



GOOGLE MEET CLASSROOM RULES



Be on time for the Google meet class.



Act like you are at school.



Greet the teachers first and then say your name.



Come prepared.



Students should sit in a suitable quiet environment.



Back grounds behind the students should be appropriate and bed room background is not permitted.



Students should wear the uniform appropriately.(Dress for success)



Look wide awake, hair combed etc., and ready to learn.



Turn off the video and audio to promote focus in the class.

“To promote focus in the class you must mute the audio and video while you should be

UNMUTE the video and audio when the teacher asks questions to you.”



Make sure you mute your mike when you are not speaking



Use head phones to reduce background noise.



Be kind and responsible.



Refrain from chewing gum, eating or drinking in front of the camera.



While the teacher is taking the class don't chat among yourself.



Always try your best.



Be an active participant.



Stay in the meet for the entire time.





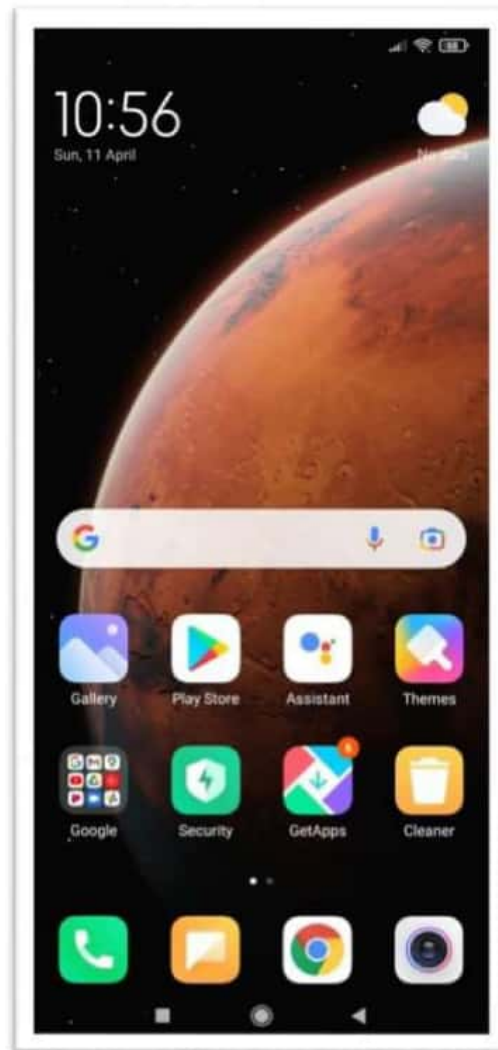
VINAYAKAR MATRICULATION HIGHER SECONDARY SCHOOL, SIVAKASI

INSTRUCTION REGARDING GOOGLE MEET CLASS FOR STUDENTS

How to download the Google Meet app in your phone?

STEP 1: Open App store

Open the App Store in your Google Play Store on Android.



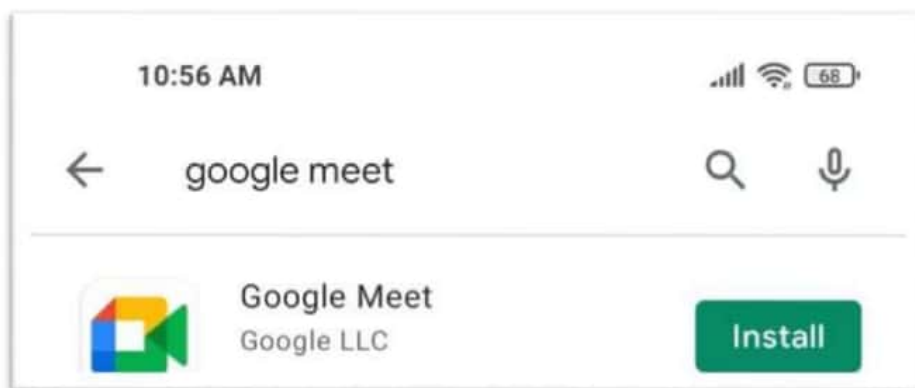
STEP 2: Search

Click on the search icon and write Google Meet in the search icon.



STEP 3: Install

Now, once you have searched the app, click on the install option.



STEP 4: Sign in with Gmail account

Your Google Meet is now ready to be used by signing in with your **Gmail** account.

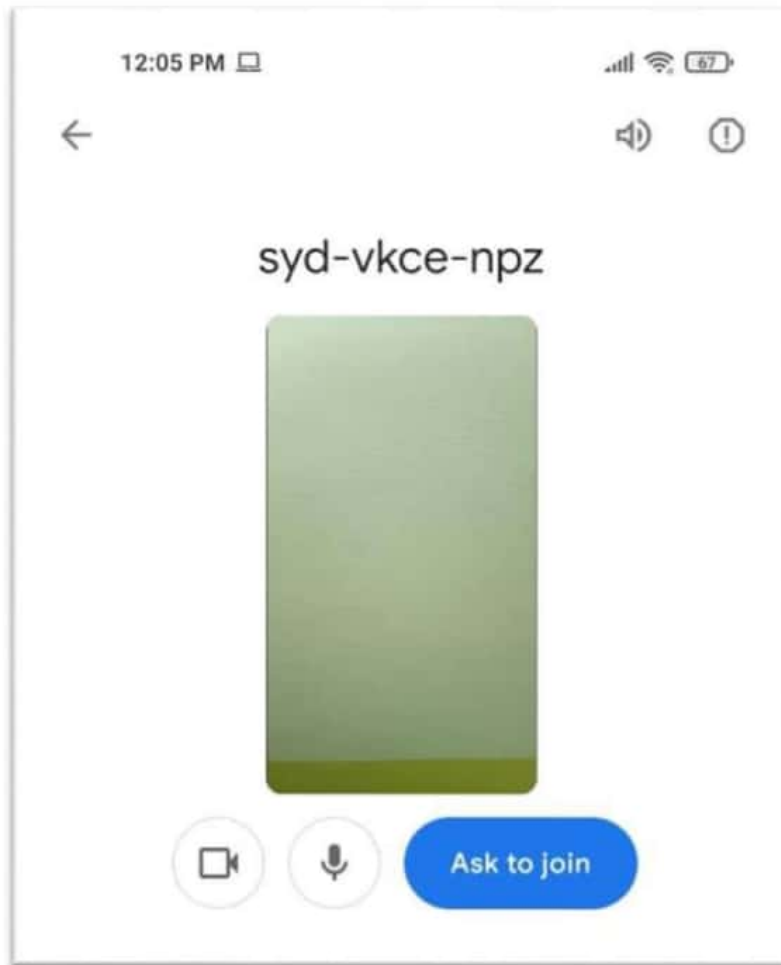
(Example: vmhsssacademic@gmail.com)

Choose a way to join a meeting:

1. Students click on the link from their teacher (through Whatsapp).



2. Click the "Ask to join" button.



3. Wait to be admitted by their teacher.



GOOGLE MEET/ HANGOUTS

Etiquette Guide for Students



RESPECT PRIVACY

Set up in a private space. Don't take pictures or screenshots or share/post pictures of your online class.



MUTING

When you enter the Meet/
Hangout, mute yourself
(If you are already not muted.)

QUESTIONS

When you have a question, type
in the textbox and wait for your
teacher to call on you.



CONTRIBUTING

When you have something to
contribute to what is being said,
but it is not your turn, use the chat
feature in the right-hand corner.

YOUR TURN

Wait for the teacher to call on
you to unmute yourself. Only
one student should contribute/
talk at a time.



WHERE TO LOOK

Look into the camera when you
are talking.

STAY ATTENTIVE

Pay attention to your teacher or
other students who are speaking.
Give them time to respond.

