How to connect to your Google Meet with Google Classroom
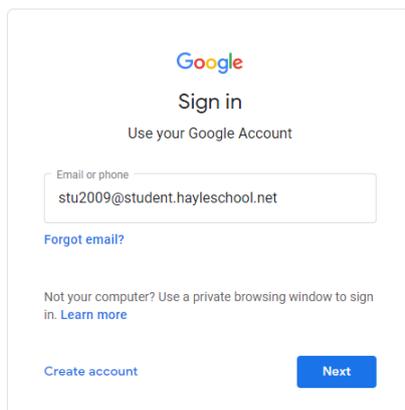
You'll need to go to this website to logon to Google Classroom, http://classroom.google.com/

Enter your school email address, eg. stu2009@student.hayleschool.net and enter your password. If this is the first time you have logged onto Google Classroom, your default password is Password.


Once you have logged on, you'll be shown a list of classes that you have joined. If you have no classes, check you school email for a link from a teacher, you'll need to click on this link. Sometimes you may be given a code via email or on ShowMyHomework.
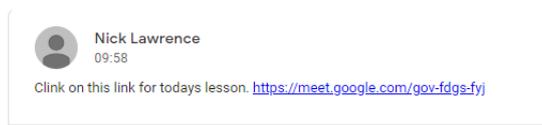
If you click on the + on the top right of the screen, you'll be able to enter this code and join the class.


Click on the class that you need to connect to Google Meet for your online lesson.
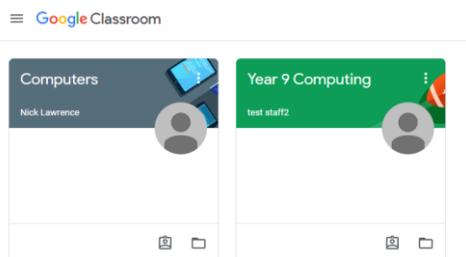
Once you have click on the class a new page will open, this is the "Stream" page. Here your teacher can send messages to the class and also provide a link to Google Meet for your lesson.

Click on the link provided by your teacher to join the Meet. This will open the Meet website and you'll need to click on the green "Join now" button.
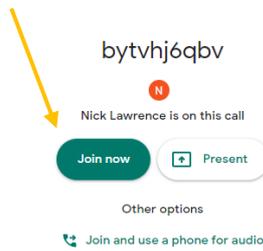
You'll now see your teacher.

Once you are in the Meet, at the bottom of the screen is a white bar. If you can't see this white bar move your mouse to the bottom of the screen and it will appear. In the centre of this bar is three buttons. These turn off/on the microphone, cancel the Meet and turn off/on the camera.


On the right are options for Captions and Present now. The "Turn on captions" button will take any spoken sounds in the Meet and show them at the bottom of the screen.

If you need to show any work to your teacher and the class, click on the "Present now" button. This will allow you to either show a particular window and nothing else e.g Word or Excel or show your entire screen. When finishing presenting, just click on the "Stop presenting" button.

The three dots on the far right will bring up the options menu as shown below.
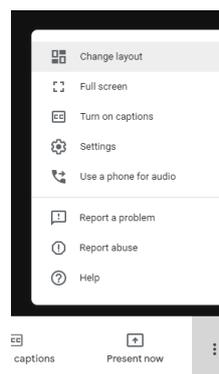
To end of your lesson, click on the red phone symbol in the middle of the three icons at the bottom of the screen.