

Using Google Meet for Online Lessons

There are two ways to set participate in online learning. You will need a google account (which all students should have) and access to gmail.

Online Lessons by Google Calendar invite

- Teachers will set up a meeting via google calendar and invite students to participate.
- Students will receive an email in their gmail account and can either click the link from the gmail or click the link that will also be in their Google Calendar. (You can find all of these by clicking on the box of dots at the top of Google Chrome – when you are signed in) This should already have been accessed from our previous 'lockdown'. If you don't have a Newhaven google account you will need to let either your mentor, tutor or Phil Moody from IT Support to set this up for you as soon as possible.
- Students should then open the email and click the link – remember that you need to open the link in Google Chrome it doesn't work on other bowsers)
- You should then be able to join the lesson – you will need to grant access to your camera and audio initially but you can then switch this off in settings (the three little dots at the side of your video)

Online Lessons via Google Classroom

- Open your classroom in Google Classroom
- Select the code and generate a meeting
- Invite/ add students – share the link – this will be via the student's gmail account.
- Use the various settings to mute/ share screen/ and talk through the lesson and activities.
- Ask students to share work with you in the first instance via gmail/ google drive in order to provide feedback or assess.

Online lessons by 'Join a meeting'

- **Alternatively** teachers will begin their lesson (as per timetable) by opening a meeting and inviting you in real time by adding you.
- Students will access this link in gmail and be able to participate in the lesson.

Resources and submitting work

- Teachers will share the lesson and materials online. Any further resources will be found in your Google Classroom – that will accompany your online lesson.
- Students should then submit/ share their work via google classroom or gmail.
- All students will be marked present when they attend the lesson.

Further Information

The following link explains how teachers will share content and lessons:

https://www.youtube.com/watch?v=44sGlczM_po&vl=en

Further information on Google Classroom can be found here:

<https://support.google.com/edu/classroom/answer/6072460?co=GENIE.Platform%3DDesktop&hl=en>

Further information about google meet: (this is from the LAT Trust – but is very simple to follow)

https://www.youtube.com/watch?v=J_ywOjB1c4Q