

Hafs Academy

Instructions on using the Google Meet for online sessions.

We will be using Google Meet to conduct the online face-to-face classes for your core subjects. Please follow the instruction below using the timetable for 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 shown below
- 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

Year 10 Google Meet Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Classroom	RE English	History Science	Maths		Arabic
Teacher	U Farhan U Kazi	U Farhan U Alan	U Anwar		M Mujahid
Time	10.30-11.15am 12-12.45pm	10.30-11.15am 12-12.45pm	12-12.45pm		12-12.45pm

Note:

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

On Monday you will have RE at 10.30-11.15am and then English 12-12.45pm.

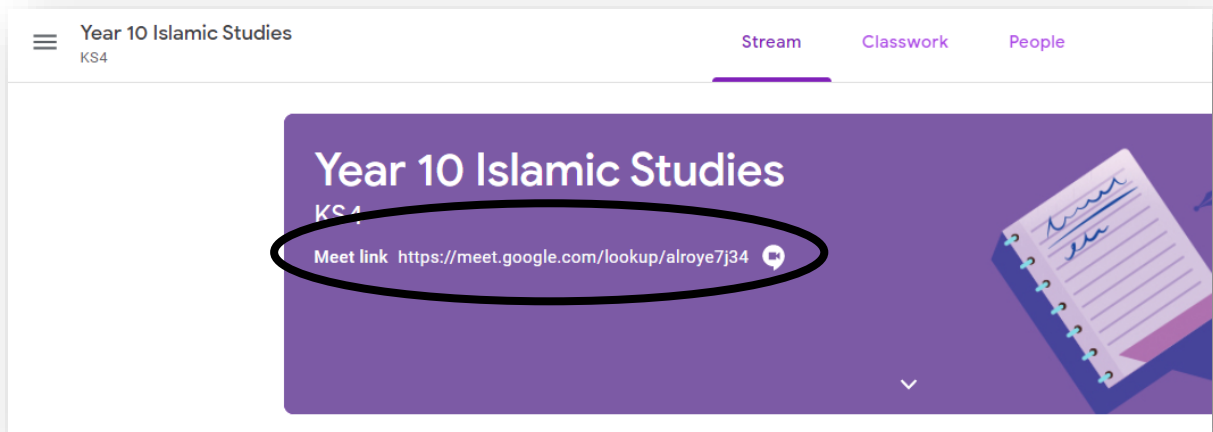
On Tuesday you will have History at 10.30-11.15am and then Science 12-12.45pm.

On Thursday there will be no online face-to-face classes.

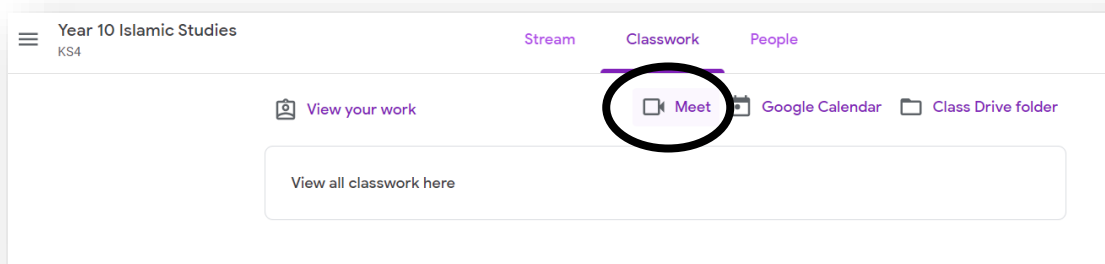
Joining by Google Classroom

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

