



5 P .								
		× New Tab	× +				-	o ×
							88 📀 🍐	Α :
	Q Sear	ch settings						
		Tour	browser is managed by your organ	nization				-
	You and Go	ogle						
	P o	12kclassroom 12kclassroom Syncing to 12kclassroom@olv	vkingsbury.catholic.edu.au		Turn off			
	Sync and	Google services			•			- 11
	Manage y	our Google Account						
	Chrome r	ame and picture			•			
	Import bo	okmarks and settings			•			
;p U C	6: C are r ount.	ick <mark>Clear</mark> 10w signe The Profi	and contin d out of th e icon sho	nue. Ie goog uld nov	le v lool	k grey.		
9 0 0 000	6: Cl are r ount.	ick <mark>Clear</mark> Iow signe The Profi	and contin d out of th e icon sho	nue. Ie goog uld nov	le v lool	< grey.		9
p U C CC	6: Clare r ount.	ick <mark>Clear</mark> now signe The Profi Turn off sync ar	and contin d out of th e icon sho	nue. e goog uld nov	le v lool	< grey.		
p U C CC	6: Clare r ount.	ick Clear now signe The Profi Turn off sync ar Because this acco	and contin d out of th e icon sho	nue. e goog uld nov	le V lool	< grey.		
	6: Cl are r bunt.	ick Clear now signe The Profi The Profi	and contin d out of th e icon sho nd personalization? ount is managed by olv y, passwords, and oth	nue. e goog uld nov wkingsbury.cath er settings will tored in your Ge	le / lool / lool	c grey.		
	6: Clare r ount.	ick Clear ow signe The Profi The Profi Turn off sync ar Because this acco bookmarks, histor device. However, y managed on Goo	and contin d out of th e icon sho nd personalization? ount is managed by olw y, passwords, and oth your data will remain s gle Dashboard.	nue. e goog uld nov uld nov	le / lool / lool cleared oogle Acc	c grey.	be	
	6: Clare r ount. Sync ar Manag	ick Clear ow signe The Profi The Profi Turn off sync ar Because this acco bookmarks, histor device. However, y managed on Goo	and contin d out of th e icon sho d personalization? ount is managed by olv y, passwords, and oth your data will remain s gle Dashboard.	nue. e goog uld nov wkingsbury.cath er settings will stored in your Go	le / lool volic.edu.a bogle Acco Clea	c grey.	be	
	6: Clare r ount.	ick Clear now signe The Profi The Profi Turn off sync ar Because this acco bookmarks, histor device. However, y managed on Goo	and contin d out of th e icon sho of personalization? ount is managed by olv y, passwords, and oth your data will remain s gle Dashboard.	nue. e goog uld nov wkingsbury.cath er settings will stored in your Go	le / lool v lool cleared ogle Acc	C grey.	be	



Step 9: Click Turn on Sync

Q Search sett	ings	
You and Google		
Get Google	smarts in Chrome	rn on sync
Sync and persor	nalize Chrome across your devices	
Sync and Google	e services	•
Chrome name a	nd picture	•
Import bookman	ks and settings	•
0: Enter the sroom@olw	username/email for Year 4/5 (/kingsbury.catholic.edu.au. The	Classroc en click
0: Enter the sroom@olw	e username/email for Year 4/5 (kingsbury.catholic.edu.au. The	Classroc en click
0: Enter the sroom@olw	e username/email for Year 4/5 (kingsbury.catholic.edu.au. The	Classroc en click
0: Enter the	e username/email for Year 4/5 e kingsbury.catholic.edu.au. The Google Sign in to Chrome Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices	Classroc en click
0: Enter the	e username/email for Year 4/5 e kingsbury.catholic.edu.au. The Google Sign in to Chrome Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices	Classroc en click
0: Enter the sroom@olw	e username/email for Year 4/5 e kingsbury.catholic.edu.au. The Google Sign in to Chrome Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices	Classroc en click
0: Enter the sroom@olw	e username/email for Year 4/5 e kingsbury.catholic.edu.au. The Google Sign in to Chrome Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices	Classroc en click

Step 11: Enter the password: 45classroom. Then click Next. Google Welcome 45classroom@olwkingsbury.catholic.edu Enter your password -45classroom 0 Forgot password? Next English (United Kingdom) 👻 Help Privacy Terms Step 12: Click on Link Data, then click on Yes, I'm in. Link your Chrome data to this account? This account is managed by olwkingsbury.catholic.edu.au You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, × New Tab +× passwords, and other settings will become permanently tied to 56classroom@olwkingsbury.catholic.edu.au. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account. Learn more Link data Cancel Turn on sync? Sync your bookmarks, passwords, history, and more on all your devices Google may use your history to personalize Search, ads, and other Google services You can always choose what to sync in settings. Settings Yes, I'm in Cancel Web Store Add shortcut



ep 15: Click on 45 Classroom
New Tab x x <t< th=""></t<>
= Google Classroom + III 😜
45 Classroom Erin Mithen
0
日 ○ Ø Ø ◎ Ø ◎ ■ ● ◎ 10 ○ 10 ○ 10 ○ 10 ○ 10 ○ 10 ○ 10 ○ 10
x Settings x 🛃 45 Classroom x +
m.google.com/c/ODI5MTk0ODY2ODJa
holic.edu.au bookmarks
Stream Classwork People
45 Classroom
Meet link https://meet.google.com/lookup/br5cgmd5ac





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.



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**:



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 catchup in Google Meet.

Expectations when using Google Meet



Be on time for the meeting. 1.







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



- 4. Make sure that you are in a safe and guiet 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.



Ŷ

8. Turn your microphone off when others are talking.