

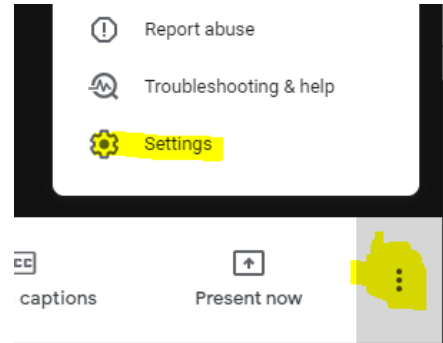


## Kingsway Regional School District

### **Classroom Live Stream: Technology Checklist and Virtual Meeting Safety Guidelines (IF USING GOOGLE MEET)**

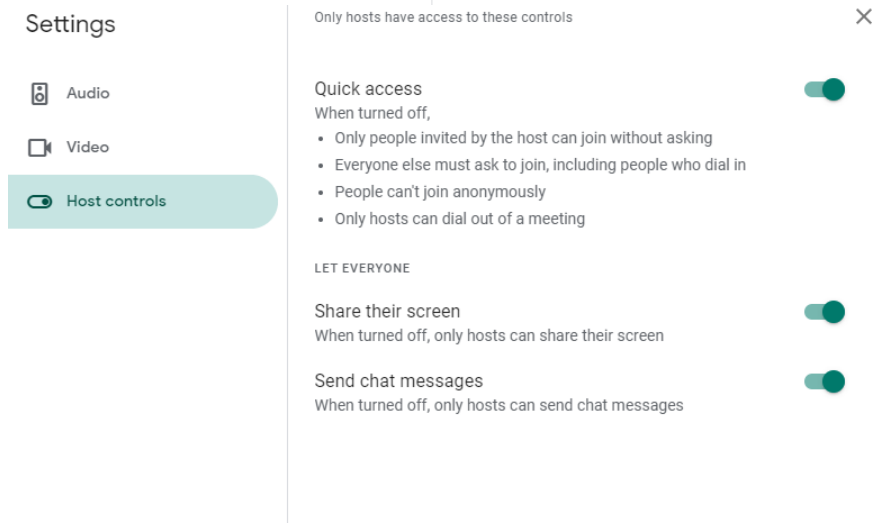
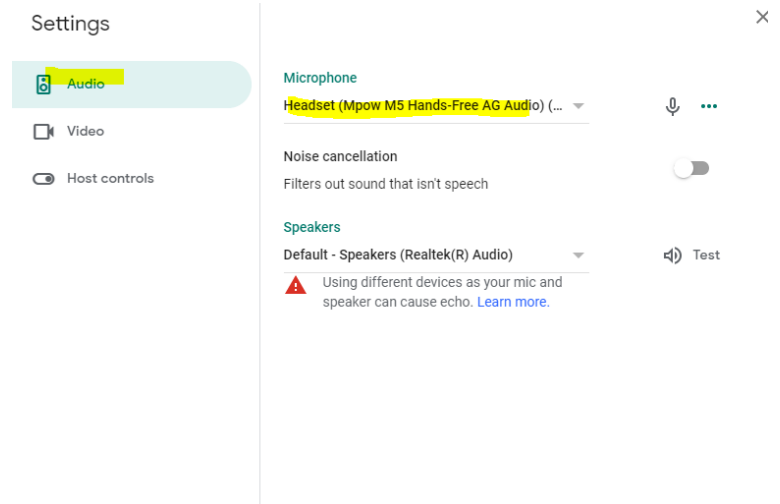
#### **Tech Set Up Checklist**

- Start a live session and test audio. Make sure your Bluetooth headset microphone is selected. Speakers should be set as normal. (Make sure MPOW is set) (Go to settings then Audio)
- Allow students to join the session. If it says they are (outside of Kingsway Regional School District) DO NOT allow them in as they could be a Meet-Bomber. Make sure students know to use their Google Apps accounts
- Do not allow in-person** students to join the virtual session as it will create feedback issues.
- Chat** – Turn on or off at your discretion.
- Share their Screen** – This is up to the teacher but we recommend you turning this off unless you want the student to present.



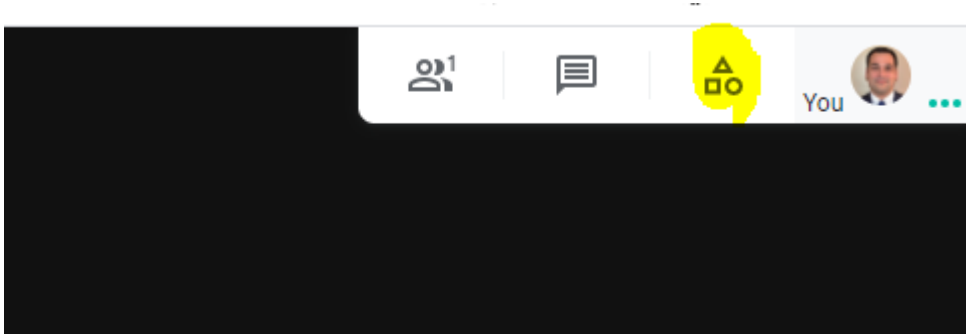
- If presenting from the Promethean Board or Projector/TV:**

- Ensure screens are duplicated by pressing *Windows (icon button) + P*. Click on *Duplicate*. This will project computer screen onto Promethean Board.
- Turn on/off video and start screen share.
  - If recording, pin teacher video to avoid recording students.
- If you want to show your video you can open your screen. Just make sure you are in duplicate mode. *(If you are in extend mode your computer will crash – if you want to use extend mode then make sure you close your laptop screen then extend. That is the only way extend will work without crashing.)*



*Additional Google Meet Features (for those who haven't used it in a while)*

You will notice this on the top right of your screen. Click [this](#) for advanced features.



You can then use these features to do any of the functions below. They are pretty quick and easy to setup.

