

Getting Started with Google Meet for learners

Overview

Video conferencing can be an effective way to keep in touch, provide support, reinforce and deliver new learning however, this is a new way of interacting for most learners, teachers and parents/carers.

Please familiarise yourself and your child with the following advice and guidance to ensure that everyone feels safe and secure whilst using video conferencing for learners.

There are 2 video conferencing platforms available for use within South Lanarkshire Council – Google Meet and Microsoft Teams.

It should be noted that these are the only platforms that Strathaven Academy is permitted to use as they meet the technical requirements necessary to ensure the safeguarding of all participants. We have chosen Google Meet.

Learners – Setting up Google Meet at home

Your teacher may be using Google Meet to deliver some of your lessons or to connect with you when unable to meet with you face-to-face.

Follow the instructions and advice below to ensure you make the most of these online sessions.









Before the Meet Starts

- * Find a suitable place to sit – not in your bedroom unless it is unavoidable
- * Choose a quiet space with no background noise or distractions such as TV, radio etc or use headphones
- * Place your device on a table or hard surface to make sure that it is stable and remains connected
- * Treat the online lesson like a real lesson in school
- * Dress appropriately, as you would if others outside your home would see you
- * Be ready on time for the lesson. Your teacher will tell you the dates/times of online sessions. Please make sure that you tell your parent/carer about these.
- * Have a pen/pencil and paper beside you in case you need to take notes.

Remember to let other people in your house know that you are taking part in an online lesson so that they do not accidentally interrupt you.

Please read through the following video conferencing etiquette guide which we have prepared for you.

Video Conferencing Etiquette

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|---|--|--|--|
|  BE ON TIME Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure that all tech works 5-10 minutes before the session. |  MUTE YOURSELF Mute yourself right away to eliminate background noise. In Google Meet you can use the keyboard shortcut Ctrl + D |  PRESENTATION Consider your surroundings and attire. Find a good spot where you have no distractions e.g. TV, Radio etc. Turn off your camera. |  HEADPHONES Use headphones if you have them! If your headphones or earbuds have a microphone, even better! |
|  CHAT RESPONSIBLY Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly. |  CONDUCT Note that all Video Meetings / Lessons will be recorded. Please ensure that you conduct yourself in the same manner that you would in a normal lesson |  SIGNALS Use the raise hand function to communicate with your teacher just like you would if you had a question in a normal lesson. |  |

Using Google Meet

During this period of remote learning, staff are looking for ways to support continuity of learning and stay connected with pupils. Google Meet is our chosen video conferencing tool which allows teachers to connect with your child 1:1, to facilitate remote instruction.

- Teachers can facilitate meetings through Google Classroom to allow for learning to take place.
- Teachers will communicate with pupils through the Stream where a link might also be posted.
- Pupils should click on the link located within their Google Classroom page. Pupils will be given instructions by their class teacher on when this class link will be accessible.
- Google Meet is part of Google's Suite of Applications and is fully integrated into Google Classroom.
- Google Meet is designed to work on the Chrome browser.
- You will need the Google Meet app if using it on an iPad, iPhone or Android device.

S4
Technology
Class code 3o2fgbs []
Meet link <https://meet.google.com/lookup/eq54pf56v5> []
Select theme
Upload photo

Upcoming
No work due in soon

Share something with your class... []

This is where the class meet link will be shown. It will always be here at the top of the Stream Page.

Please note: pupils cannot join meetings unless the teacher has started the meeting. You might see the following error message:

You can't create a meeting yourself.
Contact your system administrator for more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

Reload

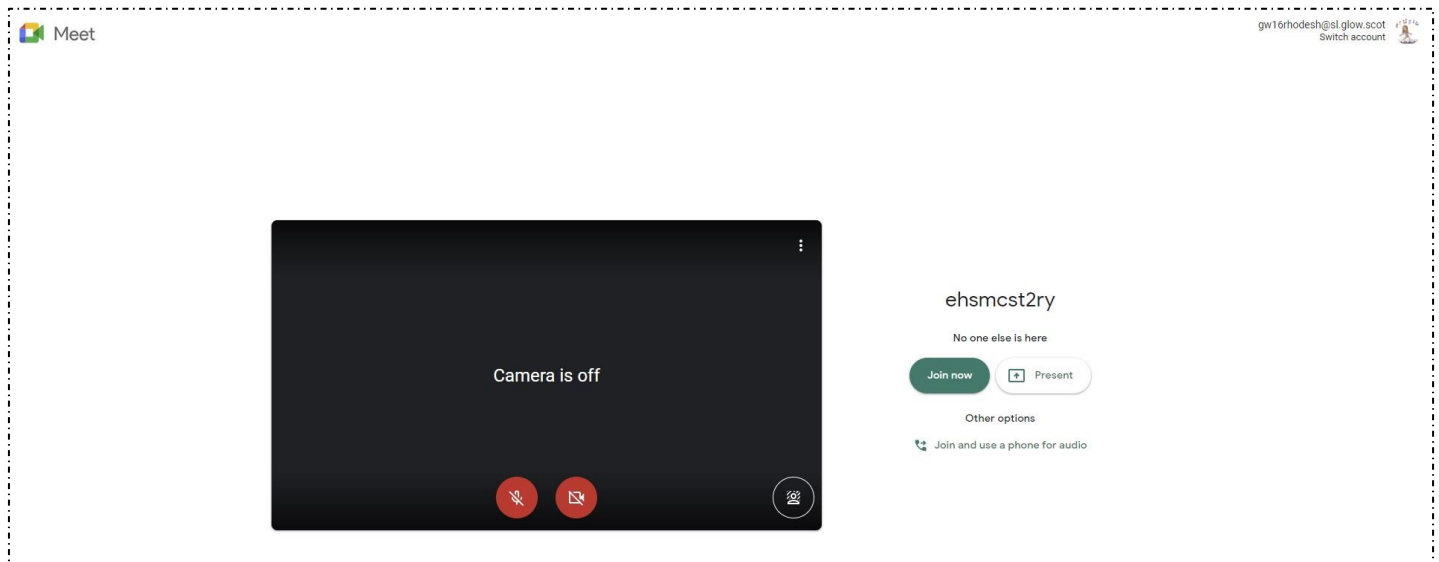
Return to home screen

Please reload the page if this error message occurs.

If you see this error message it means that your teacher has not yet started the Meet. Go back to Google Classroom and try to click the Meet link again later or use the reload button.

Starting a Google Meet

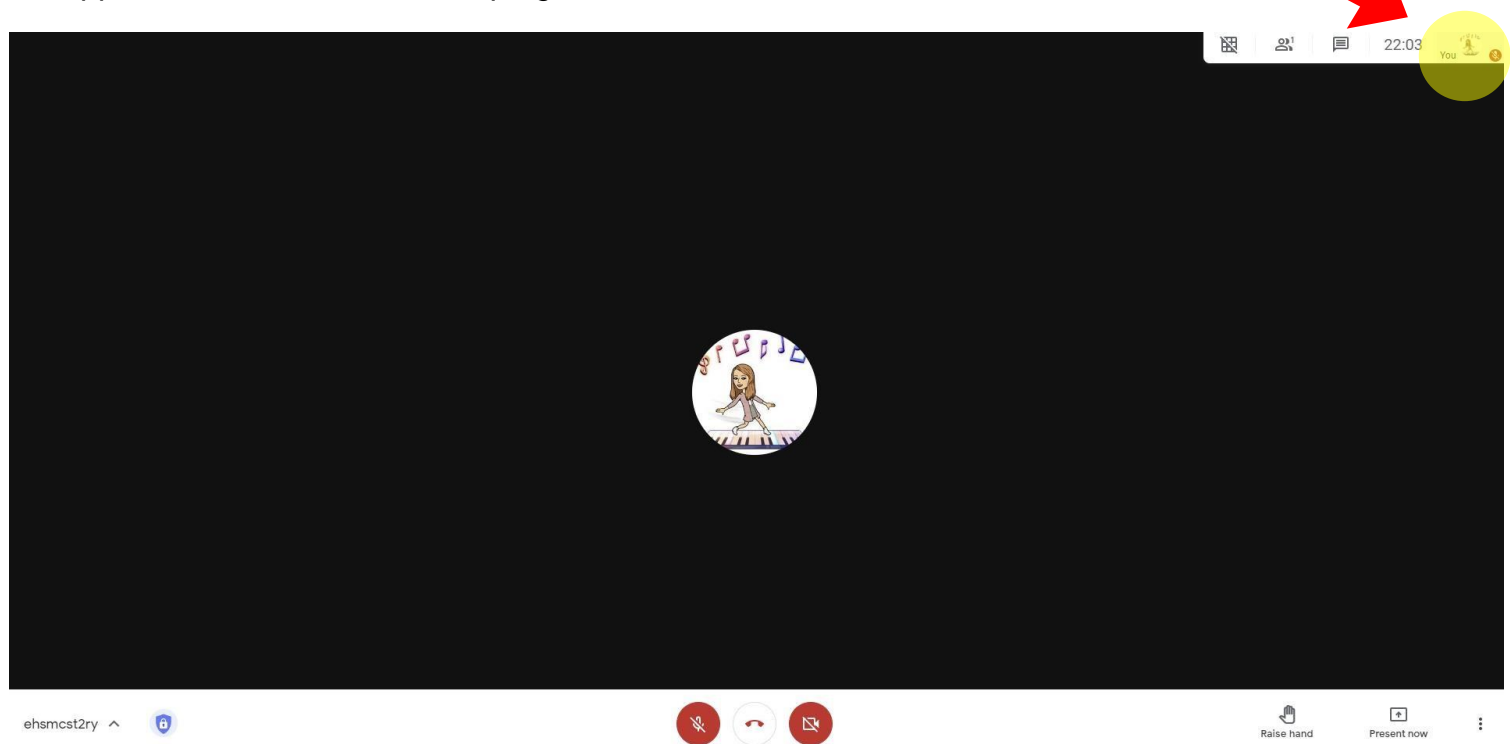
1. Click on the Meet link from the Classroom Banner. It should take you to Google Meet and open up the video link for your classroom.



You can edit your camera and microphone settings before you begin and make sure that you are ready to go.

On this screen you also have the option to change your backgrounds. Once ready click – Join Now.

In the Google Meet, you will see the following screen where your face will appear in the centre section until other people join the meeting. Once others join, your face will appear in a small box in the top right hand corner.



Google Meet Features

Google has integrated features that can be utilised during the Meet session. These are as follows:

- * Video and audio preview screen
After clicking on your meeting code or link, you can adjust your camera and microphone before entering the meeting. You will also get a preview of who has already joined the meeting.
- * Adjustable layouts and screen settings
Meet automatically switches the layout to display the most active content and participants
- * Instant Messaging with participants

4. Please familiarise yourself with the following functions and features of Google Meet before you begin.



Reminders

- * Google Meets may be recorded by your teacher. They will share this information with you.
- * All pupils are asked to turn off their cameras and microphones when they join the Google Meet session. Teachers will then give them further instructions about the etiquette and plan the session.
- * Use the raise hand function if you have a question or use the chat box to add any questions or comments.
- * Google Meet Lessons might be shared with other learners to watch at a later date/time. These will only be shared if pupil video and audio has been turned off.
- * Pupils must **not** take videos or photos of the Google Meet.