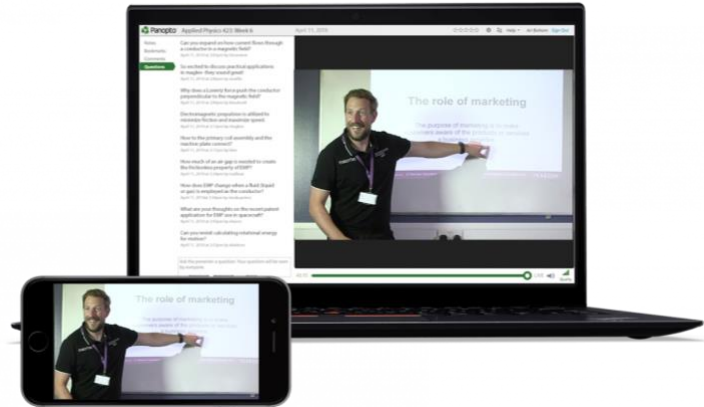


Distance Learning Guide

Discovery College is committed to continuing our high-quality teaching through distance learning. We're able to deliver virtual streamed lessons, maintain contact with students via email, social media, and video conferences. All students can access the same learning resources and software they have in college through any home computer or device that is connected to the internet.



This is made possible through our **Google for Education** package.

Google for Education includes a range of apps such as Email, Word Processing, Spreadsheets and more. All of these Apps will be familiar to students as they are used frequently within college.




All of these apps are linked through the **Google Classroom** platform. Google Classroom is where tutors can set assignments for students, upload learning resources, set appointments for virtual lessons, give student feedback and more.

When learning from home, students can access all Google apps on any device, providing they have internet access. Devices include:

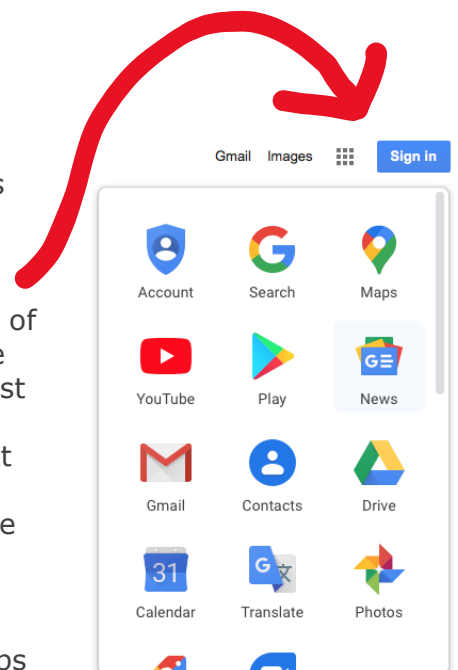
- Smartphone (Apple or Android)
- Tablet (Apple or Android)
- Personal Computer (Desktop or laptop)
- Apple Mac
- Google Chromebook

Accessing Google Learning Apps & Google Classroom

On a Personal Computer, Apple Mac or Chromebook students can access all the apps through their web browser (Google Chrome is recommended).

Simply go to [google.com](https://www.google.com) and select 'Sign-in' on the top right of the screen. Students must then log-in to their college Google account with their college email and password. Student's must use their *college account* - personal google accounts will *not* have access to our learning resources. Students must contact their tutor if they have forgotten their login details. Once logged in, select the  icon to see the available Google apps. To quickly reach Google Classroom, go to: classroom.google.com

On a Smartphone or tablet you will need to download the apps individually from the App Store.



The apps students will need are Google **Docs**, Google **Sheets**, Google **Slides**, Google **Drive**, Google **Classroom**, **Gmail**, Google **Calendar** & Google **Hangouts Meet**.

Google Apps Overview



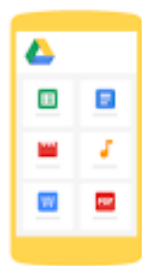
Google Docs - Word processing app where students can write assignments and essays. Work automatically saves on the Student's Drive. Help & Training for Docs can be found [here](#).



Google Sheets - Similar to Microsoft excel, used for formulas, plans, and charts. Help & Training for Sheets can be found [here](#).



Google Slides - App used for creating visual presentations like PowerPoint. Help & Training for Sheets can be found [here](#).



Google Drive - All student work from the above apps saves automatically to their Drive. Drive is a 'Cloud Storage' app whereby all documents stored can be accessed on any device once logged in and connected to the internet. Assignment briefs, learning resources, recorded presentations from the tutor and more can also be stored here. Files can easily be 'shared' to and from students and tutors. Help & Training for Drive can be found [here](#).



Google Classroom - Google classroom is a platform where tutors can set assignments/tasks and where students can then submit assignments/tasks and get feedback on student work. Tutors can also share learning resources with students and set appointments for virtual lessons. More information about Google Classroom can be found [here](#).



Gmail & Google Calendar - Gmail is a regular email platform, students can contact tutors from Gmail and also find any relevant notifications to them about their course. Google Calendar will link to Google Classroom and show assignment deadlines, virtual lesson times and other appointments.



Google Hangouts Meet - Virtual lessons can be streamed to students through Google Hangouts Meet, students will be able to access these lessons via a link sent to them through email, on Facebook or through Google Classroom. Students can ask tutors questions through a live chat window or using a microphone on their device. Virtual lessons will also be recorded and can be shared to students via their google drive to re-watch at any time.

Further information

If students do not have access to a home computer, Discovery College can freely loan out a college Google Chrome book. As there are limited Chromebooks we ask students only request one if they have no access to suitable devices.

While Smartphones are capable of using the Google Educations Apps, we understand these may be difficult to use when working on an assignment. If a student only has access to a smartphone and there is no other device in the home, then they are eligible to request a Chromebook.

Should parents or students need further guidance or would like to request a Chromebook, please contact: enquiries@ymcaplymouth.org.uk.

