

# A learner's guide to getting the most out of remote learning

These are strange time we are living in and none of us would really choose them but we must be determined to make the most of the situation and to reduce the disruption to your learning. Hopefully, this guide will help you to feel confident and in control as you work with us in rising to the challenge of getting the most out of remote!

## Your Learning Environment

Identify a dedicated study space, ideally away from distractions. Try to avoid working on the sofa, or on the bed. Not only will this make it difficult for you to concentrate, but could also contribute to poor posture.



Try to ensure that you work in a space with good, natural light. A well-ventilated room can help with concentration and keep tiredness at bay.



Try to avoid the temptation of continually looking at your phone, especially as you work to complete set tasks or take part in live lessons. Missing bits of the learning due to the interruption of social media can ultimately increase stress and make it more difficult for you to feel in control of your studies. A self-social media ban isn't required, just moderation and a bit of self-discipline!

## Your Classwork

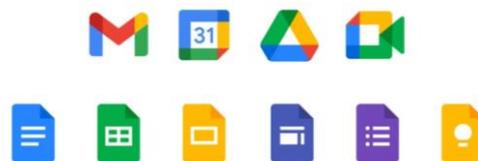
### Organising online work

It is hugely important that you set up folders for each subject to organise your Google Documents. Do this by clicking the 'new' button at the top left of your documents and choosing 'folder'.

Where your teacher shares a google doc, make your own copy by going to 'file', and 'make a copy'.

This is saved in your 'Google Drive'. You can add non-google docs to this by clicking 'new' and 'upload document', then choose the document from your device to add.

Make the most out of Google by using its apps including Google Slides (like powerpoint), and Google Drawing. Explore your options! You can upload files from any of the Google apps into your class assignment.



## How to get help

Never struggle in silence! If you experience difficulties with remote learning at any time, please just ask – your teachers will always be willing to help! You might be stuck on a task, have questions about the lesson content, have finished and need to be challenged further or have IT problems! Do let us know – we can help!