

September
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ORCHARDSIDE
SCHOOL

How to access an on-line lesson

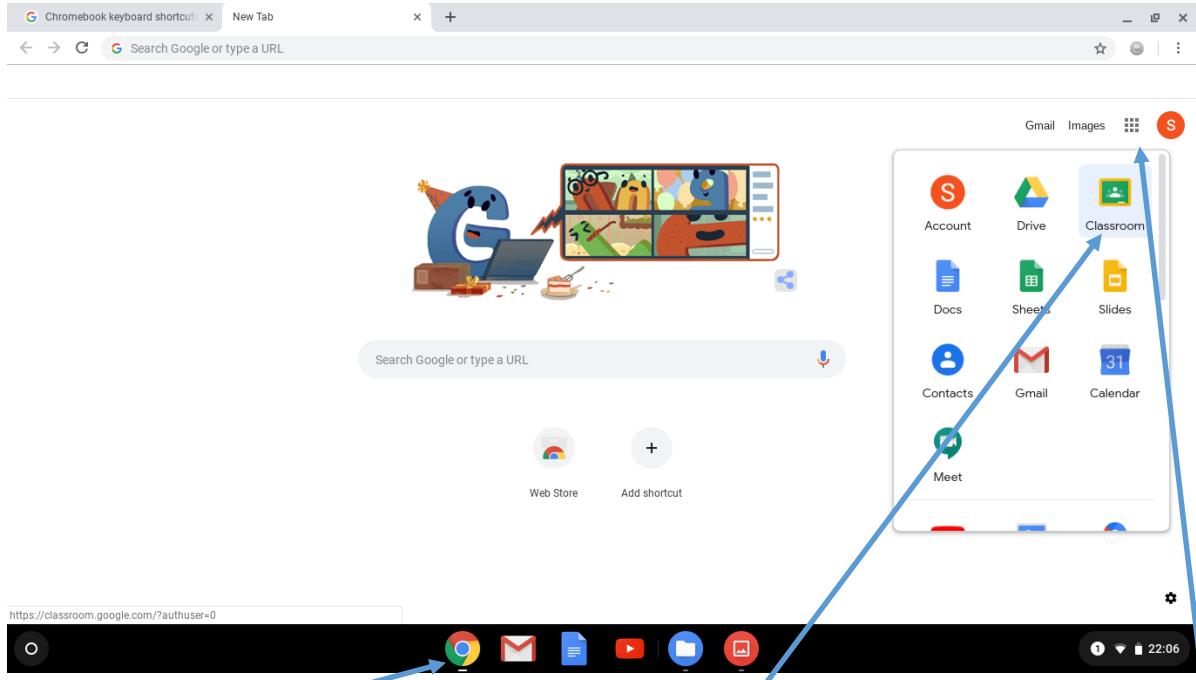
STUDENT GUIDE

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Accessing an Online Lesson

To access an online lesson you will have to access Google Classroom first.

There are two different ways to access Google Classroom once you have logged in to your Chromebook. The first way is shown below:



The screenshot shows a Chrome browser window with a new tab. The address bar contains "Search Google or type a URL". The main content area features a search bar and a grid of app shortcuts including Account, Drive, Classroom, Docs, Sheets, Slides, Contacts, Gmail, Calendar, and Meet. A blue arrow points from the Classroom icon in the Google menu to the Classroom icon in the taskbar. Another blue arrow points from the Chrome icon in the taskbar to a text box. A third blue arrow points from the nine-dot menu icon in the taskbar to another text box.

1. Click on the Chrome icon to open up the Chrome browser.

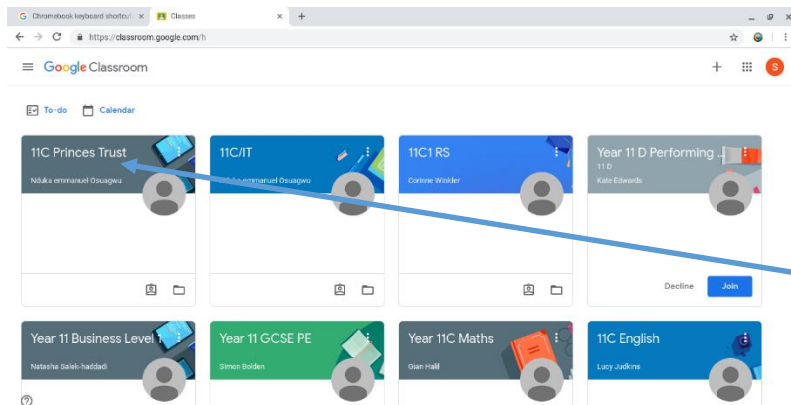
2. Click on the nine dots to open up the Google menu.

3. Click on the Classroom logo.

The second way to access Google Classroom is to type the following into Chrome:

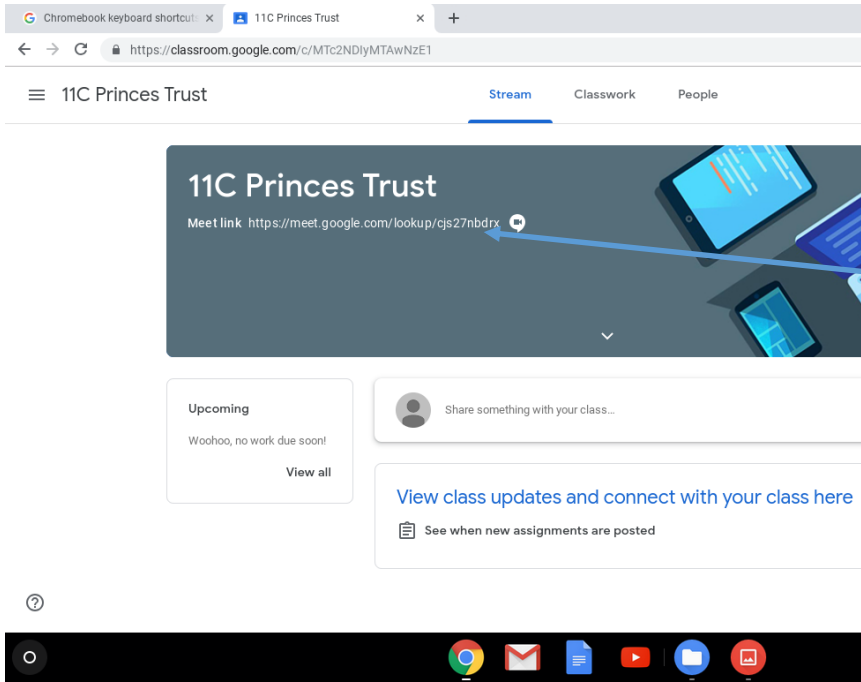
classroom.google.com

This is the screen you will see once you open up Google Classroom:

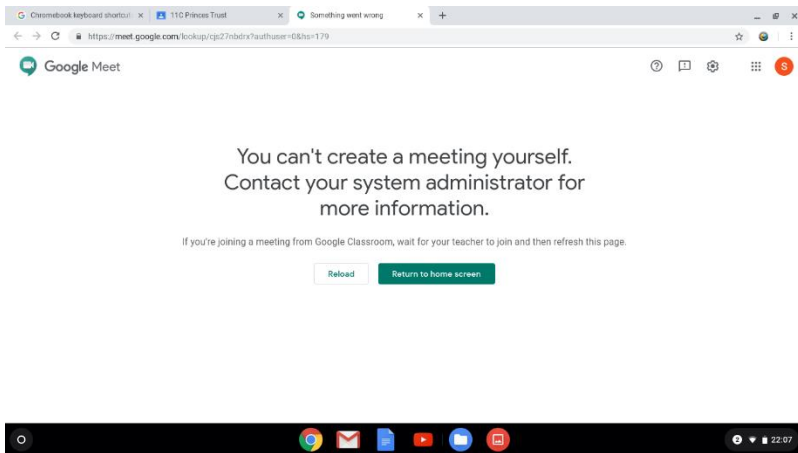


The screenshot shows the Google Classroom interface. At the top, there is a navigation bar with "To-do" and "Calendar" icons. Below this is a grid of subject cards. Each card displays the subject name, a teacher's name, and a "Join" button. A blue arrow points from the "11C Princes Trust" card to a text box.

To get to the online lesson for a particular subject click on the name of that subject

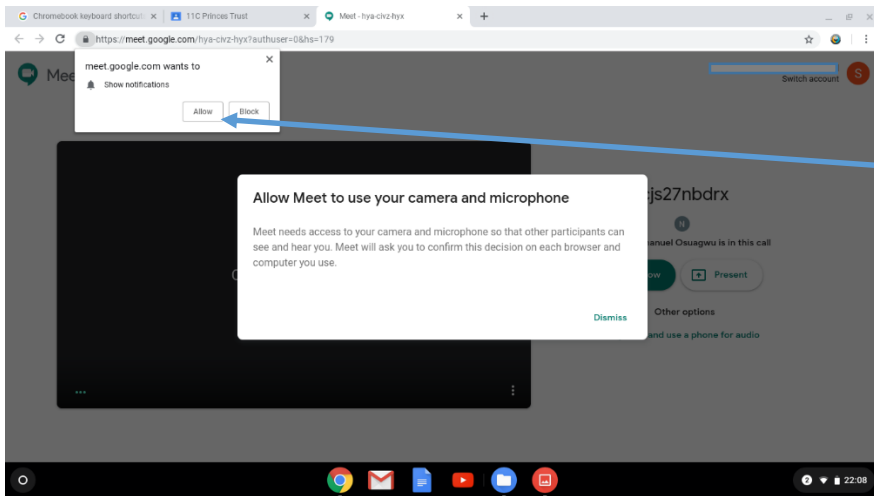


For each subject there should be a "Meet link". You would click on this to join the online lesson.

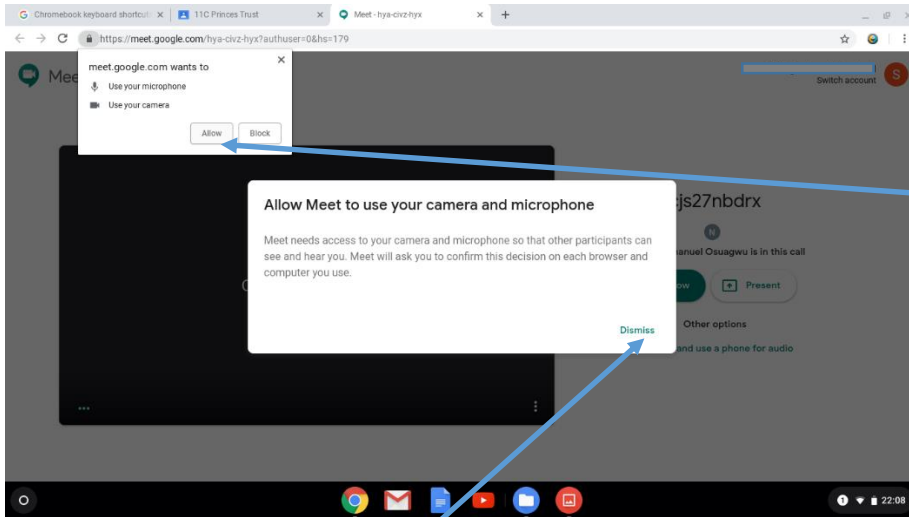


If you try to log on before the teacher has started the online lesson you will see this. You cannot join an online lesson until the teacher has activated the lesson.

The first time you access an online lesson you will see this screen.

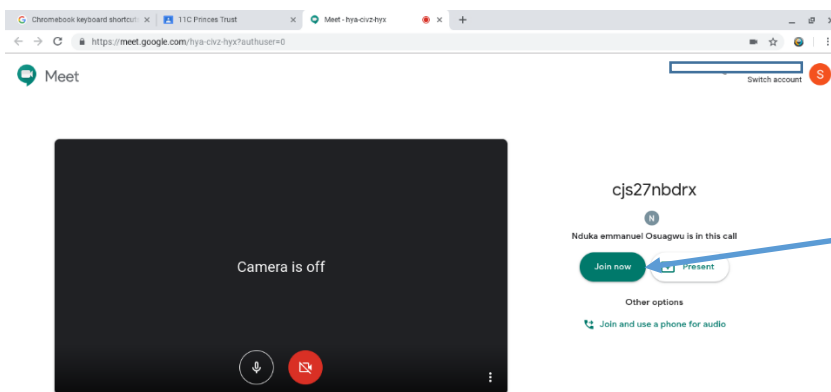


You must click on the "Allow" button.



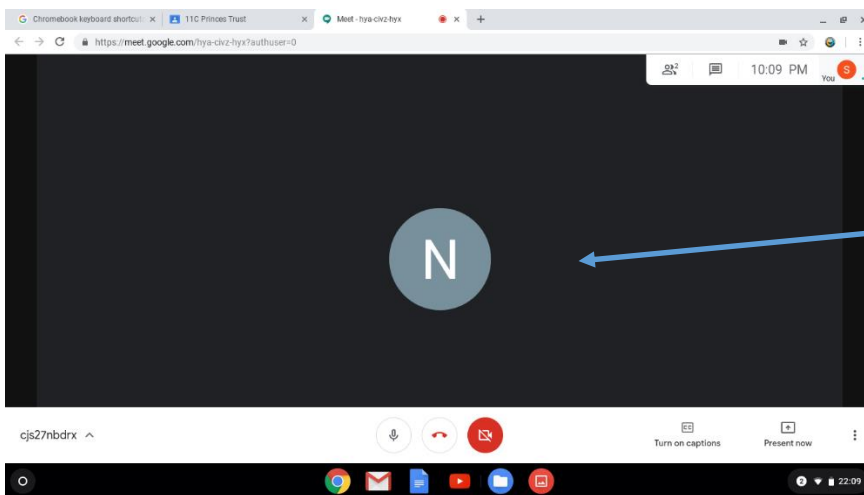
You will now be asked for access to **“Use your microphone”** and **“Use your camera”**. Again, you must click **“Allow”**

You must then click on the **“Dismiss”** button. Once this has been clicked your screen should look like this:



To join the online lesson click on the green **“Join Now”** button.

Your screen should now look like this:



Your teacher will show themselves or their PowerPoint slides here.