

Google Meet Tips for Success

1. Stage the room

Not everyone has a dedicated home office, so expecting that every teacher will have a perfectly arranged teacher desk with a door that closes for privacy and a visually stunning bulletin board behind them during their virtual classes is simply unrealistic. But there are steps all of us can take to make virtual teaching successful.

To Do:

- *Find a space you can call your own for class time*
- *Get what you need within easy reach*
- *Look at what will appear on camera during your virtual session*



2. Lighting

No one is asking you to buy professional studio lighting to make virtual teaching work, but consider the source of your light and whether it enhances or detracts from your students ability to see you.

To Do:

- *Ensure you aren't back-lit*
- *Turn on available lights*
- *Consider a small desktop lamp that could add some light to your face*



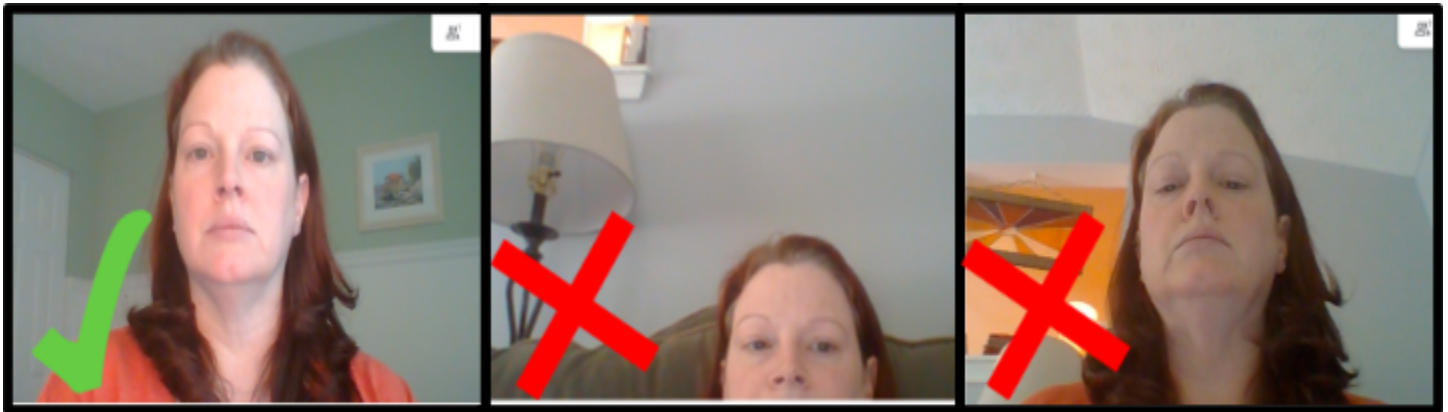
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3. Position/seating

If you are going to be in front of your computer for hours meeting with students, comfort is of the utmost importance, but we need to consider the message we are sending to students with our position too.

To Do:

- *Find a chair and table/desk set-up that works well for a virtual meeting*
- *Adjust your device/camera height and angle*
- *Avoid sitting on the couch with your laptop on your lap (this isn't a flattering angle for anyone)*

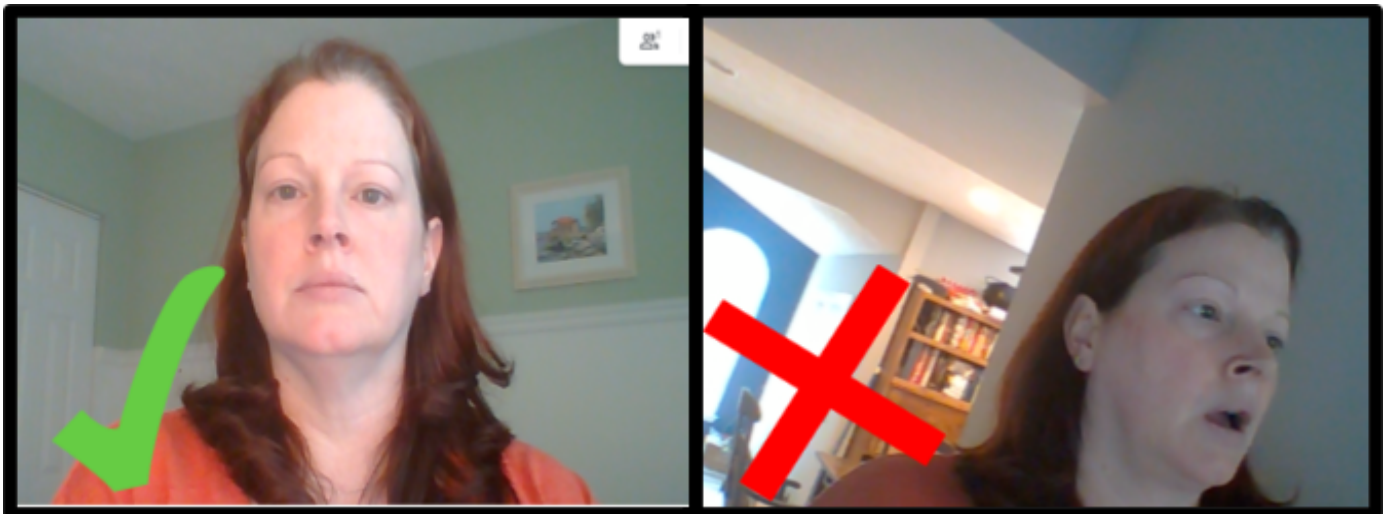


4. Moving

Some days you may want to take your students on a virtual field trip as a part of your lesson, but try to minimize the moving during most virtual classes. Anyone who has ever been a participant in a virtual meeting while the presenter is walking down the hall knows it makes you a bit seasick!

To-Do:

- *Pick your spot before class starts and stay there*
- *If you need to move, turn off your camera during the trip.*



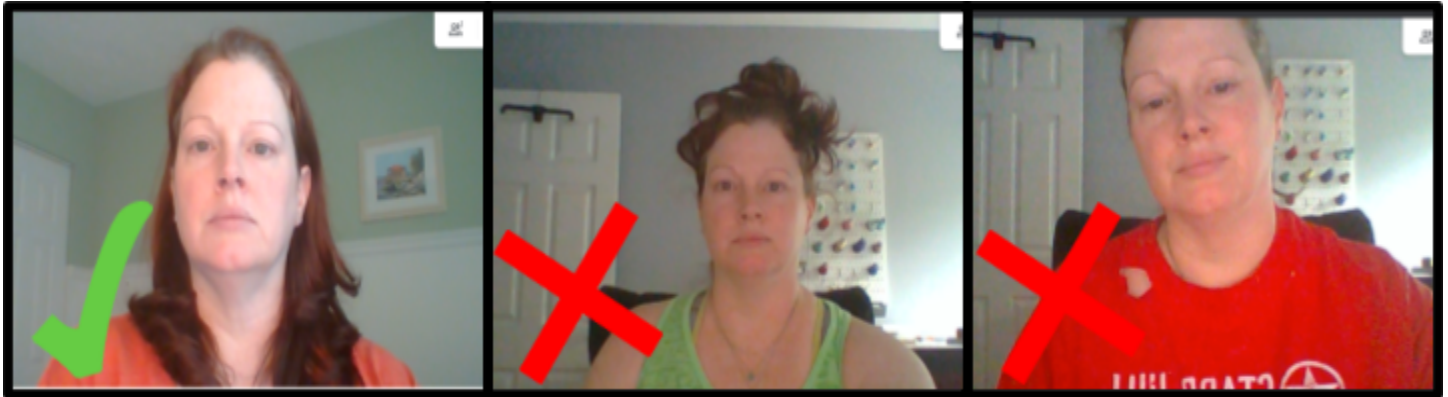
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5. Appearance

Actors know well the term “camera ready.” For virtual teaching, teachers need to adopt this idea too. Make sure that you are ready to greet your students with a professional appearance each day.

To-Do:

- *Groom as you would to go to your school for the day*
- *Dress as you would to go to your school for the day*
- *Skip the comfy sweats, t-shirts and pajamas*



It is about leading by example. Just because you take special care for your Google Meet does not guarantee that your participants will too, but if you demonstrate lowered expectations, they WILL follow your lead!