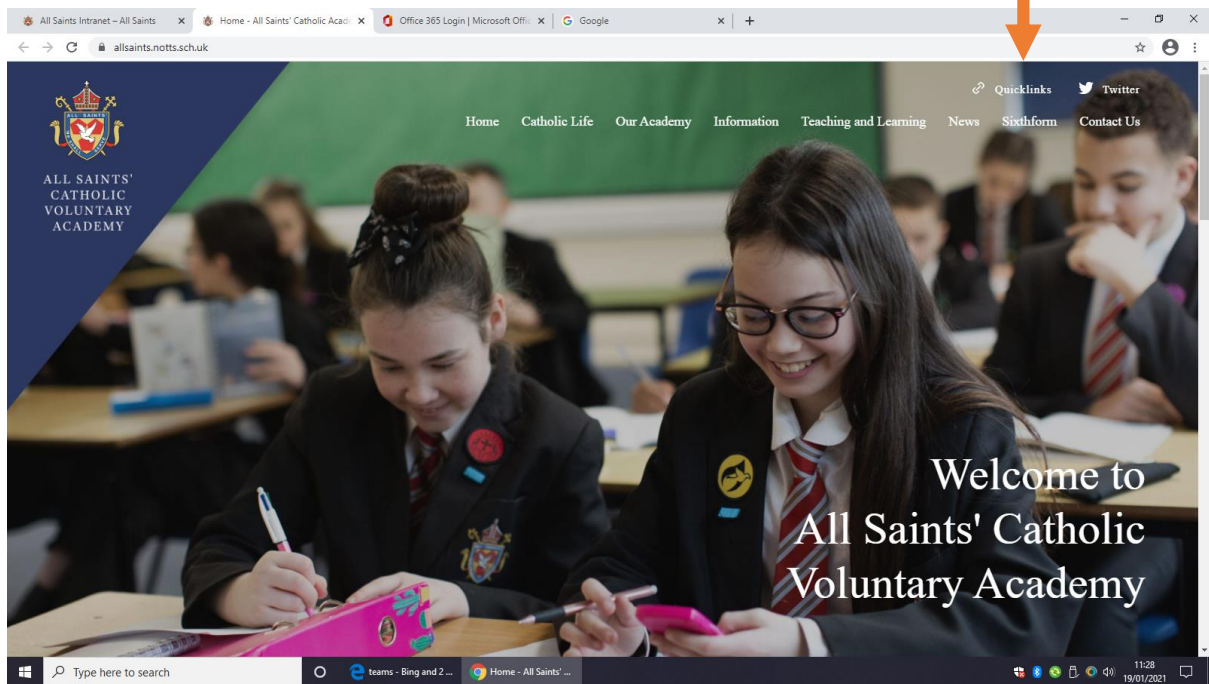


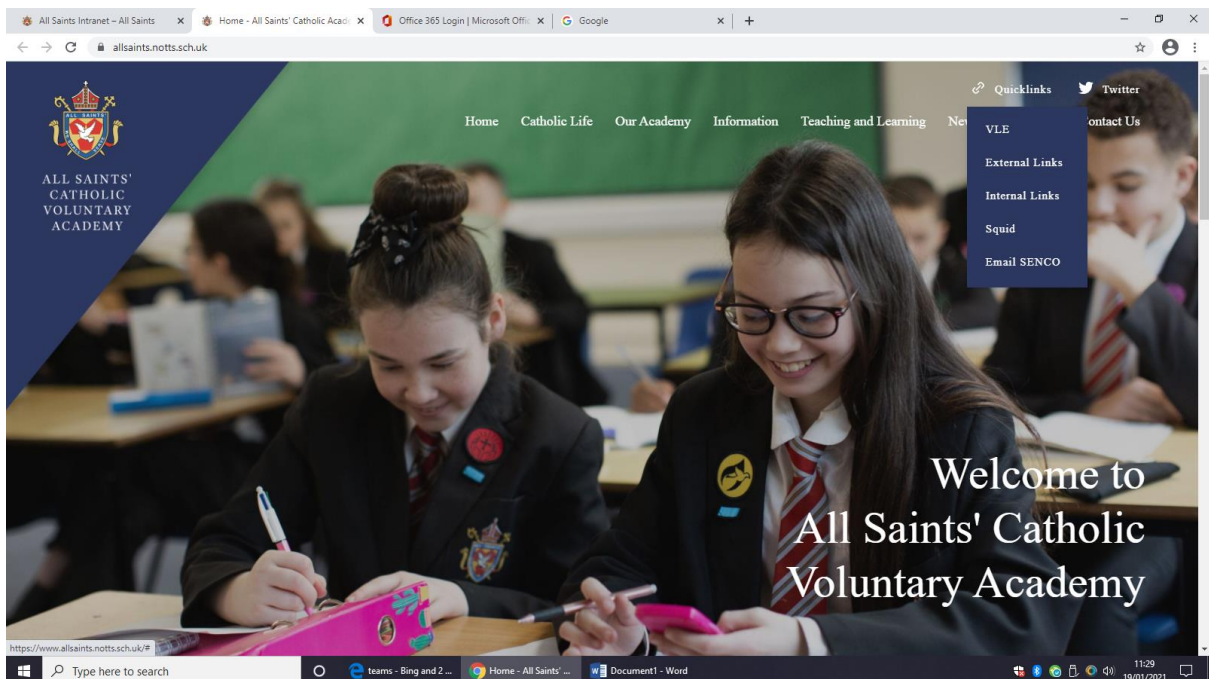
Student guidance on key features of remote learning

1. To access cover work on the VLE.

Click on quicklinks from website homepage

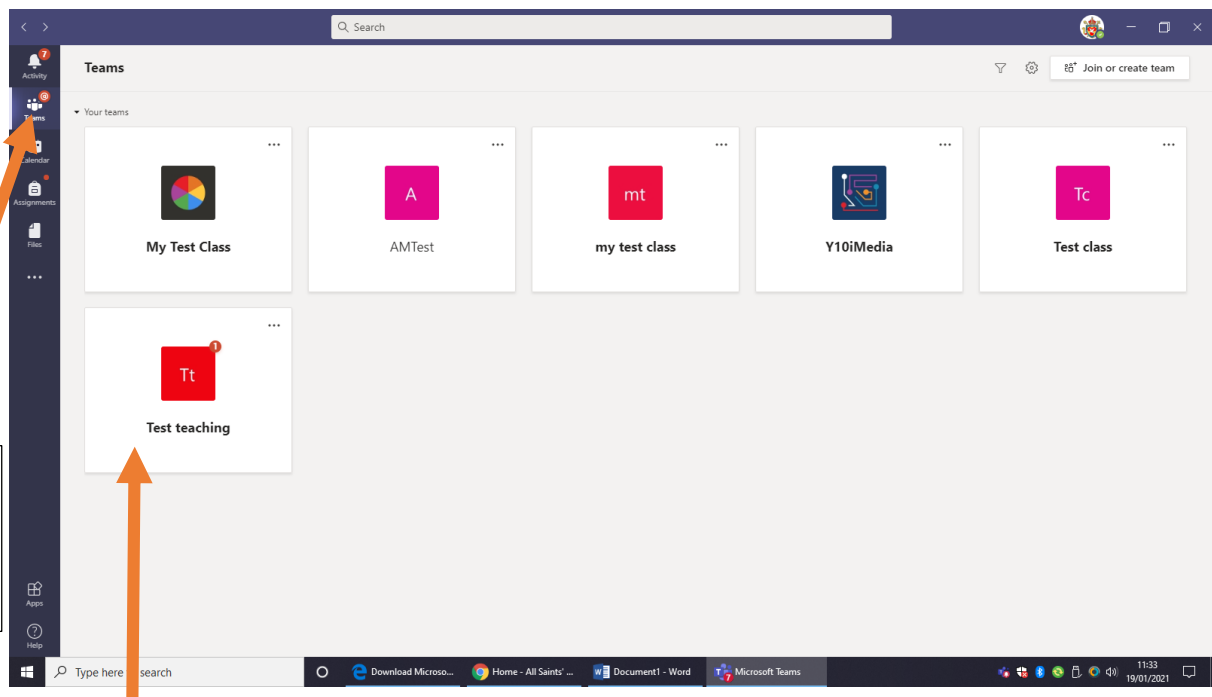


Then on the menu that appears, select VLE. Then sign in with your school e-mail and password to access the VLE and locate your cover work.



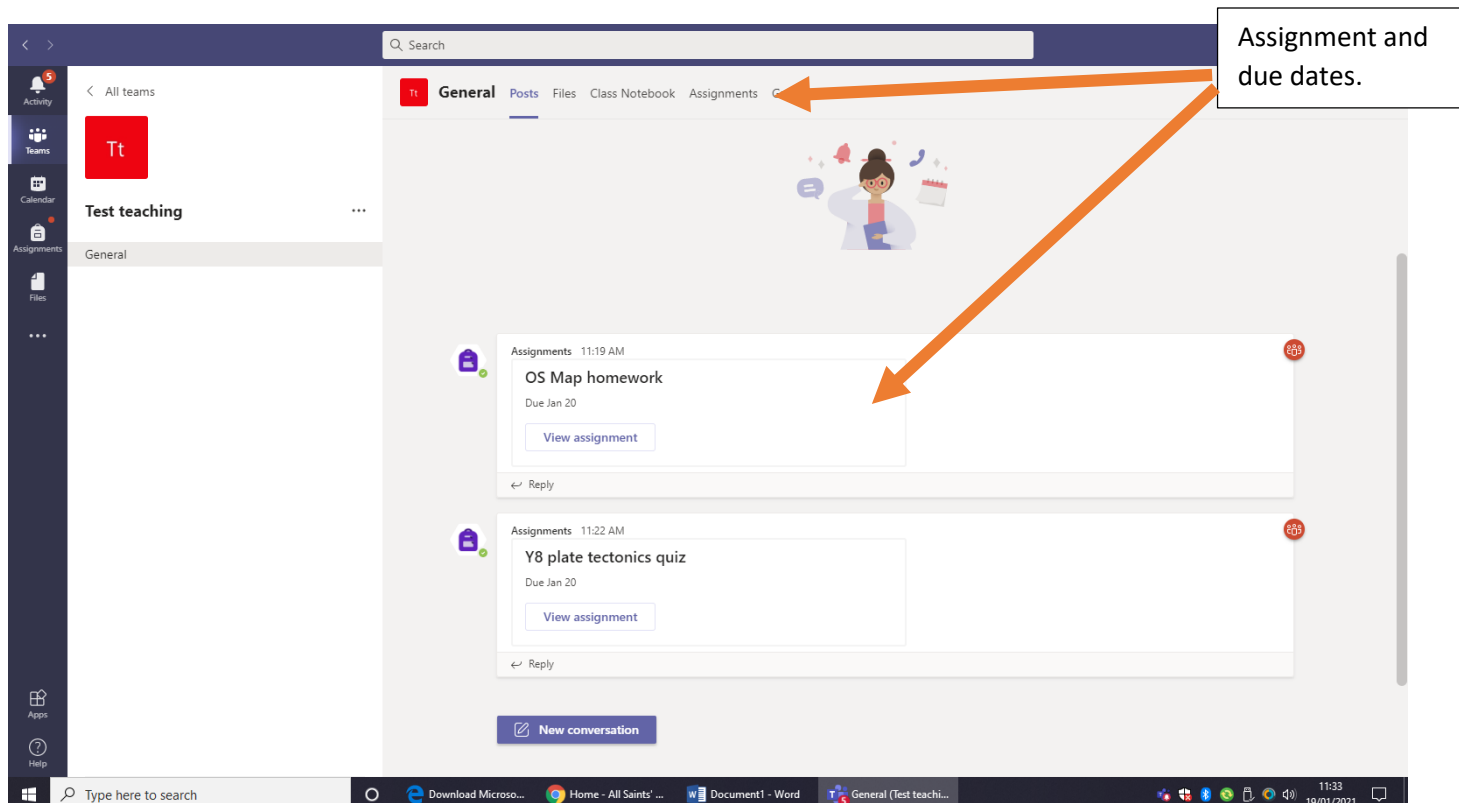
2. To access an assessment set on Microsoft Teams

Firstly, go to your Team class tile and click on it.



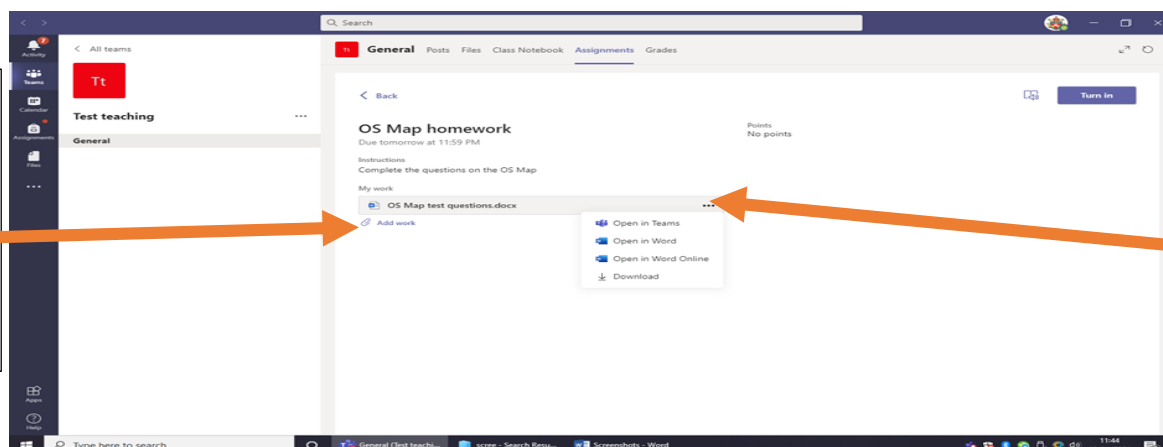
Select Team tile

You will see under the 'Posts' or 'Assignments' sections, anything that has been assigned for you to complete.



Then click on the assignment. The 3 dots icon will give you the option to open the document in Teams and edit it there or to open as a Word document that you can adapt and upload.

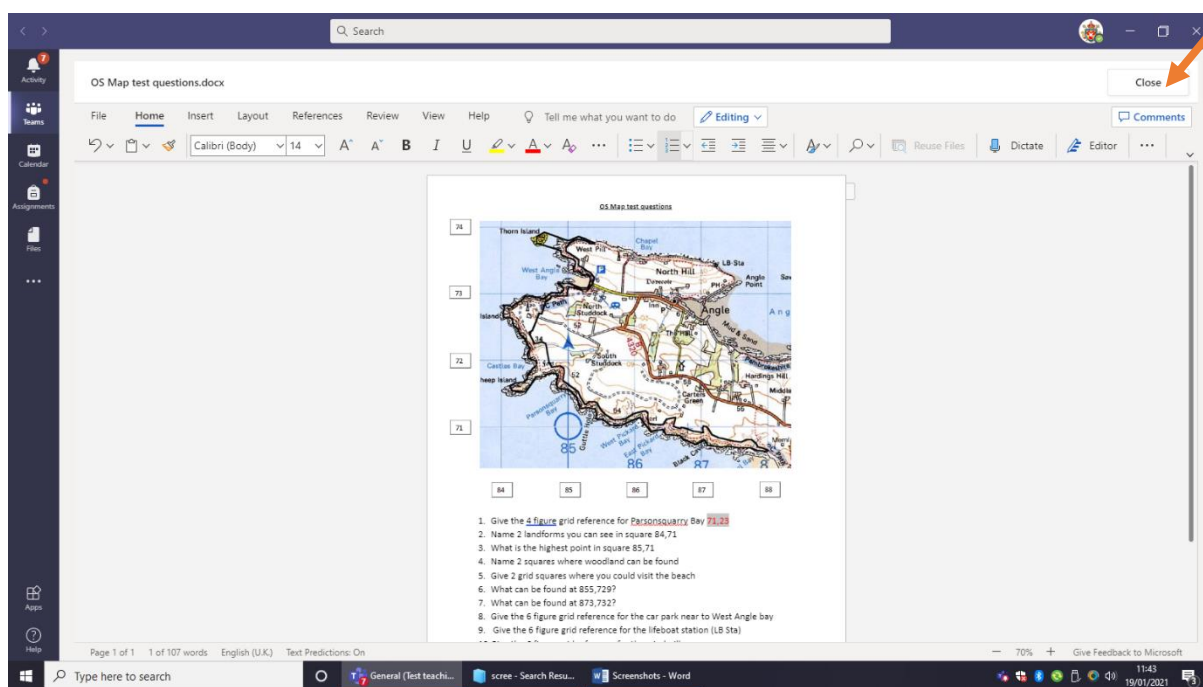
Add work button allows you to upload work saved on your computer.



3 dots icon allows choice on how you open the work.

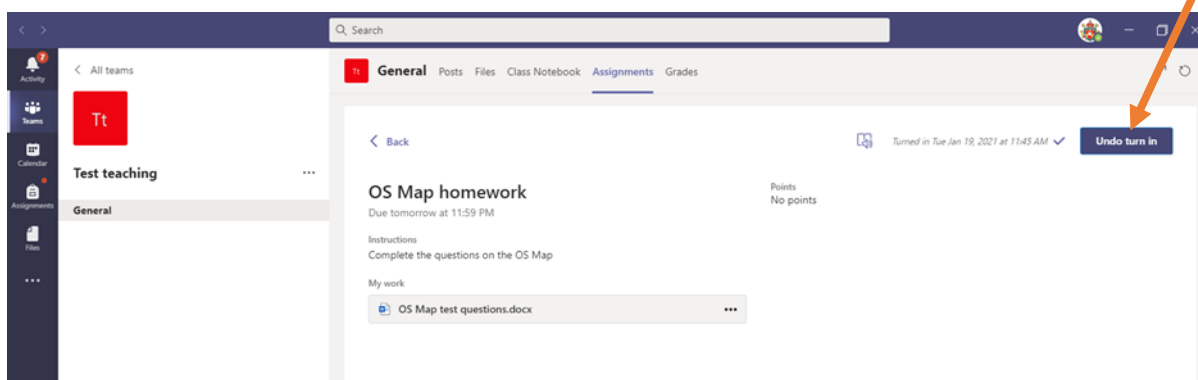
Complete the activity by typing on your responses and click on close when you have finished the work. It will save your work automatically.

Close button



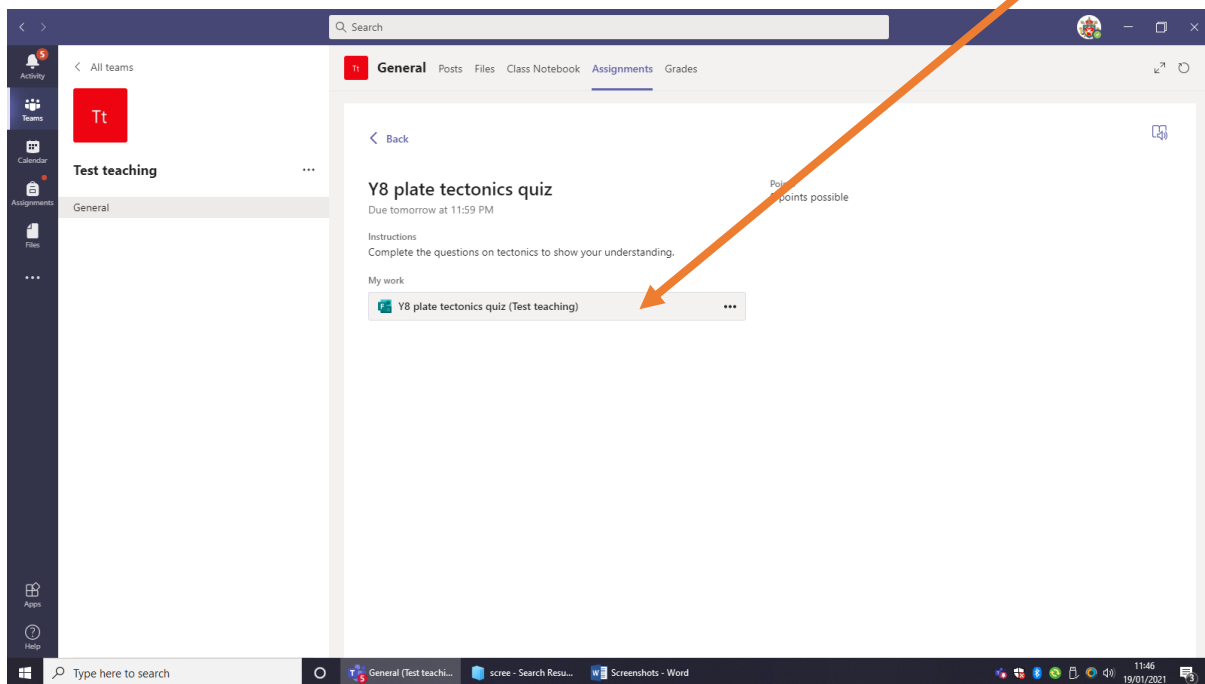
To submit the work so your teacher can mark it, please click the 'turn in' icon.

Turn in button

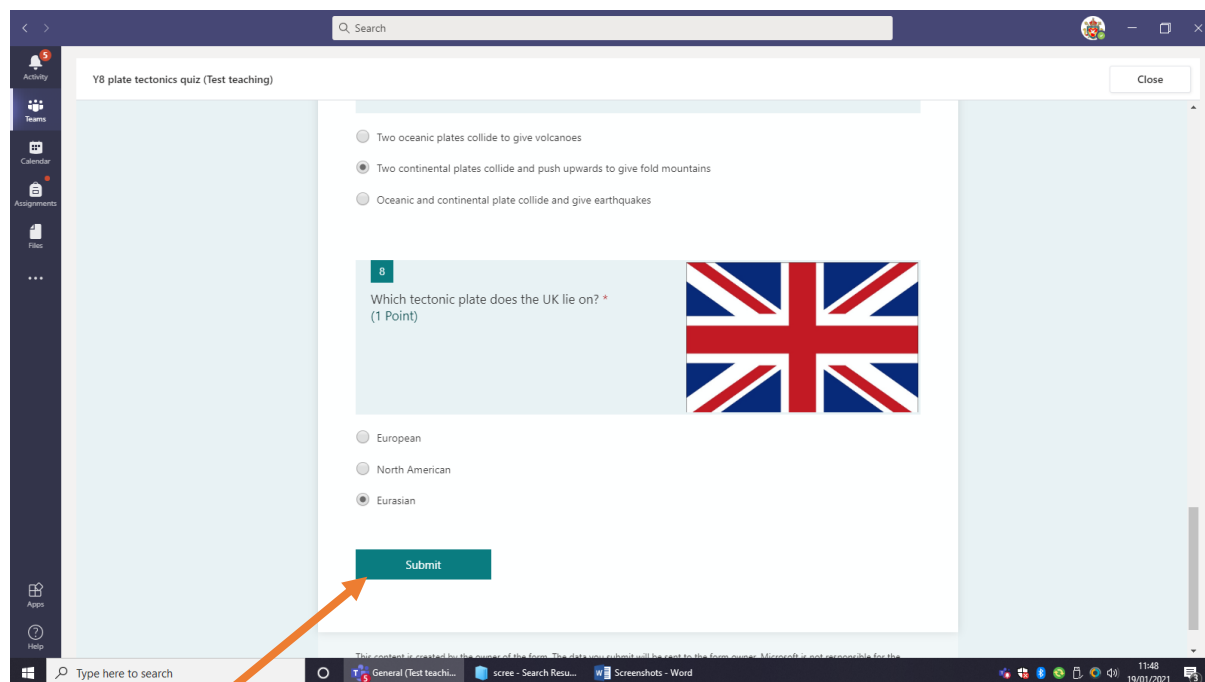


3. To access an assessment set on Microsoft Forms

Firstly, go to your Teams tile and click on 'posts' as mentioned in section 2. Then click on your Forms assignment.



Complete the questions on the Forms quiz and when you have finished, click the submit button.



Submit button

Your teacher will then be able to see your response and give feedback on it. For multiple choice questions, you will be able to see your scores by clicking on this button.

