

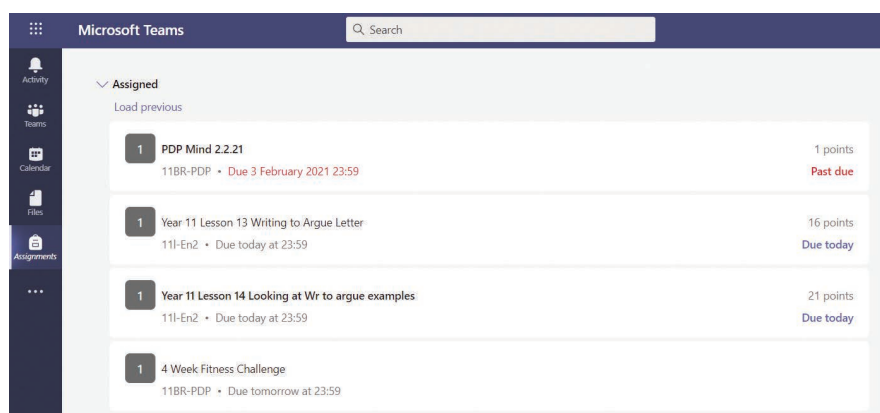
# KS4 Remote Learning Information for parents/carers

## How to check what learning activities your child received today

- Your child will be receiving their learning through Microsoft Teams.
- They will be logging into Teams using their Carr Manor Office 365 account.
- Teachers will set assignments and schedule live lesson through Teams.
- To check what learning activities your child has received on a particular day, you can click on the *Assignments* icon.

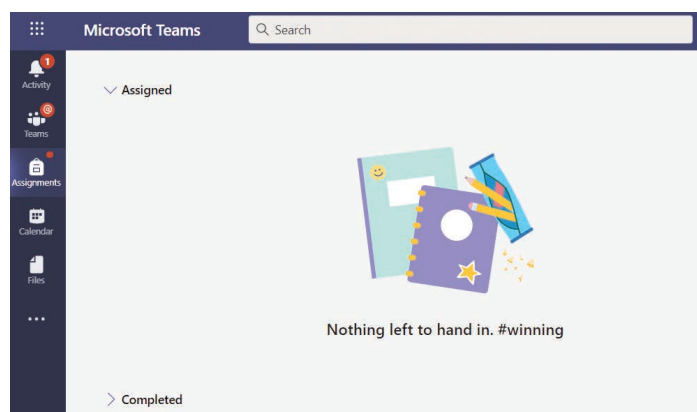


This will show you a list of all current open assignments that have not been completed. These will be in date order of when they are due in.



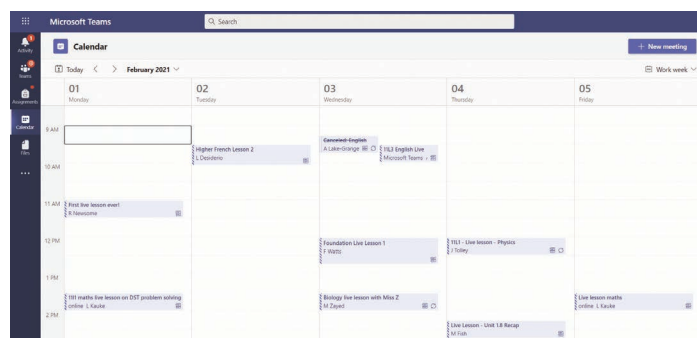
## How to check what work your child has submitted to their teacher

- You can check what work your child has submitted to their teacher following the same process as checking what activities have been set.
- If your child has submitted all of their work then this message will be shown in Teams when the *Assignments* icon is pressed.



## How to check what live lessons your child has this week

- You can check what live lessons your child has this week by looking at the calendar within Teams.
- To do this, click on the calendar icon.
- Your child's calendar of live lessons will then be shown. A typical calendar for a KS4 pupil will look like this:



**Pupils will receive an invitation to their live lesson when the teacher first schedules the calendared lesson, along with an additional reminder link on the day of the live lesson.**