Fall 2020 Recording and Posting Google Meet Sessions

Tips for Teachers:

● Only use Google Meet links generated through Google Classroom for meeting whole or small group with students - this prevents students from entering first, remaining after meeting owner leaves, re-entering meeting and prevents guests (unknown users) from joining.

● All Google Meet instructional sessions, with the exception of Circle Time/Building Community/Community Meeting, must be recorded and posted by the end of each day in your Google Classroom. NOTE: We will have students who will be on an Alternate Attendance Plan. These students will need to learn from the daily recorded live learning sessions.

● Please note that all Google Meet instructional sessions will be recorded in your course syllabus. Explain that they will only be viewable by the students in the classroom and will only be available for a finite period of time.

● Recordings should ONLY be posted to the Google Classroom for the class that was recorded. Students should not be able to view recorded sessions of other students’ classrooms.

● If utilizing breakout rooms-teachers must monitor each room by splitting their screens so they are able to see all rooms simultaneously. See directions for three options that will support you creating manageable breakout rooms.

● Consider recording small group interactions or review sessions but only share with attendees in that group - not whole class.

● Utilize the chat to share links to resources with students.

● Be mindful of what is visible in your camera view.
  ○ Take a moment to survey your workspace and what will appear on screen during your Meet.
  ○ Minimize distractions.
  ○ Remove controversial items.

● Be mindful of professional attire and appearance on camera.

● Eliminate distractions - no eating during Google instructional sessions, no TV, no music, no pets (Exception: Pets may be appropriate during Student Wellness, Building Community, Community Meeting or Circle Time)

● Classroom rules/procedure must include Google Meet Etiquette - should address the expectations for students
  ○ Procedures should be clearly shared at first meeting, pinned at top of Google Classroom and reviewed regularly
Coming soon/New to Meet - teacher can mute students or remove them from meet and prevent them from re-entering, teacher can turn off chat for all, teachers can END MEETING for all (remove everyone), attendance taking feature, and mute the meeting (helpful to monitoring breakout groups)

Uninstall Google Meet Grid View extension if still in use. Google Meet Tiled View will soon support up to 49 participants in view (7 X 7). Show students how to set this as their view. Tiled View automatically switches to sidebar when screen sharing is selected and automatically switches back to tiled when screen sharing is ended. Date for new grid view: TBD.

Tips to share with Students:

- Students should have cameras on.
  - Consider that students may have reasons relating to social emotional learning and well being for not wanting their camera on in some circumstances. We will be giving guidance on how to appropriately handle these situations.
  - Custom backgrounds and blurred backgrounds are coming soon to Meet
- School appropriate appearance on screen
- Microphone muted when not speaking
- Google profile icon MUST be school appropriate (this is what appears on screen when participants turn their camera off). Request that the student change any inappropriate icon. If they refuse, report inappropriate profile images to your school administrator. Google administrators for the school district can change a user's profile icon.
- Eliminate distractions - limit eating during meetings, no TV, no music, no pets
- Show students how to set Tiled View as their view. Tiled View automatically switches to sidebar when screen sharing is selected and automatically switches back to tiled when screen sharing is ended.
- Show students features of Meet
  - Closed captioning (including how to change the language displayed), changing view, how to turn on/off mic and camera (shortcuts)
  - New features - hand raising, Q&A, polling, upvoting, breakout rooms, custom backgrounds, and embedded Jamboard

Dealing with Meet issues:

- Post-production editing of video recordings, if necessary before posting (if something inappropriate is captured) - 3 minute video on Editing for Time in WeVideo
- Keep in mind Chat is not captured in Meet Recordings - transcripts of chat are captured and can be shared separate from recording

- Student handbook addresses proper student classroom behaviors and use of technology - any incidents that occur in a Google Meet fall under these bullet points - refer issues to school administrator

- Ask your administration during *back to school* events how they want you to relay inappropriate Meet behaviors and how they will be handled. Share this information with students so they have the correct expectations and are aware.

Resources:

- [Intro to Google & Other Google Tools (Teacher)](#)
- [Intro to Google & Other Google Tools (Students)](#)
- [AACPS Google Resource Site- Google Meet](#)
- [How to Share your Screen in Google Meet](#)
- [Example Meet Etiquette Sheets](#)
  - Primary
  - Secondary
  - Classroom & Meet Etiquette