

Good Morning Dorothy Fox Parents,

As a technology tool in support of connection with each other we have decided to begin to use **Google Meets**. It is a video conferencing tool that lets us see, hear and interact virtually with each other. Because it requires some adult support and setup for our younger students, we are sending this information out by itself so that you have time to get your child



logged into their Camas School District google account by this **Thursday, May 6th**. This is a great way for students to not only connect with us the teachers but also interact with each other while being supervised online.

This will require some set up on your behalf. It shouldn't be too difficult but please bear with us through this process. Much like Seesaw or Google Classroom it will require an initial setup but then you should be good to go.

You may or may not be aware but all students at Fox have been assigned an email and password. We have not previously had the need to use these addresses at our level, however, now we have the opportunity to!

Setting up your computer for GOOGLE MEETS

There are a few things you will need to do on your computer before we begin.

1. Log onto the internet using Google CHROME/ If you are using a tablet or device: In the Play Store (Android) or App Store (Apple ios), download & install the Hangouts Meet app. Tap the Hangouts Meet app on your device to open it (Extensions are not available on these devices).
2. Click and add the following three extensions:
 - a. **Push to Talk**- Students can stay on mute, just hold their space bar down while they speak
 - b. **Grid View**- So students can see all of the participants at one
 - c. **Nod**- Allows the raise hand features as well as some other symbols
3. Go to Gmail and log in your kindergartener using their email address and password. (Details below)

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Log In and Password Information

The email address follows a formula for the most part.

Firstname.lastname@csd117.org

For example: Dorothy.Fox@csd117.org The password is your child's 8 digit birthday

For example: 04172014 for a birthdate of April 17, 2014

Your child's email address is:

Your child's password is:

Joining a Google Meet Session

Once you are logged in you will be ready to join one of our Google Meet Sessions.

To get to the Google Meet session you will need to:

1. Open a browser window using **CHROME**
2. Make sure your child is logged in (which may mean switching between your Gmail account and theirs)
3. Navigate to Meet.Google.Com
4. Click Join a meeting
5. Enter in the Class "Nickname" which will be provided in your e-mail once we start.

Google Meet Norms

- Students should remain muted.
- Students should wait until they are called upon to speak.
- Limit background noise if possible.
- Be an active listener, pay attention while waiting for your turn.
- Encourage your child to participate in speaking independently.
- Per the Camas School District policy we will not record any students or voices during these calls.

Thank you so much for your support in getting this set up for your student. We are excited to interact with them in this new way! We miss them and know that they



Google Hangouts Meet: Student Supports

All students will need to login to their Google Accounts. Student emails are first.last@csd117.org. If they don't know their password, their teacher can reset it for them. Students will not be able to join a Meet unless their teacher is already in the Meet.