Being an online learner

Adult Learning are here to help and support you with adapting to online working so we have produced this quick guide to make it as easy as possible for you.

Getting Started

Your tutor will give you the details you need to get started, but you can use the link below to learn more about using your online classroom.

Adult Learning User Guides:

Most of our online courses will take place using Microsoft Teams. Don't panic as it is easy to use. If you have any questions you can ask your tutor. We have also developed a guide to get you started. It can be accessed via our website **www.norfolk.gov.uk/adultlearning**

Being Online

How does online learning work?

Online learning works by giving you course material over the internet

- If you have ever used Google searches, you have already used the internet for learning!

- Your Adult Learning tutor will let you know what materials you need and how to find them.

- During the online course, you might complete homework, watch videos, take quizzes etc.

Pointers

Have a place to study

Where you study is important to your online learning so take time to prepare it.
Make sure this place is quiet, organised, distraction-free, and available for use when you need it.
Consider turning off your phone and logging off all social networks when studying as they can be distracting.

Take part in online discussions

Online learning doesn't mean learning alone. Connecting with your classmates in an online classroom will help you to still feel part of a group. Please ensure that you are mindful of your online tone; be respectful if you disagree with other members of your online group.
Don't be afraid to ask questions, your Adult Learning tutor is there to help and support your learning.

Ask for help when you need it

Please ask your tutor for help if you need it, we don't want you to fall behind. Falling behind might make you feel low and you may not be able to finish the online course - so just ask, we want to help you.
By asking for help you may also help your classmates as they may be having the same problems.
Keep in mind that if you don't ask for help when you need it, your Adult Learning tutor may never know that something is wrong.

The "LIVE" classroom

Your first online lesson is the exciting part!

- Your Adult Learning tutor will provide instructions on what to do, so don't worry!

- The first lesson is always a challenge until everyone is comfortable so please be patient.

- With lots of people talking it can be hard to teach so please follow the help provided by your tutor.

- Have a pen and paper handy so you can note down any questions you may have.

- Internet speed can vary in households so try turning other devices off if you are having problems.

- Be aware what others may see when your video is on, such as pictures in the background.

Stay keen to learn!

To make sure that you stay keen in your online learning experience with Adult Learning consider following these tips:

Make a study routine at your own comfortable pace

Never forget the reason why you took this course

Accept that you will have good and not so good days

Have healthy snacks nearby to boost your energy

Reward yourself every time you complete a task

Make sure that you take some time for yourself from time to time

Stay positive and keep your chin up, Adult Learning is here to help you

Take regular eye breaks

Have fun!

You know the others on your course so you won't be alone.

Below are some links for further support:

Wellbeing:
https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/

Staying safe online

Microsoft Teams is being run though Adult Learning and is a secure platform. But it's important now, as much as ever while learning online, to remember a few important basics to keep yourselves safe

Don't share passwords
Even for your online learning and not even with your Tutor! Our servers log all kinds of information about out learners, so please keep this secure as we don't want people gaining unexpected access to your information.

Remember, your Rights and Responsibilities
You are still a student on our courses so please remember to follow the codes of conduct stated in your Learner Handbook. We want all our learners to feel safe, so please be respectful to eachother and your tutor online.

Make sure your equipment is set up comfortably
Your back should be straight and your eyes aligned with the top of your monitor.

Staying safe online

We would like to remind you to be vigilant when using the internet. It gathers lots of information about you which you might not want to be public.

Be careful with your emails
If you get unexpected messages telling you about that amazing £10,000 holiday you've won, it's probably too good to be true, so don't open it, delete it!

Be mindful of things you have in the background
If you have your video camera on, other learners and staff can see you. It's never a good idea to have personal photos and belongings on show. Please dress as you would if you were attending the classroom.

If you receive anything unusual, including any unsolicited messages whilst you are learning online with us, do NOT open it, discard it and inform your tutor immediately.

To view the full range of courses we are offering online, visit:
www.norfolk.gov.uk/adultlearning

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