



Guidance for Learners, Parents and Carers



Google Meet

Google Classroom and Google Meet are an effective way to keep in touch, provide support and reinforce and deliver new learning. These are the platforms 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 on 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 whilst using these platforms for learning. Live interaction sessions will be recorded by the Class Teacher to ensure everyone is protected when using video calls. Learners will be informed of this at the beginning of each session and recordings that include images and/or audio of learners will not be shared.

Getting ready to learn at home - There is a video on how to join a Google Meet on the school website. Please take a few minutes to familiarise yourself with the procedure.

PUPILS

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

- That is not your bedroom. Try and find a space where you can sit up comfortably and have someone close by for support if you need it. Have materials ready and organised too e.g. pencil, paper etc.
- Quiet...with as few distractions as possible e.g. turn off the TV, radio etc.
- With a table or hard surface to place your device on to maintain a stable image/connection and a comfortable working environment.
- Think about your background and try not to have personal items on display such as family photographs. People will see what is behind you in a live session if your camera is turned on.

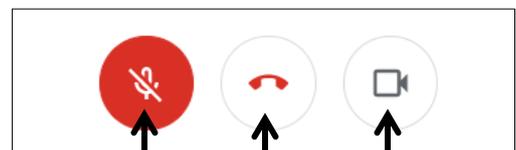
Getting ready to join a live session on Google Meet at home

Prepare as you would for a real lesson in school – which means:

- Make sure that you are wearing something comfortable and not your jammies! You might want to wear your Calderwood polo shirt and joggers to make you feel as though you are at school.
- Be on time for the live session starting and be ready to take part – your teachers will share the times for live 'Meets'; you should discuss this schedule with your parents/carers and 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 will let you know that the session is being recorded. They will ask that your microphone is kept on **'mute'** to avoid feedback and noise disruption. You can raise your hand if you wish to speak. Remember to put yourself back on 'mute' when you are finished speaking.
- If you wish for your classmates and your teacher to see you, make sure your camera is turned on. You can choose to turn your camera off if this is something you are not comfortable with; and
- 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

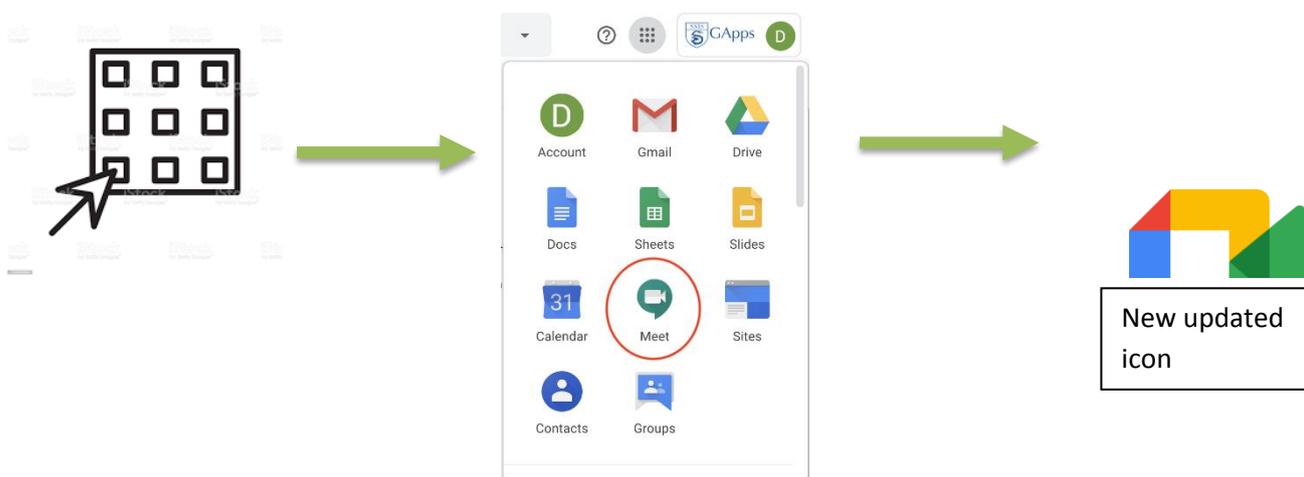
PARENTS

- It is important that parents/carers do not engage/participate in live sessions with learners. This is to protect your own privacy and that of others. Please feel free to sit in the background during the 'Meet' and listen in, however, parents should not be visible on screen and should not ask questions of the teacher or other children. If you need to speak to your child's teacher, please make contact through email. Class Teacher email addresses are available on the school website or on your child's home learning grid. We thank you in anticipation of your support with this.

HOW TO ACCESS GOOGLE MEET

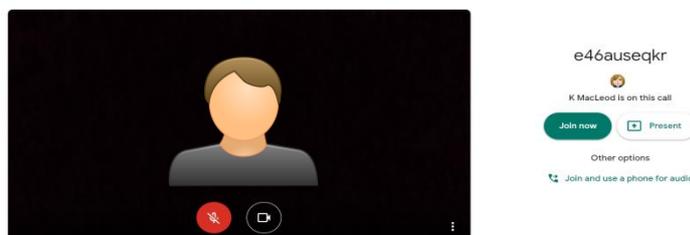
Connecting to Google Meet on a desktop or laptop

- Your live sessions will take place through your Google Classroom in Glow and your teacher will have shared the schedule showing dates/times in advance.
- Your teacher will give you the nickname of the live Google Meet in the stream of your Google Classroom. This will normally be around 5-10 mins before the meet is due to begin.
- When you are in your Google Classroom, choose the 'waffle' at the top right hand side of the screen and then choose the 'MEET' icon.



When you are going to join your Google 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 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)



- Click '**Join now**' to enter the Google 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 see your teacher – use the chat facility to report this and wait for the teacher to take action. The chat function should not be used for any other purpose.

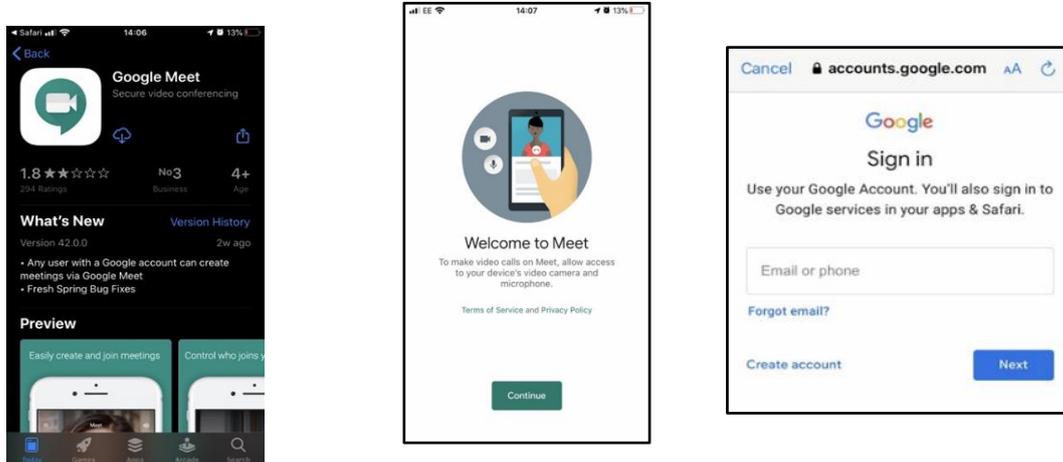
- Before starting the lesson, your teacher will remind everyone that it will be recorded - you will see the red 'REC' button on the top left of your screen when the recording begins.
- If your internet connection fails and you 'drop out' of the meeting, you should be able to reconnect by following the steps above, as long your teacher is still in the meeting.

Connecting to Google Meet on a tablet or mobile device:

YOU MUST download the GOOGLE MEET APP

1. 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.
2. 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



- You can now join a Google Meet – Click on "Join a Meeting" and put in the nickname the teacher has given you on your Google Classroom stream.
- 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.

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.

We hope that you find this information useful. If you are experiencing any difficulties, please do not hesitate to contact your child's Class Teacher in the first instance who will endeavour to get you up and running.

With thanks to Mrs Waddell (Certified Google Educator) for preparing all training materials and videos.

