

Video Conferencing with Learners

Guidance for Learners, Parents and Carers

Google Meet and Microsoft Teams within Glow are now enabled for live video-conferencing with learners. The following guidance and advice will help learners, parents and carers to manage video calls to ensure a positive and safe experience for all.

It should be noted that these are the only platforms that schools in East Renfrewshire are permitted to use as they meet the technical requirements necessary to ensure the safeguarding of all participants.

Please familiarise yourself and your child with the following advice and guidance to ensure that everyone feels safe and secure whilst using video conferencing for learning.

Information for Learners taking part in a Google Meet or Teams meeting from home



Before the online meeting starts

- Find a suitable place to sit- not in your bedroom unless it is unavoidable
- Sit with your back towards a wall to reduce how much of your surroundings are in the camera frame (in Teams, you can blur your background). Try not sit with your back to a window as it makes it difficult for others to see you
- Choose a quiet space with no background noise or distractions such as TV, radio etc or use headphones
- Place your device on a table or hard surface to make sure that it is stable and remains connected

- Treat the online lesson like a real lesson in school
- Dress appropriately, as you would if others outside your home would see you
- Be ready on time for the lesson your teacher will tell you the dates/times of online sessions, you should tell your parent/carer about these.
- Have a pen/pencil and paper beside you in case you need to take notes.

Remember to let other people in your house know that you are taking part in an online lesson so that they do not accidentally interrupt you.

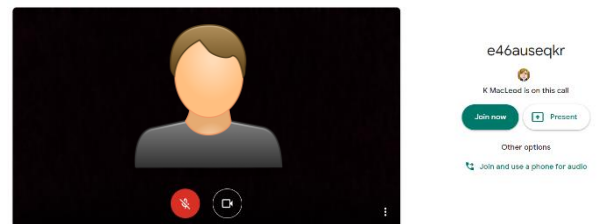
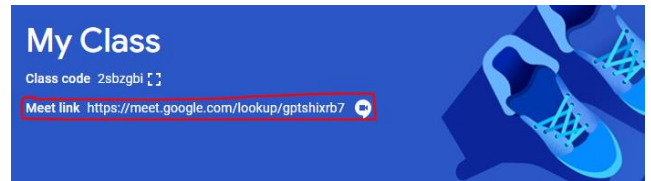
Using Google Meet

Your teacher can now use Google Meet for live lessons!

You should only use Google Meet when your teacher tells you.

How to access live lessons with Google Meet on laptops and Chromebooks

1. Log in to your Glow account and then go to Google Classroom.
2. At the time of your online lesson, click on the Meet link on the Classroom banner.
3. You may see a message about using your camera and microphone – click **Allow**.
4. You will see your webcam view. Click on the microphone to mute your mic, and turn off your camera if you wish.
5. Click **Join Now** (don't click on Present).
6. Follow instructions from your teacher.



You can't create a meeting yourself. Contact your system administrator for more information.

If you're joining a meeting from Google Classroom, wait for your teacher to join and then refresh this page.

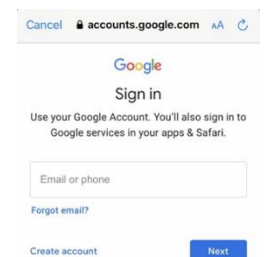


If you see an error message, it means that your teacher has not started the Meet yet. Go back to Google Classroom and try to click the Meet link again later.

7. During the Meet, listen to your teacher and behave as you would be expected to in a face-to-face lesson.
8. You can mute your microphone or turn off your camera using the buttons at the bottom of your screen.
9. At the end of the lesson, click on the little red phone icon at the bottom of your screen to disconnect.



- ✓ You can download the Google Classroom and Google Meet app on to your tablet or mobile phone.
- ✓ When it asks you to log in to Google, remember to use your Glow username, and then @er.glow.scot
- ✓ Click on the Meet link in Google Classroom and then the Meet app will open automatically.



Remember to only show your face on your webcam, and tell your teacher if there is anything that concerns or worries you while you are using Google Meet or Google Classroom.

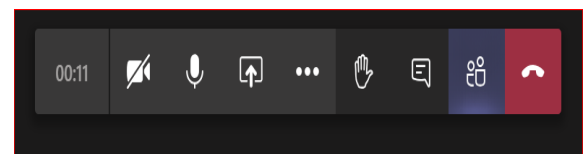
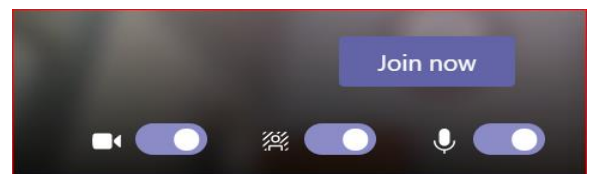
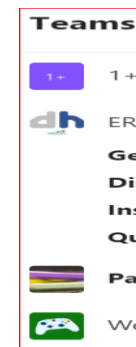
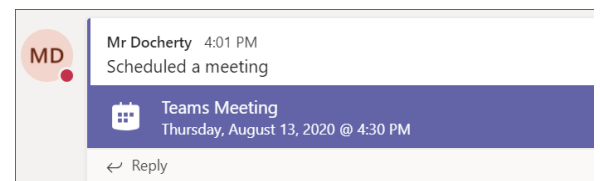
Using Microsoft Teams Meetings

Your teacher can now use Microsoft Teams for live lessons!

You should only use Teams when your teacher tells you.

How to access live lessons with Teams on laptops and Chromebooks

1. Log in to your Glow account and then go to Teams.
2. At the time of your online lesson, click on the team that you are part of, it will usually be called by your class name if you are in Primary school and by subject/class if you are in secondary. The Teams you are part of will be seen in the panel on the left hand side of your screen.
3. On the posts page of the team, you will see the meeting
4. Click on the meeting then 'join now' when you are ready.
5. You will see your webcam view. Slide the white dots to turn the camera or microphone on or off and the middle one to blur your background.
6. Follow instructions from your teacher.
7. During the meeting, you will be told to keep your microphone off unless invited to speak you can control this on the toolbar. The hand icon can be used if you wish to raise your hand to say something or you can ask a question by using the chat function through the speech bubble icon.
8. At the end of the lesson, you will leave by clicking the red telephone icon to disconnect.



✓ You can download the Microsoft Teams app on to your tablet or mobile phone and log in using your Glow details

Remember to only show your face on your webcam, and tell your teacher if there is anything that concerns or worries you while you are using Microsoft Teams

Parents/carers – helping your child with online meetings

Before the online meeting starts

- **Remind your child of the need to behave appropriately and to follow teacher instructions. For younger children it would be desirable if you stayed close by to monitor their activity. Inappropriate behaviour may result in a child being removed from a lesson and a follow-up discussion with senior school staff.**

During the online meeting

- **If you need to speak to your child’s teacher, please do so through the normal channels of communication. It is important that parents/carers do not attempt to participate in online meetings with learners, this is to protect your own privacy and that of others.**
- **If your child is experiencing difficulty during a meeting they should use the chat facility to communicate this to their teacher, parent/carers must not interrupt meetings by speaking or appearing on camera.**

After the online meeting

- **It would be helpful if you could follow up with your child after online meetings (depending on their age and stage) to ensure they are clear about next steps provided by their teacher.**
- **If you have any concerns about the use of Google Meet or Microsoft Teams or the content of online lessons, please contact the school using the normal channels of communication.**

We would like to acknowledge and thank South Lanarkshire Council for sharing their materials to help with this guidance.