

## Accessing live lessons:

1. Students should already be a member of each classroom. However, class codes will also be shared on Show My Homework by each teacher should students need a reminder.
2. Students should log into Google Classroom, using their usual log on information. A reminder of this can be found on page 26 of their planner.
3. If not already done, students can join any new classes by using the “+” button in the top righthand corner of the homepage.

Google Classroom



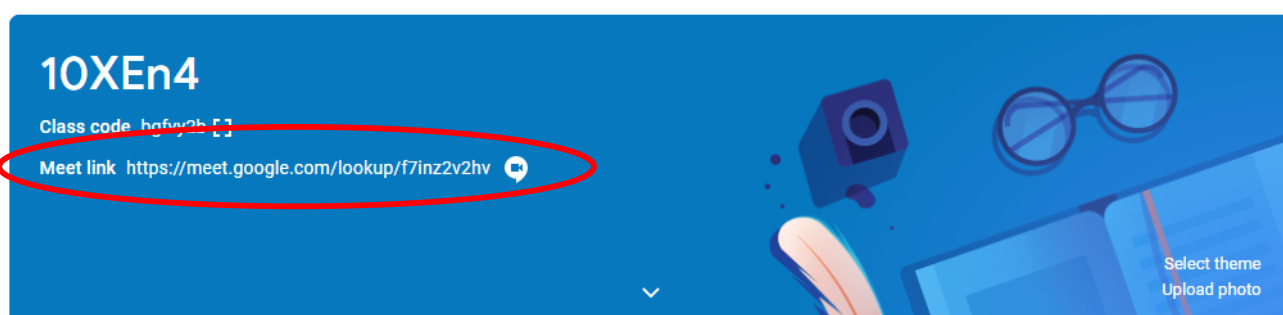
4. The class code from the teacher/Show My Homework should be used to join each class.

### Join class

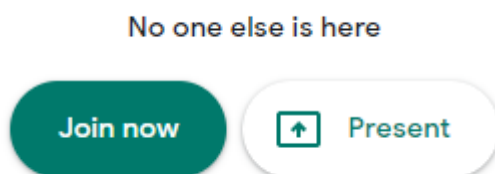
Ask your teacher for the class code, then enter it here.

Cancel Join

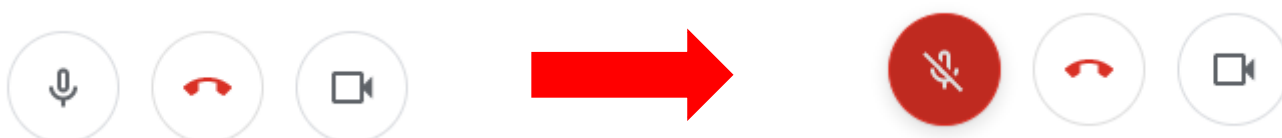
5. When in the class, students should click on the “Meet” link at the top of the page to join the lesson. This will appear once the teacher is ready to start to lesson.



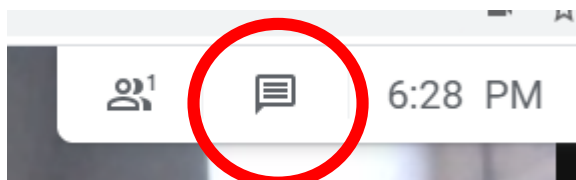
6. Once a student has clicked on the “Meet” link, please choose the “Join” option on the righthand side of the page. Some browsers will also check that participants are willing to share their camera and microphone at this stage.



7. A student’s microphone should be muted. If it is not muted, mute it by clicking the microphone icon. (Students can unmute themselves 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.

