ResponsiveEd ®

Google Meet: Meeting Options – Students

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This job aid describes the **Google Meet** options and features available to students.

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Joining a Google Meet

● There are several avenues through which students can join a 📹 **Google Meet** event.

   ○ **Google Calendar**
   ○ **Gmail**
   ○ **Google Chat**
   ○ **Google Classroom**

Google Calendar

● A **Google Meet** event can be joined through **Google Calendar** by clicking a scheduled **Meet** and then clicking the **Join Hangouts Meet** link. If the user is unavailable to join by a computer, or similar device, the phone and PIN number under **Join by phone** can be used to join the meeting by *audio only*.
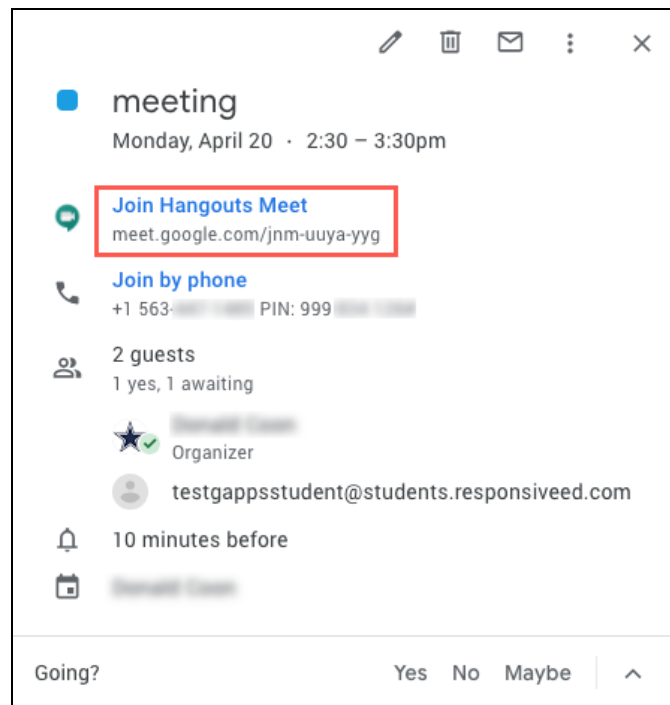
Gmail

- A **Google Meet** event can be joined through an email sent to a student in **Gmail**. Click to open the email. The **Google Meet** invitation will display. Click **JOIN MEETING** to join the **Meet**.
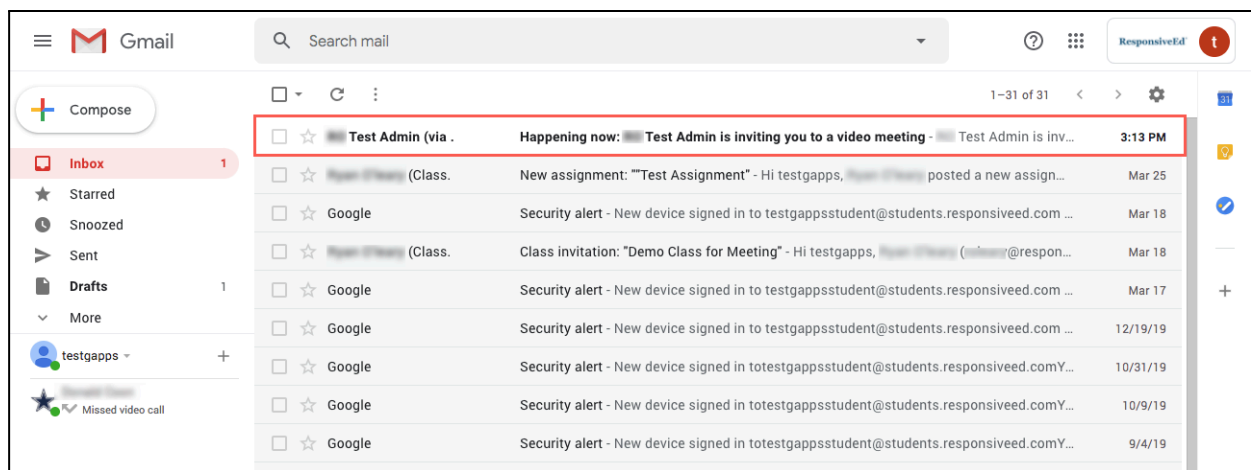
- The **Google Meet** invitation will display. Click **JOIN MEETING** to join the **Meet**.
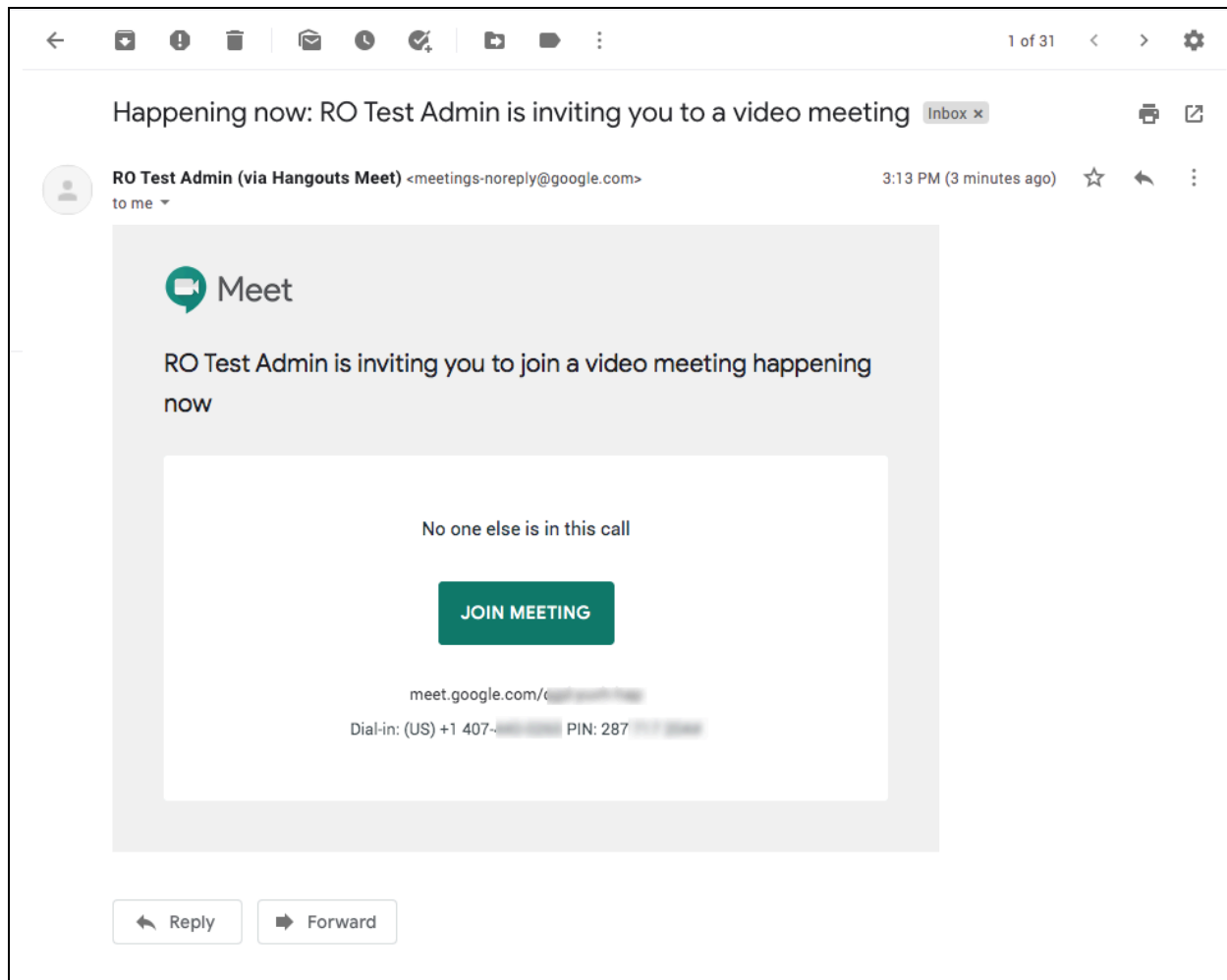
Google Chat

- A **Google Meet** can be joined by the student upon an invitation by a teacher in the teacher's **Google Chat** window. Click **Join video meeting** to join the **Meet**. **Google Meet** will open in a new window, enabling the student to join the **Meet**, after the teacher has joined.

Note: Google Chat is unavailable for some campuses and students, therefore this option may not be available.
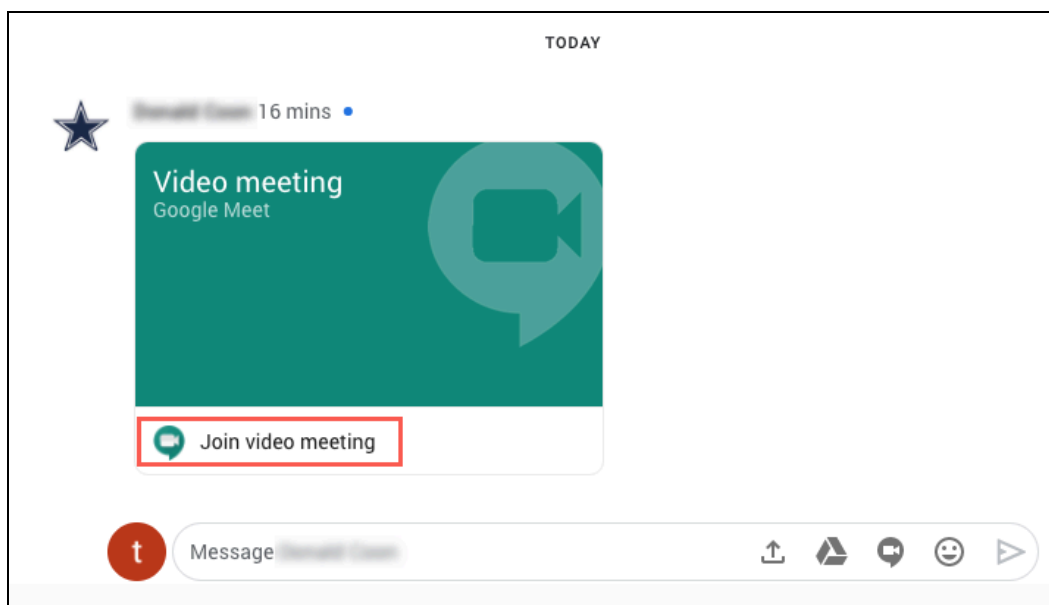
Google Classroom

- A **Google Meet** can be joined through **Google Classroom**. There are two avenues in **Classroom** that allow students to have access to **Google Meet** sessions.

    ○   From the **Stream** page.

   ○   From the **Classwork** page

From the Stream page

- When a **Google Meet** is set up in **Classroom**, the link automatically displays on the class' **Stream** page heading. The meeting can be joined by clicking the link.
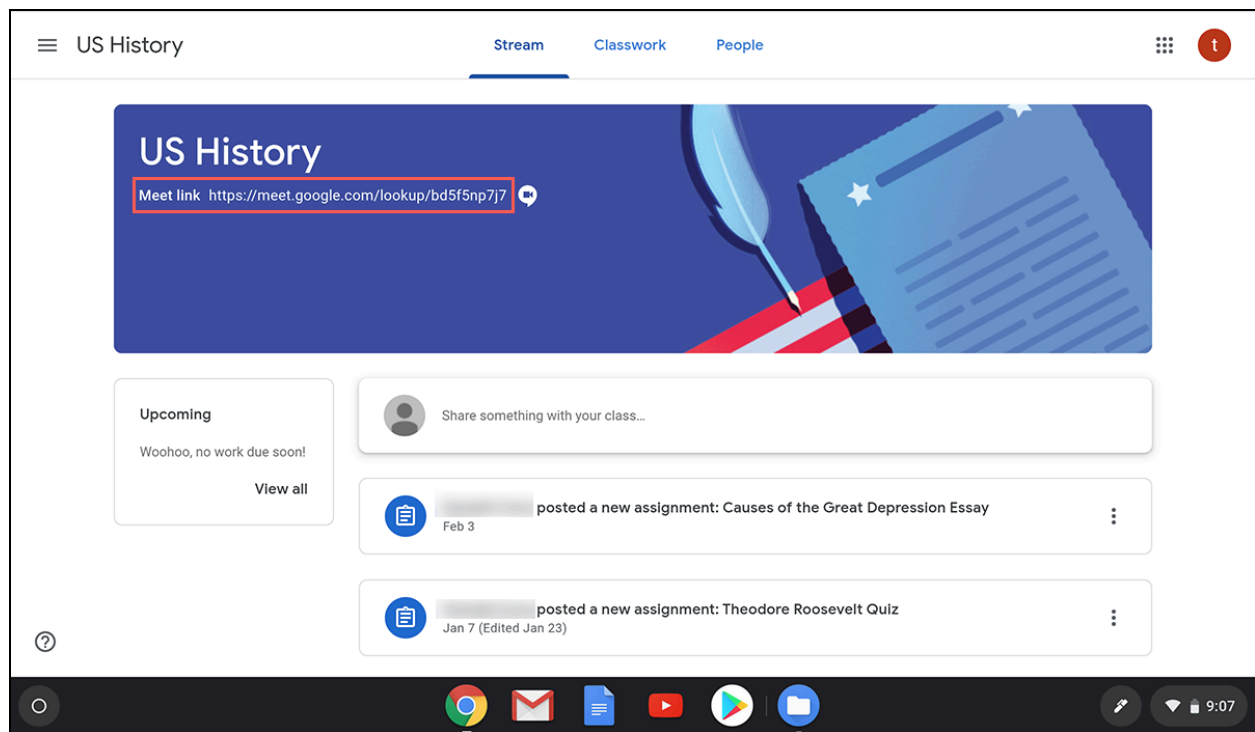
- If the **Meet** link is added to an **Announcement**, the link will be visible in the **Announcement** on the **Stream** page. Students can join the meeting by clicking on the link in the **Announcement**.
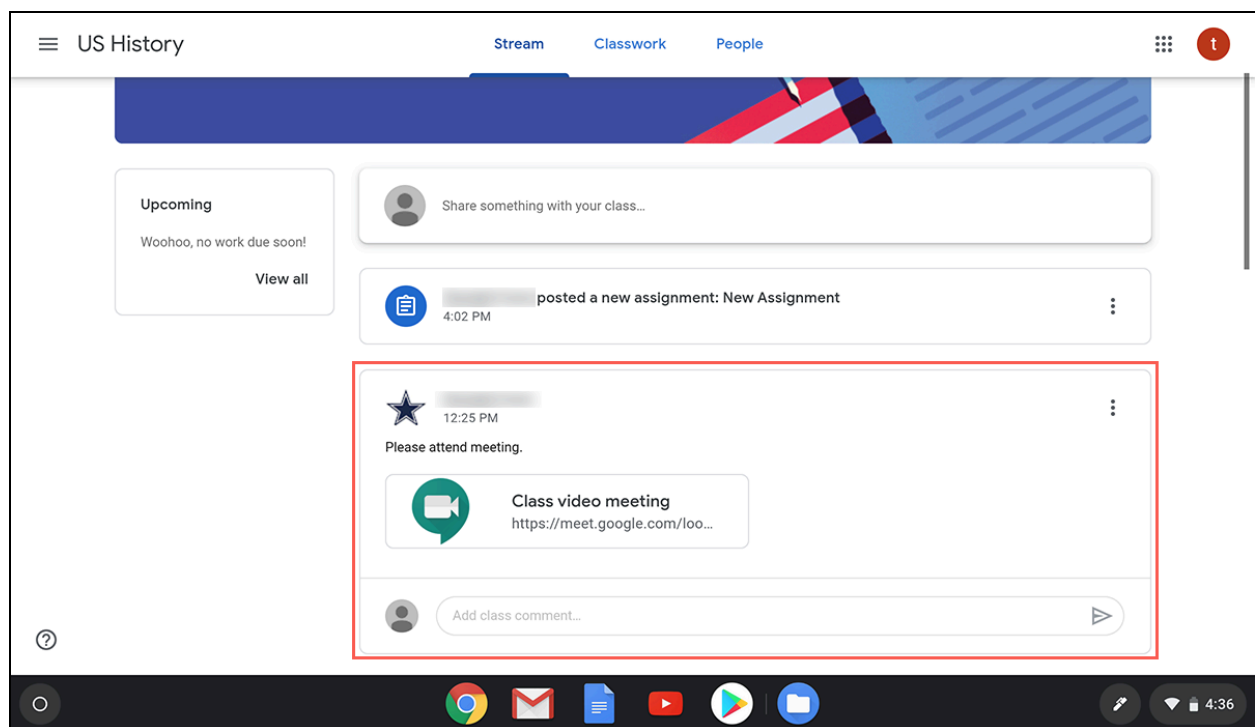
- If the **Meet** link is added to an **Assignment**, the link will be available when the **Assignment** is viewed. The link in the **Assignment** is not viewable on the **Stream** page. Students must open the **Assignment** to access the **Meet** link.
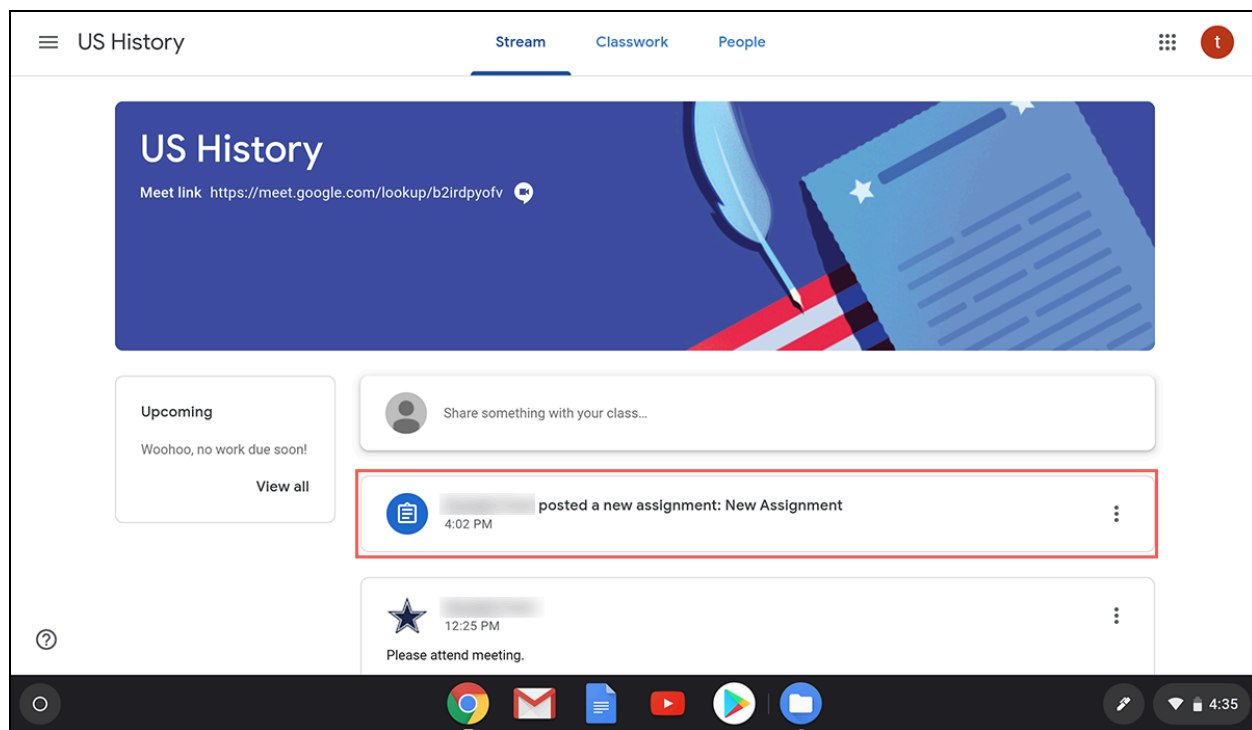
○ When the **Assignment** is clicked on the **Stream** page, the **Assignment** window opens. The **Meet** link will be visible and students can join the meeting by clicking the link.
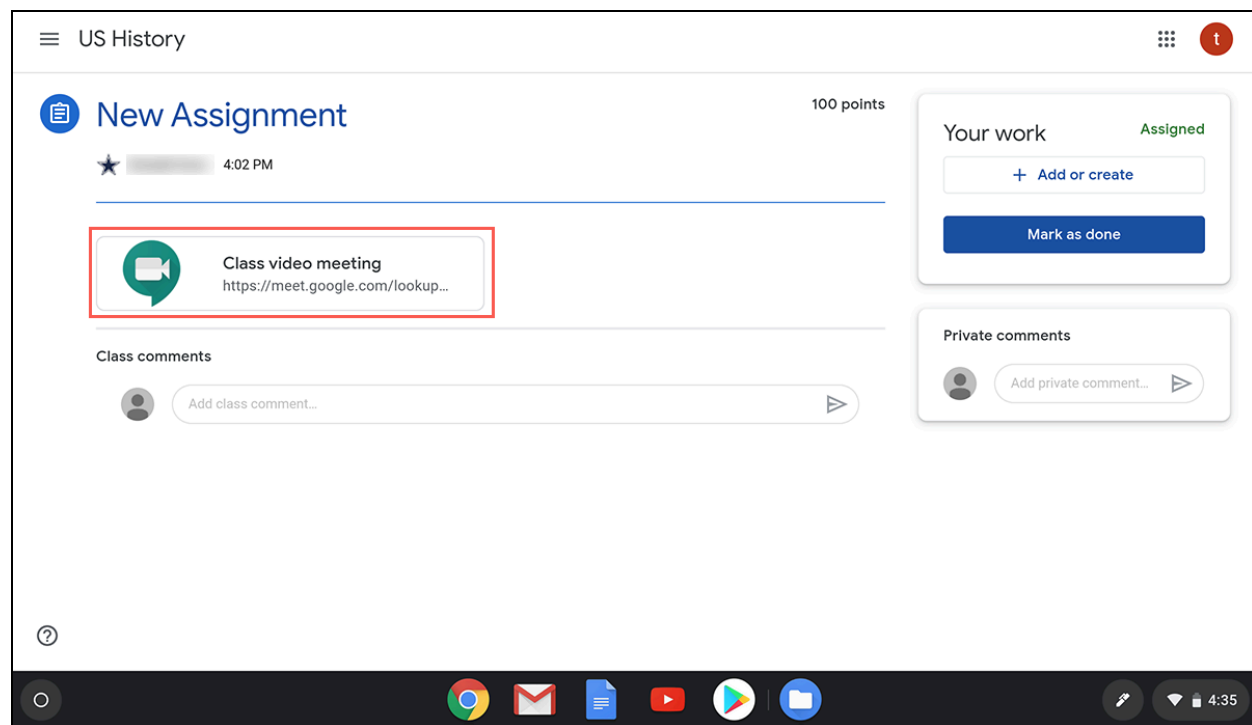
From the Classwork page
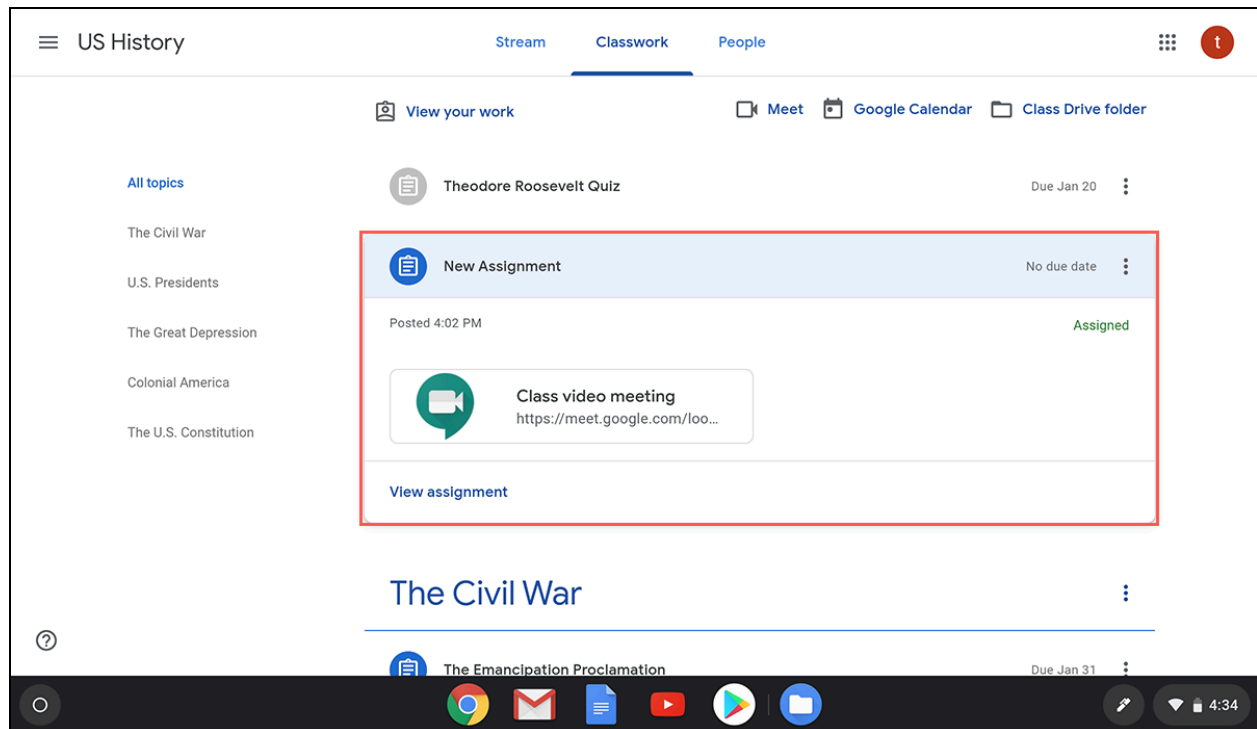
- If the **Meet** link is pasted into an **Assignment**, the link will be visible from the **Classwork** page when the **Assignment** is clicked. The **Assignment** will expand, revealing the **Meet** link. Students can join the meeting by clicking on the link in the **Assignment**.


Joining the Meet

Note: Google Meet needs to be used within **Google Chrome** so that all features are available.

- If this is the student's first **Google Meet**, a dialog box will appear in the upper left hand corner requesting access to the device's camera and microphone. Click **Allow.**

  - If **Block** is selected, the student will not be able to communicate with the rest of the meeting participants.
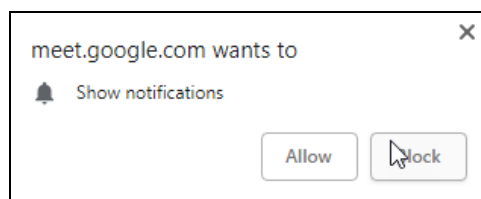
- Once access has been granted, students will be on the **Meeting** home page. From here, the camera or microphone can be turned on or off, or the screen can be presented. Click here for more information about using the camera and microphone.
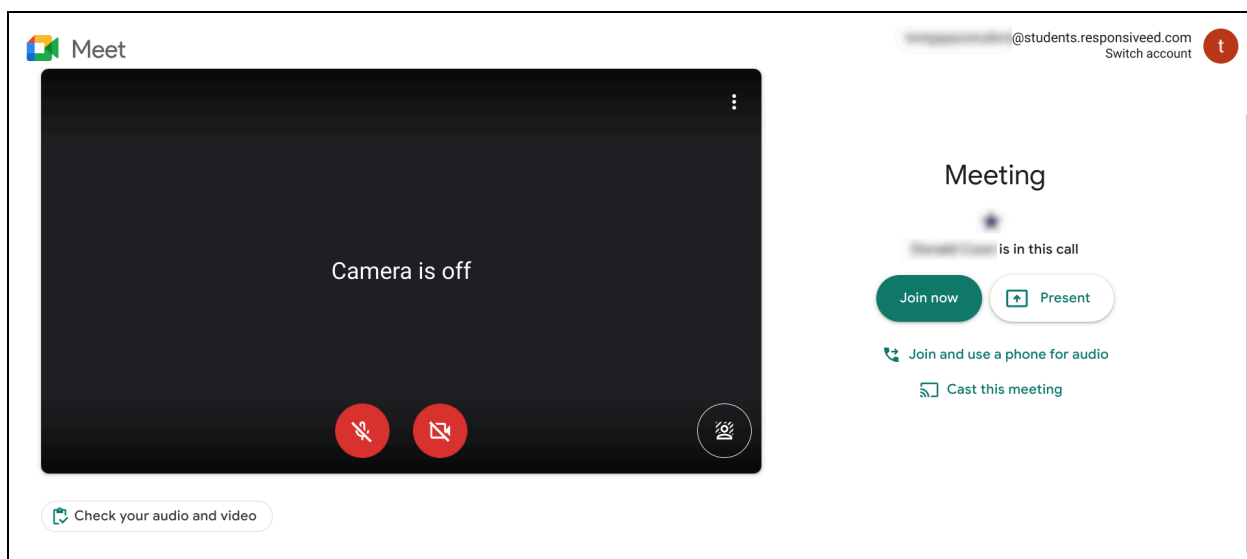
- If either the microphone or camera could not be detected by the device, or have been manually turned off by the student, the button(s) for the missing microphone or camera will be indicated as **red**.

  - If the microphone is red and is not detected on a **Chromebook**, check two things.

    - Make sure the microphone is turned on in **Google Meet**. Click the microphone icon. If the microphone is turned off in the software, the red icon will turn white and the microphone will be activated.
    - Make sure the volume is not turned off on the **Chromebook**. The **Chromebook** volume keys are located in the top row of the keyboard. The second key from the right increases the volume. The third from the right decreases the volume. The fourth from the right is the mute key, and turns off the volume. Make sure the volume is not muted or turned down so much that the microphone won't work.
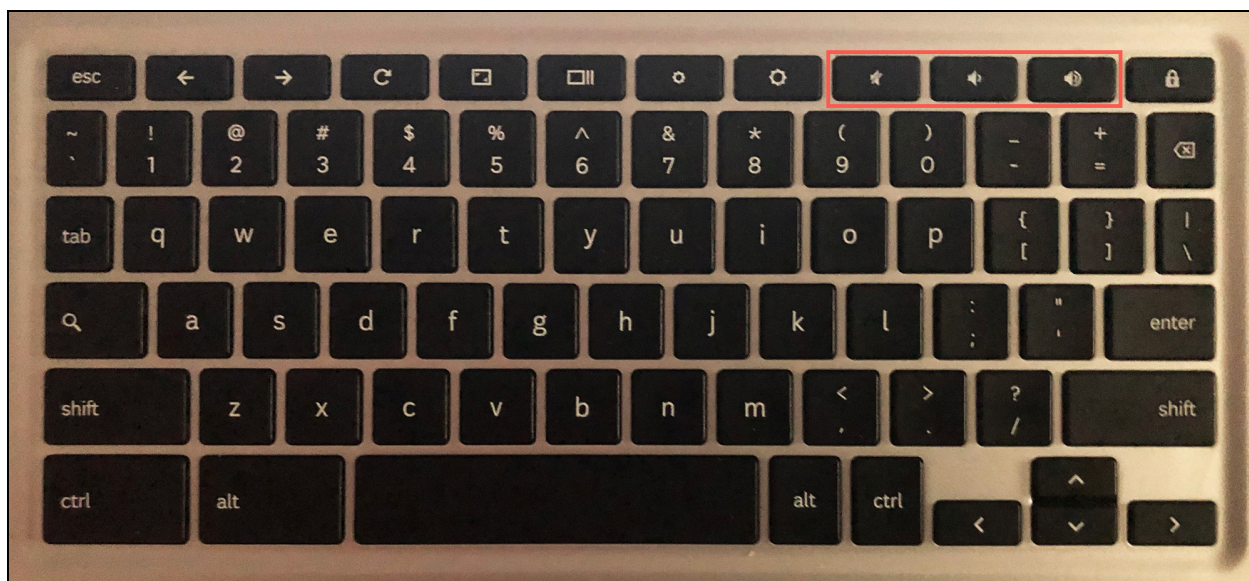
○ If the camera is red and is not detected on a **Chromebook**, check two things.

■ Make sure the camera is turned on in **Google Meet**. Click the camera icon. If the camera is turned off in the software, the red icon will turn white and the camera will be activated.
■ Make sure the camera is not blocked on the **Chromebook**. The **Chromebook** camera is located along the center top of the Chromebook frame. Make sure nothing is in the way of or blocking the camera.
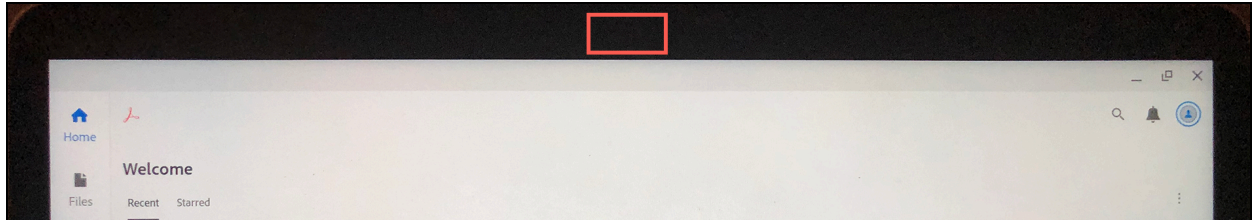
● Once the student has joined the meeting, several options are available across the bottom of the screen.
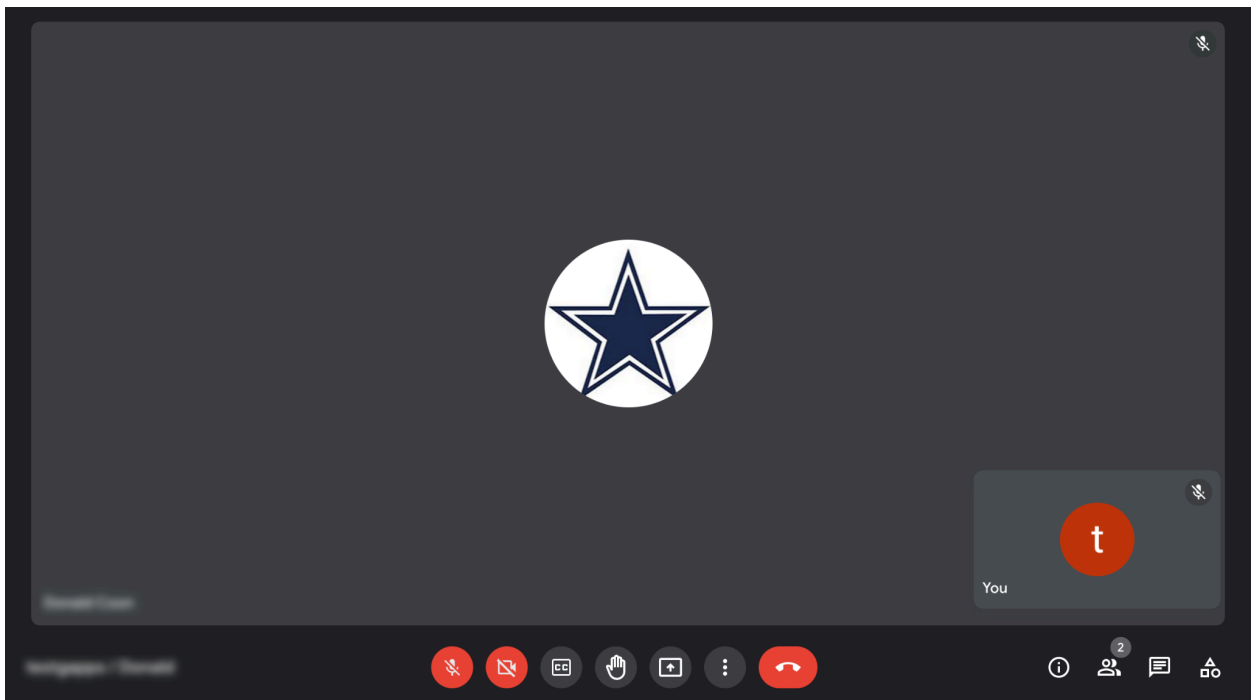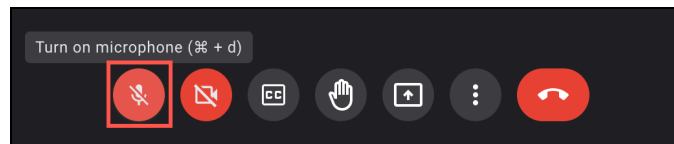

Google Bottom Bar Options

● **Google Meet** has several optional controls in the bottom bar located across the bottom of the **Meet** screen.

Turn On/Off Microphone

● The **Turn on/off microphone** icon allows students to turn the microphone on when speaking or off when not speaking.

○ Click the **Off** icon (red with a line through the microphone) to turn the microphone on.
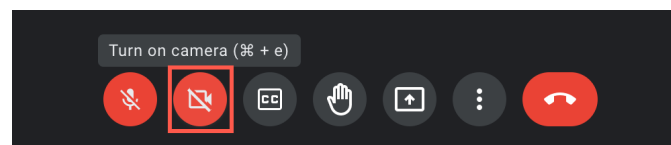

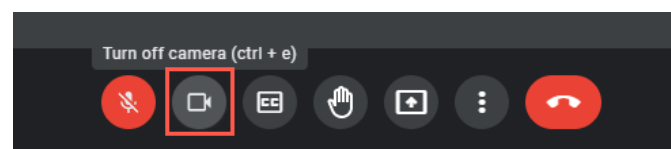○ Click the **On** icon (gray) to turn off the microphone.
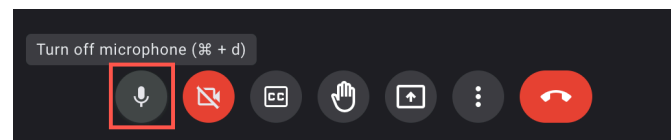
Turn On/Off Camera

● The **Turn on/off camera** icon allows the student's camera feed to be turned on or off in the meet.

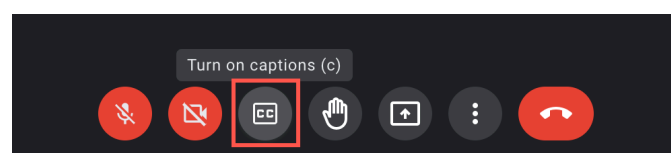○ Click the **Off** icon (red with a line through the camera) to turn the camera on.

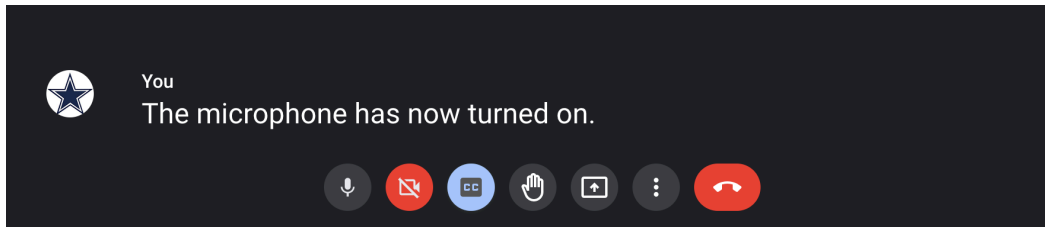○ Click the **On** icon (gray) to turn off the camera.

Turn On/Off Captions

● **Turn on/off captions** provides speech integration technology in **Google Meet**.
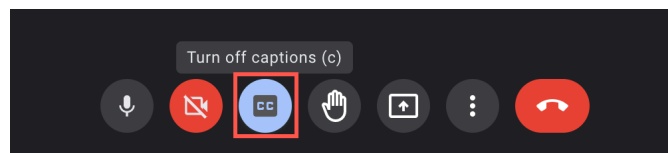
○ **Turn on captions** allows captions to be displayed across the bottom of the screen based on what is spoken during the session.

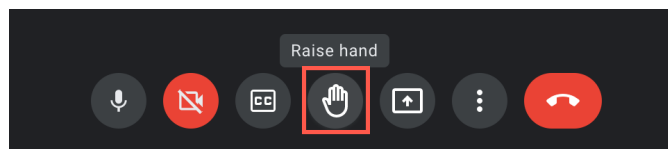*Note: Captions do not record when the meeting is being recorded.*

○ When captions are enabled they can be disabled by clicking **Turn off captions**.
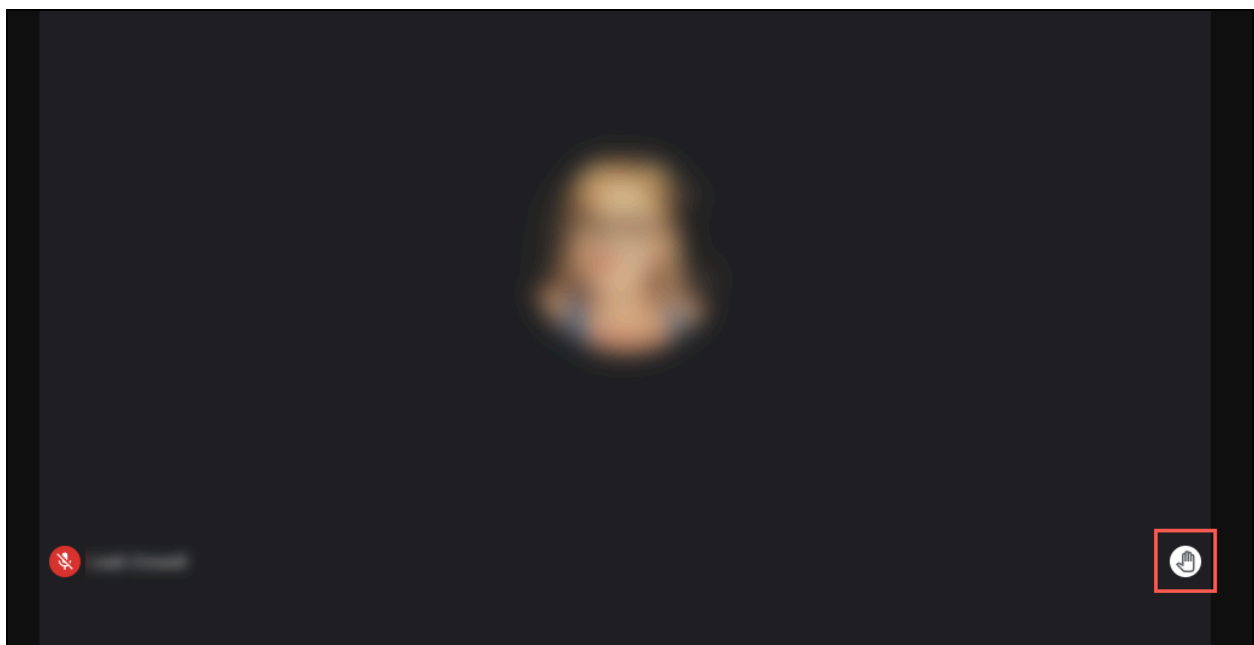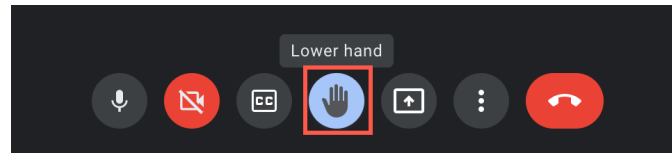

Raise/Lower Hand

● Clicking **Raise hand** allows students to see that the user wants to speak.

○ When a **Meet** participant clicks **Raise hand**, the icon will display on each student's screen.

○   When **Raise hand** has been enabled, it can be disabled by clicking the **Lower hand** icon. If the host lowers the student's hand, the student will receive a notification.

Present Now

●   **Present now** allows the student's screen to be presented to all participants. Presenting in the **Meet** session is discussed further in the [Presenting to the Meet Audience](#) section.
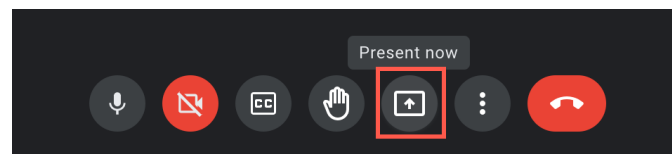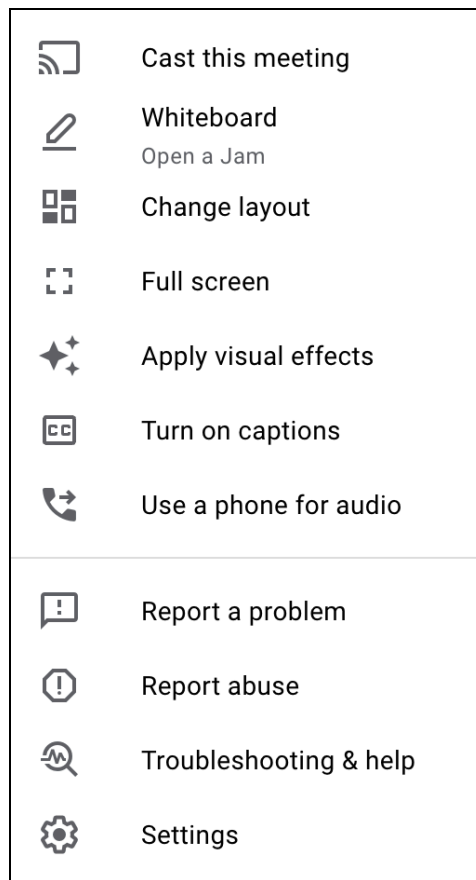

More Options

●   The **More options** button next to **Present now** in the bottom right-hand corner of the screen offers more options for **Google Meet**.
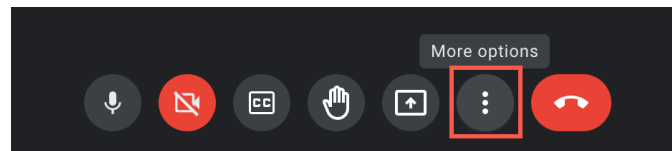
●   When clicking the **More options** button, the **More options** drop-down menu displays.

|	
⛶	Cast this meeting
✎	Whiteboard Open a Jam
▦	Change layout
⌞⌝	Full screen
✦	Apply visual effects
cc	Turn on captions
↪	Use a phone for audio
⊡	Report a problem
⊘	Report abuse
⌕	Troubleshooting & help
⚙	Settings

Cast This Meeting

● **Google Meet** allows students to stream meetings to Cast-enabled TVs or displays, while still using the camera and microphone from their computers. Casting a meeting is discussed further in the Casting a Meeting section.

Whiteboard

● The **Whiteboard** option allows **Meet** to function as a digital whiteboard, allowing students to communicate with one another by sketching ideas and saving them for viewing on other devices. For more information about the **Whiteboard** option, see the Whiteboarding section.

Change Layout

● **Change layout** provides options for the layout of the screen when using **Google Meet**.
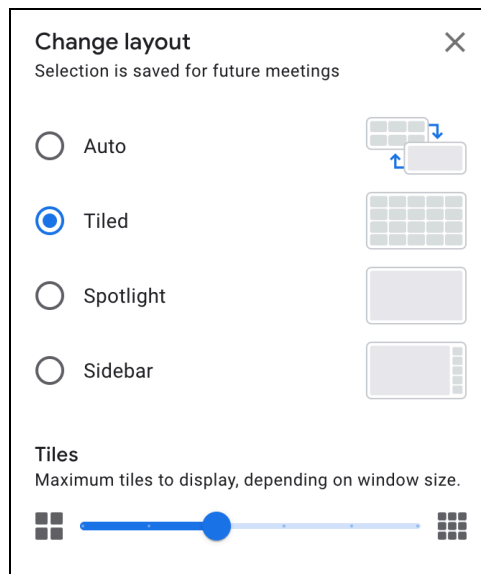
○ **Auto** lets **Meet** choose the layout.

○ **Tiled** will show from 6 to 49 participants on the screen at one time. Move the slider bar at the bottom of the **Change layout** window to change the number of tiles shown in the Meet window. Slider adjustments are specific to each meeting, so the number of tiles will be reset between each meeting. Additionally, the tile layout is dependent on the size of the meet window, so fewer tiles may display if the meet window is minimized.
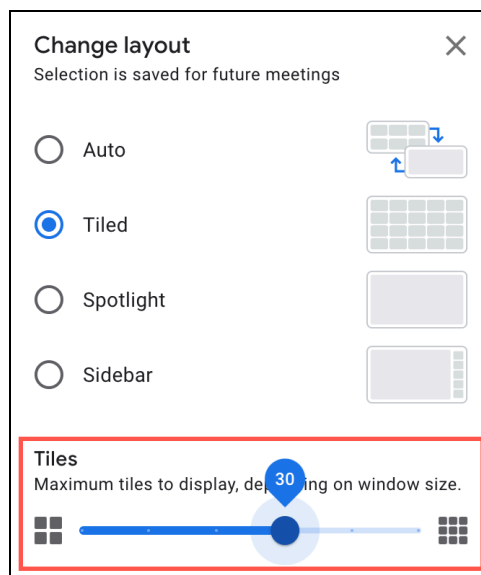

○ With **Spotlight**, the presenter or active speaker fills the entire screen.
○ **Sidebar** displays the active speaker or presentation with participants on the side.

Full Screen

● **Full Screen** displays the presenter or active speaker on the entire computer screen.

Apply Visual Effects

- **Apply Visual Effects** lets students add backgrounds to their images that display on the **Meet** screens from a collection of provided images. Additionally, students can blur the backgrounds of their camera feed while preserving their central image. Selecting **Apply Visual Effects** displays the **Effects** panel.
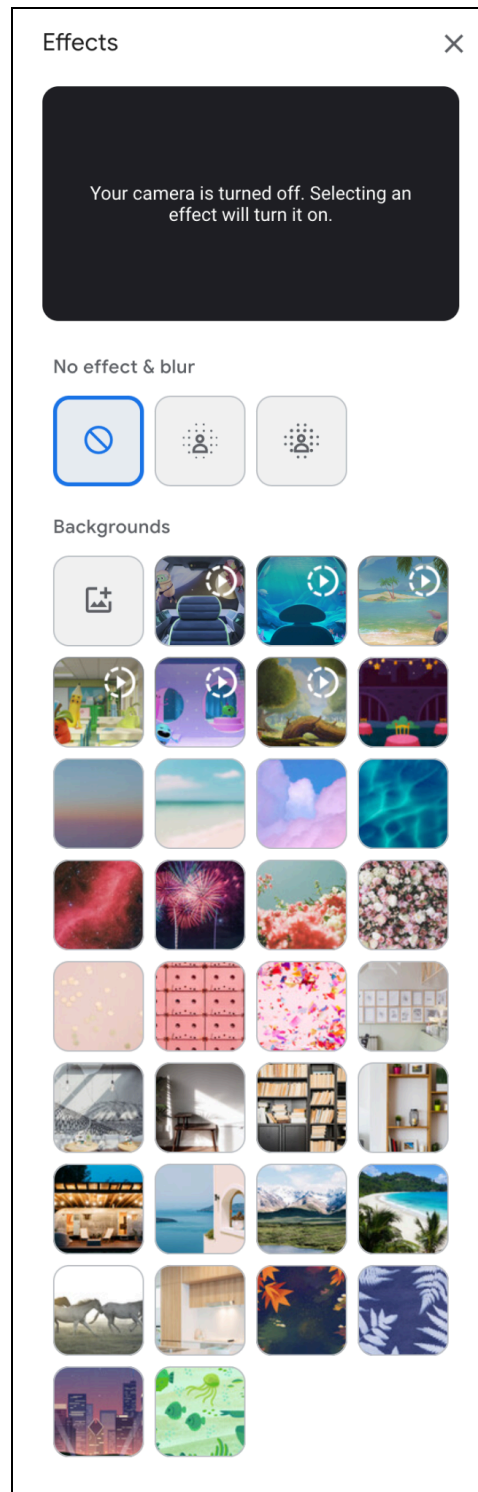

- If the camera is turned off, the top left button will be highlighted and the image window at the top of the **Effects** panel will not show an image.
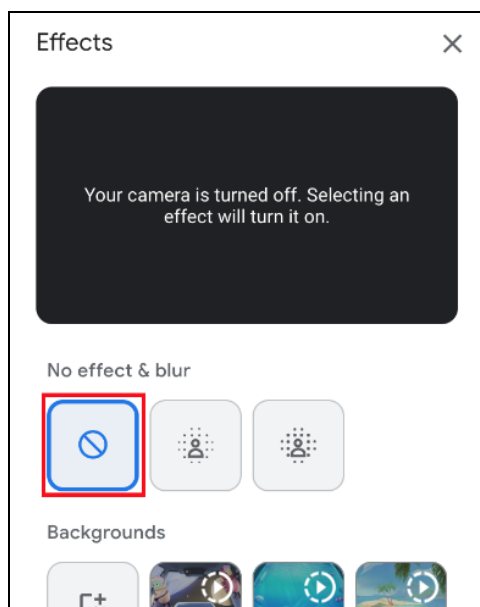
- ○ The background of the student's camera image that appears in the **Google Meet** window can be slightly blurred by clicking the **Slightly blur your background** button.
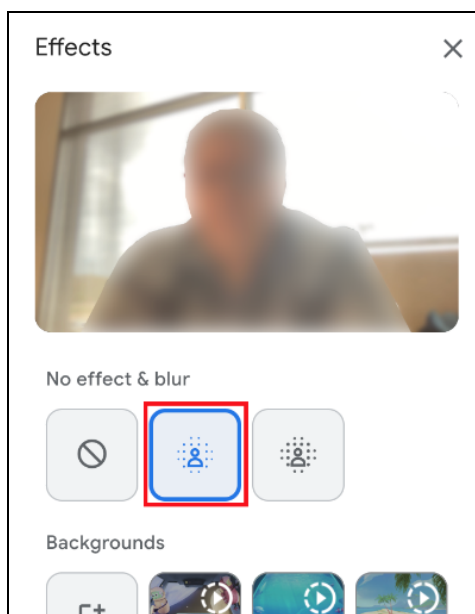
- ○ The background of the student's camera image that appears in the **Google Meet** window can be significantly blurred by clicking the **Blur your background** button.
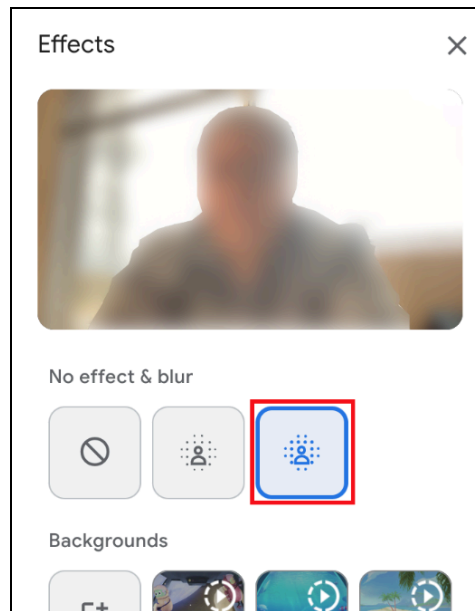
- ○ The background of the student's image that appears in the **Google Meet** window can be changed from the camera image to an image chosen from **Meet's** background image library. The new background image replaces the camera background while retaining the student's foreground image. Click the button of the new background to apply the background. The new student image will display in the large image window on the **Effects** panel.
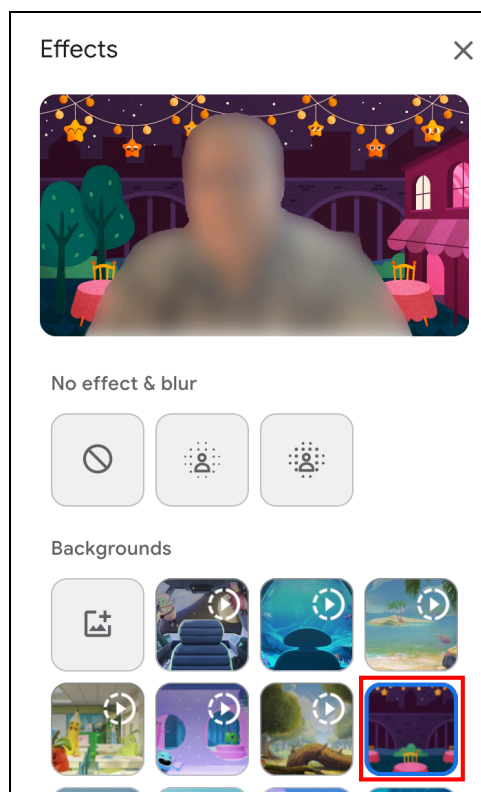
Captions

● **Captions** provides speech integration technology in **Google Meet**. Turning on captions is discussed further in the Turn on/off captions section. To learn more about caption languages and caption translations, see the Caption Language and Translation section.

Use a Phone for Audio

● **Use a phone for audio** allows the user to speak and listen with their phone in a **Google Meet** meeting, while still viewing the video of the meeting on their computer. How to use a phone for audio is discussed further in the Using a Phone for Audio section.
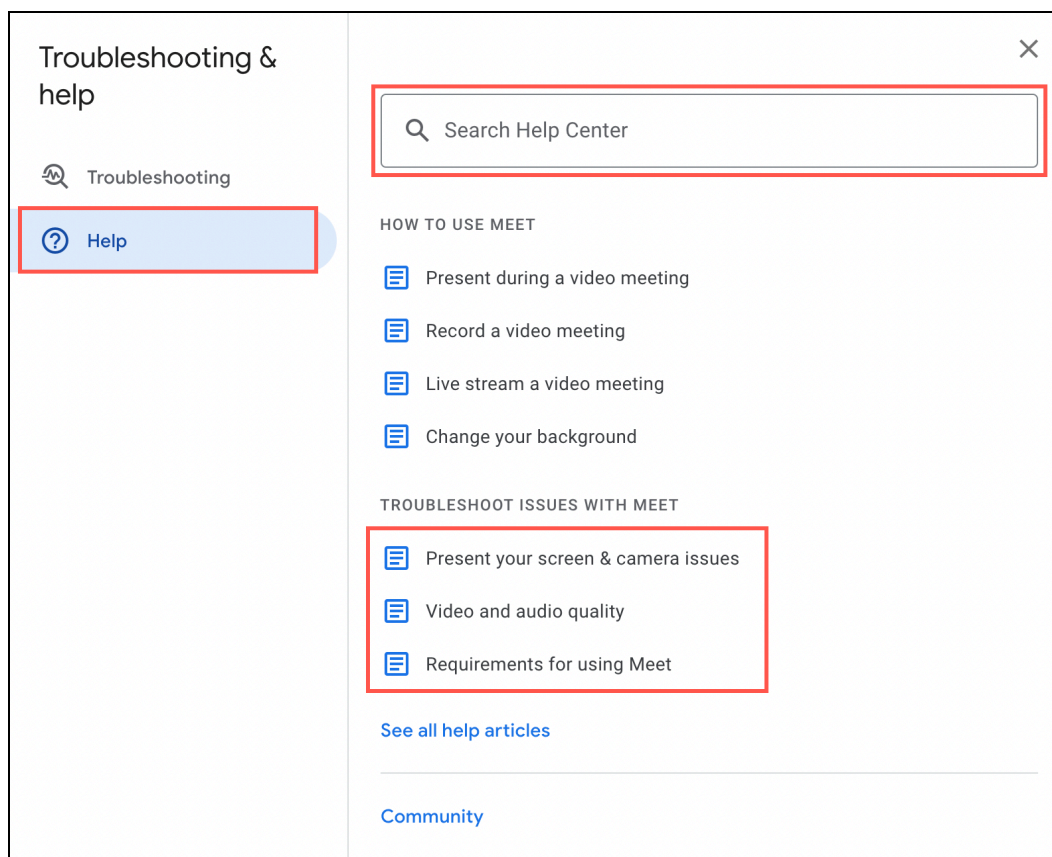
Troubleshooting & Help

● **Troubleshooting & help** provides students with help troubleshooting different problems that may occur when joining **Meet** sessions and help improving the quality of the sessions. The **Troubleshooting & help** window displays two tabs.
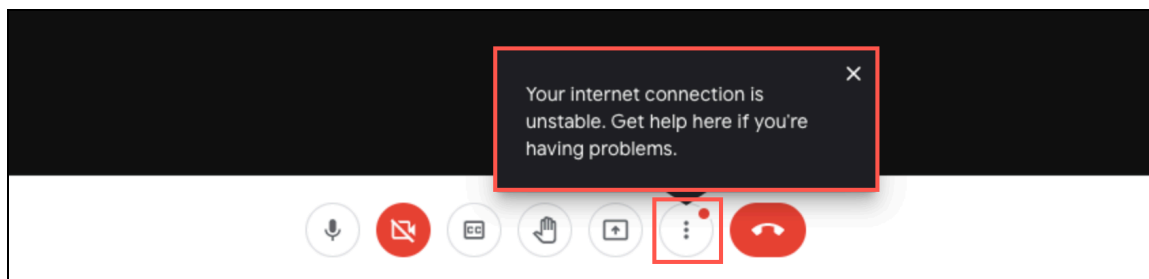
   ○ Troubleshooting tab
   ○ Help tab
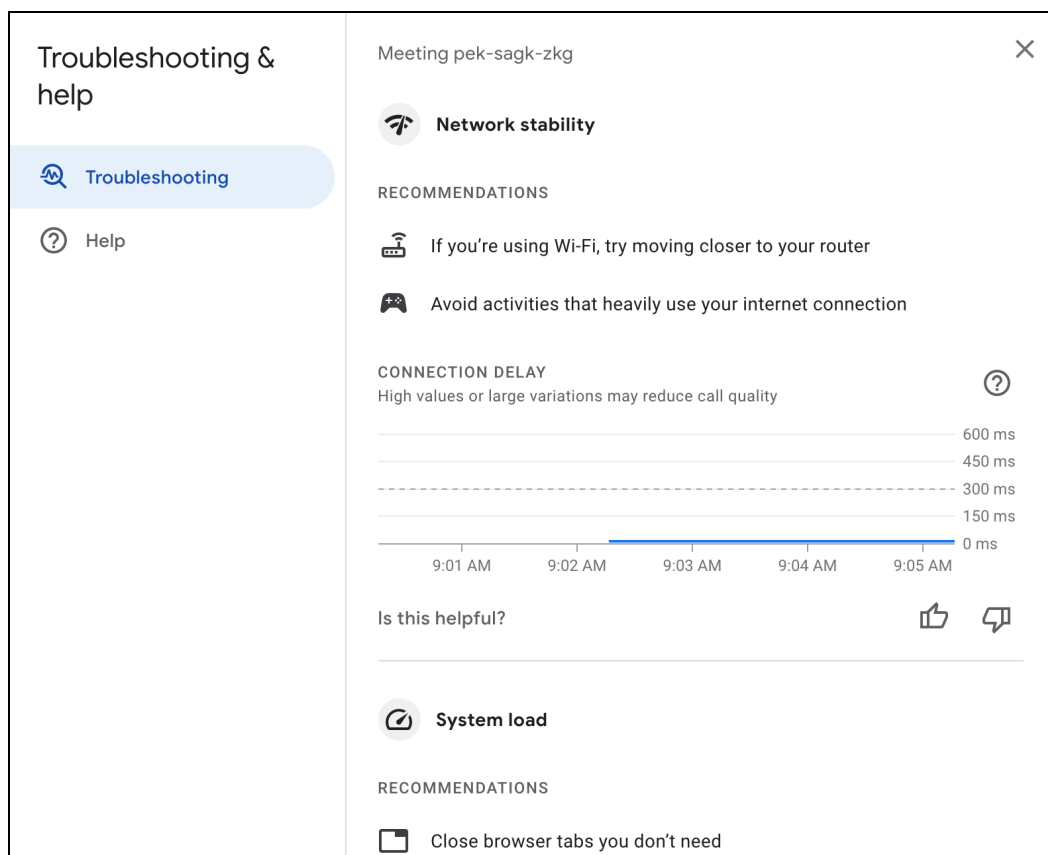
- The **Troubleshooting** tab provides recommendations and information concerning performance issues.

  - **Network stability** monitors the connection delay which measures the time it takes the network to send audio and video information to the cloud and back. Large variations or values above 300 ms may reduce call quality.

  - **System load** monitors the total usage of the student's CPU. Since everything running on a computer shares the same CPU, high usage of the CPU can result in a loss of audio and video quality during the **Google Meet**.
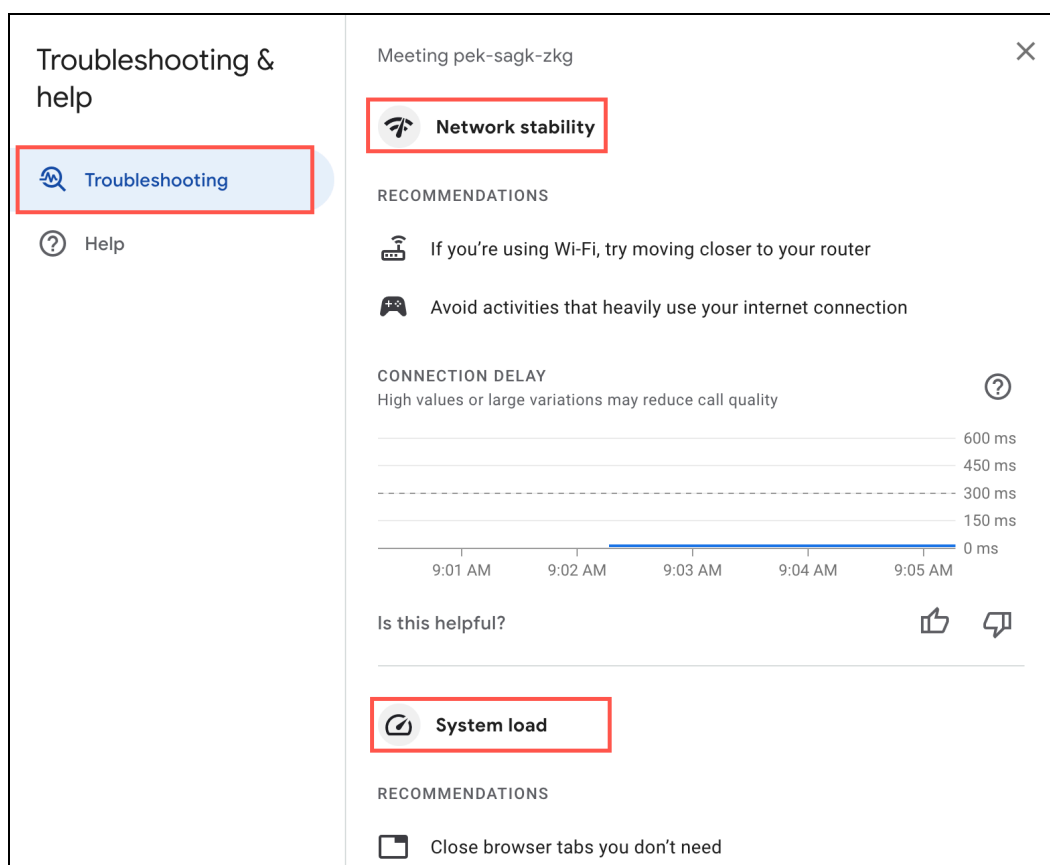

- The **Help** tab allows students to search for articles that can be helpful for troubleshooting. Some articles are listed in the tab for immediate viewing, while others can be searched by using the **Search Help Center** field.

- **Google Meet** also provides **Troubleshooting notifications** to help students with troubleshooting and quality issues. Three types of notifications are used in **Google Meet**.

  ○ **Gentle notifications** display when **Google Meet** detects a performance issue that is affecting call quality. A notification bubble describing the issue will appear along with a red dot on the **More options** menu. The red dot indicates there is more information about the issue in the **Troubleshooting & help** section of the **More options** menu.

  ○ **Tailored troubleshooting recommendations** provides students with personalized recommendations for how to improve the quality of their **Google Meet** sessions.
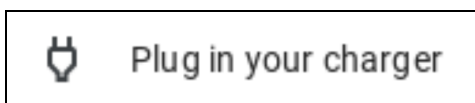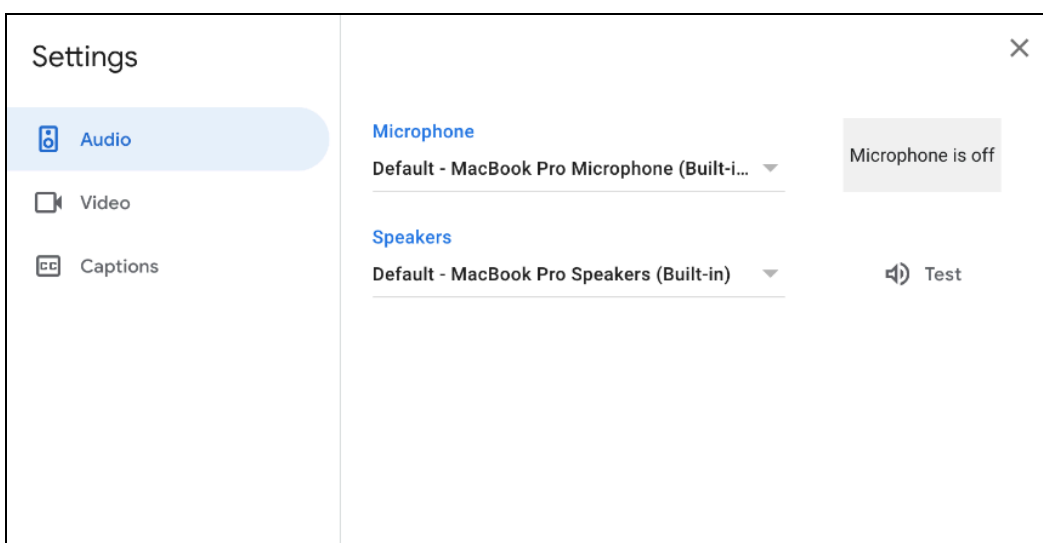
○ **Quick actions** provides students with options to make one-click changes that can quickly reduce **Meet** resource consumption.
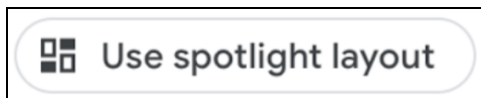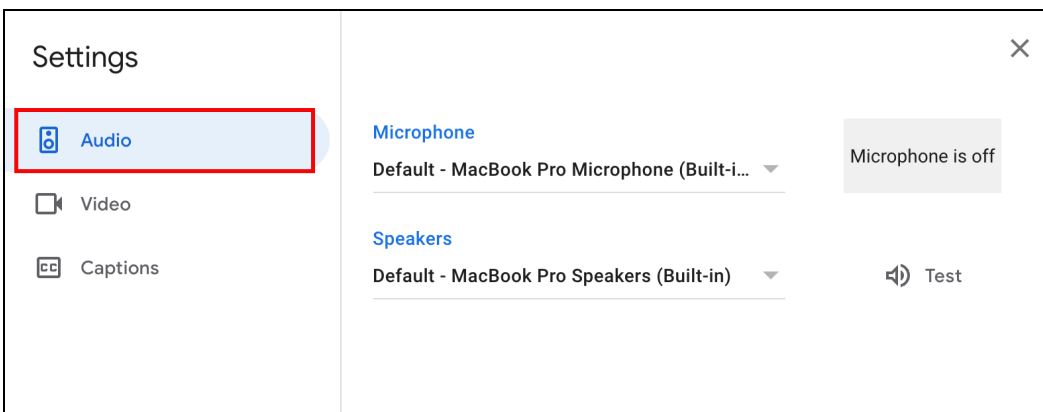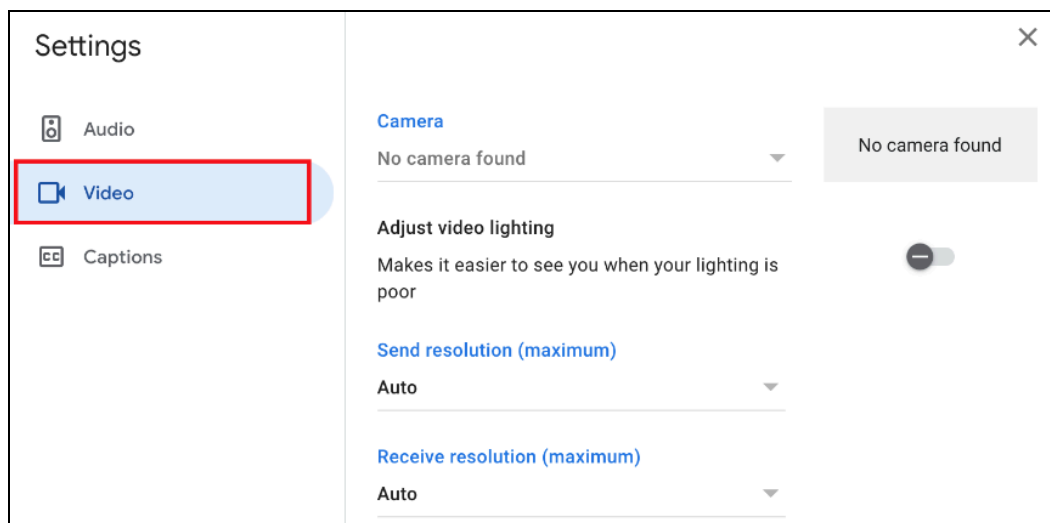

Settings

● **Settings** allows the **Audio**, **Video**, and **Captions** settings to be changed in **Google Meet**.

● **Audio** settings can be changed for the **Microphone** and **Speakers** used in the session by clicking the **Audio** tab on the left side of the **Settings** window.

○ **Microphone** allows the microphone device used for the session to be selected by clicking the arrow to reveal the drop-down menu.
○ **Noise cancellation** allows a filter to be added to the audio that removes sound that isn't speech from the audio. This feature is not available at this time.
○ **Speakers** allows the speaker device used for the session to be selected by clicking the arrow to reveal the drop-down menu.

- **Video** settings can be changed for the **Camera** used in the session as well as the resolution of the images in the session by clicking the **Video** tab on the left side of the **Settings** window.

  - **Camera** allows the camera device used for the session to be changed, if a camera is used.
  - **Adjust video lighting** allows the camera to automatically adjust the lighting for the video when the lighting conditions are poor. Click the slider to on to activate the feature.
  - **Send resolution (maximum)** allows the maximum resolution of the image coming from the participant's device to be set.
  - **Receive resolution (maximum)** allows the maximum resolution of the image coming into the participant's device to be set.
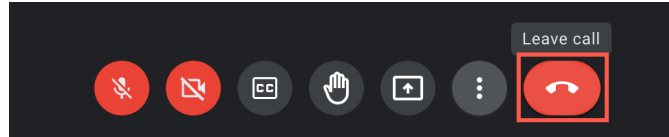

- **Caption** settings can be changed for the **Meet** session by clicking the **Captions** tab on the left side of the **Settings** window. From these settings, the caption language can be determined and translated. For more information about caption language, see the Caption Language and Translation section.
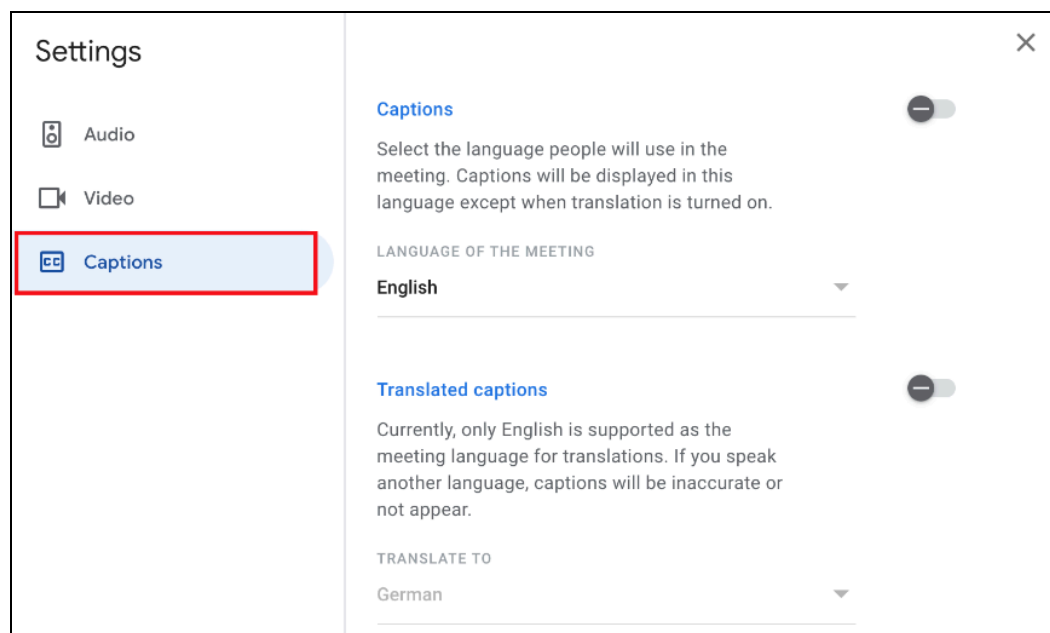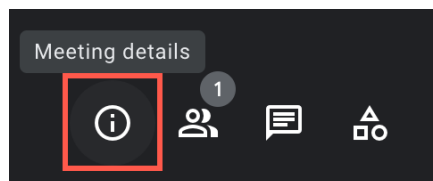
Leave Call

● Click the **Leave Call** button to leave the **Meet** session.

Meeting Details

● Details of the Meet session can be displayed by clicking the **Meeting details** icon.

● After clicking the **Meeting details** icon, the meeting information (Meeting link, conference phone number, and PIN number) displays. This can be copied and pasted to others who were not originally included on the meeting invitation.
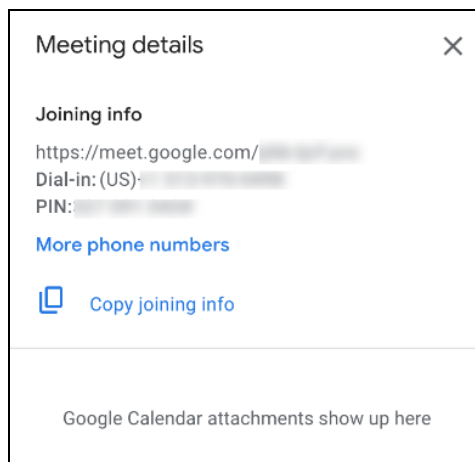
Note: The meeting invitation will include any attachments needed for the meeting.

Show Everyone

● The **Show everyone** icon shows a list of all the **Meet** participants. Using the **Show everyone** list is discussed further in the Viewing the Participants section.
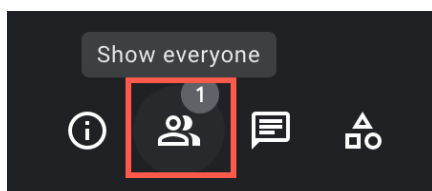
Chat with Everyone

● The **Chat with everyone** icon allows the **Meet** participants to send a message to all the participants of the **Meet** session. Using the **Chat with everyone** icon is discussed further in the Sending Messages in Meet through the Chat with everyone Icon section.
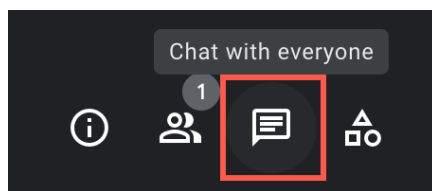
Activities

● The **Activities** icon allows **Meet** hosts to add participants to breakout rooms, take polls, ask questions, record sessions, and whiteboard collaboration. For more information see the Using the Activities Section.
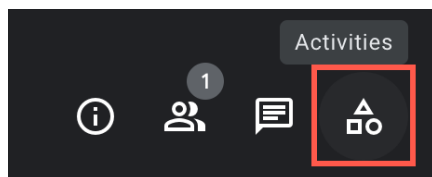
Viewing the Participants

● The participants of the meeting can be viewed three ways.

Thumbnail Mode

● The participants can be viewed through **Thumbnail** mode, which are indicated by the circles containing a participant's photo, initial, or selected graphic. **Thumbnail** mode displays only when the participant's camera is turned off.
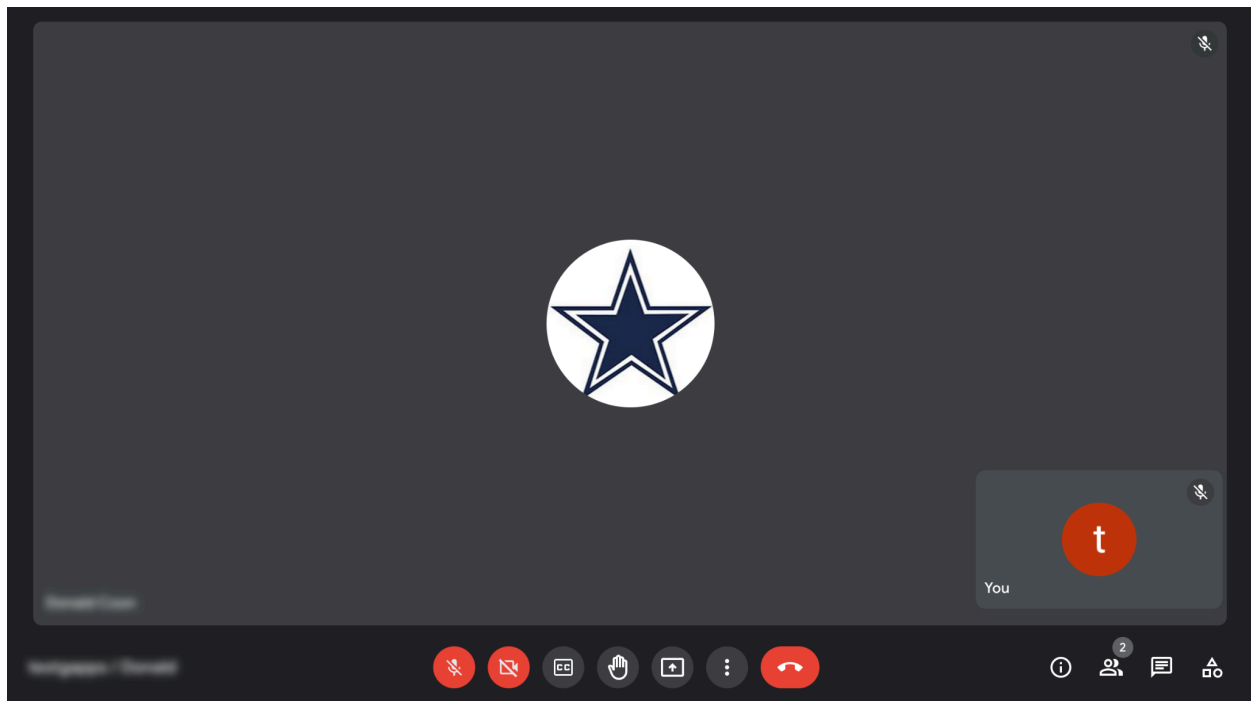
Change Layout Views

● Participants can additionally be viewed through the optional layout view found in the **Change layout** options found in the **More** options list. See the [Change Layout](#) section to see the various layout options for viewing participants.
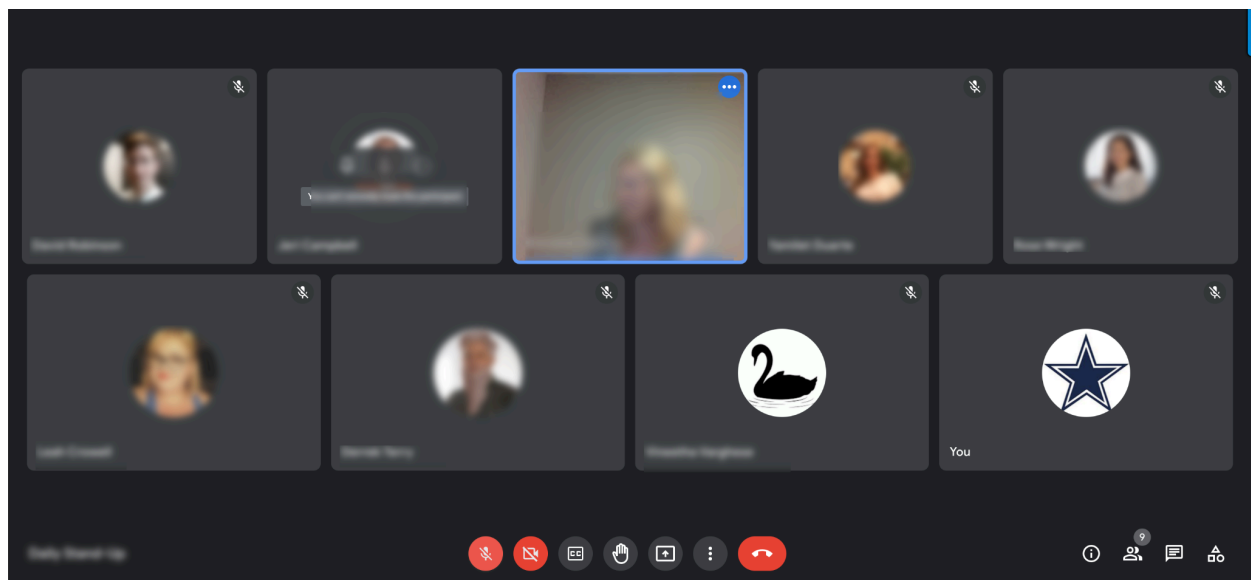

People List

● The participants can also be viewed through the **People** list, which is accessed by clicking the **People** icon in the upper right portion of the **Meet** screen. A list of all the participants, with their names, will display in a list on the right side of the **Meet** screen.
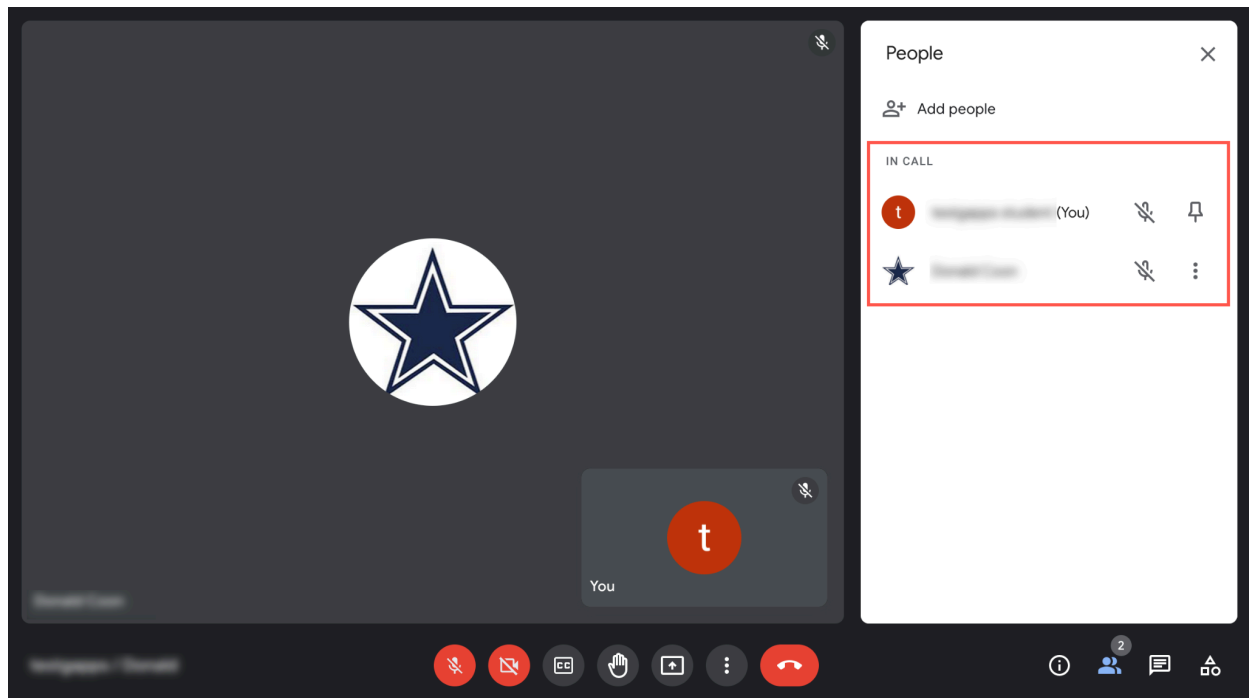
Caption Language and Translation

- The caption language controls can be accessed through the **Settings** window. As participants speak, **Meet** uses speech integration technology to display what is spoken as captions. The captions will only display on the user's screen. There are two different caption settings.

    - Turning on captions and choosing the caption language
   - Turning on translated captions and choosing the translated caption language
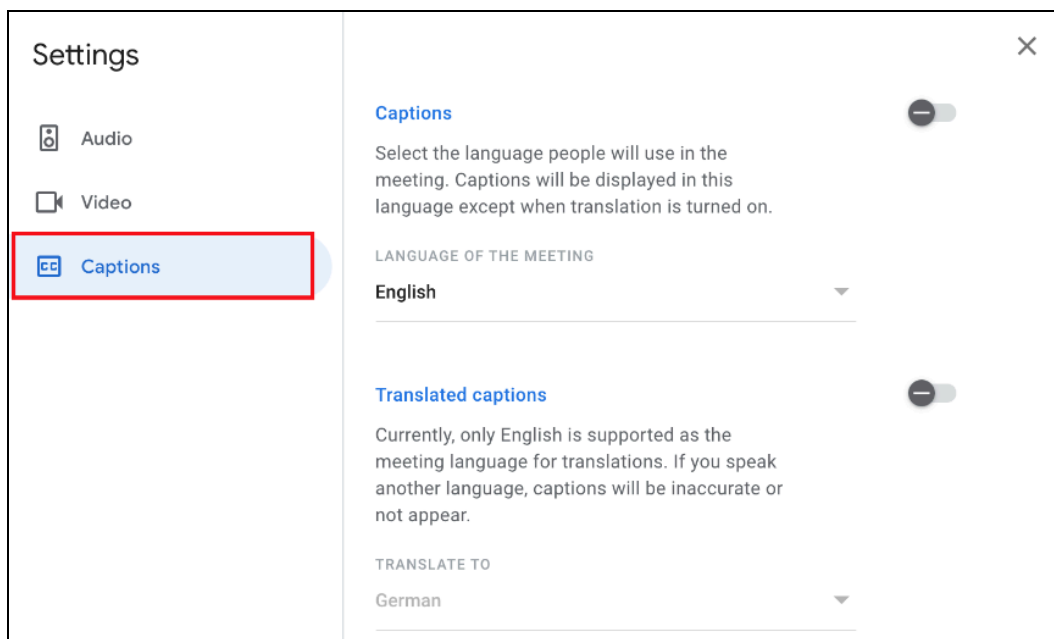
Captions

- Captions, when turned on, allows users to select the language in which the captions will display. Click the **LANGUAGE OF THE MEETING** drop-down menu, which defaults to **English**, and select the language that will be used in the meeting. The captions will display in the selected language.
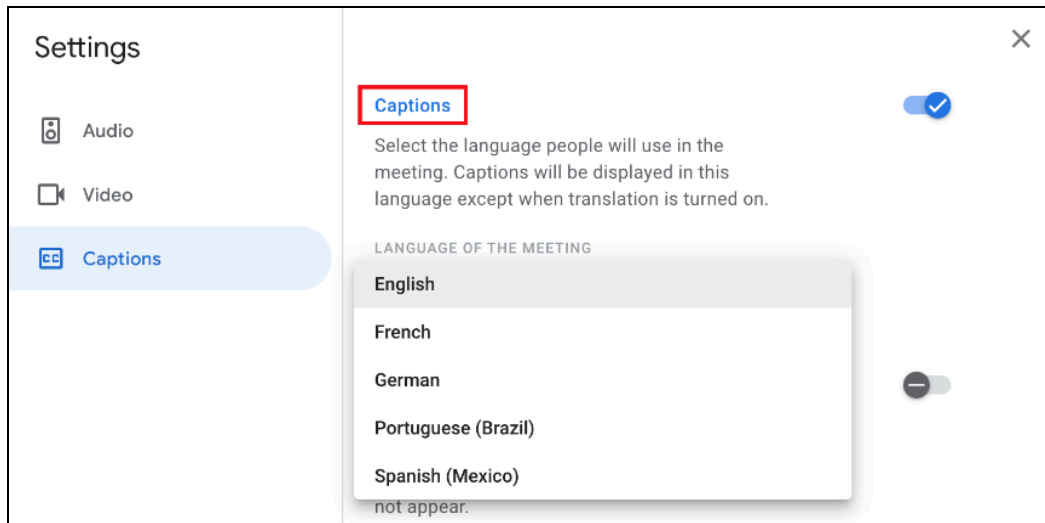
- ○ In addition to the captions running across the bottom of the screen, the caption, with the caption language, is indicated by hovering the cursor over the bottom right of the **Meet** screen to reveal the caption language indicator. To the left of the language is the **Settings** icon, which redirects the user back to the **Caption** section of the **Setting** window.
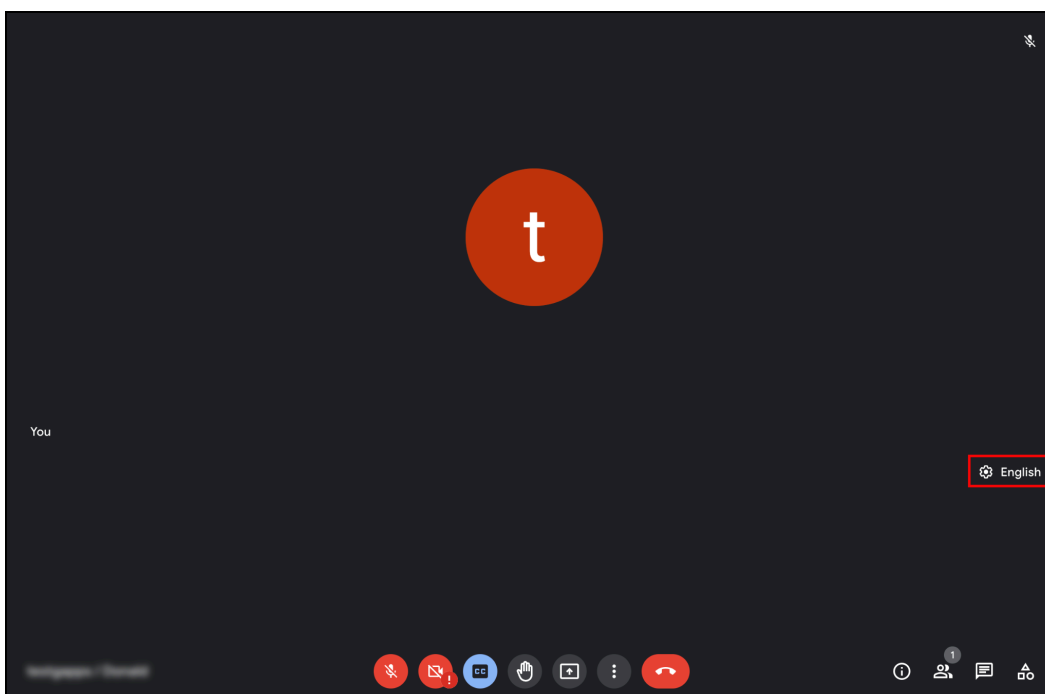
Translated Captions

- Each individual user can set the captions to be translated into a language different from the language of the meeting by clicking the **TRANSLATE TO** drop-down menu and selecting a language to which the caption will be translated.
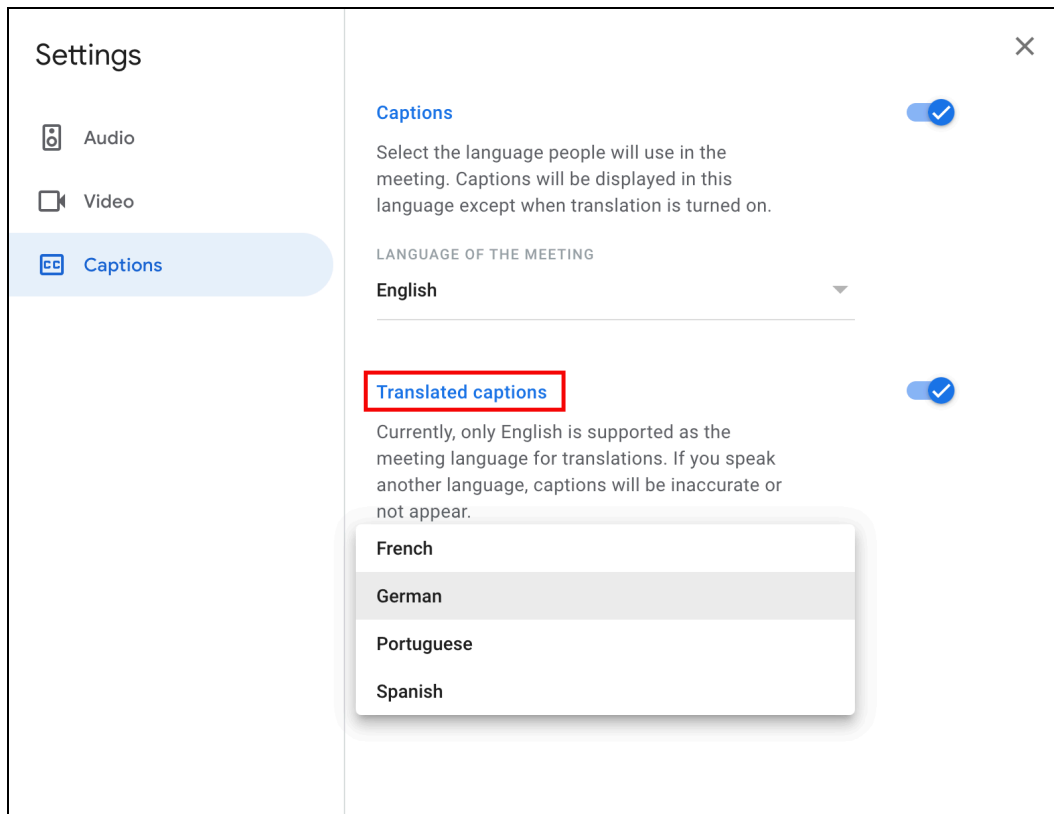

- ○ The translated captions run across the bottom of the screen. If nothing is being spoken, the translated caption can be indicated by hovering the cursor over the bottom right of the **Meet** screen to reveal the caption language indicator. To the right of the translation language is the **Settings** icon, which redirects the user back to the **Caption** section of the **Setting** window.
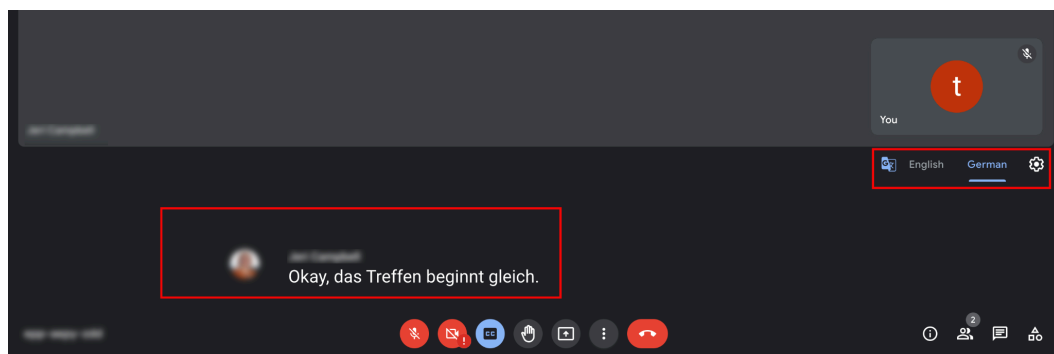
Presenting to the Meet Audience

- The student's screen can be presented to all attendees by clicking **Present now**.
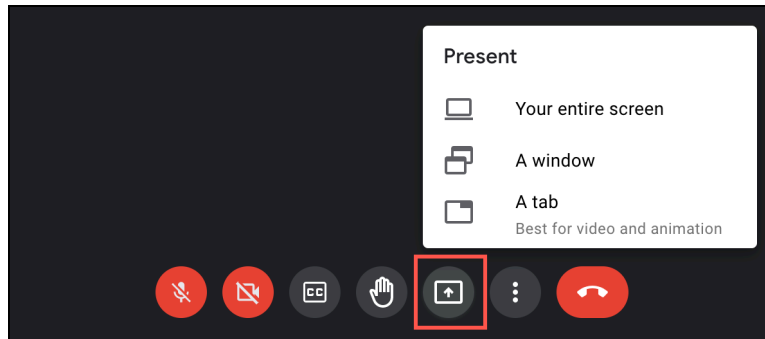
- There are three ways to present to an audience.

  ○ **Your entire screen:** When sharing the entire screen, the student will be able to move from window-to-window or tab-to-tab with the audience. Select the screen to be shared and click **Share**.
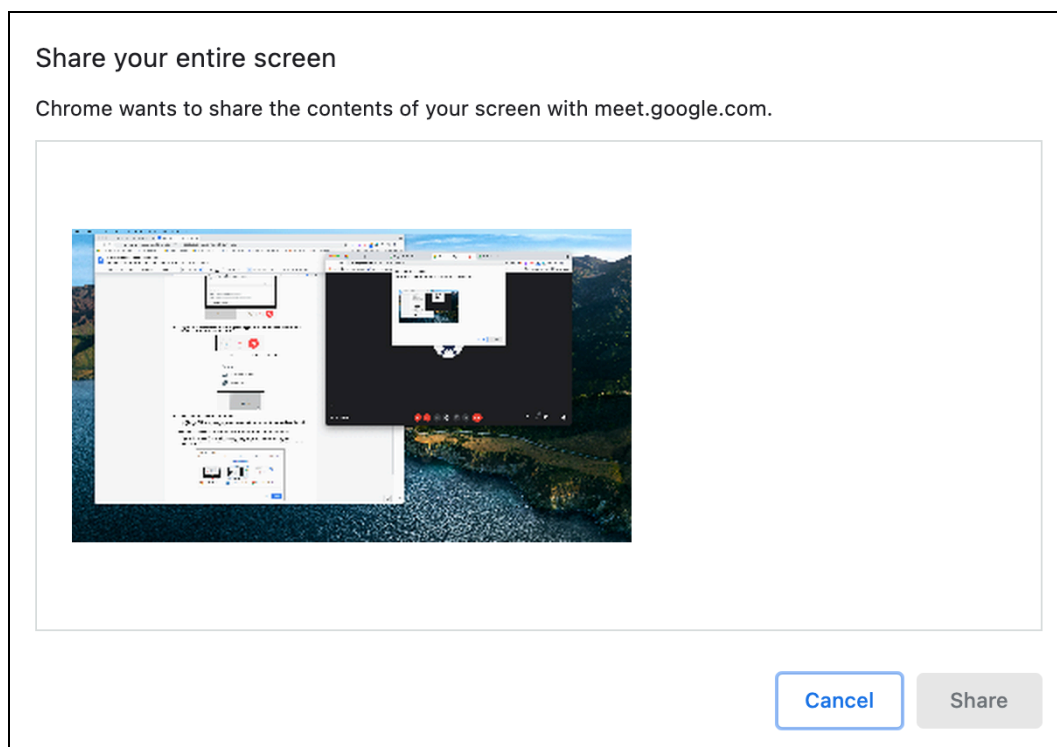
 ○ **A Window:** With this option, an open window can be chosen for sharing. Select the window to be shared and click **Share.**
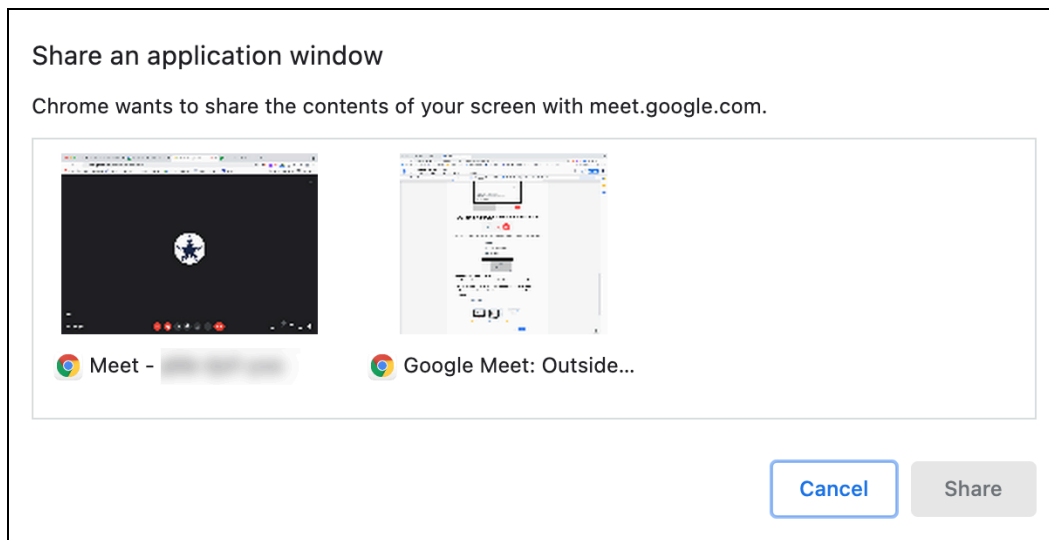
- ○ **A Tab:** If this option is chosen, a tab opened in Chrome can be chosen for sharing. Select the tab to be shared and click **Share.**
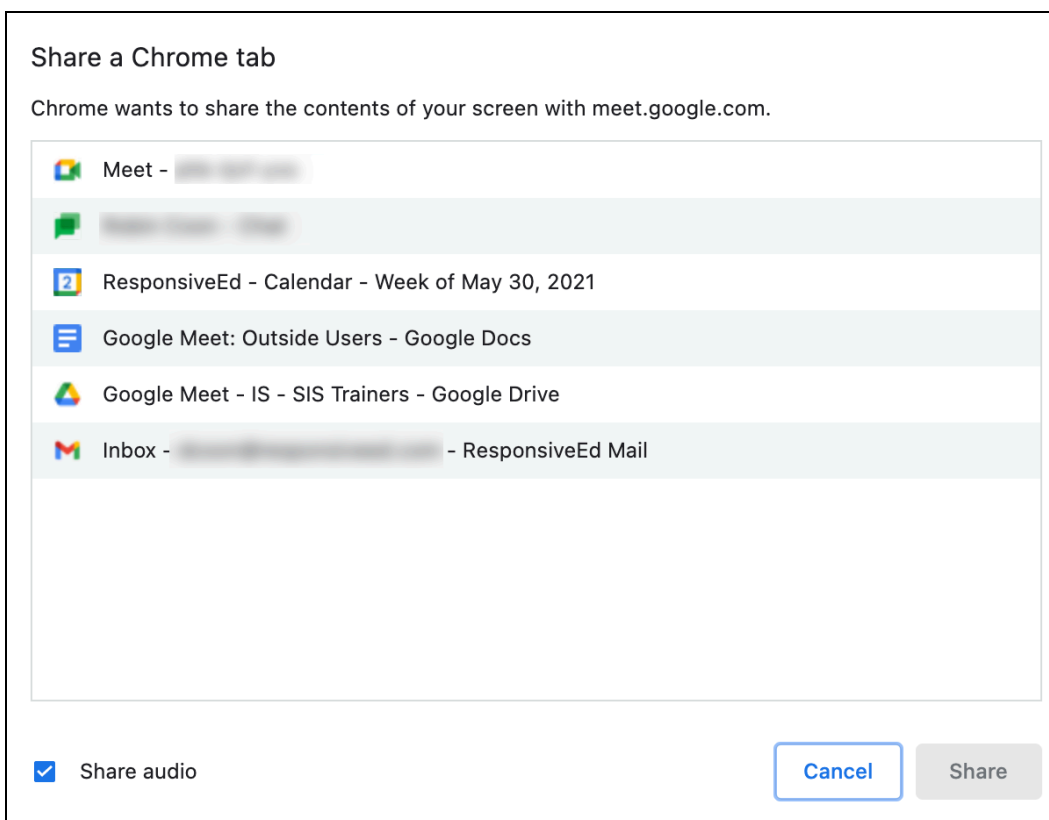
Note: If the student moves to a different tab or window the audience will not move to the same tab or window.

- To stop sharing, click the **Stop Presenting** located in the right corner of the screen.
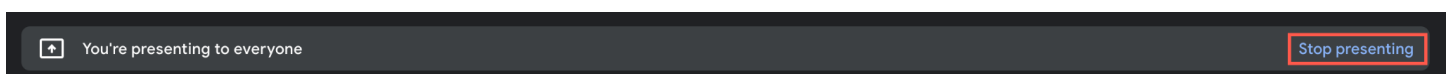
Using the Show Everyone List

- The **Show everyone** icon displays a list of the students and the teacher in a **Meet** session. From this list several participant-based functions are available.

- Select the **Show everyone** icon in the upper right of the **Meet** screen.
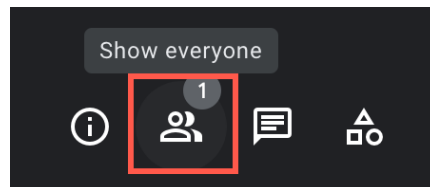
- The **People** panel opens on the right side of the **Meet** screen.
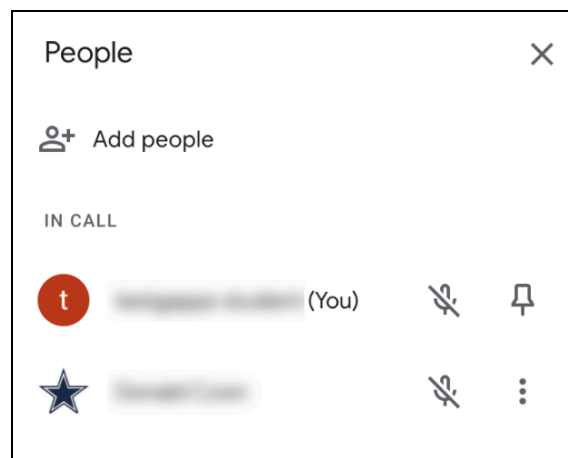
- The **People List** panel consists of two sections.

    - The **Add people** option, which allows students to invite others to participate in the **Meet** session.
    - The **In Call List**, which displays the name of each **Meet** participant
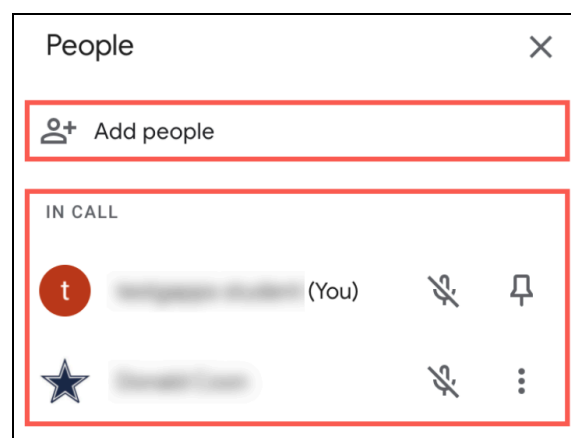
Add People

- The **Add People** option allows students to invite people to the **Meet** session after it has begun. This invitation can be offered two ways.
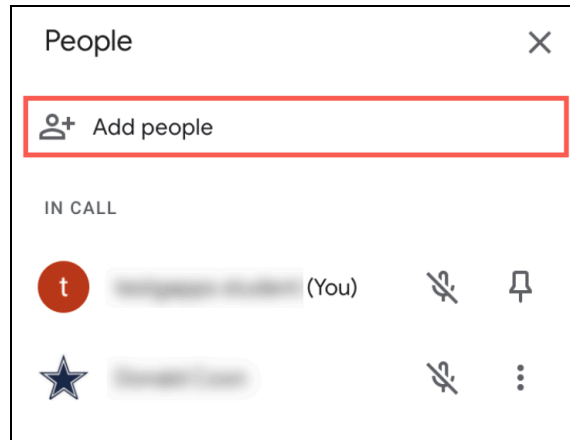

- ○ **Invite by email** allows students to invite prospective participants to the session by email. Click the **Enter name or email** field to enter an email address, or click on an email from the **Suggestions** list.
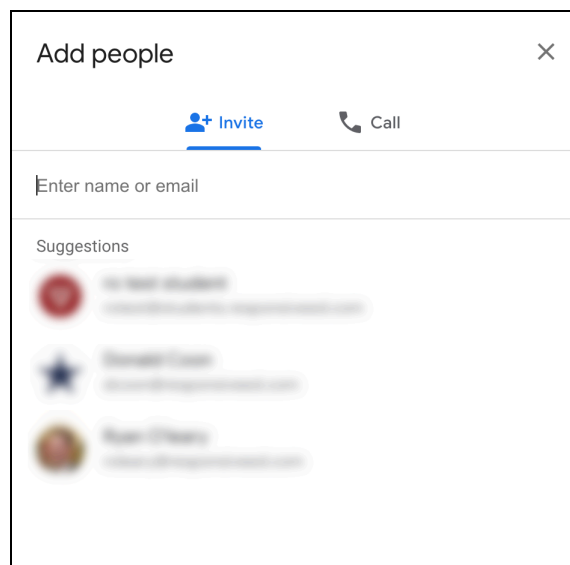

- ■ A message will display showing the message that is being sent. Click the **Send email** button to send the email.
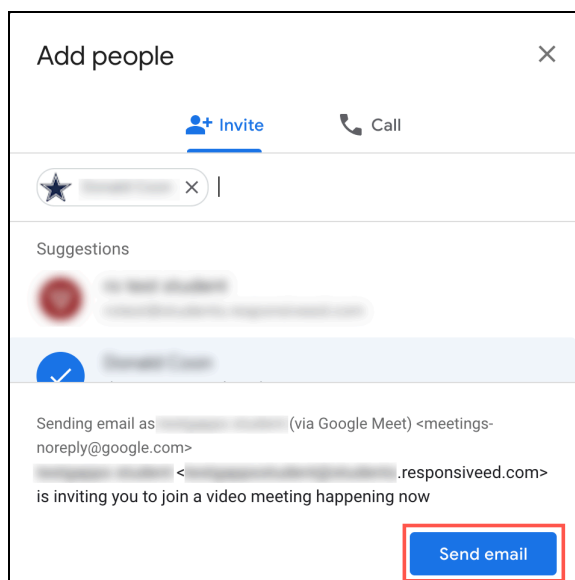
○ **Invite by phone call** allows students to invite prospective participants to the session by phone call. Click the **Enter a phone number** field to make the phone call. Then click on the **Call** button.
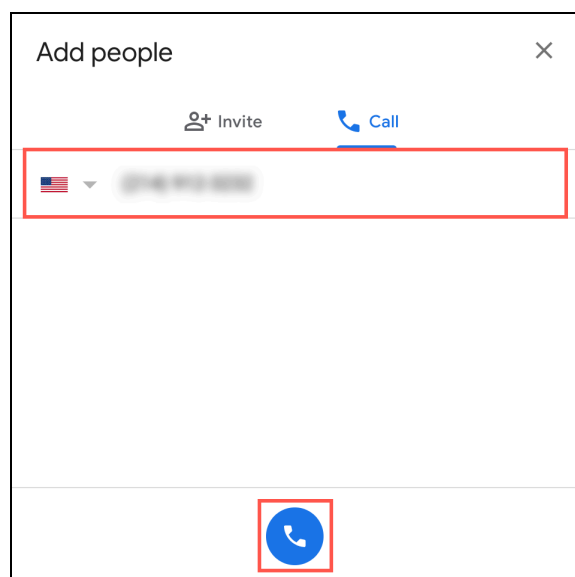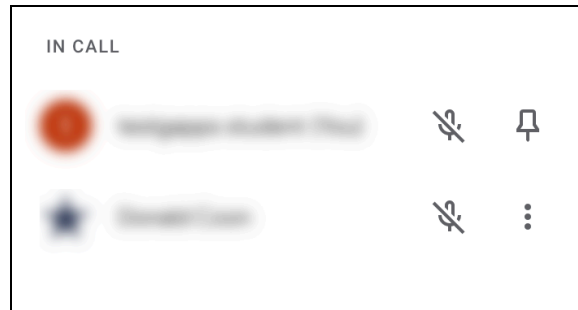

■ **Google Meet** will dial the number. Click the red **Hang up** button to end the call.
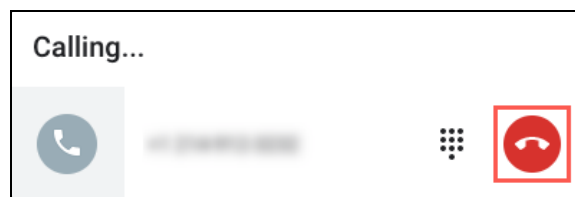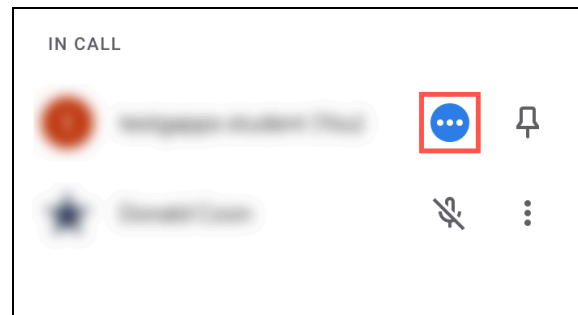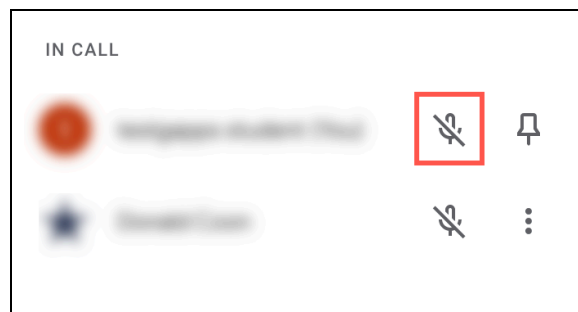
The In Call List

- The **IN CALL** list displays a list of all the participants of the **Meet**. Each student in the call will display first in their own **IN CALL** lists. Several options are available.

- The student's unmuted status is indicated in the **IN CALL** list by the blue three dot icon. The status cannot be changed in the IN **CALL** list by the participant. It must be changed by the student with the **Turn on microphone/Turn off microphone** button on the **Meet** screen.
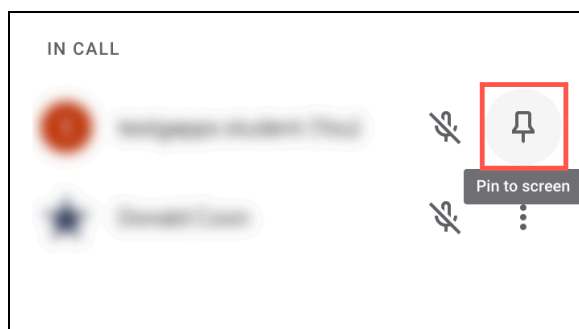

- When the student is muted the status is indicated in the **IN CALL** list by **Turn on microphone** icon.
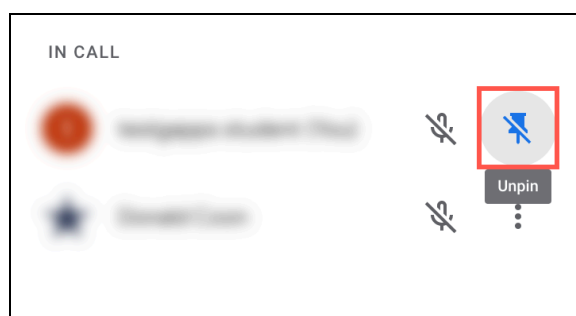

Pinning

- Students can pin a participant on the **IN CALL** list. Pinning makes that participant the only person displaying on the screen. Clicking the **Pin** icon next to a host name pins the host to the screen.

- Clicking the **Pin** icon again will **Unpin** the host.


Other Participants

- Students can't mute or unmute other students, only themselves. Hosts can mute anyone in the **Meet** session, but students must unmute themselves. In the **IN CALL** list, the mute or unmute icon is used to indicate the status of the other students – whether they are muted or not.


- There is one action students can take with other students. Click the **More actions** three-dot icon to see the action students can take with other students.
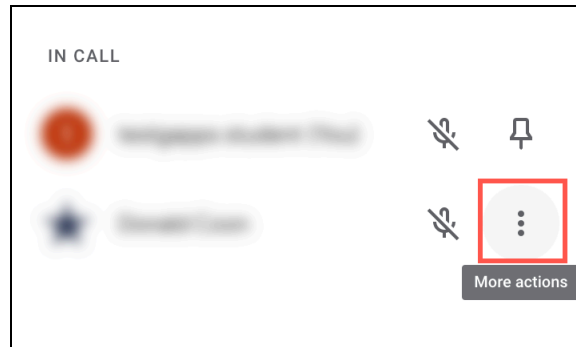
○ Students can pin other students to the screen to make that student the only person displaying on the screen. Select **Pin to Screen** from the **More actions** button drop-down menu to pin another student.
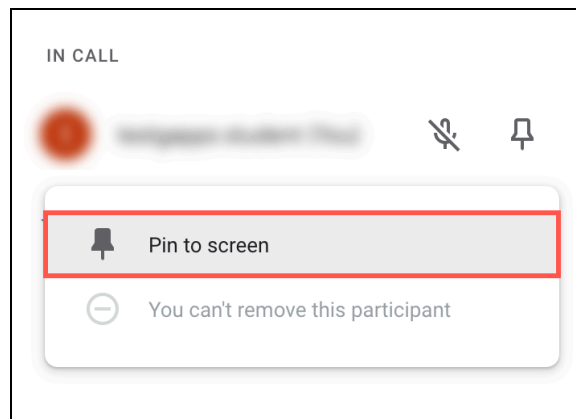

○ Select **Unpin** from the **More actions** button drop-down menu to unpin the student.
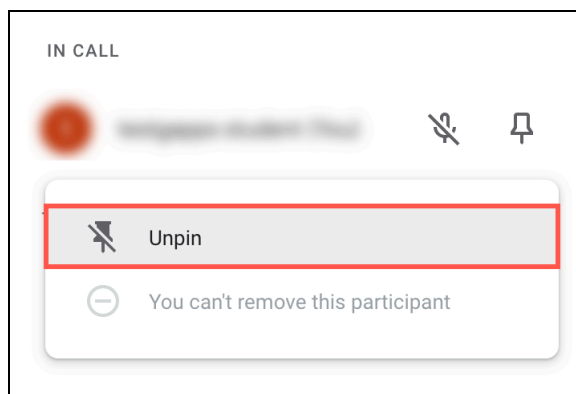
Sending Messages in Meet through the Chat with Everyone Icon

● Students can also send messages to the other students while in the meeting. Click the **Chat** icon in the upper right portion of the **Meet** screen.

*Note: The **Chat** function will not be available as an option if the teacher has turned off the ability for students to send messages in **Google Meet**.*
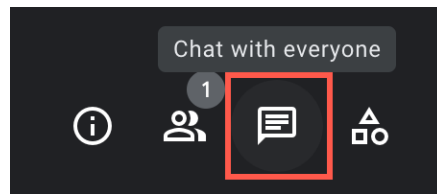
- The **In-call messages** window opens. A message can be entered in the **Send a message to everyone** field at the bottom of the window. The message will be visible to all students and will display in the area of the window above the **Send a message to everyone** field. All participant responses or chats will appear in order, in the same area.
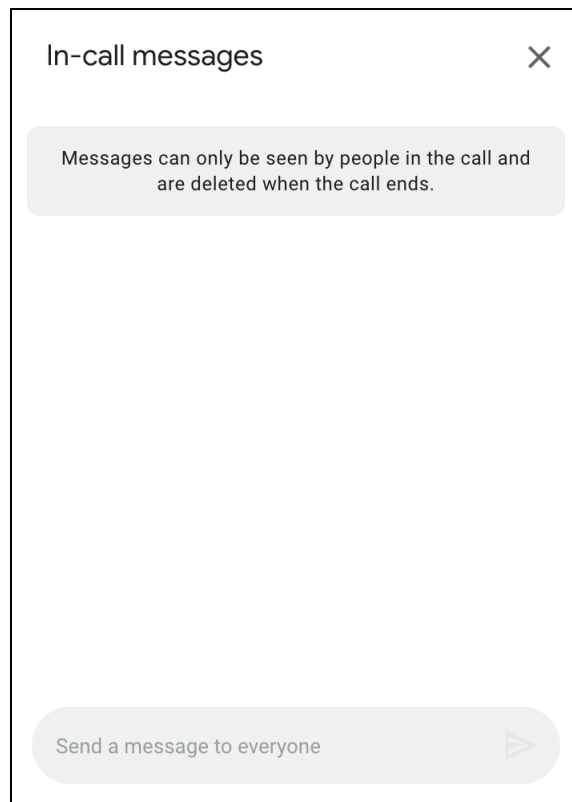
- ○ A message can be entered in the **Send a message to everyone** field at the bottom of the window. Click the arrow to send the message.
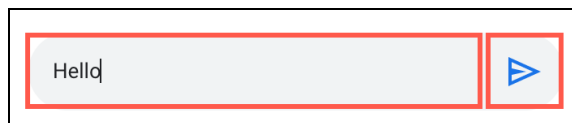
- ○ The message will be visible to all students and will display in the area of the window above the **Send a message to everyone** field. All participant responses or chats will appear in order, in the same area.
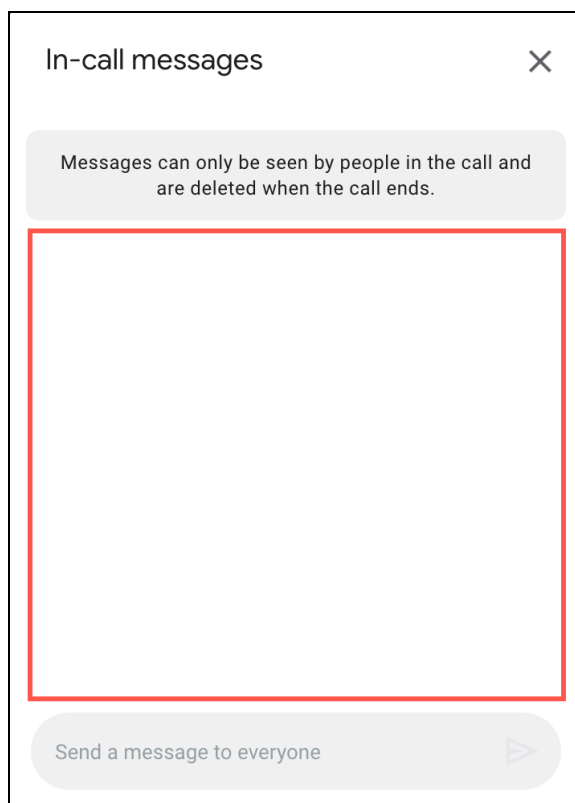
Using the Activities Section

- The **Activities** icon allows **Meet** participants to record sessions and collaboration on whiteboards. Click the **Activities** icon to access the **Activities** options.
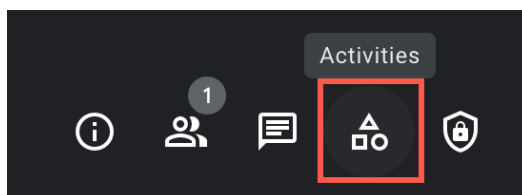

- The **Activities** panel displays. The panel contains four activities. Only the **Recording** and **Whiteboarding** options are available for participants. The other three activities are controlled by **Meet** hosts.
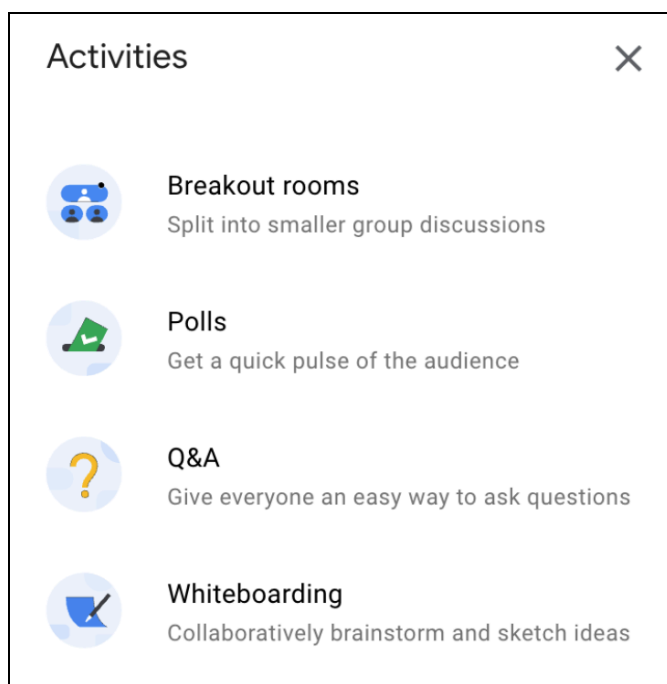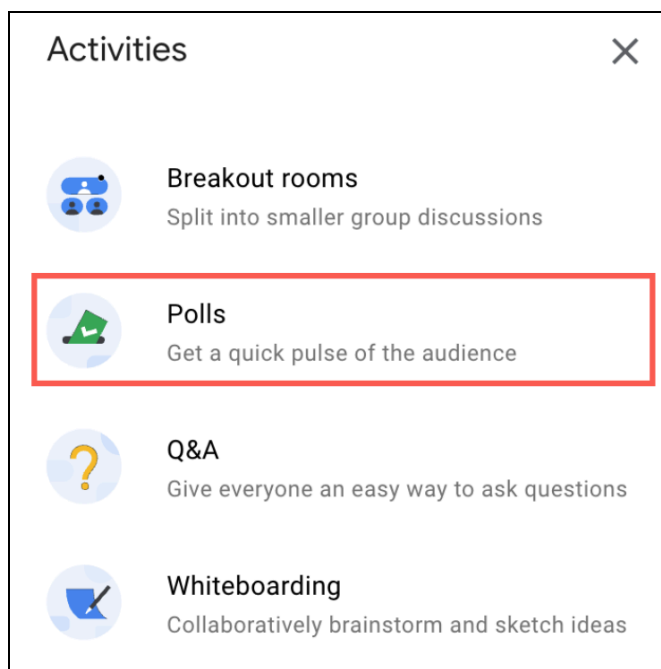
Breakout Rooms

- Hosts can divide their participants into smaller groups by using the **Breakout Rooms** function. This activity is only available to the meeting host.
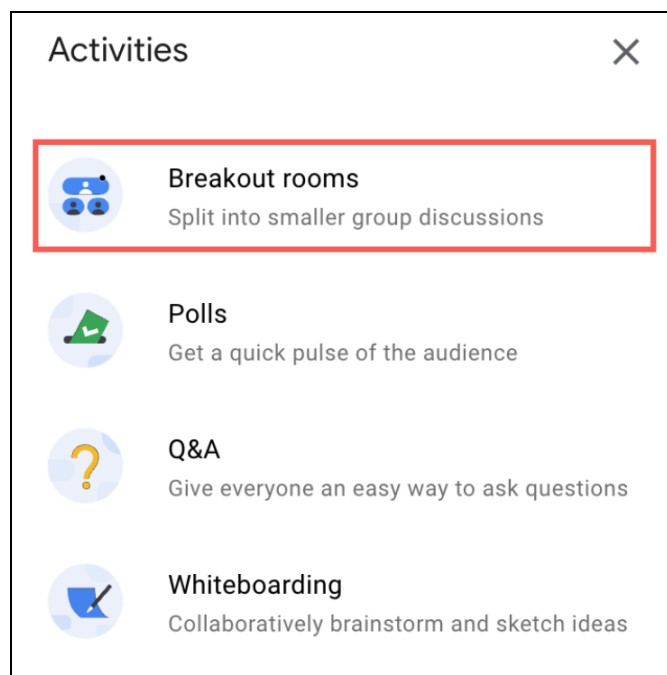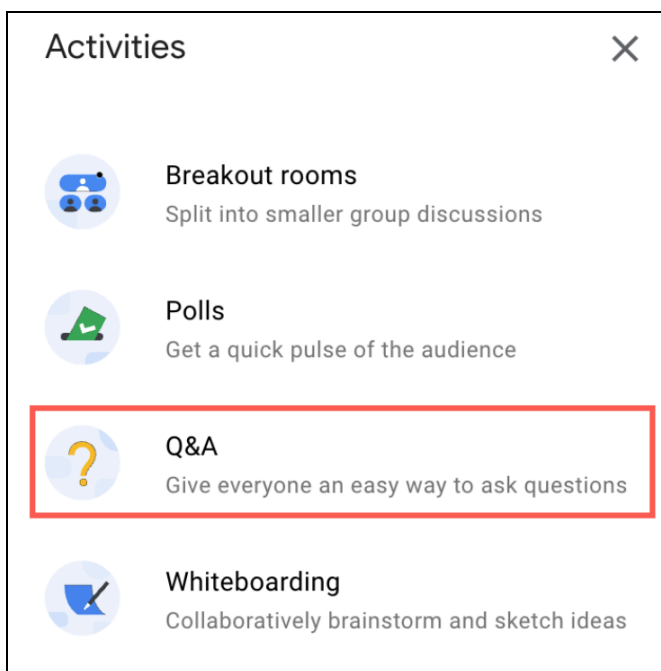
Polls

- Hosts can create **Polls** that participants can take in a **Meet** session. This activity is only available to the meeting host.
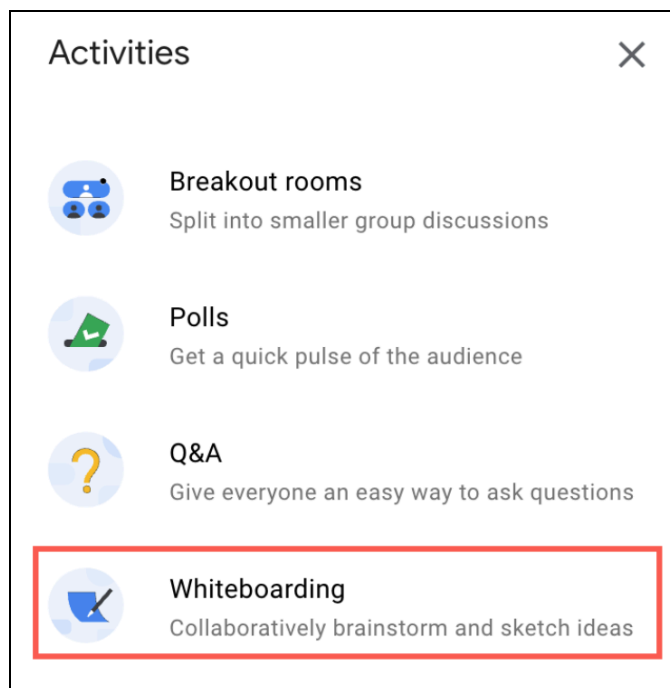

Q&A

- Hosts can enable participants to submit questions to be answered during **Meet** sessions. This activity is only available to the meeting host.
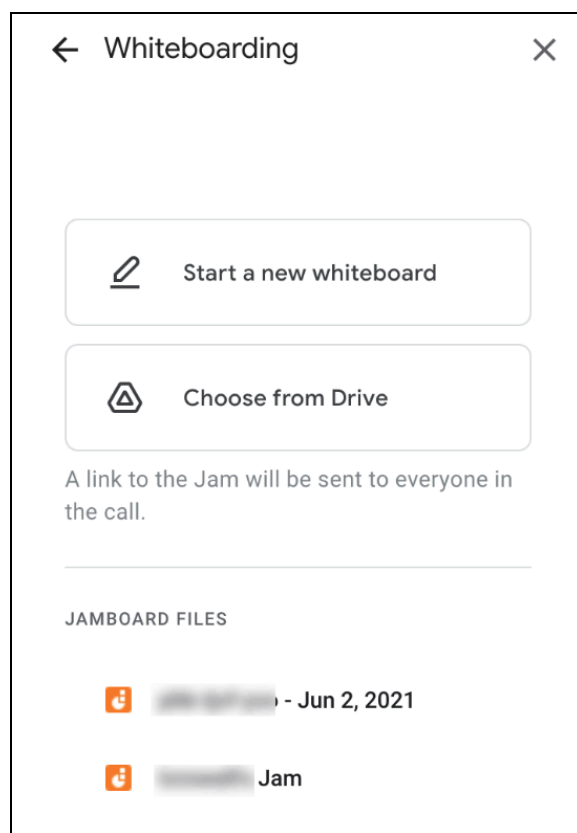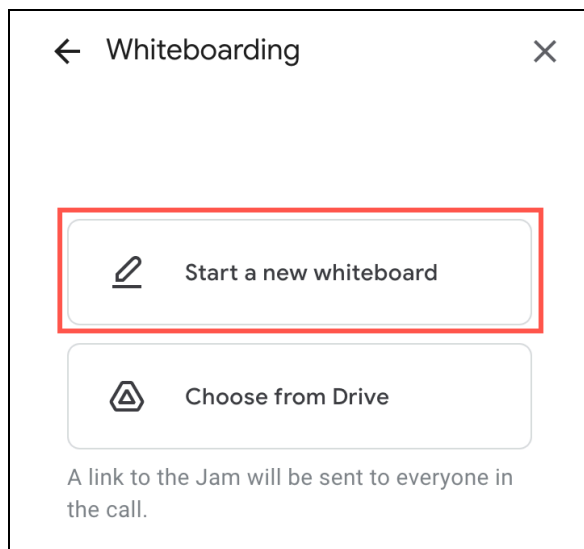
Whiteboarding

- Students can join Jamboard sessions through the **Whiteboarding** activity. Click **Whiteboarding** in the **Activities** panel to access the **Whiteboarding** panel.
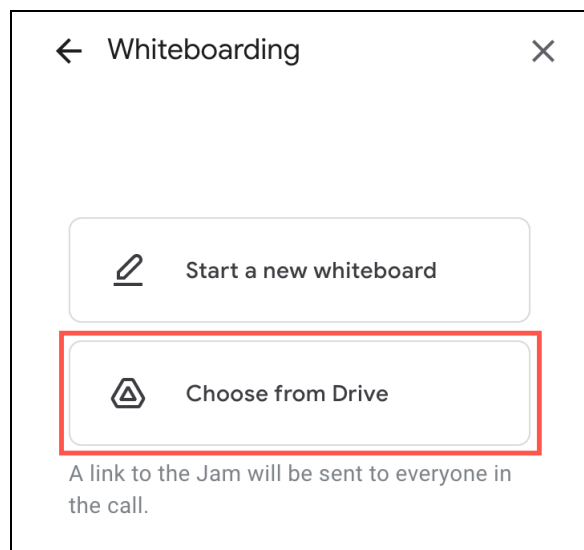

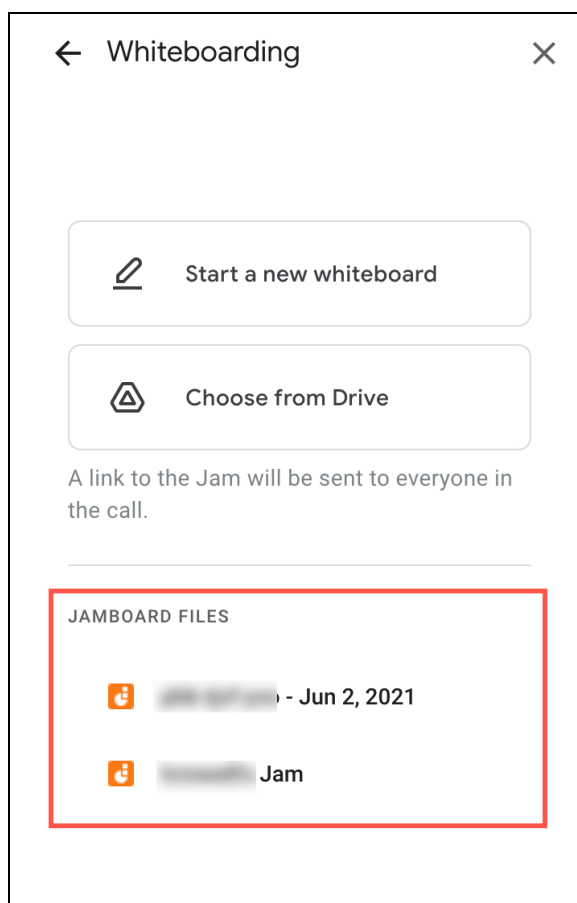- The **Whiteboarding** panel displays.

- Click the **Start a new whiteboard** button to create a new Jam. Clicking the button opens up the **Google Jamboard** app.

- Click the **Choose from Drive** button to open an existing Jam.

- All opened Jamboard files will display in the **JAMBOARD FILES** section of the **Whiteboarding** panel.
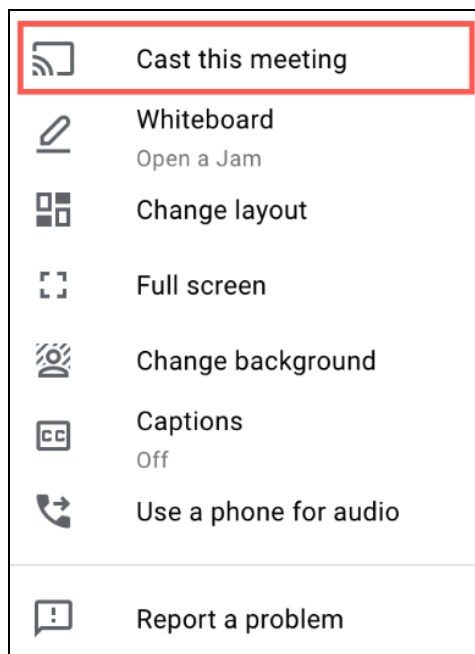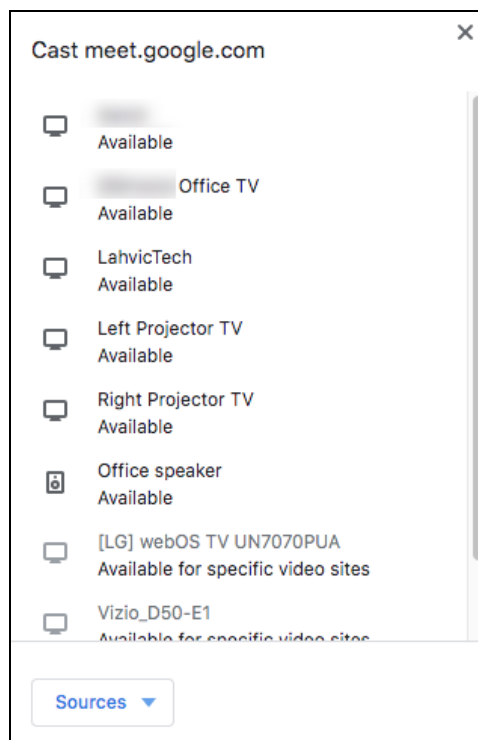
Casting a Meeting

- **Google Meet** allows students to stream meetings to Cast-enabled TVs or displays, while still using the camera and microphone from their computers.
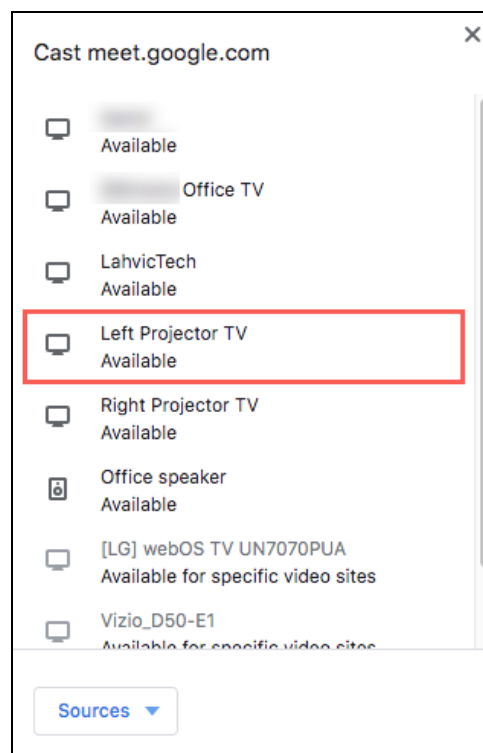
Casting After a Meeting has Started

- Click the **More** button, and select **Cast this meeting** from the **More** menu.
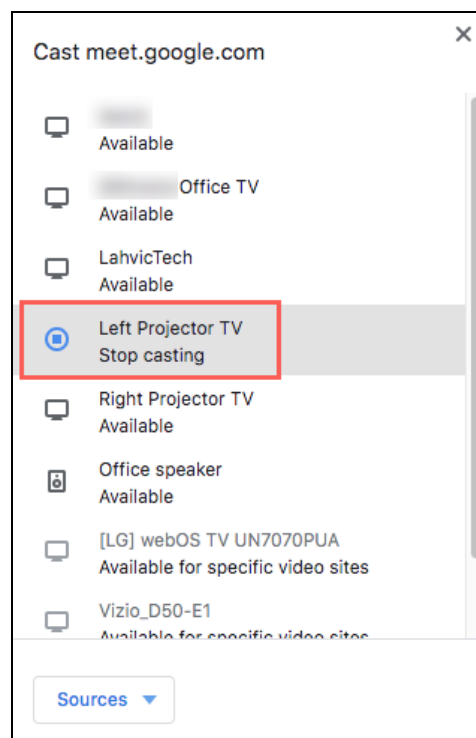
- The **Cast tab** displays, showing a list of available cast-ready devices.

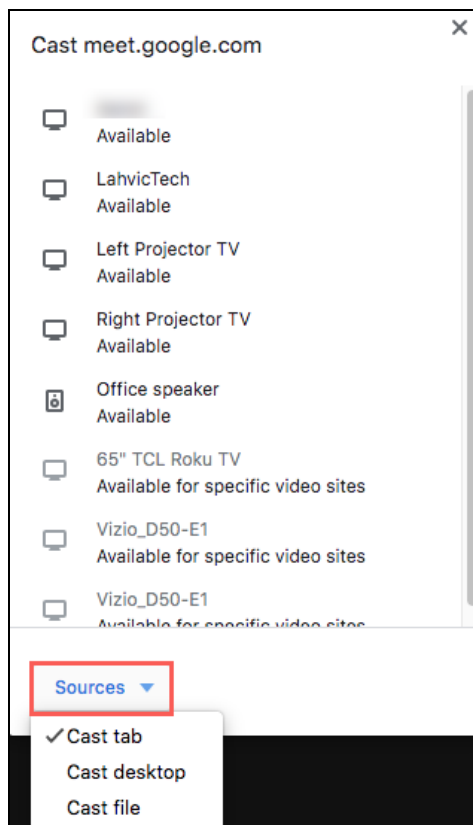- Click a cast-ready device to enable the casting to begin.

- The selected device indicates the casting has begun. If the device has been selected in error, the device can be immediately clicked and turned off.

- Once the casting has begun, it can be ended by accessing the **More** menu and clicking **Stop casting meeting**.
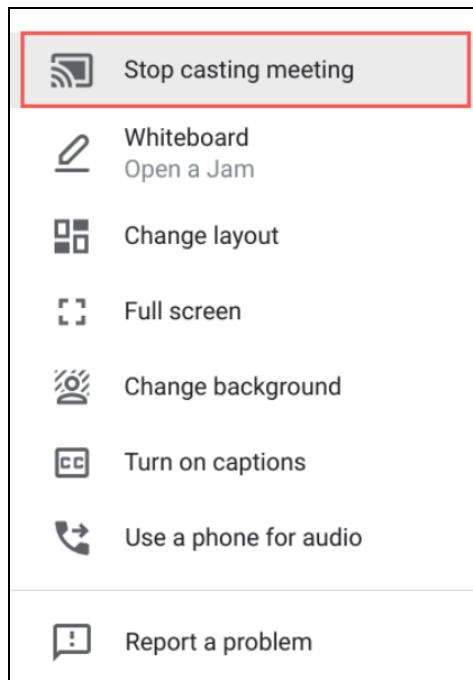
- At the bottom of the **Cast tab** is the **Sources** drop-down menu which defines what is cast on the cast-ready device. The drop-down menu allows three options to be cast to the cast-ready device.

    ○ **Cast tab**, the default setting, casts the open tab on the casting student's computer.
    ○ **Cast desktop** casts the desktop on the casting student's computer.
    ○ **Cast file** opens a browse window to locate a file that can be cast from the casting student's computer.
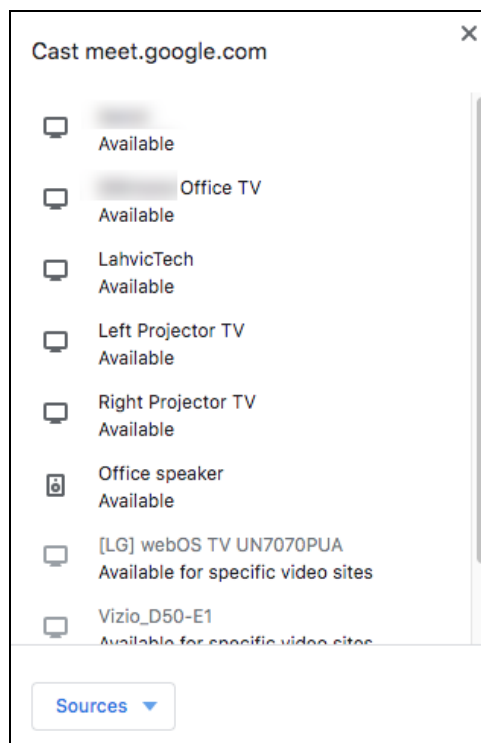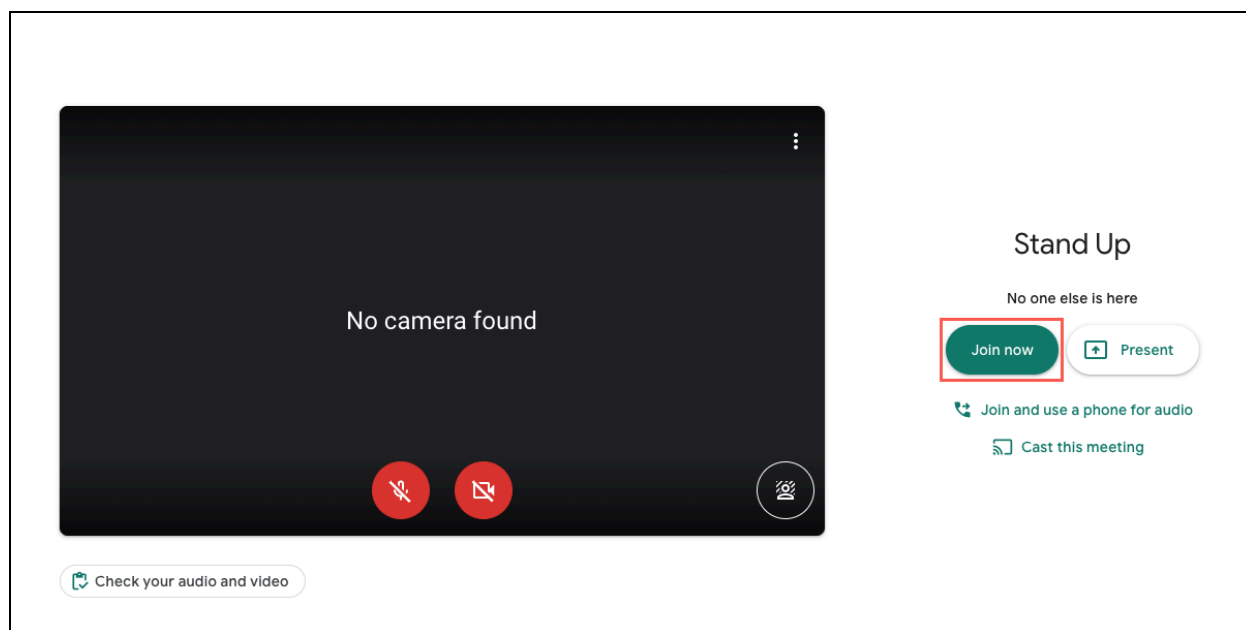
Casting Before a Meeting has Started

- Before joining the **Google Meet** session, click the **Cast this meeting** link below the **Join now** button.
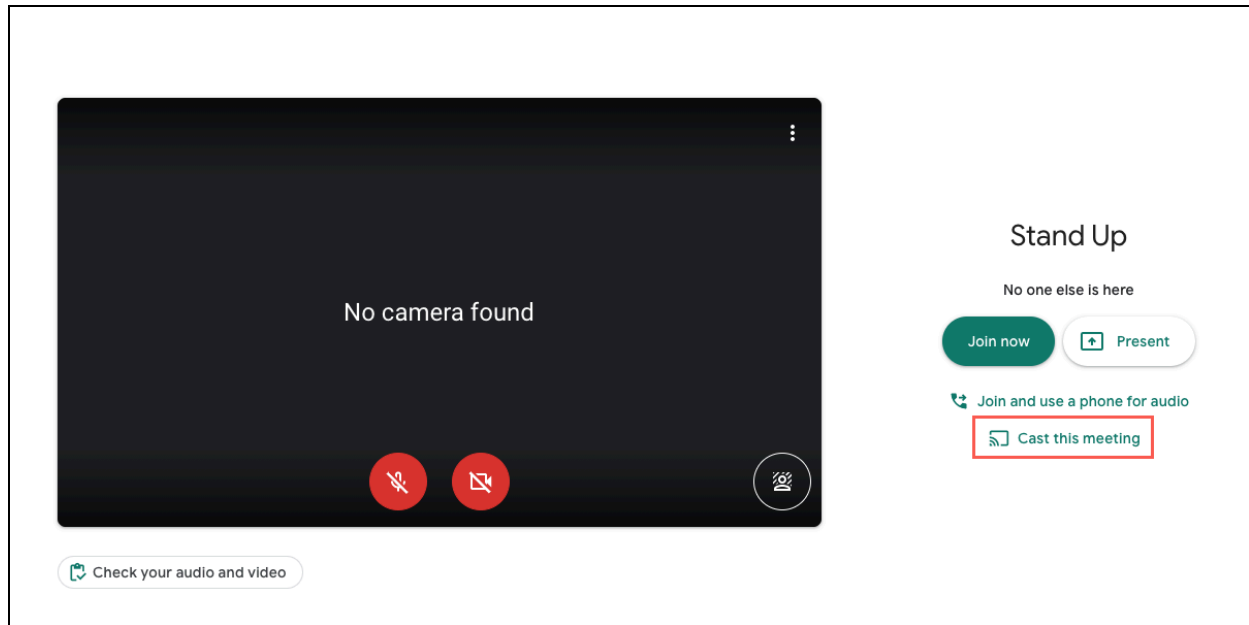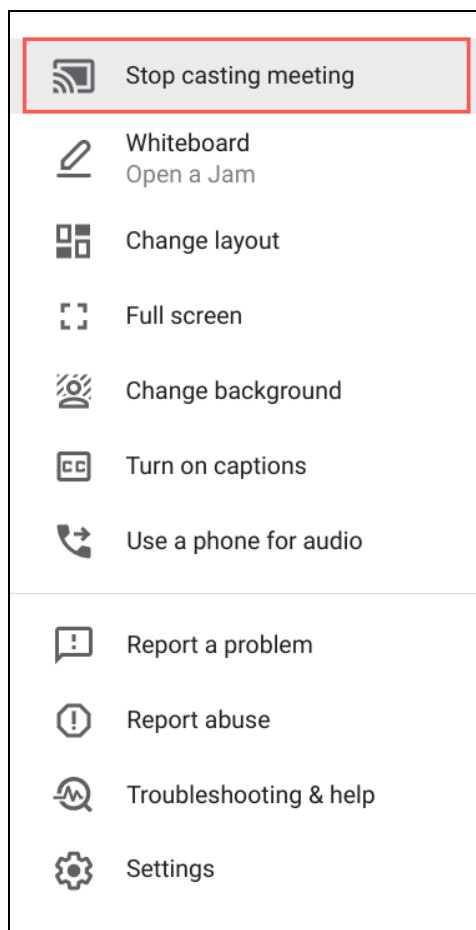

- The **Cast tab** displays, showing a list of available cast-ready devices. Select a cast-ready device to enable the casting to begin.

- Then, click the **Join now** button to join the **Google Meet** session. The casting will begin.

- End the casting by accessing the **More** menu and clicking **Stop casting meeting**.

Using a Phone for Audio

● **Use a phone for audio** allows students to speak and listen with their phones in **Google Meet** meetings, while still viewing the video of the meetings on their computers. This can be accomplished two ways.
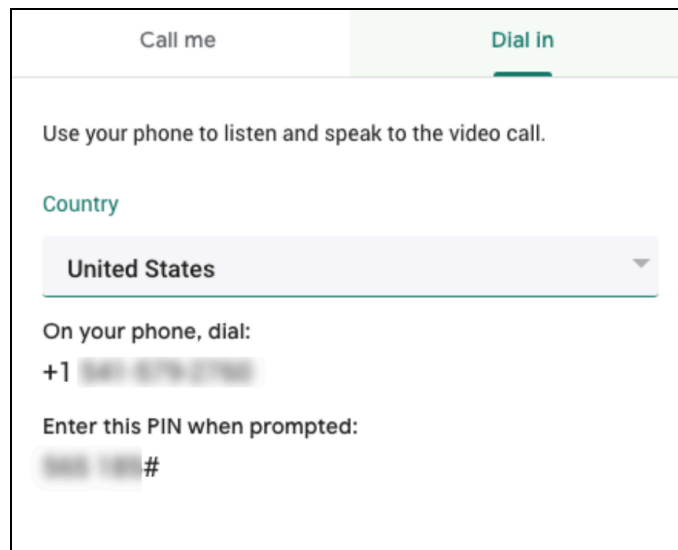
*Note: Use a phone for audio is intended for students to join a **Meet** session with external audio, such as a phone, and would not be necessary if the session is joined through a Chromebook or laptop camera and microphone. Additionally, while students who use this function can only join the **Meet** session with an external audio call, and not an external video call, they will not be able to see any presentation or participate as they would be able to if they joined through a **Chromebook** or laptop with a camera and microphone.*

*Note: Use a phone for audio is only available when students have permission to participate in the **Meet** session by either accepting an invitation to the session or joining the session after receiving direct permission to join from the teacher.*

○ **Google Meet** can be set up to dial a student's phone by the following actions.

1. Depending on whether a meeting has already started, choose an option
   a. If the meeting is already started, click the **More** button and select **Use a phone for audio.**
   b. If the meeting has not started, go to **meet.google.com**, select the meeting, and click **Join and use a phone for audio**.

2. Select the **Call me** tab.

3. Enter the student's phone number in the **Enter a phone number** field.

4. If desired, the phone number can be saved for future meetings by clicking **Remember the phone number on this device** checkbox.

5. Click **Call me** at the bottom right of the window.

6. Press **1** on the phone when prompted.

○   If the student is in a different domain than the host, or was not invited to the meeting, the student must dial in to the meeting. Someone in the meeting may have to approve the dial-in.

1.   Depending on whether a meeting has already started, choose an option
       a.   If the meeting is already started, click the **More** button and select **Use a phone for audio.**
       b.   If the meeting has not started, go to **meet.google.com**, select the meeting, and click **Join and use a phone for audio**. Someone in the meeting may have to approve the dial-in.

2.   Select the **Dial In** tab.

3.   Select the country for the local dial-in number, if available.

4.   Dial the number on the user's phone.

5.   Enter the displayed PIN and then the phone number when prompted.