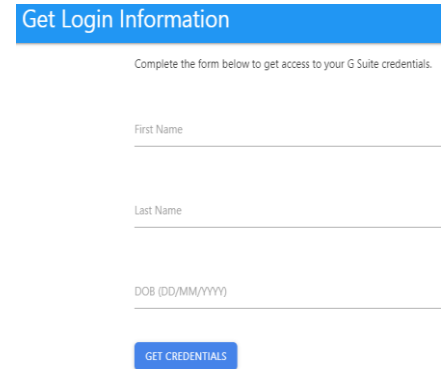


Instructions for Google Meet and registration

Instructions on obtaining a username and password, as well as signing in to Classroom and accessing a Meet are below.

How to obtain your username and password

- Go to this link <http://tiny.cc/BurfordGSuite>
- Enter the first name and last name of your child
- Enter the child's date of birth (these details allow for your child to be found from the list of children already entered for Burford School)
- Click on Get Credentials
- You will see a username (in the form of an email address, this is disabled and your child will not be able to use this to have an email account)
- A password will be generated
- **Write down the details!** Make a note of your username and password.

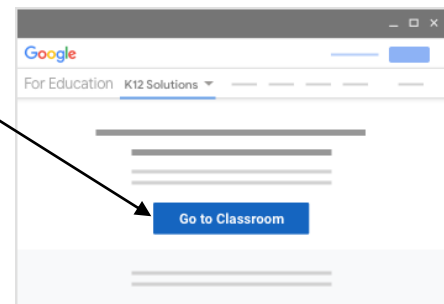


The screenshot shows a blue header with the text 'Get Login Information'. Below the header, there is a sub-header 'Complete the form below to get access to your G Suite credentials.' followed by three input fields: 'First Name', 'Last Name', and 'DOB (DD/MM/YYYY)'. At the bottom right of the form is a blue button labeled 'GET CREDENTIALS'.

If you wish to change the password to something more memorable, please click on this link. [Change Password link](#) The password needs to have 8 characters and a mix of letters & numbers.

Signing in to Google Classroom for the first time.

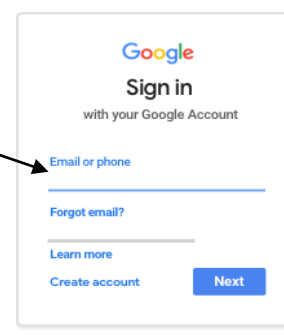
1. Go to classroom.google.com and click Go to Classroom.



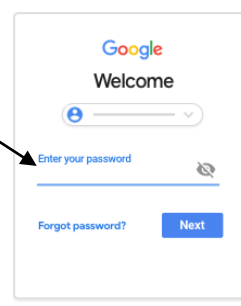
2. Enter the username and click Next.

The username will be in form of e.g.

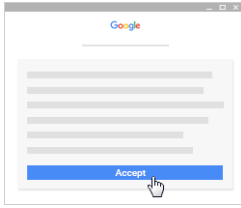
john.smith@burfordschool.co.uk



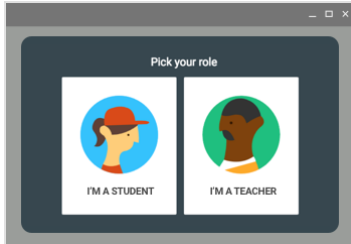
3. Enter the password and click Next.



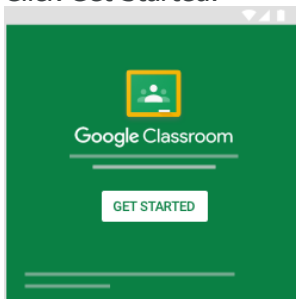
4. If there is a welcome message, read it and click Accept.



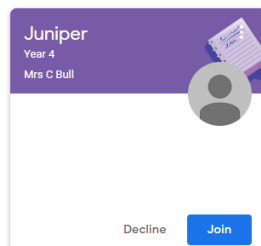
5. Click I'm A Student.



6. Click Get Started.



- 7.



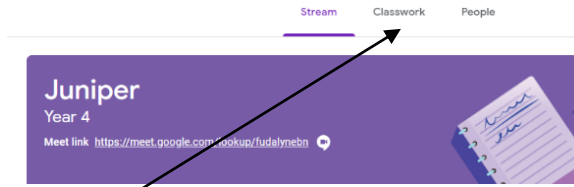
Click **Join** on the relevant Classroom!

Now you are signed in and you are part of the Classroom! Each time that you log in on a device, you will be able to go straight to Classroom classroom.google.com. You can access Google Classroom and its features from anywhere and you can download the apps onto a phone.

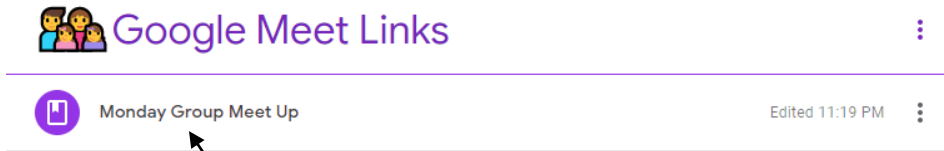
If you already have a gmail account/s, be sure to sign in to Google Classroom with the correct account. For further instructions, go to [How do I sign in to Classroom?](#)

Instructions for using Google Meet (similar to Zoom).

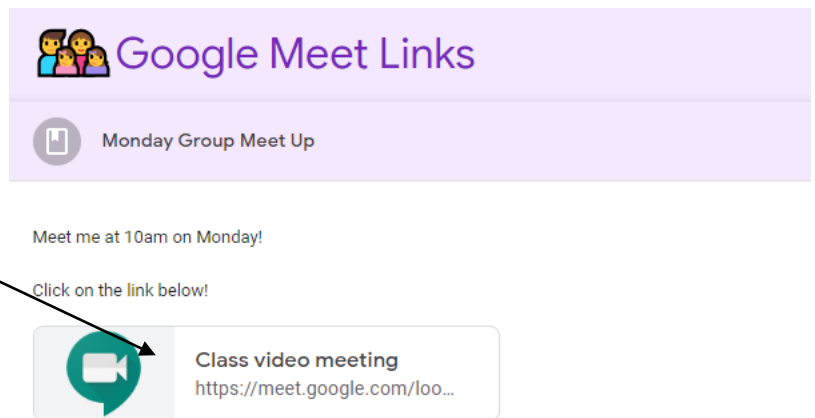
1. Sign in to your Google Classroom for your child's class classroom.google.com



2. Go to Classwork.
3. You will then see a new screen and a Meet Heading. (Bear in mind that this may not be ready until Monday.)

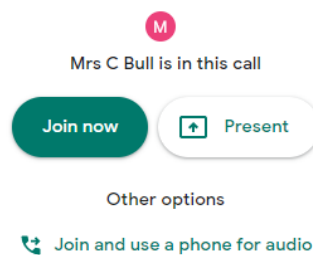


4. Click on your Group's Meet, checking that you have the right day and time.
5. This type of message will then appear.

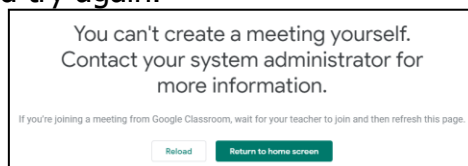


6. Click on your Class video meeting.

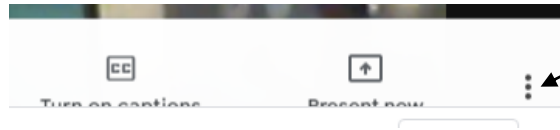
7. You then need to click on Join now.



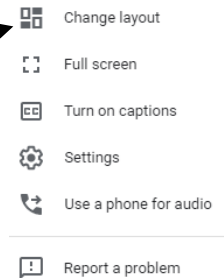
8. If you arrive at the meeting a little early and try to join, you will see this message. You are not able to enter a Meet until the teacher has started it. Go back to Classroom and try again.



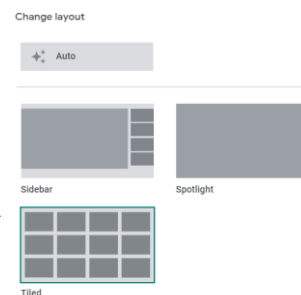
9. When you are in the meeting, click on the 3 dots in the bottom right hand corner.



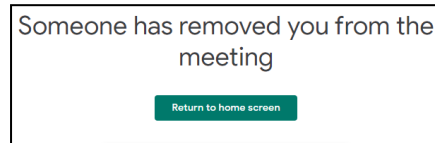
10. This screen will appear. Click on Change layout.



11. Click on tiled so as you can see everyone!



12. At the end of the meeting, the teacher will remove each child and then end the Meet. You are not able to return and rejoin the Meet once it is finished. You will see this message.



13. **If your teacher's internet connection stops working, you will need to end your Meet.** Click on the red phone symbol at the bottom of the screen.



The Teachers will email you with the day and time for your child to join a weekly class Meet with some of their classmates and with their teacher. You may need to stay with your child for the first minute to ensure that they are in the Meet. Please then leave your child to carry out their catch-up Meet with their teacher and classmates.

We would be grateful if you could please share the expectations below with your child before their first Meet.

Google Meet Expectations

Turn up at the correct time. If you are a little early, you may need to wait or retry, as you cannot access the Meet until the teacher has started it.

Stay in the Meet until it is finished.

View everyone in your Meeting.

Take turns to speak and listen to the other people.

Find a quiet place away from distractions such as the TV.

Avoid eating or drinking whilst you are on the Meet.

Make sure that you are dressed appropriately (e.g. not in pyjamas!)

Hang up at the end of the Meet when the teacher asks you to. Alternatively, the teacher may finish your Meet for you.

Hang up if a teacher loses connection and cannot continue the Meet.

Be respectful, responsible and kind.

Smile! We have all missed each other! 😊

We look forward to seeing you very soon!