

## **Google Meet/ Recordings**

Google Meet allows teachers to connect up to 250 people during a virtual session. One class or a group of classes can join the same lesson and learn simultaneously. We have purchased G Suite Enterprise for Education for our teachers, so you also have access to Breakout rooms, whiteboard etc.

We have links on the district website with support documents for staff.

<https://www.mssd14.org/cms/One.aspx?portalId=57448&pageId=27330290>

The ability to record lessons allows teachers to save time repeating content and accommodate students who are unable to join live class sessions. The recording feature is available on the computer version of Google Meet.

Not all students have stable access to Wi-Fi. For a variety of reasons, students may only have intermittent access to the internet. In addition, not all students are able to join a virtual classroom at the same time. To work around this, teachers can instruct through a mixture of live video and recorded lessons. Being able to record lessons means students who are unable to attend have the opportunity to catch up. This is invaluable when students' abilities to access content via the internet is not always predictable or consistent. Additionally, students who fall behind can access the recorded content as often as needed.

Privacy rights under state and federal law have not changed or been waived due to the pandemic, and schools need to be compliant with the federal laws, the Privacy Act (FERPA) and the Children Online Privacy Protection Act (COPPA).

### **Recording your session:**

Many teachers like to record their session and post their recordings on Canvas.

Have your students participate in real-time video-conferences without using their video camera. If their microphone is on, their voice can still be recorded, but it still helps to limit the personally-identifiable information being shared. Please do not use a student's name while you are recording a session.

Many teachers share their screens during the first part of the Google Meet session and record only that part, they then stop the recording and students can turn on their video cameras. Be aware that the video camera does require more bandwidth, and we would suggest only having video on for the first few minutes (for students). If you need to record the full session, please minimize your Google Meet window, so you can't see any students or student names.

If you learn new instructional strategies, please share those with your colleagues and with me. We can continue to grow and learn together.

**To record on Google Meet, follow these steps:**

1. Open Meet, and join or start a meeting.
2. Click on “More” → “Record Meeting”.
3. Wait to be notified that the recording has started (students participating will be notified when the recording stops or starts, as well).
4. When you are finished, click on “More” → “Stop Recording” and again to verify (recording also stops when all students have left the meeting).
5. Once the recording file is generated, it will be saved to the organizer’s My Drive > Meet Recordings folder (which is automatically generated).

After the video recording is done, please upload the recording to YouTube, you will need to create a YouTube account. Copy the link into MyVrSpot to compress the video file, making it easier for students to access and watch the recording. YouTube is blocked for middle school and elementary students so it is necessary to use MyVrSpot to post the recording to your Canvas page. The link below describes the MyVrSpot process.

[https://www.mssd14.org/STAFF/remote\\_learning/my\\_v\\_r\\_spot\\_training\\_site](https://www.mssd14.org/STAFF/remote_learning/my_v_r_spot_training_site)

Please contact your Building Tech if you have any questions.

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