



RCSS Google Meet Directions

How to set up Google Meet Video

https://www.youtube.com/watch?v=Ylx_DR0CRGM&feature=youtu.be

DO NOT use Calendar Event Google Meet URLs with students. These links do not appear to expire. They also allow students to join earlier than the teacher.

If you have posted a URL in Canvas or on a website that looks like <https://meet.google.com/bbb-bbbb-bbb>, please remove it. Please use the URL described below (#5) with the nickname for future meetings.

For teachers

Recording- Teachers can use the recording feature in Google Meet. RCSS has purchased an Enterprise License to GSuite for Education. This license will provide teachers with premium Google Meet features including recording.

RCSS has purchased an unlimited subscription to Screencastify. You can also use Screencastify to record and capture your Google Meet.

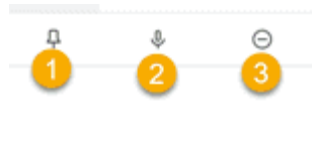
When using Meet, participants can turn off their camera to show their profile photo instead. This can improve video meeting quality if internet speed is slow. We have also learned that using the background blur feature uses a lot of processing power. Turn this off if you are on a Chromebook and are experiencing lag.

If audio quality is poor, [use a phone for audio](#) instead. This can also limit disruptions and classroom management issues. Turning off the video limits the opportunity to see what is going on in other's homes

To help students who are deaf or hard of hearing, [turn on live captions in Meet](#). To capture student responses for a recorded class, use [Google Slides Q&A](#).

Approve requests to join—During a video meeting, only the meeting creator can see and [approve requests to join the meeting](#) from outside of the district's @randolph.k12.nc.us domain. **DO NOT approve a request to join from an account you do not know.** All students PreK-12 have a Randolph County School System account to use with Google Meet.

Teachers can Pin, Mute, and Remove Participants. Click on People to see these three



options:

- 1-Pin a participant so everyone sees just that person.
- 2-Mute a participant.
- 3-Remove a participant.

Only the meeting creator can [mute or remove video meeting participants](#). This ensures student participants can't mute or remove one another or the teacher.

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. In these cases, the meeting organizer can [manually invite them back into the meeting](#)..

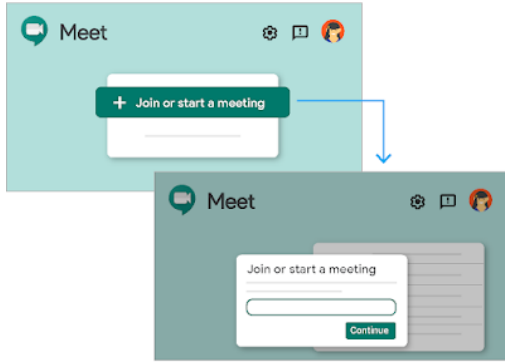
Prevent meeting reuse—Students can't rejoin the call if teachers [leave a nicknamed meeting last](#). (Please stay in the meet until all students have left.)

For students

If your mobile device can access G Suite, you can use that device to [join a class video meeting](#).

Start a video meeting from Meet

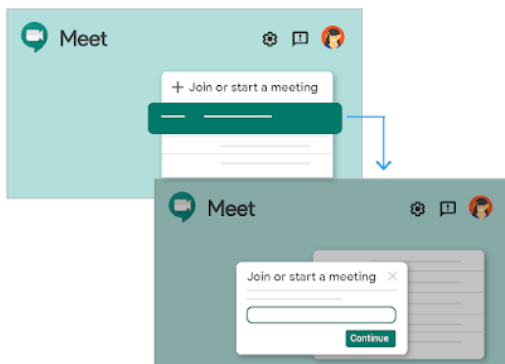
1. In a web browser, enter <https://meet.google.com>.
2. Click Join or start a meeting.
3. Enter a nickname. We recommend using a convention last name, class (period/block/grade) Ex-creechmedia48
Tip: You can pick any nickname and share it with other people in your organization as a fast way to all join the same meeting. Use the SAME NICKNAME for all your meets.
4. Click Join now.
5. Teacher sends the student the link g.co/meet/exampleroom (g.co/meet/creechmedia48) OR tells the student to go to meet.google.com > click on "Use a meeting code" > enter in the name of the nickname to join the Meet.
6. You can continue to use that g.co/meet/exampleroom URL for each meeting with that group of students.



Join from Meet

Enter a meeting code or nickname:

1. In a web browser, enter <https://meet.google.com>.
2. Click Join or start a meeting.
3. Enter a meeting nickname.
Click Continue and then Join now.



Hosting/Attending a Google Meet

- 1) Sit in an area that has a non-distracting background, is well lit and as quiet as possible
- 2) Mute your microphone when joining the meeting and whenever you are not speaking.
- 3) Turn off video if other people are in the room or if your Internet connection seems slow.
- 4) Use the chat box on the side of the screen for academic questions or comments and/or if a teacher has asked you to type something
- 5) Wear school-appropriate clothing during your class
- 6) Stay focused and limit multitasking (eating, texting, walking around).

- 7) When the live session is over, students should click on the hang up button at the bottom of the screen and close the Meet tab. **Teachers will be the LAST to end the call.**

Chrome Extensions for Google Meet

Tactiq Pins for Google Meet -

<https://chrome.google.com/webstore/detail/tactiq-pins-for-google-me/fggkaccpbmombhnikjokndojfgagejfb> - creates a transcript of the meeting

Nod Extension -

<https://chrome.google.com/webstore/detail/nod-reactions-for-google/oikgofeboedgfkacpfepbfmgdalabej> - Nonverbal Feedback from Students

The Media & Technology Department has forced installed some Google Extensions for students and staff. Students and Staff will have to be logged into RCSS Google Accounts when using Google Meet to access the managed extensions.

For Both Students and Staff

Nod Reactions for Google Meet-Quick emoji reactions for muted team members. When running larger meetings in Google Meet, it can be difficult to gauge real-time feedback as you are speaking. Nod allows team members to send real-time reactions to presenters and speakers during meetings on Google Meet. Raise Your Hand or Give a Thumbs Up.

For Students ONLY

Google Meet Waiting Room-this extension prevents students from joining a Google Meet without any attendees. Students will be prompted to wait for the host. Teachers still need to make sure everyone has exited the meet, before ending. **THIS EXTENSION IS FOR STUDENTS ONLY!**