

## Student User Guide for Remote Learning

If you are required to work from home the college will provide you with access to online remote learning using *Google Classroom* and *Google Meet*.

It is important that you find somewhere quiet to work; ideally somewhere where you will not be disturbed. You will also need to make sure you have to hand all the usual equipment that you are expected to bring to college, including your planner.

Each day that you are working from home your teachers will publish assignments for you to complete and will be online to teach you via Google Classroom and Google Meet. You will be expected to complete these assignments and submit your work to your teacher. You should follow your college timetable and the usual timings of the college day. You need to be punctual.

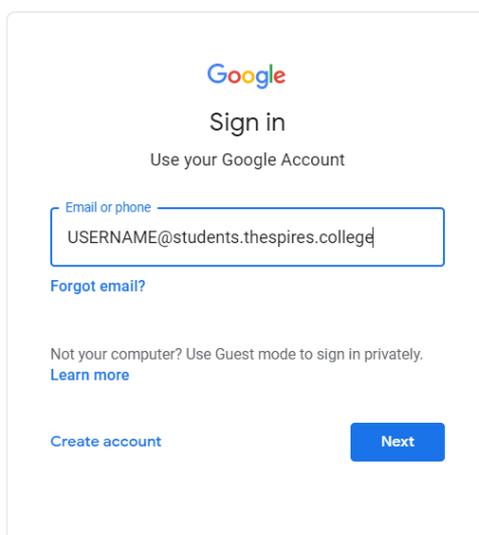
Start time	Session
08:30	Registration
08:35	Tutor reading
08:50	Period 1
09:50	Period 2, incorporating break
11:05	Period 3
12:05	Lunch
12:50	Period 4
13:50	Period 5

Your teachers will schedule your assignments to be available 15 minutes before the start time of each lesson.

Below are some questions and answers to help you access your online remote learning.

### How do I 'log in' to Google Classroom?

To log in to Google Classroom, you will need to open your internet browser (Google Chrome works best) and visit <http://classroom.google.com>. Sign in using your college email and password (see below).



Google

Sign in

Use your Google Account

Email or phone

USERNAME@students.thespires.college

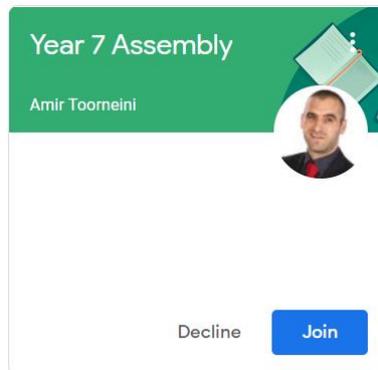
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

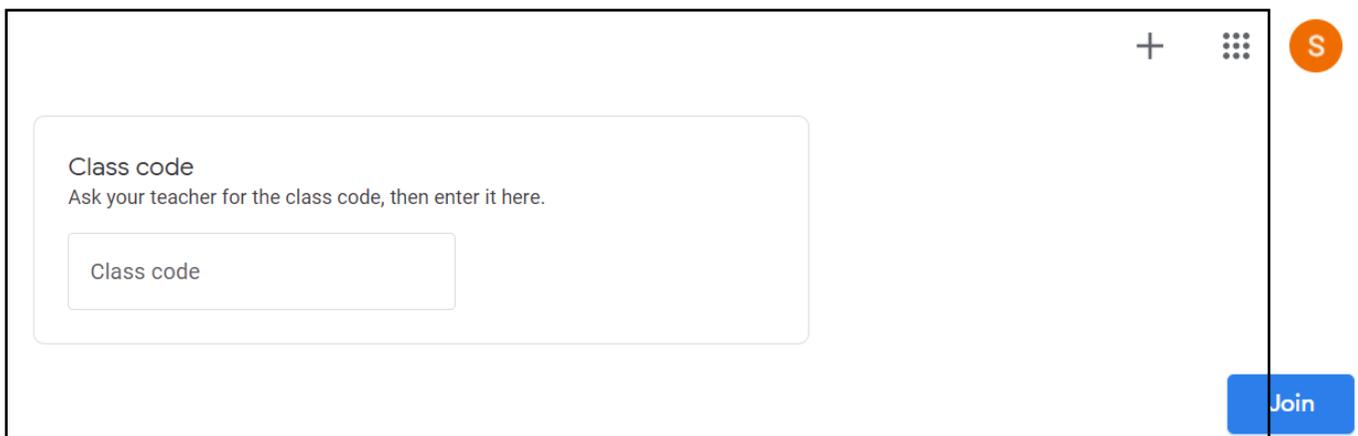
[Create account](#) [Next](#)

## How do I join a Google Classroom page?

There are two ways. If your teacher has sent you an invitation you will see a box like the one below on your Google Classroom homepage. Simply press 'Join'.

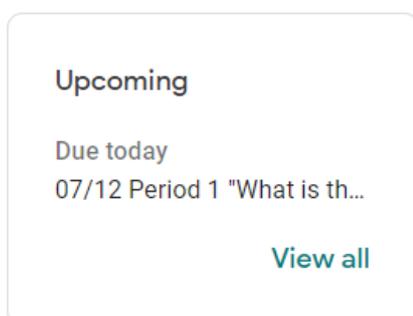


If your teacher has given you a 'Class code' you will need to click on the '+' symbol in the top right of your Google Classroom homepage, then enter the code and press the blue 'Join' button (see below).

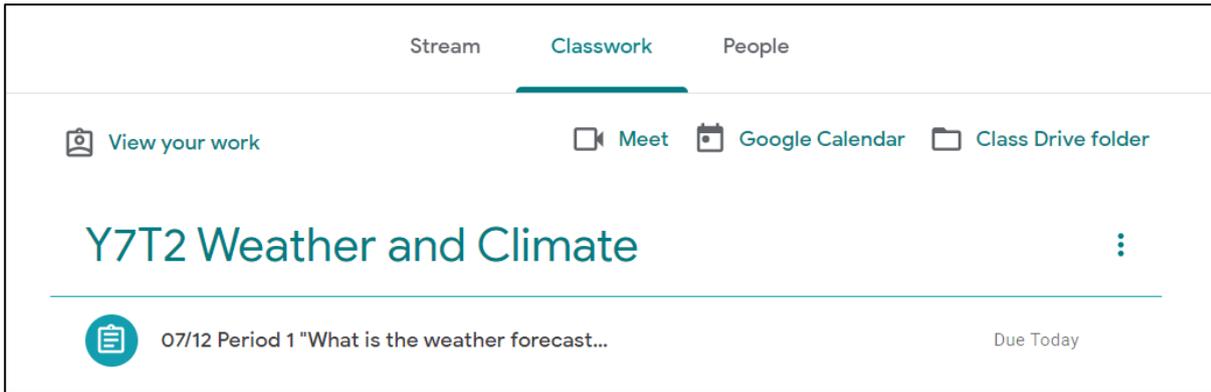


## Where do I find the work my teacher has set?

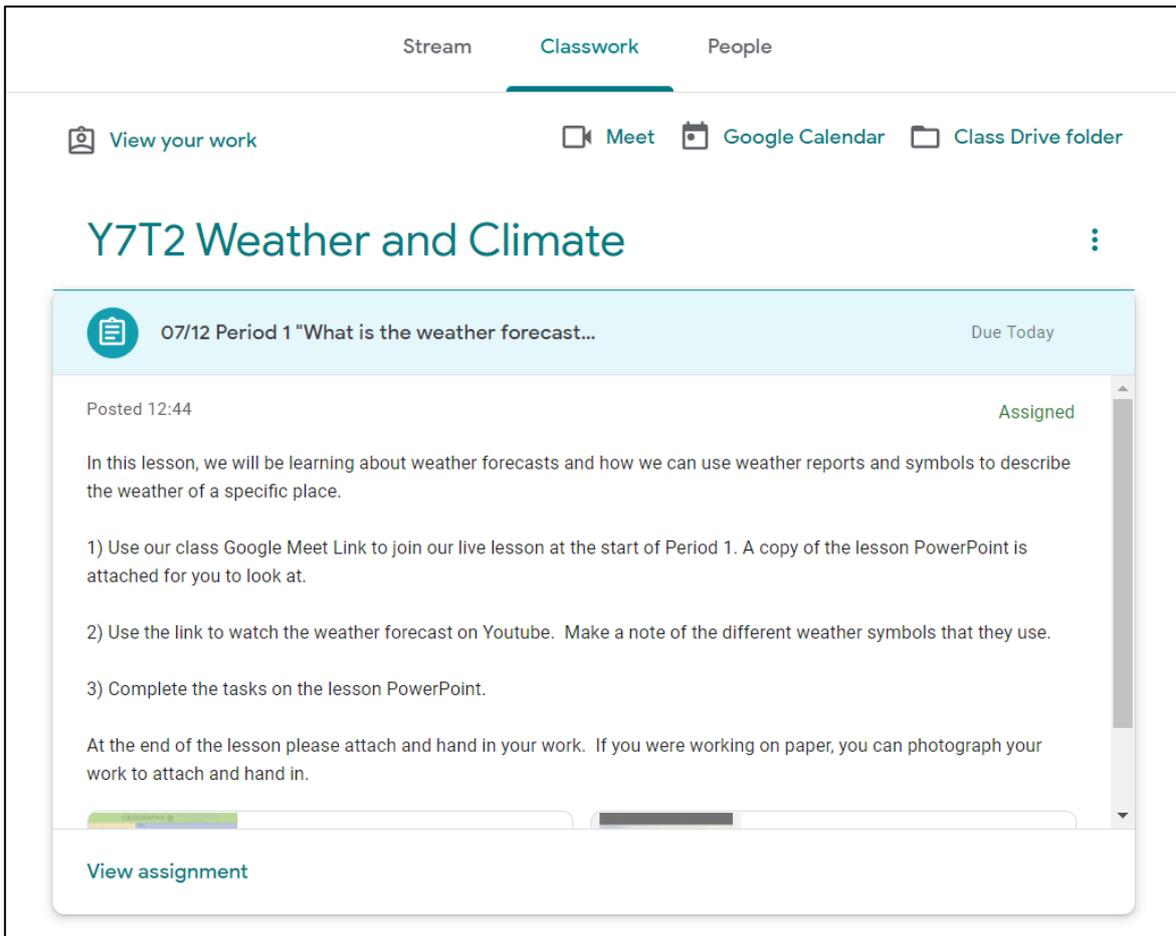
Click on the Google Classroom icon for the subject to open the class page. If your teacher has set you an assignment, you will see it on the lefthand side of the page in your 'Upcoming' work list (below). Click 'View all' to get more details.



Alternatively, you can click on the 'Classwork' tab at the top of the page (see below).

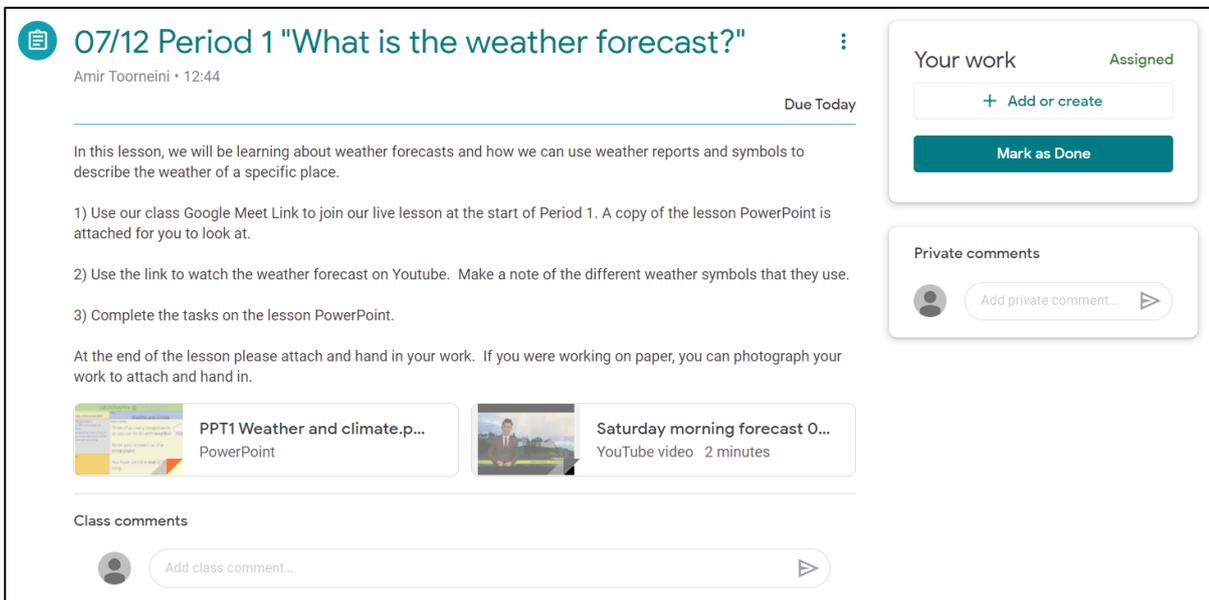


Click on the assignment to expand and show the details. To open the assignment, click 'View assignment'. The assignment instructions and any attachments will be shown.



## How do I ask my teacher a question about the assignment?

Your teachers will be following their usual timetable and will be available during the time of your normal lesson to respond to any questions you may have. You can ask a question by typing it into 'Class comments' (visible to your whole class) or 'Private comments' (visible only to your teacher). Responses will appear below your question.



**07/12 Period 1 "What is the weather forecast?"**  
Amir Toorneini • 12:44  
Due Today

In this lesson, we will be learning about weather forecasts and how we can use weather reports and symbols to describe the weather of a specific place.

- 1) Use our class Google Meet Link to join our live lesson at the start of Period 1. A copy of the lesson PowerPoint is attached for you to look at.
- 2) Use the link to watch the weather forecast on Youtube. Make a note of the different weather symbols that they use.
- 3) Complete the tasks on the lesson PowerPoint.

At the end of the lesson please attach and hand in your work. If you were working on paper, you can photograph your work to attach and hand in.

**PPT1 Weather and climate.p...**  
PowerPoint

**Saturday morning forecast 0...**  
YouTube video 2 minutes

**Your work** Assigned  
+ Add or create  
Mark as Done

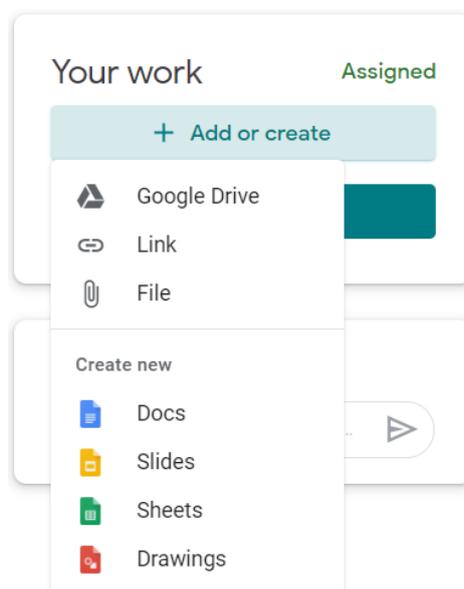
**Private comments**  
Add private comment...

**Class comments**  
Add class comment...

## How do I hand in my work?

On the assignment page you will be able to add your work and send it to your teacher. Ideally, you will attach a file you have been working on from your computer or your Google Drive. If you have completed your work on paper, you will need to photograph your work and attach this.

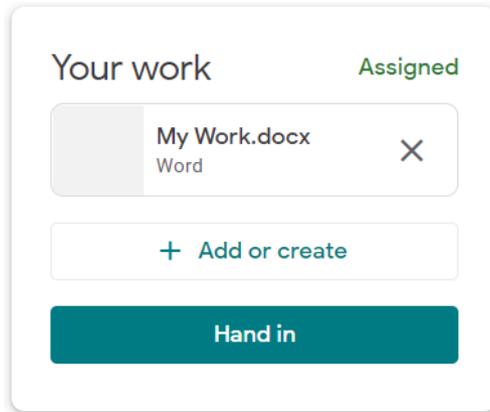
1. Click '+ Add or create', choosing the option you wish to use.



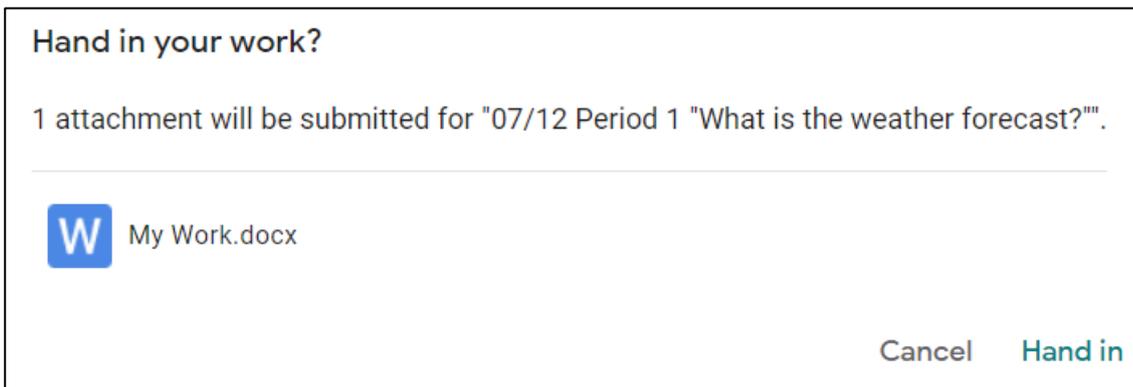
**Your work** Assigned  
+ Add or create

- Google Drive
- Link
- File
- Create new
  - Docs
  - Slides
  - Sheets
  - Drawings

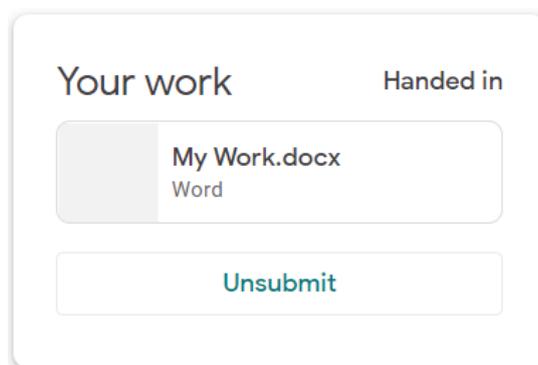
2. Select your work (you can attach more than one file if you wish). Your attached files will be listed. When you are ready click 'Hand in'.



3. You will be asked to confirm that you wish to hand in your work. If everything looks right, click 'Hand in'.



If you wish to make changes to work you have handed in, or if you wish to change or add a new file, you will need to click 'Unsubmit'. This will allow you to restart the hand-in process.



## What is Google Meet and how do I access it?

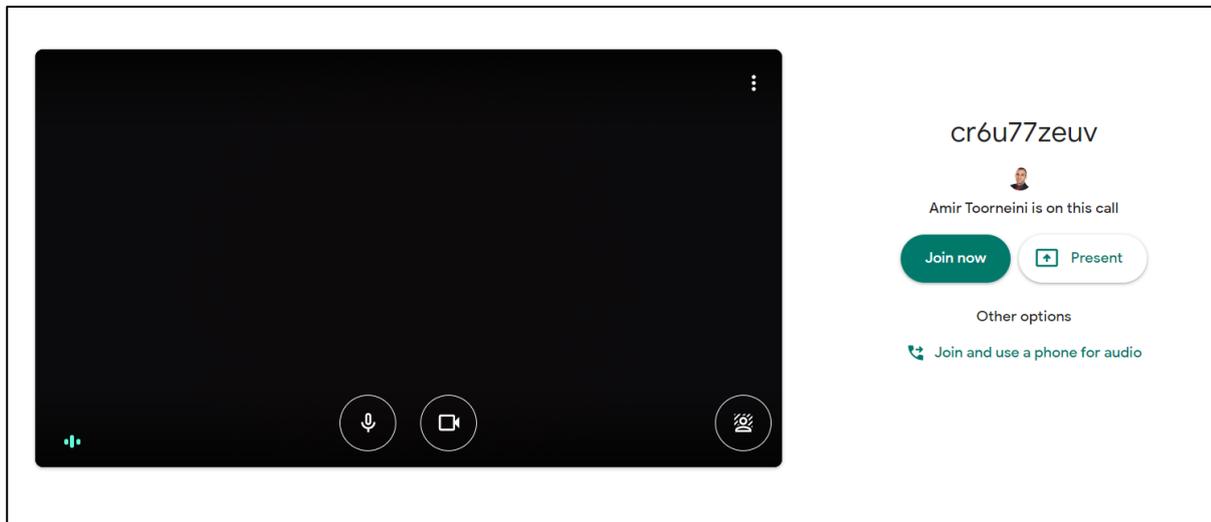
Google Meet is a video conferencing app which your teacher may use with your class to deliver live instruction or support during your lesson. Each Google Classroom page has its own **Meet link**, shown in the header on the class page (see below). Click on this link to open the live video. Note, you cannot join Google Meet before your teacher has started the meeting (you will see an error message if you try to join before them).

You will join a live Google Meet every morning at 8:30 for tutor registration / assembly.

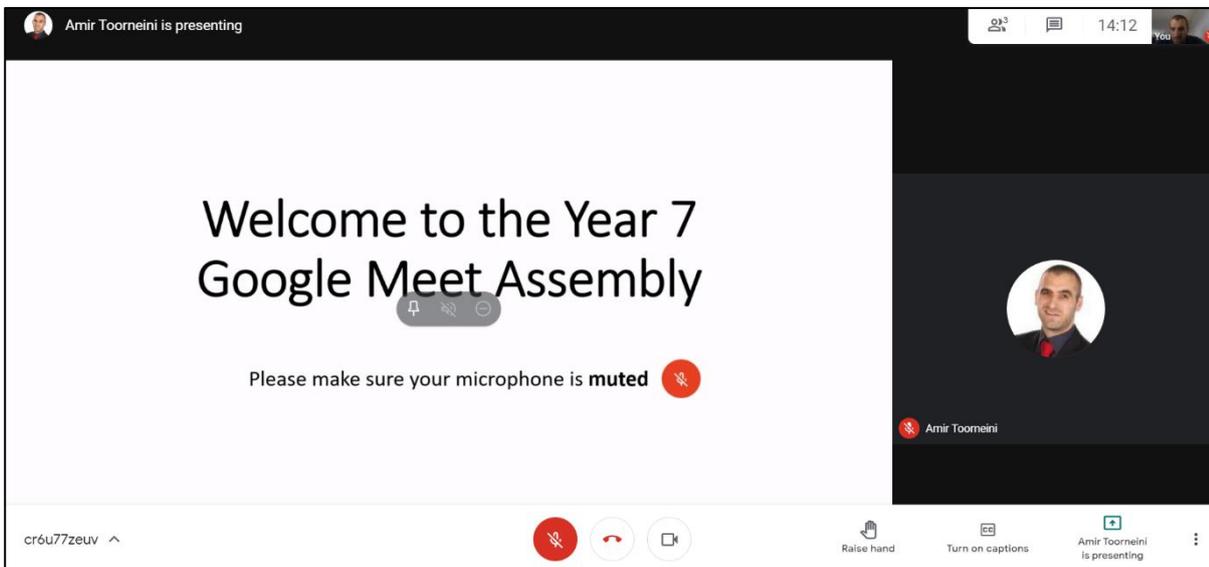


If your teacher has already started a meeting, you will see a preview screen like the one below. You can check your web camera and microphone before joining. **Please ensure that you mute your microphone before joining all Google Meet sessions.** Your teacher may ask you to unmute once you have joined.

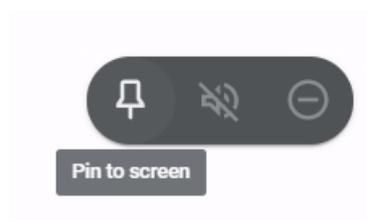
When you are ready, click 'Join now'.



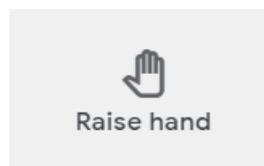
When you have joined the meeting, you will see a screen like the one shown below. Check that you are muted. You can press the red 'unmute' button when you need to speak to your teacher.



You can choose who to 'pin' to your screen. You should choose your teacher or the screen that they are presenting.



During a live meeting, if you need to notify your teacher that have a question to ask or that you need some help, you can click the 'Raise hand' button.

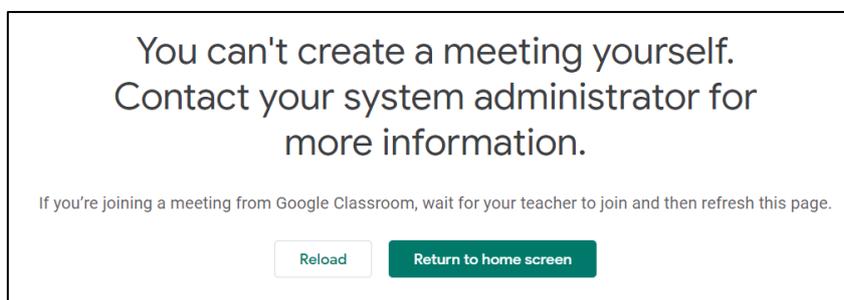


If you need to, you can also send written messages to your teacher using the message button, which is found next to the clock in the top right of the Google Meet screen. The messaging facility should only be used for this purpose. It is NOT a social media platform.

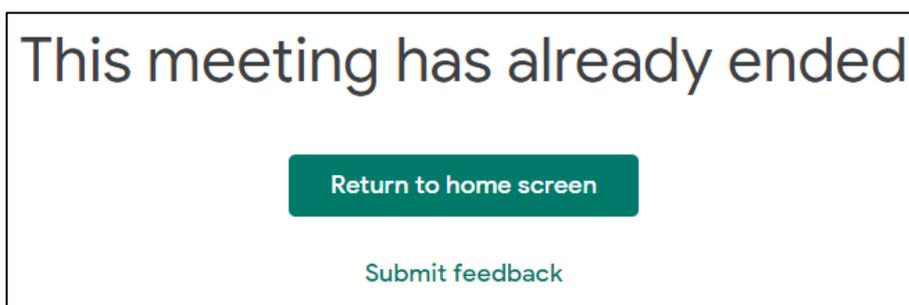


## Google Meet Troubleshooting

If you try to join live Google Meet lesson before your teacher is ready, you will see the error message below. You should wait until the start time of your lesson before trying again. If the problem persists, send your teacher a private message through the lesson assignment.



If you try to join a live Google Meet after your teacher has ended the meeting, you will see the error message below. You should check the 'classwork' tab on your Google Classroom page to see the work you have been set for the lesson.



If you have an issue, problem or question related to remote learning that is not resolved by the guidance above, please send an email to our ICT team from your college email address using this email address below.

[ictsupport@thespirescollege.com](mailto:ictsupport@thespirescollege.com)

In order to relieve pressure on our ICT Team (of two), please do read all of the guide to ensure that you cannot resolve the issue yourself. Thank you.