

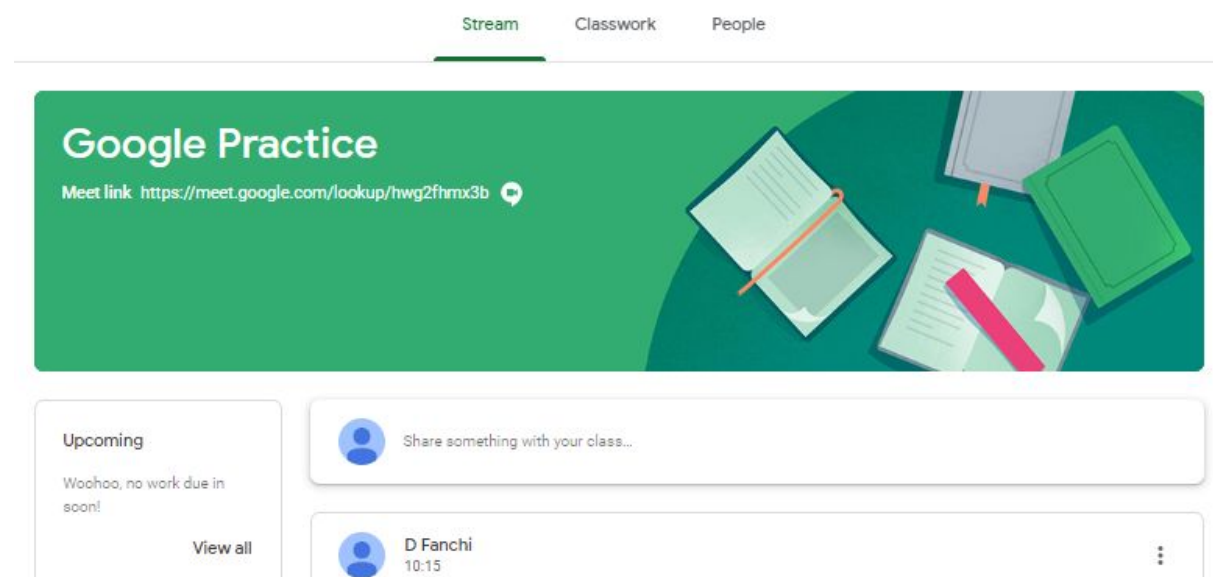
A Student Guide to Using Google Meet for Online Learning

Teachers will be providing “live” online contact using Google Meet for most lessons, which is accessed via your Google Classroom.

How do I join a Google Meet?

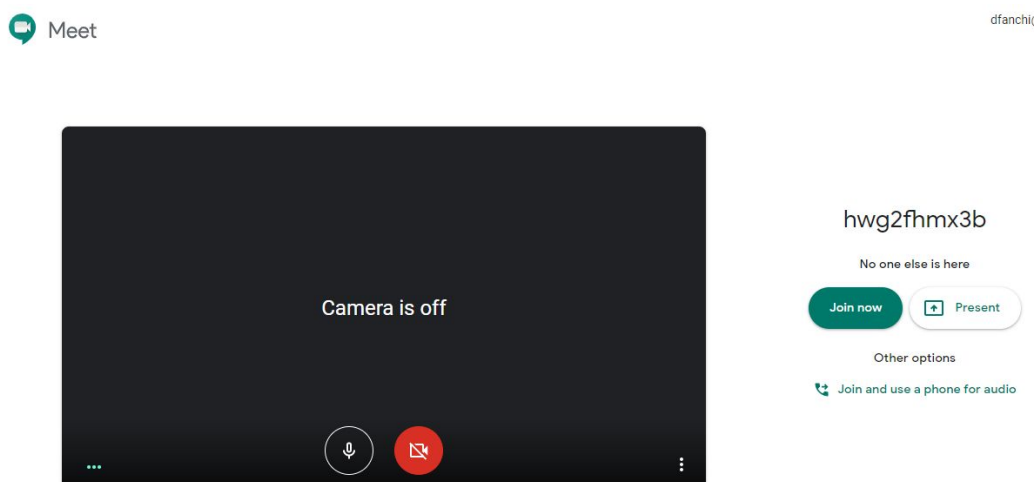
Log into Google Classroom and click on the classroom you wish to join. This classroom is called ‘Google Practice’ but yours will have your class title (e.g. 10aHi or whatever your teacher has called it).

You will see this homepage:



Under the title, you will see the ‘Meet link’ which has been posted by your teacher.

At the lesson start time, click this link and it will launch the Meet platform. You turn your camera/video ON and mute your microphone at this point before you join the Meet. Ensure that your face can be seen and that you are dressed appropriately and ready to learn. It is preferable to join with your microphone off and turn it on once requested by the teacher.

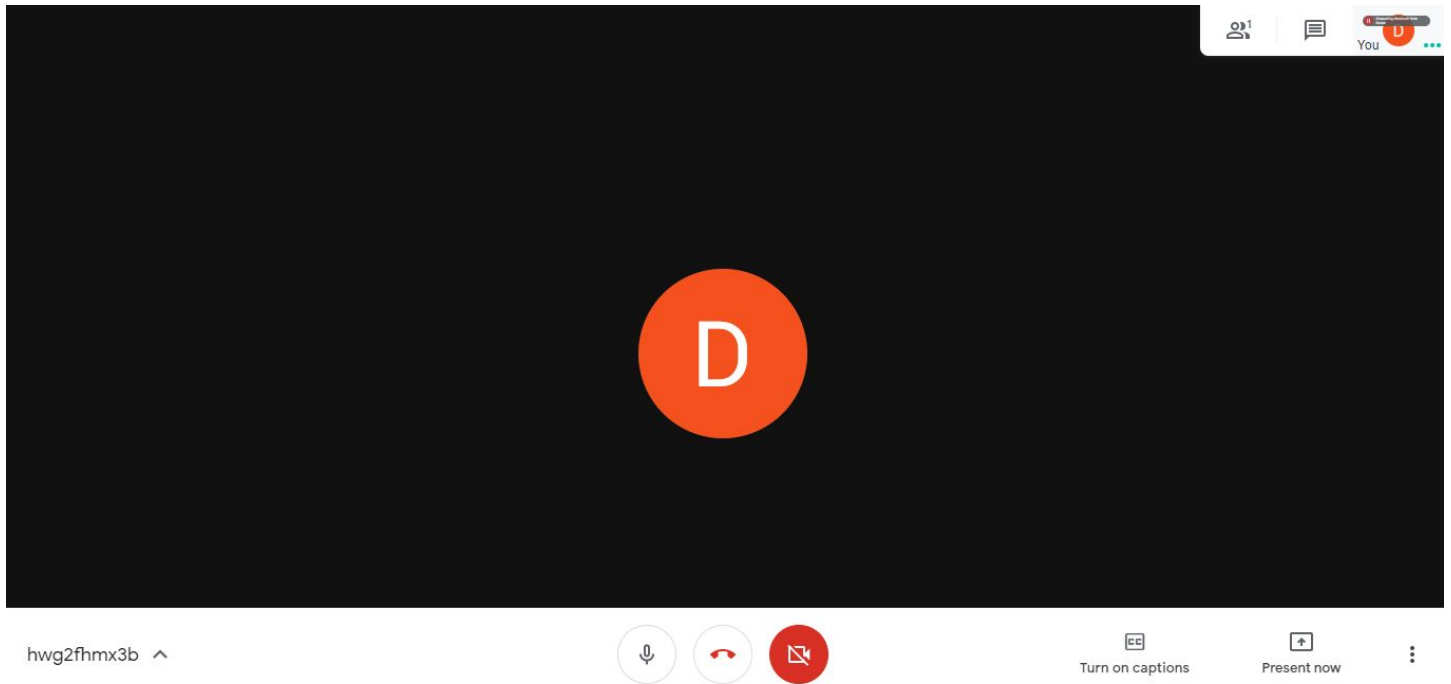


This screen tells you who is already in the Meet and then, when you are ready, click ‘Join Now’ and you will join the Meet.

Your teacher will already be in the Meet. It will ask you if you wish to invite others to the meeting, disregard this box by clicking the X.

What happens when I am in the Meet?

Once you join the meeting, you will be presented with this screen. If the camera is off, the initial of your name will appear. If your camera is on, you will see yourself on the screen (this is what other people can see too).



How do I turn my microphone and camera on and off?

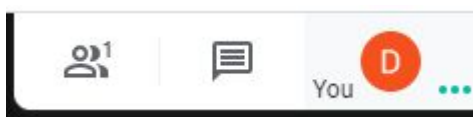


You can toggle your sound on/off by muting and unmuting your microphone using the left hand of these three buttons, located at the base of your screen.

The middle button will remove you from the Meet so don't do this until you are ready to leave at the end of the tutorial session.

The right hand button turns your camera on and off.

How do I know who else is in the Meet?



At the top right of your screen you will see these icons.

The left one shows you how many participants are in the Meet (only 1 here). Click on it and a drop down list of all the names will appear.

The middle icon opens the chat feature. Here you can type messages to the participants in the Meet. Your teacher may ask you to type in your questions/answers/contributions in this way as it reduces the need for everyone to talk at once.

The right hand icon is a small version of your screen - this is where you can see how others see you.

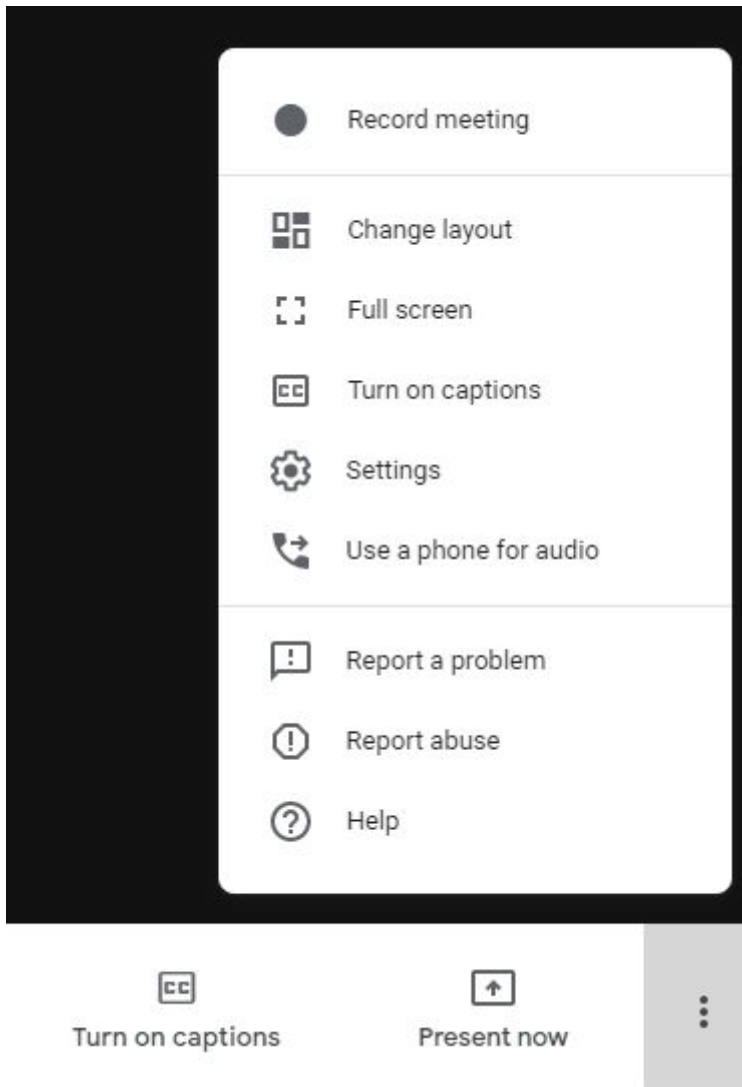
What if I am having trouble hearing what is being said?



There is a caption feature. Click on this icon on the bottom toolbar and you will turn the captions on/off.

As people in the Meet speak, captions will appear on the bottom of your screen.

What other options do I have?



Your teacher may invite you to share your work by showing your screen. You can do this by having your document open on another tab and choosing the 'Present now' icon. Only do this when invited by your teacher.

By clicking the three dots icon, you open the menu shown here on the left.

You should not record the meeting; your teacher will likely record the meeting. This will be for the purposes of assessment or to share with students who are unable to access the live tutorial.

You can change layout to view different numbers of people on the screen - you can choose how you toggle this to secure the best view of your teacher and class.

There is a hand up function accessible off the bottom menu

When the Meet is over, you leave the meeting and you have the option to provide feedback on the quality of the Meet (this is not feedback on the tutorial and it does not go to the teacher). It is feedback for Google to ensure the technology is working well.

Remember! If you do not behave appropriately in the Meet, your teacher can remove you from the meeting and further action would be taken. You should be ready, responsible and respectful at all times, just as is expected in a real classroom in a real lesson.