

Remote Learning: Years 10 and 11

how to access learning materials in the Spring 2021 lockdown



To ensure that learning continues throughout the lockdown period, remote learning activities will be provided by your teachers. These will be emailed to you using your Office365 school email account.

What remote learning will I receive?

- Your teachers will provide learning activities for every lesson you have on your timetable.
- You will receive emails from your teachers each weekday providing that day's learning activities.
- Teachers will be using Microsoft Teams so will often direct you to resources and activities on Teams.

What do I need to do?

- Log in to your school email account every weekday to check for emails from teachers.
- Complete all tasks set and send this work by email or Teams to your teacher.
- Continue to use HegartyMaths, Educake and other online learning tools.

How do I log into my school email account?

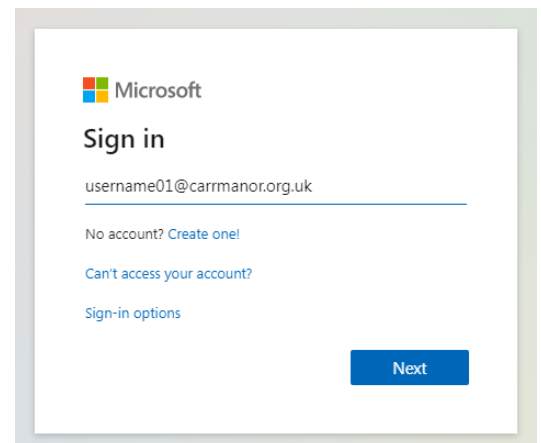
- 1) On a phone, tablet, or computer, go to **www.office.com** and click on the Sign In button.
- 2) Type in your school computer username followed by **@carrmanor.org.uk** (eg. username01@carrmanor.org.uk), then click the Next button.
- 3) Type in your usual school password.
- 4) Once logged in to Office365, you can click on the Outlook button to see your emails.

What if I can't remember my school username or password?

Either call the school on 0113 3368400 or send an email (from any email account) to remotelarning@carrmanor.org.uk to ask for help.

What if I don't have a computer or need WIFI/data?

Let your Year Manager know by calling the school or emailing remotelarning@carrmanor.org.uk to ask for help. We may be able to lend you a laptop or offer other support.



Can I email my teachers?

Yes, open a new email and click in the **To** box, then just start typing your teacher's surname and their details will appear. You can also reply to an email that a teacher has sent you.

What are all of the other apps in my school Office365 account?

Your Carr Manor Office365 account gives you access to a range of online tools that will support your learning, including:



Outlook
Email and calendar.



OneDrive
A place to store your files.



Word
Create and use documents.



PowerPoint
Create and use presentations.



Excel
Create and use spreadsheets.



Teams
Complete assignments.

