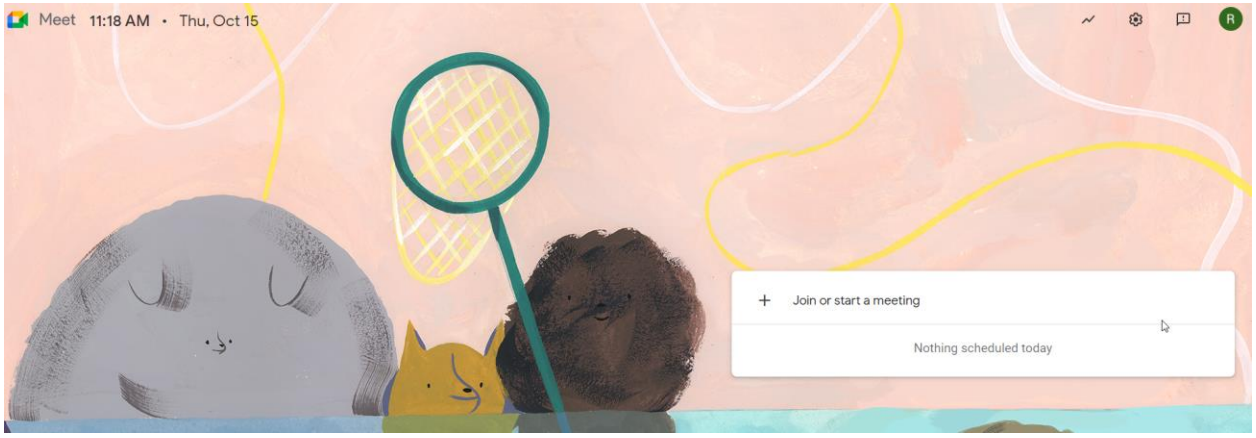
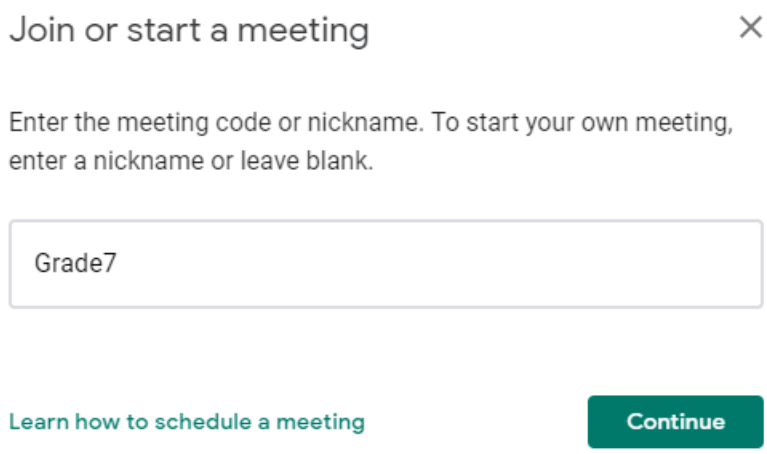
Google Meeting – How To

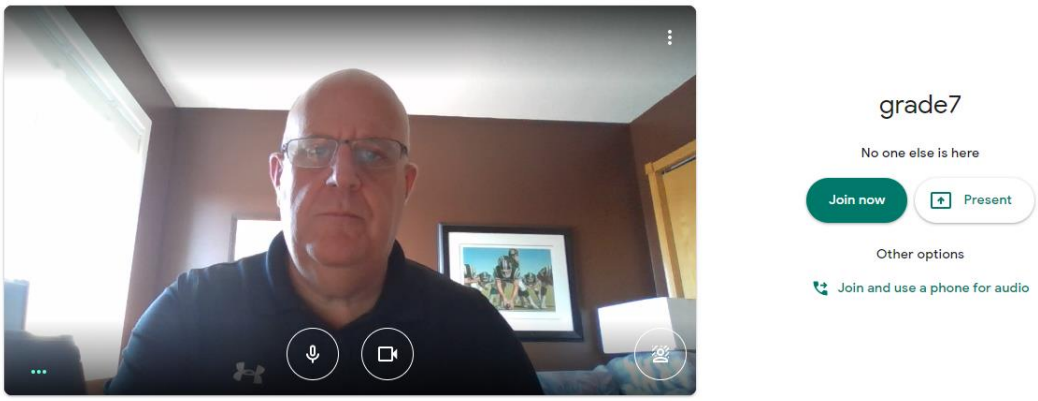
1. With your teacher account login to http://meet.google.com. Your teacher account should be firstname.lastname@pasquaeducation.ca
2. Click on Join or start a meeting.



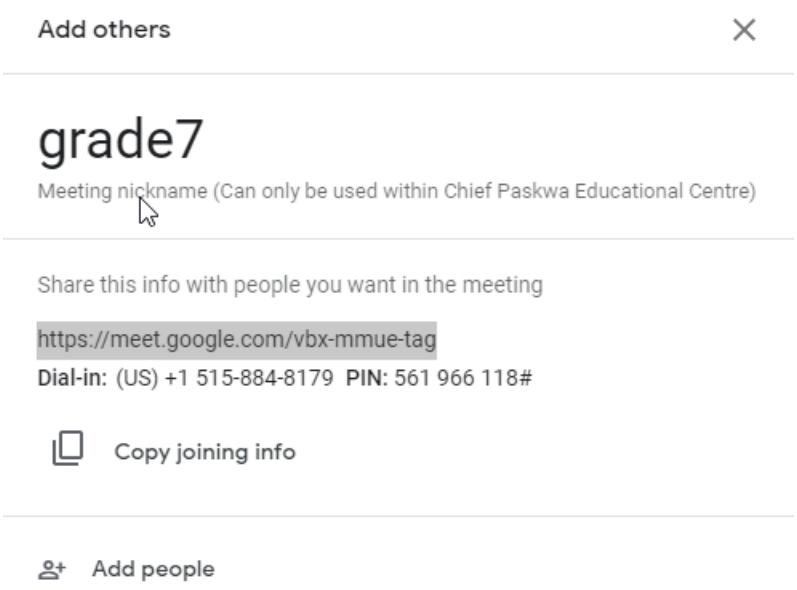
3. On Join or start a meeting window enter a meeting code or nickname i.e.) in my example Grade7 then click Continue.



4. If you have a camera and mic you will see yourself on the screen. Click “Join Now”. Note: You can mute and turn off the camera by clicking the Microphone and/or Camera icons on your screen.



5. You can then add people to your meeting by sharing the link information with your students by copying and emailing the link to them or by clicking add people and add each student to join the meeting.



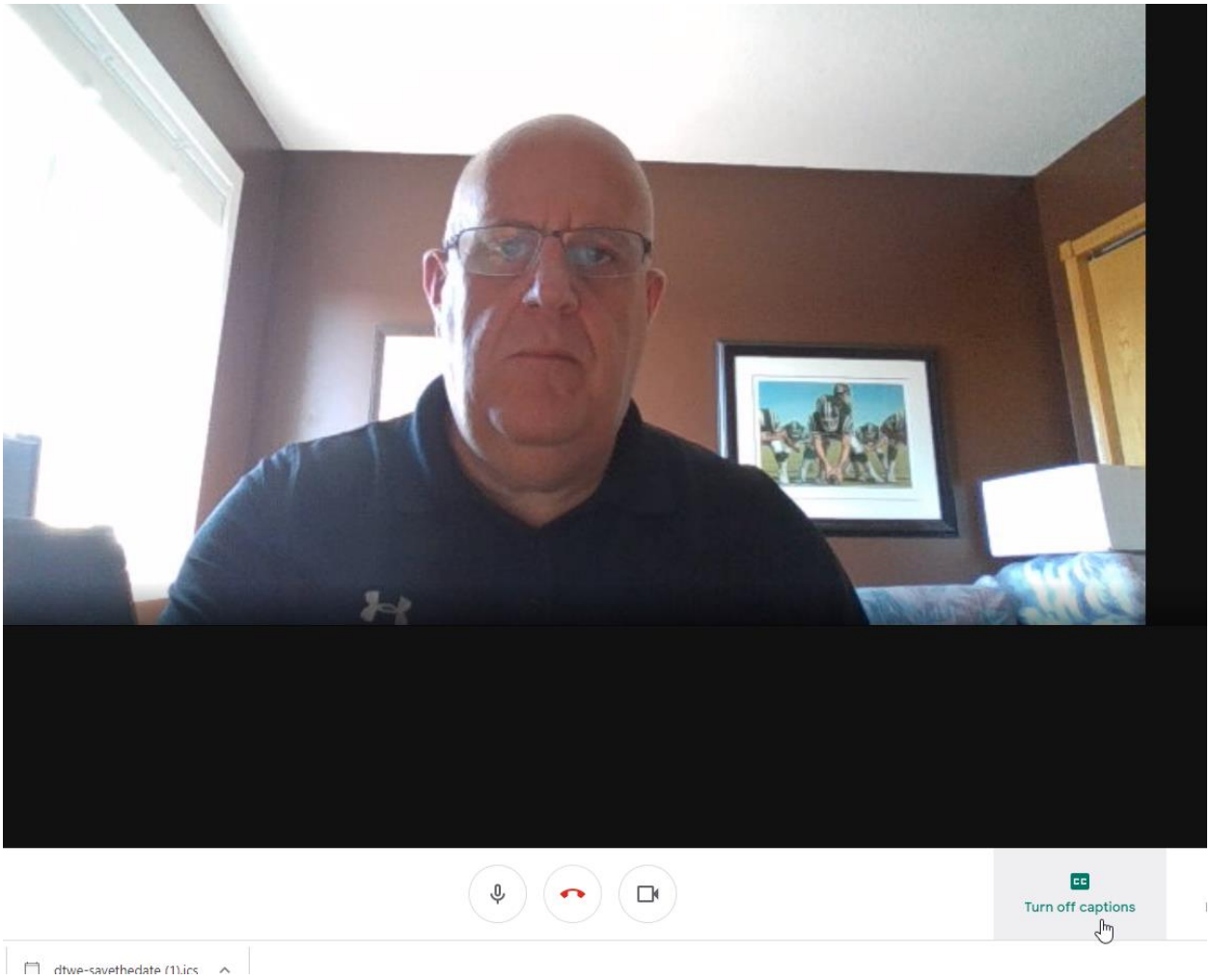
6. If you close the meeting you will need to resend a new meeting link as the link changes.

Scheduling Daily Meetings

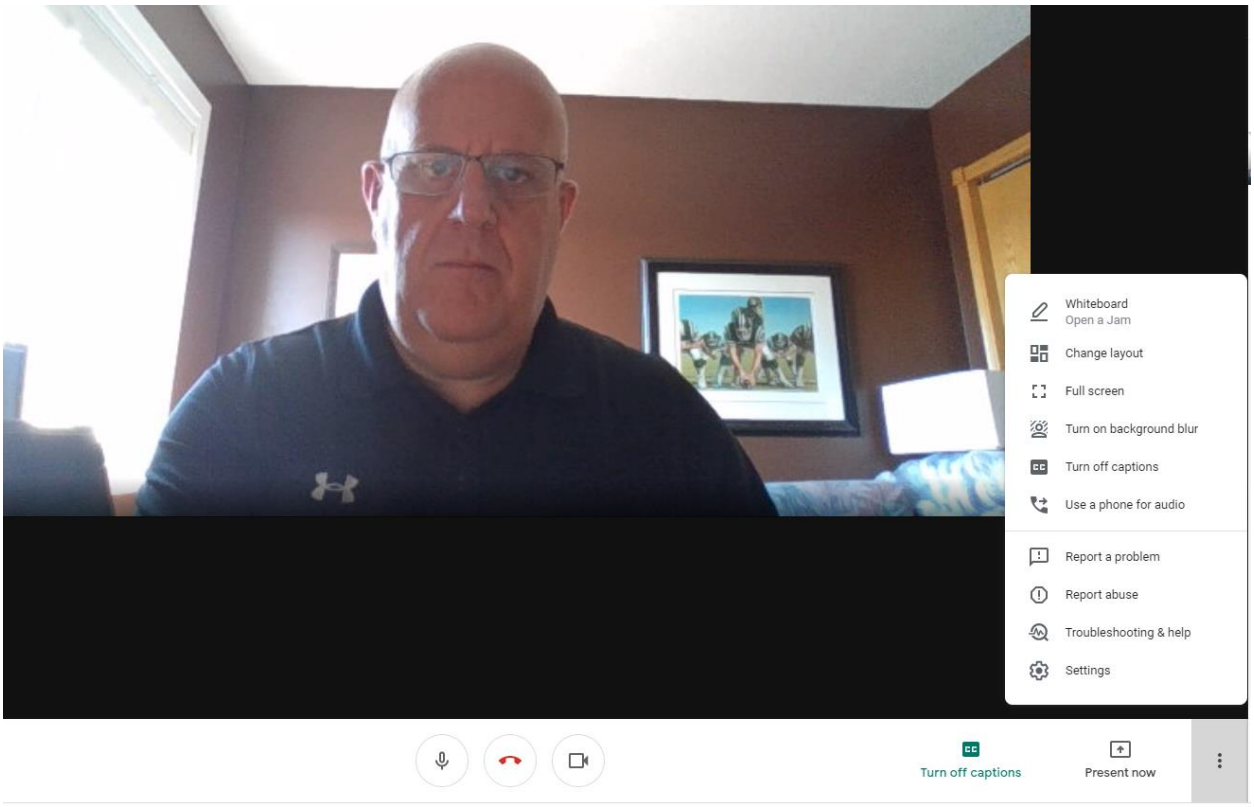
You will need to setup and schedule daily meetings with your class and students.

Other Tools

Closed Caption - Along the bottom of the window you can turn Closed Caption's On or Off. This will allow students to actually see in English what you are saying and is a good tool to help with younger students to understand the words.



Backgrounds, Whiteboard and Layouts - On the bottom right side you can click on the vertical 3 dots icon and change to Full Screen, Blur your background, change layout, use whiteboard



Present Now - Along the bottom you can click the present now icon which you can display your entire screen (All students can see what you are doing) or a separate window or chrome tab. It is recommended to use two monitors and open a separate window so you can work or do emails throughout the day where the students do not see your other screen.

Add People – You can add people or students to your meeting in the upper right side of the screen. A window will pop up asking for Username or email. Enter the student email address.

Chat – In the top right hand side you can send a chat message that everyone can see or directly to one student.

Scheduling a Meeting – You can schedule daily meetings with your students. To complete this visit the following link https://support.google.com/meet/answer/9302870#calendar