

Google Sign-in - Student Instructions

These instructions will help you get up and running with your Google Classrooms and GMail account whilst you are away from school under remote learning. Please move through each of the sections in turn and follow the instructions. A copy of these instructions can be found on our website under "COVID Updates".

If

- at the end of this guide you are still having a problem,

Or

- you do not have the necessary computer or internet resources to support the on-line provision outlined below,

Please contact the school by:

- Telephoning on 01392 757371 and asking for "Avanti Hall Google Assistance".
- Alternatively you can email, if it is up and working, on adrian.hilliard@avanti.org.uk or avantihall@avanti.org.uk.

Section A

Access Google Classrooms

You need to access your Google Classrooms to find your lesson resources and assignments. Please follow these instructions:


- Check the email to parents for ID and password
- The password has been set not to change to allow transparency between school, student and parent/ carer
- Open school website home page - [Avanti Hall Internet Home page](#)
- Find the 'Pupils' option on the very top menu bar, above the school's logo.
- Click on 'Pupils' and select 'Login' to open Google Classrooms
- Use your ID and password from your parents email to log into your Google account.
- You should now have access to your correct Google Classroom.
- Here you will find the various lesson details stored under the subject folders.

Well done – you have now completed opening your Google Classrooms account.

Section B

Access Student GMail account

We need you to open and confirm your new GMail account. Please follow these instructions:

- Click on the Nine-dot "waffle" next to your initial, top right of the menu bar running above the class name. 

- Select GMail from the apps and open you GMail email account. This will be your main email account for communications from now on.
- You can also access your Gmail account directly from the school website, under the 'Pupils' option – see Section A for more details.
- Make sure that you know how to open your Gmail account and that you check your emails regularly for new communications. This is your responsibility and is not an excuse for not picking up emailed information.
- To confirm that you have opened your GMail account please send the following email as using the 'Compose' option, top left of the screen:
 - Send to Adrian.hilliard@avanti.org.uk
 - Subject: Gmail account check

Select 'Send' and we will know that you have found and can use your new GMail account.

Well done – you have now completed setting up your new GMail account!

Section C

Google Meet meetings

You will use Google Meet, within your Google Classroom, to hold video-conferencing with your Teacher[s] for registration and for individual subject lessons.

- Ensure that you have successfully logged into your Google Classroom account using the Section A above.
- You can access Google Meet in one of three ways:
 - Under the Stream tab of the Google Classroom your teacher may have sent you a link within one of the Stream chat boxes. Click the link to open the meeting.
 - Within the header at the top on the Stream tab there is a "Meet Link" hyperlink. Click the link to open the meeting.
 - Under the Classwork tab select All Topics and there is a Meet icon at the top on the page. Click on the icon to open the meeting.
- Now use this [simple YouTube tutorial](#) to understand how to Join and use the Google Meet meeting.

Remember, if you have difficulties accessing any of the above please use the support mentioned at the top of these instructions.

Adrian Hilliard
Business Support Manager
Avanti Hall School

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