



Meet



Google Meet for Live Virtual Sessions

A Student Guide





Instructions

- Your Virtual Sessions will be taking place through **Google Classroom using Google Meet.**
- In each Google Class you will find any resources that your teacher has uploaded as well as the link needed to join the Virtual Session at the date and time specified on your timetable. This link will only be active during the live session and will not work any other time.
- This guide will tell you how to access your Virtual Session and explain some of the rules and requirements of accessing your Virtual Session.
- If you have any queries, please email Mr D Lomas.

A few key points...



Google Classroom

We will be using Google Classroom to host your live Virtual Sessions. Separate classes will be setup for each subject you are accessing live. Please read the separate user guide on Google Classroom if you have not used this before.



Google Chrome

Where possible, please use Google Chrome to access Google Meet and Google Classroom.



Be prepared

Google Meet in Classroom must be accessed through your RM Unify account. You do not need an app if you are using a laptop or PC to access the meeting, but may need the app for tablets or phones. The Google Classroom and Google Meet apps can be downloaded from your App Store for free.

Rules



YOU MUST SWITCH OFF YOUR CAMERA AT ALL TIMES. Please do not use your camera at any point, for your own privacy and everyone else's. **This is really important. All sessions are monitored and students breaking this rule may have their access to this and future sessions removed immediately.**



Before entering the meeting you must mute your microphone. This is to avoid any background noise or feedback. Your teacher may instruct you to unmute your microphone so you can ask a question, but please wait until instructed to do so.



Virtual Sessions can only be joined by students within the school. You must use your school login (RM Unify) to access the sessions. Any student who is not on the list or not using their school account (@kevi.org.uk) will not be admitted to the session.

Rules



You should not alter any settings. Please do not change any settings when you are in the session. If you need to alter your microphone settings this can be done in the Waiting Room, before you click Join Now. Please do not press any other buttons as this may affect the delivery of the session and learning for others.



You will have access to the Live Chat when the session is running. Here you can post a question to your teacher or ask for permission to unmute your microphone to ask a question. **All messages in the Live Chat will be monitored and recorded.**

All messages are public. If you don't want to ask your teacher a question in front of other students, please email them instead or send them a private message through Google Classroom.



All sessions are monitored and may be recorded. Please be sensible and follow all the usual school rules and guidelines as well as the IT User Agreement. These sessions have been setup to support you so please do not abuse them. Anyone not following the rules will have their access removed.

Preparing for the meeting



If your teacher shares any resources with you before the session they will be posted on the relevant virtual class in Google Classroom and you will be notified when they have been posted. You can login to your Google Classroom at any time before the live session.



On the day of your live session, please login to your Google Classroom account (through RM Unify) 5 minutes before your session is scheduled to start. Click on the class that will be going live and then follow the instructions in this guide to access the live session.



If you have never used Google Classroom before, please read the separate **Google Classroom at KEVI – A Student Guide** before your session. This has already been emailed to you or you can request another copy by emailing webmaster@kevi.org.uk.



Let's get
started...

How to login



RM Unify™
Your Launch Pad to the Cloud

Sign In

Username or Email Address @kevistafford

Password

Remember my username

Sign in

Sign in from my network

[Forgotten your password?](#) - [Find out about RM Unify](#)

- Go to kevistafford.rmunify.com
- Enter your **school username**.
- Enter your **school account password**.
- **Click Sign in.**

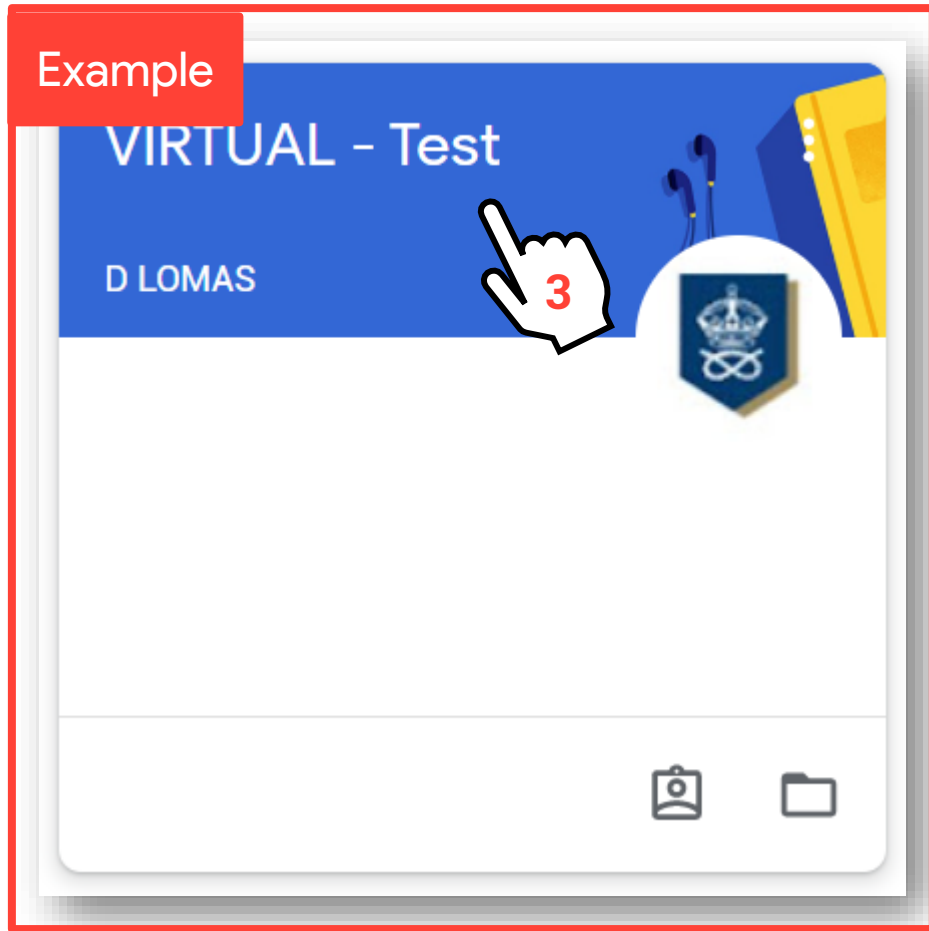
- You can only use KEVI's Google Classroom with your school email address and not your private one.
- **Make sure you are signed out of any other Google account first.**

How to login



- Click on the Google Classroom tile.

Your Home Screen



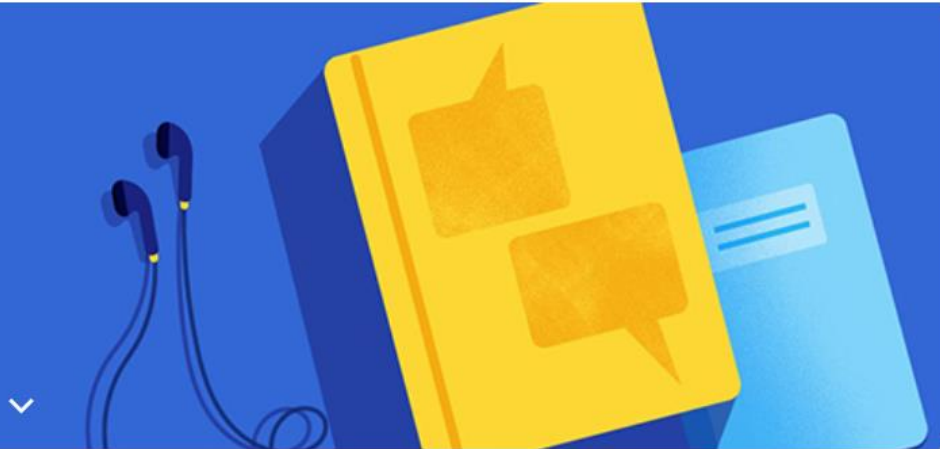
- Now you should see all your classes displayed on the screen.
- Click on the class you want to view.
- In this example, I am going to **click** **VIRTUAL – Test**. You should pick the Virtual Class that is about to begin.

Your Class Stream



VIRTUAL - Test

Meet link <https://meet.google.com/lookup/ed4yzjrbtx> 

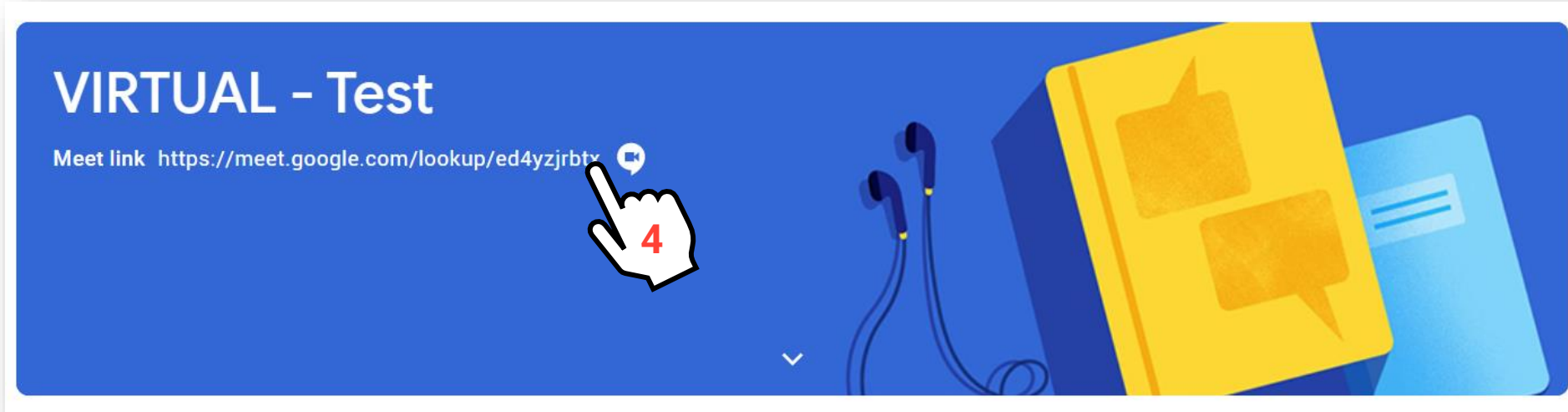


- This is your Class Stream page where you will find everything you need for the live Virtual Sessions including any resources and the link to live session itself, or “meeting”.
- On the day, when you are ready to start the session, look at the next chapter for details.



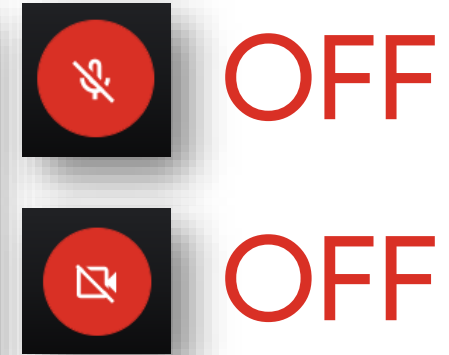
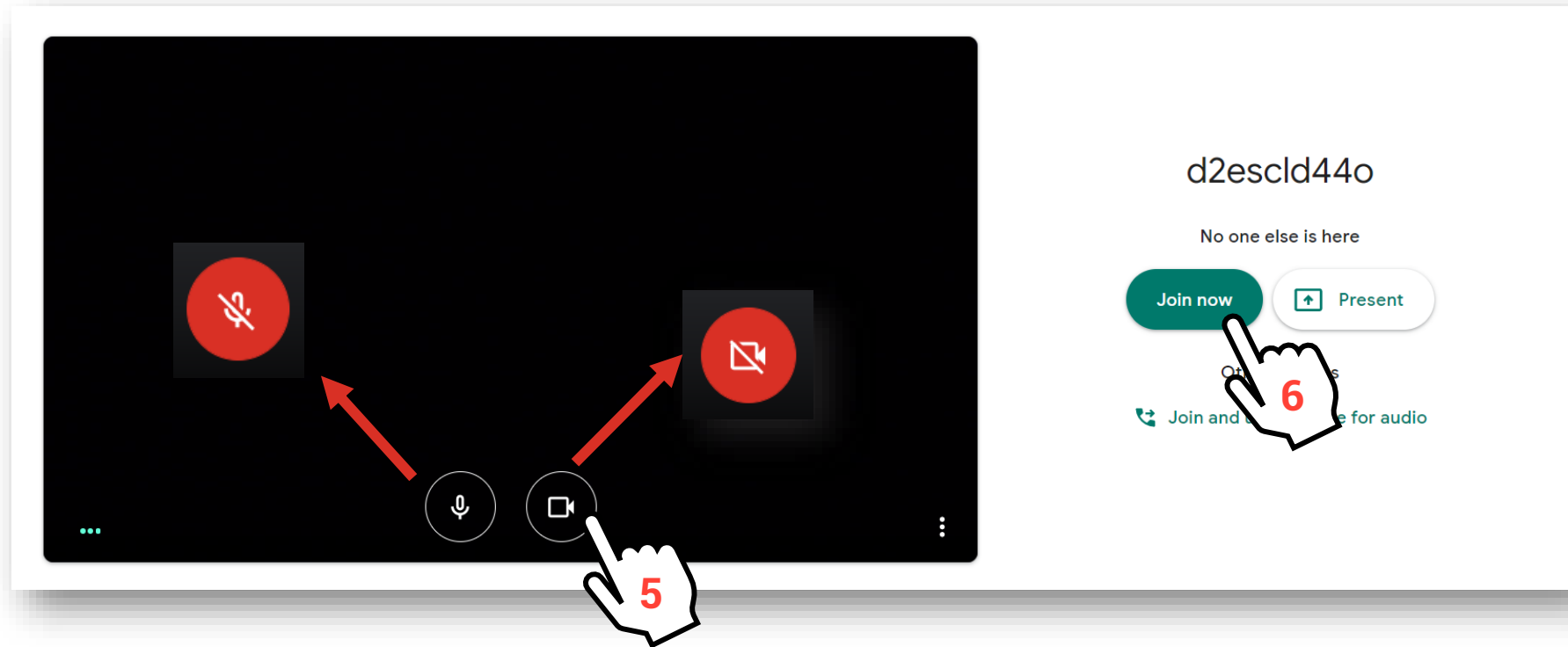
Starting the Virtual Session

Start the meeting



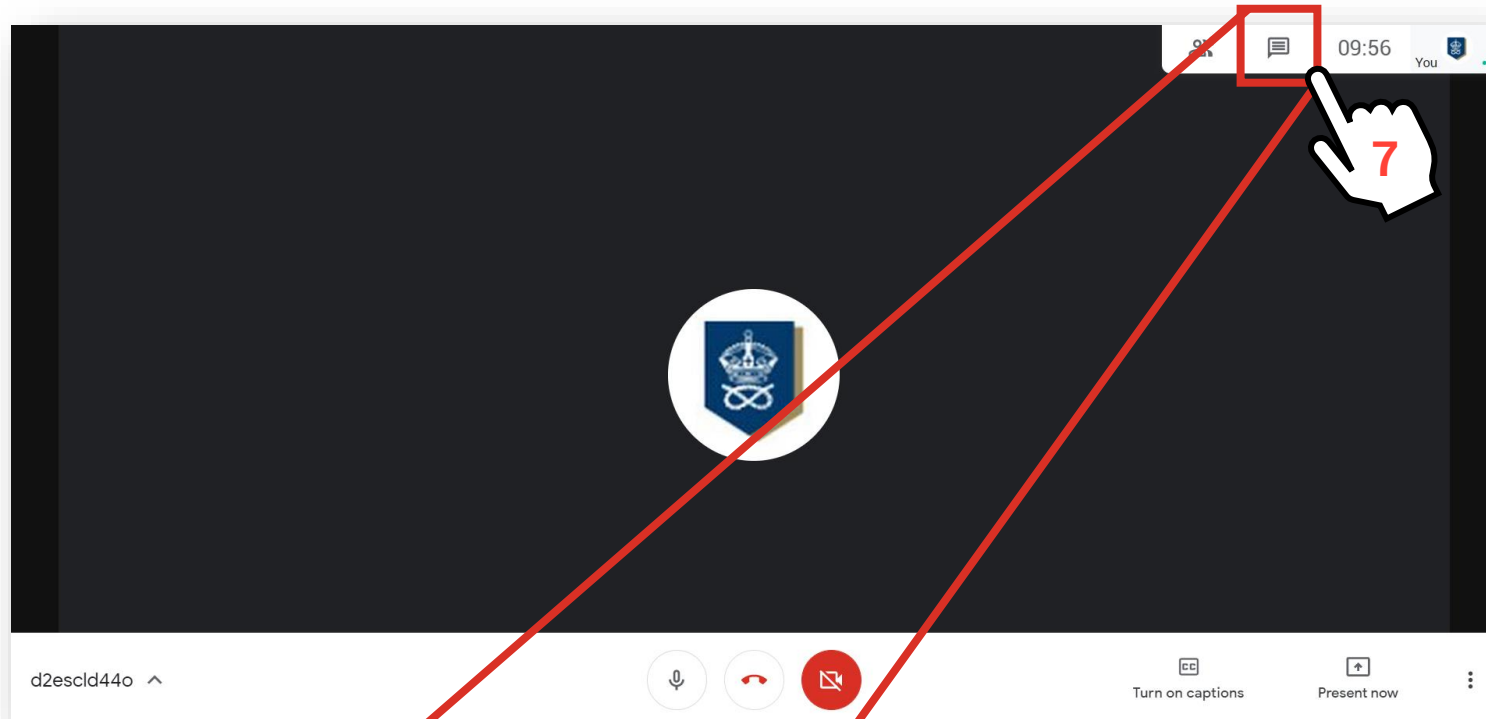
- On the time and day scheduled on your normal timetable you will be able to click the above link and access your live session with your teacher.
- **You will only be admitted to the meeting once the teacher is present. Please be patient and do not try accessing until 5 minutes before the session is due to start. If you get an error message, simply close the tab and click the above link again until you are admitted.**

Before you enter...



- Before entering the **Meeting Room** you will be taken to this **Waiting Room**.
- **Now you MUST switch off your microphone and camera BEFORE clicking Join now. The icons should turn red when they have been switched off.**
- You can now join the meeting by clicking **Join now**.

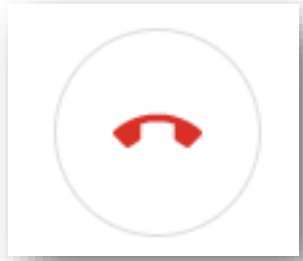
The Virtual Session Live



- You are now in the Meeting Room and the **Virtual Session has begun!**
- Your teacher will give you some instructions.
- You can now open the Live Chat to follow any messages your teacher may post – **please remember to follow the rules mentioned previously.**



Ending the session



- When the session finishes, please click the red hang up button to leave and you can now logout.
- Any material your teacher has shared/wants to share with you can be found in your class on Google Classroom.



Thank you.

For more information please
email webmaster@kevi.org.uk

This guide was produced by
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www.kevi.org.uk

KING EDWARD VI
HIGH SCHOOL

