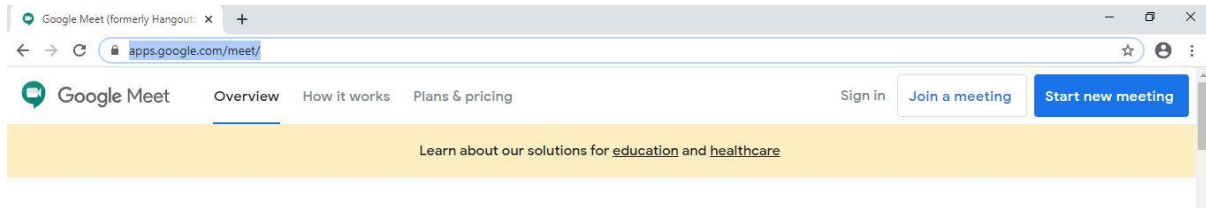


Help guide for students using Google Meet

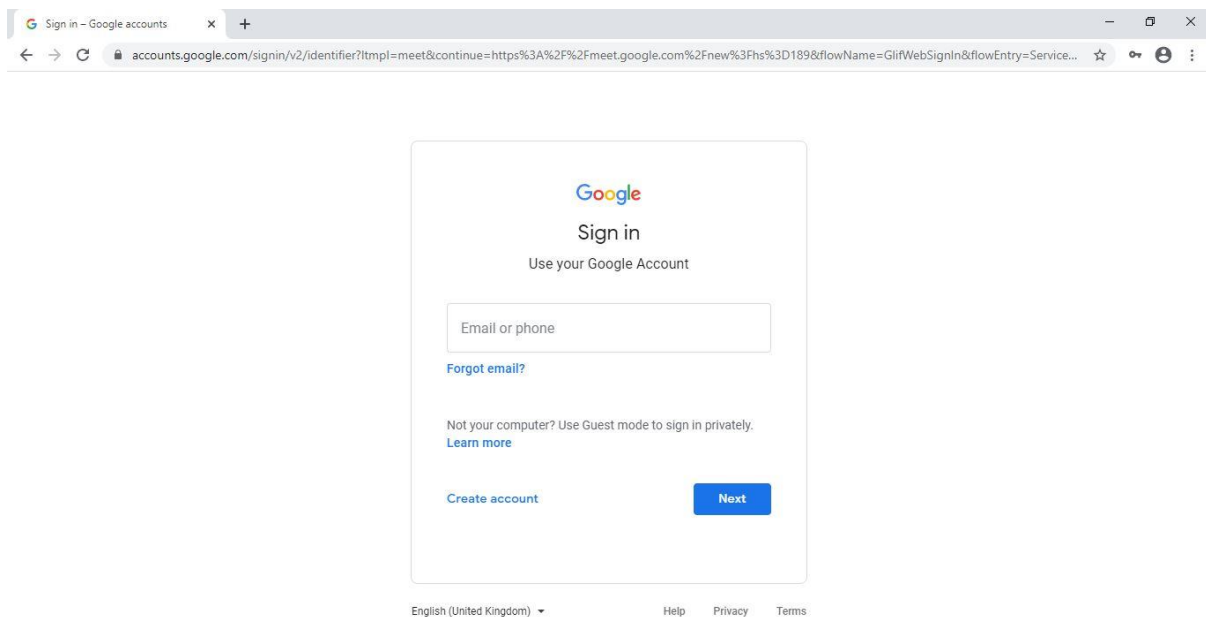
Wherever possible use your Chrome browser.

Join a Google Meeting

1. On SMH your teacher will have provided you with a meeting code or nickname.
2. **At the time of your lesson,** Go to <https://meet.google.com/> or click on “Google Meet” from the College portal.



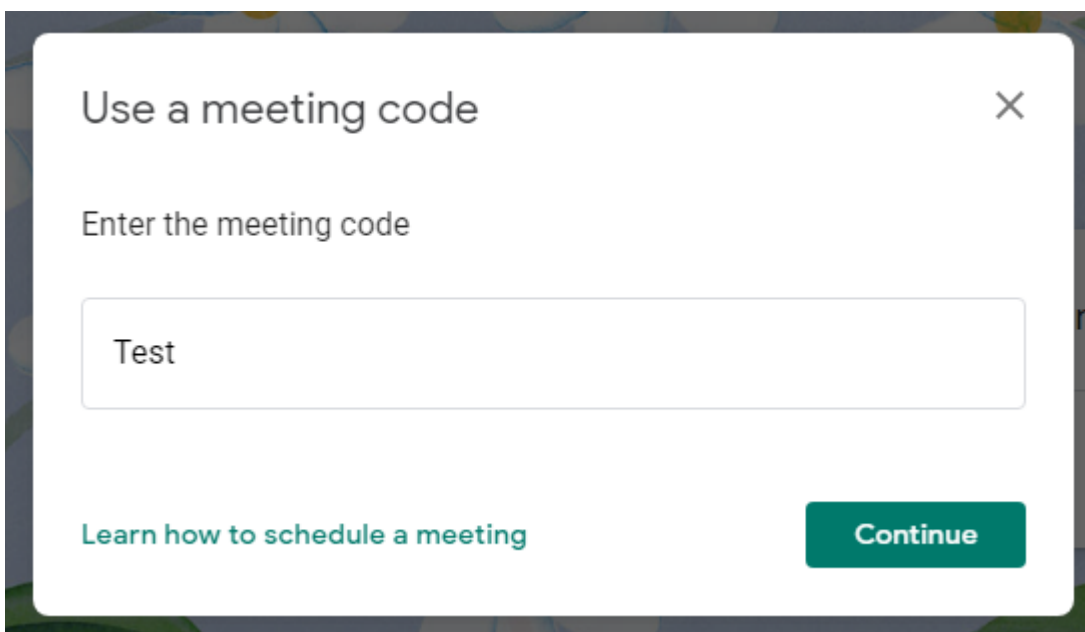
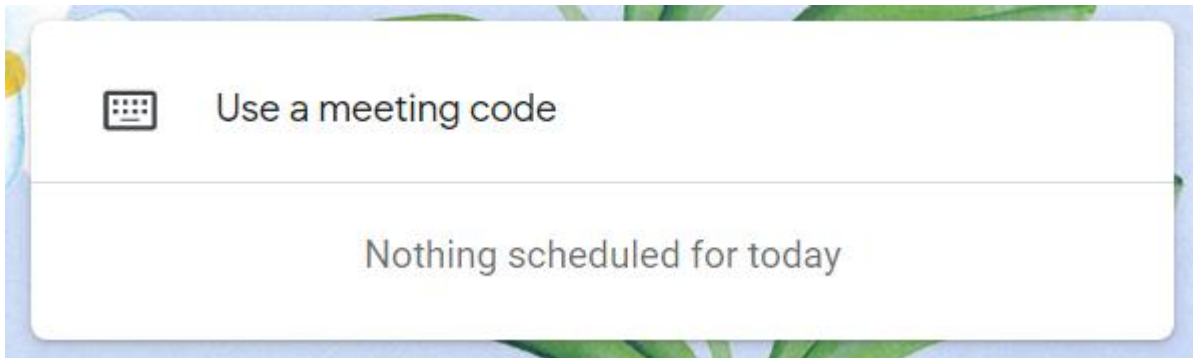
3. Click on “Sign In” and ensure that you sign in with your **Sidmouth College email address and password.**



4. You will then be logged into the Google Meet website.
5. You will be given option of join now or start meeting.
6. Click on “**Use a meeting code**” and enter the meeting **code/nickname provided by your teacher.** Click on “Continue”

Help guide for students using Google Meet


Wherever possible use your Chrome browser.




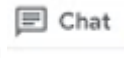
You will now be connected to the meeting.


IMPORTANT

1. Please ensure your camera is switched on. Your teacher may ask you to switch off the

camera and if so press this button 

2. During the lesson you will be asked to mute yourself. Please use the mute  button at the bottom of your screen. If a teacher directs a question to you then please turn on the microphone.

3. During the session you can ask questions by clicking on chat button  (Upper right corner).

4. At the end of the meeting please Click on leave meeting button 

Help guide for students using Google Meet

Wherever possible use your Chrome browser.

Student guidance for using cameras during Google Meet lessons:

1. Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
2. Wear suitable clothing.
3. Language must be professional and appropriate, including any family members in the background
4. If you are on your own in a room keep the door open so that another person or parent is able to hear the discussion.

Remember

All of the rules around the acceptable use of ICT that you signed up to at Sidmouth College apply to remote learning and live lessons. Any abuse will be taken very seriously, especially as we are all just trying our best at this difficult time.