Pupil guide to remote learning

Remote learning is how the School maintains your education when you cannot attend school. Mostly, it is delivered via the internet and assumes that you have access to a suitable IT device. If you do not have a suitable device or are encountering issues accessing the work or lessons, please let the School know via helpdesk@ermysteds.uk, and we will try our best to resolve the situation.

ClassCharts

ClassCharts is a website that the School uses to list homework assignments and record pupil achievements. You will have your own login to the site, as will your parents, and you can access it via a browser (www.classcharts.com) or by downloading an app from the relevant app store. Teachers often use ClassCharts to send out notices and reminders to pupils, so be sure to turn on your notifications. Parents are able to see the points awarded to their child and view what homework has been set and when it is due in.

In normal times, Class Charts is used by teachers to upload homework. During periods of remote learning, however, staff will record what homework has been set on ClassCharts (so that parents can see it) but may choose to upload materials via **Microsoft Teams** (see below), which is part of the **Microsoft 365** suite of apps.

Microsoft 365

Microsoft 365 (formerly Office365) is a suite of Microsoft apps – e.g. **Word**, **Excel**, **Outlook**, **OneDrive**, etc. – that we use at the School. You can access Microsoft 365 from home by opening a browser and navigating to www.office.com. When prompted, login use your school account information – e.g. your username (not forgetting the @ermysteds.uk) and password. If you forgotten either one, please contact the IT department for assistance on helpdesk@ermysteds.uk.

This will take you to the Microsoft 365 homepage, where you will see the icons for many of the apps.
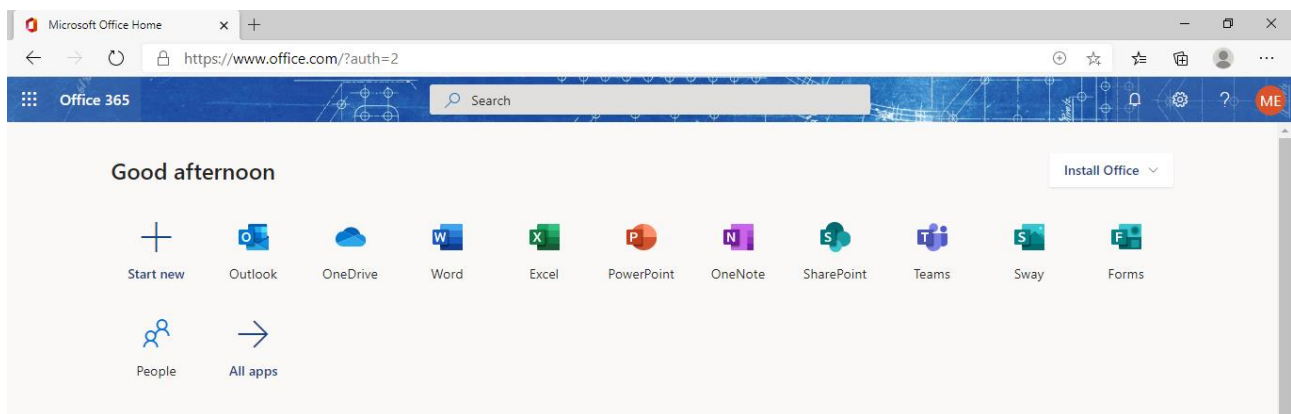
You can use all these apps *within* the browser, but you may prefer to use the desktop version. To install any of the apps on your home computer, click on the **Install Office** tab and follow the on-screen instructions. To authorise your copy, simply login in with your school account details.
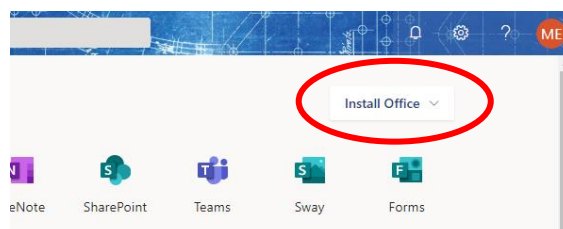

Alternatively, you may wish to download one of the apps onto your mobile device. This is especially useful for uploading any homework that you have completed (see below). Visit the relevant **app store** (either iOS or android), search for the app required and download it as normal. To authorise your copy, again, login in

with your school account details. If your phone has sufficient capacity, it would be useful to have **Outlook** (for your school timetable and school emails), **Teams** (for any remote lessons) and **OneNote** (for accessing and uploading any assignments.

Outlook

The Outlook app allows you to access your **School email** account. Installing this on your phone is a good way to keep school and personal emails separate.
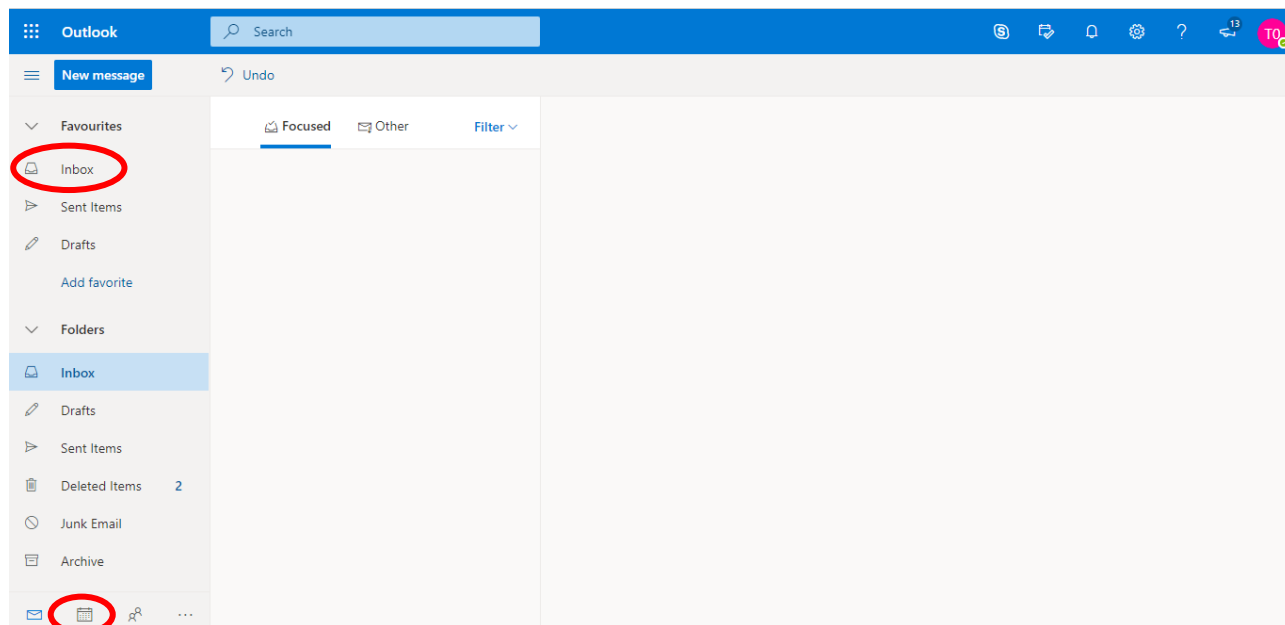

The **Calendar** within Outlook will soon contain a copy of your timetable. The *timings* of the lessons will reflect the *pre-pandemic* school day – i.e. the structure that we hope to return to – rather than the temporary timings in place currently. Your lessons will be in the right order, therefore, but perhaps not shown as starting at the correct time.

Teams

Teams is the platform that the School uses to deliver remote learning. The School made significant investments in IT and network infrastructure over the summer, in anticipation of having to deliver remote learning for some pupils during the autumn.

At the start of the term, your teacher will 'activate' your class. You will receive a notification that this has happened. When you log in to Teams, you will be able to see all **your classes** under the **Teams** tab.
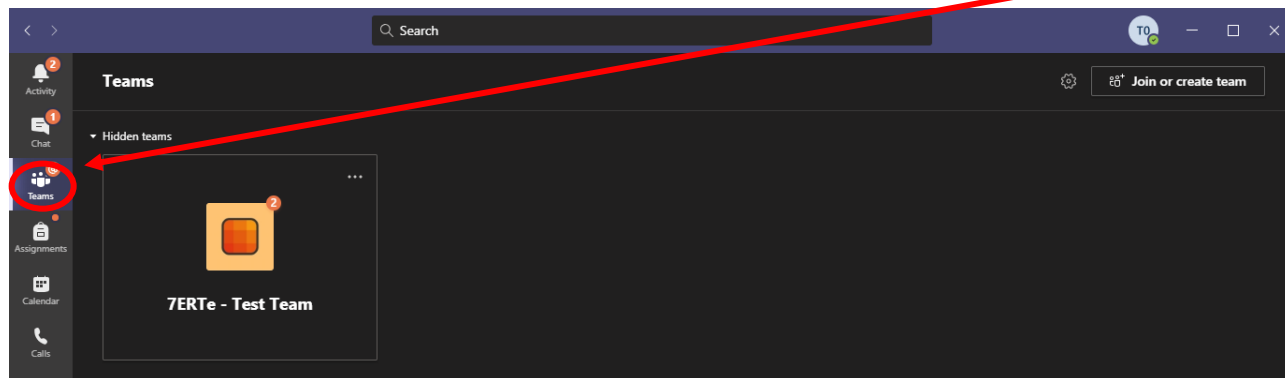
(NB This is a test account, which contains only one class – you will be a member of many classes. This image is taken from the desktop app, on a computer running a dark theme in Windows, so if you have accessed Teams via a web browser, or have your computer set up differently, it may not look the same.)

Clicking on a class, will take you to the **General** channel for that particular class.

Along the top you will see:
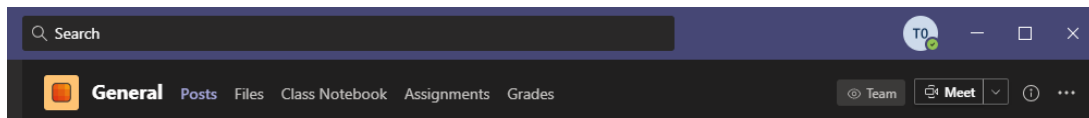
- **Posts** (a feed of all class activities)
- **Files** (any documents that have been uploaded by the teacher for the class to access)
- **Class Notebook** (where you will store your work and upload your homework – see below)
- **Assignments** (where your homework assignments will be recorded)
- **Grades** (your marks and homework status)

The **Calendar** tab, in the side bar, will show any 'meetings' (lessons) that have been scheduled …
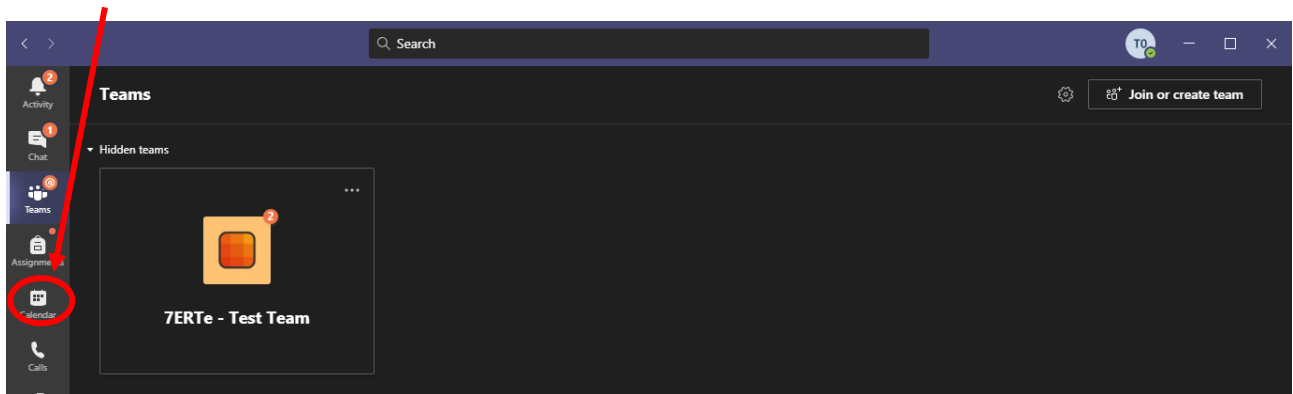
… but most teachers will use the **Meet** function to invite you to the lesson. You just need to be **sitting in front of your computer with Teams running at the start of the lesson** – the invitation will appear on the screen and you need to click on **Join Meeting.**

You have the option to turn on/off the camera (if available) and/or the microphone before you join the meeting (lesson). It is possible that the teacher will have enabled the *lobby* function. This means you and any other would-be attendees must wait in a virtual lobby until the teacher is ready and admits you to the lesson. Once in the lesson, you will see a menu bar at the bottom of the screen.
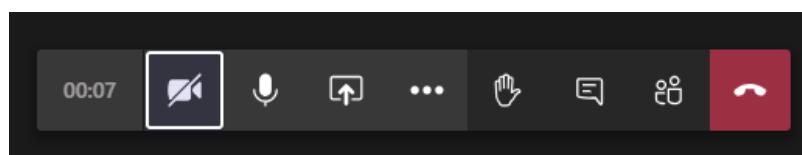
From left to right:

- The **time** shows how long you have been in the meeting.
- The camera icon allows you to **turn on/off your camera**. You should keep your camera turned off, unless there is a good reason that the teacher needs to see you.
- The next icon allows you to **mute your microphone**. To avoid feedback, it is best to mute your microphone unless you need to speak.
- The third icon allows you to **share your screen** with other participants. (This is likely to be disabled in most of your lessons.)

- The three dots icon opens a second menu:
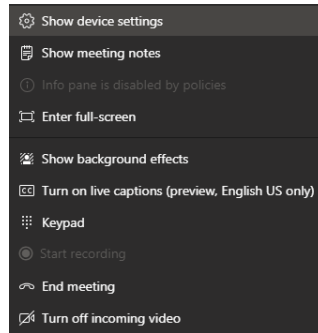
Via this menu, you can **blur your background** and **make notes** on your computer during the lesson.

- The hand icon raises a virtual hand and is used to let the teacher now that you would like to speak.
- The speech bubble launches the **chat bar** at the side. This is the best way for those in a large class to pose questions to the teacher. Enter your question, using full sentences and avoiding abbreviations, and the teacher will respond when able.
- The people icon allows you to see the names of the others participating virtually.
- The red phone icon allows you to exit the meeting.

Class Notebook

The **Class Notebook** is an OneNote document specific to that particular class. The teacher may choose to set homework via the Teams Assignments tab but have it appear in the Class Notebook.

Using the Class Notebook will make it easier for you to upload your work for marking. Teachers will be asking you to submit work online more often this year, to avoid the delays that would otherwise occur whilst exercise books and worksheets are held in quarantine.

Each class notebook is organised into three parts:

- **Student Notebooks** – A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
- **Content Library** – A read-only space where teachers can share handouts with students.
- **Collaboration Space** – A space where everyone in your class can share, organise, and collaborate.

To open, select **Class Notebook** on the toolbar, then the arrow next to **Open in app** to select **Open in OneNote**. This will launch the OneNote app (if installed), which will allow you to see more of the page.
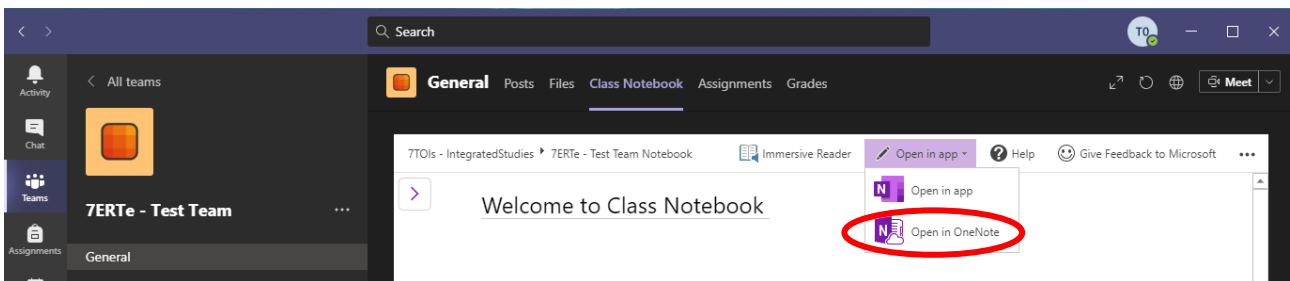

(Possibly, you will have *two* versions of OneNote installed on your computer, a legacy version from a few years ago and the current version. The current version is the one to choose: it is called **OneNote for Windows 10** or **OneNote**, rather than OneNote 2016.)

Your **Student Notebook** will typically include four sections but your teacher may have added more. These sections include:

- Class Notes
- Handouts
- Homework
- Quizzes

You can add pages to each section as you need them; for example, you could create a page for each lesson and your teacher may create a new page for each homework. It is sensible to keep your notebook in good order.

When the teacher sets a **homework assignment**, you will receive a notification in the **General** activity feed.
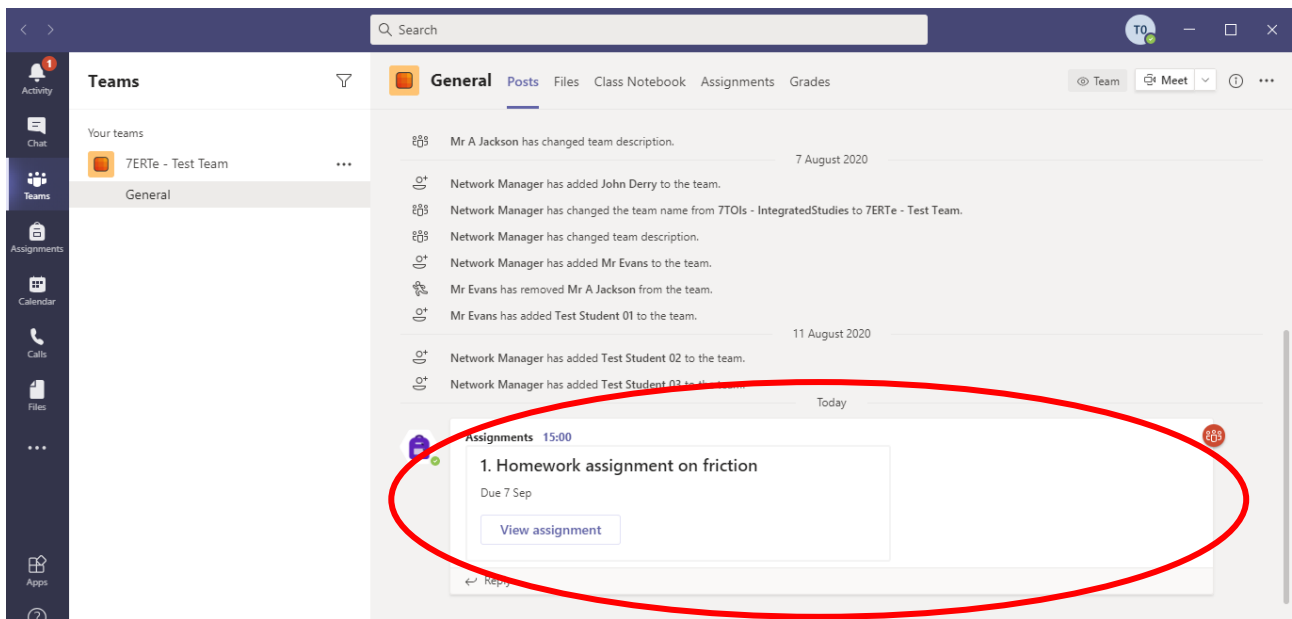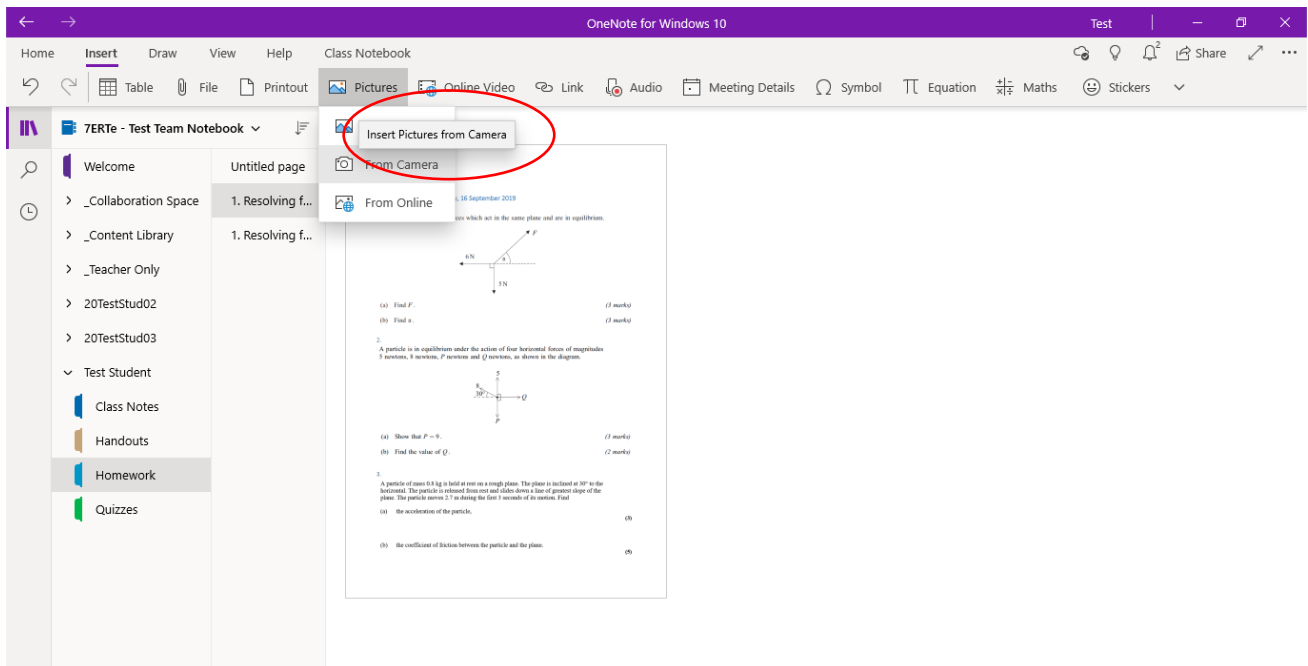

By clicking on **View assignment**, you will be able to see the assignment and chose how to open it.
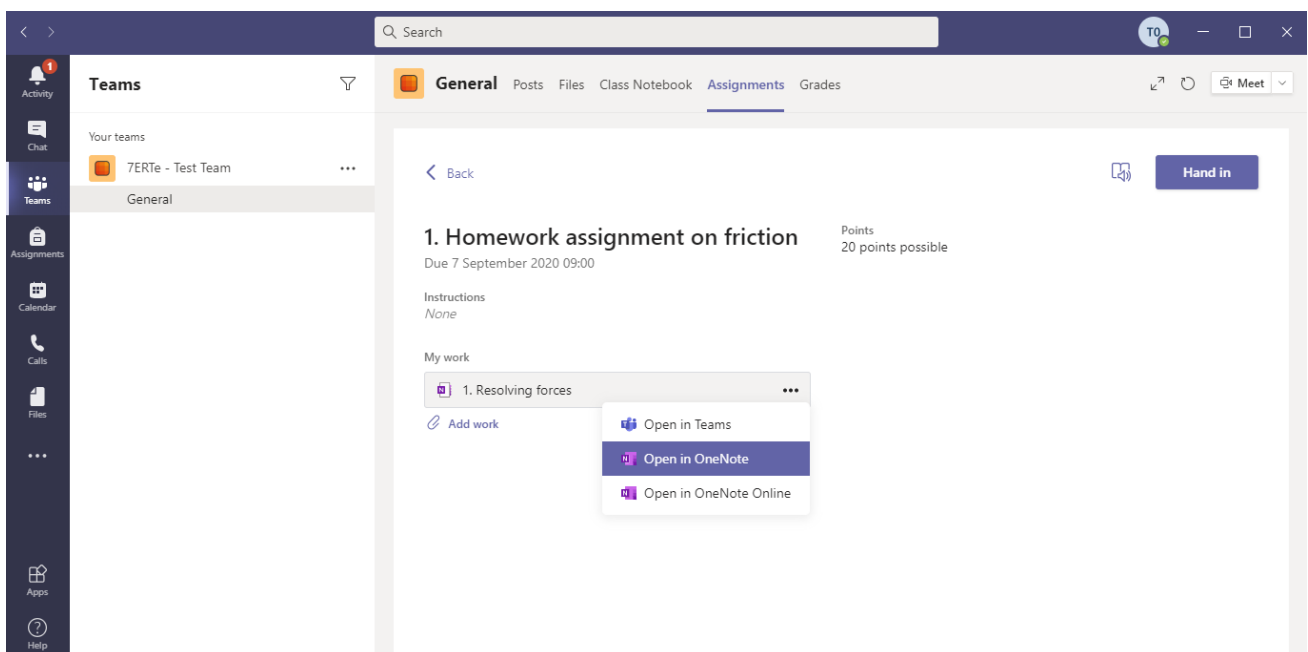
Uploading your homework

Once in **OneNote**, you can edit or upload PowerPoints, Word documents, PDFs, or pictures. If you do this via your mobile device, you can take pictures of your handwritten homework and upload to your notebook, *directly* from the camera roll.


A few pointers on how to ensure the process of uploading work for marking runs smoothly:

- Please **rotate your camera** to ensure that any photographs are orientated correctly.
- When inserting a Word document or PowerPoint, please choose **Insert as a printout** (rather Insert as an attachment) so that your teacher can annotate it.
- Please place all homework **towards the top of the page** to make it easy for your teacher to find it and ensure the image has been sized appropriately so it is large enough to read.
- If inserting mulitple images, please ensure that the images do not overlap or otherwise obscure each other – be careful that **all** of your work can be seen by your teacher.

The advantage of using the Class Notebook is that it will support a wide format of media and keep assignments well organised.
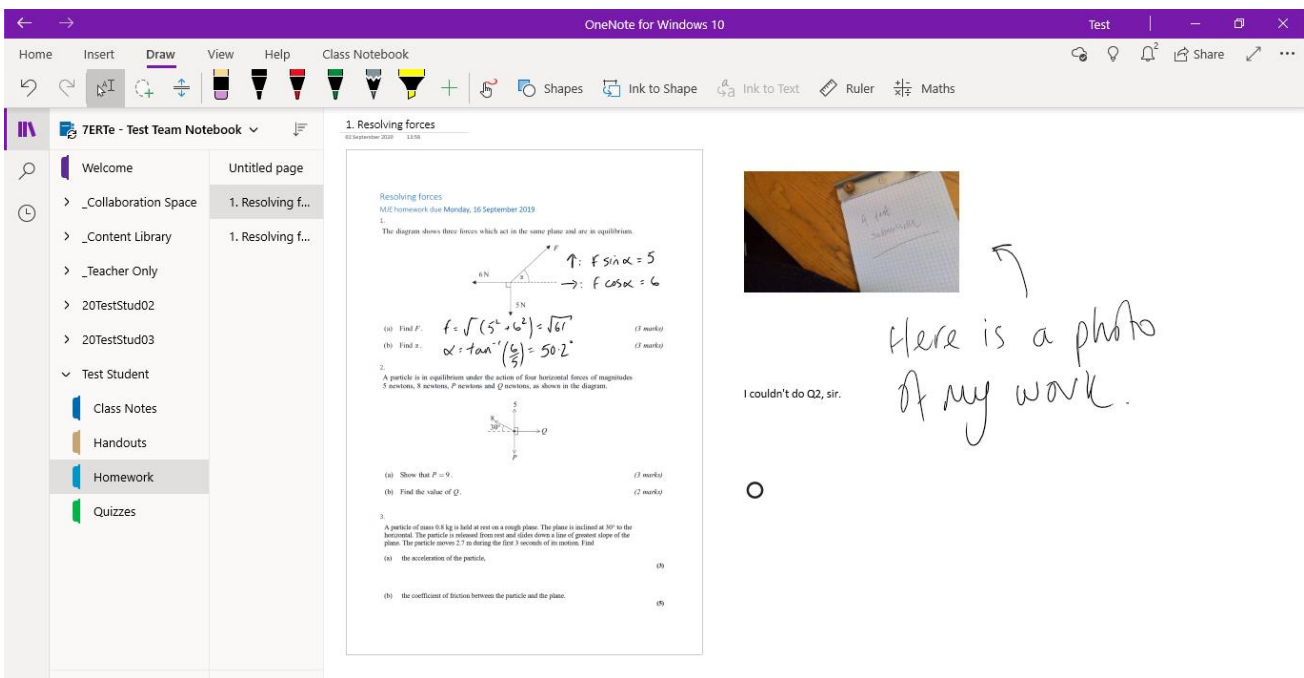
Once you have uploaded your assignment, you should close **OneNote**, return to **Teams** and click **Hand in**.
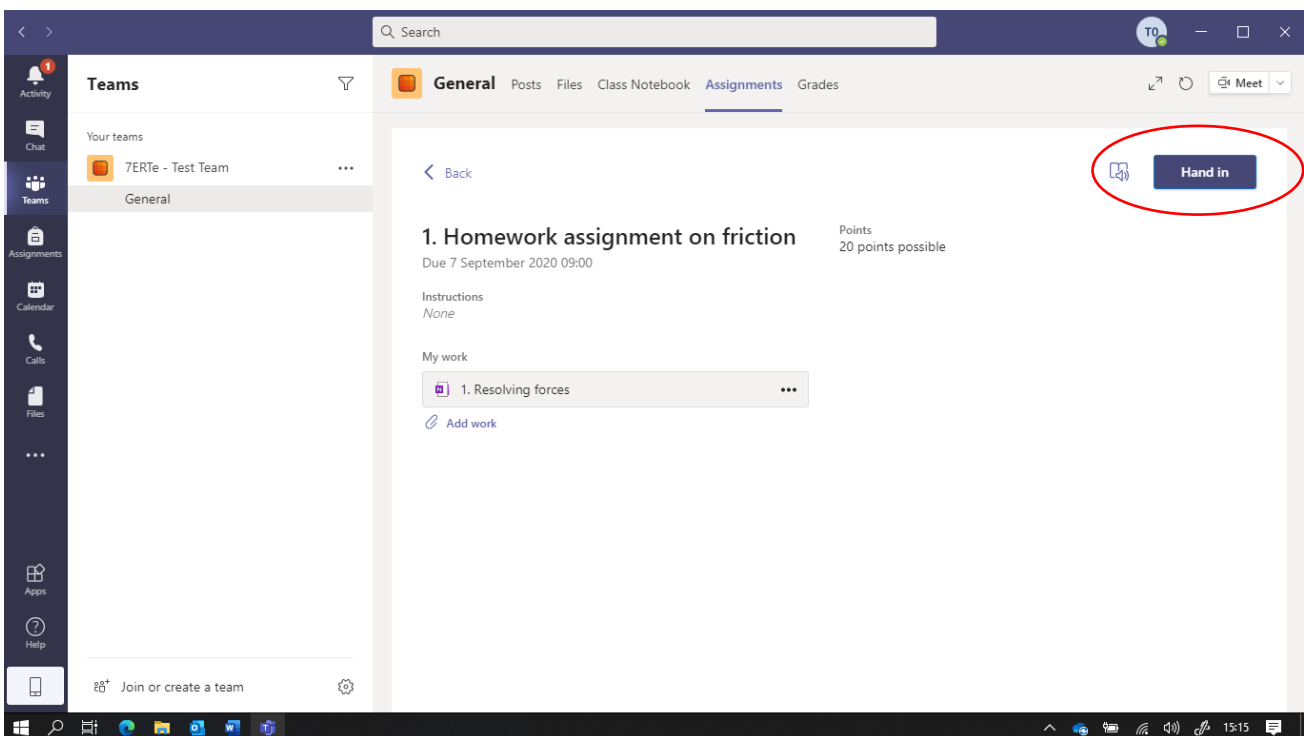
It will take some time for all of us to get used to this platform and, no doubt, techniques will evolve as we learn more about what works best.

I hope you have found this short guide useful and well done for reading to the end – good luck and let me know how you get on.

MJE