

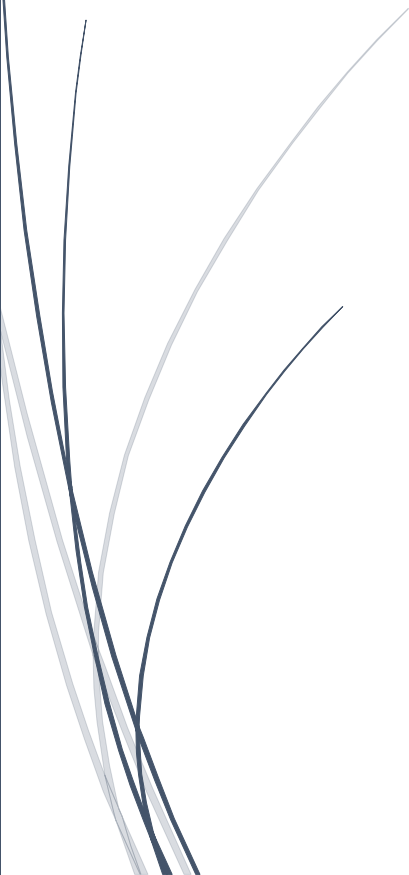
**COGNITA**

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**HYDESVILLE  
TOWER SCHOOL**

**TOP TIPS for pupils  
Remote and online  
learning 2020**



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# Expectations and routines

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## Expectations

1. Your teacher will set up and invite you to a meeting for your group prior to them video calling you and these will recur every week at the same times. **You will need to attend these video calls.**
2. You should **join the video call** when stated by your teacher.
3. When your **teacher ends the call**, your session will be terminated.
4. **You should not spontaneously video call your teacher.** The video call should always be set up before the lesson.
5. You will not be able to speak with your microphone (your teacher will have already disabled all microphones before the meeting so as it does not distort their microphone and impact on their teaching). If you wish to ask a question, you may ask in the **conversation window**.
6. **Your camera should always be on during the call.**
7. Your video calls will **always be recorded**. This is so as if anyone has missed the video call (due to illness etc.), they are able to find the video on the group later and catch up on the missed work.
8. **Remember that the same rules apply in your online classroom as your school classroom.**
9. **You should have all your equipment needed for your lesson, just like in school.** This includes exercise books, any textbooks etc that you usually use. Do not assume that all work will be computer-based.
10. **Remember** this is a new way of teaching for your teacher and a learning curve for us all to navigate together. Please be patient, speak if you are struggling with the workload and continue to work hard.

**Important:** If your teacher has a child/ children at home, they may need to tend to their child whilst they are video calling you. If this is the case, the teacher will notify you and temporarily turn off their video and microphone. The call will still be ongoing and recording whilst your teacher is not present. They will return as soon as possible and switch their cameras and microphones back on to continue their lesson.

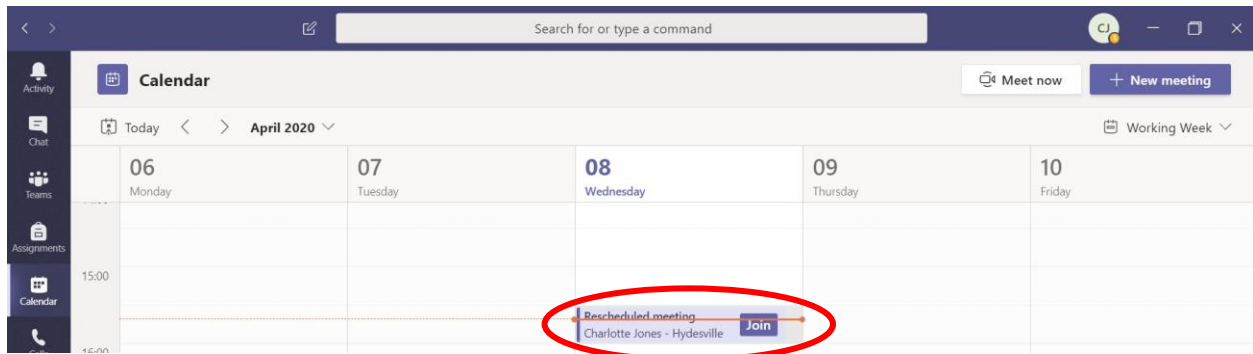
- Your tutor will also contact you in small groups 2-3 times per week at the end of the day between 3.35pm-3.45pm. This will also be a video call and will be in your calendar to join.

## How to attend a video call/ meeting in Teams.

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Once your teacher has created your recurring meetings, these are scheduled into your calendar.

You will need to attend these meetings/ video calls. To do this, go to calendar, find your meeting and select join.



You will then see your controls before you join the class. Please ensure your camera is on, you are ready and prepared, in uniform and **press join now**.

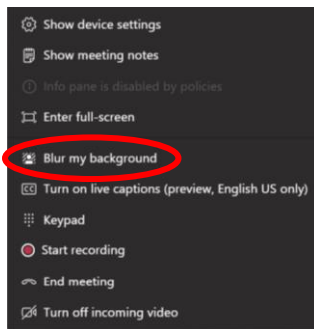
## Tools within your video call

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There are various tools that you can use within your video call with your teacher.

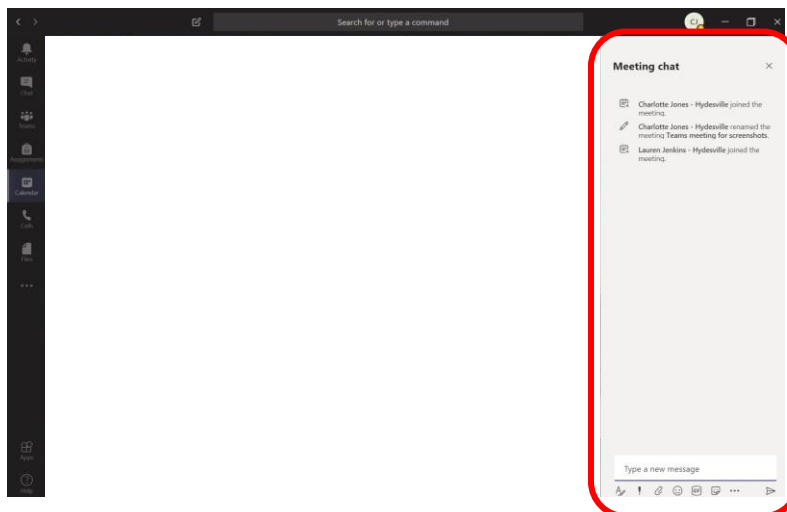
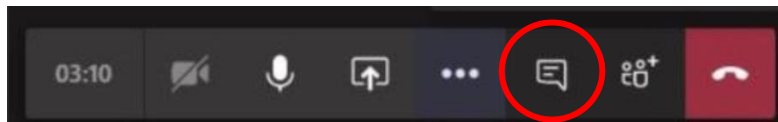
a. Blur your background

Click on the three dots on your video toolbar  
Select blur my background



b. Chat tool

The chat tool will allow you to have commentary with your teacher throughout your video call. To use this, simply press on the comment button on your toolbar. You should be able to then see a window to the right of the video pane where both yourself, your peers and your teacher are able to communicate throughout the call.

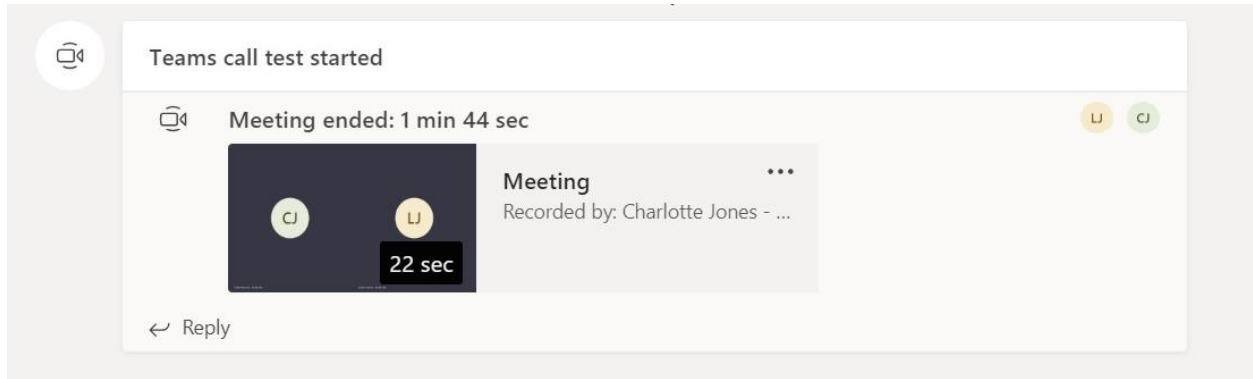


## How to see videos you have missed.

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You may have missed a video call from your lesson.

To view this, go to your team, scroll to find the call.



Double click and the video will play.

## Completion of work and saving files

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As we begin online learning as of Monday 20<sup>th</sup> April, this does not mean that we will require all work to be completed electronically.

When your teacher sets up the meeting, they include what pupils should bring to the lessons e.g. textbooks. This will allow you to be prepared for tasks that you will need to complete or to have any resources that you will need to look at whilst video teaching.

In some cases, you may need to complete notes/acquisition of knowledge in your exercise books. If you wish for your teacher to mark this, you can send you an image of your work to them via email. However, these are your own notes and revision materials.

Tasks should be completed via assignments, Firefly (or any other additional platforms already in use) or alternatively sent to your teacher for feedback via email.

Additionally, when you complete files electronically, please create a folder for all your subjects on their laptop and save files with the date first, then the name of the task/ resource. You should then have a folder for each of their subjects including Enrichment and Happiness Homework/Wellbeing.

*EG/ 20.04.20\_ProductionProcesses*

This will mean that when you save this on a USB for your return, you are able to see your work in chronological order. When setting the task, your teacher will state what they expect the file to be named for ease on our return.

It is also important that any tasks that are completed independently, unless it is specified by your teacher that it is collaborative work.

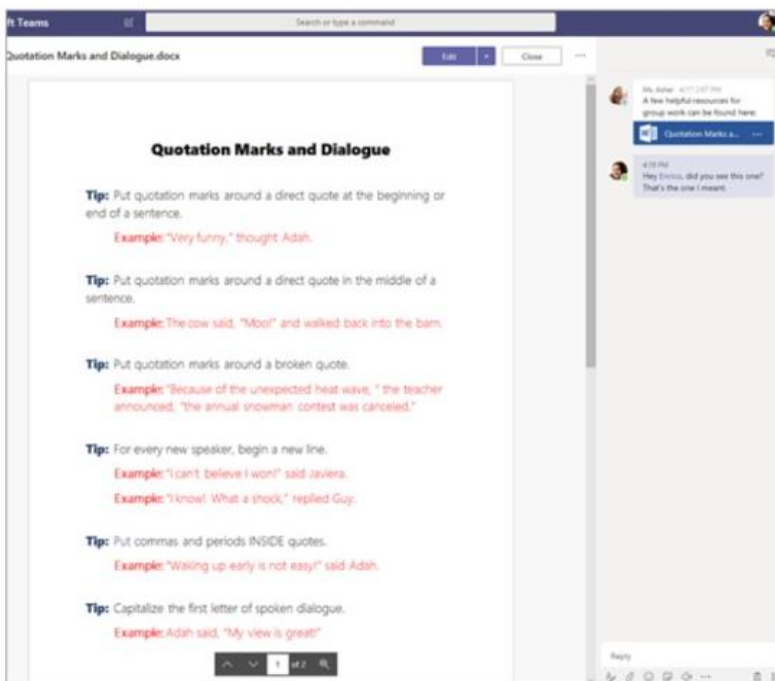
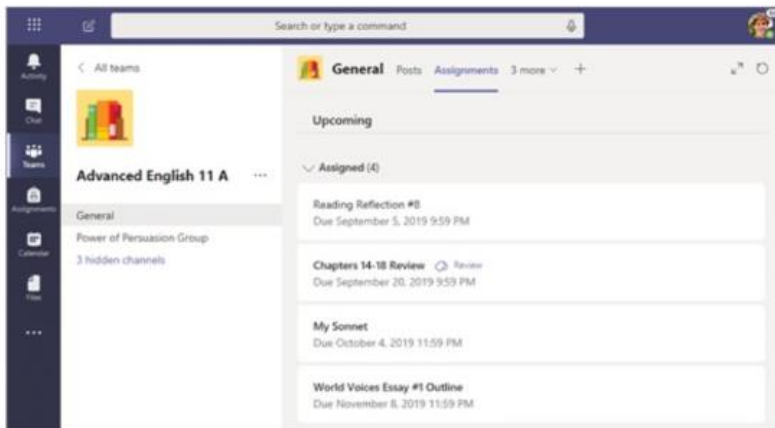
As per our HTS Senior School marking policy, there is still the expectation for you to receive 1 piece of in depth feedback (WWW, EBI and gap tasks) every 4 lessons. You should also be able to complete corrections in purple and these should be reviewed by the subject teacher.

The same will apply for Y11 until advised otherwise.

## Assignments- how to find, complete and submit them

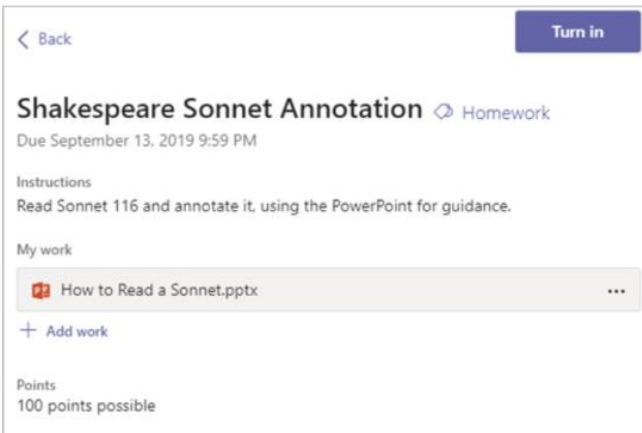
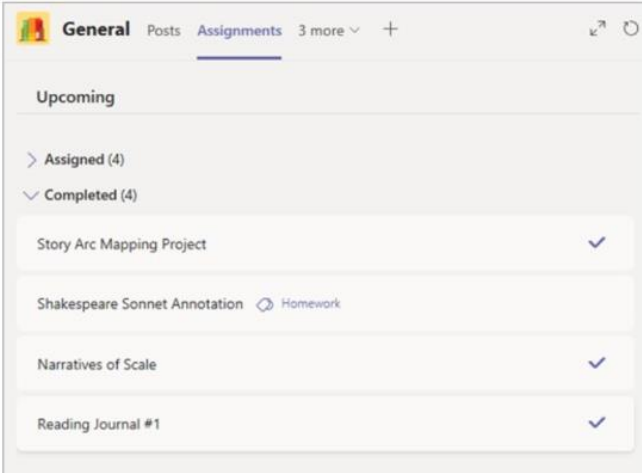
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With the **Assignments** app inside Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.





Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.



Students can see any grades for their assignments, too. In the same **General** channel where they'll find their **Assignments** and other essential tabs, your student can select **Grades** to see their points on past work.

### [Files/ resources.](#)

Your teacher may share files/ resources with your class. To access these, go to Files and select the resource you wish to view.

**Please note, files inside the class materials folder are **READ ONLY**. Any materials outside of the class materials folder can be edited by all.**

