

# Family Google Meet Checklist

## Using the Meeting Code/Nickname

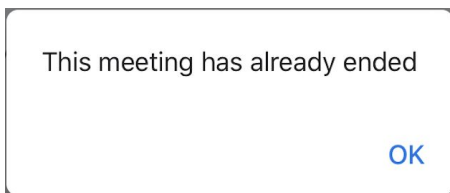
**Important! You must be logged in to your RVC Google Account in order to join your teacher's Google Meet!**

### ✓ BEFORE STARTING CLASS

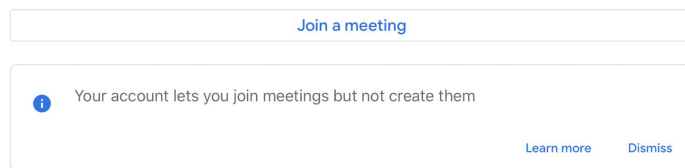
- Grab your iPad
- Open the Google Meet app (login if you haven't already using your RVC Google username and password)
- Click Join a meeting
- Type in the code that the teacher gave you**
- If you see one of the two pictures below, it means the teacher has not started the meeting yet. You will have to try again at the time class is scheduled to start. Google Meet will not automatically let you in the meet when it begins.



Google Meet

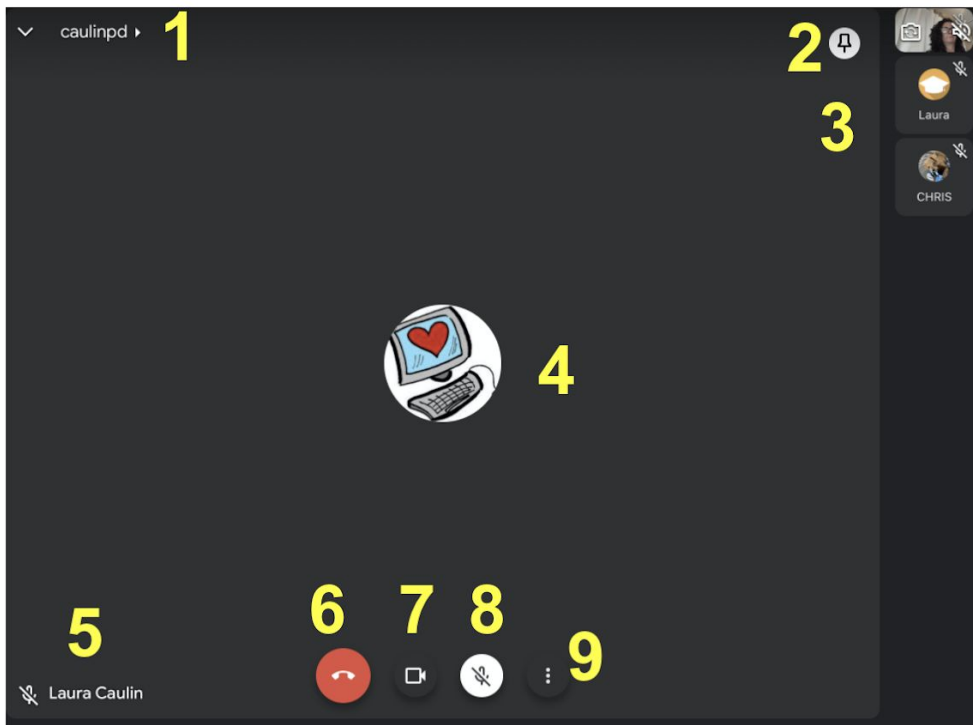


OR



### ✓ During the Google Meet

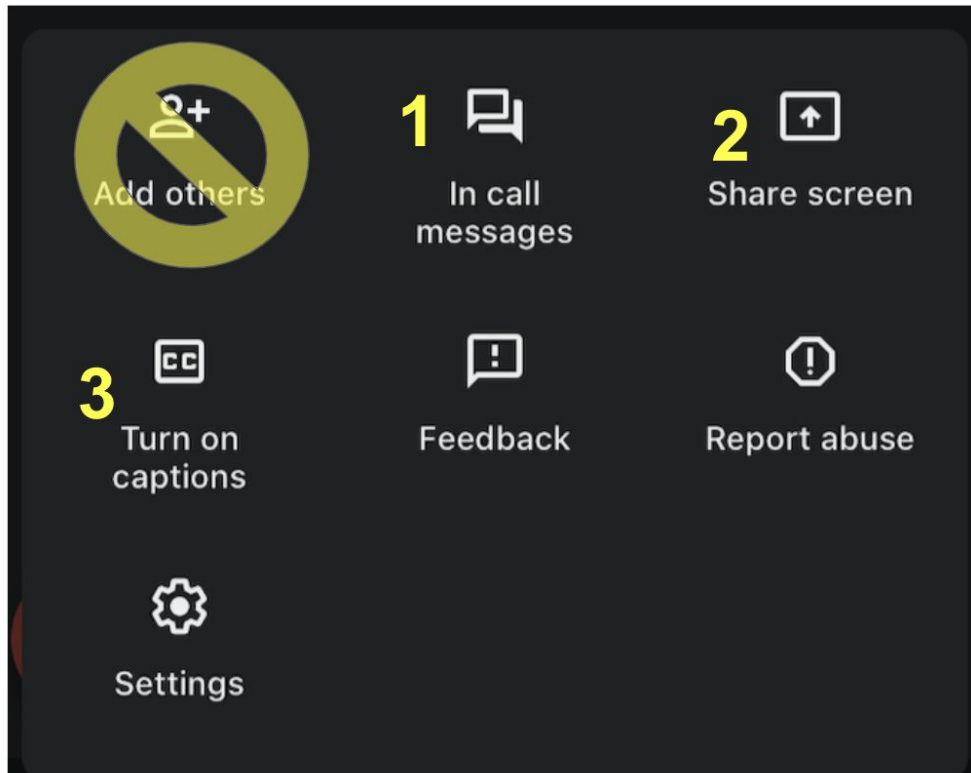
Here is your Google Meet Screen



- 1 Name of the meet
- 2 Pin a participant
- 3 Participants
- 4 Participant who is pinned or talking
- 5 Your name
- 6 Hang up/leave the Meet)
- 7 Turn your camera on/off
- 8 Turn your microphone on/off
- 9 More settings (described below)

- ❑ Make sure you mute your microphone by clicking on the icon (8)
- ❑ Unmute yourself when it is your turn to talk by clicking the same icon (8)
- ❑ Tap your teacher on the right (3) and then click the Pin (2) so your s/he is always in the center.

More Settings - when you tap the three dots at the bottom of the screen this is what you will get...



There should be no reason for you to add someone to the call.

**1** This is the Google Meet Chat feature. Click it to see the Chat. Everyone can see all chat messages that are sent.

**2** Share your screen with the other participants **if your teacher asks you to.**

**3** You can turn on/off captions so that Google Meet will show what is being said in text (transcribe)

**4** The only setting you have on the iPad is to Adjust for low light (Use if you are in a darker room.)

## Share your screen

**If your teacher asks you to share your screen, this is what you will do**

- ❑ Tap the three dots to see More Settings...tap Share Screen (2 above)
- ❑ Tap Start Broadcast.
- ❑ There will be a countdown from 3. All of the participants will see what is on your iPad screen. You can leave Meet and they will still see your screen.
- ❑ To stop sharing go back to the Google Meet app and tap Stop Broadcast. (If you don't see that on your screen, tap the More Settings 3 dots and then Stop sharing.)

## ✓ AT THE END OF THE SESSION

- ❑ Make sure you tap the phone icon to hang up (or leave the meeting)