



1<sup>st</sup> April 2020

Dear Parents/guardian,

I write to you at a time of great uncertainty in our country and across the globe. The Covid-19 pandemic has and will continue to impact on all of us for the foreseeable future. During this difficult time, I ask you to please take care of yourself and your family's health and wellbeing.

Here is a link for you and your family if you have uncertainty about COVID-19.

<https://www.psychology.org.au/COVID-19-Australians>

Due the current situation, MCES adhere the Victorian Department of Education and Training we had **decided to go online learning from term 2.**

Our teachers are prepared to deliver online learning for your child/ren please attend the online learning sessions every Saturday via **Zoom**. Please follow the instructions your teacher provides to you.

- **Footscray campus** please go to your class at **9:30am – 12:30pm**.
- **Burwood campus** please go to your class at **9:00am – 12:00pm**.
- **Springvale campus** please go to your class at **2:00pm – 5:00pm**.

Zoom class will look like the following; for example (Burwood campus only):

**First session:** 9:00am to 9:40am

Break: 9:40am to 9:50am

**Second session:** 9:50am to 10:30am

Break: 10:30-10:40am

**Third session:** 10:40pm – 11:20am

Break: 11:20am – 11:30am

**Last session:** 11:30am – 12:00pm

Please note\* due to technical issues our teachers can only provide 40-minute lessons therefore you have to re-login into the zoom classroom every 40 minutes.

Please submit your homework via Google Classroom. (you must have a Google email address, this will allow you to receive all materials from your classroom teacher and you can access to it anytime, anywhere). You can take a photo or scan your child/ren work and submit it via Google classroom. Instructions will be given to you on how to create a Google account and how to submit work online. (If you already have a Google account you are already step ahead hooray! All you need to do is join in the classroom link your teacher sends you.)

**Please note\*** children who are **Grade 4 or under** parents must stay with their child/ren's to assist with the online learning.

Thank you for your cooperation.

Yours sincerely,

JingJing Chen



尊敬的各位家长/监护人，

因新型冠状病毒持续影响到我们的生活。在此困难时期请您照顾好自己以及家人的身心健康。

如果您对新型冠状病毒有任何疑问可以查询此网页。

<https://www.psychology.org.au/COVID-19-Australians>

由于目前的情况，墨尔本中华民族学校决定从**第二学期开始上网课**。

我们的老师会为您的孩子提供在线学习。请每个星期六准时参加网上学习。请按照老师提供的指示进行操作。我们将使用 **ZOOM** 进行在线学习。

- Footscray 校区请在上午 9:30 上课 - 12:30 下课。
- Burwood 校区请在上午 9:00 上课 - 12:00 下课。
- Springvale 校区请在下午 2:00 上课 - 5:00 下课。

Zoom 的课程将会以以下的例子来进行 (Burwood 校区)。

**第一课:** 9:00 上课 - 9:40 下课

休息: 10 分钟

**第二课:** 9:50 上课 - 10:30 下课.

休息: 10 分钟

**第三课:** 10:40 上课 - 11:20 下课

休息: 10 分钟

**最后一节课:** 11:30 上课 - 12:00 下课

请家长注意，因为 Zoom 的原因我们老师的网课每次只能提供 40 分钟网络教学。所以请家长 40 分钟以后再重新登陆老师提供的 Zoom 教室。

**注意: 四年级以下的孩子家长必须全程监督孩子进行网络学习。**

墨尔本中华学校将以谷歌教室 (Google classroom) 的形式来提交作业。您必须申请一个谷歌邮箱账号，老师会在谷歌教室提醒家长作业和教学事宜。如果您还没有谷歌邮箱账号后面会详细说明如何加入谷歌教室。如果您已经有了谷歌邮箱地址那么您只要加入老师给您的谷歌教室链接就可以了。您可以用拍照或者扫描的形式在谷歌教室上提交作业。

非常感谢您的配合与理解。

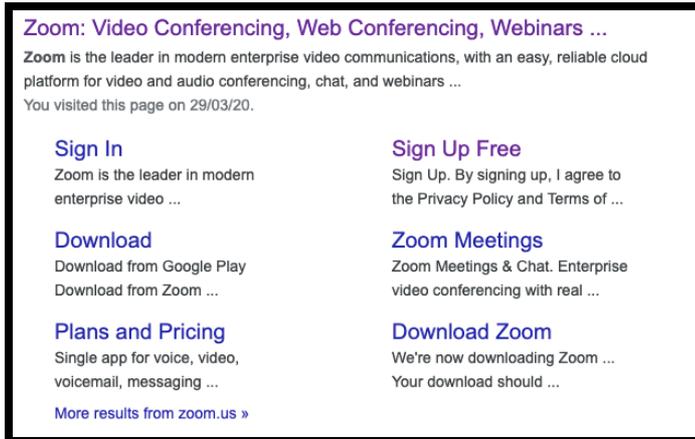
Yours sincerely,

JingJing Chen

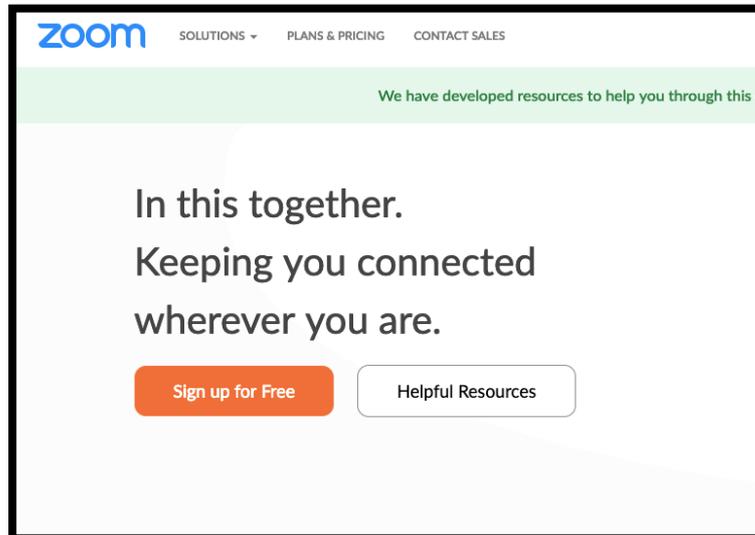


### Zoom instruction

1. Please go and search Zoom in your search engine. 请搜索 Zoom。

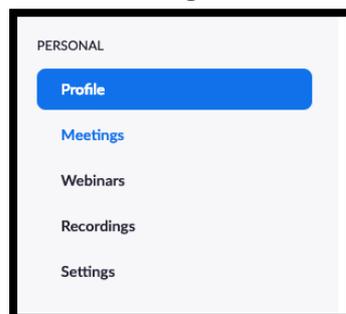


2. Click on Zoom it will bring you to the home page of Zoom. 请点击 Zoom。



3. Teachers must have an account. 老师必须有 Zoom 账号。
4. Once you sign up it will send you an activate link to your email address. Please go to your email address (the one you sign up with Zoom) and click on the link. 请回到您的邮箱激活 Zoom 账号。

For teachers only, once you created your account it will allow you to create online learning forums.





- Parents/guardian must provide accurate email address in order to receive invitation link from your classroom teacher (Please provide Google email address to your teacher). 家长必须提供正确的邮箱地址才能接到老师的邀请链接 (请提供谷歌邮箱账号)。
- If you did not receive the link please check your spam box. 如果您没有收到链接请检查您的垃圾邮箱。
- You are able to join Zoom online class with any email address. 您可以用任何邮箱地址登陆 Zoom 教室。



Google Account Gmail 谷歌账号

- Please search Google account in your search engine 请在您的搜索引擎搜索谷歌邮箱

### Gmail - Google

Gmail is email that's intuitive, efficient, and useful. 15 GB of storage, less spam, and mobile access.

#### Inbox

Get more done with Gmail. Now more secure, smarter and ...

[More results from google.com »](#)

#### Sign in - Google Accounts

Not your computer? Use a private browsing window to sign in ...

- Create a Google gmail. 申请谷歌邮箱



### Create your Google Account

Please make sure it ends with gmail.com

First name

Last name

Username

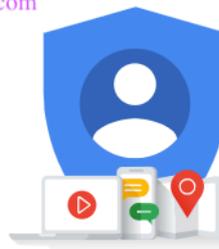
You can use letters, numbers & periods

[Use my current email address instead](#)

Password

Confirm

Use 8 or more characters with a mix of letters, numbers & symbols



One account. All of Google working for you.

[Sign in instead](#)

[Next](#)

- Please give this Google email to your classroom teacher. 请把谷歌邮箱地址给您孩子的老师。

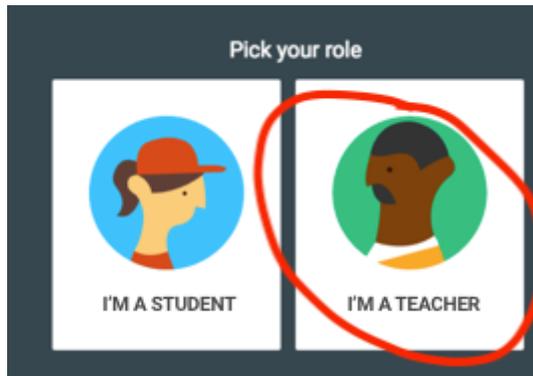


Google Classroom

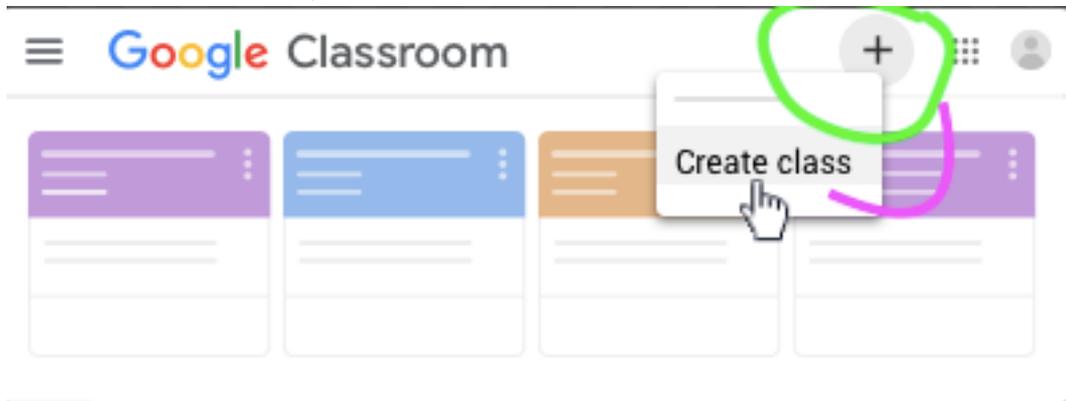
谷歌教室老师版

Google classroom (Teachers only)

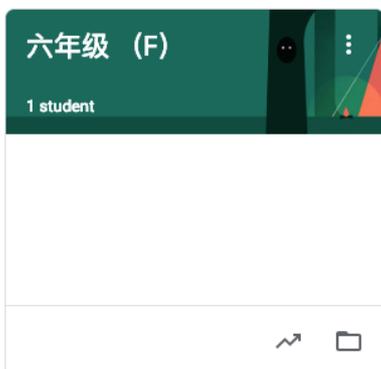
1. You must have a Google account in order to see this icon but you could also search Google classroom on the search engines. 您必须有谷歌账号才能看这个图标或者直接搜索谷歌教室。
2. The first time you click on Google Classroom it will ask you to pick your roll as student or teacher. Please click on the teacher icon (teachers only) 第一次登陆谷歌教室请您选者老师的图像。



3. Teachers please click on the plus sign to create your class give it a name e.g. (S) Grade 2. 请点击加符号创建教室。

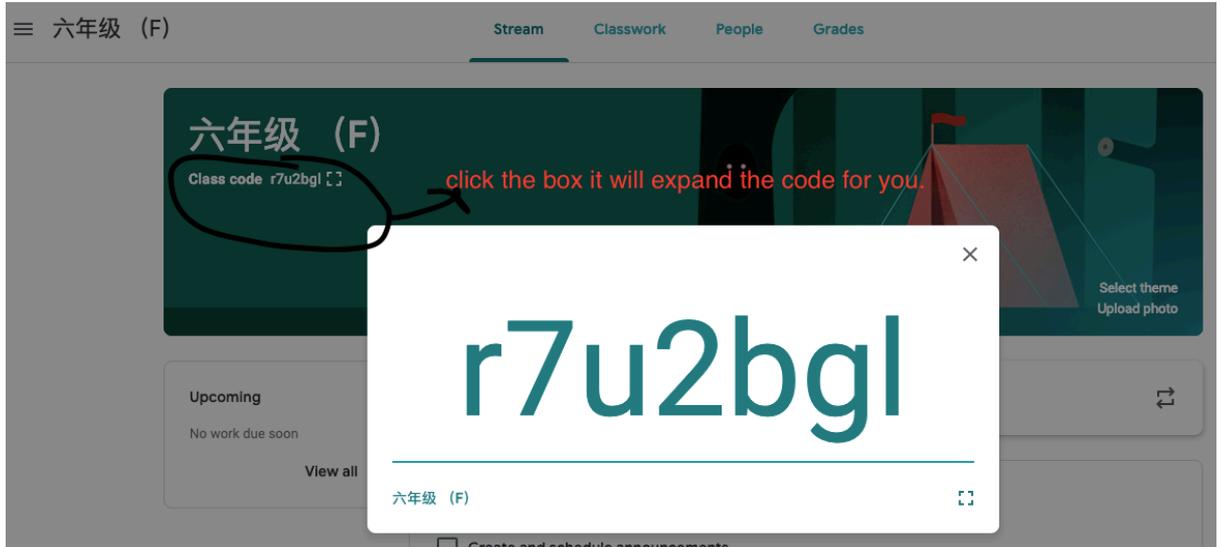


4. It will look like this. 请看以下图案。

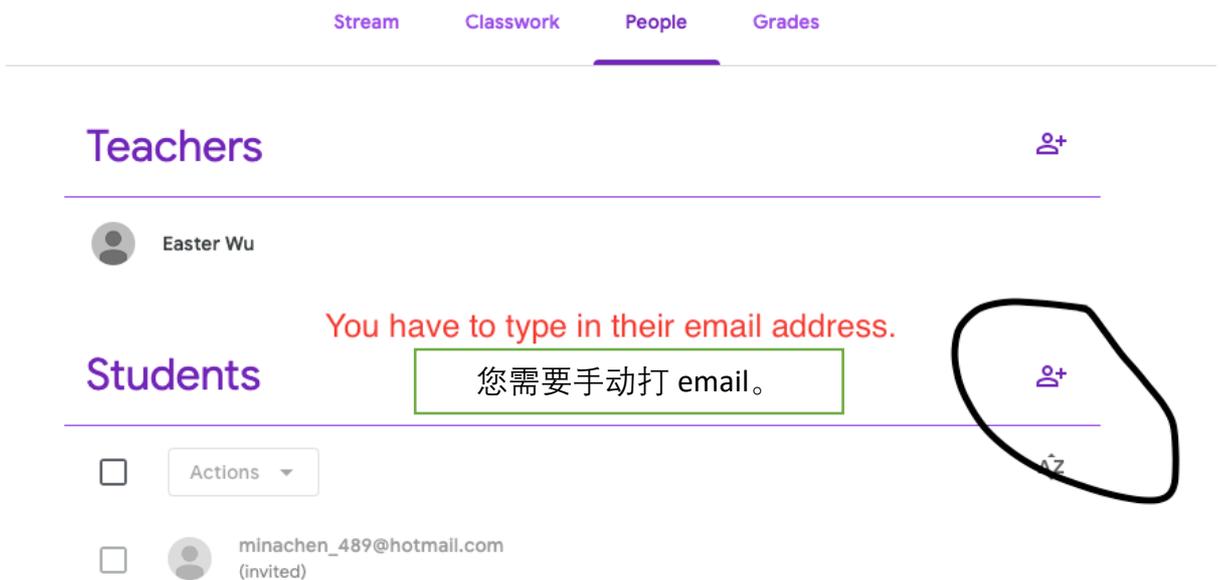




5. Please send this code to your students/parents. You will have your own unique classroom code. Do not provide this example code to your students/parents. 请把您创建的教室密码给您的孩子和家长。

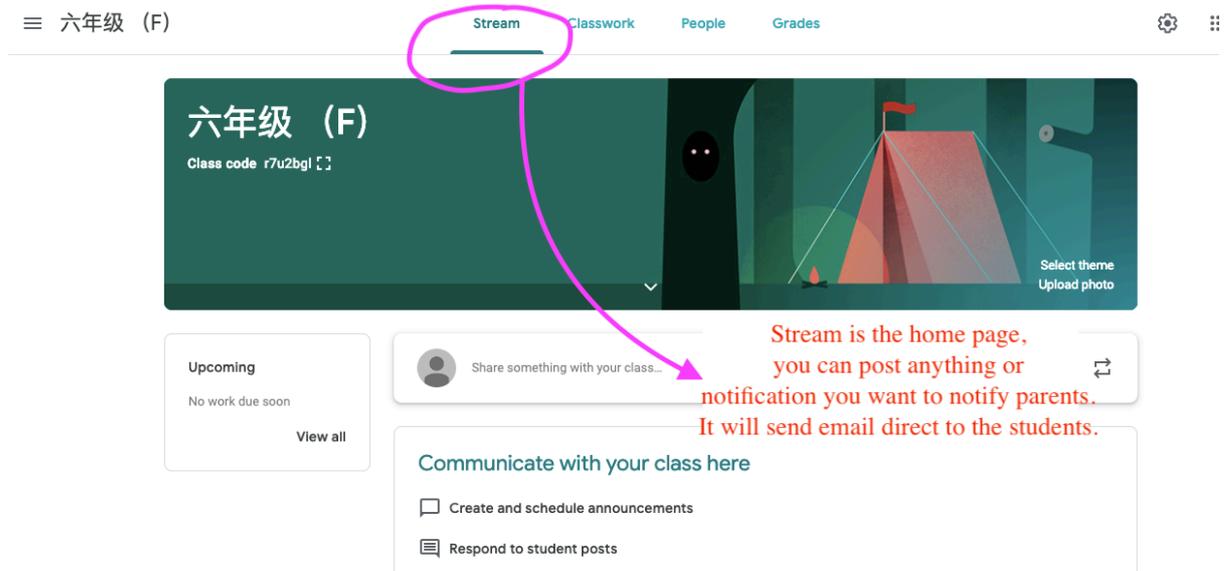


6. You can add people directly as well if you have their email address. 您可以直接添加学生如果他们提供了 email。

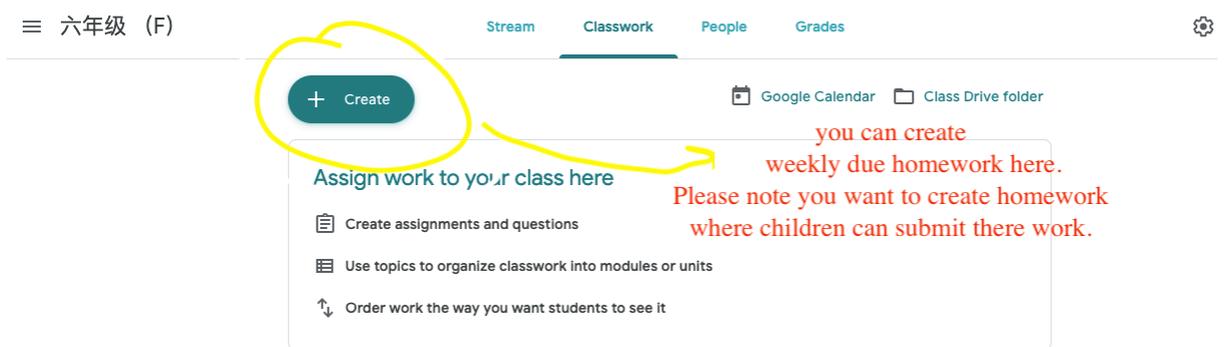




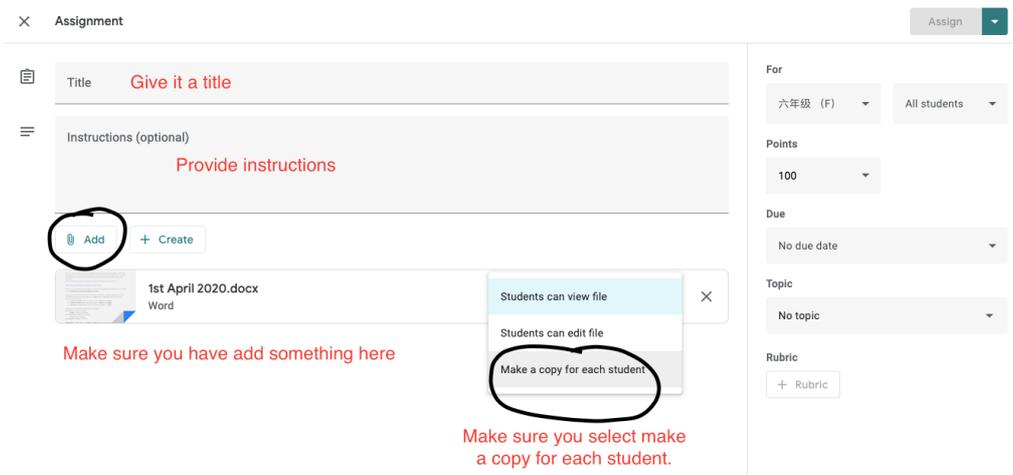
7. Once you create the classroom page it will bring you to the home page, there are four headings on the google classroom page. 谷歌教室主页看以下图案。



8. You can go to classwork and set classwork for your students. 创建作业。



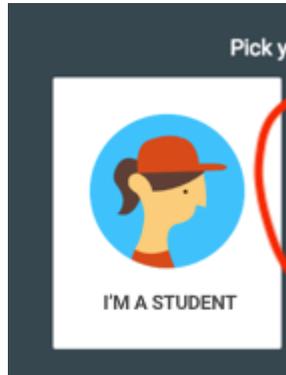
9. Here 's what you need to do when you want students to submit their work. Please create an assignment and then make sure you add an attachment or link. And make sure you select make a copy for each student. 您需要按照以下步骤来布置作业。这样学生/家长可以提交作业。





Students only 学生/家长版

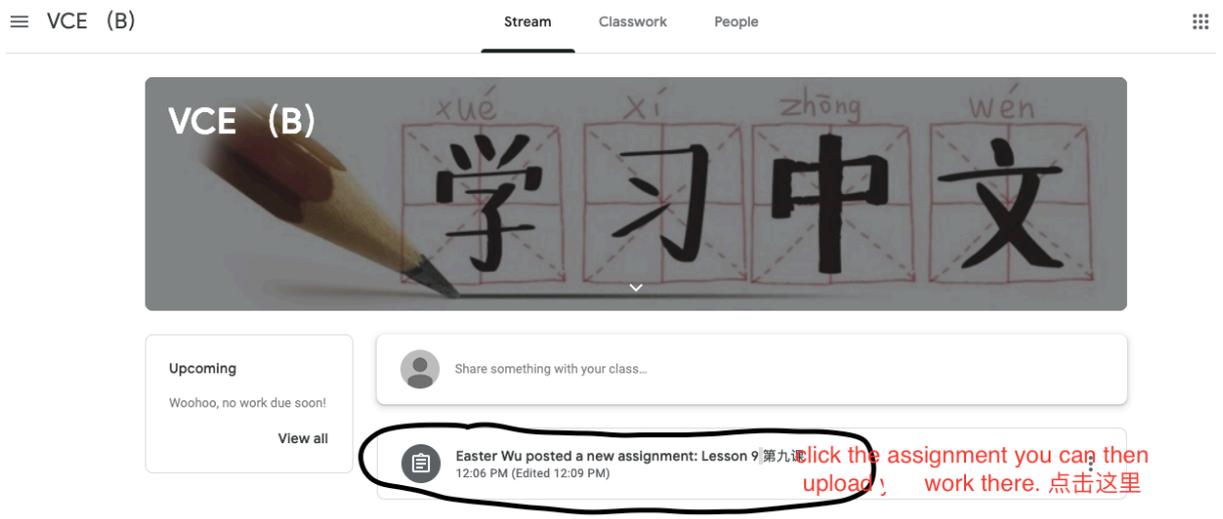
1. Once you create the Google email address please give it to your teacher. Your teacher will provide you with a class code. Please select I am student. 请选择我是学生。老师会把谷歌教室密码给您请您按照指示添加。



2. Accept you invite or add the class room by the code.



3. See image below that's how your homepage is going to look like. 您可以看到老师发的提交作业栏请点击。



4. Please upload your child/ren's work via this page. Ensure you have your child/ren's name on the file you want to submit online. You can add and upload multiple files



here. 请务必在此页上传您孩子的作业，请把您孩子的名字写上。您还可以上传多个文件。

≡ VCE (B)

5. You are able to join multiple classrooms using one gmail address. (however, when you have two or more children you will need to use different email addresses when using zoom.) 一个谷歌邮箱允许您添加多个谷歌教室，但是如果您家里有多孩子您必须用不一样的邮箱地址上 ZOOM 的网络课。

6. If you still have any uncertainty about google classroom please watch the Youtube video below. 如果您有任何不理解的地方您可以看看这个 Youtube 录像。

<https://www.youtube.com/watch?v=zJRmcDZZLtY>