

Google Meet Teacher Instructions:

2nd – 12th Grades

Start a Class Meet

1

Start Office Hours or a Multi-Class Meet

5

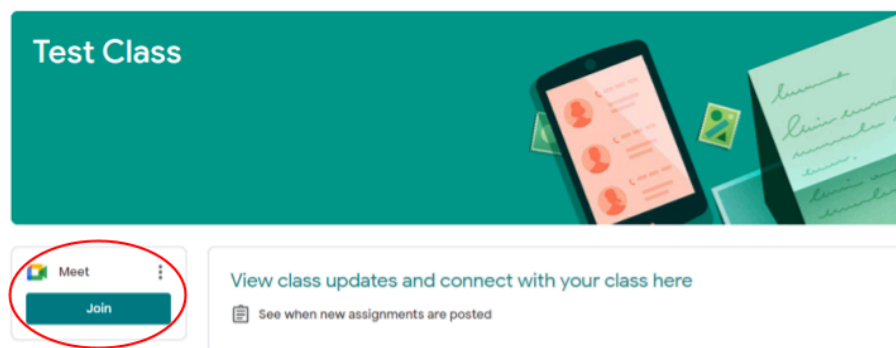
More Google Meet Resources

- [Google Meet Training Slides](#)
- [How to Use Google Meet for eLearning](#)
- [Classroom Videoconferencing Tips & Best Practices](#)
- [How to Create Breakout Rooms](#)
- [Host Controls in Google Meet](#)

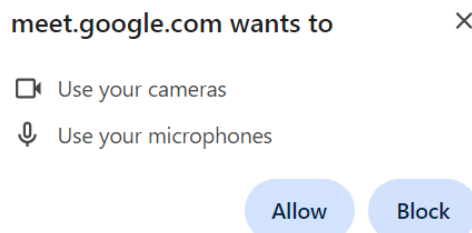
Start a Class Meet

Google Meet will work best with all of the features from a laptop or Chromebook. Make sure you are using the Chrome browser, logged in with your aseschool.net Google account and have sync turned on ([instructions here if needed](#)).

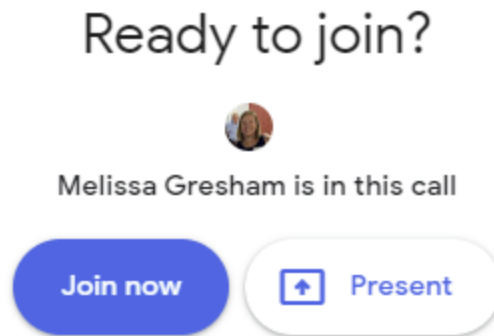
Go to your Google Classroom and click on the Meet link for your class. If you haven't already, "Generate link."



If needed, click **"Allow"** for the camera and microphone.



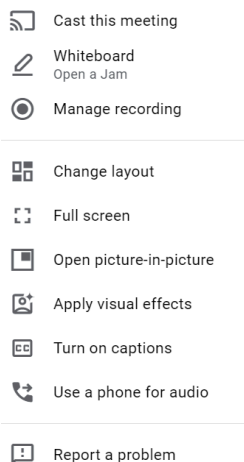
Click “Join now.”



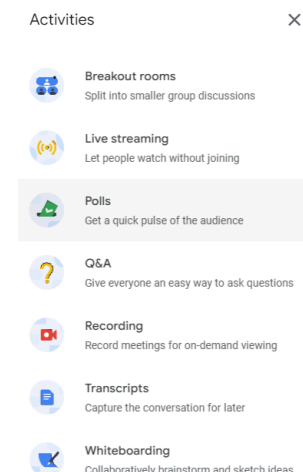
- 1: Mute or unmute your microphone. It is a good idea to mute whenever you are not talking.
- 2: Turn on or off video.
- 3: Turn on or off captions. This will type out what each person is saying.
- 4: Send a reaction. This allows you to share emojis with the group.
- 5: Present now. This will allow you to share your screen.
- 6: Raise your hand. Use this to non-verbally get the teacher's attention.
- 7: Will show you more options such as whiteboard and changing your layout (see below)
- 8: Leave the meeting.
- 9: See who is in the meeting.
- 10: See the chat for the meeting.
- 11: See built-in activities such as breakout rooms, polls, and Q & A
- 12: Host controls for the meeting (allowing or disallowing student screen sharing, chat, etc.)



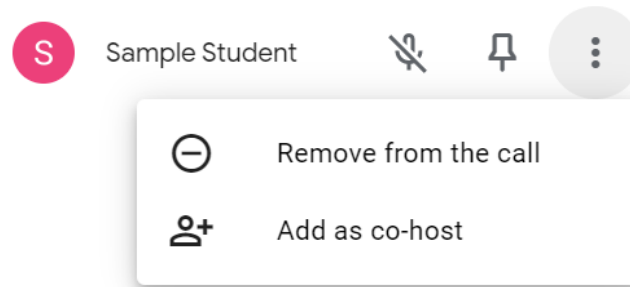
When you click #7



When you click #11



When you click on the participants list (#9 above), you will have the option to mute, pin (see their photo first), grant host controls, or remove the participant.

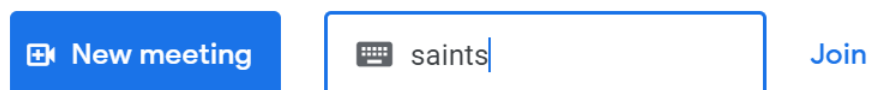


- **Recording Meetings:**

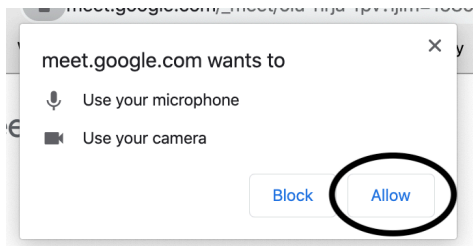
- If you record your meeting, Google Meet recordings automatically save to your Google Drive. It takes a little time to process them; you will get an email after a few minutes when the file has been added to your Drive, then you will be able to watch the recording once it has processed.

Start Office Hours or a Multi-Class Meet

1. Google Meet will work best with all of the features from a laptop or Chromebook. Make sure you are using the Chrome browser and logged in with your aseschool.net Google account.
2. Decide on a meeting code/nickname you will use for all your meetings of this type (e.g. office hours). Make sure it includes your last name or something unique so it will not be the same as any other teachers at our school.
 - For example, I might use *conanofficehours*.
3. Share the meeting code with your students through Google Classroom (you may want to post it as “Material” so they can always refer back to it). You can turn your meeting code into a URL link by using the format <https://g.co/meet/nickname> (e.g. <https://g.co/meet/conanofficehours>). Be sure to also share the meeting code with them in case they have trouble with the URL link.
4. When you’re ready to start a meeting, go to meet.google.com and enter your meeting code/nickname.



5. Click “**Join**.”
6. If needed, click “**Allow**” for the camera and microphone.



7. Click **Join now.**

