

Student Guide to Online Learning

A GREAT PLACE TO LEARN



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Microsoft Teams is the one stop shop digital platform that you'll be using regularly in your time at college. You can do many things on it ranging from the ability to instant message or call your teacher and your fellow students, being able to collaborate on all different types of tasks and assignments as well as also being able to arrange and hold get togethers with any number of people. The more you use Teams, the more you'll see just what an important part it's going to play in your learning as you progress through your course.



As with any new piece of technology, you'll always need to take some time to get to know how Teams works. That's why it's important to have a play with it. Get to know how it works, how you're going to work with it and probably most importantly, how you're going to get the most from it. Teams will be right by your side as you progress through your course.

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Teams can be used on your smartphone, tablet, laptop or desktop PC with ease. You might see some differences between using Teams say on your smartphone and on your tablet but generally speaking, the functionality is going to be the same no matter which device you're using.



It's so easy to get access to Teams irrespective of the device you're using. Just go to the app store where you normally get your apps from, search for "Microsoft Teams", download the app and you're all set! It's also free to download and to use so there are no costs involved in accessing it and using as much as you need to. You can also use Teams through a browser too. It works best on Microsoft Edge and Google Chrome.

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Teams is where you're going to have a lot of your classes. It's not really going to be any different to being in a classroom, so a lot of the same rules apply to a virtual class as they would to an actual class. So, if you're in "live" class, pay attention to what's being said, respect the opinions of others in the class and contribute where you can in a meaningful way.



Teams may also be the place where you submit your assignments through and where you also get your feedback from, so make sure you get to know how to access your assignments, how to return your completed pieces of work and also how to view the feedback on the assignment too.

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If you're watching any recordings through Teams, be it catching up with a class that you may have missed or your teacher maybe demonstrating something to you, there's some things to bear in mind that will allow you to get the most from the recording. Always try and watch the recording all the way through. Pausing and playing too often might break your concentration, so you're not going to get as much as you could from it. It's also worth watching the recording when your concentration levels are at their best, be it in the morning, afternoon or evening.



Whilst there's going to be times where you're not physically on campus, some things will still apply. These are things like making sure you attend all your classes and getting to them on time, making sure all your assignments are handed in when they should be and making good, positive contributions to any group activities or class discussions.

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Learning virtually via Teams is a great thing to be able to do but there are still safeguarding policies and procedures in place to make sure that you're protected whilst online. We're living in difficult times currently and everybody will have a different reaction to it. It would be so easy to feel overwhelmed but don't forget that you're not on your own. There is always somebody you can talk to if need to.



As well having access to Microsoft Teams, being an NCG student also give you access to the apps contained within Microsoft 365. This includes 1TB of storage in OneDrive, the potential to build engaging and interactive pieces of work using Microsoft Sway, receive real time feedback on your work using the Class Notebook and be able to create and view videos using Microsoft Stream. Microsoft 365 will give you so many options at your disposal and will be an invaluable help to you in your learning journey.

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