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Remote teaching with Google Meet / Hangouts

Use Google Meet to stream, record and work together in a virtual classroom environment

There are a few options for delivering video lessons via G Suite

1. Collaborative online video conferencing where the teacher schedules a class, can present via webcam and screen share. Students can also collaborate in the same way. Follow this simple guide.

2. Prerecorded lessons where the teacher has recorded their video (optional) audio and desktop. A recording can be shared with students. Follow this guide.

3. Live-streamed lessons, very similar to option 1 where the lesson is live but students can not contribute to the session. Follow this guide.

School G Suite **Administrators** will need to ensure that the correct permissions for Google Hangouts are set in the G Suite Admin Console. Guide below.

> ## Set some rules
>
> Teaching online presents the same issues as in a physical classroom, by using the three options above you can limit contribution, allow collaboration and enable recording.
>
> 1. Have a hands up policy! If a student has a question, ask them to leave a message in the chat panel.
> 2. Ask collaborators to be kind, specific and helpful.

![realsmart logo]

3. Allow students to chat (via the text window) to support each other C3B4ME.
4. Do, let all users know if you are recording a session for playback.
5. You can mute and unruly collaborators if you need to.

First steps for school admins.

In admin.google.com Navigate to Apps > Hangouts ensure the app is "On for everyone".
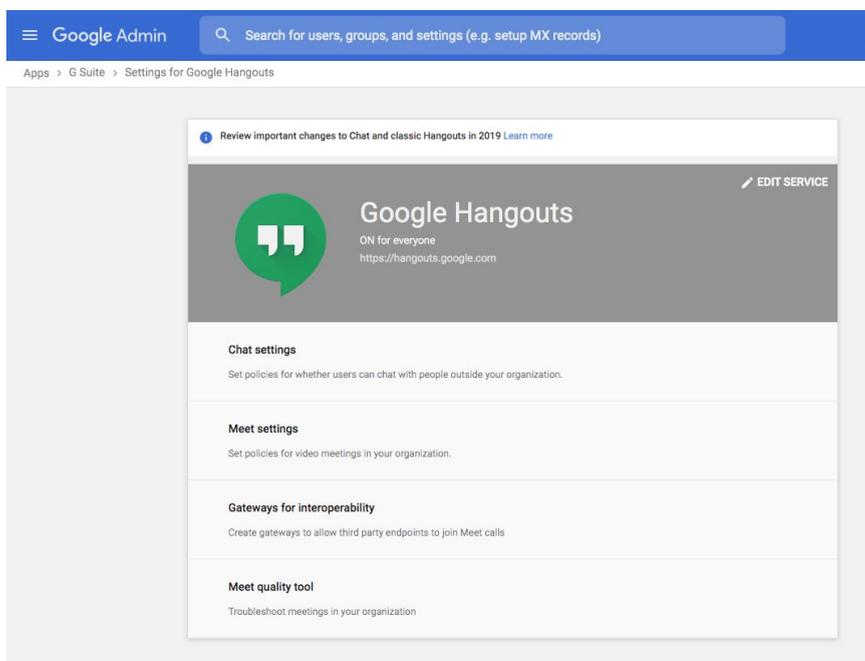
Select Meet Settings - here you can enable recording and streaming of meetings.

Meet settings

Telephony
Applied at 'realsmarttraining.co.uk'

Provide a phone number and PIN for each video meeting.
ON

Client logs upload
Applied at 'realsmarttraining.co.uk'

Include web-browser and mobile app logs with diagnostic data sent to Google.
ON

Recording
Applied at 'realsmarttraining.co.uk'

Let people record their meetings.
ON

Stream
Applied at 'realsmarttraining.co.uk'

Let people stream their meetings.
ON

Googles help articles for Meet/hangouts - https://support.google.com/meet/#topic=

1. Collaborative online video conferencing

Teachers navigate to Google calendar, create an event, add video conferencing and invite students. If you have our smartsync for teacher timetables classes will already be available. You can alternatively schedule events at different times.

Edit the event > add Hangouts Meet and Add Guests (class group)
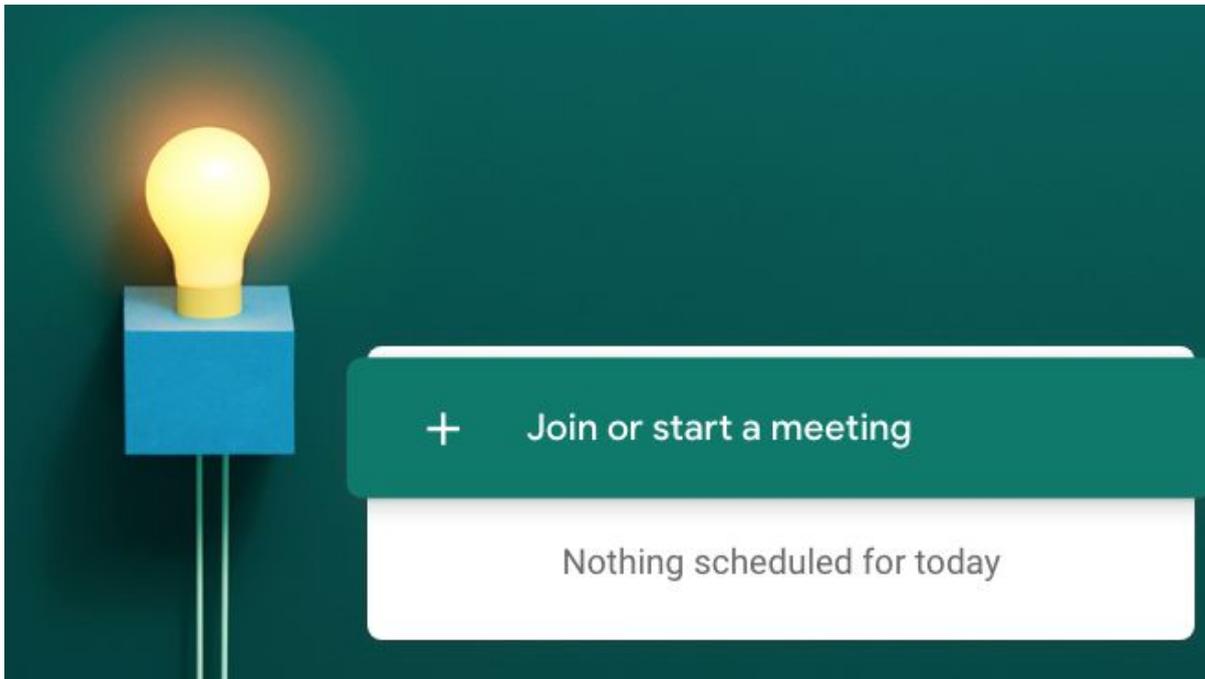

At the appropriate time, click the event in the calendar and join the meeting.

Alternatively, meet.google.com will show a list of your upcoming events.

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2. Pre-recorded Lessons

- Teachers navigate to meet.google.com

- Start a meeting.

- Once you've started the meeting you can choose to have your webcam on or off, share your desktop (so students can see your slides or notes) once you're ready select the options dots in the bottom right of the screen.
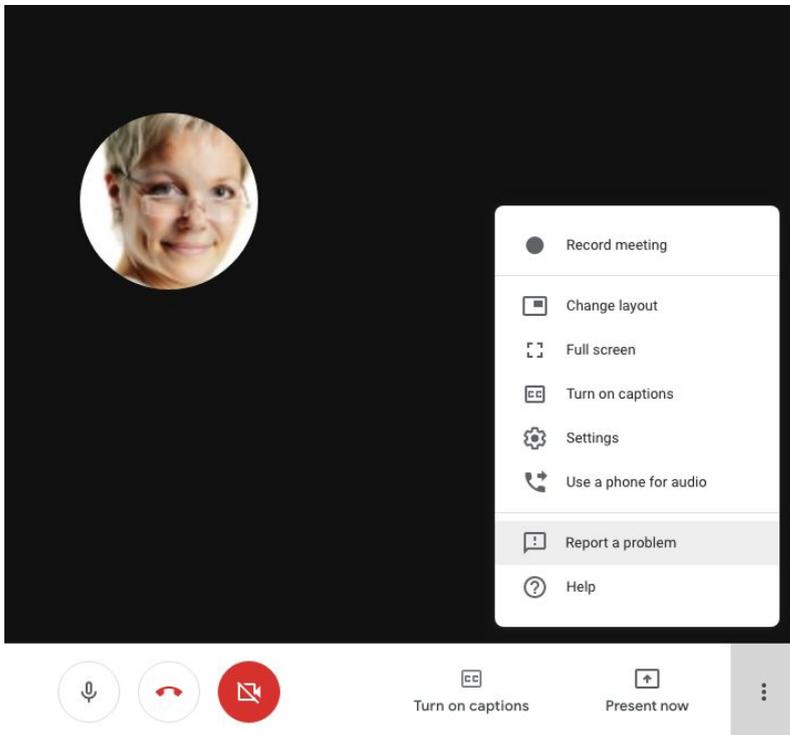
- Select "Record Meeting"

- When you are finished. Select the options dots again and Stop Recording.
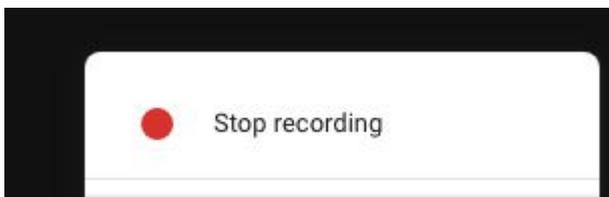
- A link to the file will be stored in your Google Drive

- Teachers can then email the link to the video or share it in Google Classroom.

3. Live-streamed Lessons

Follow the same steps as in Option 1 to create the event. In Google Calendar this time don't invite the students to Meet as you don't want them to collaborate only view the stream.

You can now share the link in an event, email, or add to Google Classroom.