

A Student Guide to Remote Learning

BEING READY TO LEARN

- ✓ Be up, dressed and breakfasted **by 8.15am**. You do not need to wear your school uniform but you should not be wearing your pyjamas in live remote lessons.
- ✓ Set up your work area in a **quiet place in the house** (preferably at a desk).
- ✓ Have your **equipment** for the day at hand – laptop, exercise books, rough book/paper and stationery.
- ✓ **Log on to Synergy** and check your timetable for the day. Have you got the right equipment ready?
- ✓ **Review the work set for the day**. Note which lessons are being conducted through materials set, e.g. follow the PowerPoint or recorded video and which lessons are live lessons. **It is very important that you join live lessons on time – consider setting a reminder on your phone.**
- ✓ Log on to Office365 and check your **school email** account for messages.
- ✓ At 8.40am you will need to **follow the Zoom link on the student bulletin to your morning tutor session**. In this session you will be able to tell your tutor about any online learning issues you have.

USING CLASS WORK ON SYNERGY

- ✓ Go to the **Class Work** area of Synergy for a subject, either by double clicking on your timetable or by using the 'Class Work' tab at the top of your home page.
- ✓ **Read the work set carefully** and check for audio explanations of the work set.
- ✓ Use the add comment feature to ask your **teacher questions** about the work.
- ✓ Remember that your **Office 365 account** will give you access to the software to produce high quality work that can be attached to Synergy.
- ✓ When completing work, ensure that you **keep saving it**. This means you will not 'lose your work'.
- ✓ Upload your work to Synergy when asked to do so by clicking on the '**Add Comment/Files**' area.
- ✓ Remember that your **teacher can review** your activity in Synergy.
- ✓ Please remember, if you are isolating and feeling well you are expected to complete the work set for you on Class Work in Synergy

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USING ZOOM FOR LIVE LESSONS

- ✓ If your teacher is going to teach a live lesson, they will post the **joining code** in the class work area of Synergy. **Never share** this code with any one else.
- ✓ If you are using a laptop, you will need to copy and paste the **URL address** into your internet browser. This will take you directly to the lesson.
- ✓ If you are using a tablet or phone, you will need to **download the app**. You should then use the joining codes to enter the lesson.
- ✓ You should be in a **suitable place for your lesson**. You should think carefully about what others may see and aim to depersonalise your space, e.g. sit in front of a wall.
- ✓ Zoom will place you in a **waiting room** until the lesson begins. Please be patient—your teacher will be admitting students one by one and **confirming identities**.
- ✓ When you are admitted to the lesson you must have your **video on**. Your mic will be on mute until the teacher asks you to speak.
- ✓ Your teacher will take a register of attendance and remind you that **all live lessons are recorded** and that senior leaders may 'drop in' to the lesson. These are safeguarding precautions to ensure everyone's online safety and effective learning.
- ✓ **The LHA Way applies in Zoom lesson**. Be respectful of each other, follow teacher instruction, engage in lessons, try your best and make the most of the learning opportunity.
- ✓ If the teacher has the chat feature enabled, it can be used for **sensible questions** to the teacher only.
- ✓ You are **not permitted to record** any still or moving images in a Zoom lesson.



SCHOOL
SYNERGY



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