

## Hafs Academy

### Instructions on using the Google Meet for online sessions.

**Alhamdulillah, we will be using Google Meet to conduct the online face-to-face classes. Please follow the instruction below. You will receive a timetable for Google Meets in a separate document which will show your class times and days.**

- You must **join your classroom when it is time for your lesson**, you will not be able to join earlier.
- Your lesson will start according to the timetable promptly.
- Throughout the duration of your class, you must keep your **microphone audio on mute** unless instructed by your teacher to do otherwise.
- If you have an urgent question or comment, please use the chat function.
- You must not use the chat function as an area for small talk
- You must be **sitting in a quiet room** so that you can give your full attention
- You must have your book/ notepad ready to take notes – you can also use word (or other applications of your preference)
- You cannot video/ audio record the lesson(s) without getting permission from your teacher
- You need to **double check your Google Classroom** as your subject teacher may upload notes, exercises or other work that needs to be completed

#### **Note:**

**Your Google Classroom will only display the 'meet icon' at the scheduled time of your lesson.**

**Your lessons will be from 12-12.35.**

**A register will be taken at the beginning and end of your lesson so don't be late!**

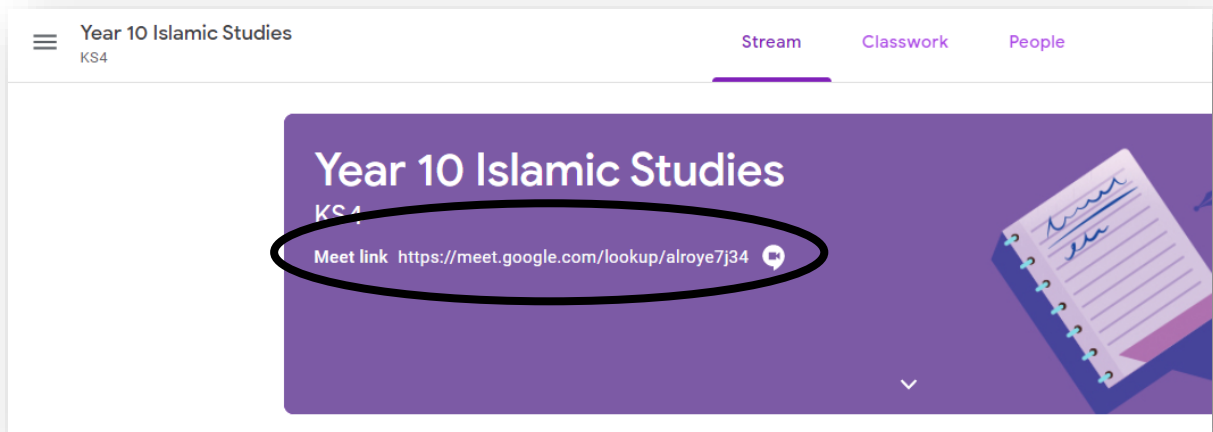
**Your Google Classroom lessons will still be ongoing.**

**Your Google Meets timetable will start on the Monday 1<sup>st</sup> June.**

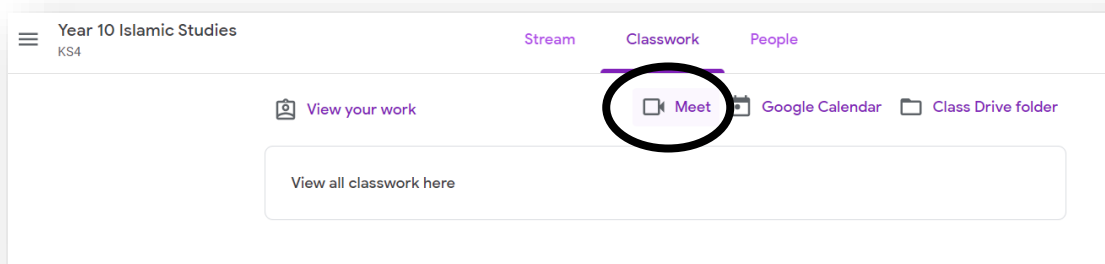
## Joining by Google Classroom

Step 1 – Check your timetable and enter that ‘classroom’ at the allocated time

Step 2 – In the stream section of your classroom, you will find a meet link appear. Click on that to be redirected to your Google Classroom online session



or select classwork and an icon will appear next to ‘Google Calendar’.



Step 3 – Select Join now and you will enter the online video classroom

