

Joining a 'live' lesson

There are a few rules of which it is **imperative** you follow whilst in a live lesson. Failure to do so will result in removal, and may result in further action.

- **Microphones need to remain OFF unless asked to speak (this will be made very clear).**

To do this, click the button which looks like this  before you enter the

lesson to make it look like this:



- **Cameras also need to remain OFF throughout the lesson. This will not change and is non-negotiable.**

To do this, click the button which looks like this  before you enter the

lesson to make it look like this:

- **ALL lessons will be recorded for the purposes of safeguarding and to be uploaded onto Google Classroom. For this reason if you do not give permission for me to record, please do not join the live lesson.** By joining the lesson, you are giving permission for us to record and upload this lesson onto Google Classroom. You should leave and watch the video later in the day, if you do not give this permission.

- Because the lesson is recorded, please be sensible. Any verbal responses (if given, when asked) should be sensible. The chat function is also monitored, so please keep this in mind.

- Most questions and responses will be given via your working document from Google Classroom and via the chat function. This is the best way to ask for your teacher's support. Remember you are in a school lesson and your written comments also must be appropriate. The school will follow the Behaviour Policy for anybody who behaves poorly.

- Make sure you only access the live lesson at the time given and be prompt.

How to join

1. You will need to access the material for the lesson before it begins. This might include a document to work on, or it might just involve instructions. These will be in your Google Classroom (below is a snapshot from one of Mr Essex's lessons).

2. When the lesson should begin, click the 'meet link' at the top of the class's page.



If you are using your phone, this will be a camera symbol ().

3. This will take you to a holding page, where you can ensure that your microphone and camera are turned off.

OR on a mobile phone App:

Once you're in a live lesson

1. You can use this button to open the 'chat', in which you will write any questions:

2. This button might be useful if you'd like to get the teacher's attention, whether this be for a question or to show hands.



Raise hand

3. This button 'hangs up' or leaves the meeting.