



## GOOGLE MEET Instructions for Parents/Pupils

Before you use Google Meet please make sure you have read and understood the Claypole C of E Primary School Online Meetings Code of Conduct which can be found on the school website under Children – Home Learning or by clicking the link below.

<https://primarysite-prod-sorted.s3.amazonaws.com/the-claypole-church-of-england-primary-school/UploadedDocument/0818c64afc22439e8df4a7b3c1778fa2/online-sessions-code-of-conduct.docx.pdf>

### Signing in to Your Google Account

Go to [www.google.com](http://www.google.com) and click sign in at the top right of the webpage. Please use school account provided by teachers to sign in.

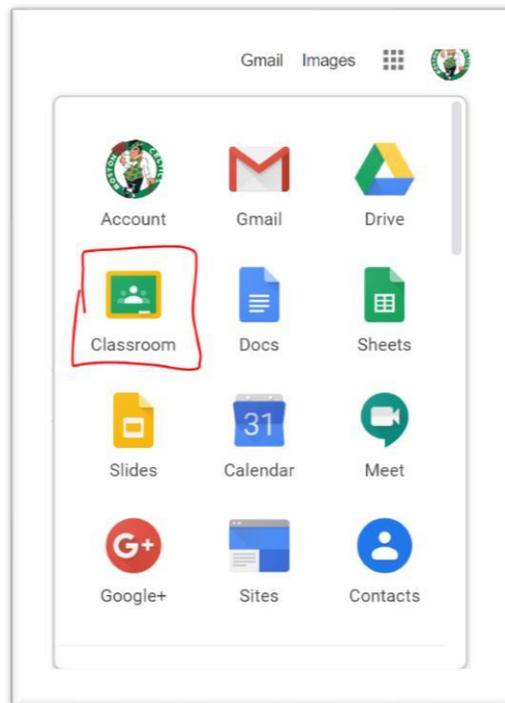
### There are 3 options to access and join a google meet session once the Pupil is logged into their google account.

**Option 1.** Teacher e-mails either the pupil or the parent the google meet link to access the session.

Step 1. Parents/pupils just click on the link provided by the teacher and join session. (Please note if you have two children in different classes with accounts on the same PC/laptop you may get the message that session cannot be found as it does not know which Classroom to go to. Use Option 2)

**Option 2.** Teacher posts the link or session name in their google classroom.

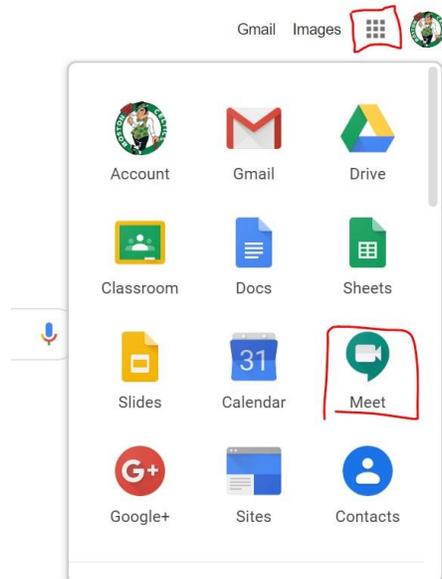
Step 1. With the pupil logged into google.... Open google classroom. Shown below.



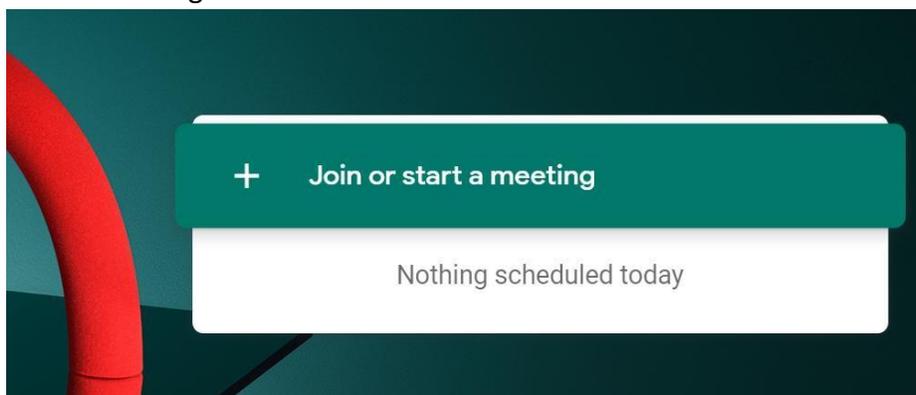
Step 2. You will be brought to the class page where you can see the teacher's post of the link for the Google Meet session. Click on it.

**Option 3.** Teachers e-mail the **session name** to the parent or pupil. From here the parent or pupil will need access Google Meet and enter the session name to join. Steps shown below.

Step 1. At the top right of the screen. Select the square icon, and select Google “Meet”, as shown below.

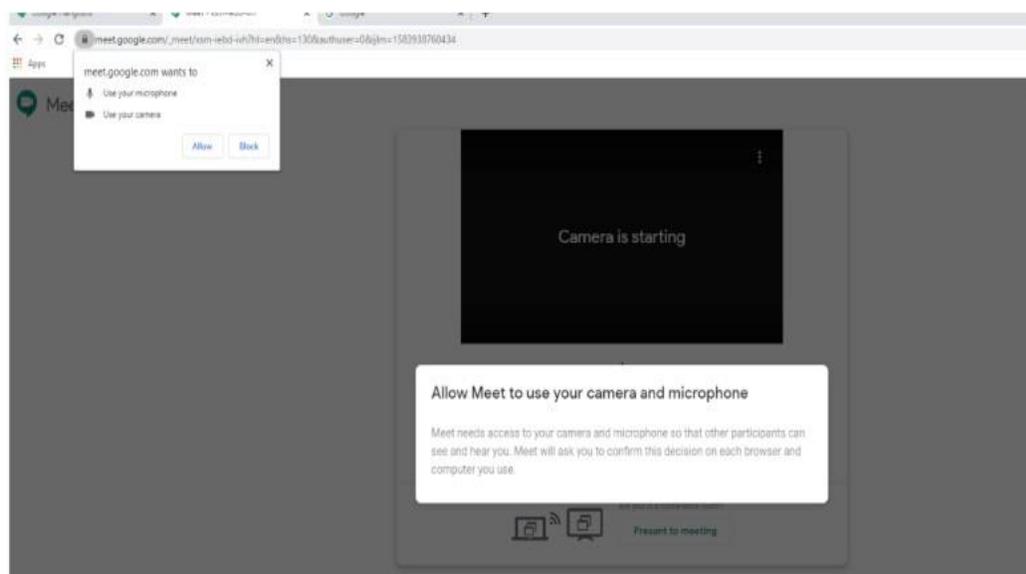


Step 2. Select join or start a meeting



Step 3. Enter the meeting session name/nickname provided by the teacher. (it is case sensitive)

Step 4. Please make sure the camera and microphone are “allowed” to enable adequate communication for instruction.



Step 5. Select join meeting.

## Option 4

1. If you are using a tablet or smart phone download the Google Meet App associated with you type of device
2. Open the Meet app and follow the instructions from step 2 in Option 3

### Parent/pupil YouTube guide to using Google Meet

Please click on the link below to view this tutorial

<https://www.youtube.com/watch?v=xjq8SDHnKbY>

### Important to remember when in a Meet

Once you have joined the Meet please ensure you MUTE your microphone unless you asked by your teacher to speak or have a question to ask. This is very important to avoid echoing of sound during the Meet. As shown below, at the bottom of the Meet screen you will see 3 icons, click on the microphone icon to mute and unmute as required. You can also stop broadcasting your video by clicking the camera button. The icons will turn red (as shown below with the camera icon below) when activated

