

Callywith College student guide to remote learning

What does remote delivery mean?

- Your lecturers will prepare materials and resources for you to use to learn from home. You are all studying different courses taught by different lecturers, therefore there is not one way to do this. Materials may take a variety of forms including:
 - Live lessons delivered through Microsoft Teams, Zoom, YouTube or eStream
 - Online learning environments like Moodle, OneNote and Kerboodle
 - Pre-planned tasks, activities and assessments sent via email

When do I need to do the work?

- **You must follow your normal timetable** and complete the work in the allotted spaces you would normally have lessons at college. Parents/carers can be a big help with making sure you stick to this.

What do I need to do 5 minutes before the start of a timetabled lesson?

- Each of your teachers should have told you how you they are intending on delivering most lessons, so you should know what to expect. At the start of your timetabled lesson, you need to do 3 things:
 1. In one tab of your browser open the college intranet home page and **send an attendance update request for the lesson about to start** – this will register you for the lesson. Your lecturer will confirm the attendance of those who make requests during the session.
 2. Check your college email to see if you have been emailed instructions for the class (you can reset your password by clicking the “remote access” button at the top of the college website homepage.
 3. Log-in to the remote teaching platform (e.g Microsoft Teams) that your lecturer will be using.

Will I still get homework and independent study tasks?

Yes, your teachers will still set you work to do and explain how they want you to hand it in and what the deadline is.

Because exams are cancelled, do I have to do any college work at all?

- Whilst there has been an announcement that there will be no public exams this year, this does not mean there will be no assessment of students. Therefore, it is vital that all students continue to complete the content and skill development in their courses. Completing the learning is a far more important process than sitting the exam. You will get a grade for your course, but your ability to use your knowledge and skills is what will allow you to succeed in whatever you do next.

Nb. Remember this is not just us, it is the whole country so everyone will be affected similarly so don't worry that you will be at a disadvantage.

What can I do to prepare for remote learning?

Read the attached guides and complete the tasks below today which will mean things will work from home.

- Ensure all your college work is stored on your college One Drive in order to access the work from home.
- Know how to access the College Intranet and your work from home.
- Know how to join an online teaching session that will take place **at the same times as your normal timetabled classes.**

Keep up to date with all college communications

- Check your college e mail every day
- Visit the college Intranet daily for updates
- Follow the college on Instagram, Facebook or Twitter

If you experience any problems talk to a member of your tutor and lecturers immediately.

Where can I find further help and support?

If you experience any problems this week contact a member of your teaching team, or any member of the Learning Resources or Study Centre team, this week or by e mail when at home.

We have also set up an **e-learning helpline** which can be used during College hours on **01872 308157**.