

Bukit Batok Secondary School

Students' User Guide – How to Join Google Meet on Home Based Learning (HBL) Day

[IMPORTANT: Please read] To avoid confusion on HBL day:

- Please check with your FTs/Subject Teachers to provide you the Google Meet links tagged to the different lesson venues before HBL day. Move virtually across venues according to your class timetable (i.e. from one Google Meet venue link to another)
- Alternatively, your teacher(s) may have already created their own Google Meet link for their respective lessons. Please double-check with them.

1) Preparations for HBL

- 1.1. Check that you have your device, learning materials and Google Meet links ready for HBL day.
- 1.2. Follow your timetable accordingly. Check the day, and if it is Odd/Even week.
- 1.3. Be punctual for lessons online.

2) Login to your Gmail account

- 2.1. If you do not have a personal Gmail account, you may create one before HBL day.
- 2.2. Otherwise, you may use the generic class Gmail account. **For the username and password, please check with your Form Teachers (FTs).**

3) Set up your device (PC/Laptop/iPad/Tablet/Mobile Phone) for Google Meet

- 3.1. Check that you are connected to Wi-Fi successfully.
- 3.2. Check that your camera is turned ON and facing you, so that your teacher(s) can identify and confirm your attendance.
- 3.3. **If you are using iPad/Tablet/Mobile Phone (or your PC/Laptop does not have a built-in camera), you may want to install the Meet app (“Hangouts Meet by Google”).**

App Store



<https://go.gov.sg/applegooglemeet>

Google Play



<https://go.gov.sg/androidgooglemeet>

NOTE: Upon joining, if there is a pop-up notification requesting to “**Allow Meet to use your camera and microphone**”, please click **Allow**.



Step-by-step Guide on How to Join Google Meet

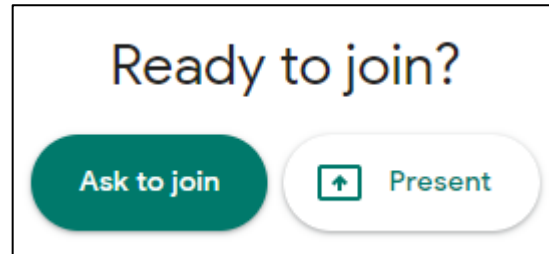
3) Join Google Meet for lessons

(A) Google Meet (desktop version) on PC/Laptop

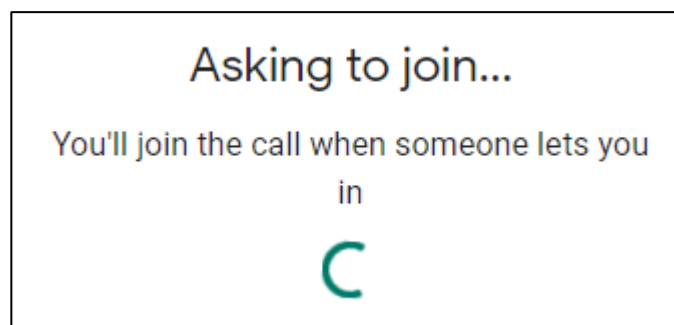
- 3.1. If you have the Google Meet link, copy & paste the URL in the Google Chrome browser.
- 3.2. You will be re-directed to the Meet page.
- 3.3. Before joining, check that you have your **mic OFF** (unless the lesson requires discussion) and **camera ON** (with camera facing you.)




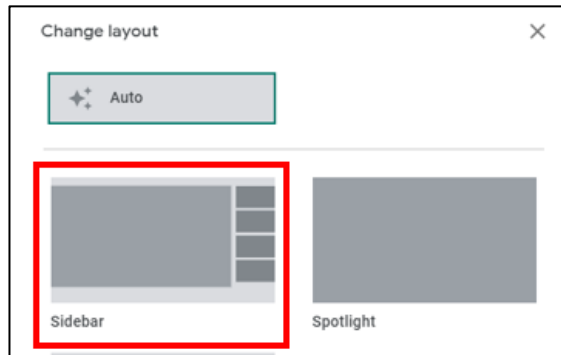
- 3.4. Click **Ask to Join**.



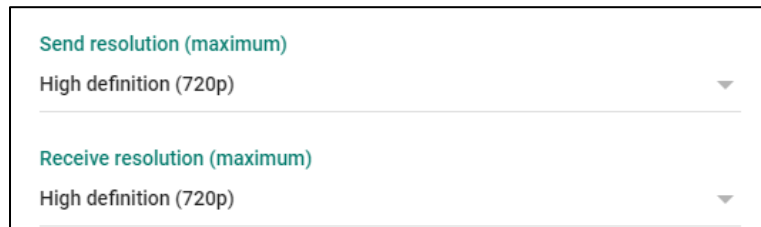
- 3.5. Wait for your teacher to allow permission to join. **If you have issues joining, please alert your FTs/Subject Teachers via WhatsApp, and wait for further instructions from them.**



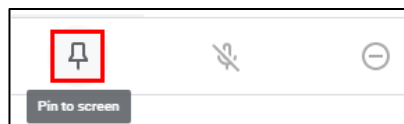
- 3.6. After joining the Google Meet successfully, you may proceed to do the following steps:-
- Go to Settings  and click **Change Layout** > choose **Sidebar**.



- 3.7. If you find that the video resolution is low, go to Settings (within the Google Meet page). Under Video tab, change both Send/Receive resolution to **High definition (720p)**.



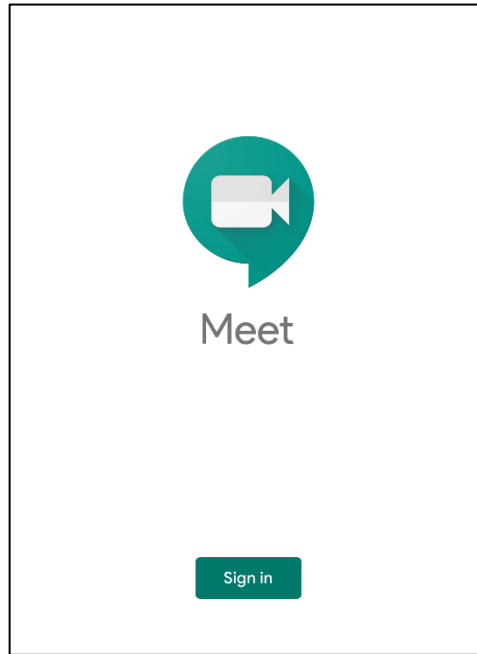
- 3.8. If you wish to focus on your teacher's screen, change to **Spotlight** and tap on his/her thumbnail. Alternatively, look for his/her name, click on the dropdown arrow and use **Pin to screen**.



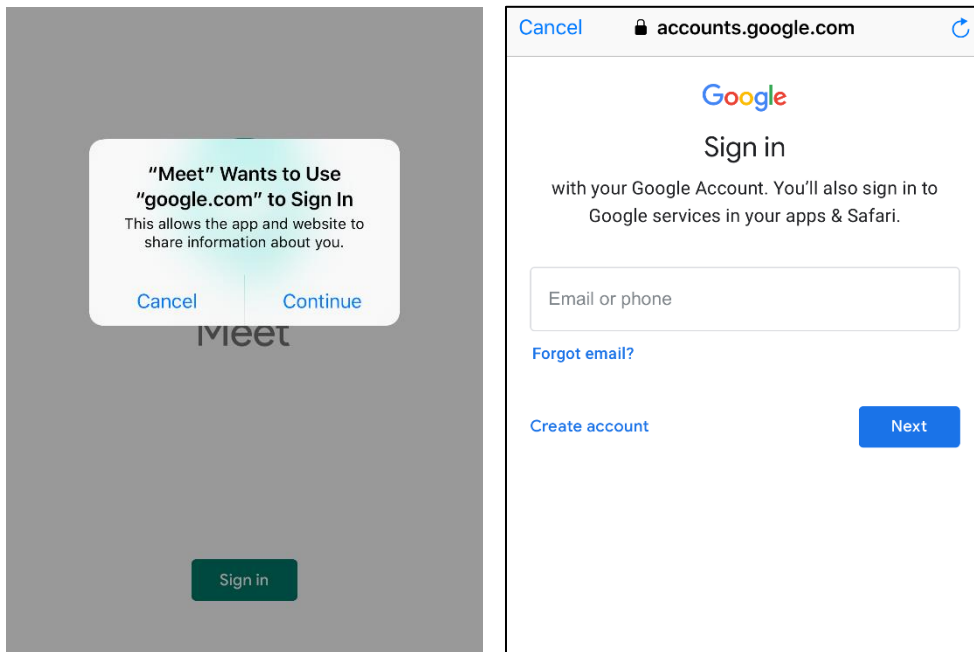
(B) Google Meet (app version) on iPad/Tablet/Mobile Phone

Note: Screenshots are based on iOS (iPhone) interface. Steps for Android-based device are similar.

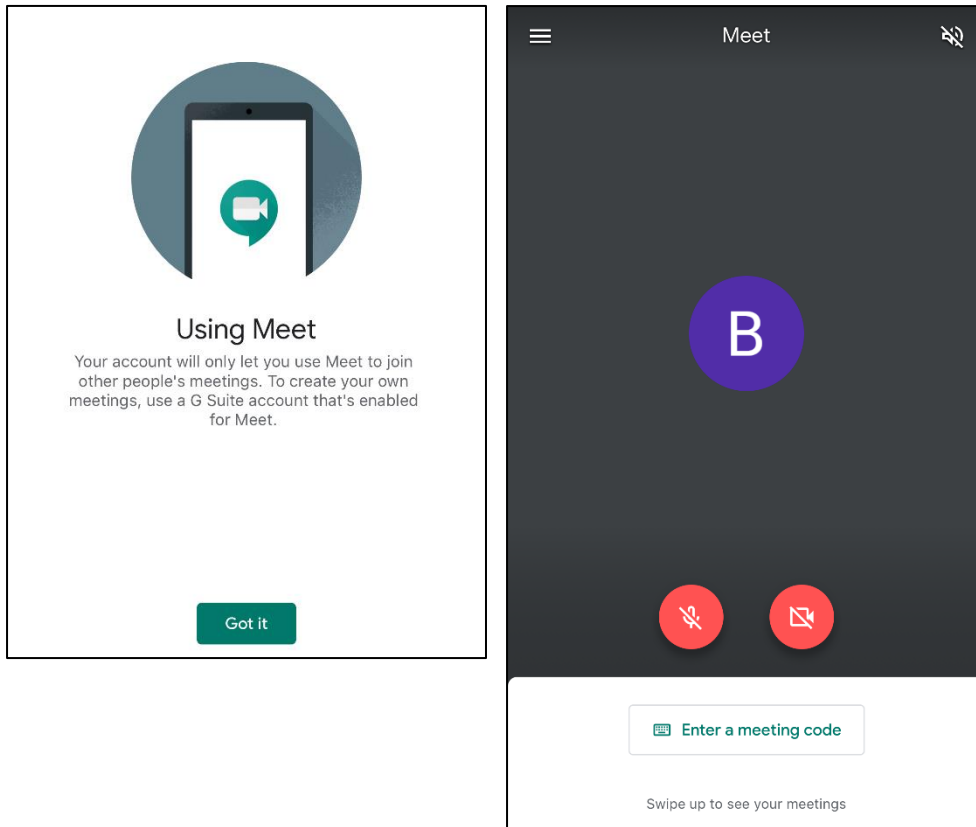
4.1. Open the Meet app. For first-time users, you will see this. Tap **Sign In**.



4.2. A pop-up will appear. Tap **Continue** > Sign in to your Gmail account and tap Next.

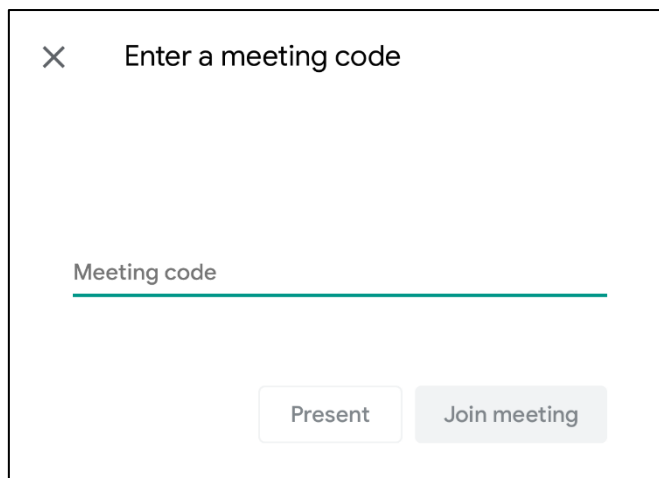


4.3. Tap **Got it**. Next, tap on **Enter a meeting code**.

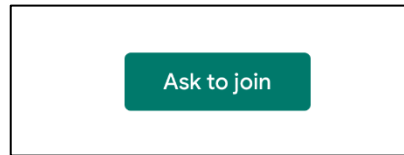


4.4. To retrieve the meeting code, key in the characters found at the end of the Google Meet link.

- a. **Example:** <https://meet.google.com/xxx-yyy-zzz>
- b. From this example, the meeting code is **xxxyyyzzz** (excluding the dash)
- c. Once done, click **Join meeting**.



4.5. Once you are on the Google Meet main screen, tap **Ask to Join**.



- 4.6. Wait for your teacher to allow permission to join. **If you have issues joining, please alert your FTs/Subject Teachers via WhatsApp, and wait for further instructions from them.**
- 4.7. Likewise, before joining, check that you have your **mic OFF** (unless the lesson requires discussion) and **camera ON** (with camera facing you.)
- 4.8. And you're done!