

# 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

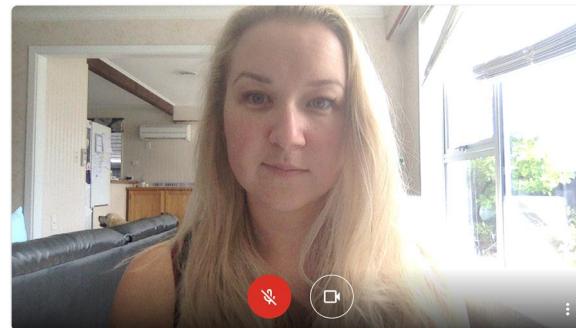


The link will look like this: [meet.google.com/znx-omqg-bhp](https://meet.google.com/znx-omqg-bhp)

# 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



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

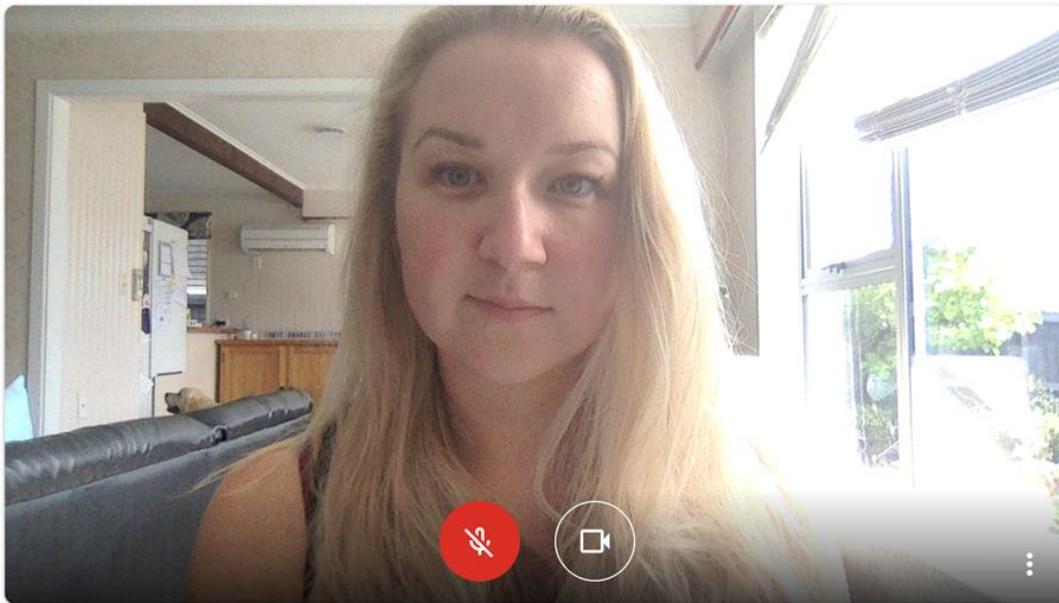
[Return to home screen](#)

[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

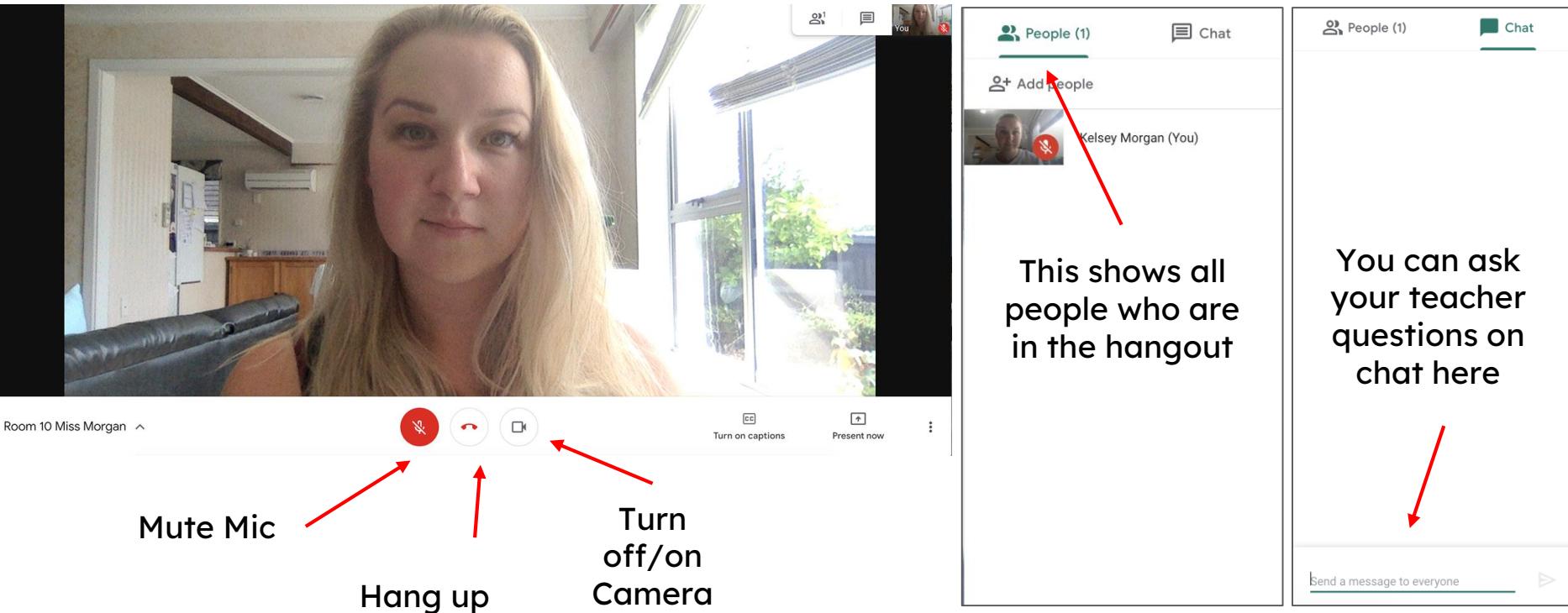
Present

Other options

Join and use a phone for audio

Join now

# Features



The image shows a video call interface. At the top, there is a video feed of a woman with long blonde hair. Below the video feed are several control buttons: a red 'Mute Mic' button, a red 'Hang up' button, and a 'Turn off/on Camera' button. To the right of these buttons are the text 'Turn on captions' and 'Present now'. At the bottom right of the video feed area are three small icons: a person icon, a document icon, and a three-dot menu icon. To the right of the video feed, there is a list of participants under the heading 'People (1)'. The participant is 'Kelsey Morgan (You)', and there is a red arrow pointing to this list. To the right of this participant list is a 'Chat' section with a red arrow pointing to the text 'You can ask your teacher questions on chat here'. At the bottom of the interface is a text input field with the placeholder 'Send a message to everyone' and a send button.

Mute Mic

Hang up

Turn off/on Camera

Room 10 Miss Morgan ^

Turn on captions

Present now

People (1)

Kelsey Morgan (You)

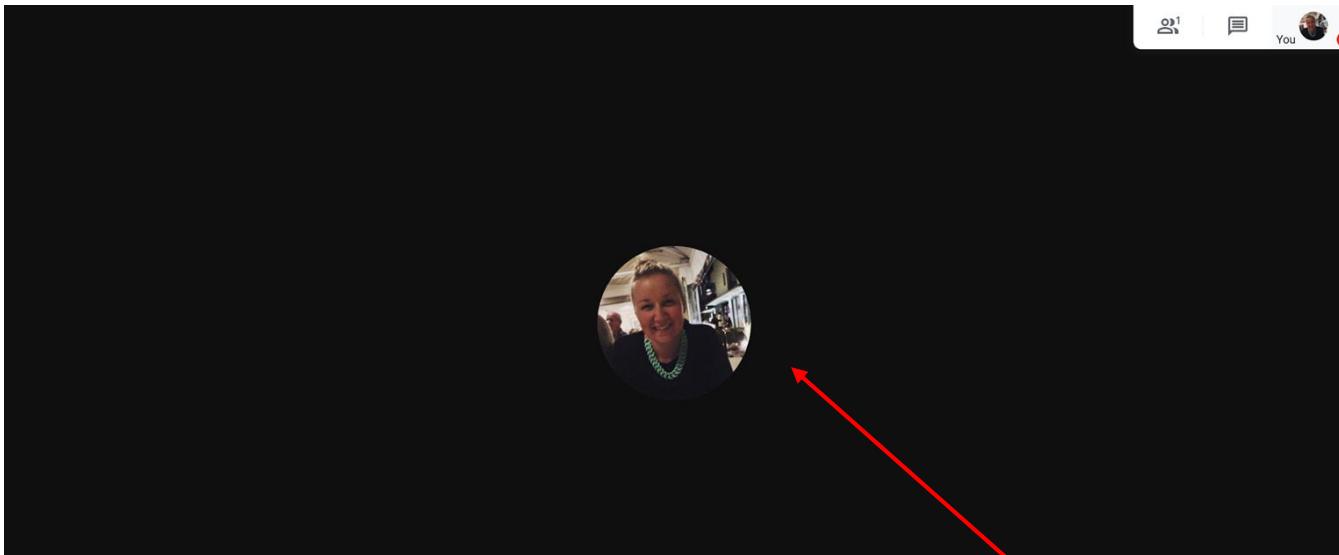
Chat

Send a message to everyone

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

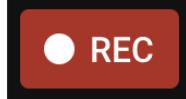
This will be the picture for your account

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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## 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 from the chat, do not rejoin.