Remote Education Resources:

Teaching Lessons remotely using Google into a Primary Classroom

This guide provides information on teaching lessons remotely, where the teacher is at home and streaming live to their class in school, supervised by an appropriate adult.

Hardware recommended for a successful delivery

Teacher at home

- **Laptop/computer -** Ensure a well-lit room with laptop, Chromebook, or desktop device. Ideally the device will be connected directly into the internet router or be near it and connected by Wi-Fi. A headset with microphone can reduce external noise interference and reduce distractions.
- **Webcam –** either built into the laptop or an external USB one. Most webcams have a built-in microphone which some users may prefer to the one on the headset.
- **Visualiser –** used to model handwriting, mathematical calculations, matching and labelling activities or sharing a story book. Guide to changing camera settings.
- **Graphics tablet –** provide another solution for handwriting and annotation of documents or resources. Do check that it will work with the teacher's device first.
- **iPad/touchscreen device –** connect to the Google Meet as an additional device. It is not ideal for delivering a lesson but useful for modelling and can be used like a visualiser.

Classroom in school

- **The classroom PC and AV equipment** will be used to project the remote lesson onto the screen and use the speakers so the class can hear the teacher.
- **Student devices -** If the school can equip each child with a device, they could each join the lesson with headphones on.
- **Visualiser** – will enable the adult in the room to share pupil work with the teacher at home by selecting the visualiser camera for the classroom.
- **Webcam facing the class** – directing a webcam at the class gives the teacher a view into the room and can help them with engagement.
- **Microphone** – if there is no microphone on the webcam, one will be needed so that the adult in the class can give feedback to the teacher and allow the teacher to hear answers to questions.
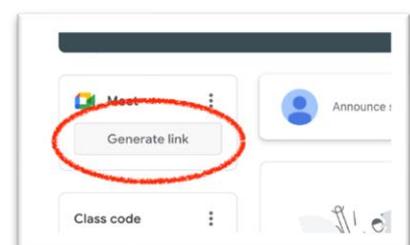
Recommended Software Set up

Ensure all staff involved have a Google Workspace account. This will include the teacher at home and any staff in school who will join the live lessons with the pupils.

Ideally all pupils will have a Google Workspace account to enable them to join lessons remotely if required. They should also have been allocated to classes along with their teacher.

If you need to add additional adults to a class, go to the People tab and click the *'Invite Teachers'* icon. All adults are classed as *'Teachers'* in Google Classroom, whatever their job role might be in school.

Create the Google Meet link within Google Classroom by clicking on "Generate link", watch this video for a quick start guide. When logged into the Classroom, the meeting will start when either the remote teacher or adult in class click *'Join'*. Note that if you are using a tablet device, you will be directed to download / use the Google Meet app to access the meeting.

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Schools should ensure that the technical IT staff have enabled Google Meet in the Google Admin console. For full detail of how to enable these features, please read this article on the Google Workspace help website.
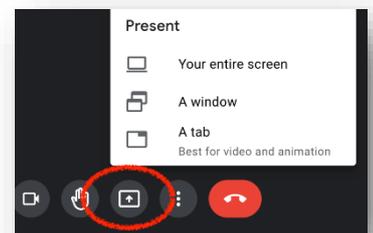
If you are not using Google Classroom, a Google Meet link needs to be created and shared with the staff in school. To create the Google Meet link, the teacher at home needs to create a Google Calendar event in their calendar and ensure that they include a Google Meet link under the Video Conferencing tab. For further information on configuring a Google Meet link, click here.

You may also wish to create a file with all the Google Meet links so whoever is covering the lesson, has access to the necessary links.

Finally, for an overview of user functionality within Google Meet, useful information can be located here.

Best Practice for Teaching Remotely

Using the **share your screen** option in the meeting will allow you to present materials, to your class. If you have applications open, you will be able to use one of three options to find and present - if in doubt, choose to share 'Your entire screen'. If using a visualiser, use share "A window."

The chat panel is an easy way to forward messages between you and the adult in the class. They can provide feedback on children's understanding as they progress through the lesson and any misconceptions they have identified.
Ask the class questions, as you would normally, and lots of normal classroom processes, such as using mini whiteboards, can work well.

Using Google Classroom (or another learning platform) could provide you with useful lesson structure, whether that is sharing documents, links to key resources, or asking children to complete tasks online through their own devices at school.

Staff teaching at home should be mindful of the physical environment they are in. Where possible, it is recommended that staff have a neutral or blurred background behind them where there is no personal or sensitive information visible to children watching the lesson.

Prior to the lesson, the teacher and any staff in the classroom should discuss the lessons, identify any areas where they may be some difficulty and maintain communication during the lesson.

Common problems and how to avoid them

I am having sound issues
If experiencing difficulties with audio at school (or home), look to the sound control panel to make sure inputs (the microphone) and outputs (the speakers) are correctly selected.

My connection keeps on breaking up
The issue may be with the wifi in the teacher's home and not their internet connection. Ask them to either connect directly into the router or move closer to it so the wireless signals have less interference. Resetting the router can also help (turning it off and on again).

Further Support
If you would like peer led support with any aspects of remote learning or use of EdTech in your school, please visit the EdTech Demonstrator Programme website here