

Student guide to Google Meet- Live sessions



Morning registration check-in

Every morning at 8:50am with your form tutor.



'Start the day together'



Proportion of live lessons

A significant proportion of your lessons will now be live across the 2 week timetable

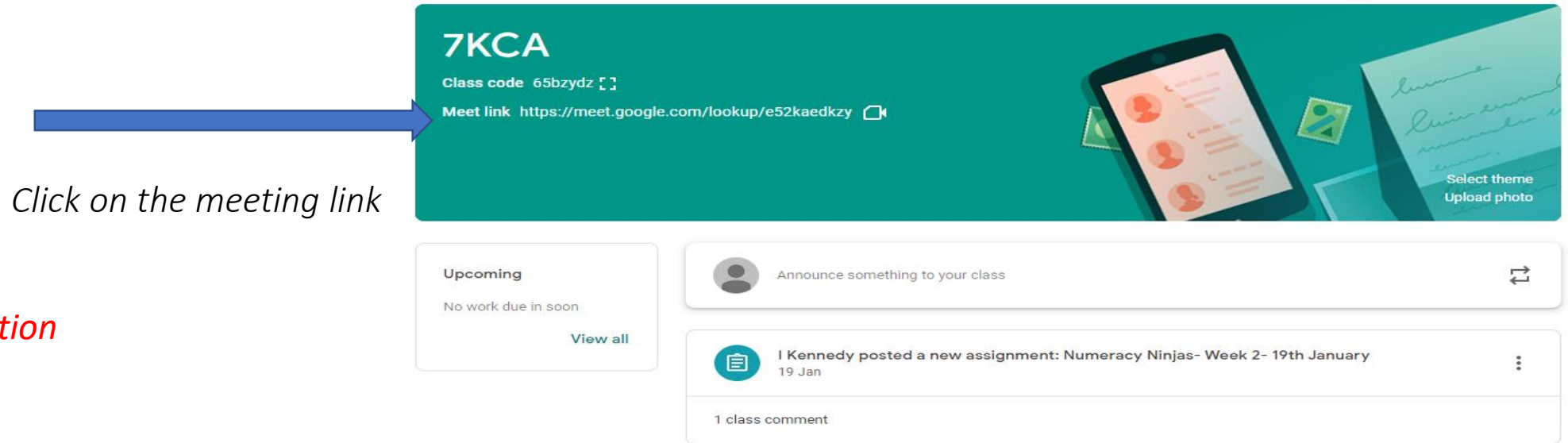
In reference to your scheduled live lessons for your subject classes and your daily morning check-ins

Morning registration check-in



- Every morning at 8:50am with your form tutor.
- You will need to be up, dressed and ready to learn at 8:50am.
- You will join a Google Meet through your form room on Google Classrooms.
- You will see your tutor for 5-10 minutes to register and check that you are up and ready to learn for the day ahead.
- If you are set for the day ahead then you will then leave the session and proceed with your timetabled lessons for the day.
- You can use this morning registration as an opportunity for students to ask specific questions about your learning possibly discuss any concerns you might have.

How to join the morning registration check-ins

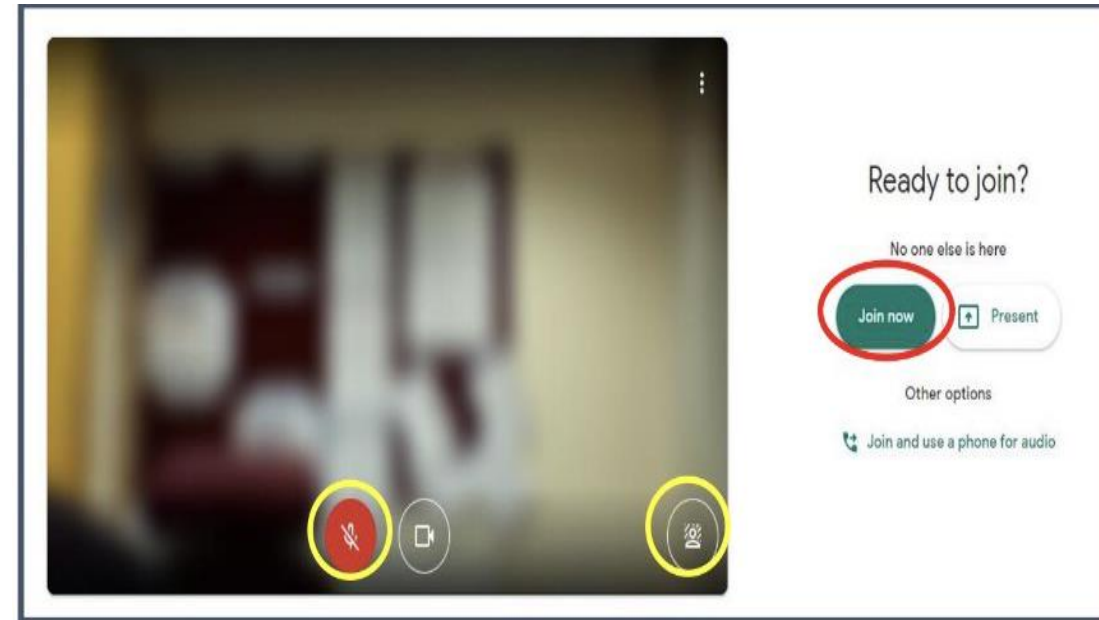


See the demonstration

- You can join the morning registration check-in through Google Classroom via the top panel of the screen.
- A link will appear which will take you straight through to the morning registration when you click on it at 8:50am.
- Remember, you can access both Google Classrooms and Google Meet via your smart phone or I-Pad as well as a laptop/computer. Please refer to Mr Sayce's guides or ask your form tutor if you need help with this.
- If you have any issues, your form tutor can send you the invite code/link via email and you can join that way

Google Meet waiting room

1. Once the Google Meet live lesson/ registration link has been followed the screen below will appear prior to joining the live lesson.
2. Using the two buttons circled in yellow in the following screenshot, students will need to mute their microphone, turn off their camera and blur the background of their camera.
3. Students will then need to click the 'join now' button to allow them to join the live lesson.
4. The lesson will **only be available once the teacher has joined the meeting** and therefore, students may be instructed that they are 'waiting for the host'.











This should be turned off at all times unless the teacher instructs you otherwise.

This should be turned off at all times unless the teacher instructs you otherwise.

Use this to ask/answer a question about the lesson

Keep this off- unless your sound isn't working.

Get to know the Google Meet tools

| | |
|---|---|
|  | Turn your microphone on and off |
|  | Leave the Google Meet |
|  | Turn your video on and off |
|  | See who is in the Google Meet |
|  | View the Chat |
|  Turn on captions | Turn automatic close captioning on and off |
|  Settings  | Use the More Options Menu to change your audio settings |

Use this to get the teacher's attention to ask a question- you can then lower it as well.



How to join a live lesson for your subjects



*See the
demonstration*

- You will **access Google Classroom** as you normally do.
- You will then navigate to the **appropriate classroom**, e.g. 9X2 History.
- Within the classwork section, teachers will create an **‘assignment’** *(this is exactly how teachers have been posting their remote learning lessons in previous weeks)*.
- Within the instructions section of the assignment, teachers will **post a link for students to follow** which will grant them access to the Google Meet live lesson.
- After the live lesson, teachers will upload materials to support those who couldn't access at the time. This will either be a pre-recorded Loom with the instructions for the lesson or a recording of the instructional part of the lesson.
- **It is important that you attend the live lesson unless you are unable to.**

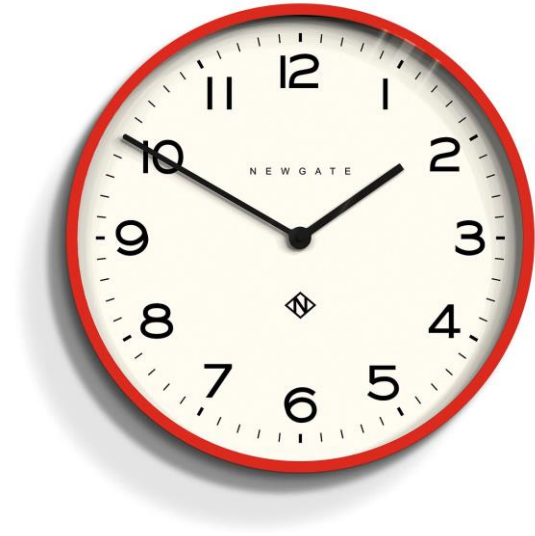
Timings for the live lessons

Timings of the day for live provision

- Form time check-in= 8:50am-9:00am
- Period 1= 9:05am-10:05am
- Period 2= 10:05am-11:05am
- Break= 11:05am-11:30am
- Period 3= 11:30am-12:30pm

Form time activities/lunch break- 12.30-12.50 pm
(although these activities can be completed at any time)

- Period 4= 1:30pm-2:30pm
- Period 5= 2:30pm-3:30pm.



Each lesson will run to just less than an hour.

We will ensure you have a few minutes to transition to your next lesson and have a couple of minutes away from the screen.

How will live lessons run?



Outline structure of a live lesson (this will vary slightly subject to subject)

1. 5 minutes registration & starter activity

(your teacher will admit you into the google meet, you will temporarily identify yourself by switching your video on and completing a starter task)

2. About 15-20 mins teacher talk and instruction– This part of the lesson will involve you turning off your camera and microphone and the teacher will present to the class and will record this part.

This will vary depending on the lesson and subject but generally this might involve them talking through key information and informing you on how to complete a task. This part will be recorded for those who can't attend. This is why it is vital you keep your camera and microphone off during this part of the lesson. You can 'raise your hand' to ask a question in the chat box. Once the task is set, the teacher will end the recording.

3. You can then turn your camera on and ask any questions about the task

4. You will then complete the student activity.

This will be completed independently but the teacher will stay on and answer any questions or provide help to those who need it.

5. Final section of the lesson will see the teacher review the learning and check that everyone has grasped the core concepts of the lesson.

The teacher will then end the lesson and upload any resources to Google Classrooms (including the recording).

How many live lessons will you have?

- ✓ KS3 student will have 12 live lessons a fortnight (about $\frac{1}{4}$ of all lessons)
- ✓ KS4 student will have 18 live lessons a fortnight (just over a $\frac{1}{3}$ of all lessons)
- ✓ These will not be a set date so that there is flexibility on when they are best utilised. As such, you might find that some days you have more live lessons than others.

KS3 allocation of live lessons per fortnight

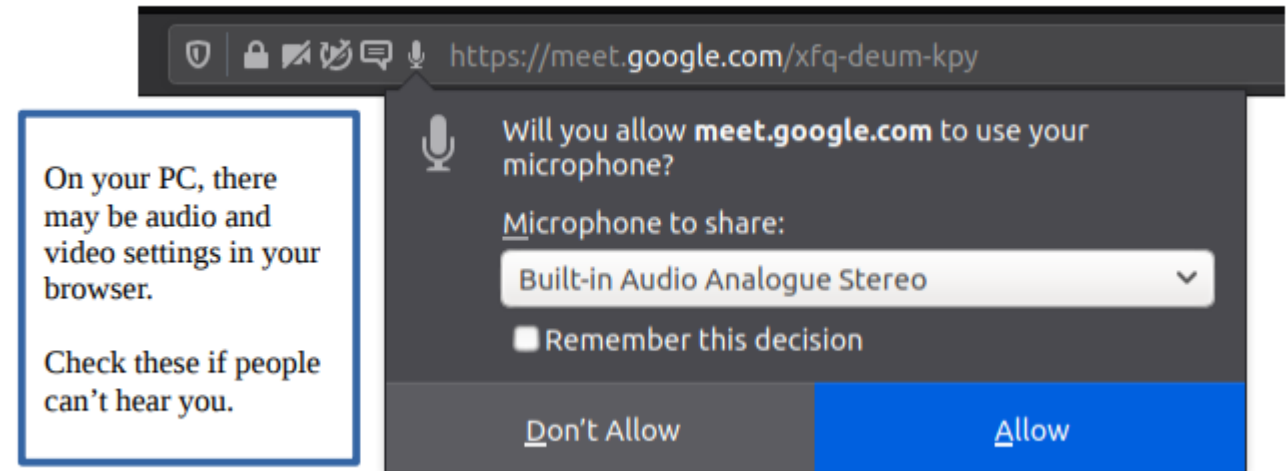
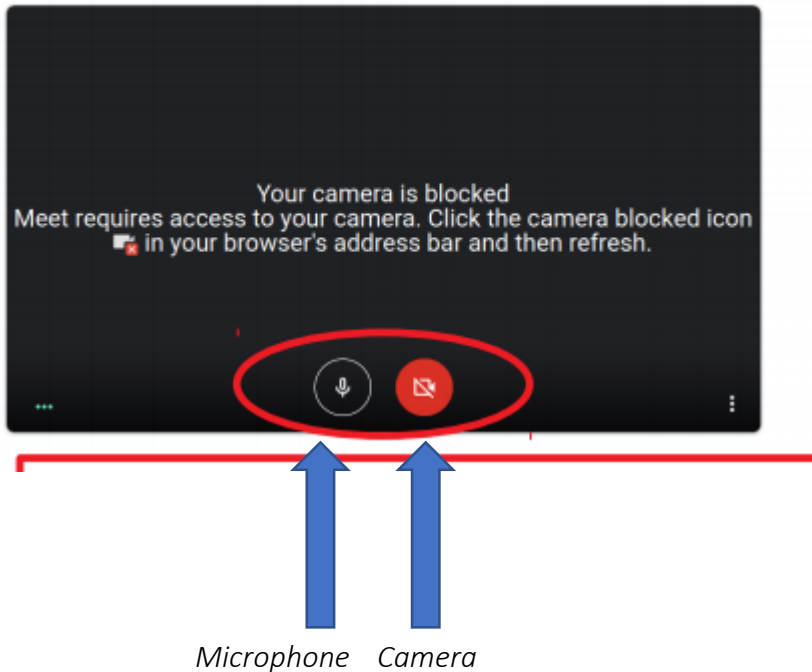
| | English | Maths | Science | MFL | Geog | History | CC | D&T | Art | Computing | PE | Music | Drama |
|---------------|---------|-------|---------|-----|------|---------|----|-----|-----|-----------|----|-------|-------|
| Contact hours | 8 | 8 | 7 | 4 | 4 | 4 | 3 | 3 | 2 | 1 | 4 | 1 | 1 |
| Live | 2 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 |
| Loom | 6 | 6 | 5 | 3 | 3 | 3 | 2 | 2 | 1 | 1 | 4 | 1 | 1 |

KS4 allocation of live lessons per fortnight

| | English | Maths | Double Science | Triple Science | MFL | Geog | History | CC | D&T | Art | Catering & Hospitality | PE GCSE/SS | Drama | ICT |
|---------------|---------|-------|----------------|----------------|-----|------|---------|----|-----|-----|------------------------|------------|-------|-----|
| Contact hours | 8 | 8 | 10 | 15 | 5/6 | 5/6 | 5/6 | 1 | 5/6 | 5/6 | 5/6 | 5/6 | 5/6 | 5/6 |
| Live | 3 | 3 | 4 | 6 | 2 | 2 | 2 | 0 | 2 | 2 | 2 | 2 | 2 | 2 |
| Loom | 5 | 5 | 6 | 9 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |

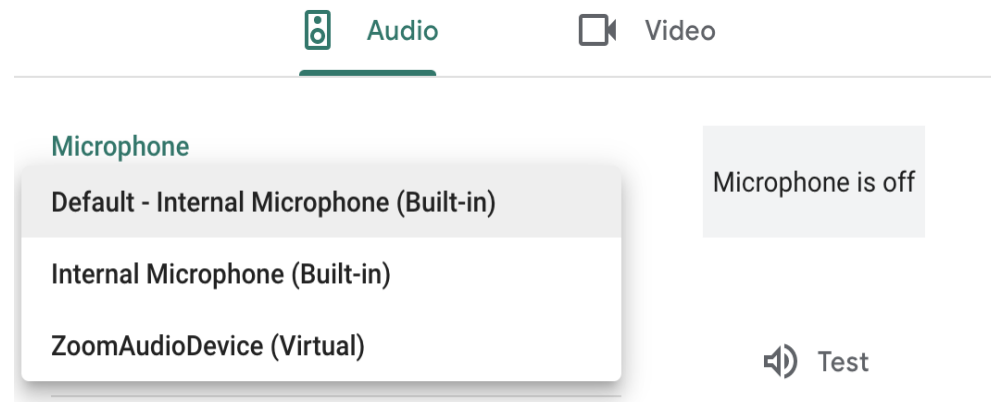
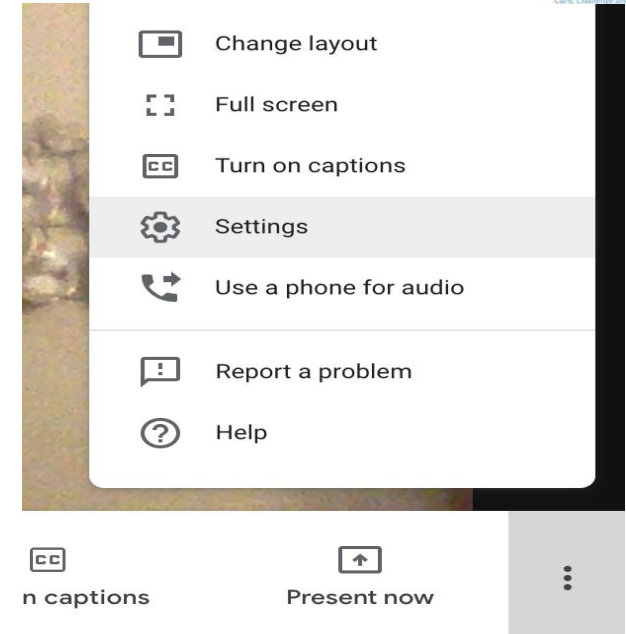
Key tips and reminders

- You must sign in with your Acle Academy account. Use your Acle Gmail School email – just like Google Classroom.
- Your teacher will tell you whether to join using your camera or audio only. Click the camera and microphone icons to turn them on or off. If your Internet is slow, audio only may be better anyway.



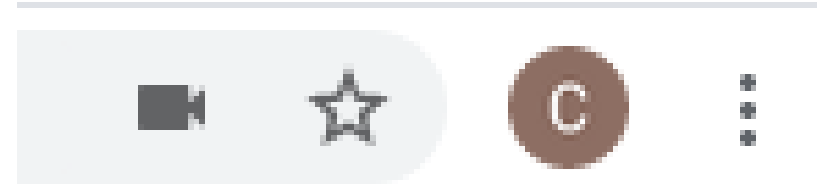
Troubleshooting and technical issues

- If you cannot hear/see people or they cannot hear you, be sure you are not muted.
- If you are not muted, check your audio and video settings. Go to the three dots in the bottom right hand corner and select Settings.
- Check that the correct microphone and camera are selected from the drop down menu.



Troubleshooting and technical issues

- When you first go onto Google Meet you have to accept the camera/microphone permissions to enable it work properly.
- It should ask you to 'allow' this when you first log in.
- If this is an issue then the permission settings can be accessed by the camera icon up in the top right of the browser.
- it will display a red dot if you are denying a required permission.



As you can see, this one has 'allowed' camera access

Online guidelines and rules



Preparation for lessons: To be ready for online learning, students should:

- Ensure you're in a suitable quiet place and tell people who you live with that you'll be in an online registration/lesson.
- We ask that students are sat in an appropriate place to study and complete work.
- Choose a location with blank/ neutral background, or blur your background using the **backgrounds** button in Meet
- Be dressed appropriately for a public environment (school uniform is not needed)
- Aim to arrive just before the lesson (2-3 minutes before just in case there are any technical issues)
- Have your subject books and pens/ equipment ready if it is a lesson
- Join the lesson on mute with camera off – your teacher will ask you to turn it on later

Online guidelines and rules



Expectations within lessons

- You are expected to attend all online lessons where possible, and registers will be taken. Please let your tutor or teacher know if you're unable to attend a lesson.
- Behaviour expectations are the same as in school: Be punctual, polite and prepared
- Put yourself on mute when not talking (mainly to avoid feedback)
- Keep your camera switched off until your teacher tells you to turn it on
- Chat can be used to talk to the teacher only or discuss the work with your peers
- Take part when asked questions (type or talk)
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- Any behaviour concerns will be addressed by the school following our behaviour policy

Key points



For all online lessons and registration sessions

- You control your microphone and camera -if you don't want to use the camera, you don't have to!
- Staff can remove anyone from a meeting who is not behaving appropriately and we will follow up concerns through the school's behaviour policy.
- Please listen to your staff and work together to make this successful. Remember there might be a few technical issues in the beginning, be patient and ask for help.
- Live lessons will have sections of the lesson which will potentially be recorded by the school for to support pupils who can't access the lesson in real time.
- If you have any questions or concerns about using Google Meet, please ask your form tutor, class teacher or email for support.

Summary of key points



- ✓ We will be introducing live sessions from Monday 25th January for all pupils.
- ✓ These will take the format of
 1. Morning registration sessions 8:50am-9am every day
 2. Live subject lessons- to be determined by your teacher and links provided in Google Classrooms.
- ✓ Attendance for these sessions is important. and we expect all students who have access to attend. Please contact the school if there are any issues that would prohibit your child attending live sessions, for example illness or access issues.
- ✓ For anyone unable to attend- we will post either a Loom video or a recording of part of the lesson for you to watch and catch-up in your own time.
- ✓ We still have very clear behaviour expectations and rules around these sessions. Make sure you are familiar with them before lessons begin.
- ✓ We still expect work to be submitted in the usual way through Classrooms and teachers and tutors will still be following up on this.