



## CRAWSHAW ACADEMY – Remote Learning Provision Information for Parents/Carers and Students

The purpose of this guide is to support parents and carers with understanding how to access remote learning for independent learning or homework and during periods of partial school closure. As previously communicated, we are using **Microsoft Teams** as the primary platform and mode of delivery of our remote provision and hosting of resources and links.

### Expectations of Students

We will aim to provide the same amount of work for students that would be completed in a typical school day and this will require students to manage their own time effectively without teacher direction. Parents should encourage students to stick to a daily routine and follow their normal school timetable as closely as possible. Students should start by logging onto Microsoft Teams to view their work.

### Accessing Microsoft Teams

All our students have free access to Microsoft Office 365 apps by using their school email and password to log in. If students cannot access Microsoft Teams from home (no computer/laptop) or need a password reset which can take a few hours, they can still complete learning tasks from home by accessing the online learning platforms listed **in section 1** from an internet browser. There is sufficient work on these platforms to enable students to continue with their learning.

### Access to ICT

To enable us to support students effectively with remote learning, we need to know if there are ICT issues at home. For example, we appreciate some families may have difficulties with availability of shared devices or perhaps internet access is problematic. Please inform the Year Leader immediately of any issues that may prevent your child from completing their work. Contact details on the website.

## Section 1: Adaptive Learning Platforms

We have invested in several subject specific platforms to aid our students' home learning and independent study. These can be accessed from a web browser on a phone, computer, laptop or tablet. Links to these platforms are on the Microsoft Teams classes but students can access these without Microsoft Teams if this is an issue.

The main platforms can be found on the Student Portal:

### [StudentPortal - Home \(sharepoint.com\)](#)



Office 365



Start



iDEA



Continuity Oak



Boost ICT



ICT GO



Oak National Academy



CEOP Safety Centre



Century



Sparx Maths



Sparx Reader



Mimove

## Section 2: Microsoft Teams

### Instructions for accessing the HOME LEARNING TEAMS from the student portal

As stated earlier, we are using Microsoft Teams classes to set remote learning tasks. Please read through the instructions below to gain an understanding of how to access the work on Teams.

1. Navigate to the Academy Website and click on the student portal link.

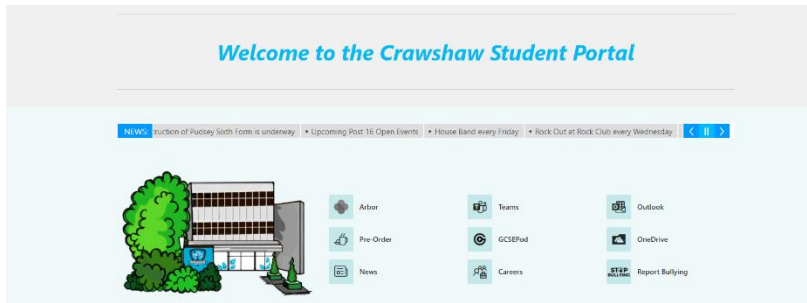
The screenshot shows the 'Learning at Crawshaw Academy' website. On the left is a navigation menu with 'Remote learning' highlighted. The main content area is titled 'Remote learning' and includes a sub-heading 'Remote Learning Provision at Crawshaw Academy' followed by a paragraph of text. Below this are three icons: 'Email us' (a person using a tablet), 'Internet Safety' (a 'CLICK CEOP' logo), and 'Home Learning' (a building icon labeled 'Student Portal'). A large blue arrow points from the 'Home Learning' icon to the 'Remote learning' section.

2. You will be prompted to enter your **school email and password** (these were provided in school during the IT training sessions) and are recorded in the student planner.

The screenshot shows a Microsoft sign-in page. It features the Microsoft logo, a 'Sign in' heading, and a text input field for 'Email address, phone number or Skype'. Below the input field are links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. A blue 'Next' button is located at the bottom right of the form.

*If your child has forgotten their login details, please contact the year manager in the first instance who will organise a reset. This may take a couple of hours in which case students should be directed to the online platforms mentioned in section 1.*

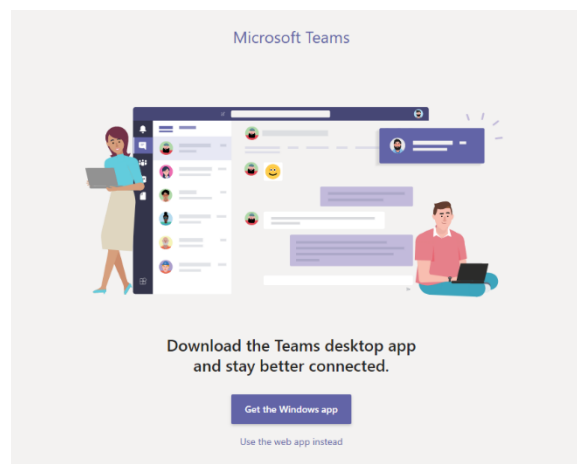
3. Once correct details have been entered, this will take students to the student portal where there are links to relevant websites and the Year Group Home Learning TEAMS.



*Please note that KS4 students may be directed to their*

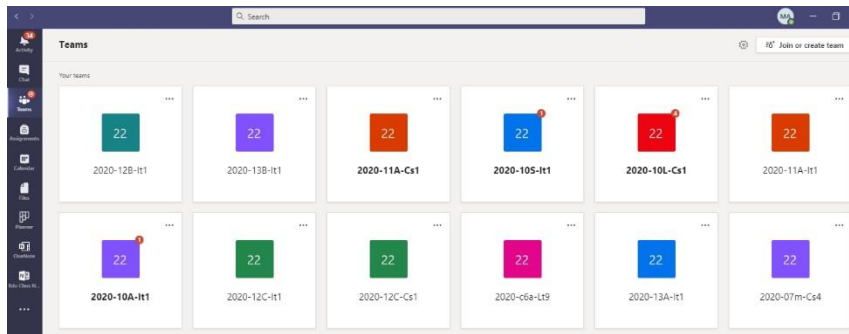
*individual class teams. Teaching staff will direct students to the appropriate TEAM or platform.*

4. Once you click on the relevant team, you may see this window appear, use the web app or download the app to your device.



# Student guide for accessing work

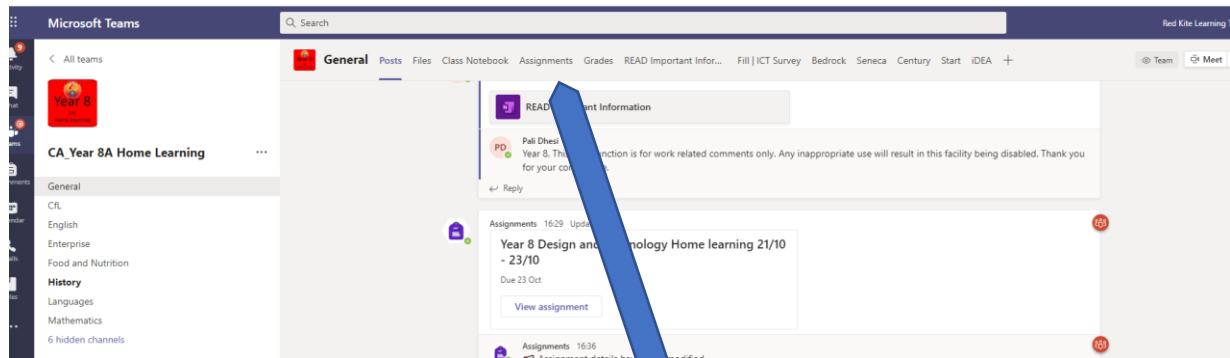
## 1. Finding your class team



You will now see the class teams you are a member of (you may only have one Year Group team).

## 2. Accessing the work set by your teacher

Once you have accessed the correct team you will see the following view.



Your teachers will set work for you as an **assignment**. To view your assignments, you need to click on the assignment tab at the top. There is also a 'READ important instructions' tab you should read for an overview of the work.

In the year group team, each subject has its own channel with links and resources.

## 3. Viewing and completing assignments

Click on the assignment you need to complete for each day following your school timetable. Look for the assignment name and date to ensure you are on the correct assignment. When you click on the assignment you will see a more detailed description of the assignment. Read this carefully and follow the instructions to complete the task. Spend between 45-60 minutes on each lesson-do not worry if you don't complete everything. You can go back to it later.

