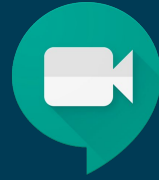


# Distance DV

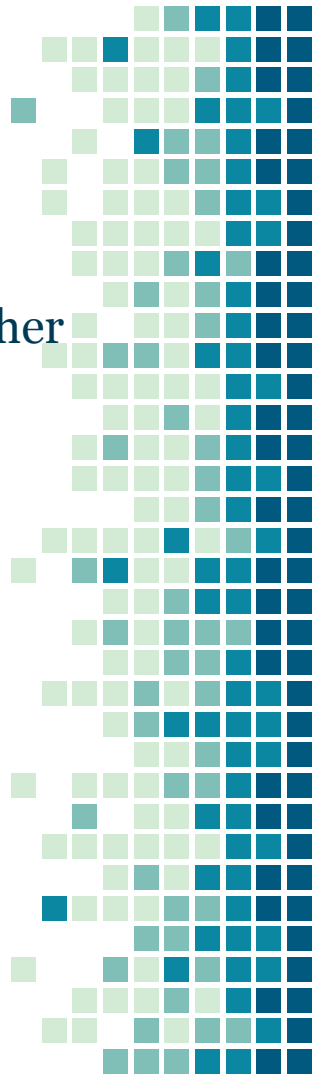


# Tech Tool: Google Hangouts Meet



# Definition & Purpose

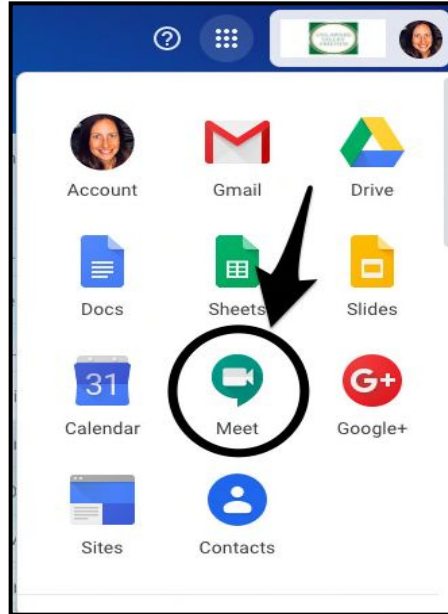
- Google Hangouts Meet: free communication service that allows members to initiate and participate in text, voice or video chats, either one-on-one or in a group
- The purpose of using Google Meet is for distance learning at DV
  - attendance and face-to-face check-in's
  - explain upcoming assignments,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



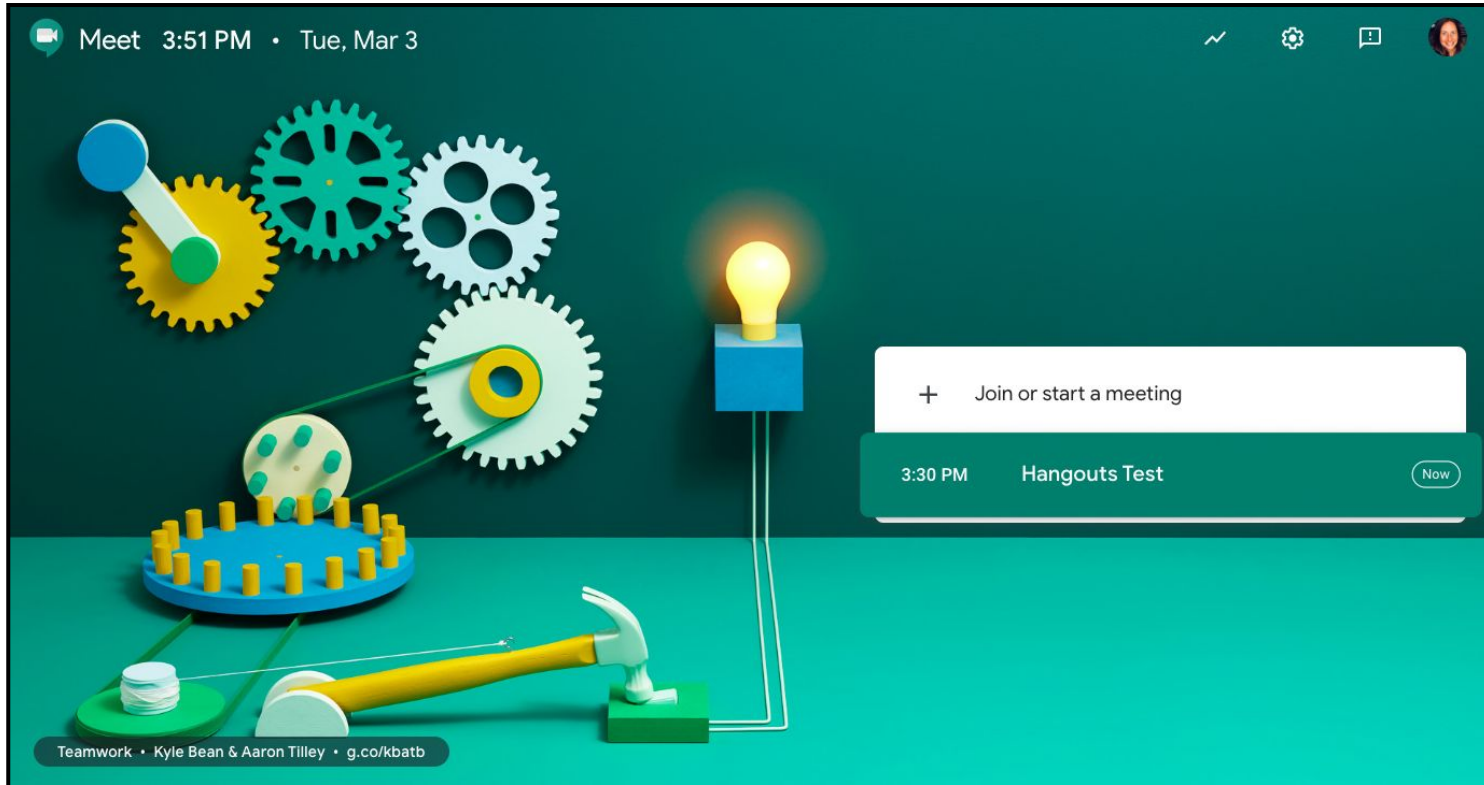
# Where to Access Google Hangouts Meet?

Google Hangouts Meet can be found in your Google Apps menu or you can type in this website address:

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



# Google Hangouts Meet Interface

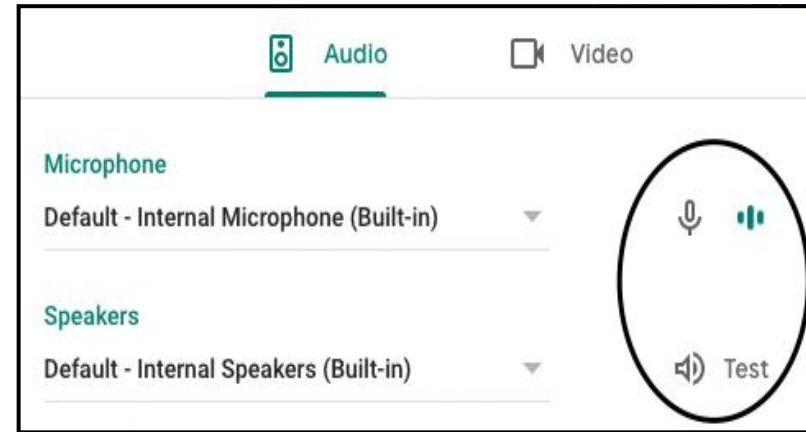


# Testing Sound & Video Quality



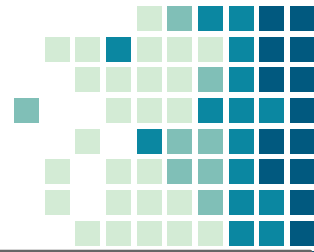
Go to <https://meet.google.com>

- 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](mailto:support@dvfs.org)



# How to Join a Video Call

1. Go to your **email** at the start of class, find the Hangouts Meet email (subject = *Happening Now*), click **Join Meeting** to enter the video call
2. Be sure to allow Meet.google.com to use your microphone and camera (click **Allow**)
3. Listen to directions from your teacher and participate as directed



Steph Falcone (via Hangouts Meet)

Happening now: Steph Falcone is inviting you to a video meeting

To: steph.falcone@dvfs.org



Steph Falcone is inviting you to join a video meeting happening now

No one else is in this call

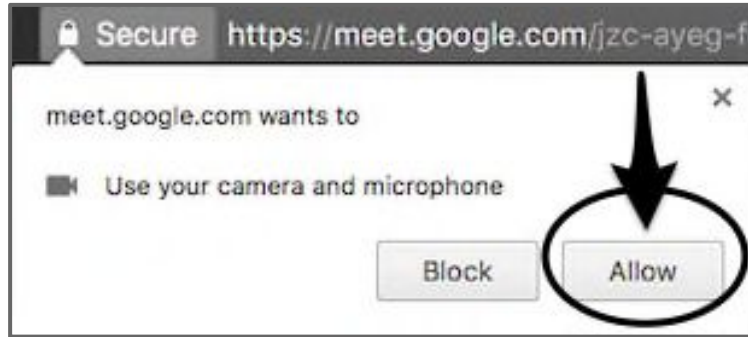
**JOIN MEETING**

meet.google.com/nph-hqui-opy

Dial-in: (US) +1 929-299-3862 PIN: 571 626 688#



# Allow Meet.google.com



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

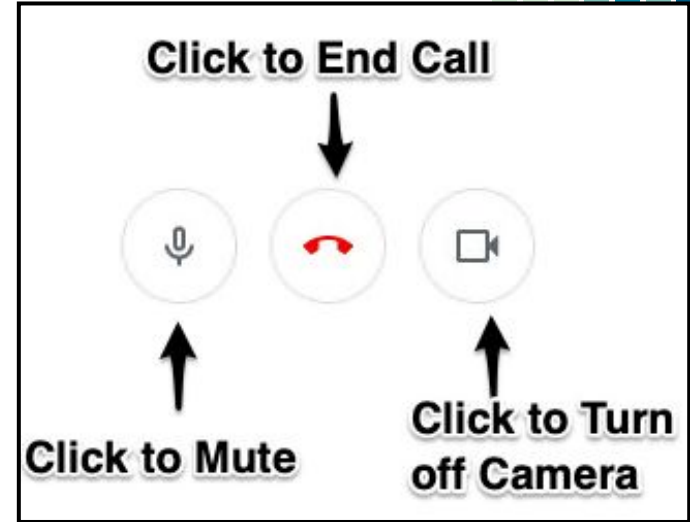
- Click **Allow** and **Okay** when prompted in the upper left corner
- You will only have to do this once



# Microphone, Camera, & End Call

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

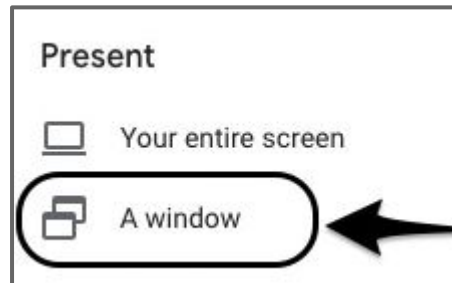
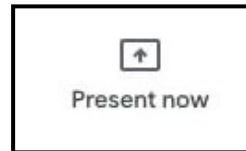
- Teachers should have their camera on
- Be mindful that any extra background noise is distracting to others
- You will also see each call participant on the right side of your screen
- The video of the person who is currently talking will be shown in the main part of your window
- Teachers may choose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

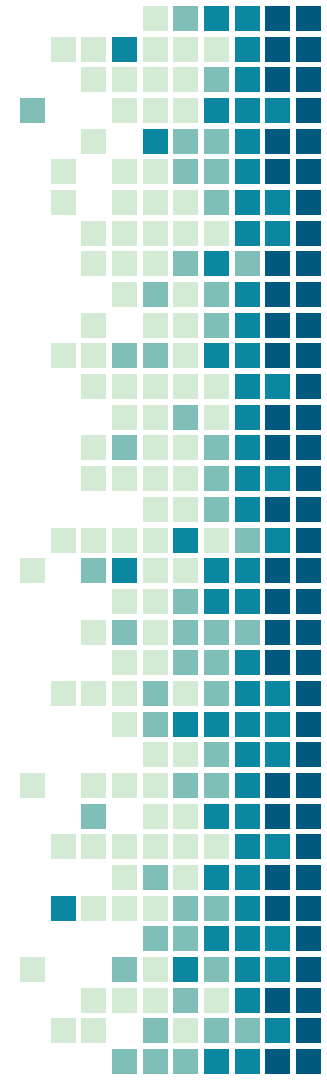
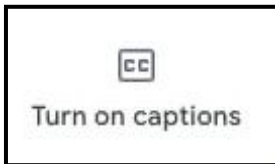
- Click on the small thumbnail pic to see that person OR presentation screen



# Typing Text & Closed Captions

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

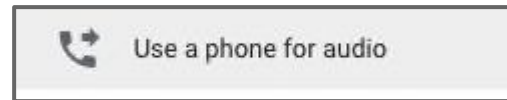
- Chat texts go to everyone
- You will need to **scroll** the chat down, it is not automatic
- You can also choose to turn on **Closed Captions** to read what everyone is speaking



# 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

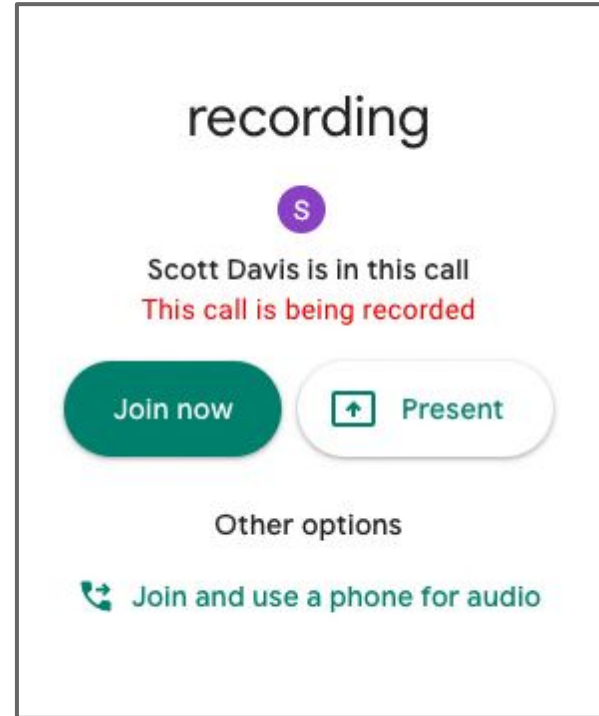


# Recorded



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.



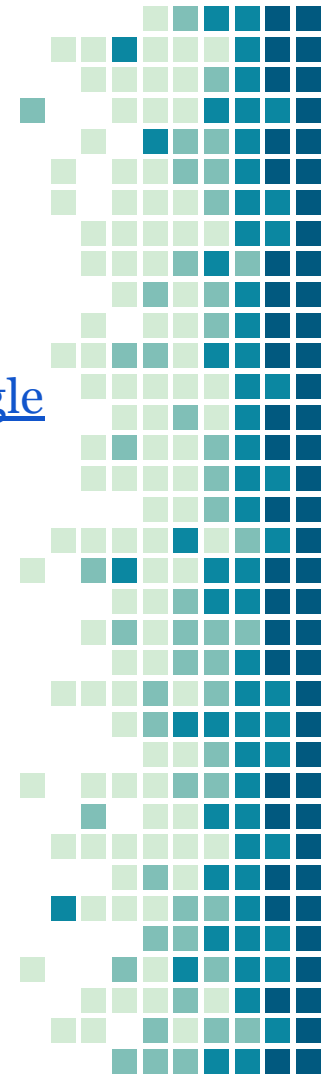
# Good to Know:

- Students and teachers will be able to connect with Delaware Valley Friends School members only, no outside email addresses
- Set up your **Gmail Settings picture** so it isn't a plain icon...Gmail-->Settings-->My Picture-->click on profile picture to edit)
- 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 laptops 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](#)

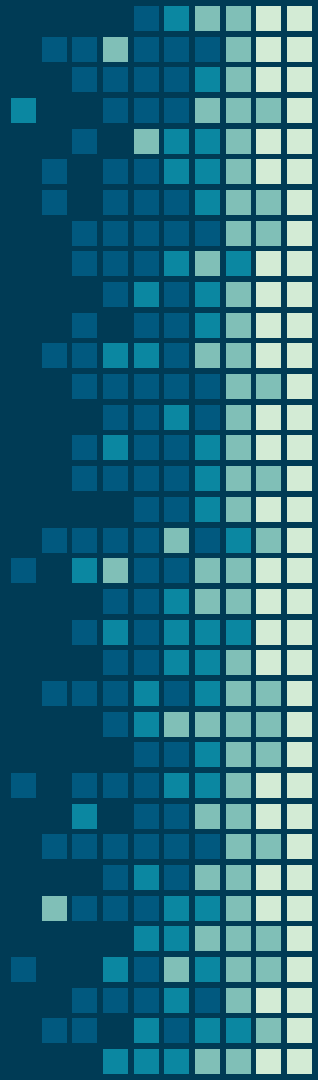




# THANKS!

Any questions?

Email me: [steph.falcone@dvfs.org](mailto: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](#)

