

Instructions for Pupils on joining a Google Meet

Note: There are mobile apps available on both the Google Play Store and Apple App Store for both Google Classroom and Google Meet.

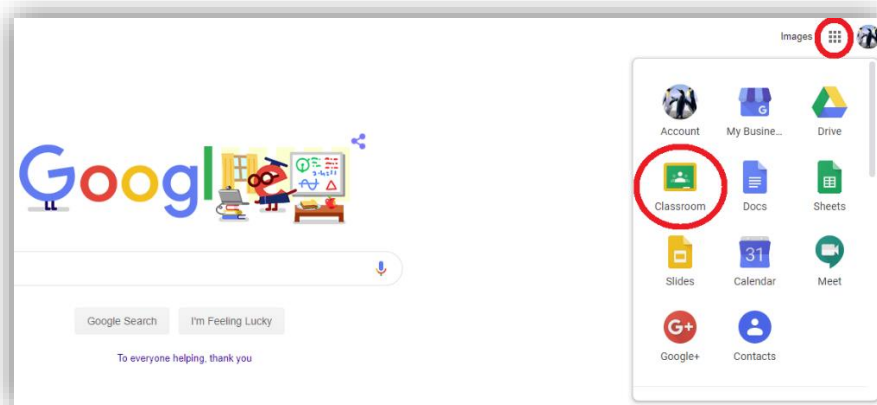
If using an Apple or Android mobile device it is recommend to use these apps.

There are two primary ways that you may be asked to join a Google Meet.

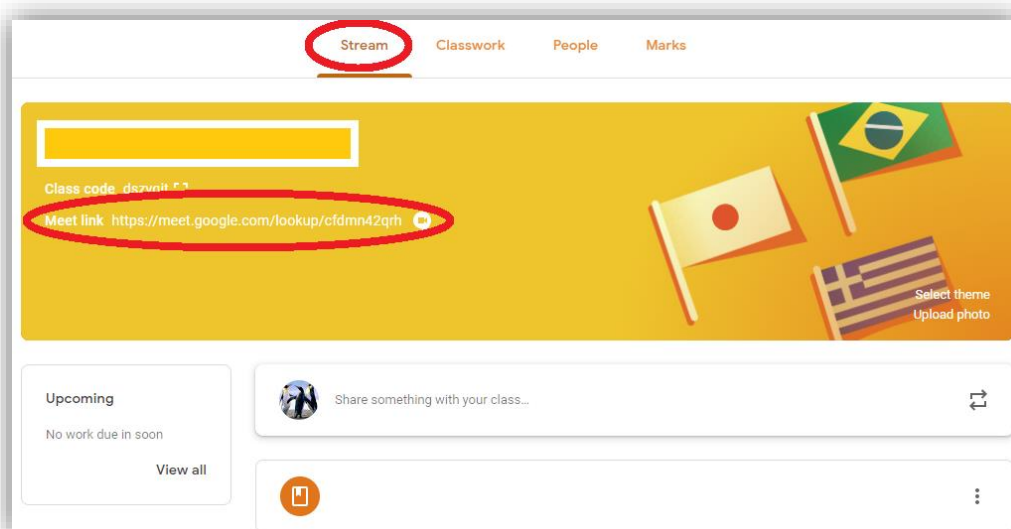
Method 1 - Via Google Classroom (preferred method for Junior School)

1. To do this, simply go to <https://classroom.google.com> then login with your School email and password.

You can also go to <https://www.google.com> and access Google Classroom by ensuring you are logged in with your school account, clicking the '9 dots' in the top-right-hand corner and selecting 'Classroom'.

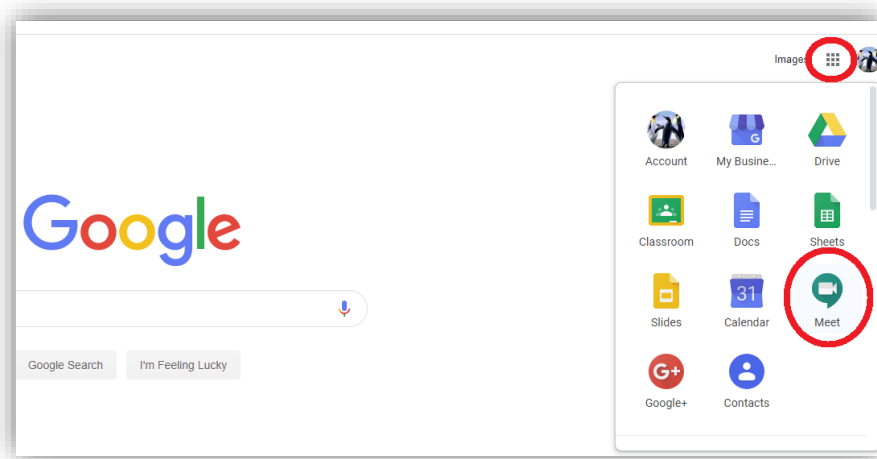


2. Within Google Classroom, simply click on the required Classroom;
3. Ensuring that the 'Stream' tab is selected (this is the default anyway), click on the link for the Google Meet for that Classroom on the banner at the top of the page.

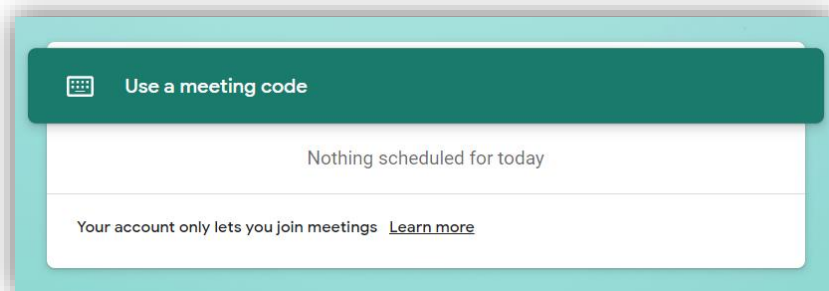


Method 2 - Via Google Meet (preferred method for Senior School)

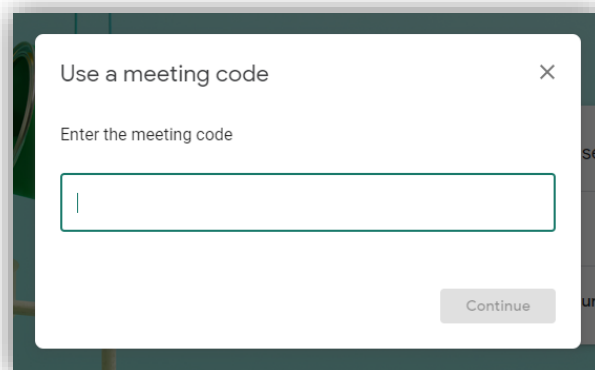
1. Go to <https://meet.google.com> then login with your School email and password.
You can also go to <https://www.google.com> and access Google Meet by ensuring you are logged in with your school account, clicking the '9 dots' in the top-right-hand corner and selecting 'Meet'.



2. Click 'Enter a meeting code'.

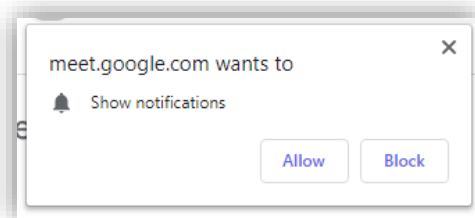


3. Enter the nickname of the **Google Meet** as given to you by your class teacher and click 'Continue'.

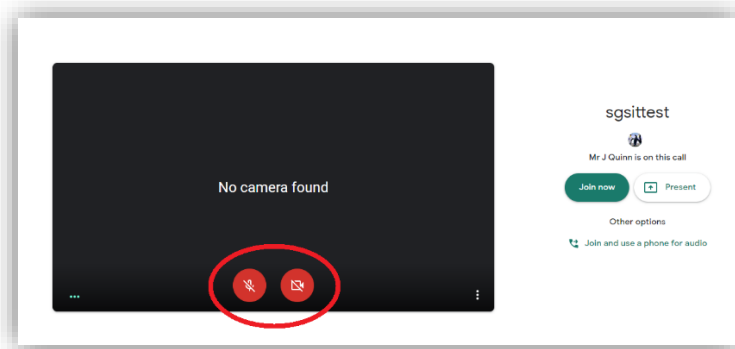


Whichever method you have used, once you clicked to enter the Google Meet please use the following steps:

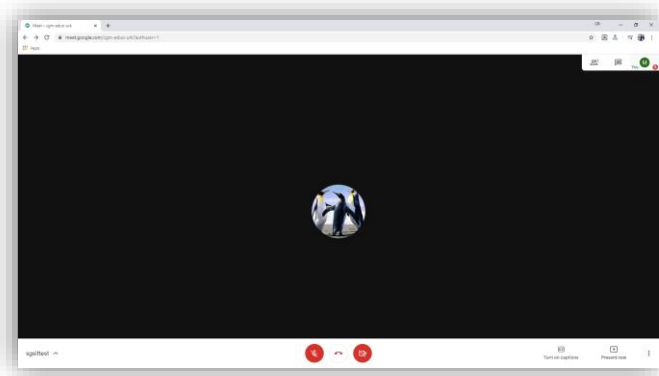
1. Depending on the web browser that you are using, you may be prompted about the use of your camera, microphone and notifications. It is recommended to accept these prompts for full use of the functionality that Google Meet has to offer.



2. You are now almost ready to join the Meet but, before you do, please ensure that your camera and microphone are **switched off** (red circle with a line through the symbol), as shown below. Your teacher will instruct you within the Meet 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 MQ for Mr. Quinn) or, if your teacher is already broadcasting their camera or screen, you will see that instead.



5. At this point you should only do as asked by your teacher.

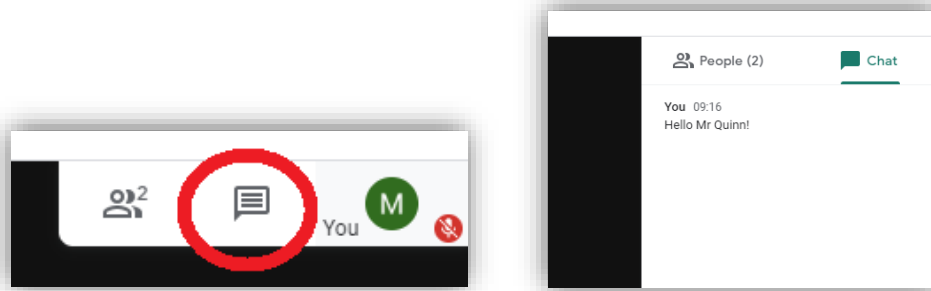
At any other point, **do not**:

- a. Enable your camera;
- b. Enable your microphone
- c. Click any other feature, such as 'Present now'.

6. You may be asked to participate in the text chat for the Meet.

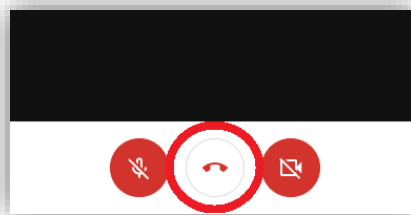
To do this simply use the 'chat' tab in the top-right-hand corner.

This is a group chat that all members of the Meet can see and respond to.



7. Once the Meet has come to an end you must leave the Meet immediately, or when instructed to do so by your teacher. If your teacher leaves the Meet before you, **do not** remain inside the Meet.

To leave the Meet, simply click the telephone symbol in the centre of your screen:



8. That's it – you are now free to rate the audio of the meeting and close your browser tab!

