

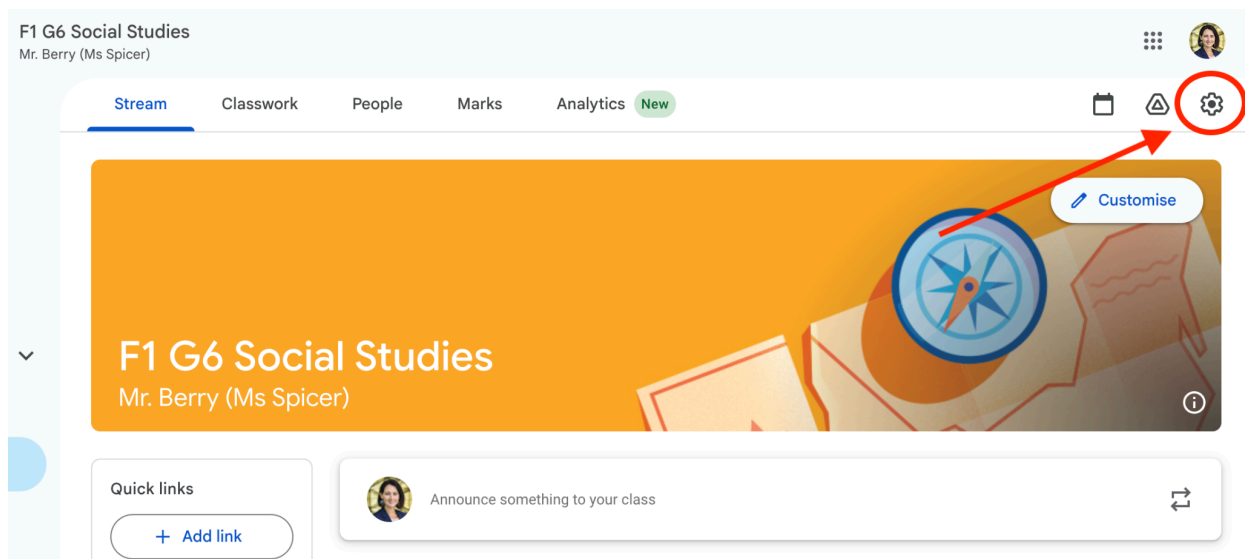
JIS “Online Learning” SY 2025 - 2026

Directions: Please use this checklist to ensure you are prepared for students to join your class should we need to immediately transition to online learning.

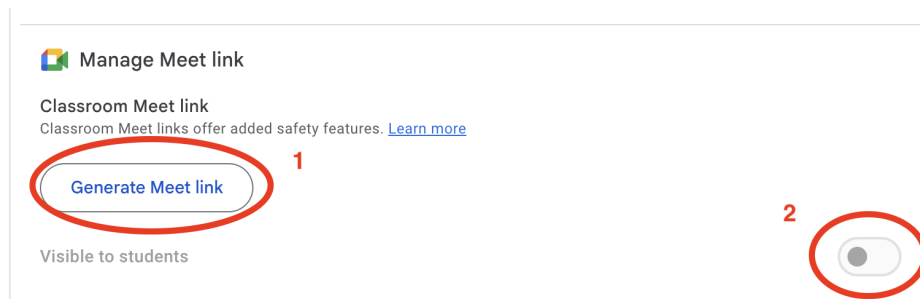
Details and directions for parents can be found in the [MS Parent & Student Handbook](#) and the [MS Faculty Hub](#).

STEP 1: Visit ALL of your Google Classrooms and ensure Google Meet is visible to all students.

To do this, find the gear icon to go to Classroom settings.



Scroll down until you see Google Meet settings and ensure visibility is switched on.



Manage Meet link

Classroom Meet link
Classroom Meet links offer added safety features. [Learn more](#)

<https://meet.google.com/mhx-ncpm-ivn>

Visible to students ☒

This will place a permanent and easy-to-find link/button on your Google Classroom so that your students can access your Google Meet Classroom.

Stream Classwork People Marks Analytics **New**

[Customise](#)

F1 G6 Social Studies

Mr. Berry (Ms Spicer)

Quick links

[+ Add link](#)

Meet

[Join](#)

☒ Visible to students

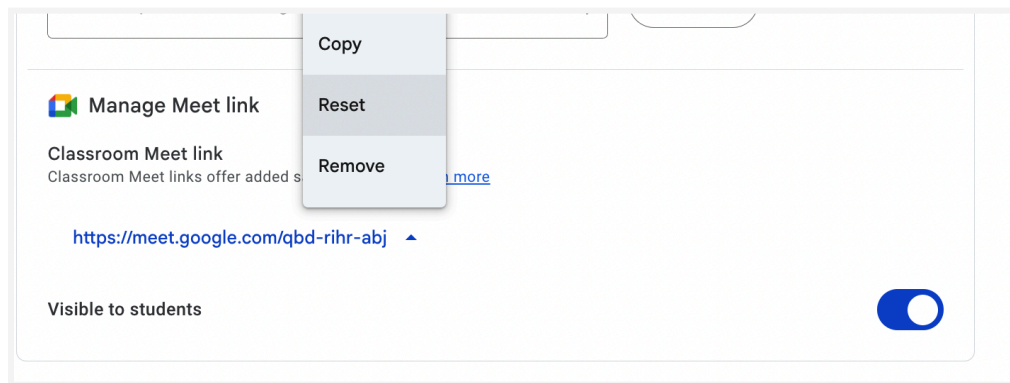
For

F1 G6 Social ... [All students](#)

[Announce something to your class](#)

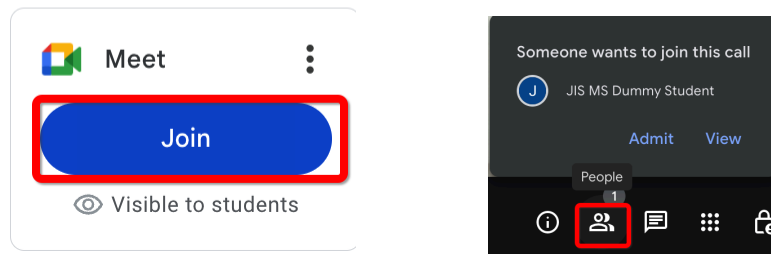
Things to know about your Google Meet Classroom Link:

- Your link is unique to that Google Classroom. If you have five different classes, you will have five different links.
- Unlike Zoom, your link cannot be customized. It will always be a random string of letters and numbers.
- If you decide to reset your Classroom Meet link in the Settings (see screenshot below), this will immediately replace the current link with a new Classroom link. Keep in mind, if you posted the link elsewhere, the old link will now be dead.



STEP 2: Start your Class

In your Google Classroom, click “Join” to start your class. Your students logged in to their JIS account will automatically join your class, while external users will be in the waiting room. Click “Admit” to allow them to join.



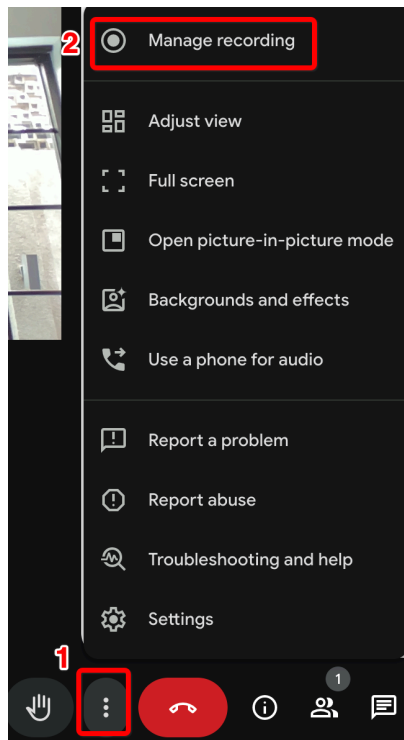
If a student joins your Meet class using a personal account, please follow our safety protocols and ask them to rejoin your class using their JIS credentials.

STEP 3: Record your Class

Click the 3 dots at the bottom right of your screen. Select “Manage recording”, then click “Start recording.”

The video automatically saves in your Google Drive > **Meet Recordings** folder.

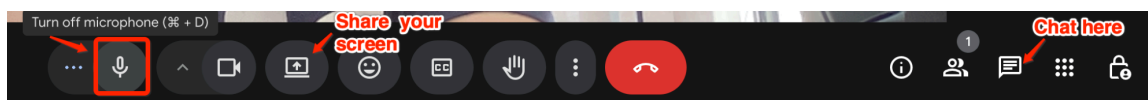
To end your class, stop the recording first to end the call for everyone.



Other Tools to Use in Google Meet:

Like Zoom, Meet has most of the tools you want to use.

- You can share your screen, mute your microphone, chat with your class through the options at the bottom of the screen



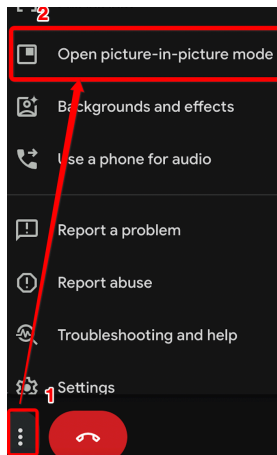
- **Screen Share TIP:** If you want to demo an activity (like typing in a Google Doc) while sharing your screen and still see your students, turn on **Picture-in-Picture (PiP) mode**.

How to do it:

After clicking “Share screen”, choose what you want to share:

- A tab (best for videos, Docs in Chrome or Slides)
- A window
- Your entire screen (everything you see)

Click the 3 dots menu in Meet > select “Open picture-in picture mode.”



A small Meet window will appear. Move anywhere on the screen.

Go to the tab that you'd like to share and do your demo AND see your students at the same time.

When you're done sharing your screen, close the PiP window and go back to your Meet tab.

- Click on the waffle menu in the bottom right corner to see options for breakout rooms, polls, transcripts, etc.

Breakout Rooms: click the pencil icon to choose the number of rooms and drag student names, or click **Shuffle** to create random groups.

To end, click **Close rooms** and all students return to the main Meet.

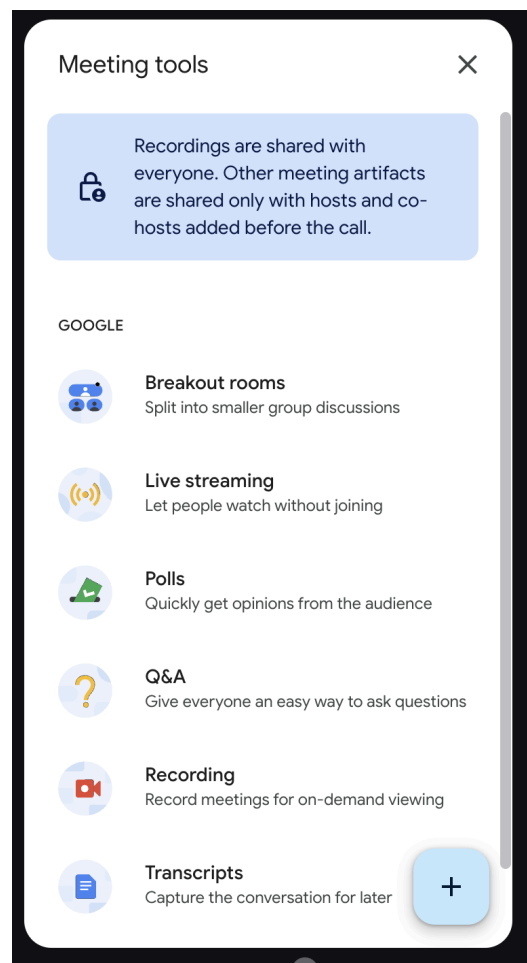
Reactions (Emojis)

By default, students can click the Reactions button to send emojis during class.

If you prefer to keep things focused, you can turn it off by clicking the 3 dots > Settings>Reactions, then toggle **Off**.

Chat Messages

A reminder that all messages are visible to everyone in the meeting - participants cannot send private messages to each other in Meet.



STEP 4: Apply the K.I.S.S. Principle (Keep It Simple, Silly).

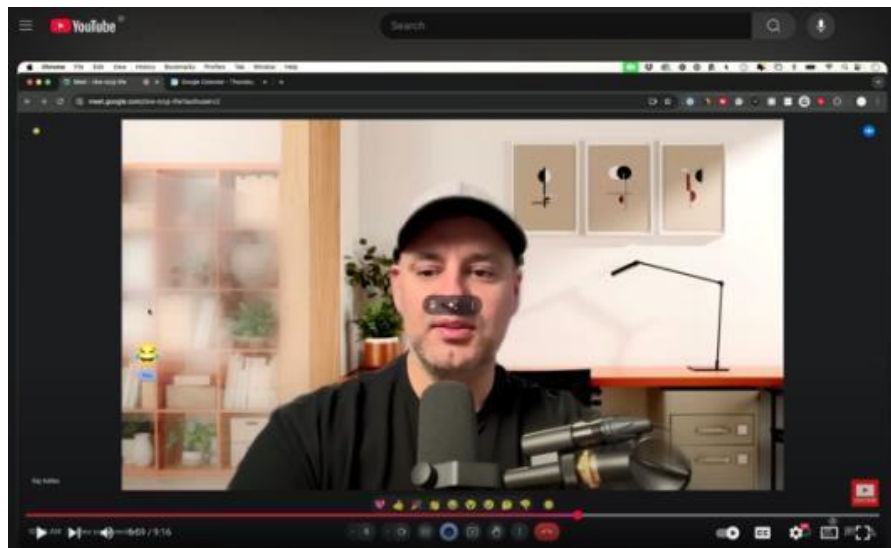
Tips for Success:

- Ensure that all your Classroom Meet links are visible ahead of time.
- Start your recording at the beginning.
- Check your settings (chat, reactions, recording) before class starts.
- Give clear instructions before sending students into breakout rooms.

If Google Meet feels new to you, don't worry—you're not alone.

Meet keeps things simple, and you'll be glad to know that the same tools we relied on—screen sharing, breakout rooms, virtual whiteboards, and more—are all built in and easy to use. That said, you don't need to use all of these advanced features right away, especially for a short online learning break or on day one.

For those who'd like to jump right in, here's [a fantastic tutorial from HOWFINITY](#) to get you started. The first two minutes detail starting a meeting outside of Google Classroom (still useful), but then he dives into all of the Meet tools and features.



[Simple Meet Tutorial Here.](#)

That's it. Done! Whoop!

What next?

*Understand that despite our best efforts, some students will not show up in your Meet classroom for their class. Please ensure everything is posted in Google Classroom so

students can stay current in their coursework even without Meet access.

*Please take attendance in PowerSchool as usual. If students do not come to the Meet classroom, they are to be marked absent.

Finally...

Please do not hesitate to ask Michelle, Aimee or Robyn questions, comments, concerns, or for practice. They are more than happy to help.