

Google Meet Do's	Google Meet Considerations	Google Meet Don'ts
<ul style="list-style-type: none"> <li>✓ <b>Only admit people you know to your Google Meet.</b> If a participant does not have an aacps.org account and you are not expecting them, remove them.</li> <li>✓ <b>Turn off Quick Access under the Moderator controls once most or all of the participants are in the Meet.</b></li> <li>✓ <b>Ensure you have host controls before beginning your class.</b> Look for the lock icon in the lower right corner.</li> <li>✓ <b>Add co-teachers/presenters as <a href="#">co-hosts</a></b> so they can use the activities options and manage users.</li> <li>✓ <b>Have participants mute their microphones when not speaking or mute attendees as needed.</b></li> <li>✓ <b>Be aware of your background and environment.</b> Find a nice quiet, clean area to set up your camera. The fewer distractions behind you (including visual distractions) the better!</li> <li>✓ <b>Have adequate lighting</b> and ensure you are not in shadow.</li> <li>✓ <b>Make sure your camera is at eye level.</b> This will make it more natural to look at the camera when you are speaking, giving the illusion</li> </ul>	<ul style="list-style-type: none"> <li>💡 <b>Wear a headset with a microphone.</b> This can help reduce background noise that might be picked up by the computer's built-in microphone.</li> <li>💡 <b>Be early for meetings.</b> Attendees can be sitting in your meeting waiting for you. NOTE: students cannot join a Google Meet until an AACPS staff member is present.</li> <li>💡 After sharing your screen, give <a href="#">co-presenters rights</a> so they can navigate the slide deck independently.</li> <li>💡 <b>Anyone inside the AACPS domain</b> can enter the Google Meet if they have the URL. Make sure that only your students are in attendance. Use the remove feature in the people tab to remove unwanted guests.</li> <li>💡 <b>Present if someone else is already presenting.</b> <ol style="list-style-type: none"> <li>1. In the bottom-right corner, click Present now.</li> <li>2. Select Your entire screen or A window.</li> <li>3. Select Present instead.</li> </ol> <p>If another participant presents their screen, you'll get a notification that your presentation is still visible to others. You can click the buttons in the notification to end or resume your presentation.</p> </li> </ul>	<ul style="list-style-type: none"> <li>✗ <b>Don't admit an <a href="#">unknown person</a> to your Google Meet</b> unless you are expecting them and previous permission has been established.</li> <li>✗ <b>Don't create a meeting link for someone else.</b> A meeting is owned by whoever creates it. NOTE: meetings created through Calendar can be transferred to another owner if the event with the link is transferred.</li> <li>✗ <b>Don't position your camera too low (<a href="#">Staging ideas</a>).</b> Odd camera angles can make for some awkward situations, especially in a conference room setting. You want people to see your smiling face, not be forced to look underneath a conference room table.</li> <li>✗ <b>Don't look at yourself. Look at the camera.</b> Looking at yourself in the picture-in-picture could cause you to get distracted by how you look versus the message you are trying to deliver to your meeting audience. Use your self-view to make sure your camera is positioned properly and your lighting is good then remove yourself from the tiled view.</li> <li>✗ <b>Don't Make your Google Meet links public</b> or put them on a website or newsletter for the public to access.</li> <li>✗ <b>Don't leave your microphone on</b> and type on</li> </ul>



you are looking at the other video conference participants.

✓ **Look at the camera when you are speaking.** It will give other meeting participants the illusion you are looking at them and can increase their engagement, giving the feeling you are in the room or speaking directly to them.

✓ **Use the Google Meet External Tool in Canvas to set up your meetings.** This will ensure that only students enrolled in your course will be able to access the Meet.

✓ If the meeting is over click **End the call** to remove all participants and prevent anyone from re-joining the link after you have left. If the meeting is still taking place, choose **Just leave the call.**



### 💡 **Remove people during a video meeting**

1. On the **bottom right**, go to **People**.
2. **Point** to the person, and then click **the down arrow**.
3. Click **Remove** (circle with a minus sign).

💡 The following people **can mute or remove video meeting participants**:

**Meeting creator**  
**Calendar event owner**  
**Co-host**

Important: Participants (both in-domain and out of domain) who are removed from the meeting can't request access to re-join the meeting. If a participant's requests to join a meeting are denied twice, they won't be able to request to join the meeting again.

💡 **Change your layout:** In the center-bottom of the Meet screen, click More   Change layout.

1. In the Change layout box, select the layout that you want to use on your computer.
2. **Tip:** Click a participant's image to pin them to your screen. Pinning a participant only applies to your screen.

💡 **Closed captions:** Users can turn on closed captions. Click the three dots on the Meet screen to bring up the option (several languages available). Please note that closed captions are not included in

your computer! Many people don't realize how distracting this is to the other meeting participants when on a video call. Mute your microphone when you aren't speaking or planning to speak.

✗ **Don't sit in an area that is loud or filled with visual distractions.** This can be distracting to both you and other meeting participants. If you have a lot of distractions in the background, for example, stacks of paperwork in your office or loud cars driving by, try to position your camera and microphone in an area to avoid these distractions.

✗ **Don't share Google Meet recordings** with anyone who is not a member of your class/office. A recording can be shared with your administration at your school.



recordings but will be part of transcripts.

💡 **Sharing a Video** with participants in Meet.  
[Suggestions](#) for using Chrome tab.

💡 **Teach your participants keyboard shortcuts** for muting (ctrl + d) and turning on the camera (ctrl+ e).

💡 **Use Activities to engage participants.** Polls and Q&A are options.

💡 **Encourage hand raising to reduce interruptions.**

💡 **When presenting to a large group consider un-pinning your presentation to see more meeting participants.**

