

# ALL ABOUT GOOGLE MEET

# FOR STUDENTS AND PARENTS



[HAGA CLIC PARA ESPAÑOL](#)

Google Meet is a virtual tool that allows teachers and students to collaborate in real time using the built-in features (camera and microphone) of a Chromebook, iPad, or other device. Teachers can teach lessons, pose a question for discussion, or set up a virtual class activity through the camera or screen sharing, and students can respond and participate using the video, audio, and/or online chat feature of Google Meet. Cameras can be turned off so that only voice participation is active, and microphones can be muted when needed. Teachers will also have the option to record the session.

Watch this [2 minute video tutorial](#).

## **Directions to Share with Students:**

Step 1: Open the Google Meet link on your calendar invite or the Google Meet link posted in Canvas or your Google Classroom.

Step 2: Turn your camera off and make sure your microphone is muted.

Step 3: Click “Join Now.”

## **Google Meet/Hangout Etiquette Guide for Students and Parents**

1. When you enter the Meet/Hangout, mute yourself (if you are not already muted).
2. When you have a question, type in the textbox and wait for your teacher to call on you.
3. When you have something to contribute to the class discussion or activity underway, but it is not your turn to speak, use the chat feature in the right-hand corner to share your response in writing.
4. Wait for the teacher to call on you before you unmute yourself and begin speaking.
5. Only one student should contribute/talk at a time.
6. Look into the camera when you are speaking.
7. Stay alert and attentive. Pay attention to your teacher or other students who are speaking so that you can follow the discussion or activity and contribute when it is appropriate.

## **Important Note for Parents/Guardians**

In order for virtual learning to be successful, we must work together so that all students are learning, happy and supported by the adults around them. Please remember to be sensitive and considerate of all children in the group. Commenting on other students' behaviors or learning needs is unacceptable. Our teachers will manage student behaviors and interactions as they normally do in the classroom on a daily basis. All students have different learning needs, and learning online can be easy for some but challenging for others. We have absolute trust in our teachers' ability to manage their new online classrooms and only ask that parents/guardians assist by supporting the needs of their own child. If you have any questions or concerns, please contact your child's teacher via email.

# VIDEO CONFERENCING Etiquette



## BE ON TIME

Be on time and prepared with your device charged. Close all materials and tabs of other classes. Make sure all tech works 5-10 minutes before the meeting.

## MUTE YOURSELF

Mute yourself right away to eliminate background noise.



## PRESENTATION

Consider your surroundings and attire. Find a good spot in the house with few distractions and make sure you're wearing something appropriate for school.



## HEADPHONES

Use headphones if you have them! If your headphones or earbuds have a microphone, even better!



## CHAT RESPONSIBLY

Use the chat function responsibly. Only type when needed so the teacher can respond to questions promptly.



## SIGNALS

Use hand signals:  
thumbs up = yes / thumbs down = no  
hand by ear = can't hear  
raise hand = have a comment

