

Thursday 7th January 2021



## **How to access Google Meets for the daily 'Live Help Desk'**

Please read this document carefully to support your child effectively with remote access to the daily live help desk. In addition, please see your child's Google Classroom on Monday 11th January at 8am for a video tutorial of how to access the live help desk.

### **What will you need?**

- A laptop or home computer with the latest version of Google Chrome. Other web browsers will be okay. Please be aware: sessions can run on iPads too but a laptop or home computer might be easier for your child.
- Your child's Google login details and access to your child's Google Classroom

### **Setting up your sessions - what will you need to do?**

1. Load up your computer or laptop.
2. Ensure your child can sit their session somewhere quiet so they can hear their teacher clearly.
3. Open Google Chrome or other web browsers and go to [www.googleclassroom.com](http://www.googleclassroom.com). Click 'Log In' or enter your child's Google Classroom.
4. At the top of your Child's class 'Stream' you will see a link to securely join a Google Meet for the live help desk.
5. Your child will need to wait to be admitted by a member of the St. Stephen's staff. Please remain with your child until you know they have successfully joined the live help desk with the class teacher. You do not need to remain with your child when they are on the help desk.

### **Please note**

- Your child must have their microphone on so that they can engage with their teacher.
- The Google Meet settings will allow your child to see their teacher and their screen but your child's web camera will be turned off at all times and teachers will not be able to see your child.

