

Set up Meet for remote learning

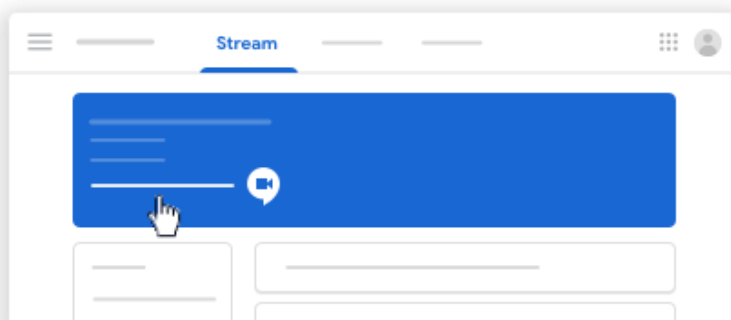
St Joseph's Roman Catholic Primary School uses Google Meet for online class meetings. We use Google Classroom and each class has a dedicated video meeting link that teachers and students can use to join class meetings. Follow these step by step instructions for joining a meeting.

Join a video meeting in Classroom

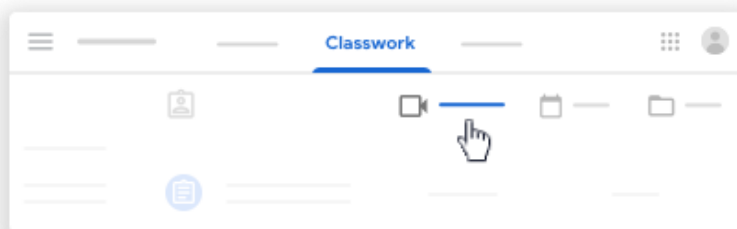
If your teacher turns on Meet for Classroom, you can join a video meeting for your class. You can join a class video meeting after the teacher starts the meeting.

To use Meet, sign in to Classroom with a school username and password. Your account looks like *yourname.304@stjosephsrc.uk*.

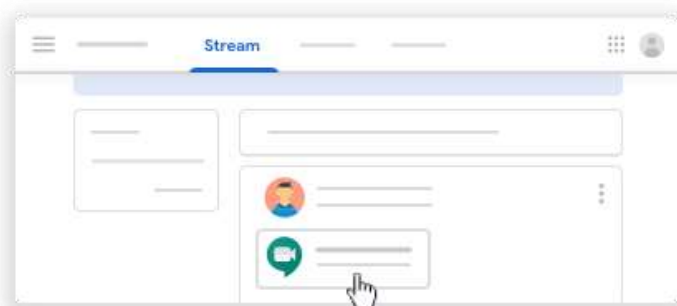
1. Go to classroom.google.com.
2. Click the class.
3. Choose an option:
 - On the Stream page, at the top, click the Meet link.



- On the Classwork page, at the top, click  Meet



- On an announcement or post, click the link for the class video meeting



4. (Optional) To allow Meet to use your camera and microphone, click Allow.
5. In Meet, at the top, make sure you're signed in with your school account.
6. To join the class video meeting, click Join now.

Join with a meeting link or invitation

1. Choose an option:
 - If the teacher shared a meeting link, click the link or paste it into your browser.
 - If the teacher sent an invitation in an email message, in the message, under Join with Google Meet, click the link.
2. In Meet, at the top, make sure you're signed in with your username and password.
3. Click Join now.

Join with a meeting nickname

If the teacher shared a meeting nickname, you use the nickname to join the meeting.

1. Open [Google Meet](#).
2. Sign in with your school username and password.
3. Click Join or start a meeting > enter the meeting nickname > click Continue.
4. Click Join now.

Join a meeting from a Calendar event

If the teacher shares a Google Calendar event with you, you can join the meeting from Calendar.

1. Open [Google Calendar](#).
2. Sign in with your school username and password.
3. On the calendar, click the video meeting event.

If you don't see the event, at the top, make sure you're signed in with your school username and password.
4. Click Join with Google Meet.
5. In Meet, click Join now.

See your child's work for a class

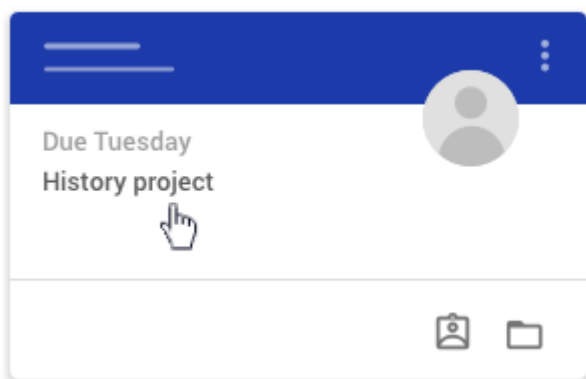
For all of your child's work, you can quickly see upcoming assignments and announcements and what's late or missing. You can also arrange work by topic.

See upcoming work and latest announcements

1. Go to classroom.google.com.

On each class card, you can review up to 3 assignments that are due in the next week.

2. (Optional) To see details, click the title of the work.



3. Click a class to see the latest assignments, questions, or announcements.

Check for late or missing assignments

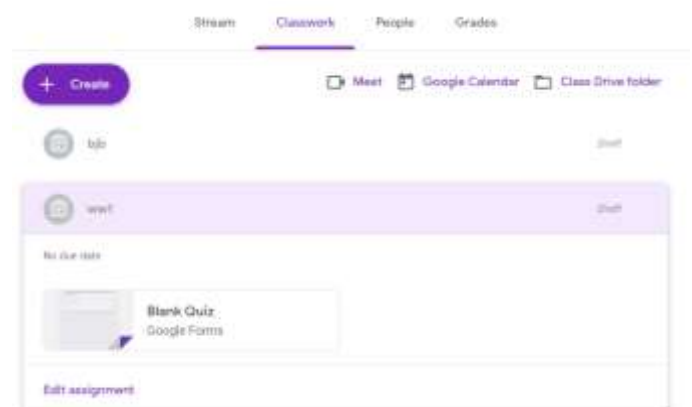
The teacher sets the late-work policies for your class. However, Classroom doesn't prevent you from turning in work after the due date.

When the teacher assigns work, it's marked Assigned. If your child does not turn in their work on time, it's marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it's late.

1. Go to classroom.google.com.
2. On a class card, click Your work .
3. On the left, click Missing.
4. (Optional) To review more details, click an item > View details.

See work arranged by topic

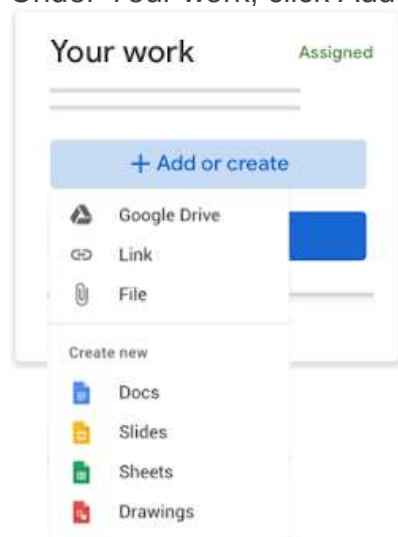
1. Go to classroom.google.com.
2. Click the class.
3. At the top, click Classwork.
4. On the left, click a topic.
5. (Optional) To see any instructions or feedback, click the post > View assignment or View question.



Submit an assignment

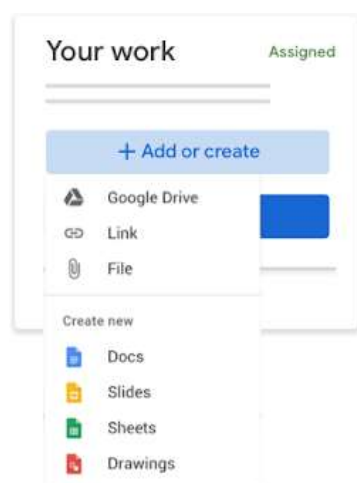
You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. To attach an item:
 1. Under Your work, click Add or create > select Google Drive , Link , or File .



b. Select the attachment or enter the URL for a link and click Add.

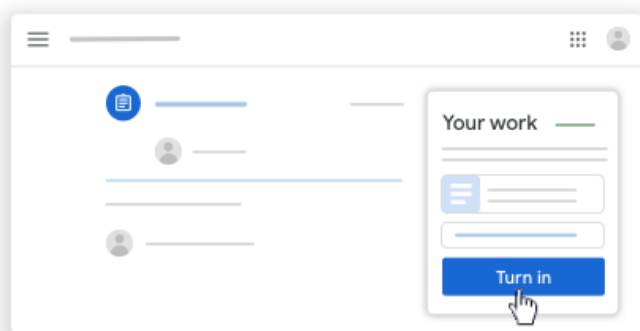
5. To attach a new document:
 - a. Under Your work, click Add or create > Docs , Slides , Sheets , or Drawings . A new file attaches to your work and opens.



b. Click the file and enter your information.

6. (Optional) To remove an attachment, next to the attachment's name, click Remove .
7. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post .
8. Click Turn In and confirm.

The status of the assignment changes to Turned in.



Important: If you get an error message when you click Turn in, let your teacher/parent know.

Submit a quiz assignment

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. Click the form and answer the questions.
5. Click Submit.

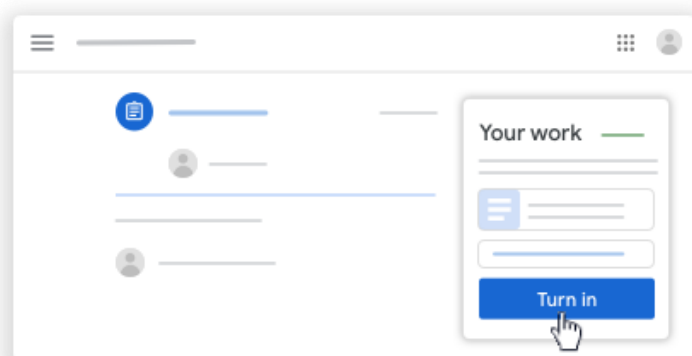
If the form is the only work for the assignment, the status of the assignment changes to Turned in.

6. If there's more work to do for the assignment, click Open assignment.

Submit an assignment with a doc assigned to you

If your teacher attached a document with your name in the title, it's your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, click Turn in and confirm.



The status of the assignment changes to Turned in.

Important: If you get an error message when you click Turn in, let your teacher/parent know.