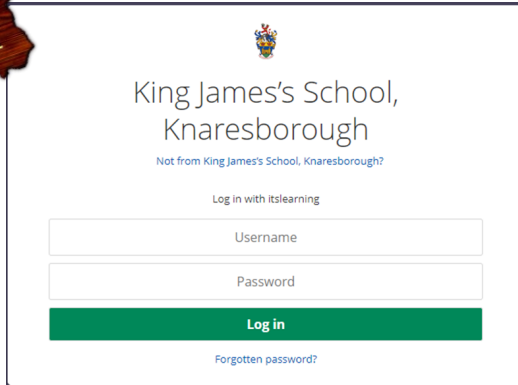


Remote Learning: A Simple Guide

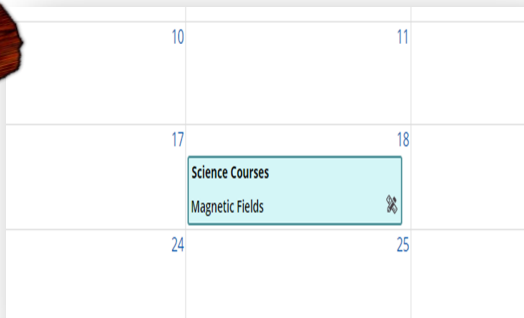
Step 1



Go to : <https://kjs.itslearning.com> and **enter your username and password.**

Your username will be the same as your network username.

Step 2

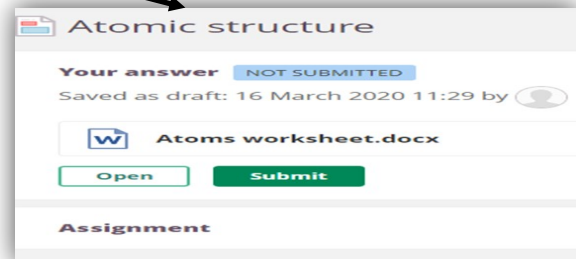
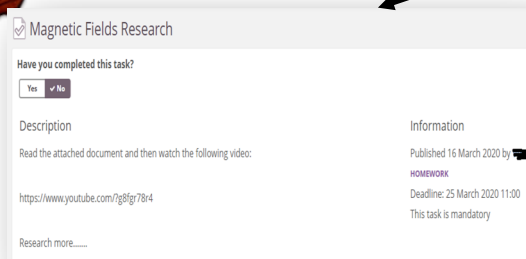


The first page you see will be your calendar.

Any tasks or assignments set by your teacher will appear here. **Clicking on them** will bring up the instructions and any resources you will need.

Step 3

Complete a **task** or an **assignment**



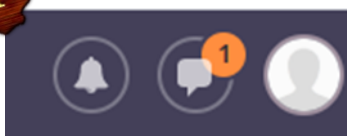
Tasks will give you a set of instructions to complete. This might involve reading something, watching a video link or making some notes /completing a written activity.

Once you've finished , **click the 'task completed box'** so your teacher knows you've done it.

Assignments will ask you to complete some written work directly into a 'Word document'. When you open the assignment, follow the instructions and **type your responses straight in.**

Once you've finished **click 'submit'** so your teacher can read it and give you some feedback.

Step 4



Look out for notifications from your teacher. This is where you can see feedback from your work.

If you need to ask your teacher a question, you will need to send an e-mail. Only teachers can start communication with you.

Need more help? Have a look at the PowerPoint that you saw in tutor time that has been e-mailed home to your parents. It has more detailed instructions. Good luck with your remote learning— keeping up with your tasks and assignments will ensure you have everything you need to learn well at home.