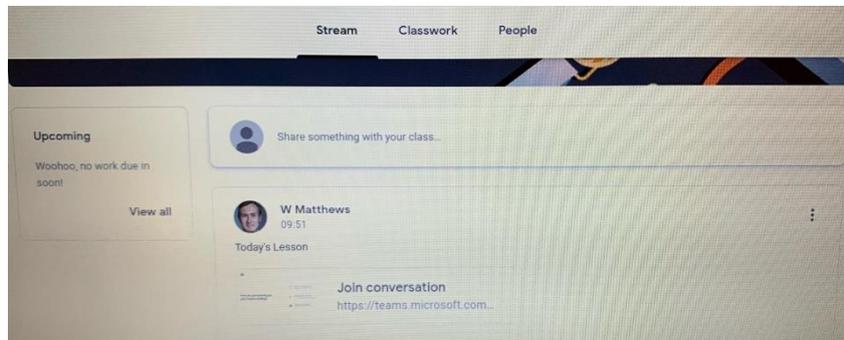


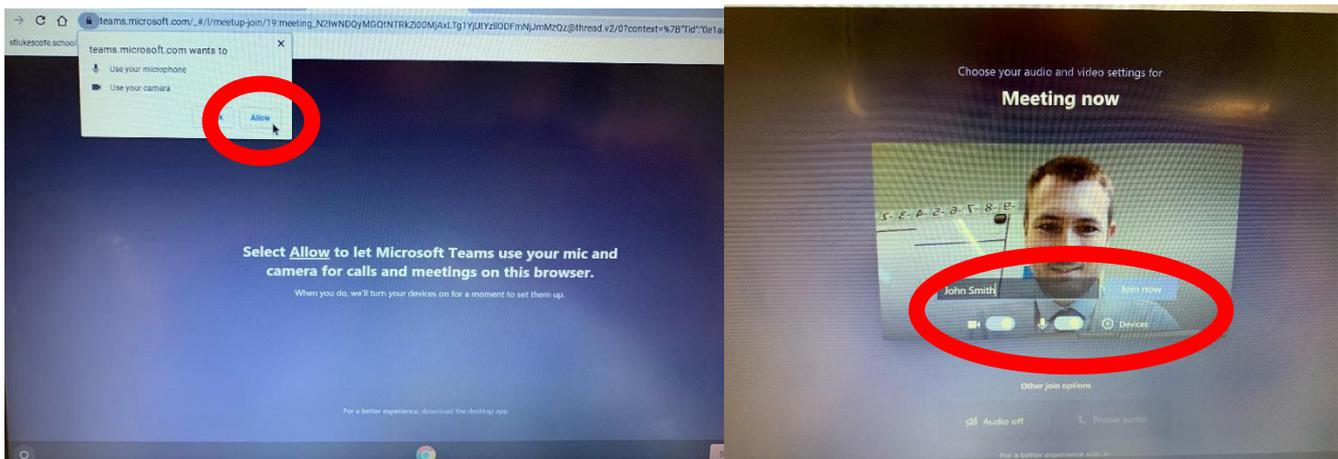
Remote Learning Guide for Students

Part 1: Accessing a virtual interactive lesson

1. Go to the Google Classroom for your class (classroom.google.com – login with your school email address - @stlukescofe.school - and password).
2. Your teacher will post a link to the MStTeams meeting on the stream. This will not be active until the lesson time. You may also receive a direct invite via email, if this is the case then you can go straight into Teams.

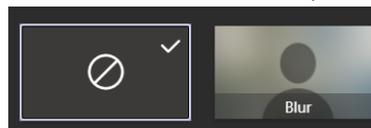


3. Click on the link, **type your first name and surname** when prompted. You will not be admitted if you cannot be identified. If prompted, you will need to click 'Allow' so that Teams can access your camera and microphone.

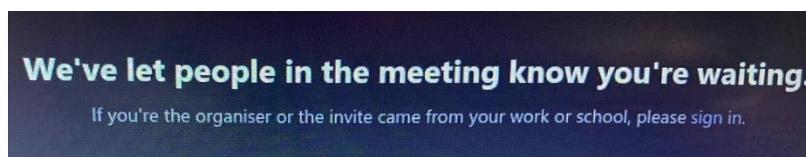


4. Make sure that your microphone is **turned off** and camera is **turned on** (using the toggle switches in the red bubble above) – there will be times in your lesson that your teacher will want to see and hear you.
5. If you are using the Teams desktop or mobile app, then you can set a blur to your background (especially useful if you are in your bedroom – your teachers don't want to see where you sleep!)

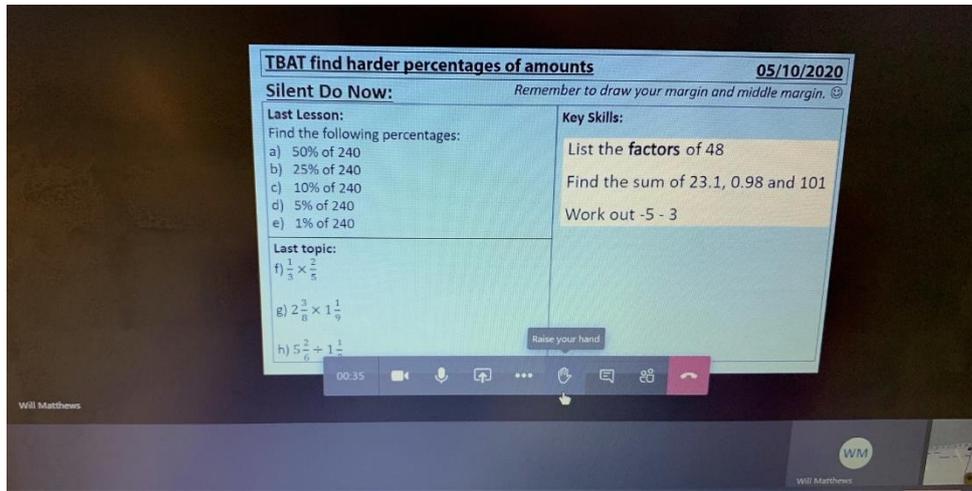
Look for this button:  **Background filters** and then select the option to 'blur'



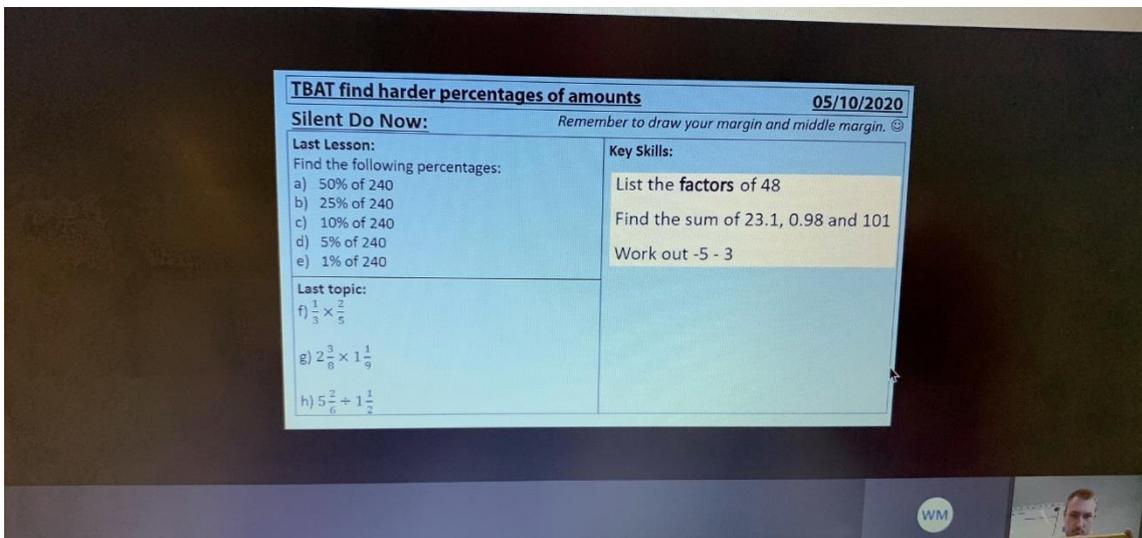
6. Click 'Join Now' when you are ready to join the lesson. You will then get this message on screen.



7. Ask any questions by clicking to raise your hand. This is done by clicking on the hand icon in the floating toolbar (see image below).



8. Only use the chat function if asked to by your teacher. Using emojis and gifs is not allowed.
9. Your teacher will share any lesson content (e.g. a presentation) with you by sharing their screen.



10. Just like in a normal lesson in school, teachers will have high expectations of behaviour and they will be using LEARN. Teachers can remove a student from a lesson and this will be recorded as a parking.

Part 2: handing in work

1. Independent work will be set using the Classwork tab on Google Classroom.
2. Click on the assignment when asked to by your teacher.
3. Submit the work using the 'Hand in' option within the assignment.
4. You can submit a photo of your completed work on paper if you wish; the easiest way to do this is with the mobile/tablet app for Google Classroom (see the app guide for more information).