Using Google Meet as a Student:
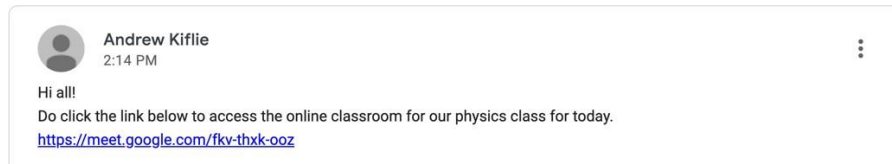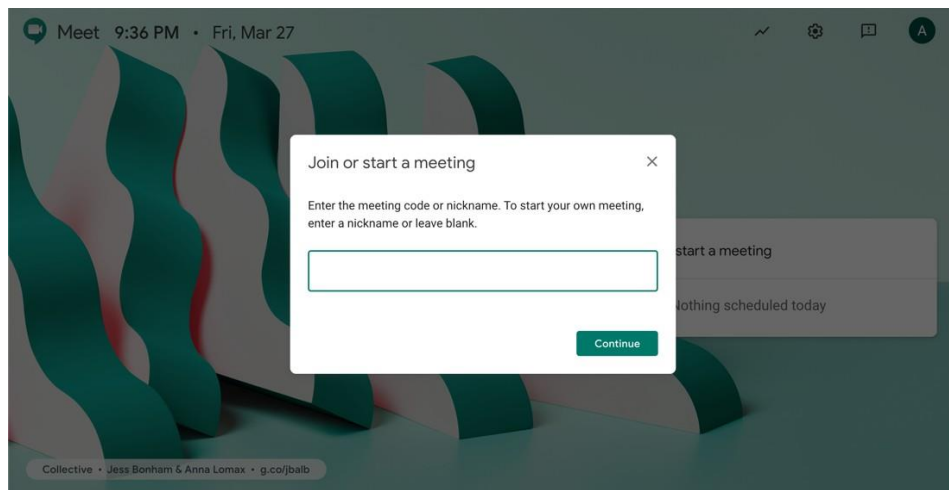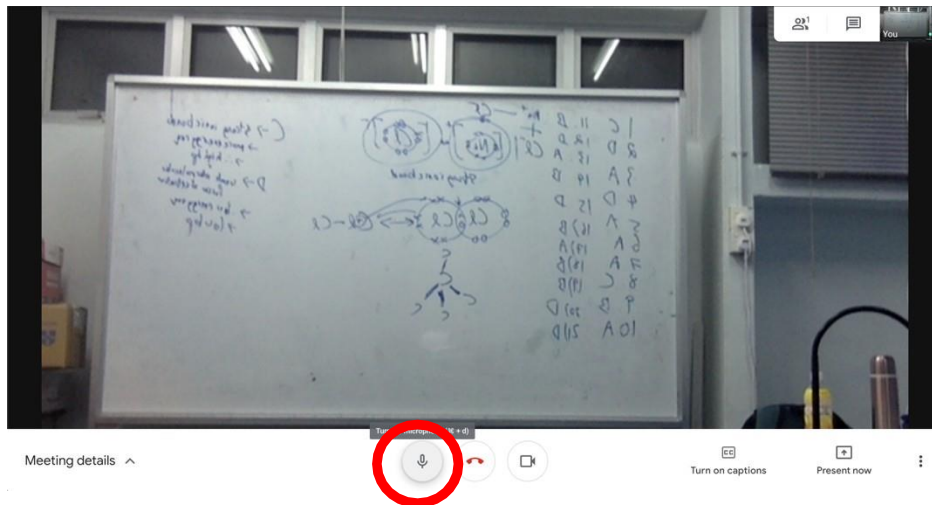
1) Ensure you are in a **LOW SOUND** environment. It helps the entire class as there will be less ambient noise. If you are using a handheld device, download the Google Meet application from **Apple App Store** or **Google Play**.

2) There are two ways to access the Google Meet classroom.
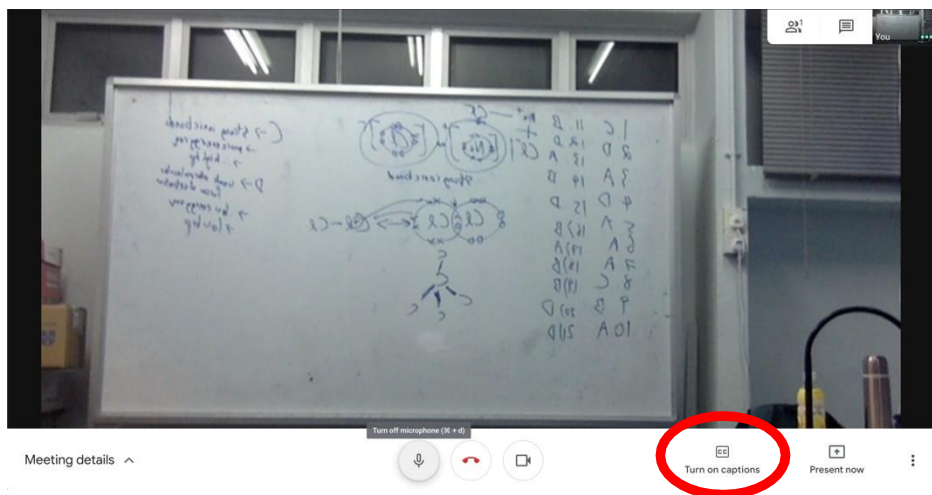
   a. Click on the link provided by your tutor.

   b. Join a class by keying in the meeting code for the class. Go to http://meet.google.com, key in the code, and click "Continue."
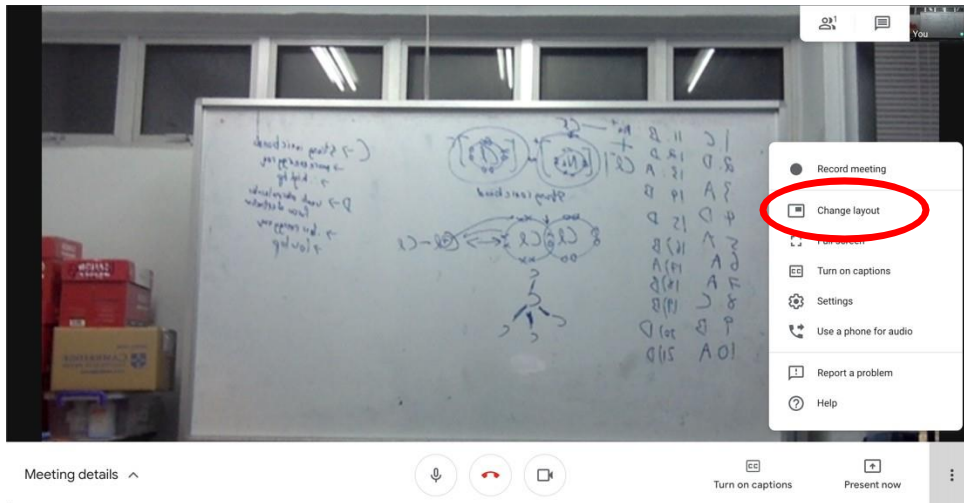

3) Once you are in, **MUTE** your microphone to reduce the ambient noise. You can unmute when you have questions to ask.

4) At the bottom of the screen, you can click "Turn on captions", to create captions as your tutor teaches the class.

5) At the bottom right of the screen, select the options icon (3 dots). Then select "Change layout", and choose either "Spotlight" or "Sideba"r (to maximise the screen usage)

6) Once that is done, identify your teacher's profile, and hover over it. Click on the **PIN** that appears to ensure that the screen stays on the necessary picture.

7) Do note that your teacher may be recording the classes. **DO NOT** click the stop recording button. If you do so, **DO NOT** click start again, but **INFORM** your teacher.

8) Your teacher will guide you accordingly if more setup is needed.