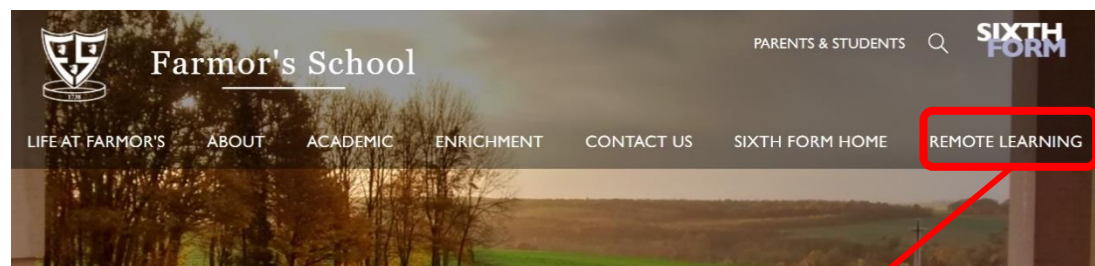


# Year 11 Remote Learning Guide

What do I do if I have to stay away from school because I am self-isolating?



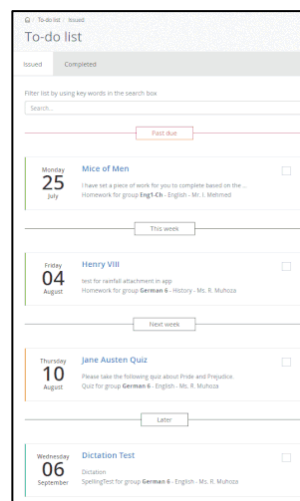
Work has been set for you on the school website, under the 'Remote Learning' tab. If you are self-isolating or are otherwise unable to attend school, please use this work to follow your normal timetable each day. Teachers may direct you to Show My Homework in addition to or instead of work set through the website.

What do I do if my year group is sent home or the school is closed?

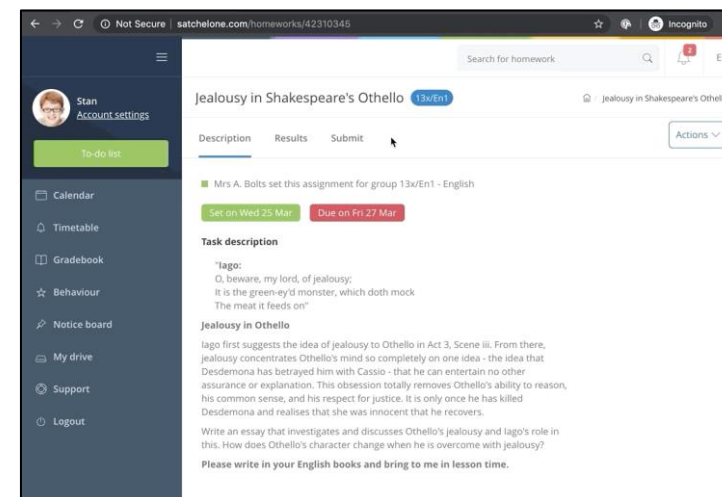
Work will be set for you using **Show My Homework** and you will have 'live' lessons scheduled weekly.

## Tip 1: Using the To-do list in Show My Homework.

- This tool will help you keep on top of your deadlines.
- Any work set by your teachers will appear on your To-do list.
- Tasks are divided between two tabs: **Issued** and **Completed**.
- From the Issued tab you can view work or mark it as complete.
- In both lists, work is ordered by week with the oldest at the top.
- You can only mark work as complete from your **own account**.
- Marking work as complete **does not** submit homework or let your teacher know that work is complete.




## Tip 2: Submitting work through Show My Homework



If you are using a laptop or a PC:

- Go to **Submit**.
- Type a message for your teacher or your full answer.
- Attach any files (documents, pictures or presentations). You can choose any files from your computer.
- Click **Submit assignment to teacher**.

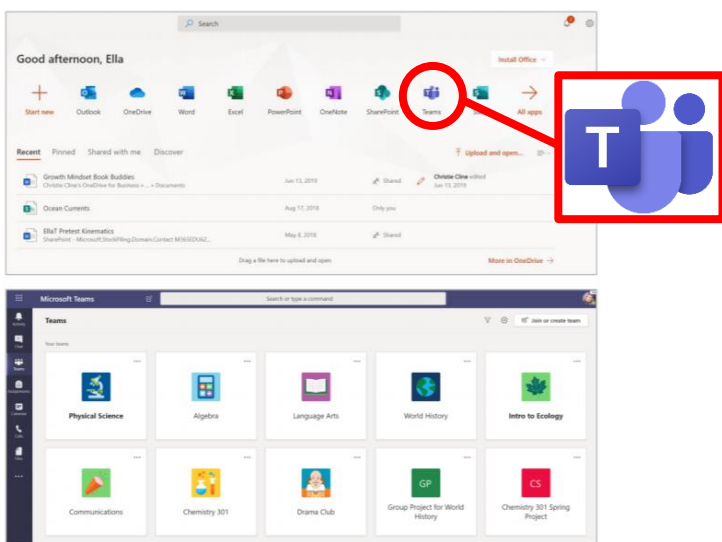
If you are using a mobile device:

- You can also upload documents from a mobile device.
- There is no "Submit" button, instead you will see a paperclip next to your comment box.
  1. Tap on the paperclip  next to the comment box.
  2. Select the location for the file.
  3. Choose the correct file.
  4. Tap **Upload**.

## Students guide to Microsoft Teams

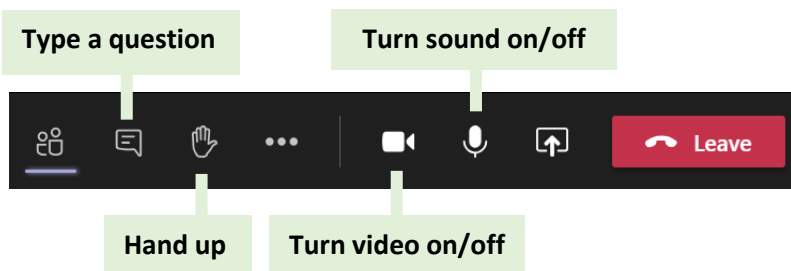
### What is Teams and how do you sign in?

1. Teachers will use **Teams** to connect with you via video if the school is told to close or a year group is sent home.
2. Go to Office.com and sign in (school email + password).
3. Select the **Teams** icon. You have already been set up with a **Team** for each of your classes.



### Tip 1: Using the Teams toolbar during a live session

1. You can turn your camera on and off.
2. You can mute/unmute your microphone.
3. You can ask your teacher questions in the chat box.
4. You can 'raise your hand' to ask a question.
5. You can leave the meeting by hanging up.



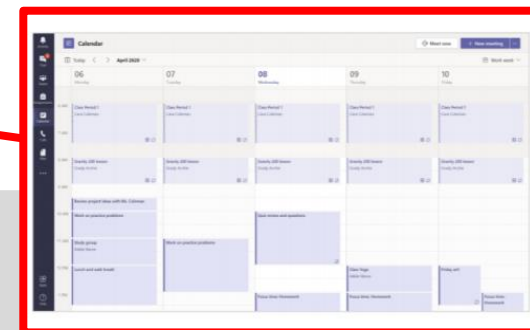
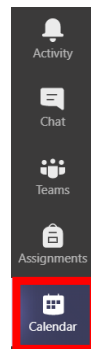
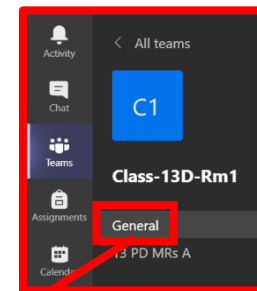
### How often will I have a 'live' session?

You can expect to have a live session **each week** for each of your subjects.

Work will be set through Show My Homework and/or the website at other times.

### Tip 2: Finding out when your live sessions will happen.

1. Select your **calendar** in Teams.
2. You will see all scheduled live sessions in your calendar.
3. From calendar, click **Join** when it's time to start.
4. Adjust your audio and video settings, then click **Join Now**.
5. You can also join a meeting from the **General Channel** in each of your class teams.
6. A recording of the session will be placed into the **General Channel**. You can view this at any time.



### Keeping you safe, and looking after your wellbeing

#### We will:

- Keep your timetable as familiar as we can.
- Plan a mix of screen-based and non screen-based activities.
- Be clear about how you will receive feedback.
- Set a 'classroom standard' of behaviour during these lessons.
- Let you know how you can interact during the lessons.
- Give you the choice if you have your camera/microphone turned on/off.
- Record the sessions, so that you can play them back.
- Raise concerns about your welfare with Ms Sturla (Designated Safeguarding Lead).

#### You need to:

- Find a **good space** to access the lesson e.g. living room.
- **Engage** with the learning set.
- **Follow any instructions** given to you by your teacher.
- **Dress** as you would for a non-school uniform day.
- Raise any concerns about the remote learning process with your tutor.

