

The Class teacher will be providing a link to Google Meets via St Ann's Google Classroom, along with a meeting name required to join the meeting.

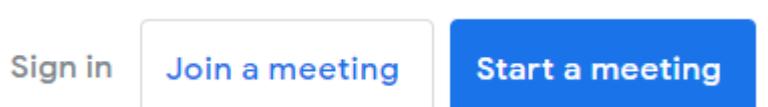
Click the link to open google classroom

Please ensure you are signed into Google Meets using your google credential (same as google classroom credentials)

As you are accessing Google Meets from a link on Google Classroom, it may keep you signed in and will show the pupils First initial in the top right.

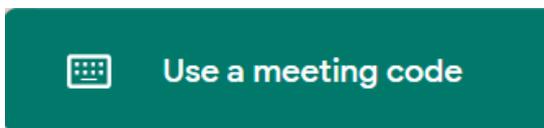


Alternatively, please ensure you sign in as the pupil



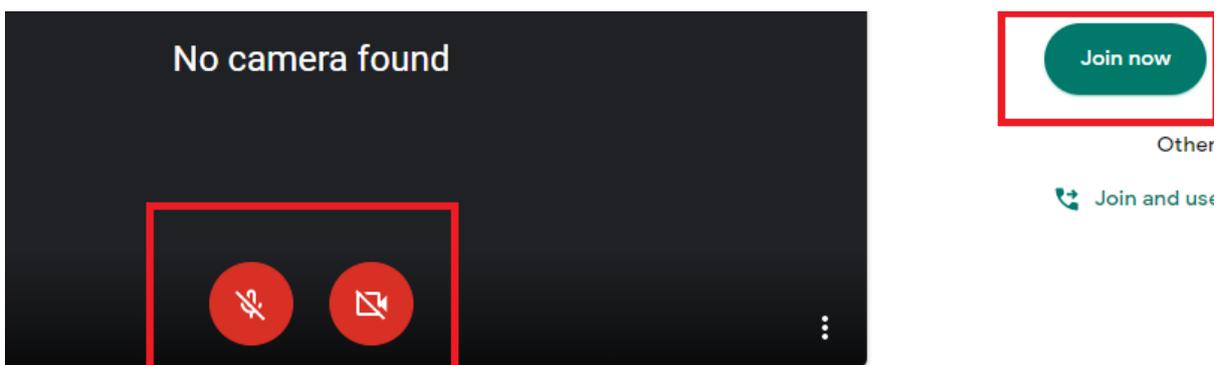
The school meetings are only accessible to pupil's logged in using their @st-anns.sheffield.sch.uk accounts

Select use a meeting code button

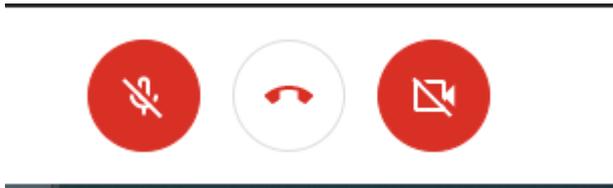


Type in the meeting name provided by the class teacher

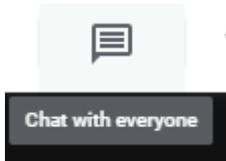
Please ensure that you turn off your webcam and mute the microphone prior to selecting the join now button



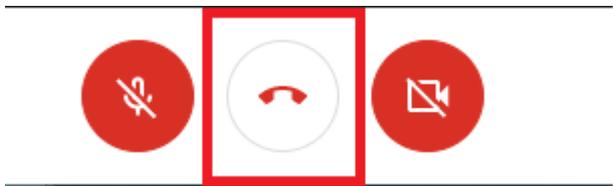
In the event that you enter the meeting with your webcam and/or microphone enabled these can be disabled after joining the meeting at the bottom of the screen



Pupils can use the chat function to communicate with the class teacher by selecting the chat icon at the top right of the screen



To exit the meeting choose the end meeting button



Troubleshooting:

Error message:



An incorrect meeting name was entered or you have tried to access the meeting too early. Please check the meeting name and try again at the agreed time

Error message:

This meeting hasn't started yet

[Return to home screen](#)

[Submit feedback](#)

You have entered the correct meeting name, but the teacher has not started the meeting yet, please try again closer to the agreed meeting time

Error message:

This meeting has already ended

[Return to home screen](#)

[Submit feedback](#)

The teacher has ended the current meeting, pupils cannot re-enter this meeting once the teacher has ended it.