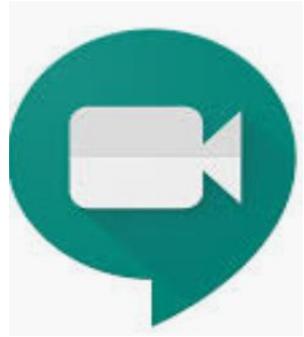


# STUDENT TUTORIALS

**Google Meet and Schoology Conference**



**Prepared by the  
LPS Educational Technology Department**

# VIDEO-CONFERENCEING ETIQUETTE



- ★ Join the meeting **at the required time**.
- ★ **Mute** your microphone until you need to use it.
- ★ **Be mindful of your surroundings** when turning on your camera.
- ★ **Remember: Your workspace and dress should be school appropriate.**
- ★ Stay focused and engaged in the lesson.
- ★ Use the **chat feature** to ask your teacher questions about the lesson.
- ★ Remember that **everyone can see the chat**. (The conference and chat may be recorded.)
- ★ Students will be removed for inappropriate behavior.

# GOOGLE MEET



## How to Join a Meeting:

<https://support.google.com/a/users/answer/9303069>

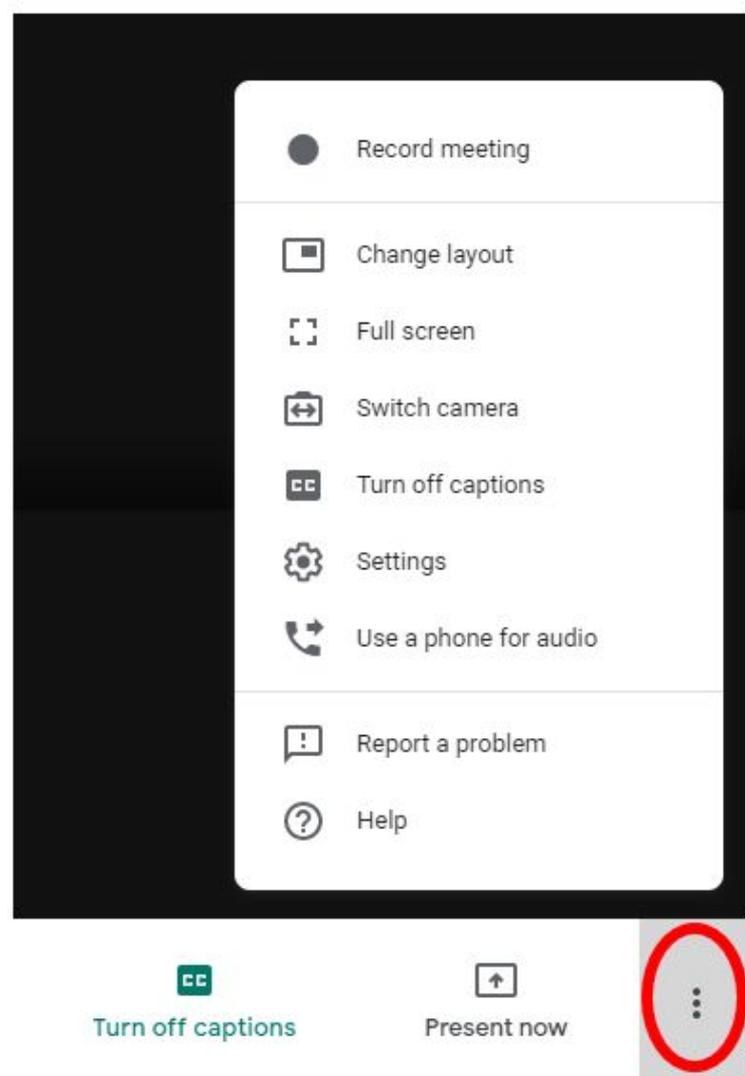
## How to Use Chat during Meeting:

<https://support.google.com/a/users/answer/9308979>

## How to Change Settings:

<https://support.google.com/a/users/answer/9302964>

You can also click on three dots in the lower right corner of the screen to access controls.





Materials



Updates



Grades



Nearpod



OneNote Class Notebo...



StudyMate



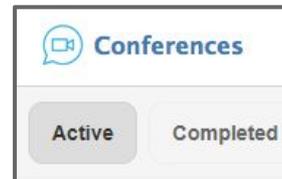
Conferences

# SCHOOLGY CONFERENCE

To access your conference:

- Use Chrome, Edge, or Firefox as your browser. *Safari is not compatible.*
- Go to your course page in Schoology.
- Click **Conferences** on the lower left.

**Pro Tip:** If you don't see the conference, make sure you are in the **Active** tab.



# JOIN THE SCHOOLOGY CONFERENCE

Home > US History 5 CP: Period 4 > Conferences

United States of America

Materials

Updates

Grades

## Conferences

Active Completed

Title	Start Time	End Time
Period 3	03/16/2020 at 10:00 AM	Not started

- If the teacher has **Not started** the conference, you cannot join.
- **Refresh your browser to check the status of the conference.**
- Join when the conference is **In progress.**
- Click on the title of the conference to join (**in blue**).
- Mute your microphone and turn on your camera.

# NEED MORE HELP?

For additional tips, watch this video to learn how to use the basic features in **Schoology Conferences**.

