**REDHILL SCHOOL**
COMMITMENT TO EXCELLENCE

Student Guide – Live Lessons with Google Meets

During your online learning at home, your teacher may arrange a live lesson using Google Meet. Your teacher will let you know the day and time you need to join the online lesson. Please note that if your teacher is not present, you will not be able to join the meeting so make sure to join at the time your teacher has specified.

How do I join my live lesson?

If you are on a PC, Mac or Laptop:

1. Log into Google Classroom and go to the stream of the class your live lesson has been arranged for. Under the title of your class there will be a **Meet link.** Click on the link to join the live lesson. Please note that you will only be able to join the live lesson if your teacher is present so make sure to join on the date and time your teacher has specified.
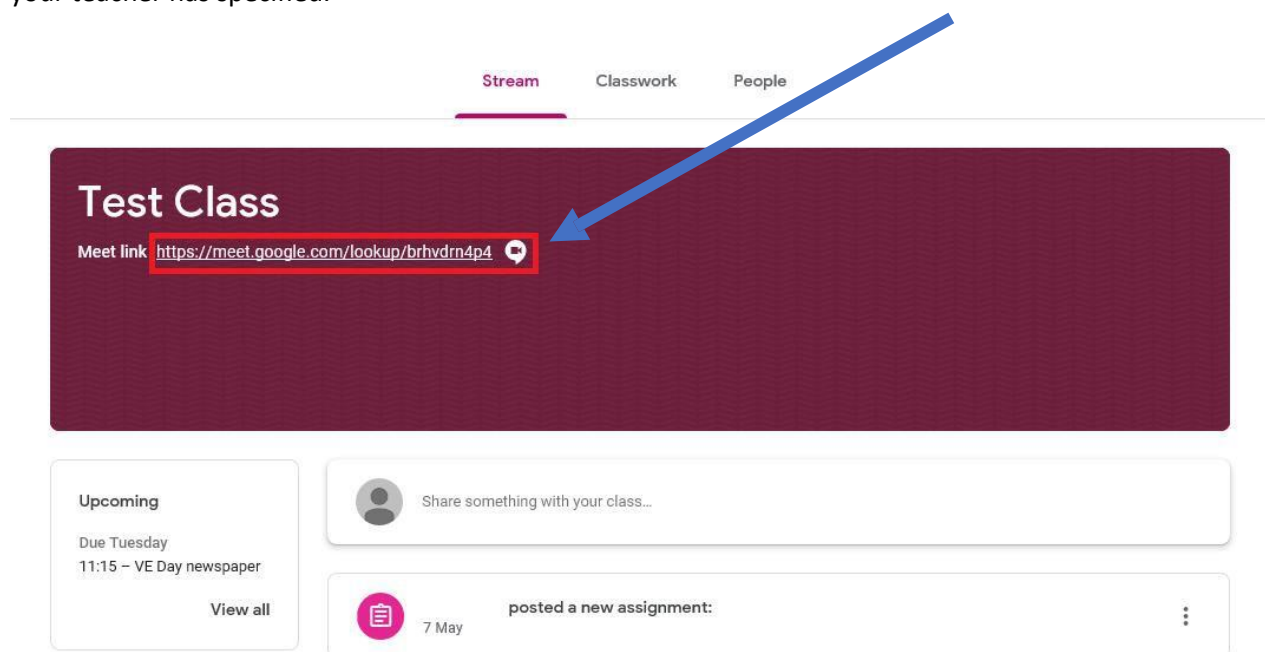
Please note that this is the message you will see if you try and join when your teacher is not present.

2. Before you enter the meeting, this screen will appear. Please make sure your camera is off and your microphone is muted. You can do this by clicking the two icons shown in the screenshot below. They will turn red to show they are off. When you are ready, click 'Join now'.
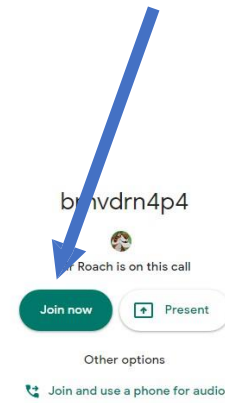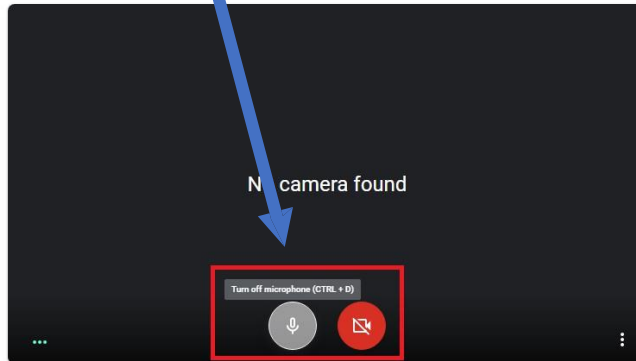

3. This is the screen you will see when you are in the meeting. You can unmute your microphone and leave the meeting in the bottom left of the screen. Please make sure your microphone is muted unless your teacher asks you to unmute. Please make sure your sound is unmuted on your computer so you can hear your teacher.
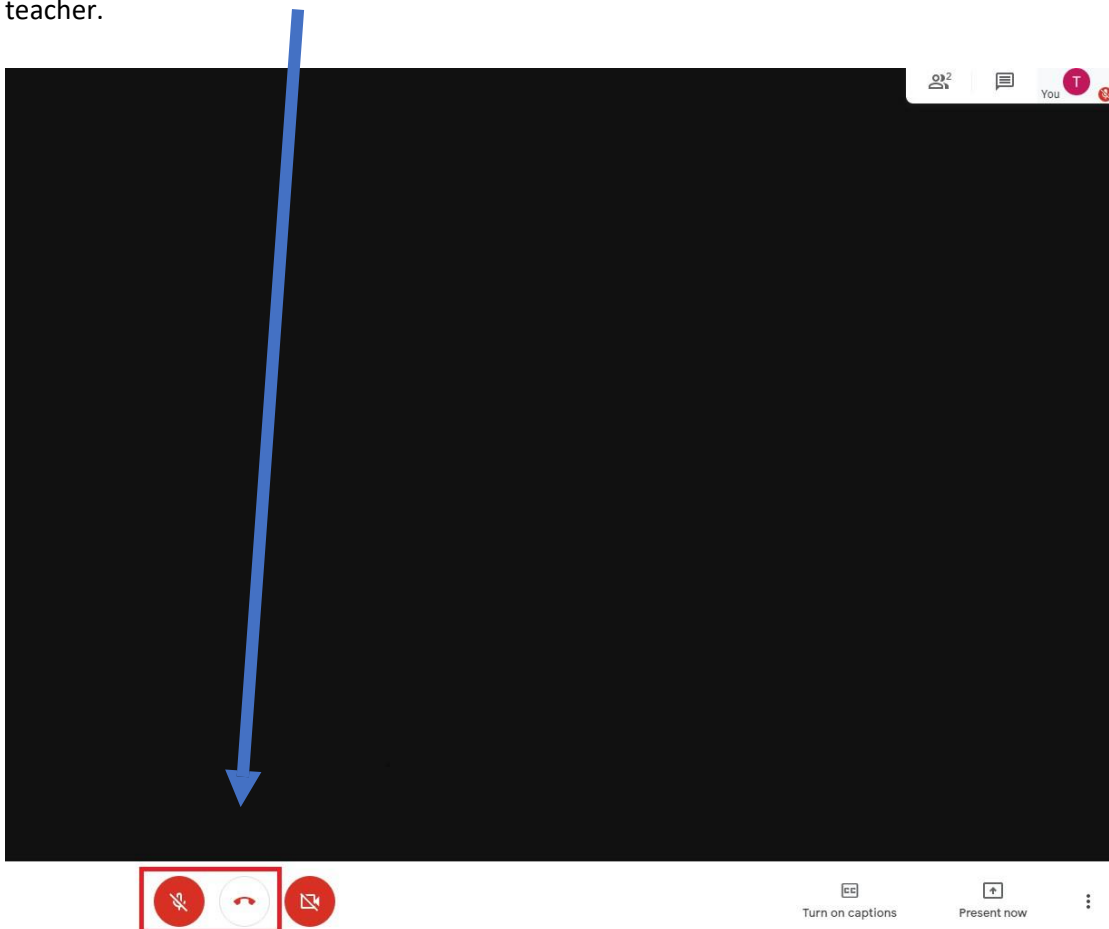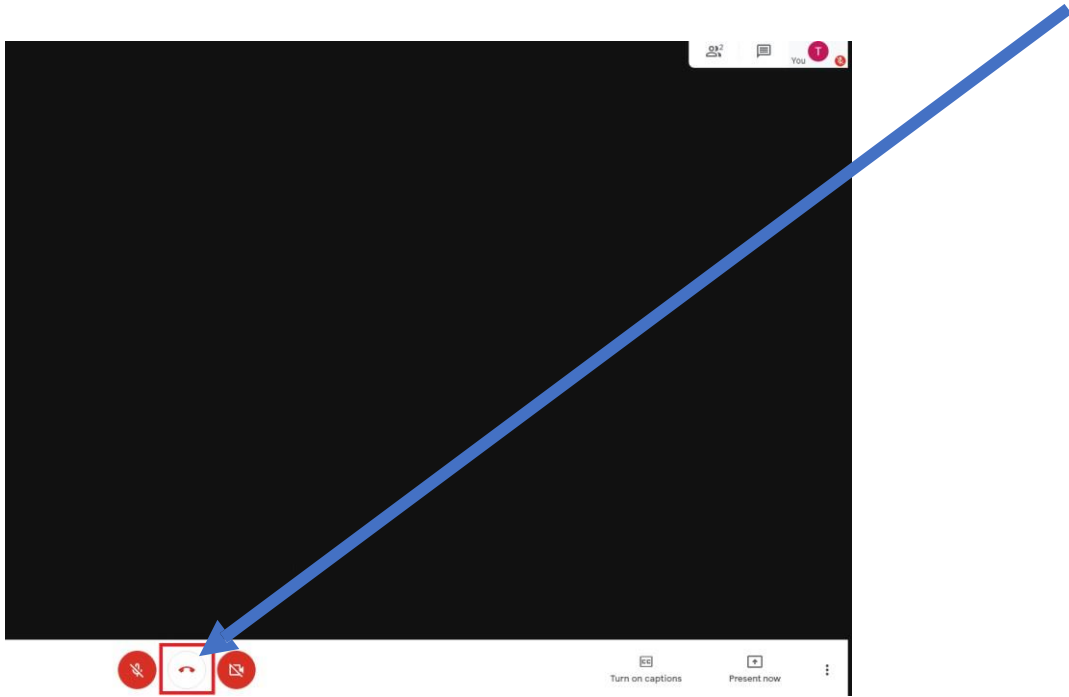
4. In the top right, you will see the chat icon. This is where you can ask your teacher a question. Click on the icon to open up the chat window.
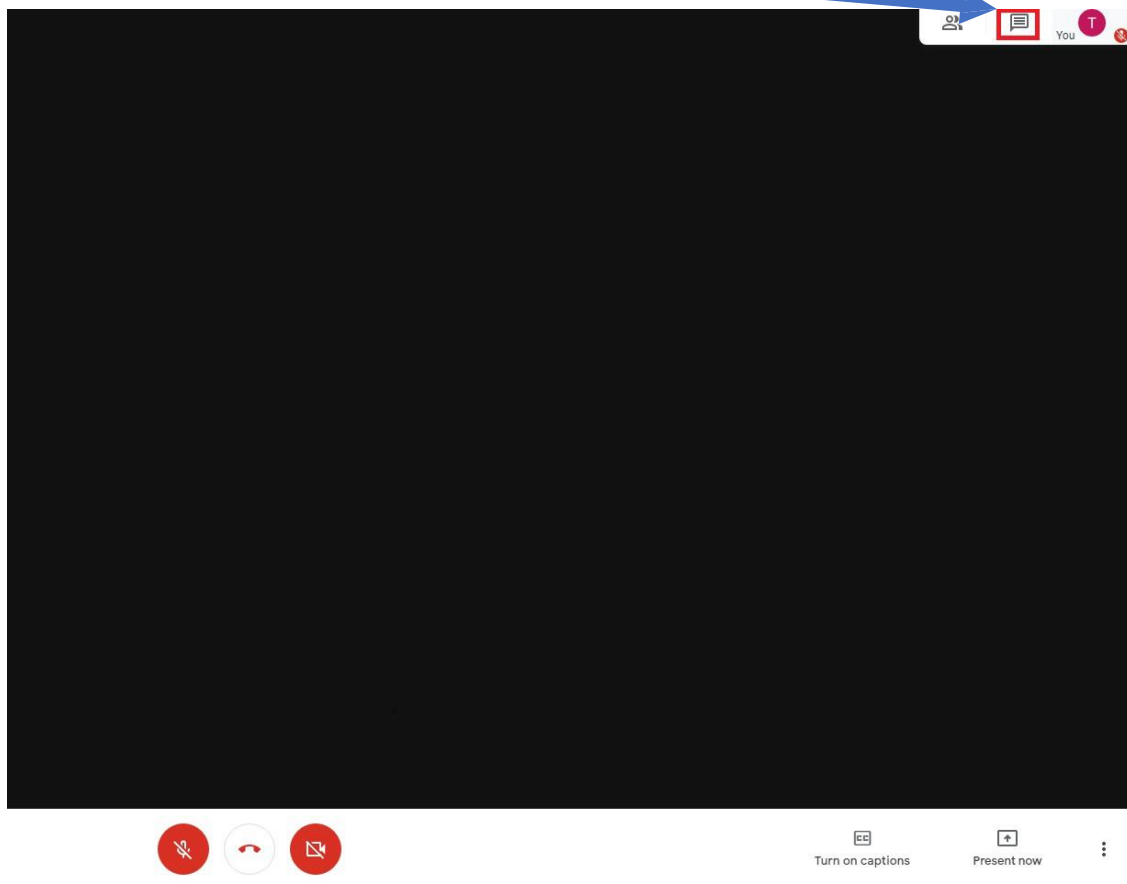
5. This is the chat window. Type your question and click return on your keyboard or click the send icon.
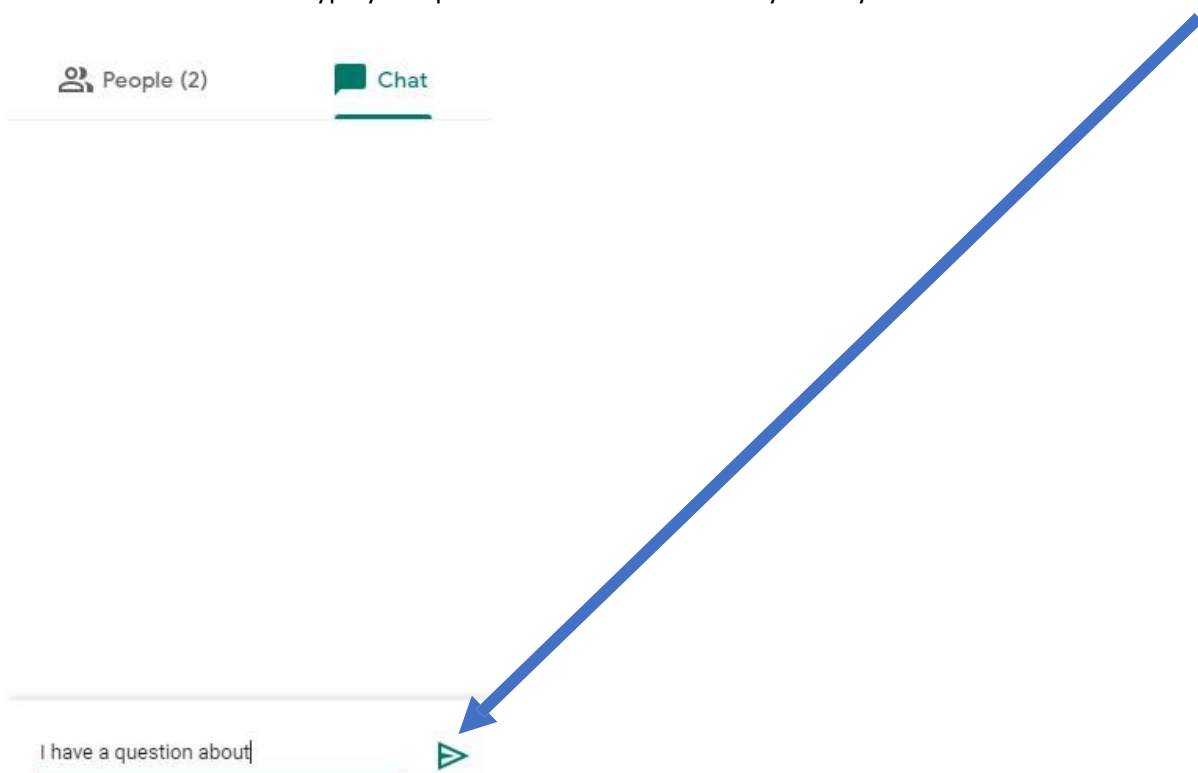
6. When the lesson is over, please make sure to leave the meeting by clicking the 'hang up' button.

Please see the next page if you are using a phone or tablet.

1. Make sure you have downloaded the Google Meet app. Make sure it is the **Google Meet** app and not the Google Hangout app – this will not work.

   Apple - https://apps.apple.com/us/app/google-meet/id1013231476
   Android - https://play.google.com/store/apps/details?id=com.google.android.apps.meetings&hl=en_GB

   Open the app and log in with your @Redhillclassroom account. **Make sure you are logged in with this account or you will not be able to join the meeting.**

2. Open the app then mute your microphone and turn your camera off by clicking on the icons. Now click 'enter a meeting code'.
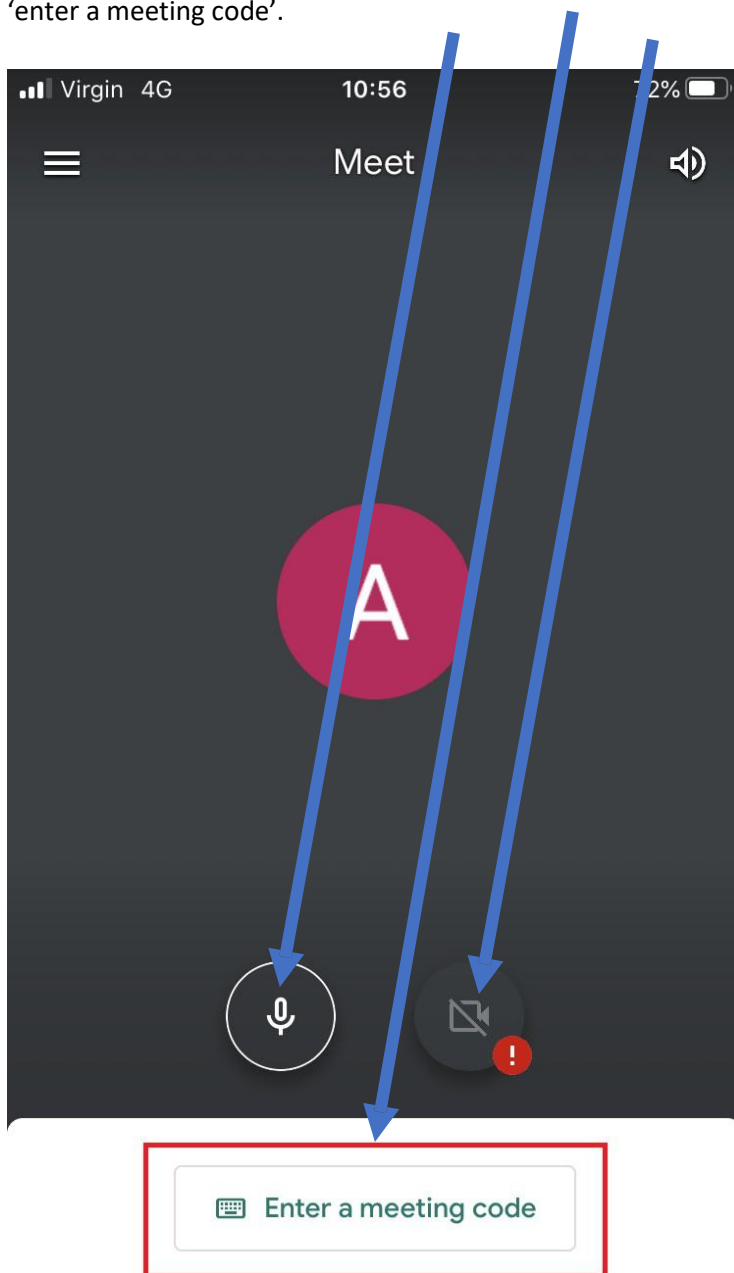
3. The meeting code you will need is on the end of the link at the top of the class your live lesson has been arranged for in google classroom. This will be after lookup/. Your teacher may also post this for you.
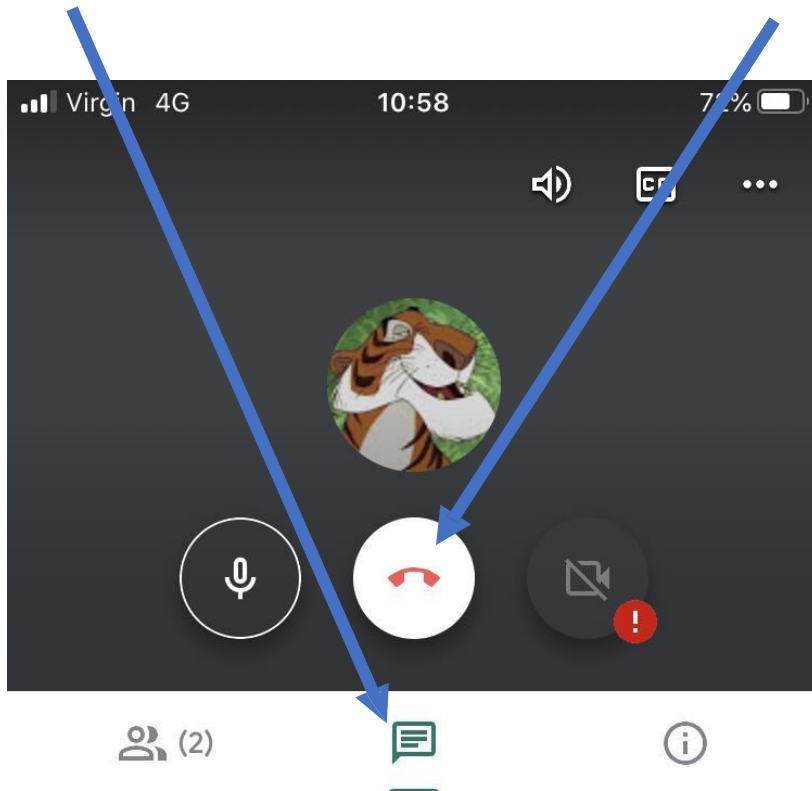

4. Enter the meeting code and click 'join meeting'.

5. You will now be in the live class. Please note that you will only be able to join the live lesson if your teacher is present so make sure to join on the date and time your teacher has specified.

You can click on the chat icon to ask a question.

Make sure to leave the live class when it is over by clicking the hang up button.