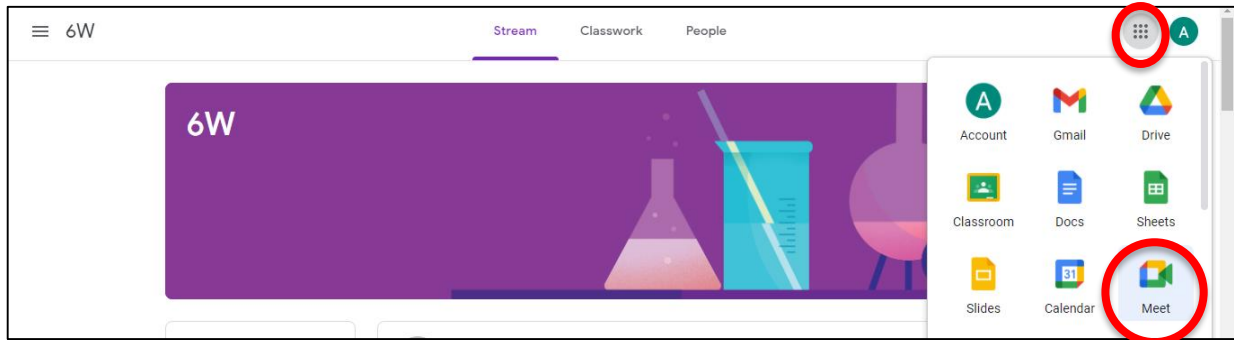


Google Meet – Parent/Pupil User Guide

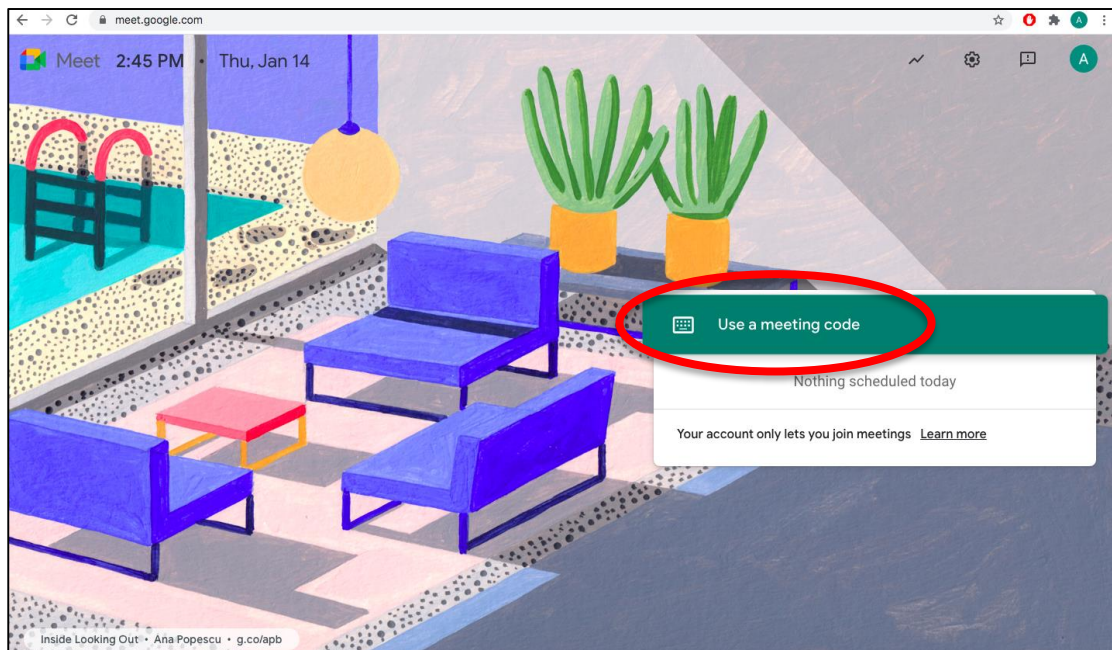
How to Access a Meeting*:

*** If you are using a device other than a laptop or computer (e.g. an iPad) then you will need to download the Google Meet app in the App Store and skip to step 3 once logged in.**

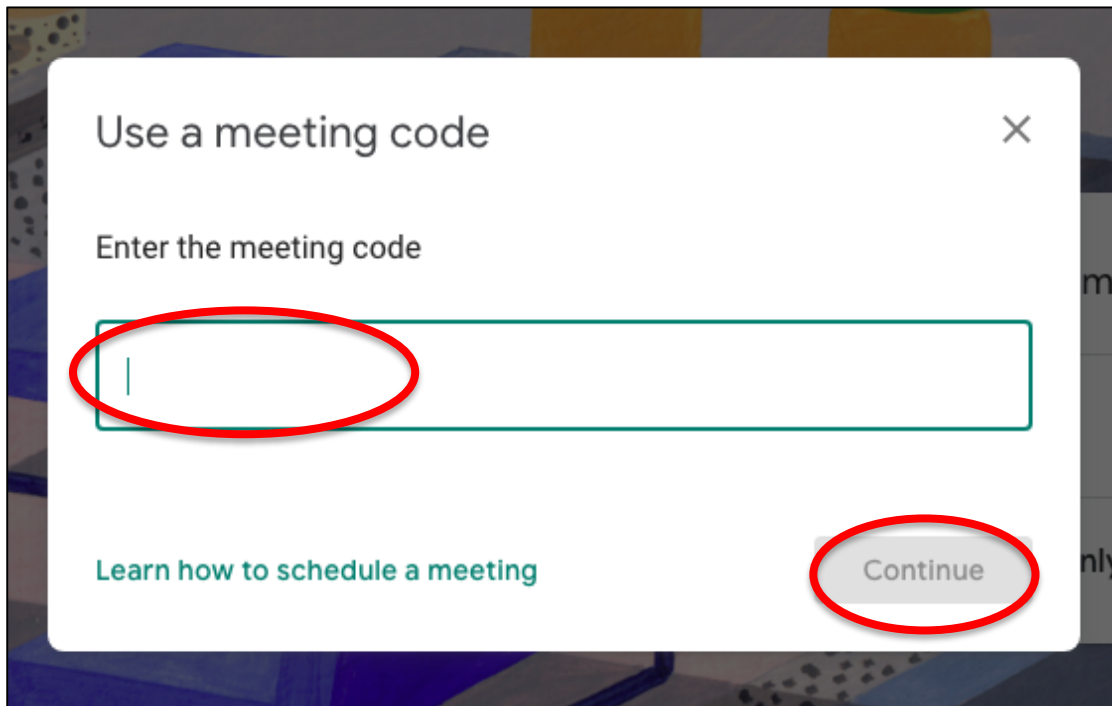
- 1) Log into Google Classroom as normal. Your teacher will post the meeting code in the Stream.
- 2) In the top right-hand corner, click on the dot array icon (Google apps) then 'Meet'.



- 3) Click 'Use a meeting code'.



4) Type the meeting code in the box that appears.



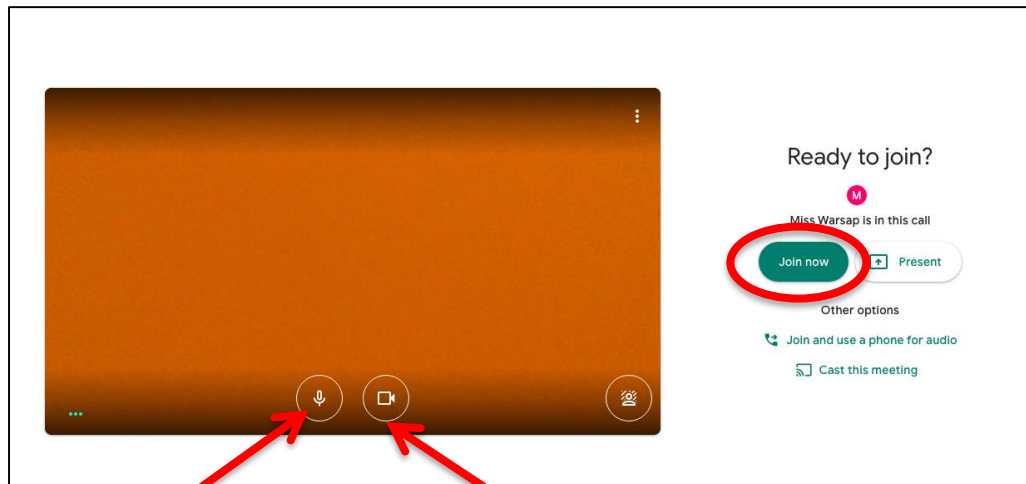
A screenshot of a software interface showing a dialog box titled "Use a meeting code". The dialog box has a close button (X) in the top right corner. Below the title, it says "Enter the meeting code". There is a large, empty rectangular input field with a teal border, which is circled in red. At the bottom left of the dialog box, there is a link that says "Learn how to schedule a meeting" in teal text. At the bottom right, there is a grey button with the word "Continue" in black text, which is also circled in red. The background of the screen shows a blurred image of a computer keyboard and a mouse.

Then press 'Continue'.

How to Participate in a Google Meet Session*:

***You cannot join the Google Meet session before the agreed meeting time or before your teacher has entered.**

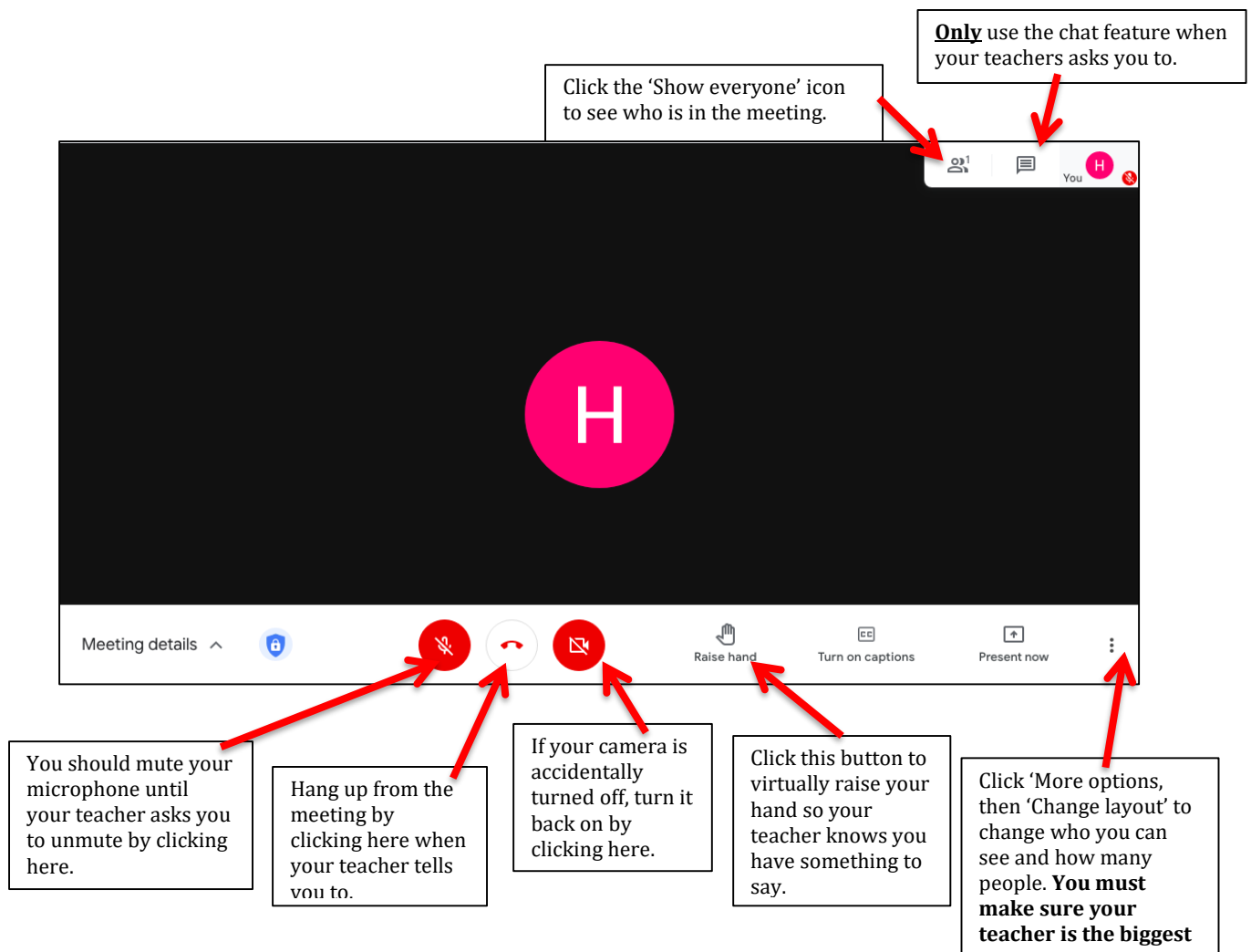
1) Having done the above steps, click 'Join now' at your agreed meeting time.



Click here to mute your microphone before joining. Your teacher will tell you when to unmute.

Make sure your video is switched on.

2) Once you've joined the meeting your screen will look something like this:



If you accidentally leave the meeting early or lose Internet connection, try to join back as soon as you can.