

# BLENDED LEARNING

GUIDANCE FOR

PUPILS AND PARENTS/GUARDIANS



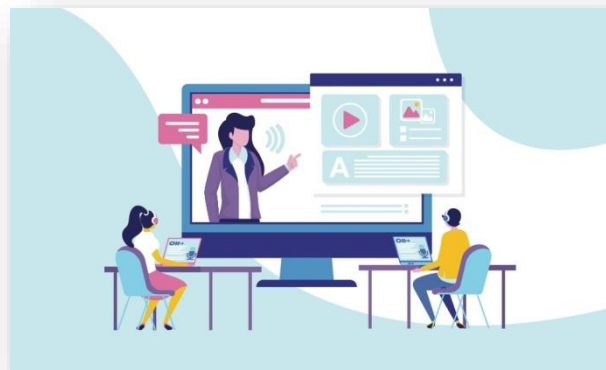
September 2022

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## What is blended learning?

To ensure the **highest standard of learning and teaching**, all pupils are strongly encouraged to **actively participate in blended learning**. **Blended learning** will involve engaging in **online courses** (Google Classroom) and **live teaching** (Google Meet). Pupils must maintain **regular contact** with their teachers using these tools.



## Pupil engagement in blended learning

When you are completing blended learning, pupils are expected to conduct yourself in the same **high standard** as the St. Pius X College classroom. Make sure you are **online** and **contactable** during school hours, via **email** and our online platform, **Google Classroom**. It is recommended you download the **Google Classroom and Meet apps** to your device and enable notifications. Remember you must not use personal accounts to access these services.

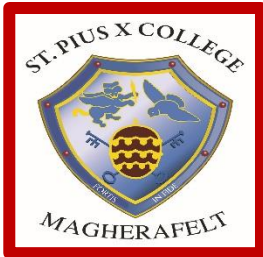
Engaging in online platforms is an essential requirement of your learning – follow your **timetable** to build routine. **Deadlines** set by your teacher online are to be met; similar to deadlines in school. Work submitted must be of the **highest standard**, as it would be in school. **Remember that engagement and work submitted may be used for assessment purposes.** **Attendance in 'live' teaching sessions will be recorded and submission of work assessed.**

If your **teacher** is concerned that you are **not fully engaging online**, they will **first contact you** using **Google Classroom** and/or **email** and check that you understand the work set. If your **teacher** remains **concerned** with your **engagement** and participation with online learning, they will **contact your parent/guardian**. **College staff will support you in your blended learning journey, however you must fully engage.**



## Importance of Communication and Netiquette

Parent/guardian assistance in monitoring blended learning this will be essential. Follow our **school social media** and **website** for updates. Please refrain from posting queries on social media platforms. These are the **supported media and communication platforms**:



[www.stpiusxcollege.org](http://www.stpiusxcollege.org)



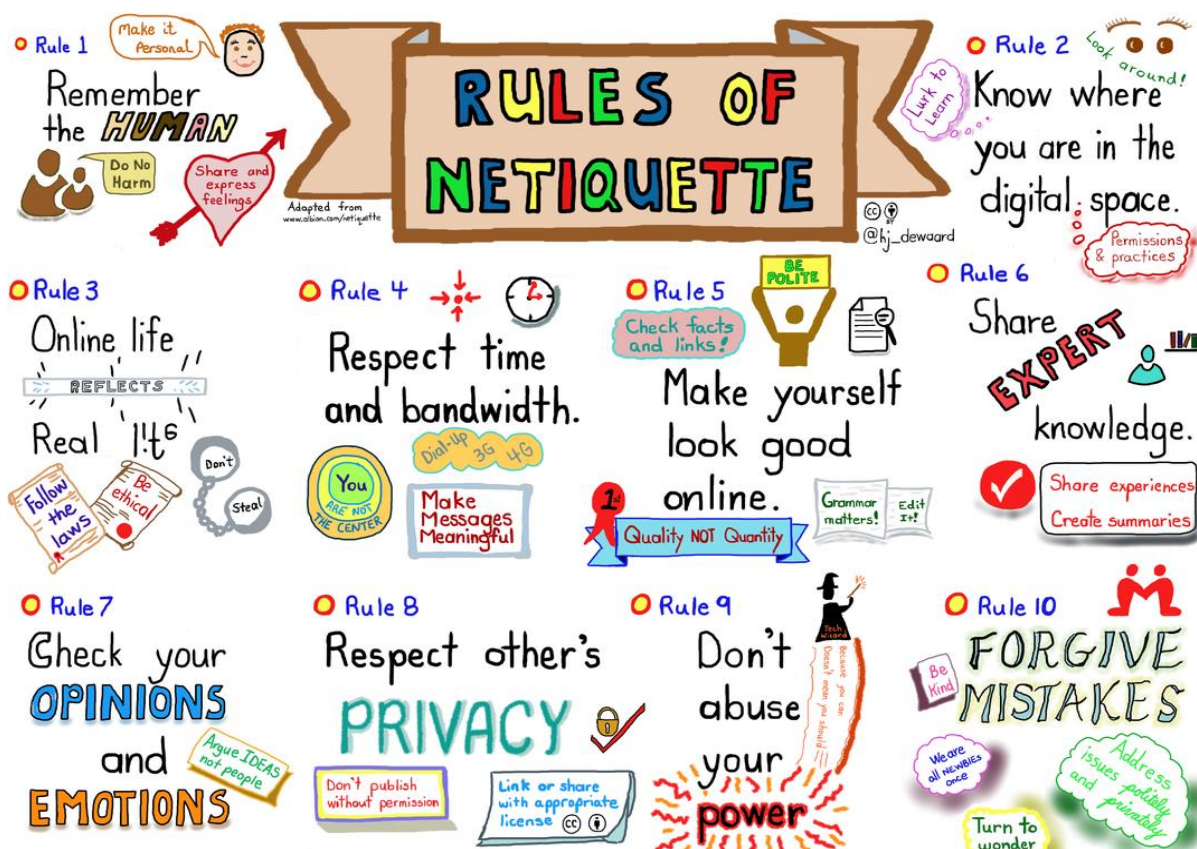
[www.facebook.com/spxcollege](http://www.facebook.com/spxcollege)



[www.twitter.com/spxcollege](http://www.twitter.com/spxcollege)

If you are emailing staff, you must do so using your C2k email address. Teachers are contactable during school hours only. If you need any additional support, contact your form teacher.

Your teacher will aim to respond within a reasonable and manageable timeframe. **Email communication** and **all messages** should be **formal**. You should not use emojis, text language or slang. Follow the correct **netiquette** - this is correct online behaviour, communication and work ethic expectations. Alternatively contact can be made to the college directly using: [info@stpiusxmagherafelt.ni.sch.uk](mailto:info@stpiusxmagherafelt.ni.sch.uk)



## Responsible and Resilient Learning

It is important that you become a **resilient learner** and develop your **skills** of **perseverance** and **coping**. If you are still experiencing difficulty, you should then reach out for support from your teacher by messaging them on the online platform or via email. Alert teachers in a timely manner if you are not able to complete work to allow **support** to be provided.

Never just 'leave' the work; **you are responsible for managing your work** and it must be completed fully. If you are having issues uploading your work on a platform, you should seek support prior to submission date.



### Stop and think

Sometimes if we pause and think quietly the solution will come to us.



### Let's go back

Have a look at the learning intentions and teacher instructions - they are there to help you understand what is trying to be achieved.



### Have a go

Don't let a lack of confidence hold you back, you might surprise yourself.



### Remember to use the resources

Are there any Google Classroom course resources online or paper resources that could help?






### Ask a friend to help?

Can a friend explain the work to you clearly?



### Ask the teacher

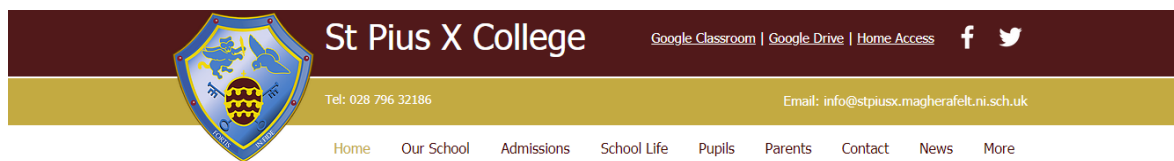
If you have explored all other options and are still stuck then it's time to ask your teacher for further support and guidance.

-  Create the **best possible learning environment** you can. Find a quiet space, with no distractions and leave your mobile phone in a different room on silent.
-  Focus on doing your **personal best** and **stay connected to the college**. Maintain links with your friends and teachers. There is help and support available.
-  **Look after yourself and your family** – remember the progress you have made to date and build upon this.



## Essential Links

Our College website can be accessed via [www.stpiusxcollege.org](http://www.stpiusxcollege.org)



Links have been provided to:

### Google Classroom

- Online classroom
- [www.classroom.google.com](http://www.classroom.google.com)

### Google Drive

- File storage area
- [www.drive.google.com](http://www.drive.google.com)

### Home Access

- MySchool and email access (screenshot below)
- [www.c2kschools.net](http://www.c2kschools.net)

It is recommended you **favourite/bookmark** the above links to your **web browser, Google Chrome**.



Username:

Password:

[Accessibility Guidelines](#)

LOGIN

[Forgotten Password](#)



Pupils should use their **C2K** username and password.

Continue through the wizard, disregard any security notifications.

*(Replace auser111 with your school account logon)*

## Presenting work

**Coursework/classwork** can be sent by pupils to subject teachers using one of two methods:

-  Sending work in **digital format** (ie MS Office applications, Word, Excel, PowerPoint).
-  **Digitising work** - pupils photograph (scan) their completed work as **PDF** (e.g. past papers which have been completed by pen). Work should not be sent as photographs. There are a number of free PDF creation apps available including **Microsoft Lens**.

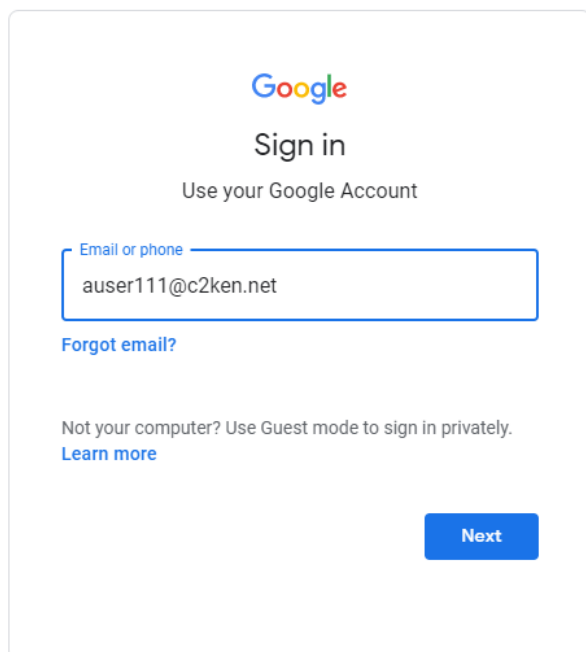
## Google Classroom – Signing in

All pupils will have been enrolled in '**Google Classroom**'. 'Google Classroom' may be accessed using a **PC, laptop or any other device including a games console**.

This platform works best when using the **web browser, Google Chrome** for full functionality.

Alternatively, other web browsers may be used, with limited functionality. To access the platform, use the following website by clicking on the **hyperlink** below:

[www.classroom.google.com](http://www.classroom.google.com)



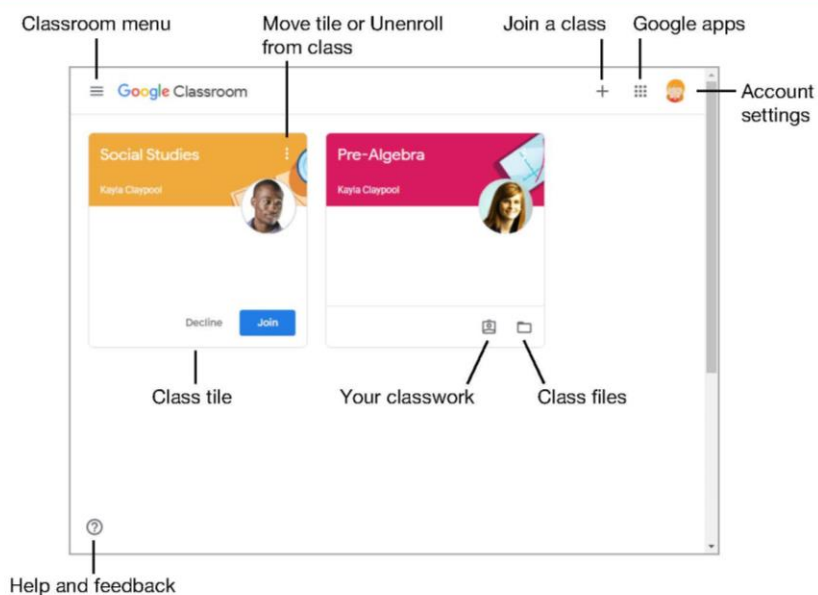
Pupils should use their **@c2ken.net** email extension and password.

Continue through the wizard accepting any **verification** requests.

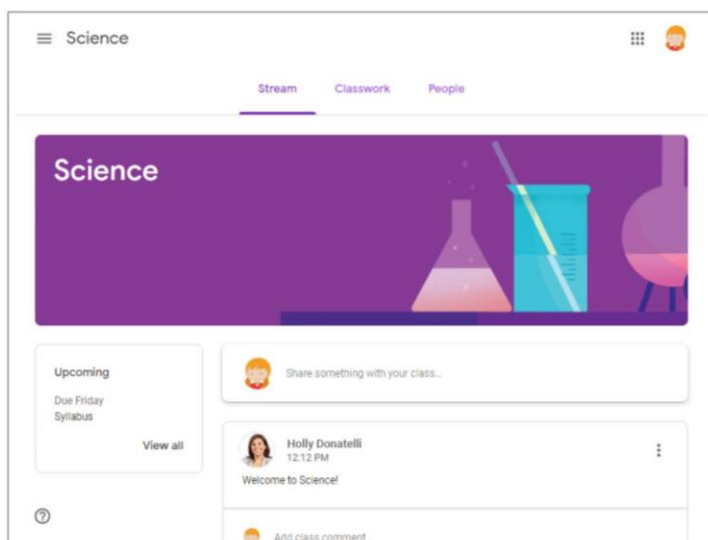
*(Replace auser111 with your school account logon)*

# Google Classroom Interface

## The Google Classroom Screen



## The Class Screen



**The Stream page:** Shows all the class activity, including upcoming assignments that are due and any recent posts from the teacher or other students.

**The Classwork page:** Where you go to view and complete any assignments for the class.

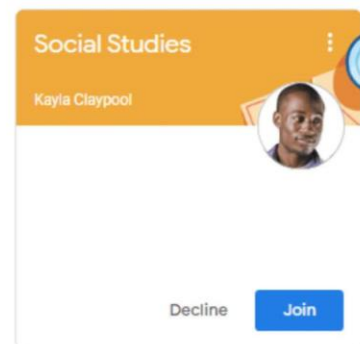
**The People page:** Shows your teacher and a list of all your classmates.

## Sign-in to Classroom

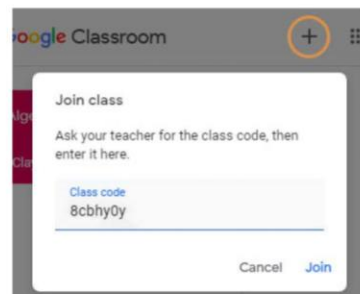
Navigate to **classroom.google.com** in a browser window. Click the **Go to Classroom** button, then enter your Google account email address and click **Next**. Enter your Google account password and click **Next**. You are brought to the Google Classroom home page and will see your profile picture at the upper-right corner, if you have one.

## Join a Class

If invited by a teacher, click **Join** on the class tile that appears on the Google Classroom home page.



If entering a class code from a teacher, click the **Join a class** button, enter the class code, and click **Join**.



## Google Drive

Your Google Drive is connected to your Google Classroom account. A Classroom folder is automatically created for you in your drive at **drive.google.com**.

## Commenting

Class comments are visible to everyone in the class. Private comments posted are only visible to the teacher.



## The Assignment Screen

This screenshot shows the assignment interface. On the left, labels point to the 'Due date' (Due Nov 1), 'Assignment Instructions' (Read chapter 1 and answer the questions.), and 'Comments visible to the class' (Add class comment...). The main area shows the assignment title '#001 Chapter 1 questions' with a value of '20 points'. On the right, the 'Your work' section shows the assignment status as 'Assigned', lists files attached by the teacher (Emily Howard - #001 Chapter 1 Questions, Google Docs), and includes buttons for '+ Add or create' and 'Turn in'. Below this, the 'Private comments' section shows a button for 'Add private comment...'.

## Document Sharing

Once an assignment is turned in, it becomes a view-only file. Ownership of the document switches to the teacher to prevent changes. You will still be able to see your responses, but you lose editing abilities.

This screenshot shows a Google Docs document. The title bar indicates the document is 'Emily Howard - #001 Chapter 1 Questions'. The 'View only' button is highlighted with an orange box. The document content includes two numbered questions: '1. List one safety hazard while working in the science laboratory.' and '2. What is the proper safety response to a trash-can fire in a lab?'. The answer to the first question, 'Flammable chemicals', is visible.

## Unsubmit Assignments

This screenshot shows the assignment interface after the work has been turned in. The 'Your work' section now shows 'Turned in' and the 'Unsubmit' button is highlighted with an orange box. The 'Private comments' section is also visible.

If the teacher has allowed it, an Unsubmit button appears after work is turned in. Unsubmit the assignment to gain back editing rights and make changes before the due date.

## View Your Assignments

If the teacher displays grades in Google Classroom, you can check grades on the View your work page. Click the **Classwork** tab, then click **View your work**. This page displays all your assigned classwork with due dates, as well as the status or grade received.

This screenshot shows the 'View your work' page. The 'Classwork' tab is selected, and the 'View your work' button is highlighted with an orange box. The page also shows a dropdown menu for 'All topics' and links to 'Google Calendar' and 'Class Drive folder'.

## Google Classroom – Important ‘To do’ Pupil and Parent/Guardian Feature



To do



Calendar

The most important **monitoring feature** in Google Classroom is the ‘To do’ feature which appears on the home page. This feature will ensure you have **live information** regarding your son/daughter’s progress.

≡ To do

Assigned

Missing

Done

All classes

Pupil work tasks are divided into three areas:

- Assigned** (future work)
- Missing** (work which has not been submitted and is overdue)
- Done** (completed work)

## Live Lessons

If your teacher is coordinating a live lesson you must adhere to the following guidelines:

- Pupils must be **suitably dressed** and in an **appropriate location** (you should not wear sleepwear during any video-conferencing session and you should participate from a communal area, not your bedroom).
- Camera and **microphone** should be **switched off**.
- Recording is not permitted by pupils** – staff may record the lesson for on Google Classroom.
- No parents** or family members to ask questions or be involved in the live lesson.
- Only turn on your microphone** or camera to communicate with your teacher **when instructed** to do so.



### Get ready early

- ✓ Choose a **quiet** place
- ✓ Check **wifi** connection
- ✓ **Switch off** other devices
- ✓ Gather any **materials** you may need e.g. pen, paper or books



### Join the Class

- ✓ Click on the **Meet** link in your Google Classroom
- ✓ Sign in with your **C2k account**
- ✓ **Mute** your mic
- ✓ **Blur/change** your **background**



### During the Class

- ✓ **Pay attention** & wait for your teacher to **ask you to unmute**
- ✓ Answer your teacher's questions in the **Chat**
- ✓ **Unmute & look at your camera** when speaking

## Pupil Password Reset

The following link may be used to reset expired passwords:

<https://services.c2kni.net/ums>

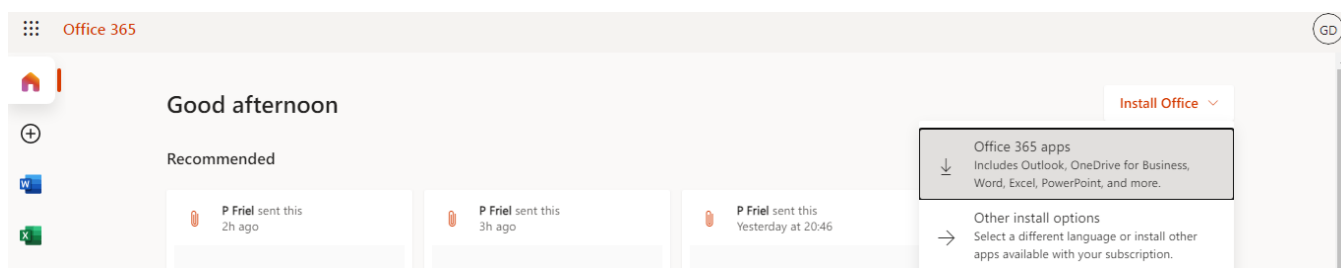
For any other IT/password related issues contact your **form teacher**.

## Downloading Office 365

Copies of **Office 365**, are available free to **pupils (maximum use on 5 devices)**. If this software is required, visit [www.office.com](http://www.office.com) and sign in using your @c2ken.net details.

Alternatively download is also available when signing into MySchool and selecting Office 365:

- Click on the Office 365 logo.
- Click on Install Office and Office 365 apps.
- When prompted use your school username and password.



## Pupil Email Access

Pupils should check their email (Office 365) on a daily basis using the following website:

[www.c2kschools.net](http://www.c2kschools.net)

To access your school email click on **Office 365**.

To view your message just click on the email and the text will appear.



## Devices

Pupils can participate in online learning using **Smart TVs, Xbox** and **PlayStations consoles**. These devices have built in web browsers. To access the browser there is a search function on the home screen. On Xbox the browser is Microsoft Edge and on smart TVs and Playstation devices it is the www browser.

Once the browser has been opened access Google Classroom via [www.classroom.google.com](http://www.classroom.google.com) and login.

Pupils will be able to navigate Google Classroom using controllers, simply click on the classroom tiles. If you have a USB keyboard you can connect this to your console and it will allow you to type as you would on a normal PC.



## Internet Connectivity

Education Authority has provided two Wi-Fi options being made available for pupils to access Wi-Fi at home for pupils initially in **Year 11** and **13**, with FSME and SEN, newcomer or vulnerable status. Contact the college email [info@stpiusx.magherafelt.ni.sch.uk](mailto:info@stpiusx.magherafelt.ni.sch.uk) if any of the schemes below might be of use.

### 1. BT WiFi voucher

This means that WiFi is provided through BT hotspots in urban areas. A BT postcode checker at [www.btwifi.co.uk](http://www.btwifi.co.uk) is available to enable schools to check if this may apply to the identified pupils

### 2. Mi-Fi Solution

This is a WiFi device that provides 4G access (dongle) in rural areas – this is similar to 4G mobile phone connectivity. The coverage checker for this solution is at <https://coverage.ee.co.uk/coverage/ee>

(Note: BT Wifi Voucher - Each voucher can support up to 3 devices concurrently and MiFi - One Mi-Fi device is required for one user)

### 3. BT Home Essentials

BT Home Essentials is a low cost calls and fibre broadband package:

<p>Fibre broadband from</p> <p><b>£15</b> per month</p> <p>Plus £9.99 P&amp;P. Or get a call-only plan for £10 a month.</p>	<p>Average speeds up to</p> <p><b>67Mb</b></p> <p>Enter your postcode below to see what speeds you could get.</p>
<p><b>12 month contract</b></p> <p>No early exit fees, so you're not tied in if your circumstances change.</p>	<p><b>Instant online check</b></p> <p>With our eligibility check, you'll find out immediately if you qualify.</p>

### Who can get BT Home Essentials?

New or existing BT customers can apply. You'll also need to be receiving one of these benefits to qualify:

- Universal Credit (all claimants)
- Pension Credit (Guarantee Credit)
- Employment and Support Allowance ([Eligibility rules apply](#))
- Jobseeker's Allowance ([Eligibility rules apply](#))
- Income Support

Don't forget you'll need your National Insurance number when you order, so we can check you're eligible.

### Home Essentials broadband includes:

#### Guaranteed speeds

Get the speeds we promise or £20 back with our Stay Fast Guarantee.

#### Strong, reliable wi-fi

Get a great connection with our powerful Which? Best Buy Smart Hub.



#### Unlimited broadband

With no data caps or download limits, you can do as much as you like online.

#### Security as standard

Our 3,000 security experts work 24/7 to help protect you and our network from cyber attacks.