

Advisory guidance for staff and students on continuity of study and home learning for accredited programmes

Introduction

Where students are working towards achievement of an accredited programme with public examinations or external assessment, learning must continue during any temporary period of college closure. Whilst it won't be possible to access specialised studios for practical work, desk-based learning can and should continue, with resources and support available online.

Online and remote learning

All accredited courses leading to qualifications will have course information, guidance and other learning resources made available via the Virtual Learning Environment (VLE) Moodle or Google Classroom, with links to further online resources that are relevant to the study being completed. Course leaders and tutors will ensure information made available via the VLE is kept up-to-date.

For 16-18 year old students it is vital that learning and assessment continues, wherever possible, for all elements of study programmes including English and maths.

Students are expected to submit required assignments by the stipulated deadline by uploading it on the online platform they are using for their studies. Tutors will mark assignments and issue feedback to students electronically via the VLE or via email.

From the Library & Learning Centre Moodle page students will also be able to access additional resources such as:

- The library online catalogue
- The College's OpenAthens portal that gives students free access to several online resources, from both within and outside the College
- JSTOR FE Collections that give access to over 2,700 archival journals, four primary source collections, and more than 2,000 open access ebooks.

Further facilities to support online learning

If any temporary college closure is longer than two weeks tutors will start using Microsoft Teams for delivering lessons online. Students will be notified via email that this is happening and be issued with details of class times and instructions on how to join a class online.

Tutors are also able to upload audio recordings for students to listen to via the Morley Radio website - <https://www.morleyradio.co.uk>. Tutors should record the learning content and guidance they want to share on their mobile phone or computer, and then email it to Camilo Salazar, Morley Radio Manager.

The Additional Learning Support Team (ALS) will continue to provide learning support to students remotely, using Microsoft Teams, email or telephone.

Communication and use of online facilities

In order to facilitate communication during any period of temporary college closure, all staff and students must use their Morley College London email account. This gives students and staff access to the Microsoft Office 365 suite which includes Microsoft Teams and other useful applications.

The IT Services Team will issue help sheets for students and tutors on how to access Office 365 and other relevant online services. The help sheets will be published here: <https://www.morleycollege.ac.uk/COVID-19>.

Tutors will advise their manager if there are any students on accredited programmes who do not have access at home to a computer, tablet or phone with a WiFi connection. Managers will then need to inform the IT Services Team via email servicedesk@morleycollege.ac.uk. The College will then endeavour to loan students a device (laptop or tablet), subject to availability and demand.

Supporting access to Moodle

As soon as practically possible, students studying at North Kensington Centre and Chelsea Centre will be provided with @morley.ac.uk accounts to allow the College to move students over to using Moodle at <https://vle.morleycollege.ac.uk>

Support for tutors

If tutors require support with Moodle or Google Classroom they are to contact Laurence Elliott, Digital Inclusion Development Coordinator (Waterloo Centre) or Golda Mendoza, Learning Technology Technician (North Kensington and Chelsea Centres).

If tutors require support on how to approach the online delivery of their course and the range of online learning resources available they are to contact Alex Cutler, Head of Learning and Teaching.

If they require technical support (e.g. using Microsoft Teams), they need to contact the IT Services Team at servicedesk@morleycollege.ac.uk.

If tutors require support in making a recording to be listened to on Morley Radio they are to contact Camilo Salazar, Morley Radio Manager.