



A guide to

# Google Meet

For Parents/Carers AND Students

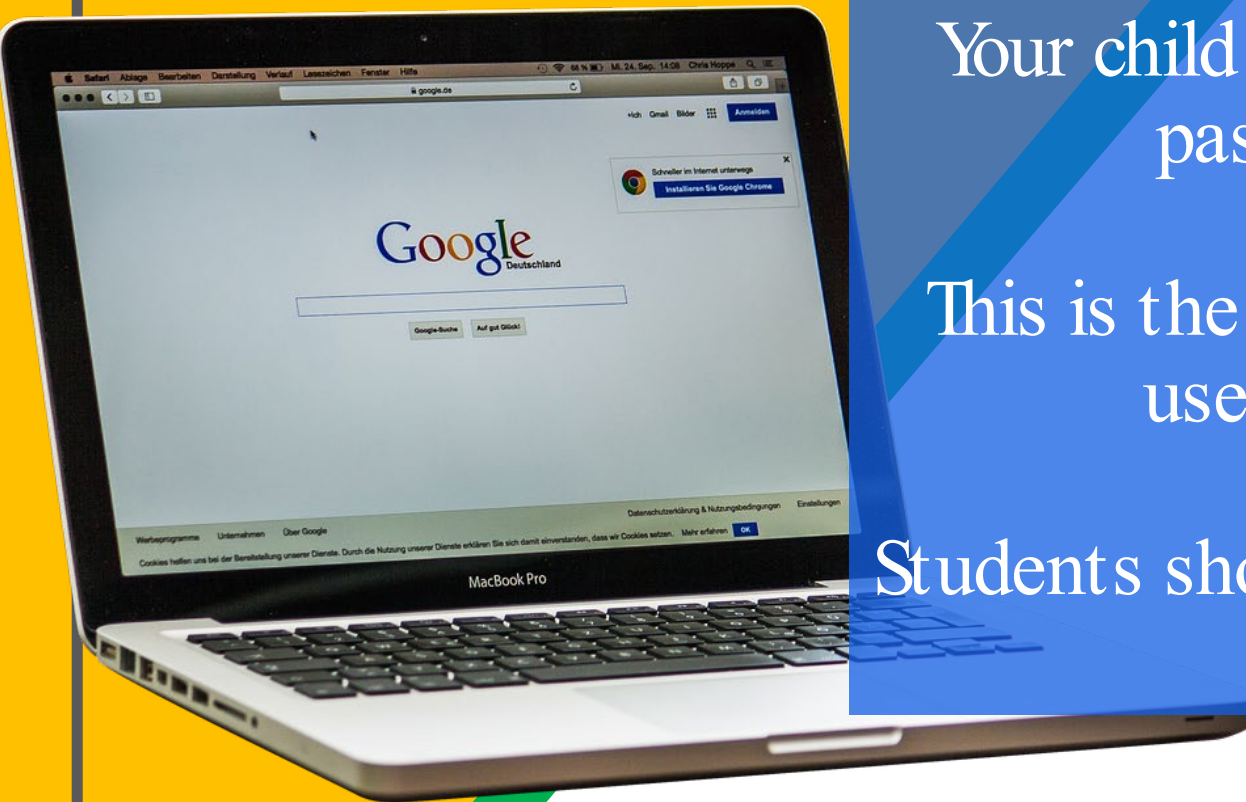
# What is Google Meet?

(GM) gives your child the ability to still attend lessons while at home.

Teachers use Google Meet to host online lessons (remote learning) with their students when they are not able to do so in person.



# Getting Started



Your child was provided with a secure login and password that is unique to them.

This is the same as the login and password they use to log into a school computer.

Students should of noted their login details in their organiser.

# Getting Started

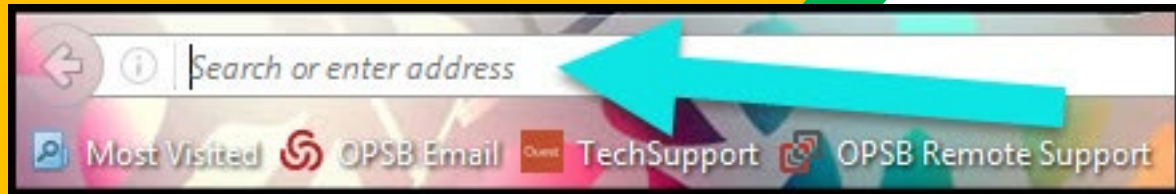


1

Click on the  
[Google Chrome](#)  
browser icon.

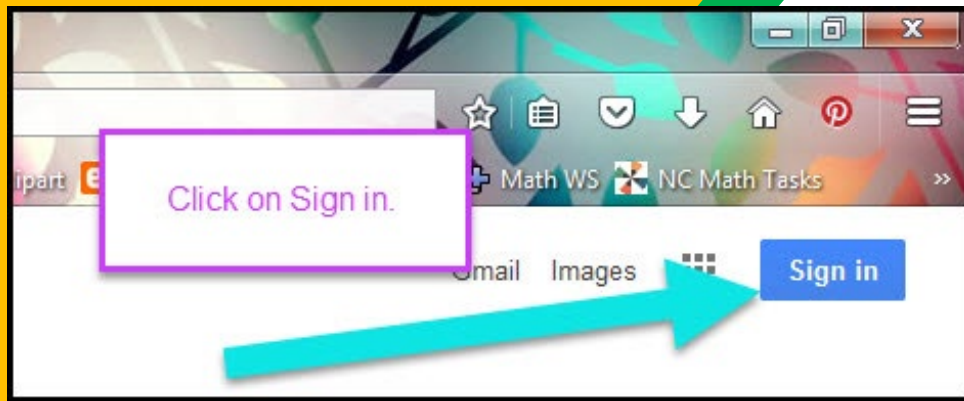
(You can also use  
Firefox, Safari, and  
Microsoft Edge)

# Getting Started



2 Type [www.google.com](http://www.google.com)  
into your web  
address bar.

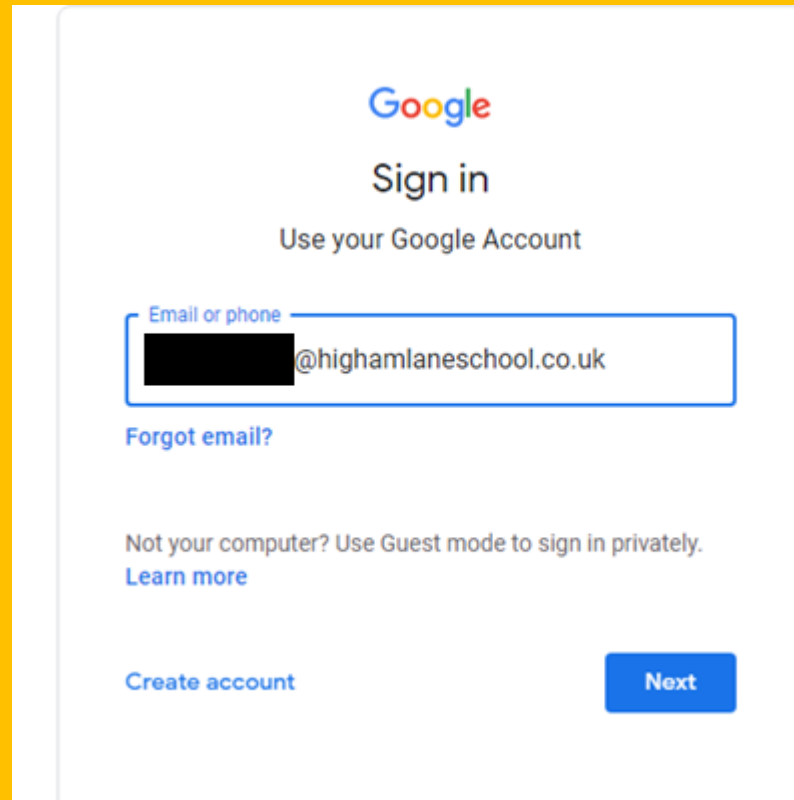
# Getting Started



3

Click on **SIGN IN** in the upper right hand corner of the browser window.

# Getting Started



Google

Sign in

Use your Google Account

Email or phone

██████████@highamlaneschool.co.uk

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

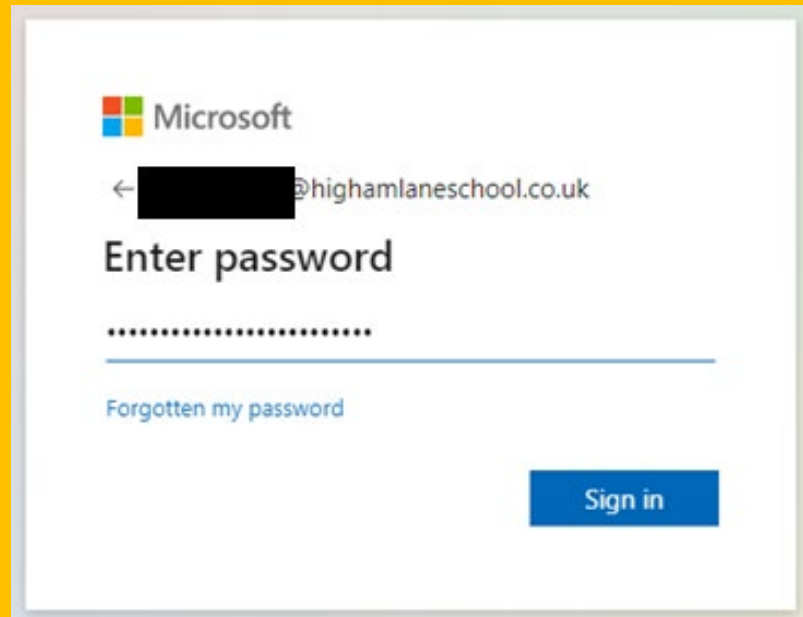
[Create account](#) [Next](#)

4

Type in your child's  
**Google Email address**  
& click **“next.”**

It may ask you to  
enter your email  
again. Please do so.

# Getting Started



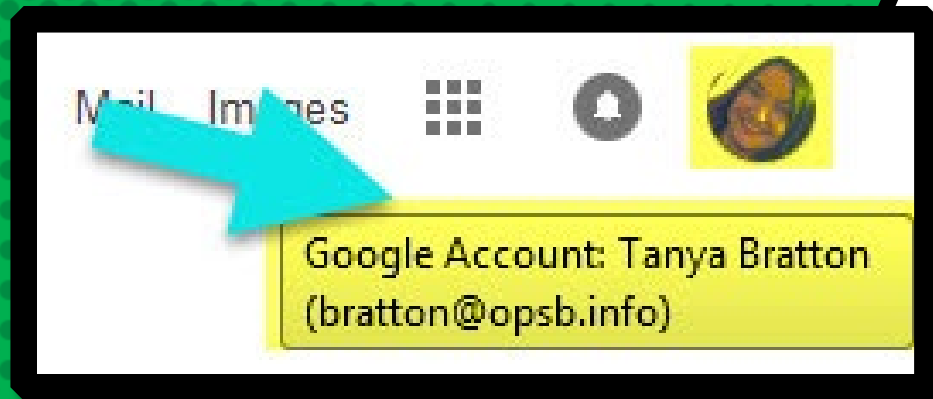
The screenshot shows a Microsoft login interface. At the top left is the Microsoft logo. Below it is a back arrow and a partially redacted email address ending in @highamlaneschool.co.uk. The main heading is "Enter password". Below this is a password input field filled with dots. Underneath the field is a link that says "Forgotten my password". At the bottom right of the form is a blue button labeled "Sign in".

5

Type in the **PASSWORD**  
&click “**sign in.**”

The password is the same  
as the one they use to log  
into the school computers.

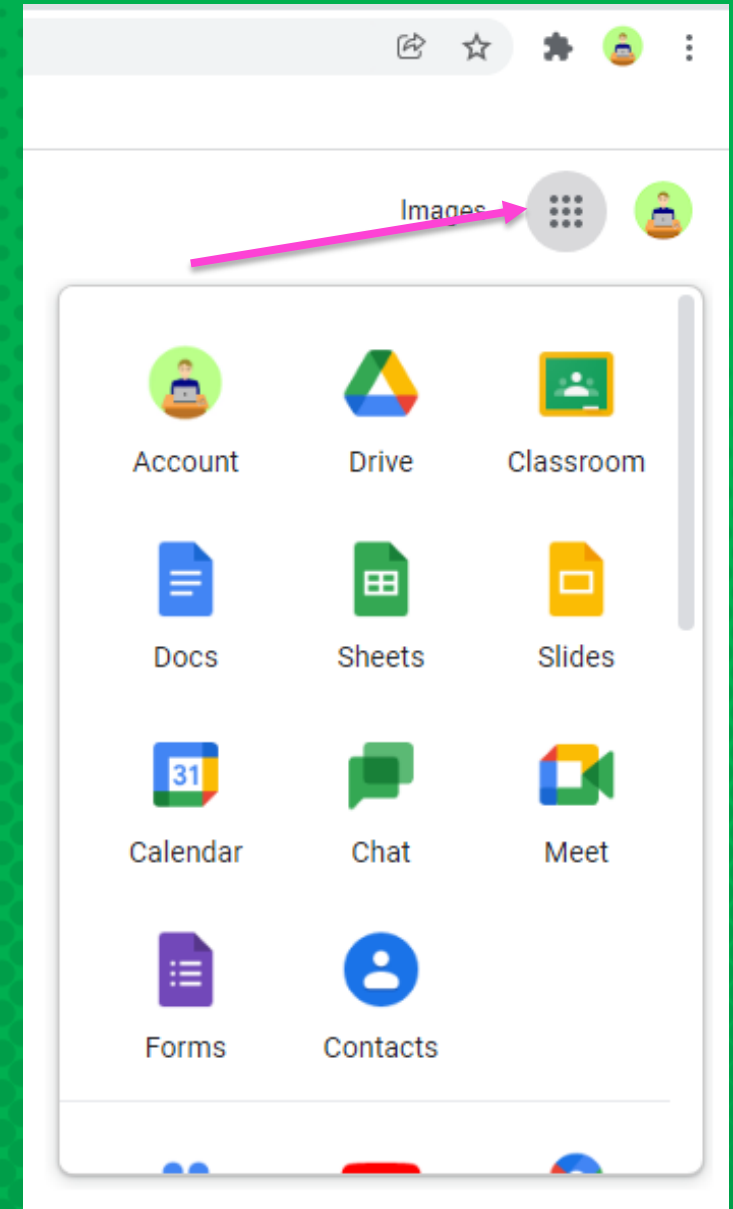




**Now you'll see**  
that you are signed in to  
your Google Apps for  
Education account!

# Google SUITE

Click on the 9 squares  
(Waffle/Rubik's Cube) icon in the  
top right hand corner to see  
the Google Suite of Products!



# GOOGLE ICONS to recognize



CHROME



DOCS



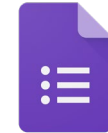
DRIVE



SLIDES



SHEETS



FORMS



CALENDAR



EMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



MEET



HANGOUTS



SITES



CONTACTS



CLOUD



CLOUD SEARCH



YOUTUBE



NEWS



VAULT



MY ACCOUNT

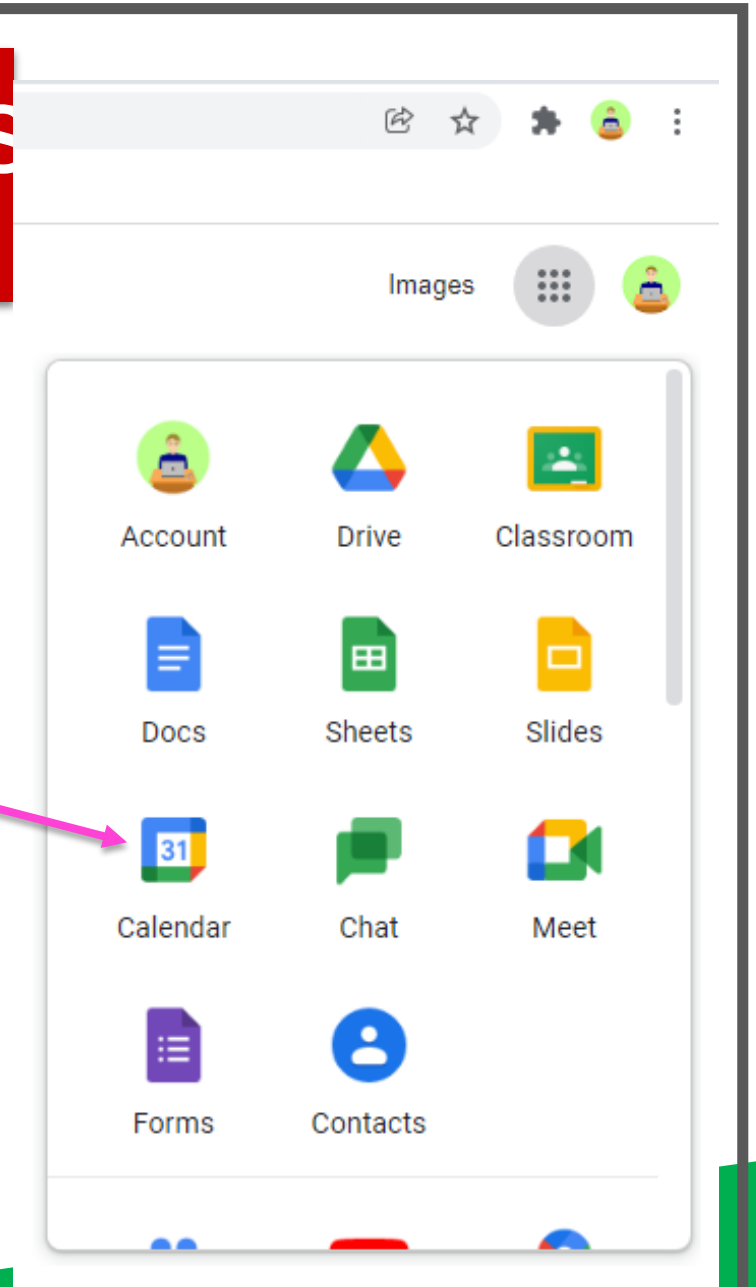


GROUPS

# Joining your Google Meet Les

1

Click on the 9 squares  
and then the Google  
Calendar icon.



# Joining your Google Meet Lesson

2

Find the date and time your lesson is on during school day, then left click on where it shows your lesson.

The screenshot shows a Google Calendar interface for December 2021. The calendar grid displays various events, including assignments and holidays. A pink arrow points to a specific event on Friday, December 3rd, at 1:15pm, labeled "1:15pm 100 - Business (Wk)". The event details on the right side of the calendar list several assignments: "Assignment: Student voice st", "Assignment: Student voice st", and "Assignment: Lesson 30th No". The interface also includes a "Create" button, a "Meet with..." section, and "Time Insights" for the month. The taskbar at the bottom shows the Windows Start button, search bar, and several open applications: "How to join a meetin...", "Downloads", "Higham Lane School...", and "ss1 - Paint".

# Joining your Google Meet Lesson

3

Once you have clicked on the lesson a window should appear giving you the option to “join with Google Meet”. Click this and it should open a window to allow you to join the Google Meet Lesson.

The screenshot shows a Google Calendar interface. A meeting invitation for "10D - Business (WkA Friday P4)" is displayed, scheduled for Friday, 10 December, from 1:15 to 2:15pm. The invitation includes a "Join with Google Meet" button, which is highlighted by a pink arrow. Below the button, the meeting link is shown as "meet.google.com/khv-dobo-ejk". The invitation also lists "5 guests" (1 yes, 4 awaiting) and a notification "10 minutes before" from "I Naisbitt". The background shows a calendar grid with various assignments and events, including "Assignment: Student voice st", "Assignment: Lesson 30th No", "Assignment: 15th September", "Assignment: Practical Eviden", "Assignment: Maths Departm", "Christmas Day", and "New Year's Day".

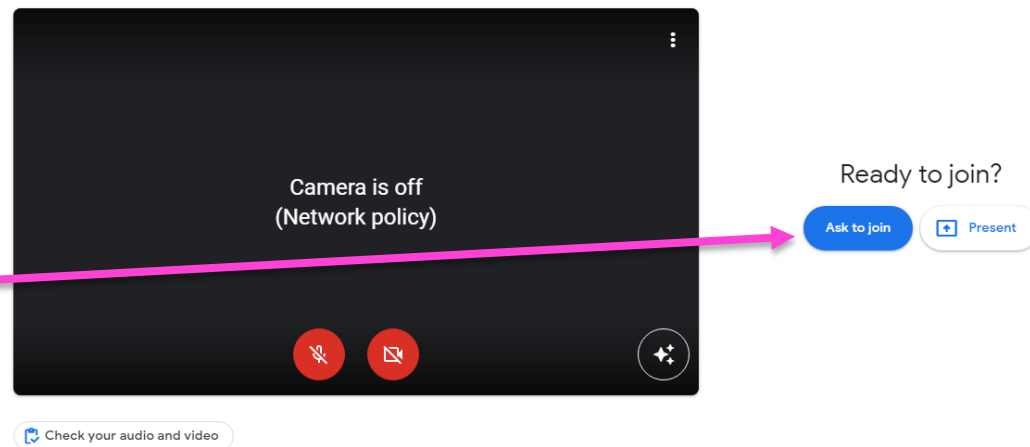
# Joining your Google Meet Lesson

4

Before joining a Google Meet Lesson, make sure your microphone and webcam **are always** turned off by clicking the two red buttons.

Never join a lesson with them on

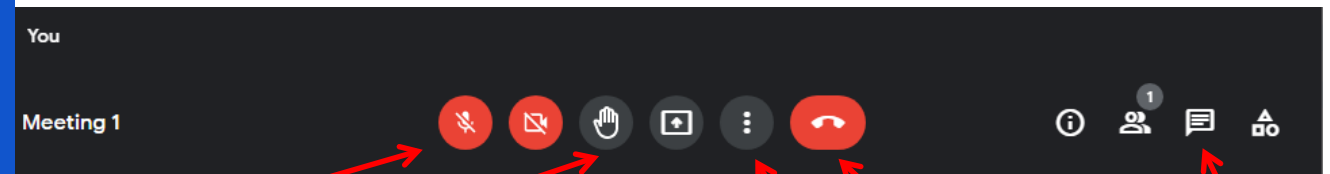
Press the "Ask to join" button and your teacher will allow you into the meeting.



# Joining your Google Meet Lesson

5

You should have now joined the lesson.  
Shown in the screenshot are the different options you can do while in a meeting.



Controlling the camera and mic. **Note:** Your teacher has control over these and will set them to off. You will not be expected nor allowed to turn these on

Raising your hand

Here you can change the page layout (spotlight is the best view for presenting), active Captions and other extras

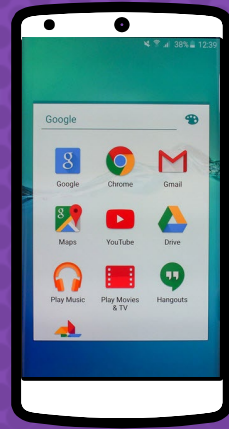
Leave the meeting. Your teacher will close down the lesson.

Chat box (**ONLY** if your teacher allows you)

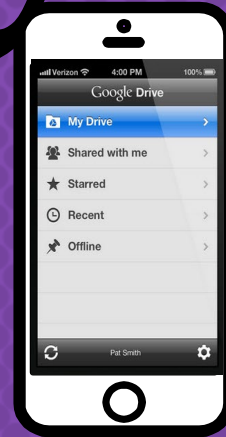


# access

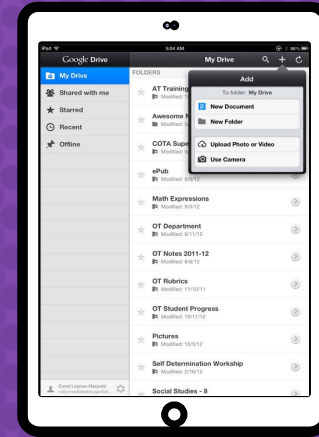
# anywhere



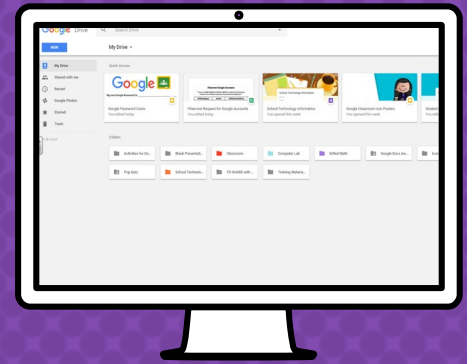
Android



iPhone



Tablet



desktop



# GOOGLE APP

allow you to edit Google assignments from any device that is connected to the internet!



Download on the  
App Store



GET IT ON  
Google Play