

Remote Learning: Years 10 and 11

how to access learning materials using email



To ensure that learning continues throughout a period of self-isolation, remote learning activities will be provided by your teachers. These will be emailed to you using your new Office365 school email account.

What remote learning will I receive?

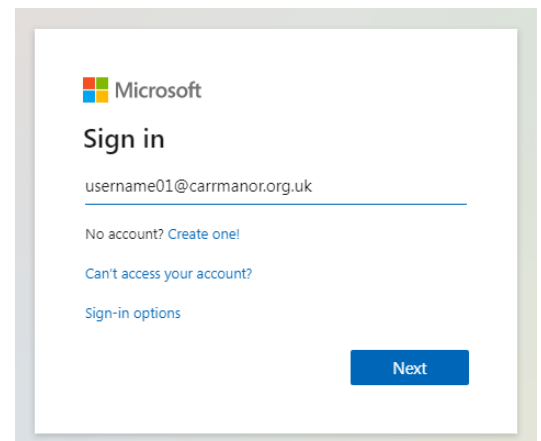
- Each of your teachers will provide at least one task per subject, per week by email.
- Any learning materials used in the lessons that you are missing (eg. presentations, videos etc) that could help you learn whilst at home, will also be emailed to you.
- Independent Learning tasks will continue to be assigned using Microsoft Teams.

What do I need to do?

- Log in to your school email account daily to check for emails from teachers.
- Complete one task per week per subject and send this work by email to your teacher.
- Look at the learning materials used in the lessons you are missing and where possible complete any tasks.
- Let your Year Manager know by calling the school if work needs to be provided on paper instead of email.
- Log in to Microsoft Teams daily to check for Independent Learning assignments sent by your teachers and complete these activities.
- 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.

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 Independent Learning assignments.

