

# Remote Learning

## A guide for students

**Teaching and Learning** - If you are asked to self-isolate or the College is asked to enter a period of remote learning, you will continue to follow the curriculum sequence that you would have studied in College. Live lessons will be delivered by teachers using Microsoft Teams. If you have been asked to isolate at home, your lessons may be screened live and/or digital resources provided (on Teams or Moodle) for you to continue learning.

**Preparation for remote learning** - Ensure you have:

- The most up-to-date Teams app installed on your home PC and mobile devices
- Working speakers or headphones
- A microphone so you can verbally interact in live lessons and webcam/mobile camera, if required
- A quiet space away from distractions that also has good internet, wifi or mobile data access
- Check your College email and Teams Calendar for notifications of live lesson meetings

### Expectations for Live Lesson

- Follow your normal timetable and you are expected to attend every lesson (teachers will be monitoring online attendance)
- Login promptly and join the Teams meeting at the start of each lesson
- Ensure your camera and microphone are turned off when joining a Teams meeting
- If you are expected to be on camera at any point, you should dress appropriately and blur your background or ensure it is neutral
- Comply with the College Student Code of Conduct as if you were in College
- Be respectful of others in the language you use, both verbally and in chat

**Issues with accessing remote learning** - You must inform your teacher(s) as soon as possible if you are unable to find an online live lesson link or the digital resources you are expected to complete. If you have not heard from your teacher prior to an expected lesson, you must contact them.

## Help and Support for Remote Learning



**Microsoft 365 and Teams Resources** - There are videos and resources available on the College website on how to access and use Teams on your PC and mobile device. There are also videos on how to use OneDrive and the [www.office.com](http://www.office.com) homepage. You can access the videos and resources here: [www.wsfc.ac.uk/support-for-remote-learning/](http://www.wsfc.ac.uk/support-for-remote-learning/)

Ensure you save your work in OneDrive so you can easily access and edit it anytime, anywhere on any internet-enabled device.

If you need to share handwritten work with your teacher(s) you can use the camera inside the OneDrive mobile app to scan the page(s). The following links show you how to do this on Android [www.bit.ly/2JjRRqn](http://www.bit.ly/2JjRRqn) and iOS [www.bit.ly/3fER6nS](http://www.bit.ly/3fER6nS) devices. The pdf scans will be saved in OneDrive and you can then share them via email or Teams Chat.

**Tips for remote learning** - working remotely can be challenging. Here are some tips to help:

**Establish a good routine for each day** - Treat each day as if you were at College. Get up and ready for your lessons in good time.

**Switching off** - When not taking part in live lessons or working on offline resources, have time away from screens and take a break.

**Working in groups** - You can still work with peers by participating in group chat during live lesson meetings. You can also use the Teams chat to collaborate with others and even work on the same document if it is a group activity. To do this share your Word or PowerPoint document, enter the names of those you want to collaborate with and ensure you select allow editing. This link shows you how to do it: [www.bit.ly/3q1bVyN](http://www.bit.ly/3q1bVyN)