

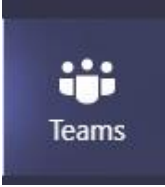


# A students guide to distance learning

## How do I access the work?

All distance learning work set as classwork on Satchel One as per your school timetable.

You must access all work from here.



To support your work teachers will be available through Microsoft Teams to introduce new content, explain tasks or simply answer any questions you may have.

You will find invites in your school email or in the calendar section of Microsoft Teams.

## Top Tips

# 1.



### Be organised

Find somewhere to work – remove those distractions and ensure you follow your school timetabled lessons.



# 2.



### Keep it simple

You do not need to use a computer to complete all your tasks. Complete the work in your book and upload a picture in the Satchel one app.



# 3.

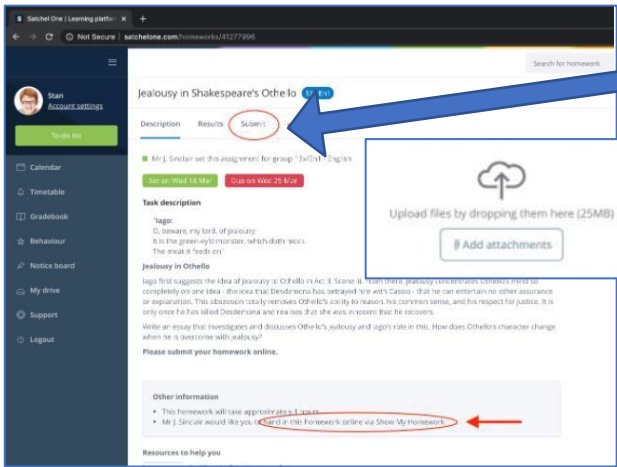


### Struggling to access work

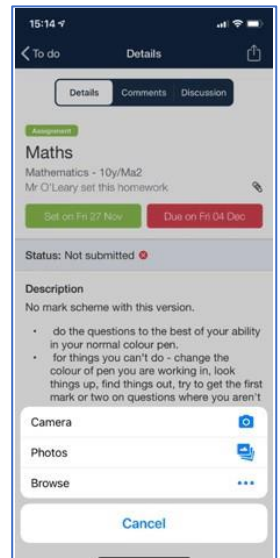
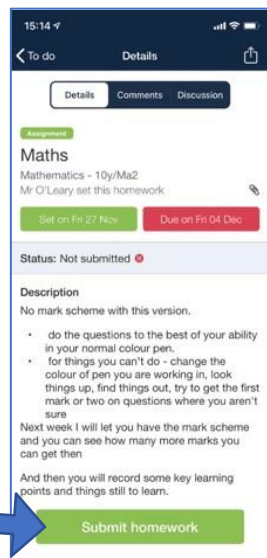
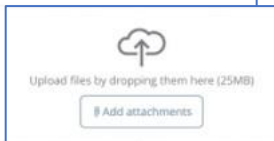
Visit the school website – Learning Zone for how to guides.

## What do I do once I have completed the work?

You must upload your work at the end of each lesson – so your teacher can plan future lessons based on your progress.



**If you have used a computer** – Go to submit and attach your work on the task description



**If you have worked in your book** – Take a clear photo on your phone or tablet – Go to submit and attach your work on the task description

## More Top Tips

# 1.

### Remember you have an office 365 account in school.

This allows you to download all the Microsoft software for FREE!

# 2.

### Keep yourself safe online and act responsibly

Only your teacher can contact you through Satchel One, and Teams.

# 3.

### If you are struggling with the work – let us know

Contact the school if you need help with the work, IT queries or wish to borrow any equipment.