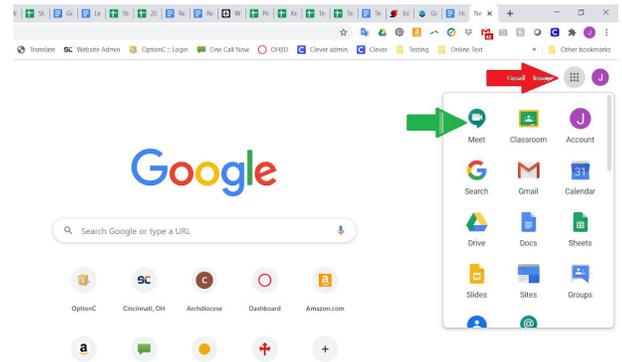


How to Participate in Virtual Learning Using Google Meet

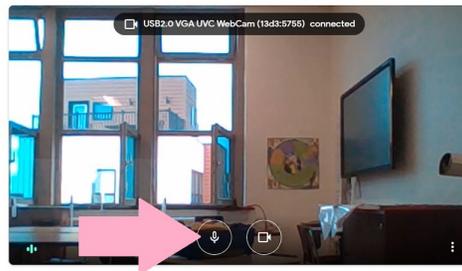


How to Join a “Meet”

- 1) Make sure that the student is signed in to Google using his/her assigned school account (*username@stceciyacincinnati.org*)
- 2) In the upper right corner, click on the Google apps “waffle button” (red arrow - looks like nine dots)
- 3) Then click on the “Meet” icon (green arrow)
- 4) On this screen, click the green bar that says “Join or start a meeting” (yellow arrow)



- 5) Enter in the code that you got from school for the correct class and then Continue. For a list of codes, see the school website under - “Google Meet Codes for Distance Learning” on the home page.
- 6) Before joining the meet, make sure to mute your microphone (click on the image that looks like a microphone - pink arrow) so that it turns red. Then click “Join now”



- 7) Once you’re in, you should see the classroom. A couple things to keep in mind:
 - a) Please keep your microphone muted unless speaking (click the microphone button to change from on to off)

Microphone ON:

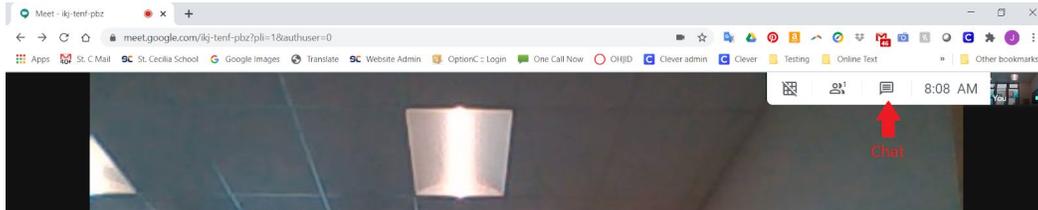


Microphone OFF:



- b) It might help to wear headphones to keep from getting feedback (loud squealing sound)
- b) Keep your camera on at all times and make sure the student is in the frame so the teacher knows he/she is there. No other family members should be seen in the screen.

- c) Be focused and engaged on the instruction. Nod or give thumbs up when others are speaking. Try not to have side conversations during a class.
- d) During a meeting, all major controls and functions are accessed from the bottom of the window. Settings can be configured from the More Options button, which looks like three stacked dots, to the bottom-right. Participants and chat are accessed on the right side.
- e) You can ask questions by raising your hand and then unmuting when the teacher asks for questions -OR- you can type them in the Chat window (click on the message icon (on the bar in the upper right corner) to get the chat window (red arrow)



- 8) To end the meeting, simply close the tab -OR- click the red phone button at the bottom of the screen

Expectations for Virtual Learning

Before you start

- Gather the materials that you need for class (paper, pen/pencil, books, worksheets, etc).
- Choose a quiet place away from distractions in the house. Student should be at a suitable work space such as a desk or table and be wearing his/her school uniform.
- General expectations: if it wouldn't be appropriate in the classroom, it isn't appropriate in a Google Meet
- Be on time for class and stay in the meet until dismissed by the teacher.

Important Privacy Issues

- It is expected that the camera is kept on at all times during a "Meet" to ensure attendance. When you participate in a meeting, you are providing a "window" into your home.
- Please think about what is behind you and what may come into view during the meeting.
- These Google Meetings are private discussions between teacher and students. All school expectations for the classroom apply to these conversations. **This includes the rule that no part of this meeting should be photographed, audio-recorded, or video-recorded.**