

# How to access online lessons using Google Classroom and Google Meet

Online lessons will be available to students from Monday 22<sup>nd</sup> June. You will be sent a timetable for these lessons in a separate document, along with further information.

For online safety, these lessons are held using the Google Classroom website which can only be accessed with a school email address and password.

**A recording of every lesson will be made and kept by the school – this will include a transcript of everything typed into the chat. Therefore, think carefully about what you say and type during the lesson.**

Please have your camera switched **off** during the lesson.

Please follow these rules during the lesson:

1. Have your book or paper ready to make notes, just like you would at school.
2. Do not use your own webcam. However, you are welcome to ask questions using your microphone during the lesson, when allowed by your teacher.
3. If you have a question and do not want to speak on your microphone, it can also be typed in the lesson chat.
4. If the teacher has allowed microphones to be used, please keep background sounds to a minimum. Also try and avoid speaking over anyone else.
5. Be respectful to everyone in the lesson - it does not make any difference if you are in the classroom or online.

**There will be consequences for failure to follow these rules and for any inappropriate behaviour in these lessons and virtual classrooms.**

**1. Log into your school email address by going to:**

<https://mail.google.com/>

**You will need to enter your school email address and password.**

If you have forgotten your school email or password, you must ask a parent or guardian to contact your Year Manager or Head of Year at the following addresses:

Year 7: [k.williams@springwoodhighschool.co.uk](mailto:k.williams@springwoodhighschool.co.uk)

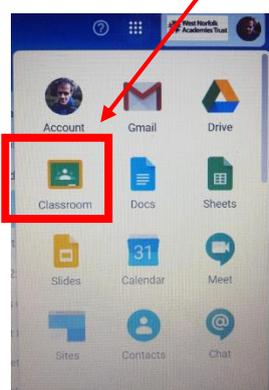
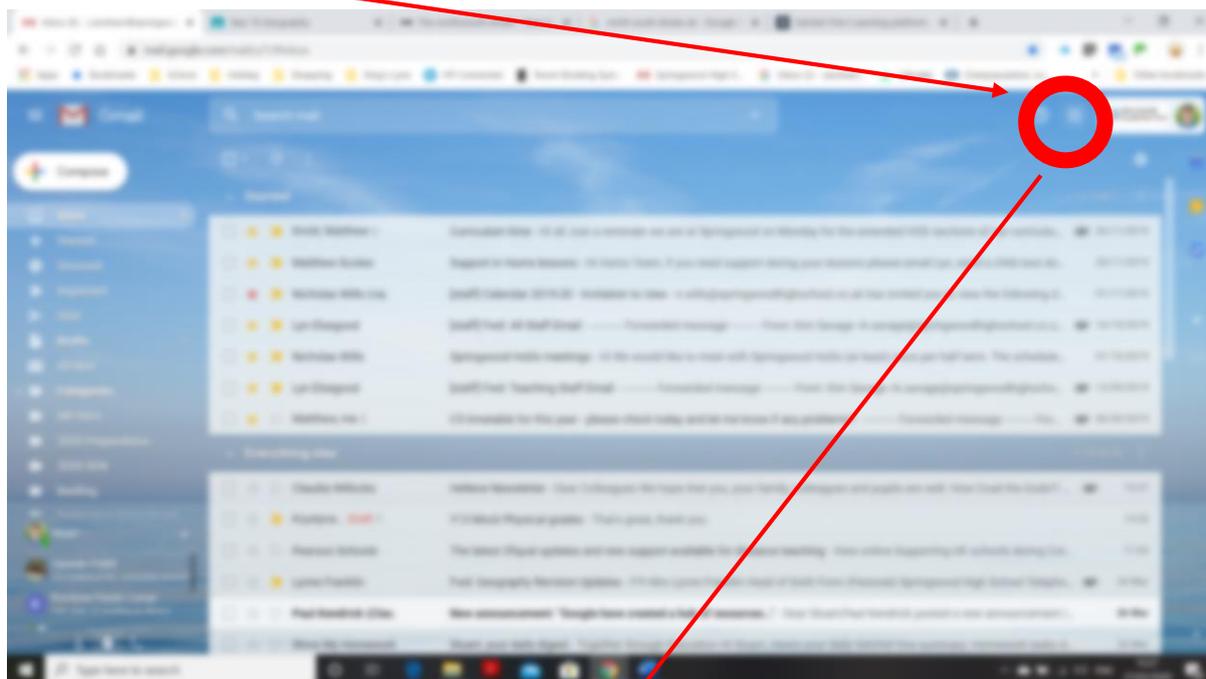
Year 8: [m.scoles@springwoodhighschool.co.uk](mailto:m.scoles@springwoodhighschool.co.uk)  
[t.wright@springwoodhighschool.co.uk](mailto:t.wright@springwoodhighschool.co.uk)

Year 9: [p.cuss@springwoodhighschool.co.uk](mailto:p.cuss@springwoodhighschool.co.uk)  
[h.ridgewell@springwoodhighschool.co.uk](mailto:h.ridgewell@springwoodhighschool.co.uk)

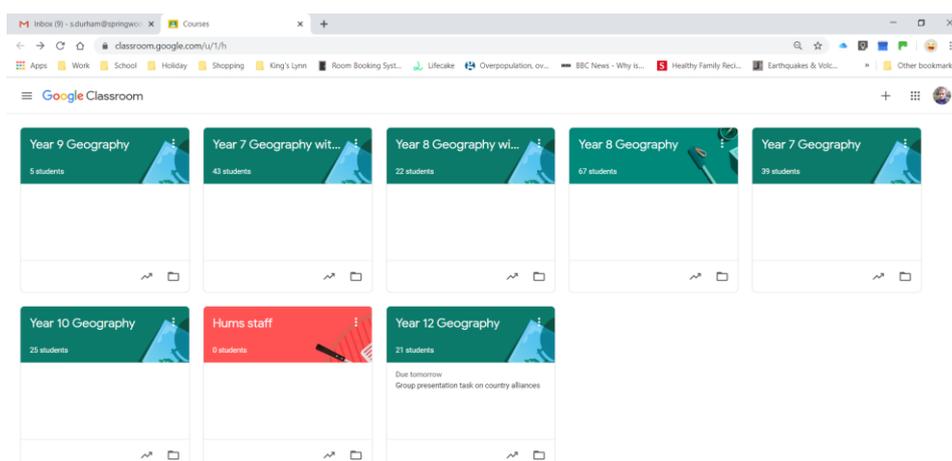
Year 10: [d.hobbs@springwoodhighschool.co.uk](mailto:d.hobbs@springwoodhighschool.co.uk)  
[j.craig@springwoodhighschool.co.uk](mailto:j.craig@springwoodhighschool.co.uk)

**Individual subject staff do not have access to your password and are unable to reset school email accounts.**

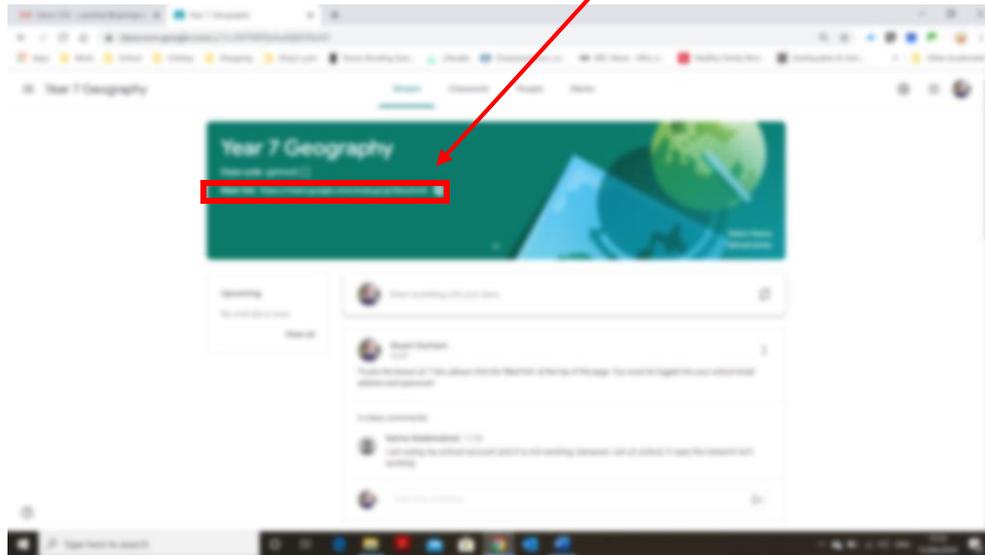
2. Once you are logged into your school email, click the nine dots in the top right-hand corner and select 'Classroom':



3. Google Classroom will open and display all the subjects that are currently offering live online lessons. Select your relevant class.



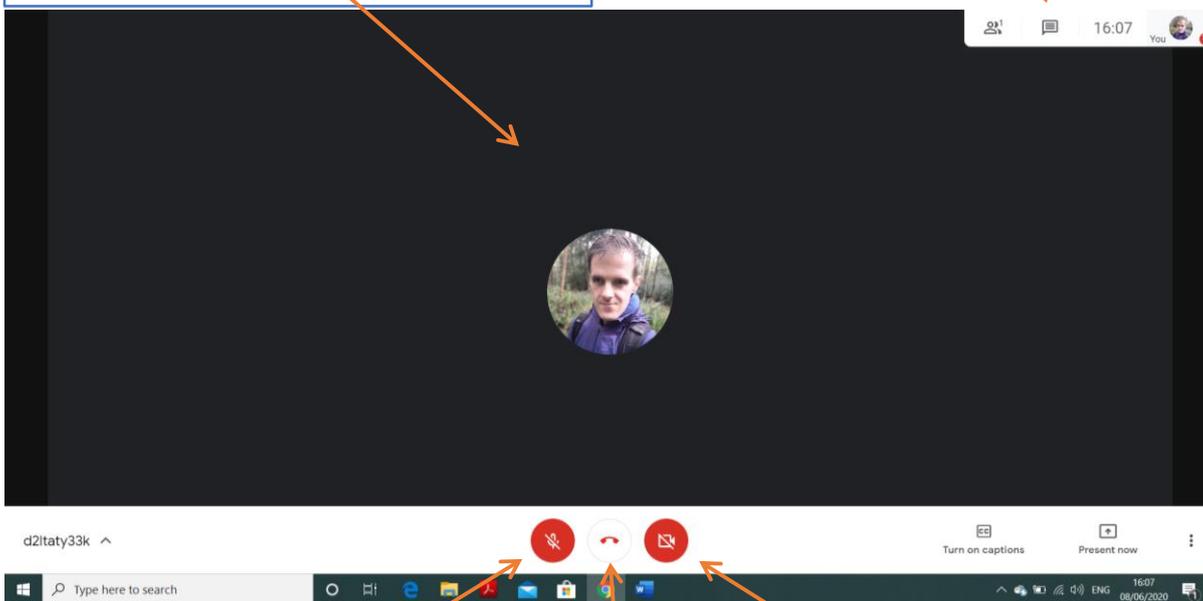
4. On your classroom homepage, click the **Meet link** in the banner at the top.



5. Clicking the **Meet link** will open **Google Meet** where the live lesson takes place. Please note: the link will only work when lessons are taking place.

The PowerPoint being used in the lesson will be displayed here. When no PowerPoint is being shown, the picture of the teacher will be displayed instead.

Allows everyone in the lesson to chat using typed messages. These are visible to the teacher and the rest of the class.

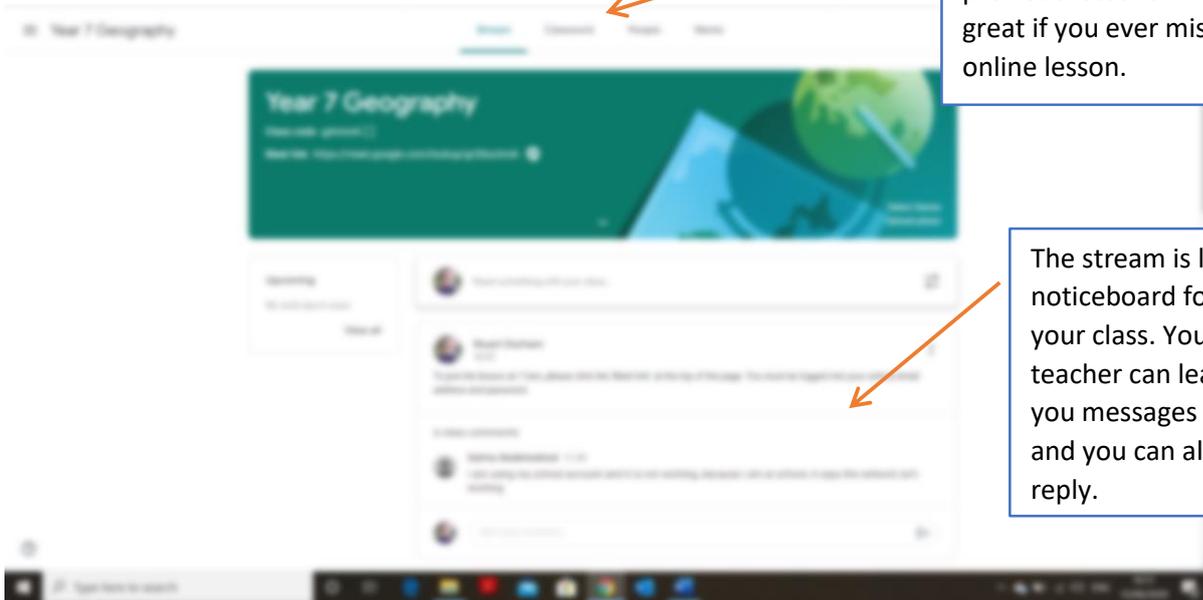


Mutes your microphone.

Takes you out of the lesson.

Switches on/off your camera.

## 6. Google Classroom also has a range of other features that will help you with your learning:



Clicking classwork will bring up the PowerPoints from previous lessons. This is great if you ever miss a live online lesson.

The stream is like a noticeboard for your class. Your teacher can leave you messages here, and you can also reply.

## **Questions and problems!**

### **“Can I not be sent a link or watch the lesson using my personal email account?”**

- For online safety, you can only access the lesson using your school email account. Staff cannot send you links or access codes to your personal email account.

### **“I can not access my school email”**

- Check that you are entering your email address and password correctly.
- Ask a parent to contact the school for a new password and for your account to be reset if you have forgotten it.

### **“I can log into Google Classroom, but the **Meet link** doesn't work”**

- Check you have the correct time for the lesson. The Meet link will not work if your lesson is not currently taking place.
- Check you are still logged into your school email. If you are logged in to a personal email address at the same time, this can cause an error message. You can check what account you are currently using by looking at the top right-hand corner of your browser window.

### **“Can I use a tablet or mobile phone to watch the lesson instead”**

- Some students have been able to watch lessons using a tablet, such as an iPad, or their phone. This usually involves downloading the Google Class and Google Meet apps to your device. However, staff can not give technical advice for these methods.