

Live Lesson Guidance

Expectations for students:

- Log in a couple of minutes before the lesson is due to start, using the instructions below.
- Keep a piece of paper and some pens nearby, should you need them.
- Set up your device in a quiet room, away from distractions.
- Engage with the lesson by using the chat function or unmuting yourself to talk, when instructed by the teacher.
- Do not use the chat function for anything other than work-related conversation; the chat can be seen by everyone.
- To raise your hand (like you would in a lesson) to get a teacher's attention, type an exclamation mark into the chat box.

Accessing live lessons:

1. Log into Show My Homework to find the codes for your live, online lesson classes. Your teacher will share the code as part of this week's homework, alongside a reminder of when your live, online lesson will take place.
2. Log into Google Classroom, using your usual log on information.
3. On the homepage, join new classes by using the "+" button in the top right hand corner.



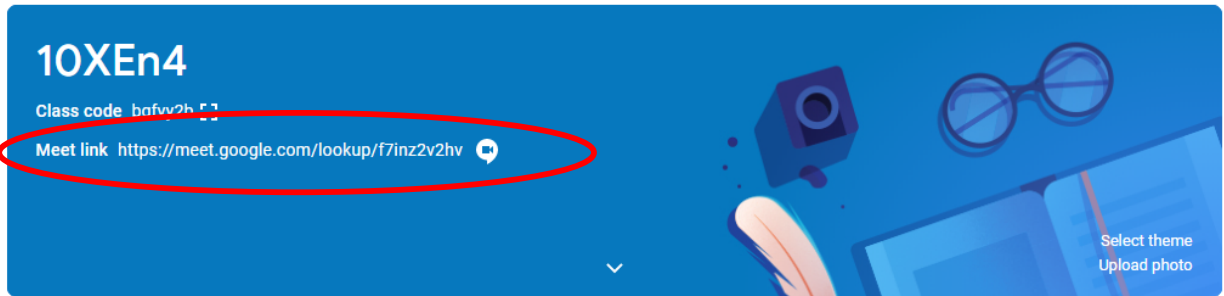
4. Use your new codes for your live, online lessons to join each class.

Join class

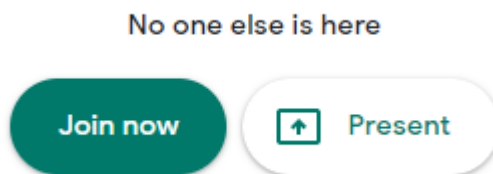
Ask your teacher for the class code, then enter it here.

Cancel Join

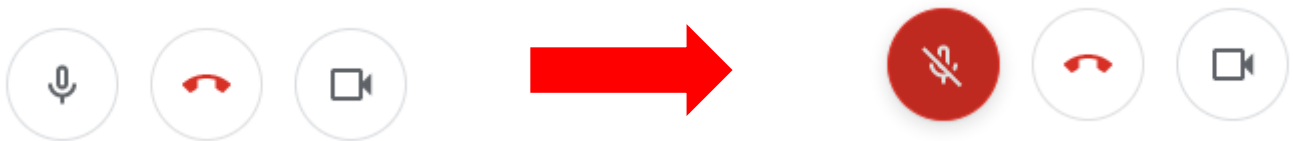
5. When in the class, click on the "Meet" link at the top of the page to join the lesson. You should do this a couple of minutes before it is due to start.



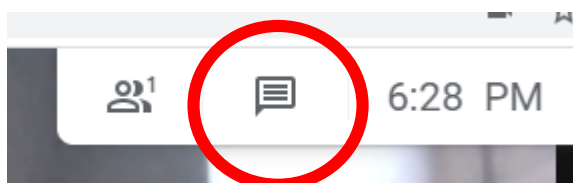
6. Once you have clicked on the “Meet” link, choose the “Join” option on the righthand side of the page. Some browsers will also check that you are willing to share your camera and microphone at this stage.



7. Your microphone should be muted. If it is not muted, mute it by clicking the microphone icon. (You can unmute yourself when requested by the teacher).



8. The chat function can be accessed in the top righthand corner by clicking on the speech bubble icon. **Students can raise their hand in the chat function by typing an exclamation mark: !**



9. To leave the lesson, when it has ended, click the phone icon underneath the main screen.

