# GoGuardian Teacher Module Overview

- **What is it?**
    - GoGuardian Teacher Module is a classroom management tool for PPSD teachers to use with district managed Chromebooks in their classrooms.
    - GoGuardian Teacher Module can be used whenever a student is logged into their district managed Chromebook during the defined time range (M-F, 6:30am to 5:00pm)
    - GoGuardian Teacher Module provides the student a notification when there is an active session
    - GoGuardian Teacher Module is intended to assist with classroom management of students and devices
    - GoGuardian Teacher Module creates Class sessions from a direct sync from the district's SIS.

- **What will it do for me?**
    - Helps you to manage and support student activity online
    - Helps you to assist students with what they see on their screens with a true 'Student View'.
    - Helps you to facilitate greater on-task actions by students
    - Helps you assess and support student progress on class assignments

- **How will it help me in the classroom?**
    - Redirect students from distractions
    - Provide concrete guidance to students
    - Provide positive reinforcement to students
    - Encourage positive digital citizenship
    - Assists in letting the teacher know when students may be stuck so they can quickly address any questions and help students stay on task.
    - Facilitates communication between teachers and students during class time:
        - Teachers can chat directly with individual students without disturbing the rest of the class, increasing student participation and engagement.
        - Teachers can quickly and easily share links and information with students, helping everyone make the most of their class time together.

<u>**New Features:**</u>

Voice-Only Call mode, which allows teachers to call students (with voice only) in a classroom session. Below explains how each aspect of the feature works.
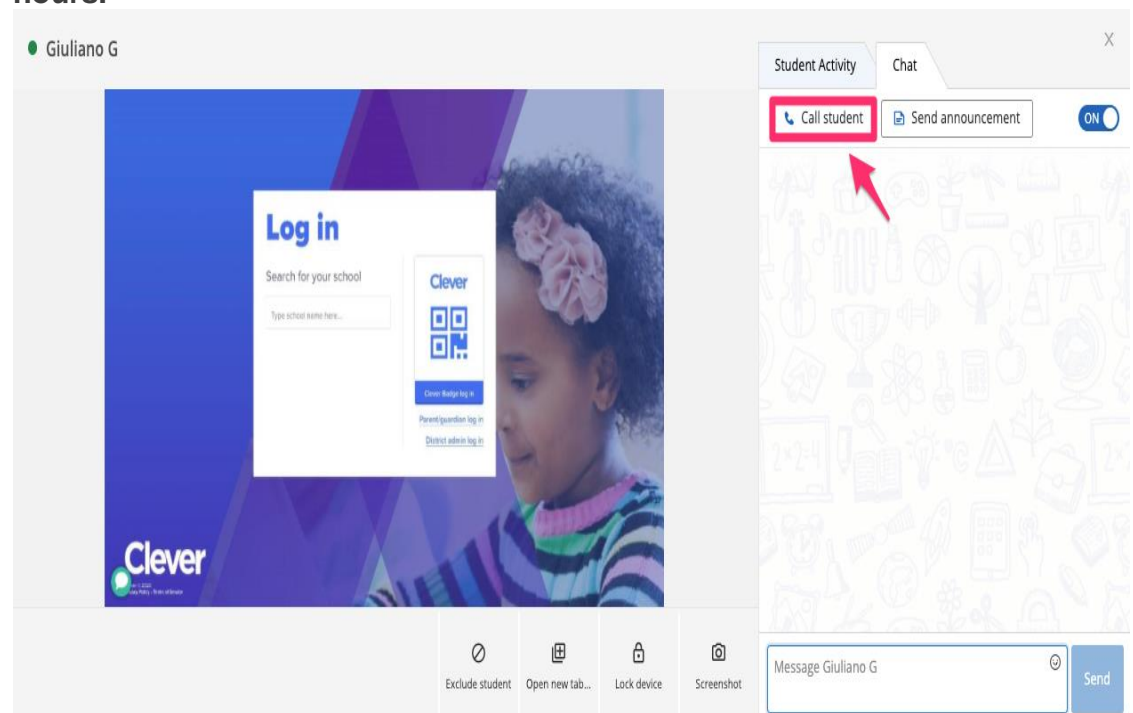
# Call Options

## 1. Setting up the Call

   1. Method A: Organizations without Video Conferencing

      1. To initiate a 1:1 voice call with a student, select the "Call Student" option from the Chat tab while viewing the enlarged preview of their screen in the Screens view of an active classroom session. For more information on how to use Teacher chat, click here.
**NOTE: Group calls are currently limited to 2 hours while 1:1 calls are limited to 8 hours.**

2. A new tab will open in your browser, where you will be the opportunity to adjust your call options (e.g. select a different microphone, if available).
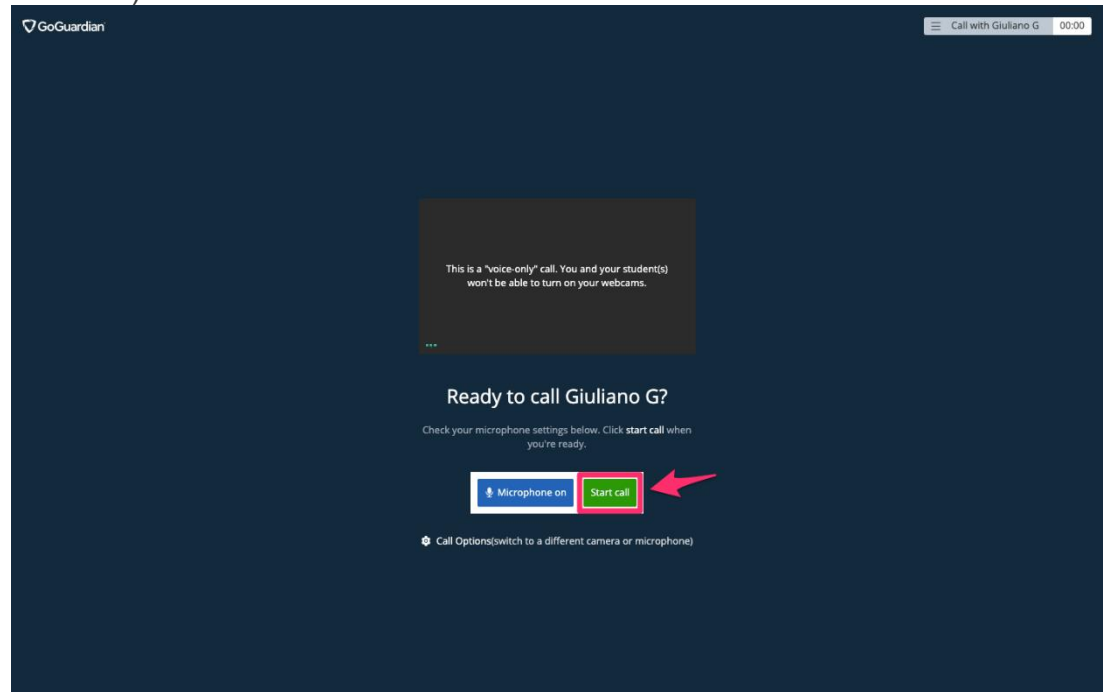


(Skip to Step 5 for further instructions)

## 3. Method B: Organizations with Video Conferencing

Navigate to the **Call Students** tab during an active classroom session

Select the **Start Voice-Only Call** option

# 2. Enable Microphone

1. Toggle the setting next to "Enable Microphone" to set it to "On"
2. If this is your first time using the feature, a popup will ask you if GoGuardian can access your microphone, click "Allow"
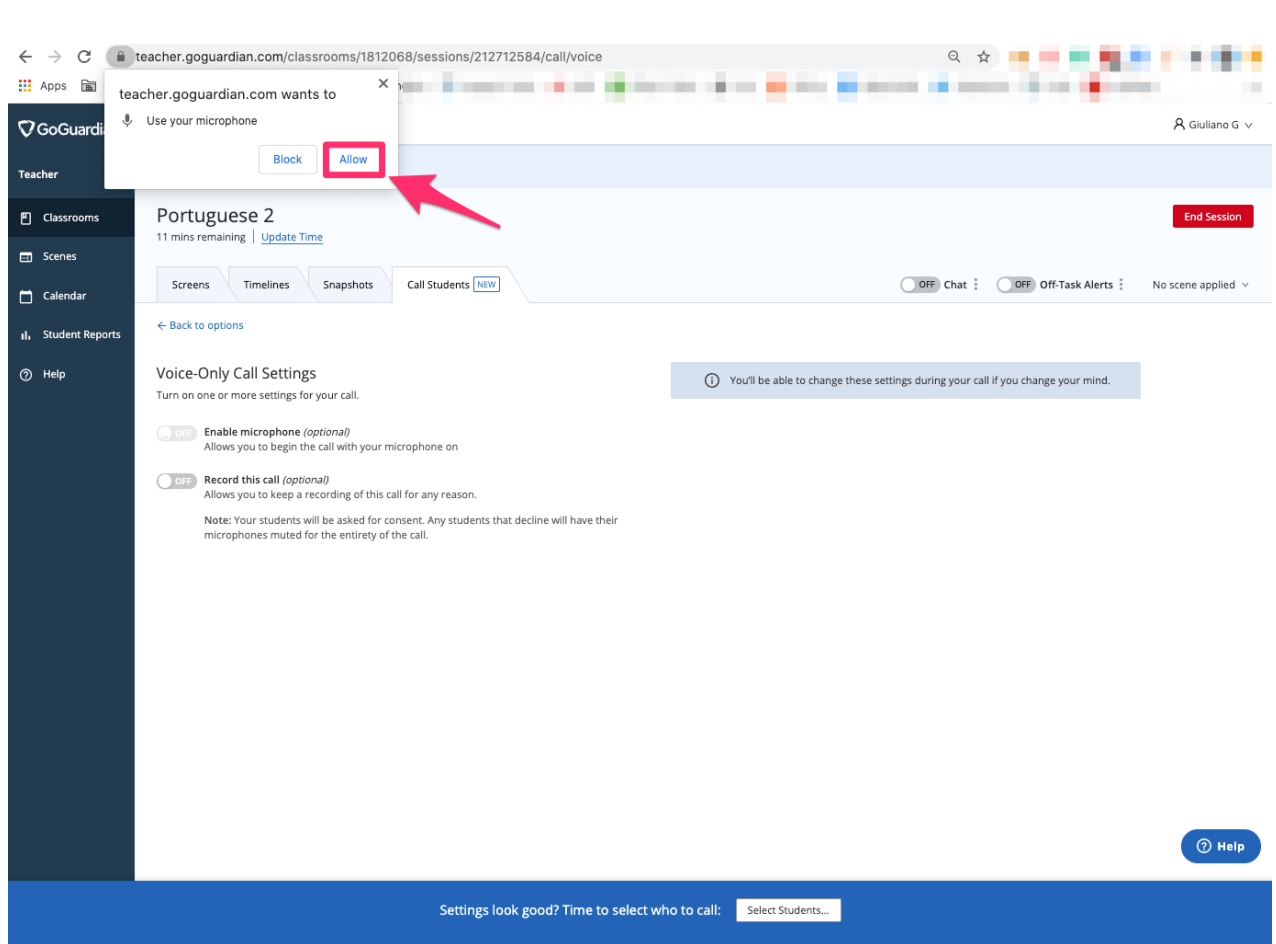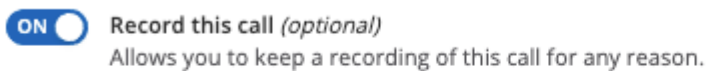


3. Select the microphone that you would like to use from the dropdown (if there is more than one option)

# 3. Record the Call

1. Toggle the setting next to "Record this call" if you would like to record the voice call to listen to and share later. Students will be asked to provide consent before they join a call that is being recorded. If they decline, their microphones will automatically be disabled for the entirety of the call.



# 4. Select Students

1. Click "Select Students..." at the bottom of the screen, which will open a pop-up. In the pop-up, check off the boxes to the left of each student that you would like to call. If you would like to call the whole class, check off the box to the left of "Select All." Check off the box to the left of "Mute all students" if you would like all student microphones to be disabled during the call
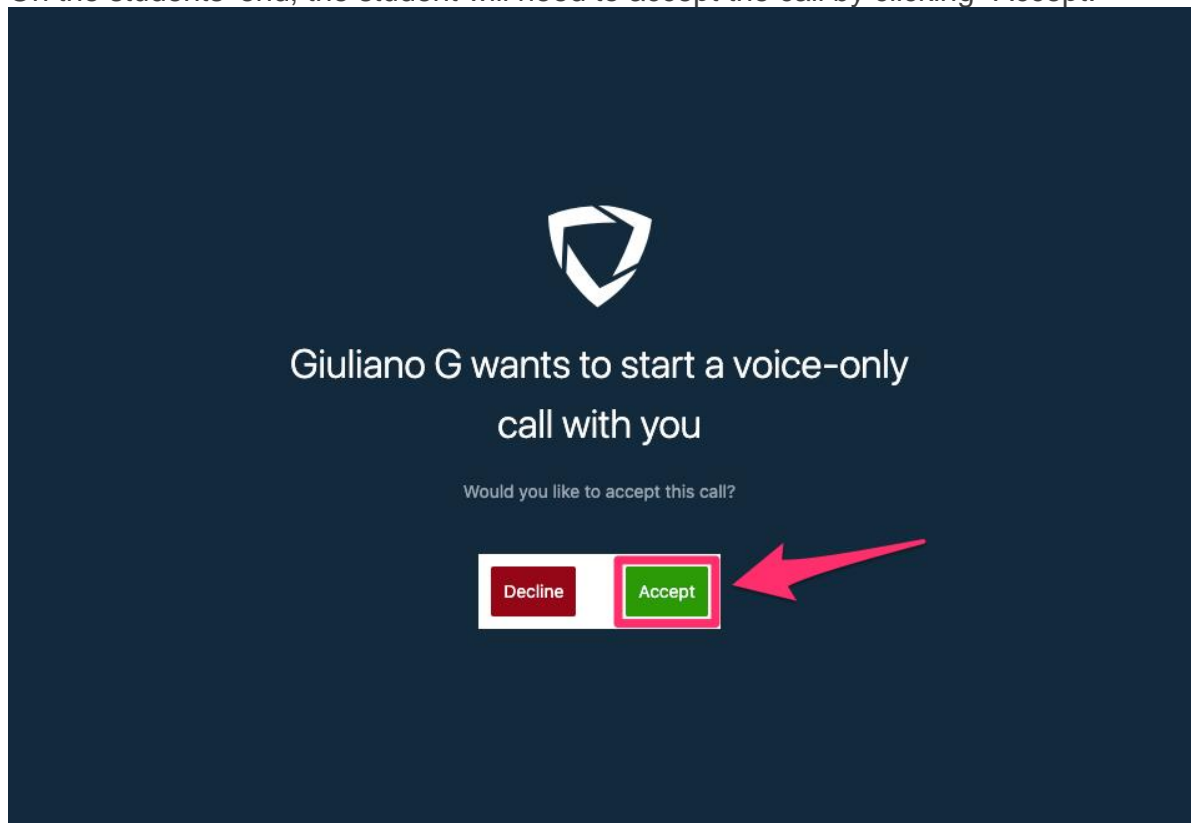**NOTE: A maximum of 40 students can be selected per call.**

# 5. Initiate the Call

1. Click **Call** to begin the call. You will be redirected to a new tab that will wait for the student(s) to connect.
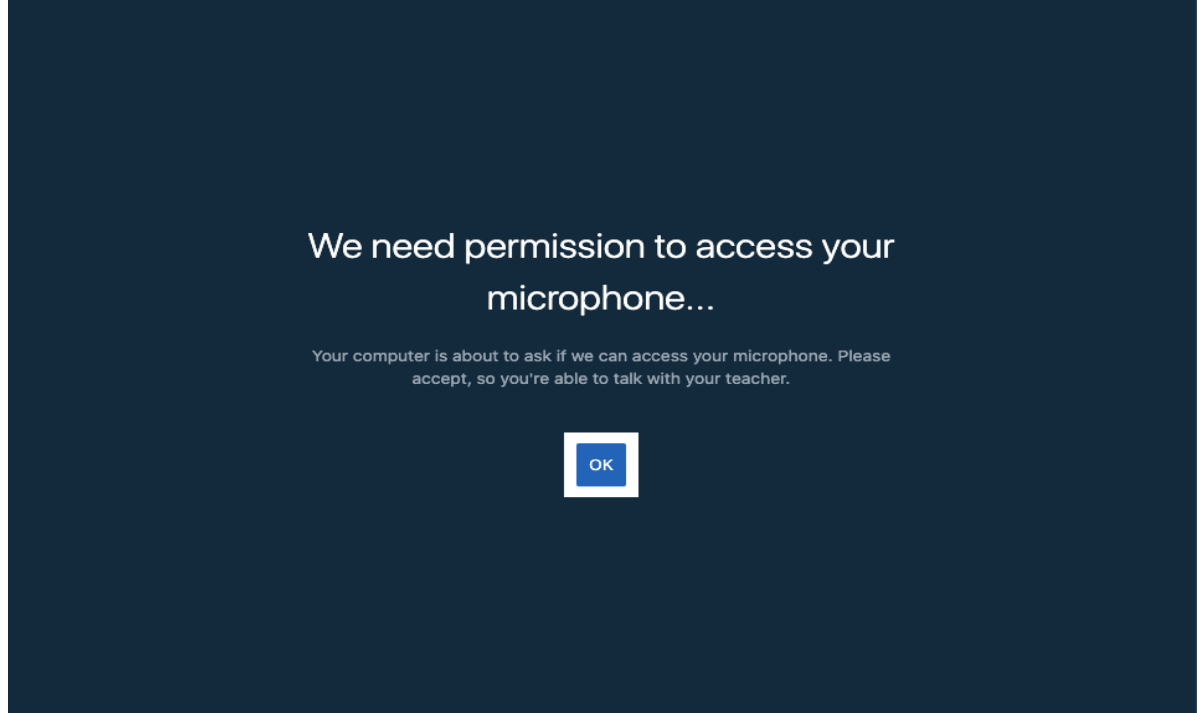
2.



3. On the students' end, the student will need to accept the call by clicking "Accept."

If this is their first time joining a call, the student will see a message informing them that their computer will prompt them for access to their microphone.



If you selected to record the call, at this point, the student will need to select whether they give permission to have them be recorded during the call.

# Giuliano G is recording this call

Your teacher may want to share the recording of this call with you or other students in the future. **Do we have your permission to record you during this call?**

🔘 **Yes**, it's okay if my teacher records what I say or do on my webcam during this call.

*You will be able to turn your webcam and microphone on or off during this call whenever you want.*

⚪ **No**, it's not okay if my teacher records what I say or do on my webcam during this call.

*You won't be able to turn on your webcam and microphone but you will be able to listen to the call.*
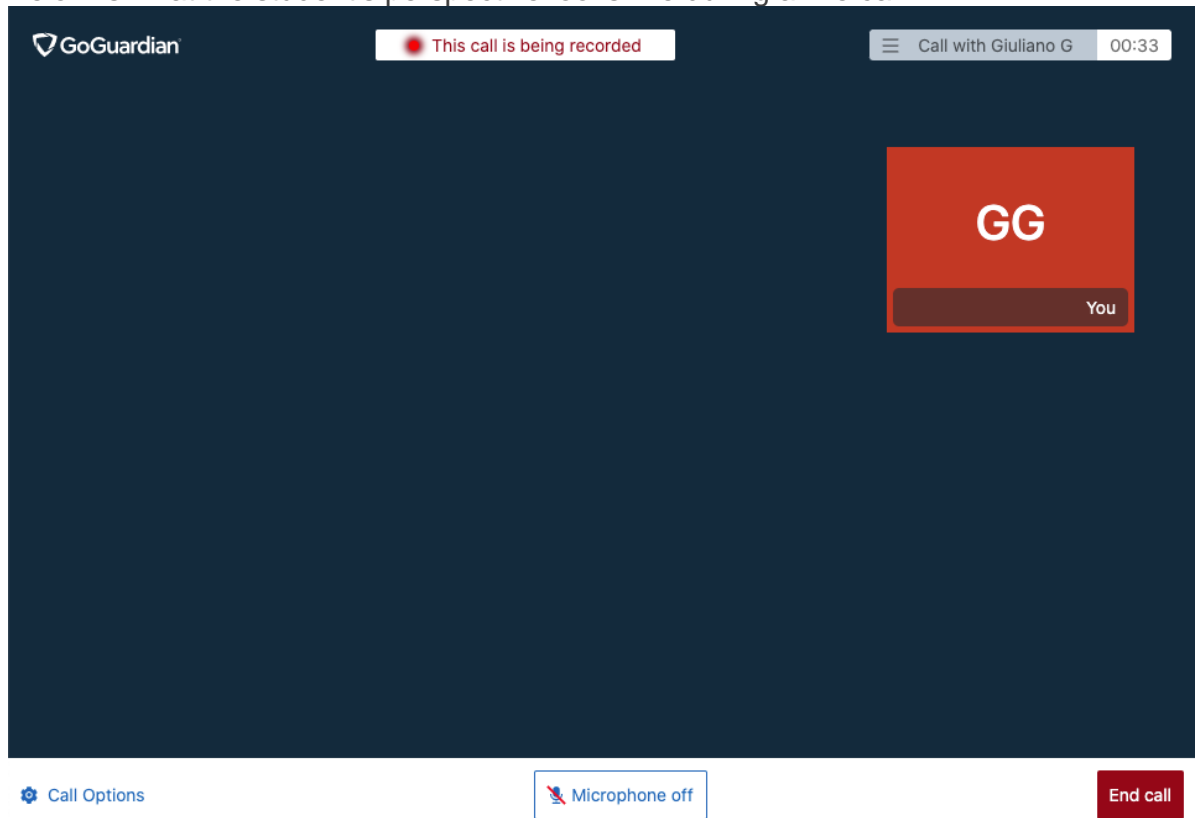
**Continue joining call**

The student will have a chance to adjust their settings, before clicking "Join call" to join the call.
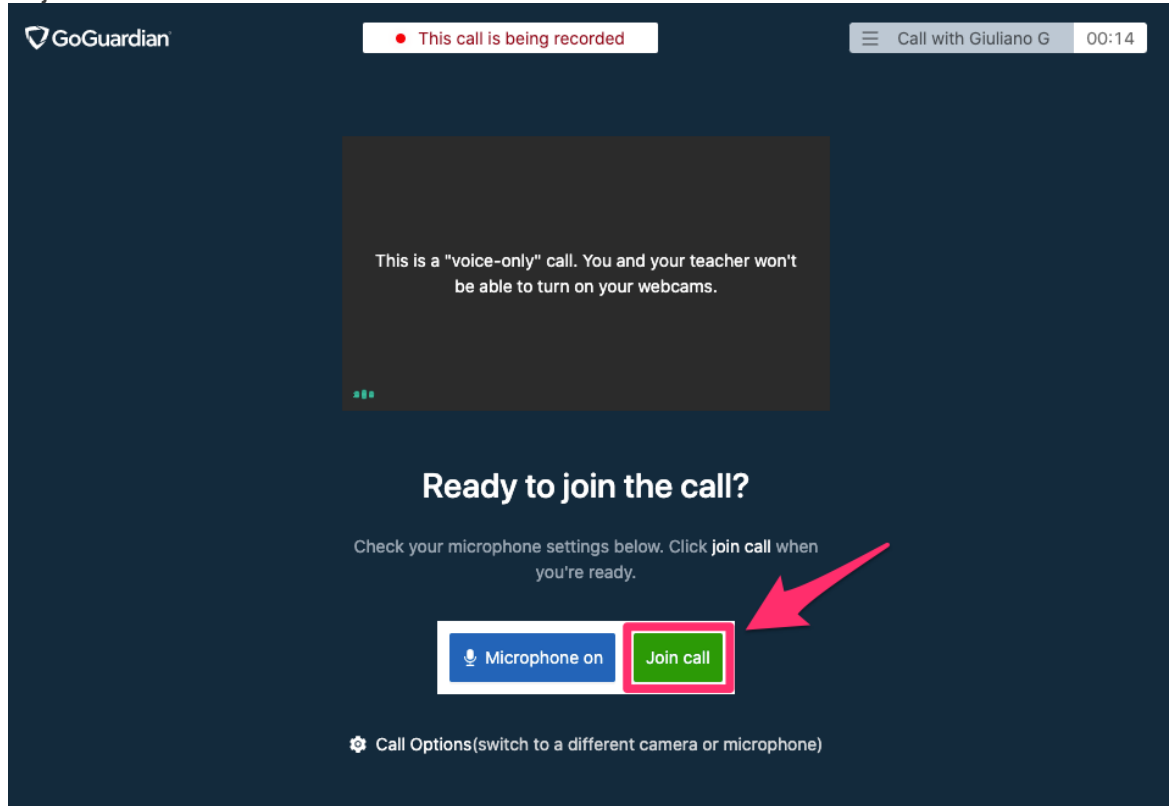


4. When the student accepts the call, you will be able to see their screen and speak with them directly.

5. Below is what the student's perspective looks like during a live call:



6. **For Group Calls**: If a student is offline when the call starts, the will be listed under "Absent Students" with the status "Offline" in the right panel that can be viewed by clicking on the call button (displaying the call time) on the top-right corner of the screen. When they come online, their status will change to "Call Ringing" and they will have the opportunity to join the call:
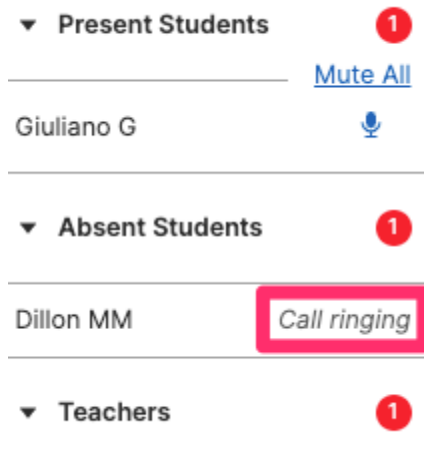
7. **Co-Teachers**: To join a live group call, navigate to the **Call Students** tab of the active classroom session, which should indicate that a live call is taking place. Then, click **Join (Teacher Name)'s Call** to join the call.
**NOTE: More than one student must be present in the call for co-teachers to be able to join the call.**
**NOTE: A maximum of 10 teachers (including the teacher that initiated the call) can join a voice call.**

8. To adjust your settings for the call, select "Call Settings" in the bottom-left corner of the page. Students will be able to access these settings on their end as well.
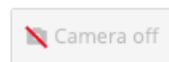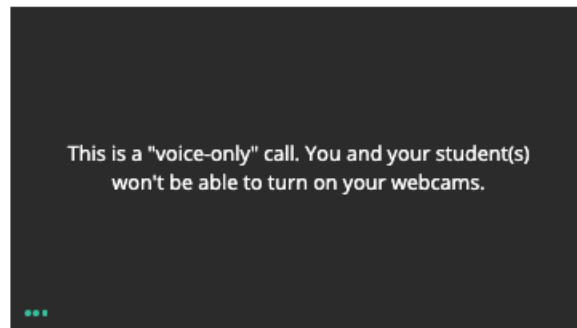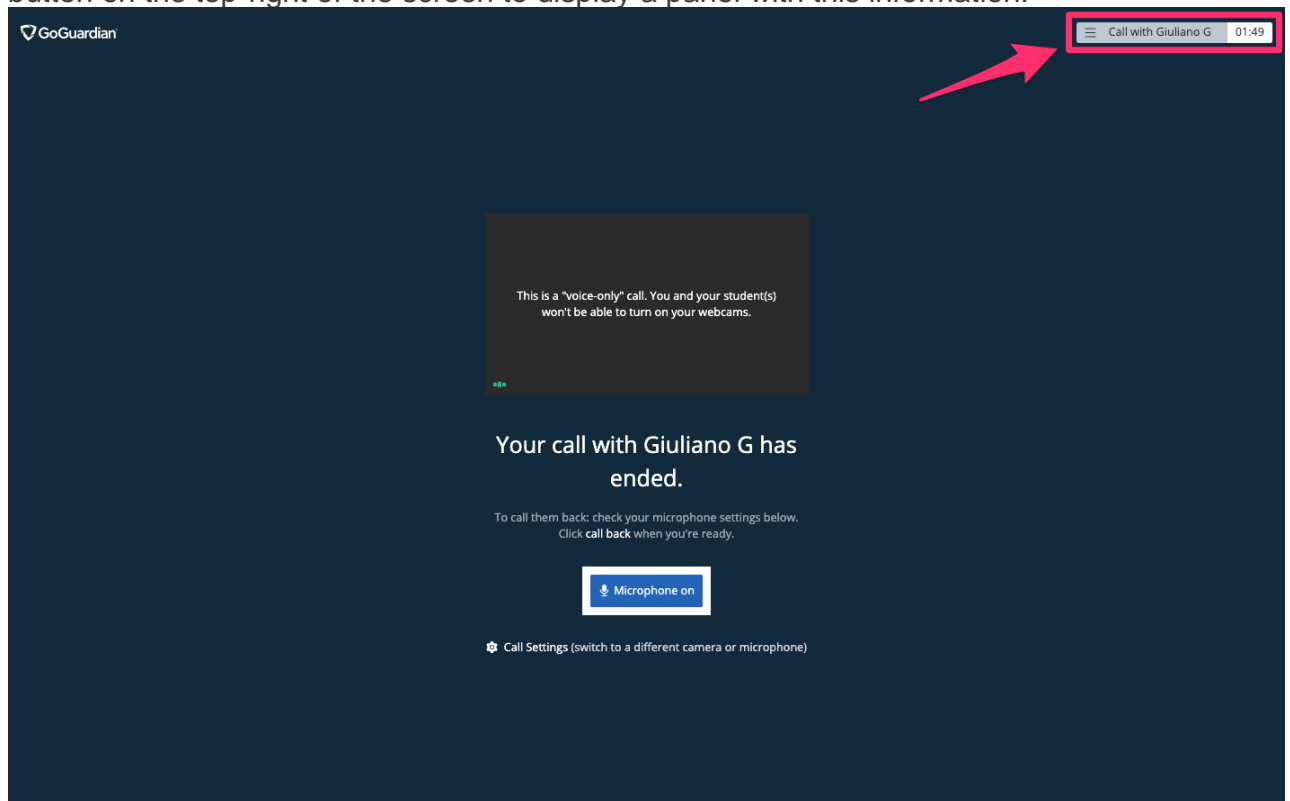


9. Students will also have the option to leave the recording from their call options (or join it if the denied access to their webcam and microphone before joining the call). They will be re-prompted to verify whether they would like to allow or deny this access:
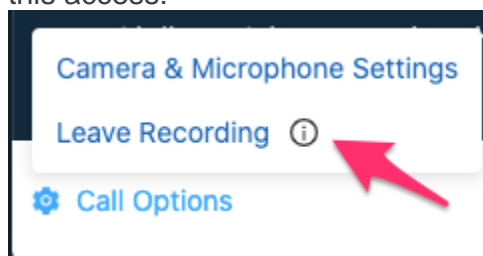
10. To end the call, select **End Call** in the bottom-right corner of the screen. If you recorded the call, you will be prompted to give the recording a title and then save the recording. Alternatively, you can delete the recording at this point. A link will appear in this pop-up which can be shared with students so they can access the recording at a later time.
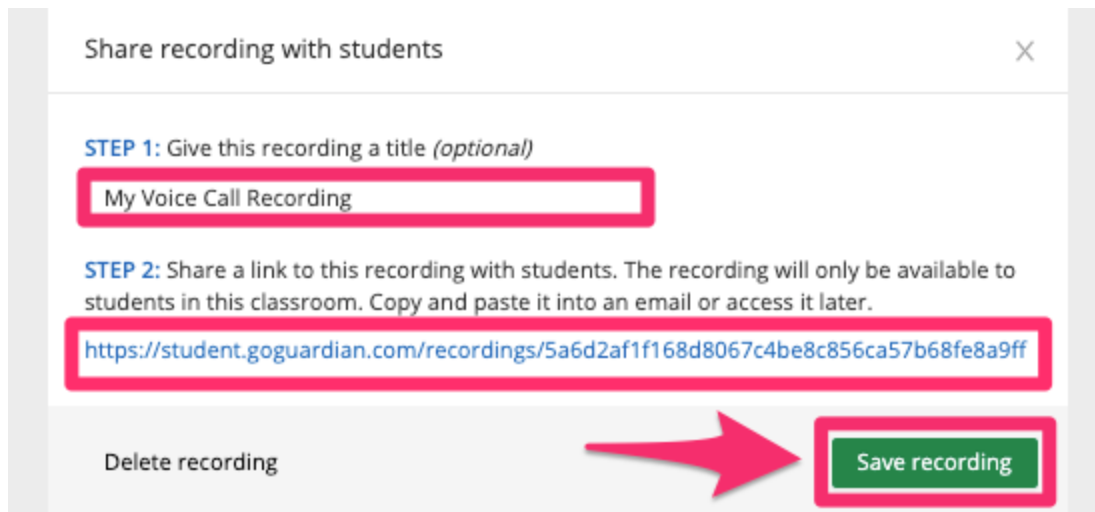


To view details about which students and teachers attended the call, click on the button on the top-right of the screen to display a panel with this information.

GoGuardian

Call with Giuliano G | 01:49

This is a "voice-only" call. You and your student(s) won't be able to turn on your webcams.

Your call with Giuliano G has ended.

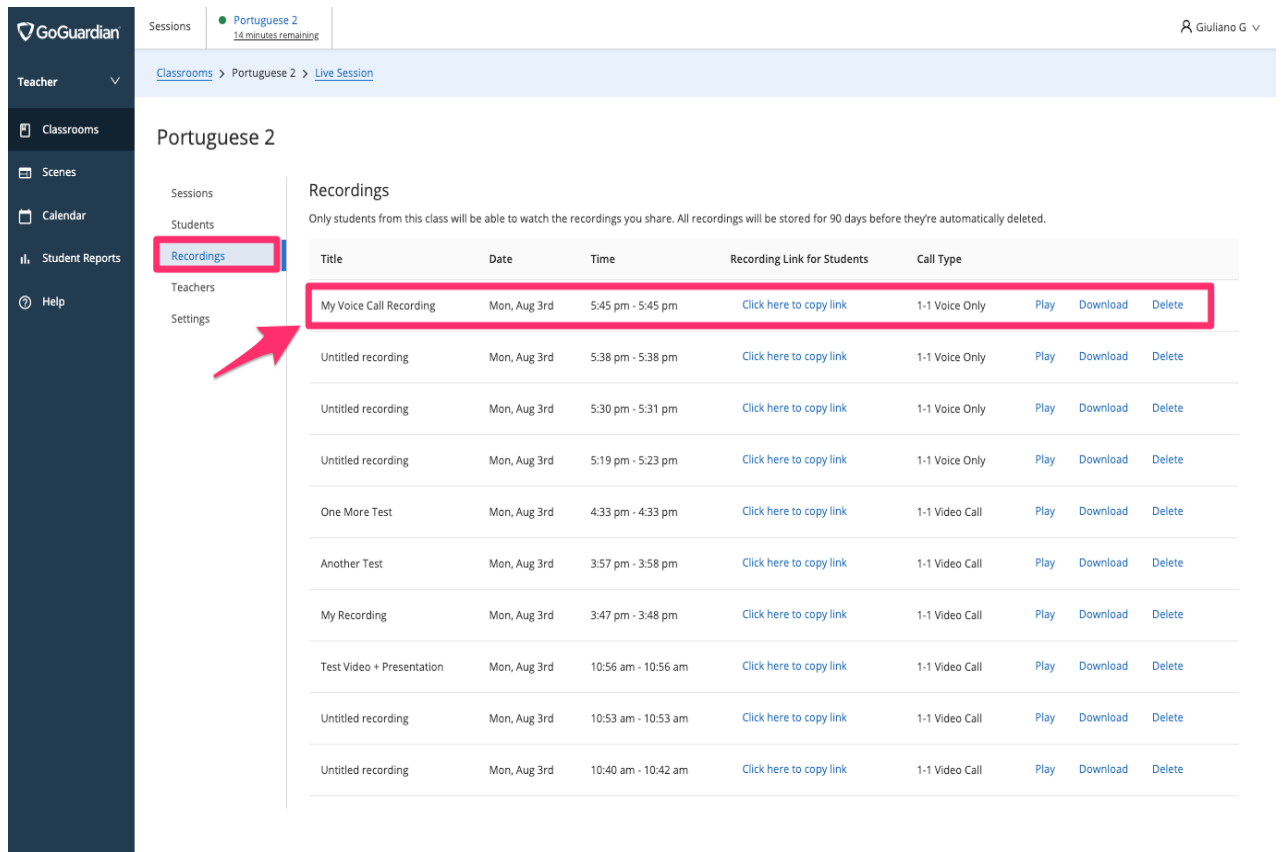To call them back: check your microphone settings below. Click **call back** when you're ready.

🎤 Microphone on

⚙ Call Settings (switch to a different camera or microphone)

Portuguese 2 | x

▼ Attended | 1

Giuliano G

▼ Didn't Attend | 0

No participants

▶ Teachers | 1

# 6. Accessing Past Recordings

1. Recorded calls can be found in the **Recordings** tab of the classroom. You can copy link recordings to share them, as well as play, download, or delete the recordings.