

To get into a Google Meet session, you will either:

1. Go to the “Classwork” section of our Google Classroom and click on the Google Meet assignment. There will be a link in the assignment to click on.
2. Copy and paste a link sent in Class Dojo into your internet browser.
3. Request the link in Class Dojo from your teachers. Do this if you are using your phone or iPad for the meet so that it can open using the “**Hangouts Meet By Google**” app. You will have to download this app if you are using your phone or iPad for Meet sessions.

To help make our Google Meet session successful:

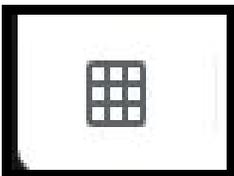
1. Try your best to find a quiet spot in the house. We know this is VERY HARD TO DO when we are all required to be home, but background noise (yelling/talking to other family members, sound from the TV, etc) make it difficult for others to hear. It can create noise that might bother or upset other friends in the Meet.
2. When you join the Meet session, please say “hi” to everyone and then **mute your microphone, unless you are asked to speak**. This way, the adults can give everyone the same directions in the beginning of the session, and all students will be able to hear. It will also create a quiet and polite audience for those students who are sharing their work.

Helpful Tools:

At the top of your screen, you will see:



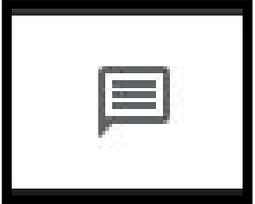
This is how you will organize your screen. It is set up to only show the person that is talking. To see everyone, click on this box one time. When you do that, it will “uncross” the box and look like the one below.



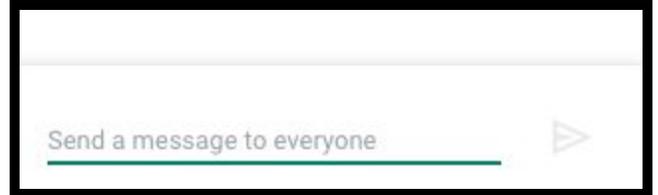
When this icon looks like this, your screen will show all of the people who are in the Google Meet session.



This icon shows how many people are in the session. You can click on it to create a “drop down menu” that lists the names of everyone participating in the Meet.



This icon is the “chat.” If you click on it, it will open a box on the right side of your screen. There will be a space at the bottom to type a message to everyone in the chat. You can use the “chat” feature to ask the teachers or your friends a



question, or to say something/make a comment to your friends when your

microphone is muted. You can also type something if others are having a hard time hearing you. REMEMBER THAT EVERYONE CAN SEE IT, AND THAT MESSAGES SHOULD BE POLITE, APPROPRIATE, AND ABOUT WHAT IS HAPPENING IN THE CHAT.

Hover your mouse at the bottom of the screen to see:



The microphone tool:

This lets you **mute** yourself when you are NOT speaking, and **unmute** yourself when it is your turn to speak.



Leave Call:

This is how you will end the Meet session. You must leave the session before the adults can leave.