



Google Meet

Using Google Classroom and Google Meet at Home



Guidance for Pupils, Parents and Carers

The use of Google Classroom and Google Meet are effective ways to keep in touch, provide support and reinforce and deliver new learning. These are the platforms that we will use whilst children are learning at home. Both platforms can be accessed through your child's Glow account. Daily teaching content and opportunities for live interaction with the teacher will be posted on your child's Google Classroom stream with information about how to access the live sessions on Google Meet. Please take time to read through the following guidance to ensure that everyone feels safe, secure and comfortable when using these platforms for learning. Live interaction sessions will be recorded by the class teacher to ensure that everyone is protected. Pupils will be informed of this at the beginning of each session and recordings will not be shared.

Getting ready to learn at home.

PUPILS

The first thing that you need to do is to find a suitable place to work. This should be somewhere:

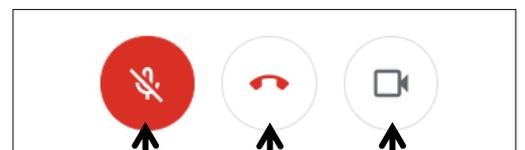
- Where you can sit up comfortably and have someone close by for support if you need it.
- Quiet, with as few distractions as possible.
- With a table or hard surface to place your device on.
- With preferably as plain a background as possible.

Getting ready to join a live session on Google Meet at home.

- Make sure that you are wearing something comfortable but not pyjamas.
- Be on time for the live session starting and be ready to listen and take part, when requested. Your teacher(s) will share the times for live Meets. You should discuss this schedule with your parents/carers and try to work around what suits your family circumstances.
- Let other people in your house know that you are joining a live session so that they do not accidentally interrupt you.

When in a live session:

- Your teacher will welcome everyone to the session and tell you that the session is being recorded. They will ask that your microphone is kept on **mute** to avoid feedback and noise disruption. You should unmute to speak, when requested by the teacher.
- You should use the 'raise hand' option at the bottom right-hand corner of your screen if you wish to speak. Remember to put yourself back on mute when you are finished speaking.
- If you wish to type a message to your teacher, use the speech bubble icon at the top right-hand corner of your screen to 'chat'. You should not use the chat to have conversations with your classmates, unless requested by the teacher.
- If you wish to appear on camera, make sure your camera is turned on. Your teacher may decide that your camera is not needed.
- At the end of the session, your teacher will ask you to disconnect by clicking on the red 'Hang up' icon which can be found between the Microphone and Camera icons.



Microphone Hang up Camera

PARENTS/CARERS

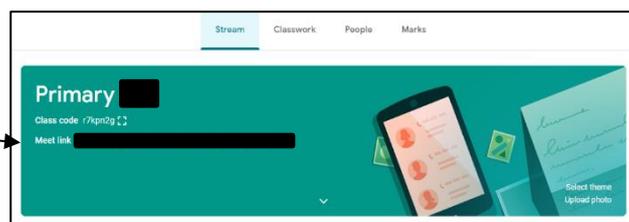
- *It is important that parents/carers do not participate in live sessions with learners, as tempting as this may be. This is to protect your own privacy and that of others. Please feel free to sit 'off screen' during the Meet to listen and to provide any technical support that your child may need. However, parents/carers should not be visible or audible. We thank you in anticipation of your support with this.*

HOW TO ACCESS GOOGLE MEET

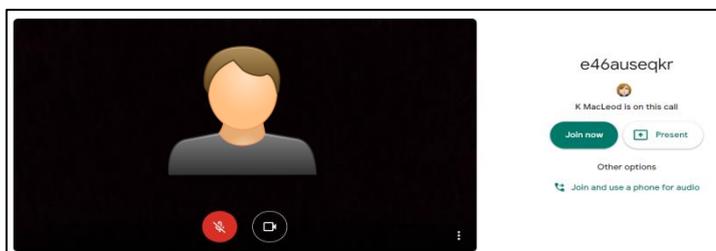
Connecting to Google Meet on a desktop or laptop

- *Live sessions will take place through your Google Classroom in Glow and your teacher(s) will tell you what time to meet.*
- *The meet link will be at the top of your Google Classroom, underneath the name of your class. Click this link to join at the given time.*
- *When joining your Meet, you may see a message about using your camera and microphone – click 'Allow' (even if you know you don't want either to be on during the meeting – this can be done later).*
- *You will now see a preview window (below) showing your webcam view. Click on the microphone icon to mute it – the icon will turn red. If you wish to appear on screen, make sure your camera icon is on. If you do not wish to appear on screen, make sure your camera icon is red.*
- **Please remember that not all laptops and desktop computers will have a camera and/or a microphone but you are still able to take part via the chat function.**

- *Click on the meet link at the top of your Google Classroom.*



- *Click 'Join now' to enter the Meet. DO NOT click 'Present'*

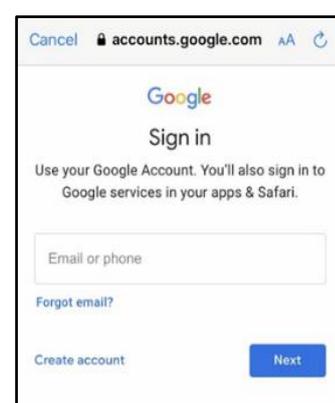


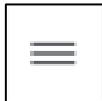
- *Once connected, listen carefully to the teacher and the instructions being given.*
- *If you are experiencing any technical problems e.g. unable to hear or view what the teacher is speaking about, use the chat function to report this and wait for the teacher to take action.*
- *Before starting the lesson, your teacher will remind everyone that it will be recorded - you will see the red 'REC' button on the top left of your screen when the recording begins.*
- *If your internet connection fails and you 'drop out' of the meeting, you should be able to reconnect by following the steps above, as long your teacher is still in the meeting.*
- *Once the Meet has finished, click on the red phone icon to hang up.*

Connecting to Google Meet on a tablet or mobile device:

****YOU MUST download the GOOGLE MEET APP****

- Once you have downloaded this from the App store, you'll see a 'Welcome to Meet' message – click '**Continue**' and allow access to your camera and microphone when prompted.
- Click to 'Sign In' and 'Choose an Account'. You need to use your Glow account and it should have the **@sl.glow.scot** ending, **not** @glow.sch.uk
- If you don't see your Glow account, then click to **Add another account** and enter your Glow account details – **REMEMBER** username@sl.glow.scot **not** glow.sch.uk



- Once signed in, use the menu icon at the top left-hand corner to see your class and tasks. 
- Controls for camera, microphone and hang up are on the screen and more controls can be accessed once the meeting starts using the icon with the three dots which appears at the bottom right-hand corner of the screen. 
- Turning your phone landscape can improve the Meet experience as presenters and presentations are displayed in a larger format.

Using Headphones and Cameras

Audio settings – from this window your child can select to use their headphones instead of the default speakers.

Video settings – your child can select a different webcam if required.

