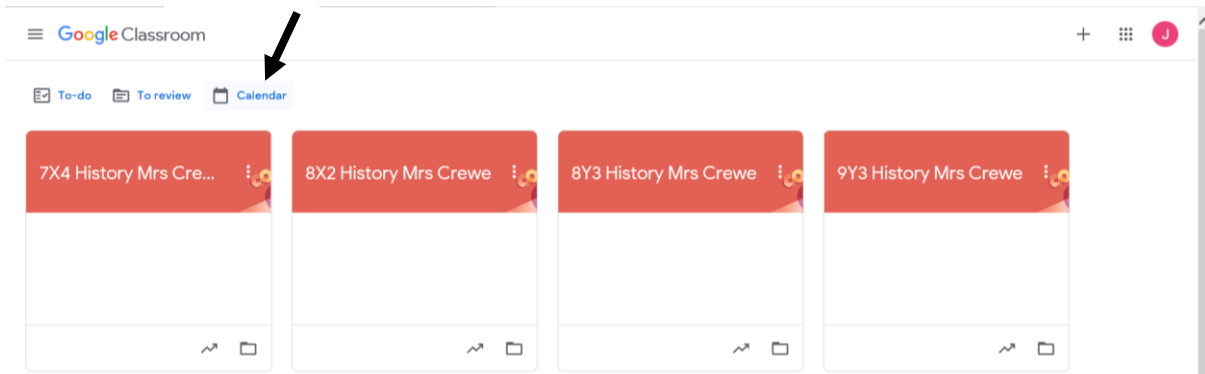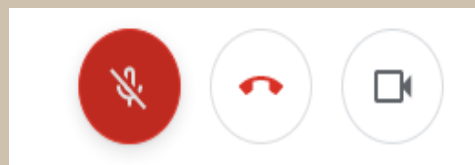# Guidance for Students on Accessing Live Lessons

1. You should log into Google Classroom, using your usual log on information. A reminder of this should be in your planner. All account names follow the format yourname@carletonhigh.co.uk

2. You should already be a member of each classroom as you have been invited by your class teacher. You just need to click 'join' if you have not already done so.

3. At the start of each day, click on 'calendar' at the top of your Google Classroom homescreen. In calendar you will find lessons for the day, set by each teacher.
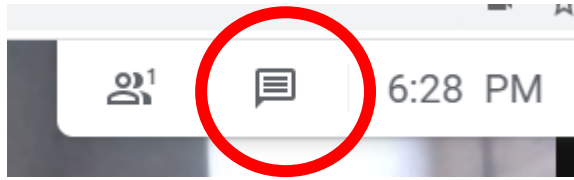

4. When the lesson is due to begin, you simply click on that lesson to 'Join With Google Meet.' You won't need a code.

5. Remember that a**ll sessions will be recorded** for safeguarding purposes and safely stored.

6. Make sure your family is aware of when your session is, that it's being recorded, and ideally have an environment without distractions for the session.

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. Each session will start with the register being called – you will need to briefly unmute yourself to say 'yes miss / yes sir' as normal.

9. The chat function can be accessed in the top right hand corner by clicking on the speech bubble icon.

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

Student expectations

Please stick to the following expectations or unfortunately you will be removed from the sessions.

1. You should wear **appropriate** clothing, although this does not have to be school uniform.

2. You should mute yourself at the start of the session; there will be opportunities to unmute to ask or respond to questions during the session, including answering for the register.

3. Your camera needs to be on to take part in the lesson properly; your whiteboards will be used.

4. You should not interrupt or disrupt the session in any way; if this happens you will be removed from the session.

5. You should be on time for the session, and not join part way through.

6. You should have a pen and paper ready to make any notes or complete tasks, as well as your whiteboard and pen.

7. If requested, you should complete any pre-reading or questions before the session.