

Remote Learning – Student Guide

In the event that your 'bubble' is sent home to self-isolate, you will access live lessons remotely via Microsoft Teams and follow your normal timetable. This guide outlines what you are expected to do to successfully learn remotely. Please read the information carefully and use the instructions provided to help you log-in to Microsoft Teams and Satchel:one.

What is expected of students?

Students will:

1. Comply with the academy's student / parent remote learning agreement.
2. Wear school uniform. This will ensure that you are ready to learn just as you would, if you were in the classroom.
3. Follow your normal school timetable.
4. Log-in to Microsoft Teams at 8.40am to be ready for 8.45am tutor time.
5. Check Student Notices on Satchel:one for any new information/updates at the start of each school day.
6. Access learning resources on Satchel:one.
7. Log into any live lessons via Microsoft Teams.
8. Participate fully in live lessons and follow the academy's behaviour for learning expectations and 3 golden rules.
9. Complete work, keep any notes and meet the deadline set by teachers.
10. Seek help if you need it, from teachers via Satchel:one.
11. Ensure that you do not use Satchel:one to share any messages of a safeguarding nature.
12. Inform your tutor or Head of Year, if you are unable to complete work due to changes in access to the internet or suitable electronic device.

How will the live lessons work?

1. You will check your timetables each morning and log-in to Microsoft Teams at 8.40am.
2. Once logged into Microsoft Teams, you click on the relevant subject tab and join the live lesson.
3. The lesson will be recorded so that students can watch this at a later time if they are unable to join the live class.

What is the student agreement for using Microsoft Teams for live lessons?

1. I understand that all live lessons will be recorded by the Academy
2. I will not share the link to, or details of, the Microsoft Teams lesson with anyone else. I understand that the Microsoft Teams lessons are for CGA students only
3. I will only attend Microsoft Teams lessons that I have been invited to and understand that I must attend on time.
4. a. Years 7-11 - I must wear my CGA uniform to attend all Microsoft Teams lessons
b. Year 12 and 13 only - I must be suitably dressed, wearing clothing that I would normally wear to attend CGA for the start of all Microsoft Teams lessons
5. I must not take photographs or recordings of my screen or share images from Microsoft Teams lessons with anyone else. This is a statutory part of safeguarding and General Data Protection Regulations requirements. This also supports my safety as well as the safety of other students and staff. I am aware that if I take photographs or recordings of Microsoft

Teams lessons, I could be blocked from all live lessons and could be issued with a fixed term exclusion.

6. While taking part in the Microsoft Teams lessons, I will use the blurred background feature. I understand that my home surroundings or other members of my family must not be visible to staff
7. I understand that a live lesson is not the place to share personal information or details with other students
8. I understand that I am responsible for my behaviour. I will listen to the teacher in the live lesson, be polite and follow all instructions from the teacher. If my behaviour is inappropriate in any way, I am aware that staff will immediately warn me of this and may ultimately block my access to the lesson and future lessons
9. I will be responsible for the language I use and only post comments or ask questions in the chat function that I would feel comfortable knowing anyone could read
10. I understand that I must report any immediate concerns about online activity in the lessons to the teacher. If I am concerned that someone has broken the rules for Microsoft Teams lessons, I must email cga@clapton.hackney.sch.uk putting 'MS Teams breach' as the subject as soon as possible after I become aware of the issue and definitely on the same day.

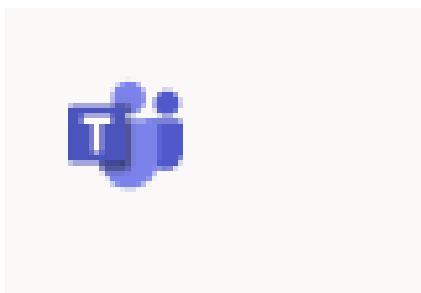
Live Lessons – Guide for Students

How to access your live lessons using Microsoft Teams.

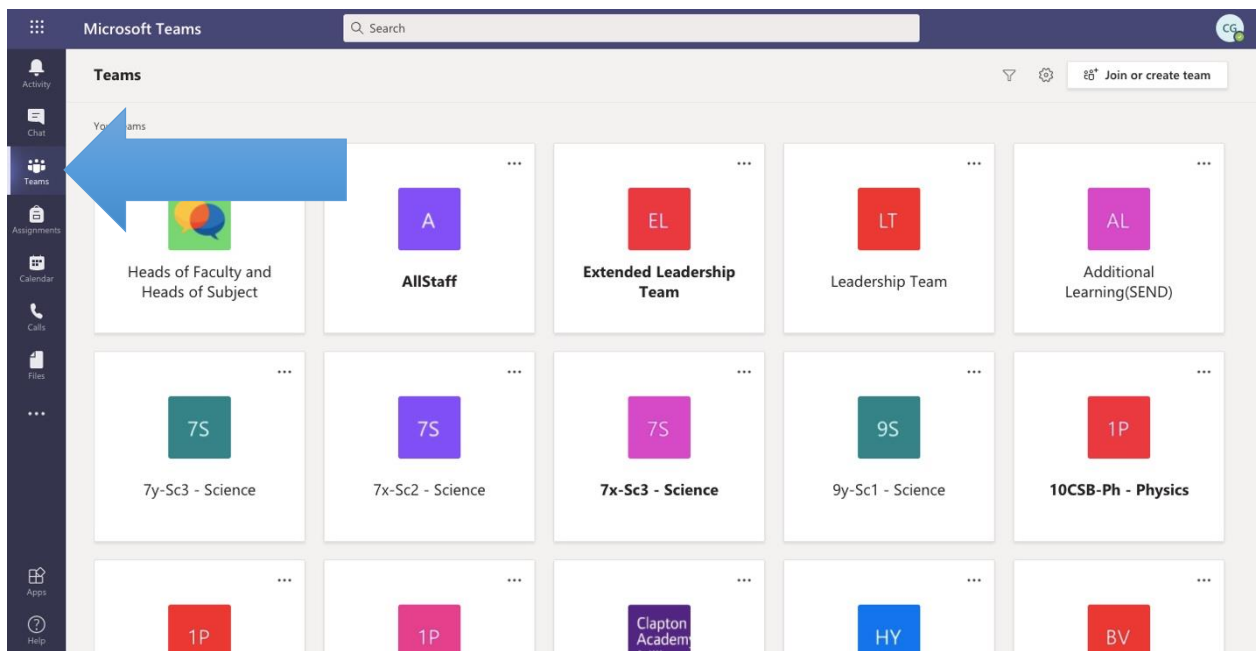
You will use your school email address to login to MS Teams to participate in live lessons (<https://teams.microsoft.com>).

snasir@clapton.hackney.sch.uk and your computer password.

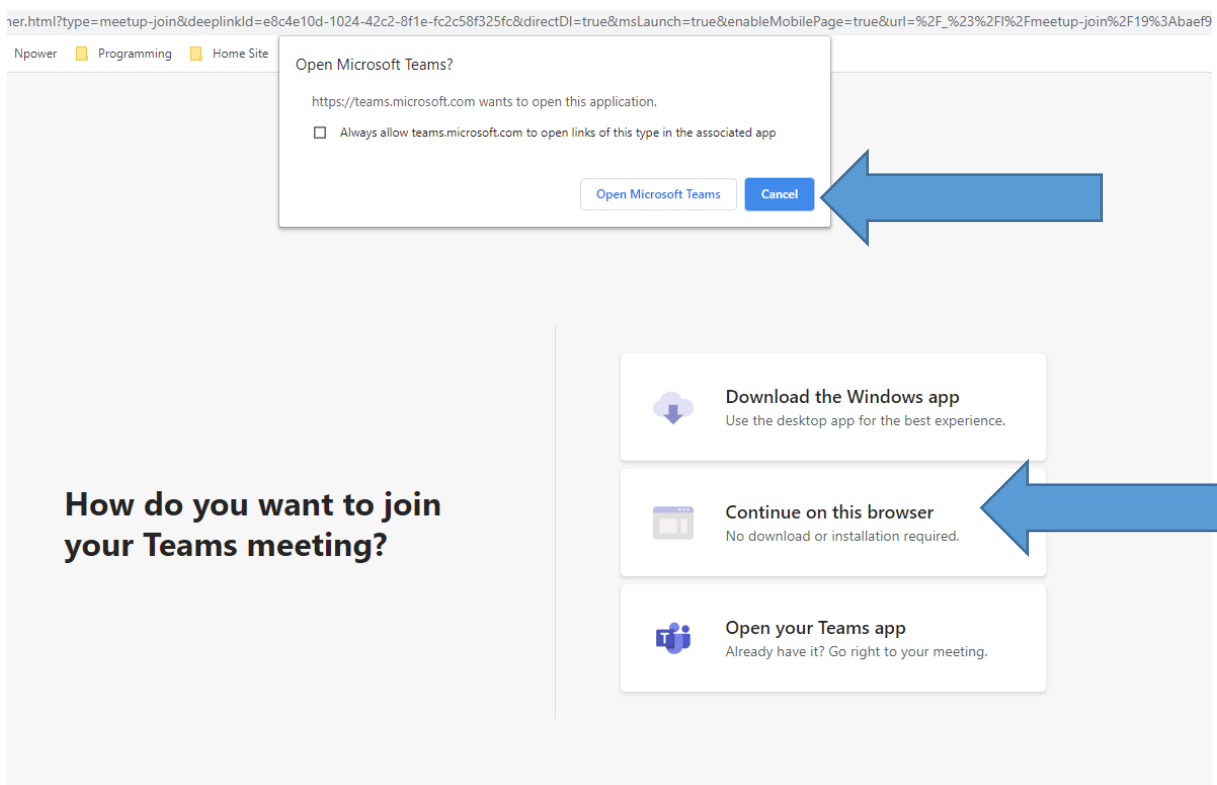
Once you have logged in with your school email address, you will need to click on the MS Teams app.



Once in Teams double click on the Teams icon on the left hand side and you will see all of your classes as shown in the screenshot.



Click on the relevant class, following the timings of your normal school timetable.



In the next window click on "Open Microsoft Teams" This can be downloaded and installed here: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> or if you are unable to do this click "continue on this browser".

If Microsoft Teams has already been downloaded on your computer, this box will appear. Click on 'Open Microsoft Teams'.

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Open Microsoft Teams

Cancel



Experience the best of Teams meetings with the desktop app

Download the Windows app

Join on the web instead

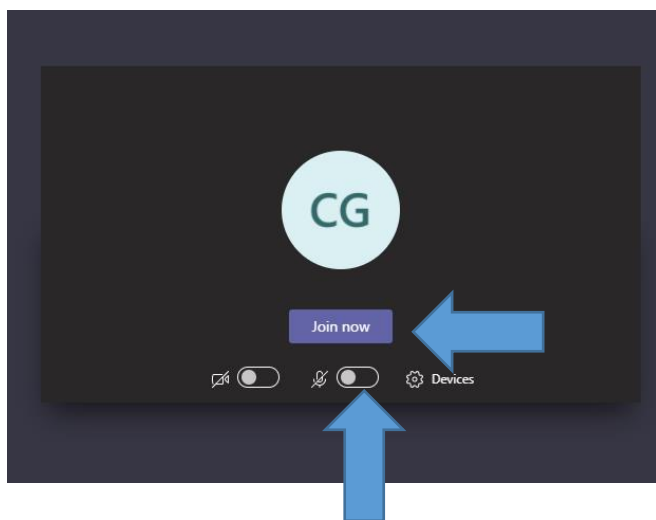
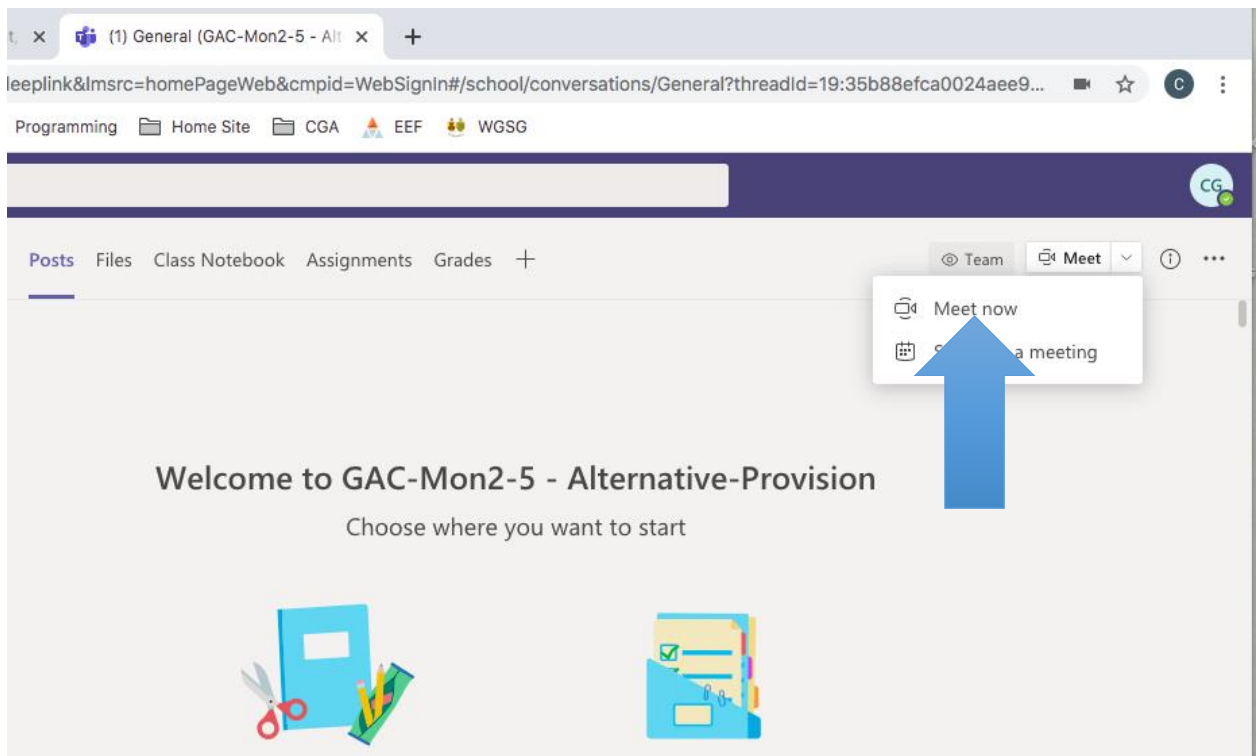
Already have the Teams app? [Launch it now](#)

or

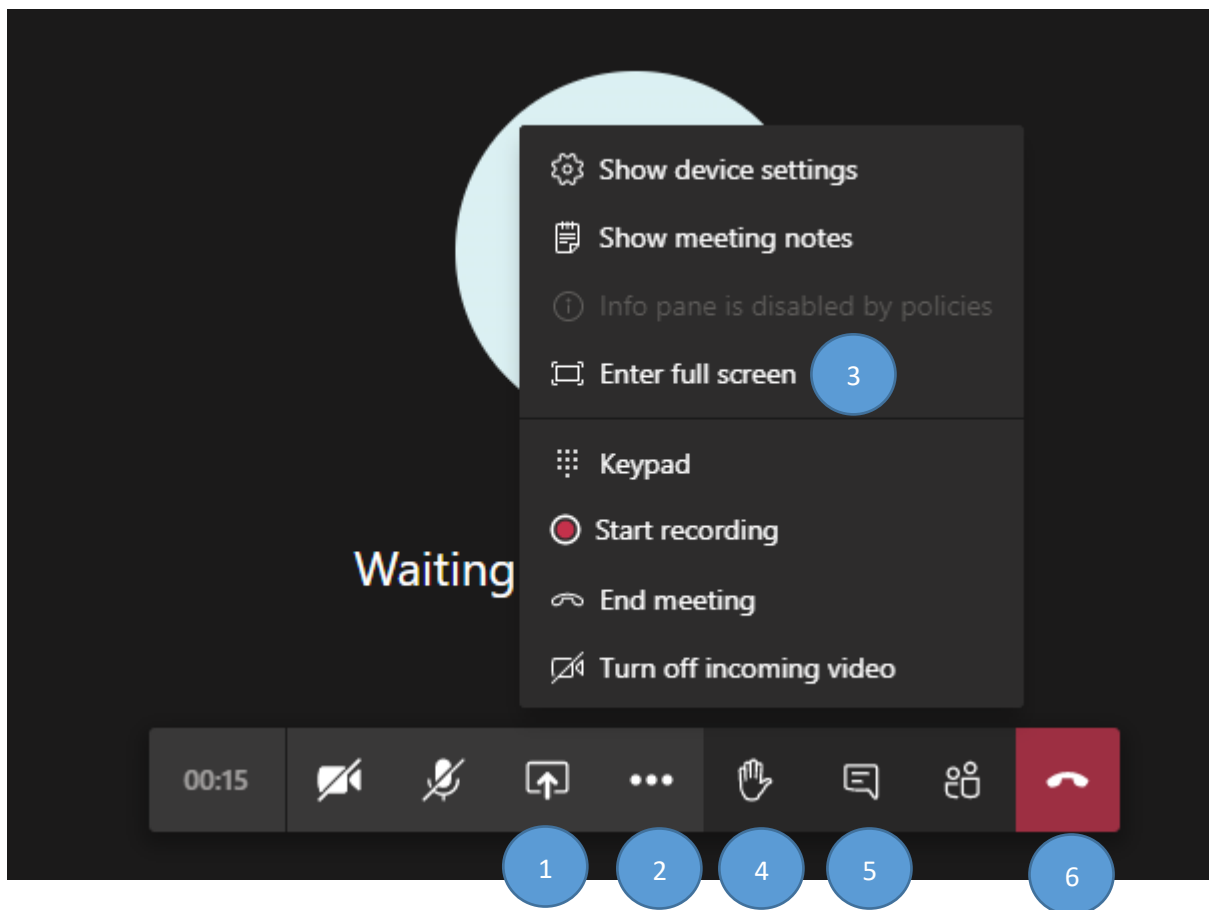
You can access the meeting without downloading Microsoft Teams. Simply click on 'Join on the web instead' and this will take you directly to the meeting.



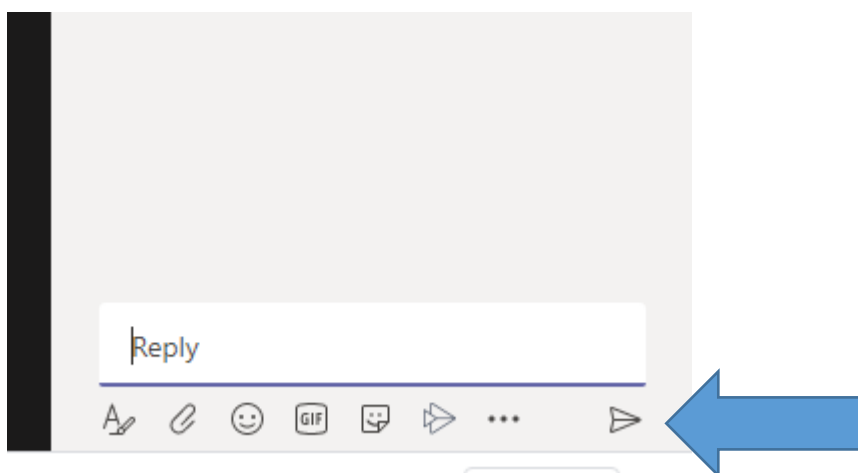
You can begin your live lesson by clicking on the video camera icon and selecting “meet now” at your usual timetabled lesson time.



Make sure that the microphone is switched to the off position before clicking “Join Now”.



1. Share tray - where your teacher can share documents with you.
2. Opens a pop-up menu where you can:
3. Select "Enter full screen". DO NOT under any circumstances record the lesson.
4. Allows you to put you hand up to signal the teacher.
5. Chat function - Click here to open the chat window on the right of the screen.
6. Click on the red telephone icon to leave the lesson.

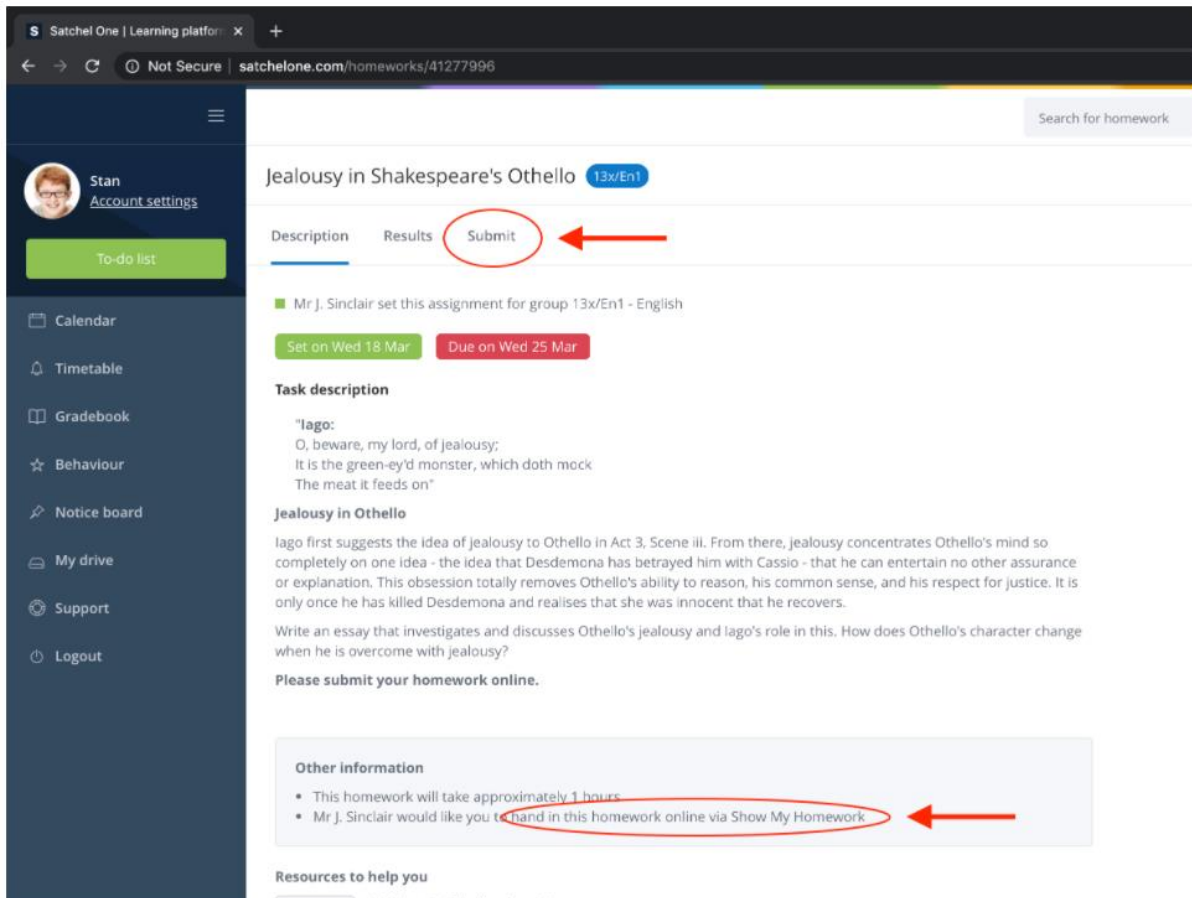


In the chat window you can write messages and answers. Type where it says "reply" and click on the paper aeroplane symbol indicated.

Submitting work on Satchel One

Distance learning: how to send your homework to your teacher remotely

As a student you are able to submit your assignments online instead of handing them in - as long as your teacher requests an online submission. When they do so, you will see this on your homework:



The screenshot shows a web browser window with the URL satchelone.com/homeworks/41277996. The page title is "Jealousy in Shakespeare's Othello" with a "13w/En1" tag. A navigation bar at the top has tabs for "Description", "Results", and "Submit", with "Submit" circled in red and an arrow pointing to it. Below the navigation bar, it says "Mr J. Sinclair set this assignment for group 13x/En1 - English" and shows dates "Set on Wed 18 Mar" and "Due on Wed 25 Mar". The "Task description" section includes a quote from Iago: "Iago: O, beware, my lord, of jealousy; It is the green-ey'd monster, which doth mock The meat it feeds on". Below this, it says "Jealousy in Othello" and provides a summary of the plot. The task instruction is: "Write an essay that investigates and discusses Othello's jealousy and Iago's role in this. How does Othello's character change when he is overcome with jealousy?". Below the task description, there is a section titled "Other information" with a red circle around the text "Mr J. Sinclair would like you to hand in this homework online via Show My Homework" and an arrow pointing to it. At the bottom, there is a "Resources to help you" section.

To submit your work follow these steps:

1. Go to *Submit*
2. Type a message for your teacher or even your full answer.
3. Attach any files you need to, for example documents, pictures or presentations. You can choose files from your computer.
4. Click "*Submit assignment to teacher*" to send it to your teacher of your submission.

If you need to, you can submit more pieces. You can also save your progress as a draft at any time and come back to finish the task later.

For further in-depth guides go to:

help.satchelone.com