



A Guide to Video Conferencing through

Google Meet



Google Classroom



Google Meet

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Important Note for Parents/Carers

Video conferencing can be an effective way to keep in touch, provide support, reinforce and deliver new learning but 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 learning; and note that online meetings may be recorded to ensure everyone is protected when using video calls. Learners will be informed of this (if recording is taking place) at the beginning of online session and recordings that include images or audio of learners will not be shared with other learners or on other online platforms.

The video-conferencing platform we will use, Google Meet, is available for use by SLC staff, from within the national digital platform Glow. Until recently this has only been enabled for staff-to-staff communication. Following the implementation of recent technical changes to Google Meet, Education Scotland has now opened access to this to allow staff-to-learner communication. It should be noted that this, alongside Microsoft Teams, are the only platforms currently sanctioned for use within SLC as they meet the technical requirements necessary to ensure the safeguarding of all participants.

Learners – setting up Google Meet at Home

Your teacher will be using an online video-conferencing platform called Google Meet, to deliver some of your lessons or to connect with you when unable to meet with you face-to-face.

Before the online meeting starts

1. Find a suitable place to sit – this should be somewhere:
 - that is not your bedroom, unless this is completely unavoidable
 - with your back towards a wall to reduce how much of your surroundings are in the camera frame and try not to have personal items on display such as family photographs (at the time of writing this guidance, blurred backgrounds were not an option in Meet)
 - quiet with no distractions eg turn off the TV, radio etc or use headphones (see below)
 - with good light but do not sit with your back to a window as it makes it difficult for others to see you
 - with a table or hard surface to place your device on to maintain a stable image/connection
2. Prepare as you would for a real lesson in school – which means:
 - dress appropriately, as you would if others outside your home would see you
 - be on time for the session starting and be ready to take part – your teacher will share the dates/times of online sessions; you should discuss this schedule with your parent/carer
 - have a pen/pencil and paper/jotter beside you to take notes or have a digital alternative such as a Word or Google doc open in advance of the session starting

also

 - let other people in your house know that you are joining an online lesson at all times

Connecting to the online meeting

Your online sessions will take place through your Google Classroom in Glow and your teacher will have shared the schedule showing dates/times in advance.

The link to your online meeting space is on the banner in your Google Classroom(s).

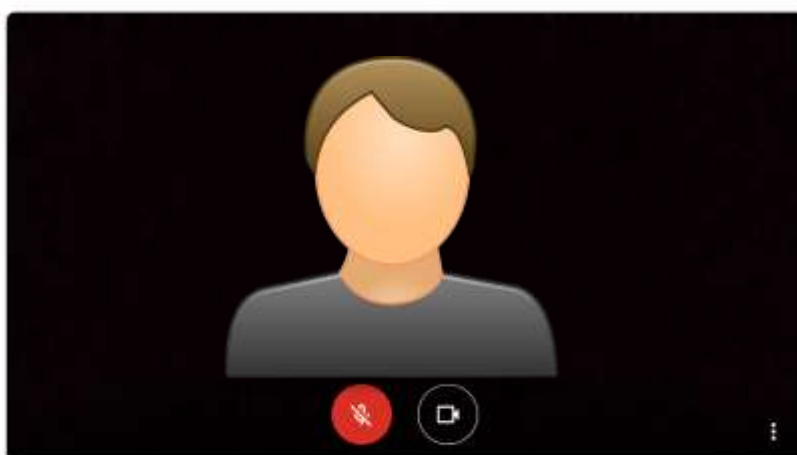
You will not be able to join the meeting until your teacher has started it.

1. Log into your Glow account and go to Google Classroom
(if you are using a tablet or mobile device, see page 7 for help connecting with the Meet app)
2. Click on the meeting link on the Classroom banner (remember you won't be able to join the meeting until your teacher has started it – see point 8 below)



3. 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)

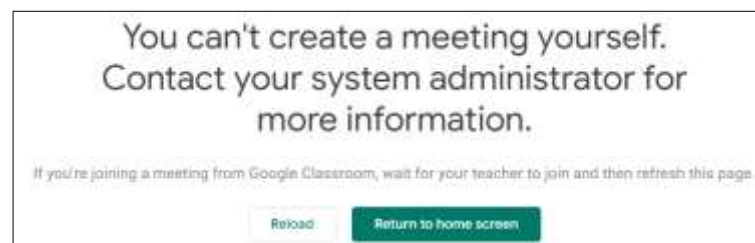
You will now see a preview window showing your webcam view – click on the microphone icon to MUTE your mic – the icon will turn red (do the same to turn off camera, if you wish)



4. Click Join now to enter the Google Meet – **do not** click Present
5. Once connected, listen carefully to your teacher and instructions being given

If you are experiencing any technical problems eg unable to hear or see your teacher – use the chat facility to report this and wait for the teacher (or support person) to take action. Do not interrupt by turning on your mic (unless this is permitted by your teacher/class code)

6. 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
7. 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
8. If you see this message when you click on the Meet link in Classroom...



it means your teacher has not started the meeting yet – go back to Classroom and try again nearer the time of the meeting

During the online meeting

9. Behave as would be expected in face-to-face lessons.

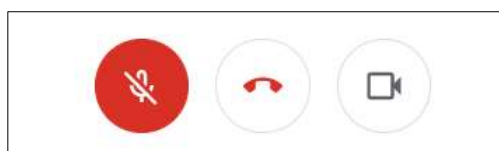
Your teacher is able to remove you from the meeting if you do not conduct yourself appropriately and this is likely to result in follow-up action by a senior member of staff who may also discuss this with your parents/carers

10. Use the chat facility to communicate with your teacher and/or participate in discussions – this can be found on the top right of your screen

The chat area is also where your teacher may post links and resources and where you may need to register your attendance and/or access an exit ticket/pass

11. Only unmute your microphone if your teacher gives you permission – remember to mute it again once finished speaking

You will find the mic/camera controls by clicking anywhere on your screen, a white banner appears at the bottom, click on the red microphone icon to unmute, click on the white microphone icon to mute



12. Only share your screen (Present now) if your teacher gives you permission – remember to stop sharing once you have finished

13. You may find it easier to follow what's being said during lessons by turning on captions, which show text of the conversation; no one else can see you are using closed captions and only you can put them on or off




14. At the end of the meeting, disconnect by clicking on the red 'hang up' icon (found between the microphone and camera icons)

After the online meeting

15. Follow up on any actions given to you by your teacher – these may be posted on your Google Classroom

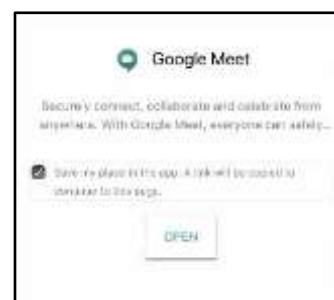
16. If there was anything during the meeting that caused you concern, it is important that you contact your teacher and/or discuss with your parent/carer who can contact your school.

Connecting to Google Meet on a tablet or mobile device

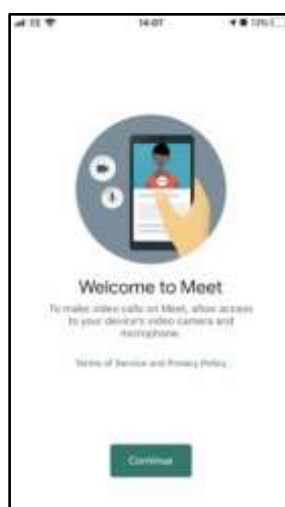
1. Click on the meeting link on the Classroom banner or, if you don't see the link, look for the video icon and click on it 



2. Your device will prompt you to download the Google Meet App – click OPEN



3. You need to download the app from your app store and once you click to download you'll see a Welcome to Meet message – click Continue and allow access to your camera and microphone when prompted



4. 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

5. You are now in Google Meet – but if your teacher hasn't started the meeting you won't be able to join yet. Controls for camera, microphone and hang up are on the screen and more controls can be accessed once the meeting starts, including closed captions, as well as tabs for chat and attendees. Turning your phone landscape can improve the Meet experience as presenters and presentations are displayed in a larger format.

Parents/carers – helping your child with Google meetings


Before the online meeting starts

1. Information and a schedule of meetings will be made available to learners in advance of any online sessions; learners are asked to ensure these are shared with parents/carers to help you plan for online lessons/meetings
2. Help your child by finding a quiet and well-lit place, preferably not a bedroom, to take part in online lessons; the background area should be clear and away from an area where other members of the household may be visible on camera
3. Remind your child of the need to behave appropriately and to follow teacher instructions and the class code of conduct; for younger children it would be desirable if you stayed close by to monitor their activity

Inappropriate behaviour may result in a child being removed from a lesson and a follow-up discussion with senior school staff

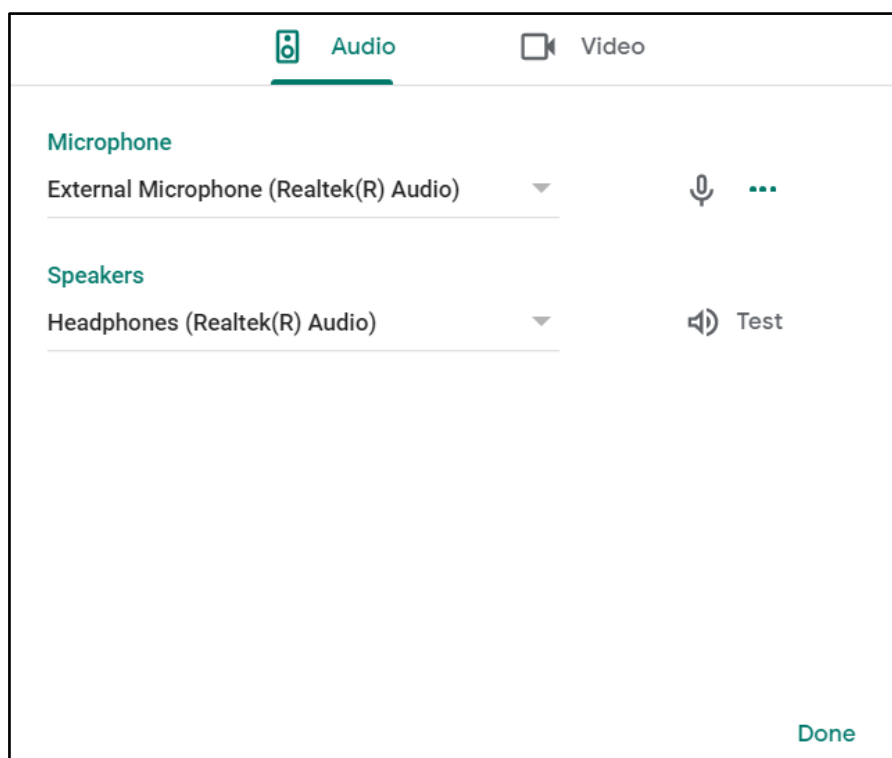
4. All online meetings will be recorded to ensure everyone feels safe and secure while using videoconferencing – your child will be reminded of this before recordings begin; **only teachers are permitted to record meetings**

Connecting to the online meeting

5. Your child has been provided with instructions for joining a Google Meet videoconference but may require some help getting the sound and/or camera to work – you can help your child explore the different settings for this prior to an online session starting
6. Go to <https://meet.google.com> – learners are not able to start or create meetings but from his window they can click on the settings cog  on the top right of the screen



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



Your child may also require help downloading the Meet app onto a tablet or mobile device – instructions for this can be found in the Learner instructions.

During the online meeting

7. It is important that parents/carers do not attempt to participate in online meetings with learners, this is to protect your own privacy and that of others. If you need to speak to your child's teacher, please use the usual means of communication to do this.

If your child is experiencing difficulty during a meeting they should use the chat facility to communicate this to their teacher, parent/carers must not interrupt meetings by speaking or appearing on camera.

After the online meeting

8. It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about next steps provided by their teacher.
9. If you have any concerns about the use of Google Meet or the content of online lessons, please contact the school using the normal channels of communication.