

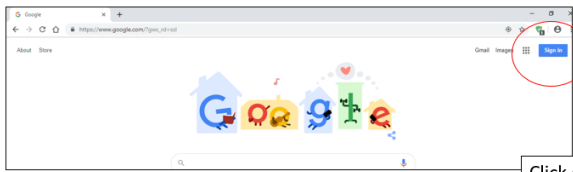
Dear Haverstock pupil,

We hope you are finding the remote learning provision suitable and are getting into the routine of doing all your lessons using Google Meet. This letter is a reminder of some of the key points to remember in order to make the most of live lessons during this lockdown period.

Please read the guidance below carefully and use the FAQ section to support you with any issues that may arise when accessing live lessons from home.

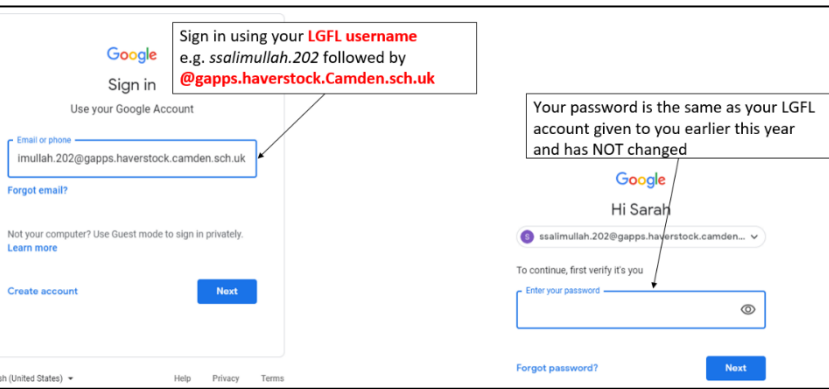
## Using Google Meet

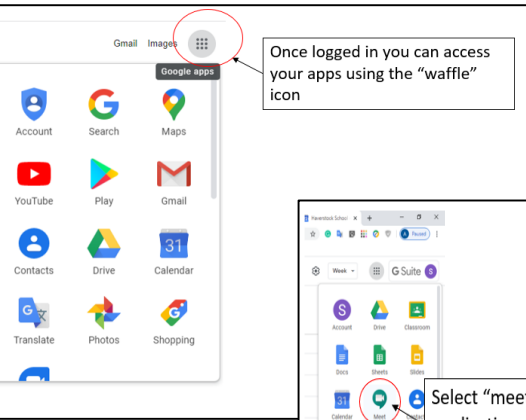
- 1 Ensure your browser is displaying the Google homepage

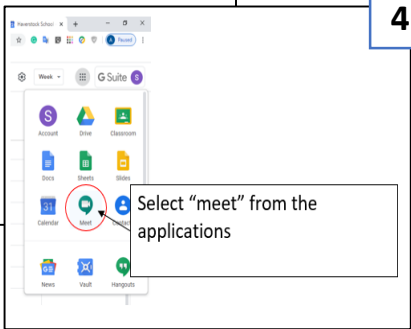


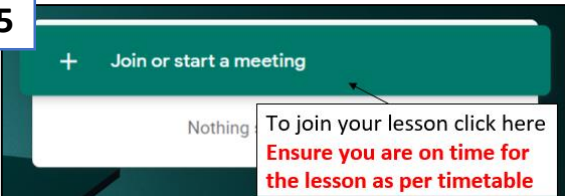
Click on the sign in button
- 2 Sign in using your LGFL username e.g. **ssalimullah.202** followed by **@gapps.haverstock.camden.sch.uk**

Your password is the same as your LGFL account given to you earlier this year and has NOT changed


- 3 Once logged in you can access your apps using the "waffle" icon


- 4 Select "meet" from the applications


- 5 To join your lesson click here **Ensure you are on time for the lesson as per timetable**



**6**

Join or start a meeting

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

7ACo

Learn how to schedule a meeting in Calendar

Continue

Use the code for your current lesson in here e.g. "7Aco" if you are in 7A and have computing that period

**7**

IR camera (04f2:530f) connected

Camera is off

7ACo

No one else is here

Join now

Present

Other options

Join and use a phone for audio

Click here to enter the meet

**Mute your Mic**

**Disable your camera at the start**

### During the lesson:

Click on this icon to enter comments in the chat box. Use this appropriately.

2:52 PM

You

You

Sarah Salimullah

7aco

Turn on captions

Present now

At the end of the lesson, you **MUST** hang up by clicking on this icon

If you have a question or need to speak to the teacher you can click here

Click here to share your screen if the teacher has asked you to do so to check or support you with a task

Please note the following guidelines for an effective learning experience for all:

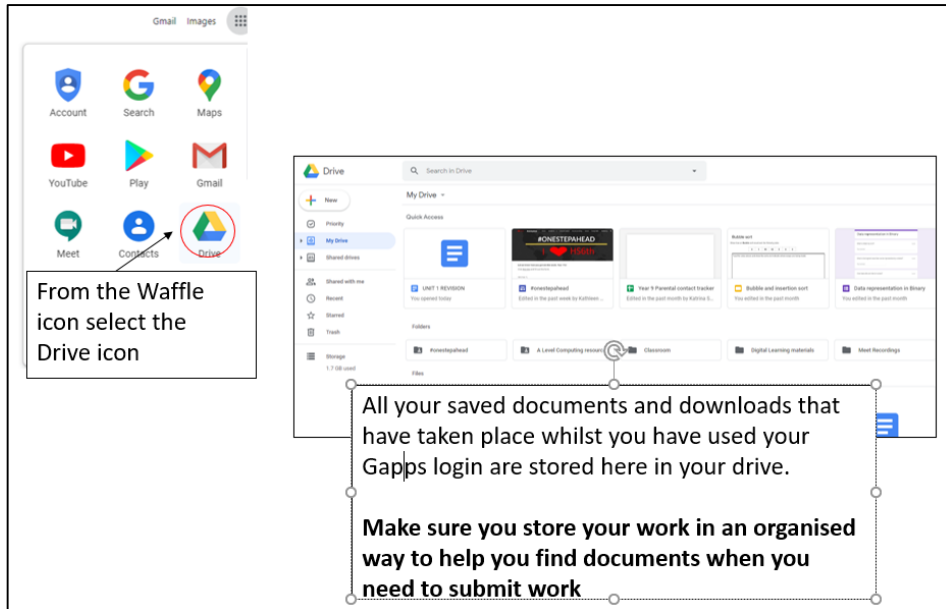
- Be punctual as if this was a lesson on school site
- Raise your hand if you have a question related to the lesson or need help
- Use the chat window **ONLY** to respond to the task/questions set by your teacher – any inappropriate comments will be dealt with in the normal way as if on school site
- **DO NOT** unmute yourself unless the teacher has asked
- **DO NOT** enable your camera unless the teacher has requested it as part of the lesson
- **ALL** lessons are recorded for safe guarding purposes including a transcript of the chat window

## Google Drive:

Make use of Google Drive to store your work.

If your teacher uses Google Classroom, any files you have open will be saved automatically in your drive and you can find them here.

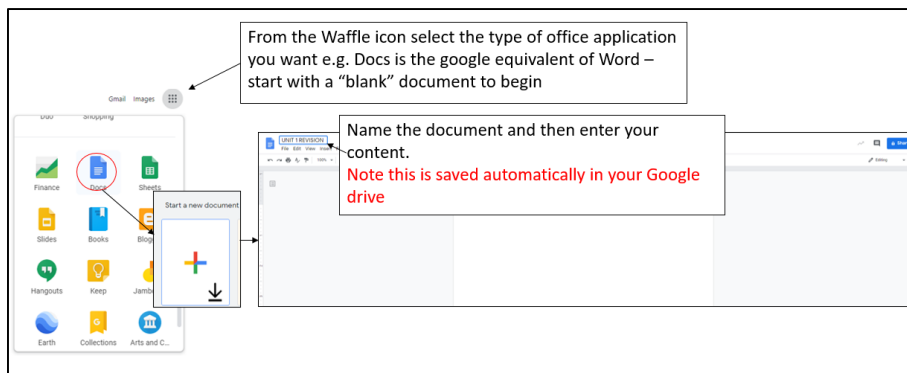
Make use of this to help you access work when we return to school.



The image shows a screenshot of the Google Drive web interface. On the left, a 'Gmail images' menu is open, showing various Google services. The Drive icon is circled in red. A text box points to it with the text: "From the Waffle icon select the Drive icon". The main Drive interface shows 'My Drive' with a list of files and folders. A text box at the bottom of the Drive interface contains the text: "All your saved documents and downloads that have taken place whilst you have used your Gapps login are stored here in your drive." and "Make sure you store your work in an organised way to help you find documents when you need to submit work".

## Google Office:

You do not need to have office application installed on your device for your lessons. You can take advantage of the open-source version of common office applications from GSuite.

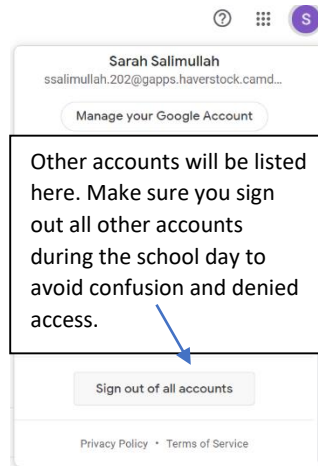


The image shows a screenshot of the Google Office application selection screen. A 'Waffle' icon (a grid of dots) is circled in red. A text box points to it with the text: "From the Waffle icon select the type of office application you want e.g. Docs is the google equivalent of Word – start with a 'blank' document to begin". Below the Waffle icon, a 'Start a new document' button is highlighted with a blue box. A text box points to this button with the text: "Name the document and then enter your content." and "Note this is saved automatically in your Google drive". The background shows a preview of a Google Docs document.

## Frequently Asked Questions:

Q: I cannot seem to login to my lesson on Google Meet.

A: You will only be able to enter a lesson if you have used your school Gapps login. Sometimes you may have a personal Google account signed into your device. Ensure you have signed out of all other accounts and login using your school account:



Q: I cannot hear my teacher during the lesson.

A: Ensure your sound is enabled on the device you are using – you may need to put the volume to maximum as the quality of transmission may vary for different devices and areas depending on your connection.

Q: I am unsure what my login details are

A: Contact the school office via email and give them your name and tutor group and they will respond back with your Login details

Q: My browser won't allow me to use Google Meet

A: Ensure you are using Google Chrome in the first instance. If this is not possible then make sure your current browser is updated to the latest version to support the running of GSuite applications.

Q: I am using a Chrome book and cannot access any PowerPoints or other Office files

A: Select the file you are trying to open and convert to the Google version of office. For example if it is a PowerPoint then convert to "Google slides" to edit the file.