Student Guide to Online Learning – FAQs

What should I be doing?

- Check your college email accounts regularly – this includes your college email account and Gmail account
- You will receive instructions from your tutors as to what work you should be doing, how to access resources, and when it needs to be completed by.
- The tutor will also let you know when they are available for support, and how you can communicate with them should you need any further guidance or support.
- You should login to the different online places which you usually access on your study programme for updates. For example, Moodle, Google Drive, Padlet.
- It is very important that you do engage in the learning activities set for you as your tutors will be monitoring your engagement daily and recording where you have not done this.

What should my daily schedule look like?

Try and stick to your normal day schedule in order to ensure you are giving enough attention to the various aspects of your study programme. However, we recognise that you may need to be flexible with the work you do. In which case, you may need to adapt your day slightly to stay on track. For example, if you usually have three lessons in the morning, but cannot access the technology you need until the afternoon, you would work on some activities which do not require technology in the morning, and instead engage in the online activities in the afternoon. Make sure you take regular breaks.

What should I do if I am having difficulty accessing the resources and activities?

Contact your tutor using via the college email system. There may be a short delay in your tutor responding to your query, so try and work on a different activity in the meantime whilst your query is being responded to.

What should I do if I need help with work or if I have completed the activities set?

As you work through the activities set by your tutor, make a note of any questions you would like to ask your tutor. It may be the case that some of your fellow students have come across the same challenges, so make use of the various online forums your tutor may have already setup in order help each-other where possible. Your tutor will be reviewing your progress on a regular basis, and will update resources and activities as appropriate.

Do I still need to do my assignments?

Yes you still need to meet your assignment deadlines. Your tutors will tell you what you need to do, by when and how to submit them.

Will I still achieve my qualifications?

Yes, this is why your assignments are still important, so your tutor can see your progress. You must still complete your maths and English work as this will contribute to your final grade.

How will this affect my progress to a course next year?

- Your Curriculum Head already has a good overview of your current attendance and progress.
- Where exams are not happening we will take into account your attendance, progress and engagement to date with your course work, mock exams and class or workshop assessments.
- Your tutors will take into account the work you complete remotely whilst the college is closed, as this shows your commitment to learning
- We will review all aspects in due course once we have a clearer understanding of government guidelines

What about PD and Progress Reviews?

Your progress tutors will still be delivering PD as per your timetable. Your PD sessions will be about topics that will help you whilst you are away from college. Your progress tutors will still be monitoring your progress and will be in contact through Google Hangouts to carry out your progress reviews.

What do I do if I am not well enough to work?

Let your tutor know you are unwell and they will work with you to help you catch up when you are better.

If Government guidance changes, we will inform you of what this is and what it means for you.

Here are some guides that will help you with accessing on-line learning remotely

1. Accessing College Systems from Home – Student Guide
2. Get Google Classroom on Your Phone – Student Guide
3. Submitting Assignments in Google Classroom – Student Guide
4. Submitting Assignments in Moodle – Student Guide