

## Video Conferencing using Google Meet. A guide for students and Parents

Before starting a Google Meet, please review the guidelines for Remote Learning Participation.

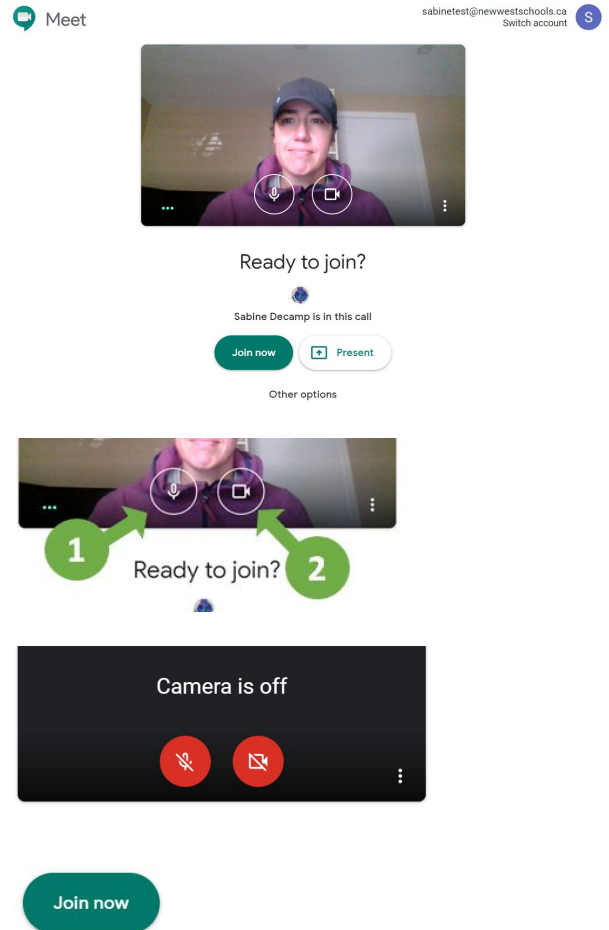
You will most probably receive an invitation to join a Google Meet sent by your teacher (maybe on Google Classroom, or as a link in an email).

If you click on that link, it will take you directly to the meeting in Google Meet, and see a screen similar to the following:

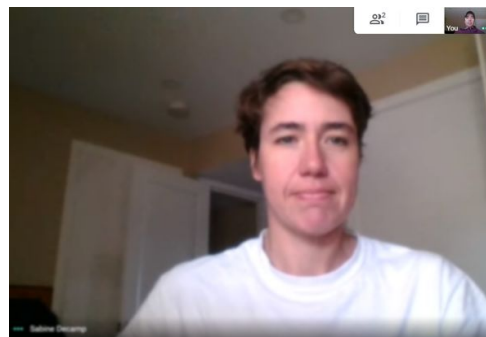
**Before joining**, please **turn off your mic and your camera**, by clicking on each of these icons in your screen,

They will turn red.

Once this is done, click on Join now



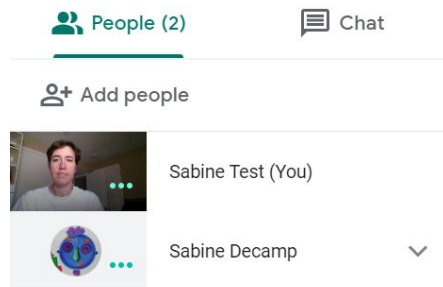
You are now in the Google Meet feature and should be able to see your teacher, as well as yourself in the corner.



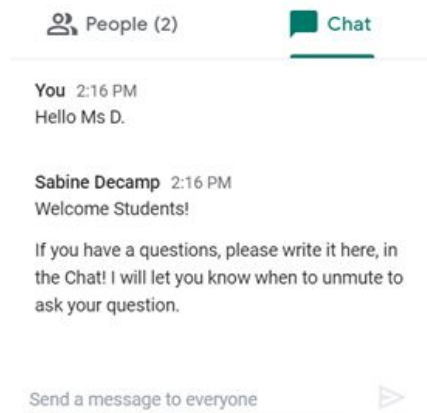
At the top right hand corner, you have the option to see who is in the Meeting and to chat with everyone in the meeting.



If you click on the **People Tab**, you will see the list of participants in your Meeting. Do not invite other students or participants that were not initially invited by your teacher.



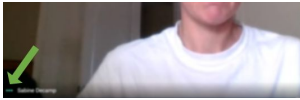
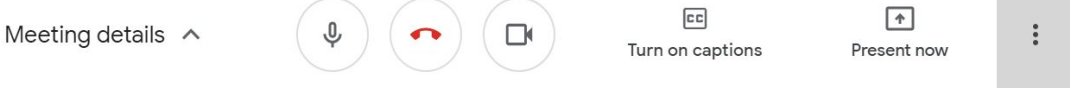
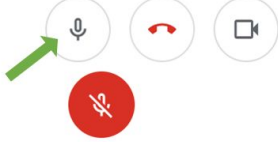



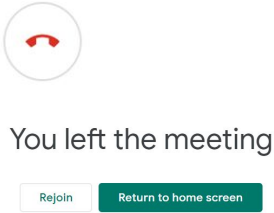
If you click on the **Chat Tab**, you will be able to communicate with everyone in your Meeting. You can write a message at the bottom and click on the arrow to send your message.



- **Our virtual classrooms are safe spaces:** disrespectful language and inappropriate behaviour are not allowed. All participants in a classroom, physical or virtual, have the right to learn in a respectful environment.
- **An online learning environment is not a social media site:** keep comments and conversations focused on the lesson and learning materials currently being discussed, or questions about previous learning.
- **District and School Codes of Conduct apply**

When wanting to speak or ask a question, do not simply click your audio un-mute button and start speaking. Instead, use this “chat” feature

- If you wish to ask a question, type in “Question?”
- Your teacher will see that you have a question and will call on you as soon as possible.
- Unmute yourself when your teacher asks you to, and mute again right after speaking.

<p>If you click on the 3 dots in the bottom corner, you will see the following <b>toolbar</b>:</p>	
	
<ul style="list-style-type: none"> <li>• <b>To turn off or on the microphone</b>, click on the microphone icon.</li> </ul> <p>Please, keep your mic muted. Only unmute when your teacher asks you to do so and mute yourself again immediately after speaking. This will prevent background noise.</p>	
<ul style="list-style-type: none"> <li>• <b>To turn off or on the camera</b>, click on the video icon. Please note that you may only use the camera if you are invited to do so by your teacher. If invited, you still have the option to keep it turned off if you and your parents prefer.</li> </ul> <p>Be aware of your surroundings if using your camera, what you have in the background can be seen by others. Wear appropriate clothing for attending school.</p>	
<ul style="list-style-type: none"> <li>• <b>To see the automatic closed captioning</b>, click on Turn on captions. This is a great option if the sound regularly cuts out, as you will still be able to read what is going on. (Only works for English)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>To share your screen</b>, click on Present Now. Your teacher will share their screen to show you online lessons or activities. Students should only share their screen if asked to do so by the teacher in order to look at an assignment and provide feedback for example.</li> </ul>	
<ul style="list-style-type: none"> <li>• Click on the 3 dots to see additional options.</li> </ul>	
<ul style="list-style-type: none"> <li>• Note that students <b>MAY NOT</b> record the meeting. All participants in a Google Meet will be automatically notified if the recording function is engaged. Recording or taking a picture of anything in the virtual classroom is a violation of the privacy of others and against the law.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>To leave the Meeting</b>, click on the middle red phone icon.</li> <li>• If you inadvertently leave a Meeting, you will see the option to rejoin the meeting.</li> </ul>	

***If you have any other questions or concerns, please contact your teacher directly.***