Google Meet Norms & Directions

For Students

Logging On/Participating
- Students should join the Meet on time, have any needed materials, and be ready to learn.
- Find the class Meet link on your class Moodle page. Each class will have a unique Meet link.
- As soon as you log on, turn on your camera and **mute yourself**.
  - Muting will avoid any excess background noises (like your dog barking or your sibling’s video game) that might distract your teacher or your classmates.
- If you have a question, type it into the chat feature. Your teacher will direct you about when to speak. Try not to interrupt while someone else is speaking.

Location and Dress
- Find a comfortable, yet appropriate, location to join the class. (Do not bring your laptop into the bathroom, for example.)
- Be near an outlet and plug in, as video conferencing can drain your battery quickly.
- Position yourself near strong wifi, in a front-lit space so everyone can see your face.
- Wear appropriate, dress down day clothes (no PJs!).
- Remember: your teacher and classmates can see you, and all Meet sessions (including chats) are being recorded.

Focus and Engage
- Remember that this is class — minimize your distractions and don’t distract classmates.
- Quit unnecessary apps like Messages.
- You are responsible for the material presented and/or discussed during the Google Meet. Do not navigate to another tab unless directed by your teacher.
- When you speak, look directly into the camera.
- As needed, click the “pin” on your teacher’s thumbnail image to keep them on the main screen.

Be Respectful
- Per MKA’s [Acceptable Use Policy](#), do not record or take a picture of your teacher or other students.
- Follow MKA’s Code of Conduct, just like you do when at school.
- Ask your teacher for permission before presenting your screen.
- Remember: you are responsible for your learning just like you are when sitting in an MKA classroom.
- Do all that you can to be supportive of your peers and teachers. This is a new journey for us all!

Troubleshooting
- **My internet is weak, the video is lagging, and/or other Chrome tabs are lagging.**
  Mute your camera when you are not speaking.
- **My microphone and/or camera is not working during a Meet.**
  (1) Leave and then rejoin the Meet, (2) restart your computer, (3) and if none of those work, contact the MKA Tech Department via the [Tech Help Desk](#).