

Joining Google Meet through Google Classroom using a computer/laptop/some tablets:

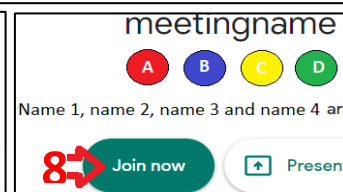
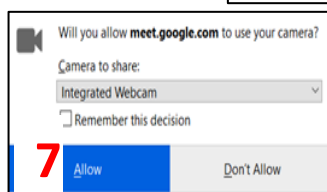
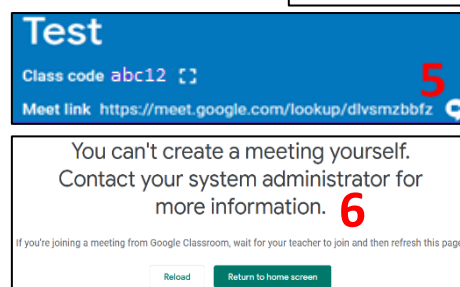
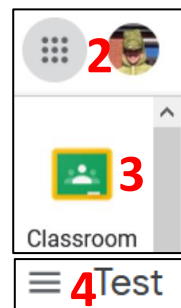
Google Meet is supported by the following internet browsers: Google Chrome, Microsoft Edge, Mozilla Firefox and Apple Safari.

Google Meet is supported by the following operating systems: Apple, Microsoft Windows, Chrome OS, Ubuntu and other Debian-based Linux distributions.

If you are unable to join a Google Meeting, try it on another internet browser or device!

Guide for computers/laptops/tablets (some tablets need the apps, see page 2):

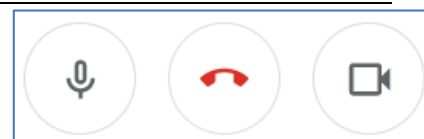
1. Your child needs to log into their school Google account ending in:
@stmarymagdalenmk.co.uk Guides are on our website, in the Children & Nursery tab, under 'Pupil Google Login', ([or click here](#)).
2. Click on the Google apps button (the 9 dots) in the top right of the webpage. If this isn't visible, it will often appear if you open a new tab by clicking the + at the top of the webpage, alternatively go into Google Drive and it should appear.
3. Click on 'Classroom'
4. Some pupils have access to more than 1 classroom, check that you're in the correct one (you can change it by clicking on the 3 lines in the top left).
5. In the classroom, click on the Meet link (if this is not visible, the teacher may need to make the link visible).
6. You won't be able to join a meeting until it's been made by the teacher, at the time they said!
7. You may need to click on 'Allow' to let Google Meet use your microphone and webcam.
8. Click 'Join now'.



Google Meet options:

When you move the cursor, some buttons will appear in the white bar at the bottom. The 3 in the middle are:

1. Mute/unmute the microphone.
2. Red phone: Leave the meeting (only use this at the end!)
3. Turn the camera off/on. Please leave the microphone and camera on unless asked!



The other buttons are: 'Captions' for subtitles.

'Present now' to show what's on your screen instead of the webcam (don't use this unless asked to).

'3 dots' for more options. E.g. you can: change the layout of the video screens; turn on full screen; Settings lets you change the microphone, speakers and webcam being used (if you have other ones).

Chat function: This is in the top right of the screen. It only lets you type to everyone, not individuals.

Video layout: 1. Auto

2. Tiled: Show up to 49 participants (depending on the window size) when there is no presentation.
3. Spotlight: The presentation, active speaker, or pinned feed fills the window.
4. Sidebar: Show the speaker/presentation with other participants on the side.

Full screen: Double clicking in the centre of the screen, will make it bigger (press esc to exit this).



PLEASE REMEMBER OUR SCHOOL RULES AND THOSE AGREED TO IN THE MEET CONSENT FORM!

Joining Google Meet through Google Classroom using a smart phone/using the app on tablets:

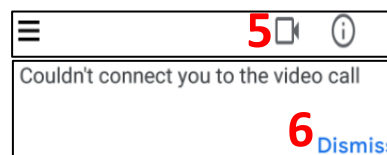
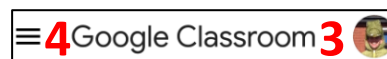
Google Meet is supported by the following internet browsers: Google Chrome, Microsoft Edge, Mozilla Firefox and Apple Safari.

Google Meet is supported by the following operating systems: Apple, Microsoft Windows, Chrome OS, Ubuntu and other Debian-based Linux distributions.

If you are unable to join a Google Meeting, try it on another internet browser or device!

Guide for smart phones/using the app on tablets:

1. You need to download the Google Meet and Google Classrooms app from [Google Play](#) or [Apple Store](#).
2. Go into the Google Classroom app.
3. Click on the circle, in the top right, to ensure that the child is logged into their school Google account ending @stmarymagdalenmk.co.uk. If they aren't logged in, select their school account, or add it. Guides are on our website, in the Children & Nursery tab ([or click here](#)).
4. Some pupils have access to more than 1 classroom, check that you're in the correct one (you can change it by clicking on the 3 lines in the top left).
5. Click on the camera icon, in the top right (if this is not visible, the teacher may need to make this link visible).
6. You won't be able to join a meeting until it's been made by the teacher, at the time they said!
7. You may need to click 'Allow' to let Google Meet use your microphone and webcam.



Google Meet options:

When you touch the screen, buttons appear at the bottom. These are:

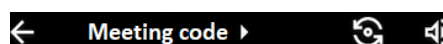
Red Phone: Leave the meeting (only use this at the end!)

Camera: Turn the camera off/on. Please leave on unless asked!

Microphone: Mute/unmute the microphone. Please leave on unless asked!



The buttons at the top are:



Meeting code: Has information on the code and who is in the call.

Spinning circle: to switch camera on your device.

Speaker: For speaker/audio options.

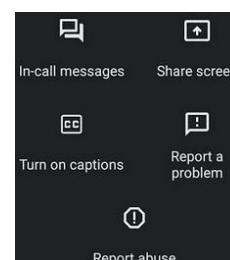
The 3 dots in the bottom right bring up further options:

In call messages: lets you type to everyone, not individuals.

CC: For captions/subtitles.

Share screen: This can be used to show what is on your screen instead of the camera (don't use this unless asked to).

Report buttons: These will let you send reports to Google.



Full screen: Double tapping in the centre of the screen, will make it bigger (do it again to exit this).

PLEASE REMEMBER OUR SCHOOL RULES AND THOSE AGREED TO IN THE MEET CONSENT FORM!