Instructions for Year 2/3 students
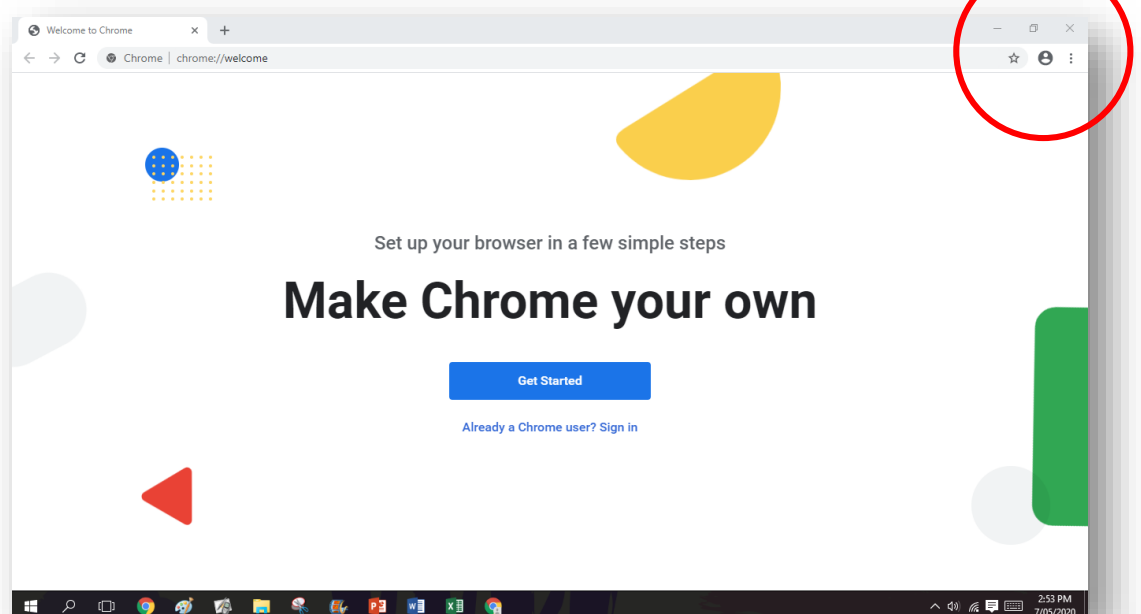
Step 1: Open Google Chrome web browser
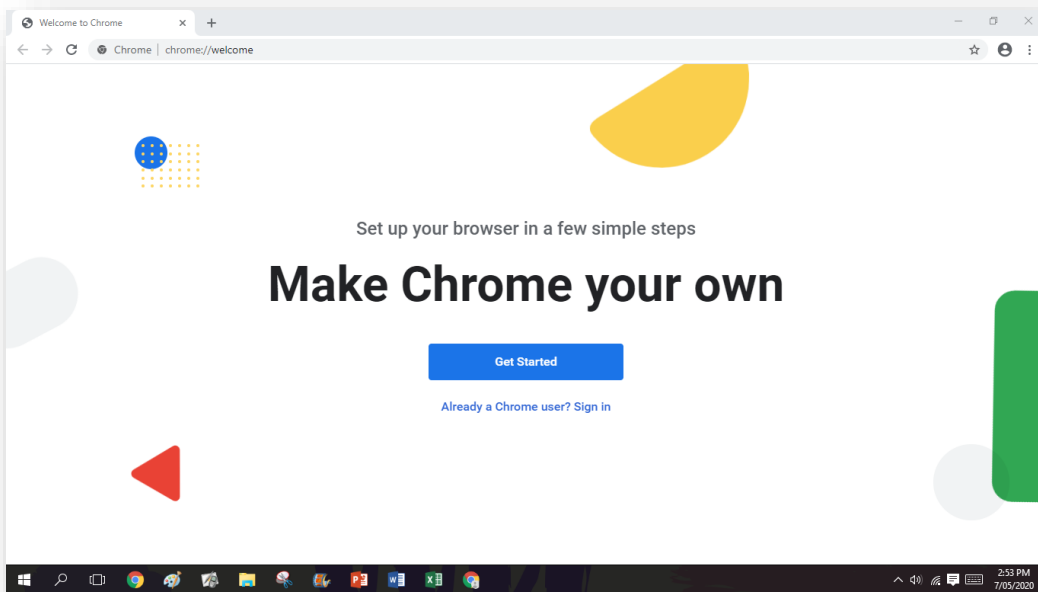
Check that you are signed out of other google accounts. The Profile icon on the top right corner should be grey:
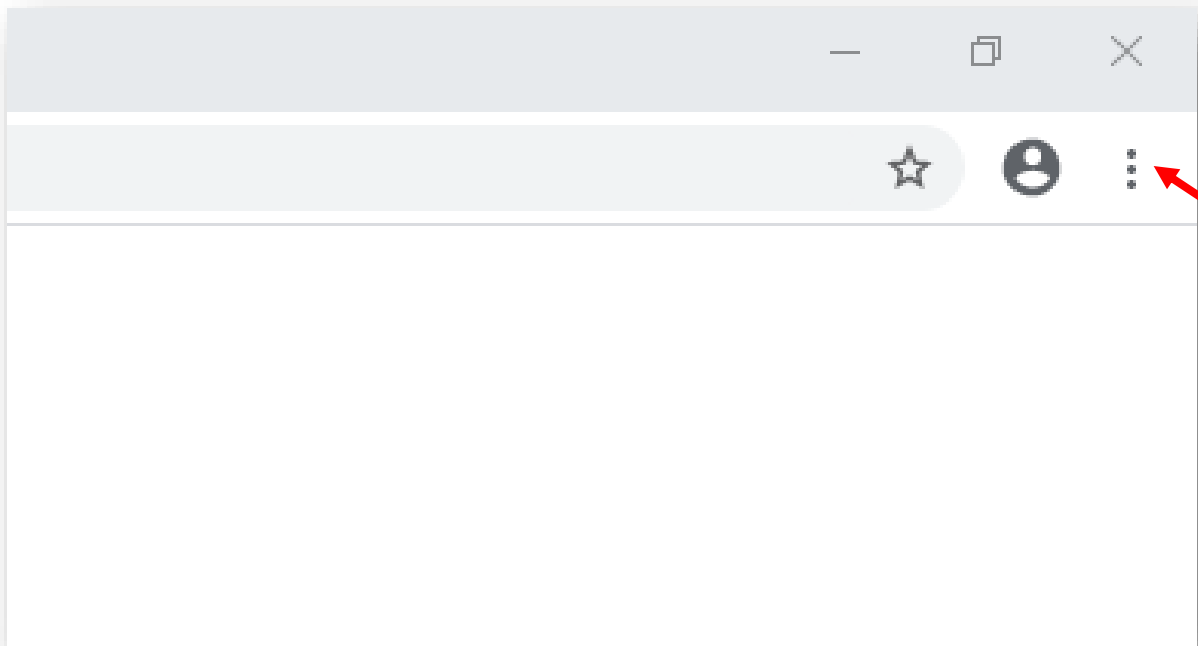
If the Profile icon is not grey, you
will need to Turn off Sync (**Go to Step 2**).
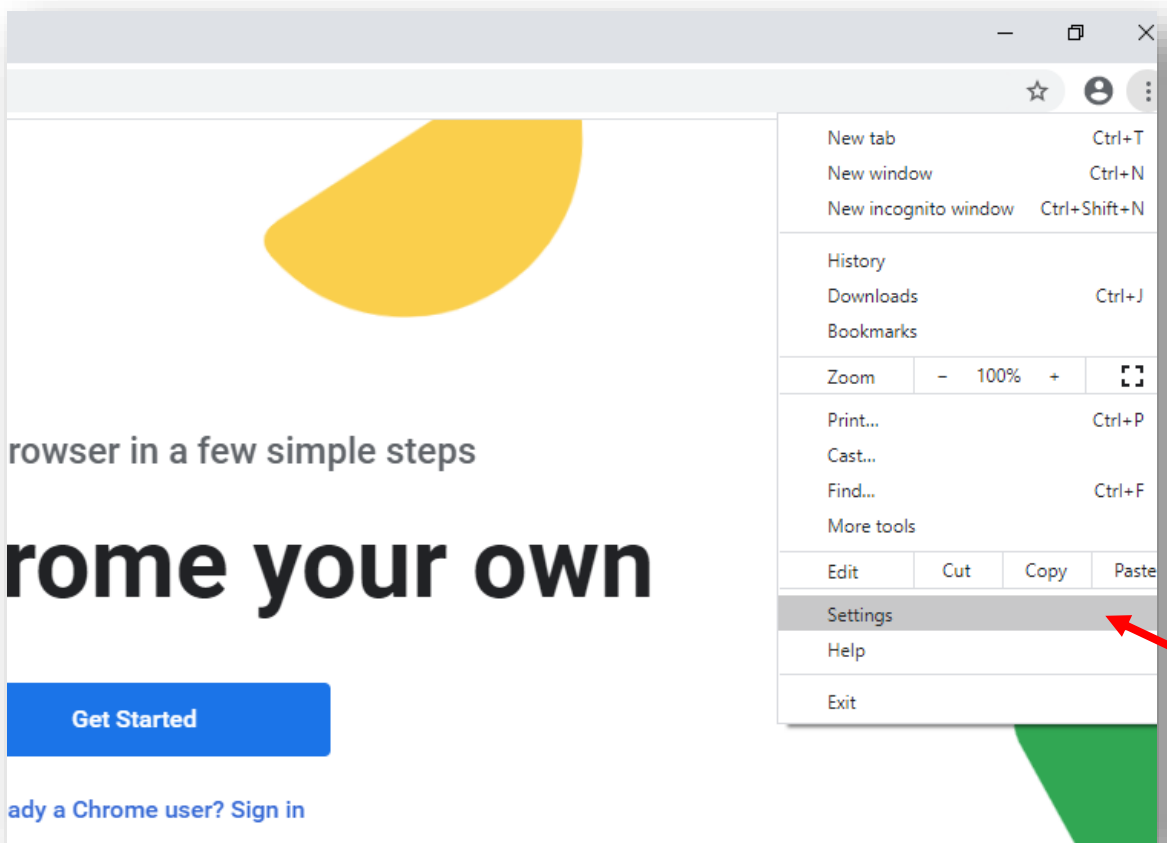If the Profile icon is grey, **go to Step 7**.

Step 2: Turn off sync. Click on the 3 dots on the top right.

Step 3: Click settings.

Step 5: Click Turn off.
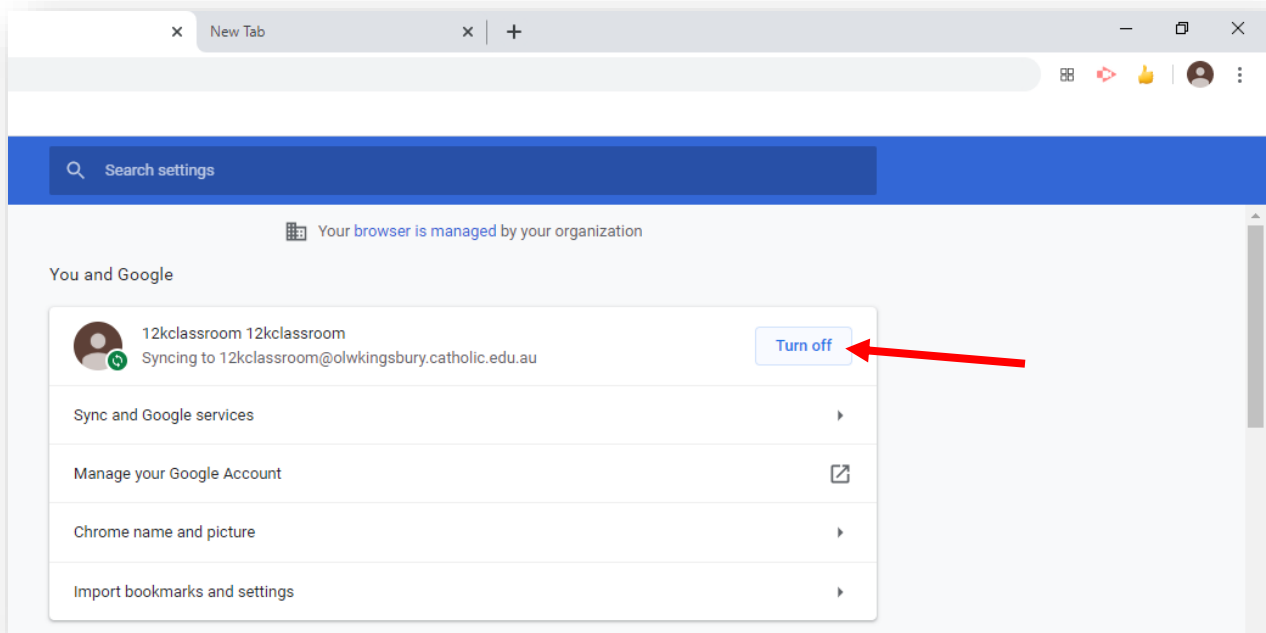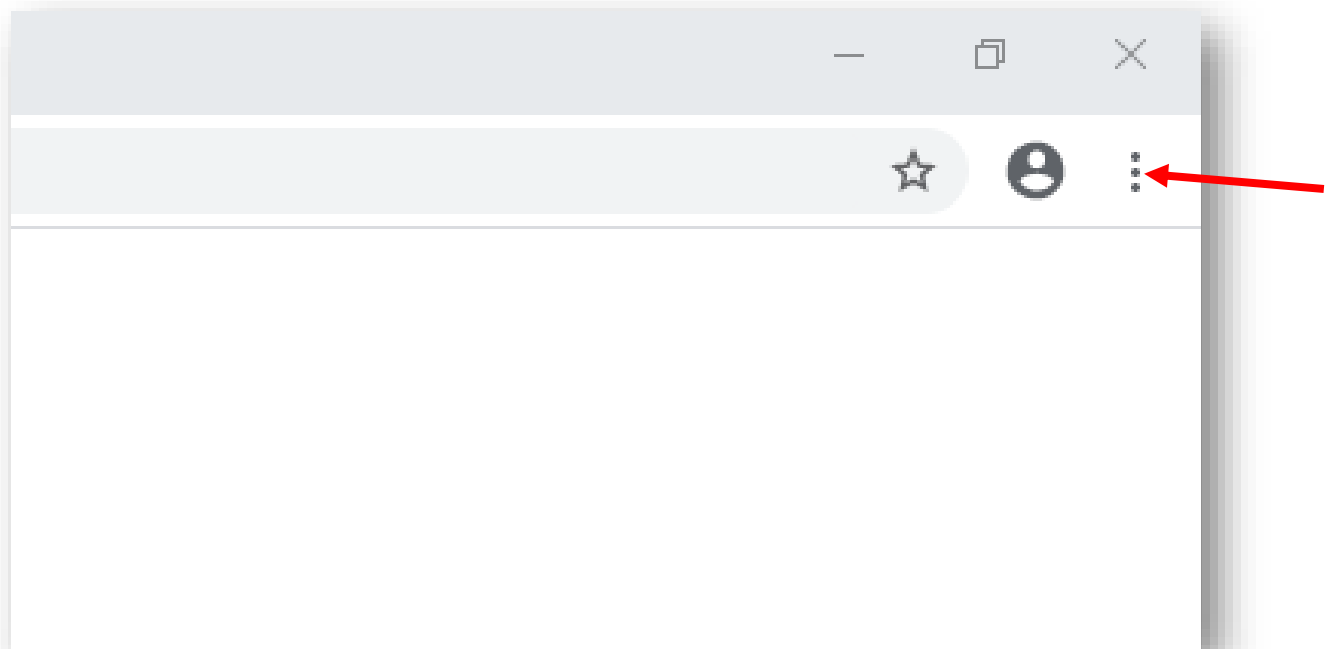

Step 6: Click Clear and continue.
You are now signed out of the google account. The Profile icon should now look grey.
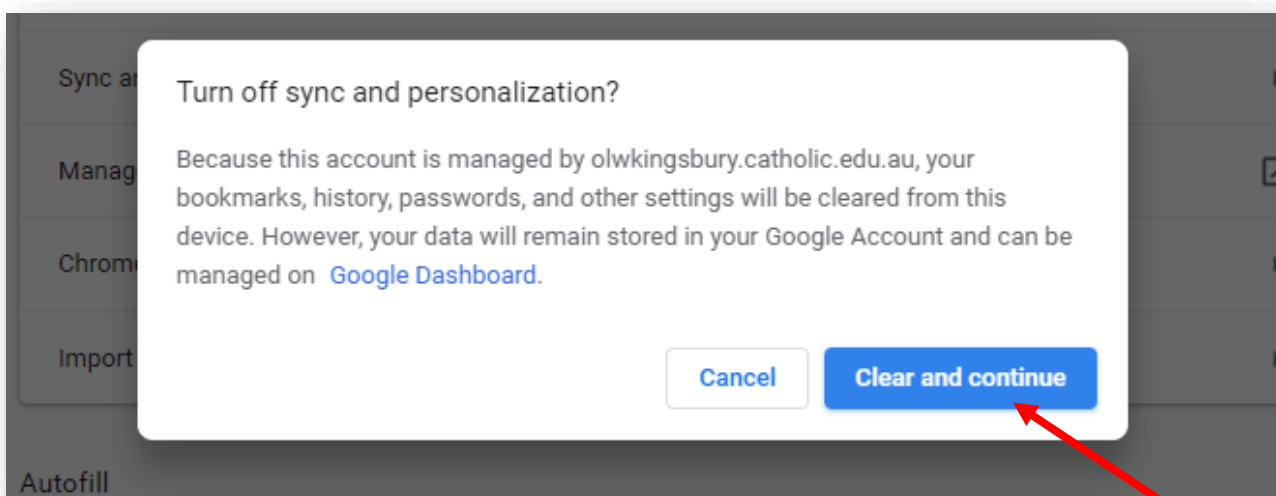
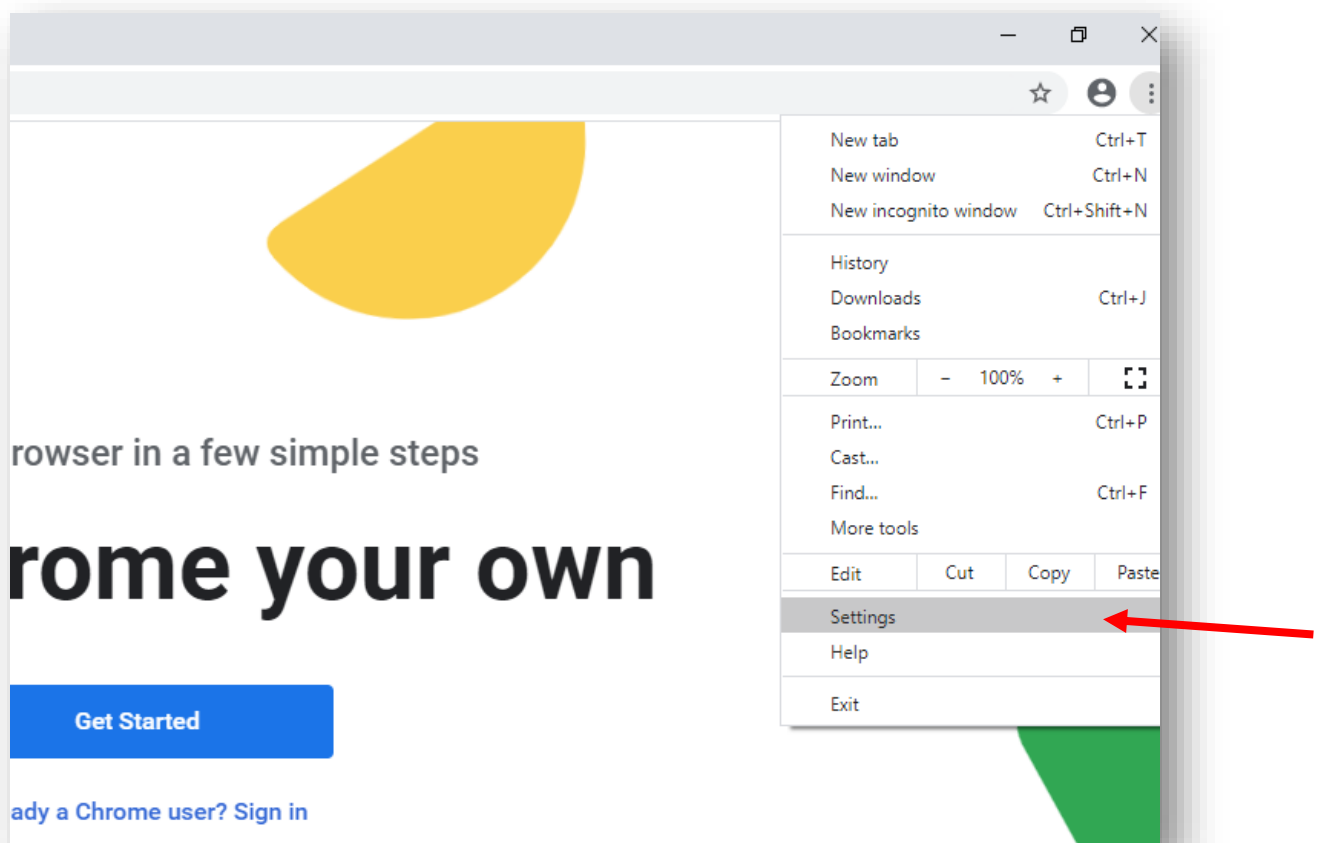**Step 7:** Turn on Sync for **2/3 Classroom**. Click on the 3 dots on the top right.

Step 8: Click settings.

Step 9: Click Turn on Sync
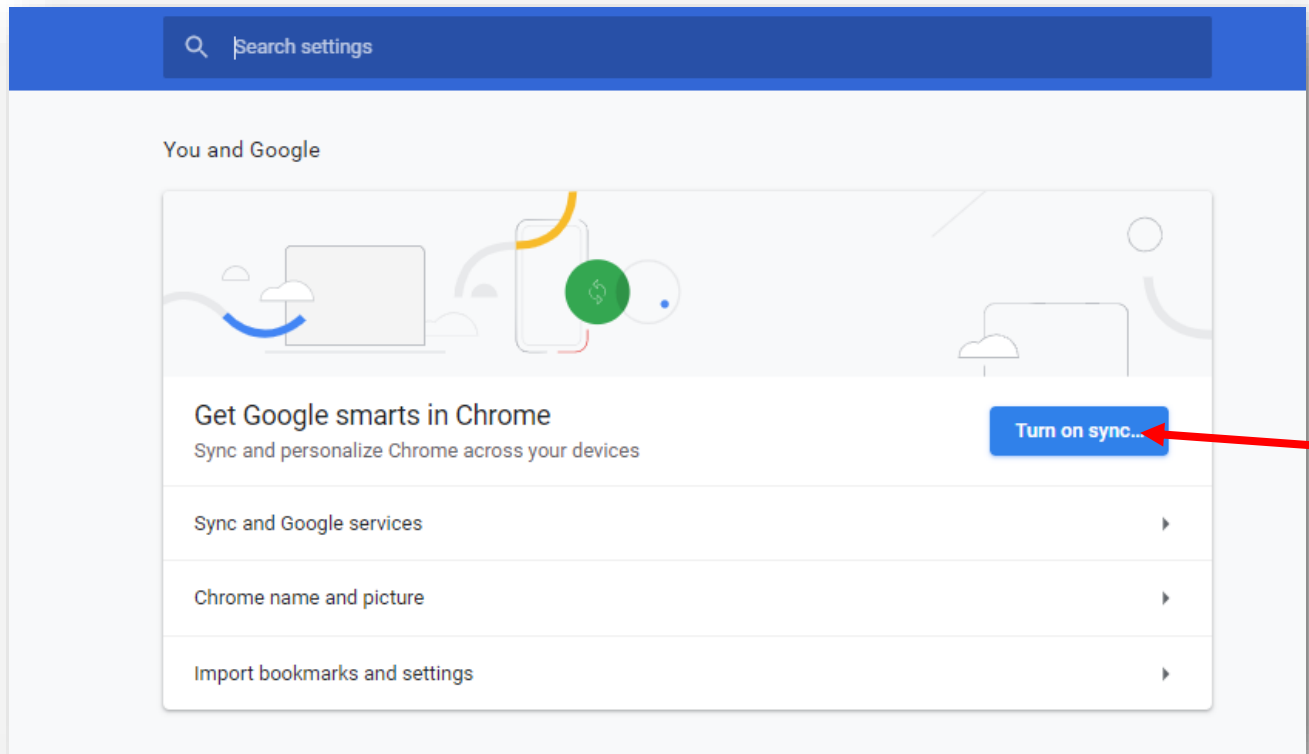
Step 10: Enter the username/email for **Year 2/3 Classroom**: 23classroom@olwkingsbury.catholic.edu.au. Then click Next.
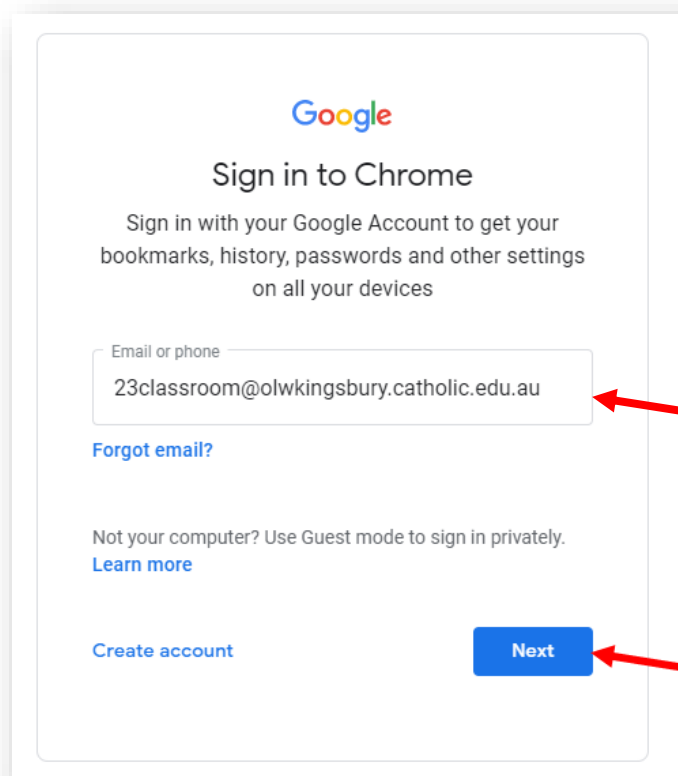
Step 11: Enter the password: 23classroom. Then click Next.
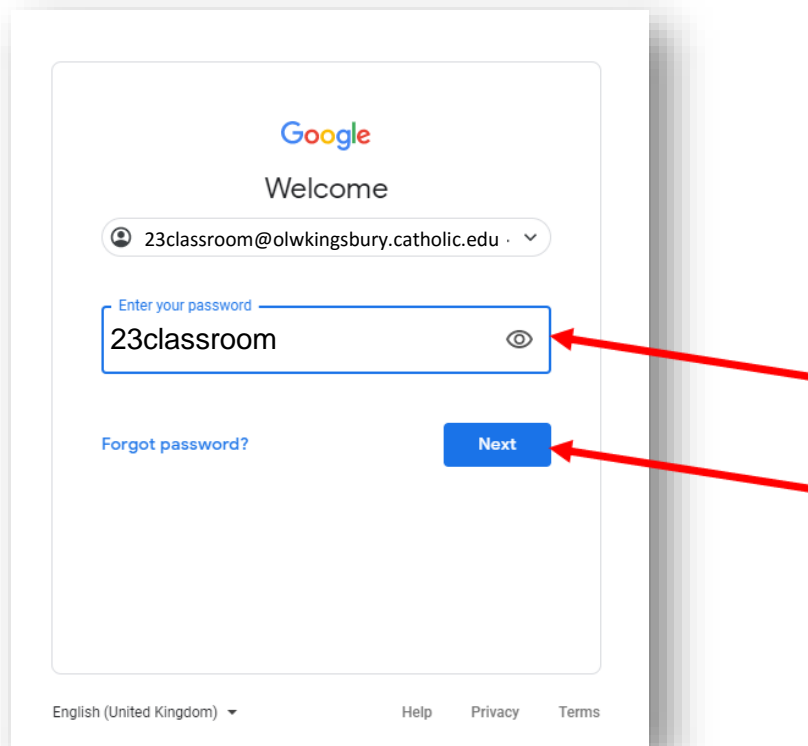
Step 12: Click on Link Data, then click on Yes, I'm in.
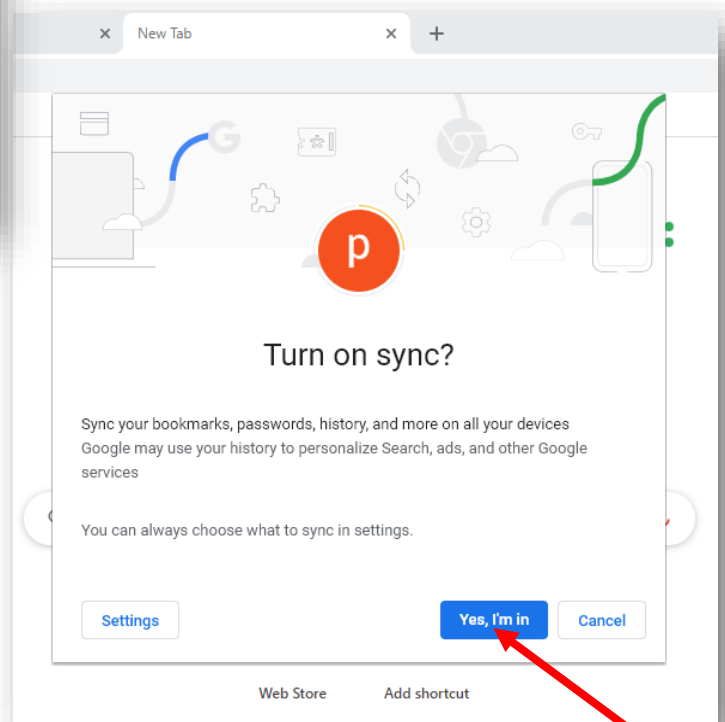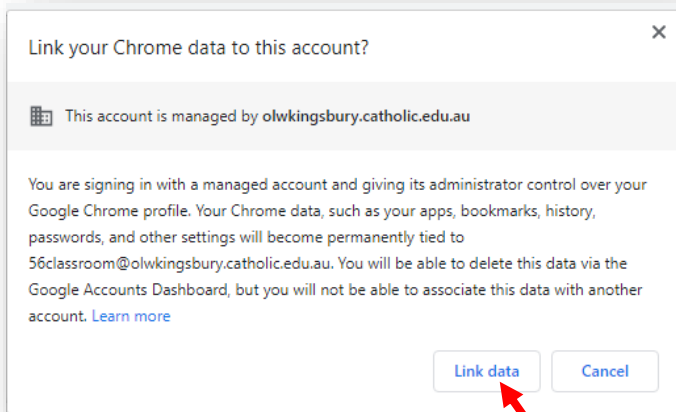
Step 13: Click on the Home icon ⌂ on the top left.
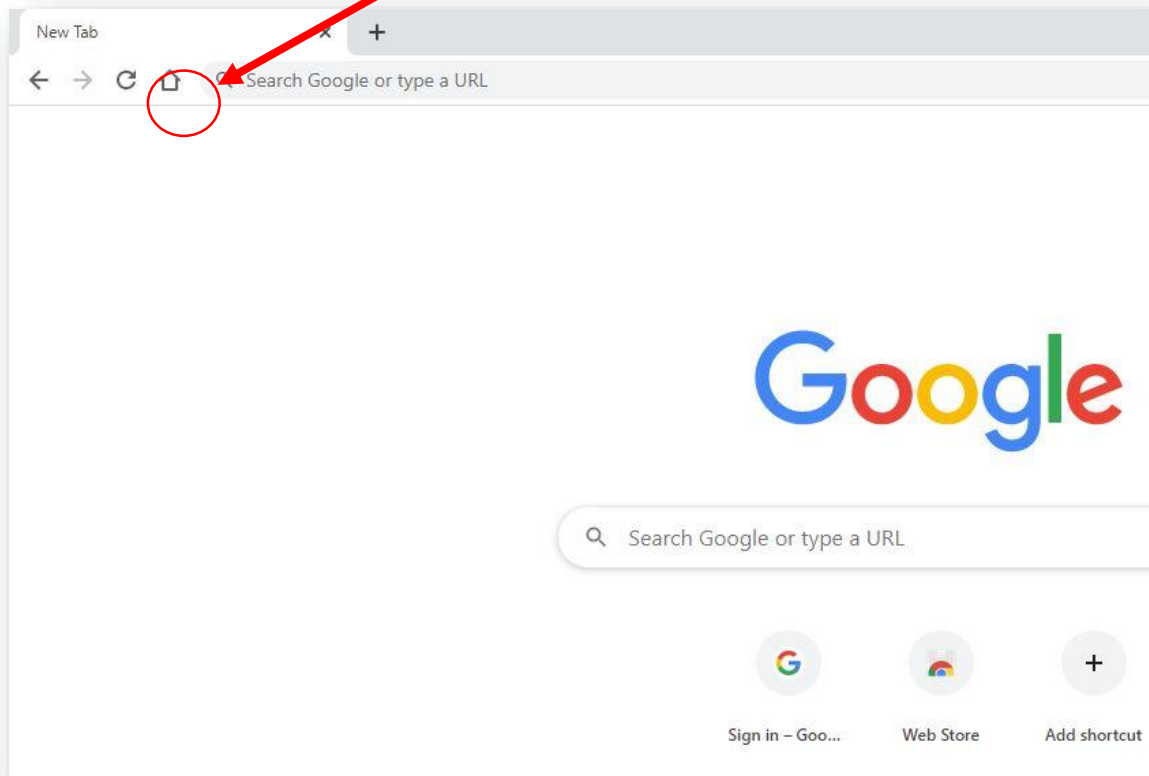
Step 14:

If the Home icon does not appear, you can type this link into the URL line: classroom.google.com/h
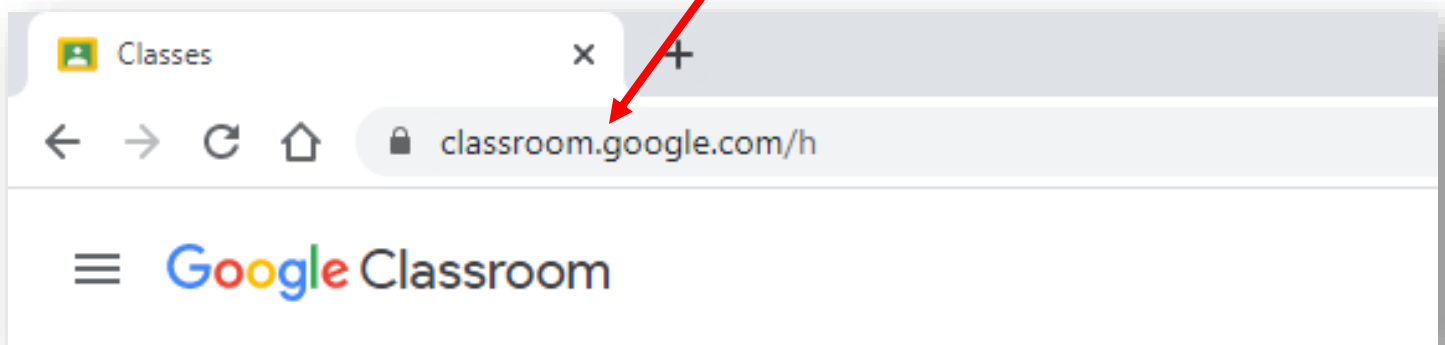
Step 15: Click on 23 Classroom
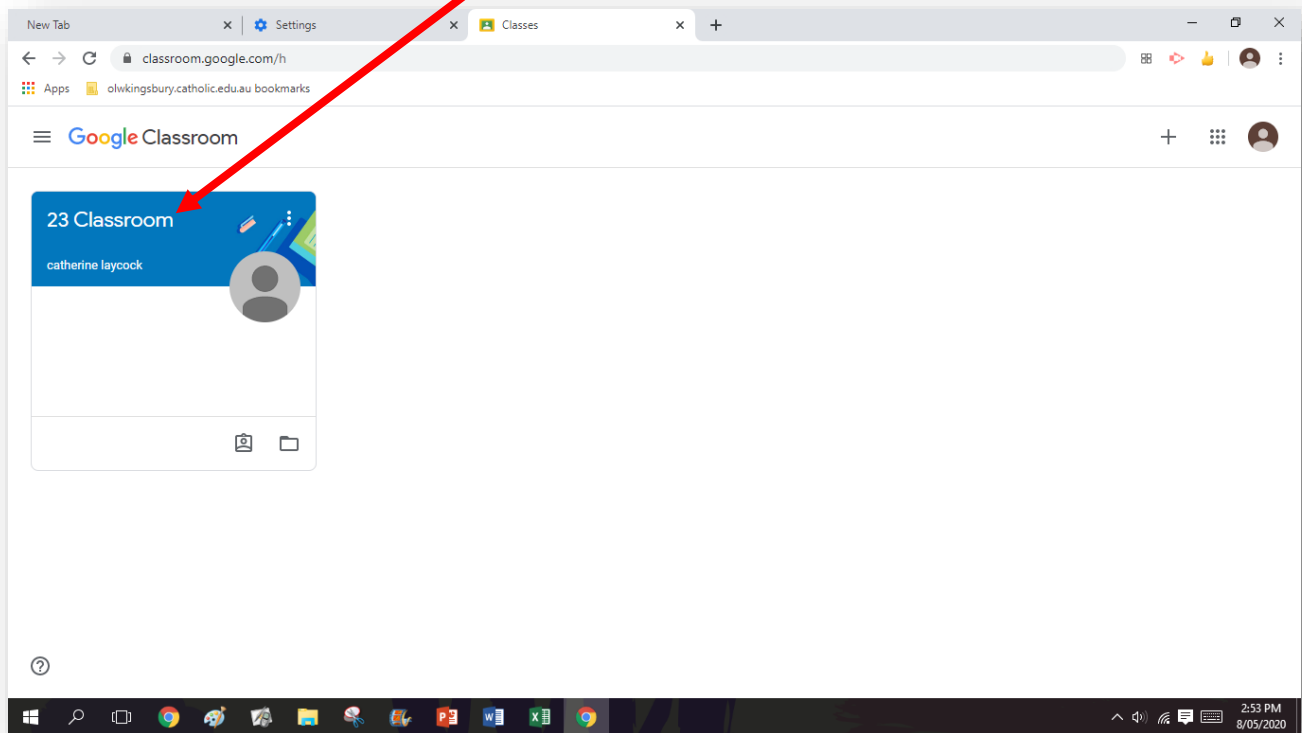
Step 16: Click on the Meet link.

Step 17:

Click on Dismiss.

Allow Microphone.

Allow Camera.

meet.google.com wants to

🎤 Use your microphone

📷 Use your camera

Allow   Block
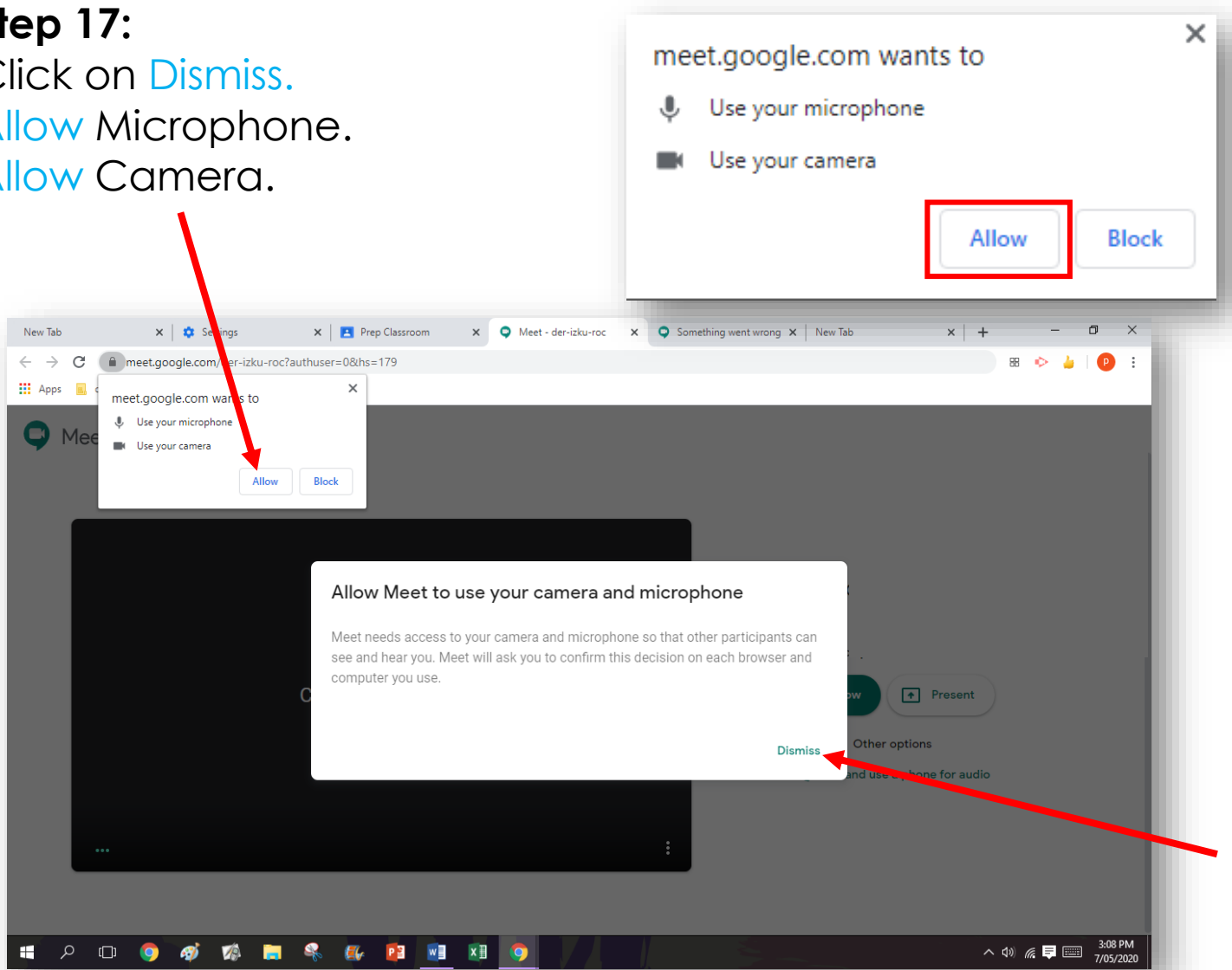
Step 18: Click Join now.
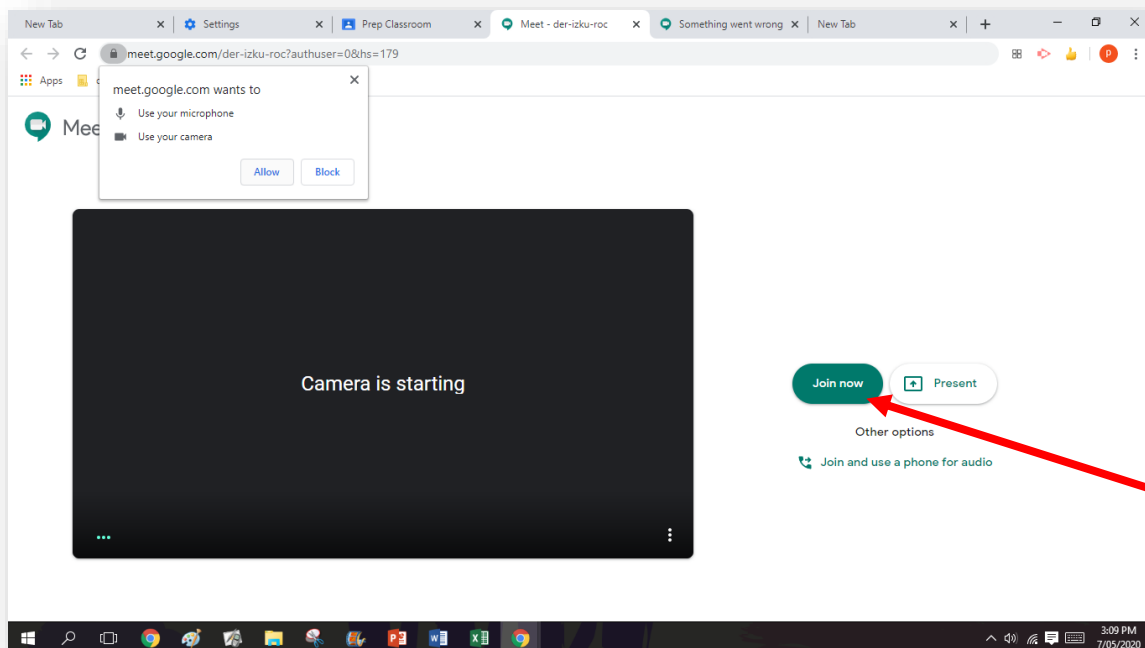
Step 19: Mute your microphone. Once you have joined the Google Meet, you will need to mute your microphone.

Hover or put your mouse cursor over the bottom edge of the Google Meet window until the microphone/call toolbar pops up. If you are using the iPad, tap the bottom edge of the screen and the toolbar will appear.

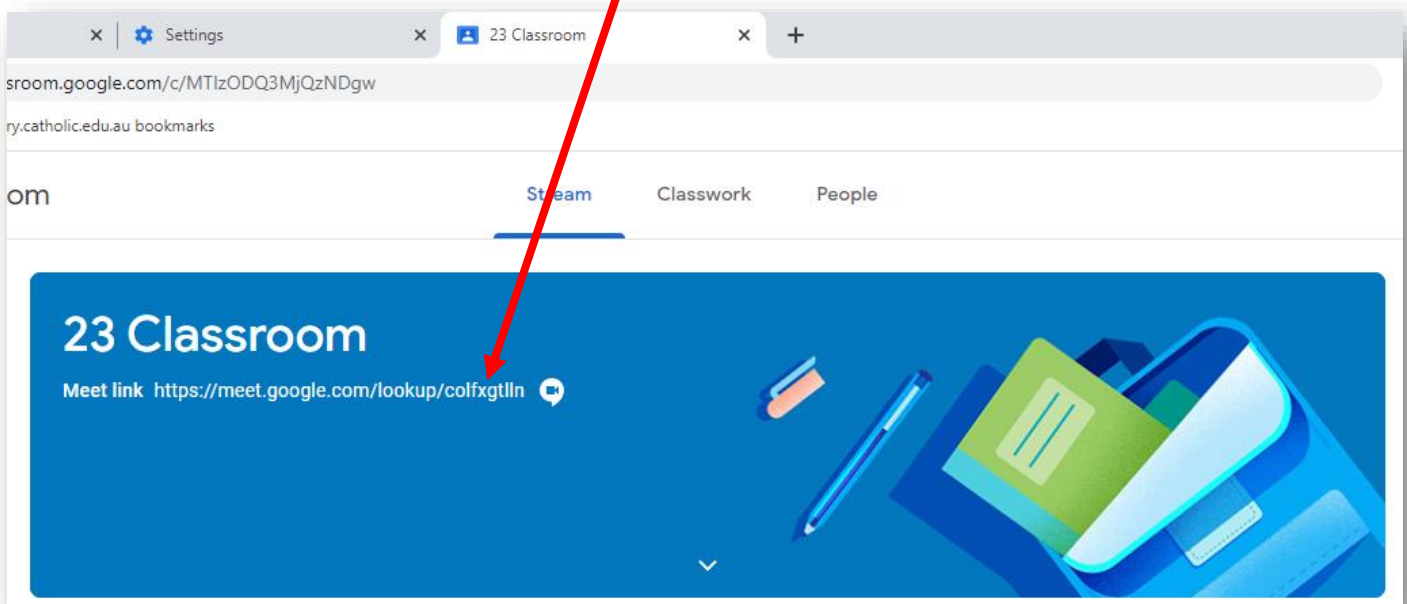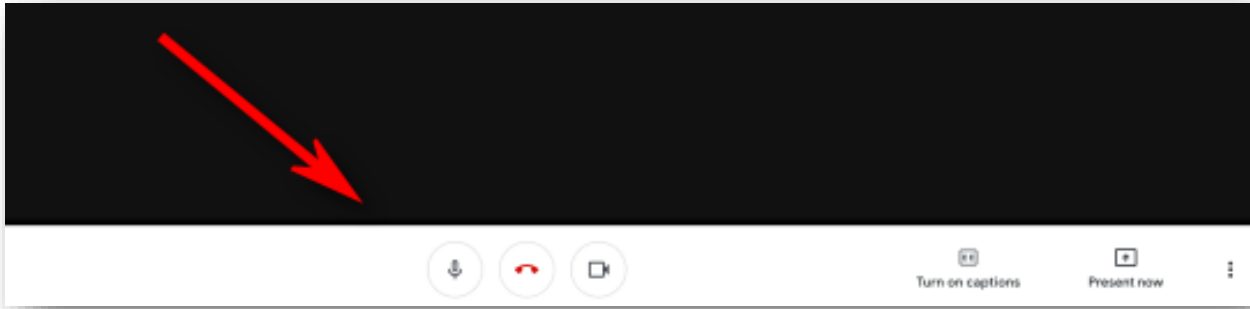On this toolbar, you will see three large circular buttons in the middle. To turn off (mute) your microphone, click or tap on the button that looks like a small microphone icon. This icon will turn red. **When your teacher asks you to speak,** turn your microphone back on (unmute) by clicking on the microphone button in the toolbar again.

Your microphone is off

Your microphone is on
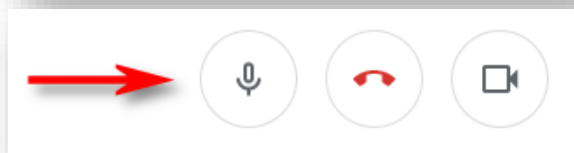
During the Google Meet, we need to be polite and avoid adding noise while other people are talking. Raise your hand if you would like to speak. Only unmute your microphone when the teacher tells you to. Please note: Your teacher can mute your microphone but cannot unmute you. You will need to unmute the microphone yourself before speaking.

Step 20: How to see everyone in the Google Meet. You will only see your teacher on the screen. To see everyone on the screen, click on the Google Meet Grid View on the top right and check the box **enable grid view**:
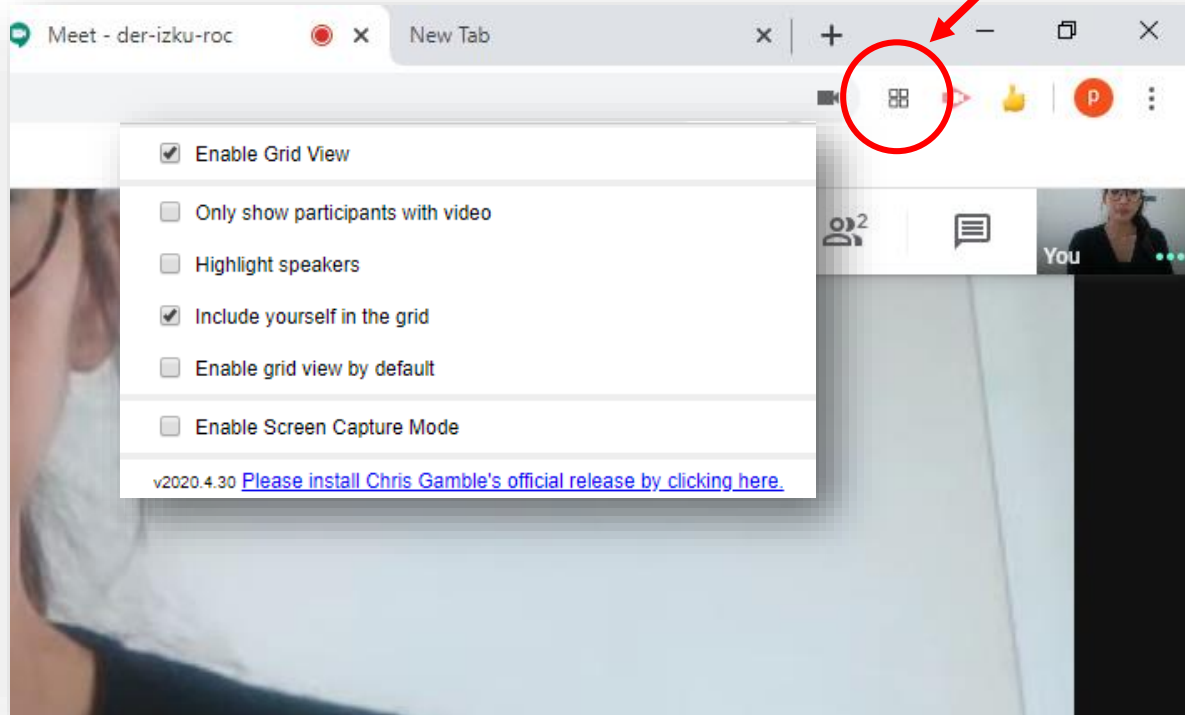

This is an example of what Grid View would look like on your screen. Grid View will allow you to see your teacher and all the students in your classroom who have joined the Google Meet.

Please note: this function will only work if you are using a PC computer/laptop, Mac Book or Chrome Book. If you are using an iPad, you will only see one person (the teacher or whoever is talking) on your screen.

Step 21: At the end of the meeting, click the **x** on the Google Meet tab to leave the meeting. Your teacher will be the last person to leave the Google Meet.
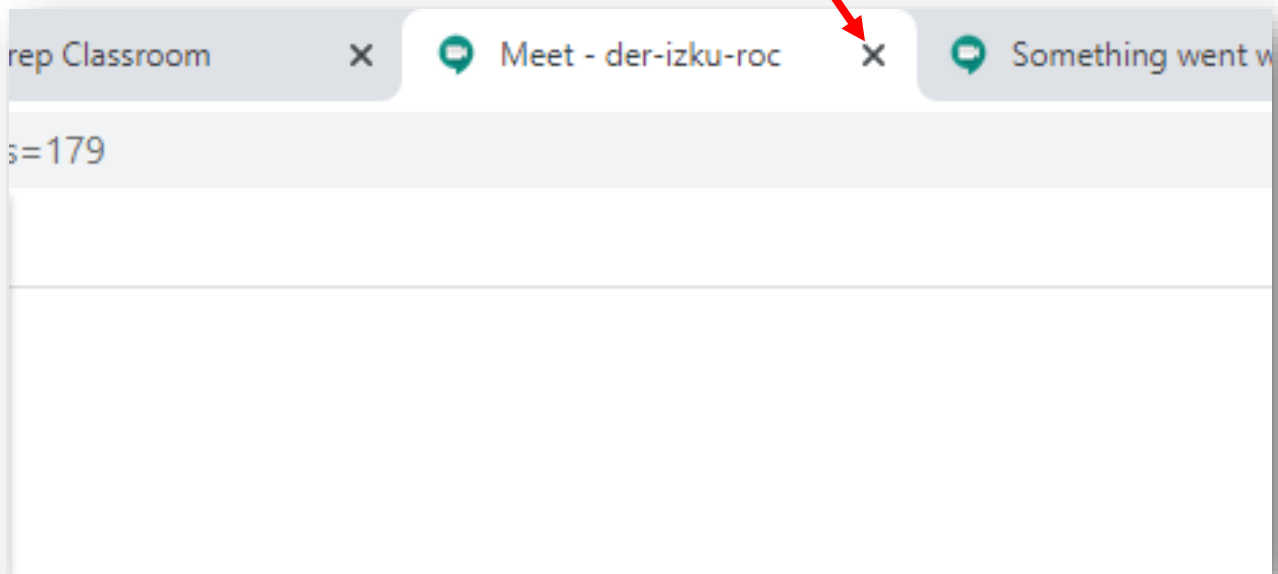
# Repeat steps 1 – 21 to join a meeting in a different classroom

If you have a brother or sister at the school who will be using the **same computer** to join a meeting, you will need to Turn off sync, and start the process again.

Your brother or sister in a different class will have to use a different username and password to join a meeting.
See steps 1 – 21.

If you do not share your computer with anyone else, **you do not need** to turn off sync. Leave the same account signed in so that you can use the computer for the next social catch-up in Google Meet.

Expectations when using Google Meet
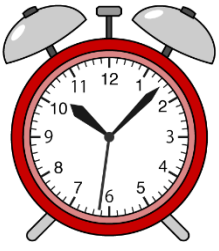
1. Be on time for the meeting.

2. Be dressed in appropriate clothing for the meeting.

3. Have your microphone on mute until the meeting starts.

4. Make sure that you are in a safe and quiet location.

5. Raise your hand if you would like to speak.

6. Be respectful to others talking.

7. Turn your microphone on when it is your turn to talk.

8. Turn your microphone off when others are talking.