

Learning from Home: Guidance for Students and Parents in the event of Academy closure due to Covid-19

1. What work will I be asked to do?

Your teachers will be following your normal timetable for the isolation period. A printed copy of your Academy timetable will be given to you on the day of Academy closure. They will expect you to be ready on Microsoft Teams for the normal start time of your lesson. See the help guide below on accessing Microsoft Teams.

Your teachers will record your attendance to each lesson (as if you were in school) and will report on your progress in each lesson.

2. How do I structure my time?

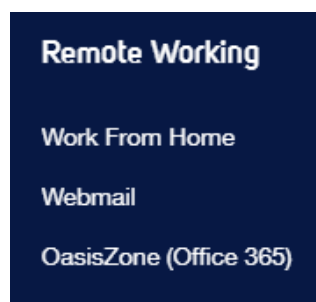
You will follow your normal Academy timetable. You will receive invitations to lessons through your Academy email and via the Microsoft Teams App

3. How do I keep in contact with the Academy?

We need you to log into your Academy email every day that you are learning from home. Your email will contain important information and updates from your tutor, Head of Year and your teachers. You will also receive invitations to your lessons through your email.

To access your email, go to the Academy website <https://www.oasisacademylordshill.org>

Scroll to the bottom of the page and click on “webmail” in the remote working section



4. What is my email login and password?

Your email login is forename.surname@oasislordshill.org

Your password is the same password that you use to log into a computer at school

5. What can I do if I cannot log into my email?

Ask your parent/carer to email info@oasislordshill.org giving your name and tutor group and saying that you cannot login to your email.

Your parent/carer will receive an email with guidance to support you logging in.

6. What if I receive an inappropriate email from another student that is offensive?

If you receive an inappropriate email, you should forward this to a member of staff

All emails are monitored by our systems and action will be taken where emails have been sent with the intention to harm or cause offence.

7. What if I don't have access to a laptop or computer?

The Academy will supply a laptop to students without a device to learn at home. You will also be able to access your academy email and Microsoft Teams lessons through the App on your phone or a tablet. Most of the work set will be accessible via a smartphone.

8. What sort of work will I be asked to do?

This will depend on the subject you are learning. Each teacher will set you work that he/she thinks will best help you to progress in the subject. This may include, as part of your lessons, online learning such as Seneca, Hegarty Maths, Spellzone, GCSE Pod or worksheets available in Microsoft Teams. Important websites that you may need to access are:

Seneca Learning

You will need to set up your own account from the "sign up" tab. Use your Academy email for your account. If you have forgotten your password, there is a "reset password" icon to click. You will need to go to "classes" and type in the class code that teachers will send to you

<https://www.senecalearning.com/>

Hegarty Maths

Give your details as asked and select the "contact your teacher" icon if you have forgotten your login details. Your teacher will receive a request to reset your password

<https://hegartymaths.com/login/learner>

GCSE Pod

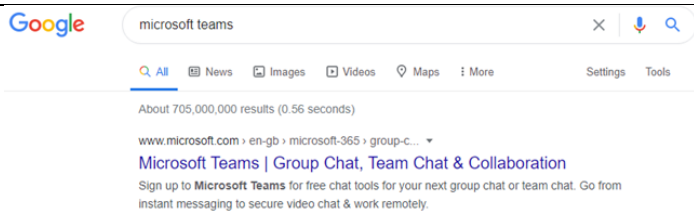
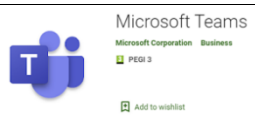
Give your details as asked. There is a reset password icon if needed.

<https://www.gcsepod.com>

9. What if I don't understand what I have to do?

Ask in the live lesson or email your teacher and ask for help. It is a good idea to be specific about what you need help with.

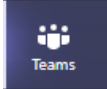

Accessing TEAMS for your live lessons

If you are using a computer or a laptop	If you are using a tablet, i-pad or smart phone
Google search 'Microsfot Te	Search 'Microsoft Teams' in your App Store
	 <p>Click the 'install' button on your device.</p>

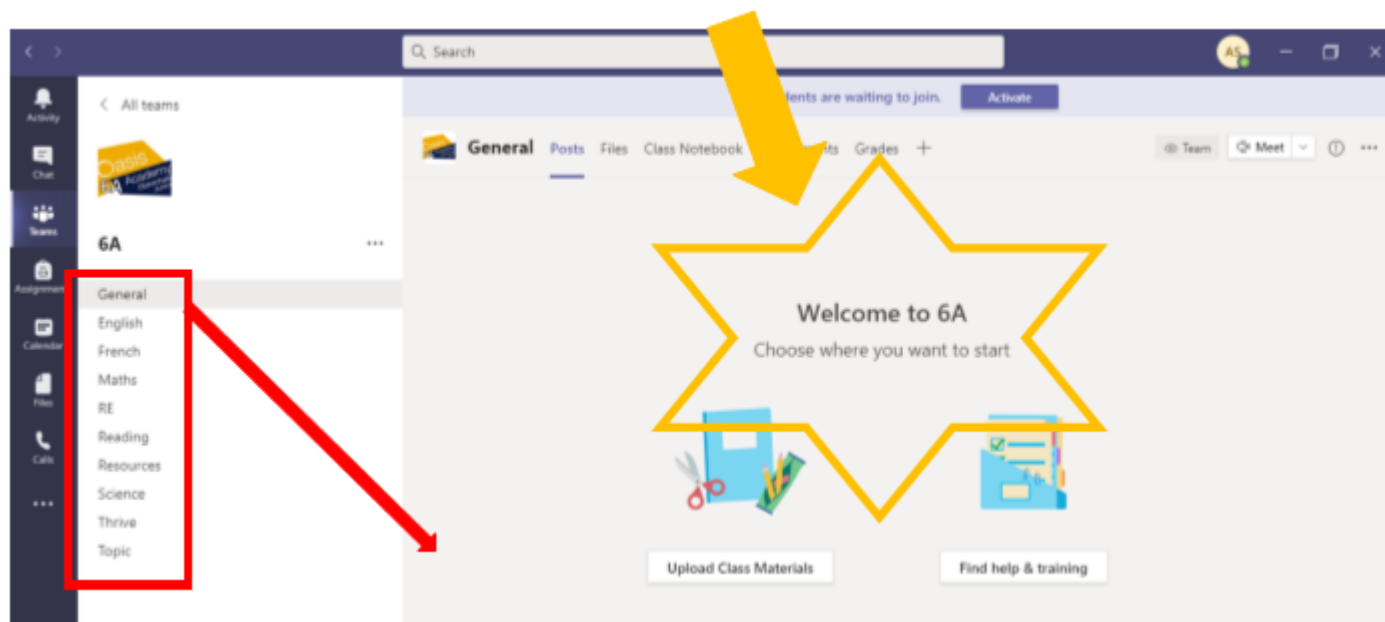
How to join the Online Learning

Insert your username: **firstname.surname@oasisacademylordshill.org**

Your password is the same password you use to log into the school computers.

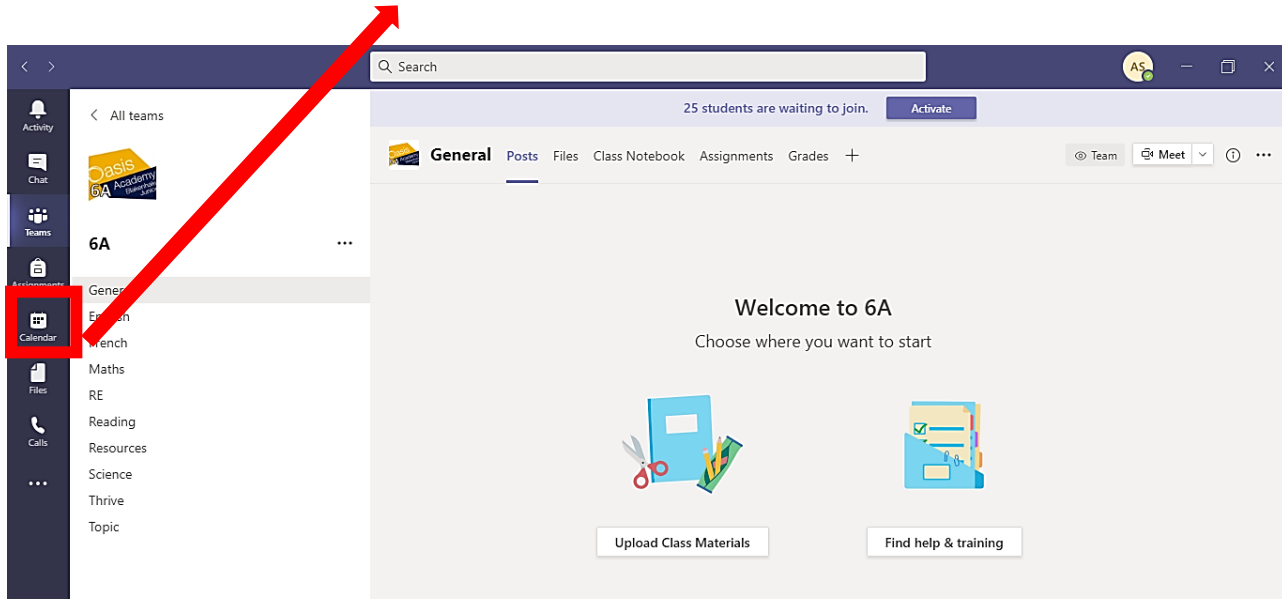
Computer or laptop	Tablet, I-pad or smart phone
<p>Click the icon 'Teams' at the bottom to find your class. e.g. 2020-OAX-6A</p> 	<p>Click the icon 'Teams' at the bottom to find your class. e.g. 2020-OAX-6A</p> 

You will already be assigned to your class in your "Teams".

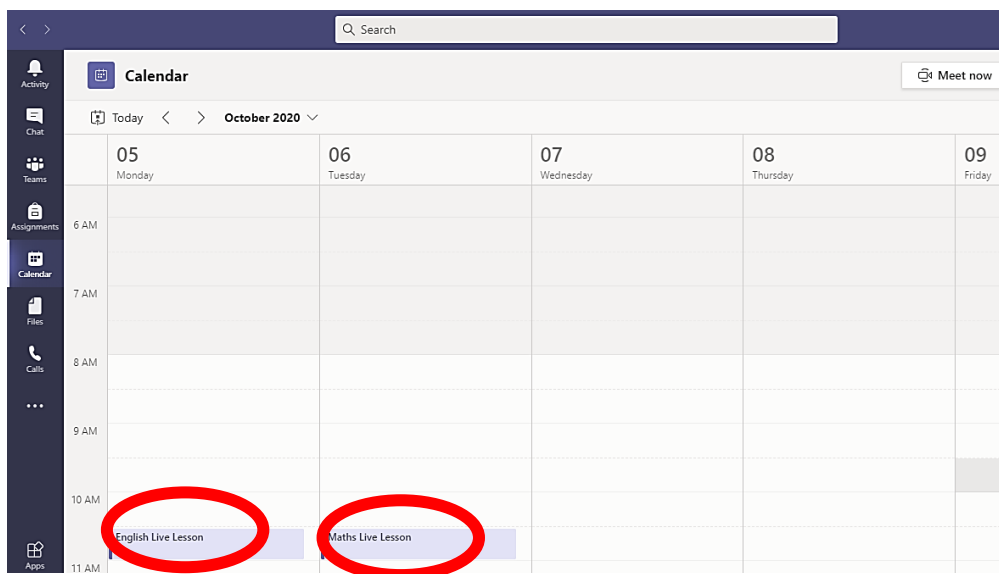


These are your class' "channels"; they are grouped by subject and there is a resources folder for any help guides, letters, or school information that you may need.

You have a calendar as well - you can check this calendar for future live lessons!



On your calendar, you will see where your teachers have scheduled lessons for you.



At the start of a Live Lesson, we ask you to:

Make sure you have a pen and some paper to work on or make notes

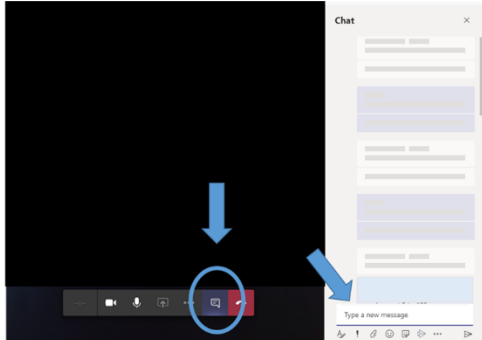


Please make sure your microphone and video are off throughout the lesson

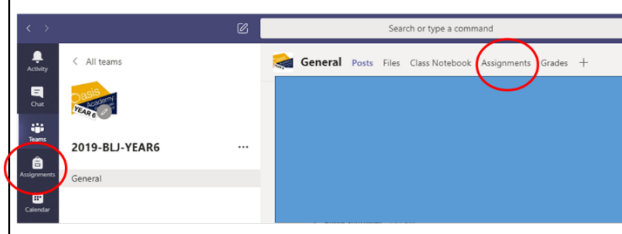


Only unmute your microphone and put your video on if your teacher says that it is okay to do so

You may ask questions in the comment/chat section:



Make sure you complete the assignment when the lesson has finished:



CONDUCT

It's important to remind your child that despite being at home, the same level of behaviour and conduct exists as if they were at school. Encourage them to remain polite and remember their manners. Position your computer or webcam in an open environment where you can monitor their activity, preferably not in a bedroom. Try to keep the background neutral with good quality lighting and sound.

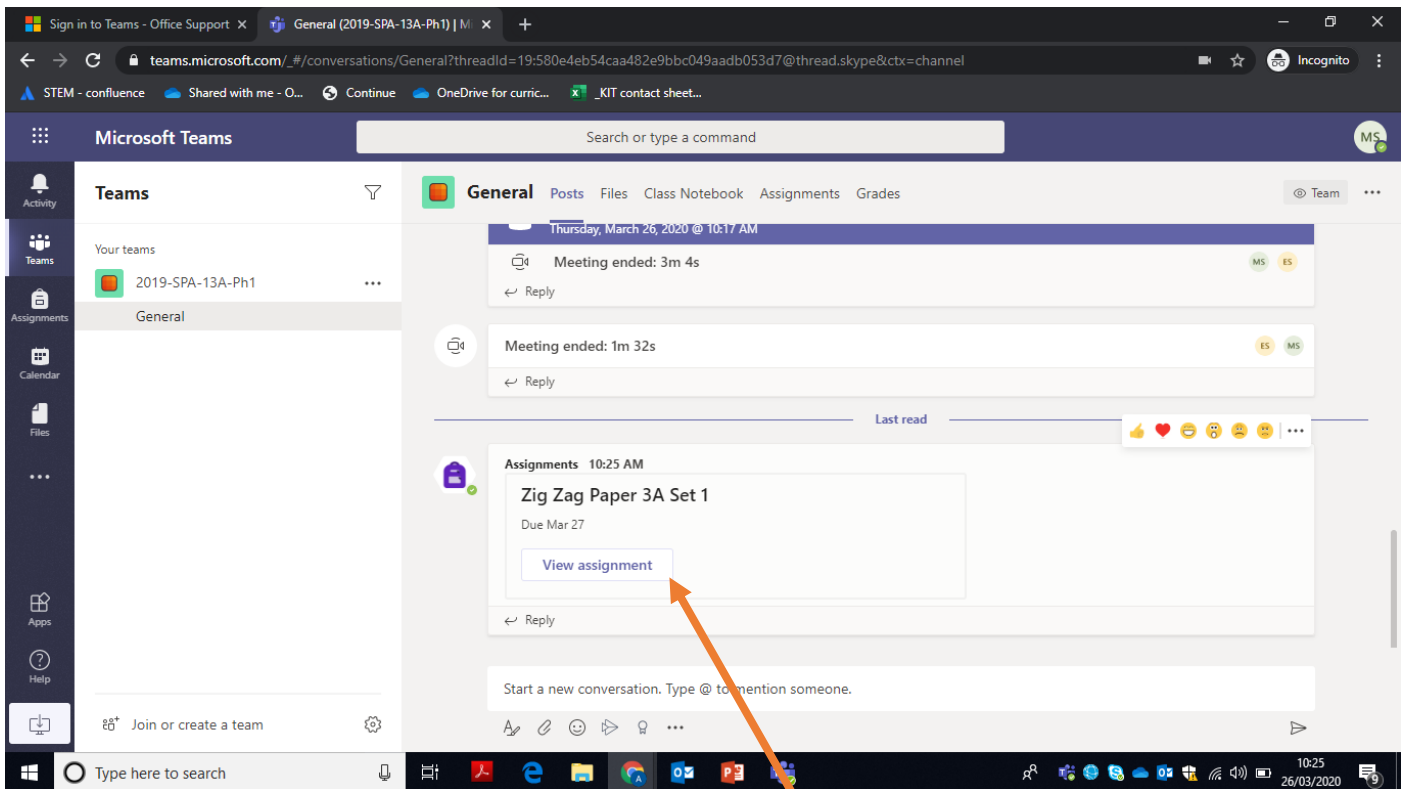


COMMUNICATION

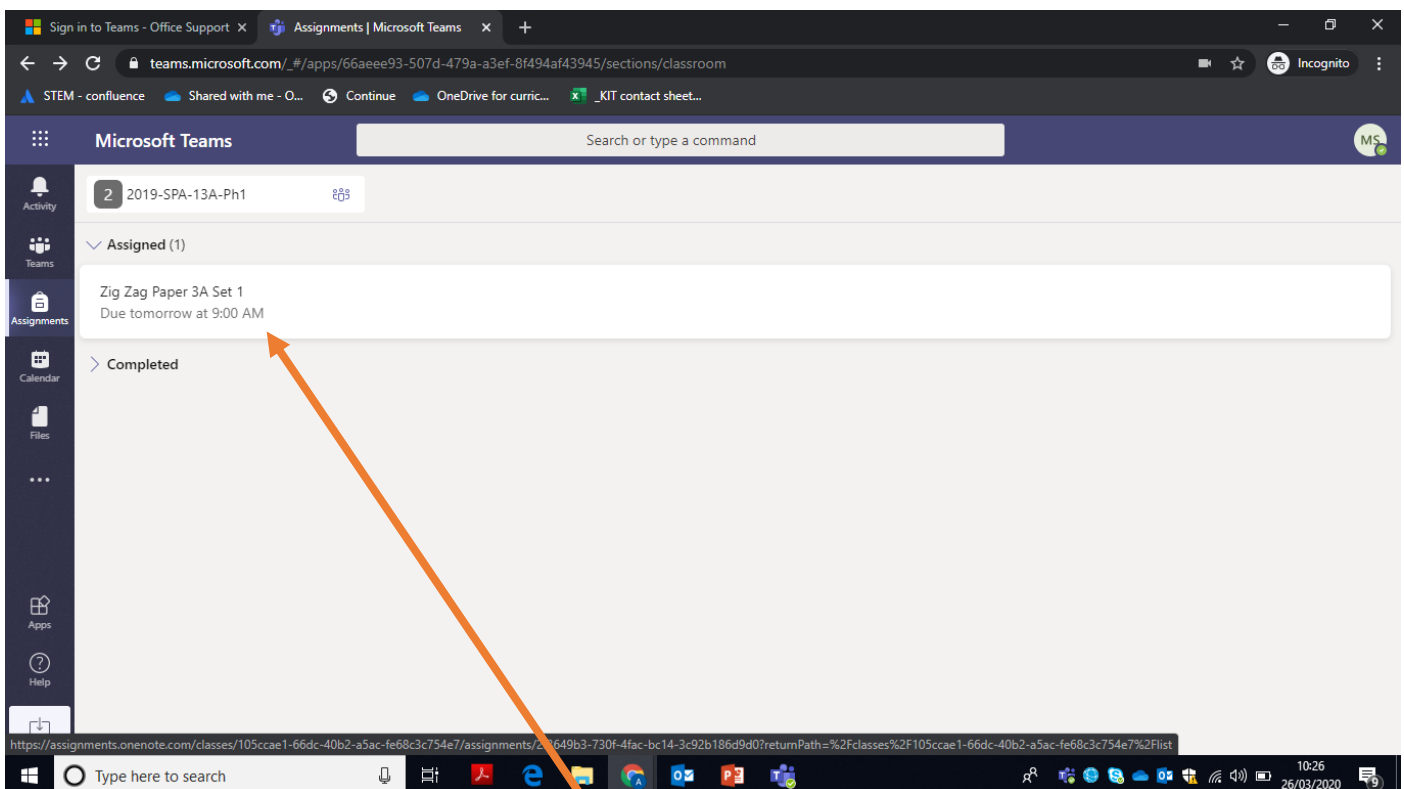
If your child is part of an online lesson, they may need support in setting up the relevant software and communication platforms in order to take part. Your school will usually provide the relevant details on how to do this however it's worth ensuring that you have some awareness of the privacy and security settings so that you know that all communication is secure. It's important to raise any concerns that you have with the school if you are unable to accommodate an online lesson for any reason.



Opening and submitting assignments



Once the lesson is over, your teacher may set you an assignment which you can view either directly from the 'posts' in the lesson channel



Or you can view it directly from the "Assignments" channel.

This screenshot shows the Microsoft Teams interface for an assignment titled "Zig Zag Paper 3A Set 1". The assignment is due tomorrow at 9:00 AM and has no points. The "My work" section shows a document named "Zig zag paper 3.docx" has been submitted. An orange arrow points from the "Turn in" button in the top right to a text box. Another orange arrow points from the "Add work" button to the same text box.

Microsoft Teams

Search or type a command

Back

Zig Zag Paper 3A Set 1

Due tomorrow at 9:00 AM

Points
No points

Instructions
Complete Zig Zag Paper 3A Set 1

My work

Zig zag paper 3.docx

+ Add work

Turn in

Once you have completed the work, "Add work" and then click on "Turn in"

This screenshot shows the same Microsoft Teams assignment page, but now the "Completed" section is visible. It shows the "Zig Zag Paper 3A Set 1" assignment has been marked as completed with a checkmark. An orange arrow points from a text box to the "Completed" section.

Microsoft Teams

Search or type a command

2019-SPA-13A-Ph1

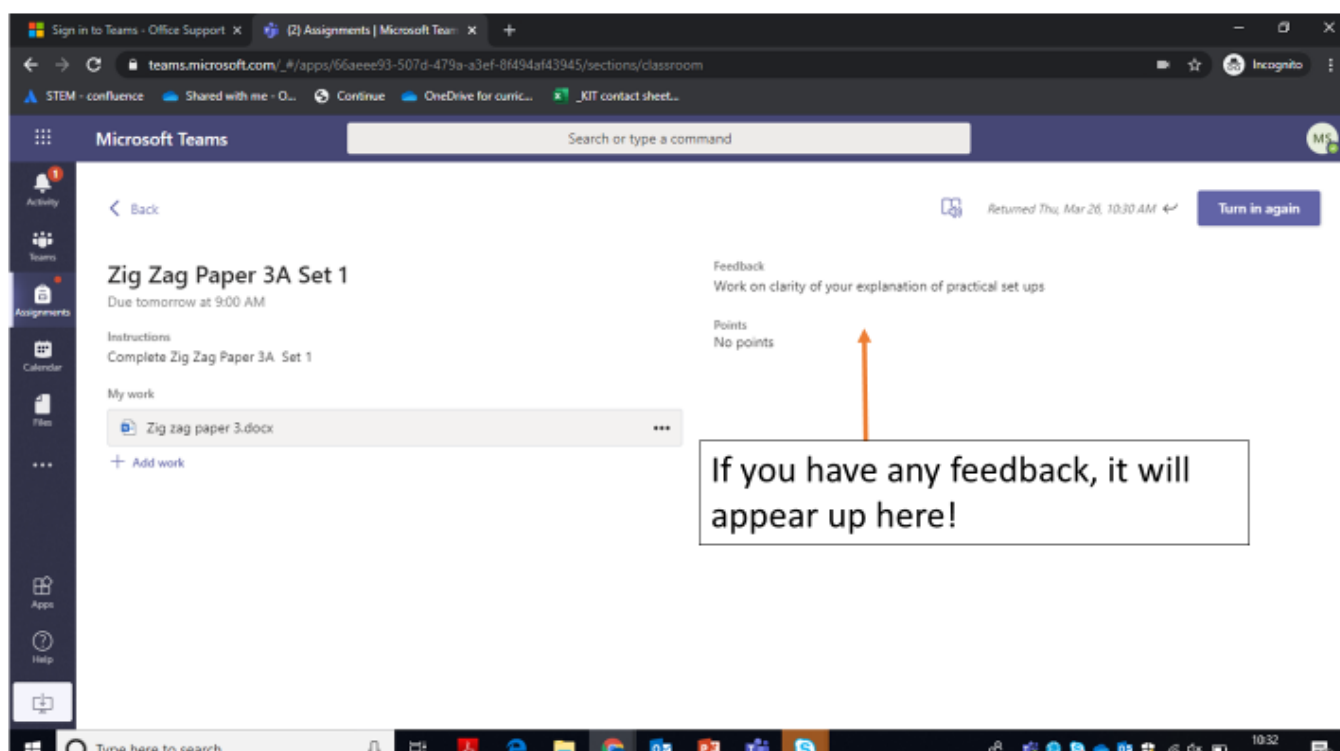
Assigned (0)

Completed (1)

Zig Zag Paper 3A Set 1

Nothing left to turn in. #winning

Your teacher will check the work and may give you feedback which you can check by selecting 'Completed' and clicking on the work you have submitted.



Trouble Shooting

First time you log on will be a bit slow – if it doesn't load check you have used Chrome or Edge.

Logging in at home

Students can log in at home but they will have to also enter their password but this should save after the first log in – there is the App they can download to their PC – please contact the school if your password doesn't work.

Problems and the solutions

1. Teams isn't working (**Students need to use Google Chrome or Edge or the Teams app**)
2. Students can't edit work – (**they need to 'Undo the Hand in' or click on 'Edit document'**)
3. Text boxes don't work on Word online – (**use tables instead or type underneath the Text box**)
4. Students can't paste pictures or words into their work – (**students need to press 'Ctrl and V' keys to paste – pictures must be pasted in separately**)

5. Glitches – students just need to reopen their work