



Recording Daily Instruction in Google Meet

Below are **three methods** for teachers to choose from when recording instructional lessons in Google Meet. Ideally, we are **seeking to increase real time student instructional engagement and participation** while also increasing the ability for students who are present in the live virtual classroom and those not present to learn the content and skills of the lessons after the school day is over.

Preferred Method: Record live teaching during the instructional learning blocks with students' microphones and cameras turned on.

- This is the preferred recording method when all students in a classroom have permission for their cameras and microphones to be active (on) during recording.
- The goals, objectives, core content of the day's lesson, and student expectations related to assignments should be included in the recording.

Alternate Method - 1: Record only the teacher's live classroom direct-teaching lesson of a given day's concepts and skills with all students' microphones muted and all students' cameras off.

- The goals, objectives, core content of the day's lesson, and student expectations related to assignments should be included in the recording.
- The teacher will announce to the class when recording will begin and ask that all microphones and cameras be turned off. She/he will explain that during direct instruction all questions will need to be typed into the chat feature or held until direct instruction and recording has ended, and finally indicate when all recording has ended for the learning block at which time full student participation can begin again with microphones and cameras on.
- *NOTE: In preparation for using this method, the teacher will initially change their Google Meet layout to the "Spotlight" layout. Then, the teacher will mute all students' microphones. Since video images of students appear on screen when a student speaks, muting all microphones prevents the recording of student video images.*

Alternate Method - 2: Pre-record the direct-teaching core lesson of a given day's concepts and skills.

- The goals, objectives, core content of the day's lesson, and student expectations related to assignments should be included in the recording.
- When this option is selected, the teacher will not record during the real time teaching of the instructional learning blocks. All students will be expected to have their microphones and cameras on during real time instruction, so they are able to fully engage in the interactive learning setting.
- The teacher cannot use the pre-recorded lesson in live teaching during the school day's learning blocks. Instead, the pre-recorded lesson will be the lesson that is posted in the teacher's Google Classroom for use by students after the school day is over.

Each teacher should choose the method that works best for their students based on each day's lesson, parent permissions for student recording in any given classroom, and teacher's thoughtful planning for student concept and skill attainment.

Recordings for each learning block must be posted to teacher's Google Classrooms by the end of each workday. Students who attended live instruction and those who were unable to attend in real time should be able to view the recorded lesson on the evening following each day's lessons. NOTE: Only students enrolled in the classroom where the video recording was made will be able to see their class' recording.