



Google Hangouts Meet

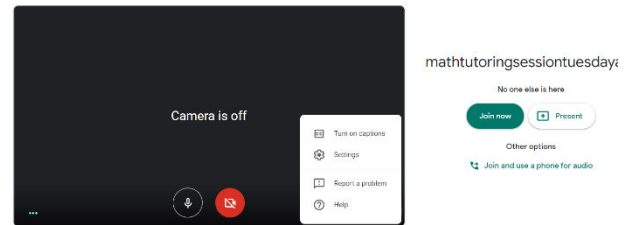
Worried about **verbal and visual communication** with students? **Google Hangout Meets** is a great resource to **meet** with students **remotely** without using a personal phone number. Google is allowing all G Suite for Education domains to take advantage of **remote learning tools**, including premium Hangouts Meet features, at **no additional cost**. School administrators **must enable** live stream and recording features **in the admin console** to **allow their users to access them since they will be defaulted to OFF**. It is recommended that administrators configure settings for Meet to **only allow faculty and staff to create meetings, record, and live stream**. Users who can't create meetings (such as students) will still be **able to join** Meet video meetings created by others. To learn more about the program specifics, see this [FAQ page](#).



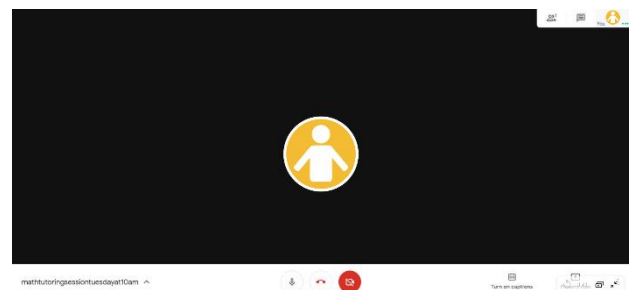
Steps to Start a Meeting:

1. First, click “**Join or start a meeting**” to start a meeting. A user may **title the meeting** or leave it blank.
2. Users must **allow the use of their microphone and camera**; this may be done by accepting the option in a pop-up box or by changing permissions in settings.
 - a. Users will see themselves on the screen along with a **URL link, phone number, and a PIN** to the call on the right side of the screen. Users can then **copy the joining information** to send out or post for students and/or co-workers to join.

Meet



3. Hit “**Join now**” to join the call once on the preview screen as seen above.
4. The host user can **invite users** by entering their **names, emails, or phone numbers** into the “**Invite People**” box; this will email the joining link to these users or call the phone number that was input. Those users can **follow the link** or **answer their phones** to join the call. If a user calls the number provided to join the call, they will have to **type in the PIN** number given into their keypad to join the call. Under “**Meeting details**” in the bottom left-hand corner of the screen, the joining info is always able to be accessed.



Helpful Tips:

In the upper right-hand corner of the screen, users can preview their **camera view** of themselves. To **turn off the microphone or camera**, click the corresponding icon at the bottom of the screen. If a function is turned off, a **slash** will be seen through the icon. The Google account photo of a user will appear if their camera is off, and a red crossed-out microphone appears next to their name in the call so that all users are aware **if a user is muted or does**



not have their camera on. A **Chat option** is also available in the upper right-hand corner to type a message to every user in the call.

Google Hangouts Meet can be used for many purposes, but it is very **effective to have remote meetings** with students or with other users **without** having to use **personal phone numbers** or signing up for a Skype account. An entire class can **join a call** at the same time as Meet can support dozens of users at a time on the same call.

If you would like to present something to your students, wait until after you have joined the call to present: you can show the entire screen or just show a separate window running on the computer. Students can see the whole window, including all of the tabs at the top, so check that you do not have any personal tabs open in that window.

General Tips:

If teaching or reviewing a lesson over Meet, it may be beneficial to **ask students to mute their microphones** unless they have a question or are answering a question. This will help to **reduce background noises and distractions.**

Title the Meet sessions after the **subject** being taught. Then **post the link** in Google Classroom so that the **same link** may be used each time the group meets. This will **cut down on confusion** compared to if a new link was used every session.

Encourage students to **ask questions** if they are confused on an assignment or during a lesson.

Create a **recurring schedule** for students to **easily follow.** For example, create a **chart** like the one below and **share it to Google Classroom:**

7 th Grade Class	Meet URL Link	Day and Time to Meet
Pre-Algebra	url	TuTh 11am-12pm
Social Studies	url	MoWed 10:15am-10:55am

Before leaving Meet, we suggest removing the students from the call, then ending the call.

For help **customizing** distance learning lessons for your students with Google Hangouts Meet or similar resources, contact us at <https://www.mys3tech.com/contact/>.

Check out our other E-Tips to assist in distance learning online:

Vol. 10 – Recommendations for your Chromebooks:
http://bit.ly/Chromebook_Recommendations

Vol. 14 – Use Technology for Poetry:
<http://bit.ly/TechPoetry>

Vol. 18 – Teaching Students about Reliable Sources:
http://bit.ly/Reliable_Sources

Vol. 19 – Communication through Technology with Parents and Students:
http://bit.ly/Tech_Communication

Vol. 34 – Technology in the Math Classroom:
http://bit.ly/Math_Tech

Vol. 40 – Distance Learning Online – Part 1:
<https://www.mys3tech.com/distance-learning-online-part-1/>

Vol. 41 – Distance Learning Online – Part 2:
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Watch out for Distance Learning Online – Part 3 coming soon!

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