

Setting up a Google Meet with a Nickname

***Using these directions will NOT allow elementary students to enter a Meet before the instructor and will NOT allow them to rejoin a meet after everyone has left. Make sure you, as the teacher, are the last to leave.**



- Hold real-time video meetings with up to 250 participants at a time.
- Record meetings for students who can't login in real-time or would benefit from watching multiple times.
- Communicate to your students what time they should join your meeting.

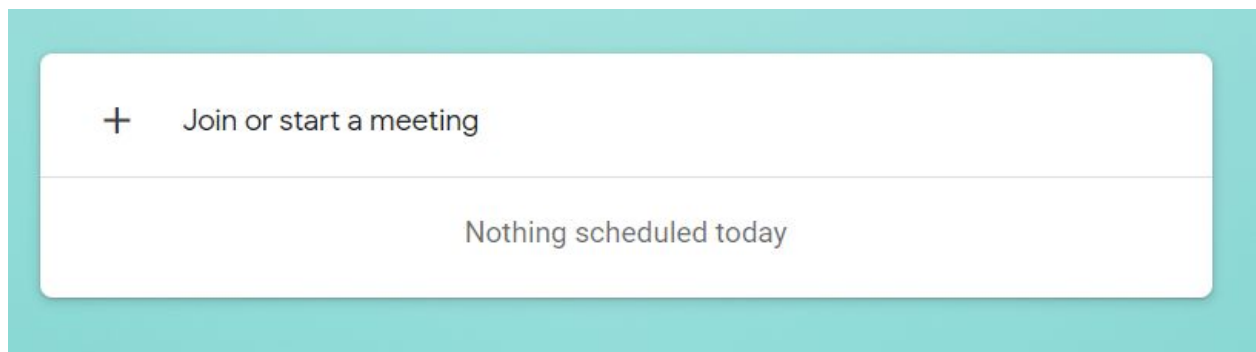
For a video tutorial of these directions go to: bit.ly/3e9nmyr

1. Think of a nickname for each of your classes. This nickname can be used over and over with your class. **Note:** Make your nickname something unique. If two teachers use the same nickname they could end up in each others Meet. (ie: pchjdoe3...school, first initial last name, period/block)

To **start** a video meeting that will connect you with students in real-time:

2. Using Chrome, go to meet.google.com

Click the + Join or start meeting.



3. Enter the nickname you chose for this Meet. **Note:** As soon as you click the “Continue” button the Meet will be active and students can join even if you haven’t clicked the “Join now” button the next screen so do that immediately.

Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

Continue

4. Click the “Join now” button.

Meeting ready

meet.google.com/ [redacted]

Dial-in: (US) + [redacted] PIN: [redacted]

[Join now](#) [Present](#)

Other options

[Join and use a phone for audio](#)

IMPORTANT: You need to **add your admin** to all Google Meet calls. You can do this immediately after starting your Meet by clicking on “Add people” or going to the “People” tab in the upper right corner and clicking on “Add people.”

Add others ×

Share this info with people you want in the meeting

Dial-in: (US) PIN:

[Copy joining info](#)

[Add people](#)

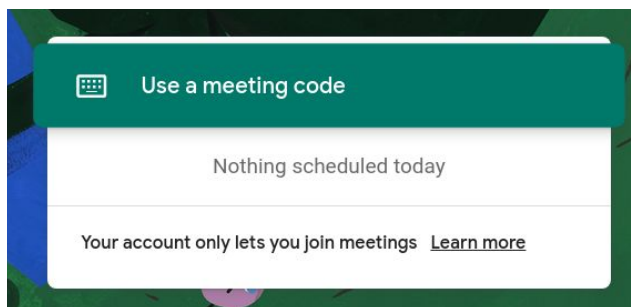
[People \(1\)](#) [Chat](#)

[Add people](#)



Joining a Google Meet Using a Nickname (Students)

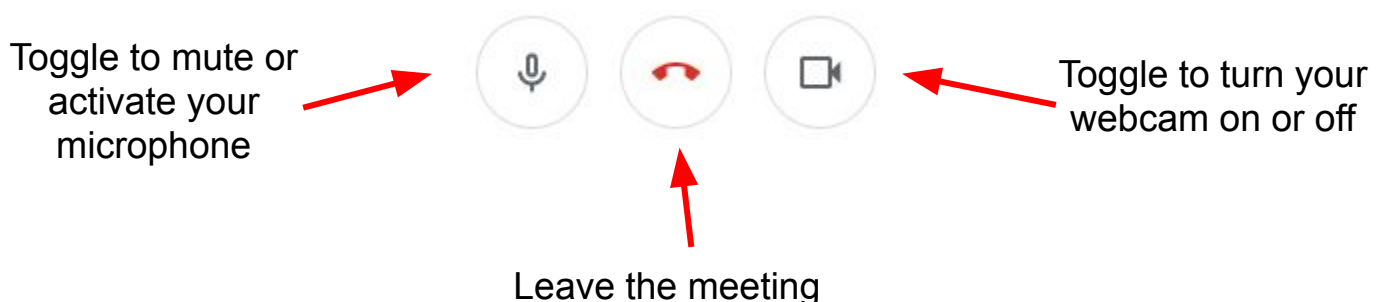
1. Go to meet.google.com
2. Click on “Using a meeting code” and type in the meeting name provided by your teacher. **Note:** If your teacher isn’t in the Meet yet, you will get a message in the lower left corner saying, “You’re not allowed to start a meeting.” You will need to try entering the name again at you’re scheduled meeting time.



Click the “Join now” button to join the Meet.



Once you have joined the meeting you will see 3 buttons along the bottom of the screen. You can hover your cursor at the bottom of the screen anytime to get these buttons to reappear.



Note: Once everyone has left the Meet, you will not be able to rejoin until the teacher starts it again.

Using Google Meet Features during a Video Call

See who is connected

Chat with those who are connected



Click the **3 dots in the lower right hand corner** of the screen to display this menu.

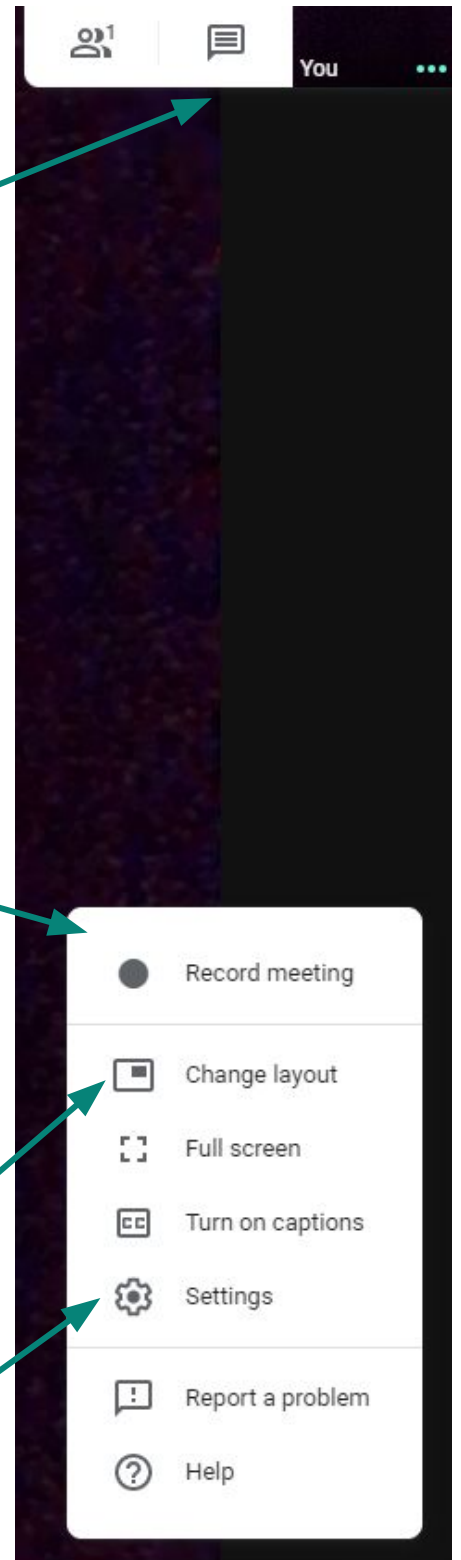
Record a meeting to be viewed at a later time

Make sure everyone knows you are going to record before clicking on “accept” in the consent window. It may take a few seconds for the recording to begin. You will know it has started when you see “REC” icon in the upper left corner. Click the 3 dots again to stop the recording. The recording is saved to a “Google Recordings” folder in your Google Drive and can be shared with a link in the “Share” settings found when you click on the 3 dots of the saved video window.

Change the layout of your screen

Settings for your microphone and webcam

Present your entire screen or just one window



Present now

Record a Google Meet

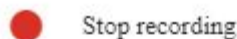
In Google Meet you can **record a video call** to be viewed at a later time. The recording automatically **saves to a folder in your Google Drive** that is created the first time you record a meeting. The **folder is called “Meet Recordings.”** You can **share your recorded meet** from the share settings in Google Drive.

1. Click on the 3 dots in the lower right corner of your Google Meet.
2. Click on the **Record Meeting** option at the top of the list.

Make sure everyone knows you are going to record before clicking on “accept” in the consent window. It may take a few seconds for the recording to begin. You will know it has started when you see “REC” icon in the upper left corner.



3. To **stop** the recording, click on the 3 dots in the lower right again and select “Stop Recording” at the top of the list.

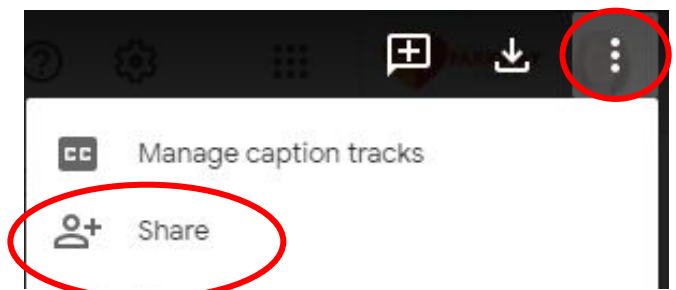


4. The recording will automatically **save** to your Google Drive in a folder that is created the first time you record a Meet. It is called “Meet Recordings.”

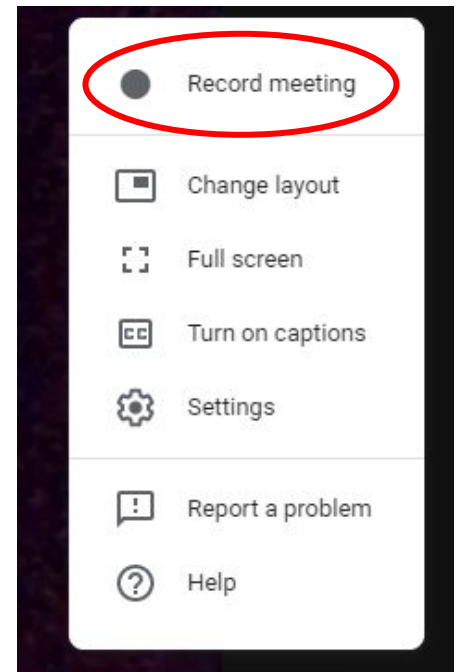


To **share**, go to Google Drive:

5. After opening the video in your Google Drive, click on the 3 dots in the upper right hand corner and select “Share.”



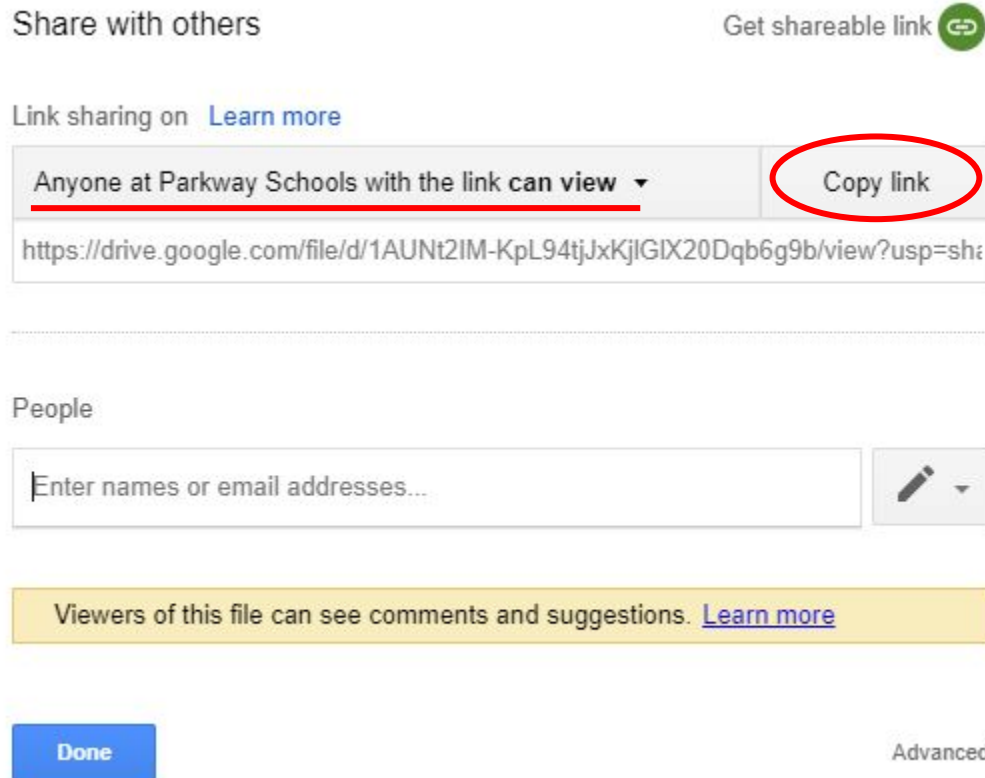
2



1



6. In the share window, make sure “**Anyone at Parkway Schools with the link can view**” is selected and click on “**copy the link**” to share with students.



Protecting Student Privacy:

When you do a recording in Google Meet, be sure that you know which students are able to be recorded and which are not. If a student cannot be recorded, they can simply be instructed to turn off their camera but still participate in the Meet.

When sharing your recording, be aware of copyright and conscious of where you post your video. Linking to the video in Schoology or sharing directly is your best option.

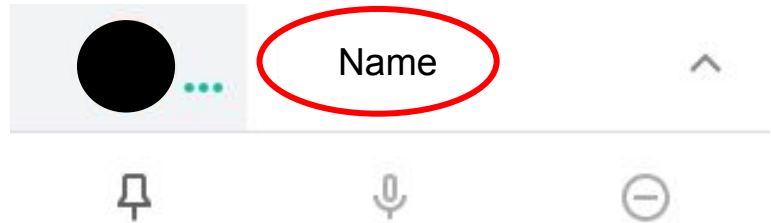


Pin, Mute and Remove Features



In the “**people**” tab of Google Meet, **click on a name** to get the option to pin, mute, or remove that person.

Note: If you click on a picture it will automatically pin the person. Warn students of this also. Click again to unpin.



Anyone can **pin** another person. When you “pin” someone, your view will not change based on who it talking. The pin feature only applies to your own screen and will not affect others. Click the pin again to unpin.



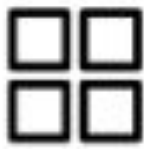
Only the **host can mute** other people. **Note:** once a Meet has 5 participants, anyone who joins after will be automatically muted.

Mute Tips:

- For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio.
- To mute or unmute yourself, at the bottom of the video window click Mute.



Only the **host can remove** participants.



Using the Google Meet Grid View Extension for Google Chrome

Note: You must use the Chrome Browser. This tool does not work on tablets or mobile devices. Steps 1-3 only have to be done once. This extension has been pushed out to Parkway Student Google accounts and they should not have to install if they are logged into Chrome with that account.

1. Click on or type in bit.ly/gmgridview in Chrome

2. Click on the “Add to Chrome” button.



3. Click on the “Add Extension” button.



Add "Google Meet Grid View"?



It can:

Read and change your data on meet.google.com

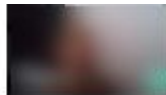


4. You will now see the Google Meet Grid View extension to the right of your Chrome url bar.

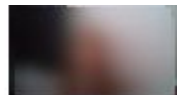


5. In a Google Meet you will now see a grid button in the upper right hand corner that toggles to turn it on or off as you click it.

On



Off



When you turn it on you will see all participants in a grid view.

Note: The host can mute people in grid view.

