



Dear Parents/Carers

## **Accessing home learning and live google meetings from Monday 18 January 2021**

Here is information on how to access your child's home learning and be able to join in the morning google meetings.

### **Step 1:**



#### **Log in to Google Classroom as usual**

- Click [here](#) for information about how to use google classroom

### **Step 2:**



#### **Click on the Classwork tab at top of the page and open up the google document called '18-22 Jan Home Learning Sheet [class name]'**

### **Step 3:**



'18-22 Jan Home Learning Sheet [class name]' is the main document you need to open each day for:

- a. timings of the live google meetings;
  - b. links to the live google meetings;
  - c. information about other recorded lessons for the day
- *This document will be uploaded at the start of each week*
  - *It will be updated daily, as we add Tuesday, Wednesday, Thursday, and Friday links and information for the week*
  - *In due course, we will also add the recordings of the live lessons*

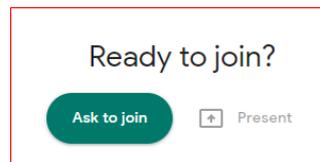
### **Step 4:**



#### **Joining a live google meeting**

- *This week (18-22 Jan), we have scheduled 2 live google meetings each day*
- *Please carefully check the daily home learning sheet for the google meeting times, as they are not the same for every class*
- *To join a google meeting, simply click on the link in the '18-22 Jan Home Learning Sheet [class name]' document – it will appear as the word "[HERE](#)".*

- Once you click on the google meeting link, you will see:



- Click on Ask to join
- Once the class teacher has started the live google meeting, they will accept your child's request to join the live session
- As parent/carer, you will need to decide if you would like your child's camera to be on or off.
- All children must mute their mic, once they have joined the live session.



#### **Step 5:**



#### **Continue to use Google Classroom to access worksheets & submit completed work**

- Children will continue to use Google Classroom to access their worksheets etc. as before
- If you would like support with this, please contact [admin@sudbourne.com](mailto:admin@sudbourne.com) with your query and we will be happy to help

Finally, we know there may to be initial glitches with this, so please bear with us whilst we resolve them.

Once any initial problems have been resolved, we can look to increase the number of live lessons provided.

With our very best wishes to you - thank you for all that you are doing at home to keep the learning going.