



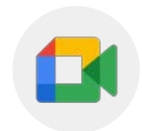
You can type something here...



Google Meet Advanced



Levi Meyer. Peri Nelsc n-Sukert. Stephanie Maturo.



Meet



CiTi BOCES



SlidesMania

Norms

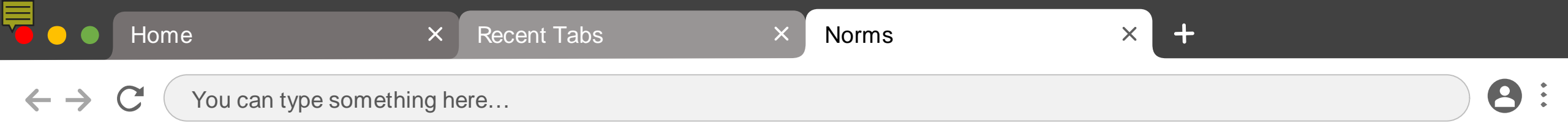
- If you have a question, please post them in the chat or use Raise Hand feature.
- Remain muted unless you are talking.
- Please leave your camera on.
 - If you must move locations during a meeting, please turn off your video until you found a new location.
 - Camera be turned off if you're experiencing lag or choppiness.
 - Additional questions after the synchronous session can be posted to Classroom Stream.
 - Answers will be emailed to participants and put in Classroom after the session.



Disclaimer

Google makes updates frequently. The information shared today may be inaccurate tomorrow.

Check the [Google updates blog](#) for up-to-date information.



EdLaw 2D Disclaimer

The tech tools used and discussed in this session may not be approved for use in your district. Check with your district's Technology Department prior to using these tools to ensure EdLaw 2D compliance prior to using any of these tools.

<http://www.nysed.gov/data-privacy-security>
<https://www.nysenate.gov/legislation/laws/EDN/2-D>

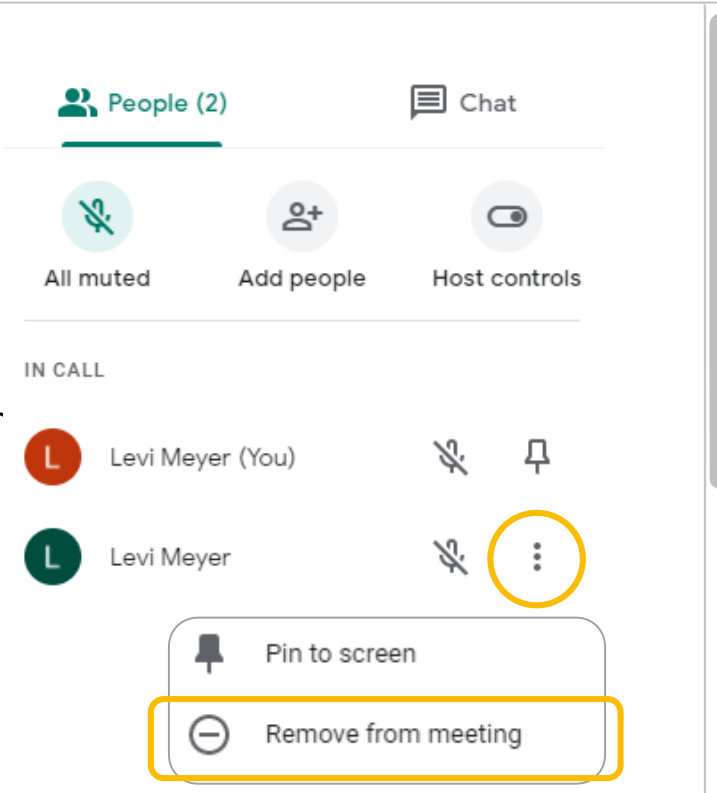
Announced Updates

- Changes to interface, resize a shared screen, minimize and move your video feed
<http://workspaceupdates.googleblog.com/2021/04/google-meet-now-gives-you-more-space.html>
- Rollout dates: May 3rd - June 1st



Removing a Participant

- If you are the host, you can remove participants from the Meet
- If you remove someone, they will not be able to join the Meet again
 - To have the person rejoin the meeting, you must invite them using the Add people button
- If you are using a personal Google account, you may not be able to remove participants



Jamboard

- A collaborative whiteboard
- Can be created in advance or during the Meet
- A share link will automatically be sent in the chat to all participants
- If you have created a Jam in advance but have not shared it with the people in the Meet, the share settings will automatically be adjusted to view only for everyone currently in the Meet

Whiteboard
Open a Jam

Record meeting

Change layout

Full screen

Switch camera

Change background

Turn on captions

Use a phone for audio

Report a problem

Report abuse

Troubleshooting & help

Settings



Whiteboard

Start a new whiteboard

Choose from Drive

A link to the Jam will be sent to others in the meeting



My Meeting

People (1)

Chat

Let everyone send messages

You 3:47 PM
I shared a Jam file with the meeting:
https://jamboard.google.com/d/1nl7X-se18Hz379mmilwrM_MX4Gjfb33fKbclPN0Q/edit?usp=meet_whiteboard

Raise hand

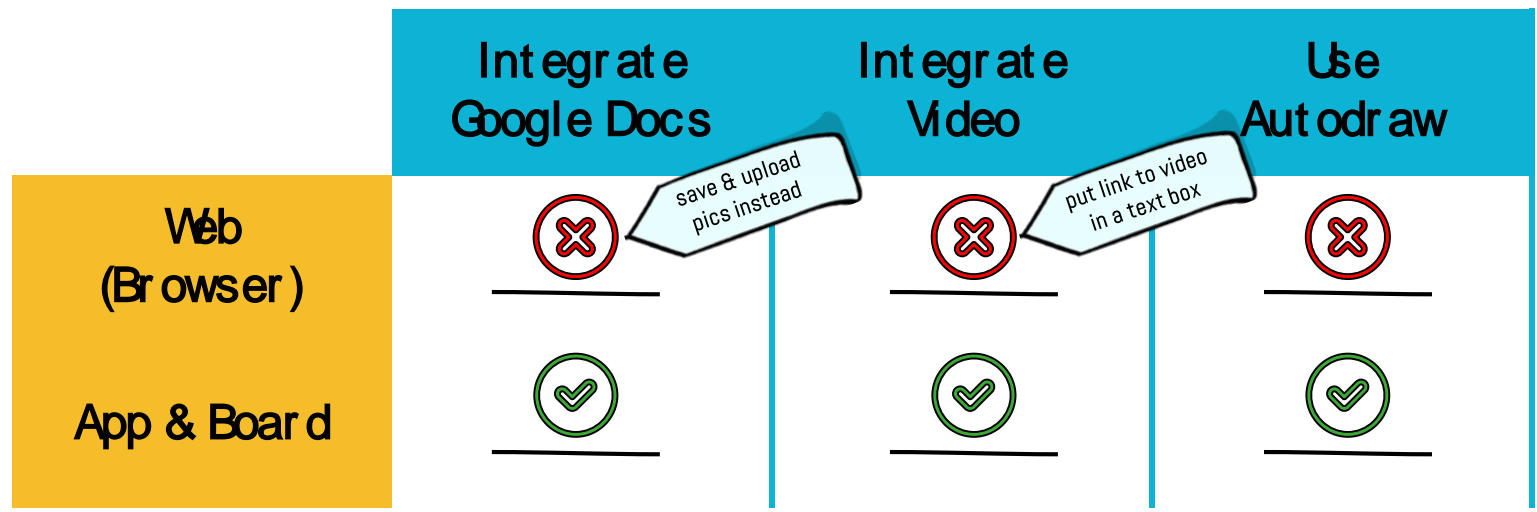
Turn on captions

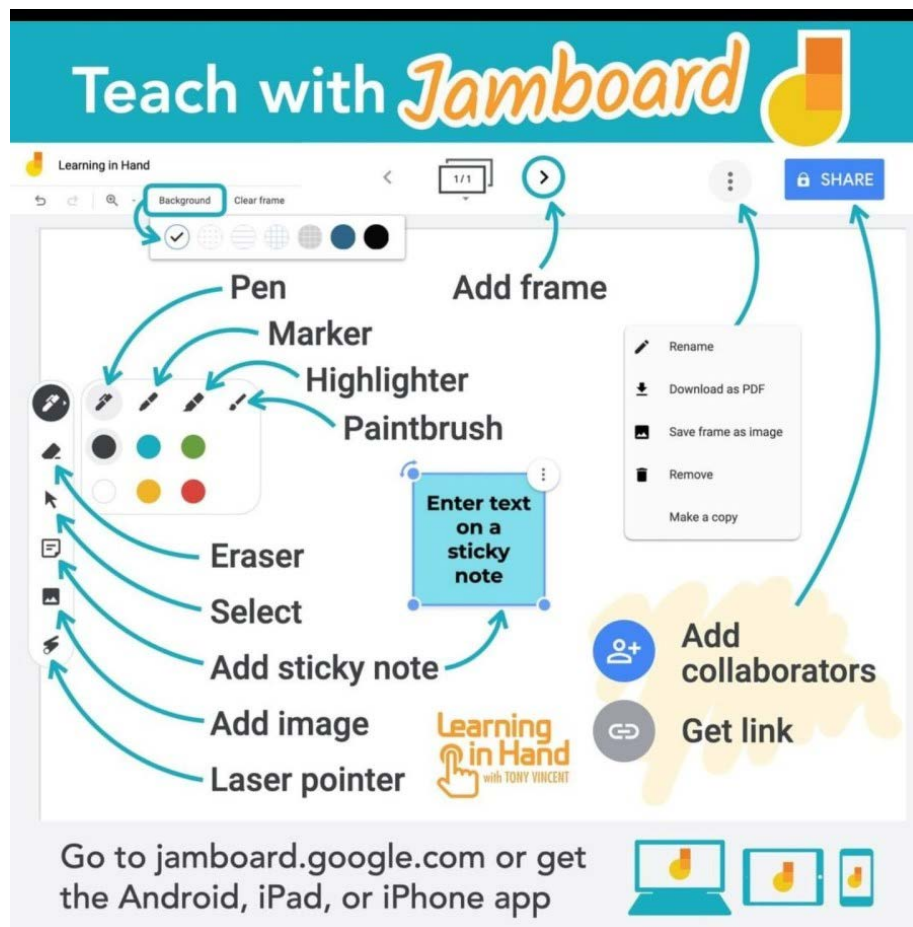
Present now

⋮

Jamboard Differences

- Board
- App
- Chromebook
- Web





Source: Tony Vincent, Learning in Hand

Jamboard Tools

There are many tools available on the Jamboard for writing, drawing, annotating, collaborating, and presenting.

In Jamboard, you can have up to 20 frames (think PPT slides) per Jam.

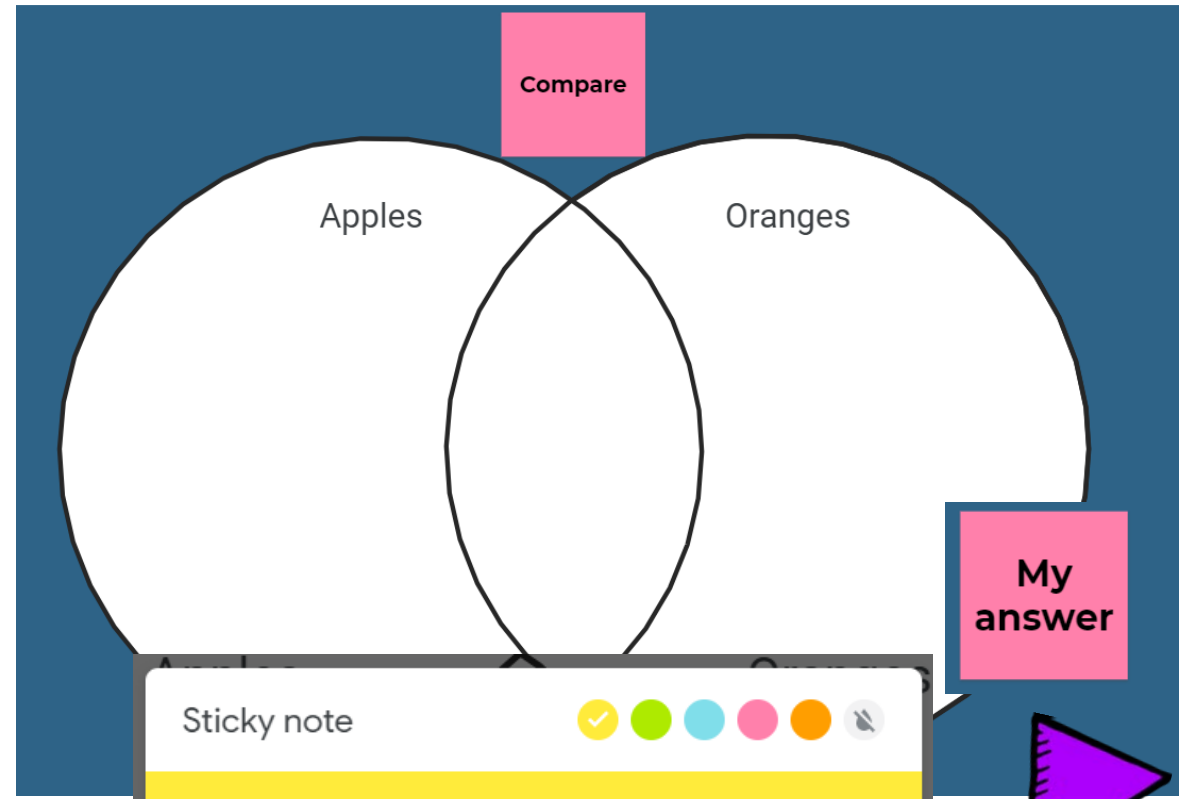
You can share Jams, just like any other Google Document.

Activity 1

Let's collaborate on a Jamboard!


Use the sticky notes feature to leave your contributions

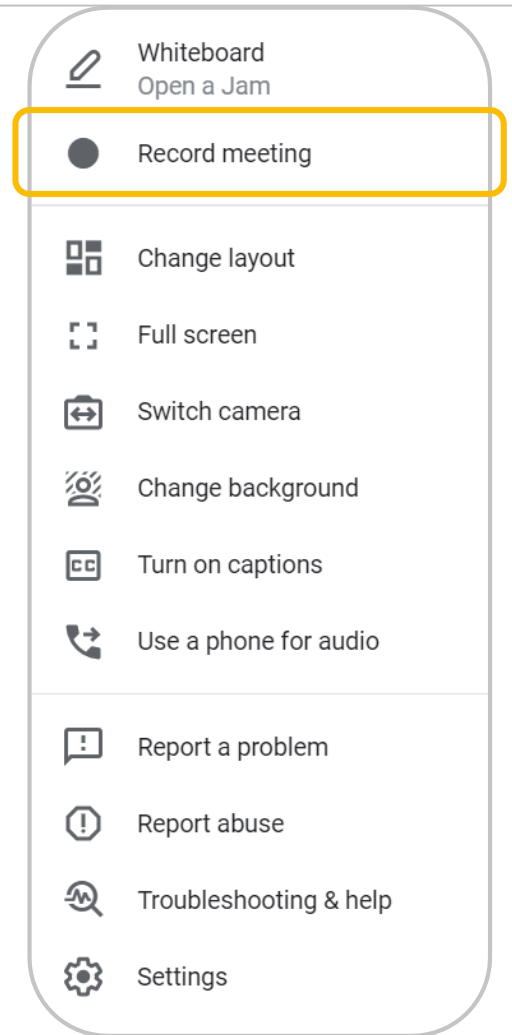
[\[click this link\]](#)



A vertical toolbar on the left side of the screen contains several icons. A purple arrow points from the sticky note icon to a 'Sticky note' dialog box. The dialog box has a yellow text area and 'Cancel' and 'Save' buttons. Another purple arrow points from the dialog box to a pink sticky note on the diagram.

Recording Meets

- This setting can be turned off at the District-level
 - All participants receive a message stating that the meeting is being recorded
 -  icon will appear in the top left corner of the screen for all participants
 - Recordings will be found in the host's Google Drive in a folder called Meet Recordings
 - Be sure to adjust the share settings for the video in Google Drive before sharing
-
- Don't forget to turn on captions (in Meet or in Slides, but not both), if you want them to be recorded on screen.
 - Any information in the chat will not be saved automatically.



Whiteboard
Open a Jam

Record meeting

Change layout

Full screen

Switch camera

Change background

Turn on captions

Use a phone for audio

Report a problem

Report abuse

Troubleshooting & help

Settings

Share Settings

Share with people and groups

classroomstudent@citiboces.net Editor

Notify people

Message

New Google Sharing Permissions

Cancel Send

Share with people and groups

Shared with Classroom Student

Get link

https://docs.google.com/document/d/1AOCgZ9V8v6WtkSLhisiM4A6NGy4r... Copy link

Restricted

Restricted

Center for Instruction, Technology & Innovation

Anyone with the link

Done



http://meet.google.com/jsu-qnsq-ula



Present Your Screen

After selecting the type of presentation (entire screen, a window, a tab), you must click on what you want to present, then click Share.

The 'Present' dropdown menu contains the following options:

- Your entire screen
- A window
- A tab
Best for video and animation

Share your entire screen

Chrome wants to share the contents of your screen with meet.google.com.

Screen 1 Screen 2

Share Cancel

Share an application window

Chrome wants to share the contents of your screen with meet.google.com.

Meet - pna-oxev-rvj - G... Presentation - Google Sl...

Share Cancel

Share a Chrome tab

Chrome wants to share the contents of your screen with meet.google.com.

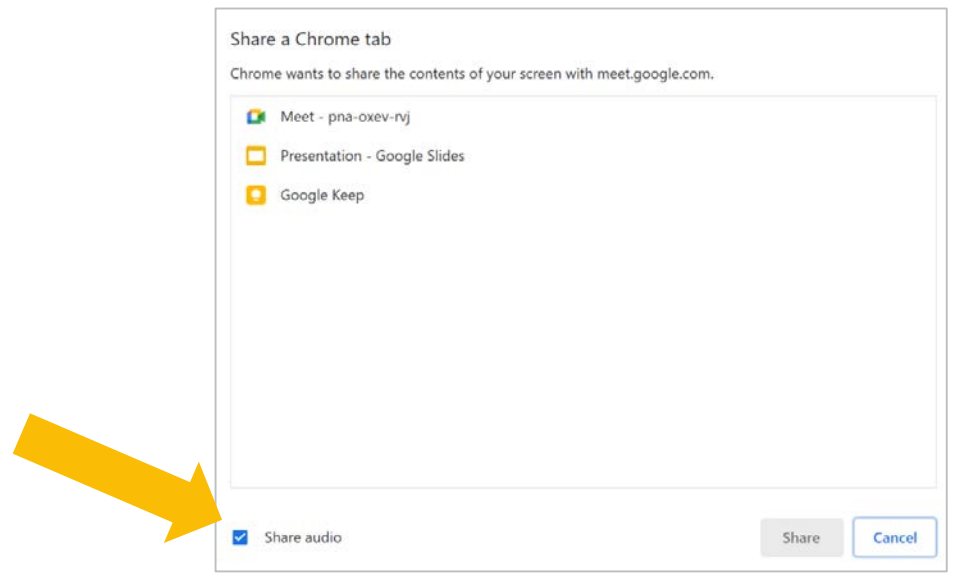
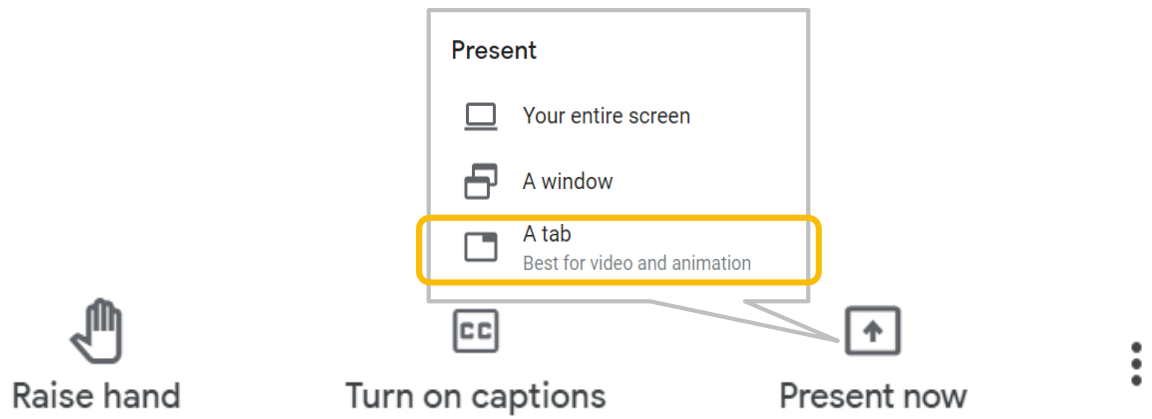
- Meet - pna-oxev-rvj
- Presentation - Google Slides
- Google Keep

Share audio

Share Cancel

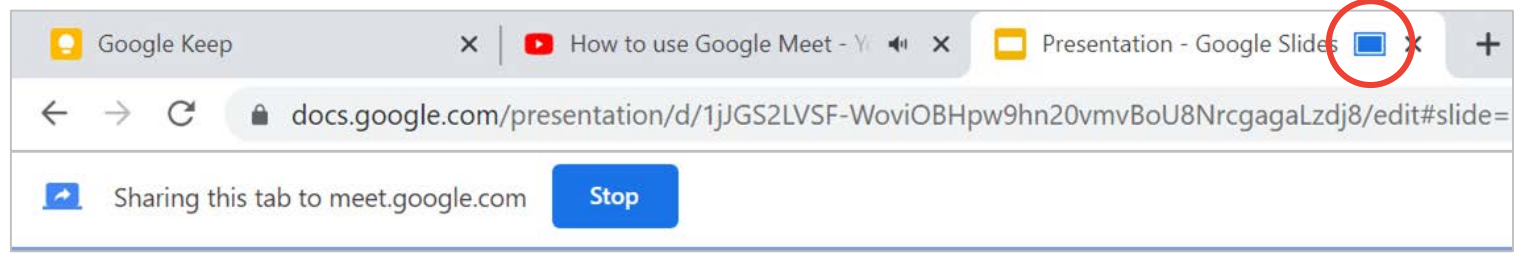
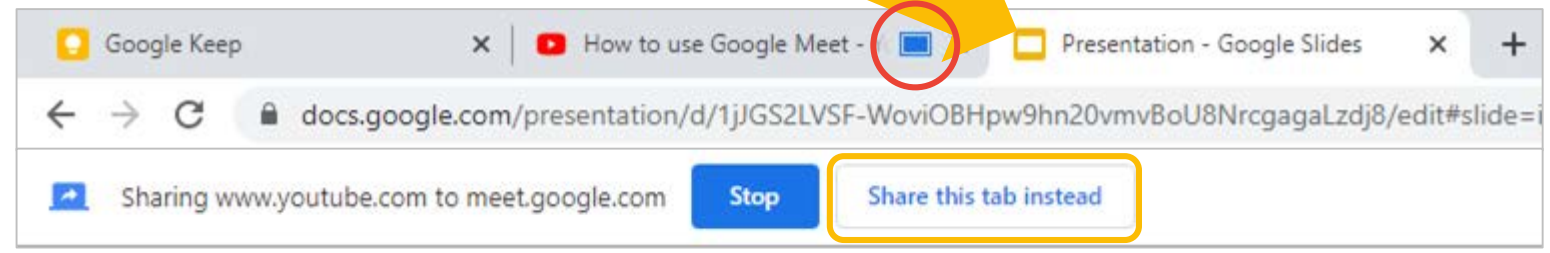
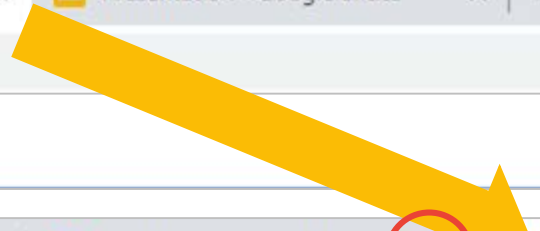
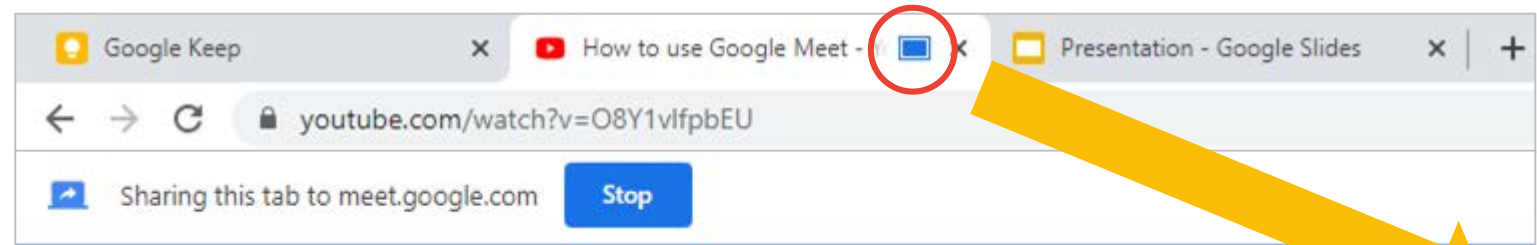
Present a Video

- For the best video quality, select present a tab
- In order for student to hear the accompanying audio, you **must** choose to present a tab *and* check the box to share audio
- Have the tab with the video open and ready to play prior to presenting your screen



Changing Presented Tab

- If you want to change the tab you are sharing, you don't have to stop sharing in between!
- Click the new tab you want to share and select Share this tab instead.






Schedule in Calendar

Secure video conferencing for everyone

Connect, collaborate, and celebrate from anywhere with Google Meet

 **New meeting**

 Enter a code or nickname

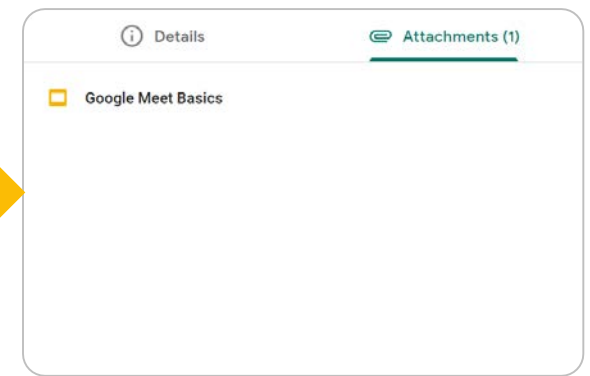
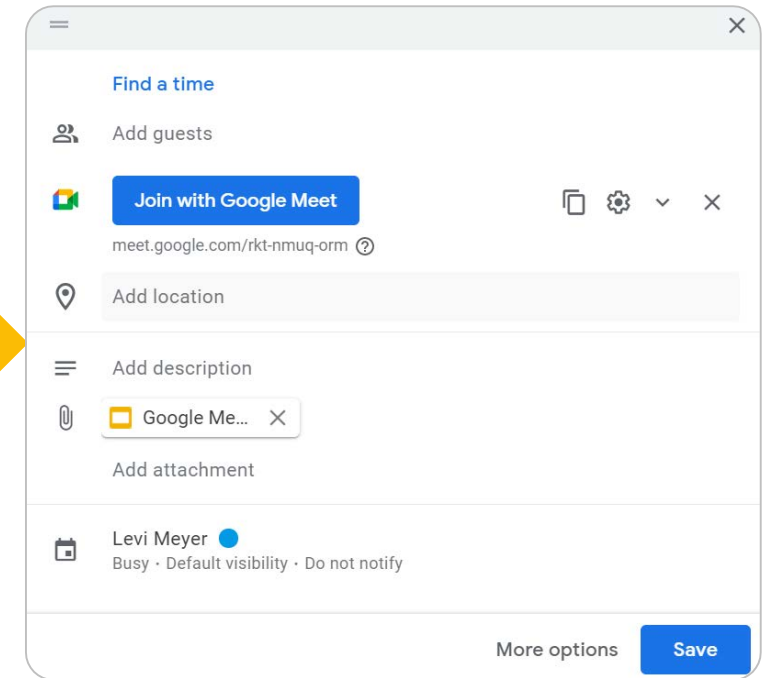
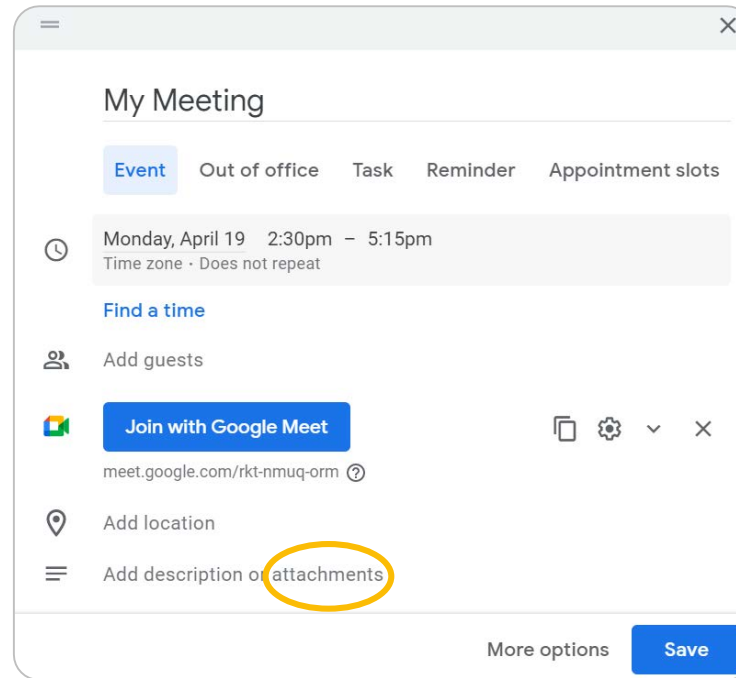
-  Create a meeting for later
-  Start an instant meeting
-  **Schedule in Google Calendar**



Get a link you can share
Click **New meeting** to get a link you can send to people you want to meet with

Attachments

- When creating a new event in Google Calendar, click on the word “attachments”
- Use the window to locate your file
- Your attachment will appear on the calendar event and will also be available in the Meet
- Only people added as guest to the Calendar event will be able to see the the attachments in the Meet
- You will be prompted to adjust sharing permissions when you click to save the Calendar event



Casting

- You can choose to cast (or project) your meeting to a different screen if you have capable devices on the same network.
- For example, you can cast your screen to a TV or other smart display.

- Cast this meeting
- Whiteboard
Open a Jam
- Record meeting
- Change layout
- Full screen
- Change background
- Turn on captions
- Use a phone for audio
- Report a problem
- Report abuse
- Troubleshooting & help
- Settings

 Raise hand

 Turn on captions

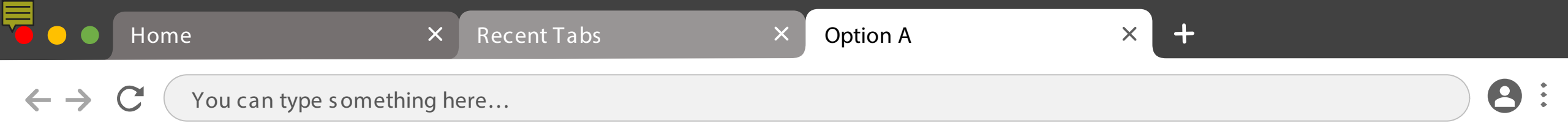
 Present now



Activity Options

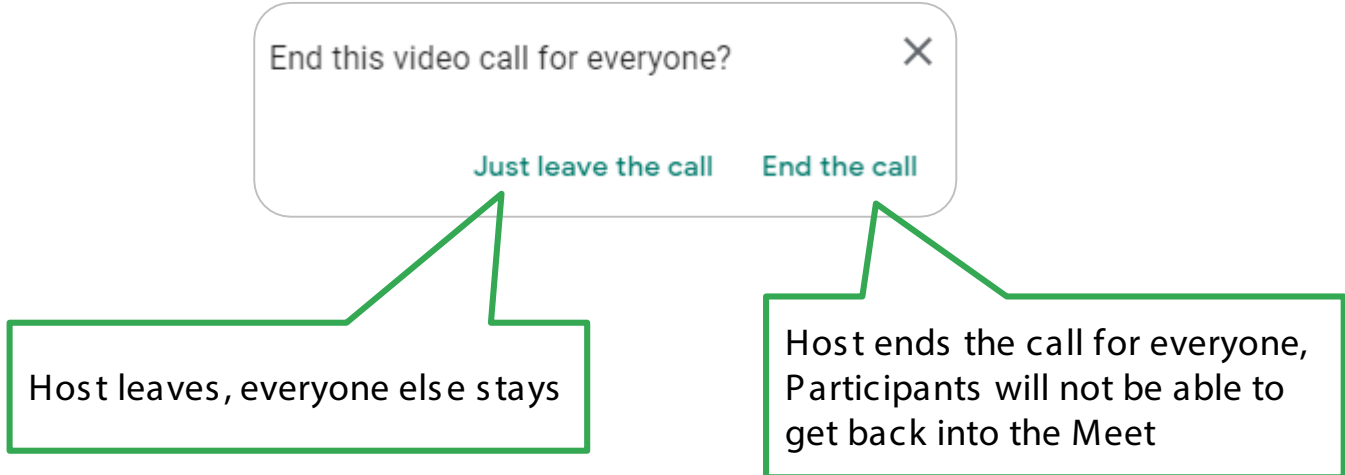
These options are only available for certain paid accounts. Check with the Technology Department about availability.

- Breakout rooms
 - Place participants into small groups
 - Can be set up in advance using Google Calendar
 - Can be random or host-created groups
- Polls
 - Ask a multiple choice question or take a vote
 - Data is emailed after the Meet ends
 - Pools cannot be created in advance, any existing polls are removed when the meeting ends
- Q&A
 - Allow participants to submit questions in writing during the Meet
 - Questions can be hidden from other participants or left viewable
 - Viewable questions can be upvoted
 - Questions can be marked answered
 - Q&A sessions can be toggled on and off throughout the Meet



Ending the Meeting

When the host leaves the meeting by clicking the red phone icon, they can choose to **end the meeting for all participants** by clicking End the call or to **allow all other participants to remain in the meeting** by clicking Just leave the call.



Credits.

Presentation Template: SlidesMania

Images: Unsplash

Fonts used in this presentation: Roboto and Lexend Deca