

Learner Full Name: _____	School: _____
Assigned Workstation: _____	Class: _____

Session 31: Learning Online

Many senior high schools, universities and training courses now give out homework, notes and feedback online. Some of your future teachers will say: "It's on Google Classroom." Today you get ready for that. You will join an online class, hand in work, read feedback, find good tutorials, take neat digital notes and build study habits that beat distraction.

1. Plain Talk: The Classroom That Lives in Your Pocket

Think about your real classroom. There is a **noticeboard** where the teacher pins announcements. The teacher writes **tasks** on the board with a due date. You put your exercise book in the **pile on the teacher's table**. Later, it comes back with **red-pen comments** and a mark. And you can go to the teacher's desk to ask a quiet question.

Google Classroom is all of that on a website and a phone app:

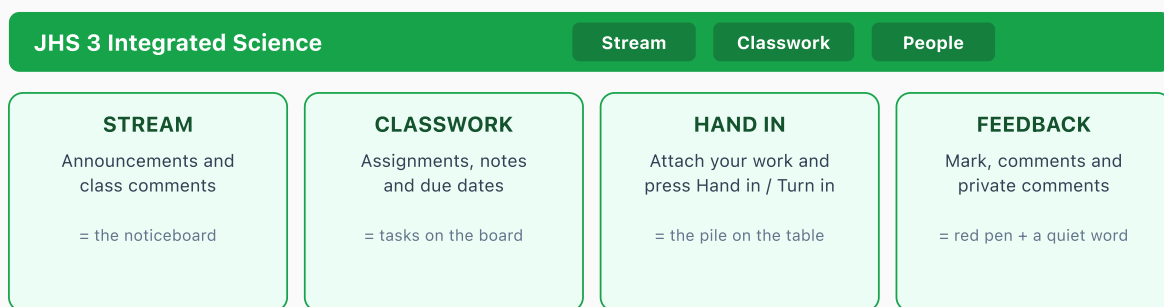


Figure 31.0: The parts of Google Classroom, and the real classroom they copy.

WHY THIS MATTERS FOR SHS

Pupils who already know how to find a task, hand in on time and read feedback online start senior high school a step ahead. Other schools may use Microsoft Teams or Moodle instead: the ideas are the same.

1. Join a Class with a Code

- 1 Go to **classroom.google.com** (or open the Classroom app) and sign in with the account your school or the Hub gave you.
- 2 Click + (top right) → **Join class**. Type the **class code** your teacher gives you: a short mix of letters and numbers. Click **Join**.
- 3 Sometimes the teacher invites you instead: then you just click **Join** on the class card.

2. Find, Do and Hand In an Assignment

- 4 Open the **Classwork** tab, or the **To-do** list, which shows every task from every class. Click the assignment, read the instructions and the **due date**.
- 5 Under **Your work**, click + **Add or create**. Attach a file from **Google Drive**, a **link**, or a file from your computer, or create a new Doc.
- 6 Click **Hand in** (it says **Turn in** on American-English settings), then confirm. Made a mistake? Click **Unsubmit**, fix it and hand in again, ideally before the due date.

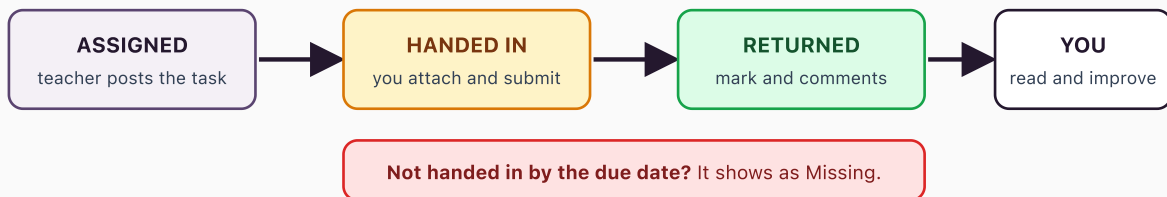


Figure 31.1: The journey of an assignment. Your job is not finished until you read the feedback.

3. Comments: Class or Private?

CLASS COMMENT

Everyone in the class can read it. Use it for questions that help everybody: "Is the diagram on page 4 or 5?"

PRIVATE COMMENT

Only you and the teacher can read it. Use it for your own work: "I attached the wrong file, sorry. The right one is now attached."

Your turn: Esi was sick and wants more time. Should she use a class comment or a private comment? Write what she could say.

1. Where to Find Tutorials

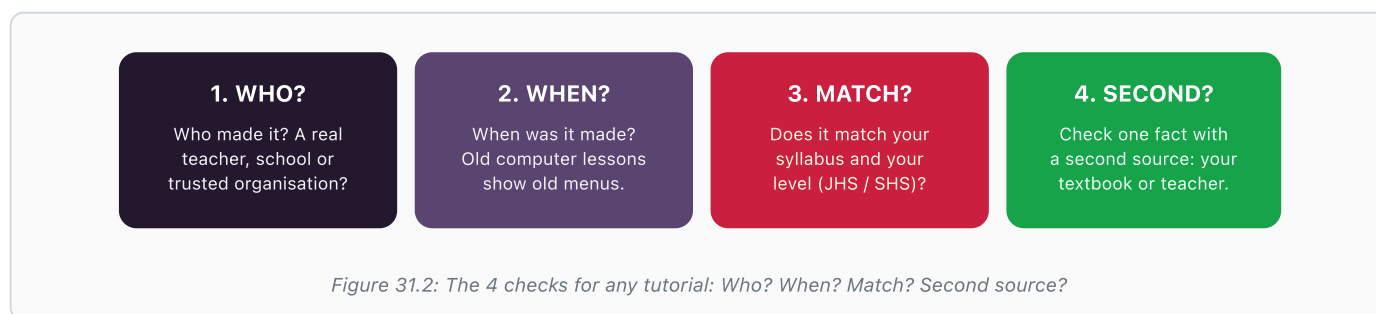
A **tutorial** is a lesson that shows you how to do something, step by step. Good free places to start:

Where	What it is good for
Khan Academy	Free maths, science and computing lessons with practice questions (khanacademy.org and its app). It runs as a non-profit and has no adverts.
YouTube	Millions of video lessons, from excellent teachers to people who are wrong. You must judge each one (see below).
Your teacher's links	Links in Google Classroom are chosen to match your syllabus. Start there.

2. Judge It Before You Trust It: The 4 Checks

Remember the 4-Way Shield from Session 12 (Who? When? Why? Second source?)? For tutorials we swap "Why?" for "Match?":

Who? When? Match? Second source?



Your turn: Kwame needs to learn how to find the area of a triangle for his BECE revision. Which video is better, and why?

Video A	Video B
"EASIEST MATHS TRICK EVER!!! 🤖" by xXGamerBoyXx, 2 minutes, lots of adverts, no worked examples, comments say the answer was wrong.	"Area of a triangle ($\frac{1}{2} \times \text{base} \times \text{height}$)" by a maths teacher's channel, 9 minutes, three worked examples, matches the formula in the textbook.

3. Learning with AI, Responsibly

AI chatbots can explain a topic in simpler words or quiz you before a test. In Session 40 you will learn to use them properly. For now, remember three rules: use AI to **help you understand**, not to do your homework for you; **check** what it says with a second source, because AI can be confidently wrong; and be **honest** with your teacher about how you used it. Only use AI tools with a mentor or parent.

1. Take Digital Notes That You Can Actually Use

Good notes are not a copy of everything the teacher said. They are short, organised and easy to find again. Use **Google Docs** for longer notes, **Google Keep** for quick notes and checklists, or **Microsoft OneNote**, which works like a notebook with sections and pages.

Science: The Water Cycle

Tuesday 10 November • Lesson 12

Key points

- Evaporation: the sun heats water into vapour
- Condensation: vapour cools into clouds
- Precipitation: rain falls back down

Summary: water goes up, cools, and comes down again.

[Link: Khan Academy video on the water cycle](#)

— **Heading: subject + topic**

— **Date, so you can find it later**

— **Bullet points in your own words, not whole paragraphs**

— **A one-sentence summary**

— **Links to the tutorial you used**

Figure 31.3: A good digital note. Use the Heading styles you learned in Session 17 so the headings show in the outline.

2. Study Habits with Tech

Habit	How
Focus timer	Work for 25 minutes, then take a 5-minute break. Windows 11's Clock app has Focus sessions that time this for you.
Silence the phone	Turn on Do Not Disturb (or Focus mode) and put the phone face down, or in another room.
One tab at a time	Close the tabs you don't need. "Just one quick video" can eat an hour.
Rest your body	Every 20 minutes, look at something far away for 20 seconds. Drink water. Stretch.

3. Learning Without the Internet

Data is expensive and the network is not always there. Plan ahead: **download** the lessons you need while you are on Wi-Fi at the Hub (some apps, such as YouTube in many countries, have a **Download** button for watching later), save notes on your device, and borrow from the **club's offline kit**: a USB drive of lessons, videos and practice files your mentor keeps.

Your turn: Write one study habit you will start this week.

1. Warm-Up: Online Classroom (3D Lab)

Open the **Online Classroom** 3D lab on your session page. Join a class, hand in an assignment, read the feedback, and pick a good tutorial from a shelf of videos using the 4 checks.

2. Lab Mission: Join, Learn, Note, Hand In

Your mentor has made a practice class called **BIH Tech Club Online Class** and will write the class code on the board.

- 1 Join:** sign in with the Hub's learning account at classroom.google.com and join the class with the code.
- 2 Find the task:** in **Classwork**, open "**Session 31: My Best Tutorial**". Write down its due date below.
- 3 Find a tutorial:** choose a topic you study at school. Find one tutorial (Khan Academy or YouTube) and test it with the 4 checks.
- 4 Make notes:** under **Your work**, click **+ Add or create → Docs**. Name it `TechClub_TutorialNotes_YourName`. Write a heading, the date, 3 key points in your own words, a one-sentence summary and the link.
- 5 Hand in** and add a **private comment** to your mentor: one thing you learned.
- 6 Feedback:** when your mentor returns the work, open it again, read the mark and comments, and write them below.

Record	My answer
Class code I used	-----
Due date of the assignment	-----
My tutorial (title and who made it)	-----
4 checks passed? (Who / When / Match / Second)	-----
Status after I handed in	-----
My mentor's feedback said	-----

🚩 BEAT THE DEADLINE

The mentor sets the due date for 15 minutes from now. Every pupil who hands in on time, with all five parts of a good note, wins a team point. Late? Classroom will show "Done late", just like in SHS!

1. True or False?

Statement	True	False
Everyone in the class can read a private comment.	☐	☐
Attaching your file is enough; you don't need to press Hand in.	☐	☐
A video with many views is always correct.	☐	☐
Good notes use headings, short points in your own words and a summary.	☐	☐
Downloading lessons on Wi-Fi lets you study later without using data.	☐	☐

2. Written Review Questions

Question 1: Describe the steps to hand in an assignment in Google Classroom.

Question 2: Your friend says, "I just copy whatever the first YouTube video says." What would you tell them?

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 31:

Online Learning Competency	With Help	Almost Alone	All By Myself!
1. I can join a Google Classroom class, hand in work and read feedback.	☐	☐	☐
2. I can find a tutorial and judge it with the 4 checks.	☐	☐	☐
3. I can take organised digital notes with headings, a summary and links.	☐	☐	☐
4. I can use tech to focus, take breaks and learn offline.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____