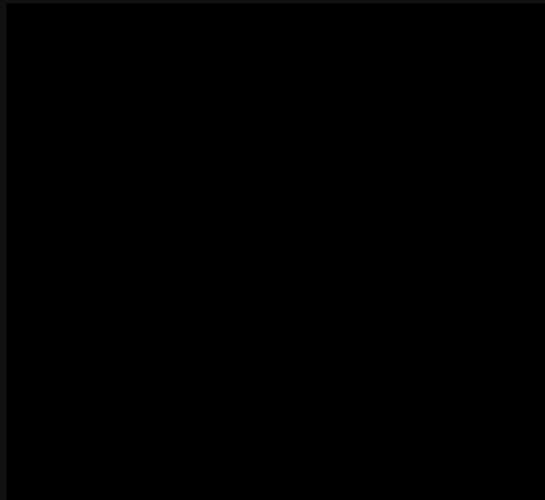
Send a message to everyone



 You



You



Change layout



Full screen



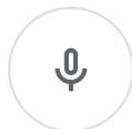
Turn on captions



Settings

Get an adult to help you if you need to change the settings!

Meeting details ^



 Turn on captions

 Present now



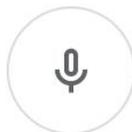


You



HAVE A FRUITFUL MEETING!

Meeting details ^



Turn on captions



Present now



LET'S DO A LIVE DEMO NOW!



Video
Conferencing

Google
Meet

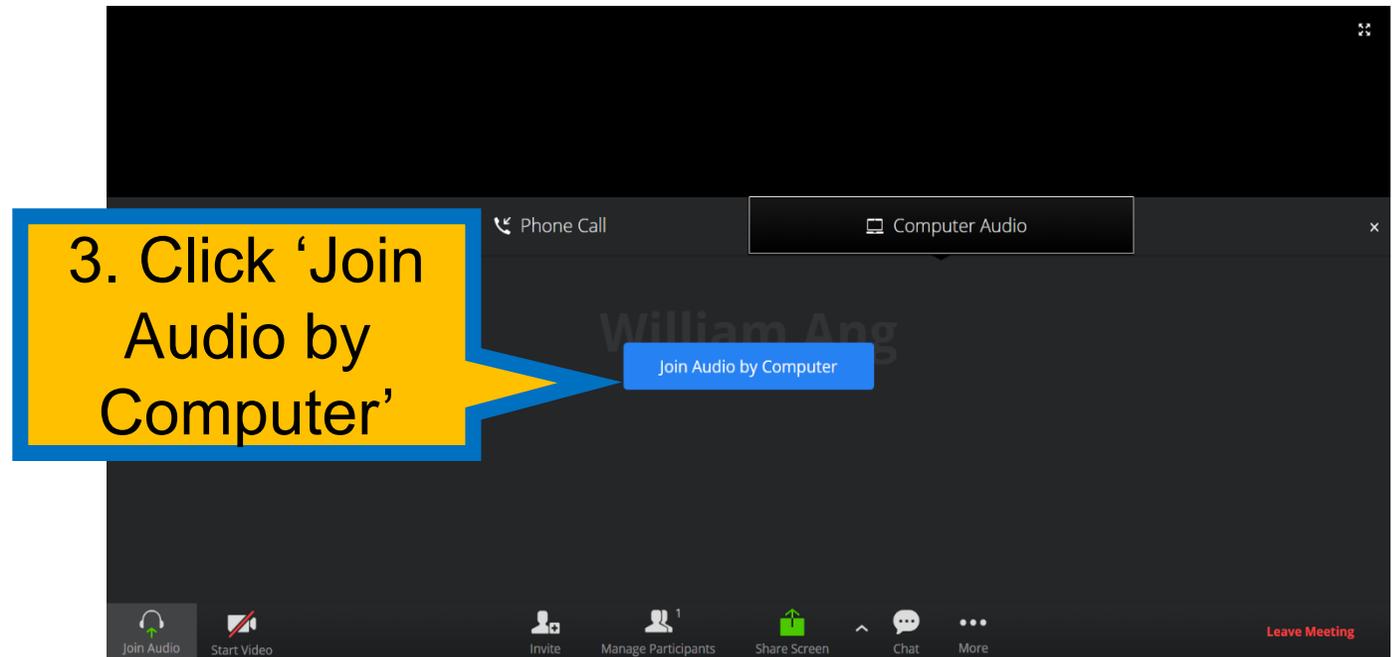
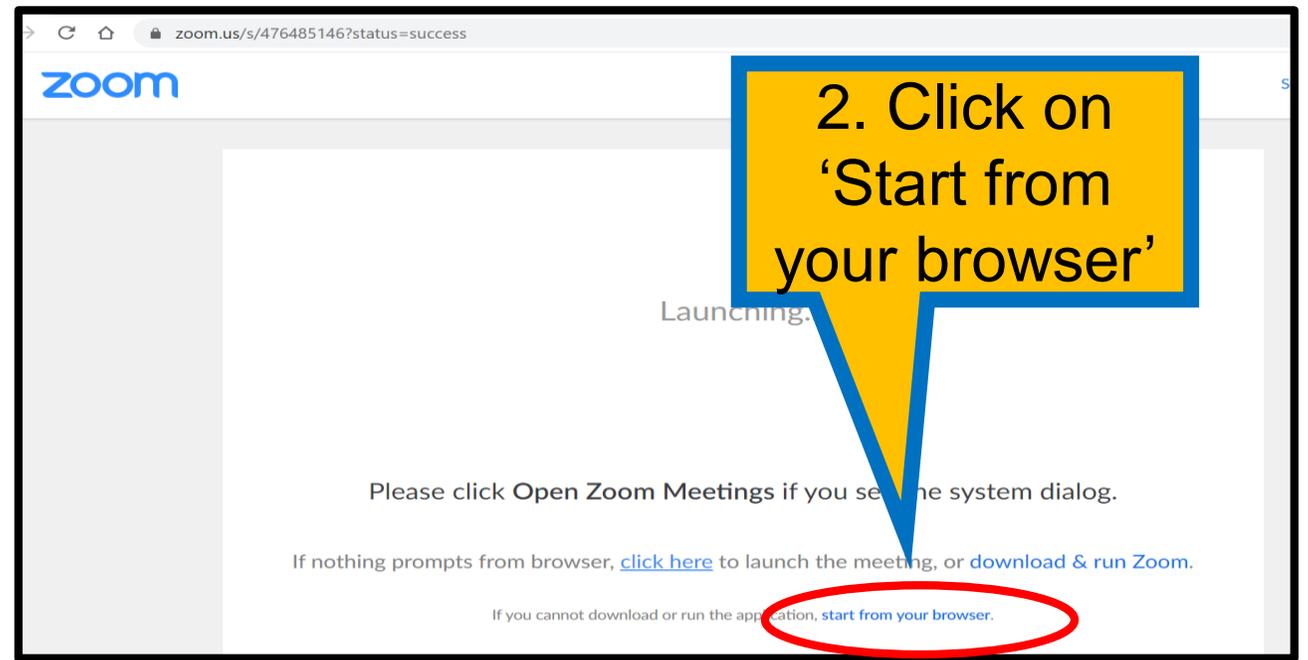
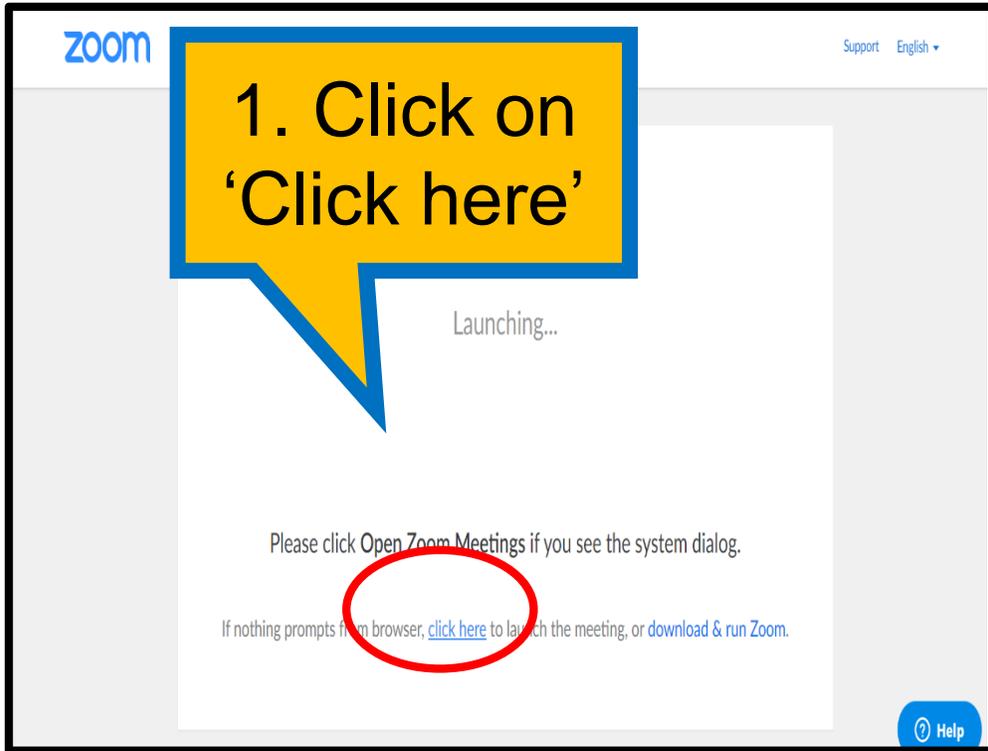
Zoom

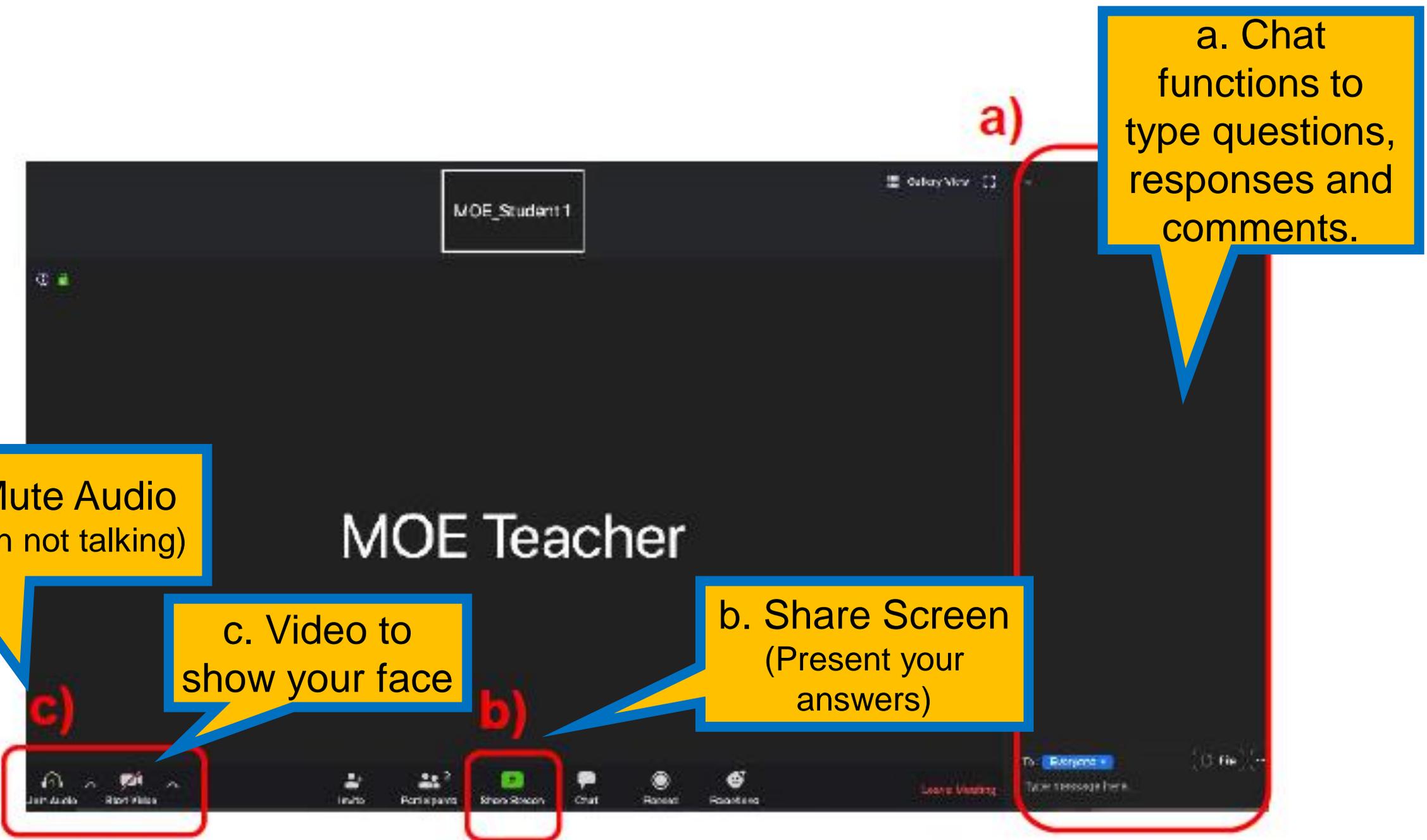


Your teacher will provide you with the link to join the meeting **via SLS or from Lesson Guide.**

Join the meeting and be punctual!







c. Mute Audio
(when not talking)

c. Video to
show your face

b. Share Screen
(Present your
answers)

a. Chat
functions to
type questions,
responses and
comments.

The image shows a Zoom meeting interface with several annotations. At the top right, there is a 'Speaker View' button and a 'Participants (2)' list. The list includes 'MOE Stud...' (me, participant ID:29) and 'MOE Teacher (Host)'. The main meeting area is split into two sections: 'MOE Teacher' on the left and 'MOE_Student 1' on the right. A yellow callout box with a blue border points to the 'Participants' button in the bottom toolbar, containing the text 'Number of people in the lesson'. Another yellow callout box with a blue border points to the 'Raise Hand' button in the bottom toolbar, containing the text 'd. Raise/Lower hand if you require teacher's attention.' Below this callout, the text 'd)' is written in red. The 'Raise Hand' button itself is highlighted with a red rounded rectangle. The bottom toolbar includes buttons for 'Join Audio', 'Start Video', 'Invite', 'Participants', 'Share Screen', 'Chat', 'Record', 'Reactions', and 'Leave Meeting'.

Speaker View

Participants (2)

- M1 MOE Stud... (me, participant ID:29)
- MT MOE Teacher (Host)

MOE Teacher

MOE_Student 1

Number of people in the lesson

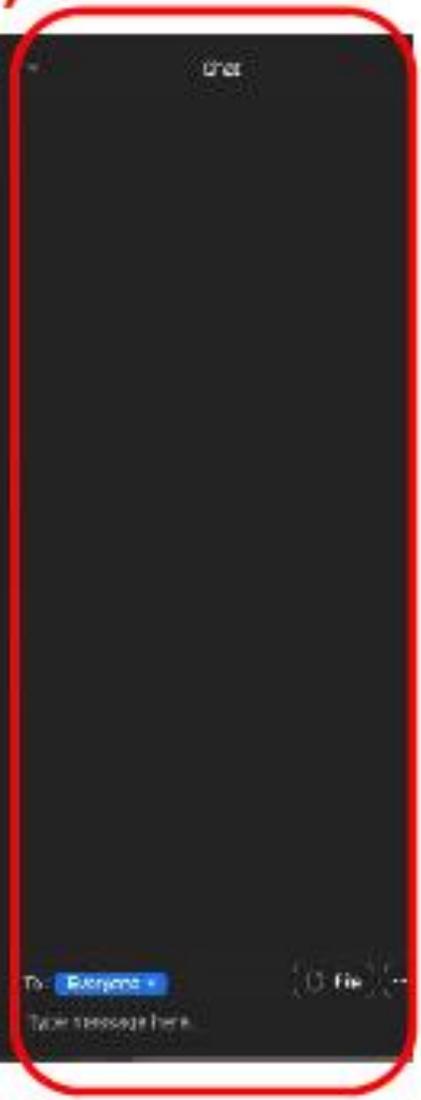
d. Raise/Lower hand if you require teacher's attention.

d)

Raise Hand

Join Audio Start Video Invite Participants Share Screen Chat Record Reactions Leave Meeting

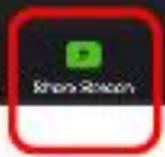
a)



MOE_Student1



b)



c)

