# Guide to Using Google Meet

This guide will cover the details of creating and joining Google Meet video conferences for various audiences including students, staff, and parents.

## Google Meet with STUDENTS Using Nickname

*Staff and students need to be logged in to their PSD Google accounts ([psdschools.org](http://psdschools.org))*

### Teacher Creates the Meet

1. Go to: [meet.google.com](http://meet.google.com) or click the Meet icon in the Google Apps chooser

2. Click “Join or start a meeting”

3. Enter a meeting nickname/code (e.g. “School-Teacher-Grade” or another unique nickname)

4. Click “Continue” to enter the Meet “lobby” where you can check your video and audio settings

   **NOTE:** At this point the Meet is “live” and students will be able to Join the Meet

5. Click “Join now” to enter the live Meet Session

   ([Teachers can use the same Meet nickname for every class Meet session.])

### Students Join the Meet

**Teachers will provide students with the nickname/code for the Meet**

1. Students go to: [meet.google.com](http://meet.google.com) or click the Meet icon in the Apps chooser

2. Click “Use a meeting code”

3. Enter the meeting code (nickname) provided by the teacher

4. Click “Continue” to enter the Meet “lobby” where students can check their video and audio settings.

5. Click “Join now” to enter the live Meet session

   ([Students may also be in a Waiting Room space prior to the Teacher joining the Meet session.])

### Important Notes

- When the Meet is done, all students should leave the Meet and the teacher should be the last to leave. The Meet will then be closed until the teacher creates the Meet again.

- Students **cannot** create their own Google Meets.

- Students **cannot** enter a nicknamed meet before the teacher enters the Meet “lobby” or Joins.

- Students **cannot** enter a nicknamed Google Meet using a personal Google account.

- If the teacher is not already in the Meet session, the students will receive an error and will not be able to enter the Meet.

### ALTERNATE METHOD

1. In web browser address bar type direct link to Meet with your Meet nickname:

   [meet.google.com/lookup/nickname](http://meet.google.com/lookup/nickname)

2. Link must include the text “lookup”

3. The nickname part is your chosen unique class Meet nickname (e.g. “School-Teacher-Grade” or another unique nickname)

4. Click “Continue” to enter the Meet “lobby” where you can check your video and audio settings

5. Click “Join now” to enter the live Meet Session

   ([Teachers can use this same link for every class Meet session.])

### ALTERNATE METHOD

**Teachers will provide students with the class Meet link:**


1. Students click this link provided by their teacher or type it into their web browser.

2. Click “Continue” to enter the Meet “lobby” where students can check their video and audio settings.

3. Click “Join now” to enter the live Meet session
Guide to Using Google Meet

Google Meet with Parents/Guardians/External Partners

PSD Staff need to be logged in to their PSD Google accounts (psdschools.org)

<table>
<thead>
<tr>
<th>Staff Member Creates the Meet</th>
<th>Non-PSD Account Joins the Meet</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Go to:</strong> meet.google.com or click the Meet icon in the Google Apps chooser</td>
<td><strong>Provide your attendees with the Meet link and/or Dial-in information.</strong></td>
<td>• The Meet Link can be created in advance and sent to attendees.</td>
</tr>
<tr>
<td><strong>2. Click “Join or start a meeting”</strong></td>
<td><strong>1. Attendees go to the Meet link provided: (e.g. meet.google.com/abc-defg-hij) or use the Google Meet app on a mobile device.</strong></td>
<td>• Anyone who has the Meet Link can access and ask to join the Meet.</td>
</tr>
<tr>
<td><strong>3. Do not enter a nickname/code. Leave that box blank.</strong></td>
<td><strong>2. At the “What’s your name?” prompt, attendee enters their name.</strong></td>
<td>• The same Meet Link can be used repeatedly; it will not expire.</td>
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<tr>
<td><strong>4. Click “Continue” to enter the Meet “lobby” where you can check your video and audio settings.</strong></td>
<td><strong>3. Attendees can check their audio and video settings and mute their audio.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5. To the right of your video window you will see the Meet link and dial-in access. Give this information to your Meet participants.</strong></td>
<td><strong>4. Click “Ask to join”</strong></td>
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<tr>
<td><strong>5. Click “Join now” to enter the live Meet Session.</strong></td>
<td><strong>5. Attendees must wait until the Meet leader admits them into the Meet. The leader will see prompts as each attendee asks to join:</strong></td>
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<td><strong>6. Once admitted, the attendee is now part of the live Meet session.</strong></td>
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</tbody>
</table>

**Important Notes**

• The Meet Link can be created in advance and sent to attendees.
• Anyone who has the Meet Link can access and ask to join the Meet.
• The same Meet Link can be used repeatedly; it will not expire.

Google Meet - Controls and Options

- View meeting participants
- Chat with meeting participants
- Pin a participant
- Remove a participant
- See additional settings, such as recording the meeting, changing your video resolution, and changing layout
- Share meeting details with guests
- Turn microphone on or off
- Leave meeting
- Turn camera on or off
- Share your screen or give presentations

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Guide to Using Google Meet

Google Meet FAQs

Main Features of Meet

How many participants can join a Meet at the same time?
➡ Meets can have at most 250 participants.

How do I share my screen or presentation with others in the Meet?
➡ Click “Present now” in the Meet control bar and choose to share your entire screen or one window.

Does Meet have a way to see all participants’ video screens at the same time?
➡ Not currently. Google is developing a View option that will allow up to 49 participant screens to be visible. The current Tiled layout allows for up to 16 screens at a time (change under 3-dot menu, “Change layout”).

Is it possible to mute the audio of participants?
➡ The Meet leader can mute individual participants one at a time using the mute icon. Participants can unmute themselves when needed.

Does Google Meet offer breakout rooms?
➡ No. Breakout rooms are not built into Meets. See this GUIDE for steps on manually creating Meet breakout rooms.

Can a teacher record a Meet session for later viewing?
➡ Yes. With the participants’ permission a staff member can turn on recording via the bottom-right 3-dot menu. The Meet recording is saved to your Google Drive. The recorded video can be shared with students. Students’ DPS Media Release agreements cover Meet recordings. Do not share the recordings on any public forum.

Are there any basic troubleshooting tips for Google Meet?
➡ Yes. Refer to this official Google Meet Support website.

Who can I contact for technical support with Google Meet?
➡ Please contact the DPS DoTS Service Desk with technical support questions - 720-423-3888

Who can I contact for instructional support with Google Meet?
➡ Please contact your Ed Tech Regional or Digital Coach listed HERE.

Meet Live Stream

Google Meet also offers a type of Meet session called Live Stream.

Live Stream features:
• One-way, view-only video stream
• Viewers cannot Chat
• Viewers screens are not shown
• Up to 100,000 viewers possible

Live Stream may be useful for:
➔ Live video school assemblies
➔ Parent meetings
➔ Removing student Chat from a video call

For details on creating a Live Stream click HERE.

COMING SOON!
Google is in development of several Meet features designed to make Meets more effective for learning. Read about those upcoming features HERE.

Meets with Students

Can students be in a Meet by themselves?
➡ If teachers follow the steps above to create a Meet using a Nickname, then students cannot enter or re-join a Meet after everyone exits.

Can students use the Chat feature in Meet?
➡ Yes. The Chat sidebar is accessible to all participants in a live Meet. When anyone enters a message in Chat a notice pops-up showing the message and who typed it. It is not possible to turn off the Chat feature.

Should I make student Meet links from my Google Calendar events?
➡ No, not for Student Meets. The Google Meet conference links that can be created in Google Calendar are not Nicknamed Meets and do not prohibit students from joining the Meet when a teacher is not in the Meet. The Calendar Meet links are suitable for use with Staff or adult participants outside of DPS.

Are there good norms for video conferences?
➡ Yes! Please refer to these links:
• Student Video conference norms
• General Video conference norms

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