

MUTE YOUR MIC!!!

Google Meet



Today's session

1. Overview - Why use Google Meet?
2. Goals for this session
3. Walkthrough
 - a. Creating a Google Meet Session
 - b. Managing Your Class in Google Meet
 - c. Teaching with Google Meet
 - d. Creating Office Hours with Google Meet
4. Wrap up and Questions

Why should teachers use Google Meet?

Google Meet enables distance learning

Google Meet helps educators, students, and staff collaborate efficiently and effectively with tools that can be used in compliance with education regulations.

Free	Free enterprise-grade video conferencing within GSuite for Education
Reliable	99.999% uptime even during high demand
Secure	The same protections we use everyday at Google.
Compliant	Can be used in compliance with COPPA, FERPA, GDPR
Integrated	Seamlessly incorporated in tools your school already uses

After this session, teachers will be able to...

1. Create a Create a Google Meet Session
2. Have Students Join Their Session
3. Understand how to mute/use the microphone
4. Understand how to Troubleshoot within Google Meet
5. Know how to present your screen in Google Meet
6. Know how to use a whiteboard in Google Meet
7. Know how to create Office Hours with Google Meet
8. Know where to go for continued learning and updates within Google Meet

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Create and Share A Google Meet Session

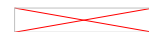
What's new?

Integration with Classroom

Seamlessly start a Google Meet right from Classroom, the popular learning management tool with over 50M users

The Google Meet + Classroom integration will simplify educator workflows and make it even easier for educators to facilitate remote learning.

Pro Tip Be Sure You are the last person to leave the Meet session and wait a few minutes before closing out to ensure students don't rejoin!



Nickname Shortcut

g.co/meet/“yournickname”

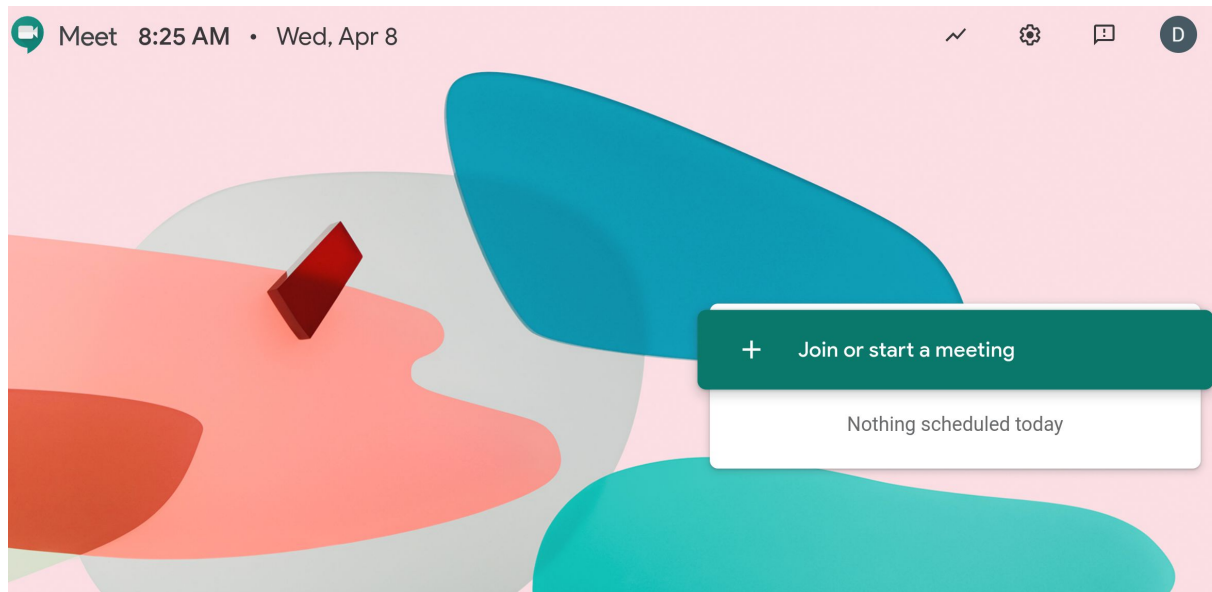
Share the created link with students to join when you are ready for the session to begin. This shortcut allows you to enable the “teacher features” such as not having students rejoin the link if you are the last person in the Meet Session.



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Creating a Google Meet Session

Step 1: Head to meet.google.com



Click Here

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Create a Nickname

Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

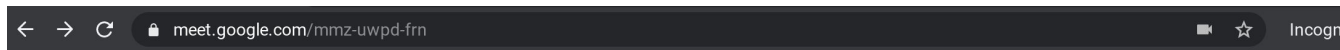
Continue

Required

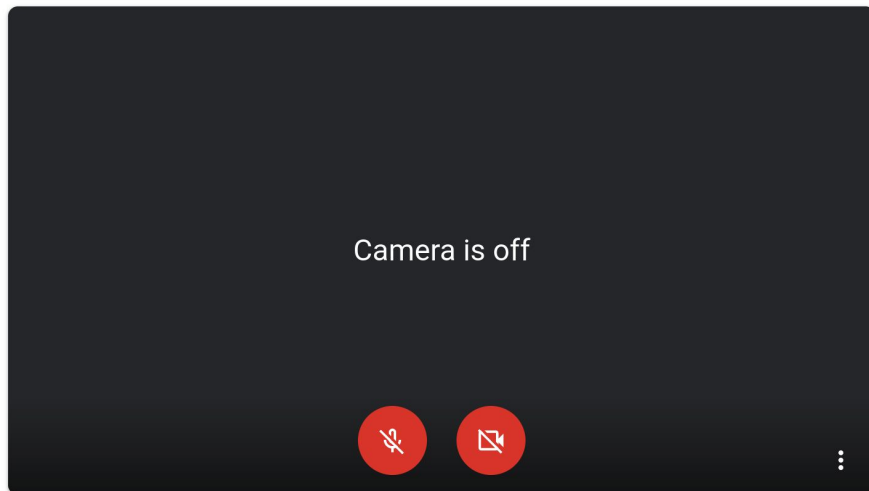
Choose a name that describes what the room is about

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Just like that, your room is Setup!!



admin@danielader
Switch



myclassperiod1

No one else is here



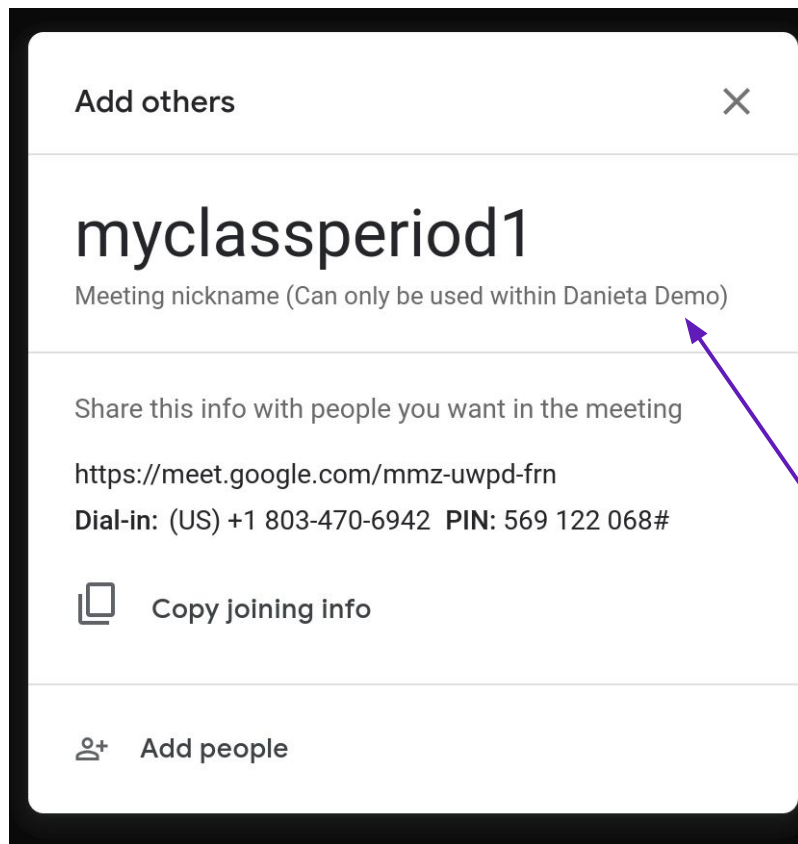
Join Your Session

Other options

 Join and use a phone for audio

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Invite Students



- Once you join, you will see this popup
- **Give students these instructions:**
 - Go to meet.google.com
 - Click “+ Join/Create a Room”
 - Add our Class Nickname (ex. myclassperiod1)
 - Mute Your Mic as soon as you Join
- **Make Sure You are Last to Leave the Room When Class Ends**

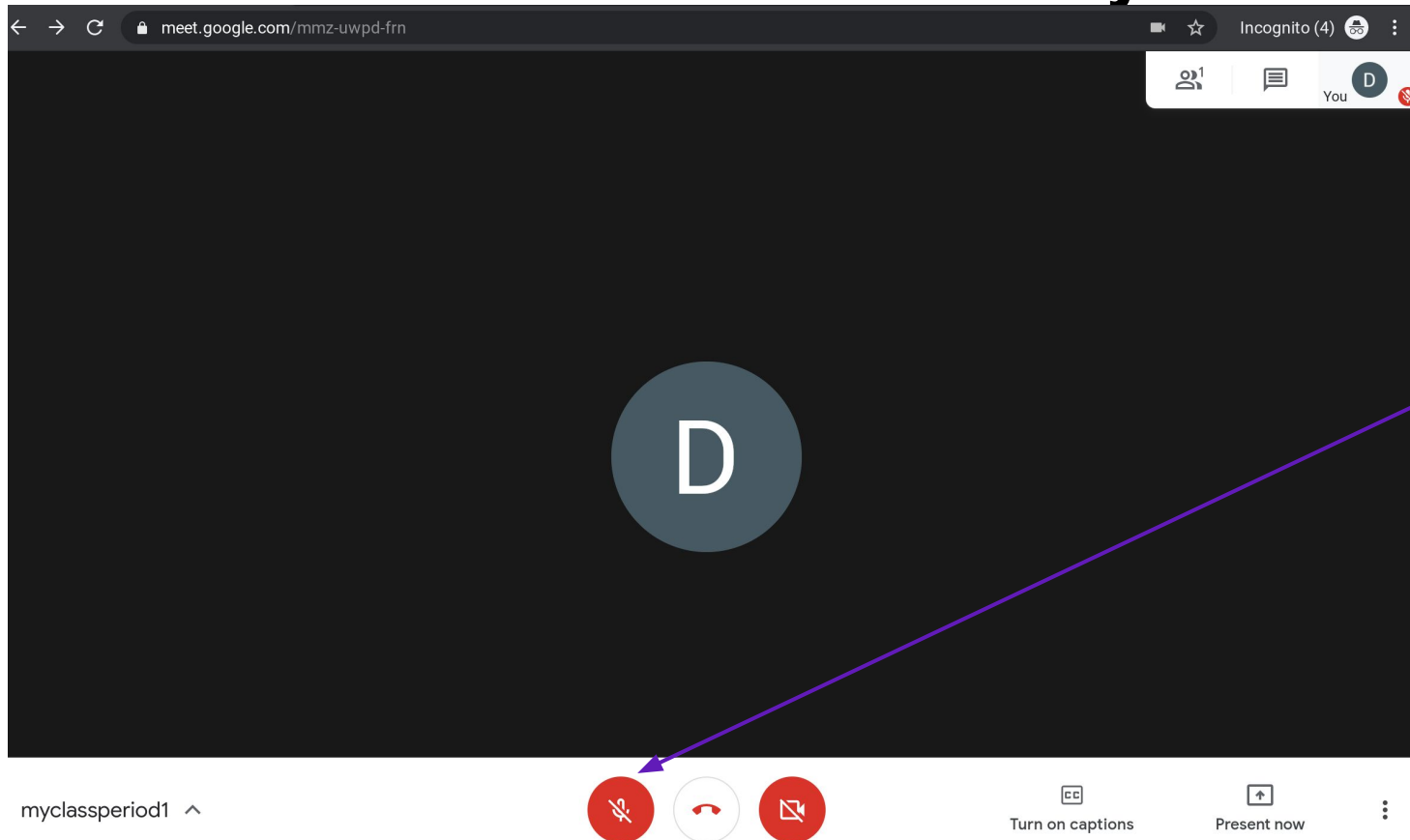
****Pro Tip* With this setup, only people in your domain can join. If someone “knocks” to join, don’t let them in! It’s not your student***

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Management in Google Meet

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As Soon As Students Join They Should...



***Mute
Their
Mics***

*Tell them to
“hover to the
bottom of the
screen” to see
the mute menu
option*

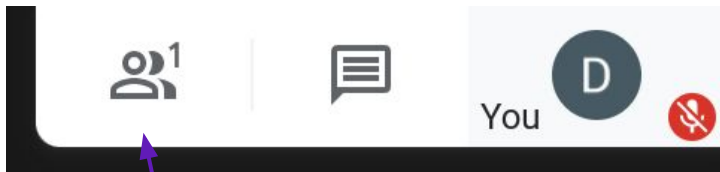
myclassperiod1 ^

Turn on captions

Present now

MUTE YOUR MIC!!!

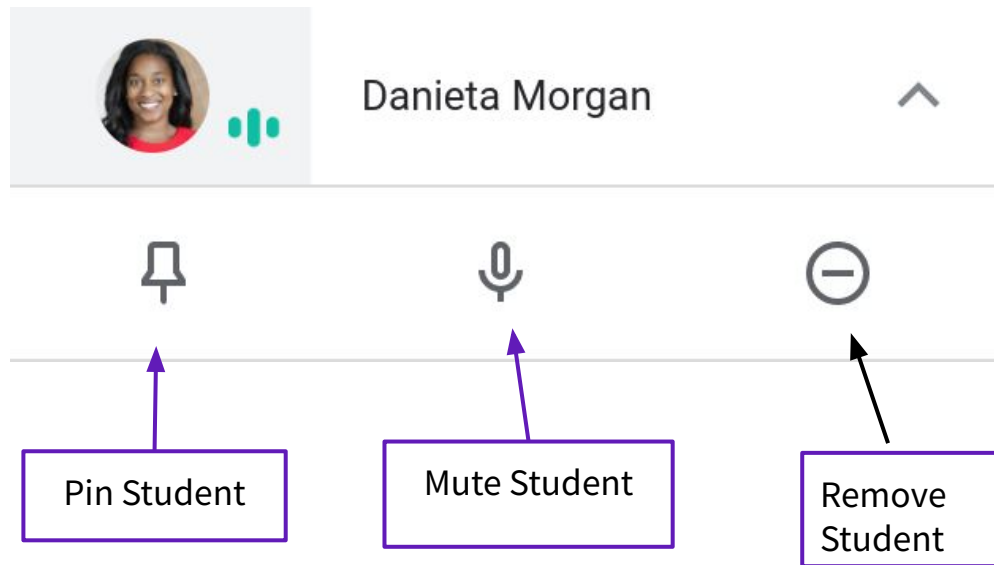
Mute Their Mic For Them



In the top right corner of your Meet session, you can click the “People” icon

This will show a list of everyone in the session

Pro Tip The participant list is great for attendance tracking. Could take a quick screenshot of the participant list



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Dealing with Low Wifi



Audio



Video

Camera

Front Camera

Camera is off

Send resolution (maximum)

Standard definition (360p)

Receive resolution (maximum)

High definition (720p)

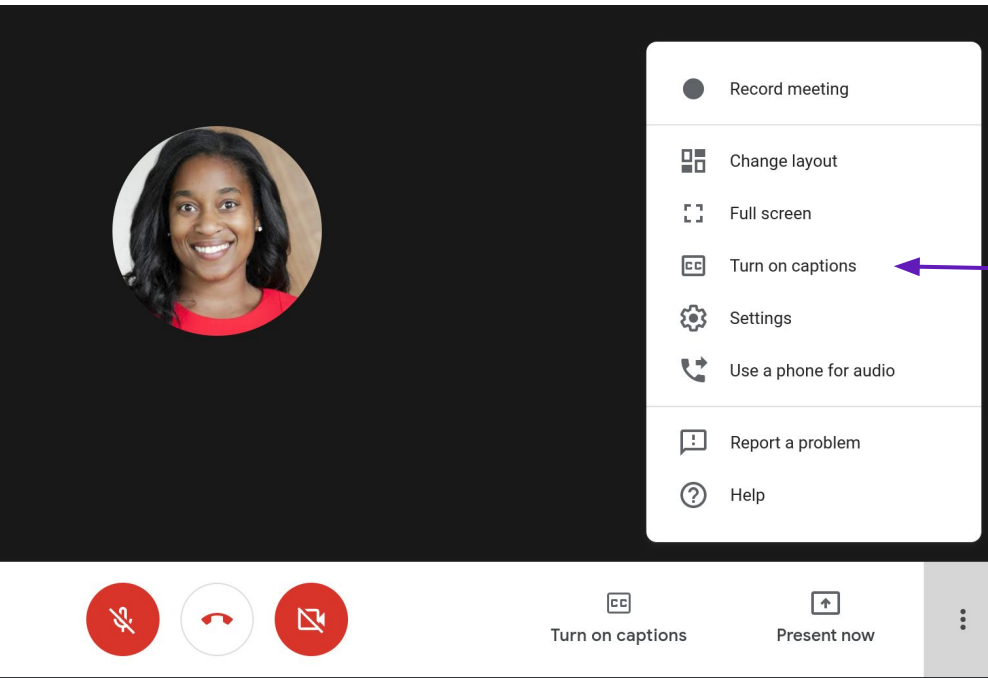
1. Go to Settings Menu
2. Click “Video”
3. Lower Your Camera Resolution

***Share these tips with students ***

Done

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Enable Closed Captions



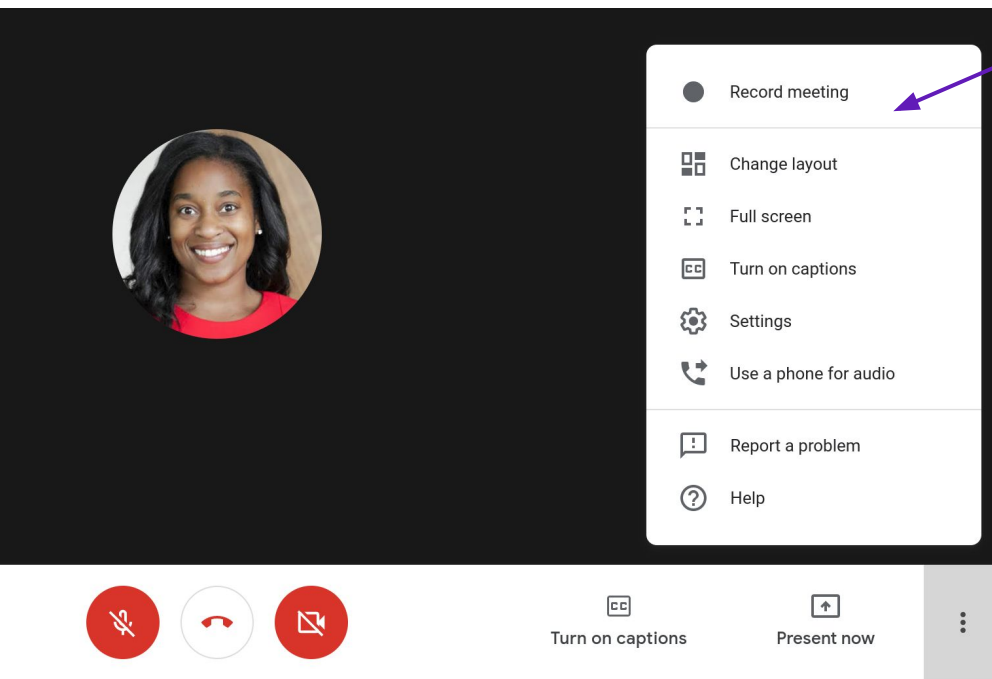
Show students how to enable Closed Captions so they can read while you speak.

Great for English as a Second Language Learners

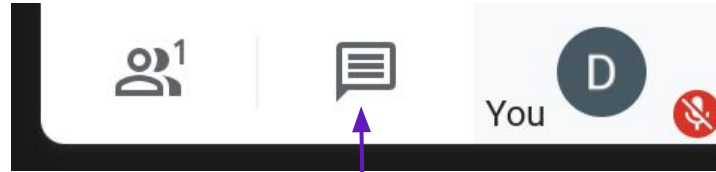
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Record Session

If enabled, you can record your session here. The recording will be saved in your Google Drive.



Using Chat for Questions



You may want to encourage students to use the “Chat feature to post questions and have dialogue during your discussion.

If classroom management is an issue, you can also use a Google Form for questions or the Q+A feature in Google Slides.

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Teaching in Google Meet

What's new?

Tiled Layout View

See up to 16 meeting participants at once within Google Meet by changing your Layout to “Tiled”.

More updates are always coming based on your feedback so please keep sending it to us or add it to the Product Feedback Sheet that we shared with you all.

Learn More About [Tiled Layout View](#)



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Google Meet Grid View Extension



Google Meet Grid View

Add to Chrome

Offered by: stgnola.org

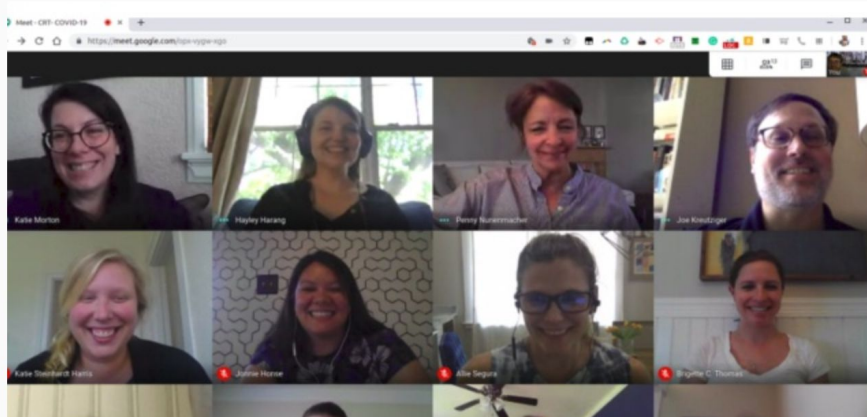
★★★★★ 246 | [Accessibility](#) | 3,000,000+ users

Overview

Reviews

Support

Related



Use [this extension](#) at your own risk.

We don't recommend having students use it. (can be a distraction)

Present Your Screen



Turn on captions



Present now



Presenting your screen means students can see what you see in real time. This is great for sharing your Google Slide Presentation or anything you are looking at. They will see as well.

Present Your Screen Options

Present



Your entire screen



A window



A Chrome tab

Best for video and animation



PRO TIP Use this for presenting a video with the video audio

- You can present your entire screen (recommended)
- One window frame
- One tab in your browser

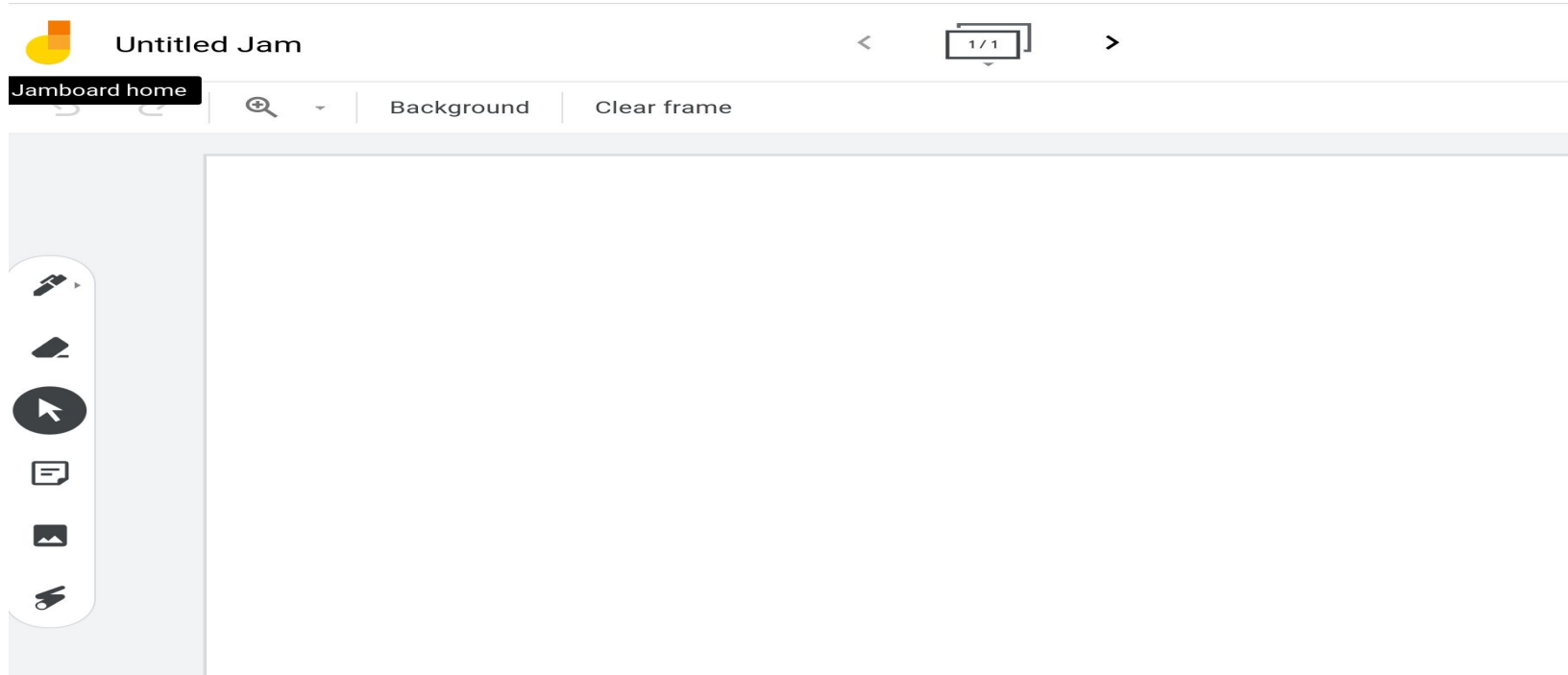
Pro Tip Presenting a window or browser will not travel with you. If you change tabs or enter a new site, students will not still see your screen.

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Using a Whiteboard in Google Meet

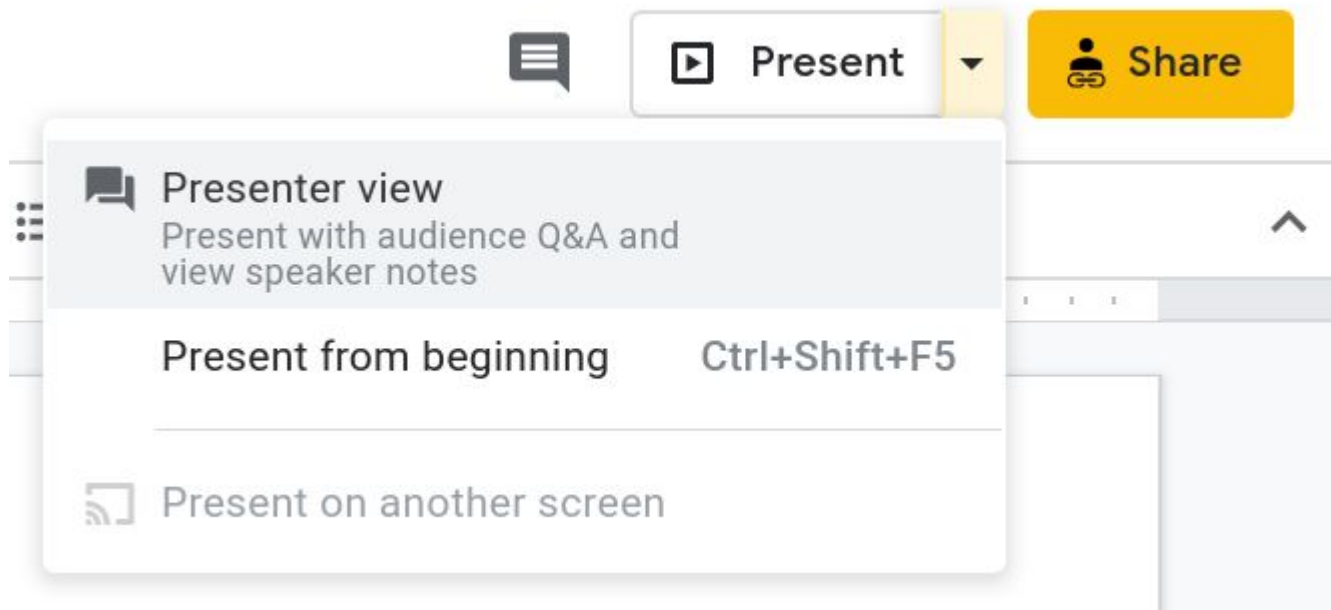
Go to [Jamboard.google.com](https://jamboard.google.com)

Learn how to use Jamboard [Here](#)



Handling Student Questions

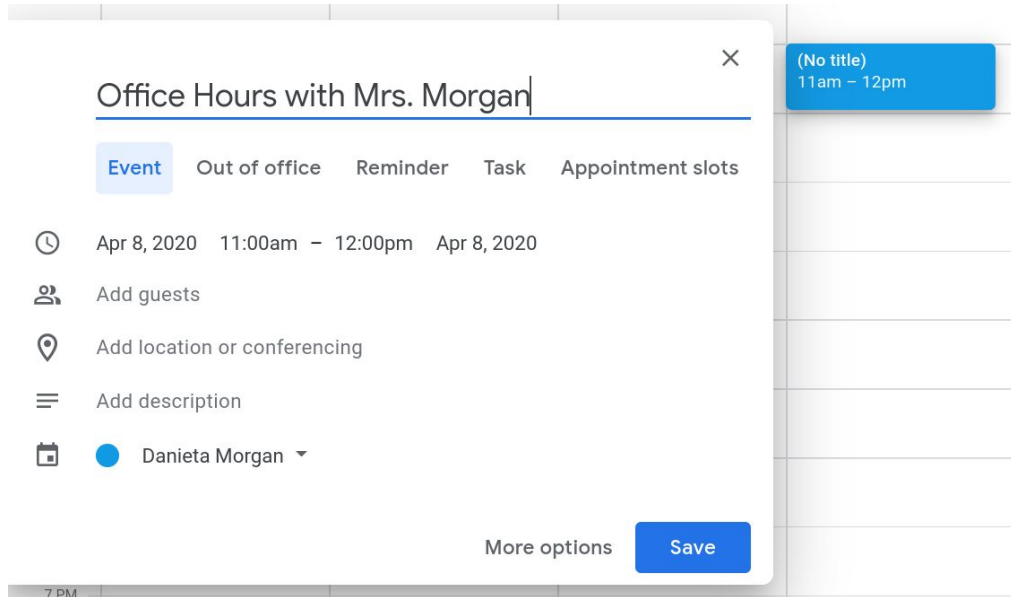
If presenting using Google Slides, select “Presenter View” with Q+A. [Learn More](#)



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Creating Office Hours in Google Meet

Creating Office Hours for Any Student to Join



The screenshot shows the Google Calendar event creation interface. The event title is "Office Hours with Mrs. Morgan". The event type is set to "Event". The date and time are "Apr 8, 2020 11:00am - 12:00pm Apr 8, 2020". The organizer is "Danieta Morgan". There are buttons for "Add guests", "Add location or conferencing", "Add description", "More options", and "Save". A blue tooltip shows "(No title) 11am - 12pm".

1. Go to calendar.google.com
2. Select a block of time that you will be available
3. Create an event with your title
4. Add `g.co/meet/"yournickname"` link to the event when you are about to join.
5. Share the link with students (when you are about to join)

Learn More [Here](#)

Creating Appointment Slots

The screenshot shows a Google Calendar interface with a modal dialog for creating appointment slots. The dialog has a title field with the placeholder text 'Add title'. Below the title field are three tabs: 'Event', 'Out of office', and 'Appointment slots', with the latter being selected and highlighted in blue. Under the tabs, there is a date and time range: '21 Mar 2020 12:00am - 12:00am 22 Mar 2020'. At the bottom, there is a dropdown menu labeled 'Slots with duration' and a text input field containing '30 minutes'.

1. Go to calendar.google.com
2. Highlight the date and time you want to have slots available for students
3. Click “Appointment Slots”
4. Select Your Duration
5. Give it a title
6. Share the “appointment slots calendar” with Students

CAUTION - This will **NOT** be a nicknamed Meet so students could join without you there!!!

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Resources Review

Google Meet

Ask 3 Before Me...

- ****[For All Questions Start Here](#)****
- [First Day of Google Meet](#) - train yourself before you start
- [Google Meet Help Center](#) - for all updates and new releases
- [Enabling Distance Learning with Hangout Meet](#) - One Pager
- [Distance Learning for Educators Course](#) - Training Course
- [Making the Switch to Google Meet](#) (a bit outdated)
- [First day of Google Classroom](#)
- [First day of Jamboard](#)
- Google's new [Teach from Home](#) site
- [Getting Started with Google for Education](#)

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Thank you!