



## Digital Communication Guide

Teachers may be offering live question and answer sessions for senior phase classes during remote learning using Google Meet. This document will help you understand how this will work.

### Joining a Google Meet

Teachers will inform learners of what time a Google meet session is taking place.

Learners can login to the meeting either by using Google classrooms or a link that will be sent out on Show my Homework. Individual class teachers will communicate how to access each meeting.

### **Logging in using Google classrooms:**

You can join a Google Meet using the meet link at the top of the classroom, as show below:

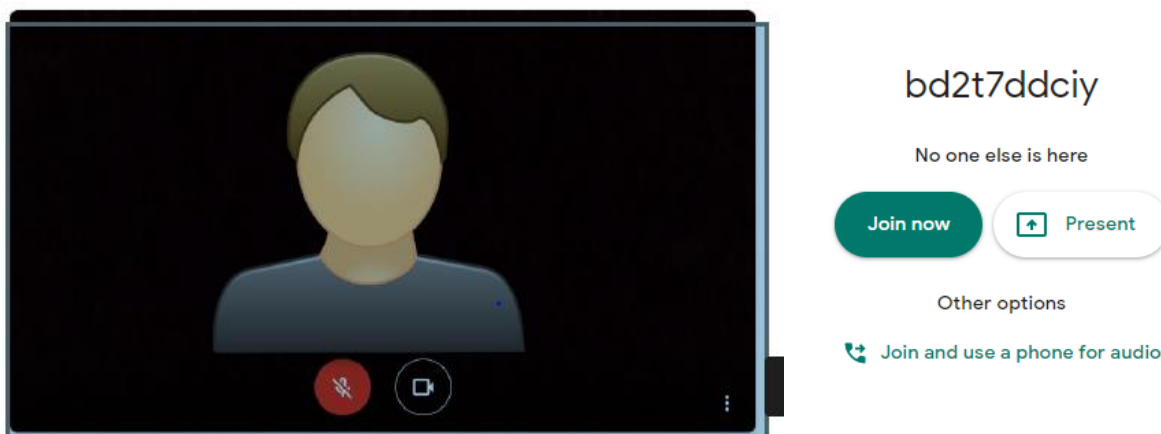


Alternatively, teachers will send a link to use through Show my Homework. If you have already logged into GLOW, the link should take you immediately to the meet.

If you are not logged into GLOW, you may be asked for a username and password to access the meeting. This is your GLOW email address and your GLOW password.

GLOW email is written as: MCjoeb21@glow.sch.uk

Once you have entered the meeting page, you must click the join now button, as shown below:



Please ensure that you have muted your microphone and switched off your camera (both will turn red). In the screen above the microphone has been muted.

Your teacher will give instructions when you join the meeting regarding your camera and microphone.

It is suggested that you use headphones during the meeting if this is possible. This reduces any feedback that each participant can hear.

The following link will take you to a YouTube video which provides technical support for logging into GLOW, using or downloading office 365 from GLOW and accessing and using Google classroom and Google meet.

<https://youtu.be/C93db5RIQi0>

This has also been posted on Show my Homework as an announcement for all learners.

### **Responsible and Respectful use of Google Meet**

Google meet is being used as a platform for learning and should be used responsibly and respectfully.

When using Google meet you should:

- Login to the meeting at the agreed time.
- Only use your own username and password and do not share your details with others.
- Choose an appropriate location to participate in the Google meet.
- Let other members of your household know that you are taking part in a live learning session. This is to minimise the chance of being disturbed.
- Turn off notifications or pop-ups that could appear on your screen.
- Be prepared for the meeting with learning resources. Have a notepad or a document open on your device that you can take notes on.
- Observe appropriate classroom behaviour (expectations are the same as in face to face lessons).
- Use the hands up functions to contribute to discussion.
- Leave the meeting at the end of the session.
- Logout of Google classroom and GLOW if the device is shared with others in your household.