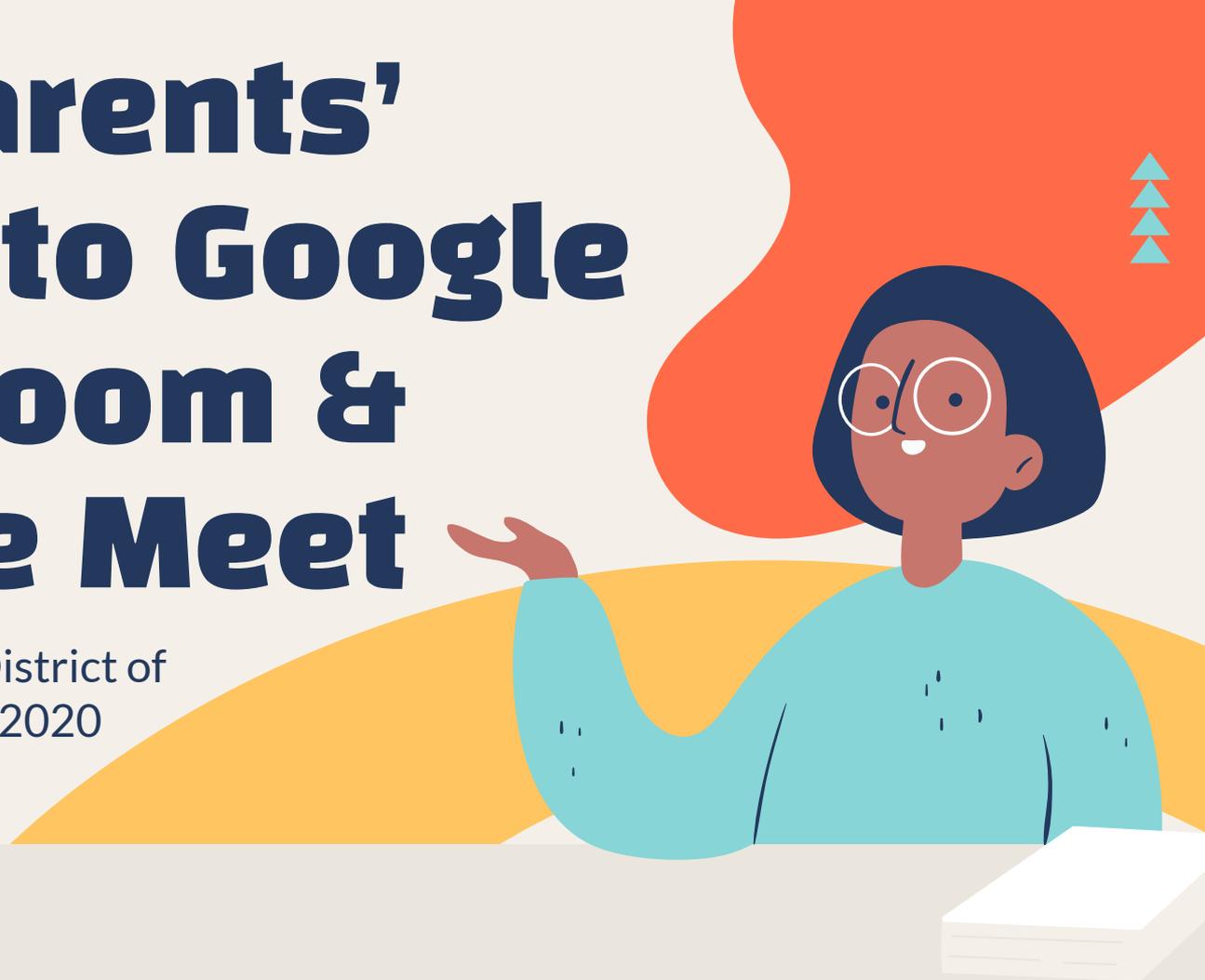


# The Parents' Guide to Google Classroom & Google Meet

City School District of  
Albany – Fall 2020



# What is Google Classroom?



Think of Google Classroom as your child's digital link to learning.

- Google Classroom is a web-based learning environment
- When logged into Google Classroom, students can collaborate with their peers and teachers
- Google Classroom offers a digital safe space for students to view class announcements, access posted course content, view posted assignments, and turn in completed work
- Only authorized CSDA users (students, teachers, and other designated staff members) can have access to a CSDA Google Classroom
- Google users outside the CSDA network are not granted permission to any CSDA Google Classrooms

# Getting Started

**Option 1** - From the school-issued Chromebook, the student can login and launch the Google Classroom App in Chrome.

**Option 2** - From any computer with internet access, click this link [Classroom Google Link](#) and have the student login with their CSDA Google username and password.





## Getting Started – Option 3 (recommended)

1. Your child's teacher will send you an invite to join your child's classroom. You simply click on the "accept" button with the email
2. If you have not received an invitation to join your child's class, email your child's teacher to send you an invitation.
3. As a guardian, you must receive and accept an email invitation before you can receive **email summaries**.
4. Only teachers and administrators from your student's school can send these invitations.
  - a. The teacher emails you an invitation for a particular student
  - b. The teacher can send the invitation to any email address
  - c. In your email program, open your email invitation
  - d. Click "accept"
  - e. You can choose the frequency of the emails, such as daily or weekly
  - f. You can unsubscribe or remove yourself from Classroom at any time





# Parent Summaries



You may choose one of the following options for Google Classroom:

- Receive weekly summaries
- Receive daily summaries

Guardian email summaries will include:

- Class activity – Announcements, assignments and questions recently posted by teachers
- Upcoming work – Work that's due today and tomorrow (for daily emails) or work that's due in the upcoming week (for weekly emails)

Google Resource:

- [Parent Summaries in Google Classroom](#)

# Special Note for Parents



Please note that any activity in Google Classroom is documented under the student's login and it would not be appropriate for a parent/guardian to communicate with the teacher or other students in Google Classroom. Parents should use their personal email to digitally communicate with the teacher.





# Google Meet

Think of Google Meet as your child's virtual classroom!

Please see Google Meet expectations for students here: ([K-8](#)) ([6-12](#))\*



\*6-8 teachers will choose either of these documents at their discretion

# Google Meet Lessons & Recording



## Guiding Principle:

- Ensure that students who are unable to access the lesson when it is live will have access at a later time
- Ensure that students will have an opportunity to review the lesson at a later time to clarify or enhance understanding

## Teachers can achieve the guiding principle in various ways:

- Record the entire lesson in Google Meet
- Record key components of the lesson in Google Meet
  - Lesson opening including lesson objectives and/or agenda for the day
  - Mini-lesson or explicit, direct instruction
- Pre-record the key components of the lesson and use for background in Google Meet and/or use to post in Google Classroom



# Google Meet Lessons & Recording



Teachers may consider turning the recording off in some parts of the lesson (not inclusive):

- Classroom discussion periods
- Individual or group work sessions
- Engaging students in activities
- Sensitive topics, such as can be found in health class

Teachers are expected to post the Meet recording and/or a pre-recorded lesson in the Google Classroom for student access. Teachers can also post presentations (Google slides, Nearpod) in Google Classrooms for this purpose when they include the key lesson components.



# Google Meet Camera Protocols



- In an effort to create a positive classroom community environment, students are encouraged to keep their cameras on\*
- Only the speaker(s) and the presentation (Google slides, for example) are visible on the recorded sessions
- **Typically, students are only visible when they speak**
- Students may wish to turn their cameras off when speaking so as not to be recorded; this is perfectly acceptable
- **In no instance will students turning off their cameras result in disciplinary action, loss of participation points, or reduction in grades.**

\*There may be extenuating circumstances why students will not turn on their cameras; students, parents, and teachers should work together to resolve.

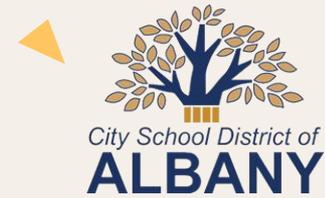


# Student Privacy



1. The district has received legal guidance regarding student privacy in a virtual environment. It is not a violation of student privacy laws to record Google Meets or require that students keep their cameras on in a Google Meet. It is not a violation of student privacy laws to post those recordings in Google Classrooms for educational purposes.
2. Student privacy laws are still in effect in the virtual environment just as they are in the physical classroom environment and, as such, prevent teachers from sharing student grades and other student data in front of other students.

# Code of Conduct



The CSDA Code of Conduct continues to be in effect in the virtual environment, including Section IX that governs Electronic Devices.

- Of particular note is prohibited behavior that is applicable to the virtual environment. Violations are subject to Code of Conduct protocols. This section states:
  - ***The misuse of electronic devices includes but is not limited to texting, sexting, verbal comments, graphic and symbolic communication, written communication via email, instant messaging, blogging, defamatory personal and online personal polling websites, supporting the deliberate, repeated, and hostile behavior by an individual or group.***



# Synchronous & Asynchronous Learning

New terms for CSDA in the virtual environment

Synchronous instruction is live, in-person, online, or distance education that happens in real time.

Asynchronous instruction occurs without required real-time interaction between the teacher and the learner.

Synchronous and asynchronous instruction work in tandem; they are interconnected to provide students with a total learning experience that is aligned to the learning goals and differentiated to individual student needs.





City School District of  
**ALBANY**



# Thank You!



For more information about  
Google Classroom and Google  
Meet, please contact your  
child's teacher or principal.

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