



No. 120 Lower Delta Road, #05-06/07/08 Cendex Centre, Singapore 169208
Tel: +65 68370024 Fax: +65 68370377
<http://www.litespeed.com.sg>

Litespeed Advisory for School Closure

In view of the increase in number of H1N1 infections from travelers returning from abroad recently, any school that confirms cases of H1N1 infection amongst their staff or students may have to conduct a school closure exercise immediately. We understand that many of you would have already started preparation for the online resources. If you have embarked on a simulated school closure exercise previously, you will have already gained some preliminary and post closure exercise experience.

1. TECHNICAL PLANNING

a) Limited resources

Based on the national statistics of PC ownership in 2008 from IDA*, 76% of Singapore households have an Internet-ready computer. Thus for a nation-wide school closure to take place for our customer base, a huge amount of bandwidth of more than 126Mbps and additional servers are necessary to support concurrent logins of up to 50% of the student population.

Without government funding, it is not feasible to subscribe to such a huge bandwidth from the Internet Service Providers and purchase/rent spare servers because the cost far exceeds the ordinary course of operation and we foresee difficulty for the schools' ICT budget to absorb this cost.

At present, MOE is discussing various options with LMS providers. One of the options is migration to a GRID where we can rent additional servers and bandwidth. The unprecedented scale of any option requires funding for the cost of migration and provision for infrastructure. While MOE decentralized the purchasing decision of schools for LMS vendors, it will not be possible to decentralize the funding for this national emergency without affecting the schools' normal operating budget, unless MOE is able to fund this emergency.

*<http://www.ida.gov.sg/Publications/20070822125451.aspx>

b) Request for information

Thus, the best way to plan around our current bandwidth is to stagger logins for different schools at different intervals to obtain a 33% of concurrent logins for our schools. To achieve this, **we would like to request for the ratio of Internet-ready PC households in your school** as we understand that the ratio of this figure differs from school to school.

This will help us draw up a suitable usage period for your school and to better manage our resources at the same time.

However, there may be times when the network could be congested if students do not login based on the given allocated times, or if other schools do not conduct a well-thought through scheduling of online access. Thus, schools are advised to use a combination of teaching materials including textbooks and external websites to complement the usage of LMS during this period.

2. GUIDELINES AND THINGS TO BEAR IN MIND

- a) Assign specific timeslots for different subjects during the allocated interval for your school. For example, from 10-11 a.m., students will do Science homework followed by Mathematics homework from 11am to 12pm.
- b) Content management
 - i) Prepare less resource intensive content.
For example, the size of power-point files should be kept below 2M so that in the event that the bandwidth is congested, 5 mins is needed to download at an average speed of 56kbps.
 - ii) Use only certain features in the LMS
We may need to restrict the number of features used so that we can control the usage. For example, all video downloading will be DISABLED.

3. EXPECTED TECHNICAL ISSUES

- a) Students might not have proprietary software such as Microsoft Power-Point/Word in their home computers to do their homework if worksheets are prepared in these formats and given through workbin.
Solution: Students can download and install Open Office (<http://download.openoffice.org/index.html>), which is a free open source software with applications similar as in Microsoft Office, to work on and save the document as .ppt or .doc for submission.
- b) Students might have forgotten their password or face problems in accessing their homework.
Solution: They may call Litespeed's Technical Support at 9385 2777 or send an email to techsupport@litespeed.com.sg to reset their password. They can also fill in the online query form at http://www.litespeed.com.sg/help_request.html if they have any problems.
- c) Students might not be able to view Chinese and Tamil Fonts in their computer.
Solution: Students are required to install and enable the respective language support in their PC so that they are able to view assessments and type in the assessments. For Chinese font, they should add Chinese(PRC) in the Regional Language settings in the Control Panel of the PC. For Tamil students, they should have preferably have Murasu Anjal or Kanian installed in their computer.



No. 120 Lower Delta Road, #05-06/07/08 Cendex Centre, Singapore 169208
Tel: +65 68370024 Fax: +65 68370377
<http://www.litespeed.com.sg>

4. COMMUNICATION WITH STUDENTS

- a) It is important that students understand and are clear on what they need to do during the event of a school closure. Notices should be put up on the school website and contact information of school personnel they can liaise with if they are unsure of what to do during this period.
- b) Litespeed will also post a notice containing a quick start guide of the portal to all students through the Noticeboard. This will also help parents who might be guiding their children through the online lessons during this period.

We hope that the above guidelines and solutions can aid in your preparation for the school closure. Attached below is also our proposed method of preparing online lessons for students using the Lesson Builder, Discussion Forum and Workbin which we hope can help teachers create lessons during this critical period. Please do not hesitate to contact Reuben, Cherlyn, Huishan or the Technical Support Hotline if you have any queries. Thank you.

(1) Sample notice on noticeboard:

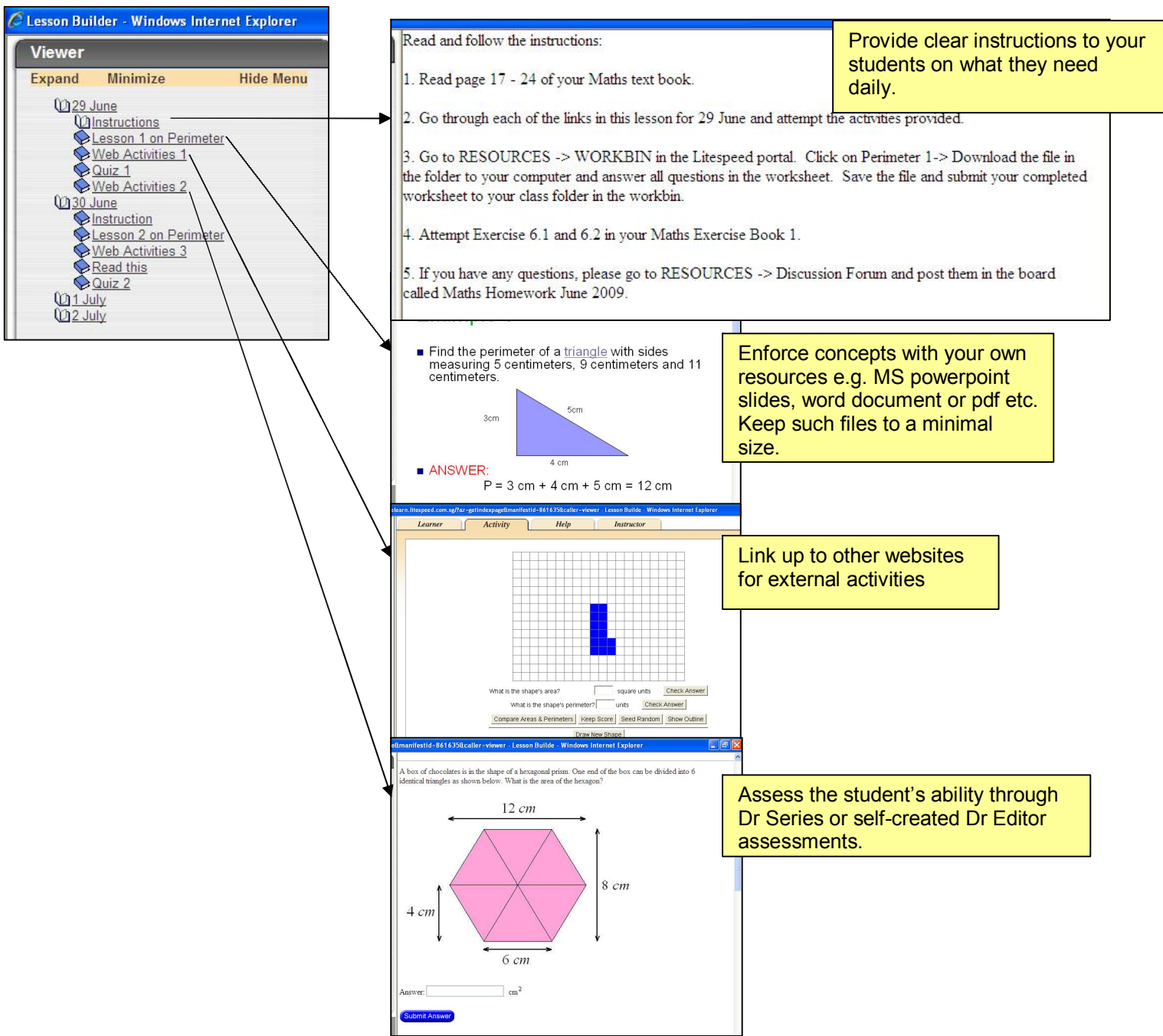
Dear students,

Please click on the HOMEWORK tab to access your lessons for the various subjects. You should read the instructions for each lesson carefully and proceed to complete the homework for each lesson plan.

Regards,
School Administrator

(2) Sample Lesson Plan built using Lesson Builder.

You may also supplement your lesson with extra worksheets by putting them into a Workbin. Such worksheets will not be automarked and students will be required to submit their completed worksheet into the Workbin or print out them for submission when they return to school.



The screenshot shows the Lesson Builder interface in Windows Internet Explorer. On the left is a 'Viewer' sidebar with a tree view of lesson content for 29 June and 30 June. The main content area displays instructions and a math problem. Annotations in yellow boxes provide additional context for each part of the lesson plan.

Viewer Sidebar:

- 29 June
 - Instructions
 - Lesson 1 on Perimeter
 - Web Activities 1
 - Quiz 1
 - Web Activities 2
- 30 June
 - Instruction
 - Lesson 2 on Perimeter
 - Web Activities 3
 - Read this
 - Quiz 2
- 1 July
- 2 July

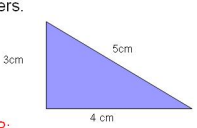
Main Content Area:

Read and follow the instructions:

1. Read page 17 - 24 of your Maths text book.
2. Go through each of the links in this lesson for 29 June and attempt the activities provided.
3. Go to RESOURCES -> WORKBIN in the Litespeed portal. Click on Perimeter 1-> Download the file in the folder to your computer and answer all questions in the worksheet. Save the file and submit your completed worksheet to your class folder in the workbin.
4. Attempt Exercise 6.1 and 6.2 in your Maths Exercise Book 1.
5. If you have any questions, please go to RESOURCES -> Discussion Forum and post them in the board called Maths Homework June 2009.

Maths Problem:

Find the perimeter of a triangle with sides measuring 5 centimeters, 9 centimeters and 11 centimeters.



ANSWER:
 $P = 3\text{ cm} + 4\text{ cm} + 5\text{ cm} = 12\text{ cm}$

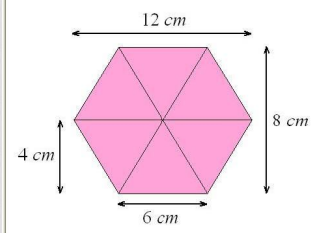
Activity Section:

What is the shape's area? square units

What is the shape's perimeter? units

Hexagonal Prism Problem:

A box of chocolates is in the shape of a hexagonal prism. One end of the box can be divided into 6 identical triangles as shown below. What is the area of the hexagon?



Answer: cm²

Annotations:

- Provide clear instructions to your students on what they need daily.** (Points to the instructions list)
- Enforce concepts with your own resources e.g. MS powerpoint slides, word document or pdf etc. Keep such files to a minimal size.** (Points to the triangle problem)
- Link up to other websites for external activities** (Points to the activity section)
- Assess the student's ability through Dr Series or self-created Dr Editor assessments.** (Points to the hexagonal prism problem)