

# **Remote Learning**



## **Instructions for Students and Parents**

**Updated January 2021**



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# Introduction

The guidance in this booklet will help you stay on track with your learning whilst you are at home. We have updated the content to reflect the changes made to remote learning in response to feedback from parents, teachers and yourselves.

It is very important that you continue to access your lessons during this time so that you do not fall behind in your learning. We know this can be difficult but staff have been very proud of you for engaging with the work and completing it to a high standard.

Staff have thought carefully about the work you have been set in order to make sure your time at home is as productive as possible.

Changes we have made through listening to feedback

- Following your timetable every day so you are in a routine
- Most remote lessons will be “live “ starting from Monday 11th 2021 - this means your teacher will start the lesson at your usual time, will explain the work (or show you a video of how to do the work) and will be available online to support you with your learning during that time (either on a Googlemeet or through the DPR)
- Teacher instructions will be recorded so you can access them if you were absent or go back and remind yourself of something if you need to
- Using class charts to award credits for a completed piece of work
- Letting your Heads of Year know about excellent work and effort
- Sending subject specific work home when we know you have no regular access to IT
- Making sure deadlines for completion are spread out so you don't feel overloaded with work
- Taking into account the amount of work we set you so it feels manageable
- Setting all assignments and lesson links through the DPR in the same format for every lesson so that it is easy for you to find

What we would like you to do is

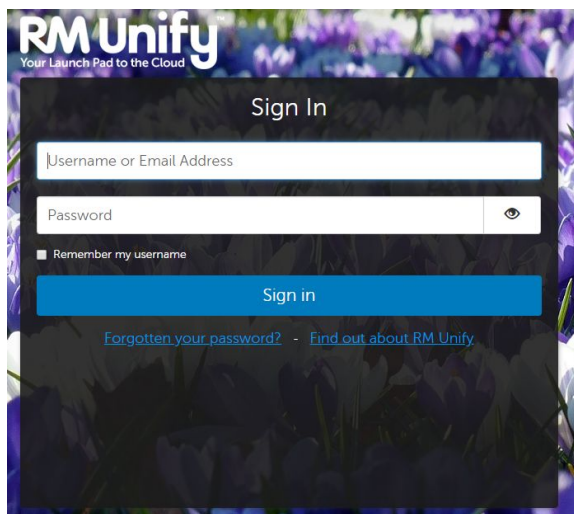
- Be prepared to start learning online at 8.45am every day
- Be dressed in appropriate clothing with a neutral background when on line
- Have your camera on at the start of the lesson so your teacher can see you when taking the register
- Follow your teacher's instructions and the schools behaviour policy
- Contact your teacher if you need help
- Contact your head of year to communicate anything that means you can't do your work
- Check the DPR and class charts regularly to read the feedback your teachers have left you

## Log in via RM Unify

You should log in to RMuNify to be able to access your email, the DPR and Google drive as well as some of the learning apps you are used to using.

Here's a reminder of how to do this:

Log in through RM Unify: <https://sts.platform.rmunify.com/>



Use your email address and password to log in.

If you have forgotten either of these, you can find them out through your year team.

# Accessing Your Lessons

- You should be ready to learn on line from Monday 11th January 2021
- Your teachers will start every lesson live and take a register
- If you complete work in your books or on paper, you can take a photo of the work and upload it in DPR - your teachers will let you know how they want you to show them your work
- Your teachers will also mark some of your work and provide feedback via the DPR/class charts
- If you are not completing work your teacher will contact you to find out why. If you are not attending lessons your HOY will contact you to find out why.
- An easy guide on how to access work can be found here:  
<https://axle-education.zendesk.com/hc/en-us/articles/360035157693-Assignments>
- If you have any questions, contact your teachers via email or DPR.
- You are encouraged to do some exercise every day - PE will not be taught in the same way as in school

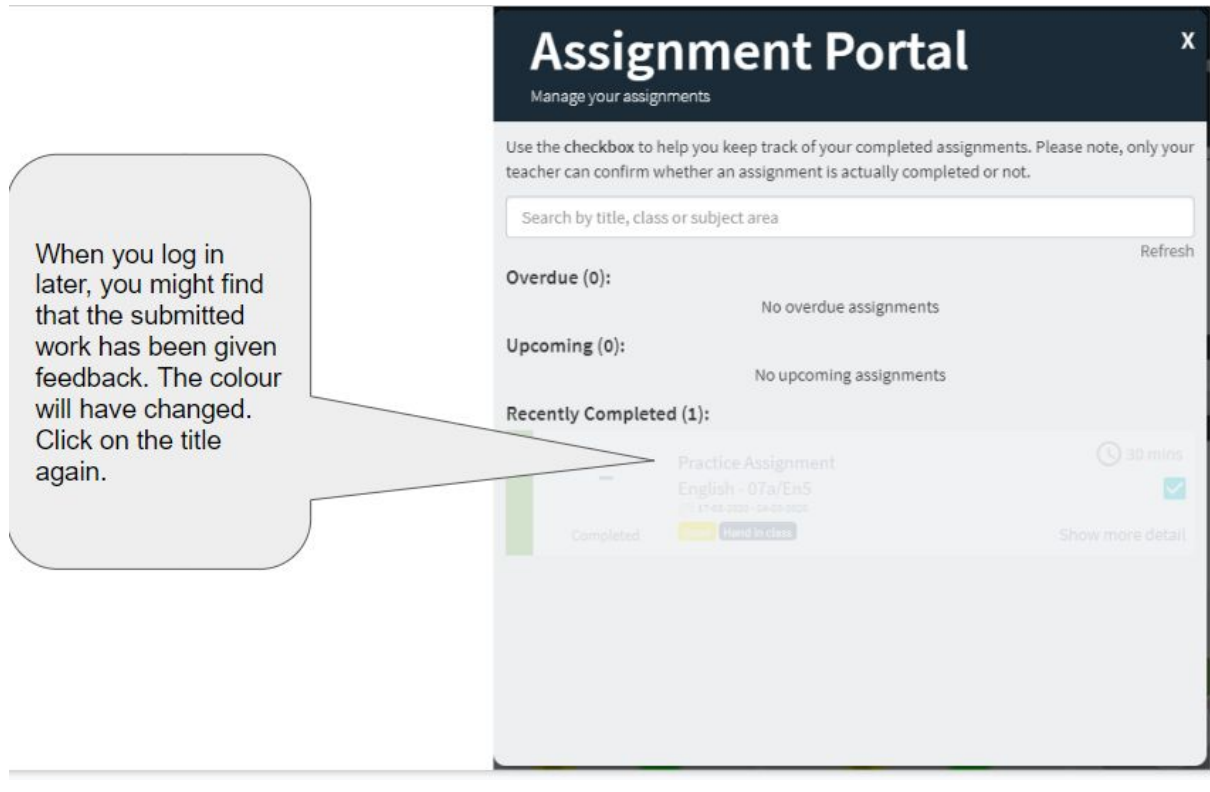
# Seeing assignments on DPR

The screenshot shows the DPR login page. At the top left is the DPR logo. Below it, the text "WELCOME BACK" is partially visible, followed by "Enter your details below". There are input fields for "2018", "Username", and "Password", with a "Reset your password" link below the password field. A callout box points to the login fields and contains the following text:   
<http://dpr.education> is the website for DPR. Go to the website, use institution code **2018** and then use your individual username and password. These are available in your latest DPR report, or by emailing [student.dataservices@haggerston.hackney.sch.uk](mailto:student.dataservices@haggerston.hackney.sch.uk)

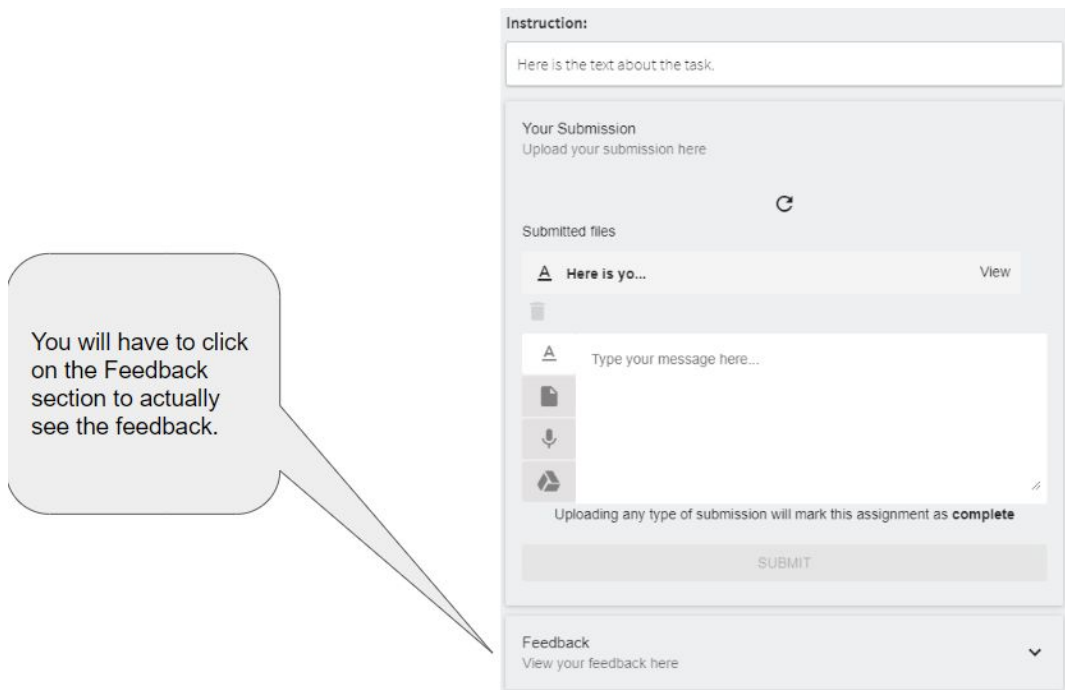
The screenshot shows the "Student Dashboard". At the top right, there is a "Logout" button and a calendar icon circled in red. A callout box points to the calendar icon and contains the text: "When you log in, this calendar symbol has your assignments." Below the dashboard header, there are tabs for "Data Year" and "Classes". Underneath, there are buttons for various subjects: "Analytics", "Report", "Art", "Computing", "Drama", "English", and "Geography".

The screenshot shows the "Assignment Portal" interface. It has a title "Assignment Portal" and a subtitle "Manage your assignments". Below this is a paragraph of instructions: "Use the checkbox to help you keep track of your completed assignments. Please note, only your teacher can confirm whether an assignment is actually completed or not." There is a search bar labeled "Search by title, class or subject area" and a "Refresh" button. The page is divided into three sections: "Overdue (0):" with "No overdue assignments"; "Upcoming (1):" which lists one assignment: "Practice Assignment" (English - 07a/En5) with a "30 mins" timer, an "UNSEEN" status, and a checkbox; and "Recently Completed (0):" with "No recently completed assignments". A callout box points to the assignment card and contains the text: "Here your assignments will be shown. Click on one to see more details."

# Seeing Feedback on assignments on DPR



The screenshot shows the 'Assignment Portal' interface. At the top, it says 'Assignment Portal' and 'Manage your assignments'. Below this is a search bar with the text 'Search by title, class or subject area' and a 'Refresh' button. The main content area is divided into three sections: 'Overdue (0):' with 'No overdue assignments', 'Upcoming (0):' with 'No upcoming assignments', and 'Recently Completed (1):'. The 'Recently Completed' section shows a single assignment: 'Practice Assignment' for 'English - 07a/En5', which is 'Completed' and has a '30 mins' timer. A callout box points to the assignment title with the text: 'When you log in later, you might find that the submitted work has been given feedback. The colour will have changed. Click on the title again.'



The screenshot shows the submission and feedback interface. It has sections for 'Instruction:' (with a text box containing 'Here is the text about the task.'), 'Your Submission' (with 'Upload your submission here'), 'Submitted files' (with a file named 'Here is yo...' and a 'View' button), a text input area with 'Type your message here...', a 'SUBMIT' button, and a 'Feedback' section at the bottom with 'View your feedback here' and a dropdown arrow. A callout box points to the 'Feedback' section with the text: 'You will have to click on the Feedback section to actually see the feedback.'

# Communicating with your teachers

- Remember, your teachers are here to help you even though you are not in school.
- Use the DPR to communicate with your teachers. You can ask them questions on any work you are stuck on or upload evidence of work you have completed so that your teachers can keep track of your progress. You can also email them if you need to.
- Here's an explanation on how to use the collaboration portal on DPR which will make it easier for you to communicate with them about work:

<https://axle-education.zendesk.com/hc/en-us/articles/360035157673-Collaborating>

## Guidance for Parents

In response to the ever changing national picture we are constantly reviewing our provision . Many of you have contacted us and told us what was going well and what needs to be reviewed. We hope the changes we have made support our students to work at home effectively.

Thank you for all the work you are doing in making that happen.

The best way to support your child's learning is to do the following:

- Make sure your child has access to IT with a camera and sound. Contact the school if you need support with this
- Support your child to be ready to follow live lessons from 8.45am every day
- Make sure they are dressed appropriately and are behind a neutral background
- Check their camera is on so the teacher can see them when taking the register at the start of the lesson
- Ensure there is no one else in your household present in your child's lesson
- Check they can log in to the DPR and know how to access their work
- Don't let them get behind and fail to meet deadlines.
- Contact us if there's a problem so we can act quickly and provide support
- We hope that by working together we can ensure students make the most of any time they are at home to ensure they stay on track with their learning.