

How to use Google classroom for live meetings.

These instructions cover how to get into live meetings set up in Google Classroom. It's a good idea to check your computer's camera and microphone are working well before you start.

1. When it's time for the meeting, look at your class stream - your teacher will put up a link for the meeting here.
2. Click on the link.
3. Set up your camera and microphone so that your camera is on but your microphone is off. It should look like this.



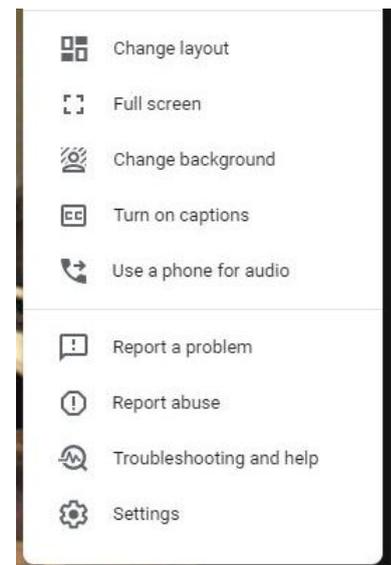
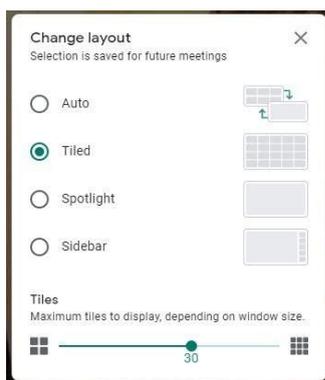
Your computer might ask for permission to use your camera and microphone - make sure you allow this.

4. Click on the 'ask to join' button. Your teacher will let you into the meeting.



5. When you're in the meeting, set up your controls so you can see everyone in the class. You do this by firstly clicking on the three dots at the bottom right of the screen and selecting 'Change layout'.

Then, you select 'Tiled' and set the maximum tiles to 30.



6. Try to make sure you're sitting in front of a plain background. Ideally, the computer should be positioned so other people in the house can't walk in front of the camera, and with no personal details (family pictures, important documents) on screen.

If that's not possible, you can blur the background. You do this by clicking on the three dots at the bottom right of the screen, selecting 'change background' and selecting the blurred background option.



7. When children need to speak, they will need to click the microphone button to turn their microphone on.



8. Children might be asked to put their hand up during a meeting. This can be done by clicking on the 'raise hand' button at the bottom of the screen.



9. At the end of the meeting, children will leave by clicking the hang up button. A teacher will stay in the meeting until all the children have left.