Remote Learning During College Closure – A Guide for Students

As you are aware, in response to Government guidance related to the Coronavirus outbreak, Richmond upon Thames College will be closed to students (with a small number of exceptions who have already been notified) from Monday 23rd March 2020.

It is the College's intention to continue to make provision for remote learning and assessment activities during this time of closure. This guide provides information and instructions on what you should do to access your learning resources, assignments and guidance.

You should by now have received instructions from your lecturer/tutor explaining:
- how they will communicate with you remotely during the shutdown (e.g. by email, Moodle or Microsoft Teams)
- how to access your learning and assessment activities and resources while you are not in college
- the ways in which assignments/assessments will be set, submitted and marked and how feedback will be given
- how support for your learning will be provided

If you are unsure of the arrangements for any of the above, please email your lecturer/tutor or Head of School and they will give you clear instructions.

In order to ensure that you are able to fully access the remote learning and assessment activities and lecturer/tutor support provided, it is vital at this early stage that you:
(i)   make sure you can access Microsoft Office 365 at home through a browser such as Chrome
(ii)   check that you can log in to whichever remote learning platform your lecturer/tutor is using (e.g. Microsoft Team, Moodle, Edmodo) and access your course content
(iii)   ensure that you are able to access your college email account and check it daily throughout the period of closure

Whilst the College intends to support learning and assessment as fully as possible by remote means, it is important to understand that it is not possible to replicate the learning experience of being in college during a period of distance learning and that there will be challenges for both students and staff in using online platforms for teaching and learning. Staff will be working normal hours remotely (provided they are not absent for reasons of illness or other normal circumstances) in order to give the best possible service during these unprecedented times. Similarly, it is important that students maintain a regular learning routine to ensure that you keep on top of the work that is being set while you are away from college.

While working from home, you must:
- complete all learning activities that are set by your lecturers/tutors
- submit all work for assessment as required by your lecturers/tutors
- Request support when you need it using the method indicated by your lecturer/tutor – you will normally receive a response within one working day (N.B. If you are a 'mainstream' student who receives support from the Inclusive Learning / Additional Learning Support team, you will receive separate instructions on how to access this support remotely).