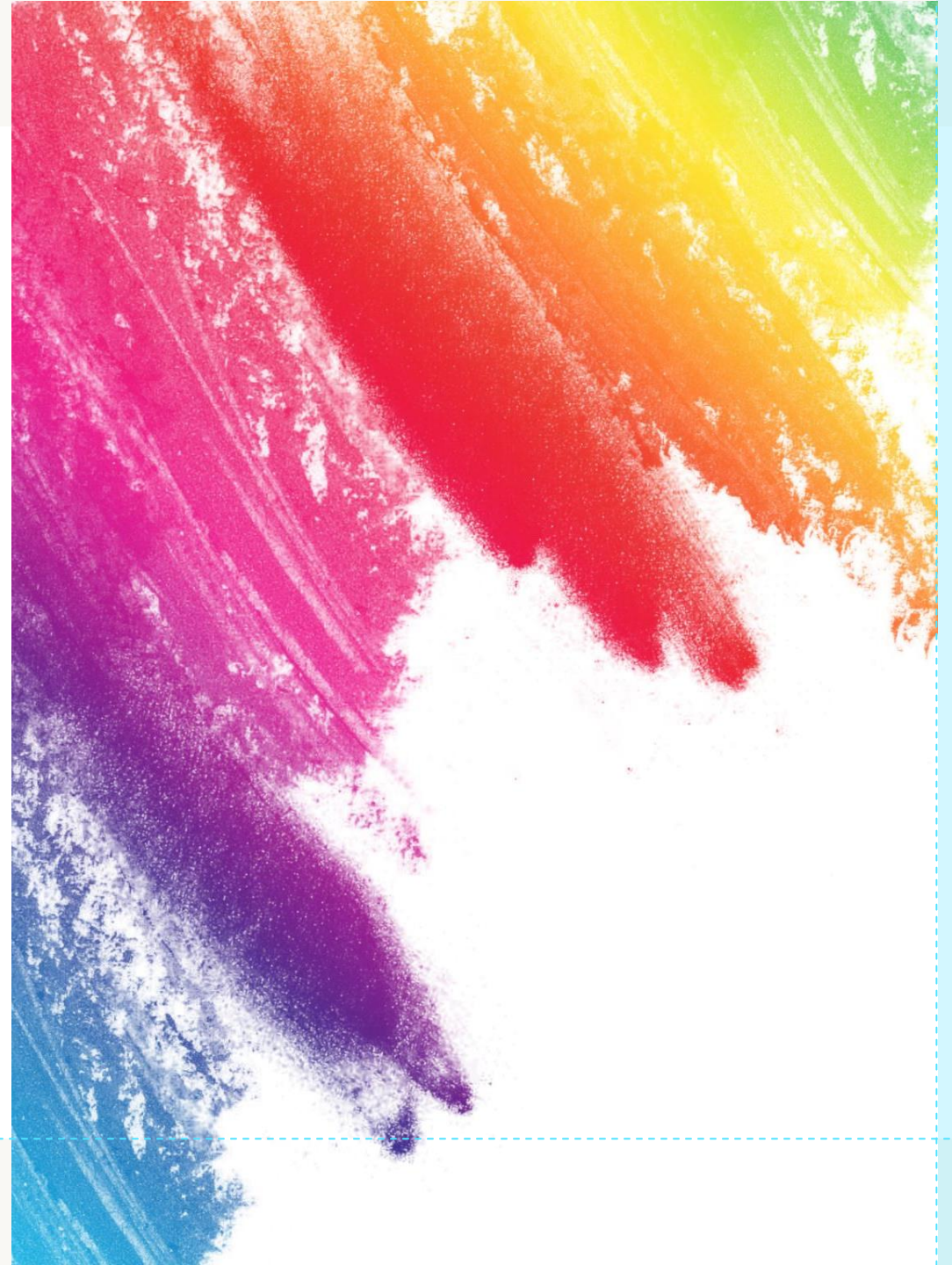




# Student Routines for managing ICT Matters

ICT Committee





# Daily Routines

Students to:

1. charge your PLD fully before reporting to school
2. refresh/restart your PLD before morning assembly
3. ensure your PLD is signed in using Managed Apple ID which is issued by the school  
(`<Name>@sass.moe.edu.sg`)
4. check your ICON email regularly





# Housekeeping Action Items

1

Log Into and Manage Student's  
ICON Email

2

Log Into Student Learning Space  
(SLS)

3

Log Into Managed Apple ID which is  
issued by school

4

Update iPadOS

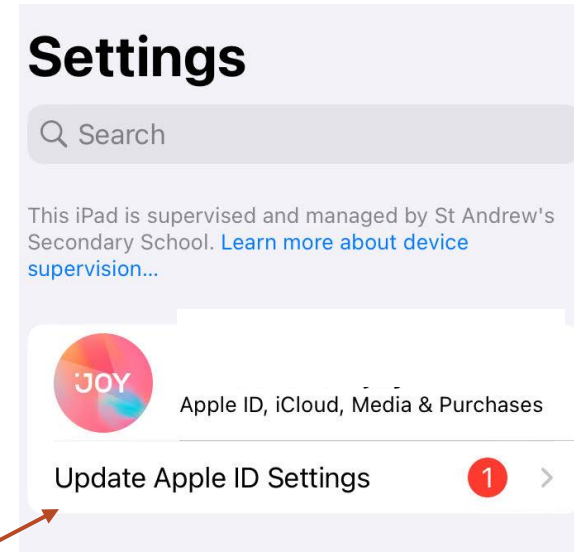




# Regular Check

1. Check your iPadOS every TGIF.  
Update the iPadOS if prompted.

Please refer to slide 10



IPadOS prompt at Settings

2. Manage your Student's ICON account.

Please refer to slide 11.



# Log into Student's ICON Email



Link to student's ICON email:

<https://workspace.google.com/dashboard>

Email: <Name>@students.edu.sg



# Log into Student Learning Space (SLS)

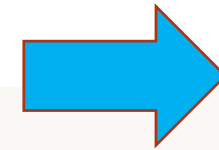
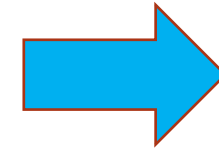
Log Into SLS:

<https://vle.learning.moe.edu.sg/login>

For Detailed Guide for preferred login method.

- ❖ Login with MIMS (<Name>@students.edu.sg) **OR**
- ❖ Login with SLS

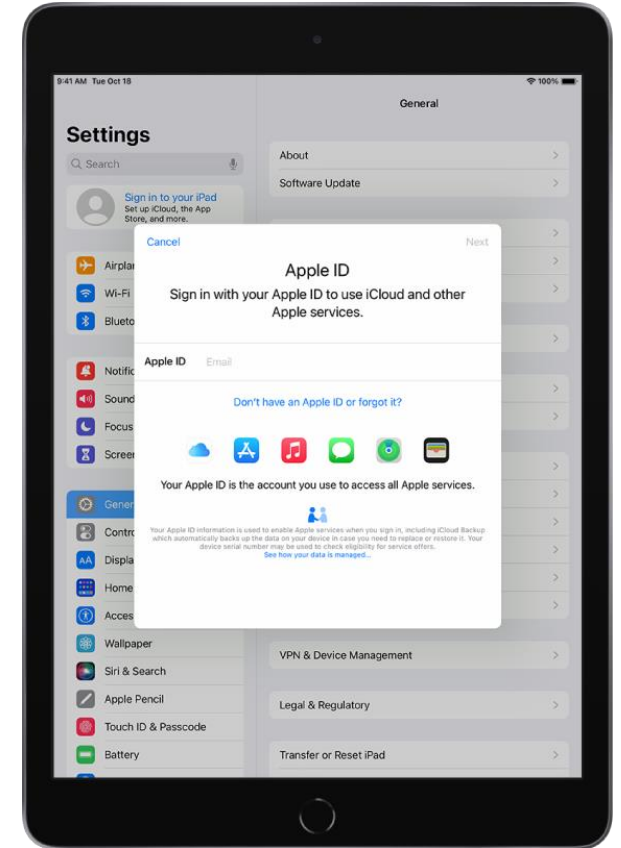
The format of your SLS Username is a combination of the first 5 characters of your Name, the last 4 digits and the letter of your NRIC/FIN/BC e.g. LEEAI1234E





# Log into Managed Apple ID

1. Open the Settings app.
2. Tap 'Sign' in to your [device]
3. Enter the Managed Apple ID which is issued by the school (<Name>@sass.moe.edu.sg) and password.
4. If prompted, enter the six-digit verification code sent to your trusted device or phone number and complete sign in.





# Password Reset

Submit the form here:

<https://go.gov.sg/sasspwd>



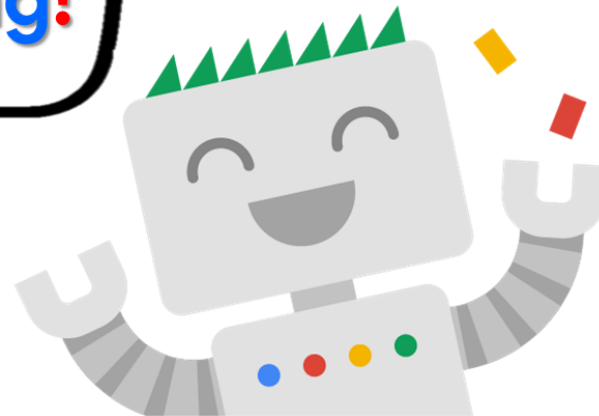
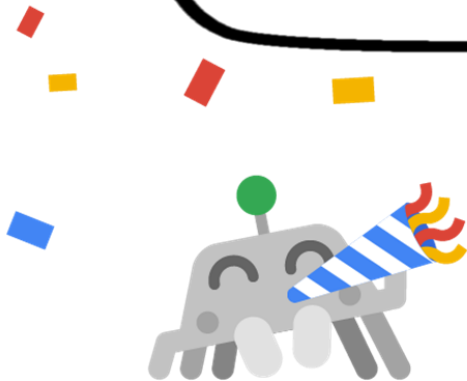




Being organised can **benefit** your **learning** since it will enable you to **store and retrieve** your learning resources **more efficiently**.

Highly organised people  
are habitual de-clutterers.

**Happy organising!**





# Steps to update iPadOS

1. Go to Settings
2. Go to General
3. Go to Software Update.
4. Tap Automatic Updates, then turn on Download iOS Updates.
5. Turn on Install iPadOS Updates.
6. Your iPad automatically updates to the latest version of iOS or iPadOS.





# Managing of ICON Mail

1. Check your emails regularly
2. Delete past emails that are not important
3. Empty your trash and spam folders.



# Delete

- **Check** your Google Apps storage quotas
- **Sort** file size from largest to smallest, delete larger files first.

Access the Google Storage tool here:  
<https://drive.google.com/drive/quota>

Login using your Student iCON account.

**A** Check your overall data storage usage by reading the **“Total used”**.

Look at the storage distribution among the 3 areas – Drive, Gmail and Photos to identify which one has the highest data.

**B** Look at the files listed under the **“Files using Drive storage”** and click on the arrow to sort the file size from largest to smallest.

This will enable you to quickly identify larger files to be deleted first.

The screenshot shows the Google Drive Storage interface. At the top, there's a search bar and navigation icons. Below that, the 'Storage' section displays 'Total used 774.9 MB' with a yellow callout 'A'. A red box highlights the storage distribution for Drive (168.6 MB), Gmail (606.2 MB), and Photos (0 bytes). Below this, the 'Files using Drive storage' section shows a list of files with a yellow callout 'B' pointing to a 'Storage used' dropdown arrow. The files listed are:

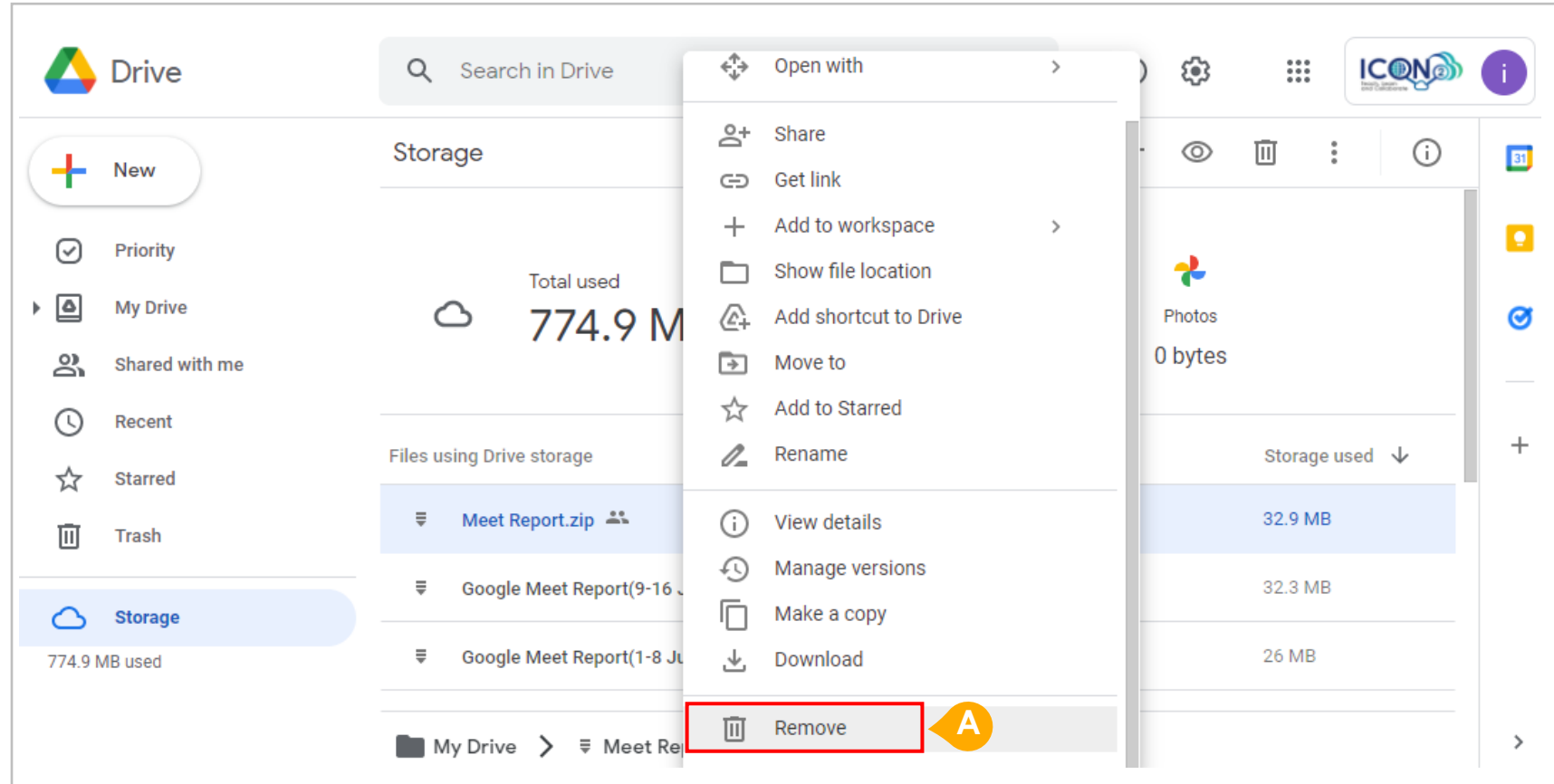
File Name	Size
Meet Report.zip	32.9 MB
Google Meet Report(9-16 June).zip	32.3 MB
Google Meet Report(1-8 June).zip	26 MB

# Delete

- **Delete** unused documents, emails & media starting with the **largest** size.

**A** To recover data storage space, start by deleting unused files that are of the largest size first as they have the most impact to your overall storage space.

Right click on the file you would like to delete and select “**Remove**”



# Delete

- Review & remove **shared files and folders**

**A** Review files and folders that you are sharing with your peers and determine whether they should be kept or removed.

If there is no further groupwork or need to continue sharing, remove these shared files to reduce your overall data utilisation.

The following files count toward storage:

## Google Drive

- Files in Google Drive, which includes PDFs, images, videos, and Meet recordings.

- A** • Files created or edited after May 2, 2022 in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, Recorder, and Jamboard.

If a file is in more than one folder in Drive, it still counts only once toward your storage quota.

## Gmail

- Messages and attachments, including items in your Spam and Trash folders.

## Google Photos

- [Original quality photos and videos backed up to Google Photos.](#)
- High quality (now named Storage saver) and Express quality photos and videos backed up to Google Photos after June 1, 2021. Any photos or videos you've backed up in High quality or Express quality before June 1, 2021 will not count toward your Google Account storage. [Learn more about this change.](#)

Content created with My Maps doesn't count toward your organization's storage quota.

# Delete

- Review **personal files** stored in Student iCON.

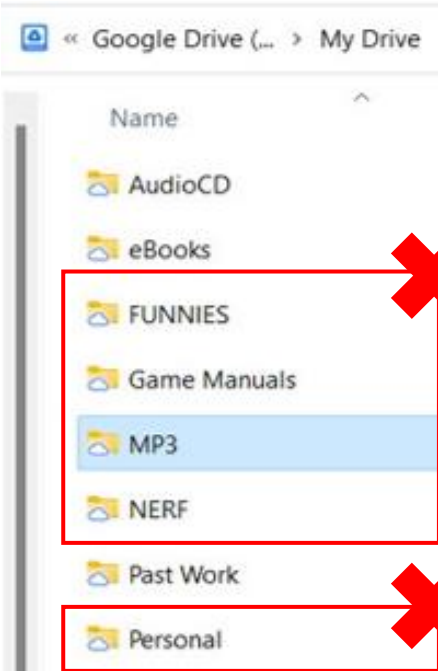
**A** Please note that Student iCON storage is for educational (teaching & learning) purposes.

- For personal files, remove them from your Student iCON account if they are not teaching and learning resources.
- Review all other content stored in your Student iCON Drives and **remove or export** emails or files if they are not resources related to your learning.

This may include:

- Music
- Photos
- Movies

**A**



• These files should be removed from Student iCON storage as they are not related to your learning.

• Files stored in Student iCON are only meant for educational (teaching & learning) purposes.

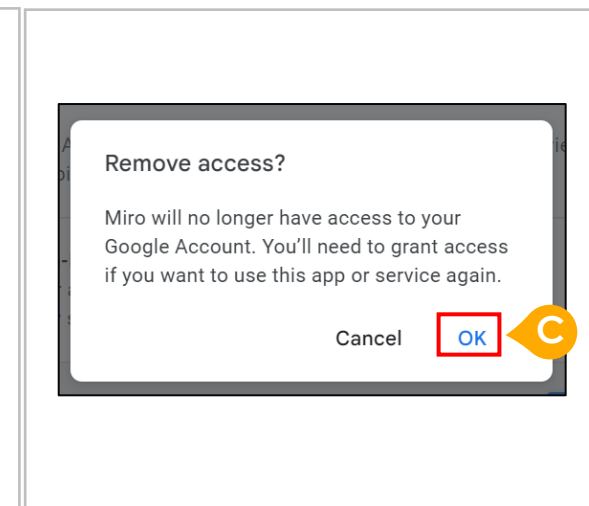
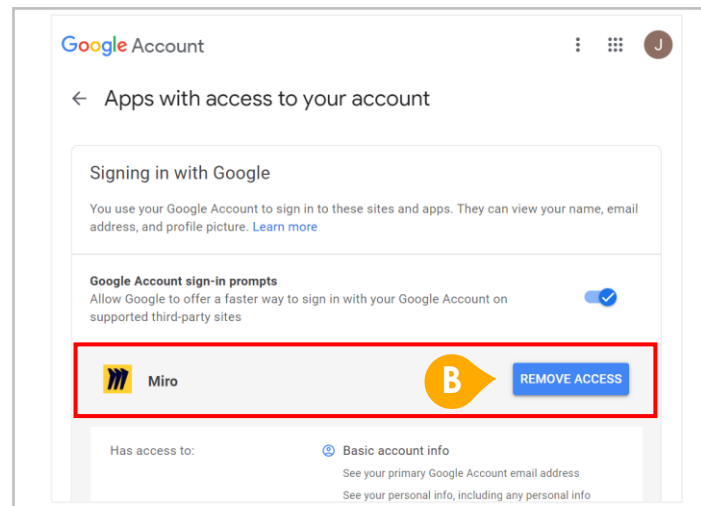
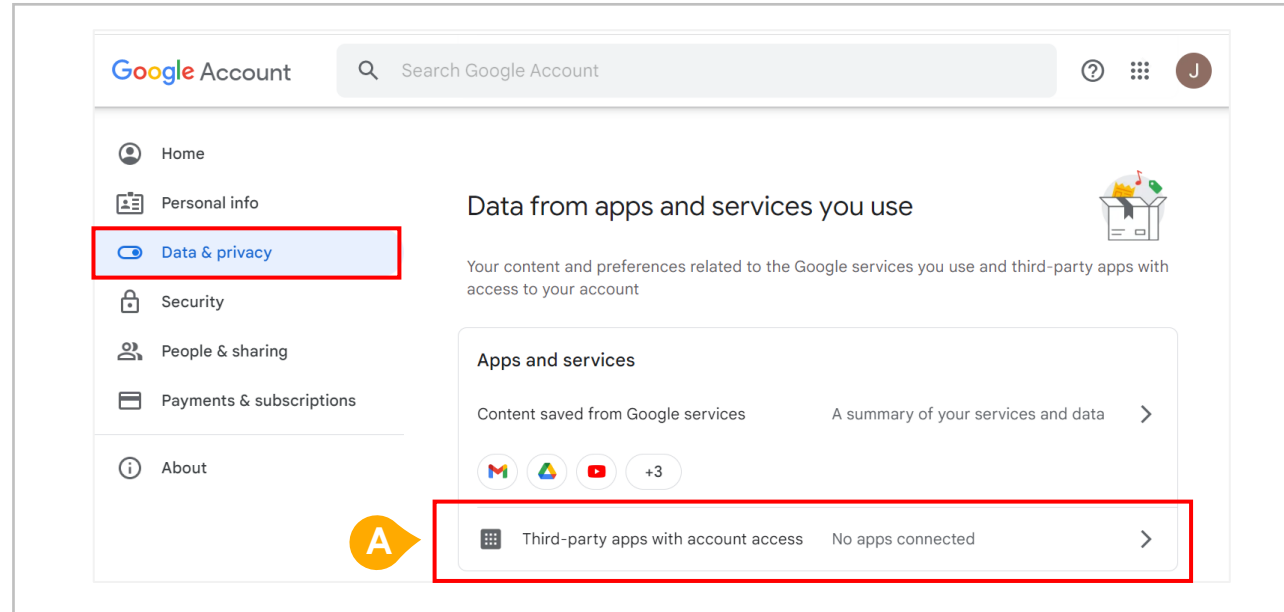
# Delete

- Remove Third-party app access manually

**A** If you have any Third-party apps that you would like to remove, click on **“Third-party apps with account access”** under the **“Data & privacy”** tab.

**B** Click on **“Remove Access”** for the app that you intend to remove access from.

**C** Click **“OK”** to confirm app access removal.





# Empty

- **Empty** your Trash frequently
- Files will be **deleted automatically after 30 days** in Trash

**A** Files are not immediately deleted but will be stored in the Trash before they are automatically and permanently removed after 30 days.

To perform a manual removal, click on "Empty Trash"

**B** Your storage will only be reduced after files have been removed from the Trash.

Please be informed there is no chance of recovering files which have been emptied or removed from the Trash or deleted forever after 30 days.

The screenshot shows the Google Drive interface. At the top, there is a search bar and navigation icons. Below the search bar, the page is titled "Trash for My Drive". A notification bar states "Items in trash are deleted forever after 30 days" with an "Empty trash" button highlighted by a red box and a yellow callout bubble labeled "A". The main area contains a large blue trash can icon and the text "No items" and "Items moved to the trash will appear here". On the left sidebar, the "Trash" option is highlighted, and the "Storage" section shows "709.7 MB used" with a yellow callout bubble labeled "B". A dark grey notification box at the bottom left says "File deleted forever" with a close button.