

## Course Sessions via Google Meet at Home

When a student is unable to attend class at Brightmont for reasons such as illness, video conferencing via Google Meet is strongly encouraged and helps maintain continuity in your child's academic progress. Please read the requirements and instructions below to ensure your child is prepared for remote learning.

### Technology and Equipment Requirements

- 1) [Gmail account](#) with Google Chat enabled [in settings](#).
- 2) Desktop computer or laptop computer. Brightmont does not recommend iPads.
- 3) The current version or one of the two previous releases of one of the following operating systems: Apple® macOS®, Microsoft® Windows®, Chrome OS, Ubuntu® and other Debian-based Linux® distributions
- 4) Brightmont recommends Chrome browser. Alternatively, the current version of one of the following may be used: Mozilla® Firefox®, Microsoft® Edge®, or Apple® Safari®
- 5) Broadband connection to the internet and [optimized network](#) for high quality video
- 6) Camera and microphone with settings enabled to [allow access](#).
- 7) Printer to print assignments at home
- 8) Power cable plugged into computer to avoid disruptions to sessions

*Need additional help? Read this guide for [Google Meet requirements](#)*

### Technical Skills

- 1) The student needs to know how to log in to their [Apex](#) or [eDynamic](#) courses.
- 2) The student needs to know or learn how to share their screen with the teacher.

### Turning in Assignments

The student should be prepared to print assignments at home as well as have a plan for turning in completed paper assignments to the teacher from home. This is often best accomplished by sharing the document via Google Docs or emailing it as an attachment.

### Assessment Protocols

To ensure academic integrity, the teacher will review assessment protocols when the student needs to take a unit test or a final. These protocols require the student and their work to be

simultaneously seen by their teacher via the student's camera and a shared Google Doc or Screen Share. Students must meet all of the protocols to be allowed to take the test.

## Scheduling

The student and parents can view their class schedule for the day by logging into the [Teachworks scheduling portal](#). It is important to check this schedule on the day of, in case any changes have occurred.

## Joining the Google Meet Session

The student needs to be logged into their Gmail account when their session is scheduled to begin. We recommend that the student be logged in a few minutes prior to the session start time.

1) Log in to your Google account.

2) Your teacher will choose which method below they will use to facilitate your Google Meet session:

**Meeting link URL:** Get the meeting link URL from your teacher via chat message or email. Copy and paste the URL into your browser address bar.

**Meeting code:** Get the meeting code from your teacher via chat message or email. Copy the code and click on "Join a meeting" in the left sidebar of Gmail. Paste the code and click "Join."

**Gmail:** Open the email for the Google Meet and click on the meeting link.

**Google Calendar:** Click the session on your Google Calendar and click on "Join with Google Meet."

**Meet:** Go to <https://meet.google.com/> and click on your scheduled session.

3) In the Google Meet browser window that opens, make sure your camera and microphone are enabled and then click "Join Now."

The microphone and camera should be kept on for the entire session. If a student is having technical issues at the time of their session, they should message their teacher on Google Chat.

*Need additional help? Read the [Google Meet video meeting instructions](#)*