



# Student Google Guide

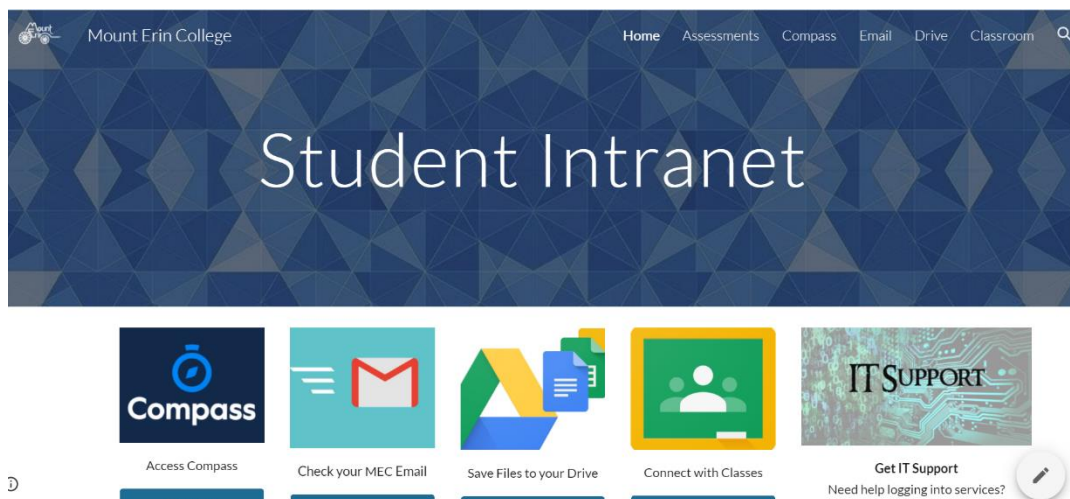
At Mount Erin College, we use Google for Education to support your learning. This guide will help you to get started. If you have any problems, get in touch with one of your teachers or contact IT support using the email at the end of this guide.

## Student Intranet

The Student Intranet page should be your first stop if you need to find anything school-related online. The page includes links to important resources including:

- Compass
- MEC Email
- Google Drive
- Google Classroom
- IT Support
- Wellbeing Support
- Careers
- Clickview
- Reading Plus

The Student Intranet can be found at <https://sites.google.com/mounterin.vic.edu.au/landing-page/>



## MEC Email

Every student at Mount Erin has an MEC email account ([username@mounterin.vic.edu.au](mailto:username@mounterin.vic.edu.au)). During remote learning, along with Compass, this will be a key communication tool so you need to be checking it more than once a day.

## Google Classroom

Your teachers will set up a Google Classroom for each of your classes. To join the Google Classroom you will need to either:

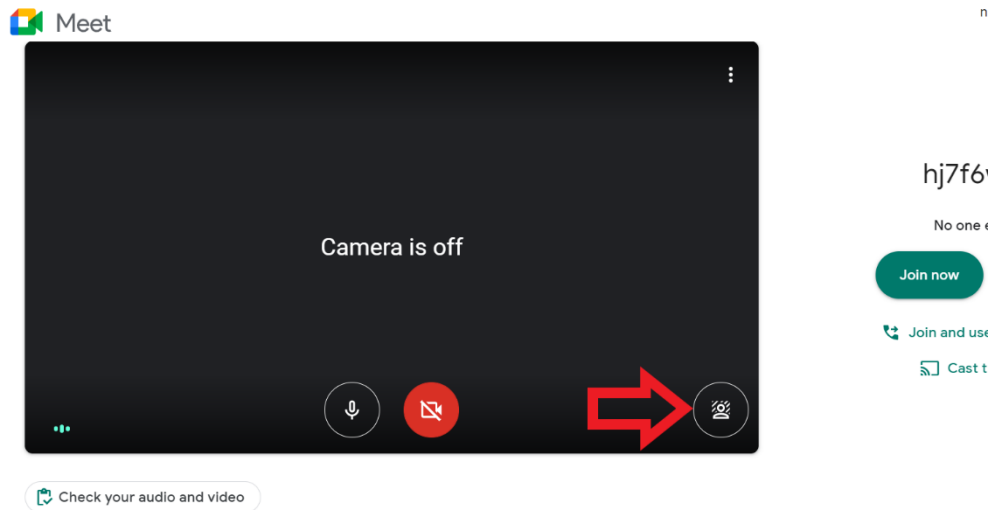
- Click on the link in you Class Newsfeed on Compass or the Lesson Plan
- Click on the link in the invite email

Your teacher will give you more information about the way that you will use Google Classroom in each class.

## Google Meets

Each week during any Remote Learning period, your teachers will run sessions using Google Meets. The meet link can be found in your Google Classroom and in the lesson plan. Students are expected to attend these sessions.

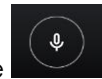
To change your back ground before entering the Meet, click on the icon in the bottom right hand corner of the preview window and select a background.



You can also decide whether to have your video



and microphone

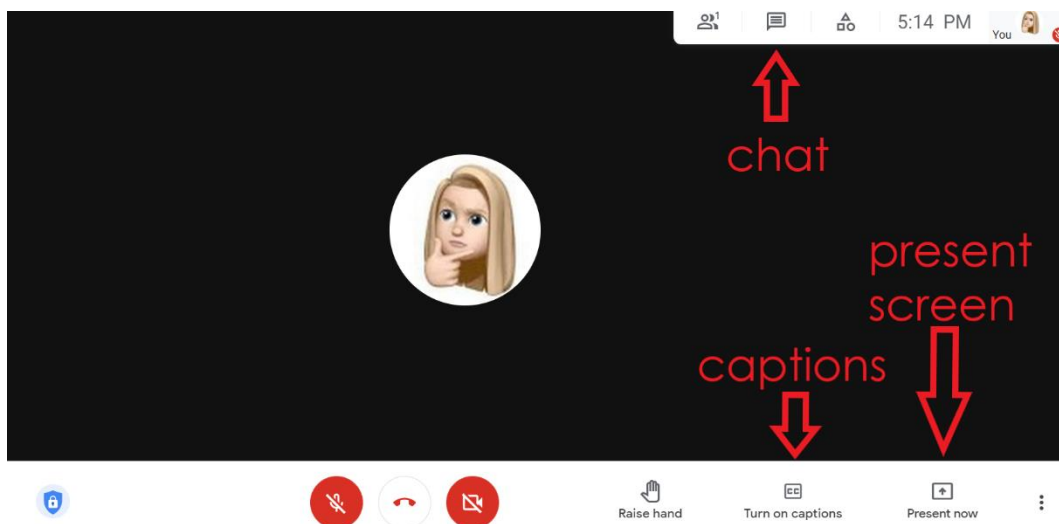


on or off when you first enter the meet.

To join the meet, click



Once you are in the meet, you need to know how to find some important functions:

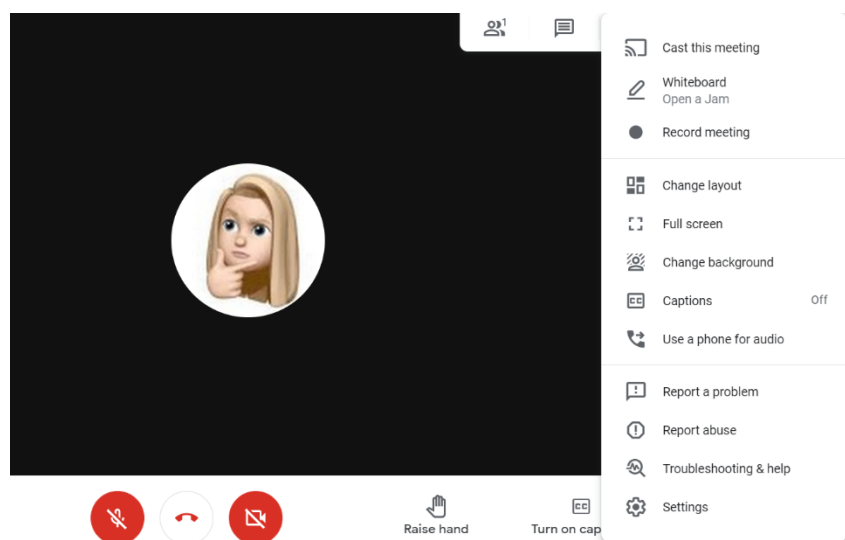


Chat: You can chat with other participants in the meet. This can be seen by everyone, including your teacher. Your teacher might use the chat for you to ask or answer questions during the lesson.

Captions: Closed Captions convert what is being said in the meet to text at the bottom of your screen. This can help students who are deaf and hard of hearing, if you have sound issues with your device or if you find it easier to understand what you read more than what you hear.

Present: Your teacher might ask you to share something that you have been working on.

The 'More options' menu in the bottom right hand of the screen give some more helpful options including the ability to change your screen layout so that you can focus on the presenter or tile the screen so that you can see all of the participants in the Meet.



Your teacher has a few more options available to them to help run the session. They have the ability to mute and unmute participants, control who is able to present during the session and remove participants in the case of unproductive behaviour.

## IT support

The MEC IT Team has set up an email address to receive and respond to technical difficulties. If you require IT support during Remote Learning, you can email [it.technician@mounterin.vic.edu.au](mailto:it.technician@mounterin.vic.edu.au) during regular school hours. If an issue cannot be resolved via email they will ask for your phone number and call you directly.