

Tips and Expectations for Learners Use of Google Meet




Before the meeting:

- Be punctual for all video-conferencing 'live' lessons, If the lesson is going to be live your Class Teacher will let you know by posting the exact time in google classroom the day before the lesson.
- Find a comfortable spot to sit. It is best to keep your device on a steady surface if possible. Make sure your background is school friendly.
- Access any relevant files your teacher sends you for each lesson in advance and have the materials to hand ready for the lesson.
- Make sure you have all power adaptors and laptops ready before the lesson begins and are logged into the lesson. Use headphones if you have them.
- Make sure you are in a neutral room in your house e.g the kitchen or living room – Not your bedroom.
- Dress appropriately for all lessons, thinking about respect for others.

When the meeting starts:

- Mute your device by clicking the microphone button.

During the meeting:

- Be patient, this is a learning experience for everyone.
- Be engaged. Nod or give thumbs up when others are speaking. Raise your hand if you want to talk.
- Look out for this logo;  this indicates that you teacher wants you to participate in the lesson. E.g. you could be asked to answer a question or write in the "chat".
- Unmute your microphone when your teacher asks you to talk. Mute your device again when you are done speaking.
- Even though we are not in our school building, our school rules and expectations still apply.
- Show respect for everyone in the online classroom as you would in class.
- Seek to contribute to the lesson in a positive and mature manner and not be disruptive at any time.
- Do not take photos or screenshots or record videos during the meeting.

Please note - all Google Meet Lessons will be recorded for safeguarding purposes

Joining a Google Meet

Learner Instructions for a **Chromebook**



1. Sign in to the Chromebook using your school email

- Learners emails are in the format of their first name, surname, year they joined the school followed by @ccyd.org.uk

Example: Learners named Joe Bloggs who joined the school in 2019 school email address would be; joe.bloggs19@ccyd.org.uk

Please ask your form tutor to email Mr Sweeney if you need to reset your password.

2. Go to Google Classroom

- Go to classroom.google.com

or find the Google Classroom icon

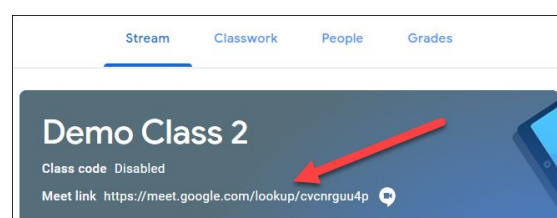


in your Google Apps.



3. Joining a Google Meet

- Select the Google Class for your timetabled subject.
- You can access the Google Meet Video lesson in 2 ways:
 - i) Click on the meet link in the Google Classroom bannerOR
 - ii) Click on the meet link your teacher posts on the Google Classroom stream page.



The first time you use Google Meet you will need to allow the site to use your microphone and camera.

Remember to be patient, this is a learning experience for everyone.

Joining a Google Meet

Learner Instructions for a **computer**



1. Go to your internet browser (preferably Google Chrome)



Go to classroom.google.com

or find the Google Classroom icon



in your Google Apps.



2. Sign in using your school email

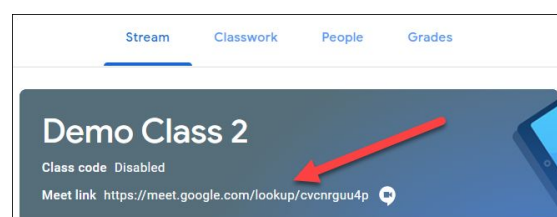
- Learner emails are in the format of their first name, surname, year they joined the school followed by @ccyd.org.uk

Example: Pupils named Joe Bloggs who joined the school in 2019 school email address would be;
joe.bloggs19@ccyd.org.uk

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Joining a Google Meet

Student Instructions for a **tablet or mobile device**



1. Download the Apps

Download the Google Classroom App



and the Google Meet App




2. Sign in to the Google Classroom App using your school email

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Example: Pupils named Joe Bloggs who joined the school in 2019 school email address would be;
joe.bloggs19@ccyd.org.uk

Please ask your form tutor to email Mr Sweeney if you need to reset your password.

3. Joining a Google Meet

- Select the Google Class for your timetabled subject.
- You can access the Google Meet Video lesson in 2 ways:
 - i) Click on the video camera image  above the Google Classroom banner
 - OR
 - ii) Click on the meet link your teacher posts on the Google Classroom stream page.
- Your Google Meet video call will open up in your Google Meet App



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