

Using Google Meets on a PC

Login into Google with your long King's email address (asurname@kings-rochester.co.uk) and password.

Click on the 9 dots on the Google homepage.



Click on 'Meet'.



Meet

Click on "+ Join or start a meeting".



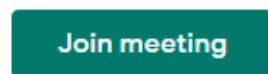
Enter your class's name and press 'Continue'.

Join or start a meeting ×

Enter the meeting code or a nickname. To start your own meeting, enter a nickname or leave it blank.

Continue

Click on 'Join meeting'.




Click on 'Copy joining info'.

Share this info with people you want in the meeting

<https://meet.google.com/qdj-ibyo-vzd>



Copy joining info

 Add people

Then open a new tab in your web-browser and go to Google Classroom.

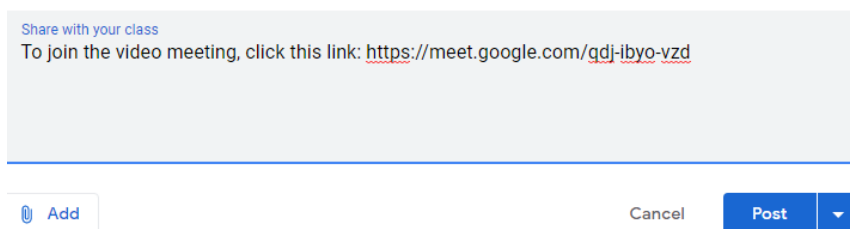


Click on the class you want to share the link with and click on 'Share something with your class'.

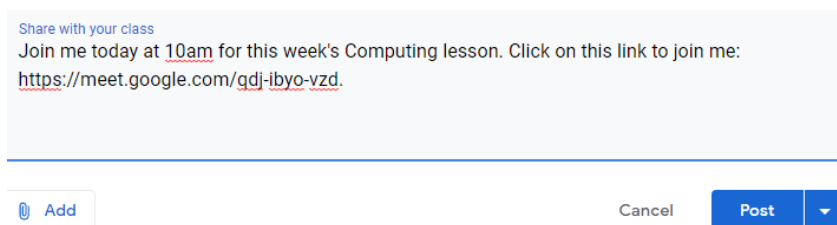


Share something with your class...

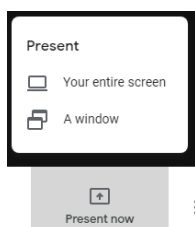
Paste in the link.



Add details for when you will be starting the session to give pupils time to prepare. Then press 'Post'.



Then go back to your Google Hangout and press 'Present now' and choose what you want to share with your pupils.

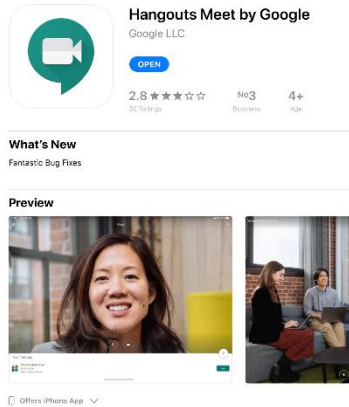


To end a class, click on the red phone at the bottom of the screen.



Using Google Meets on an iPad

Download the app “Google Meets” from the App Store.

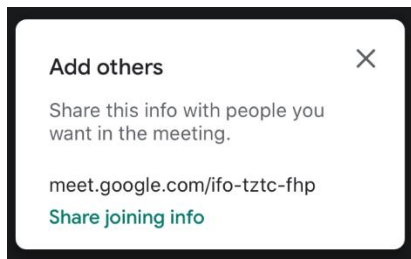


Login in with your long King’s email address (asurname@kings-rochester.co.uk) and password.

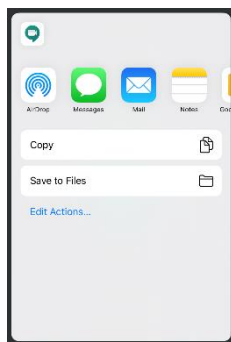
Tap on “+ New meeting”.



When the following box is displayed, tap on ‘Share joining info’.

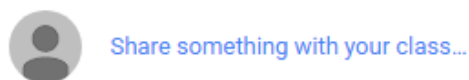


Tap on ‘Copy’.

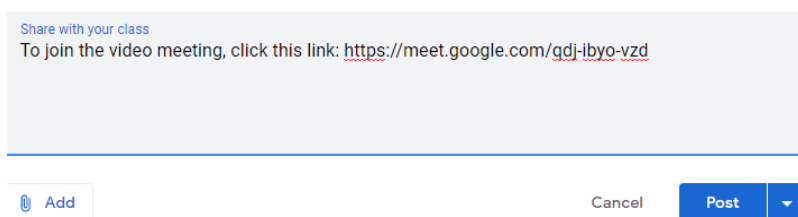


Then open the 'Google Classroom' app.

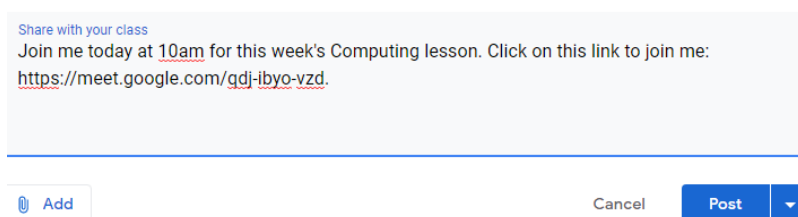
Tap on the class you want to share the link with and click on 'Share something with your class'.



Paste in the link.



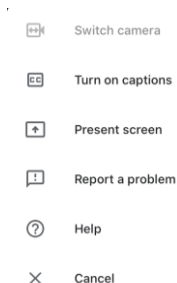
Add details for when you will be starting the session to give pupils time to prepare. Then tap 'Post'.



To access screen sharing and camera options, tap on the 3 dots in the top-right.



Then tap on one of the options which is displayed.



To end a class, click on the red phone at the bottom of the screen.

