



# Accessing Remote Learning A Guide for Students

*Dedicated to Excellence*



# Accessing remote lessons through Synergy

CLASS WORK - THIS WEEK (14 SEP - 20 SEP)

Week Commencing: 14/09/2020 [PREV] [CURRENT WEEK] [NEXT]

Unread alerts or communication are displayed in red.

<b>Art</b> 07ab/Ar2 Mr Smith No alerts.	<b>Computing</b> 07ab/Cp2 Mr Birchall Class Work <b>Wed*</b>	<b>DT</b> 07x/Dt1 Mrs Evans No alerts.
<b>English</b> 07ab/En2 Miss Asran	<b>Geography</b> 07ab/Gg2 Miss Metcalfe	

1. Sign into School Synergy and go to your 'Class Work' page.
2. Click on the relevant lesson/activity.

3. You will see a link to your lesson displayed in the lesson post. Click on this link at the scheduled start time for your lesson.

16/9 (WED 1 P1) TOPIC: 2. CYBER BULLYING [PREV] [NEXT]

**REMOTE LESSON LINK**

Click on this link at the scheduled start time for your lesson.

Log into your School Google account (username@upholland.lancs.sch.uk).

A user guide has been included to help you log in successfully.

<b>Google Meet Link</b> https://meet.google.com/look...	<b>Student Guide - Accessing Rem...</b> 1.005 MB
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Class Discussion (Visible to all class members)

[ADD COMMENT / FILES]

# Signing into Google Meet

4. The link will direct you to Google Meet. You can choose different ways to open Meet.

If you don't have the app installed, you might be asked to do this at a suitable time (it is free to download of Apple & Android devices).

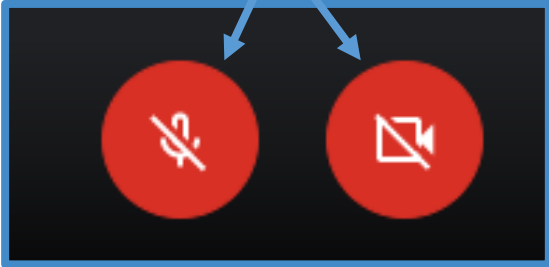
You can join the meeting using your web browser by clicking on 'Continue to browser'.

If you have installed the Google Meet app, click on 'Open Google Meet'.

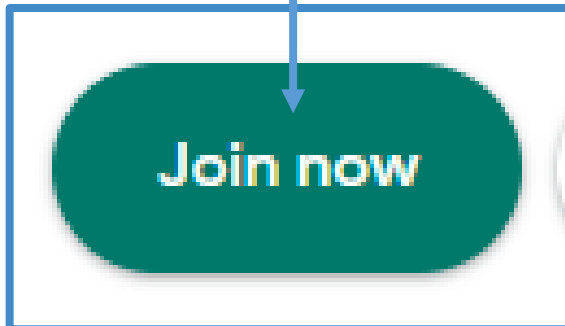
You will be asked to login to your school Google account. You should **use your School username ([username@upholland.lancs.sch.uk](mailto:username@upholland.lancs.sch.uk)) and password** to do this.

## Join the lesson

5. Turn off your camera and microphone before you join the lesson.



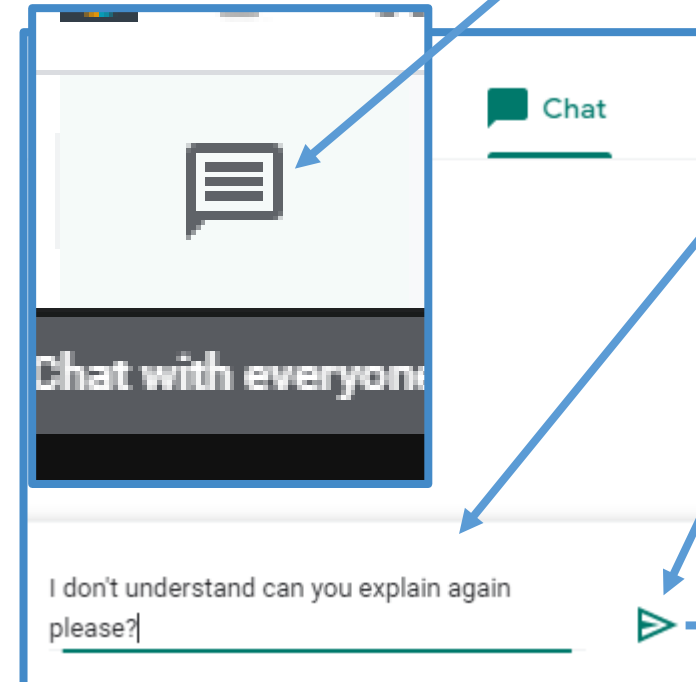
6. Click on 'Join now'



## During the lesson

Keep your camera off at all times.

Keep your microphone muted unless told otherwise by your teacher.



## Asking/responding to questions

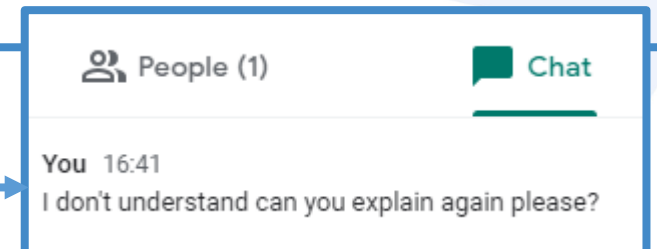
Click on the 'Chat with everyone' option, in the top right of your screen, to ask a question or respond to the teacher.

(These comments will be monitored by the teacher and should only be used when needed.)

Type your question at the bottom of the screen.

Click on the 'Send' button to submit.

Your comment will appear in the window.



## Our Expectations

- We expect the same high standards of behaviour in remote lessons as we would in school.
- You are expected to attend all remote lessons. A register will be taken.
- **Do not turn on your camera or microphone unless asked to do so.**
- Use the 'Chat with everyone' button to ask for help if needed.
- Your teacher may ask you to respond to questions: speak clearly and try to get involved!
- You can contact your teacher using the comments on Synergy if you have any issues.