

**SOUTHWARK
COLLEGE**



GUIDE TO REMOTE WORKING AND LEARNING FOR STUDENTS

southwark.ac.uk
020 3757 4000

INTRODUCTION

This document has been produced should you not be able to attend the College.

We understand that this might be a challenging time but we hope that this document will reassure you that College staff are doing everything they can to ensure you can continue with your learning.

Your course will run in line with your current timetable but for now you will be working remotely with your teachers and the other students on your course. This means that you will receive your teaching and learning via online platforms.

Our expectations of you

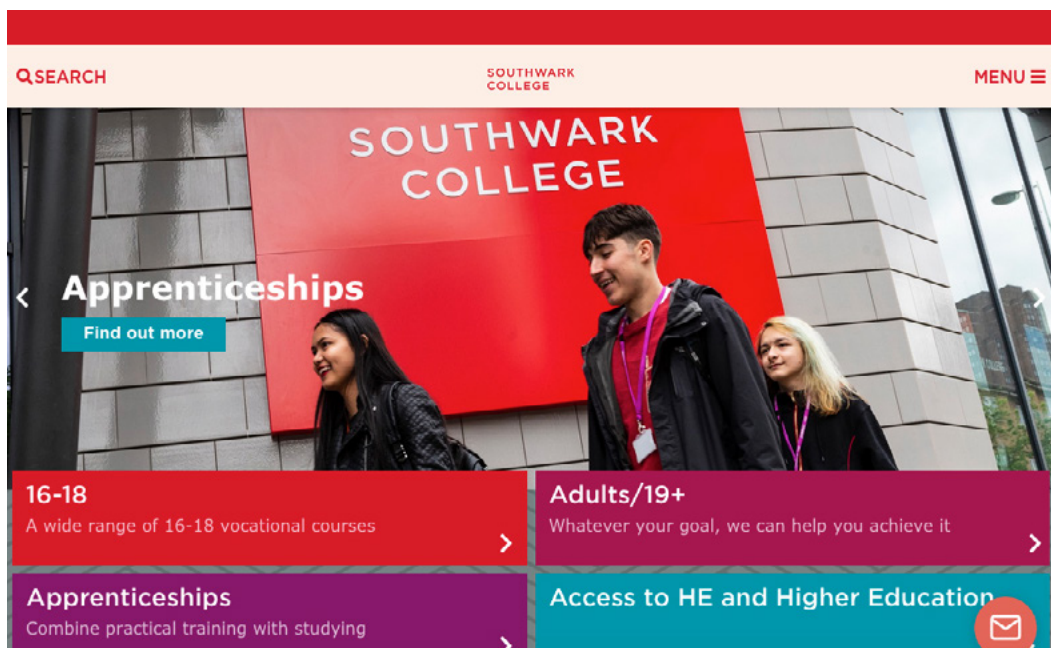
Our expectations of you will be as high when you are remote working as when you are at College. The Southwark College Code of Conduct must still be followed at all times.

You will be expected to login during your usual timetabled hours and follow the lessons online. You will also be expected, as usual, to submit your work on time.

Whilst working remotely you will be expected to treat staff and students as if you were 'face-to-face' with them. Courtesy and kindness are more important than ever during remote working.

KEEPING IN CONTACT

All announcements and news will continue to be posted to the College website at www.southwark.ac.uk.

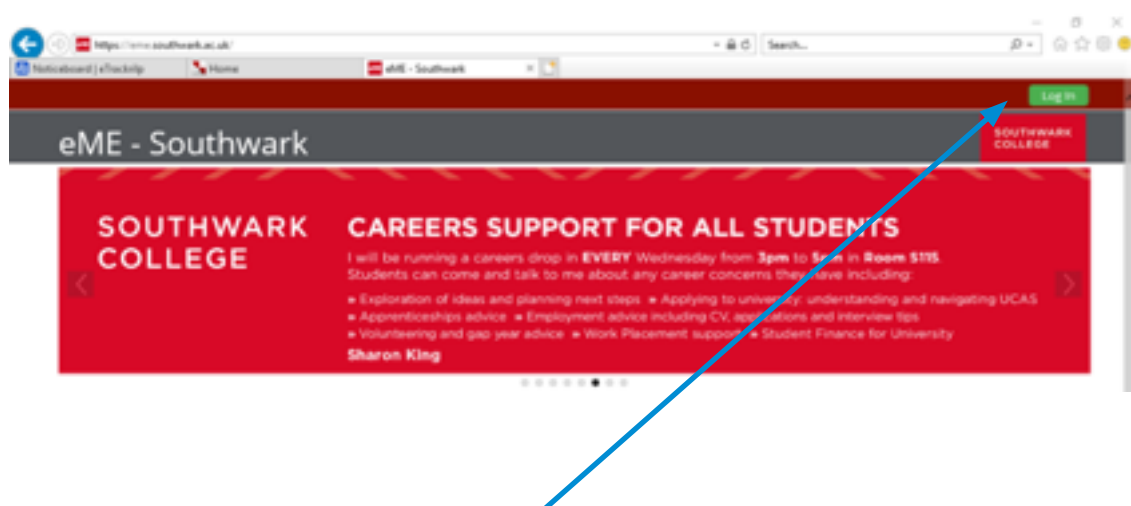


The 'news carousel' will also continue to update regularly on eME at <https://eme.southwark.ac.uk/>

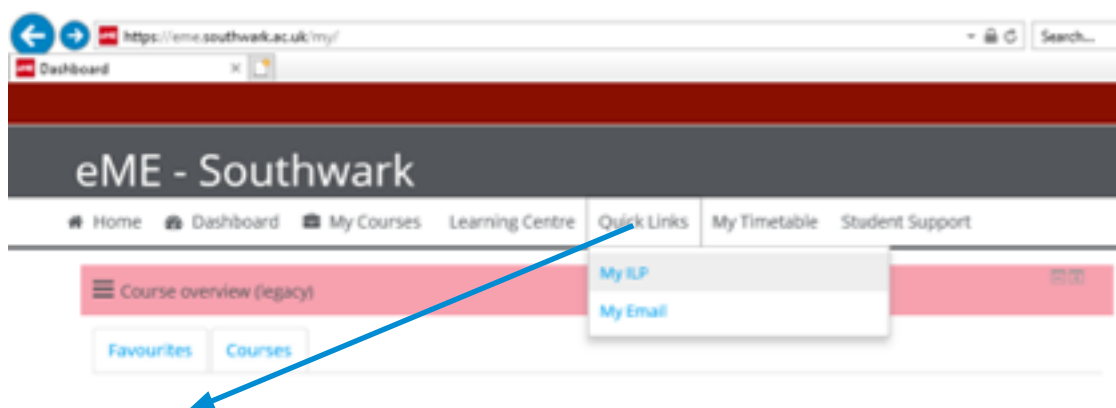


IMPORTANT - Check we have your correct details

During remote working it is vital that the College has your correct contact details. You can update your contact details on eME at <https://eme.southwark.ac.uk/login>

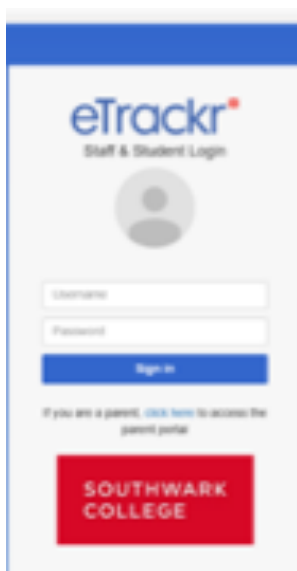


Once the website has opened, you need to **Log in** on the top right of the screen using your College username and your College password.



Next, go to **Quick Links** and click on to **My ILP**.

This will take you to the login for **eTrackr**.

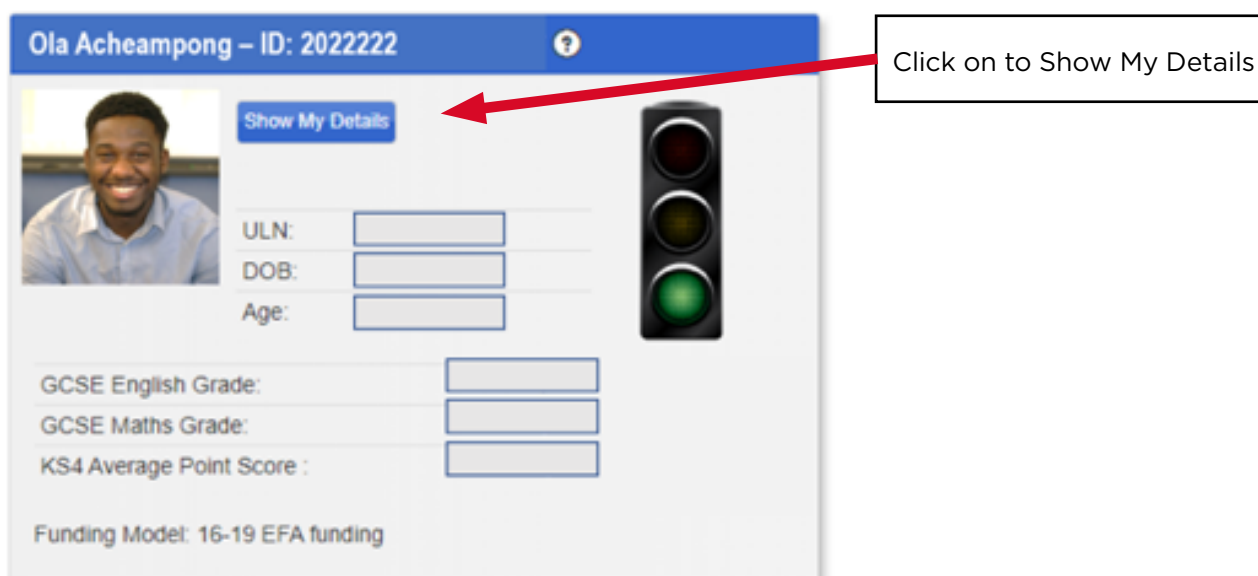


Type in your Username

Type in your Password

Then click on Sign In.

You will then see your details come up. It will look something like the example below (not a real student at the College).



Your contact detail should then appear.



Ola Acheampong – ID: 2022222

Show My Details

Address:

Tel:

Mob:

Email:

Other:

Gender:

Check the details that are in green below. These are your:

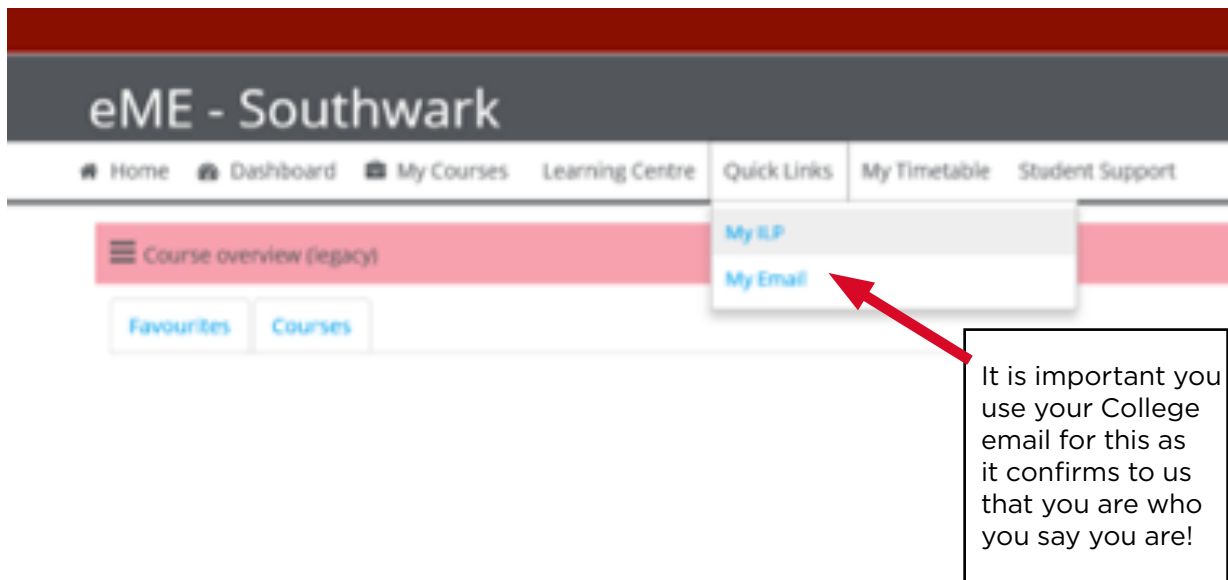
- » **Landline Number**
- » **Mobile Number**
- » **Email**
- » **Other (email)**

If these details are all correct you do not need to take any action.

We will be able to contact you during the times our buildings are closed.

If your details are incorrect, do the following.

Go back to your EME page and click **Quick Links** and then click on to **My Email**



Send an email to your course tutor. Use the example below if you would like.

Dear Tutor

I confirm that I am student [TYPE YOUR STUDENT NUMBER HERE]

I would like you to update the details below, please.

Telephone - [TYPE NEW DETAIL, OTHERWISE LEAVE]

Mobile - [TYPE NEW DETAIL, OTHERWISE LEAVE]

Email - [TYPE NEW DETAIL, OTHERWISE LEAVE]

Other - [TYPE NEW DETAIL, OTHERWISE LEAVE]

Thank you.

[TYPE YOUR FULL NAME HERE]

STAFF CONTACT DETAILS

The fact that you are reading this means that you have received it as an attachment from a member of staff at the College. This may not be your designated contact(s) during this period of time. Your designated contact will be your course tutor and/or your progress coach.

You will receive regular updates from the College and your tutors via email. Your teachers will communicate with you primarily via email and on eME. They may also ask you to download Skype for Business onto your phone or laptop so they can contact you through the app. If you are currently using Google Classrooms or other virtual learning environments then this will continue. You may also be expected to become familiar with online platforms that are new to you.

If you wish to talk directly to them, then a time can be set up for you to message each other on eME in 'real-time'. You can also contact them via their email address or their Skype number. In order to comply with GDPR regulations, your teacher is not allowed to share their personal contact details with you.

YOUR LESSONS AND ATTENDANCE

You will be expected to remotely attend your classes as usual. In other words, you will need to be online at the times your classes usually take place or take place in learning as organised and directed by your teachers.

This includes your main programme plus English and Maths if you are doing Functional Skills or GCSEs in either or both subjects.

Your attendance will be assessed in one or more of the ways below.

- » Email in at the start and end of the class
- » Log in to an online chat, e.g. the messaging system on eME – see below a note on how to send instant messages on eME.
- » Take part in a discussion forum
- » Complete and submit the activities or work set for you during the class
- » Take part in a phone meeting or conference e.g. Skype voice conference
- » Registering in eME

SAFEGUARDING INFORMATION AND CONTACTS

Please contact **info@southwark.ac.uk** if you need advice and guidance during the time when access to the College site is restricted.

If you have any safeguarding concerns, or concerns about another person, please email **safeguarding@southwark.ac.uk**.

If you are concerned about your immediate safety or the immediate safety of someone you know please call 999.

If you are concerned about a vulnerable child or vulnerable adult please call your local authority children or adult social care teams.

If you are taking part in any online learning where you can be seen or can see others please make sure you follow these guidelines:

- » Wear suitable clothing, as should anyone else in your household.
- » The computer or device you are using should be in appropriate and where possible be against a neutral background.
- » Make sure your language is professional and appropriate and that includes any family members or friends who can be heard in the background.
- » Remember, any online interaction should be treated as if you were in the classroom.

ADDITIONAL LEARNING SUPPORT

If you currently receive support for dyslexia or other learning need then your ALS support tutor will continue to keep in contact with you during this time. It is important that you look out for contact from them and get in touch promptly so they can continue to help you with your studies.

If you are concerned that you have not yet heard from your support tutor or would like to contact them but do not know how then please let your tutor know.

HOW TO USE THE ONLINE SYSTEMS YOUR TEACHER MAY BE USING:

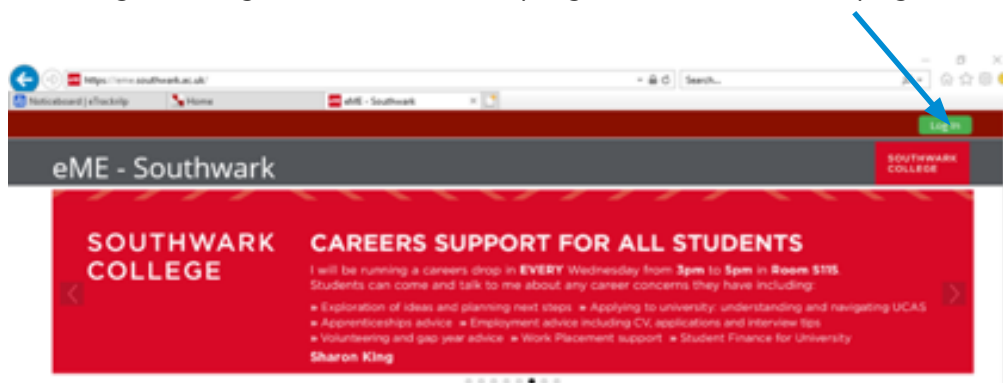
Please make sure you speak to your tutor if you have any concerns about working online outside College.

Log in to eme and use your eme courses

In case you have not used eME before, follow the instructions to log in.

Go to **<https://eme.southwark.ac.uk/login>**

Click on the green Log In button at the top right-hand side of the page.



Username: Your student number

Password: The same password you use to login to any computers at College.

A screenshot of the 'Log in' form on the eME website. The form is white with a light blue border. It has a title 'Log in' at the top. Below the title are two input fields: 'Username' and 'Password'. The 'Username' field has a blue outline. Below the 'Password' field is a checkbox labeled 'Remember username'. At the bottom of the form is a red 'Log in' button. Below the button is a link that says 'Forgotten your username or password?' in blue text.

This should then get you in to eME. If you are using eME your tutor will email you further instructions about their expectations of what you will need to do while remote working.

What if I can't remember my password?

Click on to the blue [Forgotten your username or password?](#) link on the log in page (below the username and password prompts).

The screen below will show up.

eME - Southwark

SOUTHWARK COLLEGE

Home > Log in > Forgotten password

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

Email address

Search

Data retention summary
Get the mobile app

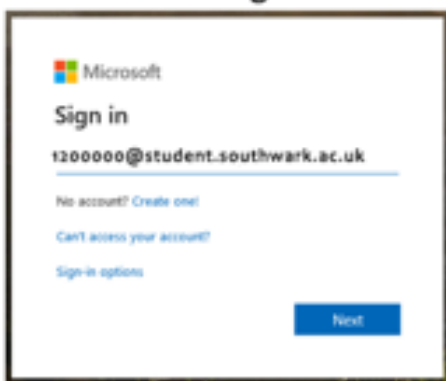
Follow the instructions on the screen to reset your password.

DOWNLOADING OFFICE AT HOME

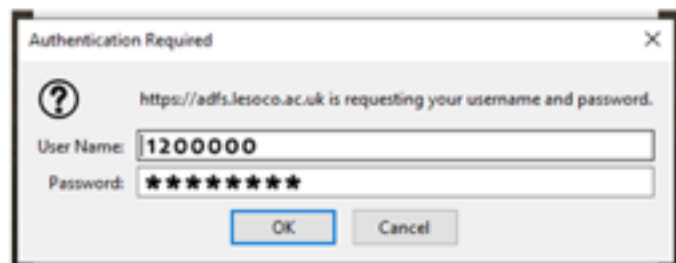
You will be prompted to uninstall any older version of Office if it exists on your device before installation of Microsoft Office starts, so keep a record of any serials you may have associated with your previous version of Microsoft Office if it's not a trial version.

Using your favourite browser, visit: <http://www.office.com> and login with your college **email** address.

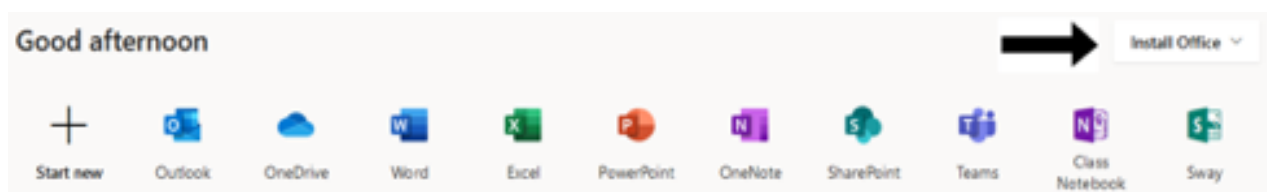
Student login email



After you press next it will prompt you for your full login details, so enter your **username** and current password



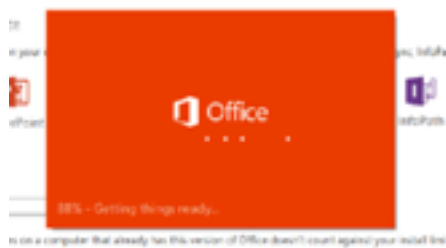
Once you have successfully logged in you will have options to read your email, use office apps online or install office by clicking the option on the top right and selecting Office 365 app



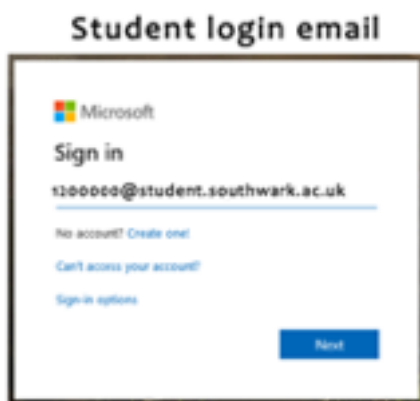
It will prompt you to download the installation file, select run to start the installation



You will be presented with a progress bar detailing the status of the installation.



It will prompt you to log in again when you first run any Office app, you will need to login with your email address to validate the license.



Once entered you will have the full Office suite installed.

DOWNLOAD AND USE SKYPE FOR BUSINESS

Use Play Store or App Store to download Skype for business onto your phone.

Launch the app and sign in with your College Gmail account
(e.g **462890@student.southwark.ac.uk**)



Your teacher will now be able to call you directly.

ACCESSING GOOGLE CLASSROOM

There are a number of ways to access Google classroom

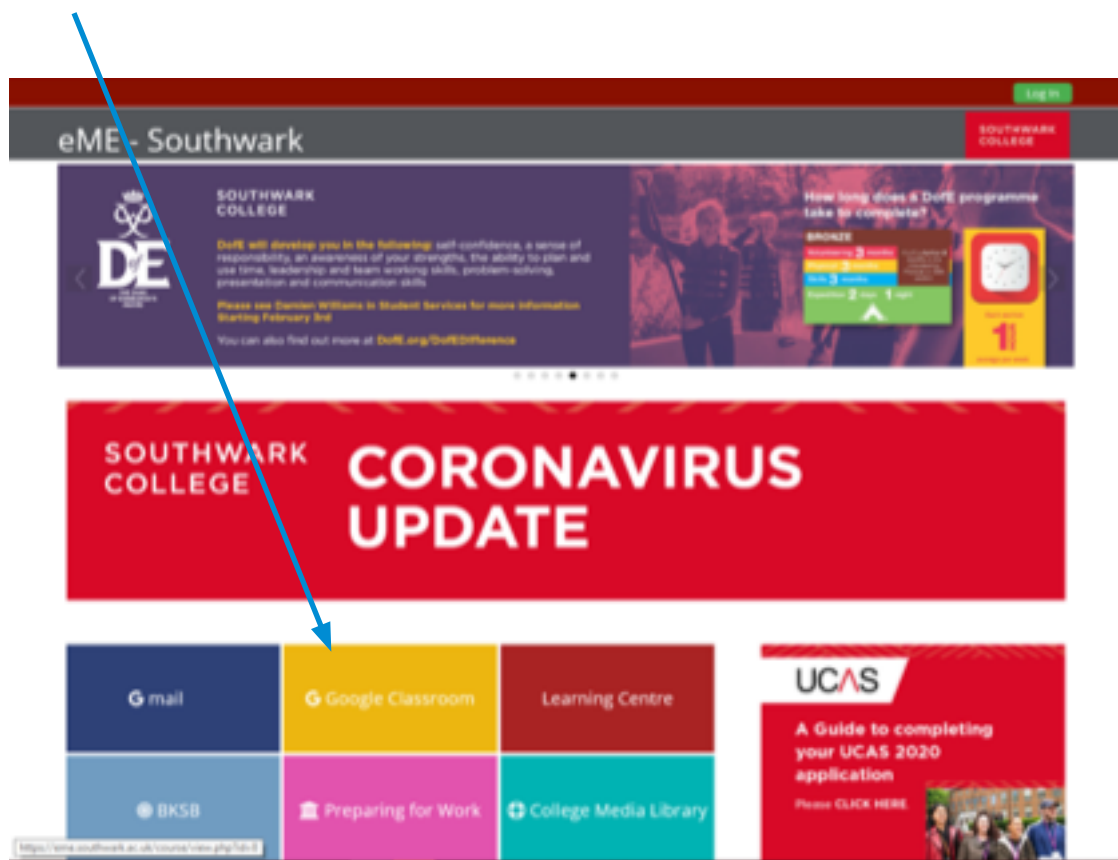
You can type the following web address into your browser

<https://classroom.google.com/>

or you can log in via eME, go to

<https://eme.southwark.ac.uk/>

And click here



Log in with the following version of your College email address

Your ID Number @student.southwark.ac.uk

For example

1234567@student.southwark.ac.uk

Enter your password

Click on **Join** to access the Google Classroom
you have been invited to access



If you need any further support please speak to your
tutor or contact the College on **info@southwark.ac.uk**.