



Google Meet

An introduction & tips on how to use Meets for online learning

Quick

Tips...

- Use the chat down the side for students to ask questions
- If you have documents to share with your students, paste the link in the chat
- Go to the settings in your computer and search "mouse settings" & make it larger
- Consider letting students use "Meet" during lunchtimes for chats. Always monitor!

How to set a call...

From Google Classroom

There is a link to a 'meet', automatically from Google Classroom
If link isn't there, click  in the top right corner & "Meet link" on

From your GSuite apps



Find "Meet". Click "join or start". Name meeting. Add people



Tools on Your Screen...

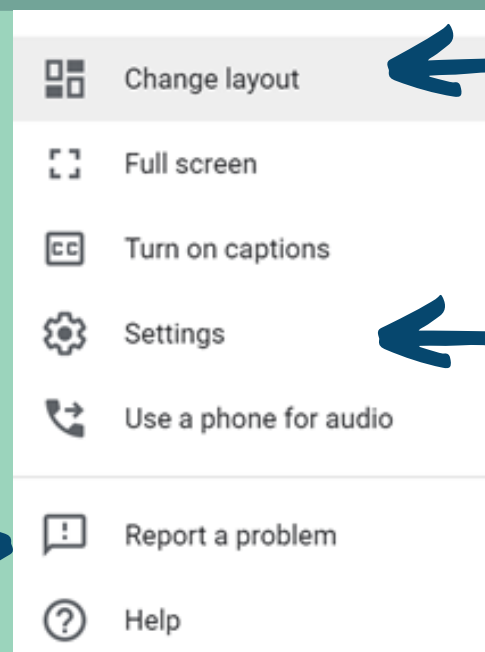
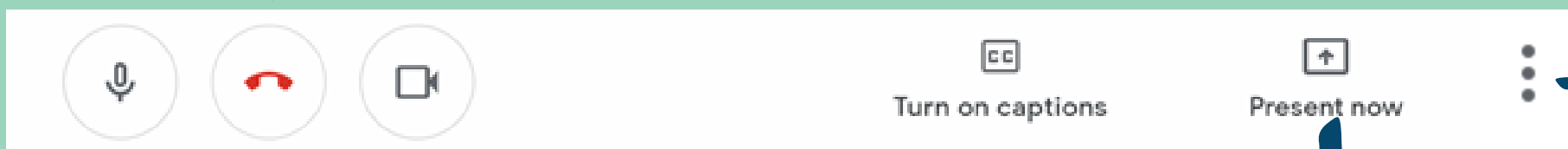
- Turn audio on/off
- Hang up from the call
- Turn video on/off



Number of people on the call



Present your screen

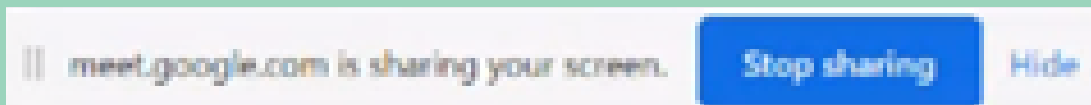
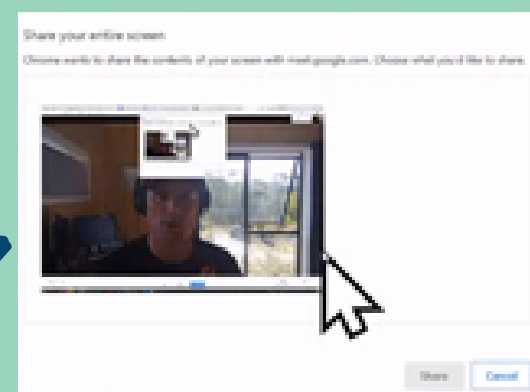
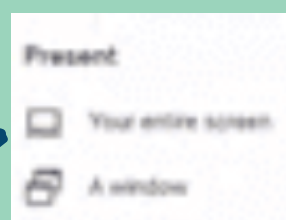


Change the view

Problems with audio or video? Check it here

Presenting Your Screen...

- Before your meeting, ensure you have the correct tabs open & in the right order
- Click 'Present now'
- Choose 'Your entire screen', rather than 'A window'
- Your screen should come up, click on the picture of your screen & click 'Share'
- You will see a blank screen when you are presenting. You should have this tab at the bottom...

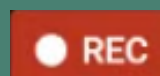


Make sure you tell your students you are recording & why. Tell them to turn off their videos if they do not want to be recorded

Recording...

Record your meetings by clicking the 3 dots & selecting 'record'.

- When recording, this will be in the top left corner
- Click the 3 dots again to 'Stop recording'
- Your recording is saved directly to your Google Drive
- Copy the link and post into your Google Classroom



Recording Ideas

- Have a 'meeting' with yourself to prerecord a lesson or intro to the day
- Join the 'meeting' on your phone to check it is working well