



Home-based Learning steps for using Google Hangouts

Select incognito mode

STEP 1



STEP 2

Go to Engage and read instructions

Click on link to join live lessons

STEP 3



STEP 4

Mute sound and turn off video

Ask questions using Hangouts chat function

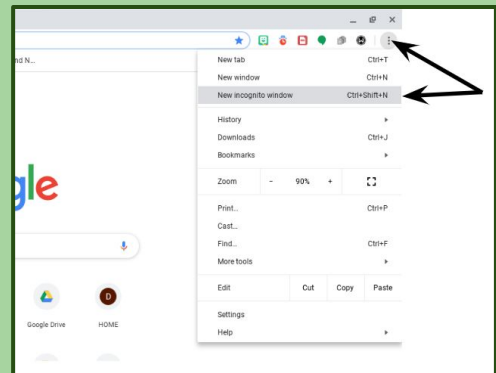
STEP 5



STUDENT HBL PROCEDURES

1. You need to be ready at your computer by 7.50am each day. Your first lesson will start at 8.00am so please use what would usually be your homeroom time to ensure that you have opened all of the necessary applications and have the appropriate resources ready.
2. By 8.00am you should have open: Engage, Google Classroom, Google Hangouts plus anything else specifically requested by your teacher. You should also have your exercise books, text books (class 11/12) and writing equipment.
3. For best use of Google Drive alongside Google Hangouts, you should use 'incognito mode' on Google Chrome. The screenshot below shows where to open 'incognito windows' in your Google Chrome browser.

4. Prior to the lesson, your teacher should have sent, via engage, a lesson plan which contains a weblink to their 'live delivery' of that lesson in Google Hangouts. At the lesson start time, you must click (or copy and paste) the link which will take you to a live video session with the teacher.



5. Upon entering the live lesson on Google Hangouts please ensure that your video and microphone are **TURNUED OFF**. You should then, using the chat function, **type your name** (which will be used to complete the register on engage. If, for whatever reason, you are unable to attend the online lessons, your parents should let us know via hsoffice@dyatmika.org in the usual way. Your parents will be contacted if you are not present for a live lesson or don't complete tasks by the agreed deadline.

6. The 'face to face' element of each lesson may not last the full 50 minutes. This will be at the discretion of the individual teacher. They will start the lesson and offer initial explanation but will then assign specific tasks for you to complete. The teacher will be online and available for the entire lesson. You can ask questions via the chat function, and if needed you can request video or voice chat. **PLEASE WAIT UNTIL YOU ARE DISMISSED BEFORE LEAVING THE LESSON.**

7. All work that will be assessed by the teacher will be set via Google Classroom. You should also submit your work via this platform. Homework assignments will be added to Engage as per our usual procedures but any completed work should be submitted via Google Classroom for marking.

8. Outside of timetabled lessons teachers are available via email, and if time allows can set up additional video calls if extra assistance is required. Our Counsellors (**Pak Ridzki** and **Ibu Ina**) can also be emailed if you feel you need their help and if required can set up face to face video chats. If you need to speak with your APL (**6/7/8 - Pak Philis**, **9/10 - Pak Kev** and **11/12 - Ibu Jo**) then please email them in the first instance and they can arrange a call or video chat.