The Crest Academy Remote Learning Guide

Students will be expected to access the learning for the lessons they would normally complete each day. The plan will be available on the Crest Academy website where you will be able to see all the work that needs to be completed.

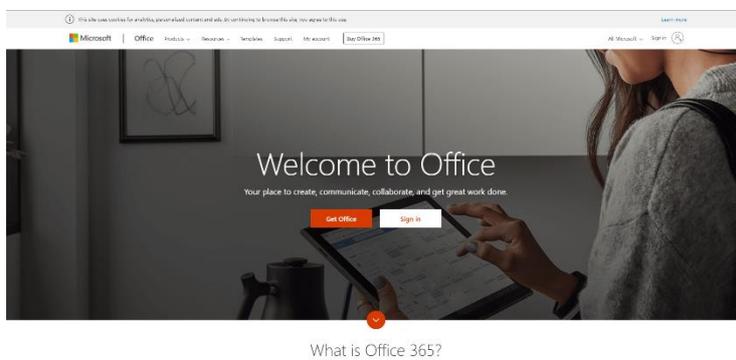Students will complete their work using the following platforms:

Microsoft Teams

- Video Guides

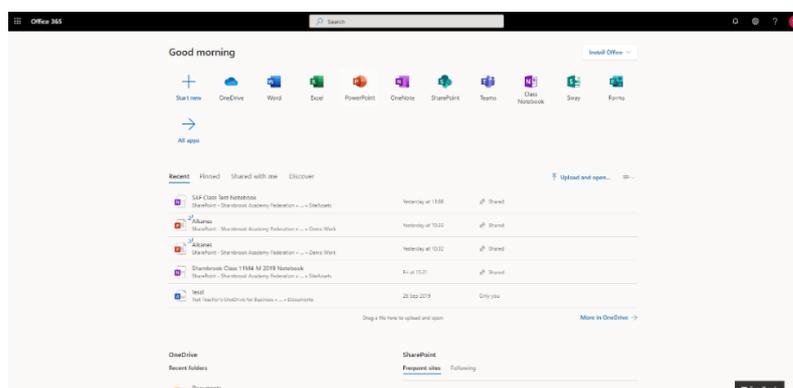How to install the Microsoft Teams app. Please click here to access to access video.

- Signing into Microsoft Teams for the first time if you're a student. Please click here to access video.

- Connecting with Microsoft Teams as a student. Please click here to access video.
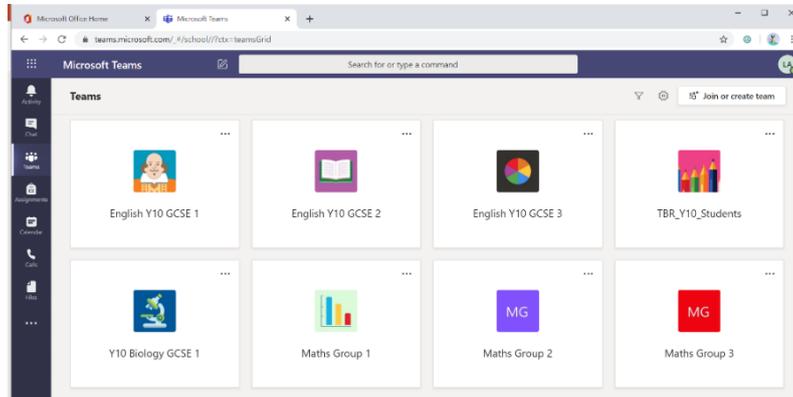
- Walkthrough Guide

1. Go to www.office.com (or the school website) and log in with your school email address and password:

2. Select the Teams logo from the Office homepage:

3. You will arrive at your Teams dashboard. The centre of your screen will contain white tiles with the Teams that your child is in. They may be part of multiple teams, organised by different subjects. These have already been set up for you.

4. Click on a subject folder to see the work that the teacher has set. This may be a combination of things like written tasks, videos, quizzes and PowerPoints to watch. Your child's teacher will have set a date for its completion. Students and teachers can communicate through Teams. This means that your son or daughter can ask for help and get personal feedback. When work is complete, hit the 'turn in' button.

Satchel One

▪ Video Guides

Student and Parent video tutorial. [Please click here to access video](#)
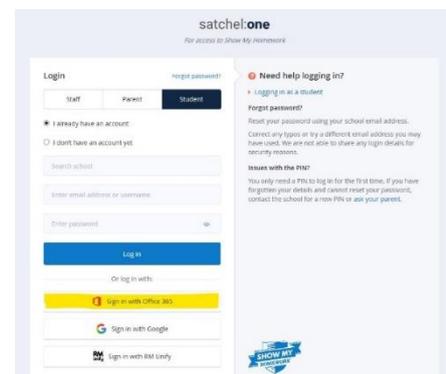
▪ Walkthrough

How do I log in as a student?

You can download the app or follow the link on the school website.

Visit the Satchel One **login page** and click on the 'student' tab or open the app
Scroll down and find the **Sign in with Office 365 / Log in Via Office 365** option
enter your school username / email address in the format username@thecresacademy.org and your school password
Log in

What you'll need at home

- Resources and lessons will be available online, Therefore, students will need to following equipment. For example, a device that can access the internet, such as a laptop, desktop computer, tablet or smartphone

- Students will need writing equipment such as pen and paper. Individual subject areas will be sending workbooks or resources home

- Students should work in a quiet space where they can work without interruption

If your child does not have any of the above, please let us know as soon as possible so that we can help support you.

What you can do to help

We appreciate that if this situation arises, it may present some challenges for you. We kindly ask for your support so that we can continue to provide high-quality education for your child during this time.

We don't expect you to watch your child all day, and we wouldn't expect parents/carers to get involved in remote lessons in place of our teachers. But, it would be really helpful if you can take an active role in your child's learning by asking them about their day and what work they've done.

Our top tips:

- Try to encourage your child to be ready and dressed for the start of the school day, and to keep to their timetable.

- Distinguish between weekdays and weekends, and make it clear when the school day is over, to separate home and school life

- Plan breaks and exercise into the day to help keep your child active.