

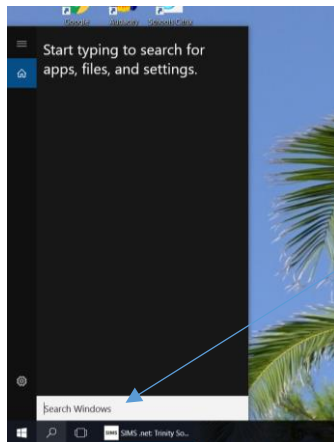
STUDYING AT HOME

This booklet has been designed to support you as you learn at home.

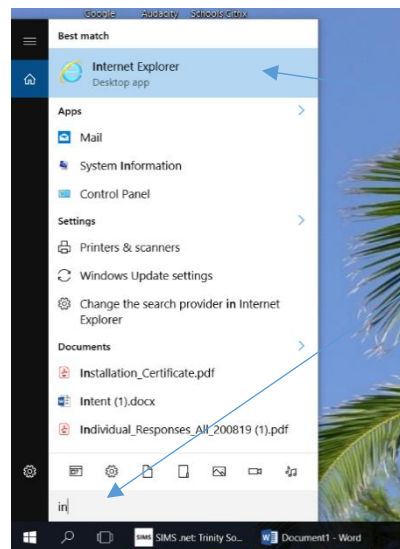
Top Tips for Learning at Home

GETTING STARTED – LAN Settings:

How to Change your LAN settings when you use your device at home:

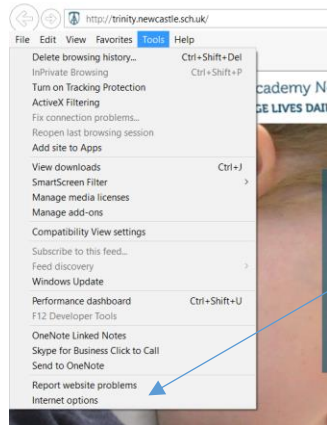


Click onto your magnifying glass to open your search bar

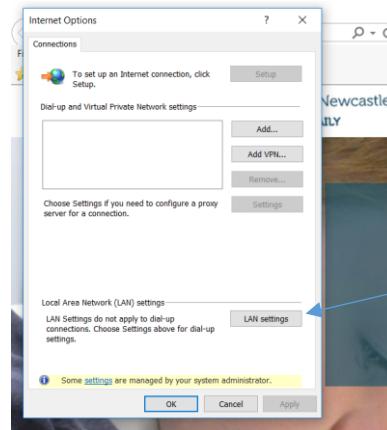


Type in Internet Explorer and then select.

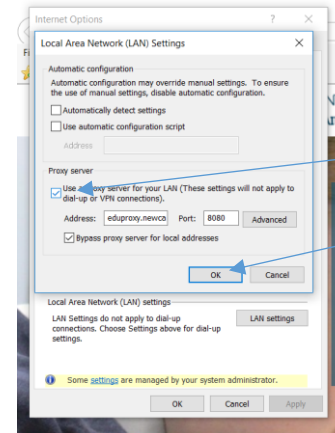
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Click onto Tools and select internet options

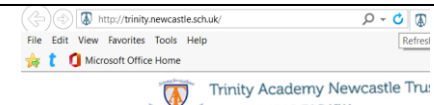


Click on LAN settings



Remove the tick from this box and press ok

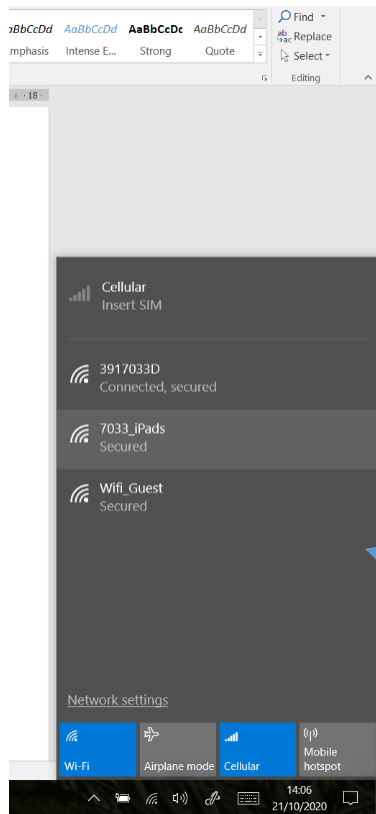
Refresh the page, then your Trinity Academy page should appear.



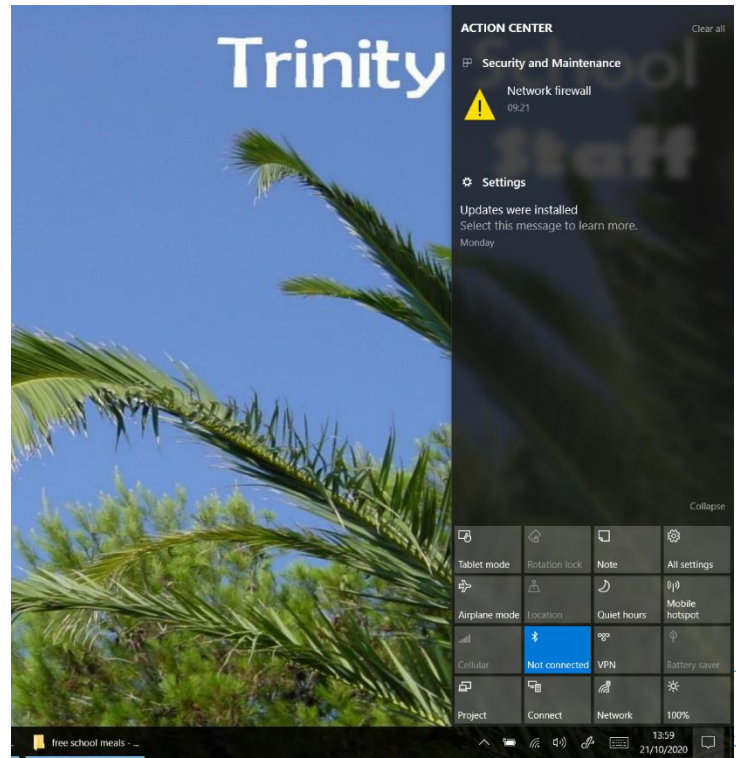
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Connecting to your WiFi network

if the full range does not appear, click expand



4. Select your home WiFi, by selecting connect, you will be asked to enter the password when you first connect.



2. If the full range does not appear, click expand

3. Select Network

1. Click here

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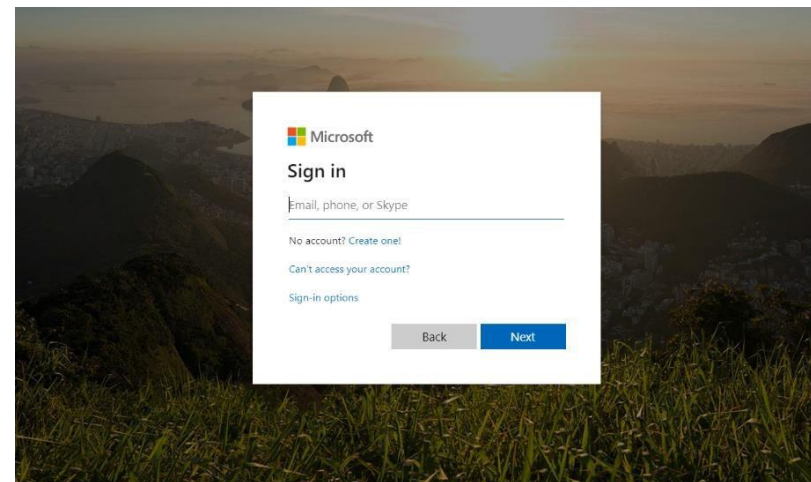
Logging in:

All learners at college will have been given their own personal login details in the following format:

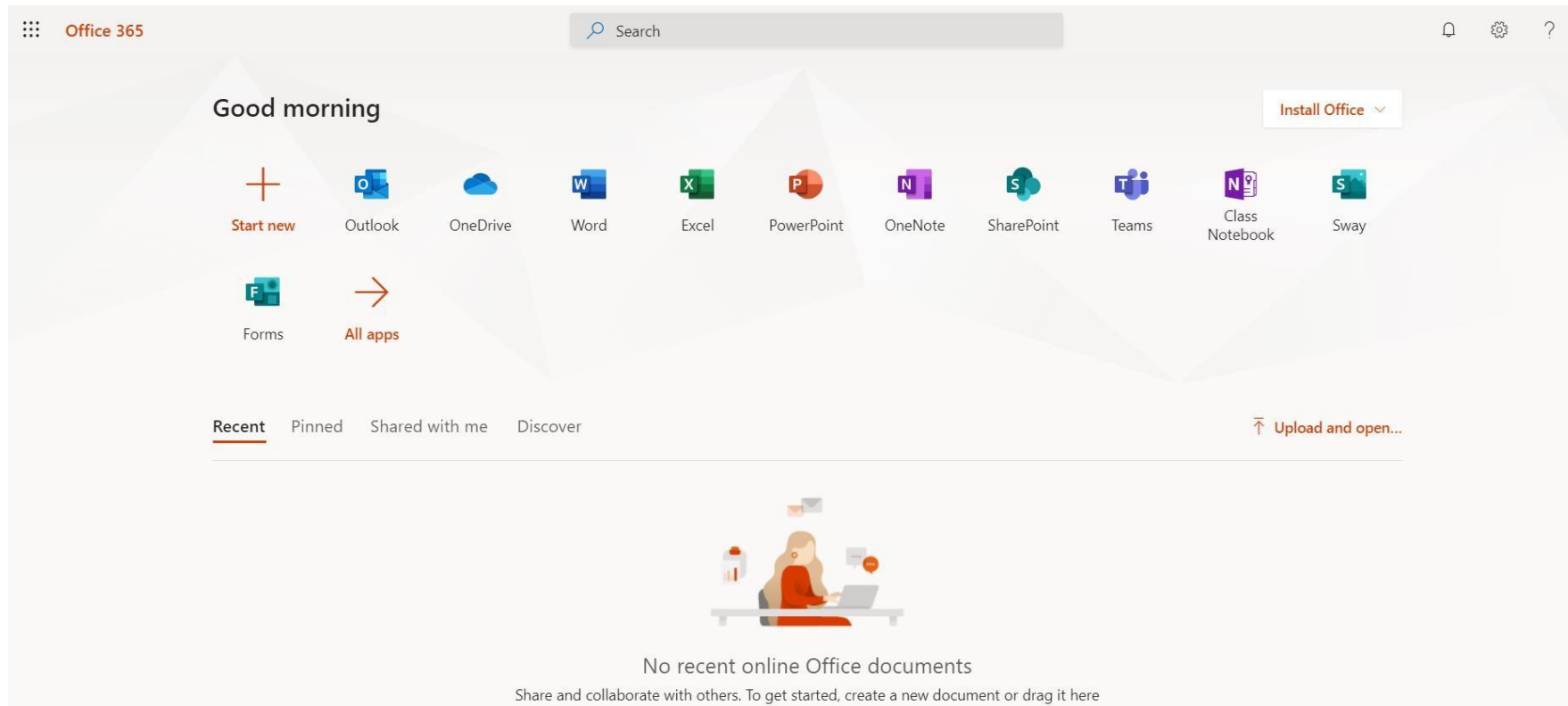
firstnamesurname@tanmat.org

In order to login, you will need to go to <http://trinity.newcastle.sch.uk/> where you will see the page displayed to the left.

Once you click the blue **MyDrive** button you will be taken to the page below on the right. Here you can enter your username (your email address) and your password (provided by us). Alternatively you can download the Office 365 and Teams app



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When you first login to your account on a computer, this is what you will see. From here, you can access the entirety of the Office 365 suite. This can be broken down into three key areas: Office, Outlook and Teams. Under these headings, the guide will explain what each tool is for and how to use it.

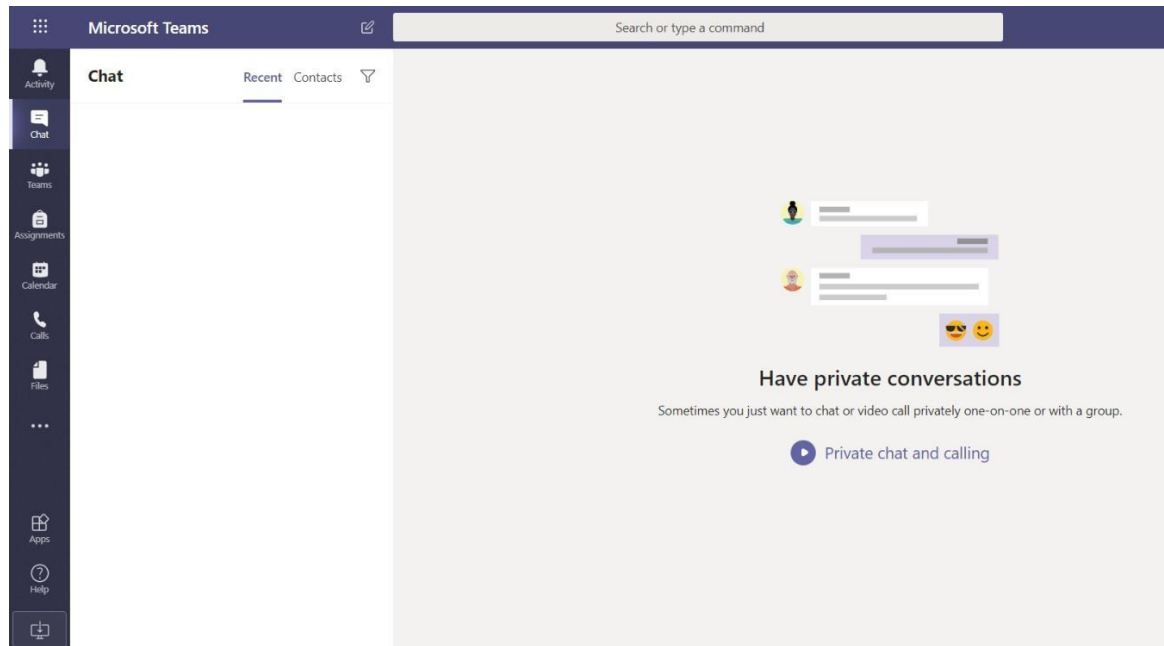
Top Tips for Learning at Home

Microsoft Teams



Due to the remote learning that is taking place, all learners currently have access to this feature. Teams is a video and audio meeting space that learners can join to talk to their teacher and their class mates. There are two key areas you will use: Teams and Chat.

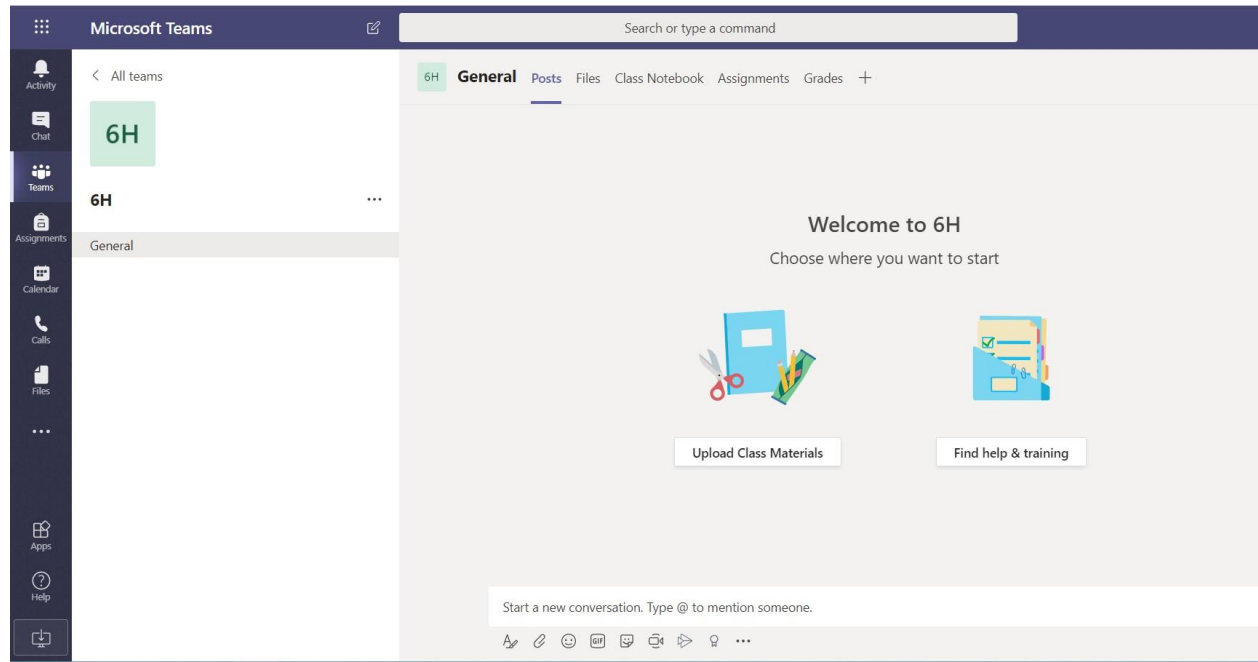
Microsoft Teams – Computer Instructions



This is the chat window within Microsoft Teams. You will need to download the desktop app.

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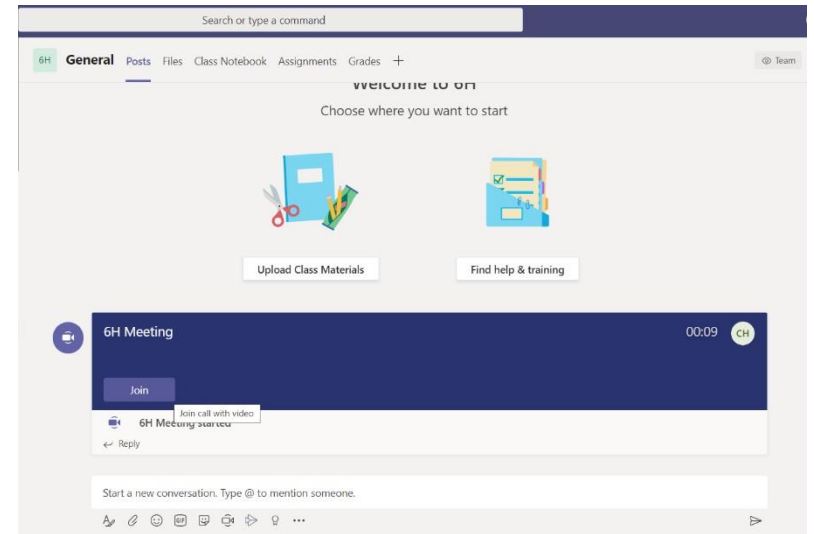
Teams Tab – Computer Instructions



This is your team homepage when using a computer.

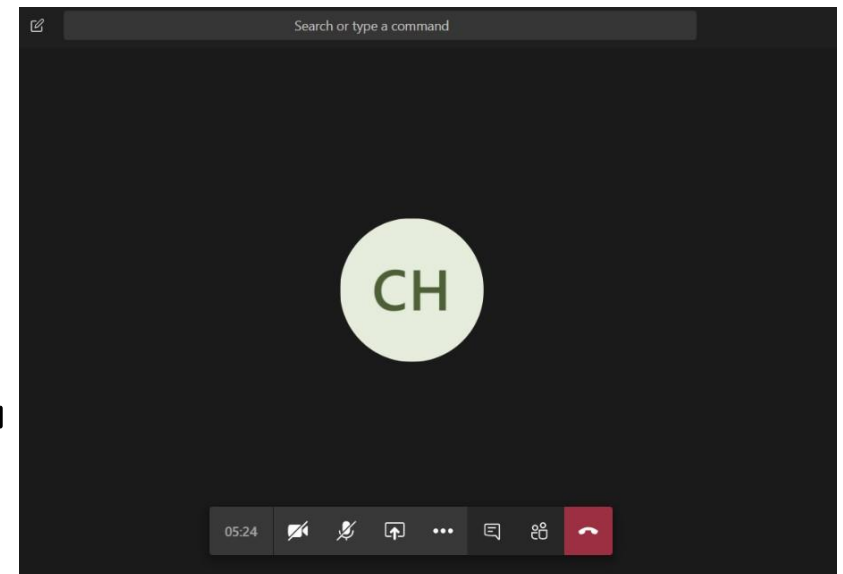
Top Tips for Learning at Home

If you click on the 'Posts' button, you can see any posts, comments and documents shared by your teacher, and also any live meetings that you can join. In the screenshot to the right, you can see the teacher has started a meeting in 6H
– simply click it to join in!



When joining a Teams' meeting, this is what you will see on your screen. You can turn your video and audio on and off (or your teacher can). You can turn on and off your video or audio (or your teacher can). The name of whoever is talking will appear on the screen. Teachers can share slides, whiteboards and videos with you through teams.

If the teacher has muted you all so that they can talk, you can press the little message icon (in the middle of the screen your second from the phone icon) to type a question for your teacher or to ask to share something with the class. This way the teacher will be able to unmute you to share your thoughts and ideas!



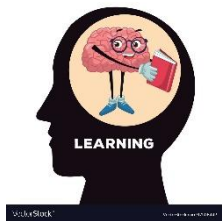
SETTING REALISTIC EXPECTATIONS



Learning at home is very different to being at school, accepting that there are more distractions is important. Managing these distractions and keeping them to a minimum needs to be part of your daily planning.



Studying on your own, for long periods of time, can become tedious – make sure that you are having regular breaks.



Learning at home, to this extent, isn't something you've ever had to do before, so be kind to yourself and allow time to get used to the new learning routine.

Top Tips for Learning at Home

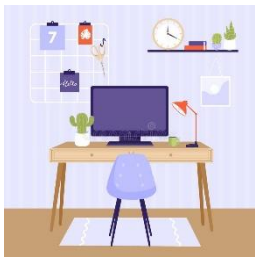
CREATING THE PERFECT WORKING ENVIRONMENT



Get started early – pretend you are going to school (try not to stay in your pjs!).



Follow a structured day (see diary planner).



Try to work in a cool, bright space, in a comfortable chair.



Take regular breaks! Have a quiet space with few distractions.



Have a quiet space with few distractions



Limit your social media time (use it as a reward!).