

Google Meet – Student Guide for Live Lessons

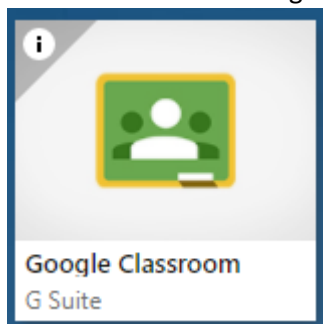
These instructions will walk you through joining your scheduled live lessons using Google Meet through Google Classroom.

The basics are that students need to click into the correct Google Classroom according to their school timetable and click on the Google Meet link. The location of this link varies very slightly, depending on whether a laptop/computer/desktop PC is being used, or a smartphone/tablet/iPad is being used.

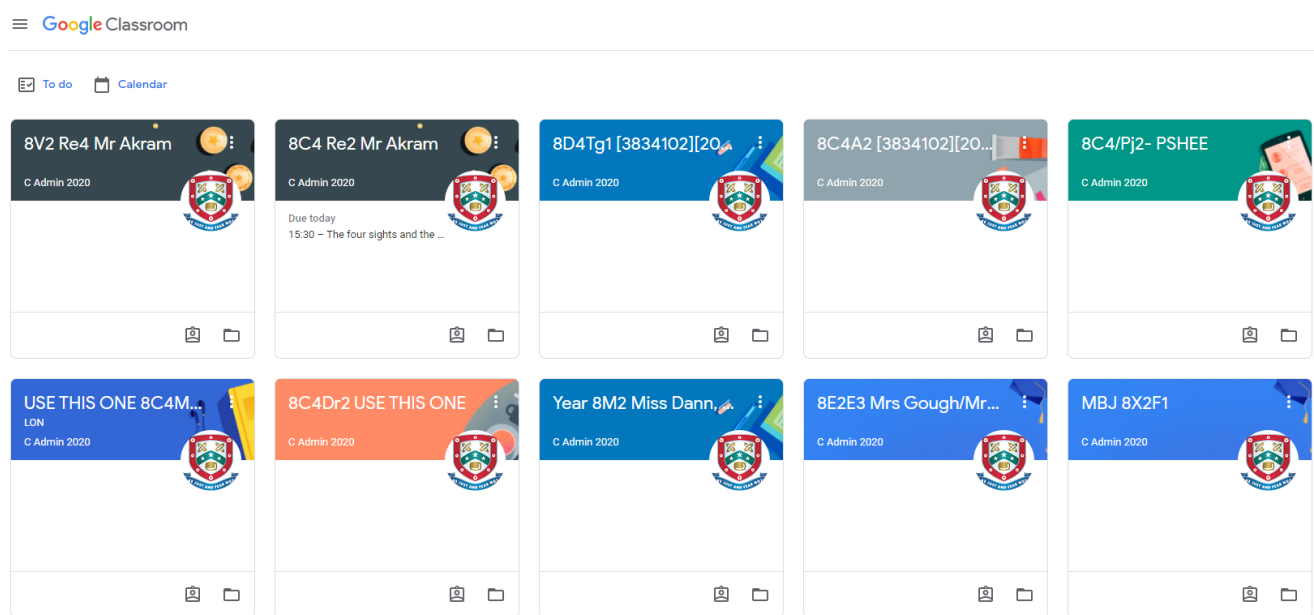
On a laptop or computer:

Google Meet only works through Google Chrome or the new version of Microsoft Edge (Chromium based).

1. Log in to RM Unify (<http://pudseygrangefield.rmunify.com>). A link to this is in the top right hand corner of our school website.
2. Use your normal school username and password to sign in to RM Unify.
3. Click on the tile for Google Classroom as shown below:



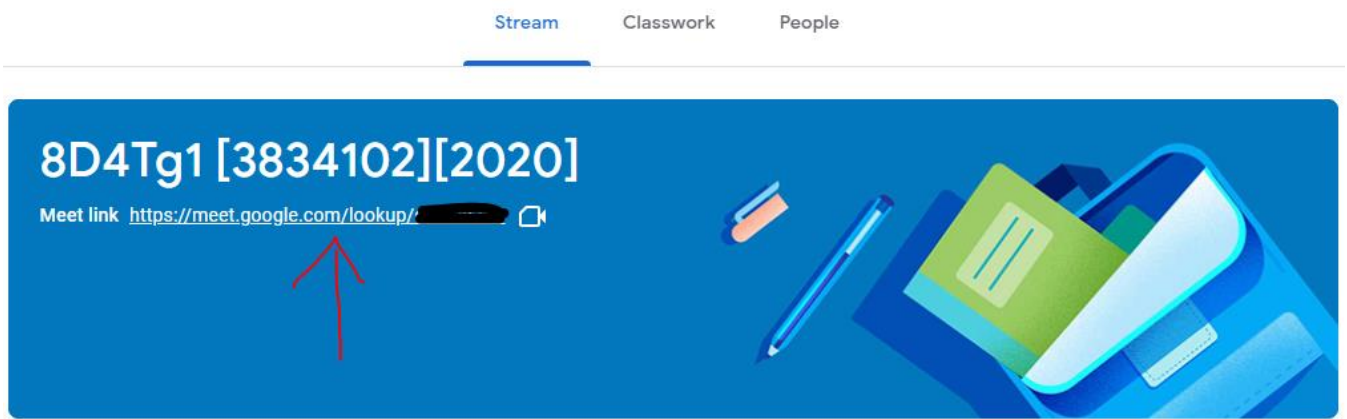
4. When the homepage of Google Classroom loads up, you will see all of the Classrooms of which that student is a member. This will look similar to the below:



Some Classrooms may show assignments when they have been set with a due date. This may not be the only work set. If the work does not have a due date, you can find it inside the Classroom.

5. Click into the Classroom for the current lesson according to the student's timetable. Ensuring to check that you are going by the correct week (week 1 or week 2 timetable. Information available on the school website to check).

6. Inside of the Classroom, on the first page that loads up which is the Stream tab, you will see a “Meet Link” just underneath the title of the Classroom as shown below:

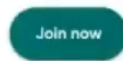


7. Click on this Meet Link and you will be taken to a Google Meet waiting room. ***This is the only link that should be used to access a live lesson.***

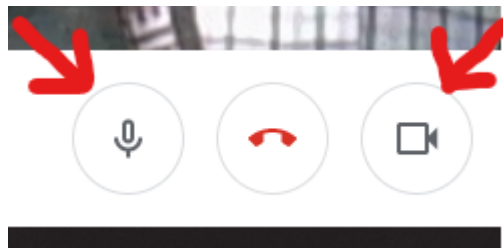
You will be taken to a waiting room where the system will connect to your camera and microphone.

If this is the first time that you have loaded up Google Meet then please ensure you click to allow all permissions for

microphone/camera permission. Then click on the Join Now button:



When you are in the Google Meet room for your live lesson, please disable your microphone and your video by clicking on these 2 icons at the bottom of the screen:

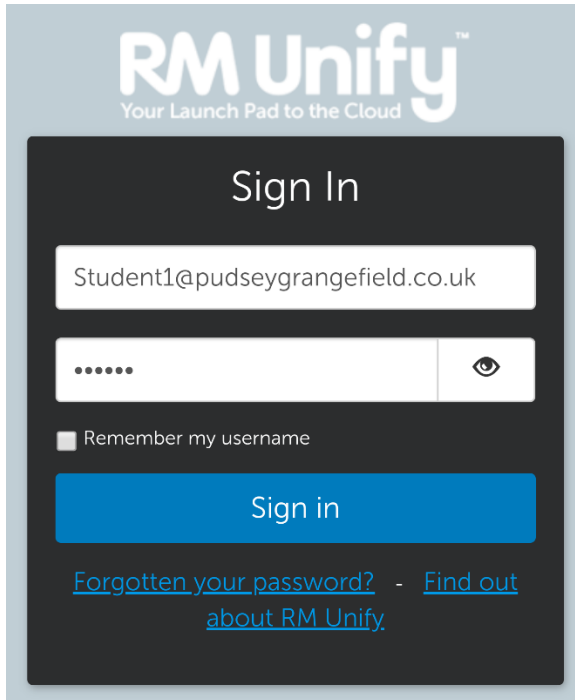


You can un-mute your microphone or camera if asked by the teacher to answer a question for example.

On a phone:

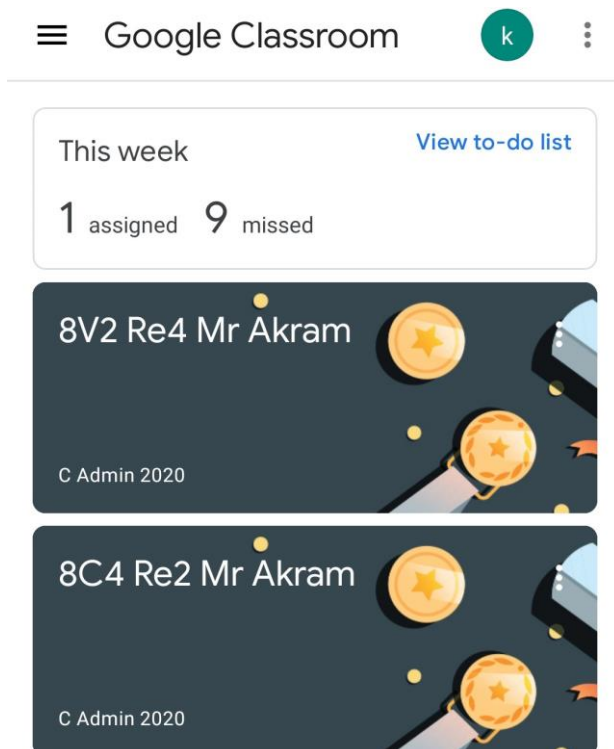
Download the Google Classroom app & the Google Meet app from the App Store on iPhone or the Play Store on Android and follow the steps below:

1. Open the Google Classroom app on your phone or tablet.
 - a. If this is the first time you have used this app, it will ask you to sign in. Please type your school email address.
 - b. Your email address will be your school username @ pudseygrange.co.uk – for example if your username is smithj01, then your email address is smithj01@pudseygrange.co.uk
 - c. You will be redirected to the RM Unify login screen. Please type your email address and your school computer password to log in as shown below.



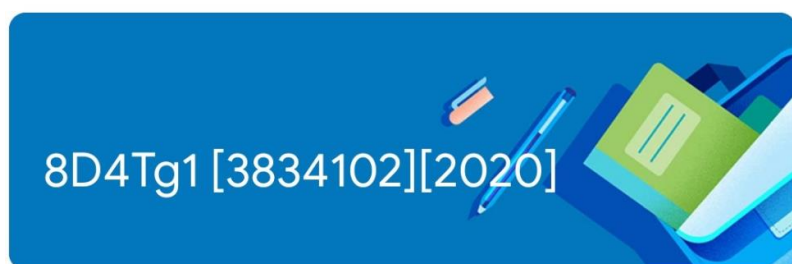
The image shows the RM Unify login screen. At the top, the logo 'RM Unify' is displayed with the tagline 'Your Launch Pad to the Cloud'. Below the logo is a 'Sign In' section. It contains a text input field with the email address 'Student1@pudseygrange.co.uk'. Below the email field is a password field with six dots and an eye icon to toggle visibility. There is a checkbox labeled 'Remember my username'. A blue 'Sign in' button is positioned below the password field. At the bottom, there are two links: 'Forgotten your password?' and 'Find out about RM Unify'.

2. When the homepage of the Google Classroom app loads up, you will see all of the Classrooms of which that student is a member. This will look similar to the below:



3. Click into the Classroom for the current lesson according to the student's timetable. Ensuring to check that you are going by the correct week (week 1 or week 2 timetable. Information available on the school website to check).

4. Inside of the Classroom, on the first page that loads up which is the Stream tab, you will see the name of the Classroom at the top. In the top right hand corner, you will see a camera icon. This is the link to join the Google Meet Live Lesson using the app. Click on the camera icon as shown below:



Share with your class...



New assignment: Designing Olympic Athletes Clothing Lesson 4 Wk 2 Thur 3
26 Jan

5. Click on this Meet Link and you will be taken to a Google Meet waiting room. ***This is the only link that should be used to access a live lesson from a smartphone/tablet/ipad.***
6. This will load up the Google Meet app. If this is the first time you have loaded up the Google Meet app then it will ask you to choose an account to use to continue. Ensure you select your Pudsey Grange field account.
7. Once in the meeting, click on the microphone and camera symbols to mute your microphone and video.



You can un-mute your microphone or camera as needed during your live lesson.

Common Issues

Issue:

You are clicking to join a live lesson and see an error message like below:

You can't create a meeting yourself.
Contact your system administrator for
more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

Answer:

The smaller writing of the message above explains the problem. This error message appears when a student is trying to join a Google Meet/Live Lesson without a teacher present in the room. There are usually 2 causes of this:

1. The student has gone onto the wrong lesson. Please double check the student's timetable and ensure you are going by the correct timetable week (week 1 or week 2. You can check which week we are currently on, on the school website, "Working from Home" page).
2. The student is trying to join the correct lesson, but too soon, before the teacher has finished the previous lesson for example. This tends to happen for Period 2 lessons or Period 4 lessons, when the teacher may just be finishing teaching the previous Period 1 or Period 3 lessons respectively. Please retry every couple of minutes.

If you experience any issues, please email contactus@pudseygrangefield.co.uk and include a picture/screenshot of any error message you are seeing.