

Working Remotely

Remote Access

All Dudley College staff have the ability to remotely access internal college IT systems. This will enable you to see your desktop as if you were working in college.

All staff with a laptop can use Dudley College RAS – We have the facility to provide over 1000 sessions. Dudley College RAS is installed on all college laptops and can be accessed from the Dudley College RAS icon on your desktop. Staff without access to a college laptop can use VMware Horizon from any personal device – however there is a license limit of 75 concurrent users. Laptops users must bear this in mind and opt for using Dudley College RAS. VMware Horizon allows access to a virtual college desktop – this behaves as a typical college computer and allows access to all systems. Staff need to refer to this link for guidance on RAS or Horizon - <https://www.dudleycol.ac.uk/Staff/Remote-Access>

It's important to also bear in mind that a number of college systems can be accessed from personal devices by visiting <https://www.dudleycol.ac.uk/staff>. This includes all Office 365 services, OneDrive, i-Trent, Office 365 E-mail, ProEngage Web, ProMonitor, Smart Assessor, Unit 4 Agresso, Blackboard and Blackboard Collaborate.

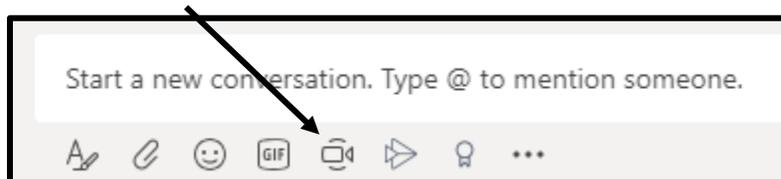


Microsoft Teams

You can utilise the power of Microsoft Teams to work collaboratively and keep in touch with colleagues.

Working within a **Team** allows you to:

- Collaborate through conversations
- Share files and links
- Use the “**meet now**” option at the bottom of the conversation page (similar to Skype), to have virtual meetings with colleagues, either individually or with a group.



Further guidance on Teams can be found in the **Microsoft Educator Centre**.

<https://education.microsoft.com/en-us>

This website provides a range of short courses to develop your skills using Office 365 and Teams tools, and you can earn digital badges for every course you complete.

For further support or guidance on the use of Microsoft Teams contact:

Jo.griffin@dudleycol.ac.uk or Wendy.brissett@dudleycol.ac.uk

Working Remotely

Guidance for Teachers

In order to minimise the disruption to learners there are a number of resources that we can use to deliver lessons, provide support and maintain contact with learners remotely.

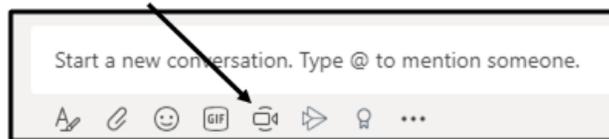


Microsoft Teams

You can utilise the power of Microsoft Teams to deliver online lessons and provide a collaborative classroom that learners can access from home.

Setting up a **Class Team** allows you to:

- Promote collaboration through conversations
- Share files and quick links to websites
- Use the “**meet now**” option at the bottom of the conversation page (similar to Skype)



This meeting option will enable you to:

- Meet online with your learners, either individually or with a group
- **Deliver an online** lesson and share your screen with learners
- Create assessments
- Use **Class Notebook** to provide a personal workspace for every student, a content library to share resources and a collaboration space for lessons and creative activities

To get started with Teams you will need to create a class team and add your learners, this only takes a few minutes. See how to create a class team and manage your class here:

[Creating a class team](#)

Microsoft are updating their advice to support teachers to work remotely, [Click Here](#) for further information.

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Blackboard

Adaptive Release

Adaptive Release allows you to select a date and time to make resources available to learners. When creating content this can be found in the '**Standard Options**' section at the bottom of the screen where you can select the date and time you want the content to be released.

Ensure the box is ticked as seen in the example below and select the date and time.



STANDARD OPTIONS

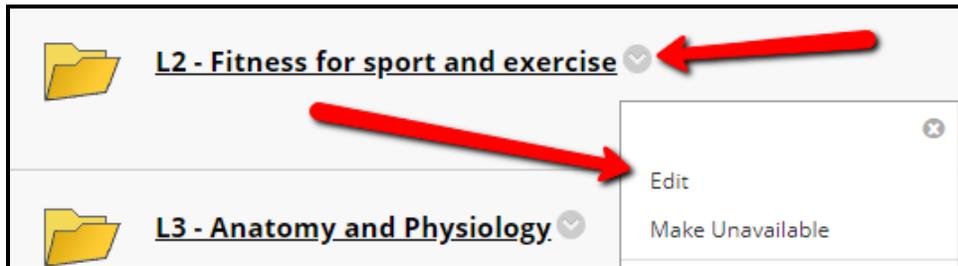
Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After 18/03/2020 11:00

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

If you wish to amend the date and time you simply click on the chevron to the right of the content and choose **Edit** as seen below:



L2 - Fitness for sport and exercise ▼

L3 - Anatomy and Physiology ▼

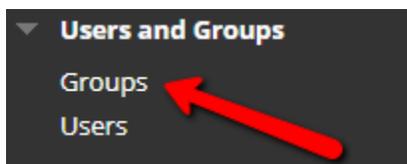
Edit

Make Unavailable

E-Mail

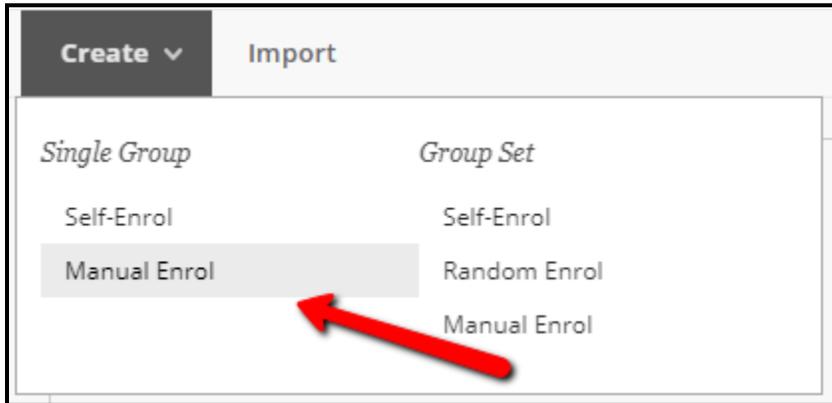
To keep in touch with learners you can also make use of the email function through Blackboard. It is possible to send e-mails to the whole class by setting up a group for your learners.

Click on **Users and Groups > Groups**

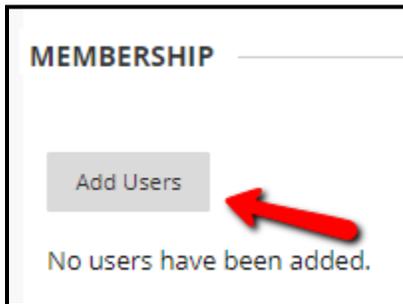


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Create > Manual Enrol

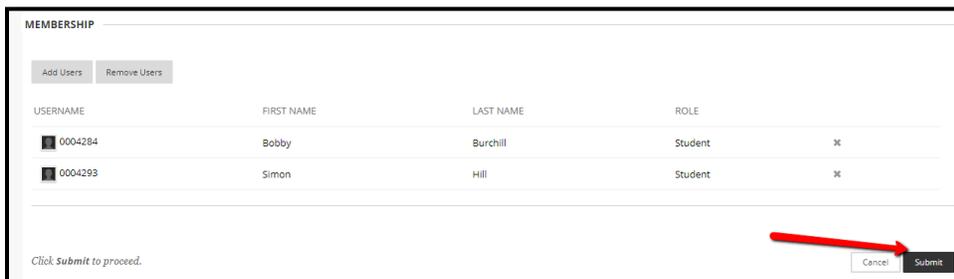


Give the group a name and scroll down to **Membership** and click **Add Users**



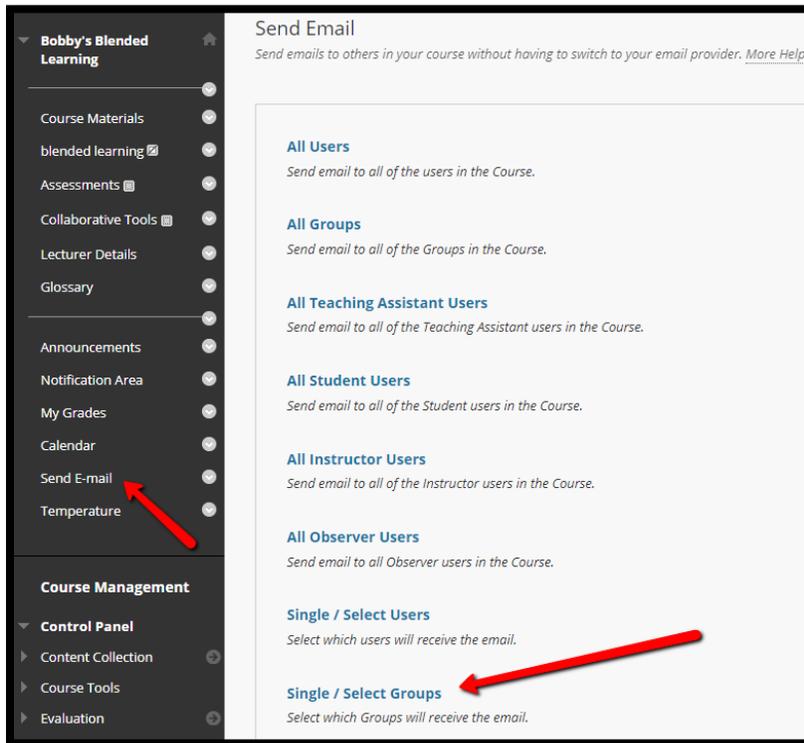
Select your learners and click **Submit**.

You will then see a list of your learners and can confirm the group by clicking **Submit**.

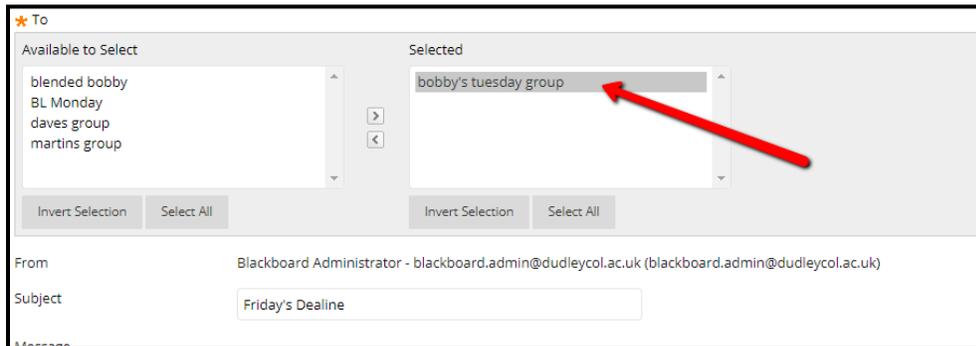


Now you have created your group you will be able to email all the learners in one go by clicking on **Send Email** and then **Single / Select Groups**

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Choose your group and move it into the selected box, type your email and click **Submit** to send. Student responses will appear in your college email account so you don't need to log into Blackboard.



Any e-mails sent using Blackboard will automatically be sent to the address stored on Blackboard. You can check the addresses that are stored by clicking on **Users and Groups** and selecting **Users**.

Finally, remember to also make use of the Blended Learning Consortium packages. They can be found in the **Staff Room (Cross College Resources) > Blended Learning Consortium**.

For further support or guidance on the use of **Blackboard** contact:

Bobby.burchill@dudleycol.ac.uk

Working Remotely

Other online resources

There are a wealth on free online resources which can be used to support remote delivery. A number of these are now offering a temporary free upgrade to organisations that are impacted by Coronavirus.



<https://info.flipgrid.com/>

Flipgrid is a Microsoft video discussion platform. It allows you to create "grids" to facilitate video discussions. Each grid is like a message board where you can pose questions, called "topics". You simply share the Flip Code with your students so they can post video responses. This is quick and easy to set up and use. Have a look at the [getting started guide](#) here for more info.



<https://nearpod.com/>

Nearpod allows you to create interactive lessons by importing existing lessons (pdfs, jpegs, ppts) and adding interactive tools such as Collaborate boards, Quizzes, Polls, Matching Pairs activities + more. You can create a Nearpod and share the live session, your students simply enter the code, and can join in the lesson on their device or PC.

The student paced version of Nearpod is currently only available in the paid version but remember you can deliver a **live lesson** (from home) by using **Meet Now in Teams**.

A number of webinars are planned this month to show how Nearpod works and how it can be used to support remote delivery. You can book onto a session here:

<https://nearpod.com/blog/resources/#calendarLiveWebinar>

This is an American company so there is a significant time difference, but if you register you will be sent the recording of the webinar the following day.

Working Remotely



<https://wakelet.com/>

Wakelet allows you to save web content such as articles, resources, videos, social media posts, podcasts and more. You can add your own notes, images, videos and PDF's to organise the content into engaging and meaningful collections. You can also share with other teachers and students to allow them to contribute to your collections.

Have a look at the [Educators guide to Wakelet](#) here.

Have a look at an example of a Wakelet board which contains links to other online resources here <https://wke.lt/w/s/wrXFSa>

This Wakelet contains a collection of applications that are offering FREE premium or unlimited access during school/college closures due to COVID19 <https://wke.lt/w/s/qahBZI>

Free upgrades

Kahoot – For a limited time Kahoot is granting free access to the premium solution. This allows teachers to host sessions remotely through video conferencing or assign self-paced games that learners can access outside of the classroom. To activate your premium upgrade [click here](#) to log in or sign up.

Nearpod – Nearpod have announced a free temporary upgrade for any organisation which closes, we have requested further information from them and will share this when we have a response.

If you haven't already done so please join the [Teaching Network Team](#) as we will continue to share information and resource links on here. If you are unable to access this please contact your Outstanding Practitioner.