

Weald Guide to Home Learning for Students, Parents and Carers



Preparation and Technology Access

At Weald we use Microsoft Office Online. If you have access to a desktop computer or laptop at home, then all the features of Microsoft Office, such as OneDrive, Outlook, Word and Teams, can be accessed by logging into a student's Microsoft Online account with their school login details. **Students must make sure they know their log-in details for their school email.** These are the same log-in details for all other Microsoft Office Online applications. Year 7 have been given these during their IT induction lessons.

Students without access to a computer or laptop can still access their email, work and virtual lessons through tablets, and return work to their teachers if the appropriate applications are downloaded:

- **Outlook** – vitally important for communication between the school, staff and students.
- **OneDrive** – a cloud-based storage area where students can access their personal documents.
- **SharePoint** – a cloud-based storage area where departments have stored resources for students to access.
- **Microsoft Office** – access to Word, PowerPoint, Excel and OneNote.
- **Microsoft Teams** – used to set work and stream live lessons.
- **Adobe Scan** – this free app allows students to take a photo of their work, which is then turned into a scanned pdf file to be sent to teachers for marking. This is particularly important for any handwritten task or assessments that may be set or for students with limited computer and/or printer access.

We believe strongly that accessing remote learning via smartphones is not conducive to learning on a long-term basis. However, students may access content temporarily via tablets and smartphones on a short-term basis i.e. snow days where no computer is available. Should any student not have access to an appropriate device during school hours please inform the school via school@wealdgs.org. We have a limited number of devices that can be loaned to students in these instances.

Expectations

In the event of school closure, students must carry on participating in form time and lessons, unless they are unwell. Sixth Form students may use their study periods to work independently as normal.

To ensure continuity of learning, students must make sure that they:

- Join each class via Microsoft Teams, as per their normal timetable
- Students do not need to be in uniform but must dress appropriately for the lesson.
- Are punctual and have their equipment ready
- Access any online resources provided by their teachers and form tutors through Teams
- Behave during the lessons and tutor time with the same high standards they would set themselves in school. Language, including text, should always be respectful and relevant to the learning. Teachers will continue to award positive/negative behaviour points as they would in school.
- Participate and ask questions when they need to
- Respect the deadlines set by teachers for the submission of work.

The expectations of students' completion of work will remain the same whether students are working in school or at home. The register will be taken at the start of each lesson as well as tutor time, and parents and carers will be emailed if students do not attend without a valid reason.

Creating the conditions for scholarship

1. Ensure your microphone is muted, except when you are asking or answering a question so that there is no excess background noise.
2. Only you may take part in lessons and form time sessions. These are intended for students only. Do your best to access your lessons in a quiet space to avoid distractions.
3. Ask questions by using the chat function or put your virtual hand up via the button in Teams. Your teacher may guide you on which they would like you to use.

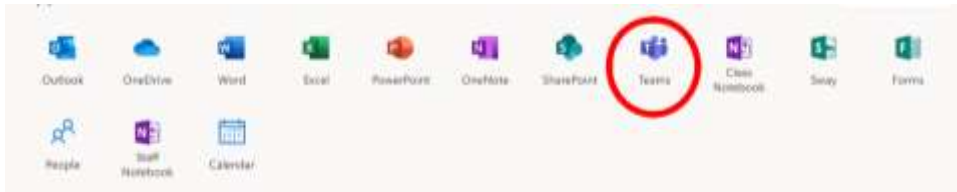
Using Teams to Access Live Lessons

On a desktop or laptop, open the web browser (Chrome, Internet Explorer, Safari etc.) and type in www.office.com. On a tablet, use the Teams app that you should have downloaded.

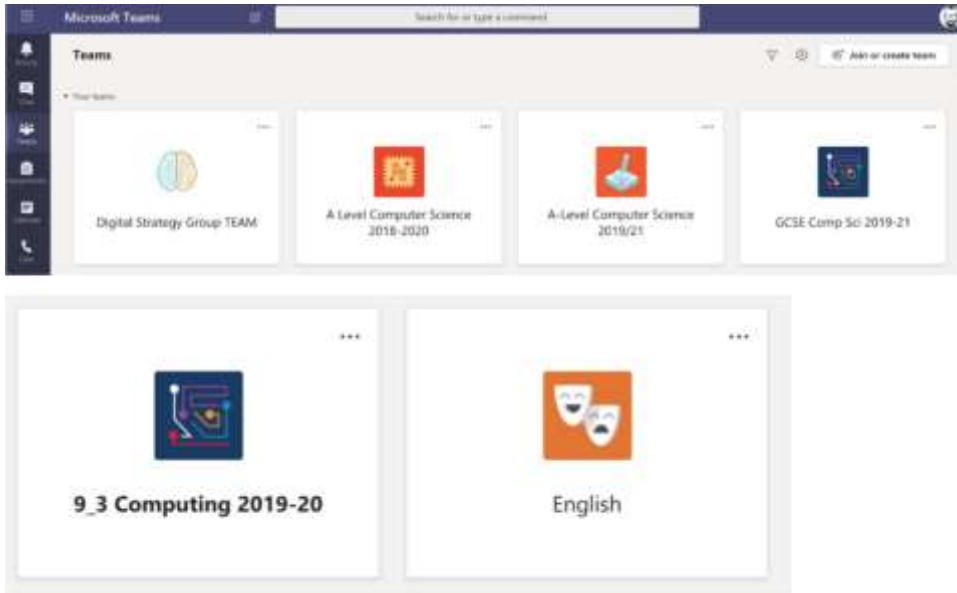
Sign in with your full school email address which is your computer username followed by @wealdgs.org.

You will then be directed to the login page for Weald.

Click on the Teams icon.

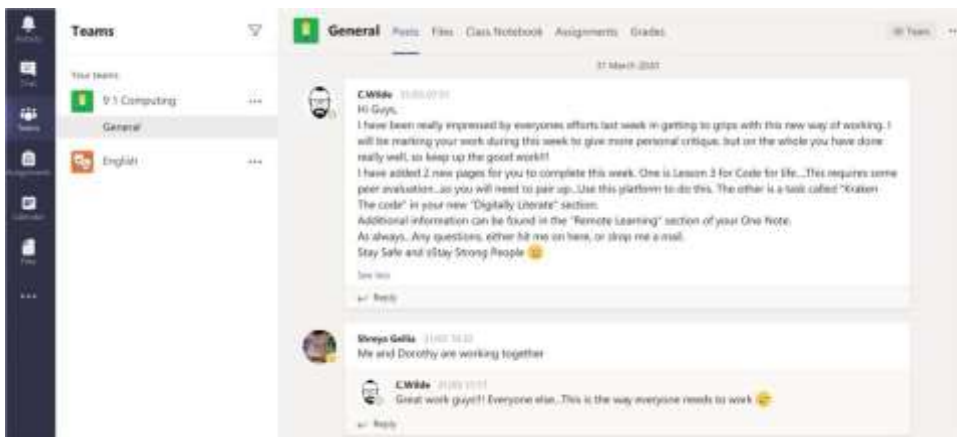


You should now see all the 'Teams' that we have set up for you. There should be one for each of your classes.



(Notice that the text of the tile on the left is bolder than the one on the right? This means there has been activity in this class while you have been away.)

To open a class, click on the tile and this will bring up posts and content provided by your teacher.

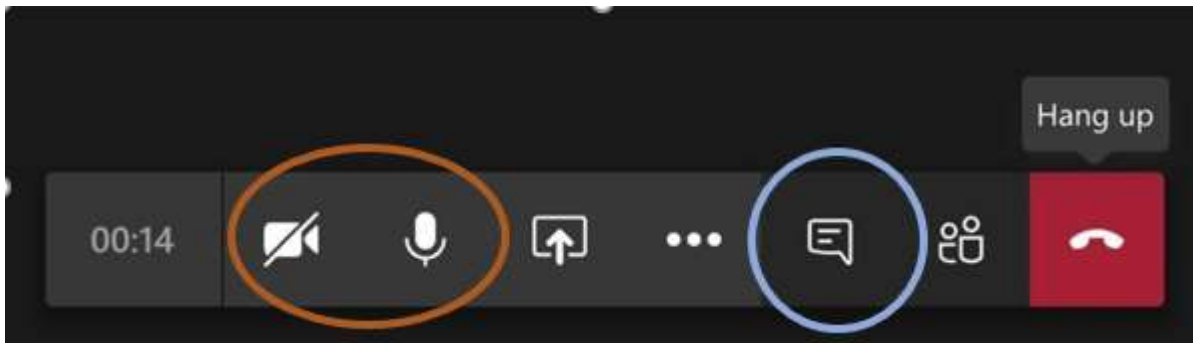


Live lessons for classes will be linked here. Click the 'Join' button to join the live lesson. You must follow the timings of your normal timetable.



Please make sure that your microphone is muted (circled in orange below) when you enter the lesson. You may unmute to ask or answer questions.

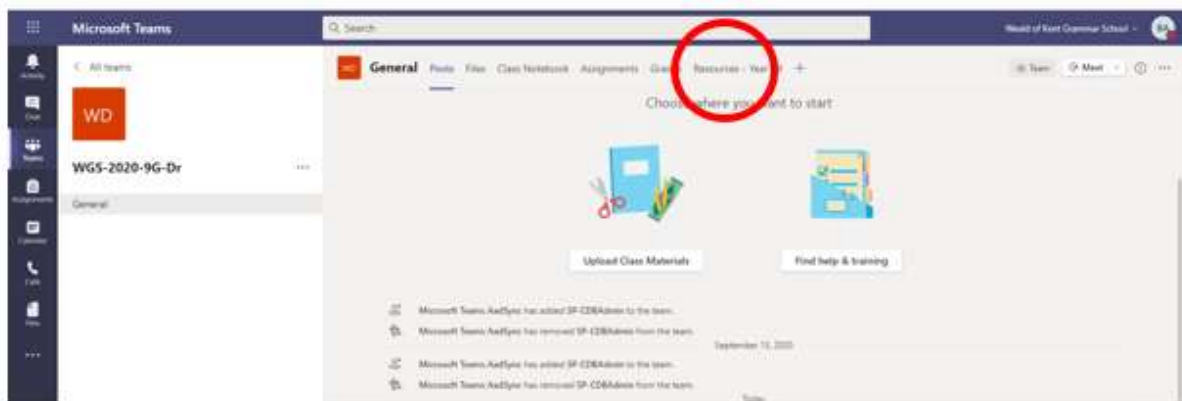
You can also ask questions or respond by typing in the chat window (circled in blue).



At the end of the lesson, the red button will end your call and take you out of the class.

Using Teams to Access Resources

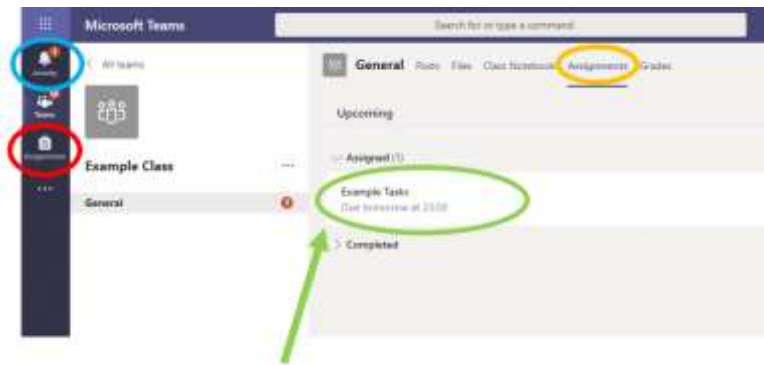
Your teacher may upload PowerPoints, worksheets or other resources for you to access in the lesson. You can find these by clicking on 'Resources' in the bar at the top of the page.



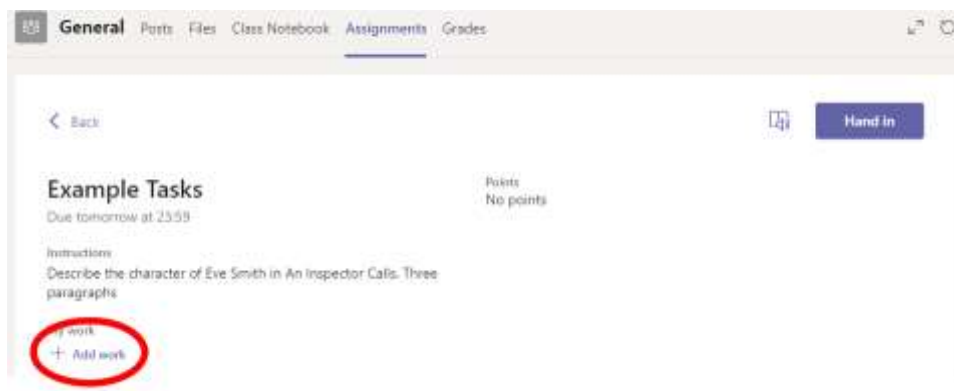
Resources for IT and Computer Science should be located via OneNote as normal.

Using Teams to Access an Assignment

Your teacher can set assignments for you to complete. When logged into Teams, you will see a notification every time your teacher sets a new assignment for you (circled in blue below). Clicking on this notification will take you to the assignments page. You can also click the assignments button (circled in red) to see all the different assignments set by your teachers. Alternatively, click into your class and click on the assignments button (circled in yellow).



Click on the assignment to access the task. Click the 'Add Work' button to upload work to the assignment to be marked by your teacher.



When you are ready to submit the work, click 'Hand In'. This will send the work to your teacher. If you require further support, the following video explains these basic Teams functions step-by-step:

<https://www.clouddesignbox.co.uk/student-and-parent-guide-to-microsoft-teams>

Using Adobe Scan for sending handwritten work

Adobe Scan is preferable to taking pictures of your work as it provides a clearer image for teachers to read. Follow the guidance below on how to use this app (once you have downloaded and set it up).

Open the app and it will automatically look for the page you want to scan and will capture the image. Do your best to ensure there are no shadows on your work. If you are unhappy with the image you have made, press 'retake', otherwise press 'continue' and carry on for all other pages you want to scan. This will mean that all the pages can be attached as one pdf file rather than as individual pages.

When you have captured all the required pages, click the icon in the bottom right-hand corner with the number on it. This will take you into the editing section. Check that you are happy with the scans, and make sure all the pages are the right way round (use the rotate function if not). You can also reorder pages, clean images, delete unwanted images and add extra pages.

Make sure you click 'Save pdf' in the top right-hand corner which will save it to your device. Once saved, click 'Share' and 'Share a Copy' making sure you save it to your OneDrive. You can then attach this like any other document.