

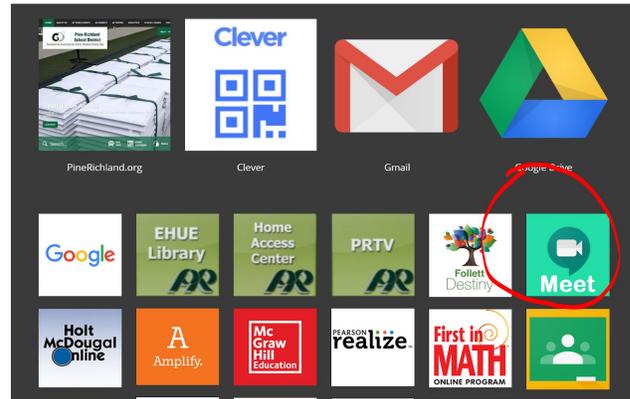
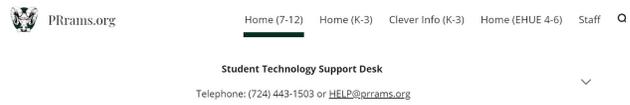


Pine-Richland School District

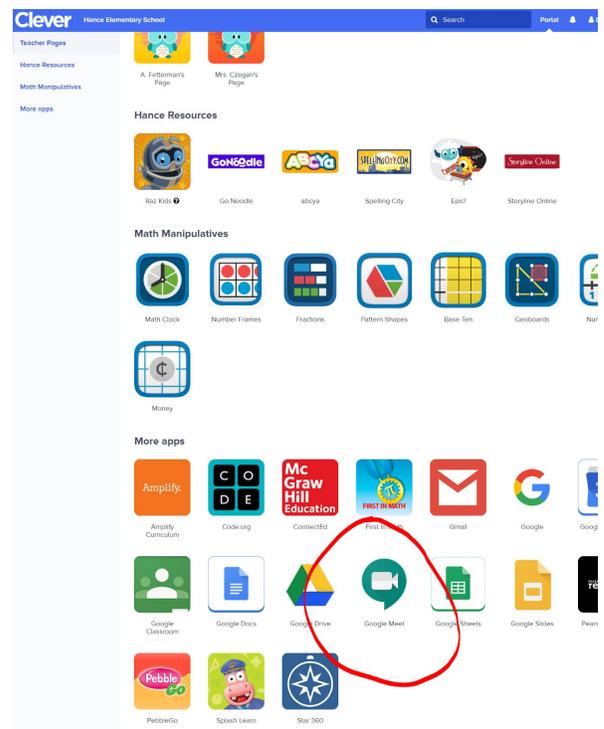
Focused on Learning for Every Student Every Day

Pine-Richland School District *Google Meet: Parents Guide*

As we work through cycles of continuous improvement, staff, students, and parents are looking for ways to further connect. **Google Meet** is Google a video conferencing app that can be used (K-12) to meet this goal. Google’s platform enables teachers to schedule video calls with students to have high definition virtual video **meetings**. Our first session with students may be a challenge but it will get better when we “meet” again.



***A Laptop or Chromebook is recommended over tablet or phone (but not required).** Also, to minimize audio feedback, we recommend the use of headphones.





Google Meet is designed to work using the Chrome browser. You will need the Google Hangouts Meet app if using it on an iPad, iPhone or Android device. However, you can only use [a grid view](#) (i.e., A view of all participants at one time) and the [hand-raise](#) function on a computer/browser.

You can enter a Google Meet with or without your student's [PRrams.org](#) (Gmail) account.

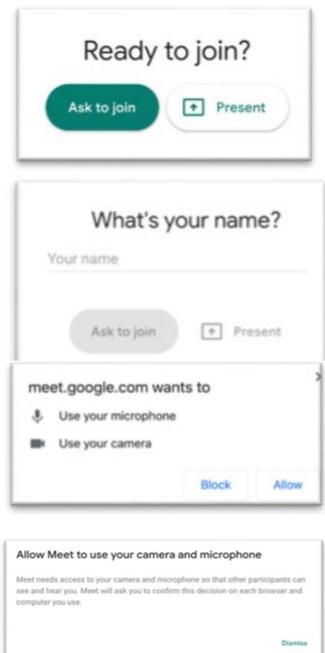
There are several ways to join a Google Meet...

- 1) After you log onto your device, go to the URL: [meet.google.com](#)
 - a) If you are logged in via Clever, you can click the Meet icon if the teacher sent you the invite directly.
 - b) If you were sent the URL, -click the URL or type in the meeting code at [meet.google.com](#)

When you see this screen, click “Ask to join.”

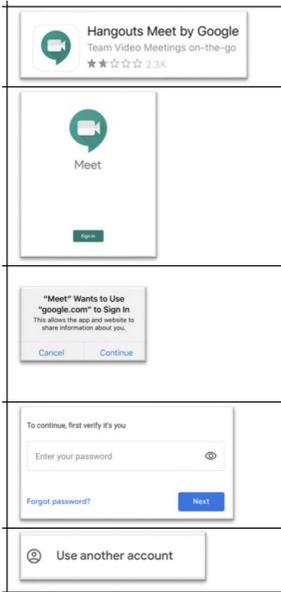
If you are not logged in to a Gmail account, you will need to enter your name on the “Ask to join” page and then click the “Ask to join” button. A message will be sent to the teacher that indicates you want to join this meeting. The teacher will either deny entry or admit you to the session.

If you see a pop-up window asking you to allow the camera and microphone for [meet.google.com](#), click “Allow.”





Mobile or Tablet Devices



You will need a Gmail account to join a teacher’s Google Meet session if you are using an iPhone, iPad or Android device.

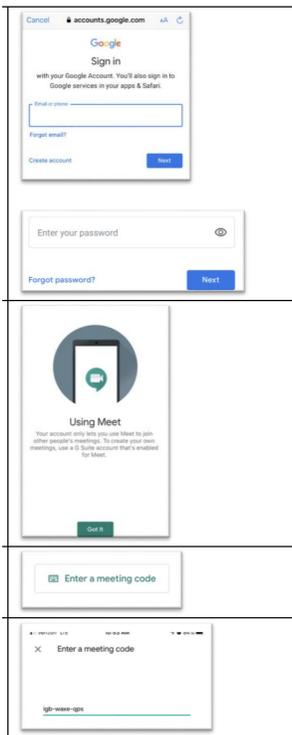
Download and open the Google Hangouts Meet app.

Tap “Sign in” to log in to the Google Hangouts Meet app with your Gmail account on your mobile device.

If you see this message, tap “Continue.”

If you see your Gmail account that you want to use, tap it and enter your password.

If you do not see the Gmail account you want to use, tap “Use another account.”



Enter your login credentials, tap “Next.”

Then enter your password and tap “Next.” Tap “Got it.”

After logging in, tap “Enter a Meeting code.”

Enter the 10-digit code the teacher provided in an email.

Tap “Join meeting.”

On the next screen, tap “Ask to join.”

A message will be sent to the teacher alerting her that someone would like to enter the meeting.

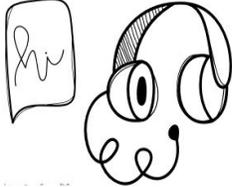
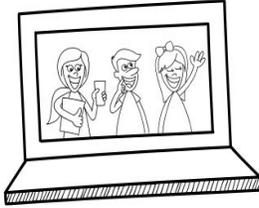
Your Teacher will click either “Deny entry” or “Admit.”

You will see the teacher on your screen if the teacher has admitted you into the meeting.



K-6

VIDEO CHAT ETIQUETTE



Be sure to have your device charged.
Limit distractions by choosing a quiet place when tuning in.
Pay attention to the speaker.
Mute your microphone when you are not talking.
Only one student should talk at a time. Use the chat feature to ask questions or raise your hand. Wait for your teacher to call on you.
When you are talking, look into the camera and speak loudly & clearly.

7-12



Google Meet Student Expectations

BEFORE

- Check agenda and gather materials
- Find a quiet place with good lighting & a wall as the background to minimize distractions during call.

DURING

- Be on time.
- Be respectful just like you are expected to be in your classroom.
- Look at the camera, not the screen.
- Mute your mic if you're not speaking. Wait for teacher to call on you to unmute.
- Use chat to ask questions (Q) or answer (A) teacher's questions ONLY.
- Stay engaged (nod, thumbs up) if others are talking.

Report Misuse

Please report any misuse immediately to your teacher and/or building administrator(s).