

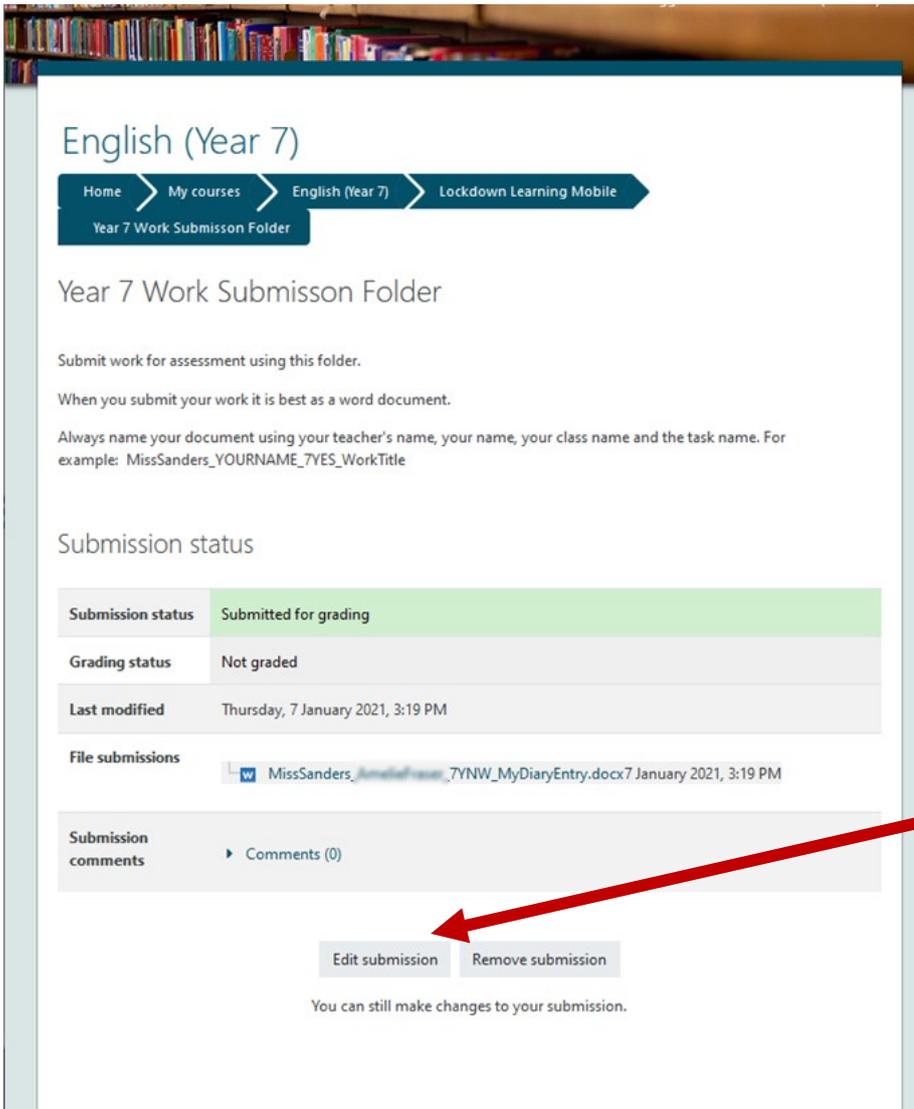
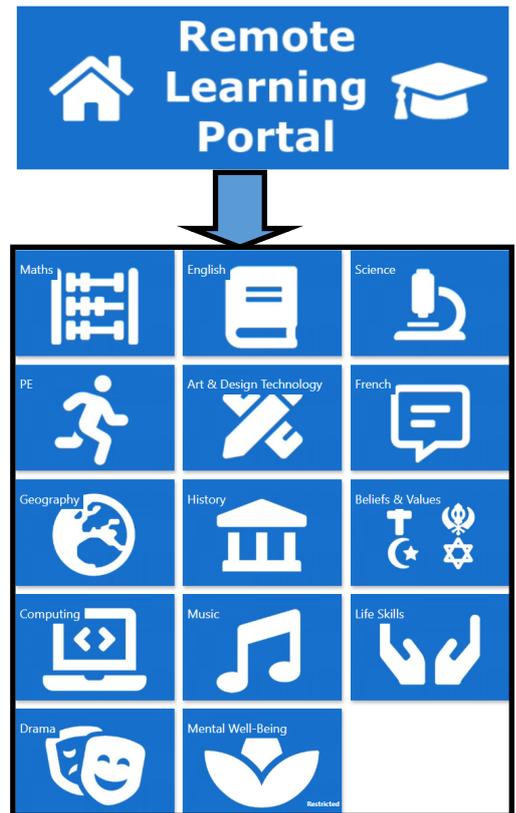
MOODLE HELP

Accessing work on Moodle

Please use the Remote Learning Portal every time you log on for work. This way we can see who is accessing and who is not, so we can offer to help if you need us.

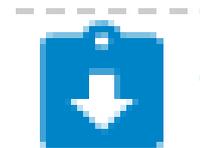
The links in the portal take you directly to the work you need to study.

Please DO NOT use the normal subject pages while you are learning at home. It is more difficult to find the work this way and we won't be able to tell how you are getting on.



Handing In work on Moodle

Use the hand in folders in each subject area to upload work when you are asked. If you can't find them, look for the blue icon like this one.

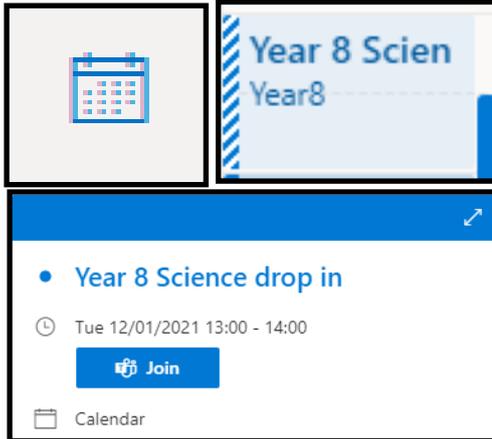


Help! It says submitted for grading, I can't add any more work!

Do not worry, you can use 'edit submission' to add more work to the work you have already done.

This keeps it all in one place for you and your teacher.

TEAMS HELP



Joining a Teams Meeting or Drop In

From your emails, click on the link in the email you received from your teacher. If you can't find the email, go to your calendar by clicking the icon, and find the right session.

Click on it, and choose 'join' to be taken to the meeting. You will need to wait for your teacher to let you in.

Taking part in a Teams Meeting or Drop In

When you go into the room, your microphone and camera will be muted. Please do not use the chat function unless asked as during a teacher explanation it can be a distraction for others listening.

However, in a question and answer session, or when your teacher asks you, the chat can be accessed by clicking the **speech bubble** icon. You should be respectful and polite in the chat just as you would be in a classroom. Any inappropriate use will be reported to parents.

If you want to attract the teacher's attention, you can use the **hand** to raise your hand. They will be able to see that you want to ask something and will check the chat box to see what it is.

