



St. Benedict's

PREPARATORY SCHOOL

Joining a Class with Google Hangouts Meet

What is it?

- Google Hangouts Meet is video conferencing and screen sharing software
- Built into Google Suite - Students and faculty already have access
- Links to the Google Meet can be distributed via Google Classroom, Google Sites, email, or other platforms
- Allows teachers and students to share:
 - Teacher's screen
 - Teacher's face and voice
 - Other students' faces and voices
 - Other students' screens
- Allows group messaging
- Links to meetings are reusable

What does it work on?

- Works on Chromebooks, iPhones/iPads, Droid phones, Windows, Macs
- Students without Internet can call in via phone to listen to the conference

What Do I Need to Download?

- Chromebooks: Nothing
- Windows: Chrome or Firefox
- Mac: Chrome or Firefox
- iPad/iPhone: Hangouts Meet app
- Droid: Hangouts Meet app

Joining Google Meet

Ideal Setup:

- Chromebook with camera and microphone that you are signed into with your SBP account. Headphones.

Almost Ideal setup:

- Laptop with camera and microphone. Headphones. Chrome is installed. Most of you have multiple Gmail accounts. If you have multiple Gmail accounts, open an incognito window and sign into your SBP account from there so your personal account does not interfere with permissions granted to your SBP account.

Setups that Also Work:

- It works from a phone or tablet, but you may have trouble seeing what your teacher is presenting because of the smaller screen. Headphones. Make sure you are logged into the Hangouts Meet app with your SBP account.
- Desktop only? No camera or mic? You can sign in twice - once with your phone to handle the video and voice and again on the desktop to do the classwork. Headphones.

1. Click on the link your teacher sent you for your class
2. There may be a few pop ups to accept sharing of the camera and microphone. You must allow this access
3. Again: There may be a few pop ups to accept sharing of the camera and microphone. You must allow this access
4. After the camera has successfully started and you can see yourself, click on “Join now”
5. The first few people in the Meet will have audio enabled. Most teachers will want students muted for the large portion of class so we all don't hear everyone's background noises. Click on the microphone icon to mute yourself. On Chromebooks/laptops/desktops, you have to bring the cursor to the bottom of the screen to access the microphone option.



- 6.
7. Once you click on the microphone, it will turn red and have a line through it to show it is muted



- 8.

9. Your teacher may allow a portion of class where people answer questions verbally. If it is your turn to speak, remember to unmute yourself, speak, then mute yourself afterward

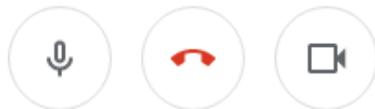
Chat



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- The text chat is helpful because most of the time, students will be muted. Teachers may give you opportunities to ask questions. This can be done in the chat. You can type questions and your teacher or classmates may answer them in the chat or verbally
- The chat is public. Everyone in the conference can see the messages in the chat

Student Screen Sharing

- Students can present their own screens and speak so they can give presentations or provide verbal and visual answers. On Chromebooks/laptops/desktops, bring the cursor to the bottom of the screen and select the option to "Present now"



Turn on captions



Present now

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