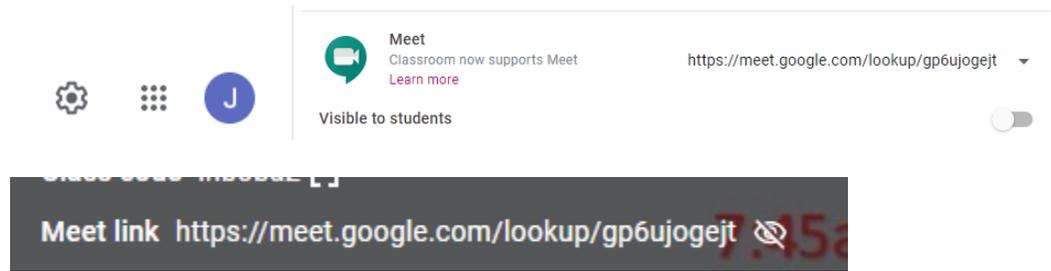


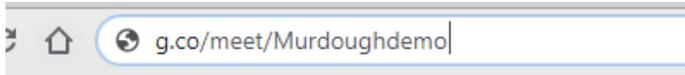
Google Meet Tips

Nicknaming a Meet prevent students from entering a Google Meet before you've joined and rejoining a Google Meet after you leave. As such, don't use the Google Meet link on the top of your Classroom, but instead set up a Nicknamed meet. If you've already done the Meet link on the top, go to the Gear shift (upper right) & Class Settings and make it not visible to students (line will show on the eyeball if not visible to students.)

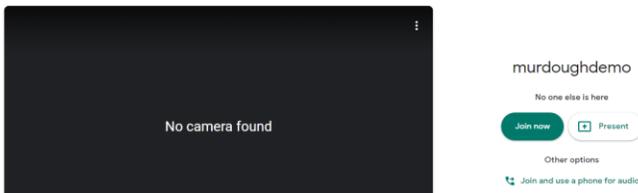


Creating your Nicknamed Meet:

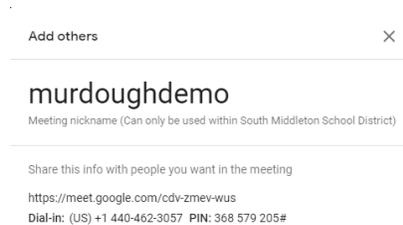
1. Create a meet by typing g.co/meet/meetnickname (replace meet nickname with your class ie. g.co/meet/SundayELA or g.co/meet/SundayMath) Nicknames should be unique and can be reused.



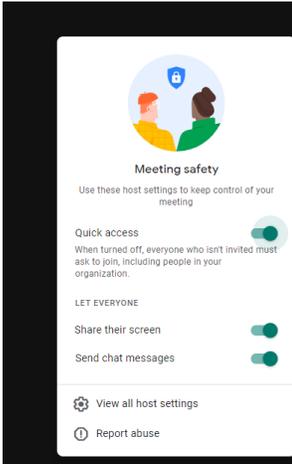
2. Click Join.



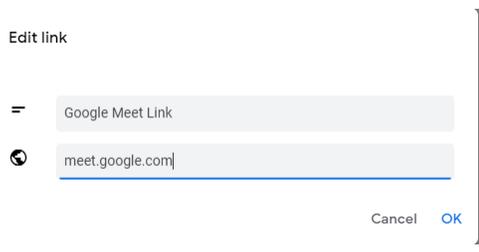
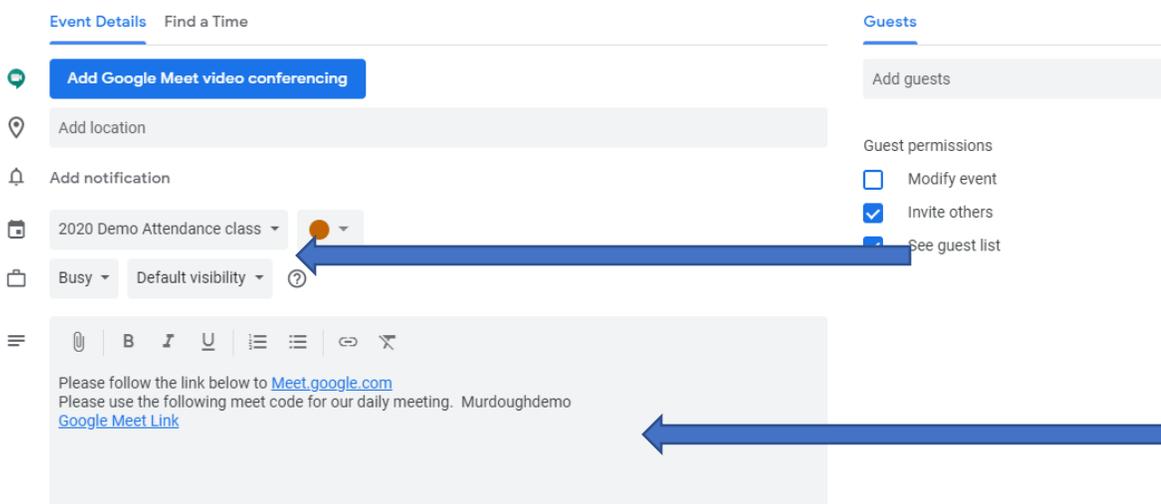
3. X close the pop up screen



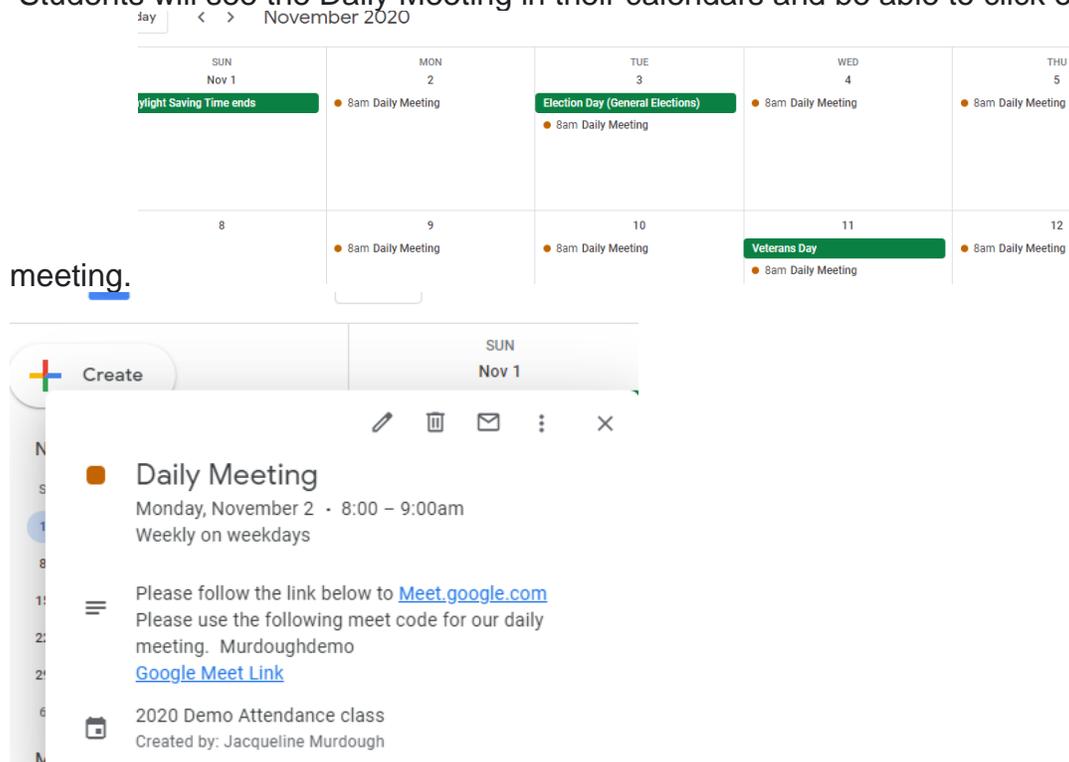
4. Under Host Controls you can determine Quick Access ability, whether you want students to be able to share their screens or to send Chat messages.



5. Go to the Google Classroom Calendar and created a repeating appointment. Share the nickname with students; **do not** share the URL/link.



6. Students will see the Daily Meeting in their calendars and be able to click on the



7. Have your students leave the Google Meet before you; they will not be able to re-join nicknamed meetings once the final participant has left.

Pin a participant: (Students should Pin the teacher but must unpin if teacher is sharing their screen) To only view one specific participant, pin them to your screen. Once in a video call, to pin a participant: Tap and hold a person's icon > tap pin 📌.

Captions:

If you're in a loud place and you don't have super-fancy headphones, you can use Meet's live caption feature. For people who are hearing impaired this is also a great tool. Thanks to this feature, you can display captions in real time (just like closed captions on TV).

Mute a participant's microphone:

If there is feedback or background noise in a video call, you may want to mute other participant's microphones. For video calls organized through a personal account, only the video call moderator can mute other participants.

Once in a video call: To mute other people, on the People tab, select the person and tap Mute. Important: If you don't see the People tab, long press/tap a participant's thumbnail, tap .

Tip: For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio. To mute or unmute yourself, tap Mute .

Chat Option:

If you want to share a specific document, links and images or to type a comment, you can open the chat feature and type away. It's also an easy tool to help you keep an overview of questions being asked by muted participants.

How to view people in Google Meet

Google Meet automatically switches the layout in a video call to display the most active content and participants.

Change your layout:

You can change the number of participants you see on your screen. The number of tiles may change depending on the size of your browser window.

1. At the bottom right, click More  > Change layout . Choose an option:
 - Auto: The view that Meet chooses for you. By default, you'll see 9 tiles on your screen.
 - Tiled: The view that can show up to 49 people at the same time. By default, you'll see 16 tiles on your screen.
 - At the bottom of the window, move the slider to the number of tiles you want to see on your screen.
 - Spotlight: The active speaker or shared screen fills the entire window.
 - Sidebar: The main image is of the active speaker or shared screen. You'll see thumbnails of additional participants on the side.
2. Your new layout preference is automatically saved, but the number of tiles will revert back to the default setting at the start of every meeting.

Fix problems with layouts:

When you use tiles in your layout, you may experience performance issues, like your video freezing. To try to fix the problems, you can:

- Close any open browser tabs, windows, or apps that aren't currently being used.
- Reduce the number of tiles in your layout