

SUPPORT GUIDE FOR VIDEO INSTRUCTION WITH GOOGLE MEET

Mind Over Learning offers One-on-One Video Instruction for all types of learners. Our team has mastered virtual engagement with our students, replicating online the interactive way we teach in person. Our virtual learning programs have been specially designed to engage all types of learners, and our parents have given us incredibly positive feedback about our unique online approach and its success with their children.

We have honed and mastered our virtual learning platform so that it is highly engaging, interactive, and extremely effective, even for kids with weak attention controls. Students can manipulate the screen for kinesthetic learning, or use physical tools in front of them, such as math blocks, letter blocks, whiteboards or other manipulatives. Some parents receive coaching from us to be a support parent in the room for select students who benefit from another pair of hands with them, or a physical presence to help navigate the computer or use non-verbal cues to help with attention.

Thank you for choosing our high-quality virtual learning option. In order for our students to receive the most optimal remedial therapy we can offer, make sure to review the following tips and troubleshooting solutions.

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General Information

- We recommend that an adult be present for your child's first virtual session to help troubleshoot any potential issues
- Each student has a unique Google Meet ID
[meet.google.com/xxx-xxxx-xxx]
 - All clients have received the link in an email from Mind Over Learning called "Google Meet Link & Information"
 - This link can be used for all sessions with any tutor
 - Keep the meeting link open while waiting for the session to begin
 - The tutor will call the number on file if the student is not in the meeting
- Check out the [Google Meet Quick Start Guide](#)
- [YouTube](#) has a lot of informative videos for using Google Meet
- **Please do NOT use iPads or Tablets for your virtual sessions:**
 - They are not interactive devices for optimal learning
 - They have less intuitive screen-sharing capacity
 - Students are unable to see their instructor and screen-content simultaneously
 - There are more steps involved to share content with students
- Here is the [Virtual Learning Questionnaire](#) if you wish to review recommended materials and resources for virtual learning, etc.

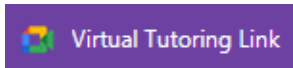
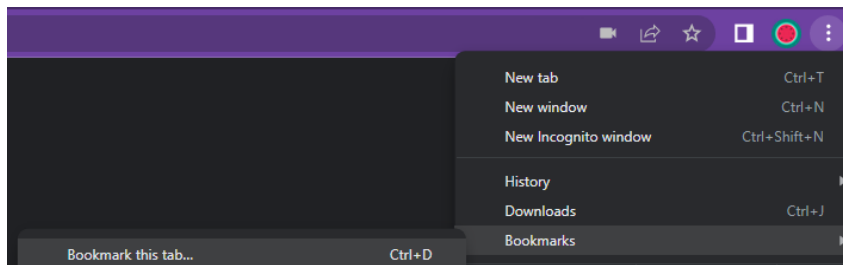
Using Google Chrome

1. Download the [Google Chrome Browser](#)
2. Create a FREE Gmail account (for ease-of-access with shared files & saving the meeting link). Login prior to joining the session or keep it logged in on that web browser.
3. Create a Google Chrome Profile - [steps here](#) (easiest way to find the meeting link every time)
4. Save the meeting link as a bookmark in your web browser:



Click the 3 dots at the top right side of your browser to get to the menu

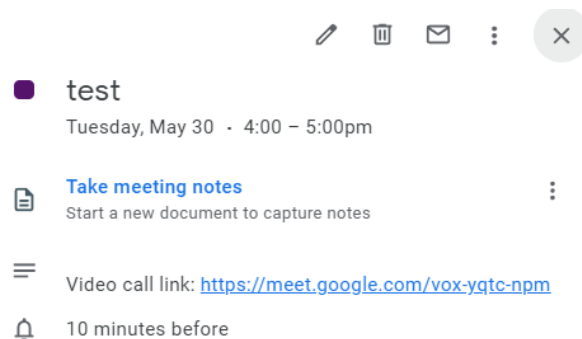
Click on > Bookmarks > Bookmark this tab...



It will show up when you open a new tab in your browser - click on on it to open the meeting

Other options for saving a meeting link

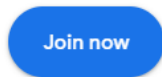
1. Save the session times in your personal calendar with the meeting link in the description



2. Write it down on a sticky note and put it in view of the computer desk

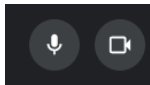
Using Google Meet

- Finding a meeting link:
 - This will be emailed to you with your schedule confirmation (click on the meeting link to open)



Once the tab opens for the meeting - you can join the meeting by clicking on "Join now"

- Icons and settings:



Audio/Video icons



This button will open >

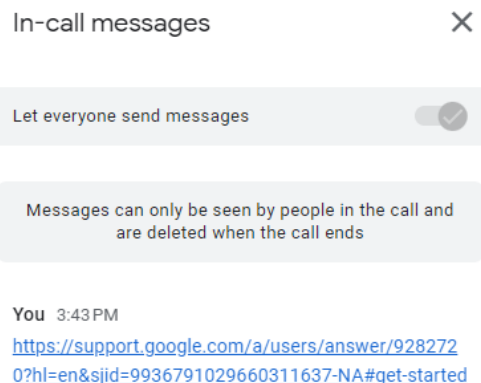


Settings



Open chat

- How to click on shared links in the chat (active links show up in blue text)



Share student screen - click "present"



Click this button to end a meeting

Troubleshooting

- Check for computer updates & restart your computer
- Check for web browser updates
- Ensure you are connected to the internet
- **If you are having trouble accessing the link:**
 - a. Check the URL for the meeting code
[meet.google.com/xxx-xxxx-xxx]
 - b. The Google Meet URL has a 10-letter code that can also be typed in directly on the [Google Meet website](#) [xxx-xxxx-xxx]



- **If your link is not working:**
 - a. Go to the "[Using Google Chrome](#)" section of this document
- **If you are unable to see instructor/screen while working at the same time:**
 - a. Shrink tabs, alternate between tabs, or use split screen
- **If the input/output of audio is not working:**
 - a. Check audio devices within Settings
- [Helpful Troubleshooting Video for using Google Meet](#)
 - a. This includes troubleshooting issues with your microphone, video, chatbox, using picture-in-picture mode, etc.