



PART **2** of series **“Using SLS for Whole-School Transformation of Teaching & Learning”**

Move Existing Resources to SLS

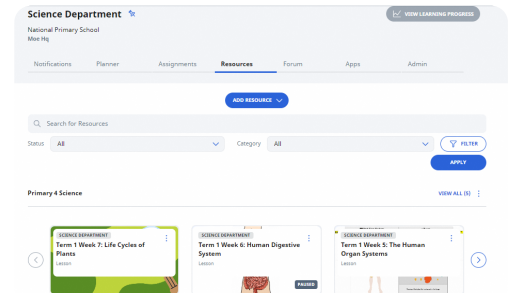
Why should schools use SLS in a structured way?

- Standardising the tools, expectations and learning data allows teachers and students to benefit from economies of scale at the department, school and system level.
- Part 1 of this series demonstrates how School and Department Spaces can be set up.
- Part 2 of this series now demonstrates how existing resources can be moved into SLS.

Setting up

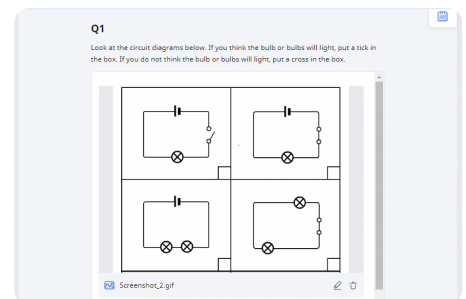
How do I set up department group resources?

- 1** Set up the department groups and categorise them by level.
- 2** Establish a standardized naming convention for lesson resources (e.g., Level - Term, Week/Topic - Subtopic).
- 3** Assign Level Heads to oversee each level and facilitate content transfer among teachers at the same level, including sharing
 - folders
 - personal repositories
 - physical files



What are the existing resources that can be consolidated into a Lesson?

- Existing physical worksheets in files or MS Teams can be scanned as PDF/images to be embedded within pre-populated Free Response Questions in SLS.
- Existing Powerpoint and Word documents can be attached directly in the SLS lesson, or converted into Google Slides/Docs before embedding within the lesson.
- Google Docs in Google Classroom can be embedded within text/media or as Google Response in the SLS lesson.



Collaborating

- Determine compulsory and optional resources**
 - Encourage collaboration between level head and teachers to determine compulsory and optional resources.
 - Optional resources can be placed (i) in the same lesson under optional sections, or (ii) as a separate lesson in student class group resources for self-study.
- Ensure comprehensive content coverage**
 - Level teachers can check if there are topics not covered by existing resources, and work out a schedule to ensure 100% content coverage.
- Enhance existing resources**
 - Convert worksheets (PDF/image formats) into interactive SLS quiz and question types for auto-marking.
 - Tag individual questions to learning outcomes for better tracking of student learning progress.
 - Organise learning content according to Active Learning Processes (ALPs) for better lesson pacing and sequential progression.
 - Integrate EdTech tools (e.g., Padlet, Kahoot, Quizziz) as a whitelisted site/embedded app within the SLS lessons.
 - Create differentiated activities (e.g., customising pre-existing lesson variants) for students with varying readiness and interests.

HELPFUL SLS FEATURES



Use **Notifications** for communication on resource updates



Use **Group Planner** to set deadlines for resource improvement and schedule department meetings



Use **Group Forum** to suggest useful online resources, discuss lesson ideas or share pedagogical approaches