

Accessing Google Meet through Google Classroom

Tablets and Phones

Before you begin

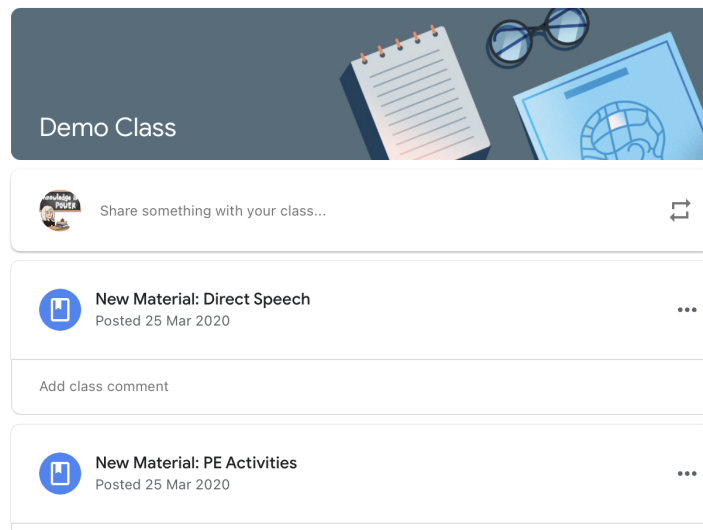
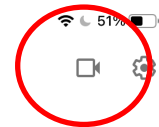
You may have to download the Google Meet app through the App/Play store.



Joining Google Meet

Open your child's Google Classroom stream. Click on the video camera icon at the top right corner of the screen.

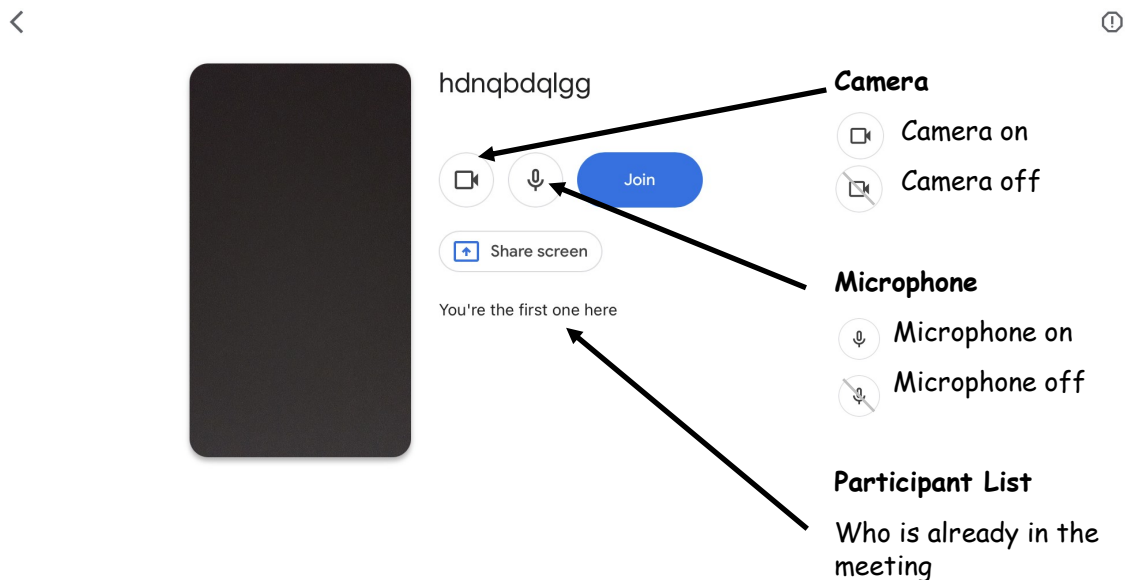
20:14 Thu 28 Jan



This will take you to the waiting room of your child's meeting.

At this point, you can adjust your setting for the meeting. You can make sure you can turn your camera and microphone on/off.

We ask that children keep their camera and microphones on so the session is as engaging as possible. The children will be taught how to mute and unmute each time they attend a live meeting with their teacher.



When your child is ready to join the meeting, click 

Using Google Meet

Participant Icons

Children will be able to see each other's icons down the side of the screen

Whoever is talking will appear on the main screen.

End Call

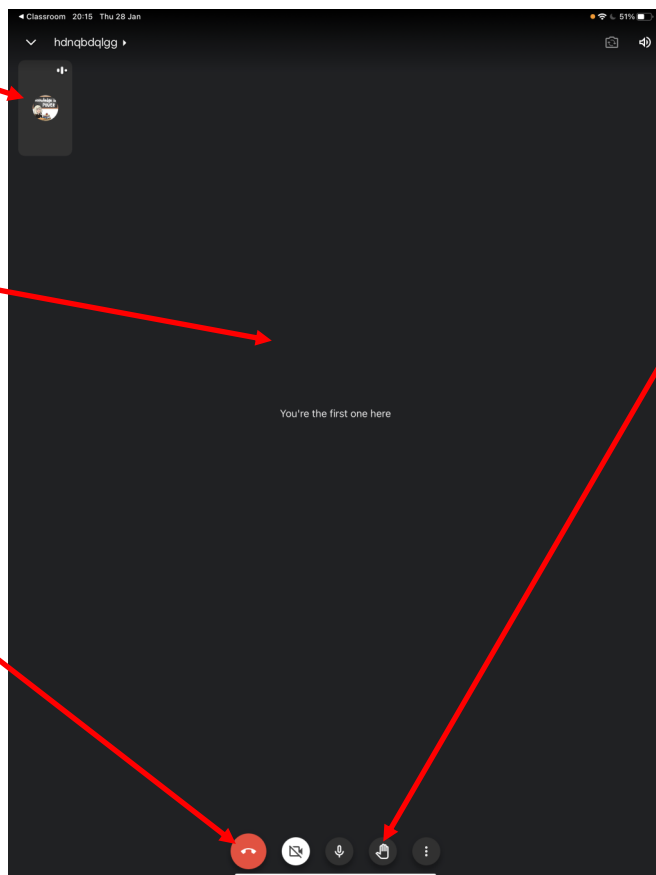
At the end of the meeting, your child should click to end the call or they may remain part of the meeting without knowing.

Raise Hand

As in class, we will ask the children to raise their hand to speak so we don't have everyone speaking together.

Children should click here to raise their hand.

The teacher and other pupils will receive a pop up message to say that a hand has been raised, teacher will then acknowledge this.

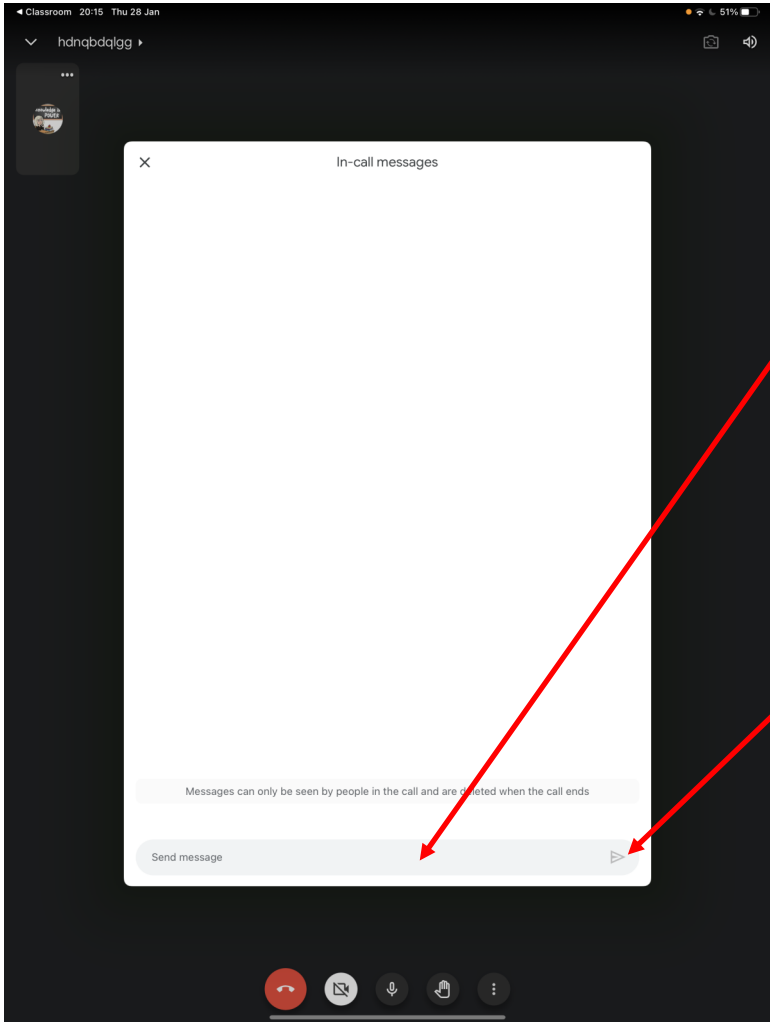
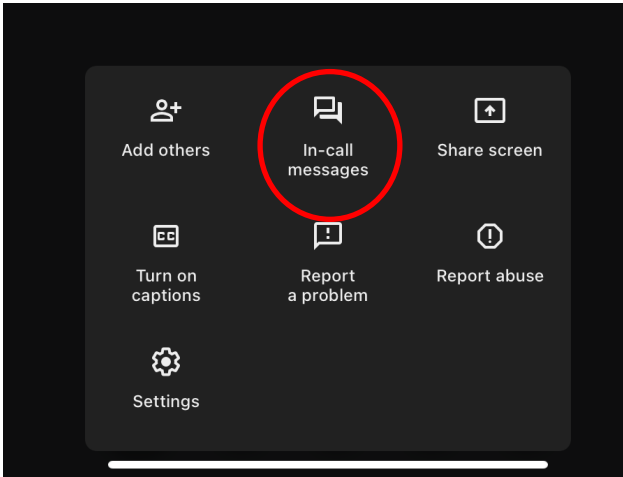
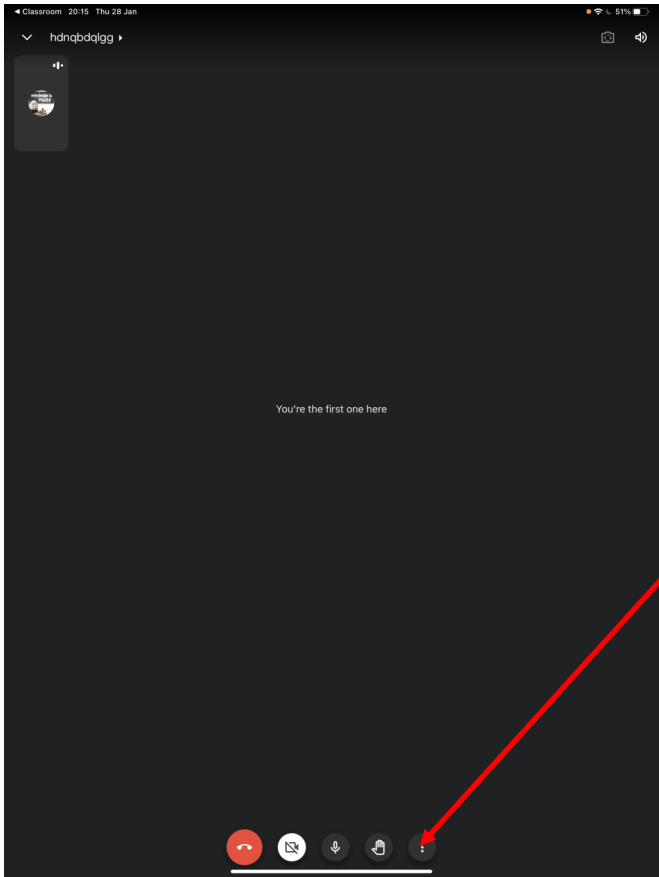


Chat Function

Children may want to ask a question or post a message if they are having technical issues or they don't want to turn their camera or microphone on.

To do this, click on the 3 dots at the bottom of the screen.

This pop up box will appear, click 'In-call messages'.



Children should type their message here and click the send button.

Leaving Google Meet

When your child is ready to leave the meeting, they should click the end call button before closing down the app.



If they don't press end call, then there is a chance that your child may continue to be in the meeting with camera and microphone on, but not realise it.

Technical Issues

If you have any technical issues at any point, please do not worry this is inevitable.

If you still experience issues, contact the school either by phone **01555 880252**, or email the emergency closure email at: **emergencyclosurerps@glow.sch.uk**