

Google Meet Norms & Directions

For Primary School Students



Logging On/Participating

- Join the Meet on time.
- Have the materials your teacher asked you to bring.
- Do not bring other toys or things to the Meet.
- Be ready to listen and learn.
- Go to your class Meet link that your teacher emailed to your parents.
Your parents should bookmark or save this Meet link to access again when your teacher schedules a Meet for your class again.
- Parents - If Google Meet displays a pop-up window requesting access to your device Camera and Microphone, please select the Allow or Enable buttons.

- **Enter your First name** when prompted.


What's your name?

Your name

Ask to join

 Present


- **Turn off the microphone.**  (Mute it so no one can hear you.)

- If you have a question, raise your hand. 
 - Wait your turn.
 - When the teacher calls on you, turn on the microphone to speak.

Location and Dress

- Go to your home learning space.
- Wear comfy, dress down day clothes; no PJs, please.
- Remember, your teacher and classmates can see you.

Listen and Focus

- Follow your classroom's expectations.
- Look at the camera when you speak.
- Click the "pin" 📌 to see your teacher's image and keep them on the main screen.
- Stay on the Meet until your teacher tells you it is done. Leave  when your teacher tells you it is over by tapping the "Leave Call" button.

Be Respectful

- Your teacher will record the Google Meet. The chat is being recorded, too.
 - Do not record or take photos of the Google Meet.
 - Be a kind, caring Cougar to your classmates while participating!
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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 Meet screen is freezing or stopping.*
 - (1) Leave and then rejoin the Meet.
 - (2) Restart your computer.
 - (3) Ask your parent or grown-up caregiver to load the Meet URL on a Google Chrome browser.
- *My microphone and/or camera is not working during a Meet.*
 - (1) Leave and then rejoin the Meet.
 - (2) Restart your computer.
 - (3) Ask your grown-up to load the Meet URL on a Google Chrome browser.
 - (4) If none of the steps above fix the problem, ask your parent or grown-up caregiver to contact the MKA Tech Department at mkatech@mka.org for assistance.

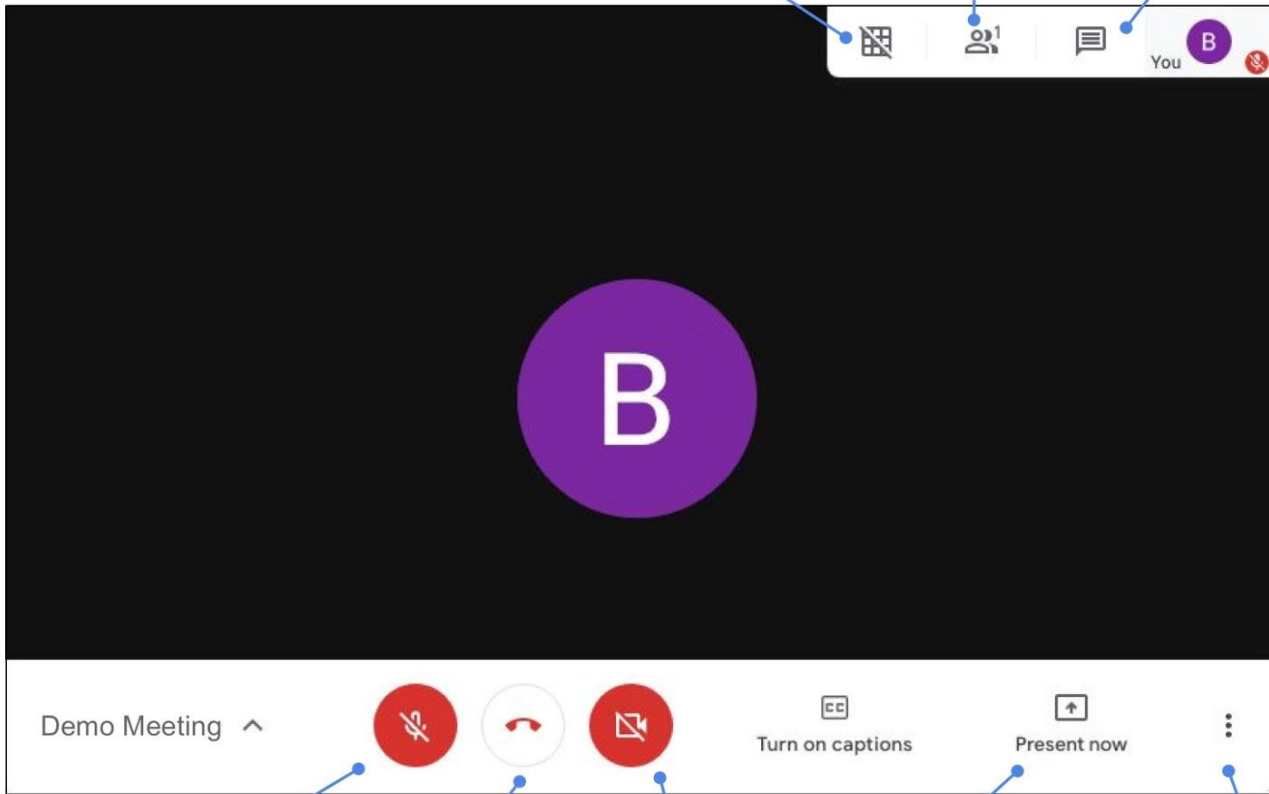
Google Meet

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

Present now (teachers only)

Additional tools record (teachers only), change layout