

Google Meet

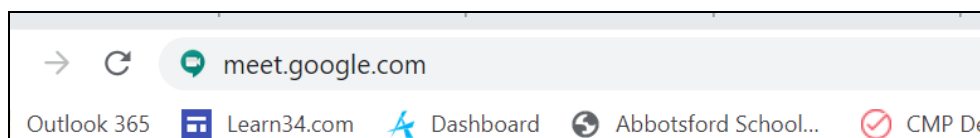
A Quick Guide for Parents



Google Meet is a video conferencing platform that the Abbotsford School District is encouraging our staff to use when needing to perform a face-to-face contact with our students or parents. It is designed to be used in Education and is part of the Google Suite licensing that the district has arranged with Google.

Here are a couple of tips and hints that will allow you to use Google Meet successfully.

- 1) Google Meet is free and easily accessed on a computer or tablet (iPad or Android tablets) by entering meet.google.com in the url address bar at the top of the web browser.



- 2) Google Meet is designed to work best in a Chrome web browser, but will work on other browsers as well.
- 3) Google Meet also works on a smartphone, but you will need to add the app from the App Store (iPhones) or the Google Play Store (Android phones). Once you add the app, you will need to register with a gmail account. If you don't have a gmail account, it is easy to set one up [here](#).

A teacher can contact your students in a couple of ways in order to invite them to a Google Meet event.

- 1) For grade 4 - 12 students who have a learn34 account and are in a Google Classroom, the teacher can contact them within the Classroom, providing them a link to enter the Meet event after the teacher is already in the event. Students can also find this Meet link on the front page of their Google Classroom.
- 2) Teachers who use Seesaw to communicate with students and families can also send a Google Meet link in Seesaw.
- 3) Students with Learn34 accounts can also be sent a link to their individual learn34 email accounts

Another option is for a teacher to send a link to the parent email address on file. This might happen if a student is unaware of their Learn34 login information. Once you get this email with the link, please do the following:

- 1) If on your computer, simply click the link and it will take you directly to meet.google.com. It will ask you for access to your camera and microphone. Please allow that. It will also show you a preview pane of yourself in the camera and will allow you to mute your microphone and your video camera if you wish. This is not necessary unless you are wanting to come in quietly to a

larger Meet! You can always change these microphone and camera settings in the middle of a Meet as well. Once you click “Join Now”, you will be in the Meet event.

- 2) If on your tablet, go ahead and click on the link sent to you. If asked for a code to enter, enter only the ten letters (with dash marks) on the end of the link. (eg. meet.google.com/xxx-xxxx-xxx). Then you may be asked for your name and the teacher who sent you the Meet request can “admit” you into the meeting.
- 3) If you have an app set up on your smart phone, the link will take you to the app. Clicking on the link will either let you directly into the meeting or will ask again for the ten digit code (as above)

Ending a Google Meet event

- 1) Once your Meet conversation is finished, the initiator of the event will ask you to hang up. Simply click in the screen for the command bar to open in the bottom click on the red phone icon and “Leave Call”. If you don’t see that, the initiator can also dismiss you from the call.

