

Step 1: Join the classroom

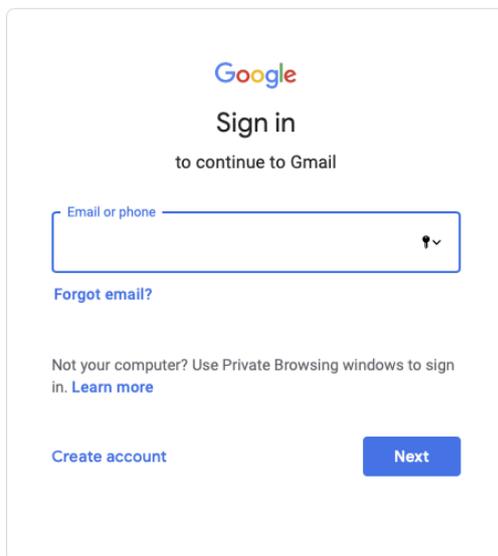
Open your mailbox and find your teacher's invitation. Click on the BLUE button JOIN



Step 2: Log in

Enter your Gmail account details.

If you don't have a Gmail account, please create a new account and notify your trainer your new email so he/she can add you to the classroom.



Step 3: Navigate Stream

Navigate the landing page called **Stream** where you find all comments and news from your teacher and classmates



Step 4: Navigate Classwork

Navigate to Classwork where you will find all activities for the current week

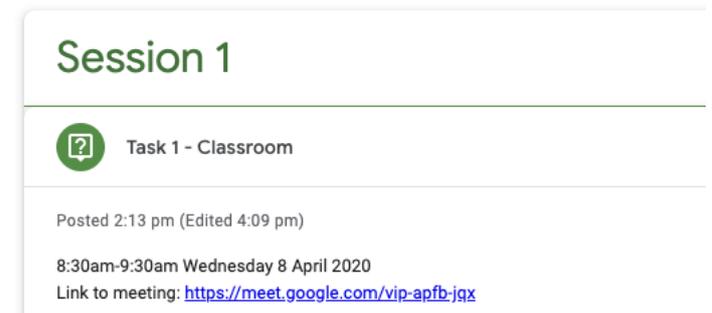


In **information** you will find essential information about your course including contact details for your teacher

The course is divided by **Sessions**, 1 to 4. The first Task of each session is an online group meeting with your trainer and your classmates

Step 5: Open a Task

Click on Session 1, Task 1 and you will find the instructions of your Task



Step 6: Join an Online meeting

Click on the link. Your browser will open a **new tab**. You might have to allow the browser to use your webcam and your microphone.

CLICK ALLOW

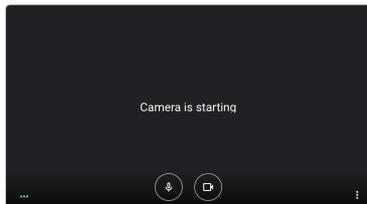
Step 7: Ask to join

Click Ask to Join



Ask to join

Your trainer will allow you in the classroom.



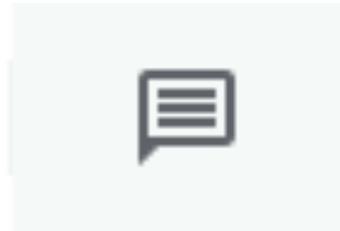
Ready to join?

Ask to join

Present

Step 8: Send a message to trainer

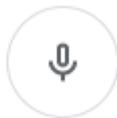
Click on the CHAT icon on the top right corner to ask your teacher a question or to request to talk to him or her.



Step 7: IMPORTANT

Please click to **MUTE** your mic. This is important otherwise the meeting will be very noisy. If you need to talk to the trainer you can request via chat. If your connection is slow, we recommend turning your camera off.

Click the **MIC** icon to MUTE your microphone



Click on the **CAMERA** icon to Turn your camera off



If you click the **RED CALL** icon you will exit the meeting



Help

Important information:

If you need any help please email your teacher.

You must have access to the internet.

Please ensure your computer is plugged into a power supply.

We recommend wearing headphones to better hear your teacher.