

Remote Learning Guidance

Remote Learning for Facilitators

In light of the Coronavirus pandemic, there may be a requirement to close the college at short notice. BDC will not take this decision lightly and will ensure that full consultation with relevant external stakeholders, including Public Health England is taken to agree that full college closure is the best course of action.

In order to not impede student learning or progress, BDC needs to provide remote learning opportunities for all cohorts and implement suitable arrangements that support distance and blended learning opportunities. This document sets out clear guidance to staff that will help organise and arrange an online learning framework that will allow and support remote learning opportunities.

What you will need as facilitator to deliver remotely online

- **Access to the internet**
- **Use of a device (Smartphone / Tablet / Chromebook / Laptop / Desktop)**
- **Login details**
- **Access to Google Classroom**

Expectations

In the event of a college closure, all BDC staff will be expected to continue working from home remotely to provide both online learning resources and to provide guidance and feedback to learners to support continued learning.

Educators will be responsible for managing and monitoring learning via their Google Classroom and Etracker.

This will be monitored by CTL's/CM's and Heads of Department and they will ensure that:

- All remote learning is planned and facilitated
- All remote learning is monitored and managed via Google Classroom
- Support & feedback is clearly provided via Google classroom

Resource Links

Staff Infopoint	–	https://www.infopoint.bdc.ac.uk
Google Classroom	–	www.classroom.google.com/
Blended Learning Consortium	–	www.blcg.innov8lcc.co.uk/login
Century Tech (English & Maths)	–	www.century.tech
eTracker	–	www.etracker.bdc.ac.uk/

Remote Learning Guidance

Paper based learning (work books or assignments)

One way of ensuring students continue their learning while working away from the college is to provide them with paper-based workbooks. When providing these to students, it's important to design them with distance learning away from the classroom in mind. We've included some guidance here that covers some key considerations you'll need to make if using these.

- The learning intent should be clear (ie. what knowledge and skills are do we want learners to develop through completion of the workbook?).
- Content should be tailored to individual learner starting points, taking into account what they already know, and build on this. Differentiated questions within a workbook, or workbooks across different levels, will help with this.
- Assessment should feature as an element of any workbook, to help inform learners and their teacher of how they are progressing. This might comprise a self-assessment with students self-marking their responses, or an online assessment that students take after completion of a workbook that informs the teacher of their progress

Century Tech (English and maths)

Maths and English teachers will be required to use Century Tech with students they are responsible for teaching on Functional Skills and GCSE programmes. Teachers will have to:

- set nuggets personalised to individual learner needs
- monitor learner progress, provide feedback and set targets. This should be captured through notes on eTracker (notes to be labelled as English/Maths learning strategy).

Vocational staff can also access Century Tech to check learner progress and set topics for the learners. Please email Danielle.Watts@bdc.ac.uk for guidance, and to be added to the system.

Support for Facilitators

Please use the guidance information in this document to support your delivery and to show you how to do use various online tools. There is a dedicated website that contains tutorials and how to guides.

Remote Learning website - <https://www.gtl.bdc.ac.uk/remotelearning>

The Digital Learning Team will be available during office hours (Monday—Friday, 8.30am—5.00pm) to provide support with online learning. If you need any support or guidance please reach out to them.

Email—digitallearning@bdc.ac.uk

Remote Learning Guidance

Video Calling

Using video calling to deliver sessions online is a way to instantly communicate with your learners. It could be used to give a briefing at the beginning of the session, or to provide direct support with learners who have questions. In many video calling platforms, such as Google Meet, you are also able to share what is on your screen with your learners, which is an effective way to provide demonstration. The chat function with in video calling platforms is useful for those who prefer not to communicate with the visual or vocal elements.

If a learner misses the video call this is not a problem because the option to record your session is possible. Learners can then access or revisit the information you provided.

How to record and share

- Go to <https://meet.google.com> make sure you are logged into your @g.bdc.ac.uk account.
- Click start a meeting and enter in the meeting nickname This could be the name of your Google Classroom
- Copy the join information and paste it into the appropriate Google Classroom. Learners will be able to join with this link.
- (Optional) Click on the three dots in the bottom right and hit 'record meeting'. The recording will save onto your Google Drive once you hit 'stop recording'.



Video How To

To watch a quick video tutorial follow the link -

<https://youtu.be/relao2L6T4A>



Remote Learning Guidance

Screen Casting

A screencast is a digital video recording of your computer screen and usually includes audio narration. Screencasts are just one of many different types of instructional videos. Not unlike a screenshot, screencasts can be called a screen capture video or screen recording and is a great way to teach or share ideas.

Screen casting can be used to record lesson introductions, assignment brief explanations and also to provide learners with feedback on their work.

What you will need

- A microphone - most laptops, webcams and mobile phones have this built in.
- Content you wish to film
- A webcam is optional if you wish to record yourself.

SCREENCAST  **MATIC**

How to record a screencast

First, go to <https://screencast-o-matic.com/>

- Once there, click 'Sign Up' in the top right hand corner
- Then click 'signup with Google' and sign in using your college gmail.
- You will then be redirected to the 'content' page, and from there you can click launch recorder in the upper right.
- It will open the screen recorder overlay, in the bottom left, and from there you can choose your audio device (microphone) and other preferences.
- When ready, click the red 'REC' button at the bottom and it will record your screen
- After you press the pause button, you can click done and choose the save option.
- Name the file and click the publish button, and it will save to your preferred place on your device.

Video How To

To watch a quick video tutorial follow the link -

https://youtu.be/JQZn7_xgO4Q

