



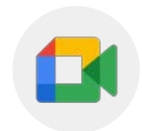
You can type something here...



Google Meet Basics



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.

Considerations

Setting up:

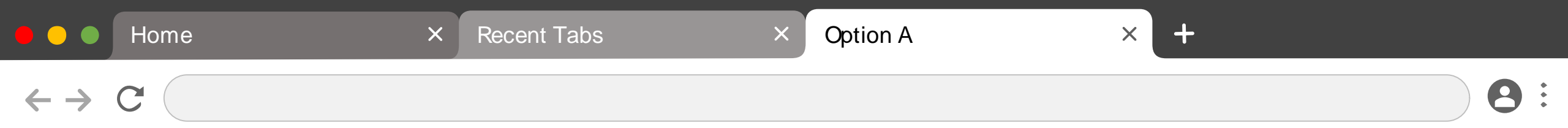
- Sit where there is good lighting, make sure your microphone works, reduce background noises and distractions

General etiquette:

- Norms for muting microphone/camera; asking questions in chat; when to share screen

Mandated Reporting:

- Remember, you are mandated reporters so all rules and regulations for teachers applies on screen, just like it does in the classroom.



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






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



Activity 1

Each person will create a calendar event with a Meet link and invite modelschools01@citiboces.net

Be sure to turn off quick access!

If you have questions during the activity, please use the raise hand feature.



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

Meeting code



12:10 PM

You

Meeting details ^

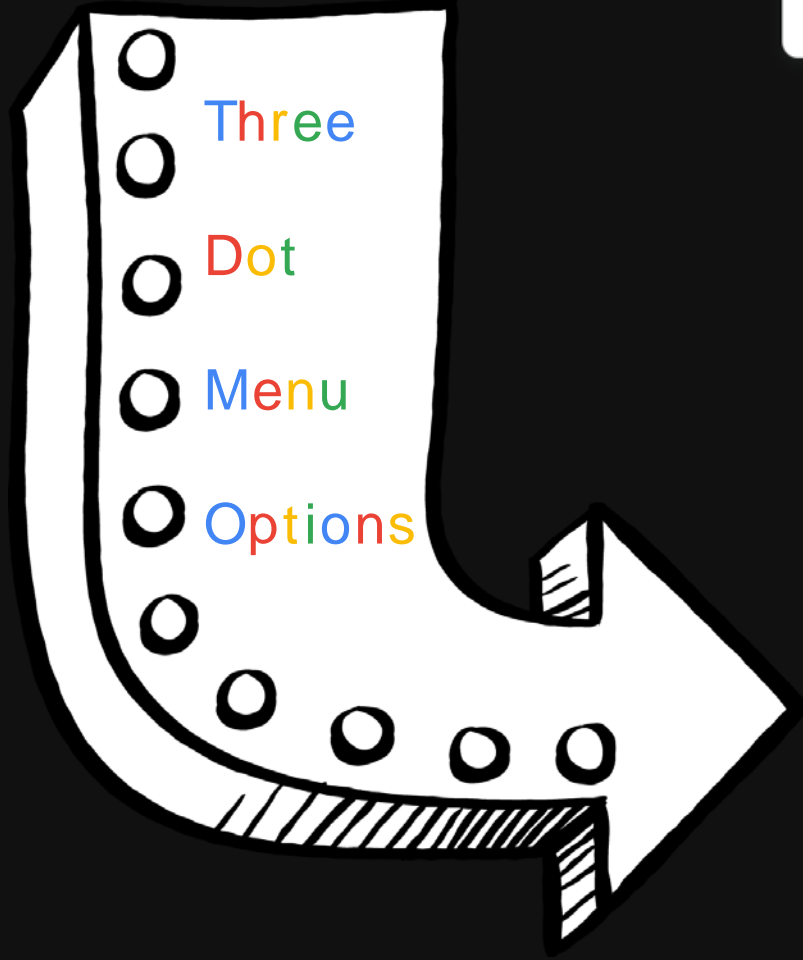


Raise hand

Turn on captions

Present now

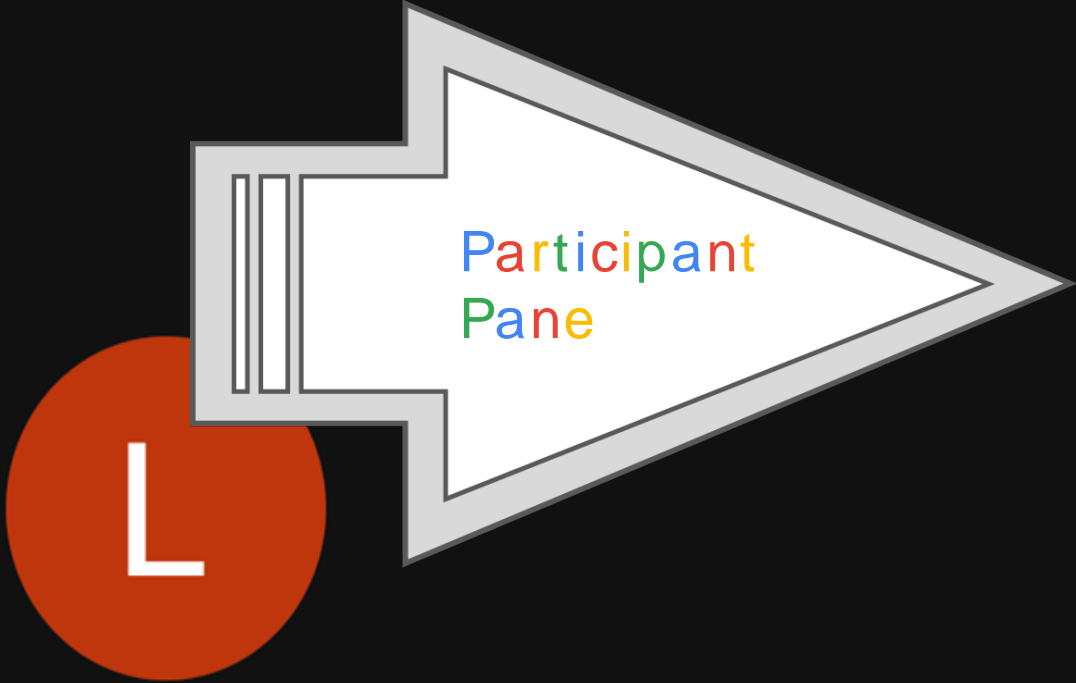




- Whiteboard
Open a Jam
- Record meeting
- Change layout
- Full screen
- Switch camera
- Change background
- Turn on captions
- Use a phone for audio
- Report a problem
- Report abuse
- Troubleshooting & help
- Settings



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



Meeting details

People (1)

Chat



All muted



Add people



Host controls

IN CALL



Levi Meyer (You)



Meeting details ^



Raise hand

Turn on captions

Present now



Host Controls

Here is a list of Host Controls for you to use:

- Admitting People
- Mute All (Participants Pane)
- Record Session (3 dot menu)
- Security Settings



Someone wants to join this call
Levi Meyer (outside Center for Instruction, Technology & Innovation)

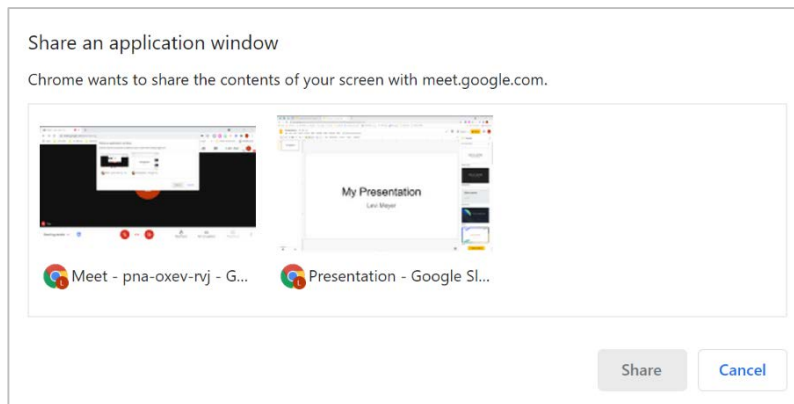
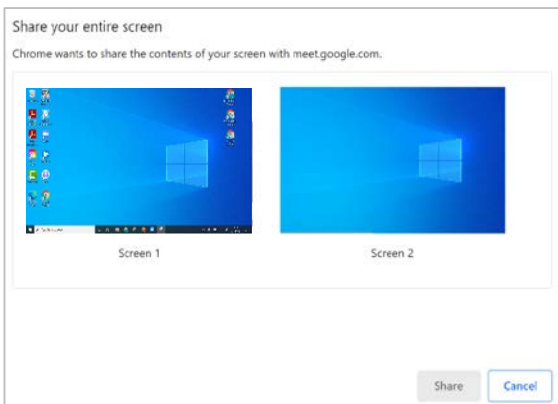
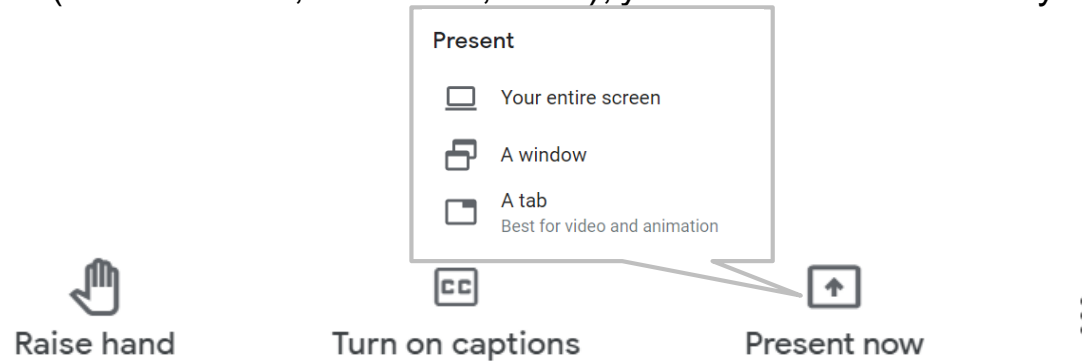
Deny entry Admit

Meeting details ^



Present Your Screen

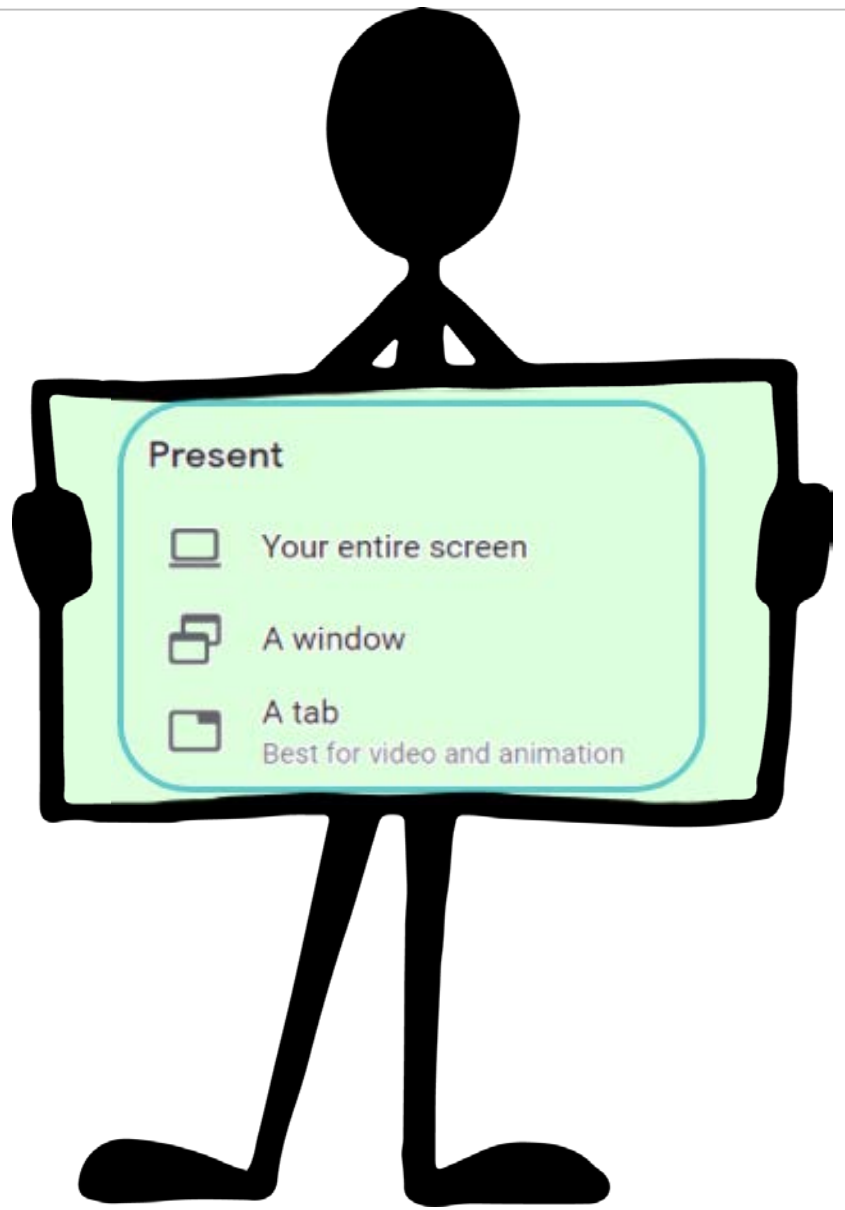
After selecting the type of presentation (entire screen, a window, a tab), you must click on what you want to present, then click Share.



Activity 2

Fill out this Google Form
[link]

Why would you use each of these screen
share settings in Google 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

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