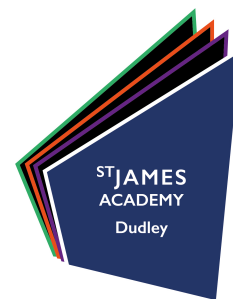


# ST JAMES ACADEMY

## Distance Learning – Guidance



Date: April 22 2020

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### Overview

- Initially, the **core subjects** - English, Math and Science **will set two pre-recorded lessons a week** for students in all years to complete on Microsoft Teams. Other subjects will continue to set work via the school website, long term it is our intention for all subjects to set 'pre-recorded lessons.'
- The **online pre-recorded lessons are accessed** through a package of software available via your child's **St James Academy Microsoft 365 account**.
- Learners will be able to **upload their completed work** for core subjects onto the **school portal via Microsoft Teams**. From this they will receive **feedback on one piece of work each week per core subject**. In order to ensure this process runs smoothly, completed student work must be **uploaded within 48 hours** of a pre-recorded lesson 'going live.' The **schedule** for pre-recorded lessons going live can be found by locating the student timetables on each Year Group page of the Distance learning section of the Academy website.
- Each pre-recorded lesson consists of **PowerPoint presentation** with **teacher voice over** and any relevant **attachments**. The lesson is available via a low resolution MP4 format in order to facilitate access on mobile telephones, tablets, PCs, laptops and other mobile devices.
- Each lesson will take your child around **45 minutes to complete**.

### Getting started

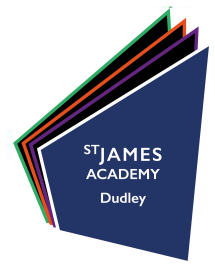
1. Students require their school network **username** and **password** to access their email account.

Learners email addresses are the same as their school computer usernames, followed by **@stjamesacademy.org.uk**. For example if their school computer user name was smithj their email address would be **smithj@stjamesacademy.org.uk**.

### How to access pre-recorded lessons

2. Once you have identified your child's username and password, **load** the St James Academy **website** <https://www.stjamesacademy.org.uk/>

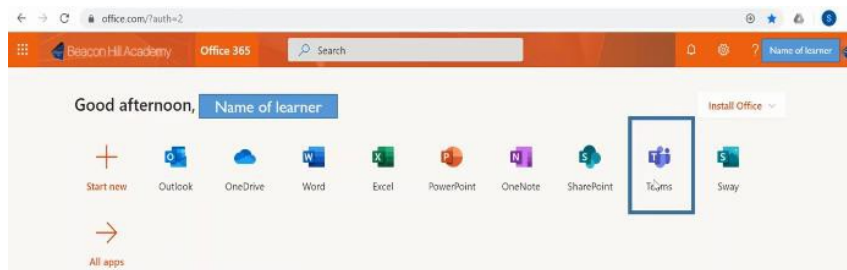
3. On the home page, just underneath the address bar, there are **four small squares** which comprise the Office 365 logo (highlighted by the red square below), **click the logo**. This will redirect you to a Microsoft sign in page.



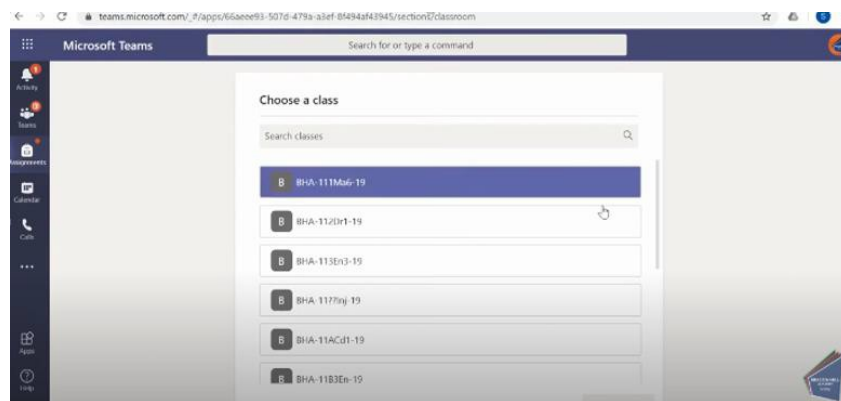
- About
- COVID-19 updates
- Distance Learning
- News & Events
- Parents
- Why Choose St James Academy?
- Life at St James Academy
- Curriculum
- Careers Education
- Contact



4. Enter your **child's email address** as instructed above (point 1.) Click next.
5. Enter your **child's password** as instructed above (point 1.) **Click Sign in.** This will load the Microsoft 365 home page, **click 'Teams'** as highlighted below:



The page which loads should be similar to the one below. On the left hand side of the screen are the following icons: **'Activity'** – a log which charts the **work** that has been **set, completed or feedback** returned and the **'Assignments'** section shows **all the classes** your child belongs to.



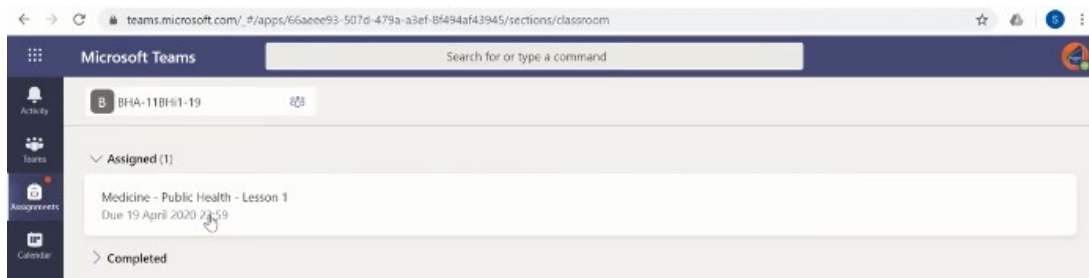
5. **Select a relevant class** e.g. English, Math or Science by **clicking it** (a tick should appear) and then **click 'Next.'**
6. A new page will load **showing all of the assignments** set by the teacher. Each assignment should show the **subject, topic, number e.g. Lesson 1** and **date due.**



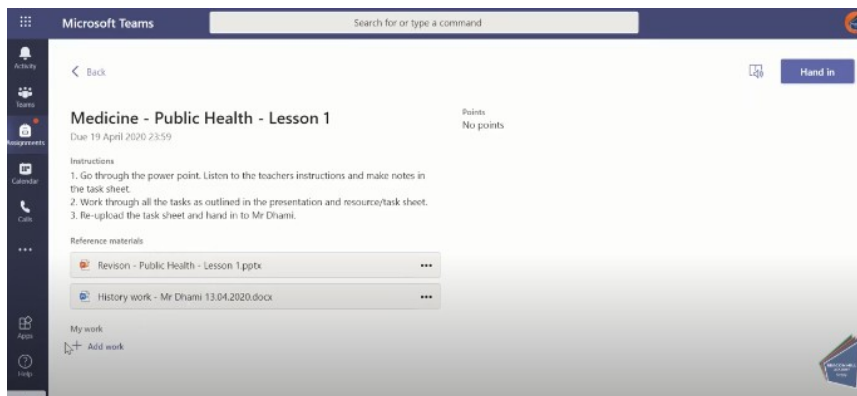
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7. Load the relevant lesson by clicking on it as shown below:



8. **Specific instructions** of how to complete the lesson, along with the **pre-recorded lesson PowerPoint** and any other **relevant attachments such as work sheets** are available in the **'Reference materials'** section –these can be loaded by clicking on the icon.



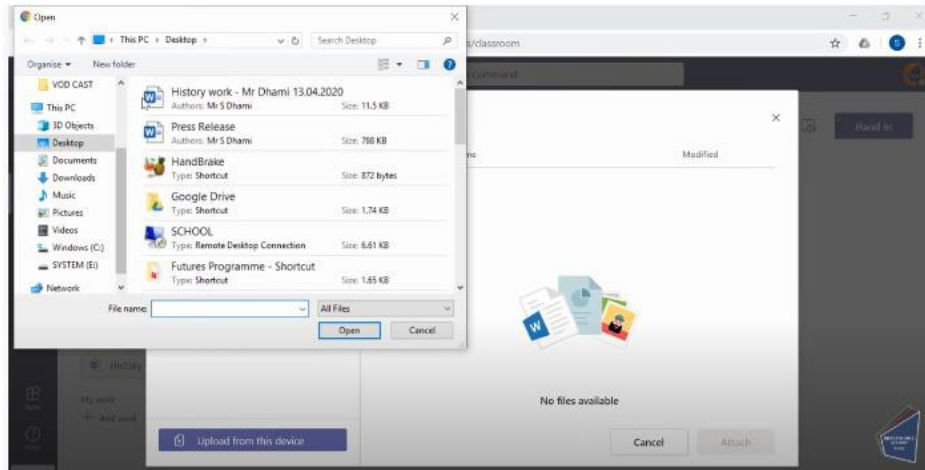
**Some PowerPoint slides** which form part of the prerecorded lessons will have **accompanying 'voice overs'** and **directions as to how long to spend** completing a task.

Students need to remember to **save their work** to a chosen location.

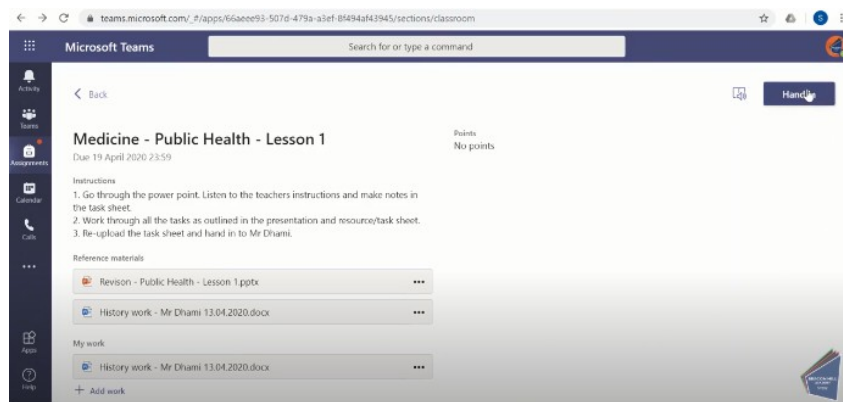
### How to upload work completed

9. **Click** on the **'Add work'** icon which is located in the **'My work'** section of the page (as shown in point 8.)

10. Depending on where the student has chosen to store their work, they need to select **'Upload from this device'**. This will allow them to **select the relevant file** of work to upload and then **click 'Open'** (as shown below). This will upload the work and **click 'Done'** when this process has **finished**.



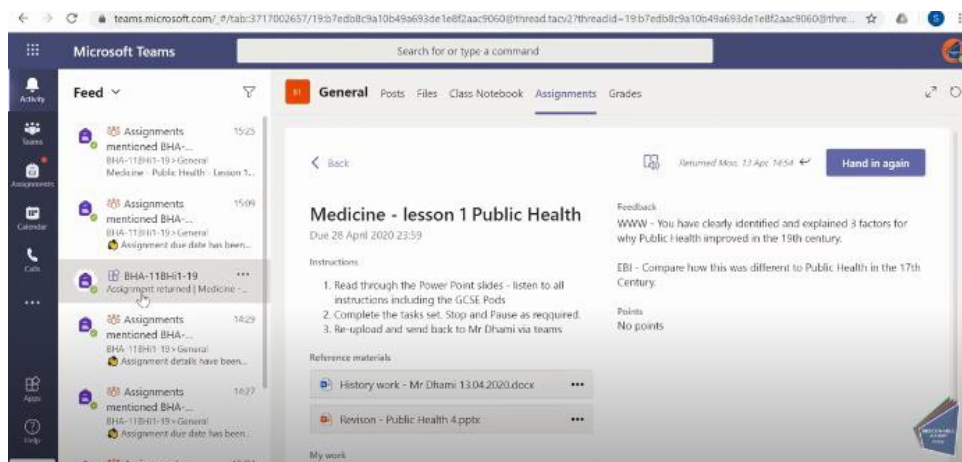
11. The student's work (file/document) then needs to be 'Handed in' by clicking the icon (as shown below).



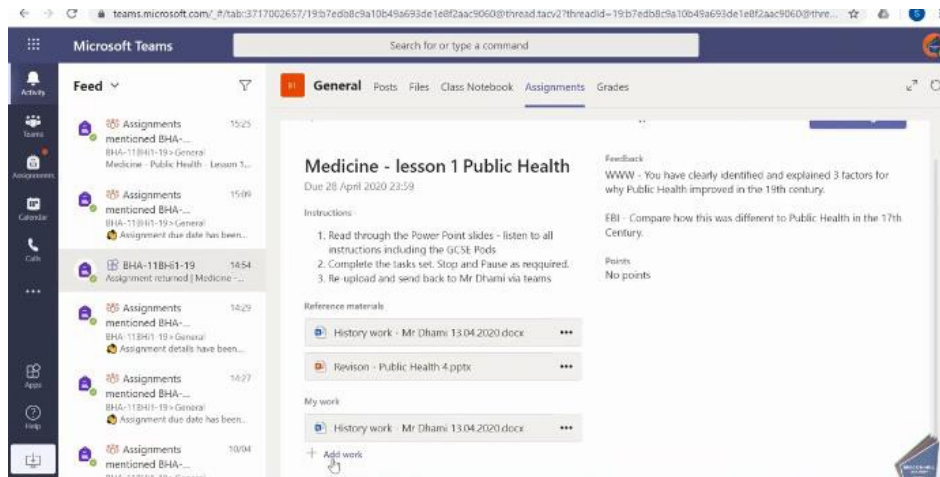
A confirmation of 'Hand in,' including details of the time and date of the submission will then appear.

### Teacher feedback

12. Any teacher feedback which has been sent to the student can be found by selecting the 'Activity' icon in the left hand toolbar. Such feedback will be identified by being labelled as 'Assignment returned' as shown below. By clicking on the relevant assignment your child can access What Went Well & Even Better If.



13. To make the necessary improvements, the students can select their previously submitted work which appears under the 'My work' section and amend it accordingly. Students need to remember to save any amendments.



The student then needs to select 'Add work' which will enable them to upload the work which has been amended. As per point 11, the student then needs to 'Hand in' again.

### Further support

Should you require further support, please consult the video instructions on the Academy website or contact via email St James Academy's technical support line [onlinelearning@stjamesacademy.org.uk](mailto:onlinelearning@stjamesacademy.org.uk)

It is important to remember that in between pre-recorded lessons, students must complete work on **CENTURY, GCSE Pod and Hegarty** for core subjects and continue to complete work for other 'none-core' subjects via the **St James Academy website** as previously directed.