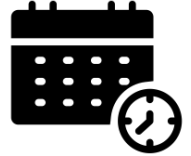




Student Guidance for Remote Learning

STEP 1: Check the timetable for your year group on our website



This is updated weekly. You should be up and ready to log on for 8.40am

STEP 2: Have a pen and paper ready before the lesson starts. Alternatively, you could open a Word Document on your device.

Make notes during the lesson.

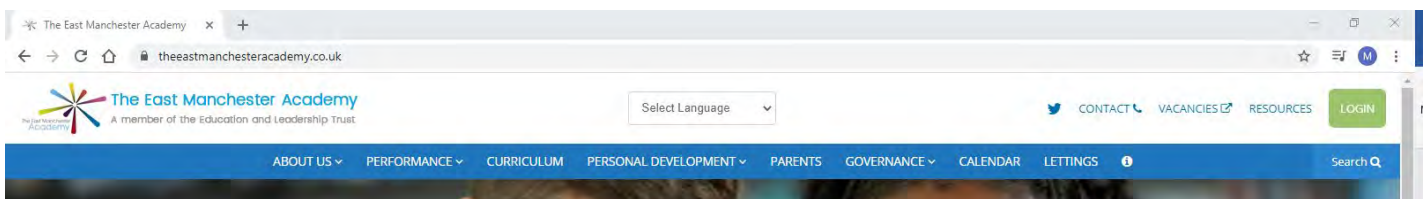
STEP 3: Follow the instructions below to get onto Microsoft Teams for your live lessons. There is also a video tutorial on the website if you prefer.

STEP 4: Follow the instructions on page 3 to log onto Google Classroom. Your live lessons are saved here by your class teacher.

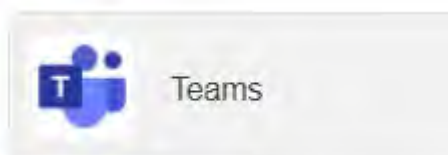
STEP 5: Complete the activities (e.g. assignments or quizzes) set by your class teacher. You can ask them questions on Google Classroom and this is where you will get any feedback.

Accessing Live Lessons on Microsoft Teams

1. Open up 'Google Chrome' in your web browser (not Internet Explorer).
2. Type in the East Manchester Academy school website:
<https://www.theeastmanchesteracademy.co.uk/>
3. Click the green 'Log in' box on the top right-hand side of your screen.

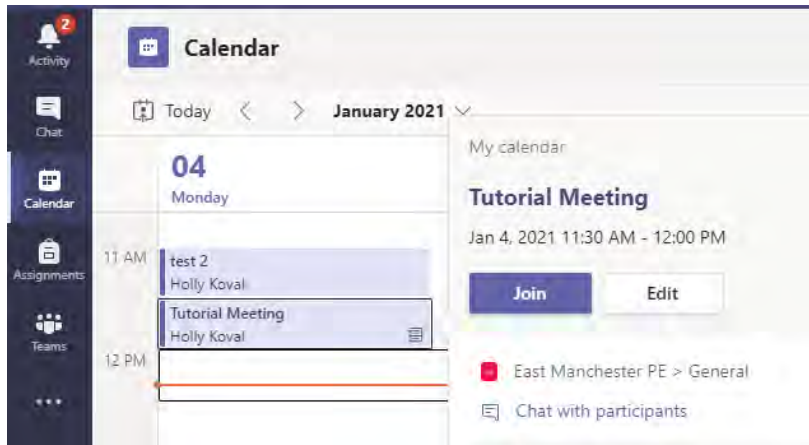


4. Enter your log in details which are the same as those you use each time you log into your school account. This will take you to your FROG page.
5. Click on the 'Teams' App on the left-hand side of your screen:





6. Click on 'Calendar' on the left-hand side of your screen. This will bring up your timetable for the day. When it is time for your lesson, click on it and then click join meeting.



- You will then be taken into the lesson where a teacher will be presenting.
- As the teacher is presenting, you should be listening and thinking.
- There will be opportunities for you to complete individual activities.
- You can make notes on paper or an electronic document.

7. If you have any questions during the lesson that relate to what is being discussed, you will be able to ask them in the chat box and your teacher will respond to you.

Remember that once you write something in the chat box, it cannot be deleted therefore think carefully before you post anything. You can minimise the chat box if you find it distracting.



8. When the lesson ends, click on the red phone icon to hang up and leave the lesson.



9. You will be able to access additional resources that support the lesson in your Google Classroom.
10. Any work that you complete can be submitted to your class teacher via your Google Classroom or email.

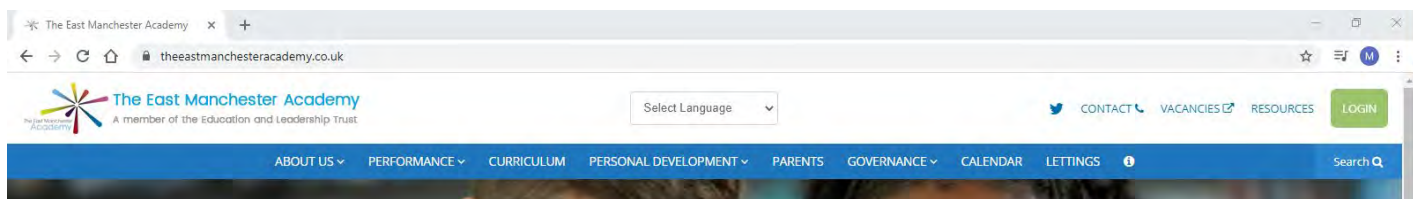
Accessing Google Classroom



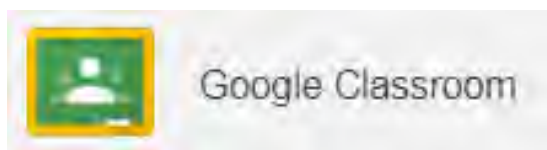
Well done for watching the live lesson.

Now, you can see the lessons slides again and complete the activities ready to show your teacher.

1. Open up 'Google Chrome' in your web browser (not Internet Explorer).
2. Type in the East Manchester Academy school website:
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3. Click the green 'Log in' box on the top right hand side of your screen.

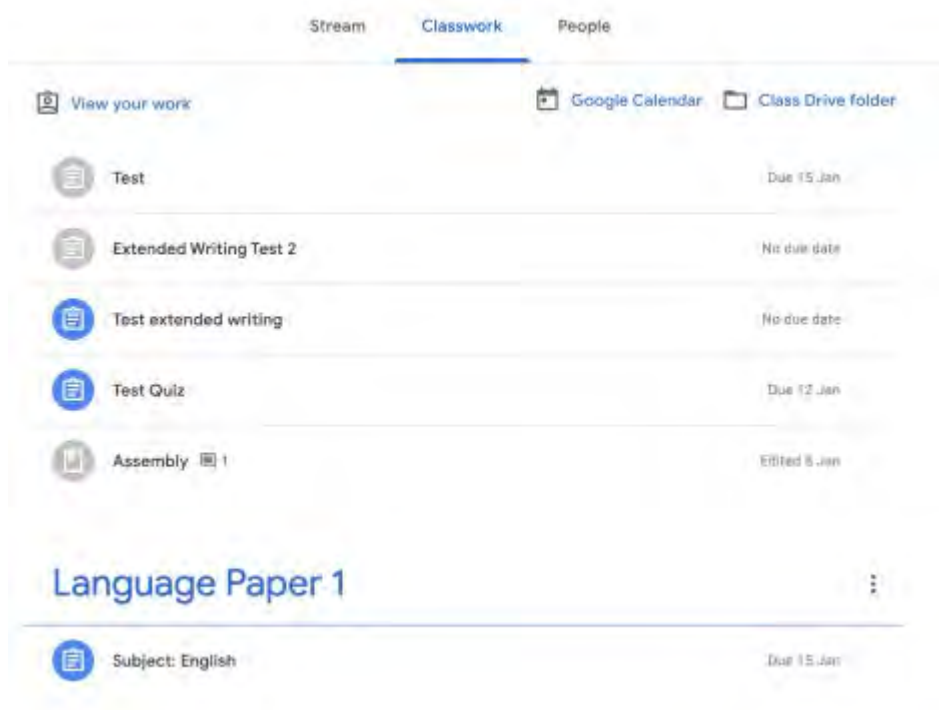


4. Enter your log in details which are the same as those you use each time you log into your school account. This will take you to your FROG page.
5. Click on the 'Google Classroom' App on the left-hand side of your screen:



Your classes will load up.

6. Click on the subject you would like to view. Select **Classwork**:



- You will see the lessons and any quizzes or assignments to complete.
- The day they are due to be returned is also there.

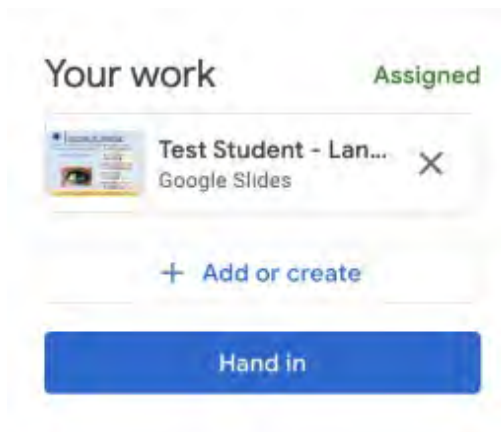
7. You can click on the lesson slides to read through yourself.

Where is the work?

- You teachers will write you a message or an instruction telling you what to do. They should also tell you where to complete it.
- If you are not sure, send them a quick message just to check.

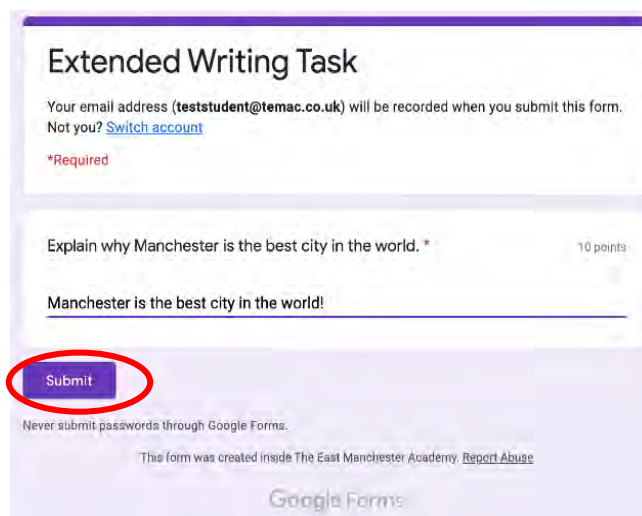
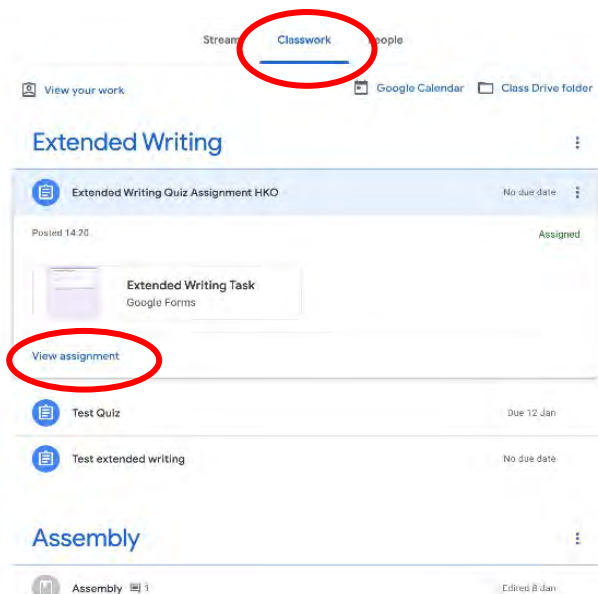
How do I complete the work?

- You can write onto one of the lesson slides. If you do this, just click 'Hand in' when you have finished.
- If you write on a separate Word Document, you can save it on your computer and then click to '+ Add or create'
- If you write on paper, you can email it to yourself and then click to '+ Add or create'



➤ Some teachers will set you assignments and quizzes that might look a bit different

1. Once you are in the classroom, click 'View assignment'.
2. Complete the assignment (question or quiz) and click 'Submit'.



3. The work will then go to your class teacher automatically.
4. You can move onto the next activity in that 'Classroom' or move on to a different subject.

We know that this is very new to many of you. You are doing really well and all we ask is that you try. Please contact your class teacher or speak to your tutor if you have any questions or problems at all. We hope to see you very soon.

