

OVERVIEW

The Division of Academics and the Information Technology Department have been working closely with Google representatives to address a number of potential safety concerns with Google Meet. While no system is perfect, we have determined procedures for staff to follow to minimize safety concerns. Some of these procedures are different than previous directions given, so it is important to carefully review this page to understand expectations for setting up and running Google Meet rooms with students.

Note: This page has the most up-to-date information. In the upcoming days, teams will revisit previous pages to make corrections.

SETTING UP A GOOGLE MEET SESSION WITH STUDENTS

There will be a significant change to how you will set up a Google Meet session with students. Currently, you can either use the Google Calendar or the tool in Canvas that allows you to set up a calendar meeting with a Google Meet code.

- Teachers must create student check in meetings **using the “meeting code/nickname” method** outlined below
- Only teachers have the ability to create a Google Meet session. Students **cannot** create a Google Meet session.
- Staff may schedule meetings with other staff using auto generated meeting links.

Note: For the week of April 13th, high schools will have Google Meet Orientation check ins. If high school teachers have already created and shared with students the links for this week using the calendar method, they have the option of keeping the original links for this week only. The expectation is that all teachers will switch to the new procedures after this week’s orientations.

Why shouldn’t a teacher use the calendar integration tool or Google Calendar to create a Google Meet check in?

Providing access to the meet link provides students with greater access. Once students get in with the link, staff are unable to dismiss students from the session.

Using the method we outline below, teachers will be able to mute, turn off cameras, and, if needed, dismiss students from Google Meet.

What should a teacher do instead?

Teachers will create a Google Meet session 5-7 minutes prior to the check-in session using a nickname. (See below for the naming convention of this nickname.) By creating a Google Meet using a nickname, staff are able to mute, turn off microphones, and, if needed, dismiss students from Google Meet.

Prior to creating the Google Meet session, teachers can create a calendar event in Canvas and provide students with the code that will be used for the Google Meet session in the details part of the event. Remember this should not be a live link. It should only be the code students will use to access the check-in. The teacher will create a new nickname/code for each session.

What are the steps teachers need to take?

Scheduling and Posting Your Google Meet Virtual Check-In Session

Tutorial:



**SCHEDULING AND POSTING
YOUR GOOGLE MEET
VIRTUAL CHECK-IN SESSION**
Google Meet Safety Updates

Continuity of Learning



0:00

5:05

Directions:

Event Naming Conventions:

Use the following naming convention to create classroom codes/nicknames for your Google Meet sessions. **If this exact naming convention is not used, you could potentially have different classes in the same session.**



Scheduling Your Event in Canvas

1. Open your Canvas calendar and click the plus button
2. In the edit window, give your meeting a title, select your course from the Calendar drop-down and click More Options.
3. In the event details section, paste the following information:
 1. Log into HCPSS.me
 2. Go to GSuite
 3. Go to the waffle menu on the top right corner and select Google Meet
 4. Enter the nickname/code name *{replace with your code/nickname}*
4. If there are multiple sections in your course, check the "use a different date for each section" box and enter the date and time for one of your sections; leave the others blank, you'll need to create a separate event so that students and parents aren't confused by multiple events on their calendar. If this will be a weekly event, check the duplicate box and select the number of weeks you want the event to repeat for.

Use a different date for each section

Location:

Address:

Duplicate

Every Week(s) ▼

For additional occurrence(s)

Count:

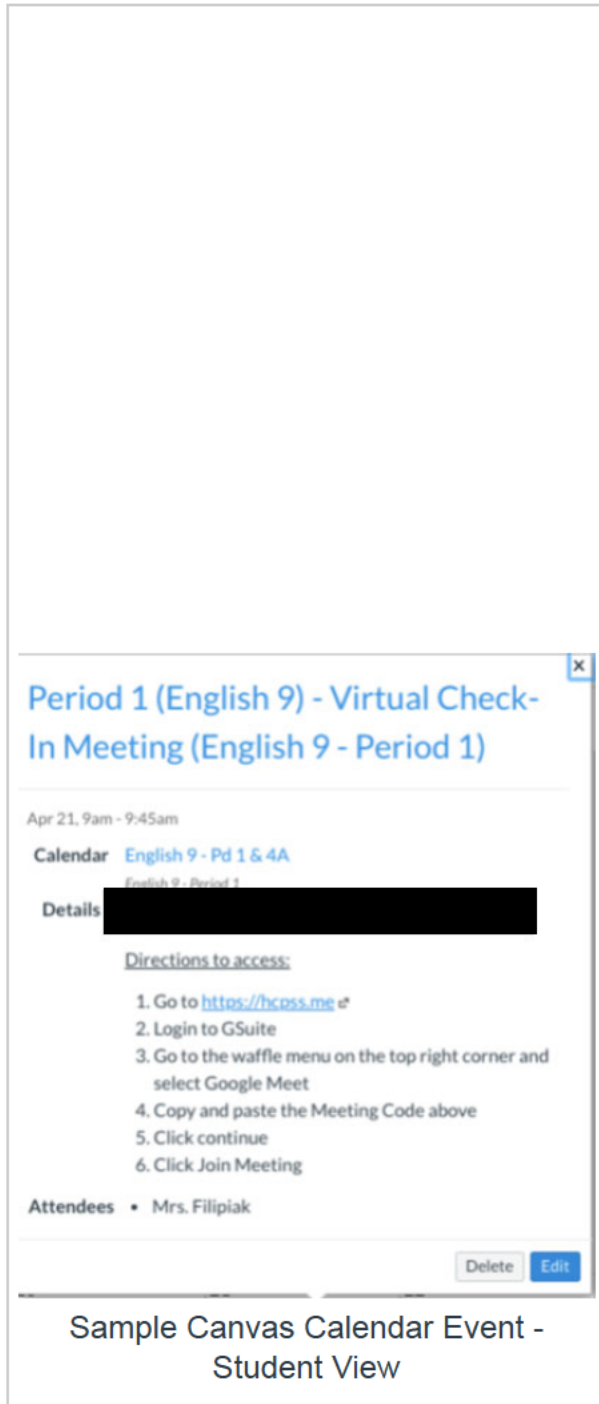
2nd Period

-
Tue Apr 14, 2020 9:00am 9:45am

3rd Period

-

5. After creating your event, repeat the scheduling for your other sections and courses.
6. If you have scheduled recurring events, edit the events with the nickname for that weeks meeting:
 1. Click the event and select edit
 2. Update the event nickname with the date
 3. Save



Period 1 (English 9) - Virtual Check-In Meeting (English 9 - Period 1)

Apr 21, 9am - 9:45am

Calendar English 9 - Pd 1 & 4A
English 9 - Period 1

Details [Redacted]

Directions to access:

1. Go to <https://hcss.me>
2. Login to GSuite
3. Go to the waffle menu on the top right corner and select Google Meet
4. Copy and paste the Meeting Code above
5. Click continue
6. Click Join Meeting

Attendees • Mrs. Filipiak

Delete Edit

Sample Canvas Calendar Event - Student View

Activate your Google Meet Virtual Check-in session 5-7 minutes prior to your check-in session using the directions below.

*If you activate your Google Meet check-in session hours in advance, that room will be open and students may be able to enter your room without adult supervision.

Activating your Google Meet Virtual Check-In session

Tutorial:

ACTIVATING YOUR GOOGLE MEET VIRTUAL CHECK-IN SESSION

Google Meet Safety Updates

Continuity of Learning



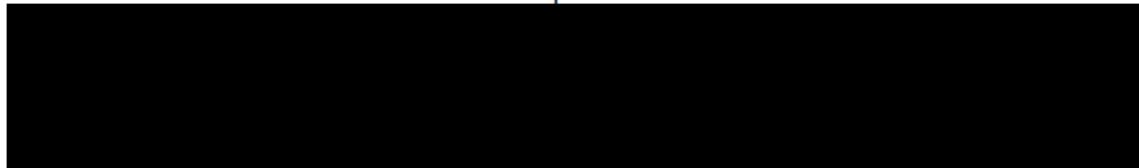
0:00

2:22

Directions:

Please do this 5-7 minutes prior to your check-in session*

1. Navigate to [HCPSS.me](https://hcpss.me/) [\(https://hcpss.me/\)](https://hcpss.me/)
2. Login to GSuite
3. Go to the waffle menu in the top, right corner and select Google Meet
4. Enter your session classroom code/nickname using the naming convention listed below.
This is critical so that there are no duplicates of the same session.



5. Once the class is over, the teacher should make sure ALL students have left the room.
Access to that room will be deactivated for students after 1 minute of the teacher leaving the room.

*If you activate your Google Meet check-in session hours in advance, that room will be open and students may be able to enter your room without adult supervision.

❗ [Google Meet Resources \(https://hcpss.instructure.com/courses/32959/pages/google-meet\)](https://hcpss.instructure.com/courses/32959/pages/google-meet) - Learn about additional features such as muting participants, installing Google Grid (to view all participants), Google Nod (allow for interactivity).

SAFETY MEASURES DURING THE GOOGLE MEET SESSION

The following procedures will help you run an effective an effective Google Meet Check-in.

General Procedures:

- When students enter the room, have them type the word "present" in that chat box. At the end of the session, you may copy the entire chat to maintain attendance.
- Do not admit private email accounts into the room. This will prevent third parties from accessing the room.

(Note: Sometimes students are logged into HCPSS INST accounts and a private email account. Tell students to log out of their personal accounts or use a different browser prior to accesses Google Meet. Students do not always know that they are trying to log in with a private account. You may need to follow up with students who are having difficulty accessing the room.)

- Remind students of the Google Meet Norms.
 - Remind students that using the camera or microphone is not required.
 - Remind students that recording is not permitted.
- At the end of each session, announce to the students that they can leave. Any lingering students you can dismiss by using the minus button under the student's name in the participant list. Then exit the session by closing the tab in the browser. While there is a very slight delay, this will close the room and prevent students from re-entering/lingering in the session.

What to do if a student acts inappropriately:

- If a student acts inappropriately, turn off the student's microphone and camera, and remind the class of proper behavior. For the vast majority of issues, this will address the behavior and you will be able to resume.
- If a student resumes the microphone/camera and continues the behavior, then dismiss the student from the room, using the minus button under the student's name in the participant list.

Note: When the student is dismissed from the room, there is a slight (approximately one minute) delay in which the student could re-enter the room. If the student returns, dismiss again.

What to do in an extreme case?

While we expect that check-ins will run smoothly, we have prepared for the worst-case scenario. If a student is acting out in an extreme way (i.e. one that would require alerting administration immediately), dismiss the student from the room, tell students that the room is closing, dismiss the other students, and log out. Immediately contact your principal to report the student. The principal will provide guidance concerning how to proceed and will contact Technology Support

at [techsupport@hcpss.org \(mailto:techsupport@hcpss.org\)](mailto:techsupport@hcpss.org) if it is determined the student's account needs to be temporarily deactivated.

ADDITIONAL RESOURCES

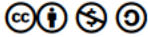
[HCPSS Digital Tools Menu \(https://menu.clever.com/hcpss\)](https://menu.clever.com/hcpss) - Before assigning students to work with a digital tool, you must first make sure the digital tool is on the approved list. If a tool is a supplemental tool, students cannot be required to use the tool.

FEEDBACK

If you have suggestions for changes, please complete the feedback form.

[COL Module Feedback Form \(https://forms.gle/872TUZqzYcCCGDc79\)](https://forms.gle/872TUZqzYcCCGDc79)

Last update to this page: April 17, 2020

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