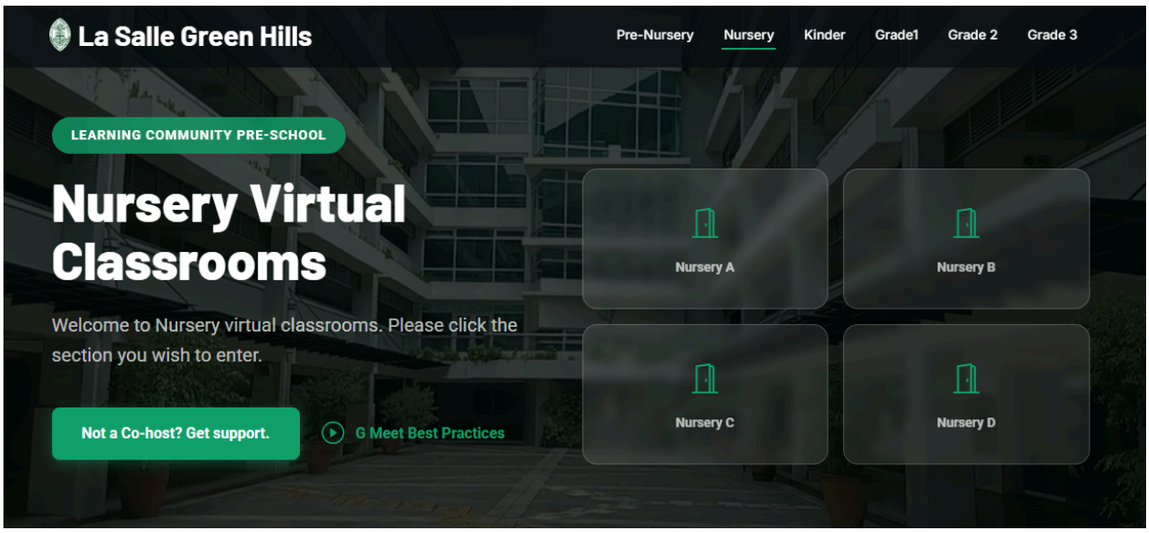
Transition from Zoom to Google Meet User Guide

1. **Accessing the Link**

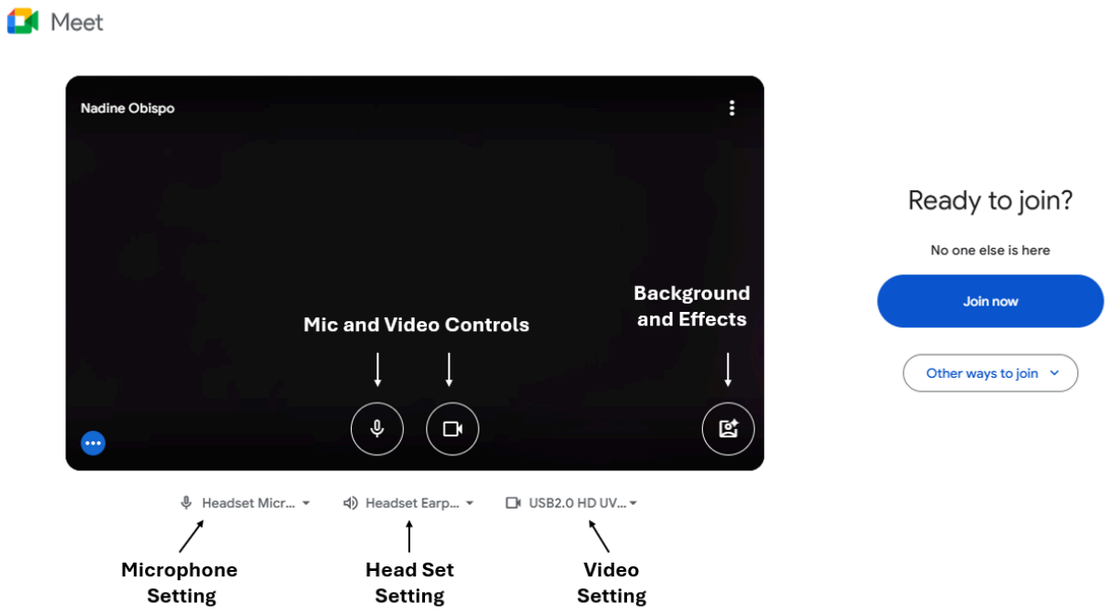
   Teachers can access the class link through the microsite for convenience.



2. **Joining the Online Synchronous Class**

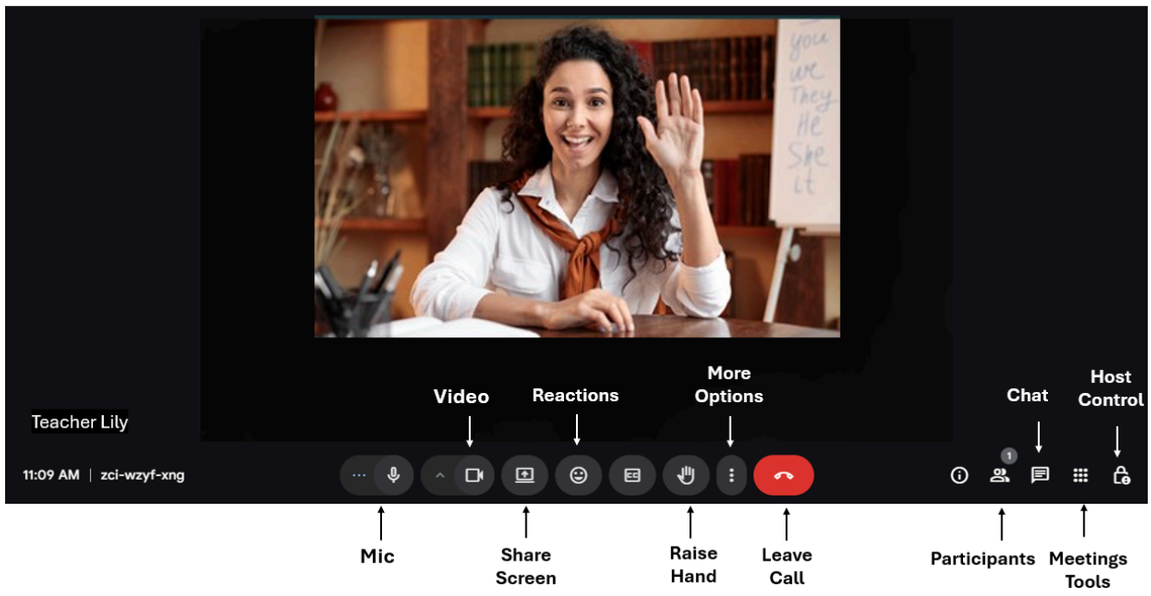
   Teachers can check the basic settings of the meeting before joining the class.

   See the tools and buttons displayed below:



Setting up before joining the meeting will ensure a smooth start and will help avoid technical issues.

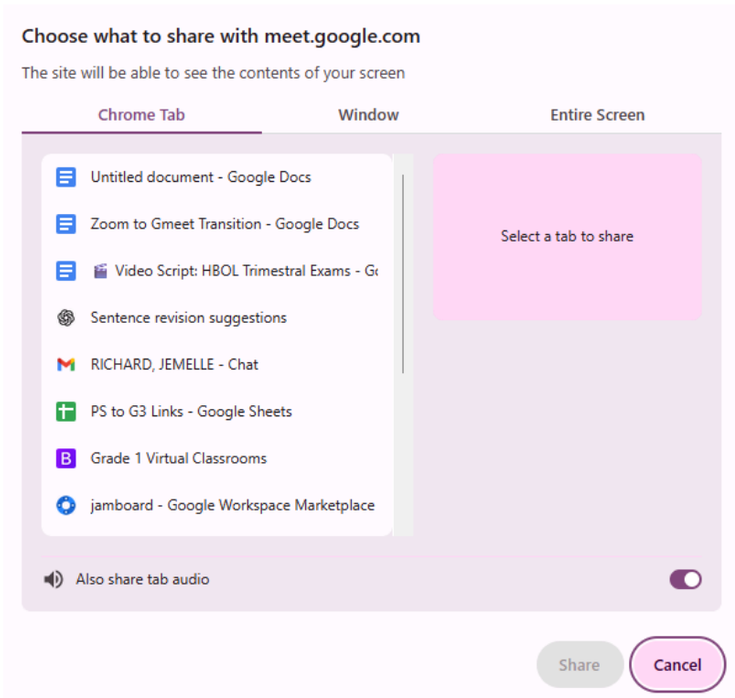
3. **Meeting Tools**



Mic – allows you to change microphone settings and toggle it on or off.

Video - used to change the video settings and to turn it off and on.

Share Screen - allows you to display your screen to others in the meeting.



Sharing Options Includes:

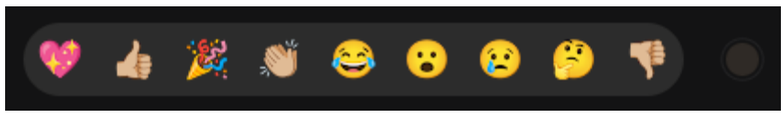
a. **Chrome Tab** - Share a single tab from your Chrome browser. This is best when showing a website, playing an online video, or presenting

web-based content. Note: **Only Chrome Tab allows you to share system audio** (e.g., sound from a video or music).

b. **Window** - Share only one specific application window (e.g., PowerPoint, Word, or PDF viewer). This helps keep the focus on your presentation material while hiding other open programs or notifications. Note: audio cannot be shared in this mode.

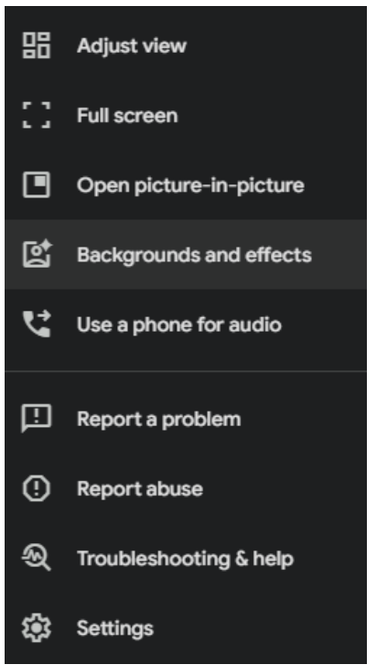
c. **Entire Screen** - Share everything on your desktop screen. This is useful when switching between multiple files, applications, or windows during the presentation. Be mindful that participants can see all activity on your screen, and audio is not shared in this mode.

Reactions - allow participants to express themselves during a meeting without interrupting the speaker.



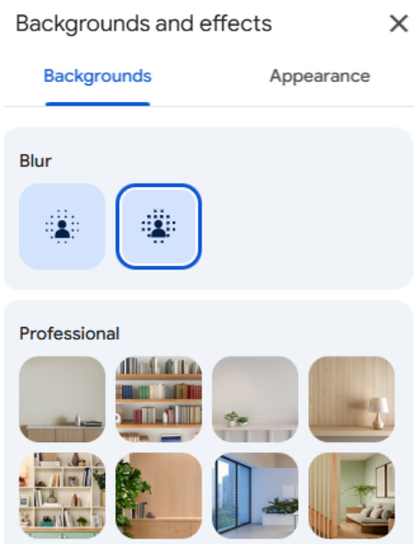
Raise Hand - allows participants to signal that they want to speak or ask a question without interrupting the discussion. When a participant clicks the Raise Hand button, an icon appears beside their name, and the moderator/teacher is notified.

More Options - represented by three vertical dots. This menu provides additional features and settings, such as:

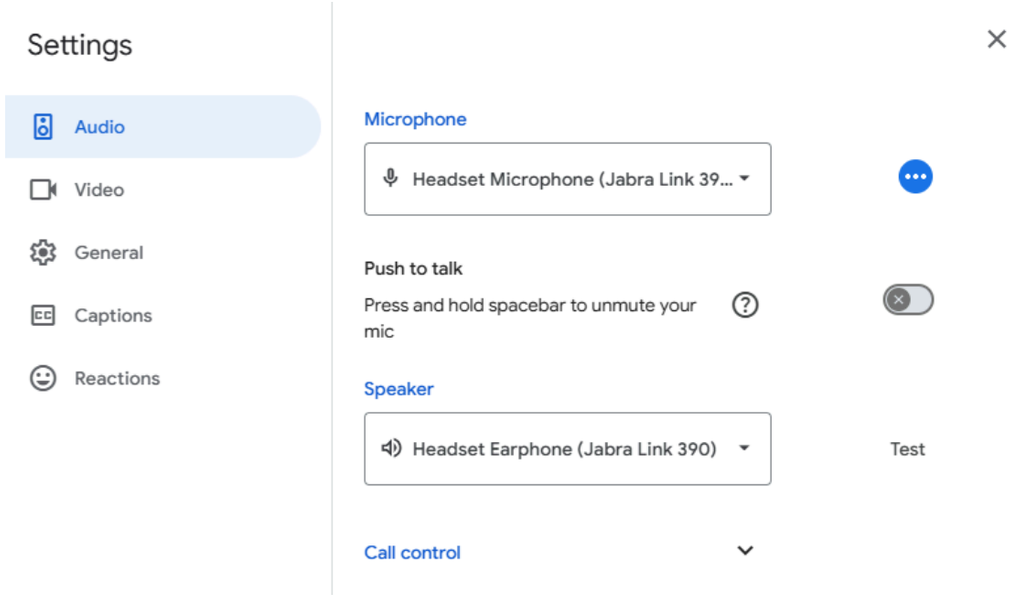


a. **Adjust View** – adjust how participants are displayed (e.g., Tiled, Spotlight, Sidebar).
b. **Full Screen** – expand the Meet window to fill your screen.
c. **Open picture-in-picture** – **Open Picture-in-Picture** – pops out the video into a small floating window that stays on top of other apps. Useful for multitasking while still seeing the meeting.

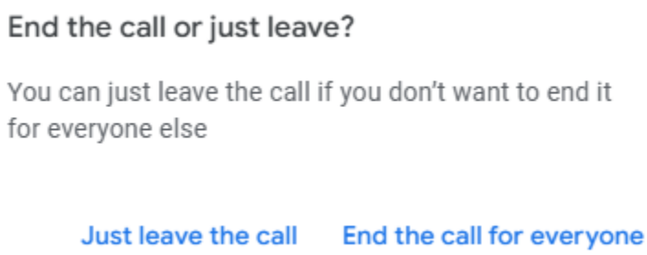
d. **Background and effects** – lets you blur your background, use virtual images, or add visual effects. Helpful for minimizing distractions and keeping the focus on you.



e. **Settings** – manage audio, video, and general meeting settings.



Leave Call - Clicking the red phone icon lets you exit the meeting. If you are a participant, only you will leave while others continue. If you are the host, you also have the option to **End Meeting**, which removes all participants and fully closes the session. Teachers should use **Leave Meeting** if the class is not the last period yet.



4. **People -** shows a list of everyone in the meeting. From here, you can see who is present, pin participants to keep them visible, mute others if needed, or remove someone from the call. Teachers can use this to monitor attendance and manage the class effectively.

5. **Chat with Everyone -** opens the meeting chat where participants can send messages visible to all. Useful for sharing links, asking questions, or giving feedback without interrupting the speaker.

6. **Meeting Tools** - shows a list of downloaded add-ons that can enhance Google Meet. These tools help teachers improve the meeting experience, such as adding attendance tracking, timers, or interactive features.

7. **Host Controls** - allow the meeting host (teacher) to manage what participants can do during the session. From here, you can:
    - Allow or restrict screen sharing.
    - Turn chat on or off.
    - Control whether participants can use reactions.
    - Mute participants or remove them from the meeting.
    - Decide if participants can turn on their video.
    - Allow or restrict participants from sending messages