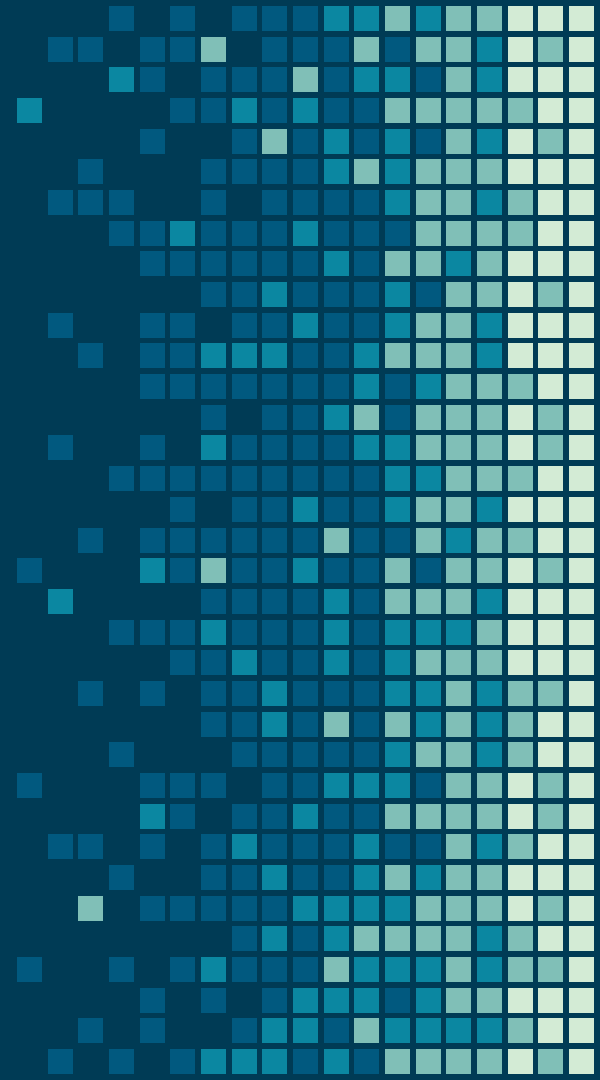


Distance DV

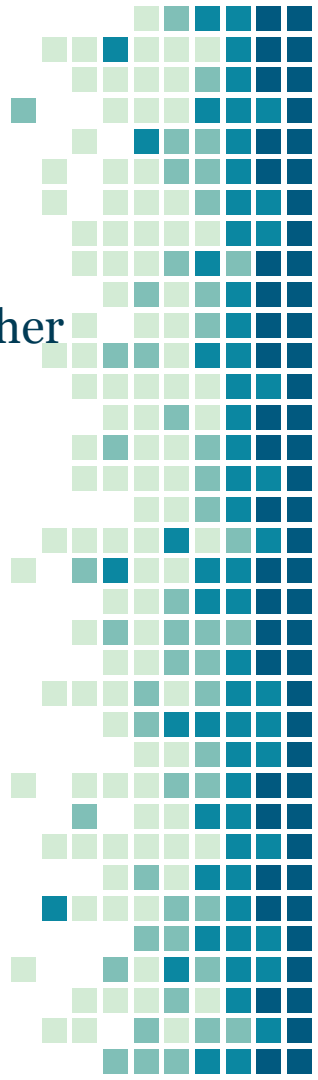


Tech Tool: Google Hangouts Meet



Definition & Purpose

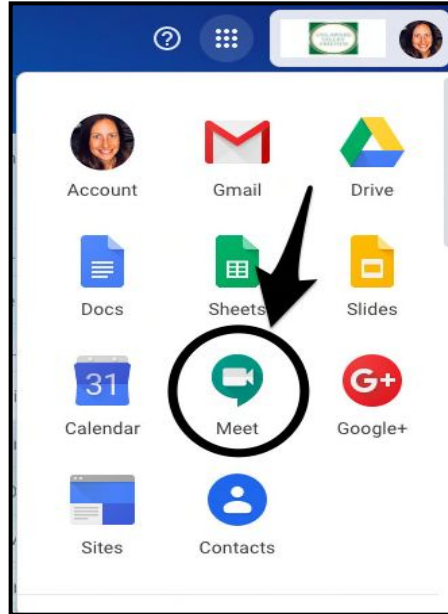
- Google Hangouts Meet: free communication service that allows members to initiate and participate in text, voice or video chats, either one-on-one or in a group
- The purpose of using Google Meet is for distance learning at DV
 - attendance and face-to-face check-in's
 - explain upcoming assignments
 - projects
 - discussions



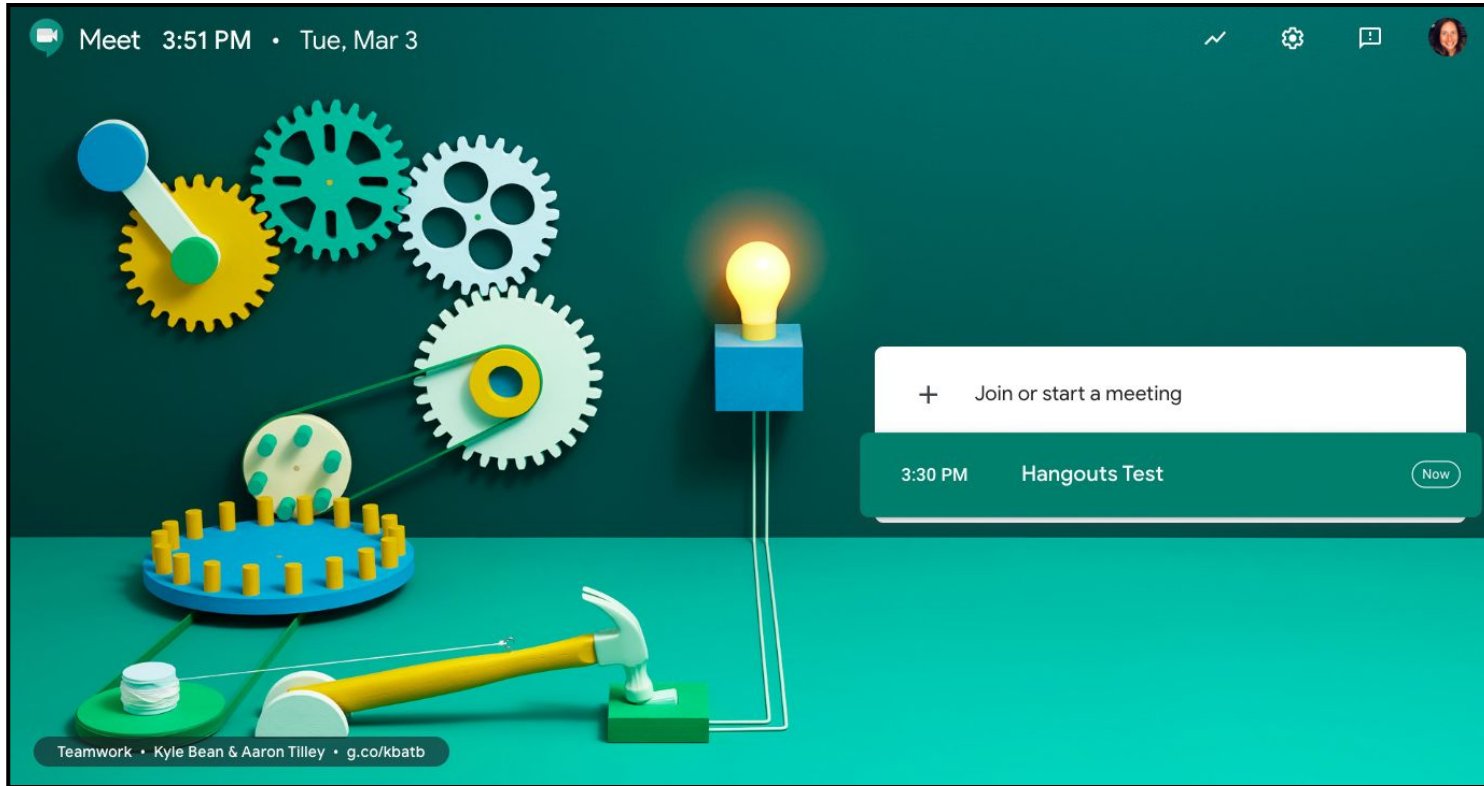
Where to Access Google Hangouts Meet?

Google Hangouts Meet can be accessed on the student iPads, look for the Meet icon (students should already be signed into their Gmail accounts even though they don't use Gmail)

Parents can also type in this website address into a computer:
<https://meet.google.com/>



Google Hangouts Meet Interface

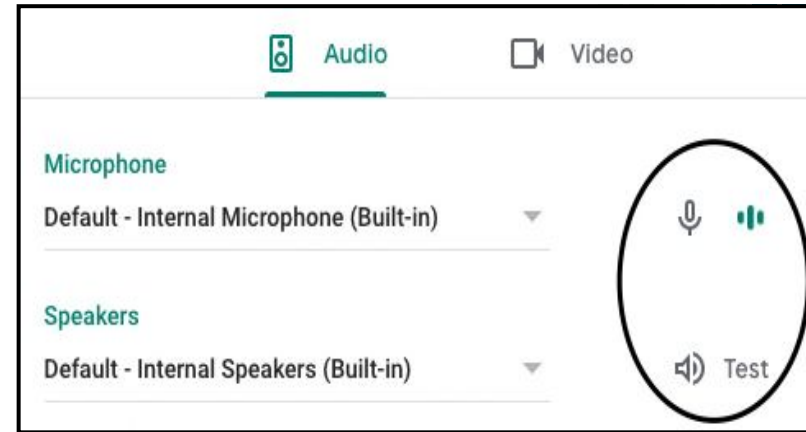


Testing Sound & Video Quality



Go to <https://meet.google.com>

- Click on the gear icon (upper right)
- Test your microphone by speaking aloud and look for sound bar to move
- Test your speakers by clicking on the Test button, you should hear a sound
- If one of these is NOT working, contact support@dvfs.org



How to Join a Video Call

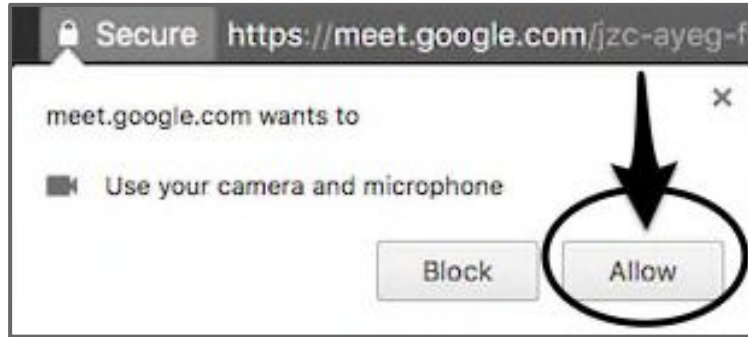
1. Click on Google Meet app (on iPad)
2. Type the **nickname provided by your teacher** for each class in the + Join or start a meeting section



+ Join or start a meeting

3. Be sure to allow Meet.google.com to use your microphone and camera (click **Allow**, only required to do this once)
4. Listen to directions from your teacher and participate as directed

Allow Meet.google.com



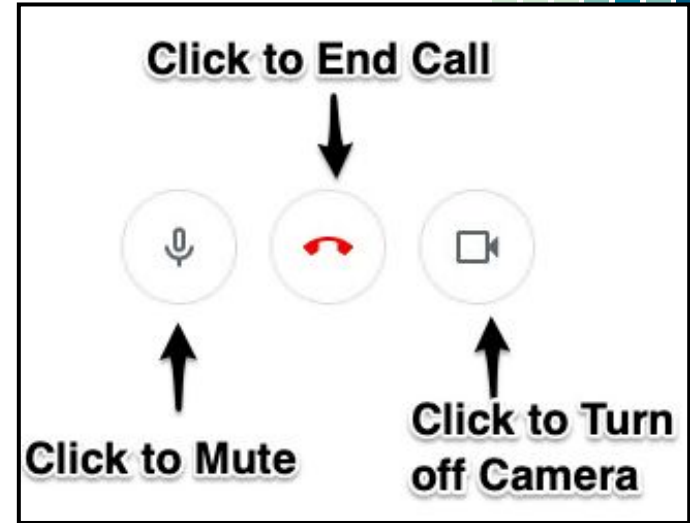
Be sure to allow Meet.google.com to use your microphone and camera

- Click **Allow** and **Okay** when prompted in the upper left corner
- You will only have to do this once

Microphone, Camera, & End Call

Teachers will take attendance when they see each student at the start of a session.

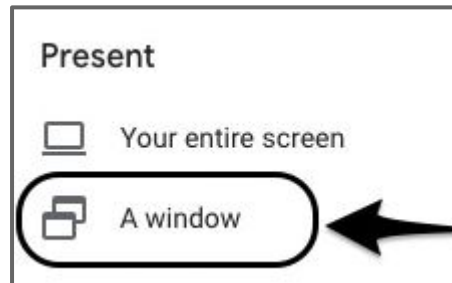
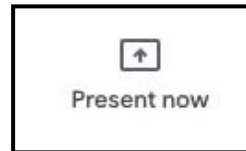
- Teachers should have their camera on
- Be mindful that any extra background noise is distracting to others
- You will also see each call participant on the right side of your screen
- The video of the person who is currently talking will be shown in the main part of your window
- Teachers may choose to keep students mute during instructions.



Presenting/Sharing Your Laptop Screen

If you want to share your screen, Google Meet will let you share your full desktop or allow you to choose one window to share, click **Present Now**

- **TIP! - Share a separate window** and NOT full desktop screen, otherwise viewers will see your Messages if you have them turned on
- Do not minimize the window you are sharing or it will stop presenting



People in Your Video Call

If you cannot see what is being presented, change views by clicking on the **People button** at the top right and choosing the screen you want to see

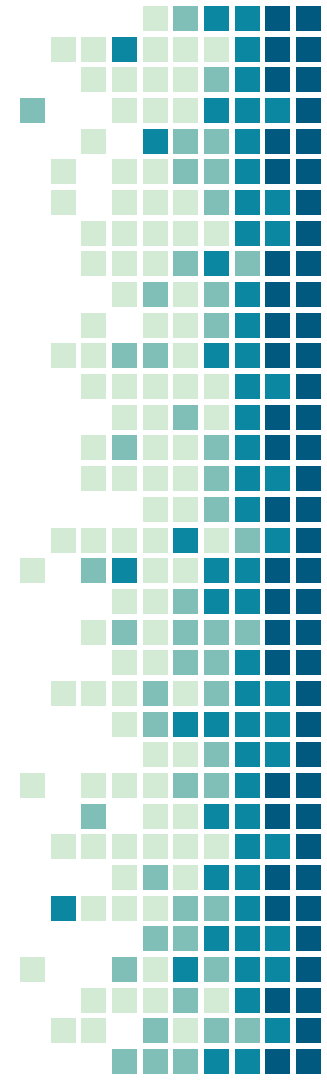
- Click on the small thumbnail pic to see that person
OR presentation screen



Typing Text & Closed Captions

Students and teachers can both **type text** during the Google Meet video call for questions and comments

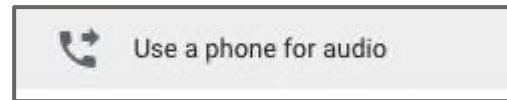
- Chat texts go to everyone
- You will need to **scroll** the chat down, it is not automatic
- You can also choose to turn on **Closed Captions** to read what everyone is speaking



Use a Phone for Audio

If the WiFi is not giving you a smooth signal, you can use a phone to call into the Google Meet with audio only:

- Click on the 3 dots along the bottom right
- Select **Use a phone for audio**
- Choose
- Dial the phone number listed and enter the pin # when prompted

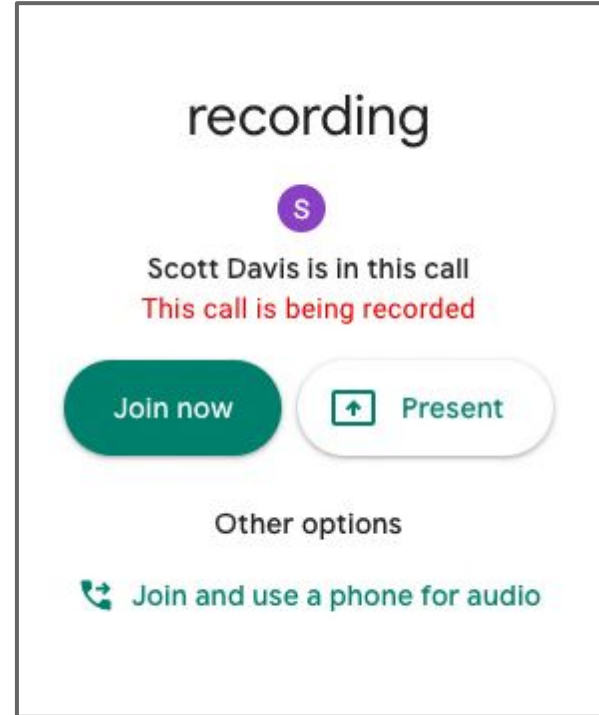


Recorded



Teachers will record all Google Meet video calls.

- You will be notified in red print that the call is being recorded
- Students may not record Meet sessions or take screenshots of anyone.



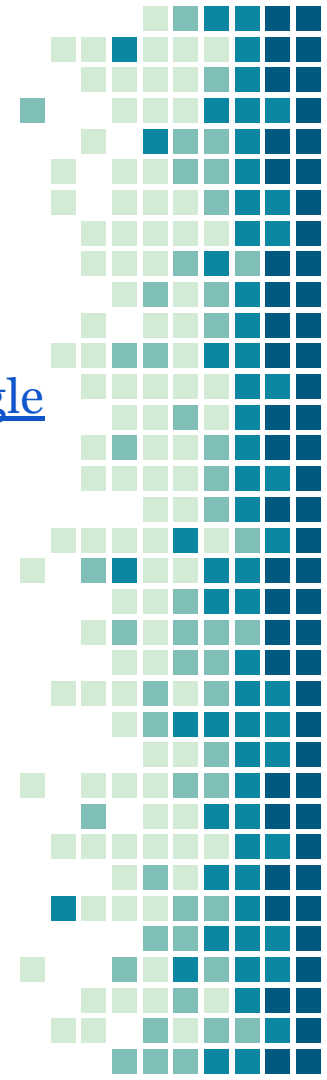
Good to Know:

- Students and teachers will be able to connect with Delaware Valley Friends School members only, no outside email addresses
- The quality of your Wifi at home does determine the video quality you will see/hear. If video quality is problematic, use the phone option to call in.
- **Keep iPads plugged in!** (video chats can drain the battery quickly)



Resources:

- [Hangouts Meet Training & Help](#)
- [Hangouts Meet Cheat Sheet](#)
- [The Google Chat Guide: Everything You Need to Know About Google Hangouts Meet, Chat, and More](#) (Zapier, 2018)
- [Video: Guide to Google Meet](#) (LAT IT Trainer, 2020)
- [Getting Started with Google Hangouts](#) (GCFGlobal, 2020)
- [Chrome App](#)
- [iPhone App](#) or [Android App](#)



THANKS!

Any questions?

Email me: steph.falcone@dvfs.org

CREDITS

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)

