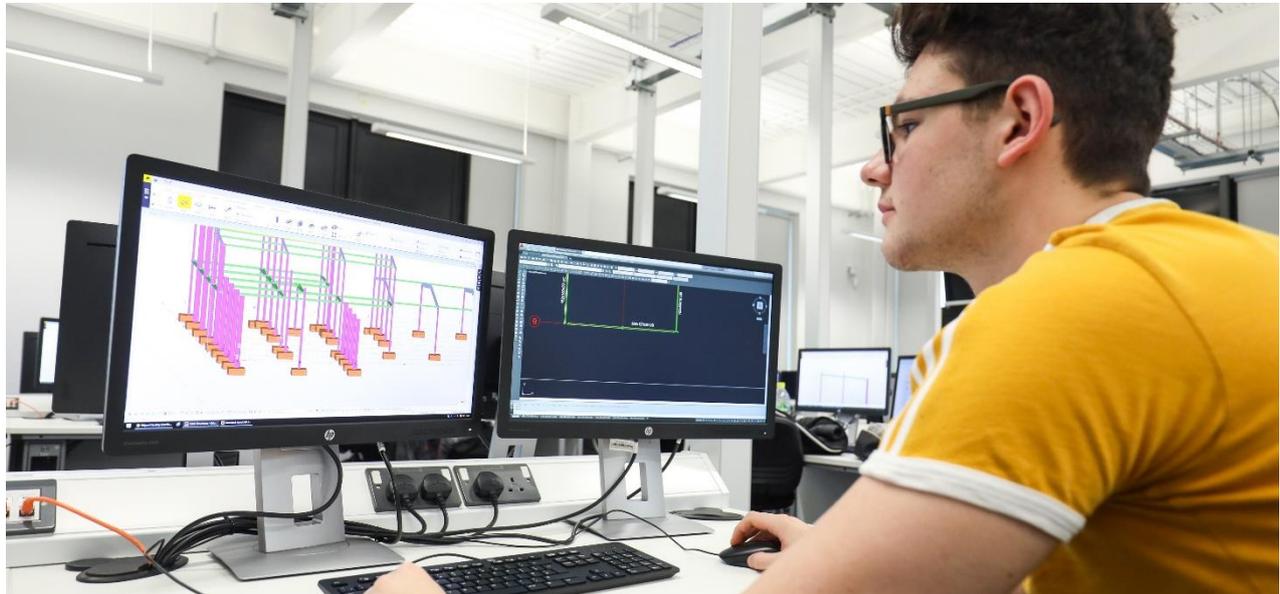


Student Guide

Continuing your learning if you are unable to access college



Introduction

With the recent government announcement that people should self-isolate if a family member develops symptoms of coronavirus and the increasing likelihood that Public Health may instruct schools and colleges to close, this guide has been designed to provide you with useful information on how to manage your studies if you are unable to come into college.

Clearly the situation in relation to coronavirus is changing quickly. As a college we will review our position and the guidance regularly based on government instruction. Our very latest guidance and information can be accessed from our main college website: <http://www.dudleycol.ac.uk>. We would encourage you to check this website regularly for the latest information, particularly in the event the college has to close.

Above all I would urge every student to stay up-to-date with government guidance and ensure you are taking all reasonable steps to keep yourself safe. As a college we will do all we can to continue your studies and respond quickly to the changing situation.

Please take care of yourself and others during this difficult time.

Neil Thomas

Chief Executive & Principal

How to report your absence if you are unable to come into college?

If the college is open, and you need to report an absence, please call the college on 01384 363000 and then select option 4. Please leave a message with your name, learner ID and reason for absence. Please state clearly if you are reporting self-isolation or sickness.

What will happen if the college is instructed to close?

The safety and education of all students is the college's number one priority, so it will only close in extreme circumstances or if directed to do so by Department for Education or Public Health England. If the college does close there will be a message posted on the college's website: <http://www.dudleycol.ac.uk> and through all social media channels. Students can also call 01384 363300 and speak to reception.

Communicating with your tutor

Tutors will keep in contact with all learners via e-mail and other college systems.

Before you can use any college systems remotely, your student account **MUST be activated**. If you have previously logged onto a college PC this will be automatically done, if not you will need to follow the guidance here to activate your account remotely: [Activate your account \(https://www.dudleycol.ac.uk/Coronavirus-Update\)](https://www.dudleycol.ac.uk/Coronavirus-Update)

To access your college e-mail: Your college email can be accessed from your Office 365 account.

- Go to www.office.com
- Log in with your student email:
 - o Student ID@dudleylearners.ac.uk e.g. 0012345@dudleylearners.ac.uk
 - o Enter your college password
 - o Select the Outlook icon

Full-time learners will receive emails from their tutor on all timetabled teaching days. These will contain instructions on what students need to focus on for that particular day. For example, this may be assignment tasks and/or Blackboard, BKSB, SmartAssessor or MS Teams learning tasks.

If you have a query regarding your set tasks, in the first instance please contact your tutor. Given that your tutor may also be working remotely to the college, all contact should be via e-mail in the first instance.

Arrangements for exams

While the college is open, any planned exams will happen as normal. If the college is required to close, all exams will be postponed for the time being. If the college is closed (remember to check the college's website), then please do not attempt to come to college as exams will not be running. The college will follow national guidance on this hugely important issue and will provide updates, as required, on the college's website.

Keeping up to date with your studies

Your tutor will provide resources to ensure you can continue with your programme of study from home. Some resources may be provided through Blackboard, Microsoft Teams or other online platforms.

Microsoft Teams - can be also be accessed from your Office 365 home screen by selecting the Teams icon.

Blackboard - can be accessed by visiting <https://dudley.blackboard.com/>

BKSB – if you are studying Functional Skills Maths and English, work may be set through BKSB online. This can be accessed remotely via your MyDay page. Alternatively, you can access via this link: [BKSB Live \(https://dudleycollege.bksblive2.co.uk/\)](https://dudleycollege.bksblive2.co.uk/)

You will be prompted for your username and password. If you do not know these you can click “forgotten details?” and input your college email address to recover your details.

Century AI – If you are studying GCSE Maths and English, work may be set through Century AI. This can be accessed here: <https://app.century.tech/>

You will need to log in with your college email and the password dudley2019.

Change your Password

If you are struggling to log on to college systems you may need to change your password. This can be done online on the Dudley College home page, under Support, and Access Your Account:

<https://www.dudleycol.ac.uk/Support/Accessing-Your-Account>

Managing your time

To ensure you work effectively from home please follow these tips:

- Get ready for the day as if you were coming to college.
- Create a daily / weekly schedule for yourself and stick to it.
- Set clear targets to ensure you make progress.
- Pace yourself. Time your classes and lunch breaks around your usual college routine.
- Create a workspace that is organised and clear of distractions.
- Disconnect - no social media or TV during working hours. Having the TV on in the background will distract you.
- Communicate during lunch breaks and arrange to talk to friends to maintain social relationships.
- Use the time you would usually spend commuting to do some exercise.

If you need to access the site

Whilst the college is closed please do not access the college site unless you have been requested to do so by your tutor or a member of staff. If a situation arises where you do need to access the college (collecting equipment / resources etc.) then you will be requested to attend at a set time. This is to ensure that the college can safely manage the number of learners on its premises.

How will I know when the college reopens?

When the college reopens will be advertised on the college website. You will also receive an email from your tutor which informs you of the date and time that you need to return.

What if you need other support while away from college?

If you need to contact support services (Counselling and Safeguarding) whilst you are not in college, please follow the steps below:

Counselling service

All existing students that are receiving counselling will continue to be supported however this will be remotely over the phone

If you wish to access counselling for yourself, you should email the counselling team counselling@dudleycol.ac.uk and someone will contact you.

Any learners who have new concerns or are on our waiting list will be directed to external support services

Safeguarding service

If you are concerned about yourself or a friend you should email safeguarding@dudleycol.ac.uk

These services will be available between normal college hours 8.45am-5.00pm Monday to Thursday and 8.45am-4.30pm on Friday.

Please note that if you have a Coronavirus concern, please see the college website for more details or follow this link to government advice and guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>