Recommendations for using online communication with students
During times when distance learning protocols are in place.

Google Classroom and Seesaw should be utilized as the central platforms for teaching and learning. Prioritizing applications that students and teachers are most comfortable with affords the greatest access for all students.

General Guidance:
- ***Notify parents/students*** *when meetings will occur*
- ***Only teachers/admin can host a Google Meet***
- ***Teachers should not leave the Meet until all students have left the Meet, or the teacher has removed all students from the Meet***
- ***Do not send any links for any Google Meets to students/parents. You can share a nickname or have them to access the link set up in Google Classroom*** *(see steps below)*

Google Meet Instructions

These procedures **must** be followed in order to prevent students from reentering an ended meeting without teacher supervision or joining a meeting before the teacher joins.

Option 1:   Google Meet directly (will work for one or multiple classes at a time)
1. Go to meet.google.com or click on Google Meet in the waffle.
2. Give the Meeting a nickname (unique to your class - example: Smith3 & Smith4)
3. Share the nickname through SeeSaw, Google Classroom, or a private message with the family.
4. **Have all students exit the Meet. The teacher who created the nickname MUST be the last one on the call.**
5. For each class meeting, you can use the same nickname over and over. You could use the same nickname for all classes, if you want to meet with all of them at one time. If you want to meet with individual classes, you will need to create a nickname for each individual class Google meet.

Option 2:   Google Classroom (this will work for one Google classroom only)
1. In Google Classroom, at the top right hand corner, click on the gear (settings).

2. Under the General section, click "Generate Meet Link."
3. Turn on the "visible to students" button in your class settings.
4. Meet link will appear on the Google Classroom homepage (in the name banner at the top).
5. If you want to advertise your Meeting set up in Google Classroom, then email your students to check his/her Google Classroom to access the link. However, **do not** directly email **any Google Meeting links** to students.
6. Students will not be able to join the video until the teacher is present in the Meet. (If students try to join the link before the teacher is on the video, they will get an error message that prevents them from joining until the teacher is present in the call. They will have to reload their page and then join once the teacher is on the call.)
7. **Have all students exit the Meet. The FIRST teacher who entered the video MUST be the last one on the call.** Once the teacher has ended their video, students will not be able to rejoin the Meet, even if you leave the link as "visible" on your Google Classroom page.