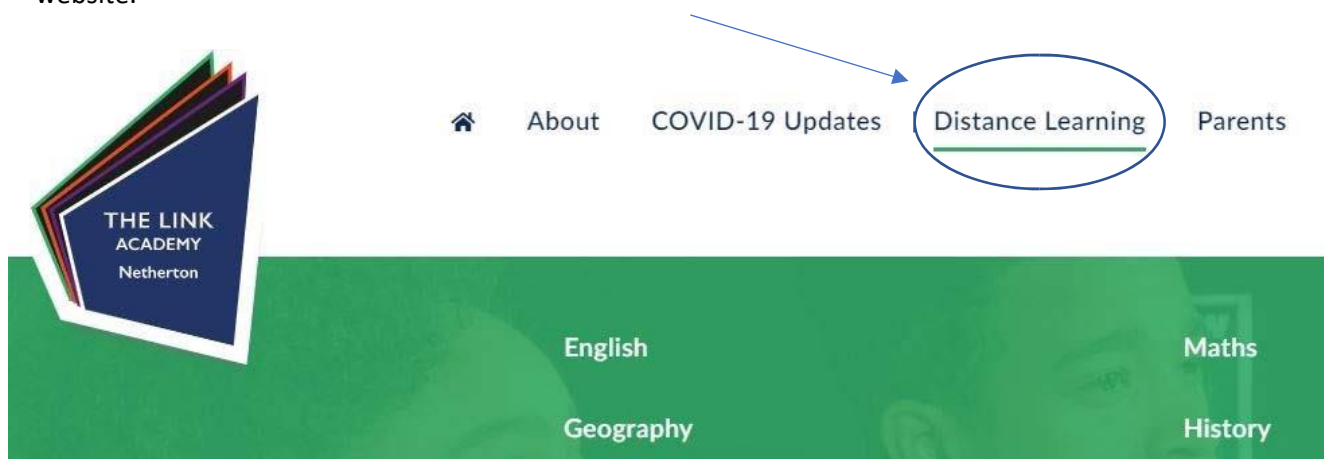


Distance Learning – Learner Information sheet 2021/2022

What you need to know

We are doing everything we can to help support you during the Covid-19 crisis. Please follow the guidance below relating to online learning. If you are isolating at home due to contact with a positive case, your work is available on the distance learning tab on The Link Academy website.



If you are home due to a year group closure, work will be set on Microsoft TEAMS.

What you need to do to access Microsoft TEAMS

- If you need support with passwords or usernames or have issues with computer access please contact your relevant learning manager or email itsupport@thelinkacademy.org.uk □
To Access an assignment on Teams

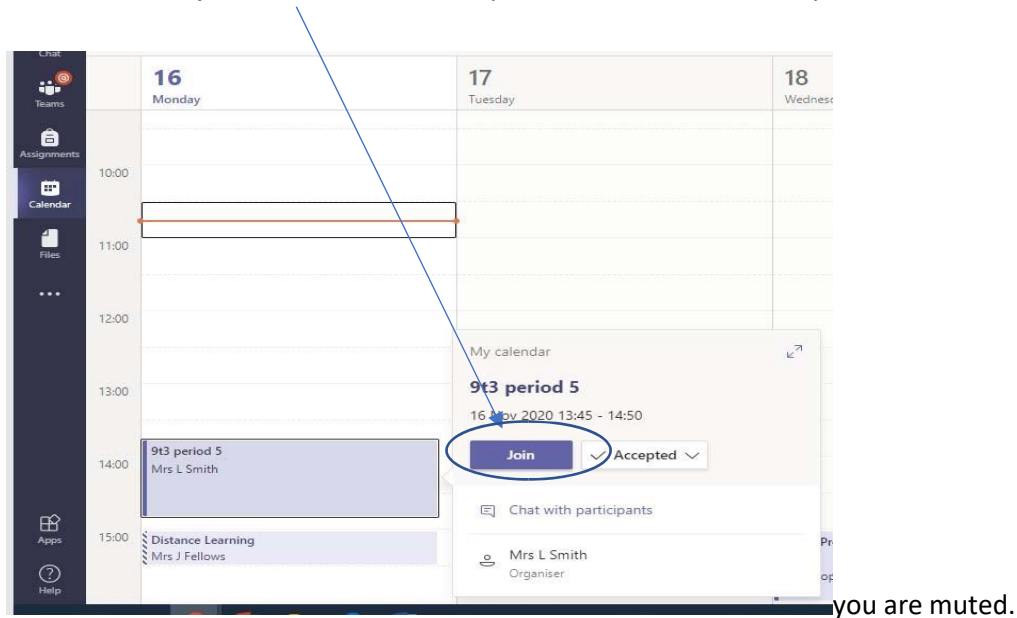
Access using RM Unify

- When you access your emails by logging on to RM Unify, you will see 9 square dots in the corner of the page
- Click on these dots and you will see a selection of apps that are available to you to use at home as well as in school. If you click Office 365 when at home, you will be able to install Microsoft office and it will download the app onto your computer.

Or you can just click the TEAMS icon here

- Log on to Teams.
- Click on the class name you wish to access work for.

- Read the posts thread to see what work has been set or click on the assignments tab from the top.
- Click an assignment and follow the instructions.
- Remember to hand in the assignment when done.
- Some teachers will be inviting you to a 'live lesson' (this may not be your usual teacher but if you are invited, you need to join the lesson). You will receive an invite to this on your calendar. Click 'join' at the start time of your lesson. Please ensure your camera is off and



We are expecting:

- Where possible, follow the structure of your 'normal' timetable, e.g. if you have Maths period 1 on a Monday, complete your maths work during this time. This will allow you to have some structure to your day, engage with a range of different lessons and stay on track with learners that are in school.
- Complete the consolidation task that has been set by your teacher. This may be a quiz, a link to another platform, such as Hegarty Maths, or a written question that may need responding to on Teams. Instructions on the task required will be set a member of teaching staff.
- Teachers will assess your levels of engagement weekly and report this using a 0 – 5 scale. 0 being no engagement and 1 – 5 relating to the effort scores outlined in your learner planner on page 16 – 17.