

**St. Margaret's Secondary School**  
**HBL GUIDE**  
**Live Meeting Guide - a GMeet**

**Introduction**

During HBL, teachers may be using Google Meet or other video conferencing platforms for learning on top of the use of SLS. Please familiarise yourself with the common features of remote conferencing platforms to ensure that you are able to follow the lesson and participate actively in all the online activities. This Guide will bring you through the use of Google Meet.

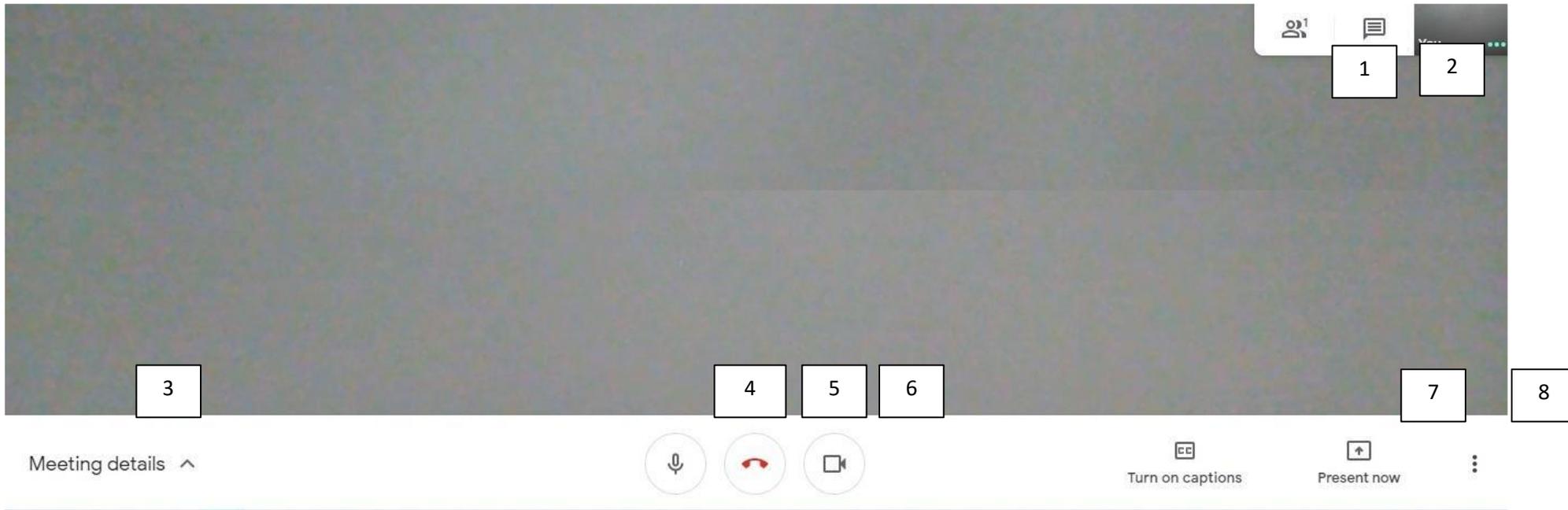
**Receiving remote conferencing invitations**

Your teacher will send you the invite to a remote conferencing session by email (through your stmargs gmail) or via a link that is sent out via Whatsapp Chat or other messaging system that she uses to communicate with students. Please look out for the instructions sent out by your teacher.

Once you have received the instructions, please log in about 10 minutes before the remote conferencing session begins so that you have time to settle down and address any technical issues.

If you are accessing Google Meet on your mobile device, you will be prompted to download the App. Please follow the onscreen instructions to do this.

## Navigating Google Meet



1. People
2. Chat
3. Meeting Details
4. Mute/Unmute Microphone
5. Leave the Meeting
6. Switch on/off Video Camera
7. Presenter Mode
8. Settings

1. People: You will be able to see your classmates under people. Your classmates will be able to see you too. Please leave the camera on so that you are always visible here.
2. Chat: You may use the chat function to communicate with your teacher or your classmates. Please stay focused on the topic that are related to the lesson. Your teacher may also send additional information or instructions via Chat so please read through the messages as they come in.
3. Meeting Details: You may find more information about the remote conferencing session via Meeting Details.
4. Mute/Unmute Microphone: Please mute the mic at all times unless it is your turn to speak. Your teacher will alert you if she wants you to unmute your mic. If mics are not muted, all the sounds from your venue will be captured and transmitted causing distraction.
5. Leave the Meeting: You need to click on this function if you are want to leave the meeting. Your teacher and classmates will know that you are not online. Refrain from doing this unless for very urgent matters.
6. Switch on/off Video Camera (see 1)
7. Presenter Mode: You are unlikely to require the use of this function. If you need to, your teacher may give you further instructions on how to broadcast your screen using this function.
8. Settings: This allows you to set your preferences such as the layout of your screen. If you wish to make change to preferences, please do so before the remote conferencing session begins.

Please alert your teacher if you face problems during Remote Conferencing sessions via Chat.