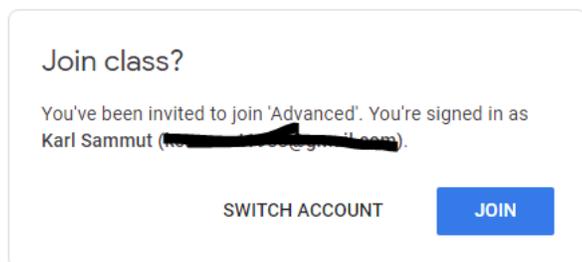


## 6 simple steps to join the GOOGLE online classroom:

- 1) When you receive the email from us with the class invitation, please save it in your inbox as you will need to refer back to it to join each classroom session throughout the course. Remember to join everyday from Monday to Friday at 9am, and try to join a few minutes before the class starts.
- 2) If you don't have a Google account please make sure to sign up for one as otherwise you will not be able to join the Google classroom online.
- 3) Click JOIN when you see the command box below and you will be directed to the Google account login page, where you need to log in to your account or create an account if you don't have one:



- 4) Click on "Classwork" at the top of the screen (on the middle tab) and then click on the Google Calendar icon beneath it on the right.
- 5) This will open your Google Calendar where you can see all the classes you need to attend on the correct dates. You can select the dates from the calendar on the right and see the timetable in the middle. Make sure that the classroom calendar is selected by checking that your class (e.g. Intermediate) is ticked under the heading "Other calendars" on the left of the page (below the calendar and the heading "My calendars").
- 6) Go to the correct date and time and click once on the lesson event (the slot when you have your lesson in the timetable), then a window will pop up, specifying the lesson date and time, and you will need to click on "Join Hangouts Meet" and "Open" for the lesson to open in a new window. If you are using your mobile phone and do not have the "Hangouts Meet by Google" application installed, you will be redirected to install it from Google Play or App Store. Once you have joined the class, disable your microphone and webcam by clicking on the buttons and then press the green "Ask to join" button.