

Before the Lesson	During the Lesson	If Things Go Wrong
<p>Make sure you...</p> <ul style="list-style-type: none"> <input type="checkbox"/> have checked your timetable for the day <input type="checkbox"/> have read any resources you need to before the start of the lesson <input type="checkbox"/> use a computer or chromebook if possible <input type="checkbox"/> charge your device or plug it in <input type="checkbox"/> are in a suitable place without background noise <input type="checkbox"/> are dressed appropriately <input type="checkbox"/> are at the lesson on time and ready to start <input type="checkbox"/> go to Google Classroom <input type="checkbox"/> have gone to the correct Google Classroom, clicked the "Meet Link", and then clicked "Join now" <input type="checkbox"/> have turned your camera off and muted your microphone at the start of the lesson 	<p>Make sure you...</p> <ul style="list-style-type: none"> <input type="checkbox"/> understand that your teacher will be recording your lesson <input type="checkbox"/> only use your camera and microphone when your teacher asks you to <input type="checkbox"/> do not take photos or recordings of the session <input type="checkbox"/> use the chat function appropriately to communicate with your teacher <input type="checkbox"/> speak slowly and clearly when using your microphone <input type="checkbox"/> behave appropriately at all times and follow the instructions of the teacher <input type="checkbox"/> understand that unacceptable behaviour may result in: <ul style="list-style-type: none"> <input type="checkbox"/> you receiving a warning <input type="checkbox"/> you being removed from the lesson <input type="checkbox"/> your teacher contacting your parents/carers <input type="checkbox"/> hand-in your completed work on Google Classroom 	<p>Check...</p> <ul style="list-style-type: none"> → Are you signed into your Kelvin Hall Google account? → Do you have the Google Classroom for the subject you need? → Have you gone into the correct Google Classroom? → Have you checked your timetable to make sure you have the time and the type of lesson correct? → Have you clicked the "Meet Link" for live lessons? → Have you looked for the assignments you need for other tasks? → Can you ask anybody else in your class for help and advice? <p>If you think you do not have access to the right Google Classrooms or if you cannot solve a problem, please contact us at:</p> <p>homelearning@kelvinhall.net</p>