

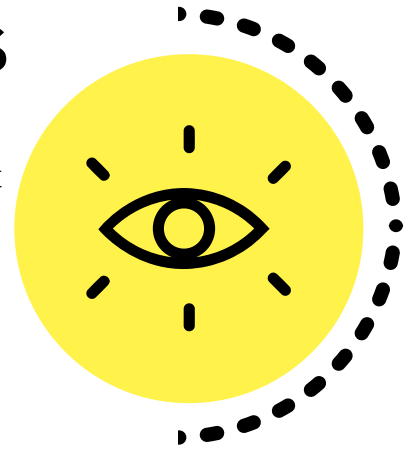
# JUNYUAN SECONDARY SCHOOL

## HBL ROUTINES

### CHECK FOR INSTRUCTIONS

1. Click on the Gmail app. Check your students.edu.sg (Student ICON) email for notifications of announcement or work on Google Classroom.

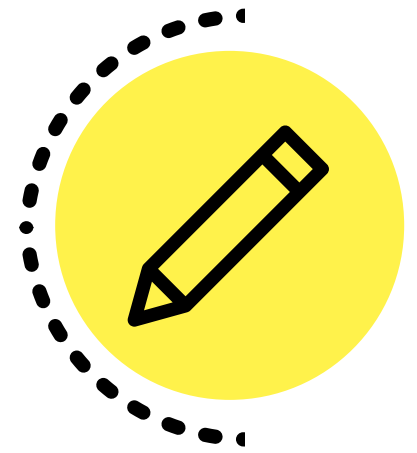
2. Go to Google Classroom. Read the instructions. Your teacher would have given your HBL work in Google Classroom or given you a link to click on if the work is not on Google Classroom.



### HELP YOURSELF FOCUS ON YOUR WORK

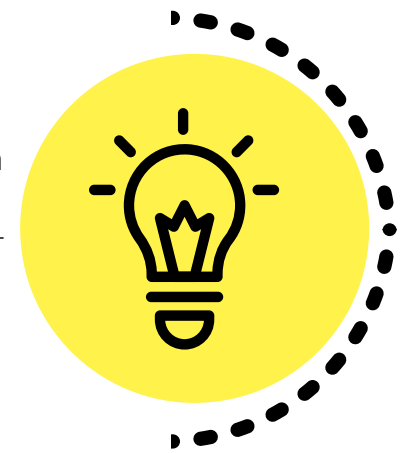
1. Put your phone away so that you are not tempted to reply messages or check social media accounts or watch online videos.

2. Every assignment is created such that you should only take 50 minutes to complete it. Set aside that 50 minutes to do the work. Remind yourself that you can have a 10 - 15 minutes break after each assignment. Set a timer or alarm and keep your mind on the assignment.



### ASK FOR HELP, IF NEED TO

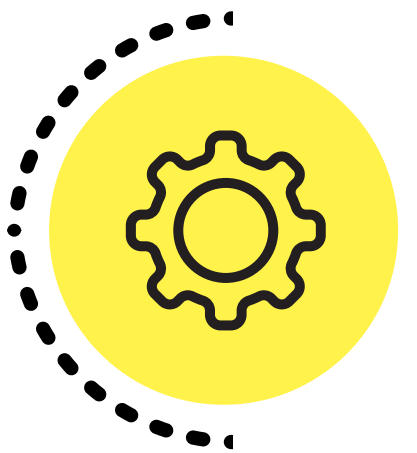
1. You are not alone when you are doing your HBL. When you are not sure of what to do or you get stuck in the assignment, use the Chat or Email function in Google Classroom. You can ask your classmates or your teacher. All problems can be solved. Do not give up!



### MAKE SURE YOU FINISH ALL THE WORK

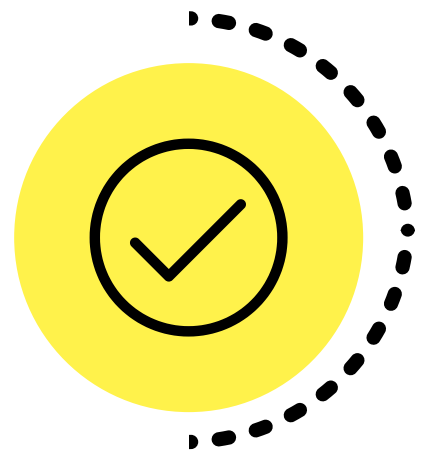
1. Read the instructions carefully and do the HBL assignment as best as you can. Do not stop halfway. Finish the work for each subject within the time limit.

2. The work given will be used in the classroom lessons or for the teacher to check if you had understood the lesson. Not finishing the work will lead to time wasted.



### PRESS THE 'HAND IN' OR 'SUBMIT' BUTTON!

1. Remember to save and submit your work so that your teacher can give you feedback or mark your assignment.



### SAVE AND SORT YOUR WORK INTO FOLDERS

1. Organise your HBL work and notes into subject folders so that it is easier for you to find them later when you are revising for tests and exams.

