

# TIPS FOR USING GOOGLE MEET

While much of the Meet system is fairly intuitive, there are things that educators need to know before diving in to ensure that the experience is both fun and productive for all involved. The following can act as a great primer for Meet newbies, offering up tips that address everything from tech problems to proper Meet preparation.

## 1. CHOOSE A TITLE THAT LETS STUDENTS KNOW WHAT THE Meet WILL BE ABOUT.

Students shouldn't head to a Meet with little idea of what will be discussed or addressed. Create a title for the Meet that will let all participants know what to expect and how to prepare.

## 2. NIP TECH PROBLEMS IN THE BUD.

There are a lot of tech issues that could arise with Meet, especially if you're new to the format. Ensure that students know what they will need to accept permissions for camera and microphone on their device. And tell them to mute their microphone unless they are "called on" to avoid feedback.

## 3. MONITOR THE COMMENTS.

While the bulk of your discussions on Google Meet will take place by speaking to students directly, there is also commenting, messaging, and chat features (depending on the way you're using Meet) that students can use to ask questions without interrupting. Make sure to watch the comments students are making so no one feels left behind or confused and, of course, that they are appropriate.

## 4. DO A DRY RUN.

If you've never hosted a Google Meet before, it's smart to do a dry run before the real session to get some practice, learn the format, and to address any of the practical tech issues that may pop up.

## 5. **DON'T JUST LECTURE, INTERACT.**

The features of a Google Meet make it better suited to getting people to talk to each other, not to have just one person talking and everyone else listening (though some do use the site for that purpose). While you can lead the course, let students interact with you and each other so everyone feels like part of the process.

## 6. **MAKE EYE CONTACT.**

If you don't do a lot of online video conferencing, it can be hard to know where to look when conducting a Meet online. While you don't have to stare into the camera the whole time, when you're addressing the class or lecturing, try to make eye contact.

## 7. **USE SOME OF THE INTEGRATED FEATURES.**

Meet comes with some pretty stellar integrated features including the ability to share documents and desktops (present mode). Don't be afraid to try some of these features.

## 8. **GET INPUT FROM STUDENTS.**

Since the majority of participants in your Meet session will be students, it can be a good idea to ask them for some input. See what they'd like to discuss and what methods they feel would be most effective for doing coursework online. Some may have great ideas that you can use to improve the experience.

## 9. **RECORD IT.**

Recording your sessions can be a great study tool for students and an excellent way to look back on what worked and what didn't when planning your next Meet.

## 10. **PREPARE.**

Meet might be informal, but that doesn't mean you can just show up and expect them to go smoothly. You have to prepare just like you would for any other educational experience. Have notes on what you'd like to address and lay out some questions that you can ask students to get a discussion started.

## 11. **START EARLY.**

Start your session a few minutes early so you are ready to go when students join your Meet.

## 12. **HAVE A START GRAPHIC.**

For the first five minutes of your Meet, you may want to run a graphic that explains that the Meet is about to start and what students should be doing to prepare. That way, everyone will be ready to go when things get started.

## 13. **PAY ATTENTION TO YOUR GEAR.**

Not having the right equipment can make for a less than successful Meet, especially if something isn't functioning correctly during the session. Make sure you have a good quality webcam and microphone. All our school-issued laptops and Chromebooks have built in microphones and cameras that will work well. Check your device settings if the microphone or camera aren't working properly.

## 14. **EXPLAIN HOW TO USE THE MUTE FEATURE.**

Encourage students to mute their microphones when they're not talking. This reduces background noise and makes it easier for everyone to listen to whomever is talking at the moment without interruption.

## 15. **USE THE CAMERAMAN APP WITHIN Meet ON AIR.**

If you're leading a Meet then you're the director and you can hide or reveal participants in the Meet and decide who gets the big screen and who's minimized. Use it with discretion.

## 16. **DIRECT THINGS, BUT LET STUDENTS INTERACT WITH EACH OTHER, TOO.**

Don't forget that Meets aren't all about you. Let students have input and interact with one another, too. It will enrich the experience for all involved.

## 17. **LAY OUT GROUND RULES.**

To make things go more smoothly for everyone in the Meet lay out ground rules before things begin. That way, you'll all be on the same page and there won't be any major misunderstandings about what's expected.

## 18. **HAVE FUN.**

If you're using Google Meet to teach, information transmission is important, but so is having fun. Let students laugh and have fun with the material. You'll improve their attitudes about the class, the materials, and even you by keeping things upbeat.

## 19. **EXPERIMENT.**

Take a few chances and experiment with what works best for you and your students.

## 20. **TALK WITH OTHER TEACHERS.**

If you're unsure of what to do or just want to see how others are using Meet in

class, reach out to other teachers. You can talk to your own colleagues, or check out what other teachers are saying in online forums and on blogs.

## 21. **DON'T BE ASHAMED TO LEARN AS YOU GO.**

There's no better teacher than experience, and even if you're incredibly prepared for a session, there's going to be something you don't know how to do or handle. Do your best to learn on the fly and use the knowledge to improve future sessions.

**Adapted from 32 Tips For Using Google+ Hangouts In The Classroom** by **TeachThought Staff**  
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