

Live Video Sessions

Advice for Pupils

Updated: December 2020



Midlothian

Midlothian schools can now host live video sessions safely and securely within GLOW. Your teachers may want to connect with you as part of your learning or to help you connect with your classmates.

Getting Ready

Using live video is inviting someone into your home. You need to think carefully about the view from your web camera and how you are set up at home for learning online. Here are some tips:

- Be dressed suitably
Be dressed as you would be happy to be seen outside of your home.
- Sit with your back towards a wall
This will reduce how much of your home is in the camera frame. Don't have your back towards a window if you can avoid it.
- Turn off other distractions
Try to find a space which is quiet. We know that this might not always be easy to do.
- Use headphones
If you have headphones, use them. You might need to change the meeting settings to hear through your headphones.
- Place your device somewhere steady
Have your device on a stable surface rather than your knees. Find a spot to place your device which is comfortable for you.
- Be ready to learn
Have some paper or your jotter to hand with something to write with. This will allow you to take notes if you need to. You could also use a digital tool to take notes, such as Google Docs.

Connecting to Your Meeting

Your teacher will set a time for your meeting in Google Classroom or Microsoft Teams. This is also where you will find the link for the meeting when it starts. Your teacher will be the first person in the meeting room and will be the last person to leave it.

Mute your microphone before you enter the meeting. You can also switch off your camera if you wish.

When joining, click 'Join Now' to enter the call. Don't click Present.

During Your Meeting

Once connected, listen carefully to your teacher. You can use the text chat to ask questions or unmute your microphone and ask your question. You should mute your mic again after you have asked your questions.

In your Meet, be kind and considerate of other people. The Meet is just like being in school and you need to behave appropriately. Your teacher may remove you from the meeting if you don't do so. If you are removed from a meeting, the headteacher or another member of senior staff may discuss this with you and your parents/carers.

When the call is complete, disconnect by clicking the red 'Hang Up' / 'End Call' button.