

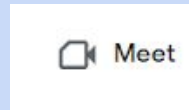
# Joining a Live Lesson - Student Guide



## Joining your Live Lesson

Your teacher will let you know in the Stream of your classroom if you have a Live Lesson that day, so check a few minutes before the usual lesson time.

Make sure that you know what time your lesson starts and that you are ready to join the lesson as soon as your teacher adds the Meet Link in the Classwork section of your Classroom. You are looking for an icon that looks like this:



Click on the icon, and then you will be taken to a waiting screen. Your teacher will know that you are waiting to join the lesson and will let you in.

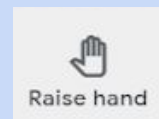
While you are waiting, please make sure your camera and microphone is turned off.

To keep staff and students safe, and to respect everyone's privacy, **you must keep your camera off at all times**. For the same reason, **all lessons will be recorded** - and also so that if you miss a lesson you can watch the recording later.



You should also **keep your microphone muted** as having this on may make the teacher's presentation unclear.

If you need help at any time during your lesson you can click the 'raise hand' icon to let your teacher know.



If you feel comfortable to, and your teacher invites you to, it may be appropriate for you to unmute your microphone and ask a question, but please wait for your teacher to prompt you to do this.

## Conduct in Live Lessons

Our expectations about respect and appropriate behaviour remain the same even if we are working in a different way. So remember:

- Only put anything in the chat which would be appropriate to say in person in a classroom
- Ensure your camera and microphone are muted at all times
- Once you join the lesson, remain for the whole lesson
- All lessons are being recorded by staff - any inappropriate comments or conduct will therefore also be recorded

And finally, please be patient - with yourself and with staff. This is a new way of working for us all - part of the learning process is making mistakes, so if things don't go as smoothly as expected, please don't worry and don't give up!

## What if I am unable to attend or if I am late for a live lesson?

We fully appreciate that you may not be able to attend all of the live lessons that staff are offering for a number of valid reasons. Please send your teacher a private message in the Classroom to let them know you cannot make it, and watch the video of the lesson which your teacher will add in the Classwork section of your Classroom.

If you are late, your teacher will get a notification that you are trying to gain access to the lesson. If your teacher feels that you have missed too much of the lesson for it to make sense to you, they may decline entry and ask you to watch the recording later.