

How To Join a Google Meet

Best Practice Guidelines

Learning through video conferencing is something that is new to most of us. This alternative learning method can be effective when teachers, students, and families are willing, flexible, and engaged.

These tips will help students, families, and teachers make the most of video conference sessions to continue learning outside of the traditional classroom.

For Students

- **Mute yourself when not speaking.** Background noise can be an annoying distraction and stifle any class's flow.
- **Use headphones** when possible.
- **Introduce yourself** before you talk if you're in a group call without video.



- Make sure you have **good lighting** so everyone can see your face clearly; face an open window or put a lamp next to your computer.
- **Clear your web browser** of any extra tabs or windows before you do a screen share.

- **Be on-time, prepared, and dressed for school.**
- Participate from a **location that you can learn in**, free of other distractions and commitments.
- **Report inappropriate activity** to the teacher immediately.



For Families



- Set-up a learning space that is free from distractions, has the necessary equipment, and is conducive to learning; if you have more than one learner, this may mean more than one space (rotating centers is something our students are used to) or using headphones.

- Have your student prepare for a conference in the same manner they prepare for school; eat, get cleaned and dressed, and get their learning tools organized.



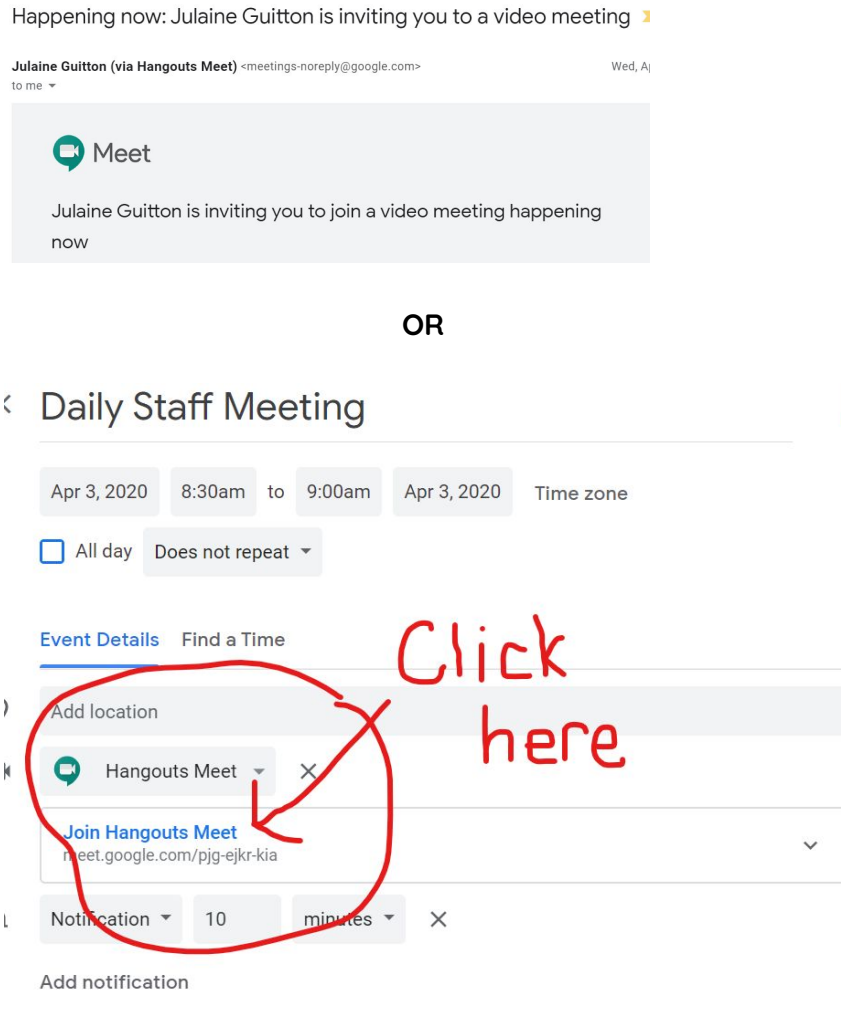
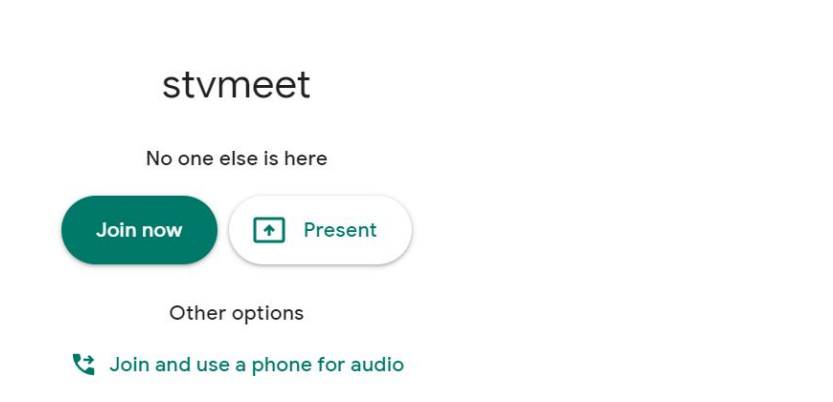
- Hold your child accountable for what they are learning in the conference sessions; ask them questions and expect good answers

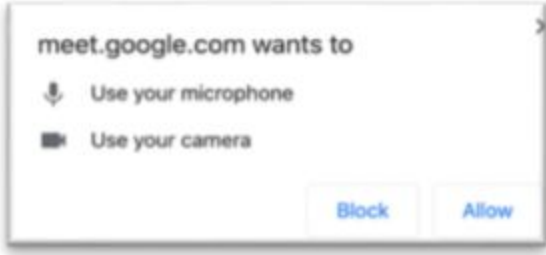
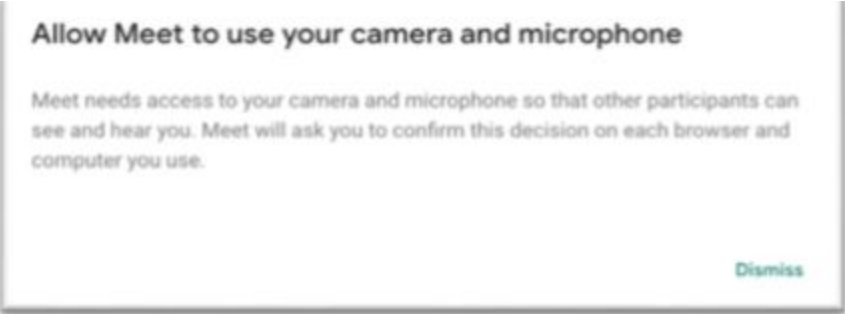
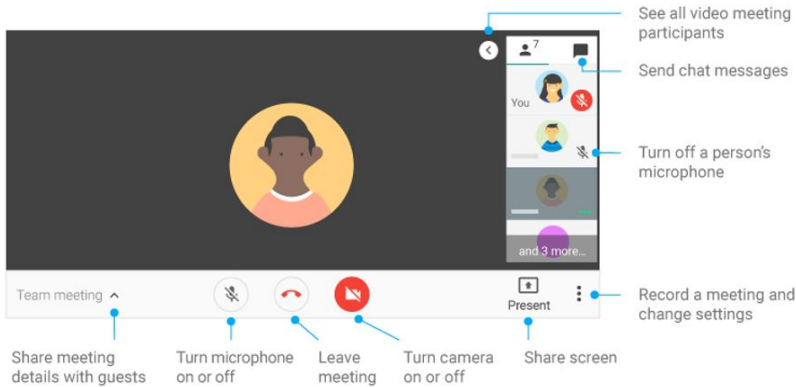

****REMEMBER TO TELL YOUR PARENTS AND FAMILY WHEN YOU ARE VIDEO CONFERENCING OR PUT A SIGN ON THE DOOR SO THEY ARE AWARE IF THEY ENTER THE ROOM, THEY WILL ALSO BE IN THE VIDEO CONFERENCE****

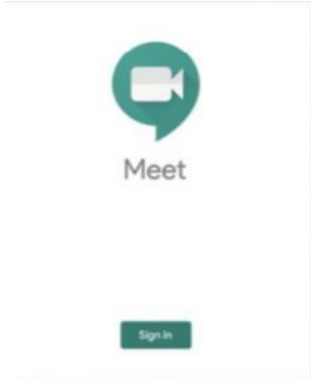
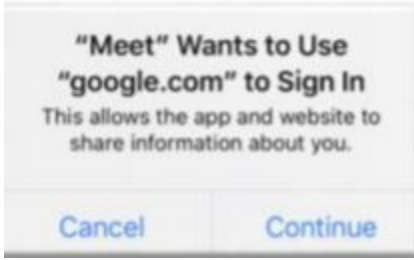
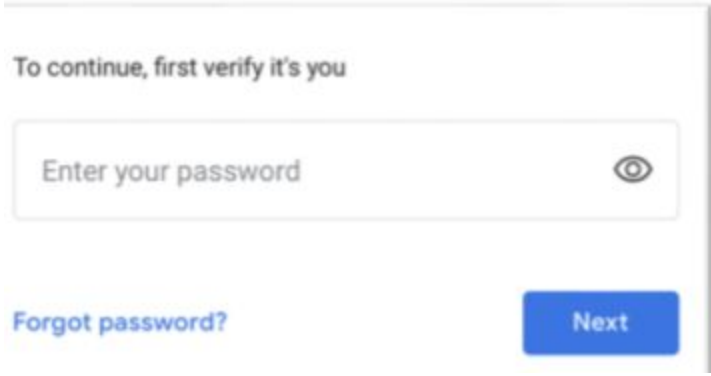
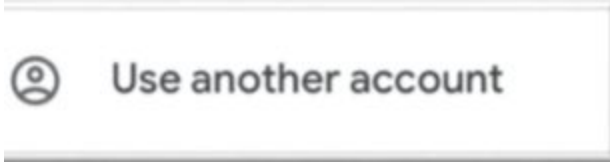
****TAKE A LOOK AT WHAT THE OTHER VIDEO CONFERENCE PARTICIPANTS WILL SEE WHEN THEY LOOK AT YOU. WHAT IS IN THE BACKGROUND OF YOUR VIDEO CONFERENCE OFFICE? DO YOU NEED TO MOVE ANYTHING THAT YOU WOULDN'T WANT THE WORLD TO NECESSARILY SEE?***

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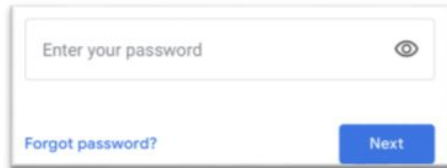
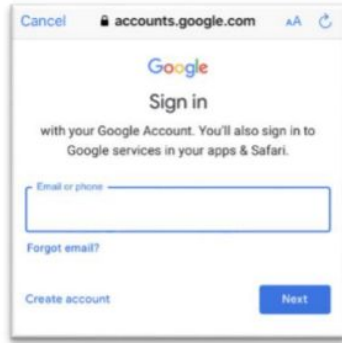
Google Meet is designed to work using the Chrome browser. You will need the Google Hangouts Meet app if using it on an iPad, iPhone or Android device.

Step	Infographic
Computer Google Meet	You can enter a Google Meet with or without a Gmail account.
Click the link that was emailed to you or provided in the calendar invite.	 <p>Happening now: Julaine Guitton is inviting you to a video meeting</p> <p>Julaine Guitton (via Hangouts Meet) <meetings-noreply@google.com> to me Wed, Apr 1, 2020</p> <p>Meet</p> <p>Julaine Guitton is inviting you to join a video meeting happening now</p> <p>OR</p> <p>Daily Staff Meeting</p> <p>Apr 3, 2020 8:30am to 9:00am Apr 3, 2020 Time zone</p> <p><input type="checkbox"/> All day Does not repeat</p> <p>Event Details Find a Time</p> <p>Add location</p> <p>Hangouts Meet</p> <p>Join Hangouts Meet meet.google.com/pjg-ejkr-kia</p> <p>Notification 10 minutes</p> <p>Add notification</p>
When you see this screen, click ask to join or JOIN THE MEETING	 <p>stvmmeet</p> <p>No one else is here</p> <p>Join now Present</p> <p>Other options</p> <p>Join and use a phone for audio</p>

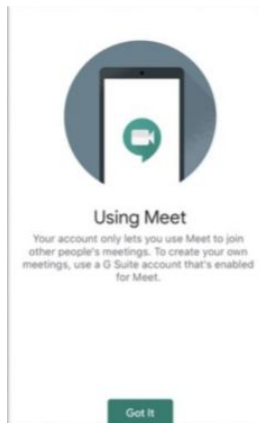
<p>If you see a pop-up window asking you to allow the camera and microphone for meet.google.com, click ALLOW.</p>	
<p>Click Dismiss on the Allow Meet to use your camera and microphone message.</p>	
<p>You're in the meeting. Here's a cheat sheet to learn how to navigate the main screen when you are in the meeting.</p>	
<p>Mobile or Tablet Devices</p>	
<p>You will need a Gmail account to join a teacher's Google Meet session if you are using an iPhone, iPad or Android device.</p>	
<p>Download and open the Google Hangouts Meet app.</p>	

<p>Tap Sign in to log in to the Google Hangouts Meet app with your Gmail account on your mobile device.</p>	
<p>If you see this message, tap Continue.</p>	
<p>If you see your Gmail account that you want to use, tap it and enter your password.</p>	
<p>If you do not see the Gmail account you want to use, tap Use another account.</p>	

Enter your log in credentials, tap Next. Then enter your password and tap Next.

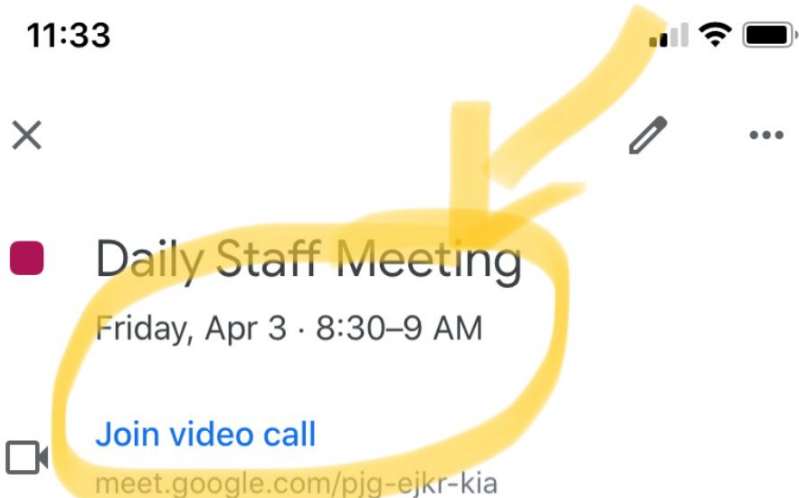
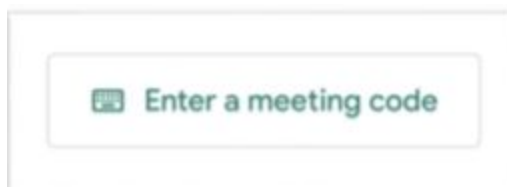


Tap **Got it**.

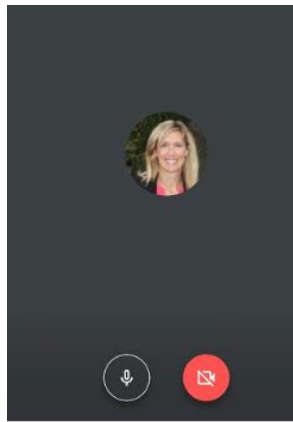


After logging in, tap Enter a Meeting code. This would have been emailed to you.

OR (and more likely in our case) go to your email and click on the 'join meeting' link from the calendar invite.



Click **JOIN MEETING**



Daily Staff Meeting

Fri, 8:30-9:00 AM

You are the first one here

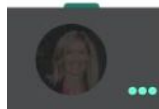
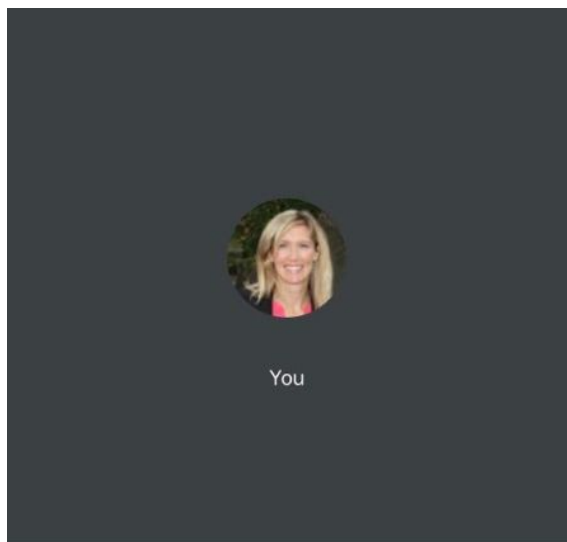


Joining as
watsonl@frsd.ab.ca (Switch)

And you're in the meeting!

Remember your video meeting etiquette: you need to be in your video conferencing 'office', mute your mic unless your teacher has asked you a question, always wear appropriate school clothes.

Your teacher will walk you through how to use the chat feature to ask questions.



Leanne Watson (You)