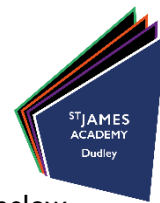


# Distance Learning – Learner Information sheet #4 – Log in information



## 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.

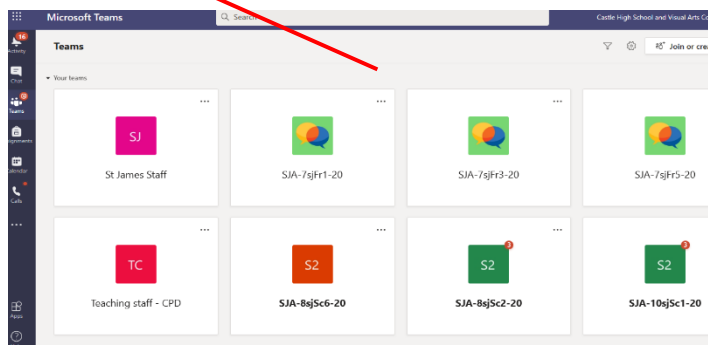
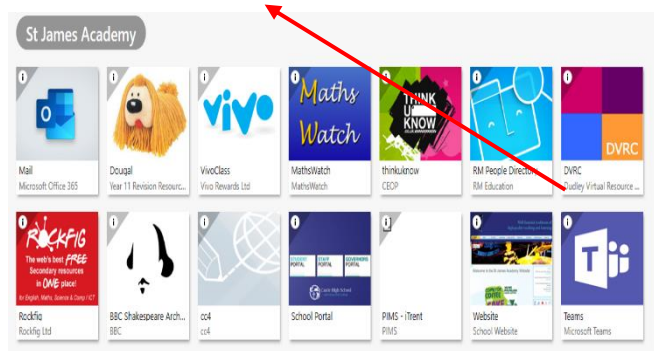
## We are expecting:

If you are **not** in school and accessing your education from home:

- Where possible, follow the structure of the online learning timetable below, this mirrors the **‘normal’ timetable as much as possible**. This will allow you to have some structure to your day, engage with a range of different lessons and stay on track. See the outline of the day and subjects below.
- **Access your lessons on Microsoft Teams, these will appear as assignments or as a ‘live’ lesson**. For assignments you should go through the lesson and direct any questions you have about the work via Teams directly to your teacher. Some lessons may be ‘live’ all details will be supplied by your teachers.  
*Page 19 of your planner has your log-in details.*
- **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 by your teacher on Teams. The task will relate to your learning and will help us assess your understanding of the work. 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.

## What you need to do

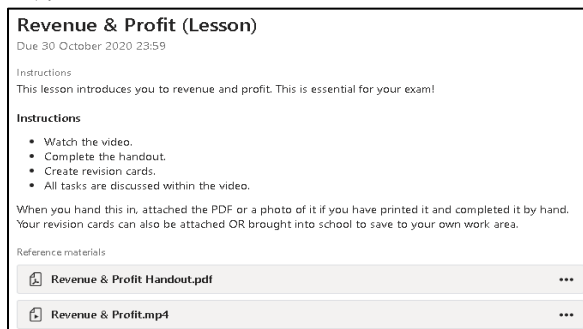
- Access Microsoft Teams. This can be done via the [St James academy website](#) select ‘Distance learning’ and then ‘Student Portal’ This takes you to your RM Unify log in screen. This is the same log in that is used in school and is your email address and password.  
Select Teams. You will then see all the Teams you belong to. Select the class that you need to do at the time as allocated on the Timetable below.



- Log in details can be found on page 19 of your learner planner. If you need support with passwords or usernames or have issues with computer access, please contact your relevant learning manager or email [onlinelearning@stjamesacademy.org.uk](mailto:onlinelearning@stjamesacademy.org.uk)
- Access your lessons via Teams and complete consolidation tasks as outlined by your teachers. There will be clear instructions on Teams and your engagement will be rated weekly. 0 being no engagement and 1 – 5 relating to the effort grades as outlined in your learner planner on pages 16 – 17.

## To Access an assignment on Teams (is easy!)

- 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.
- Links to resources, other online platforms and consolidation tasks will be shown on the assignment.  
Remember to hand in the assignment when done.



A video on accessing Teams and other online learning platforms can be found by visiting [bit.ly/distanceSJA](https://bit.ly/distanceSJA)

## Distance Learning Notes

- All lesson details will be on Teams.
- Lessons will be a mix of pre-recorded sessions, video, independent study and 'live' lessons.
- 'Live' lessons taking place this week are outlined below. Other sessions may take place in addition to this and will be communicated directly by your teacher via Teams.
- When you are timetabled for PE, you should carry out some physical exercise. You should not be using a device during this time.
- Alongside work set by teachers on Teams all learners have access to:
  - Hegarty Maths (Maths),
  - Century Tech (Maths, English, Science, Sport and Business),
  - GCSE Pod (lots of subjects suitable for all learners not just those doing their GCSEs) and
  - Bedrock Vocabulary (literacy).

All platforms should be used to enhance you learning.

- If you are unsure of any of your passwords or any issues relating to accessing work from home, please contact your relevant learning manager or email: [onlinelearning@stjamesacademy.org.uk](mailto:onlinelearning@stjamesacademy.org.uk)

Remember, every learner will be given a 0 – 5 effort grade **every week** which relates to the effort that has been put into learning outside of school