

A Remote Learning Guide



Whilst remote learning remember:

- / To check and use your college email address.
- / Follow your normal timetable, your staff will be available at these times to support you.
- / Use the relevant Microsoft Teams for your course/s and support areas.
- / Use Oracle.
- / Submit work through Turnitin if you need to.
- / Register your attendance on Microsoft Teams.
- / Dress appropriately for College.
- / Follow the RESPECT policy.
- / Please remember to back up your work before submitting it to your tutor through Microsoft Teams.

If you become unwell you do need to let the College know. The College's expectation is that you are remote learning.

If you are unwell and cannot carry out your remote learning you need to call **01329 815 200** or email **attendance@fareham.ac.uk**.

How we can help and support you, remotely:

- / Study Facilitators and LSA's can still support you. Join the Study Centre Microsoft Team. If you don't know how to do this email **studycentre@fareham.ac.uk**. You can email the Study Centre for support between 9am-5pm Mon-Thurs, 9am-4.30pm Fri.
- / Help guides for APPs, Chrome Extensions and Websites are available from **studycentre@fareham.ac.uk**
- / Health and Wellbeing Support is still available. **safe@fareham.ac.uk** is the email address to support learners who require emotional wellbeing and or safeguarding support. This is for all non-urgent questions or concerns and will be checked by staff during usual college working hours (9am-5pm Mon-Thurs, 9am-4.30pm Fri).
- / IT support is still available. You can email: **It.services@fareham.ac.uk**
- / If you are struggling with your Fareham College email address please try the following:
 1. Your username is your first initial, your surname and the last three digits of your student number e.g: jbloggs456
 2. The first time log in, your password is your F number (with a capital F) followed by an ! e.g. F123456! This number is on your ID Card.
 3. Your new password must be 8 characters including a Capital Letter and a number. For password resets, please contact **It.services@fareham.ac.uk** so that your request can be logged and dealt with in a timely manner.

fareham.ac.uk

01329 815 200