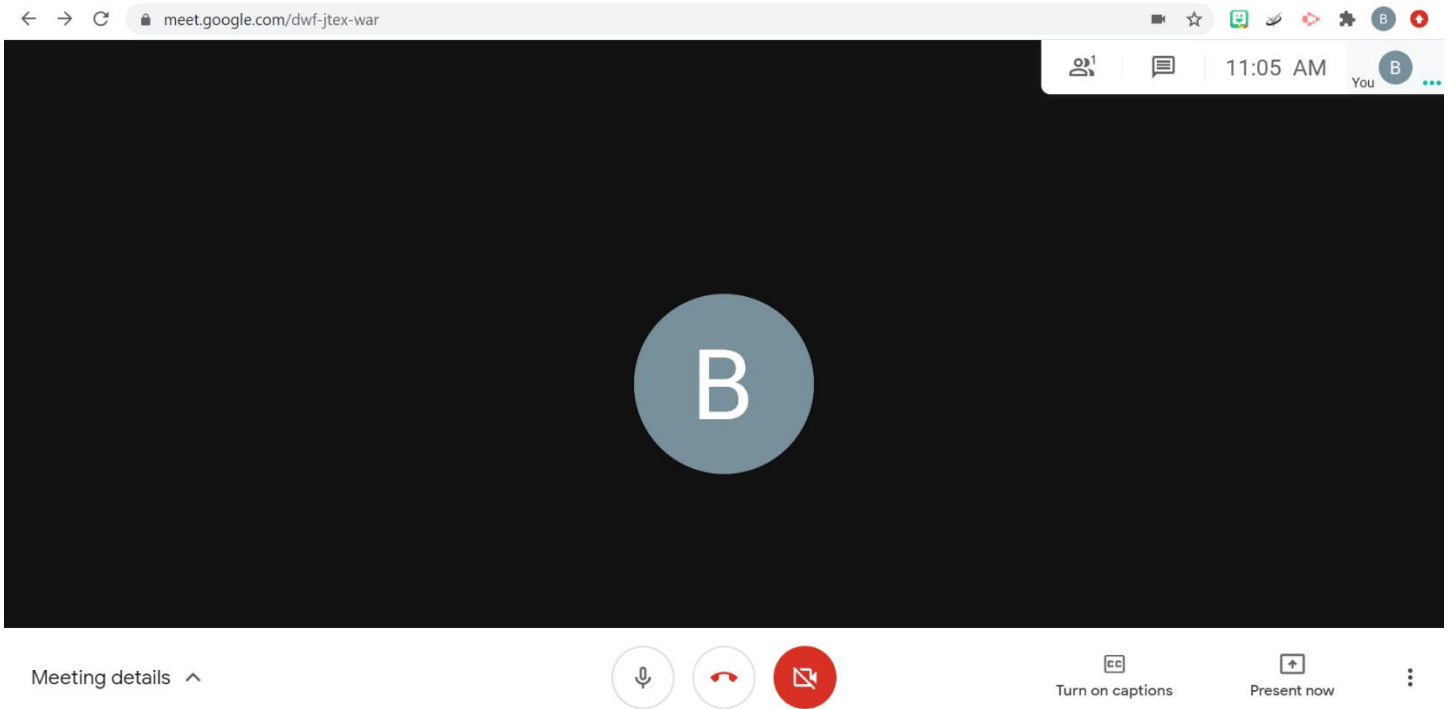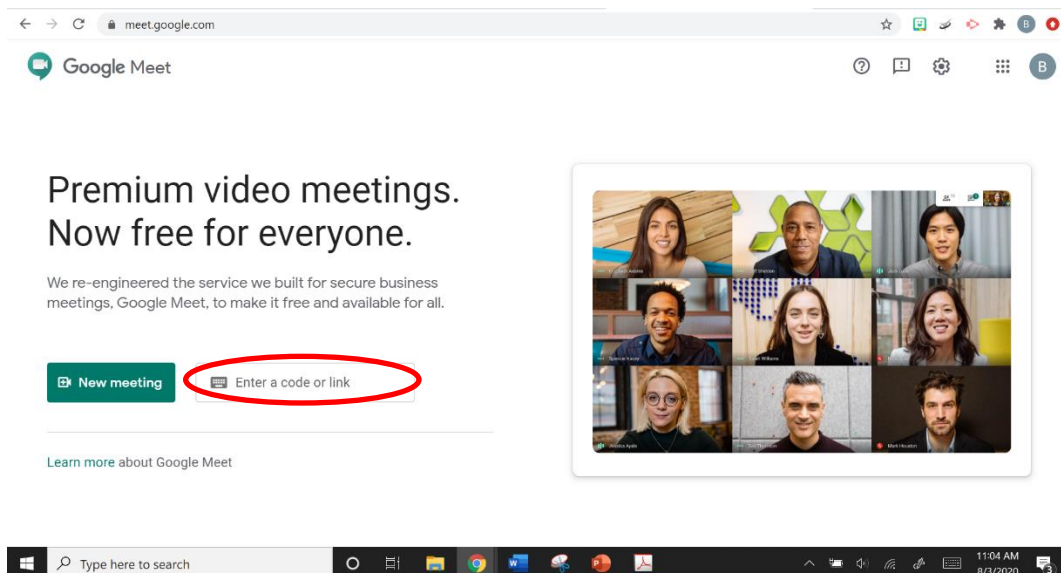## Welcome Parents and Students!

This picture guide will explain what each button does during your Google Meet.


Welcome Screen:

To get to the Google Meet website, go to https://meet.google.com. Here you have the option to enter your class code into the "Enter Code or Link" bar or you can click on the green "New Meeting" button. This button offers three options:

Get a meeting link to share: When you click this button, you will be given a sharable code to give to your peers to host your own meeting. This may be needed if you are working on a school project or homework. Once you share the code with your peers, you can then paste it in the "Enter Code or Link" bar on the homepage of the website and click "Enter".
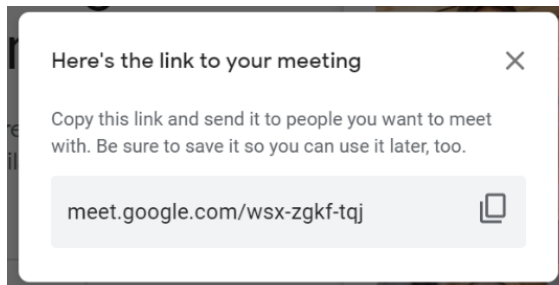
Start an instant meeting: If you select this button, you will be put directly into a solo meeting. From here you can either practice using all of the controls or get the meeting link to share with others to join your meeting.

Schedule in Google calendar: If you select this option, you will be directed to a google calendar to schedule a meeting. You can add your Meeting title at the top and proceed to go through the different options as you work your way down the list. When you have selected your options, click the blue "Save" button and your meeting will be placed on your calendar. You will only have to schedule meetings if you are meeting classmates outside of your regular class.
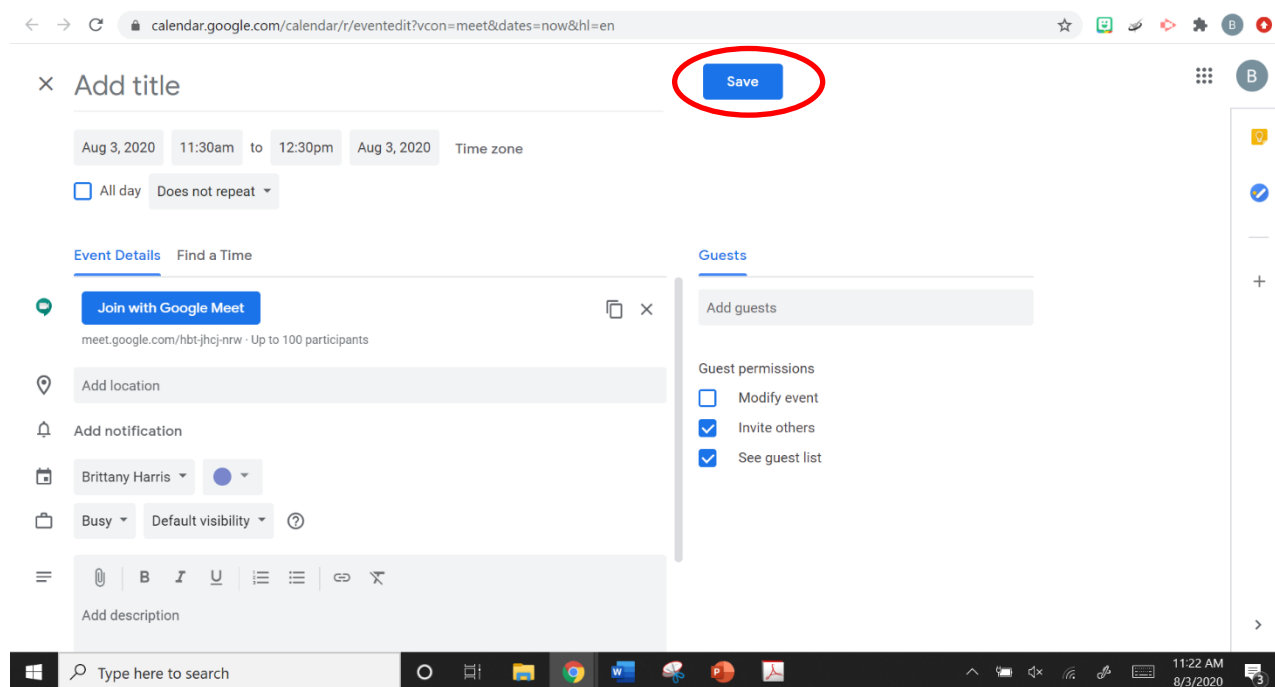
Audio and Video:

At the bottom of your meeting screen you will see this toolbar. This bar will never go away, and you have a couple different options. To turn on and off your audio, click on the microphone. When the icon is white, this means your audio is on. When the icon is red, your audio is turned off. The same goes for the video icon. White means your camera is turned on, and red means it is off. The phone icon in between them is the button to exit the meeting.


Meeting Details Button:

If you click the button on your toolbar in the bottom left, you will have the option to see the joining info for the class meeting link. It is important to keep this link in case you get kicked out of the meeting for any reason. This link will allow you to jump right back in.
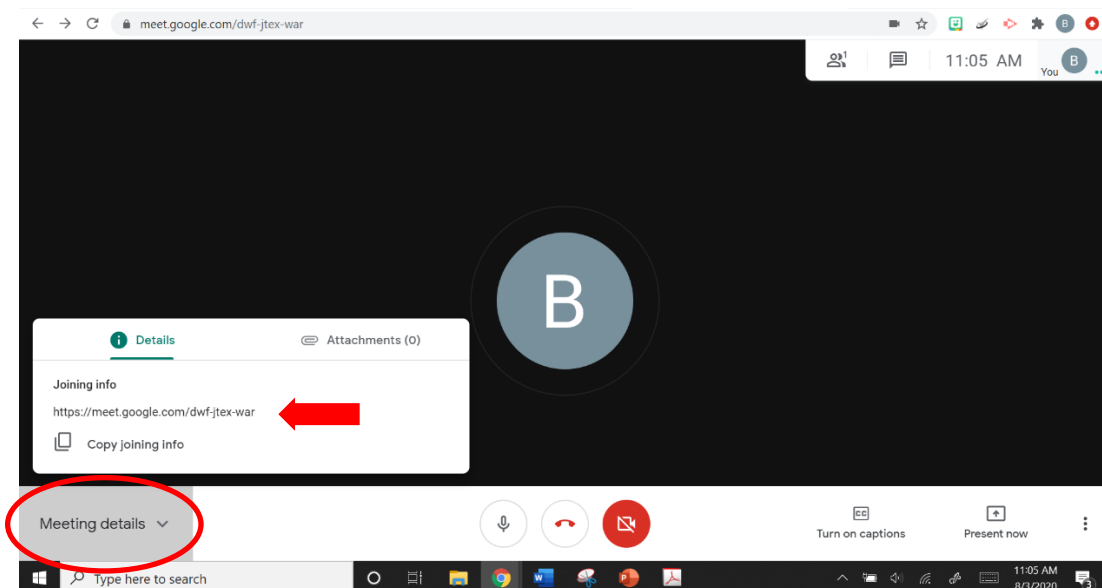
Closed Captioning:

If you click this button in the bottom right, Google has a live speech to text feature built into Google Meet. When this button is on, you will be able to read the words on the screen of whoever is talking. The feature will also tell you the name of the person speaking as well. You may turn this off at any time.
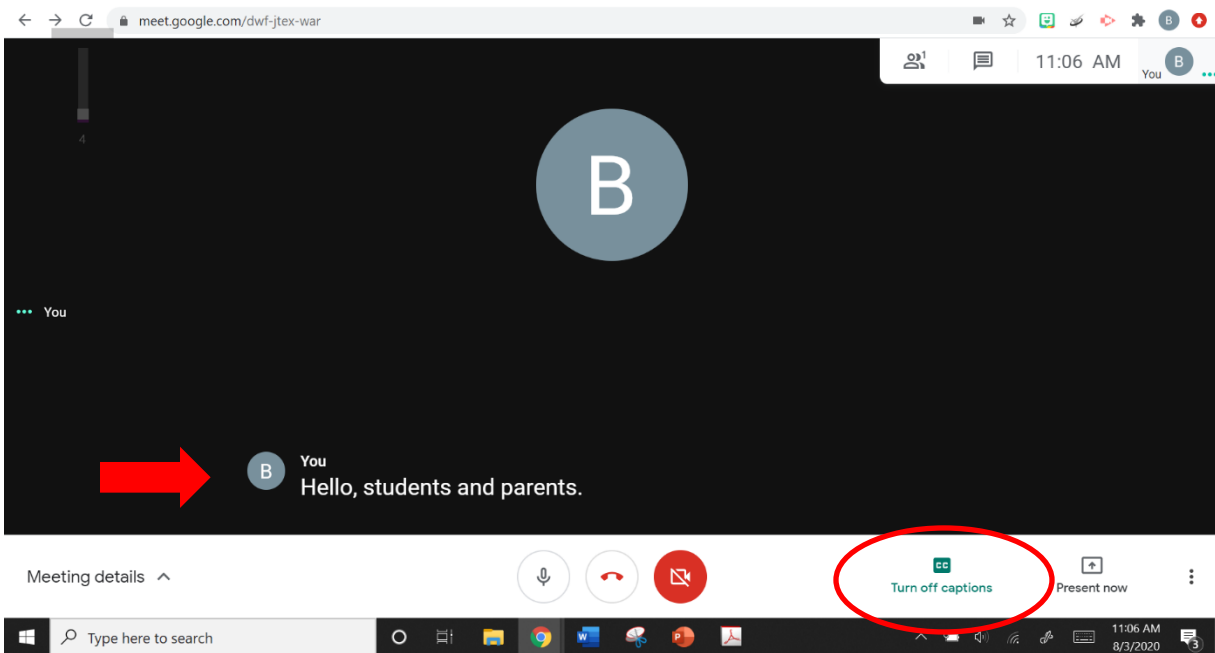

Presenting Your Personal Screen:

To present your screen, click the "Present Now" button in the bottom right hand corner of the toolbar. You will be given three options:
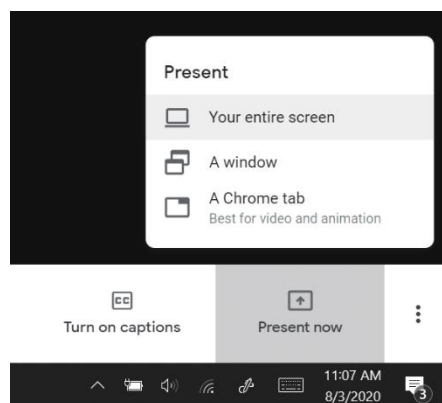

Present your entire screen: This button will allow you to share your device screen live. This means that the class will be able to watch as you switch through tabs and click on your screen. Even if you cannot see the

meeting window, the class will still be able to see. To do this, click on the screen you want to share, and then click the "Share" button at the bottom.
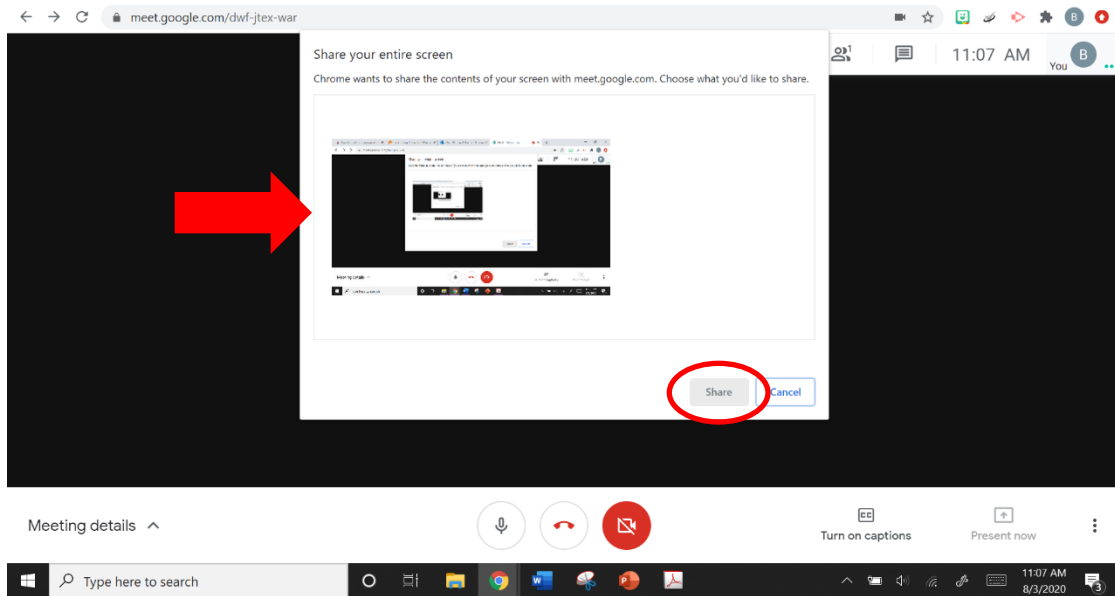
Present a window: This option is similar to the one above but if you have multiple windows open, Google will give you the option to choose which one you want to share. You just click on your desired window and press the blue "Share" button. This is a live share so all of the class will be able to watch your screen.
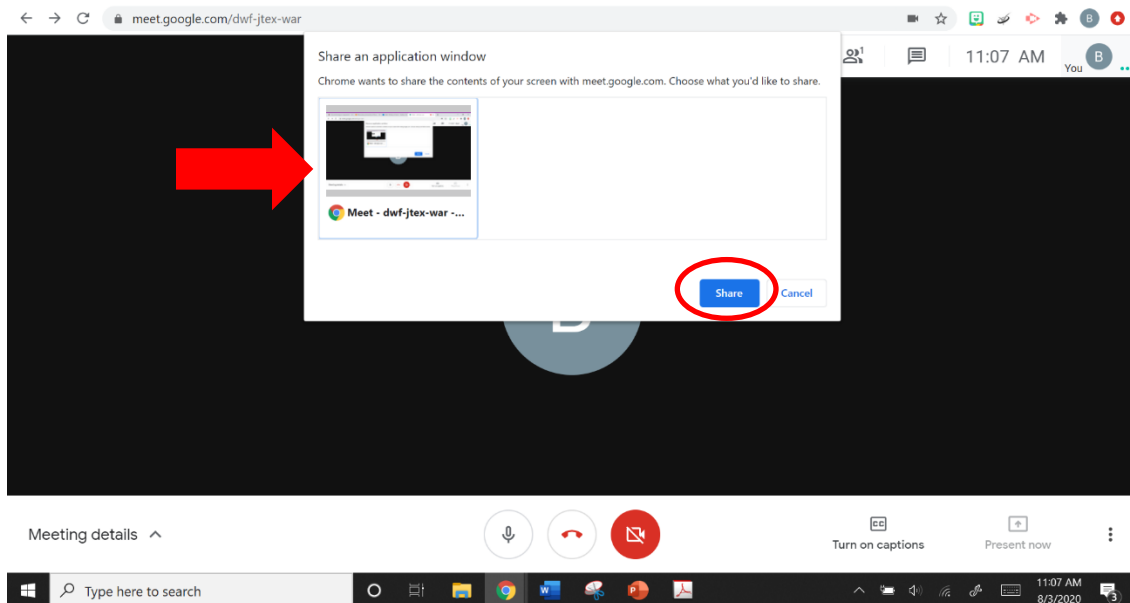
Present a Chrome tab: This option is useful if you want to share something like a YouTube video or just one particular tab. Google will automatically pull up every tab that you have open on your computer and you can click which one you want to present. Once you have your selection, press the blue "share" button and your class will be able to see.
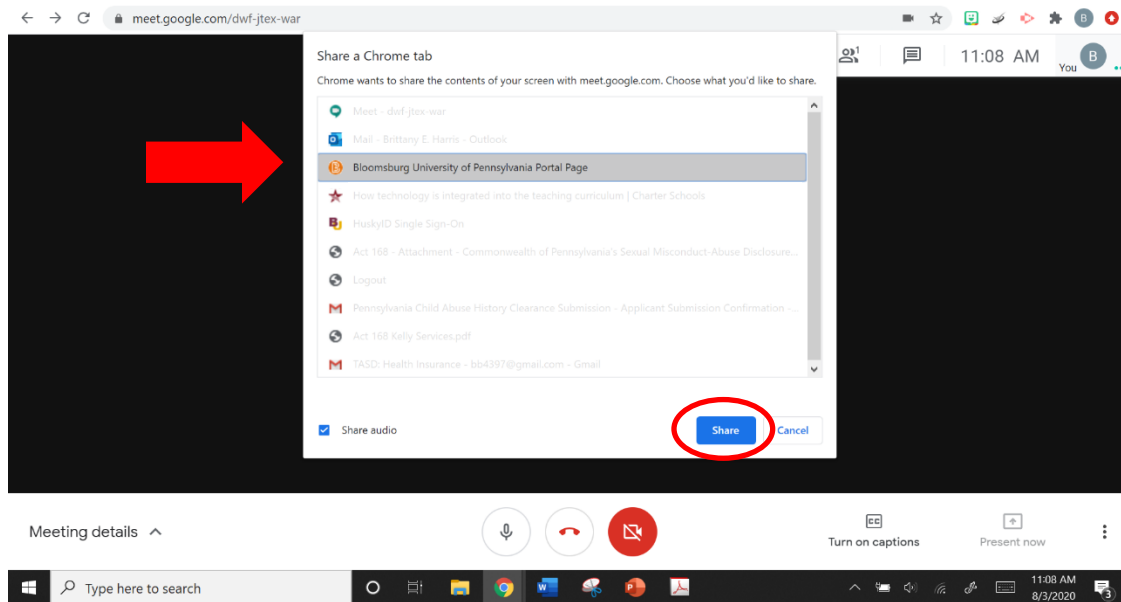

To stop sharing your screen:

As you are presenting, the original "Present Now" button has changed to "You are Presenting." If you click on this button, you will be given the option to stop sharing your screen. Once you click this, the teacher will then take over the class with their screen again.
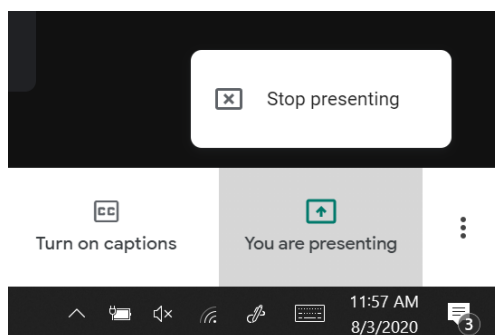
The "More" Button:

This button is all the way to the bottom left of your toolbar. If you click this, you will see many different

options:
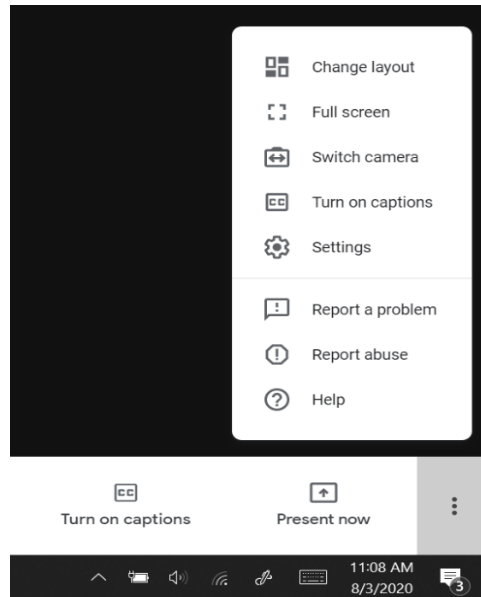
Change Layout: This button allows you to switch up how you view your class. Google Meet will always show

the person who is talking, but you are also able to choose to see your other classmates as well. "Sidebar" allows

you to see the speaker as well as four other classmates, "Spotlight" allows you to only see the current speaker,

and "Tiled" allows you to see twelve classmates at a time. Once you click on one of the options, it will then be

applied.
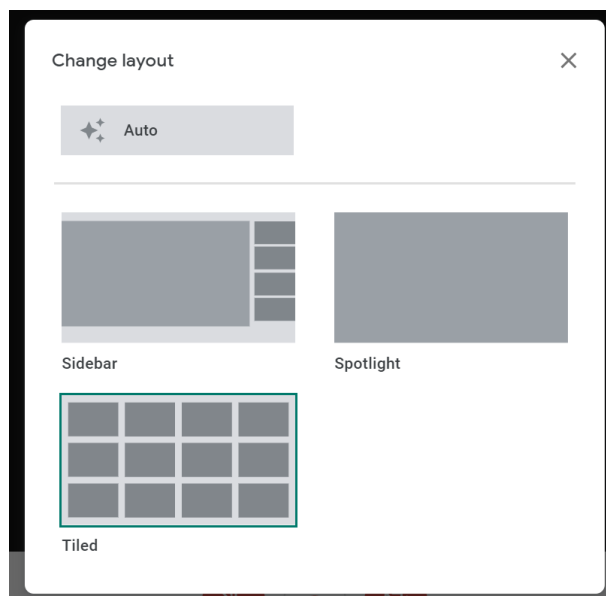
Full Screen: This button will stretch the meeting screen to fit your device.

Switch Camera: If you have two cameras on your device, this button will allow you to switch back and forth between the two. You may use your back camera to show a potential project or assignment that you have done.

Turn on Captions: There is another option to turn on and off the captions aside from the button that is in the toolbar in your meeting screen.

Settings: If you click this button, you will be able to see your audio and video settings. Here you can test your devices to make sure they properly work for your meeting. You also have the option here to turn your microphone and camera on or off. When you have finished looking through the settings, click "Done."
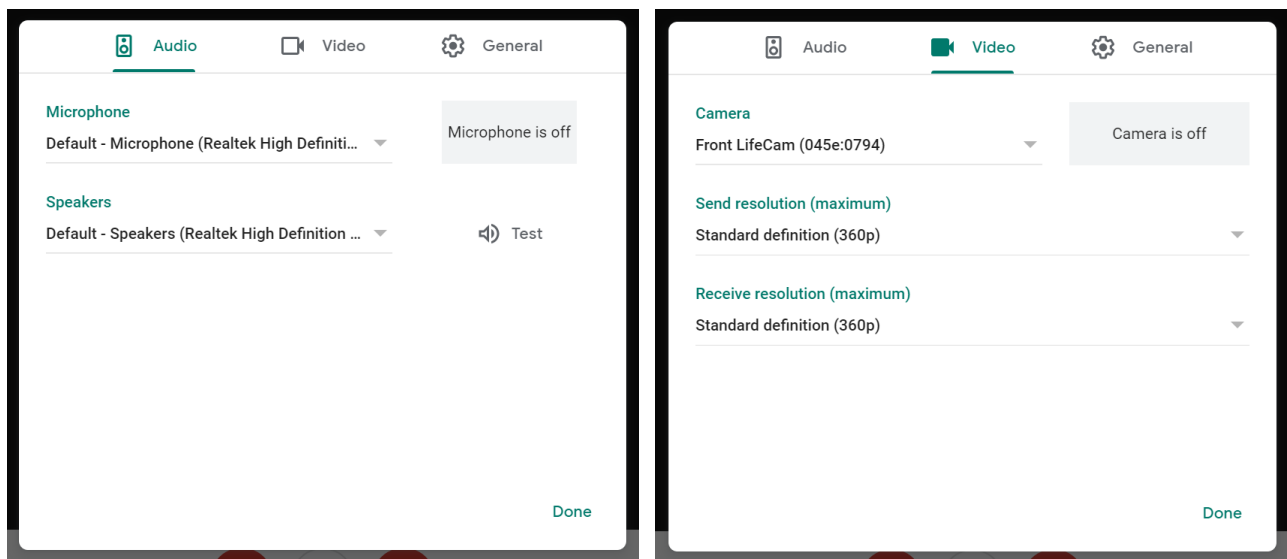

Chat Feature:

In the upper right hand corner of your screen, you will see two different icons. The people icon will present you with a list of everyone who is currently in the meeting. The chat icon next to that will open up a chat box for you to type to the class. Chat boxes are commonly used to ask and answer questions while class is going on.
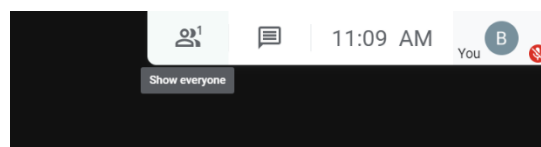

To send a chat, click on the icon and look for the "Send a message to everyone" bar towards the bottom of the box. Click there and start typing your ideas. When you have finished typing, you can click the right facing

arrow directly next to the bar, or simply press your "Enter" key to send the message. This message will be seen by the entire class and your name will be posted by your response.
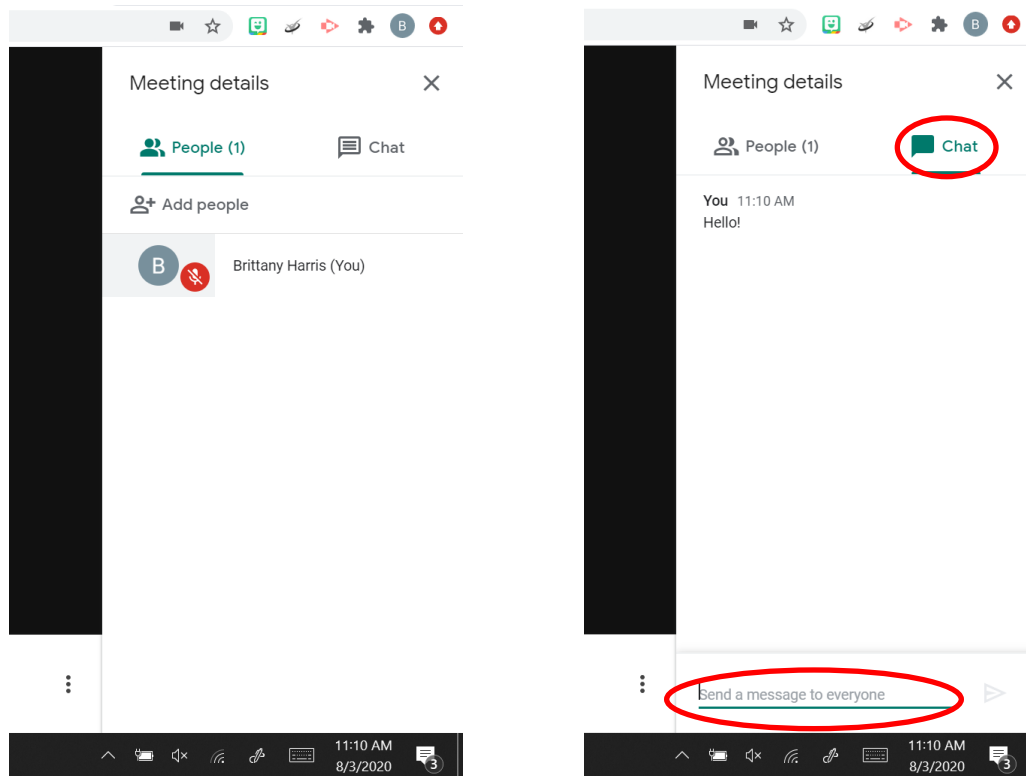
Leaving the Meeting:

When the meeting has ended, you can either close out of the tab to end your meeting or you can press the red phone icon in between the audio and camera to exit.
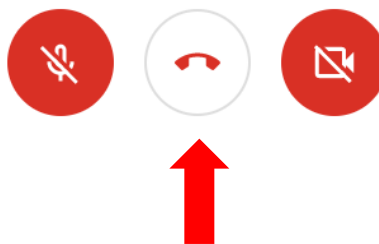
Thank you for reading this guide! If you have any more questions please refer to Google Meet Support at this link: https://support.google.com/meet/?hl=en#topic=7306097