

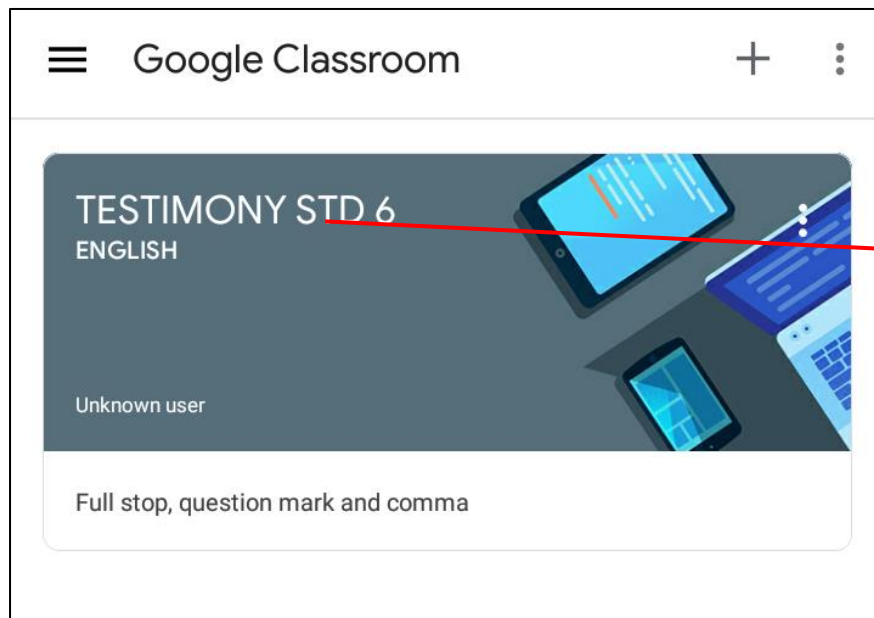


VIRTUAL LEARNING CLASSES, LIVE CLASS SESSIONS JOINING PROCEDURE

PART 1: PHONES & TABLETS

Requirements:

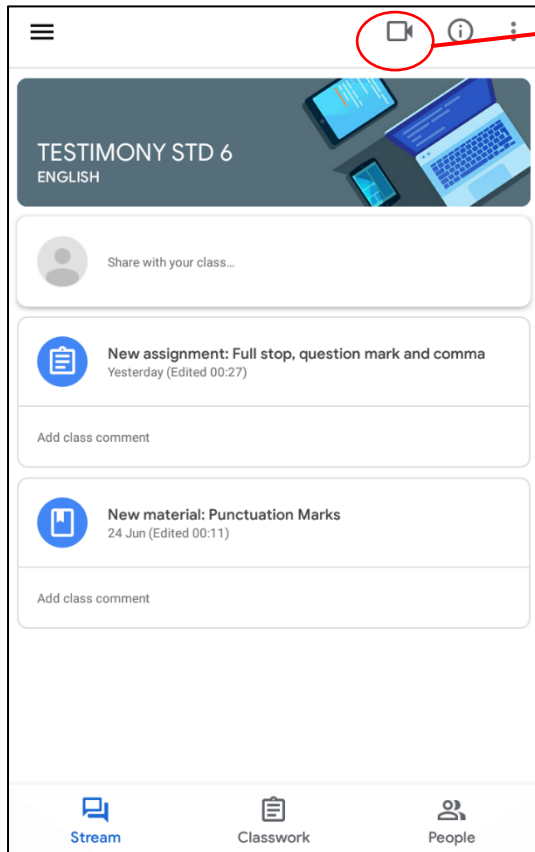
1. **Google Meet App** – You should already have the app installed in your phone or tablet. If not, Go to **Play store** and search Google Meet, Then Install the App.
2. We recommend use of **earphones** to minimize on the echo sound, and better sound quality. Kindly plug them in your phone.



STEP 1

In your **Classroom App** Open the Subject which the live class session is about to begin. Refer to the Timetable to know which subject has the Live class session on that particular day.

In This example I am going to use English as highlighted in the picture on the left. Tap on the subject to open.

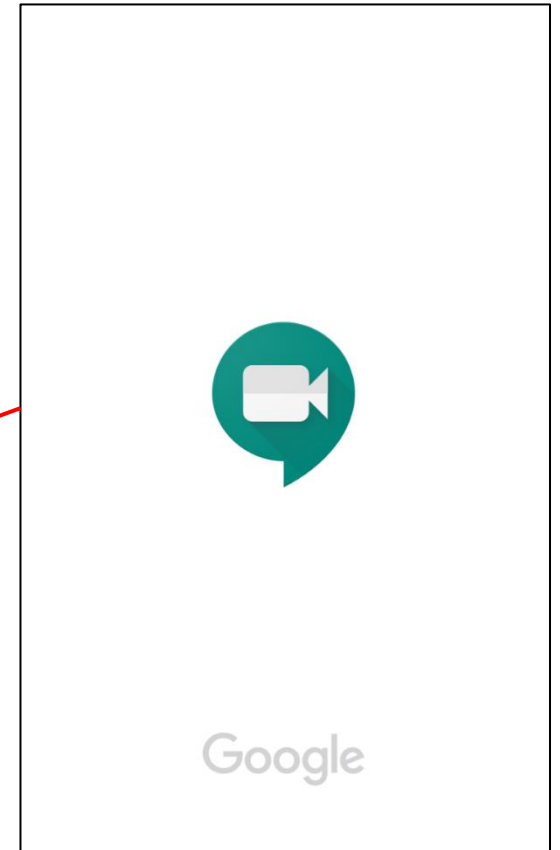


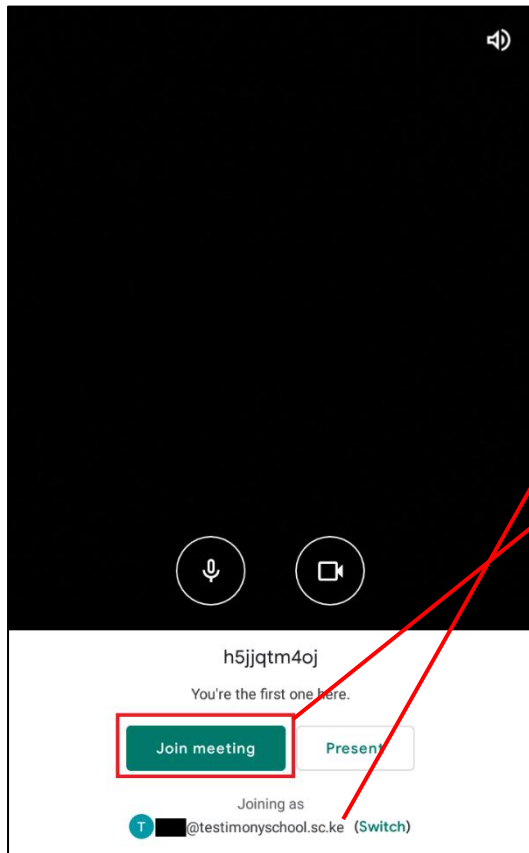
STEP 2

Tap at the **video icon** highlighted here.

You may be asked to select the app to open with, Select **Meet** and choose **Always**

Meet Application will open





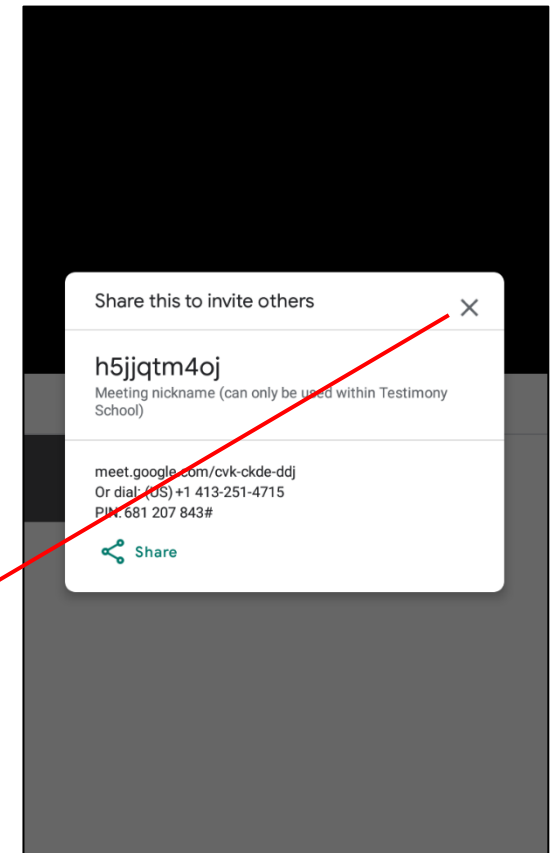
STEP 3

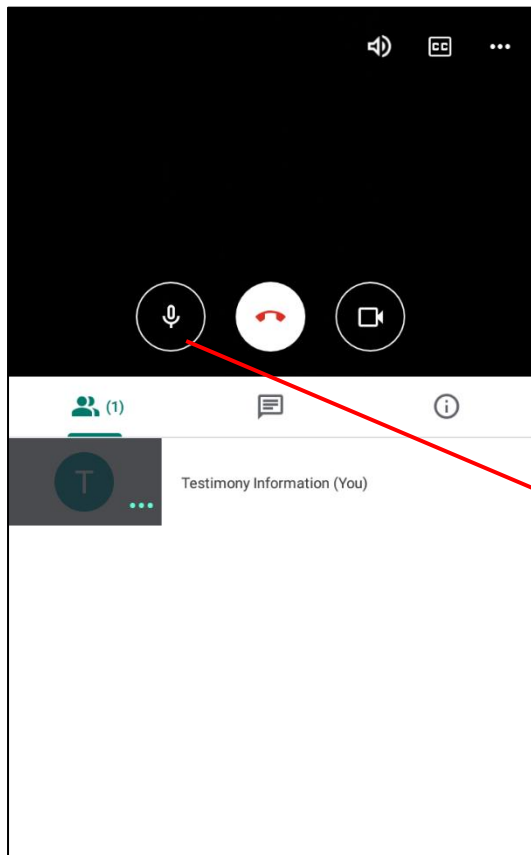
Confirm that it is your school Email Address that is listed down below **if not** tap on switch and select your school email account. If your school email is not listed refer to the Login procedure manual for Phones or Tablets.

After that Tap on Join meeting as highlighted

STEP 4

Close this dialog box if it appears by tapping at the **x** at the top right of it as highlighted.





STEP 5

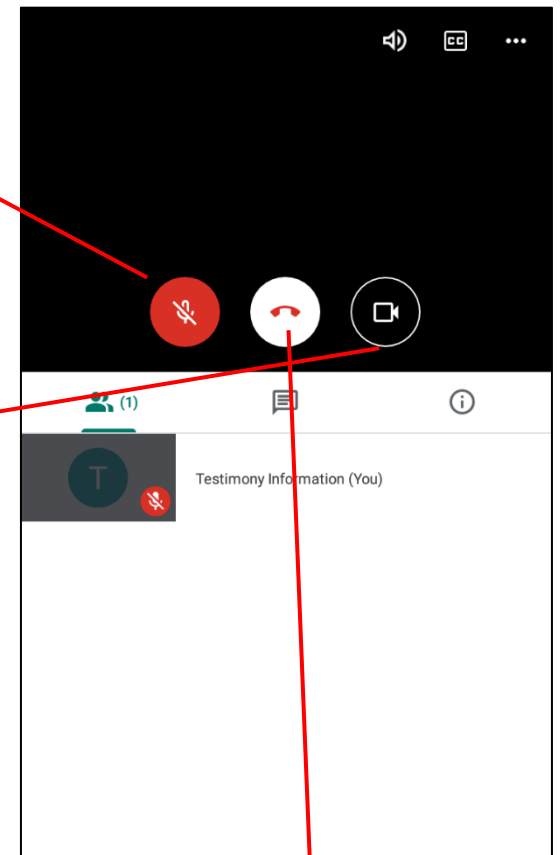
Ensure that your Microphone is off as shown here.

Only switch on your microphone when asking a question or answering a question.

To switch off just tap on the microphone.

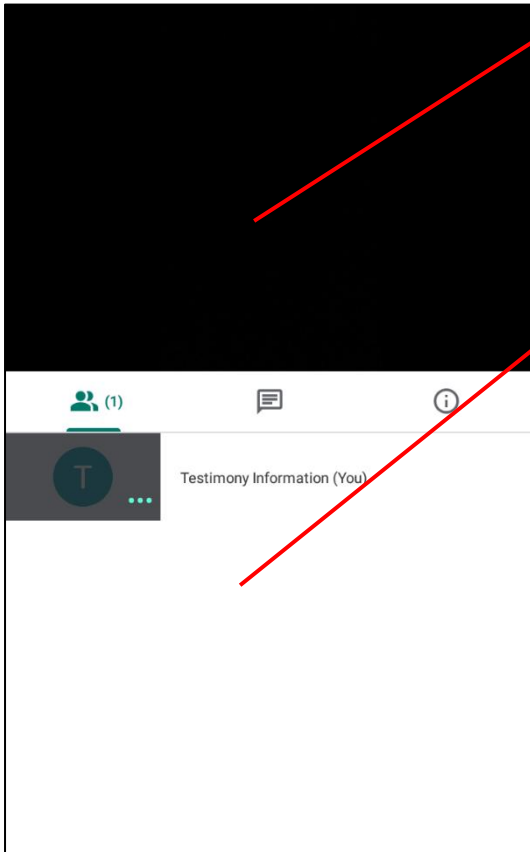
If the microphone is not there just tap on the screen and switch it off or on

The camera, can also be switched on / off

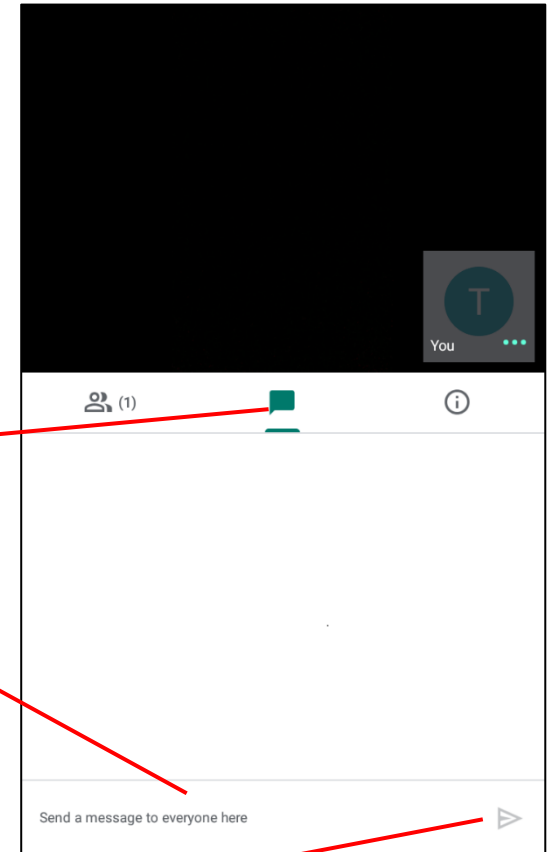


To leave the meeting just tap at the center end meeting icon.

You will be able to see the teacher here and your fellow class members below.



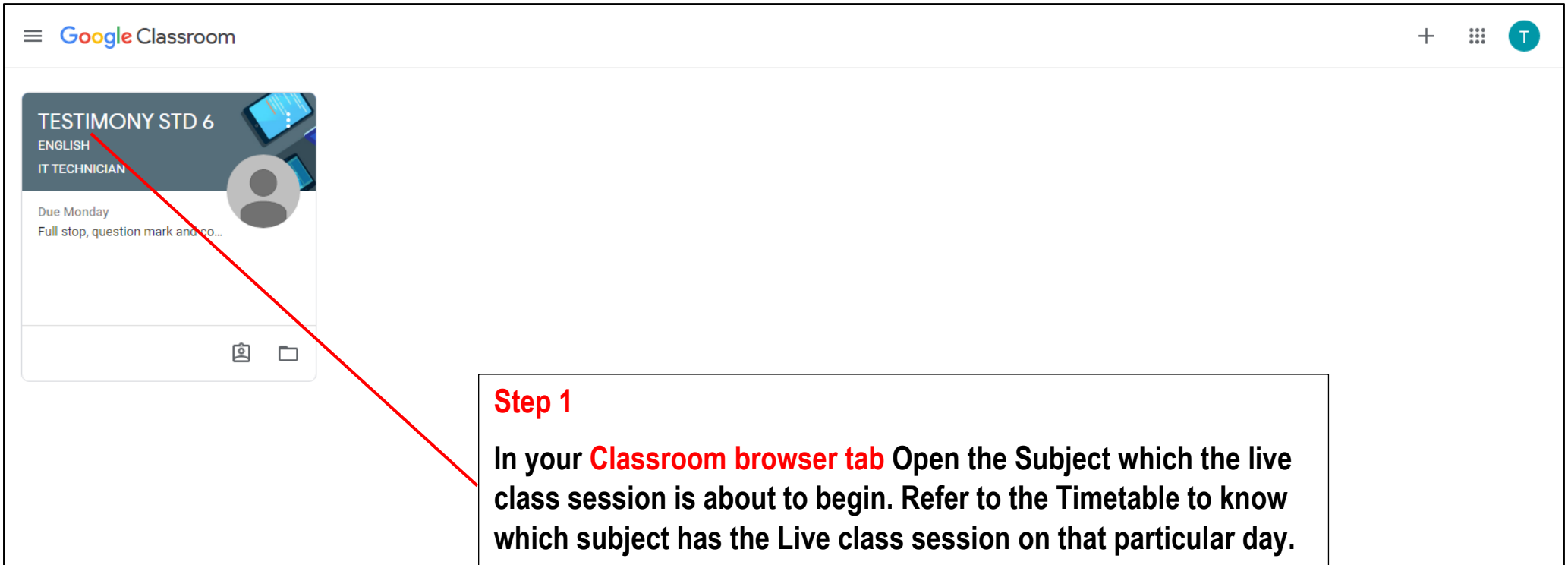
To send a question or message or chat, simply tap at the **center icon** as highlighted here then **write** your message at the bottom and tap on the **send icon** next to it.



PART 2: LAPTOPS & DESKTOPS

Requirements:

1. We recommend use of **earphones** to minimize on the echo sound, and better sound quality. Kindly plug them in your laptop.
2. For desktop computers ensure you have a webcam and your microphone plugged in.

A screenshot of a Google Classroom interface. At the top left, the Google Classroom logo is visible. On the right side of the header, there are icons for a plus sign, a grid, and a profile picture. Below the header, there is a subject card for 'TESTIMONY STD 6 ENGLISH IT TECHNICIAN'. The card includes a due date 'Due Monday' and a snippet of text 'Full stop, question mark and co...'. A red arrow points from the subject card to a text box on the right.

Step 1

In your **Classroom browser tab** Open the Subject which the live class session is about to begin. Refer to the Timetable to know which subject has the Live class session on that particular day.

In This example I am going to use English as highlighted in the picture on the left. Tap on the subject to open.

TESTIMONY STD 6
ENGLISH

Stream **Classwork** People

TESTIMONY STD 6
ENGLISH

Meet link <https://meet.google.com/lookup/h5jjqtm4oj>

Upcoming

Due Monday
Full stop, question mark a...

View all

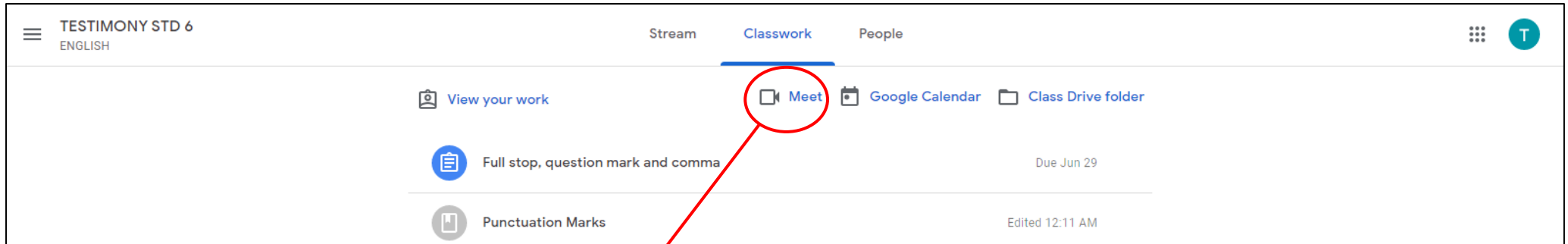
Share something with your class...

TR. CHRISTABEL posted a new assignment: Full stop, question mark and comma
Jun 25 (Edited 12:27 AM)

TR. CHRISTABEL posted a new material: Punctuation Marks
Jun 24 (Edited 12:11 AM)

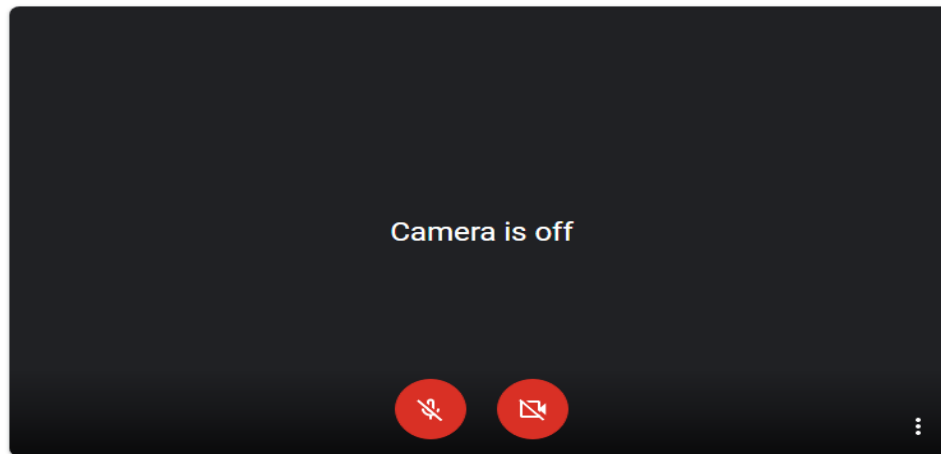
Step 2

Click at **Classwork** tab as highlighted here.



Step 3

Click on **Meet** option as highlighted here.

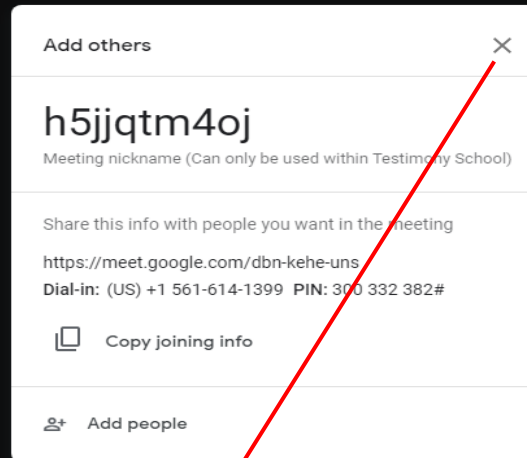


Step 5

Join the class by clicking on **Join now** button as highlighted here.

Step 4

Ensure the email listed here is your school email account. If not click on switch and select your school email or add another account and then Login with your school email and password.



Step 5

Close this dialog box if it appears by tapping at the **x** at the top right of it as highlighted.

The image shows a Zoom meeting interface with several callout boxes pointing to specific features. The interface includes a top bar with icons for participants, chat, and time (2:09 AM), and a bottom toolbar with icons for microphone, end session, and camera. A settings menu is open on the right side.

Features
See all members in the class session

Features
Chat or ask question

Features
Switch On / Off Microphone

Features
Leave / End session

Features
Change layout style.

Features
Switch on / off Camera

- Record meeting
- Change layout
- Full screen
- Turn on captions
- Settings
- Use a phone for audio
- Report a problem
- Report abuse
- Help

h5jjqtm4oj ^

Turn on captions Present now