



Centre for Educational Technology and Excellence (CETE)



Google Meet

Using Google Meet

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RESOURCE PACK

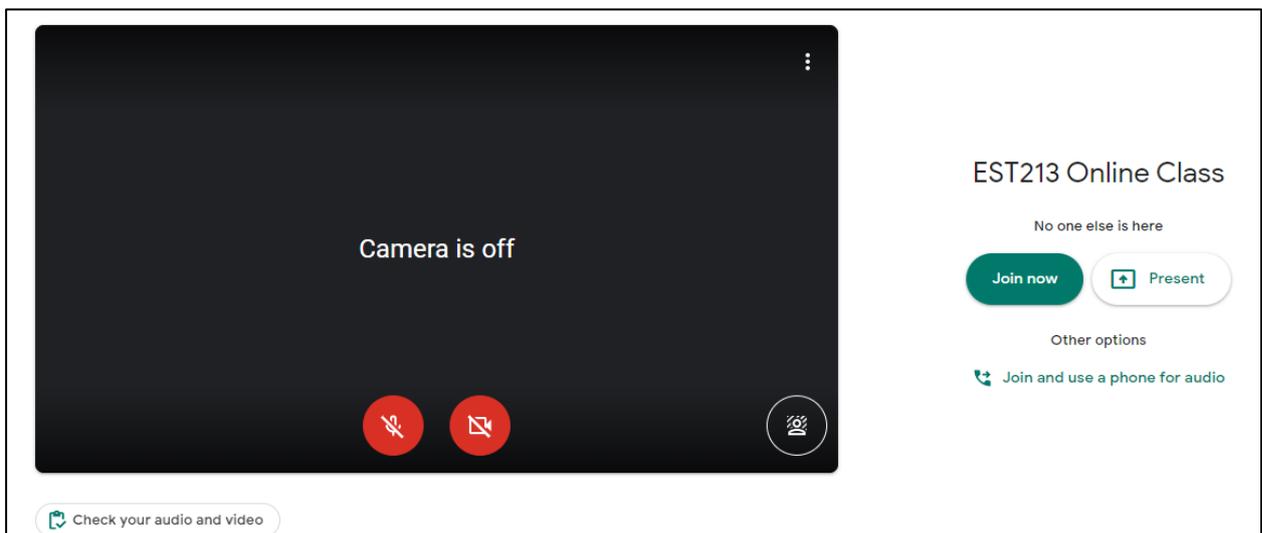
(MNU Student Guide)

Using Google Meet: Student Guide What is Google Meet? Google Meet is the Video Conferencing tool within Google Classrooms. It will allow you to have a video lesson with your lecturer to which you can contribute through video, audio or text. It is advisable to have your video camera and microphone.

How do I join my Google Meet?

You lecturers will let you know when you have your Google Meet lesson. When the lesson is set up you will get a **Meet link** either through email or any other channel informed by your lecturer. If you click it before when the Meet is going to start you will be taken to another window (but remember you have to login to Google for it to work).

Joining the Meet: When you have the screen below you can switch off your camera and/or your microphone if you want. You can then click on **Join now** to enter you Meet lesson.



Using the Meet tools: Most of the Meet page is given over to the lecturer's presentation, but you can change the layout to see who else is in the session. Click on the 3 dots that are at the bottom right of the screen. This gives you various options including **Change Layout** at the top. It also allows you to **Turn On Captions** which is sometimes helpful if the audio isn't clear.

At any time during the Meet you can switch your **Microphone** and **Video Camera** on or off.

At any time during the Meet you can **Raise hand** to talk Remember to turn on the **Microphone**, when you are invited to speak. Wait for your turn!



Chat in a Meet: If you look in the top right corner you will see the chat icon. Click on that and it brings up a panel that allows you to use text to chat to your lecturer and classmates.

GOOGLE MEET -NETTIQUETTE

We ask that all students adhere to the following Code of Conduct when in Google Meet class:

- Tell other people in your home that you are in an online lesson. Other people may not want to be in the background of your lesson and they need to be aware of what is happening.
- It is important to maintain your own privacy. You should try and have your Meet in an appropriate area of your home and, where possible, against a neutral background. You can use a laptop, desktop, tablet or mobile phone for your Google Meet..

Do remember that if your video is on you can be seen, if your audio is on you can be heard!

- Wear suitable clothing, as should anyone else in the household who could be seen. For the same reason as above, do remember that you are being seen, and recorded, when your camera is on.
- Do not take screenshots though the Google Meets will be recorded by the lecturer, students do not have permission to record or screenshot them unless permission is given
- Be prepared. Make sure you have your lesson materials ready, such as a pen and paper.
- Be kind and courteous. We are all going through a very challenging time, some having more challenges than others. It is important that we are kind and sensitive to others. Everyone will have been dealing with things that others have probably no idea about. Be careful of what you say and the way you say it. *Be nice! Be sensitive! And be kind.*

For all online Google Meets, remember:

- You control your microphone and camera - if you don't want to use the camera, you don't have to!
- Lecturer can remove anyone from a meeting who is not behaving appropriately.
- Meetings will be recorded by the lecturer for safeguarding purposes or to support students who cannot attend in real time.
- Please listen to your lecturers and work together to make this work.

If you have any questions or concerns about using Google Meet, please ask your lecturer/coordinator for help

Watch the video for more info

<https://www.youtube.com/watch?v=70oVMdxDXqE>

