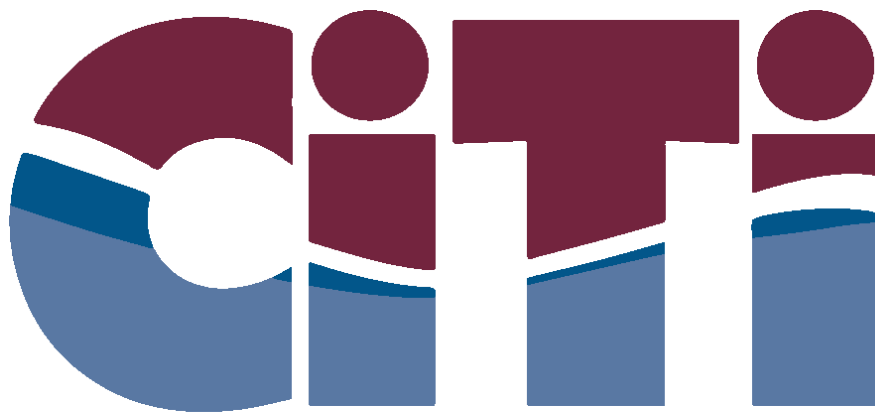


Questions & Answers  
from  
Google Meet Basic and Advanced  
&  
Google Classroom Basic and Advanced



**Center for Instruction,  
Technology & Innovation**  
*Build Your Future*

Presented by  
Levi Meyer, Peri Nelson-Sukert, and Stephanie Maturo

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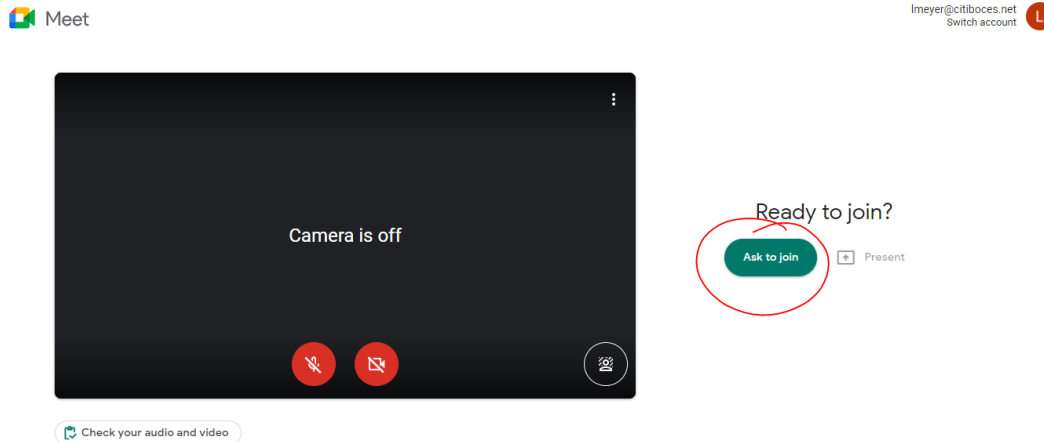
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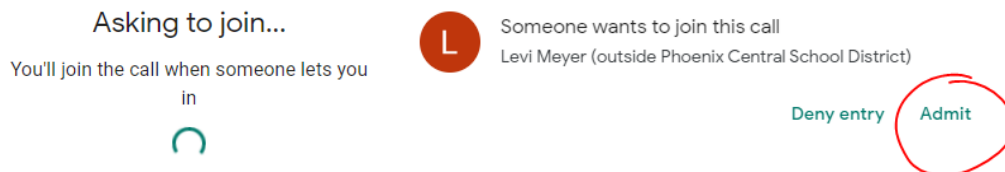
# Google Meet Basic 4/27/2021 10am

## What does a student see to join?

It depends on how the student receives the invitation. If you invited the student using Google Calendar, they will receive an email that has the Google Meet link in it **and** the event with a blue “Join with Google Meet” will be displayed on their Google Calendar. If you are using the link that is built into Google Classroom, students will see the Google Meet link in the Classroom banner as long as you have the “Visible to students” setting toggled on. Regardless of where your students go to click the join link, they will be directed to this page and must click the “Ask to join” or “Join now” button:



If they see an “Ask to join” button, it is because they are joining using a Google account that is from a different school district/domain than the Google account you used to create the meeting and you did not directly invite the student to the meeting. They will see this message until you start the meeting and click “Admit” to allow the student into the meeting:



If they see a “Join now” button, it is because they are joining using a Google account that is from the same school district/domain as the Google account you used to create the meeting or you directly invited the student by adding them as a guest to the Google Calendar event. In this case, the student will immediately be admitted to the meeting.

## Does a student need Google to join a meet?

Most likely, but districts can allow for individuals to a Meet anonymously. However, for safety and security reasons, this is very unlikely.

Here are some questions to find answers to BEFORE attempting to join a Meet with a student for the first time: Do you and your student(s) have Google Accounts that can work together?

- Do you have a Google account in the student’s school Google domain? or
- Has the student’s school whitelisted your Google Account? or
- Does the student have access to a parent public Google account? \*\*and
- Are you and your student able to login to your Google Account?

\*\*Security concern with student privacy. Account must be associated with an adult, not the child. This is a last resort.

Families can use this document to create a Google account if they do not already have a school-provided or personal account:

<https://drive.google.com/file/d/1gK-cp8dn-Qw6UPP3RWSUGY8YFBNDIevQ/view?usp=sharing>

### How do you manage the screen settings, including seeing participants?

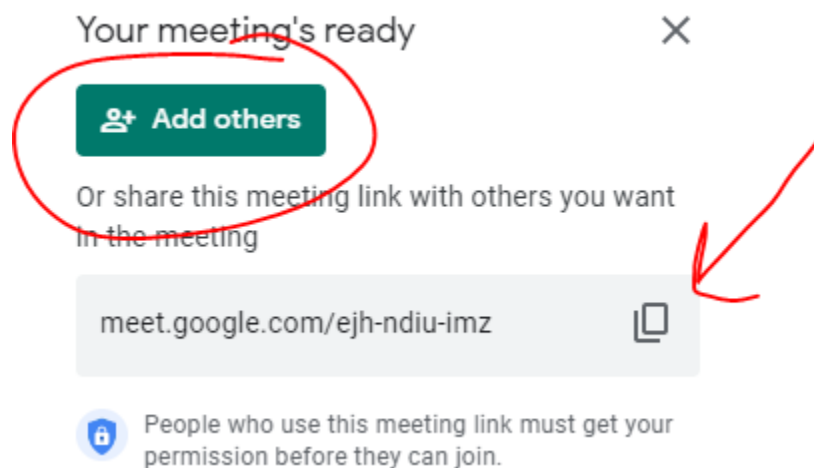
There is an announced update about visual updates to Meet, so the information below may be inaccurate. To read the update announcement, visit this website:

<https://workspaceupdates.googleblog.com/2021/04/google-meet-now-gives-you-more-space.html>




To change how participants appear on your screen, use the three dot menu in the bottom right corner of Meet and select "Change layout." Select your view preference from the available options: Auto, Tiled, Spotlight, Sidebar. If you choose Tiled, you can use the slider at the bottom of the box to adjust the maximum number of tiles you will see on the screen at once.

### How do I create a Meet? How do the different versions work for this?

Anyone with a Google account can create a Google Meet by going to <https://meet.google.com> and clicking the "Start a meeting" meeting button. Once you start the meeting, use the "Add others" button to invite people by typing their email address or click the two rectangles icon to copy the join info that can be pasted into an email, Google Classroom, etc.



If you have a Google for Education account, you will have a "New Meeting" button that allows you to choose to "Create a meeting for later," "Start an instant meeting," or "Schedule in Google Calendar." If you don't see the option you are looking for, refer to the method above.

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

# Google Meet Advanced 4/29/2021 10am

## How do I find templates to use for the whiteboard/Jamboard in Meet?

You can perform Google searches for Google Jamboard templates. However, we do have a website with many templates from around the Internet collated in one spot --

<https://sites.google.com/citiboces.net/jamboardtemplates/home>

## Does Jamboard autosave?

Yes, just like any other document in Google Drive, a Google Jamboard file autosaves.

## How good are the captions in Meet?

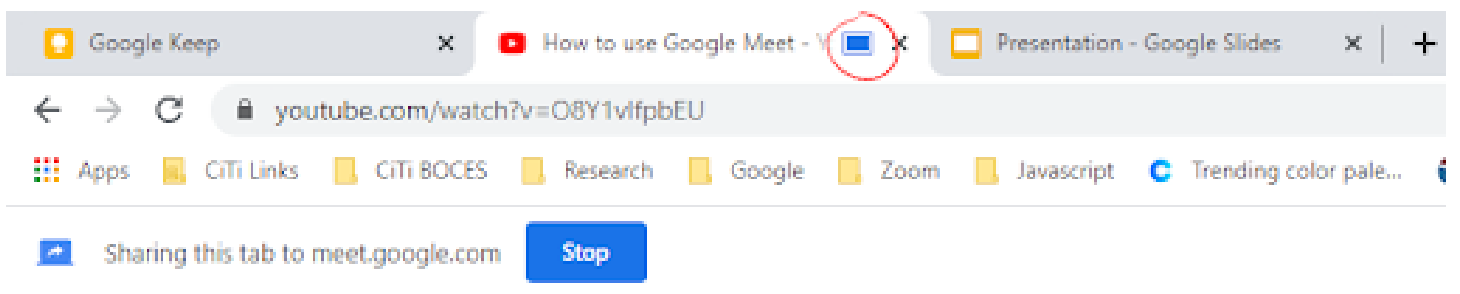
Captions do a decent job at catching everything that you say; however, they are definitely not perfect. Each person would need to turn on captions for themselves. You cannot turn this option on for them.

## Can you tell what others see during screen shares?

There is an announced update about screen sharing, so the information below may be inaccurate. To read the update announcement, visit this website:

<https://workspaceupdates.googleblog.com/2021/04/google-meet-now-gives-you-more-space.html>

There are three ways to share your screen: entire screen, a window, or a tab. If you choose to share your whole screen, participants in the Google Meet will be able to see EVERYTHING that you see when looking at your computer screen (including the taskbar, all tabs, any pop-ups or notifications, etc.). If you choose to share a window, participants will be able to see all tabs in that window but nothing else. If you share a tab, participants will only be able to see the contents of that tab. If you have multiple tabs open in the same browser window, a blue rectangle will appear to indicate which tab is currently viewable by the participants.



Regardless of which type of screen sharing you choose, you will receive this pop up notification at the bottom of your screen informing you that your screen is being shared with others in a Google Meet.

|| meet.google.com is sharing a window. [Stop sharing](#) [Hide](#)

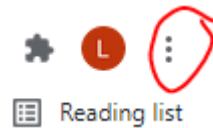
## What do I do if I lose the pictures of my students when screen sharing?

There is an announced update about screen sharing, so the information below may be inaccurate. To read the update announcement, visit this website:

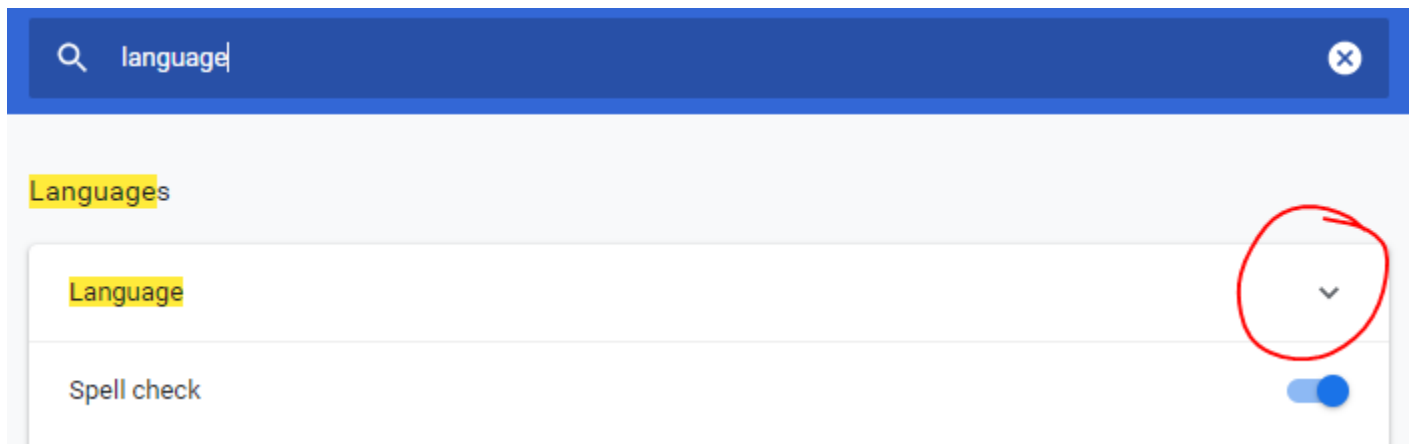
<https://workspaceupdates.googleblog.com/2021/04/google-meet-now-gives-you-more-space.html>

## How to turn on translations for captions?

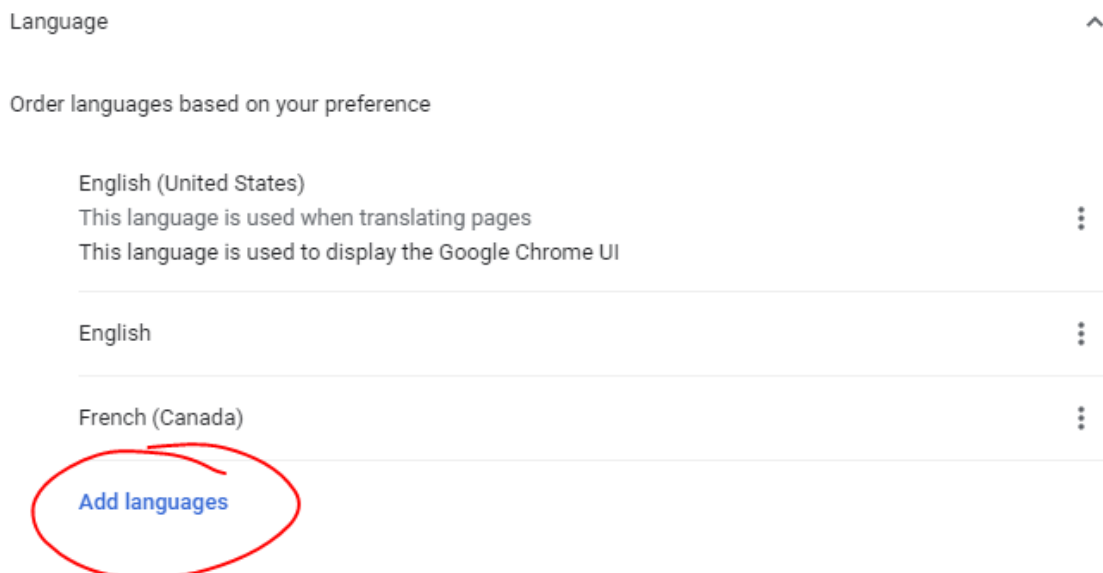
To turn on closed captions during a meeting, click the “Turn on captions” button at the bottom of the screen. By default, the captions will automatically use the language selected for your browser. To translate all text that appears in your browser, including the captions, you need to make some changes in the Google Chrome settings. First, click the three dot icon in the top right corner of your browser window and click “Settings.”



Once you are on the settings page, click in the search box at the top of the page and type in “Language.” Click the down arrow next to the Language setting.



Click “Add languages,” check the box next to any languages you want your browser to be able to translate to, and click “Add.” The languages you selected should now appear in the list of available languages. To add more languages at any time, return to this setting and click “Add languages.”



Click the three dot icon next to a language to set your preferences for that language (you can just leave them as is).

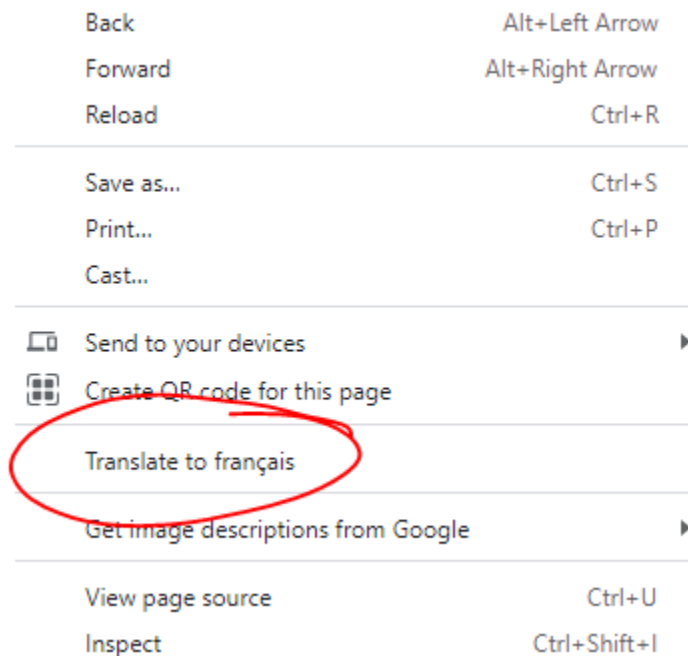
- Display Google Chrome in this language
- Offer to translate pages in this language

Move to the top

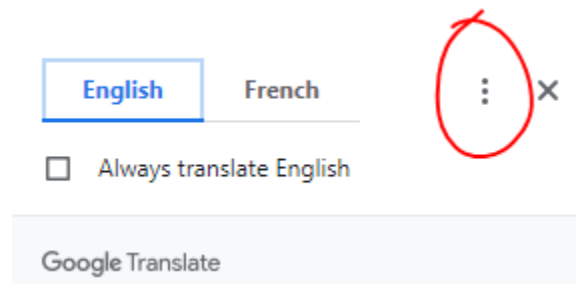
Move up

Remove

In your Google Meet, right click and select “Translate to [language].”



Click on the Google Translate icon that appears in the URL bar. Select a language using the tabs or click the three dot menu to “Choose another language.”



### **I am getting an echo when video sharing (in Zoom and Google Meet), should I mute my sound?**

When you are sharing a tab for a video share (such as YouTube), mute your microphone so you are not heard in the background. The video’s sound pipes through the program, not your microphone. If you are in Zoom, be sure to click the box in the lower left corner of the share screen to share the sound.

## **Are we able to put a meeting link in the banner of a non-district Google classroom?**

No, you are not able to put a clickable Meet link in the banner of a Google Classroom that is not in the same domain as your account. If you and a student have the same district account, the Meet link will appear for that student. If you and a student have different district accounts, or one has a free account, the Meet link will not appear for that student. In the latter case, you would need to copy the Meet link from your meeting and post the link in the Classroom Stream for your students.

## **My students can not launch Google Meet link from the Stream. What considerations are there for school devices vs. personal devices with Google logins?**

If you choose to have Google Classroom generate a Google meet link and you make it visible to students in the settings, any student with a Google account from the same school district/domain as the account you used to create the Google Classroom will be able to see and use the Google meet link. If the student's Google account is from a different school district/domain, the student **will not** be able to see or use the link even if you have the link set to "visible to students" in the settings. If you are working with students from districts/domains other than that of your Google account, you should share your Google Meet link as a Material on the Classwork tab. You can do this by first creating a Google Meet link (see the "Creating a meet link" section of this document) and copying the link. Then, go to the Classwork page of your Google Classroom, click the "Create" button and select "Material." Give the post a name (such as "Google Meet Link"), then click the "Add" button below the description box. From the list that appears, choose "Link." Paste your link into the box and click "Add link." Now you can use the "Post" button to post the link for your students. *Note: Before clicking post, you can use the right hand column of the page to customize which class the link gets posted to, which students can see the link, and/or organize the link into a topic.*

## **Is cast only available if you are the host?**

No, here is more information on the cast option:

<https://support.google.com/meet/answer/10023891?hl=en#:~:text=Open%20your%20meeting%20using%20Google.device%20you%20want%20to%20use>

## **Is it possible to transfer information from a personal account to a school/paid account without copying/sharing everything individually?**

For Google Classroom, no. You can download all the information in your Google Account by using Google Takeout (takeout.google.com) and upload/restore into the new account. (This may be disabled by the district, however.) But, no, *there is no way to restore your Google Classrooms at all using this method*; you would need to restore them manually by recreating them in entirety.



# Google Classroom Basic 4/27/2021 1pm

## Will the classroom be available after the school year?

Yes, this classroom will remain active beyond this school year. For any classrooms that you create, they should not be “deleted” until you archive them, and even still can be found in the archive area. To permanently delete a classroom, you need to delete the class from the archive area.

## To create a new classroom, do I need to get out of your classroom?

No. You can be a member of multiple classrooms at the same time. Teachers can create classrooms when they are already in other classrooms (as a teacher or as a student).

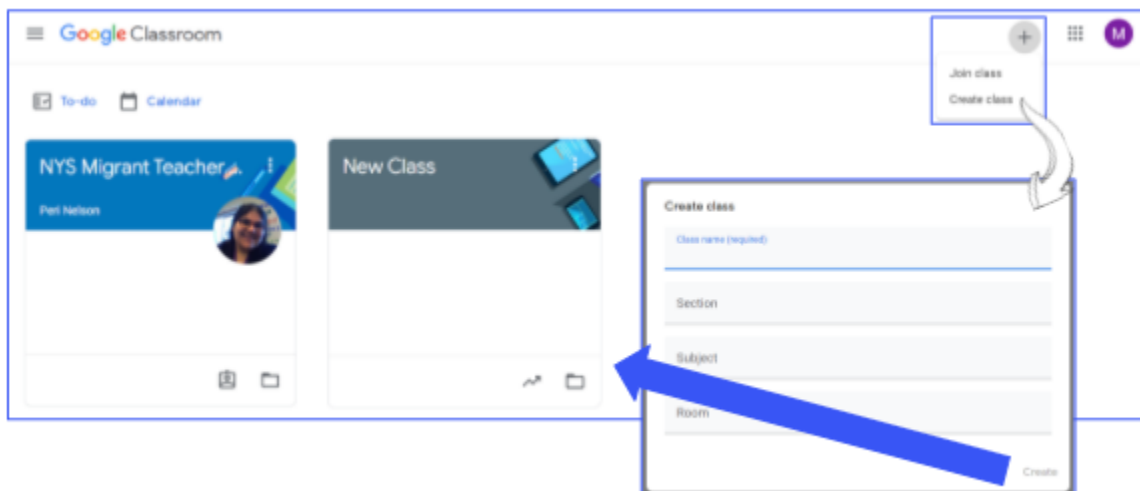
All classrooms should appear on your tile (Classroom landing) page, regardless if you are in the class as a teacher or student.

## Do you have to be in Chrome to create a classroom?

No. You can create Classrooms in any Internet browser. You can also create a Classroom using the Classroom app from a cell phone or table.

## How do I create a new Google Classroom?

Go to the Classroom landing page at <http://classroom.google.com> or through the waffle. Click the Plus sign in the upper right of the screen and choose Create class. Fill in the class name (top line) of the box as it's required -- the rest are optional. Click create at the bottom of the box.



## What are guardian summaries?

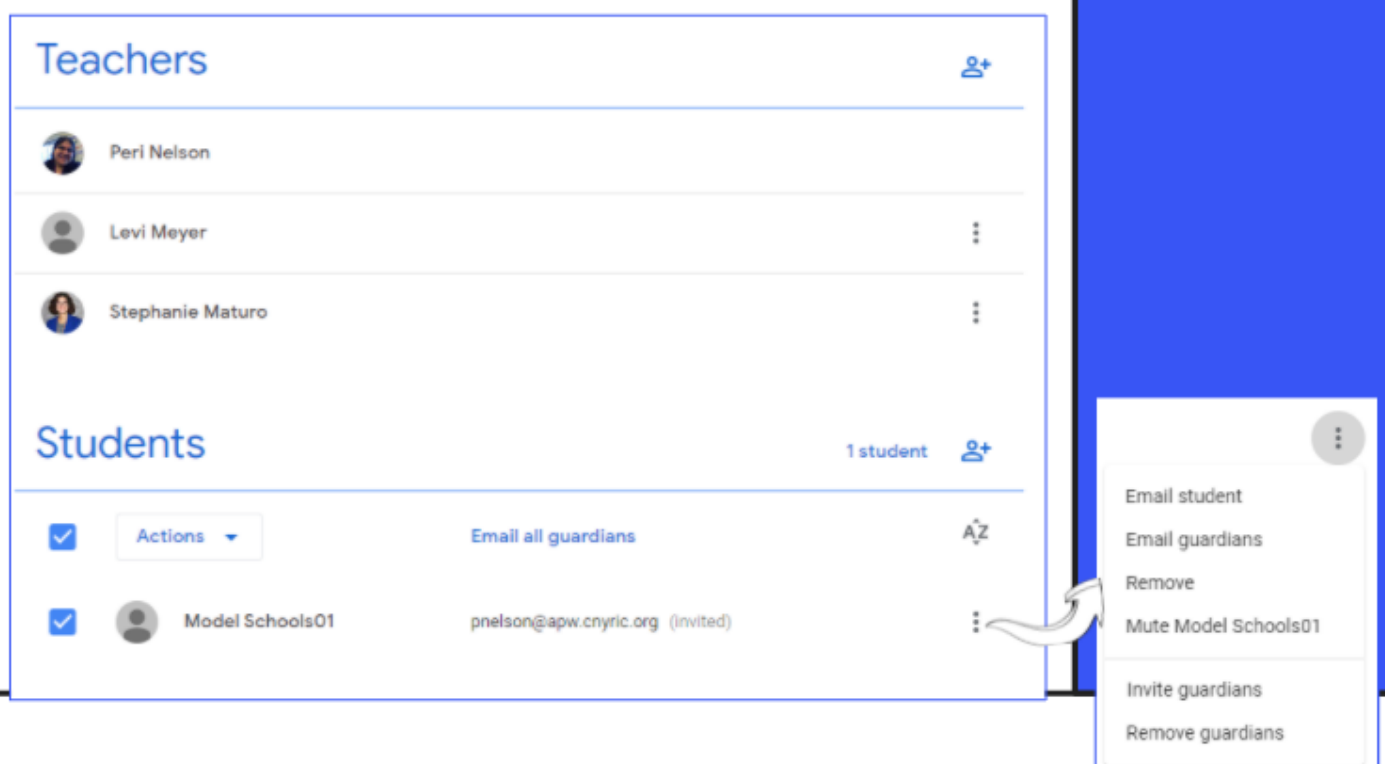
Guardian summaries are only available in Workspace for Education accounts.

You can find information regarding guardian summaries here (for a teacher):

<https://support.google.com/edu/classroom/answer/6386354?hl=en>

And here (for a parent): <https://support.google.com/edu/classroom/answer/6388136?hl=en>

## How do I email guardians using Google Classroom?



*This will only work if you have finished setting up a guardian contact.*

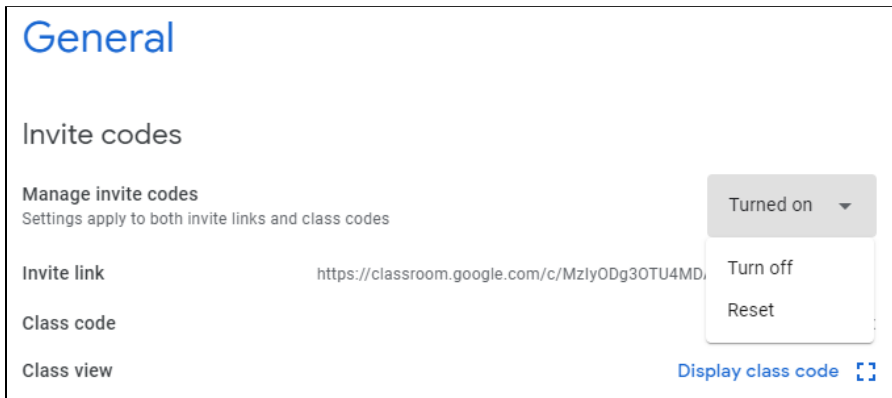
Find the student, who you wish to contact the guardian for, on the People Tab under students. Click the 3 dots that appear to the right of the student's name and select Email guardians. Google will open a page for you to write the email to the guardian.

**\*\* Warning: With regards to creating a Classroom from a free Google account.**

You are not allowed to add student accounts to a classroom created under a free Google account.

## Why should I change the Classroom code and what are the steps to change the classroom code?

Click the settings gear (  ) in the upper right of the Google Classroom screen while in your classroom.



Go to the General section and click on the box by Manage invite codes and click Reset.

*This changes both the invite code AND changes the invite link. If your students are already in the Classroom, this will NOT affect them.*

You may wish to change an invite code if you have other people joining, who should not be joining your class. You may also wish to reset your code if you have L or I or O in your invite code to reduce confusion.

## Google Classroom Advanced 4/29/2021 1pm

### How do I know I've joined a classroom?

First, you should see the tile appear for the classroom on [classroom.google.com](https://classroom.google.com).

Also, if you click a classroom link again after you join, it takes you directly to the Classroom.

### How do I share audio or video in a comment?

If you record an audio or video comment for your student, you will need to have a link available (with appropriate share permissions) wherever your recording resides. (For example, if you have it shared in Google Drive.) Copy the share link and paste it into the feedback/comments section of an assignment.

### Did you know that Canva has google classroom banner templates?

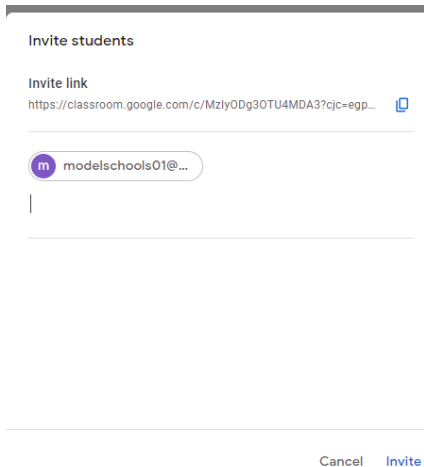
If you would like to create a custom Classroom banner using Canva, you would need to create an account on <http://canva.com>, search for Classroom banners, edit one, download it, and then upload it to your Classroom using the Upload theme link on the lower right of the banner on the Stream page.

### How to find a custom header after the class?

If you created a custom header using Google Drawings during our class, you can go back to your Google Drive and open the Drawing to edit it. You must download your file to upload the image to the Upload theme link on the lower right of the banner on the Stream page -- this cannot be directly selected from Google Drive.

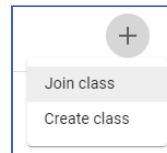
## How do students join a Classroom?

This will depend on which method you use to have students join your course.



1. You can send them a link (People tab, click on icon of person with plus sign at Students area), which will look like a format similar to <https://classroom.google.com/c/MzlyODg3OTU4MDA3?cjc=t4omkwx>

2. You can send them a class code (Stream in header or under settings gear for Classroom), which will have a number/letter combination. They will need to enter this code in the Join box (landing page, + sign, Join) to join the class.



3. You can enter the student's Google account email (only if the same school district domain) and they will need to click the join button on your classroom tile on the landing page at classroom.google.com.

