

# Pupil Guide to Live Lessons



## PREPARE FOR THE LESSON

- Be online 5 minutes before the start of the live lesson
- Ensure that you have a pen, paper and any jotters/books/worksheets/notes that are required for the lesson



## PREPARE YOURSELF

- Choose an appropriate area in your house to join the live lesson. Ideally somewhere quiet with no background noise.
- Ensure you are appropriately dressed. Your teacher may ask you to turn on your camera – your classmates & teacher will see you!



## DURING THE LESSON

- Mute your microphone and turn off your camera – these should always be your default settings
- Pupils can blur their background or add a background from the gallery by clicking on the three dots at the top of the screen during the lesson
- Unmute to contribute to the lesson but remember to mute when you have finished speaking
- Use the chat facility to highlight any issues or ask/answer questions

