

Getting started with Google Meet

We will be using Google Meet for remote teaching, it works the same way as Zoom but it is more secure.

You will be following your normal timetable which you can check on Epraise. When it is time for your lesson, head to Google Classroom and find the class you are supposed to be in. Your teacher will post a link to the meeting in Google Classroom when they are ready to start the lesson. Please do not panic if there is no link straight away, **the links will not be shared until the teacher is in the meeting**, this should be in the first five or so minutes.

If you are going to use a smartphone or tablet computer, it is recommended that you download the Google Classroom and Google Meet Apps (which are free) and sign in to them using your school Google account (your school username followed by @whitstoneschool.org) this will make things much quicker for you.

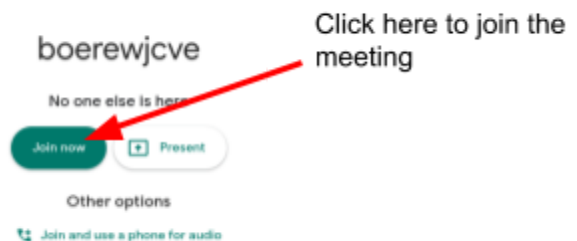
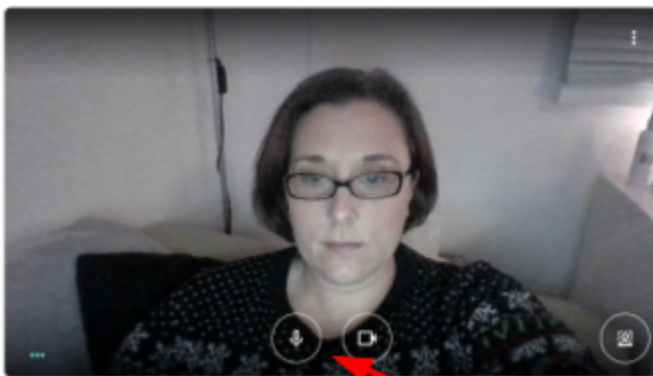
If you are using a desktop device then everything works best through the Chrome browser.

If you need to reset your password, please email or send an epraise message to either Mrs Baker or Miss Stuart.

To join a meeting

Click on the link in Google Classroom

It will open Google Meet in a new tab (or the Meet app on a mobile device if installed). If you have more than one Google Account logged in on your device, you may need to select your school one from the list

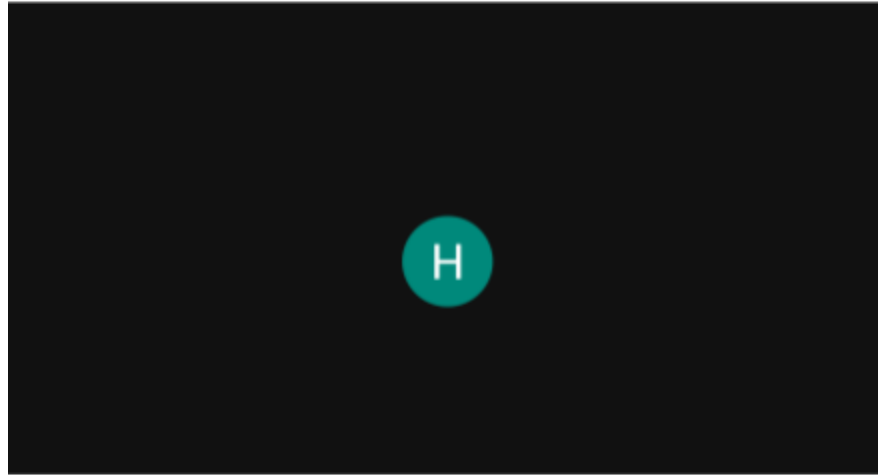
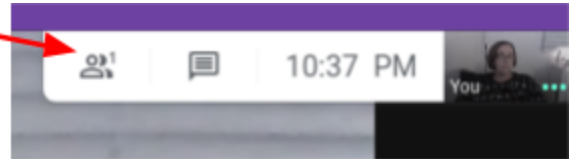


Use these buttons to **switch your mic and camera off**. You may be asked to unmute yourself to answer a question during the lesson but make sure that your camera stays off.

In a meeting

Your teacher will use the People tab to take the register and monitor the Chat tab throughout the lesson.

You should use the Chat tab to type questions for your teacher



All questions from students will appear here.

If anyone misuses the chat, the teacher will either mute them or turn off the chat.

Leave the meeting and manage your mic/camera

Raise your hand, just like you would in class!

Turn on/off subtitles

After the meeting

Hang up and return to your Google Classroom tab and repeat the process for your next lesson. Each lesson will have a different link and the old ones will stop working.