

# Teams for Online Learning



## Course overview

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The world has changed and so has learning. You may find taught classes now take place online and work is handed in through a digital means, rather than on paper.

This course is designed to show you how to access your online course and give you the skills you need to get started. You will be with a tutor, in a small, socially distanced class.

## What will I study?

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You will learn how you can access your college classes online. This includes downloading and using Teams software, through your own device or via the internet. Your tutor will also show you how to complete some of the basic tasks on Teams, such as joining your class meetings and submitting work. If you are already on a class, you can also ask to be shown something you are having trouble with.

## Assessment method

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Throughout the course, you will receive feedback from your tutor. You will be assessed using various assessment methods, including individual assessment of your skills.

## Entry requirements

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There are no formal entry requirements. You should be able to understand, read and follow verbal instructions

## What should I bring with me?

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**You should bring along any device that you may be using to help you to study.** This may include your own laptop, tablet or smartphone. We also have computers for you to use in classrooms (if you don't have something that you can carry with you). You will need to take notes so bring along your preferred tools such as pen/paper or electronic device.

There are currently no printing facilities at the college.

## Key information

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Where possible this course will take place on site with social distancing measures in place. In the event of a lockdown, this course will need to be postponed.

## Possible next steps

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Following the successful completion of this course, you should be able to attend any online course suited to your needs.

## Contact us

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Our friendly staff can give you further advice and support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)

call: 020 8270 4722