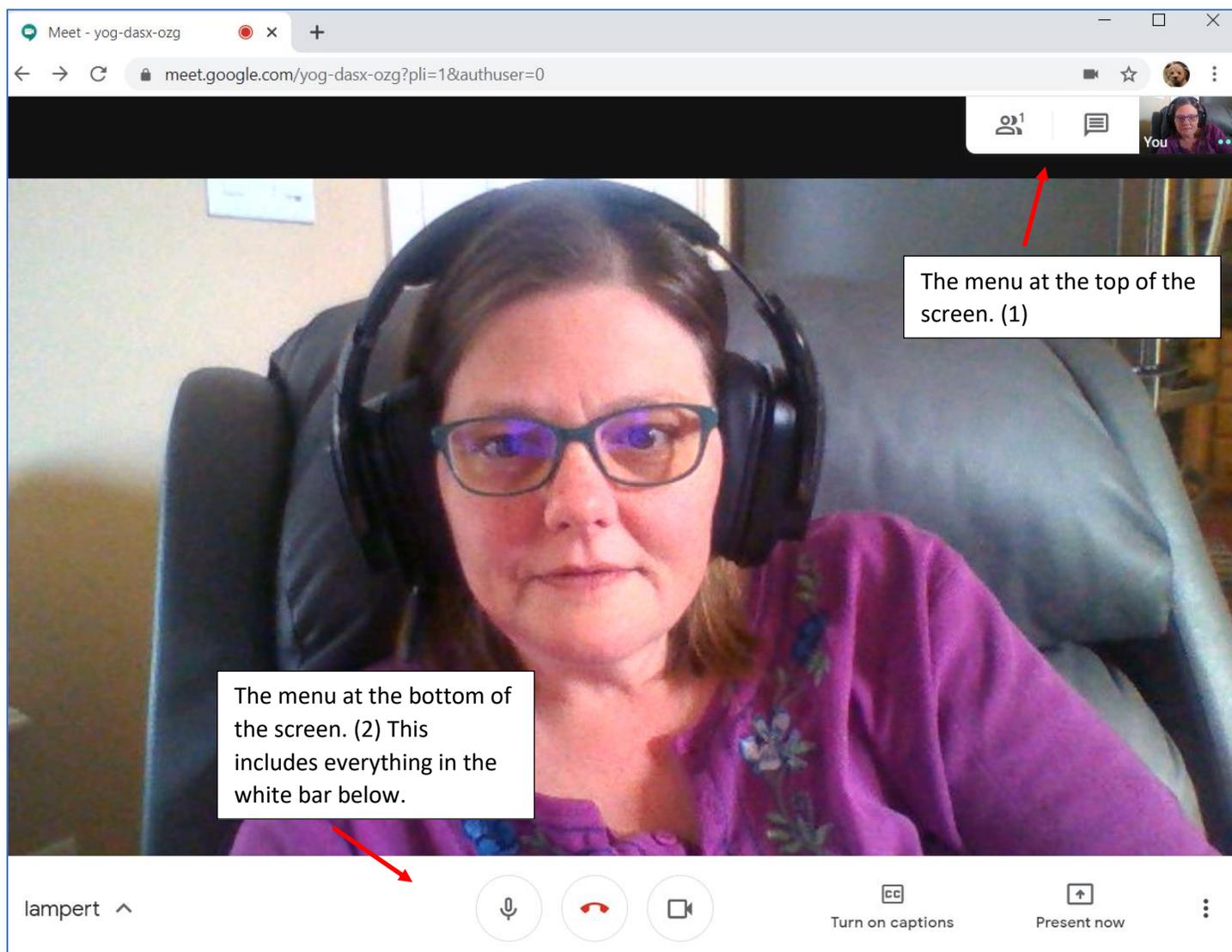


Parents,

This tutorial will help your student understand just a few basic tools inside the **Google Meet** virtual classroom. Once they get it, I will engage with them on how to navigate my website, use their email, and also save files to their google drive.

Use this once your student has logged into **Google Meet**. The picture below shows the **Google Meet** platform once your student is logged in. I have labeled a few key portions.



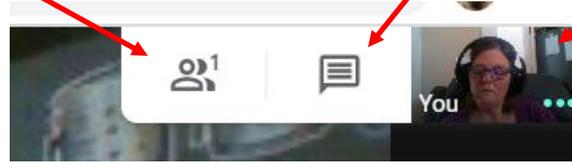
The image shows a screenshot of a Google Meet browser window. The browser address bar displays "meet.google.com/yog-dasx-ozg?pli=1&authuser=0". The main video area shows a woman wearing a purple shirt and large black headphones. Two white callout boxes with red arrows point to specific parts of the interface:

- A callout box at the top right says "The menu at the top of the screen. (1)" and points to the top navigation bar containing icons for participants, chat, and a profile picture.
- A callout box at the bottom left says "The menu at the bottom of the screen. (2) This includes everything in the white bar below." and points to the bottom control bar.

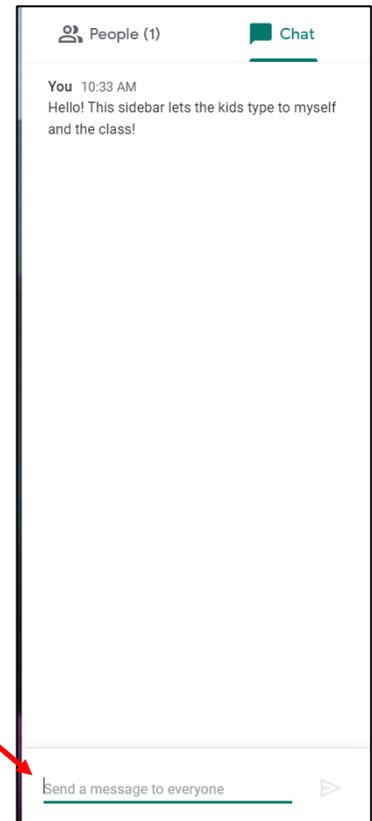
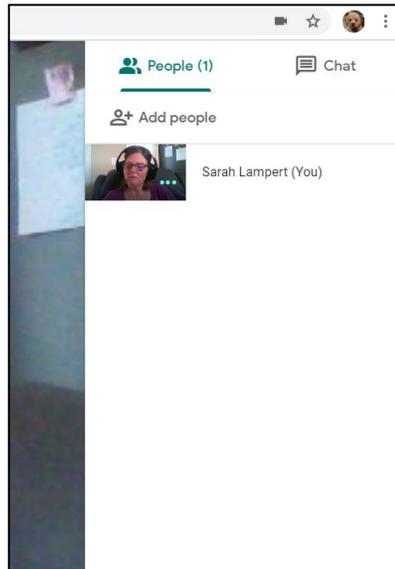
The bottom control bar includes the name "lampert" with a dropdown arrow, icons for microphone, end call, and video, and buttons for "Turn on captions" and "Present now".

I will break down the components of the screen below. Feel free to log into **Google Meet** to play around with the tools to familiarize and be prepared. Practice makes better!

Below is a magnified version of the menu in the upper right-hand corner of the meeting screen. It contains 3 components. (1) The number of people currently in the meeting. (2) The chat text box. (3) Thumbnail pictures of people in the meeting.



Clicking on the first box brings up a sidebar that shows the current people in the meeting in a list format with their thumbnail pictures and names.



This is the chat function within **Google Meet**. (2) It allows the students to interact with me and the entire class, and also helps keep the noise level down, providing a structure for interaction within the room. The room chat scrolls into the box, while the bottom portion shows where students will type responses.

This picture below shows the bottom toolbar within **Google Meet**.



There are only a few things they need initially to interact well.

1. The microphone button—This lets the kids mute and unmute their mics to talk. This is essential.
2. The call hang-up—Students click this to leave the virtual classroom.
3. The video button—This allows students to turn off and on their video. It's how you can show them to turn off their cameras if you would prefer that.
4. The captions button—using this allows the students to actually see what I'm saying in words. I love this function.

Please log in and get your student familiarized with each of these. My hope is that with enough practice, the kids can do all of this with minimal disruption into your day.

Some protocols within the virtual classroom environment:

1. Have the students log in, say hello, then make sure their microphones are muted. We need to control the beginning chaos to be productive.
2. Teach them the parts of the screen. They need to know where the chat box function is, as well as how to use it.
3. Explain the following commands to type into the box.
 - a. Typing **q** will tell me they need to ask a question.
 - b. Typing **c** will tell me they would like to make a comment.
 - c. Typing **h** will tell me they need help.
 - d. Typing **y** will mean yes, while **n** will mean no.

Please review these several times so that the students will feel confident in communicating with me. Let me know if you have any questions or concerns, as always. Thanks so much!