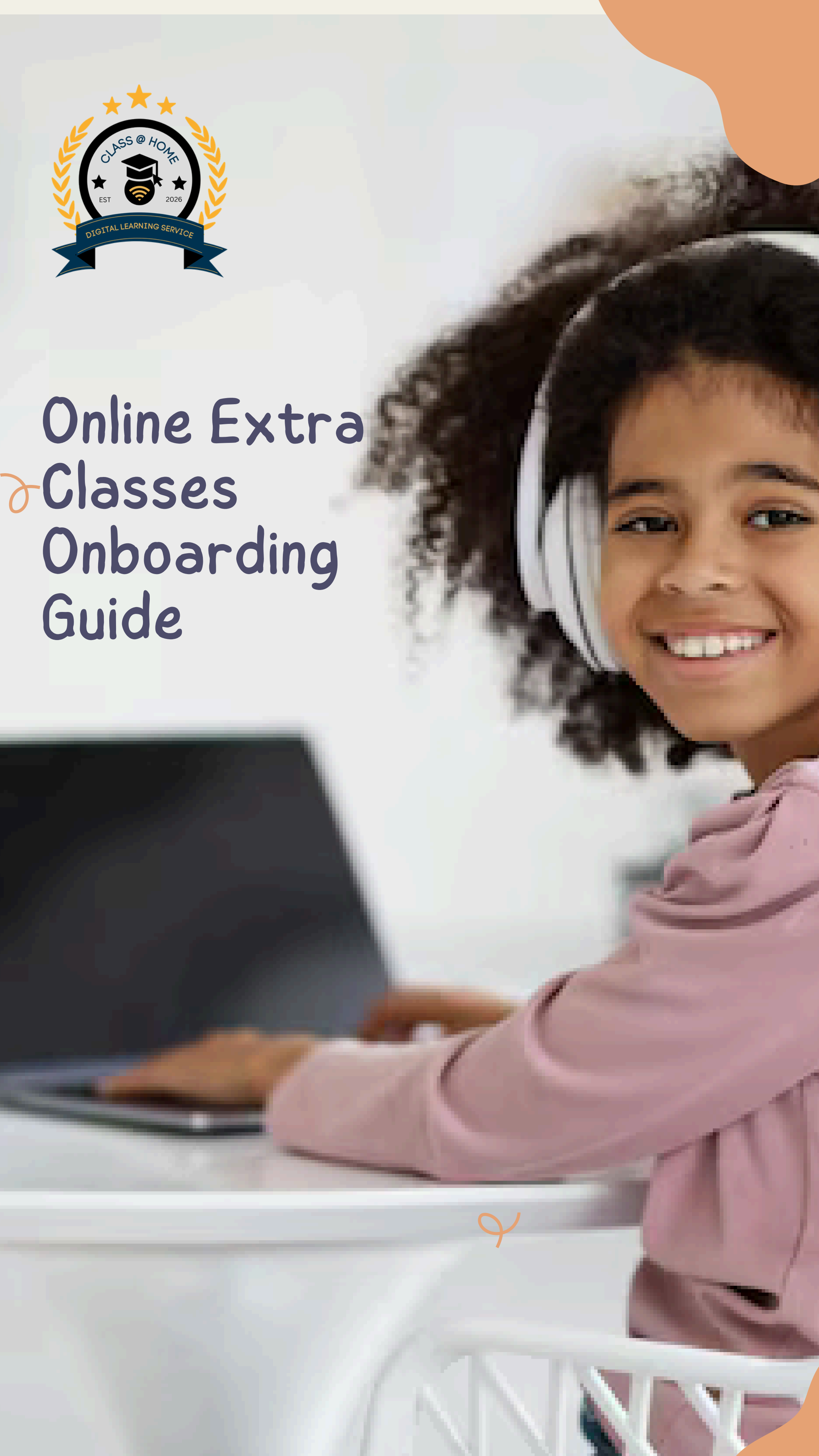




Online Extra Classes Onboarding Guide





We are excited to have your child join our Online Extra Classes! We use Microsoft Teams to provide a secure, interactive, and structured classroom experience.





1. Set up your "Extra Class Zone"

- **The Device and Internet:** A laptop or tablet is best. Please ensure it is fully charged or plugged in. It should be connected to a stable internet service.
- **The Environment:** A quiet space with a desk and chair.
- **The Essentials:** Have a notebook, pen, and their GES textbook ready for offline practice.



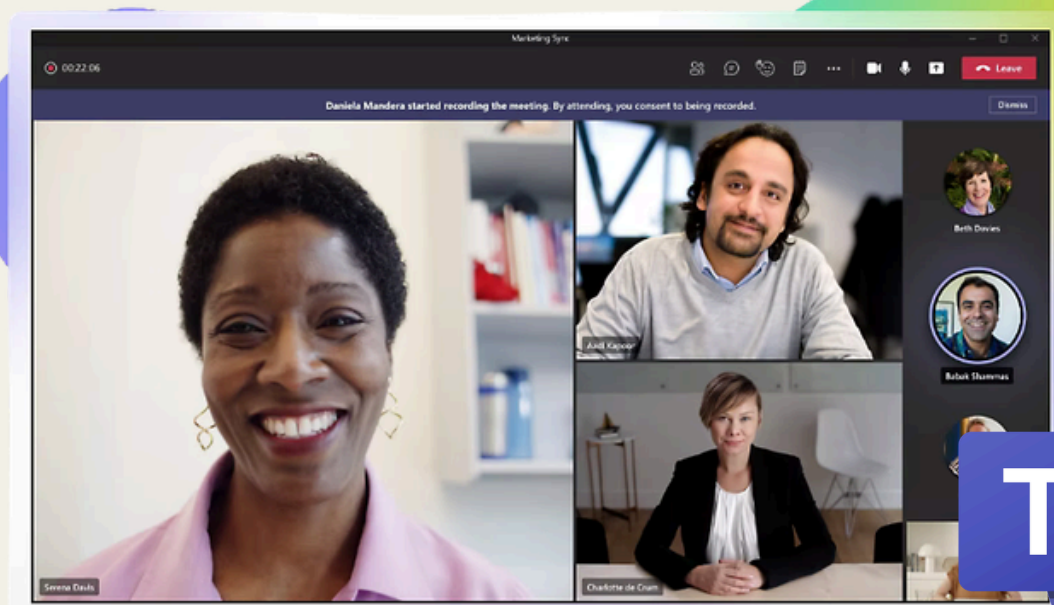


2. Technical Setup (The Teams App)



We use **Microsoft Teams** for our classes because it allows for high-quality video, interactive whiteboards, and easy access to lesson recordings.

- **Download:** Please download the Microsoft Teams app on your child's device.
- **Sign In:** Use the **email address you registered with**. Signing in with your registered email is mandatory—it helps our admin identify and admit your child to the class quickly.





3. Joining the Class

- **The Link:** On the day of the class, you will receive a meeting link via the WhatsApp group.
- **The Lobby:** Click the link to join. You will be placed in a "Lobby." An admin will verify your identity and add your child to the class.
- **Be Early:** Please click the link at least 15 minutes before the start time (4:15 PM for Primary / 5:15 PM for JHS). This ensures your child is settled and ready when the teacher starts.





4. Lesson Recordings & Summary

- **Punctuality:** Classes start exactly on time.
- **Recorded Lessons:** Every class is recorded. Because you are signed in with your registered Teams account, your child will have automatic access to the lesson recording, the chat transcript, and the meeting summary after the class ends. This is perfect for review!





5. Code of Conduct

- **Dress:** Please ensure your child is dressed appropriately.
- **Focus:** Keep other tabs (YouTube, games, etc.) closed during the 1-hour session.
- **Participation:** Students should keep their cameras on if they can, to stay engaged and use the "Raise Hand" feature to ask questions.

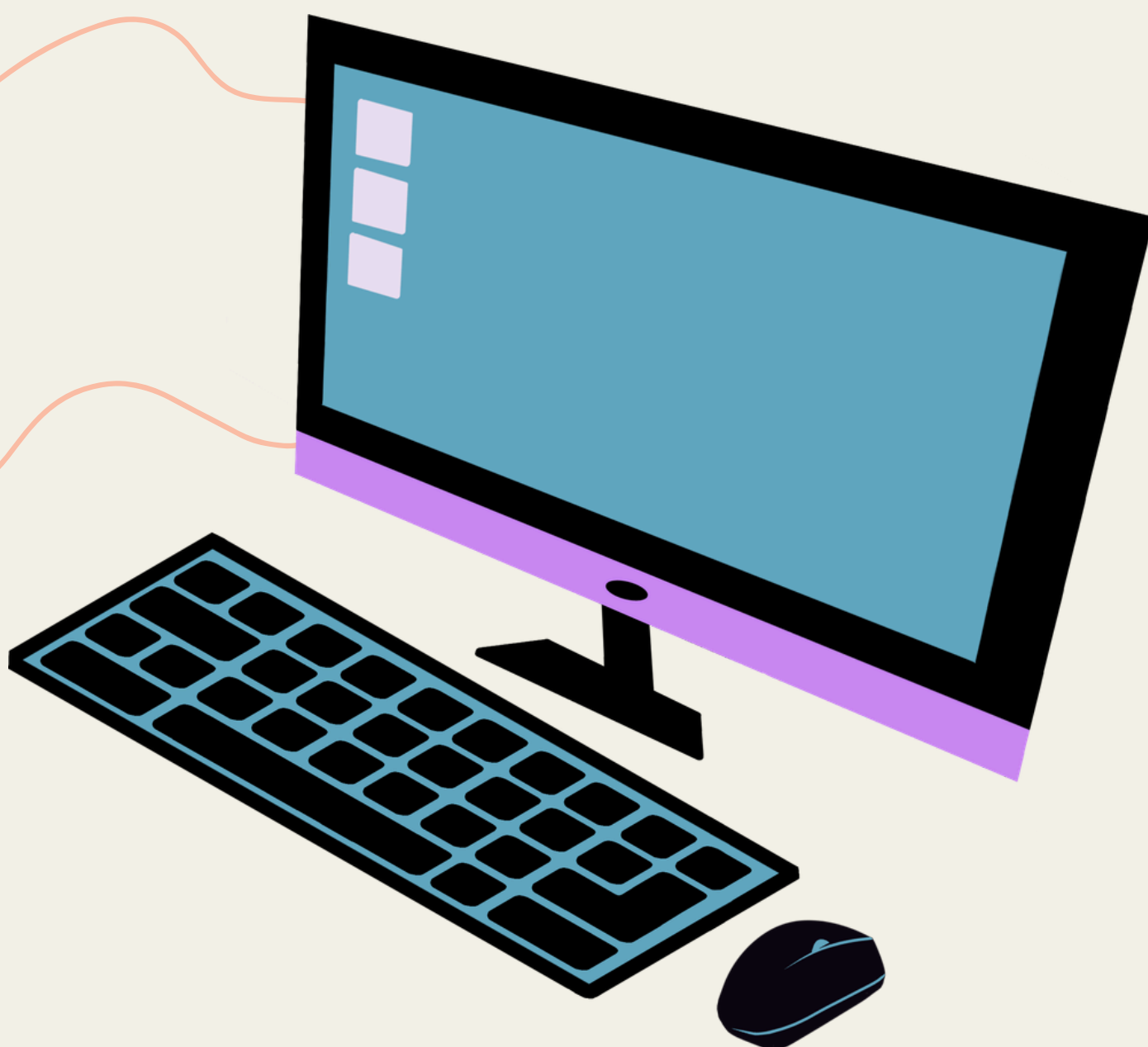




6. Support



If you have any trouble
signing into Teams or
accessing the class link,
please message our support
team on WhatsApp at
0541317724.



Let's get ready to learn!

We look forward to seeing
your child in class.

