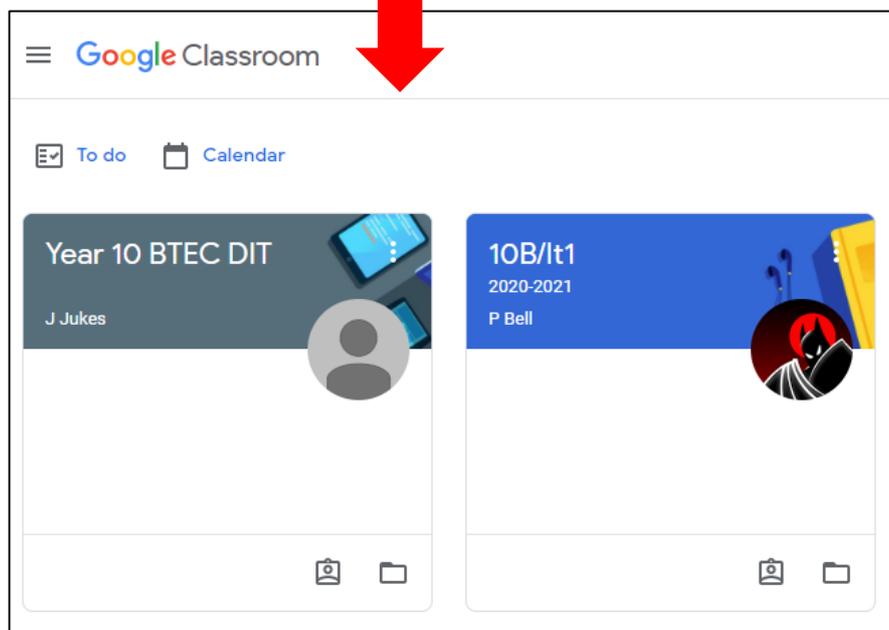


Guide to Google Meet for pupils

Talking to staff in person is very important for home learning, and working with other pupils is also good for your progress and your well-being'

We are going to be doing this through using **Google Meet** which is now embedded into the Google Classroom software for every class you have.

To access the online Live Learning sessions with your teachers, you will need to log on at the correct time for your lesson and access the correct Google Classroom using the usual tiles.



To join the meeting you simply need to click on the link that should appear below the classroom name:



Pupils cannot start Google Meets so if you see the message below it simply means that your teacher has not yet started the Live Lesson. Wait patiently for a few minutes before trying the link again



You can't create a meeting yourself.
Contact your system administrator for more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

[Reload](#) [Return to home screen](#)

If you get the message below it means that the teacher has set up the Live Lesson but has not yet joined. Again, be patient and give it a minute before trying again



This meeting hasn't started yet

[Return to home screen](#)

[Submit feedback](#)

If you see an image like the one below (with an image of yourself in the camera window) then you've successfully launched the Google Meet software and are ready to join the live lesson



c7jwzdc3p6

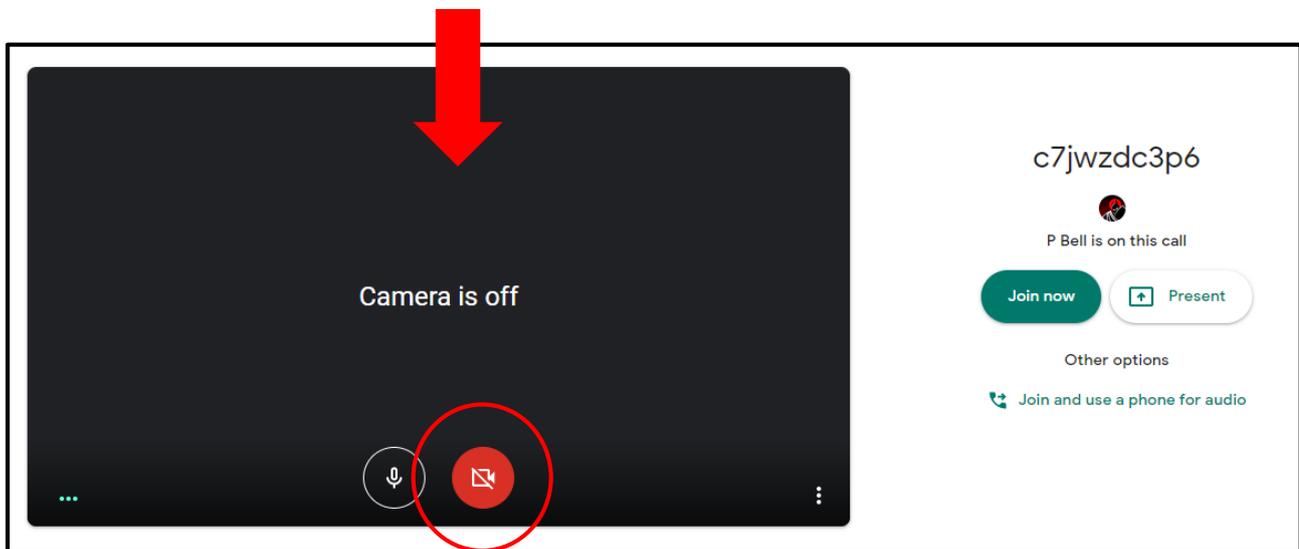
P Bell is on this call

[Join now](#) [Present](#)

Other options

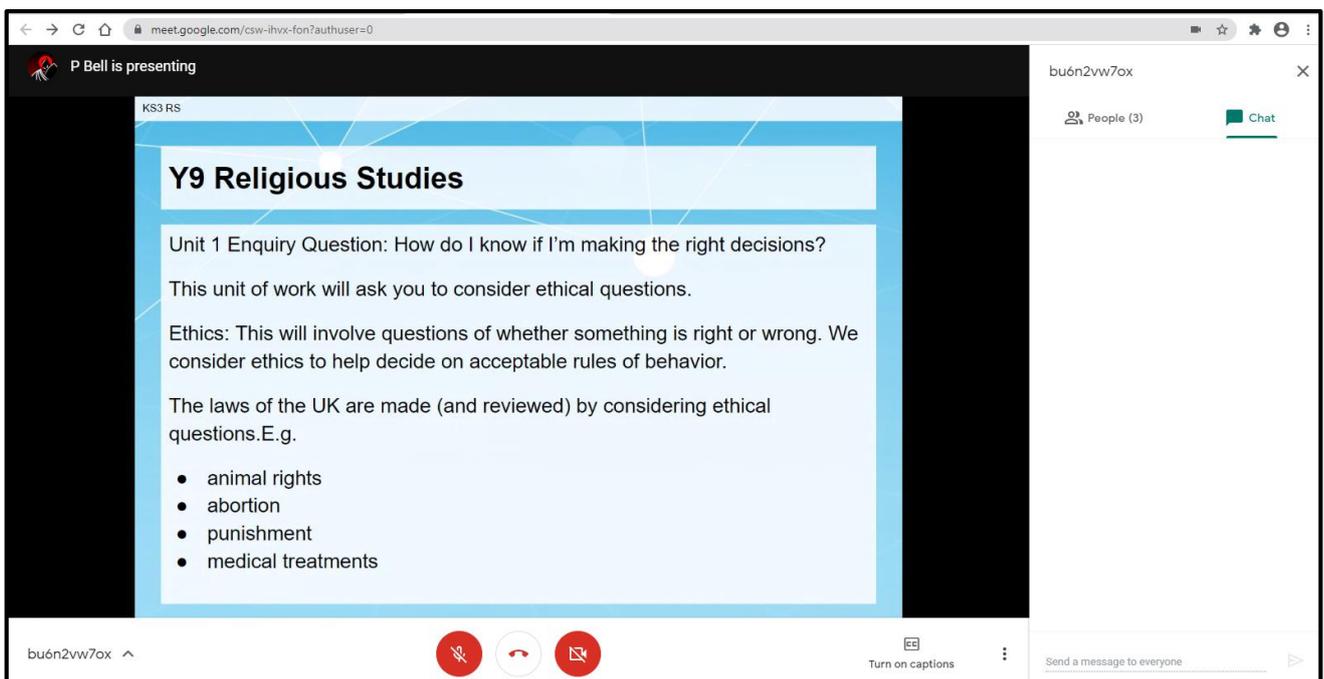
[Join and use a phone for audio](#)

Before clicking the 'Join now' button on the right of the screen, you should first deactivate your camera by clicking the camera icon as shown below. You should not need your camera on at any point in the lesson.



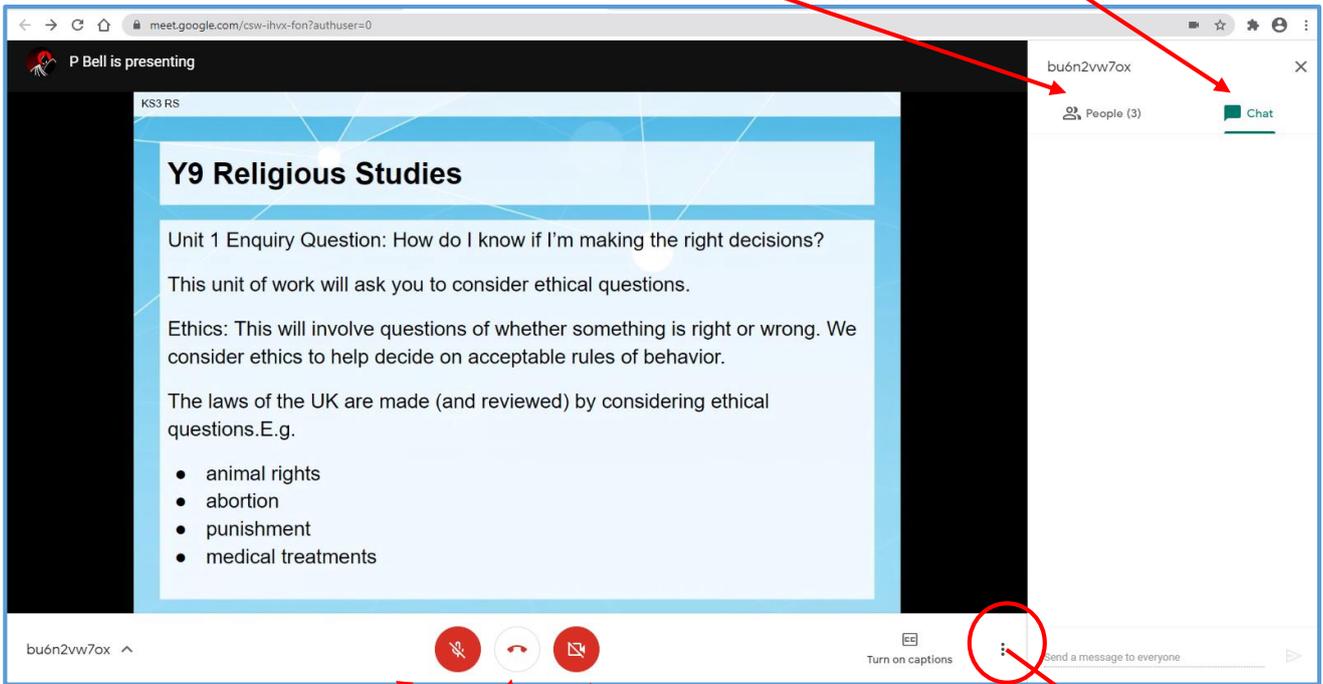
Your teacher will also ask you to mute your microphone at the start of the lesson. If this is the case then mute the microphone as well by clicking on the icon.

Once you have joined you should see a screen similar to the one below. You may see your teacher or you may simply see the screen that your teacher is presenting to you all.



This tab simply shows who is in the classroom Meet at the moment

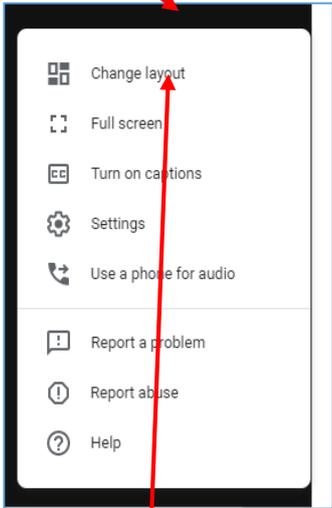
This tab is for the 'Chat' function in Meet. This may be switched on or off by your teacher depending on whether they think the session needs it



Microphone – keep muted until told otherwise by your teacher

This icon is used to leave the Google Meet. Only click this when instructed by the teacher at the end of the lesson

Camera – keep blocked unless told otherwise by your teacher



Menu for additional features such as changing the layout to 'Spotlight' view which is very useful