

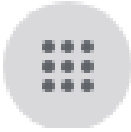

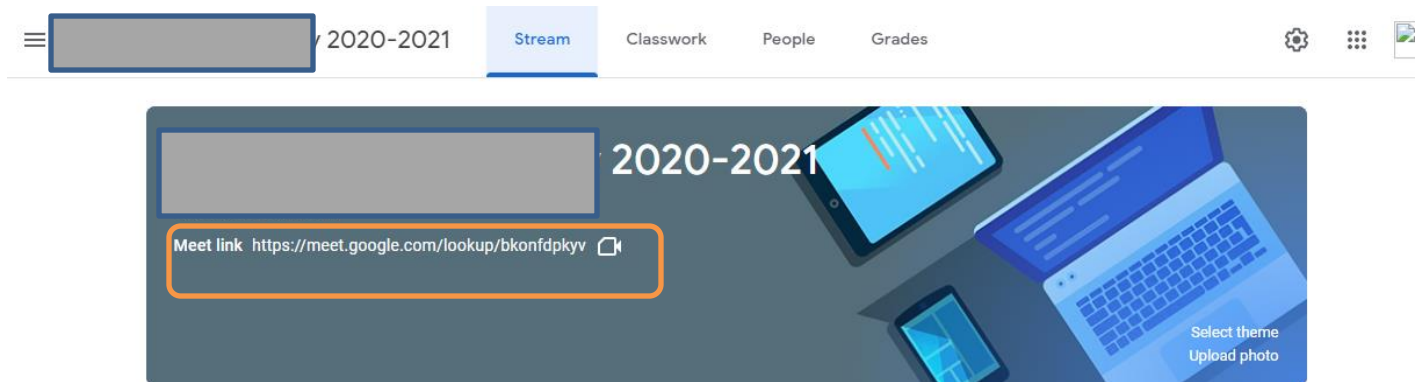


Google Meet – The Basics

Google Meet is part of the basic programs in Google.

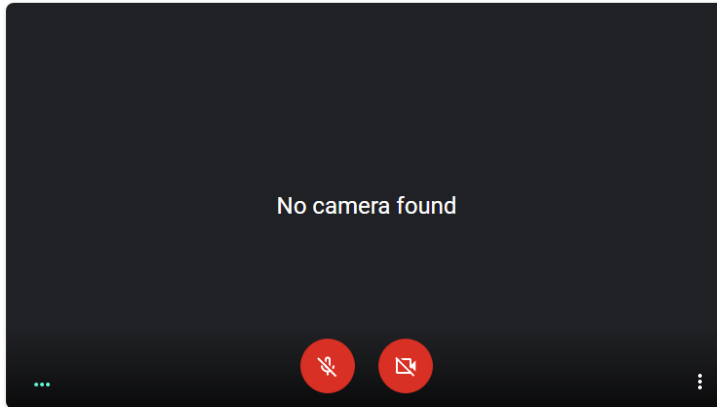
<p>To open Google Meet:</p> <p>Open Google Classroom </p> <p>Or</p> <p>Open Gmail </p>	<p>Find the grid at the top </p> <p>Choose Google Meet </p>
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If you are attending a class Google Meet you will click the link at the top of your teacher's Google classroom at the time your teacher sets.



The screenshot shows the top navigation bar of a Google Classroom page. On the left, there is a hamburger menu icon and a greyed-out name field. To the right of the name field is the text "2020-2021". Further right are tabs for "Stream" (highlighted in blue), "Classwork", "People", and "Grades". On the far right of the navigation bar are icons for settings, a grid, and a document. Below the navigation bar is a large banner area with a dark blue background and illustrations of a laptop and tablets. The banner contains a greyed-out name field, the text "2020-2021", and a highlighted orange box containing the text "Meet link <https://meet.google.com/lookup/bkonfdpkyv>". In the bottom right corner of the banner, there are links for "Select theme" and "Upload photo".

Google Meet will open and will look like



bkonfdpkyv

No one else is here

Join now

Present

Other options

Join and use a phone for audio

Before you go to your meet, you should:

- Make sure that your camera is on
- Make sure that your microphone is off

If there is a line through the circle- that option is off.



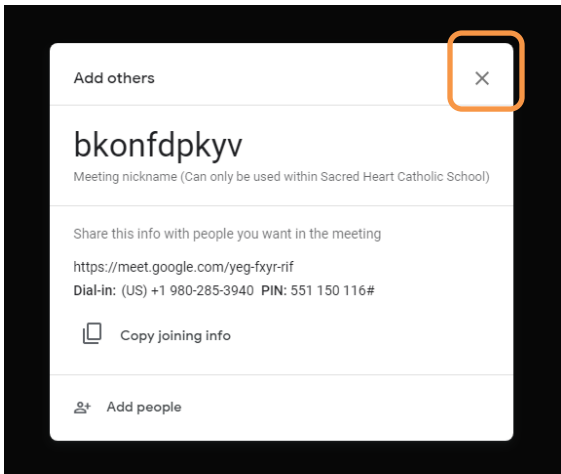
Click the circle to turn it on.

If a message pops up and ask if you want to allow- always click allow.

Join now

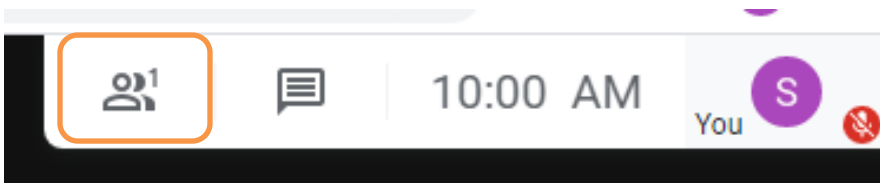
Click Join now to attend your class.

Once you click Join- A box will pop up like this one:

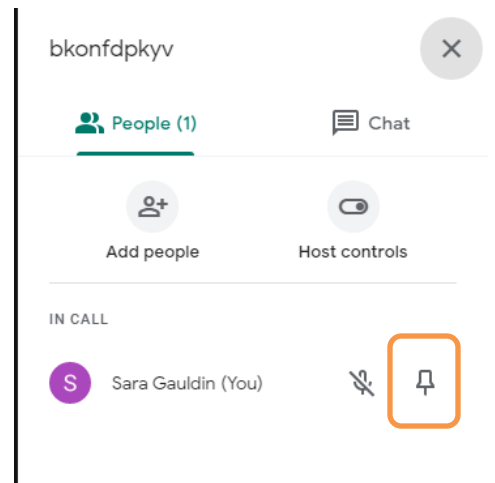


X out this box.

To get the best view of your class, you have a few options.

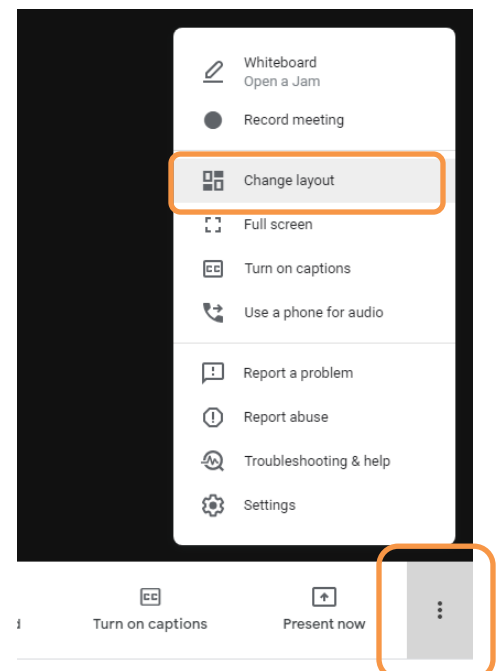


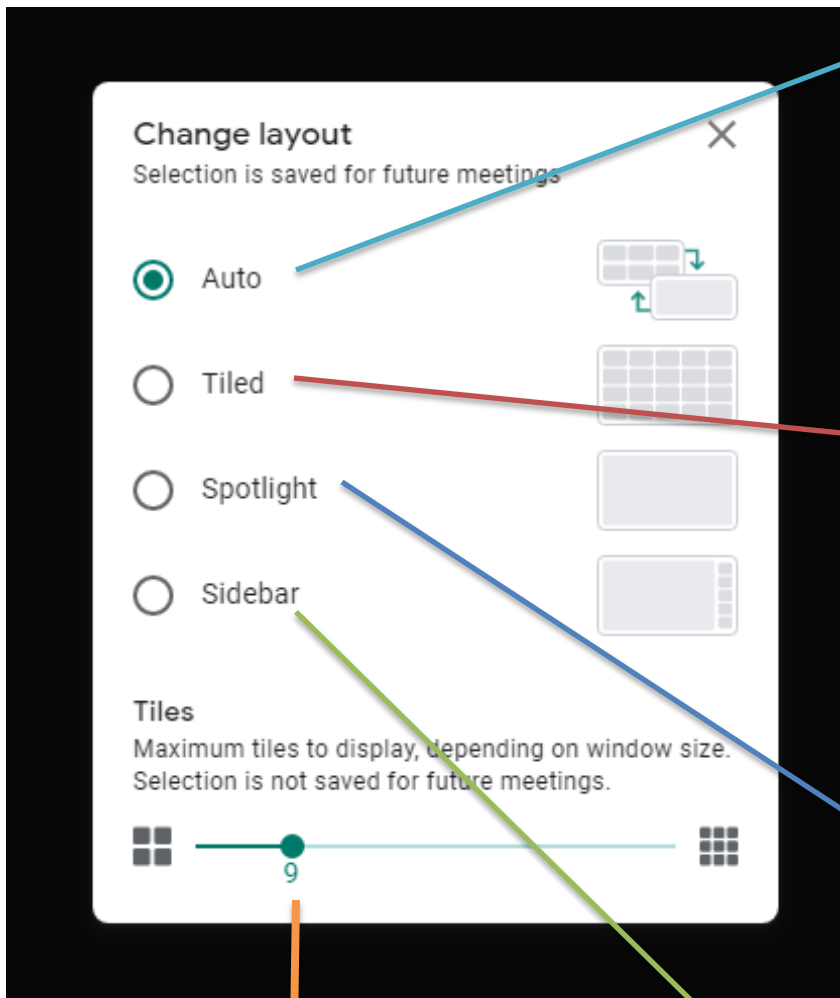
You can choose who you want to see during the Meet. In a class, this should usually be your teacher. You can pin your teacher's name to keep them on the screen.



Sometimes your teacher will share their screen. You may need to change what name is pinned to see this well.

Google Meet has other options or viewing the other people on your Meet. Click the three dots in the corner and choose Change Layout.





This option will adjust depending on how many people in are a meet and who is speaking- it is not a great option for class.

This option will allow you to see most everyone in a Meet- you may have to change the number at the bottom.

This option will allow you to see on main person.

This option will allow you to see on main person and several others along the side. This one works well for most classes.

This is the number of people you will see on the screen at any one time. It works best with tiled. The higher the number, the smaller the boxes will be.

If you move your mouse to the bottom of the screen more options will appear.

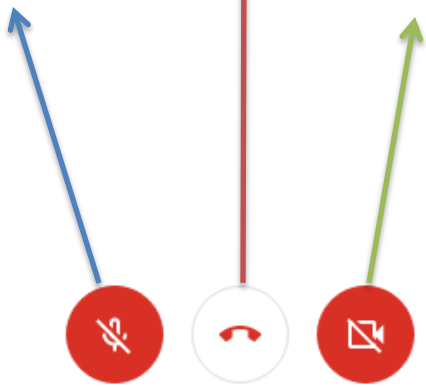
Click here to leave the call. You can also close the tab at the top to leave.

Click here to mute or unmute your microphone.

Click here to turn your camera on or off.

Click here to raise your hand if your teacher says it's okay.

Don't click this to share your screen unless your teacher tells you to. It will cause problems if more than one person uses the option at one time.



Raise hand



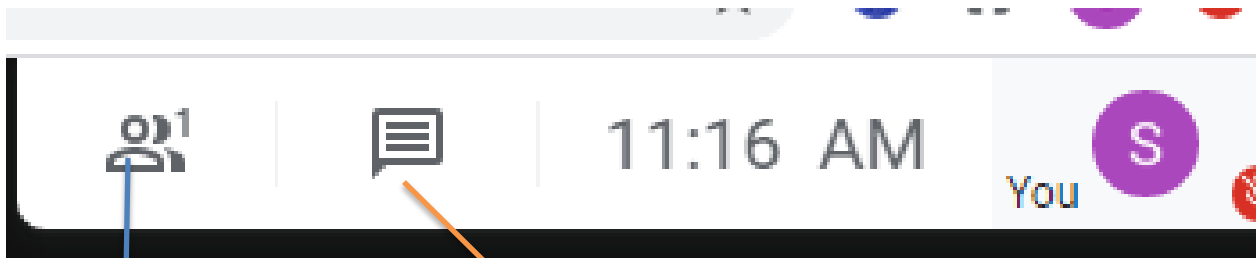
Turn on captions



Present now



This will make the program listen to what you are saying and it will put the words across the bottom of your picture. If you want to show what your teacher is saying, they will have to click it on their end.



This shows a list of the people in the Meet. If you click on the pin, that person will be the main one you view. (Your teacher!)

This is the chat feature. This will allow you to type a message or question to your teacher. The class can see this message.

Expectations:

Be on time for your class or classes.

Mute yourself before you join the call.

Cameras should stay on during a call.

Stay seated with your device on a stable table or desk.

Set up a space away from distractions if possible.

Wear a uniform shirt.