

## Student Guide to using Google Meet Live Lessons

**All Google Meet Live Lessons will be Recorded by the teacher – by joining the session you are agreeing to being recorded. The recording covers Images, Audio and Chat Transcripts**

### Equipment

Google Meet can be used on any device a laptop, ipad (or tablet) or smartphone.

If you are using a smartphone you may need to install the Google Meet App in advance.

If using a laptop, it will automatically connect you to the Meet Web Page.

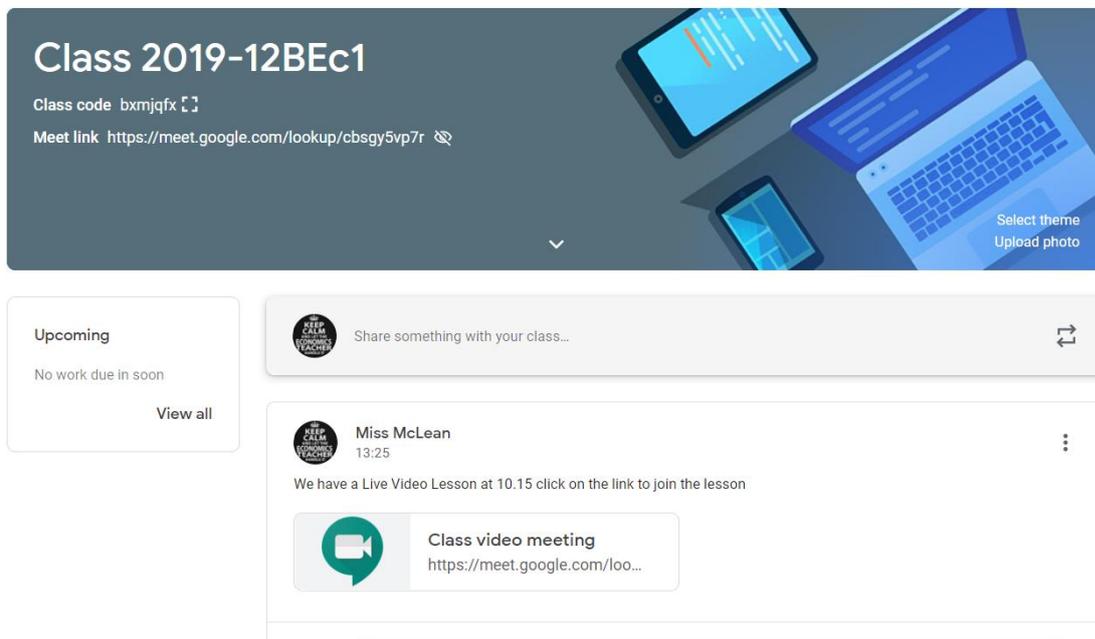
### To join the Live Lesson

To access the Google Meet Live Lesson you must be logged into Google Classroom/Meet App with your school google classroom login.

You will not be able to access the session without this.

### **Step 1**

You will receive an announcement from your teacher with a Link to the Meeting



The screenshot shows a Google Classroom interface. At the top, there is a header for 'Class 2019-12BEc1' with a class code 'bxmjqfx' and a Meet link 'https://meet.google.com/lookup/cbsgy5vp7r'. Below this, there is a 'Share something with your class...' section with a 'KEEP CALM AND COMPOSE YOUR TEACHERS' icon. A notification from 'Miss McLean' at 13:25 states 'We have a Live Video Lesson at 10.15 click on the link to join the lesson'. Below the notification is a 'Class video meeting' button with the same Meet link. On the left, there is an 'Upcoming' section with 'No work due in soon' and a 'View all' link.

(You may see the same in an assignment set by your teacher)

## Step 2

Click on the Link at the time of the Meeting

If your teacher is not in the meeting yet you will not be able to join the meeting and will see the following message

You can't create a meeting yourself.  
Contact your system administrator for  
more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

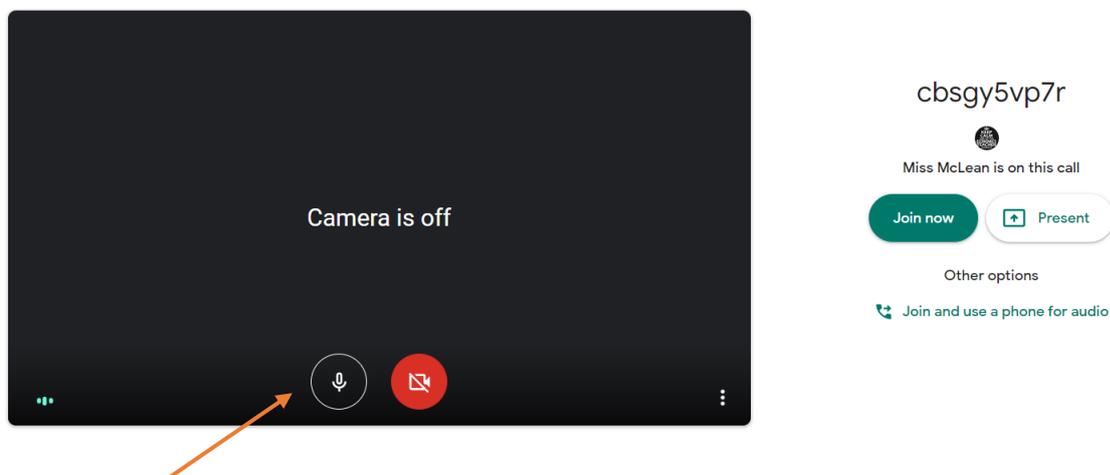
Reload

Return to home screen

## Step 3

If your Teacher has joined the Meet you will see this screen.

If using for the first time you will be asked to allow access to your camera and microphone – Click Accept

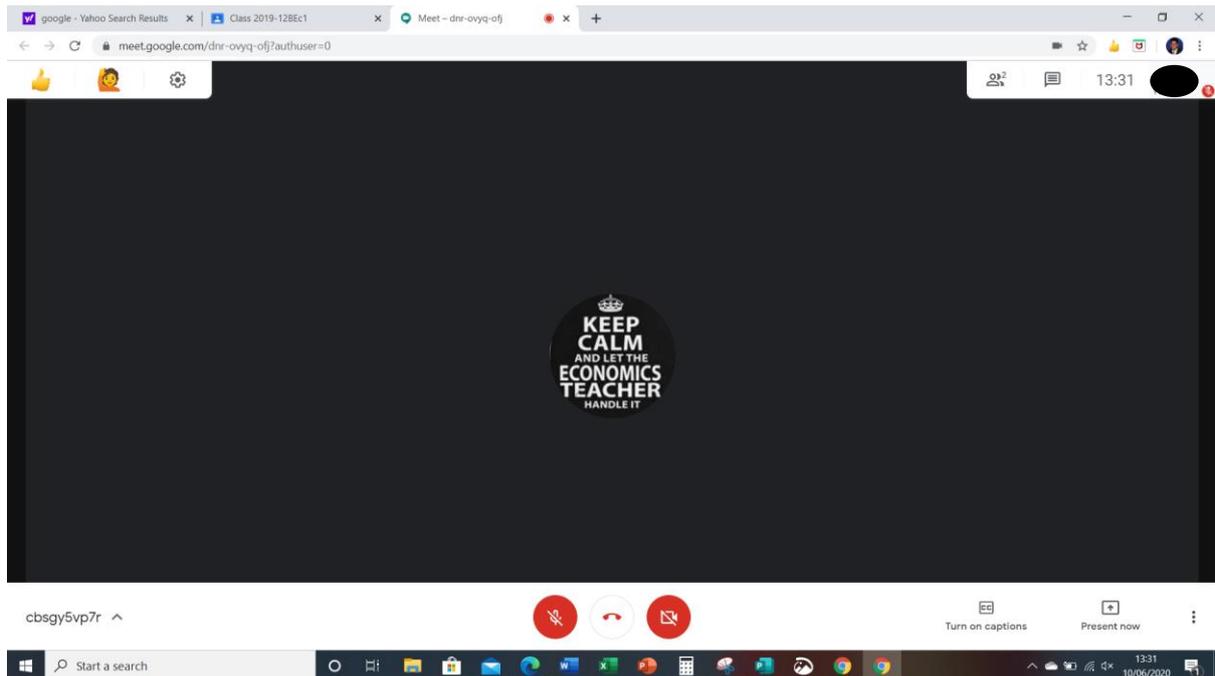


Before Pressing Join Now – click on the microphone icon and the camera icon so they turn off.

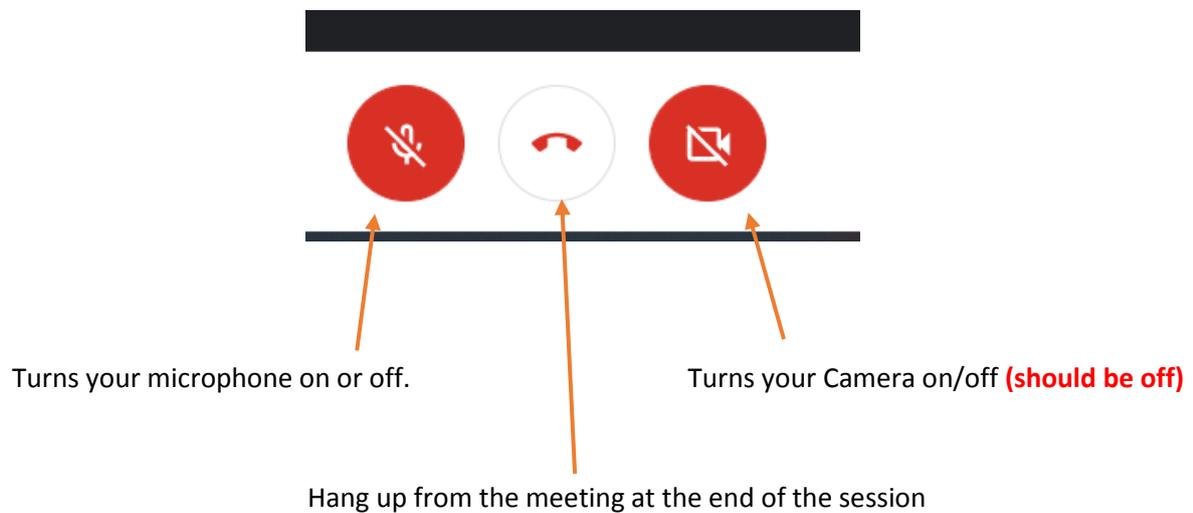
If you miss turning off the camera and microphone before joining you can do this from the meeting page.

**But you must turn them off as soon as you have joined the meeting – your teacher will remind you of this**

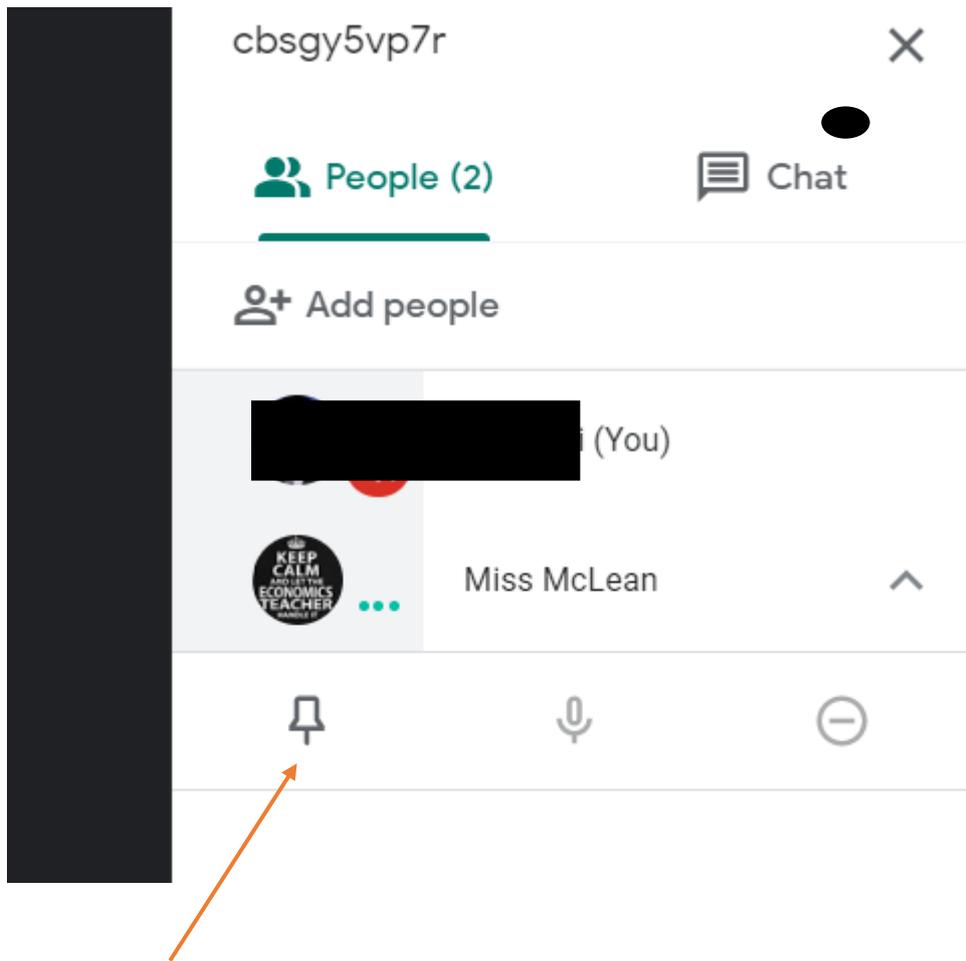
#### Step 4 – When you have joined the meeting you will see the following



The controls you need to use:



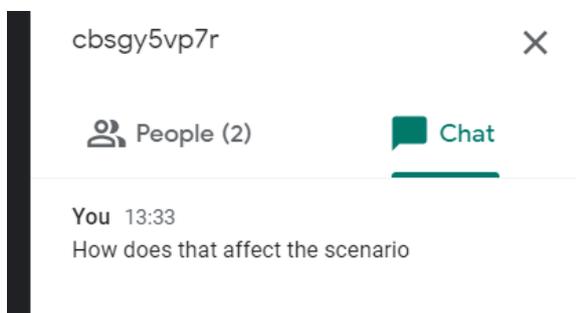
**Step 5** – as there will be others in the class you need to pin your teacher to the screen. To do this click on people in the top corner. This will show everyone in the meeting.



Click on your teacher and then click on the Pin icon – this will make sure your teacher screen is always visible

**Step 6** – Asking your teacher Questions

If your teacher is presenting it may be better to use the chat function to ask your question. Click Chat and then you can type your question – this is visible to all and is recorded.



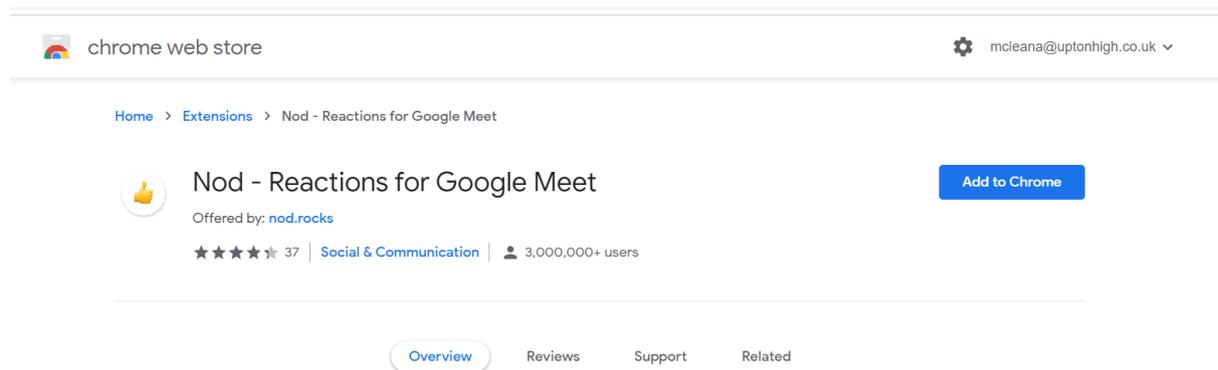
**Step 7** – when the session is over click the handset to leave the meeting.

## Additional Info

If you are using a Laptop to access the meeting – it is recommended that you download the Nod Reactions for Google Meet extension.

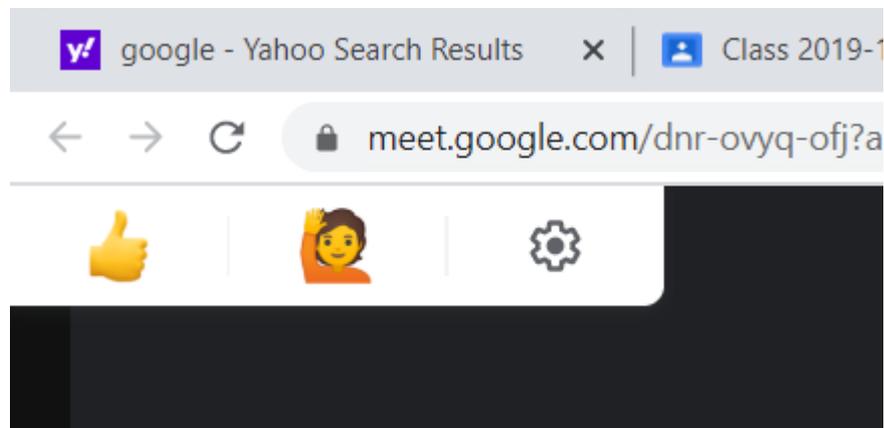
In Google Chrome go to the following link

<https://chrome.google.com/webstore/detail/nod-reactions-for-google/oikgofeboedgfkacpfebfmgdalabej>



Click Add to Chrome

When you Join a Google Meet you will then see this in the top left corner.



By clicking the Middle Icon, you can raise a Virtual Hand and your teacher will know you want to ask a question.