



## Stepsgates Community School Pupil Guide to Google Meet



### **What is Google Meet?**

Google Meet is an interactive online video conferencing platform which will allow you to participate in online live 'meets' with your teacher and children in your class. You will access Google Meet through your Google Classroom.

### **How will Google Meet be used?**

The 'meets' will be recorded by your teacher **only** so that anyone who cannot attend can catch up at a later time if appropriate. Teachers will notify parents beforehand when the 'live meets' will take place. This will be posted as an assignment in your Google Classroom.

### **Participating in lessons using Google Meet**

If you are not comfortable with being on camera, please let your teacher know either using an email from your parents / carers or by sending a private message to your teacher in Google Classroom, so that other arrangements can be put in place.

Using Google Meet is inviting someone / others into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. In addition to our ten rules, here are some other top tips:

- Sit somewhere with your back towards the wall. This will reduce how much of your home is in the camera frame. When blurred background becomes available, please switch this on.
- Turn the TV and other distractions off where you can.
- Choose somewhere with good light but do not have your back towards a window if you can avoid it. Too much light can make it difficult for others to see you on your camera.
- Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make yourself more comfortable.
- Have some paper or a notebook handy with a pen or pencil so you can write notes if you need to.
- You must NOT make your own recording of a Google Meet session.

**Please remember: Stay safe when working online and always report to an adult if you are worried.**



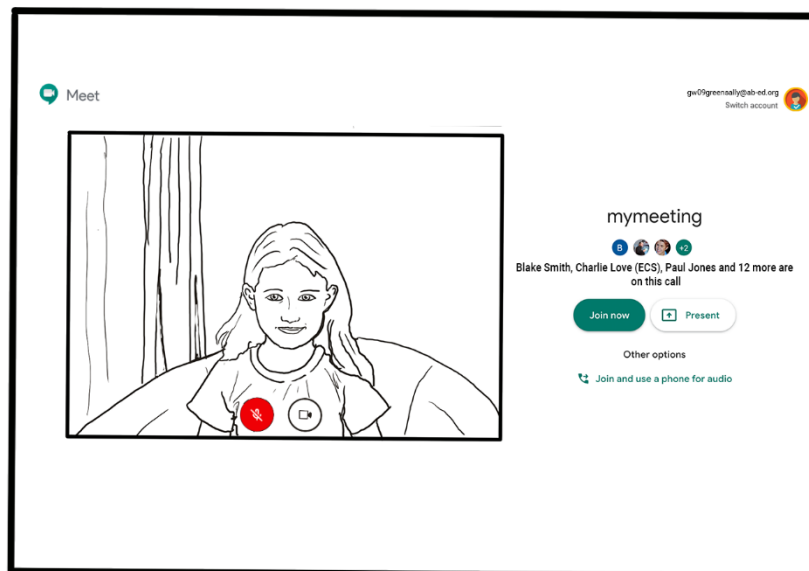
### Connecting to a Google Meet lesson

Your teacher will set a time for your meeting in Google Classroom. This is also where you will find the link for the meeting when it starts. Your teacher will be the first person in the meeting room and will be the last person to leave it.

Your teacher will start recording the meeting as soon as it begins. If your teacher has forgotten to start the recording, politely remind them to start recording using either chat or your microphone.

### Tips for Meet

- Visit your *Google Classroom* to get the meeting link just before the meeting is due to start.
- Click / go to the meeting link.
- Mute your microphone before you enter the meeting. You can also switch off your camera if you wish.



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

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- Once connected, listen carefully to your teacher. You can use the chat to ask questions or **unmute** your microphone and ask your question. You should **mute** your microphone again after you have asked your questions.
- In your Meet, be kind and considerate of other people. The live Meet is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you do not do so. If you are removed from a meeting, the headteacher or another member of senior staff may discuss this with you and your parents/carers.
- **Remember that the meeting is being recorded by your teacher.** The REC in red on the top left of the page tells you that recording is happening.
- When the Meet is finished, disconnect by clicking the red "hang up" button.

Remember to check Google Classroom after the meeting for any follow up work / assignments that your teacher may have set for you.

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# Stepgates Community School

## Ten golden rules for pupils completing online learning

### Using Google Classroom

1. Before your learning day begins, set up your work space. This should be somewhere quiet but not your bedroom.
2. Make sure you are dressed appropriately and are comfortable.
3. Let your household know that you are about to go online to learn.
4. Always leave devices / things which may distract you away from your learning area so you can focus.

### If attending a Google Meet 'live session', in addition to the above:

5. Use your real first name and surname to access the lesson and always mute your microphone on entry.
6. Respect others taking part in the lesson.
7. Use the raise hand functions at the bottom of the Google Meet screen if you need to ask the teacher a question.
8. Think carefully about the questions you need to ask so the lesson can be kept short.
9. Ensure you benefit fully by participating in any activities the teacher ask you to complete.
10. Remember our Stepgates Community School rules and values:

**Always do your best!**

**Listen and follow instructions carefully.**

**Be fair and take turns.**

**Be polite and show respect to others.**



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