

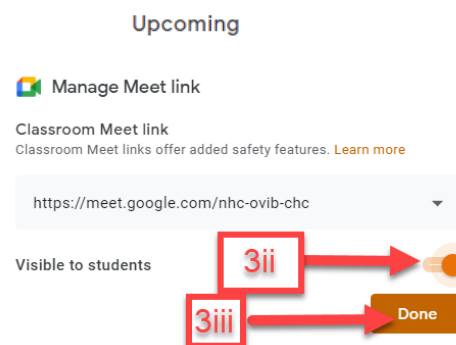
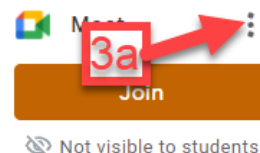
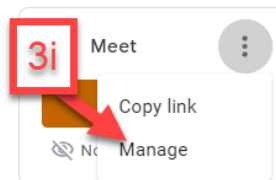


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Using Google Meet in Google Classroom

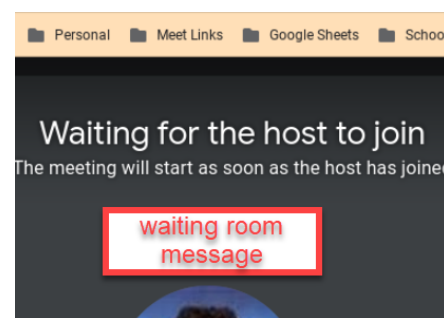
Google Classroom allows teachers to create a Google Meet and control when students enter. The classroom meet link is located to the left of the "Stream" tab.

- While logged into your FRHSD account, go to Google.com
- Click on the Google Apps menu (Waffle menu) and select Classroom
- By default, the Meet link will not be active. To "turn on" a Google Meet link in classroom:
 - Click the "3 dot" menu
 - Click "Manage"
 - Toggle on "Visible to students"
 - Click "Done"
 - The Meet link can also be managed by clicking the "Gear" icon in the upper right corner. Scroll down to "Meet" and click "Generate Meet Link"
 - Click the "Save" button



Note: The Meet link in that Classroom no longer needs to be hidden from students; they will receive a "waiting room" message if the teacher has not opened the Meet link yet. Students will appear as soon as the teacher enters the Meet.

- Students and Teacher(s) will join the Meet by clicking the active "Meet link" to the left of the "Stream" tab
 - Only students on your roster will be allowed to enter your Classroom Meet
 - Co-teachers will automatically be made co-hosts in the Meet
 - The icon next to the meet link will indicate whether the meet is active by either showing a "Not visible to students" icon or a "Visible to students" icon
- When the session is over, teachers should click on the red phone icon at the bottom of the Meet to "Leave call". Then a box will appear with 2 options:
 - "Just leave the call". This will allow others to stay in the call after you have left.



- b. "End the call". This will end the call for all and not allow students back into the Meet until you are back in the next time and either turn on "Quick access" OR admit students as they ask to join.

Host Controls in a Classroom Google Meet

Hosts will have a black shield in the bottom left hand corner of the meet



- What host control means in a Google Meet:
 - a. Ability to mute other participants
 - b. Ability to remove participants
 - c. Ability to turn off quick access
 - When turned OFF everyone who isn't directly invited must ask to join, including people in your organization
 - d. Turn on/off the ability for participants to share their screens
 - e. Turn on/off the ability for participants to be able to chat within the meet

How to Create (Start) a New Meet OUTSIDE of Google Classroom

1. While logged into your FRHSD account, go to Google.com
2. Click on the Google Apps menu (Waffle menu)
 - Select Meet
3. On the Google Meet page
 - a. Click "New meeting"
 - b. Choose "Create a meeting for later" if the Meet is not right now and/or you want to reuse the Meet link over and over again (i.e. for "Breakout rooms"). OR choose "Start an instant meeting" if you just need a Meet once and right now.
 - c. Click "Copy joining info"

Secure video conferencing for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

New meeting

Enter a code or nickname

-  Create a meeting for later
-  Start an instant meeting
-  Schedule in Google Calendar

Using Google Calendar to Start a Meet

Google Calendar can be used to schedule a google meet between colleagues, students, or parents.

1. In google calendar, create an event by clicking on the appropriate time and date of the meeting.
2. A dialogue box will appear:
 - a. Add desired title to the event
 - b. Add guest(s) by typing email address(es) into area provided
 - c. Click "Add Google Meet video conferencing" and a google meet code will appear
 - d. Click "Save"

Seeing "all" participants in a Google Meet

Google Meets allows host and participants to see up to 49 participants.

1. In Google Meet, click "More options"
2. Select "Change layout" from menu
 - a. Select "Tiled"
 - b. Slide the bottom slider to 49

Recording a Google Meet

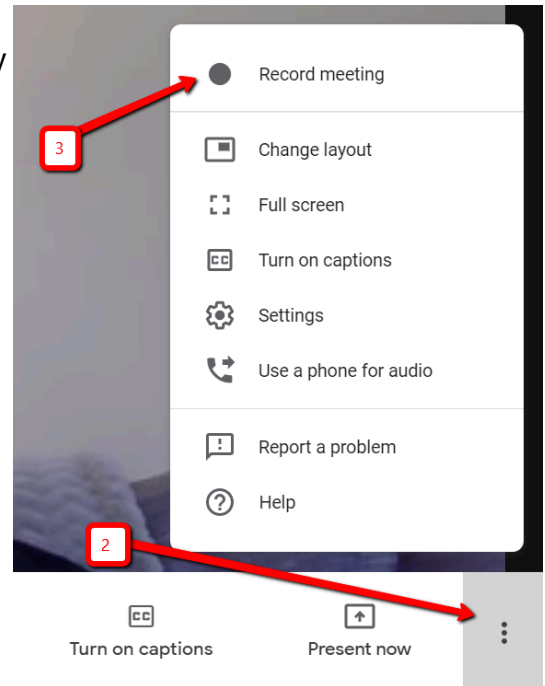
It is recommended that only the Meet creator records the Meet. However, any participant is able to record the Meet.

1. In an open meeting, hover your mouse at the bottom of the screen
2. Click the three dots in bottom right
3. Click "record meeting"; an "Ask for Consent" disclaimer will appear.
 - All participants will see a red "REC" image in the upper left corner of the screen when recording is occurring
 - Recordings are saved to the Meet creator's Google Drive in a folder labeled "Meet Recordings".



Note: Other teachers can also start a recording. Google will send the Meet creator and the person who started the recording an email with a link to the recording after it is finished processing. This email can take several minutes to arrive.

Note: These recordings will have a limited shelf life of 30 days after their creation.

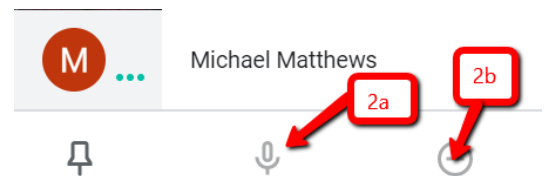


Muting or Removing Individuals in Google Meet

The creator of the meeting can mute or remove individuals if desired.

1. Click the participant list
2. Click on participant name
 - a. To mute, click the "microphone" icon
 - b. To remove, click the "minus" icon
3. OR Use the "Mute all" button.

Note: Meet hosts can not be muted or removed by participants.

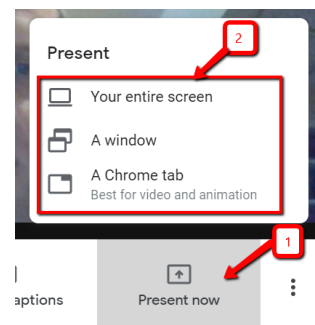
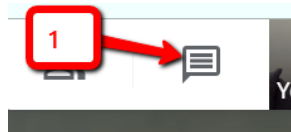


Chat Function in Google Meet

Participants can use text chat inside Meet.

1. Click the "Chat" icon.
2. Type desired message in the "Send a message to everyone" box at the bottom of the screen.

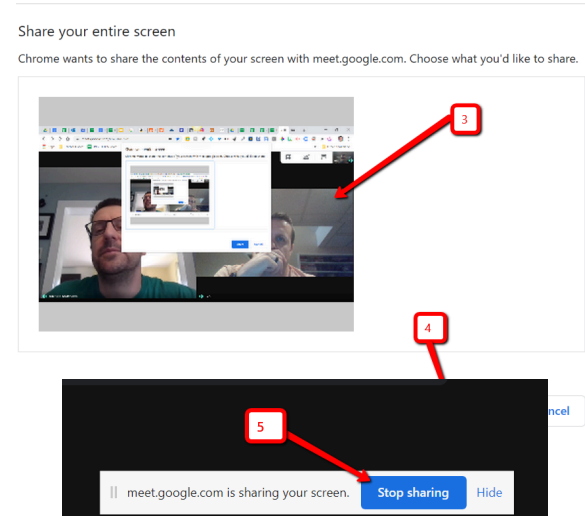
Note: Chat messages can not be deleted nor are they transcribed.



Presenting Computer Screen to Others

Users can present their screen to each other.

1. In an open Google Meet, Click "Present Now" in the bottom right
2. Choose the area to be presented
 - a. Your entire screen - shows others your entire screen
 - b. A window - shows just the program or window you have open
 - c. A chrome tab - shows others only a specific open tab
- Note:** For an audience to hear sound associated with a movie or audio clip, the presenter must use the "A Chrome Tab" option
3. Click the image of your screen
4. Click "Share" and your screen will now be shared with others in the Meet.
5. Click the blue "Stop sharing" button when finished with screen sharing



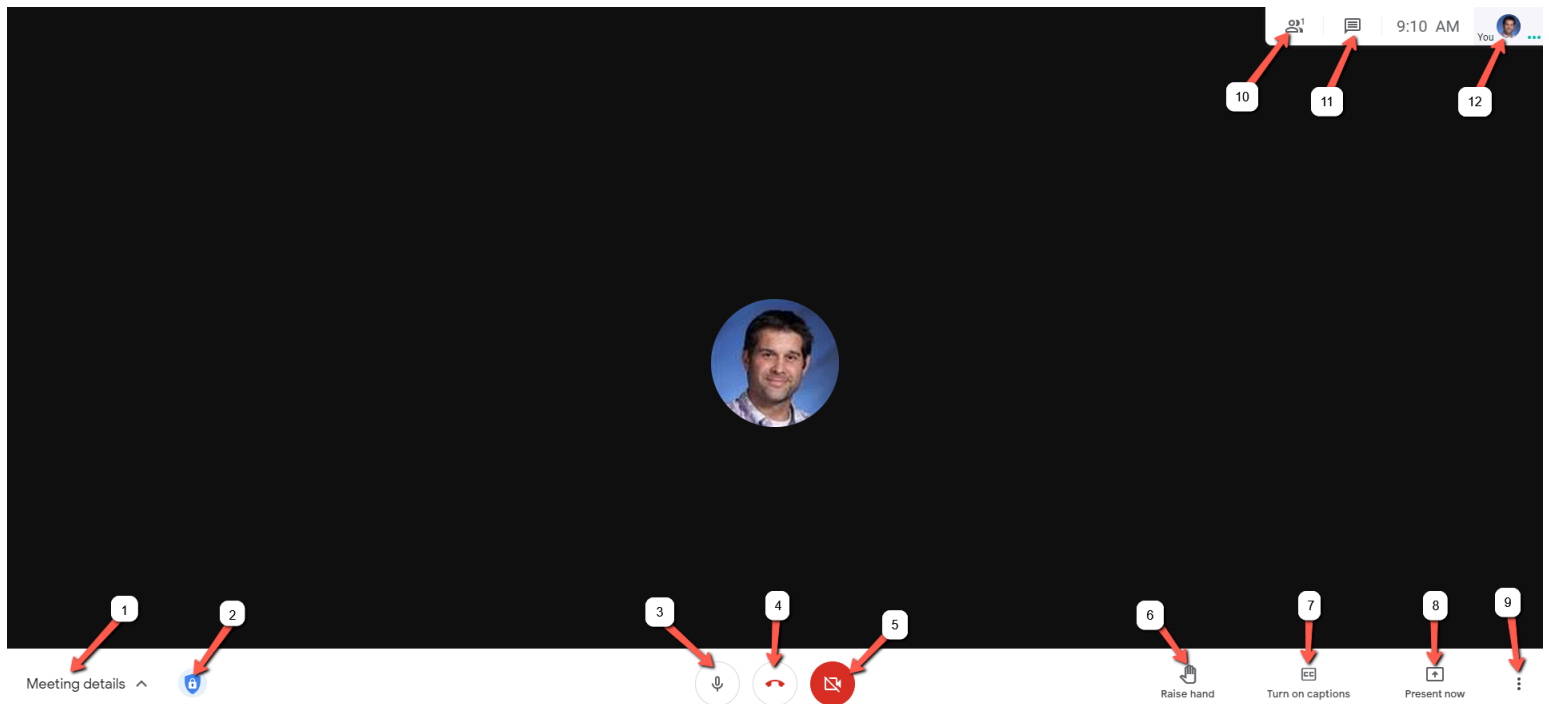
Settings and Options in Google Meet

Settings and options in Google Meet include:

1. Seeing and sharing the meeting details with guests
2. Host controls - to ensure meet security and safety
 - a. Quick access. Turning this off will mean that people clicking into the Meet will need to be approved by the Host.
 - b. Share their screens. Decide if participants can share their screen or not.
 - c. Send chat messages. Decide if participants can send chat messages or not.
3. Muting your microphone
4. Leaving or ending the meeting
5. Turning off your camera (your Google image or initial will represent you so others still know that you are in the meeting).
6. Raise hand
7. Turning on captions. They will become visible at the bottom of the screen.
8. Presenting. This means that whatever is visible on your screen will become visible to all in the video meeting.
9. Changing settings. These include:
 - a. Opening a whiteboard via Jamboard. The Jamboard sharing settings will automatically be set so that all Meet participants can edit the file. The link to the Jamboard will also be shared in the chat automatically.
 - b. Changing the layout of the screen, including seeing up to 49 tiles at once (a Chrome extension is no longer needed to see the grid layout).
 - Auto - Meet chooses the layout. By default, 9 tiles on screen.
 - Tiled - View that can show up to 49 people at the same time. By default, you'll see 16 tiles on screen. At the bottom of the window, move the slider to the number of tiles desired to see on screen.
 - Spotlight - The active speaker or shared screen fills the entire window.
 - Sidebar - The main image is of the active speaker or shared screen. Thumbnails of additional participants will appear on the side.
 - c. Changing to a full screen.
 - d. Changing background.
 - e. Turn on captions.
 - f. Checking and changing settings for your computer's camera, microphone, and speakers.
 - g. Using a phone for audio rather than your computer.
 - h. Turning on "Record meeting".
 - i. Troubleshoot & help - gives information about network and computer system load.
10. Adding additional participants sending them an email or access host controls.

11. Sending a message via Chat.

12. View participants in the meeting, add yourself to grid (will display what you are presenting)

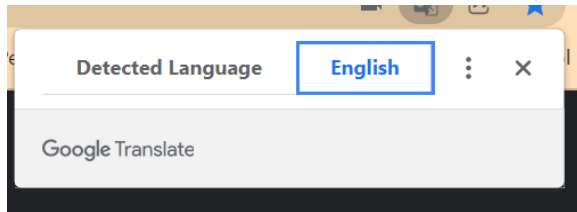


Translating in Google Meet

Google Meet can translate the chat, buttons, and closed captions into another language.

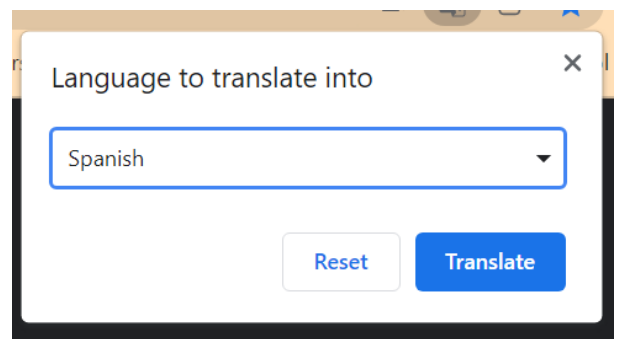
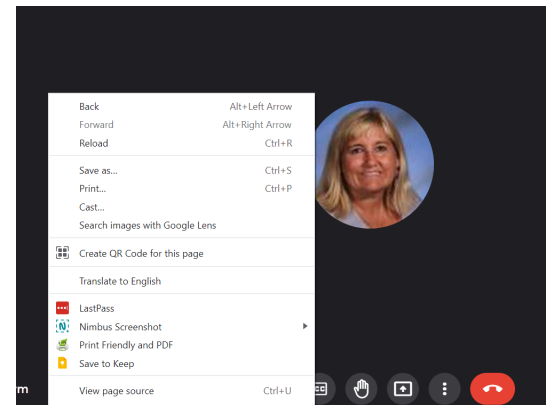
To turn on:

1. Right-click anywhere on the screen and click "Translate to English".
2. In the upper right corner of the screen, a box will appear:



3. Click on the "3-dot" menu and click on "Choose another language".
4. Choose the desired language.
5. Click translate.

Note: This will have to be done each time a Meet is used.

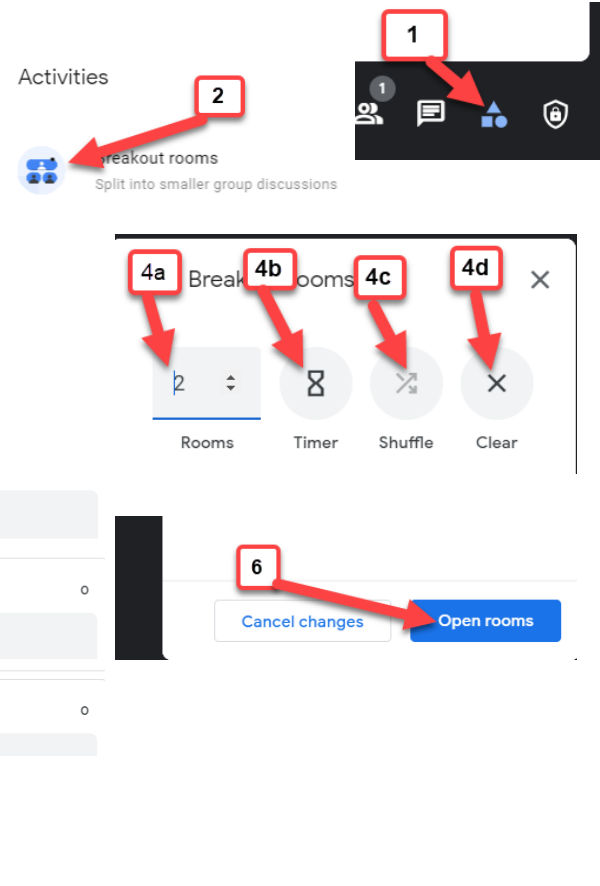


Breakout Rooms

Breakout Rooms is a Google Meet feature that allows you to easily separate into small groups.

To access:

1. Click the "Activities" icon in the bottom right
2. Select "Breakout Rooms" from the Activities menu.
3. Click "Set Up Breakout Rooms" to get started creating rooms.
4. You have the option to do the following:
 - a. Select the number of rooms
 - b. Set a timer for how long the rooms will last
 - c. "Shuffle" the participants into groups
 - d. "Clear" to empty all the rooms
5. After selecting the number of rooms. Type in names or Drag and drop participants into the desired rooms.
6. When everything is set, click "Open Rooms".
7. Rooms can be edited after creation and closed when finished.

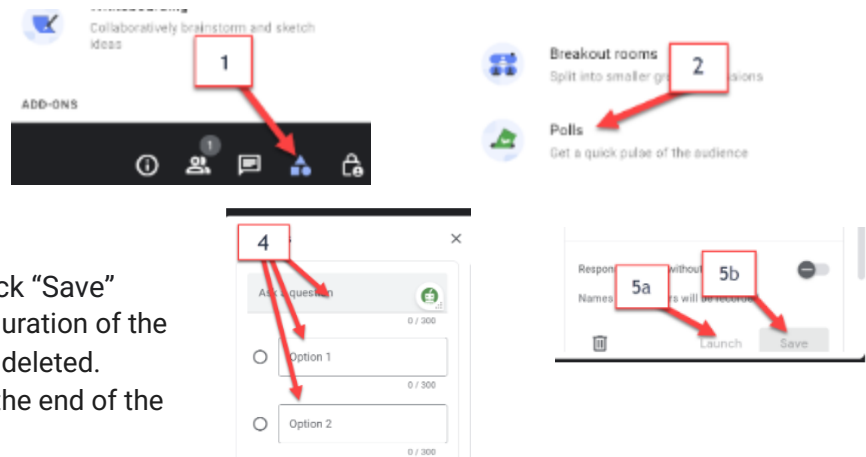


Polls

Create multiple questions with multiple choice answers to help keep things engaging. After the meet ends, the moderator is automatically emailed a report of the poll results. The report includes the names and answers of the participants.

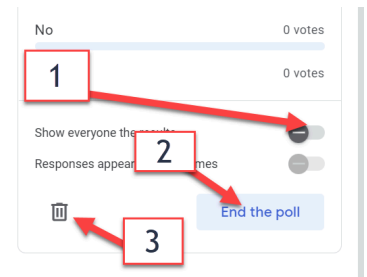
To create a poll:

1. Click the "Activities" icon in the bottom right
 2. Select "Polls" from the Activities menu.
 3. Click "Start a Poll"
 4. Enter a question and add options for the poll.
 5. Choose one:
 - a. To post your poll, click "Launch"
 - b. To save your poll so you can launch it later, click "Save"
- Note:** Saved polls remain listed under Polls for the duration of the meet. After the meet ends, all polls are permanently deleted. Meeting moderators are emailed a polling report at the end of the meeting.



To moderate a poll:

1. To let participants see a poll's results, next to "Show everyone the results", click "Switch on".
2. To close a poll and not allow responses, click "End the poll".
3. To permanently delete a poll from your list of polls, click the "Trash can" icon.

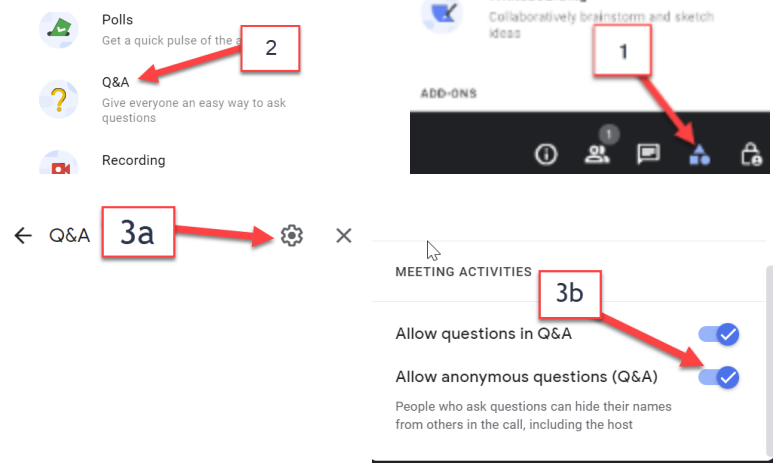


Q&A

Allow participants to ask questions while not disrupting the flow of the meet. After a meeting, the moderator gets a detailed report of all the questions.

Turn on Q&A:

1. Moderators can turn on Q&A In the meeting. Click the "Activities" icon in the bottom right hand corner of the screen.
2. Click "Q&A"
3. By default questions can be asked anonymously; to disallow this:
 - a. open settings and
 - b. uncheck "Allow Anonymous Questions."



Using Google meet to record a screencast

Use Google meet to record a screencast.

1. Navigate to meet.google.com and click "New meeting."
2. Click "Start an instant meeting."
3. If you would like to have your face showing, leave the camera on, otherwise turn the camera off to simply record the screen.
4. Queue up the files to be presented.
5. Click the "Present now" icon.
6. Select "Your entire screen", "A window", or "A tab."
7. To share screen, select the screen and click "Share."
8. Click the 3 dots in the toolbar and select "Manage recordings."
9. Click the checkbox for a transcript otherwise, click "Start recording."
10. Read the consent form and click "Start" to begin recording.
11. Share presentation, talk through slides and when finished click "Stop recording."
12. The recording will be saved in meeting organizer's Google Drive.

