

Teaching Lessons remotely using Google into a Secondary Classroom

This guide provides information on teaching lessons remotely, where the teacher is at home and streaming it 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 for modelling or sharing resources. [Guide](#) to changing camera settings.
- **Graphics tablet** – provide another solution for modelling or annotation of documents/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 graphics tablet.

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

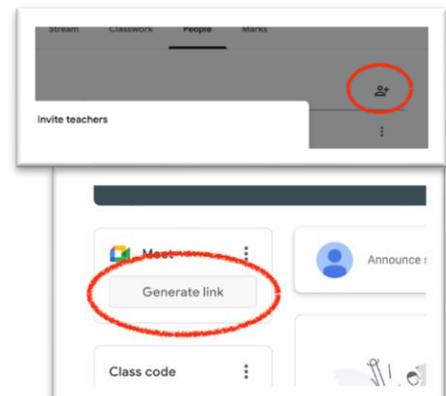
Ensure all staff involved have a Google Workspace account - teacher at home and adult in the class. All pupils should have an account to enable those learning remotely to connect or use schools devices to join the lesson in school.

[Google Meet](#) enabled for all staff and students (note: students should be set to only be able to join meetings, not create them by your IT administrator).

It is recommended that [Google Classrooms are setup](#) by default, and automatically linked through the school MIS to automatically create/update classes and assign the correct pupils and teachers.

The adult who will be in the class must be added via the People tab, click the ‘*Invite Teachers*’ icon. All adults are classed as ‘*Teachers*’ in Google Classroom, whatever their job role in school.

Create the Google Meet link within Google Classroom by clicking on “Generate link”, watch [this](#) video for a quick 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.



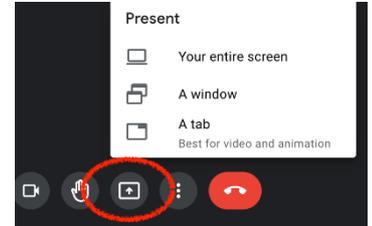
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If you are not using Google Classroom, a Google Meet link needs to be created and shared with the staff in school. To create the Google Meet link, the teacher at home needs to create a Google Calendar event in their calendar and ensure that they include a Google Meet link under the Video Conferencing tab. For further information on configuring a Google Meet link, click [here](#).

Finally, for an overview of user functionality within Google Meet, useful information can be located [here](#). This [video](#) provides an update on 2021 features in Google Meet and how to use them.

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 it - if in doubt, choose to share 'Your entire screen'. If you have a visualiser, you use share "A window".



The chat panel is an easy way to forward messages between you and the adult in the class.

Use the adult in the class to provide feedback on pupils' understanding as they progress through the lesson. Ask the class questions, as you would normally, and lots of normal classroom processes, such as using mini whiteboards, can work well.

If pupils are using their own devices, using Google Classroom could provide you with useful lesson structure, whether that's providing 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.

Identify a desired communication method for students to ask/respond to questions, if students don't have devices for the lesson, this can be verbally and managed by the adult who is physically in the room (such as a cover supervisor).

If pupils have devices, mute the audience when giving out instructions, check the lobby settings so pupils cannot enter the class early, pre-share materials via your learning platform.

Have all resources needed opened prior to the lesson to make switching more fluid.

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 reduce wireless interference.

The teacher/adult cannot connect to the Google Meet

Run a test session before the lesson to check your internet access is not blocked. Have back up resources available if technical issues occur.

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](#)