



Dear parents/carers

Cubitt Town Junior School use Google Classroom to set learning for your children. This might be learning your child completes in class or it might be homework. Homework will be set every week on Google Classroom. Google Classroom should work on any laptop, tablet or modern smartphone. In order that you can support your children with their Google Classroom learning, we have created this parent's guide.

PART 3 – Using “Meets” Video Conferencing on Google Classroom

If a year group is working from home, teachers will create daily video conferences. These are called “Meets”. A Meet may be to register the children, check in with the children, give them feedback on their learning, explain the tasks for the day ahead or to read a story.

Teachers will let you know what time they want to meet using the Stream page of the class. If a year group is working from home, this will be once a day at the same time every day.

Step 1 - To join the Meet, either click the Meet link under the class name or click the link in the Stream message board.

The screenshot shows the Google Classroom interface for a class named "Test Class". At the top, there are navigation tabs for "Stream", "Classwork", and "People". The "Stream" tab is active. Below the class name, there is a banner image with the text "Test Class" and a "Meet link" with the URL <https://meet.google.com/lookup/d6jlfjn2so>. A blue arrow points from a text box to this link. Below the banner, there is a message board with a "Share something with your class..." input field. A message from "Nilima Begum" at 2:05 PM says "Hi everyone, click this link at half 9" and includes the same "Meet link" URL. A blue arrow points from another text box to this message.

This is the class Meet link. It will always be here at the top of the Stream page.

The teacher will often advertise the link in the Stream message board and put the link to the meet here as well.



Cubitt Town Junior School Parents' guide to Google Classroom



Google Classroom

Step 2 – Taking part in the Meet

When you click on the Meet link, you will be taken to a screen like below. Click allow on any boxes asking you to access microphones and video. If your device does not have the Google Meets software, you may have to download it. Some devices do not allow you to use microphone or video, but you should still be able to see your teacher and classmates in the meet even if they can't see and/or hear you, so it is still worth joining the meet. Click "Join now" to join the Meet.

Annotations for the Google Meet join screen:

- Click "Allow" on messages asking to access your microphone and video
- This is the Meet code: d6jlifn2so
- Click "Join now" to join the meet.

Once you are in the Meet there are lots of features you can use.

Annotations for the Google Meet interface:

- Text chat
- People in the meet
- Turn on/off captions
- Turn on/off microphone
- Turn on/off video
- Leave the Meet
- People's video appears here. If they disable video or it is not working, the first letter of their name appears
- Captions



The Text Chat Feature

If your microphone is not working on your device, you can still use the Text Chat feature to write a message to your teacher and classmates. Click on the "Chat" icon in the top right of the Meet page. This should give you a drop-down chat box that you can type things into. Good luck with using the "Meets"

d6jlifn2so

People (1) Chat

Let everyone send messages

You 2:24 PM
This is the chat bar

Anything you, or others in the class, write and send will appear here

Future messages will appear here

Send a message to everyone

Write your messages here and click the arrow to send them into the chat

Amazingly captions write out what you've been saying.

The captions appear here

Captions are an interesting feature. Anything anyone says is typed out automatically on the bottom of the Meet. This is useful if you miss an instruction being said as you can still read it.

Video Conferencing on Google Classroom. If you are having technical issues with your microphone or video, your child should still watch the Meet. If you are having difficulty with any aspect of Google Classroom, email ICTsupport@cubittown-jun.towerhamlets.sch.uk