

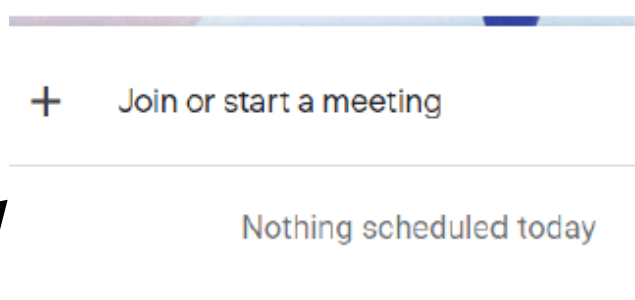
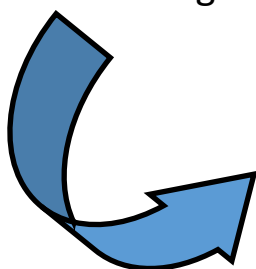
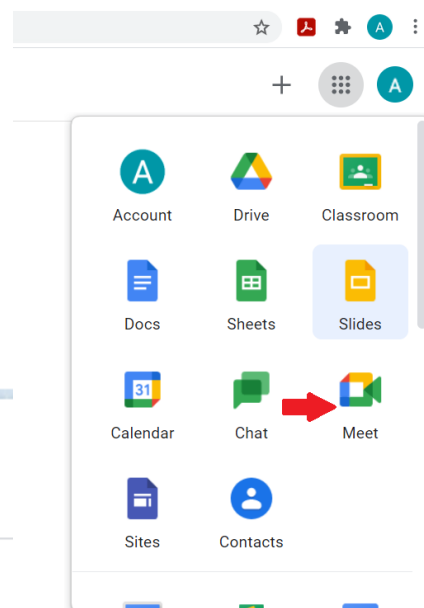
How to use Google Meet

During year group or wider whole school (Tier 4) lockdown, we will move towards teaching and learning using Google Classroom. Children will receive learning on their virtual class spaces and will be expected to complete and 'turn in' their learning so teachers can see how they are doing. In addition to this, there will be a daily 'check in' session using Google Meet. This will be a live session where the class will be able to interact, share learning, receive feedback and take part in class discussions led by their class teacher and teaching assistants.

Steps for how to log into Google Meet:

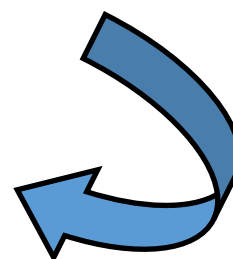
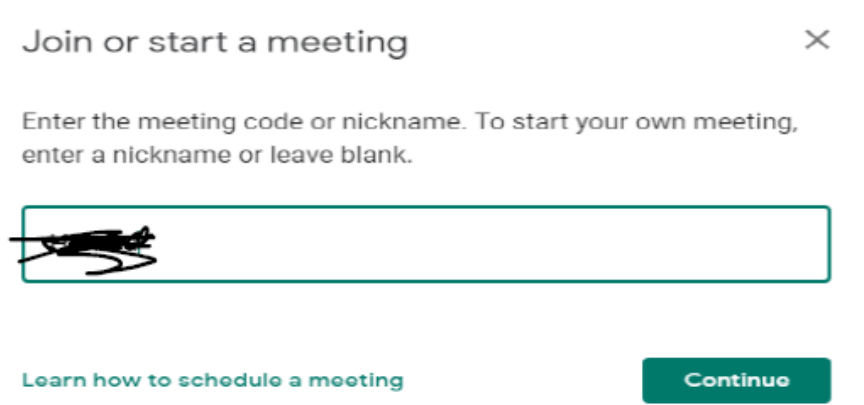
Five minutes before your class Meet time...

- 1) Open up GSuite and then click on the 9 little dots
- 2) Click on the 'Meet' icon and then click on 'Join or start a meeting'

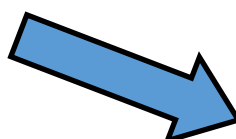


- 3) Type in your class nickname.

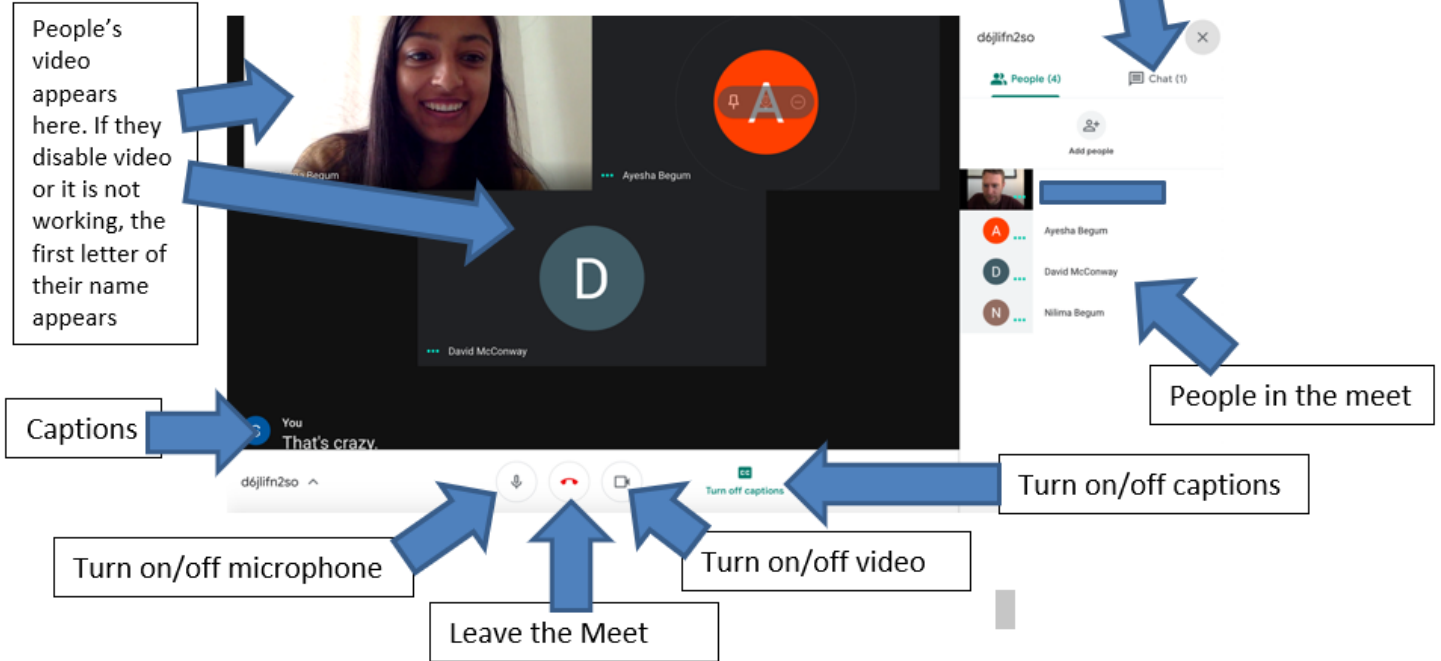
All class nicknames follow the structure 'TeachernameClassname' (no spaces) Children will only be able to enter the virtual space once their teacher is present. If you are not allowed in, wait a minute and try again.



- 5) Once in the virtual space, turn on 'Mute' and make sure your camera is on.



Once you are in the Meet there are lots of features you can use.



The image shows a Google Meet interface with several callout boxes and arrows pointing to specific features:

- Text chat:** Points to the chat window on the right side of the screen.
- People in the meet:** Points to the list of participants on the right side of the screen.
- People's video appears here. If they disable video or it is not working, the first letter of their name appears:** Points to the video thumbnails in the main meeting area.
- Captions:** Points to the caption bar at the bottom of the screen.
- Turn on/off captions:** Points to the 'Turn off captions' button in the bottom right corner.
- Turn on/off microphone:** Points to the microphone icon in the bottom center.
- Leave the Meet:** Points to the red phone icon in the bottom center.
- Turn on/off video:** Points to the video camera icon in the bottom center.