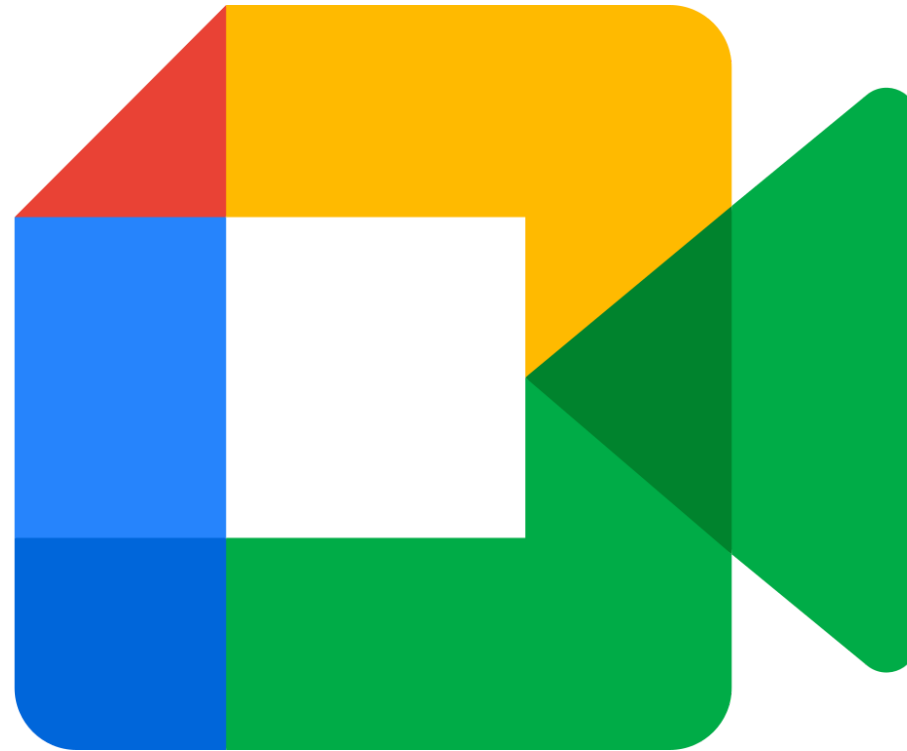


Pontyclun Primary School



Google Meet User Guide

Within our 'Online Learning' we will begin using the 'video-conferencing/live-stream' facility, 'Google Meet'. In line with Welsh Government guidance we will be accessing this through the safe platform of 'Hwb'.

'Google Meet' is a free service, developed by Google for schools and can be accessed via 'Google Education' on the 'Hwb' platform. Each week we intend to use 'Google Meet' to run, whole class '**video-conference**', *wellbeing sessions* with your child's teacher. Each class will be given a designated time to meet with their teachers. This is an opportunity for class teachers to 'check in' with pupils. It will allow our learners to have contact with their friends, discuss and celebrate prior learning, and discuss work/expectations for the week.

The teacher will send out a '**Google Meet**' link to a live-stream session, through Google Classroom and/or Seesaw to ensure only those within Pontyclun Primary Infrastructure have access to the sessions. Any teacher unavailability will be notified at the earliest opportunity.

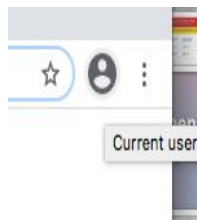
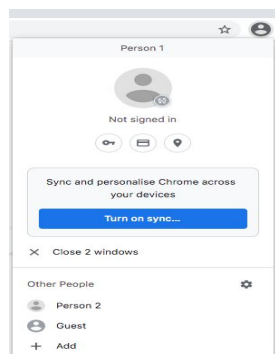
To ensure the best possible experience, please read the following information.

If you intend to use a computer for this meeting, you do not need to add or download any additional software. A webcam and microphone would be handy to have and will allow your child to interact with their teachers and peers, however, it is not essential. Your child will still be able to join the meeting, watch and hear what is being said and use the 'chat facility'.

You will have to ensure you use the '**Google Chrome**' internet browser, not any others such as Firefox/ Safari etc.

If you will be using a mobile device/ tablet to access online learning, you will need to download the **Google Meet** app.

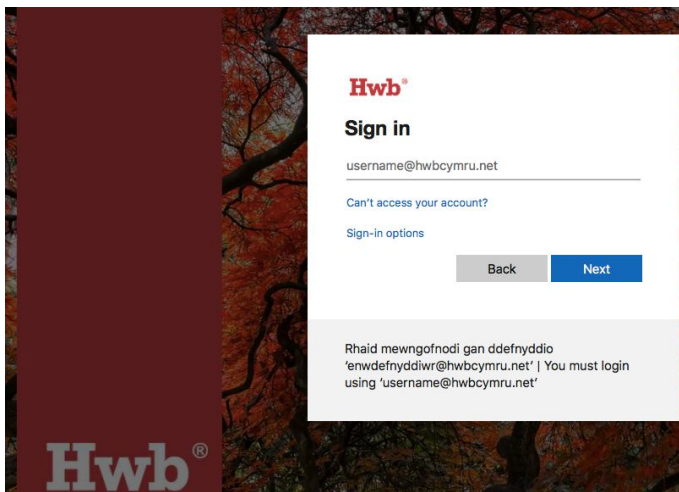
We ask you to sign out of all personal/ work Google accounts prior to this meet as Google can be confused when lots of accounts are signed in. To sign out or check you are signed out. Look for the initial at the top right hand corner of your browser.



Sign in with your child's Hwb username and password.

Logging into Google Meet

1. First, you will need to log into Hwb. Go to <https://hwb.gov.wales> or search 'Hwb' in your preferred online search engine. Click on the login button.



Use your Hwb login details to sign into your account.

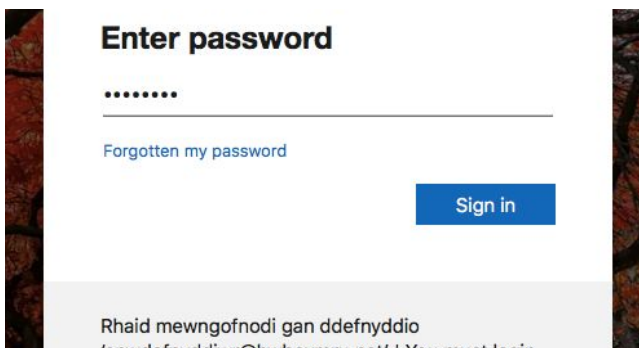
ENTER USERNAME

Your username will be your surname, followed by your first initial and possibly a number.

*****@hwbcymru.net

N.B. Please note the username is not case sensitive

E.g. [jonesp1234@hwbcymru.net](#)



ENTER PASSWORD

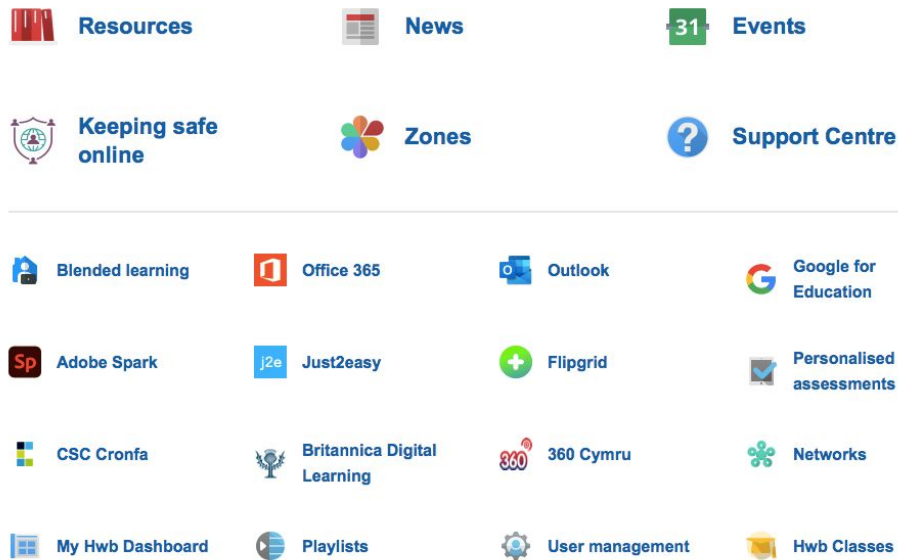
Your password may contain a capital letter at the start then followed on by lower case letters and numbers.

N.B. Please note the password is case sensitive

E.g. [Road1234](#)

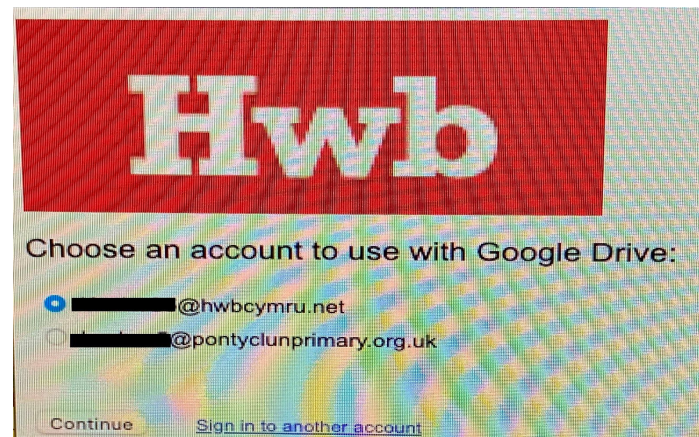
Accessing Google Meet

Once you have logged in successfully, you will be presented with a range of tools to choose from. Click on the Google for Education icon.

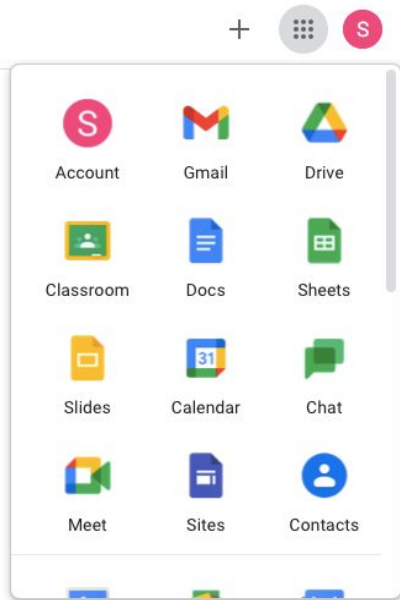


You will then be asked to sign into your Google Account. This is your Hwb username and password e.g. jonesp1234@hwbcymru.net. You will not be able to join the Google Meet using a personal email account.

N.B. Please note we have encountered issues when signing into a Google account from Hwb. These are where it automatically signs you into your personal Google account not your hwb account. Please make sure you have **signed out** of all your usual Google Accounts.

A screenshot of the Google sign-in page. It features the Google logo at the top, followed by the text 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone'. To the left of the field is a small vertical line. Below the field is a link 'Forgot email?'. Further down is a link 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom are two buttons: 'Create account' and 'Next'.

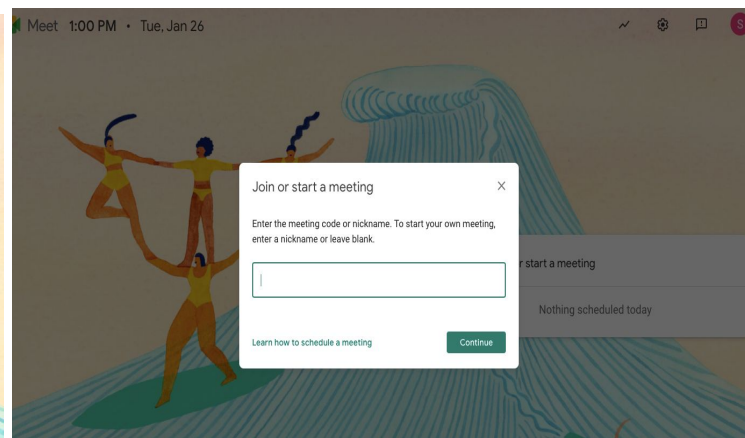
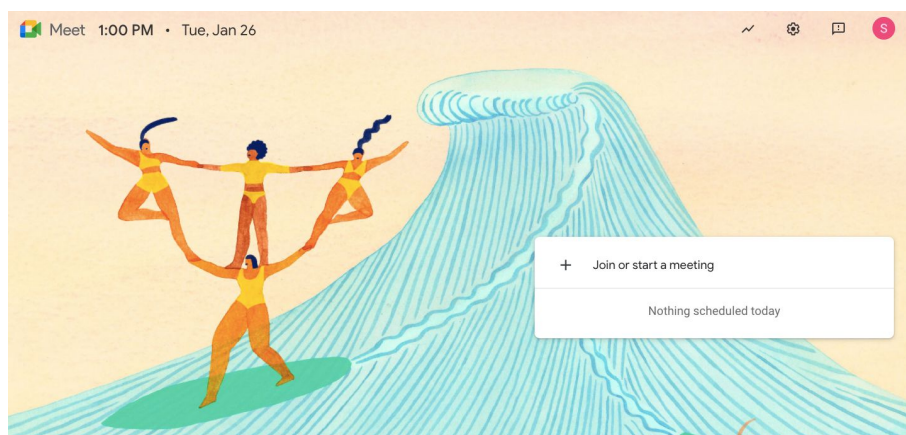
Any classrooms you've been invited to will be displayed on the next screen (KS2). Foundation Phase children will have a classroom showing but they do not access these so please ignore them. **All children** will need to click the waffle in the top right corner and then select the 'Meet'  icon which has been shown below.



You will then be taken to the Google Meet page.

You will then be taken to this screen below (the background image may differ to the one below). At this stage you will need to click where it says ‘Join or start a meeting’ and insert the nickname or link that your teacher has given you to access the meeting. The nickname/link will change **every time** you join these weekly meetings. Once you have typed in your given nickname/link from your teacher, you will need to click join.

Please note Foundation Phase classes will have the nickname posted to the class Seesaw Page on the day of the meeting. KS2 the link will be posted to your Google Classroom just before the meeting is about to start.



Please remember, if you're using a **mobile or tablet device** you will need to have downloaded the **Google Meet app**. Your web browser/device will automatically open the app for you to start using.

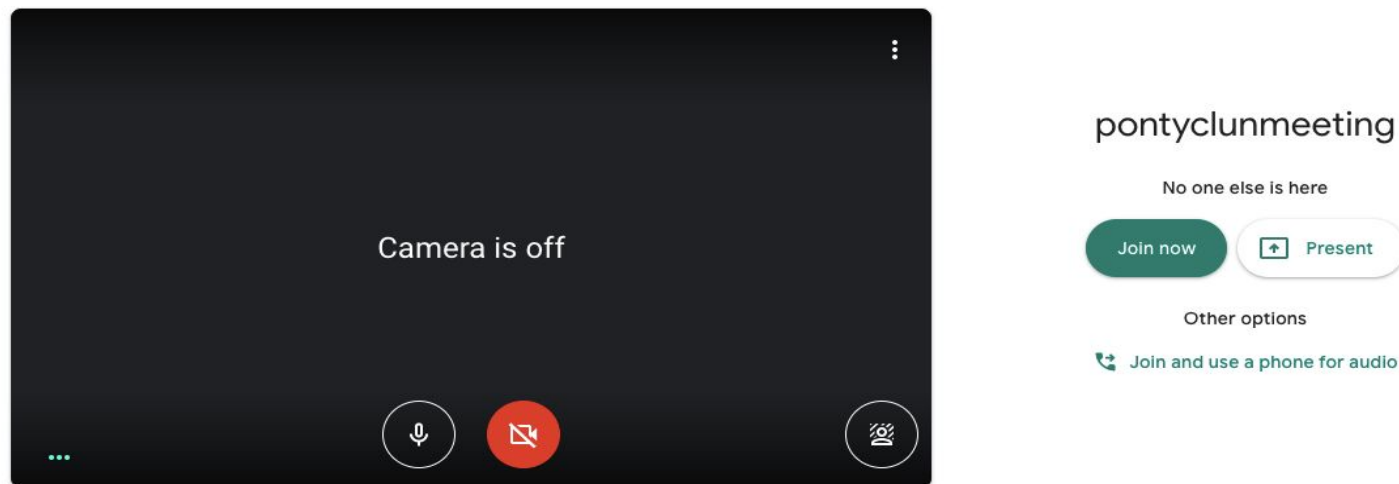
Also you will need to be using the Google Chrome browser not firefox/safari etc.

Once Google Meet has opened, you will have a few options.

If you have a camera, ensure that the camera icon has been selected and is active. You will see a small preview.

Select the microphone icon to activate it on your device. Please note that you may be asked to turn your microphone off during the call by the class teacher. Having lots of microphones on at the same time can cause some feedback, pick up some background noises and be quite difficult to hear the speaker. The class teacher will direct you when to turn your microphones on or in some cases control them for you.

Select 'Join now' to enter the meeting room.



If you are using a device that doesn't have a camera or microphone you can use the chat facility. Your class teacher and peers will be able to read this and respond. Simply click on the message  icon in the top right hand corner and start typing your message.

If you are on a tablet or phone you need to click on the 3 dots at the bottom of the screen and then click on 'in-call messages' and then join in the chat.

During our 'check in' sessions, please ensure a few things:

- You are mindful of the background that will appear on your screen.
- You are in a communal area of your house, where possible.
- You are appropriately dressed for the meeting.
- Your microphone is muted when you join.
- If you would like to contribute to the conversation, you raise the bottom of the screen.



your hand using the button at

When the meeting has ended, press the 'leave call button' at the bottom



of the screen.

The class teacher will remind all pupils of the rules at the beginning of each session and advise if cameras and or microphones need to be on or off accordingly

A new nickname/link will be added to your Google Classroom/Seesaw pages, prior to the meeting.