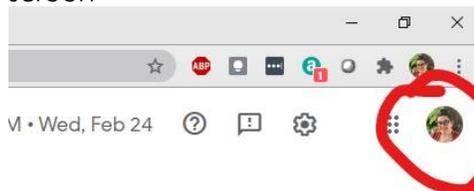


Google Meet Platform FAQ's

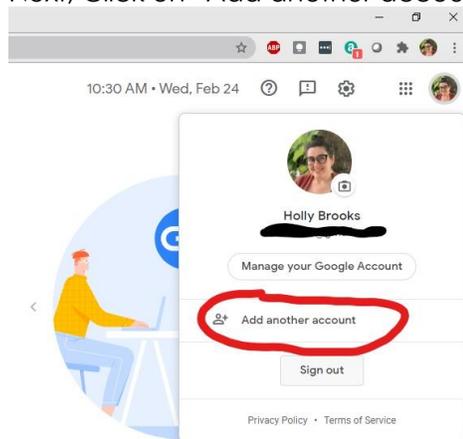
1. How do I sign into Google Meet?

- a. First, it is important to note which browser you are using on your computer. For this platform, it works best to use Google Chrome.
- b. Go to meet.google.com
- c. Sign into the correct account using the email and password provided by your Area Manager
 - i. It is likely that you are already signed into your own account and will have to sign out and sign back in using the provided information. It will look like this:

- First, click on the icon for your own account that is located in the top right of your screen

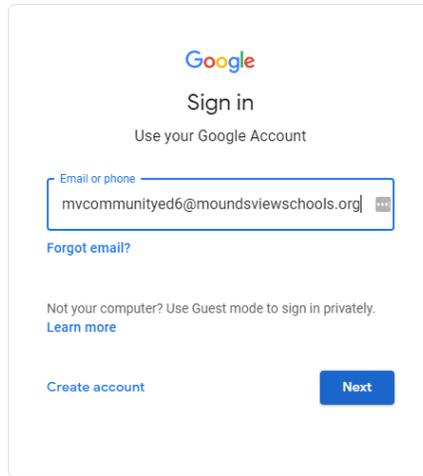


- Next, Click on "Add another account"



Get a link you can share

- Finally, enter the provided email address and password, clicking "next" after each



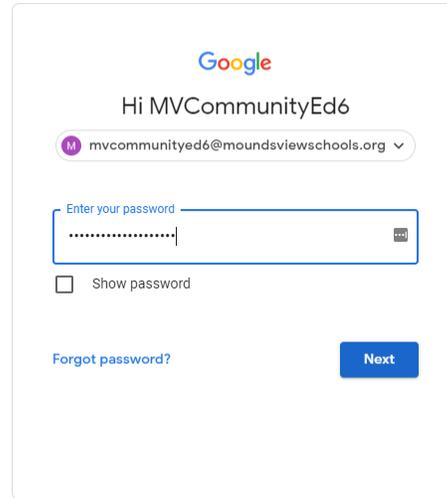
Google
Sign in
Use your Google Account

Email or phone
mvcommunityed6@moundsvIEWSchools.org

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)



Google
Hi MVCommunityEd6

mvcommunityed6@moundsvIEWSchools.org

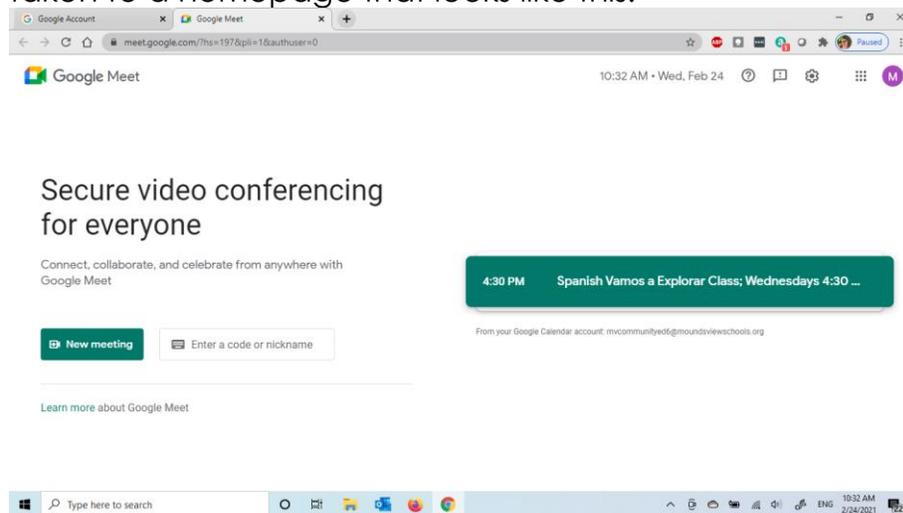
Enter your password
.....

Show password

[Forgot password?](#) [Next](#)

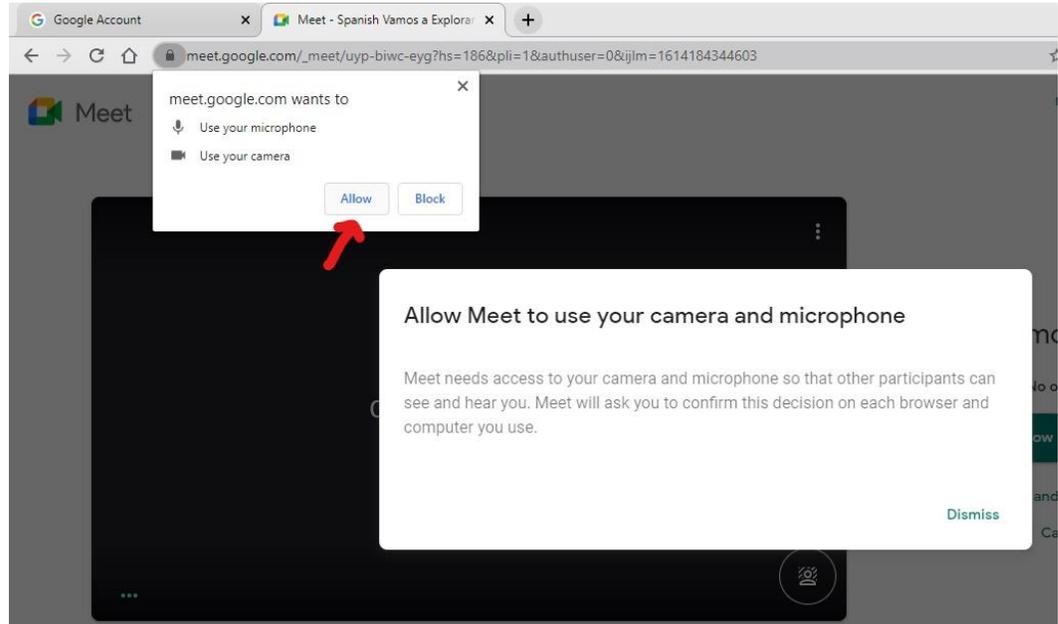
2. How do I find and begin my class?

- Once you are signed into the correct account, you should be taken to a homepage that looks like this:

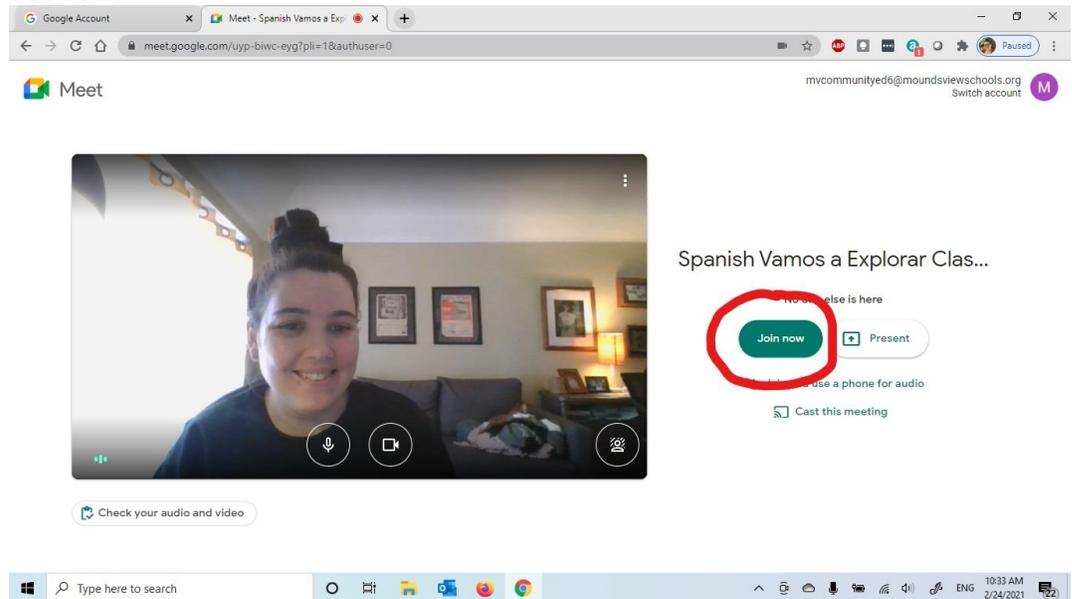


- Your class should be listed front and center with the name and time displayed like in the above photo
- Click the box to begin your class

- d. The first time you open a class, Google Meet will ask for permission to use your computer's microphone and camera. Click "allow" in the pop-up box that looks like this:

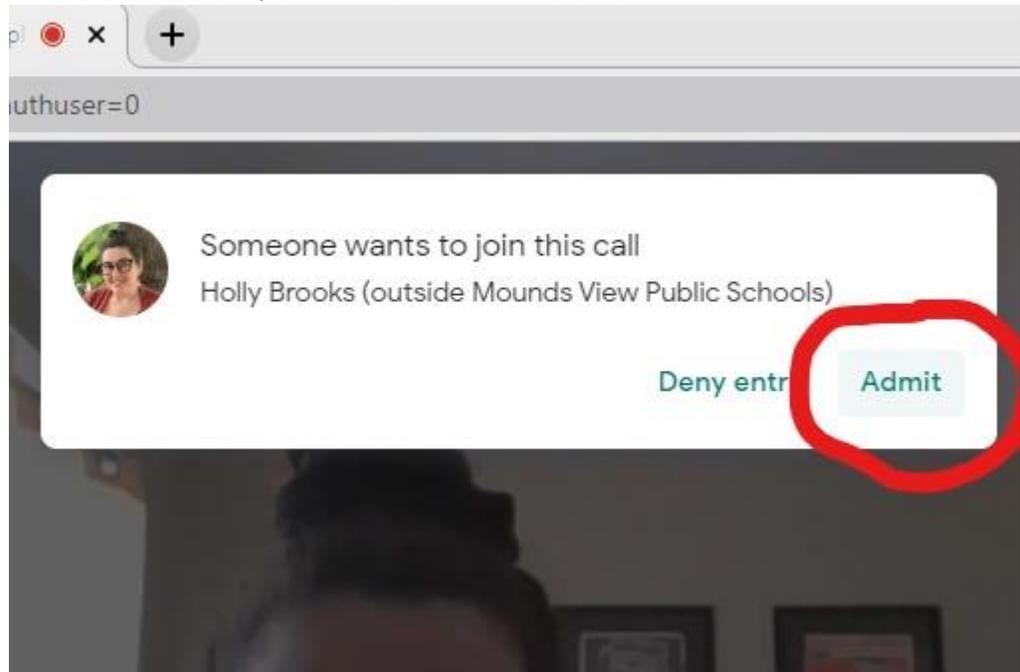


- e. Once you make those allowances, you should see a screen showing your camera view and some options to the right. Click "Join Now" to begin the session:



3. How do my students join the class?

- a. IMPORTANT NOTE: Please remember to begin your class session 5-10 minutes before the designated start time so you can admit students who come early
- b. While you are in your Google Meet session, you will see notifications pop up at the top center of your screen telling you which student is trying to join
- c. For each student, click the "Admit" button:

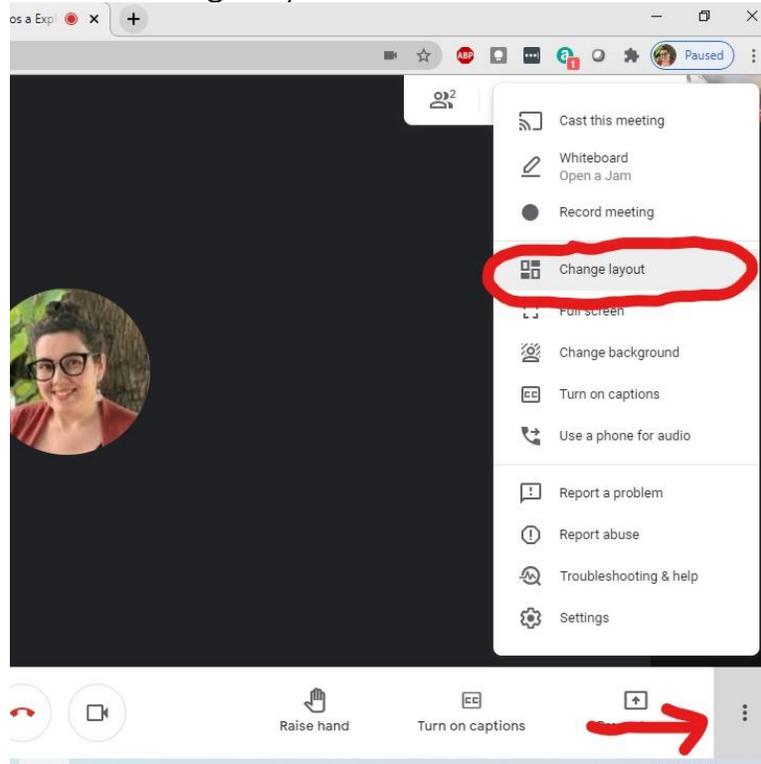


- d. Continue admitting students throughout the call. Some students may arrive late so it is important to watch for this

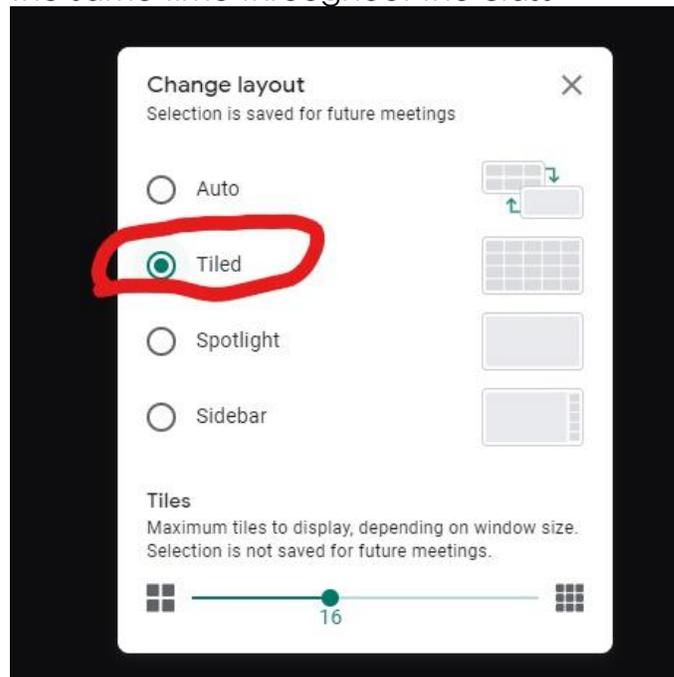
4. How do I see all my students on my screen?

- a. While you are signed in and admitting students, find and click the 3 dots icon at the bottom right of your screen

b. Select "Change layout"

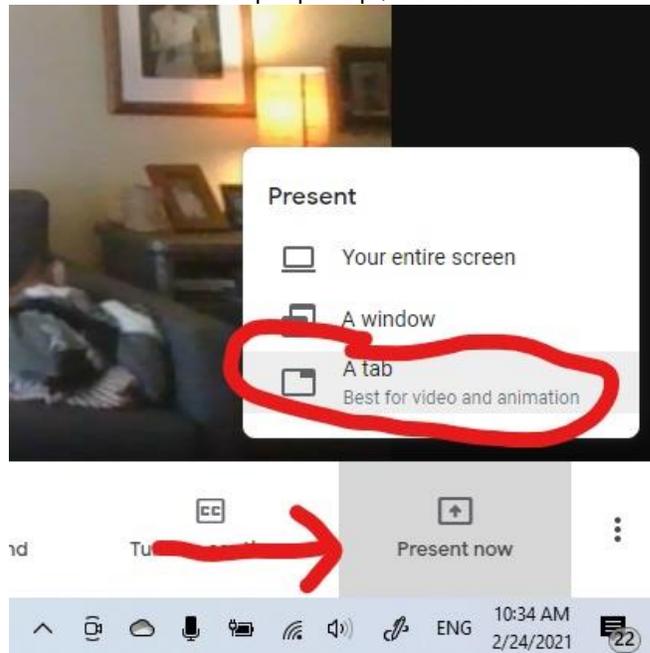


c. Change the setting to "Tiled" and then press the X to close out of the settings window, this will allow you to see all students at the same time throughout the class



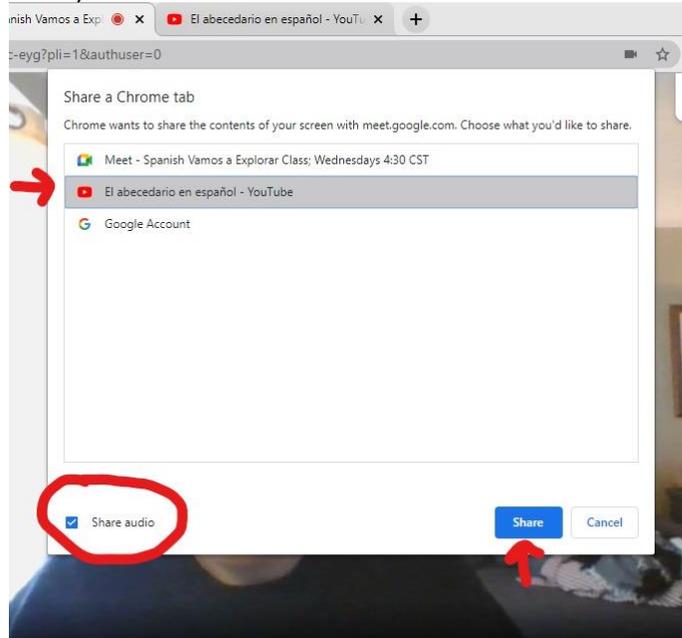
5. How do I share my screen?

- Screen sharing or Presenting allows you to share visuals such as slides, videos and interactive activities with your students
- It is important to have any videos or visuals pulled up in a separate tab before you begin the class
- To share your screen with all your students, click the “Present now” button at the bottom right of your screen
- When the menu pops up, select “A tab”

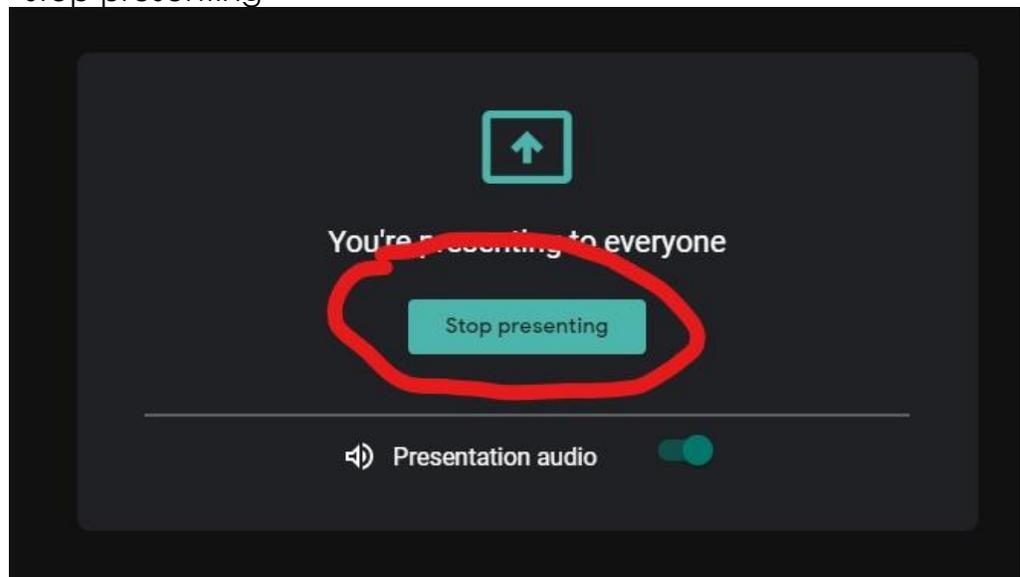


- Another window will pop up asking you to choose which tab you'd like to share
- Click on the label of the tab you'd like to share and be sure the “share audio” box in the bottom left corner is selected

g. Finally, click "Share"

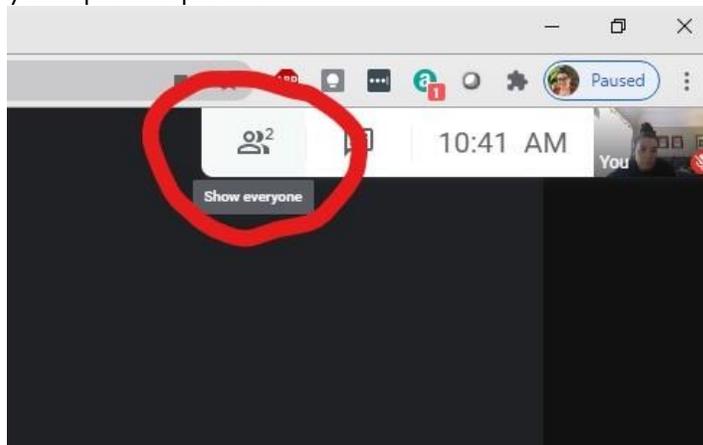


h. When you are finished with the screen you are sharing, click "stop presenting"

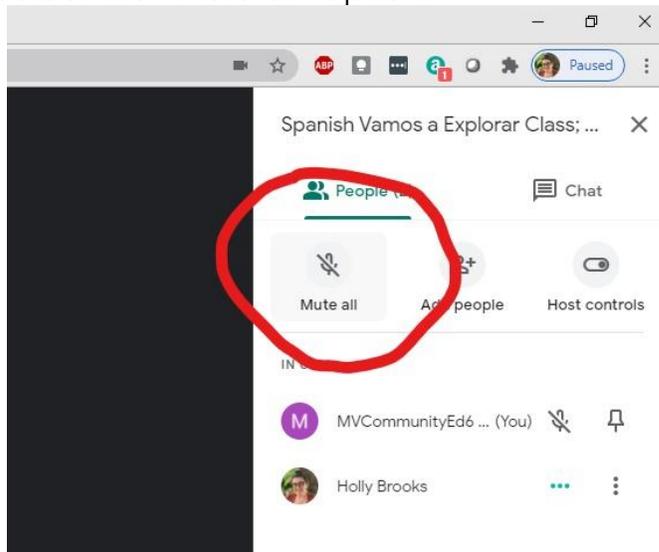


6. How do I manage behavior virtually?

- Since you aren't physically with the students in a virtual class, behavior management can be tricky. The most important way to navigate this challenge is by being extremely clear about your expectations during any given time or activity
- One thing that is very important to note is that students' microphones should be muted for the majority of the class, unless they are specifically called on or asked as a group to repeat something. It's a good idea to practice this with your students the first week.
- If students are having a hard time remembering, you can go to your participants list:



- Select the "Mute all" option:



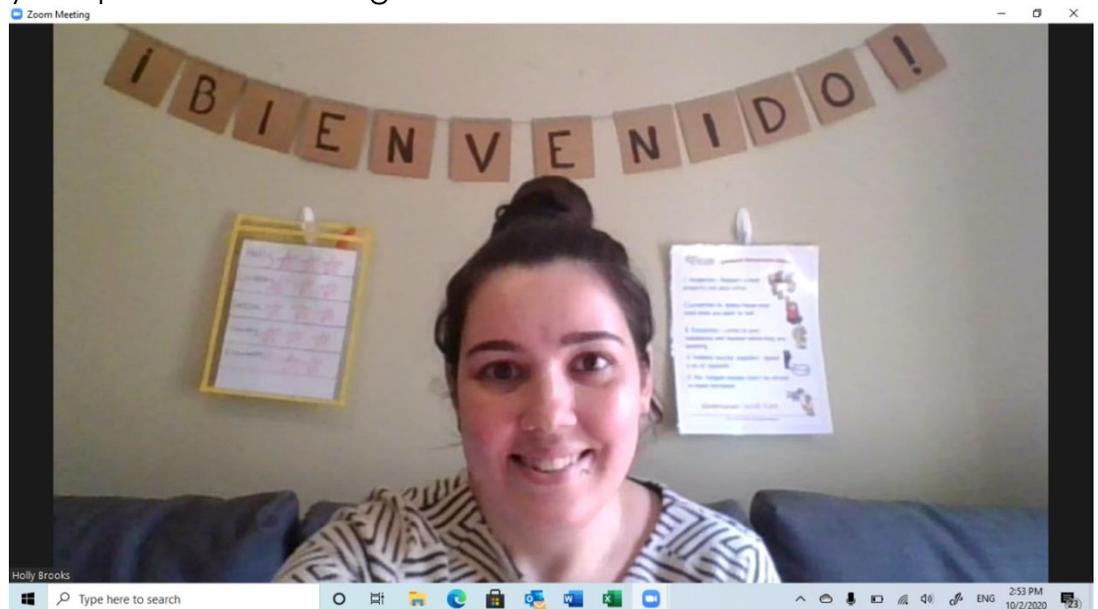
- e. Another resource for behavior management are the Zoom Signs (see below example) which are available in the Virtual Learning section of the Futura Intranet under “Virtual Learning Resources.” These can be shared on screen from your computer, or printed out to physically hold up to the camera.



**MUTE
MICROPHONE**

7. How should my environment look?

- a. Be creative! Below is an example of how you could set up your space to be inviting for students:



- b. There are many options for how to achieve this such as: an easel, a plain wall, a whiteboard, or anything else that clearly marks your teaching space. Have real visuals either posted around you to show on screen or at the ready to physically hold up and show to students on video.