

# 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!

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### 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](#).

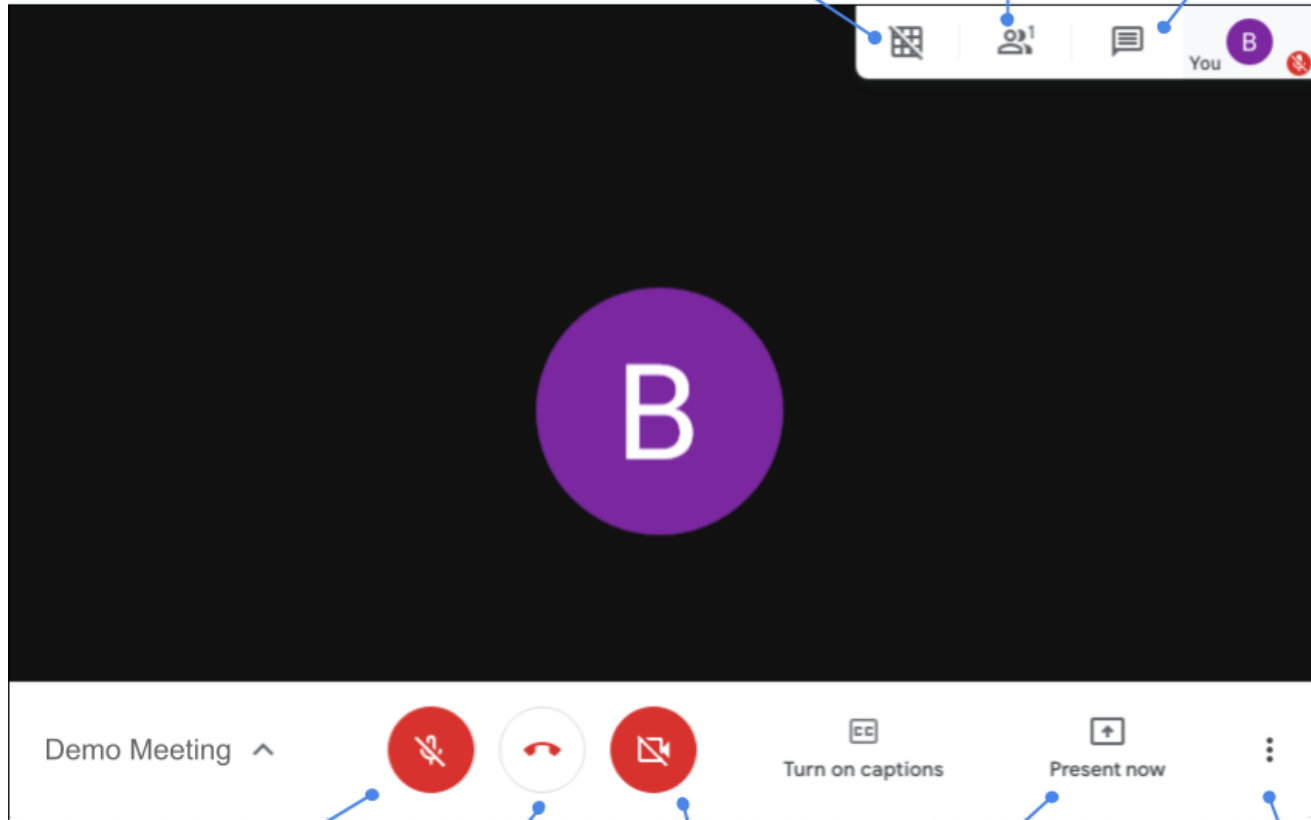
# Google Meet

Chrome browser recommended

Toggle "grid" view on or off only in Chrome

View meeting participants

Chat with meeting participants



Turn microphone on or off

Leave meeting

Turn camera on or off

Share your screen select whole screen or just one window

Additional tools record (teachers only), change layout