



Obtaining Your Google Meets Code

You can access Google Meets either through the staff page on West Buffalo Charter School (<http://www.westbuffalocharter.org/staff-directory>). Click on your teacher's name and that will bring you to their classroom website. There, teachers will post the code to each day's Google Meet. 

Or

If you are already logged into your Google student account, you need to click on the dots in the upper right hand corner of the screen. The letter in the circle will be the first letter of your first name. Click on the dots and a series of icons will show up. Find the Google Classroom icon (it is a green box with people in it →). This will take you to your teacher's Google Classroom. Your teacher will post the code to each day's Google Meet. 



Accessing and Joining Google Meets

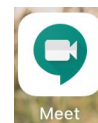
There are two ways to access and join Google Meets. You can join from a phone and call a phone number and listen to the video (unless you have a smartphone) or you can use a computer or tablet.

Joining Google Meets by Phone:

When the teacher posts the code, they will also post a phone number and pin number. This will change for every Google Meet you are trying to join. Below is an example of the phone number and pin number you may see.

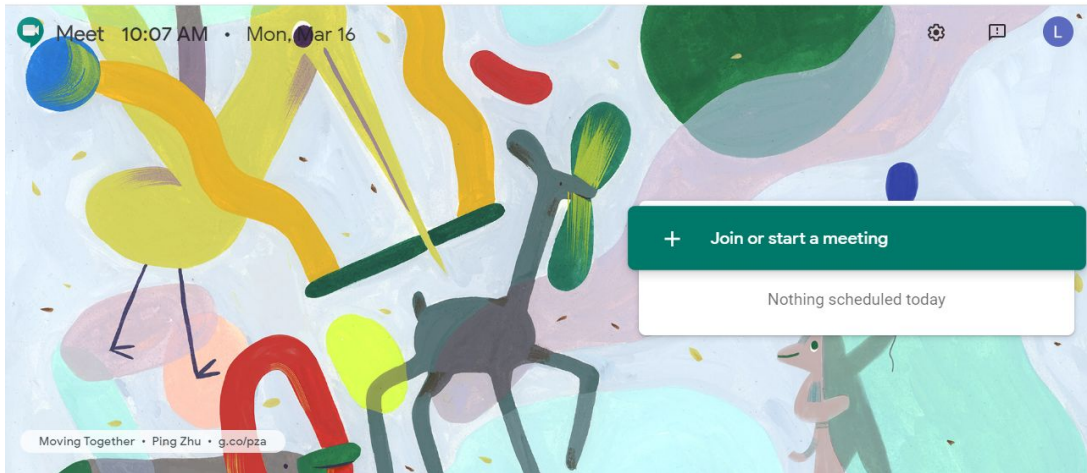
Dial-in: (US) +1 252-460-9201 PIN: 388 928 018#

If you have access to a smartphone, you can download the app through the app store. Here is what the app looks like.

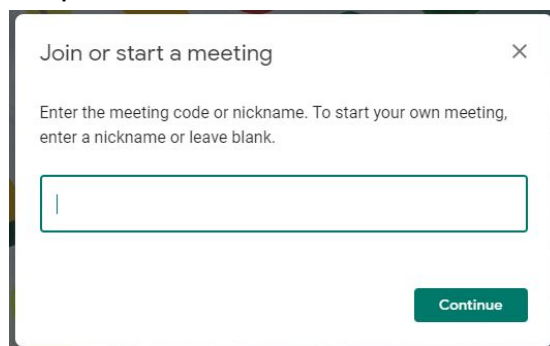


Joining Google Meets by Computer or Tablet:

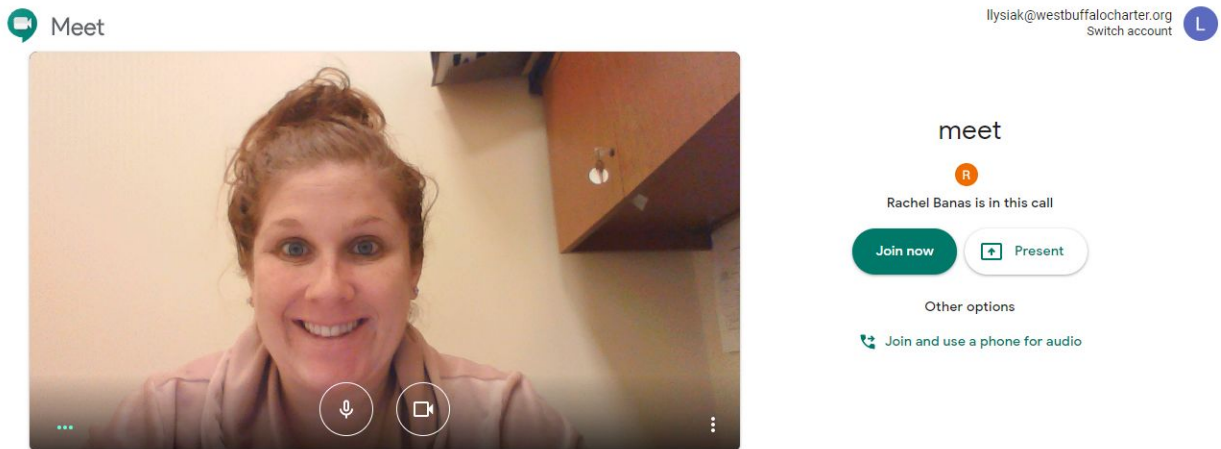
Once you have the Google Meet code for that specific session, you need to click on the dots in the upper right hand corner of the screen. The letter in the circle will be the first letter of your first name. Click on the dots and a series of icons will show up. Find the Google Meet icon (it has a blueish/green bubble with a video camera in it). This will take you to Google Meets. You will see a similar image to the image below. There is an ever-changing screen saver to Google Meets so the background may not look the same. With the code your teacher provided you, either through their website or Google Classroom, click on "+ Join or start a meeting."



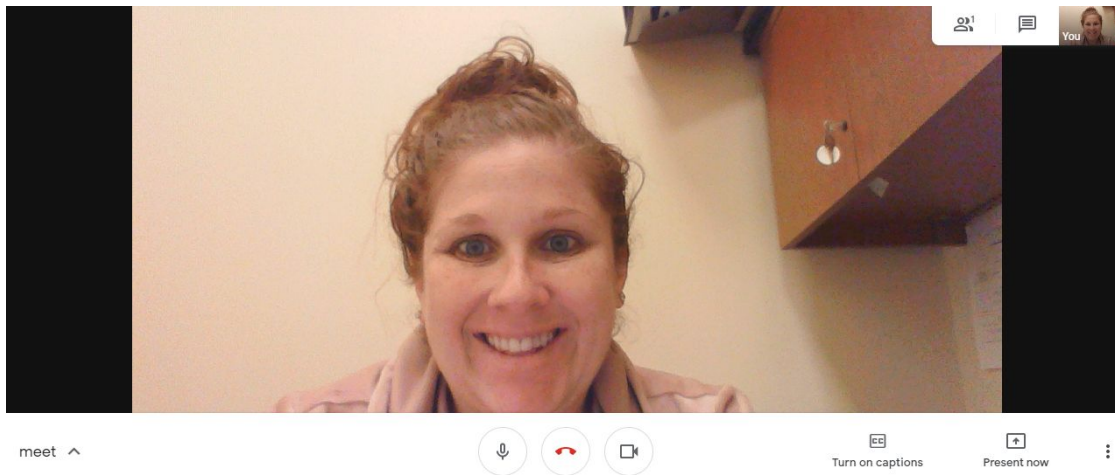
You will then be prompted to input the code. Then click “continue.”



Then you will see yourself (if you have access to a webcam). Click “Join now” (blueish/green button) on the right hand side.



Then you will see yourself (again if you have a webcam) and a few buttons.



There are 3 buttons directly underneath the person. The first is the microphone. You can mute the microphone so the other callers can't hear you. You can also unmute yourself but clicking on the microphone again. The middle button is to end the call and the third button is to shut off your webcam so no one can see you. To undo this option and use your webcam, click on the video camera again.



Another option that you can utilize within Google Meets is the chat room. This function is located in the top right hand corner of your screen. It is the middle icon shown below. Teachers will be checking the chat to see if students have any questions.



Replaying and Accessing Old Google Meets Videos

Teachers will record each day's video and will be posting the video to their website. You can access the teacher's website with this link:

<http://www.westbuffalocharter.org/staff-directory>).