



## Using Google Hangouts Meet for Families

Google Hangouts is part of our G Suite for Education apps. It is also known as Hangouts Meet.

Moving forward during the school closure, classroom teams will be reaching out to families and setting up a time for a virtual class. This is a wonderful opportunity for students and staff to connect, but it is completely voluntary.

Classroom teachers will be emailing parents/guardians to determine the best day/time of the Hangouts session. Once a date has been set by the majority, the classroom teacher will send families a calendar invite with the Hangouts link. **For privacy reasons, we cannot record any video conferencing session.** Classroom teachers will also be sharing the theme (or plan) for the Hangouts session so that students and families can be prepared to participate.

Parents/Guardians can join Hangouts using a smartphone, laptop, Chromebook or tablet. The preferred web browser is Chrome.

During the Hangouts session, a parent or guardian will need to sit with the student and help support the conversation during the entirety of the session. Decide as a family if you would like to have your video turned on or off during the session. The sessions will run approximately 15-20 minutes.

We recognize that the first Google Hangouts is going to be a learning experience for us all as we work through any technical issues, but by the end we will be pros!

## Hangouts Etiquette:

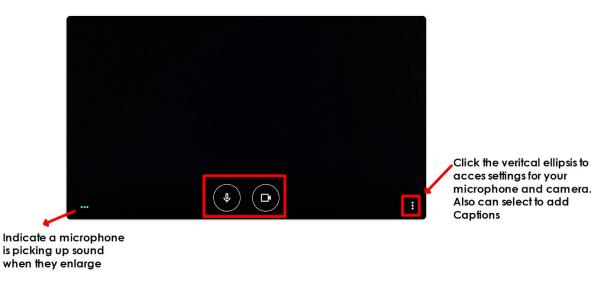
- Mute your microphone when not speaking
- If possible, be in a space with minimal background noise
- Everyone should be appropriately dressed
- Please be punctual

## Joining a Hangouts Session:

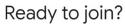
1. Navigate to your email or calendar and find the Hangouts invitation from the classroom teacher

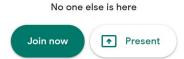


- 2. Click on the link: "Join Hangouts Meet"
- 3. Hangouts Meet will open in your browser or app



4. Click JOIN NOW on the right-hand side when you are ready to join the group.





## For Additional Support:

- <u>G Suite Hangouts Meet Training and Help</u>
- <u>Google Meet Grid View Extension</u>