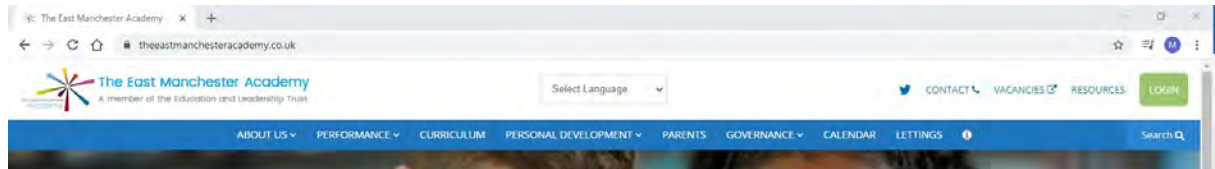
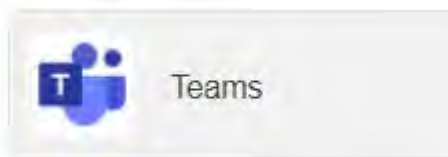


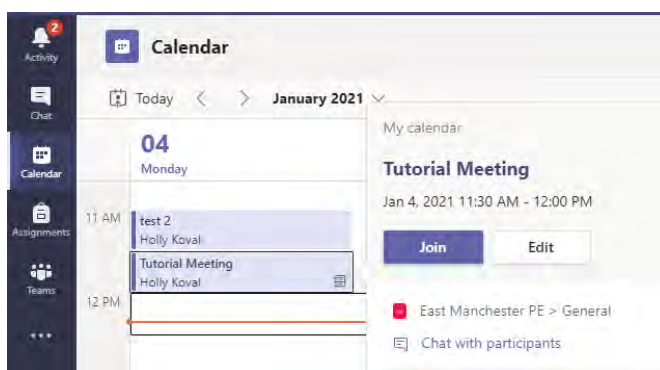
1. Open up 'Google Chrome' in your web browser (not Internet Explorer).
2. Type in the East Manchester Academy school website: <https://www.theeastmanchesteracademy.co.uk/>
3. Click the green 'Log in' box on the top right hand side of your screen.



4. Enter your log in details which are the same as those you use each time you log into your school account. This will take you to your FROG page.
5. Click on the 'Teams' App on the left-hand side of your screen:



6. Click on 'Calendar' on the left-hand side of your screen. This will bring up your timetable for the day. When it is time for your lesson, click on it and then click join meeting.

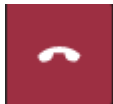


You will then be taken into the lesson where your teacher will be presenting.

As the teacher is presenting, you should be listening and writing down any worked examples.

There will be opportunities for you to complete individual activities.

7. If you have any questions during the lesson that relate to what is being discussed, you will be able to ask them in the chat box and your teacher will respond to you. Remember that once you write something in the chat box, it cannot be deleted therefore think carefully before you post anything.
8. When the lesson ends, click on the red phone icon to hang up and leave the lesson.



9. You will be able to access additional resources that support the lesson in your Google Classroom.
10. Any work that you complete can be submitted to your class teacher via your Google Classroom or email.

