

Google Meet Guide for Students

1 Before you start try to find a **quiet place** where you won't be disturbed and where you have good **wifi connection**.



2 Make sure **any extra devices are switched off** so you won't be distracted.



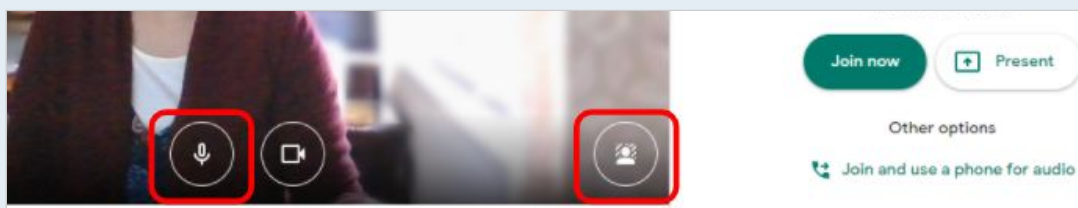
3 Have all you need ready e.g. pen and exercise book or web links



4 In **Google Classroom**, click on the **Meet link**. It may be in the Banner or your teacher may have posted it to the Stream. Sign in with your C2k account.

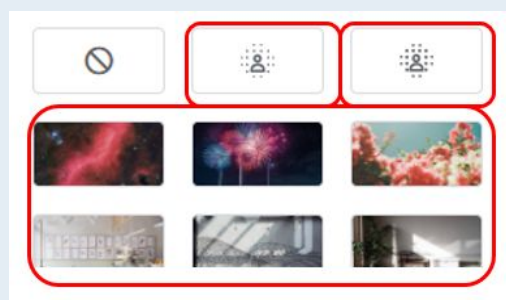


5 Before joining click on the **Mic icon** to mute



6 Click on the **Change Background** icon. You can:

- Slightly blur your background
- blur your background
- choose from a selection of background images



7 **Read any instructions** from your teacher in the Chat



8 **Answer any questions** from your teacher in the Chat or Q & A



9 **Pay attention** and **wait for your teacher to ask you to unmute**.



10 **Look at your device's camera** when you are talking.



Classes on Google Meet



Get ready early

- ✓ Choose a **quiet** place
- ✓ Check **wifi** connection
- ✓ **Switch off** other devices
- ✓ Gather any **materials** you may need e.g. pen, paper or books



Join the Class

- ✓ Click on the **Meet link** in your Google Classroom
- ✓ Sign in with your **C2k account**
- ✓ **Mute** your mic
- ✓ Blur/change your

background



During the Class

- ✓ **Pay attention** & wait for your teacher to **ask you to unmute**
- ✓ Answer your teacher's questions in the **Chat**
- ✓ **Unmute & look at the camera** when speaking