

Instructions for Pupils on Joining Google Meet

Before beginning, if you are planning on accessing online learning through an Android/Apple device, download Google Classroom, Google Meet and Gmail if you have not done so already. These are the easiest and best ways of accessing lessons using mobile technology.



Joining a Google Meet lesson via Google Classroom on a laptop/desktop

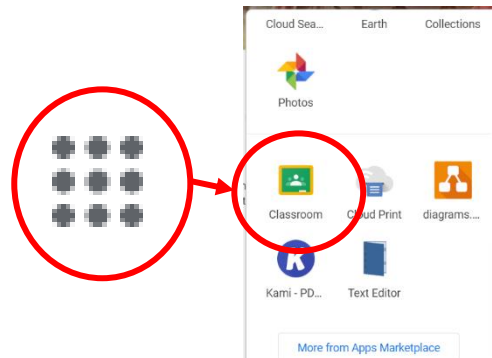
It is absolutely essential that you are enrolled in all of the classes to be delivered on Google Classroom, otherwise you will not be able to access lessons directly.

Method 1

- If you are connecting to a lesson using a desktop/laptop, simply go to <https://classroom.google.com/> and log in using your school account

Method 2

- Log on to your Gmail account, and at the top click the 'Google Apps' icon at the top of your screen, and scroll down to find Google Classroom. This will take you directly to your classes without the need to log in to Google Classroom.

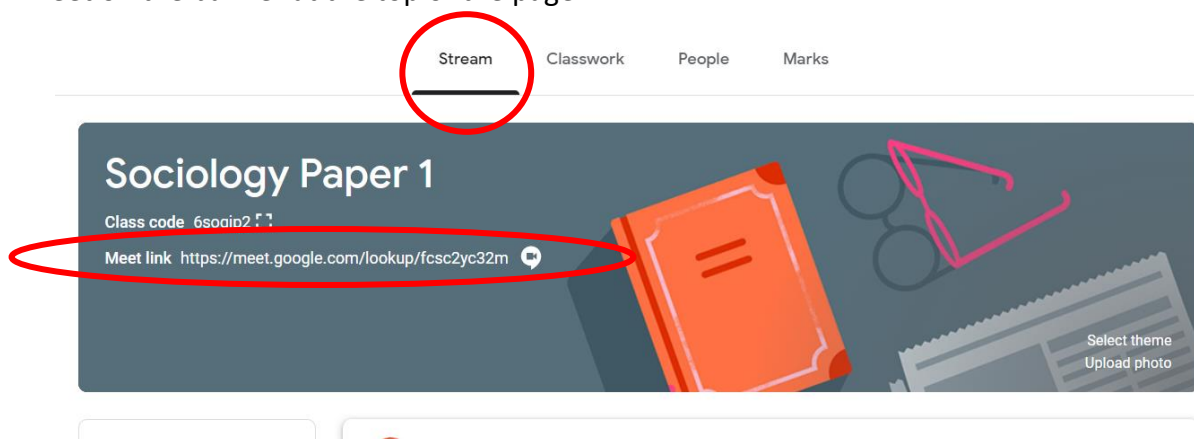


- When you are logged in to Google Classroom, click on to the required classroom.

Google Classroom

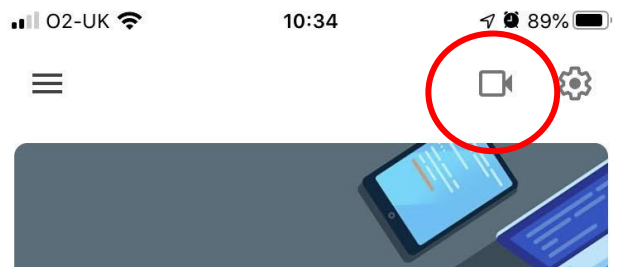


- Ensure that the stream tab is selected (it is the default anyway and click on the link for the Google Meet on the banner at the top of the page).



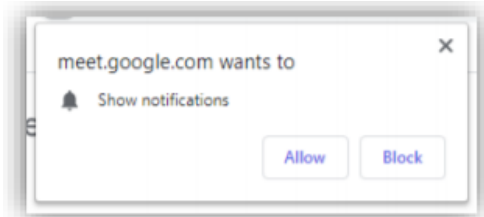
Joining a Google Meet through the Google Classroom App

If you are using a mobile device or tablet to connect to the lesson, go to the Google Classroom app and click the icon displayed at the top of the screen – this will take you to the lesson directly.

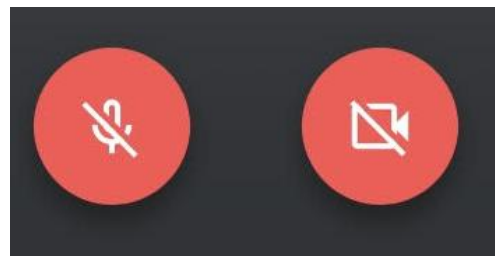


When you have clicked into Google Meet, please use the following steps:

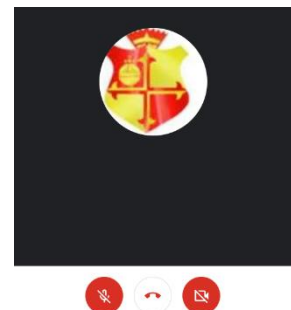
1. Depending on the web browser you are using, you may be prompted about the use of a camera, microphone and notifications. It is recommended to accept these prompts to make full use of Google Meet.



2. You are now almost ready to join Meet but, before you do, please ensure that your microphone and camera are **switched off** (red circle with a line through the symbol), as shown across. Your teacher will instruct you within the lesson as to when, if at all, you should switch either of these back on.



3. Once your microphone and camera are disabled, and it is the correct scheduled time to do so, click 'Join now'.



4. Inside the Meet you should see your teacher's badge (for example MA for Mr Alexander) or if your teacher is already broadcasting their screen, you will see that instead.

5. At this point onwards, do not enable your camera or microphone – lessons are recorded should they need to be shared with pupils who missed the session and it is important that the teacher is heard clearly.

6. You may be asked to participate in the chat function in Meet responding to questions – to do this, click on the 'chat' tab (top right on a desktop/laptop, underneath the screen on a mobile device) – everyone in the room can see these messages so only use it as requested.



7. Once the lesson has finished, you must leave Meet immediately when instructed by your teacher. To hang up, click on the telephone symbol in the centre of the screen.

