

## **INSTRUCTIONS AND FAQS ON GOOGLE MEET**

**Please be informed that ISS would provide online classes for students henceforth (from 26/04/20 until further notice) through Google Hangouts Meet & Google Classroom.**

### **FREQUENTLY ASKED QUESTIONS**

#### **1. What is Google Hangouts Meet?**

Google Hangouts Meet, or just Meet, is Google's enterprise video conferencing software. This app is similar to the video calls in the consumer version of Hangouts, with a few additional features and support for up to 250 participants at a time.

#### **2. What is Google Classroom?**

Classroom is a new tool in Google Apps for Education that helps teachers create and organize assignments quickly, provide feedback efficiently and easily communicate with their classes. Classroom helps students organize their work in Google Drive, complete and turn it in, and communicate directly with their teachers and peers.

#### **3. Are Google Hangouts Meet and Google Classroom secured?**

Since no online platform is completely secure, we recommend all users to install good internet security software in your device(s). The school will not shoulder any responsibility whatsoever for any kind of security issue(s) encountered by the user (student/ parent) because of availing the online class facility organized by the school. The school is trying its best to provide continuous education to the students during this crucial period of lockdown but the choice and responsibility of participating/engaging in the online classes provided by school using these platforms rest solely on the user.

#### **4. On what platform do Google Hangouts Meet and Google Classroom App work?**

Both Google Hangouts Meet and Google Classroom work best on Google Chrome.

#### **5. Who can participate in Google Meet Session?**

Anyone with a standard Google account can join and participate in a Google Hangouts Meet session. It is for this reason, the school had created a Gmail account for every student ([GR.No@indianschoolsohar.com](mailto:GR.No@indianschoolsohar.com)) and requested each of them to activate it (Steps for activating Gmail were shared by respective class teachers on class WhatsApp group on April 18<sup>th</sup>, 2020).

## 6. How do I join a Google Meet Session/ attend a session after I activate my account?

You may follow the below mentioned steps

- i) Open your Gmail inbox
- ii) Click on the mail sent by class teacher/ subject teacher
- iii) You will get an invite detailing the date, class, time and subject of the scheduled meeting
- iv) Click on the link displayed under Join Hangouts Meet (highlighted)

The screenshot shows a Gmail inbox on a desktop browser. The browser tabs include 'Gmail - Email from Google', 'Gmail', 'Signing in to your work, school', 'Invitation: April 26(VIII D) Time: ...', and 'Google Account'. The address bar shows the URL 'mail.google.com/mail/u/0/#inbox/FMfcgwxHMsWPDqdHZhFffmFRfzhCJWT'. The Gmail interface includes a search bar, a 'Compose' button, and a sidebar with folders like 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main content area displays an email invitation for 'April 26(VIII D) Time: 8:00-8:40 Sub...'. The invitation details include the date 'Sun Apr 26, 2020 8am - 8:40am (GST)', the sender 'counselor@indianschoolsohar.com\*', and response buttons 'Yes', 'Maybe', 'No', and 'More options'. An 'Agenda' section shows 'Sun Apr 26, 2020' with 'No earlier events' and 'No later events'. Below the invitation, a green banner states 'You have been invited to the following event.' followed by the event details: 'April 26(VIII D) Time: 8:00-8:40 Subject: English'. The event details include the time 'Sun Apr 26, 2020 8am - 8:40am Gulf Standard Time', joining info 'Join Hangouts Meet' with the link 'meet.google.com/vre-zuap-nbq', and joining by phone '+1 573-518-7045 (PIN: 877621591)'. The calendar link is '10859@indianschoolsohar.com'. The 'Who' section lists 'counselor@indianschoolsohar.com - organizer' and '10859@indianschoolsohar.com'. At the bottom, there is a prompt: 'Going (10859@indianschoolsohar.com)? Yes - Maybe - No more options >'. The Windows taskbar at the bottom shows several open applications: Shemsiya, Google Meet, Inbox - 1085..., Indian Scho..., Invitation: A..., Guidelines f..., Windows, and Adobe Rea... The system tray shows the time as 1:24 PM on 4/23/2020.

**You have been invited to the following event.**

**April 26(VIII D) Time: 8:00-8:40 Subject: English**

When Sun Apr 26, 2020 8am – 8:40am Gulf Standard Time

Joining info Join Hangouts Meet

[meet.google.com/vre-zuap-nbq](https://meet.google.com/vre-zuap-nbq)

Join by phone

+1 573-518-7045 (PIN: 877621591)

Calendar [10859@indianschoolsohar.com](mailto:10859@indianschoolsohar.com)

Who

- [counselor@indianschoolsohar.com](mailto:counselor@indianschoolsohar.com) - organizer
- [10859@indianschoolsohar.com](mailto:10859@indianschoolsohar.com)

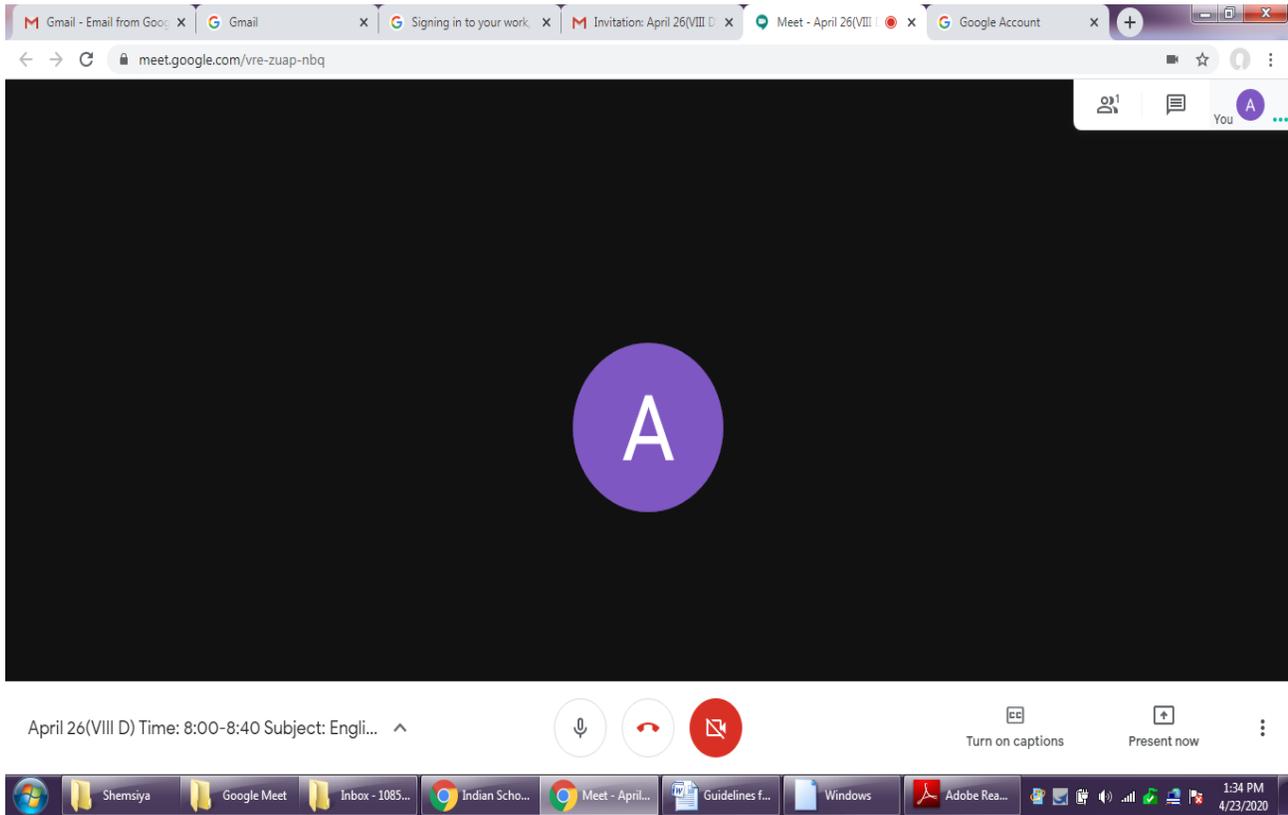
[more details »](#)

Going ([10859@indianschoolsohar.com](mailto:10859@indianschoolsohar.com))? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

v) On clicking the link, you will be directed to the following Google Meet screen

The screenshot displays a Google Meet interface in a web browser. The browser's address bar shows the URL [meet.google.com/vre-zuap-nbq](https://meet.google.com/vre-zuap-nbq). The page title is "Meet". The user is logged in as "10859@indianschoolsohar.com". The main content area features a large black box with the text "Camera is off". To the right of this box, the meeting title "April 26(VIII D) Time: 8:00-8:4..." is visible. Below the title, it states "No one else is here". There are two buttons: a green "Join now" button and a white "Present" button with a red icon. Underneath, there is a section for "Other options" with a link for "Join and use a phone for audio". The Windows taskbar at the bottom shows several open applications, including "Shemsiya", "Google Meet", "Inbox - 1085...", "Indian Scho...", "Meet - April...", "Guidelines f...", "Windows", and "Adobe Rea...". The system clock in the bottom right corner indicates the time is 1:29 PM on 4/23/2020.

- vi) Click on the green button 'Join now'
- vii) You are now a participant in the meeting after the host permits you into the meeting.



7. What are the rules that a student should adhere to while participating in the meeting/ session?

- i) Enter the session with correct identity
- ii) Mute audio as soon as joining the session unless directed otherwise by the teacher
- iii) On/off video as directed by teacher
- iv) Refrain from sharing participant screen unless advised so by the teacher
- v) Abstain from recording session by any means/device(s). It is an offense by law to record without the consent of the host/ other participants’.
- vi) Use of unbecoming language/ gestures will not be tolerated and strict disciplinary action will be taken as per the school discipline policy, if any student fails to comply with expected behavioral standards.
- vii) Promptly exit the meeting when the meeting time is over. The teacher will be the first one to enter the meeting and the last one to leave.
- viii) Choose a strong password and never share it.
- ix) The Gmail account should be used only for maintaining communication with school and students are strictly forbidden from using it on social medias or sharing ID with others.