

GoogleMeet

Bienvenue sur Google Meet!

Please find below an easy guide to help you access our online community. With many of us currently practicing social distancing, there has never been a better time to stay connected.



Alliance Française
Sydney

YOU WILL NEED:

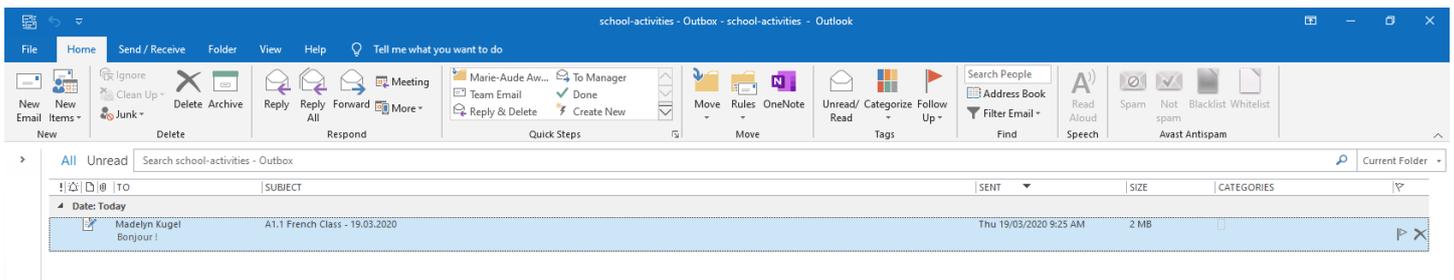
- A computer (if you have a webcam and/or microphone, either built in or external, please set this up too)
- Alternatively, you can use your mobile phone to join the class
- A good internet connection
- Access to Chrome

BEFORE YOU BEGIN:

- Turn on your computer and make sure you are connected to the internet
- If using a laptop or phone, make sure you have enough battery or have your charger plugged in
- You must have access to Chrome (internet browser)
- Have your French textbook handy, as well as a notepad for writing notes throughout your lesson.

STEP 1:

Check your inbox; you will receive an email from your French teacher.



STEP 2:

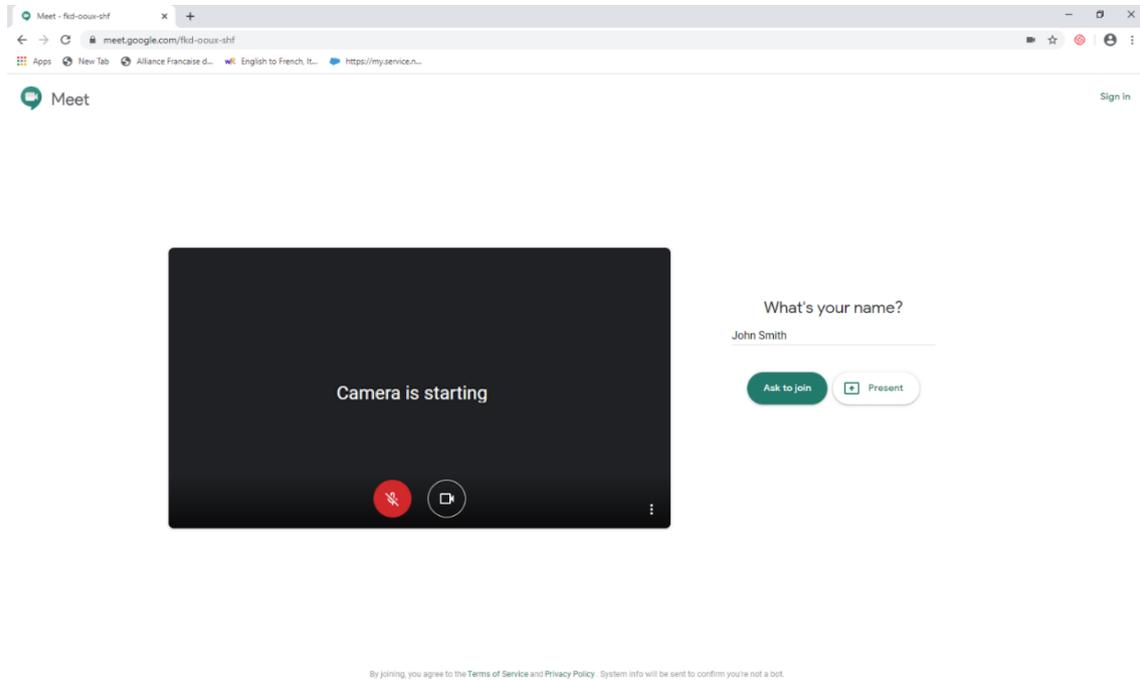
The email you receive will contain a link to the virtual lesson. Please copy this link and paste it in your Google Chrome address bar. Then hit enter.



STEP 3:

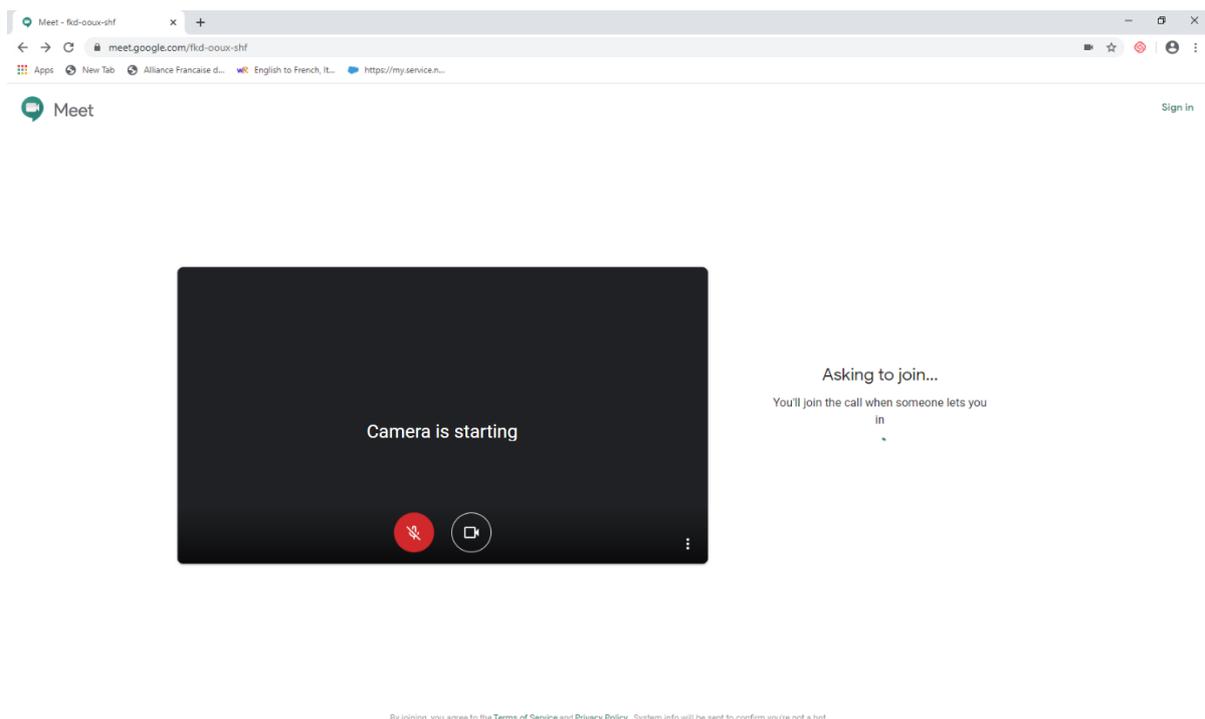
This is the virtual class meeting page. You will firstly need to DISABLE your microphone by clicking on the microphone button at the bottom of the screen until it appears as a red circle. (Disabling your camera will stop any background noise, including typing on your keyboard, from disrupting or distracting the class. Your teacher will indicate when it is appropriate to activate your microphone to participate verbally in a conversation). Enable your camera.

Enter your full name and then hit “Ask to join”.



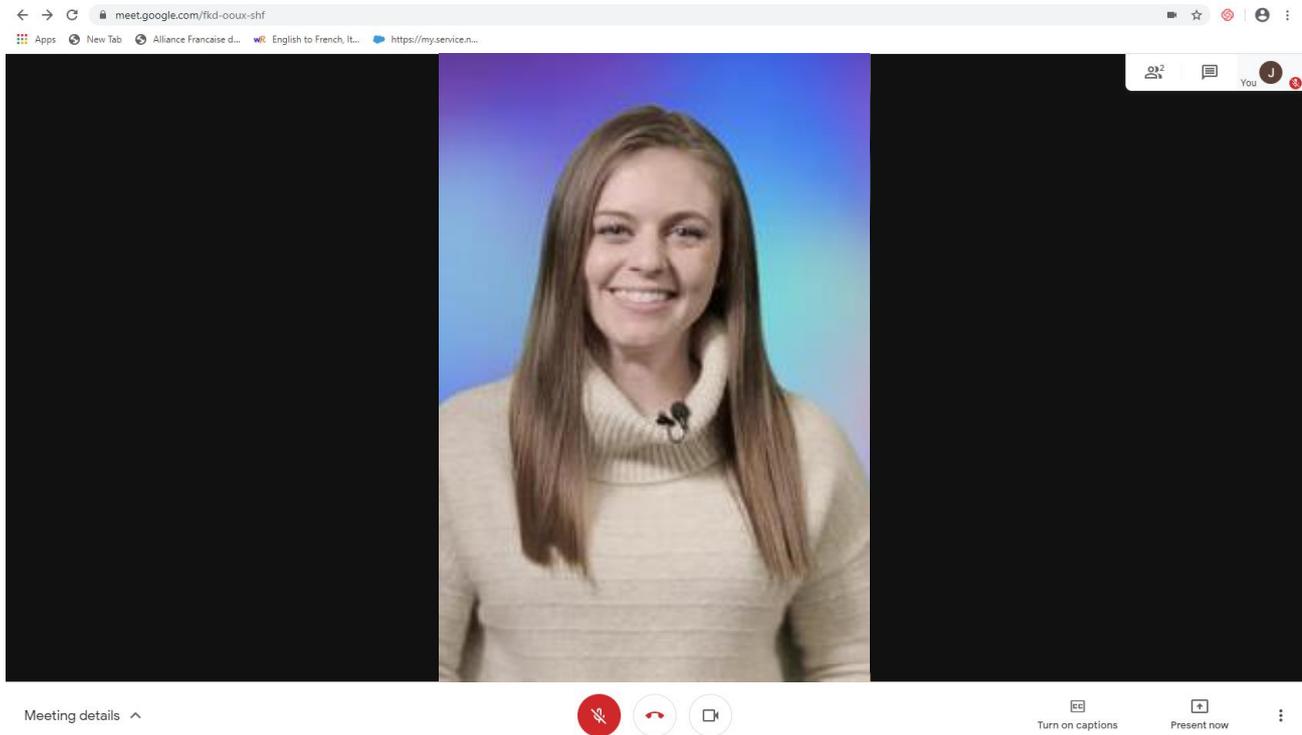
STEP 4:

Your teacher will need to confirm your request to join the virtual class. This will be done in the 15 minutes before the start of class. While waiting for your participation to be confirmed, you will see this screen:



STEP 5:

When you enter the virtual classroom, your screen will look something like this: your teacher's image will appear as the main image, your classmates will appear as smaller screens on the right-hand side, and there will be some icons and functions around the perimeter of your screen.



STEP 6:

Functions available while in the virtual classroom include:

In the top right-hand corner, you will see the following 3 icons:

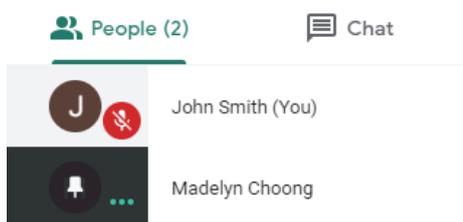


PARTICIPANTS:

Clicking on this icon will show you who is present in this virtual class.

By clicking on a student's screen, you can fix their camera view as the main screen of your meeting. You might consider this when this student is presenting.

To unfix a pinned screen, simply click again on the pin that now sits over their screen preview.



Send a message to everyone



People (2)

Chat

CHAT:

Madelyn Choong 9:36 AM
Bonjour et bienvenue !

This icon will open your instant messaging chat function.

By default, all students' microphones will remain off in the lesson until the teacher calls for activation of microphones. To communicate with teachers and students throughout the lesson, or to view questions or comments from others in the class, simply click on this icon. You will receive a notification when a new message appears in the chat.

ENABLING/DISABLING YOUR MICROPHONE:

Meeting details ^



Turn on captions Present now

Until you are asked to enable your microphone, the lower bar of your screen should look as follows, with the microphone disabled (indicated by the red microphone icon).

When asked to do so by your teacher, you may activate your microphone by clicking on that icon until it appears white as follows:

Meeting details ^



Turn on captions Present now

PROFILE:



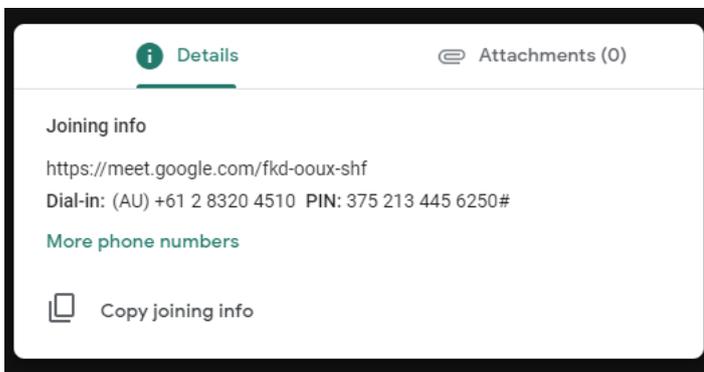
Clicking on this icon will make your camera view appear as the main image on your screen.

The microphone icon next to your profile icon will indicate whether your microphone is activated or disabled.

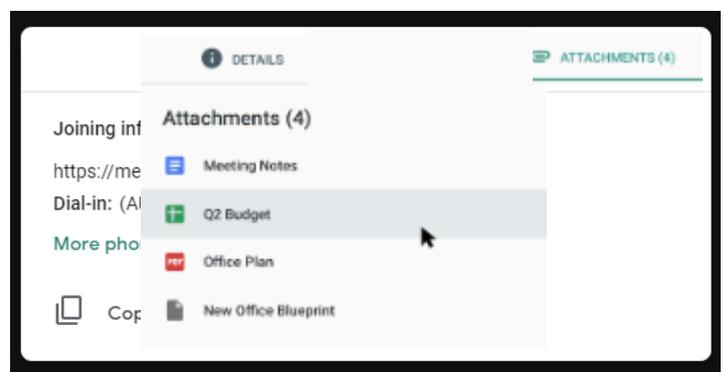
MEETING DETAILS:

At the bottom left-hand corner of your screen, you will have a menu called "Meeting details". In this menu, you can view the joining info for this meeting.

More importantly, you can view any attachments your teacher or classmates wish to share. Simply click to download attachments.



Meeting details v



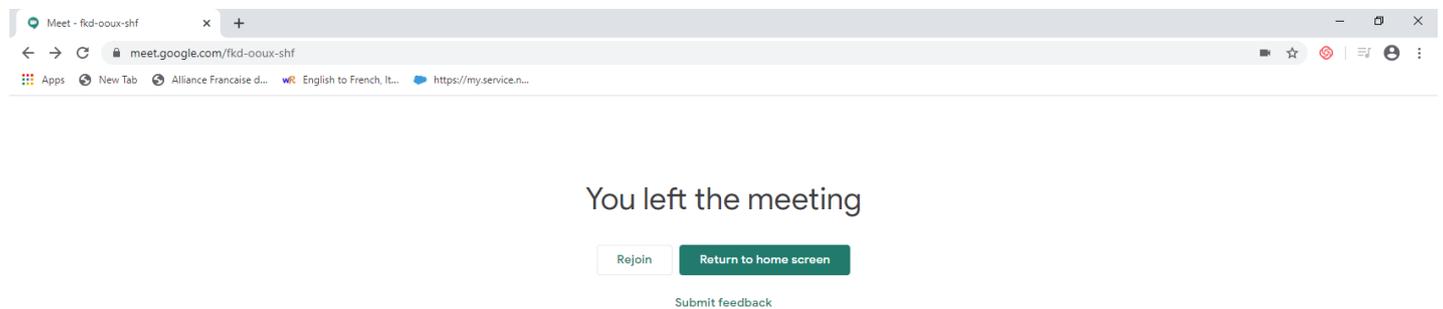
Meeting details v

STEP 7:

At the end of your lesson, leave the meeting by clicking on the phone icon in the centre of your lower b



Your exit from the virtual class will be confirmed with the following screen, offering you the opportunity to re-join the class, return to the home screen, or submit technical feedback to Google about the call.



For any further questions or enquires, please contact us:

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