



# Google Meet for BCPS Learning at Home for Parents & Students

Each one of your teachers have set up a virtual classroom in order for you to be able to meet up with your teacher and possibly other classmates. These virtual classrooms are accessed through you normal Schoology page for each one of your courses. Follow these easy steps to get to your virtual classroom!

## Find your teachers virtual classroom link

1. Log into BCPSOne using the Google Chrome browser
2. Click on Schoology Learning Management System
3. Go to your class Schoology page
4. Locate the “Virtual Class Time” section on the front page
5. Your teacher will provide times where they will be available in the virtual classroom
6. Click on the Google Meet link that is provided



### Virtual Class Time Google Meet -

To join our classroom click this link at the following time and dates:

<https://meet.google.com/phq-fsb-fzq>

To join by phone, dial +1 650-667-342 and enter this PIN: 857 963 20#

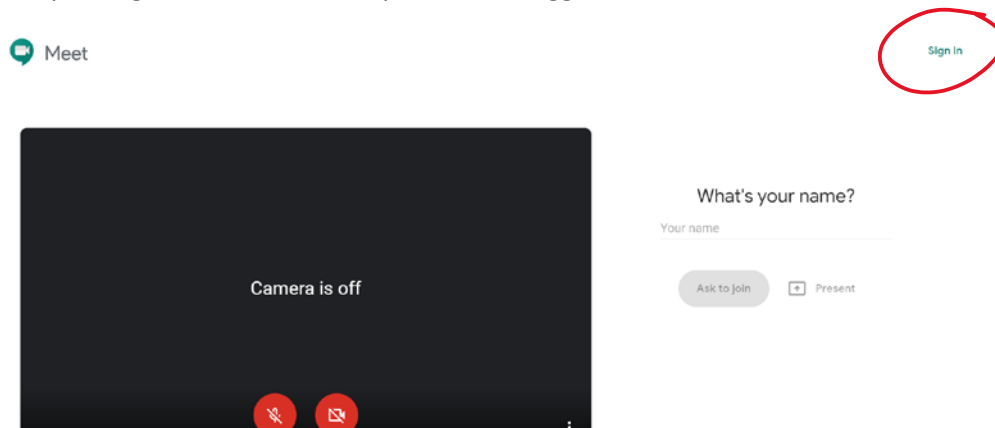
April 6th, 10:30 am - 11am

April 8th, 10:30 am - 11am

7. If you can't connect with your computer, use the phone number and PIN to join the Google Meet
8. Join the virtual classroom 5 minutes prior to the start of a session to give yourself time to log in and check your audio settings

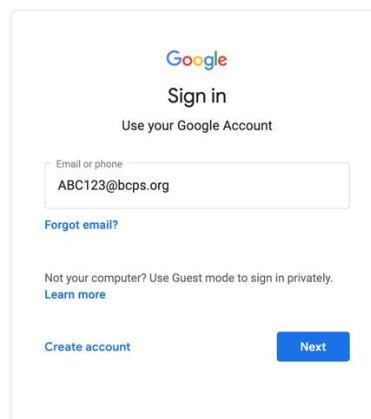
## To Join Your Virtual Classroom

Your virtual classroom is hosted by the tool, Google Meet. When you click the link from Schoology you might see this screen if you are not logged into the Chrome Browser:



If you just enter your name without signing in, you may not be able to enter the virtual classroom.

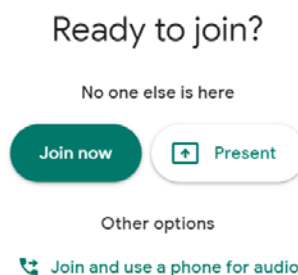
1. Click Sign In in the upper right-hand side
2. Sign in using your **BCPS username** with **@bcps.org** after it and your **BCPS password**



3. If you are logged into a personal account you will need to switch to your BCPS account by clicking "switch account" or "use a different account"



4. Then you can click on "Join Now"

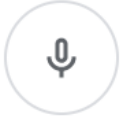









## Participating in the Google Meet Virtual Classroom

When you are in your Virtual Classroom at the time listed by your teacher you will be able to hear them. You may be able to see them if they have their video on. Here are some guidelines you should follow:

- Find a quiet place in your home to attend a live session
- Stay muted when you are not speaking to help reduce distracting noise
- Wear headphones or earbuds when possible
- Keep your camera off to save bandwidth and make the connection smoother
- Participate and contribute by answering or asking questions
- Use the chat area to monitor the conversation

## Get to Know the Google Meet Tools

	Turn your microphone on and off
	Leave the Google Meet
	Turn your video on and off
	See who is in the Google Meet
	View the Chat
 Turn on captions	Turn automatic close captioning on and off
 Settings 	Use the More Options Menu to change your audio settings