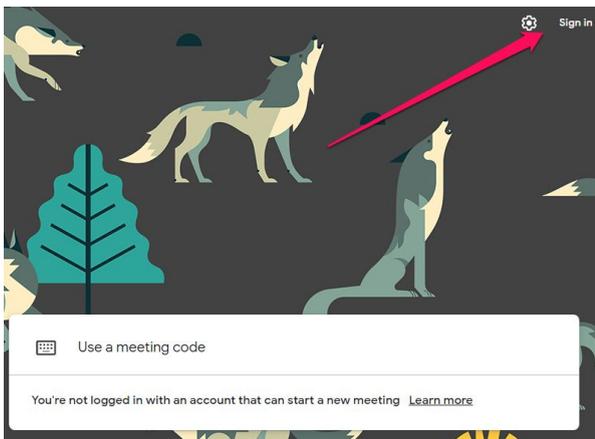


Using Google Meet

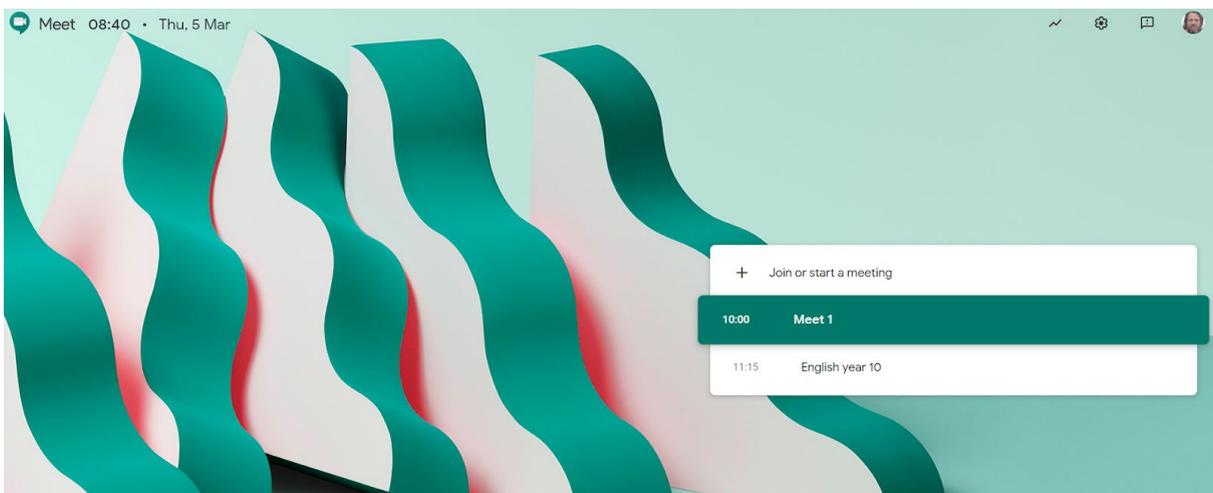
Head to mysandstorm.org and start Google Meet or load https://meet.google.com/_meet we suggest you use Chrome if possible when using Google meet. We are using Google Meet since it integrates with our systems and is also a safe online place, not open to people outside the school and free from advertising etc.



If you are not logged in to your Mysandstorm account, you will see a Sign in link at the top of the page please click on this and use your mysandstorm.org address to login.

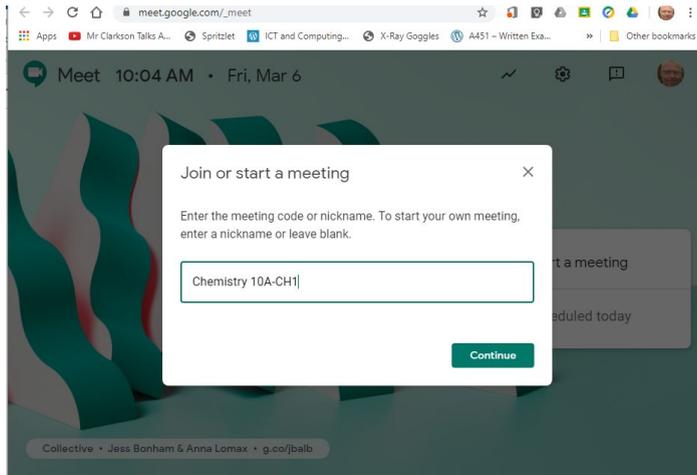


In most cases you will already be signed in to Chrome so you will be presented with a screen similar to this

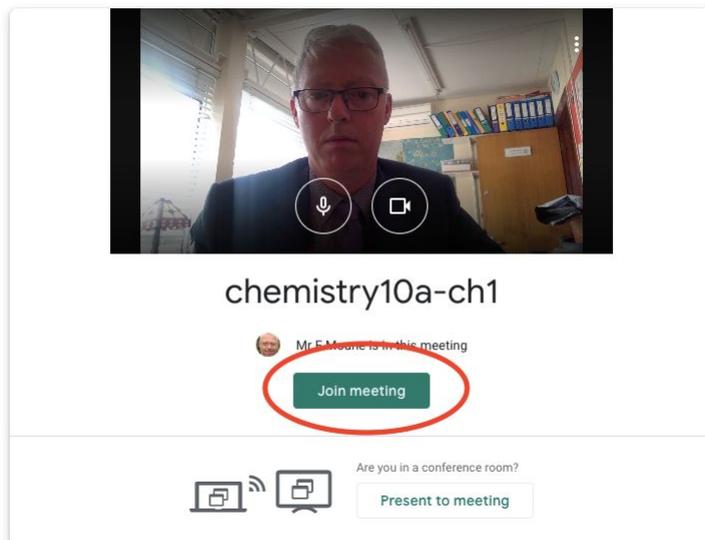


Starting an ad-hoc meeting

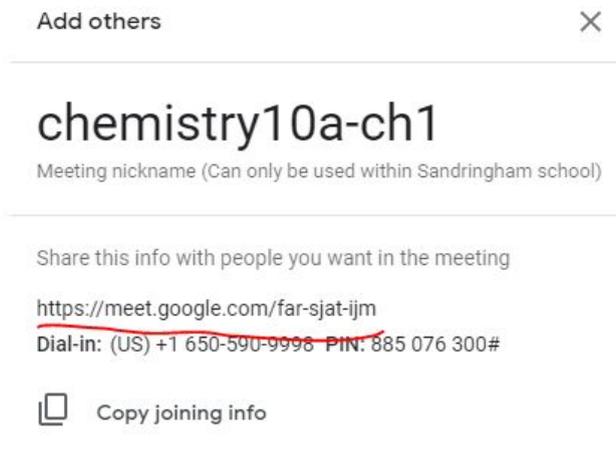
Click on the + symbol to start a meeting. You will be asked to provide a meeting name, usually a good idea to include the class code so that you can distinguish between sessions:



You will then need to join your meeting by clicking on the button. You may be asked to give permission for Chrome to use your microphone and web camera.

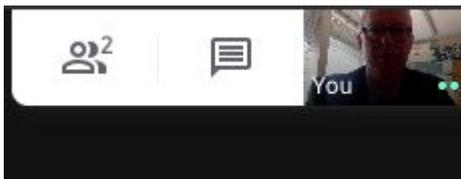


You can then share the link with students (email them from your mysandstorm gmail account) **or** add the class group in directly:

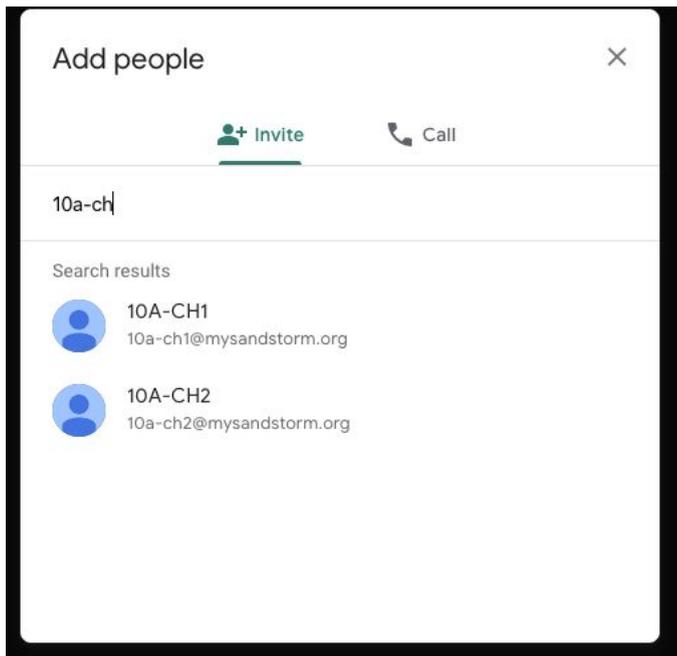


→  Add people

You can add people by clicking on the people icon at the top right of the screen



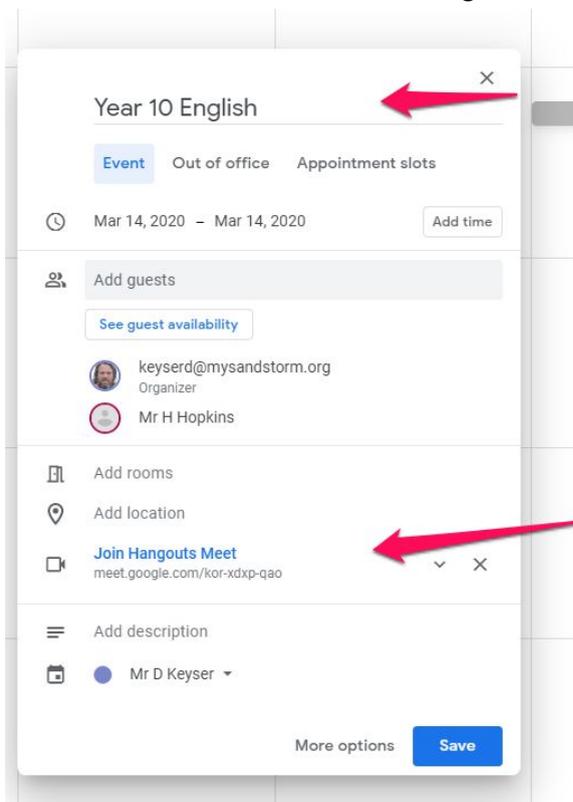
All the class groups from your timetable are available, start typing the code to select:



Scheduling a meeting / lesson

In most cases we will want to schedule a meeting/lesson for a specific time, to do this please follow these instructions

- Go to Google Calendar
- Create a new event by clicking on the day you want it to be on
- Give it a meaningful title and set the time it is to start
- Click add guests, here you can also add groups, so it is not necessary to add your students individually
- You will notice that it will create a Hangouts Meet automatically

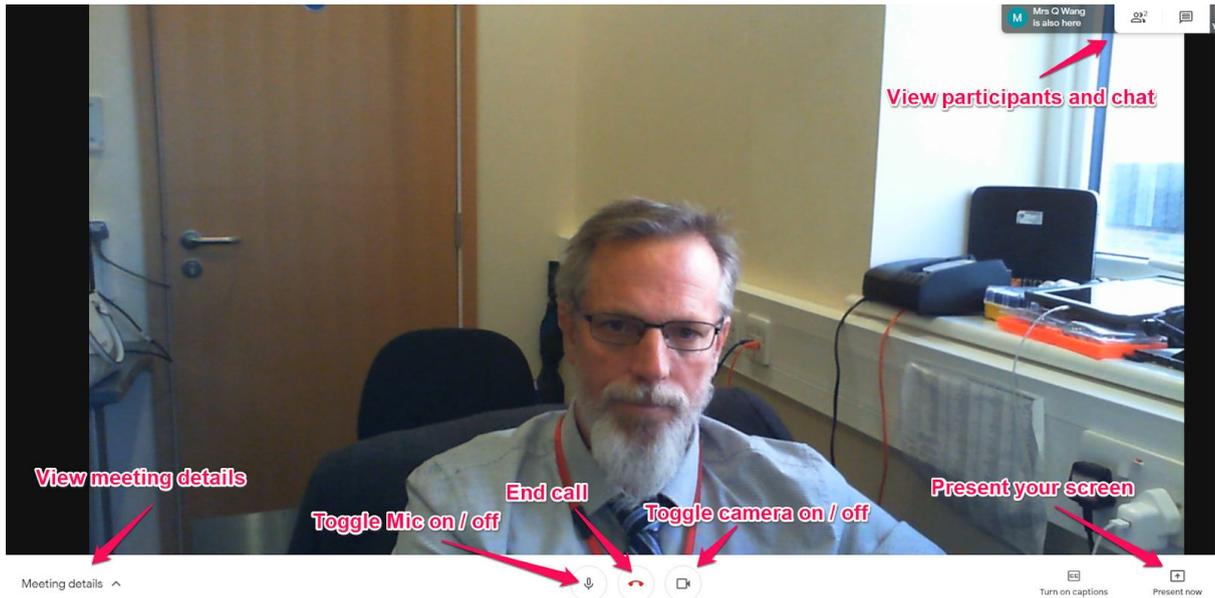


- Save, now when any guests log in to meet they will see all meetings scheduled for today listed and the time they are due to start, it is then just a matter of clicking on the meeting to join at the appropriate time.

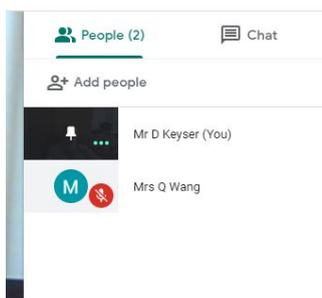
Using Google meet

Interface:

Once logged in, you will see this screen.

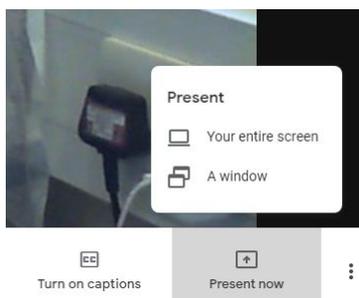


If you click the upper right you will see a list of participants and be able to add more if required. To use the chat feature, click on the CHAT tab.



Presenting:

Click present now and you will get the option to present your entire screen or a single window.



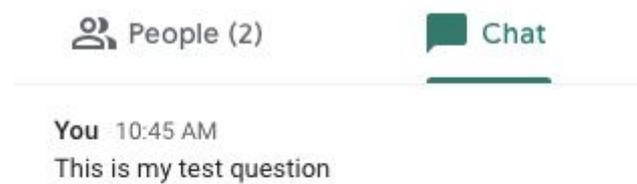
Using this, you can present a Powerpoint presentation and then use the audio to voice over as you proceed through the content.

Using Chat

You may well want students to join the class without video or having their microphones on mute.

There is a built in chat facility where you can pose questions and the students can type responses.

Select the Chat tab in the top right-hand side of the screen

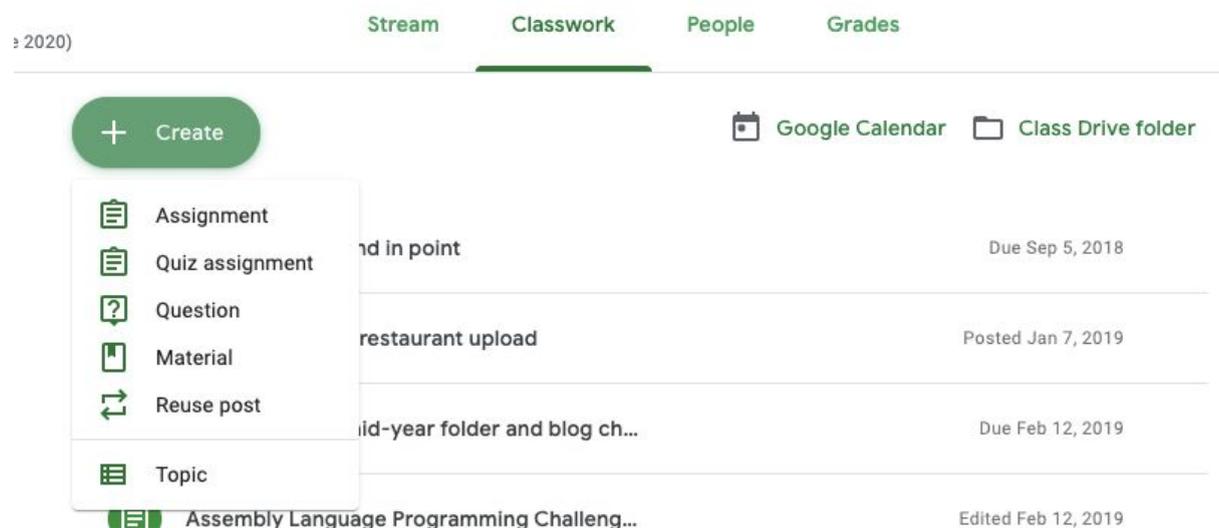


Using Google Classroom in conjunction with Meet

You can use the usual features of Google Classroom to share slides or resources with students - this is probably more effective as the students can follow along with the lesson at their own pace.

This is also the best way to share web links with them.

Don't forget that you can set an Assignment where work can be handed in online for assessment, and there is the facility to pose questions to the whole class on Classroom, with answers the students can see, comment upon etc. You can also create a self-marking quiz assignment (using Google Forms)



Don't forget tools such as Seneca, Educake, Quizizz, Memrise etc etc that can also support learning.