

Pupils: Google Meet

What is it?

An online video tool, that allows you to connect with your teacher and school in real time.

You can join through a shared link under 'Google Classwork'



Meet

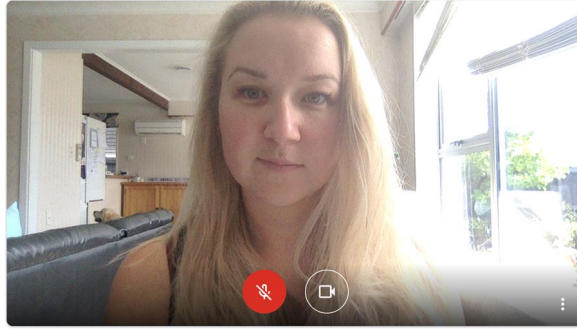


The link will look like this: meet.google.com/znx-omqg-bhp

Online Etiquette

Before meeting:

- Make sure your parent/carer is with you/in the same room before accepting the invite
- Check video
- Make sure the background is appropriate
- Check you are dressed appropriately
- Remember call in rooms that are **NOT** your bedroom / bathroom (Cybersmart rule)
- Check sound
- Mute the mic before you join



Mute Mic

Room 10 Miss Morgan

No one else is here

Join now

Present

Other options

Join and use a phone for audio



Background
Dressed appropriately
Mute microphone
JOIN!

Online Etiquette



During meeting:

- Check sound - the hangout will flick to whoever is making sound on the video. Make sure if you are not speaking your mic is on mute. *(The teacher can mute you but only you can unmute yourself.)*
- Use Headphones that have a mic if you can - headphones reduce unnecessary sound and increase sound quality.
- Make sure you have your own device to join the hangout. If you are in a room with more than one person the mute button on the hangout will be incredibly important.
- Your teacher will be recording the meeting.



Online Etiquette

Someone has removed you from the meeting

Return to home screen

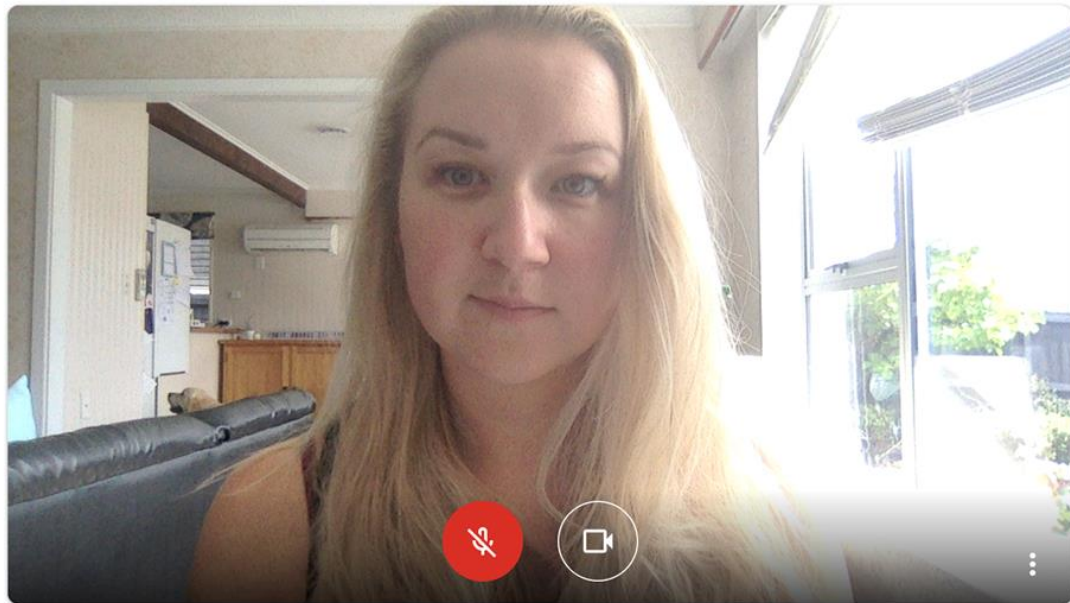
Submit feedback

After meeting:

- Once your teacher has finished with their session wait for them to say goodbye and remove you from the hangout.
- Once you have been removed, do not rejoin the meeting.



What does it look like?



Mute Mic

Camera on/off

Room 10 Miss Morgan

No one else is here

Join now

 Present

Other options

 Join and use a phone for audio

Join now

Features



Room 10 Miss Morgan ^



Mute Mic



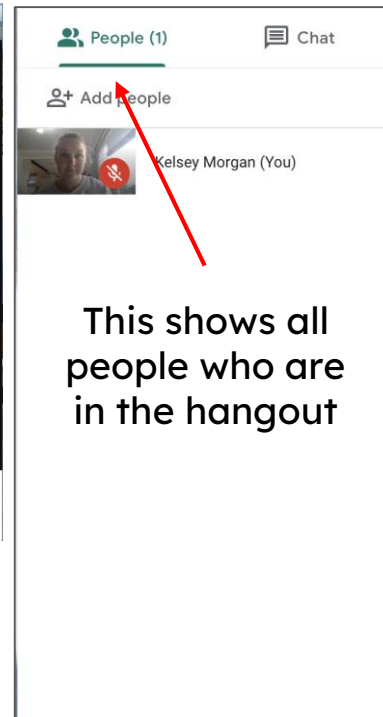
Hang up



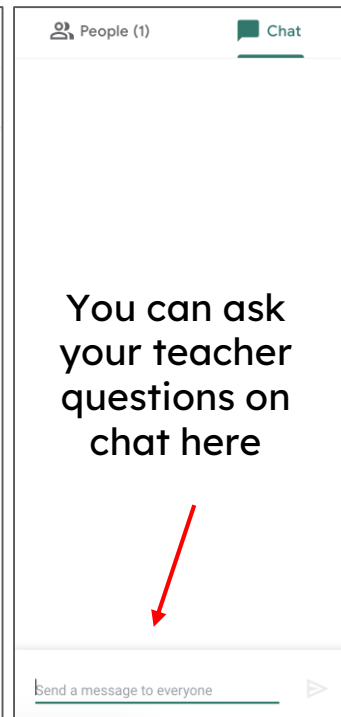
Turn
off/on
Camera

Turn on captions

Present now

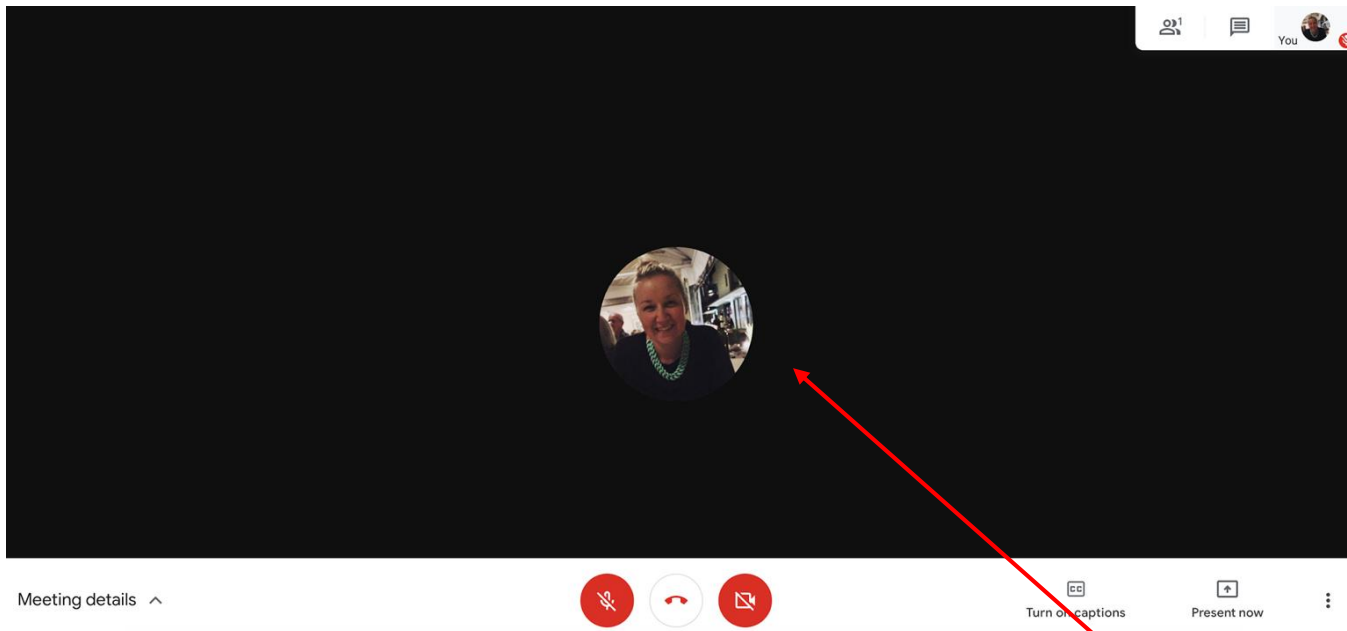


This shows all
people who are
in the hangout



You can ask
your teacher
questions on
chat here

Turn off the camera



Mute Mic

Turn off
Camera

This will be the
picture for your
account

Once you are in a meeting and you have waved to your teacher turn off the microphone.

You have the option to turn off your camera if you wish.

To turn it back on, click on the turn off camera button.

Recording during the meeting



Teachers will be recording the meeting.
This is to keep everyone safe.

The recording button should be in the
top left hand side of the screen.

By being on the meeting parents/
carers agree that their child can be
recorded.

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- Once you have been removed from the chat, do not rejoin.

