



Guide To Access Live Lessons



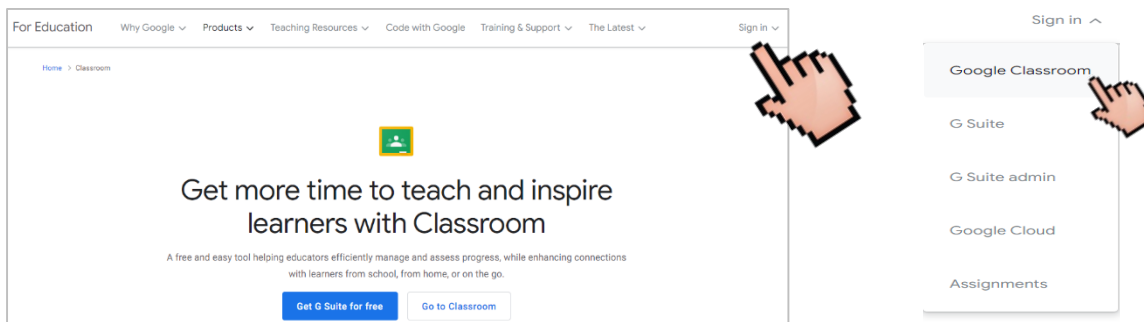
Before attempting to login to a live lesson please make sure that you have read and agreed to the terms and conditions stated in the Acceptable Use Policy. This document must be signed and either sent digitally or handed into the school office. You will not be able to access the live lesson until you have done so.

How do I Login to a live lesson?

STEP ONE: Open your web browser and type classroom.google.com into the URL link (web address bar).



Then click sign in. It is located in the top right-hand corner. See image below. Select Google Classroom.



STEP TWO: Sign in using your personal username and password, which has been sent securely to you.

Login: Your login will be lowercase and will look similar to the example below but with your name.

firstname.surname@portobelloprimary.school

Password: Your password may include numbers, capital and lowercase letters similar to the example below.

[Frog12345](#)

Safety note: It is important to keep your login and password details safe. Do not share your details and make sure that you sign out of your account on your device once you have finished the live lesson.

STEP THREE: When you have successfully logged in you will be greeted by your Google Classroom page (See image #1 below). Click on your class page tile to be taken into the class page (See image #2 below).

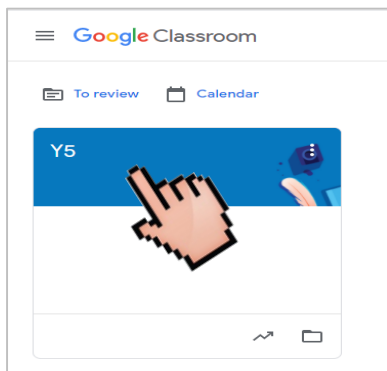


Image #1

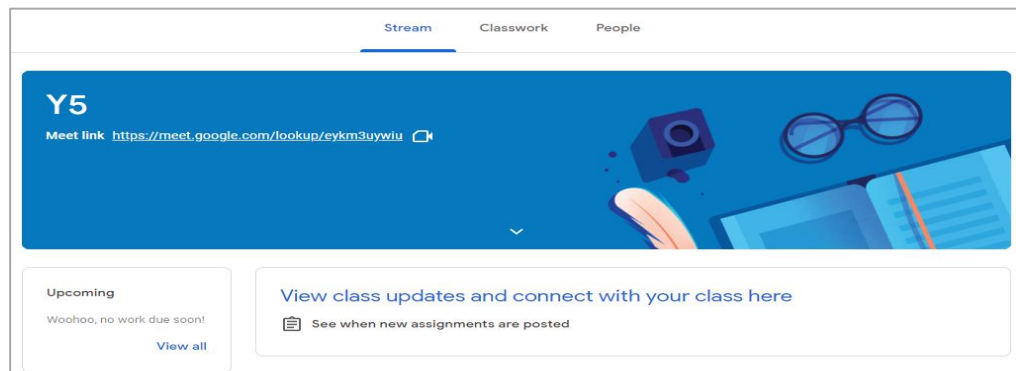


Image #2

STEP FOUR: To be taken to the live video lesson click on the **Meet Link** (see image #1 below). This will direct you to a waiting window (see image #2 below). Click join (see image #3) to be taken into the live lesson.

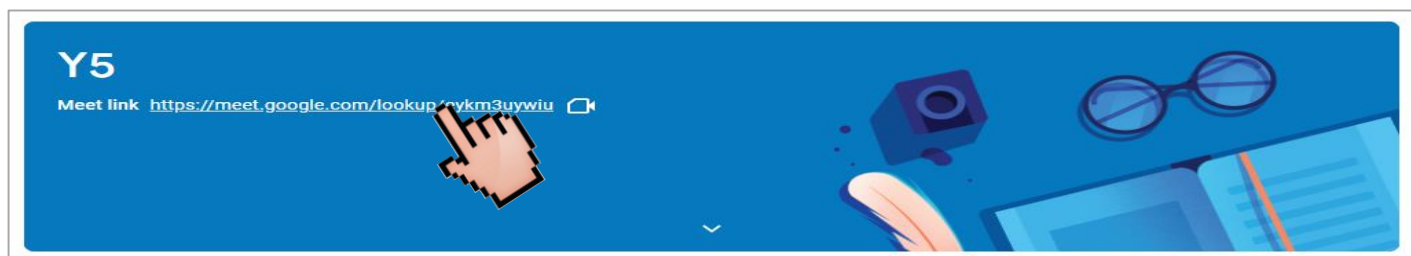


Image #1

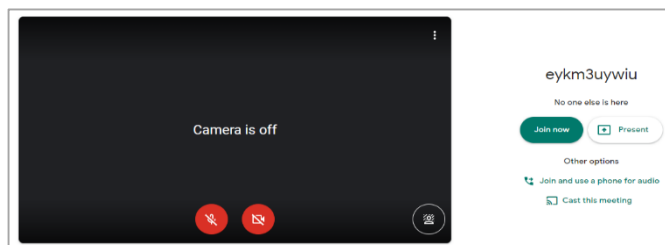


Image #2

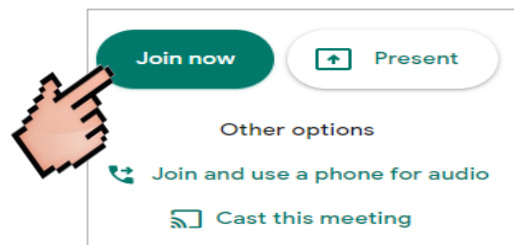


Image #3

Do not attempt to access the class before your lesson starts as you will not be granted access until the staff member is present within the group. If you attempt to login early you will be redirected away from the live lesson.

STEP Five: Make sure that you follow the expectations stated in the Acceptable Use Policy.



Have all of your resources ready for the session.



Turn off your video until you are instructed otherwise.



Only join the session at the stated time.



You must stay for the whole session.



Mute your microphone until you are instructed otherwise.



You must leave the live session when instructed to.

