

Accessing your child's virtual classroom

Step 1

Log in to Google G Suite for Education - Click [here](#).
To the right is the text box you should now see.

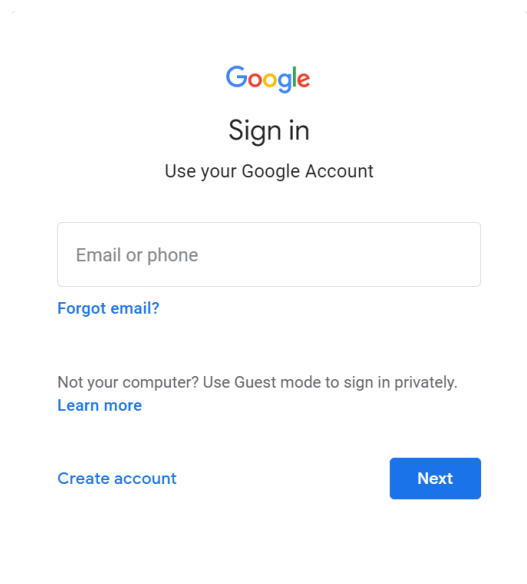
Using your child's username and password, login to their Google account.

Their username and password can be found at the front of your child's pupil planner.

They will look something like this:

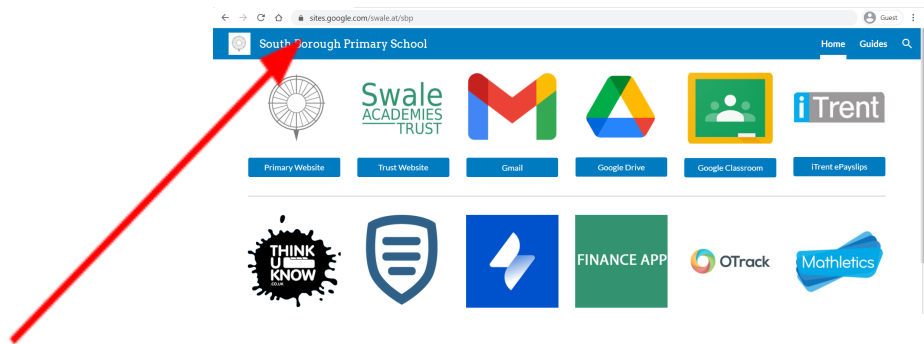
sbp2014lclarke@swale.at

The password is usually 8 characters in length.



Step 2

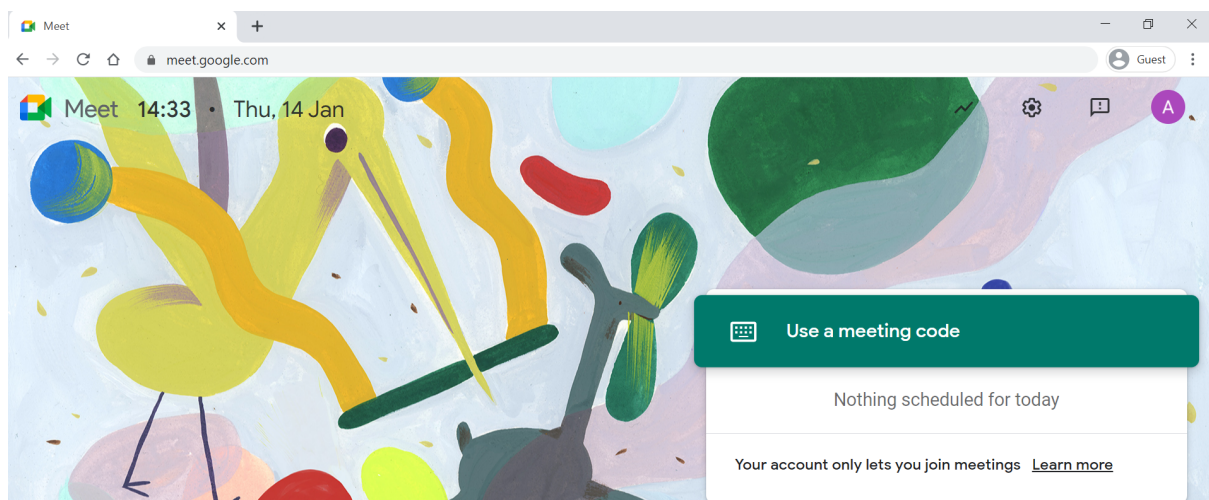
Once you have signed in, you will see this page which provides quick links to the various online platforms children have access to.



In the address bar type:

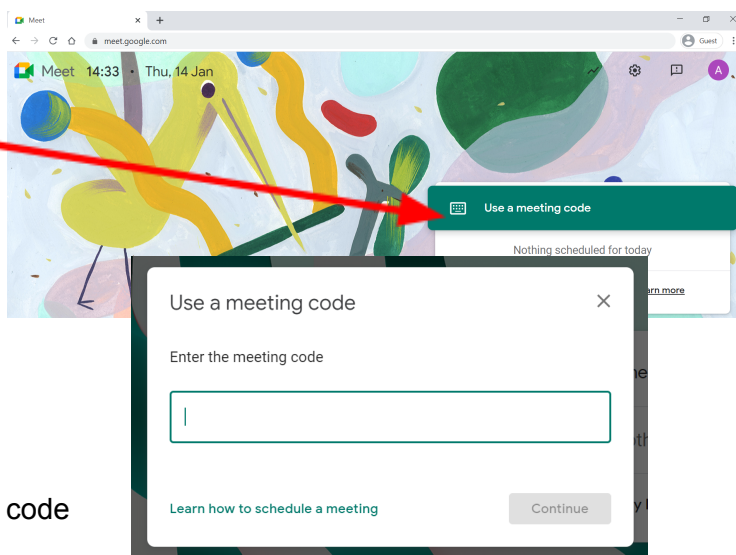
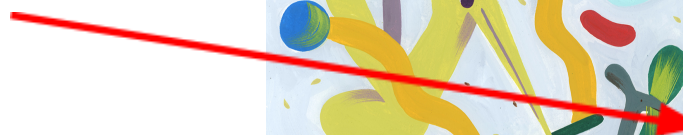
www.meet.google.com

You will then see this page:



Step 3

Click on 'Use a meeting code'



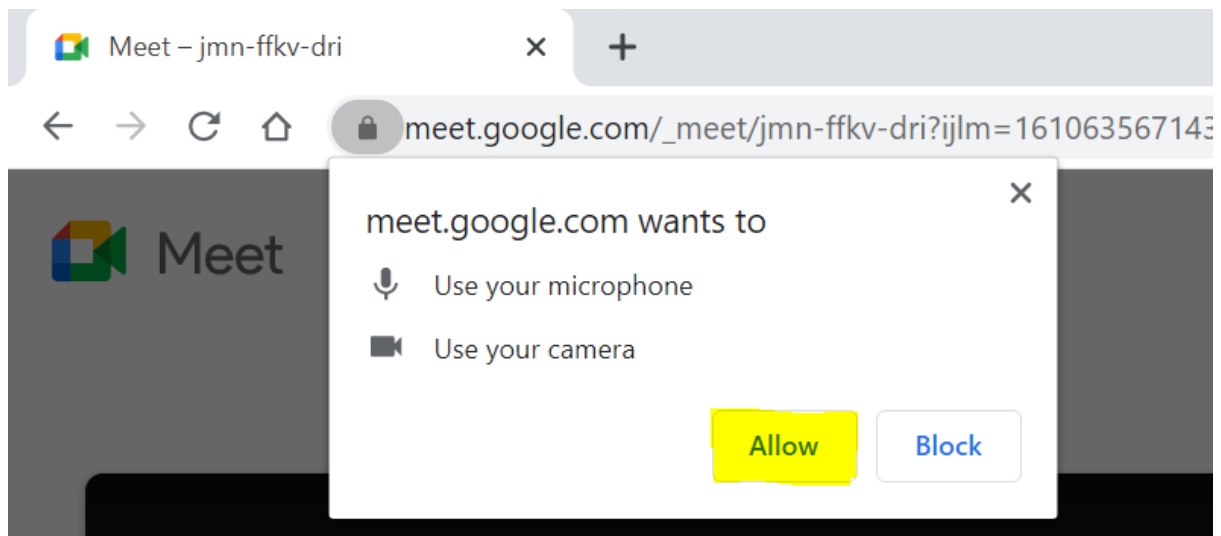
Then enter your child's *unique* 10 digit code which can be found in the table below.

Please note that your child will only be able to enter meetings at specified times. These will be communicated via Google Classroom along with parent/carer letters home.

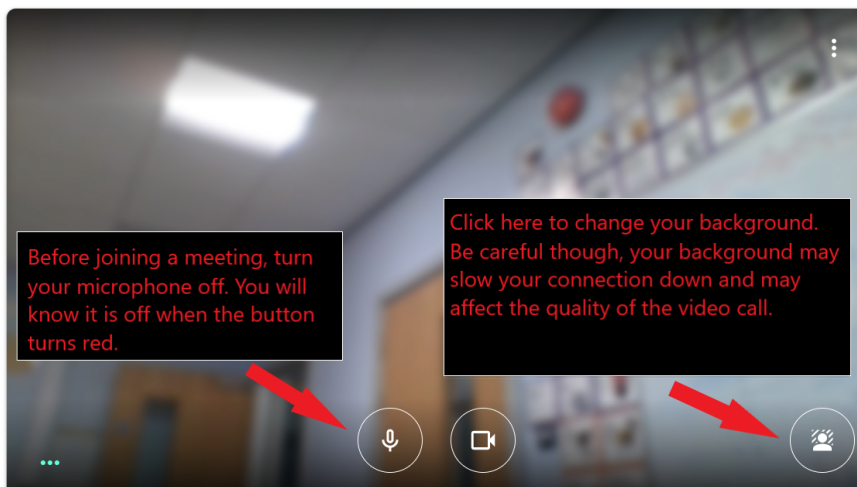
Class Teacher	Class	Virtual Classroom Code This is your child's unique 10 digit code. TIP: You do not need to enter the dashes.
Mrs K Cluett	Nursery	jmn-ffkv-dri
Mr J Blanco	Reception Red	rkg-hazp-rxp
Mrs C Hunt	Reception Green	iiq-tbsf-brg
Mr D Smith	1S	osp-nzxe-ffu
Ms L Brough	1B	pok-vwfa-des
Miss K Wright	2W	gbwyycdfk
Mrs M Ford	2F	ask-cjab-mnn
Mrs K Baird	3B (formerly 3G)	okq-gdnk-jbb
Miss Z Huggins	3H	bga-zqzo-efj
Miss E Walter	3W	kee-apkp-wtu
Mr J Allchin	4A (formerly 4B)	wcv-andm-fvu
Miss L Collins	4C	kfh-yfqz-vbq
Miss O Newman	4N	ckexppmayh
Mrs T Watts	5W	bkk-wgwc-bvk
Mr B Smith	5S	fbu-kcdq-fsr
Mrs N Paterson	6W	rwo-jxzi-ziw

Step 4

After you have entered the meeting code, Google Meet will ask permission to use your device's microphone and camera. You should click 'Allow' for both of these in order to access audio and visual functions whilst using Google Meet.



Step 5



Once you have turned your microphone off and changed your background (if you want to), you should click 'Ask to join'.

Your teacher is the only person who can let you in so you must wait until they have admitted you or started the meeting.

Ready to join?

Ask to join

Present

Step 6

You should now be able to speak to your class teacher about your learning. You can join a meeting and they will be able to help you if you are unsure how to complete a task.