

Preparing for Distance Learning – A Guide for Students

Unfortunately, over the coming weeks it may be necessary that you not attend college for a period of time. The college website and social media channels contain clear messages about the current situation in relation to COVID-19 and you should always follow all guidance from the Government, which can be found in the links on the college website.

It is understandable that you may be concerned about what would happen in this situation and how you would continue your studies and access the support of your teachers. This guide provides information and instructions on what you should do if you are unable to attend college for your lessons or if the college is closed.

It's important you make sure you can access your class resources, assignments and guidance if you are unable to attend college for a while. **You should let your teachers know if you do not have access to the internet at home.**

If there is a period when the college is closed, before this occurs, your teachers will:

- Explain how she or he will communicate with you remotely during the shutdown or absence, by, for instance, email, Moodle or Microsoft Teams.
- Tell you how to access your lessons and resources while you are not in college.
- Set work for each lesson you would attend if you were in college.
- Mark your work and provide feedback.
- Try to provide academic support to replicate what you would receive if you were in college.

To make sure you are ready in case you are told not to attend college at short notice, follow these steps:

1. Make sure you can access Microsoft Office 365 at home through a browser such as Chrome.
2. Check that you can log in to Moodle and access your course pages.
3. Ask your teachers about how they will be communicating with you and setting work. You must use your college email and check it daily. You can access this through Microsoft Office 365 through your browser or through MyDay. You may also be required to access lesson work and submit work through Moodle or Teams.
4. Be ready to work from home at short notice.

It is important to understand that it is not possible to replicate the learning experience of being in college during a period of distance learning and that there will be challenges for teachers and students in using online platforms for teaching and learning. You should, however, try to follow your usual timetable so you can keep learning while you are away from college. Your teachers will set work for each lesson during the time the college is closed.

While working from home, you must:

- 'Attend' all lessons as usual by checking your email and logging into Moodle or Teams to access your lesson instructions and resources.
- Submit work for assessment as required by your teachers.
- Request support if you are struggling with your work.