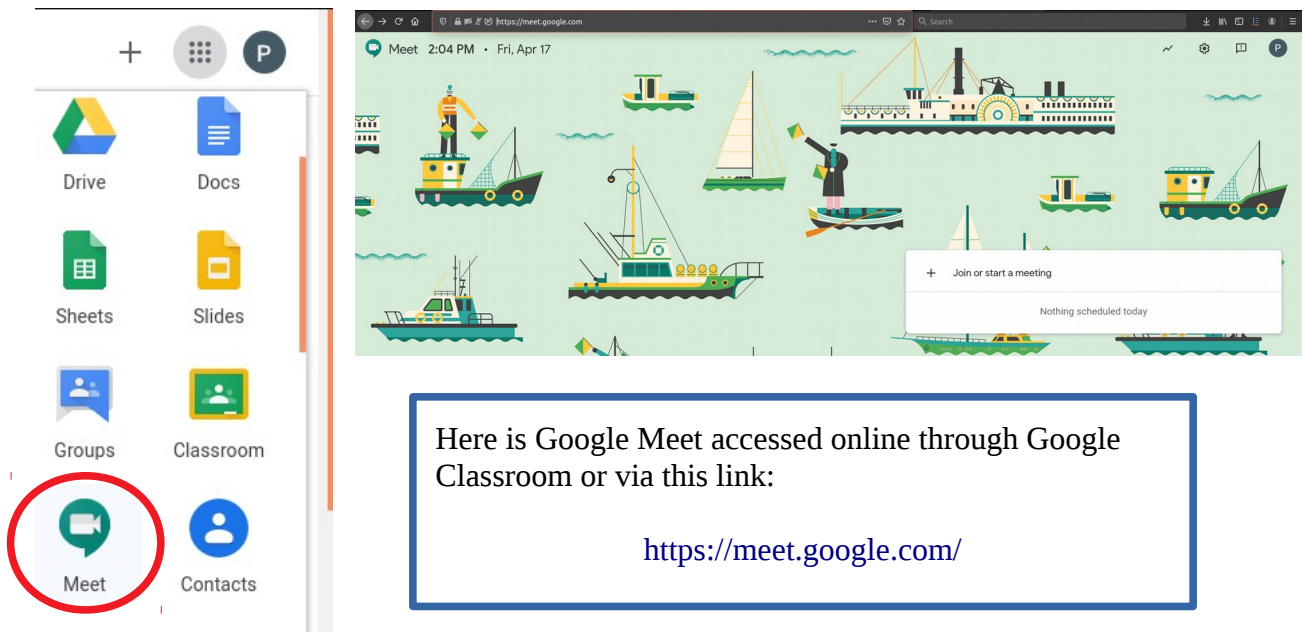


# Guide to Google Meet for Students

Talking to staff in person is very important for home learning, and working with other students is good for your progress and well-being.

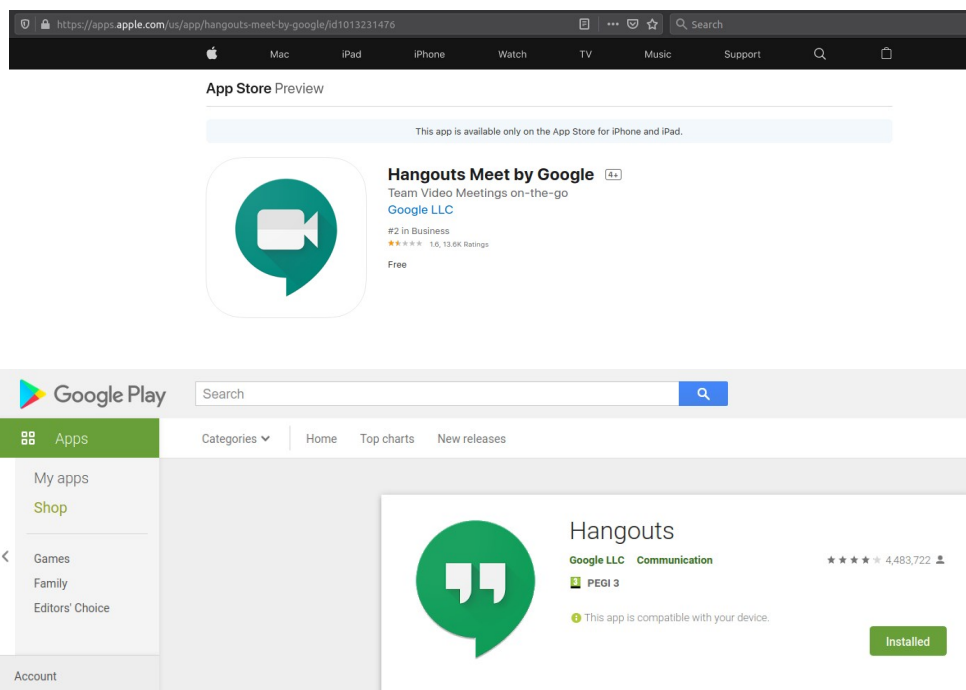
We are going to do this using **Google Meet (Part of Google Hangouts)**, as you already have an account for it – it is the same as using Google Classroom.



The image shows two parts. On the left is a screenshot of the Google Classroom app drawer with the 'Meet' icon circled in red. On the right is a screenshot of the Google Meet website interface, showing a meeting room with a boat-themed background and a 'Join or start a meeting' button.

Here is Google Meet accessed online through Google Classroom or via this link:

<https://meet.google.com/>



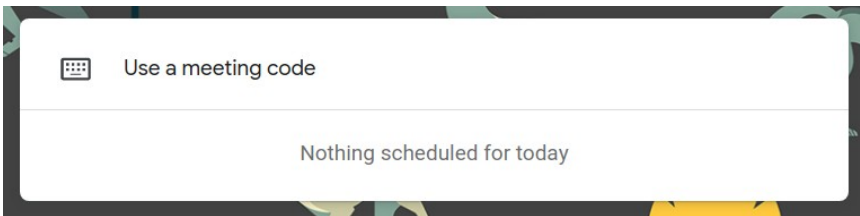
The image shows two screenshots of the Google Meet app. The top screenshot is from the App Store, showing the app's preview page with the title 'Hangouts Meet by Google' and a rating of 4.8 stars. The bottom screenshot is from Google Play, showing the app's page with the title 'Hangouts' and a rating of 4.8 stars. Both screenshots show the app is available for free and is compatible with the device.

You can also download the app for your phone or your tablet.

Your phone may have a better microphone than your PC!

The app is available for iOS and Android.

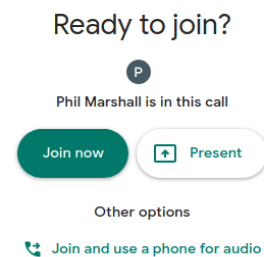
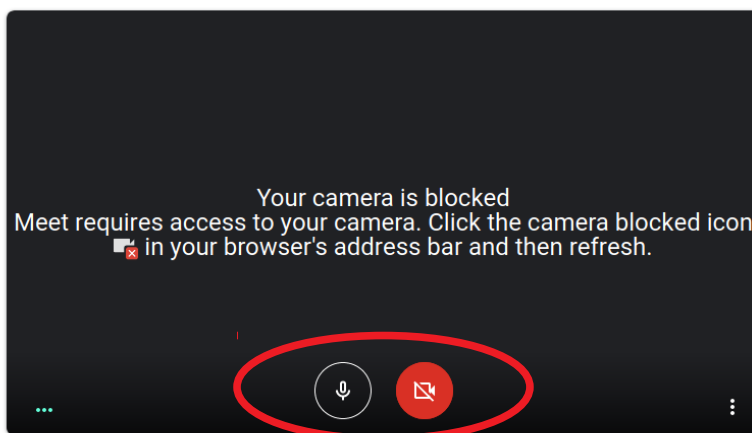
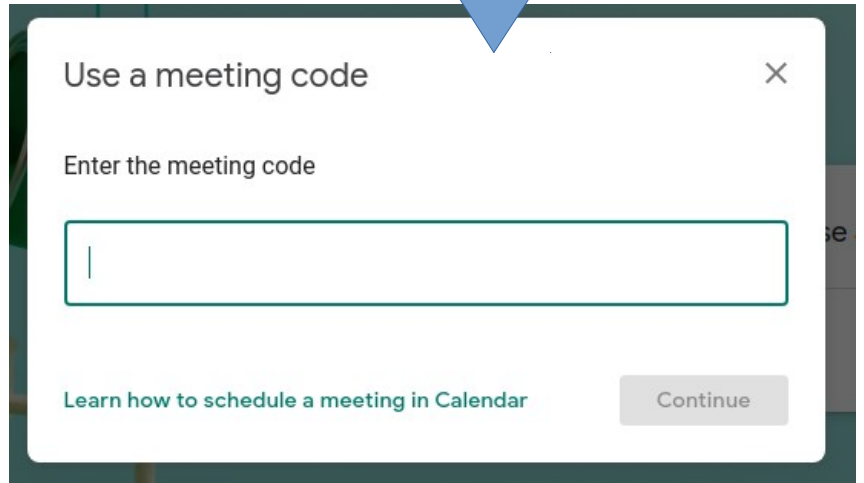
**You must sign in with your Edgbarrow account.**  
**Use your Edgbarrow School email – just like Google Classroom.**



To join a meeting, enter the code sent by your teacher.

**Do not share the code with anyone else!**

You can also access the meeting directly from the link in a Google Classroom



Your teacher will tell you whether to join using your camera or **audio only**.

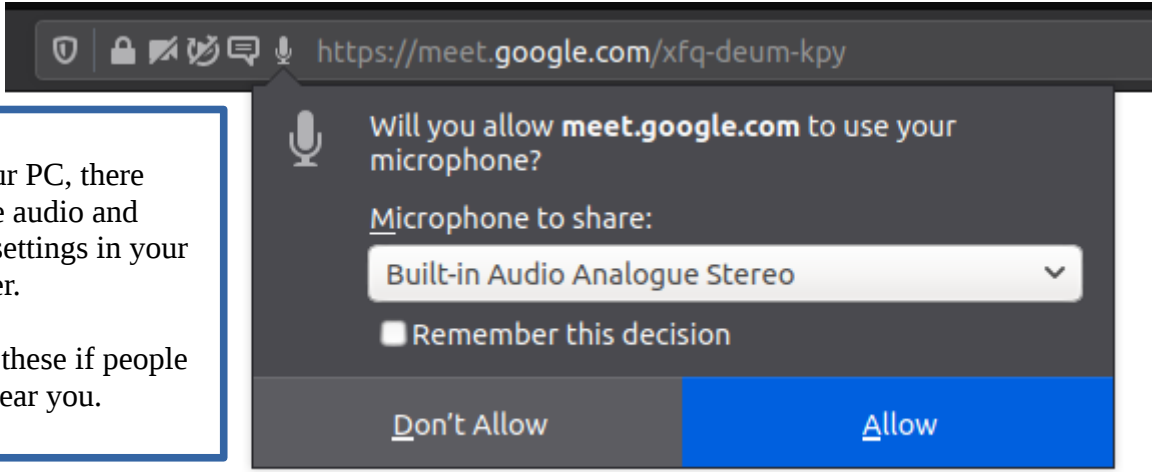
Click the camera and microphone icons to turn them on or off.

If your Internet is slow, audio only may be better anyway.

The sound may be better if you use a headset.

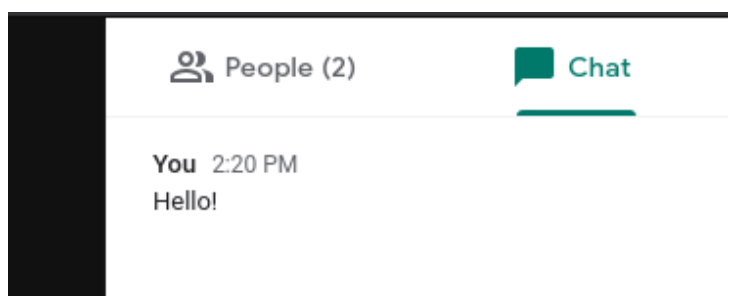
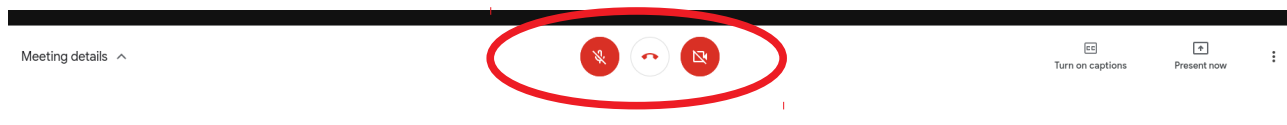
On your PC, there may be audio and video settings in your browser.

Check these if people can't hear you.



Click on your screen, or swipe up from bottom of the screen to see the camera and microphone options.

If you are not talking, **mute your microphone**. This prevents echoes for other people.



Give people time to speak – there is a delay between what people say and what you hear.

**Use the chat** if you are not getting your turn to speak.

**Meetings may be recorded for safeguarding purposes and for students who could not attend the lesson in real time.**

**The app will show you if a meeting is being recorded.**

Only staff can record meetings.  
They are saved on the school Google Drive and will be kept for one year.

**Be polite in what you say and type!**

**If you have any concerns about the lesson being recorded, please talk to your teacher.**



## **The following guidelines apply to all online lessons:**

- Tell your family that you are in an online lesson
  - Your family may not want to be in the background of your lesson and it may be distracting for other students
- Make sure that you have your lesson materials ready, such as a pen and paper
- Your teacher will tell you how to ask questions
  - They may ask you to use the chat, use your microphone or raise your hand if you are using video

**We will try to make online lessons as similar to normal lessons as we can!**

## **The following *additional* guidelines apply to lessons using video:**

- Make sure that you are wearing appropriate clothing
- Make sure that there is nothing in your background that you don't want other people to see
  - This includes other people (*like your family*) and things on your walls
- Place the camera sensibly – what can it see?
  - If you move the camera, or if it fell over, what could it see?

## **For all online lessons, remember:**

You control your microphone and camera -  
if you don't want to use the camera, you don't have to!

Staff can remove anyone from a meeting who is not behaving appropriately.

Please listen to your staff and work together to make this work.

Meetings may be recorded by the School for safeguarding purposes,  
or to support students who cannot attend in real time.

If you have any questions or concerns about using Google Meet,  
please ask your teacher or email [help@edgbarrowschool.co.uk](mailto:help@edgbarrowschool.co.uk)

