

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.
- $\Box \quad Chat Turn on or off at your discretion.$
- □ 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.
 - **u** Turn on/off video and start screen share.
 - ☐ If recording, pin teacher video to avoid recording students.

Settings

Video

Host controls

å Audio

□ 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.

Settings				
e.	Audio		Microphone	
0	Addio		Headset (Mpow M5 Hands-Free AG Audio) (👻	ų
$\square^{\mathfrak{q}}$	Video			
	Host controls		Noise cancellation	
9	nost controls		Filters out sound that isn't speech	
			Speakers	
			Default - Speakers (Realtek(R) Audio)	d) Test
			▲ Using different devices as your mic and speaker can cause echo. Learn more.	
		Only hosts have ac	cess to these controls	×
	Quick access When turned off, • Only people invited by the • Everyone else must ask to • People can't join anonymo • Only hosts can dial out of LET EVERYONE Share their screen When turned off, only hosts can		vited by the host can join without asking must ask to join, including people who dial in oin anonymously n dial out of a meeting	•
			een only hosts can share their screen	
		Send chat mes When turned off,	ssages only hosts can send chat messages	



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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.

