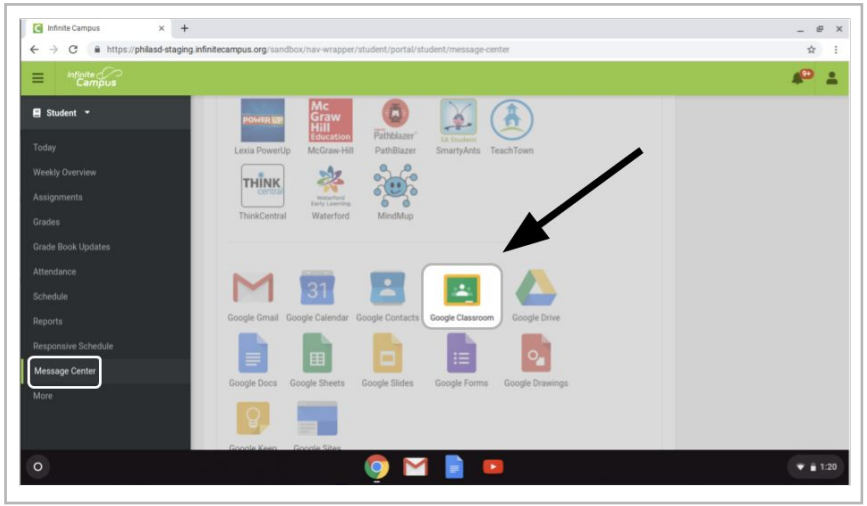
How to Access Google Meet

A Guide for Parents & Students

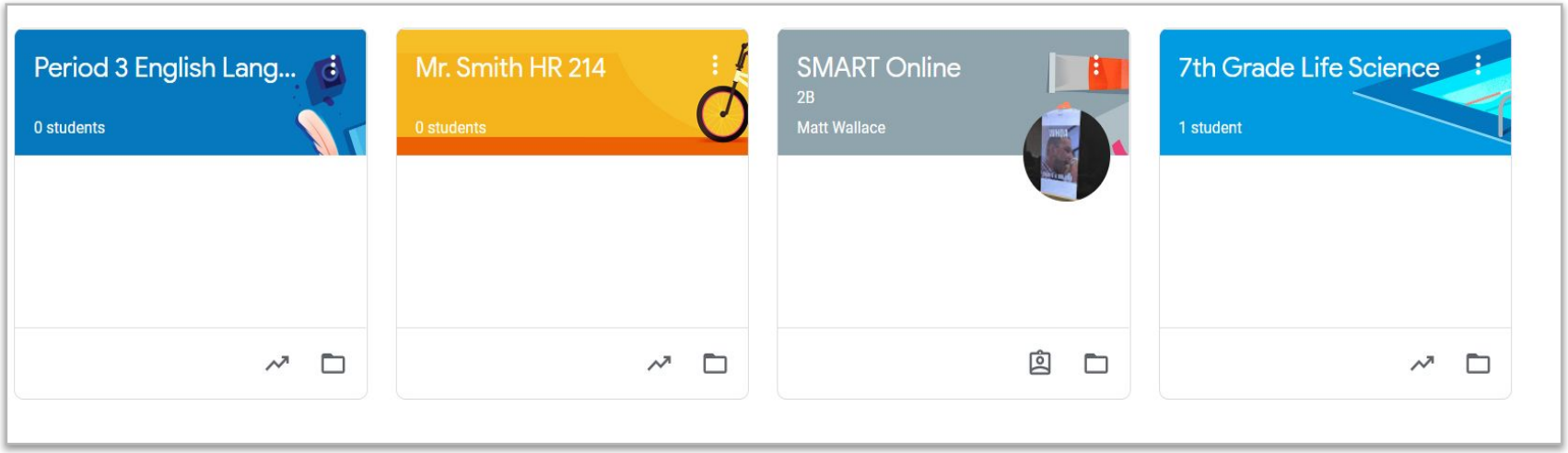
Students will access their Google meet from Google Classroom:

- Sign-in to your Infinite Campus Account
  - Login with your StudentID# and Password
- Select “Message Center”
- Scroll to the bottom to reveal your G Suite Applications
  - Select “Classroom”



Select your Classroom

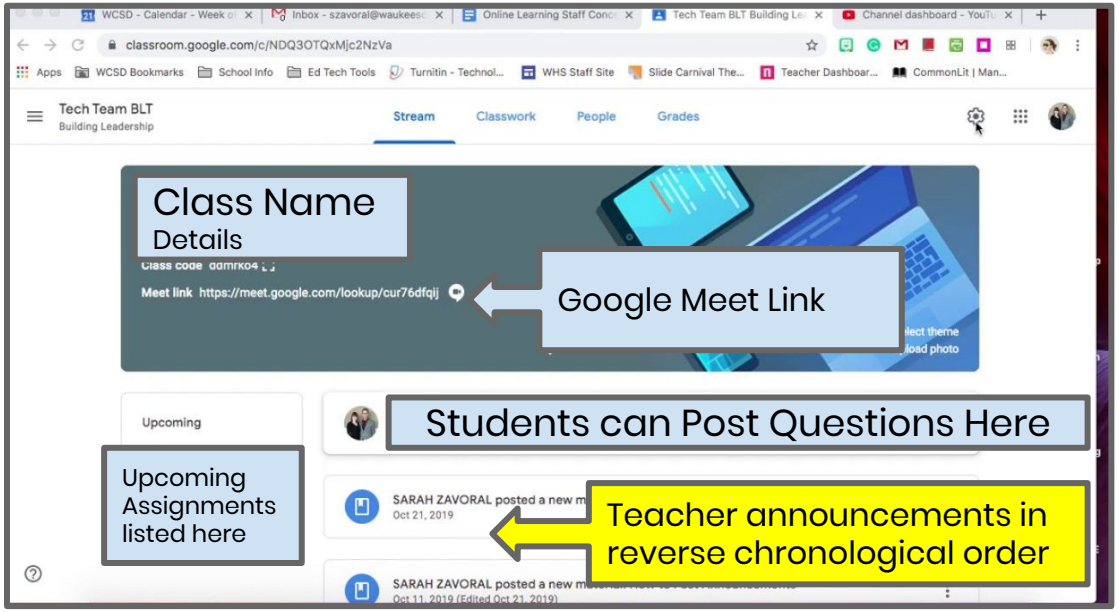
Click on the classroom cards to enter the class.



The Google Classroom Stream:

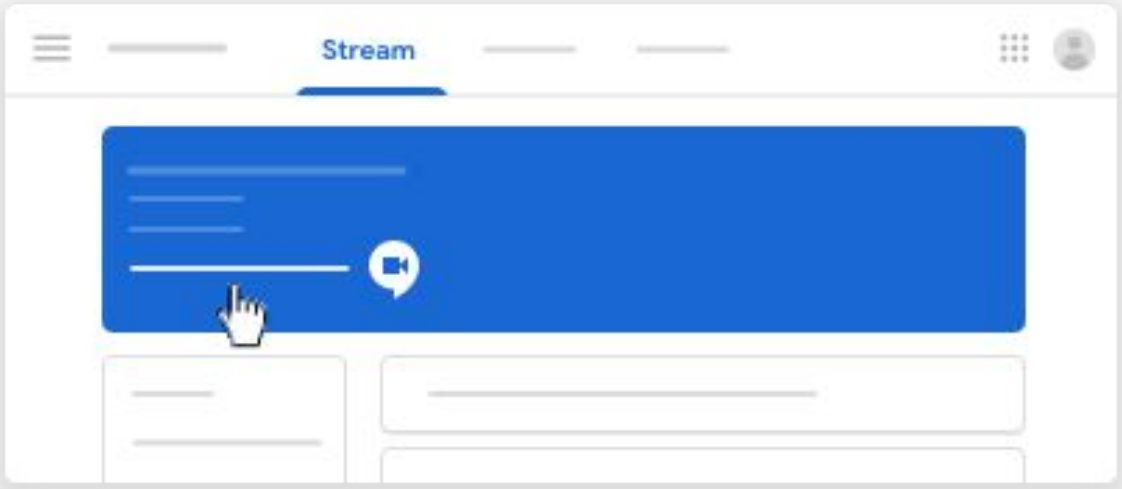
Your child's teacher will post announcements and alerts in the Google Classroom Stream. These will also be sent to your students email or Google Classroom App (on a phone or a tablet).

Look here for a message about when a teacher will plan to meet.

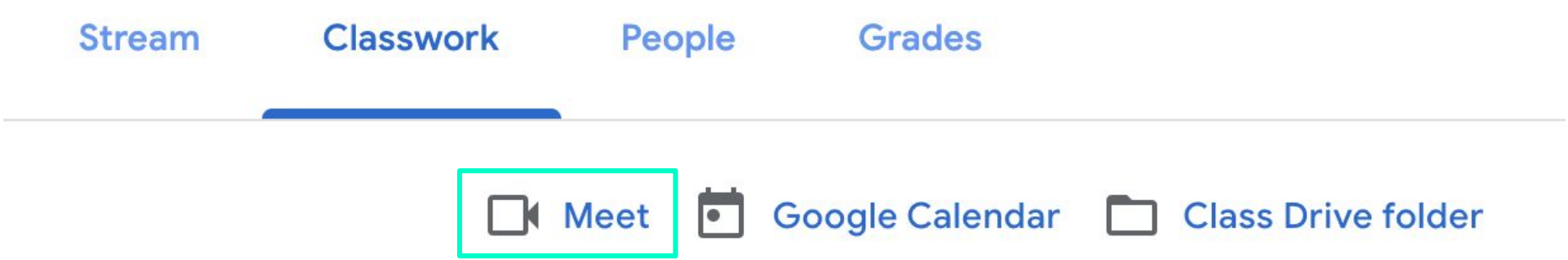


Finding the Google Meet Link

When a teacher is meeting with students, the link shown in the banner will be live -- students can click there to join the session.



There will also be a button found under the classwork tab:



Students can gain access to the meeting using either link.

Here are some things to keep in mind...

1. Students will not be able to access the Meet until the Teacher is in the room.

2. Students who are disruptive or inappropriate may be removed or muted by the teacher.

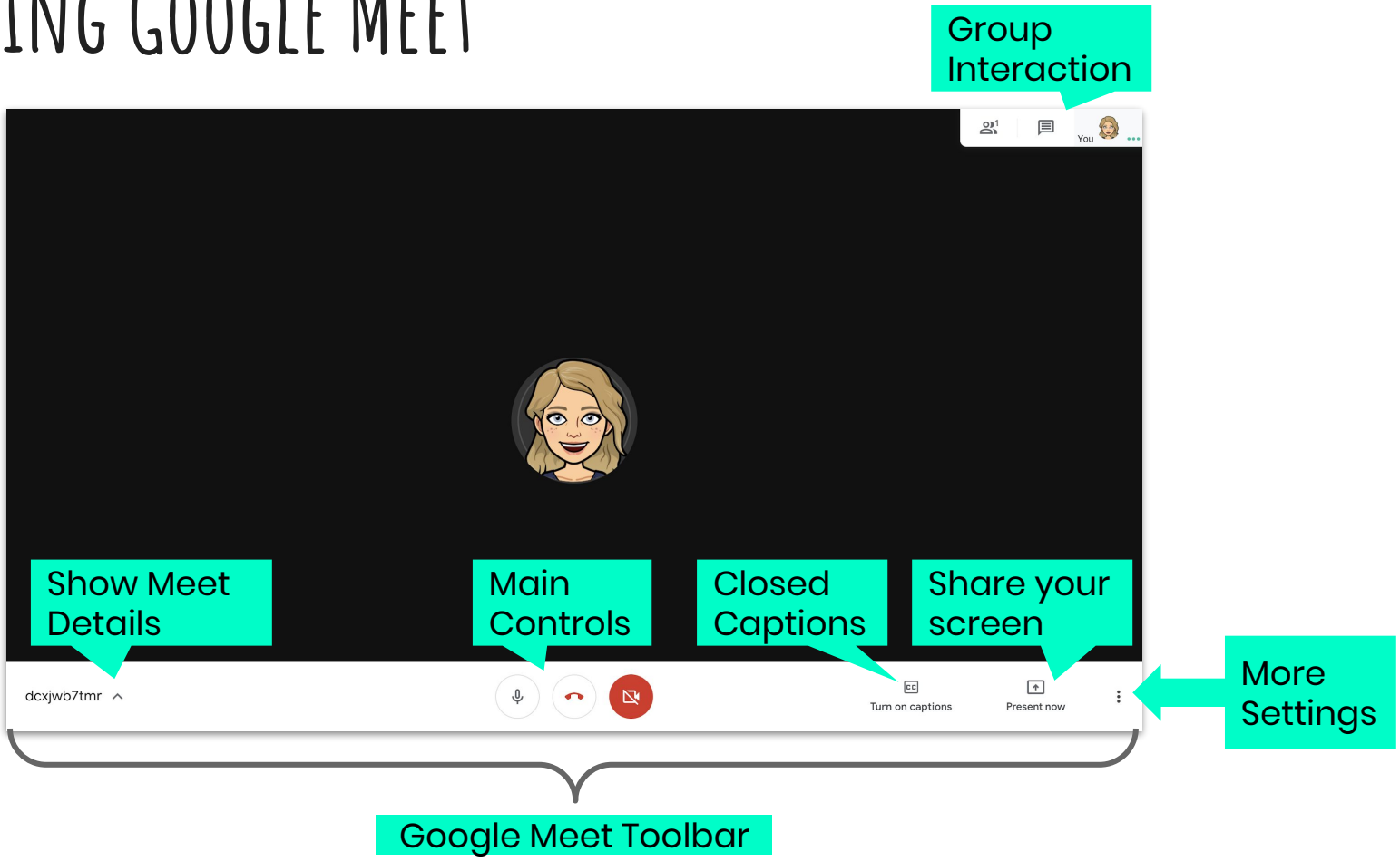
3. As long as the teacher is in the room, students will be able to regain access if they are disconnected. They will access by clicking on the link.

How to navigate after you click the link:

You will be brought to a lobby:

- Make sure that the icon in the upper right corner shows your child's [StudentID#]@philasd.org account.
  - If not, adjust by clicking on the icon and selecting the correct account
- Allow Camera & Mic
- You will be able to join once the teacher is in the room

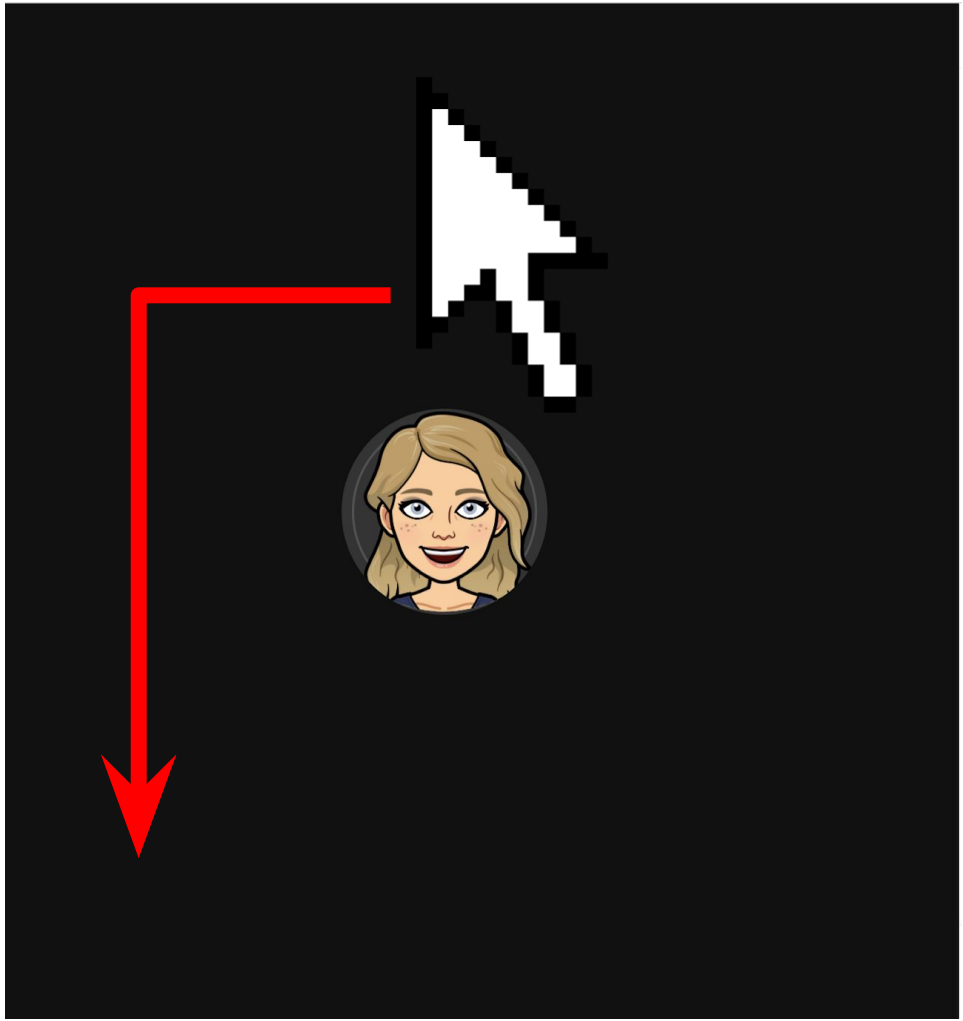
Navigating Google Meet



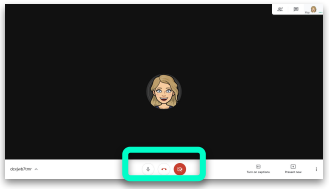
Where's the Toolbar?

The toolbar will sometimes disappear from view. To find it again, drag your mouse over the main window of the screen and down towards the bottom of the window.

As the mouse hovers on the bottom of the screen it will reveal the Google Meet Toolbar.



The Main Controls



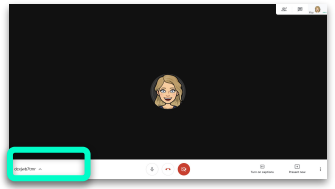
Click on the buttons to enable/disable these tools.

Microphone

Leave Call

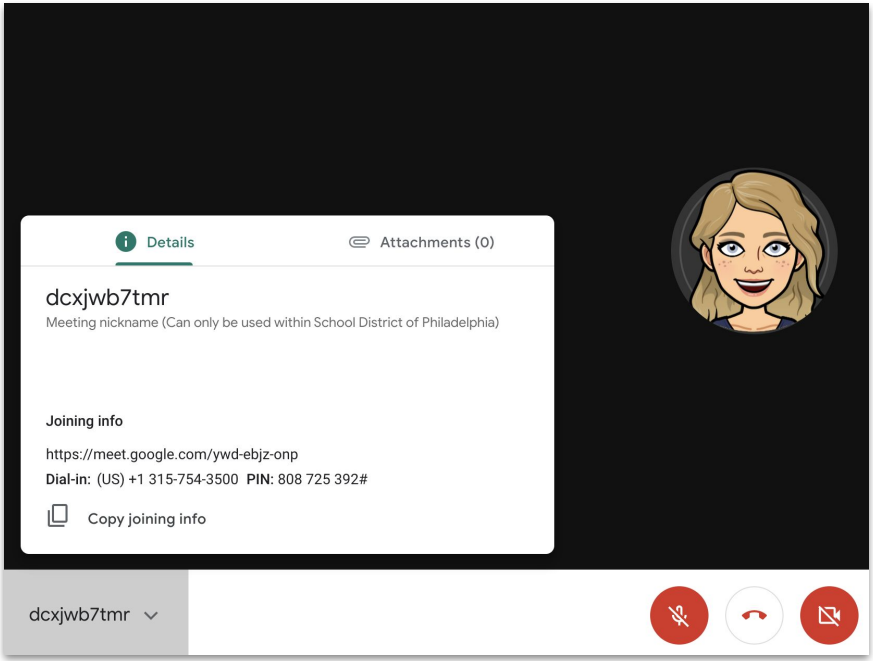
Camera

Meeting Details

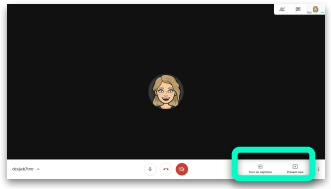


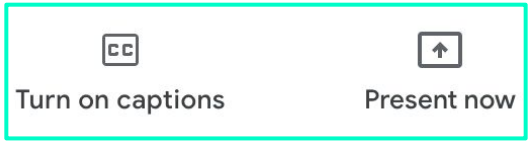
To see Meeting Details, you can click on the carrot next to the code in the lower left corner.

This will show you how to access the meet join information and any files that the teacher may have attached.



Closed-Captions & Screen Sharing





Closed-Captions

Each user can activate “captions” by clicking in the lower rigth corner of the toolbar. This feature will attempt to provide closed-captions throughout the meeting. This is a setting that each user would need to activate on their machine to benefit from this feature.

Present Now

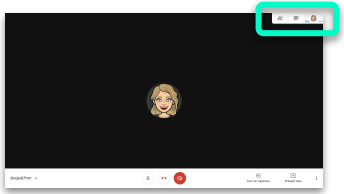
Students and teachers can use the “Present Now” button to share their entire screen, or a single window on their computer. Once this setting is activated, they will show the entire group whatever they are seeing on their computer until they select “Stop Presenting” (see next slide).

You're presenting to everyone

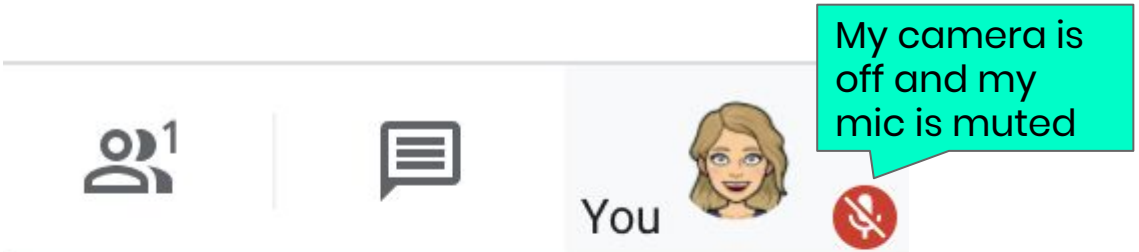
Stop presenting

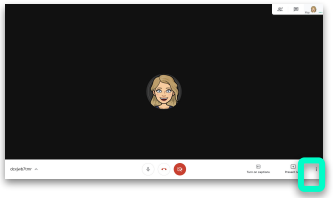
Click to stop

Group Interaction



The upper right corner will show you a list of people in the meeting, a chat tool, and a icon to show you what others can see.



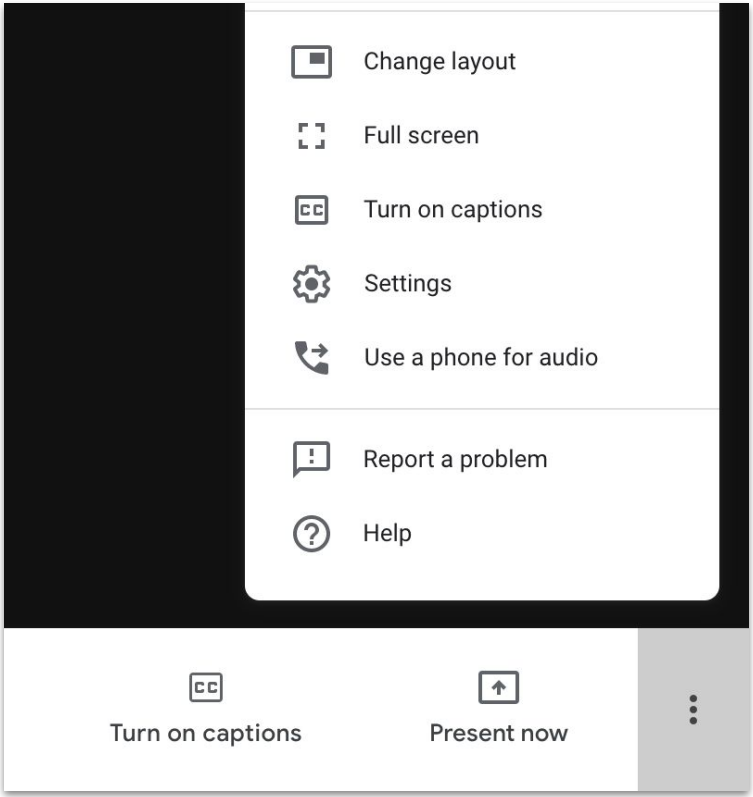


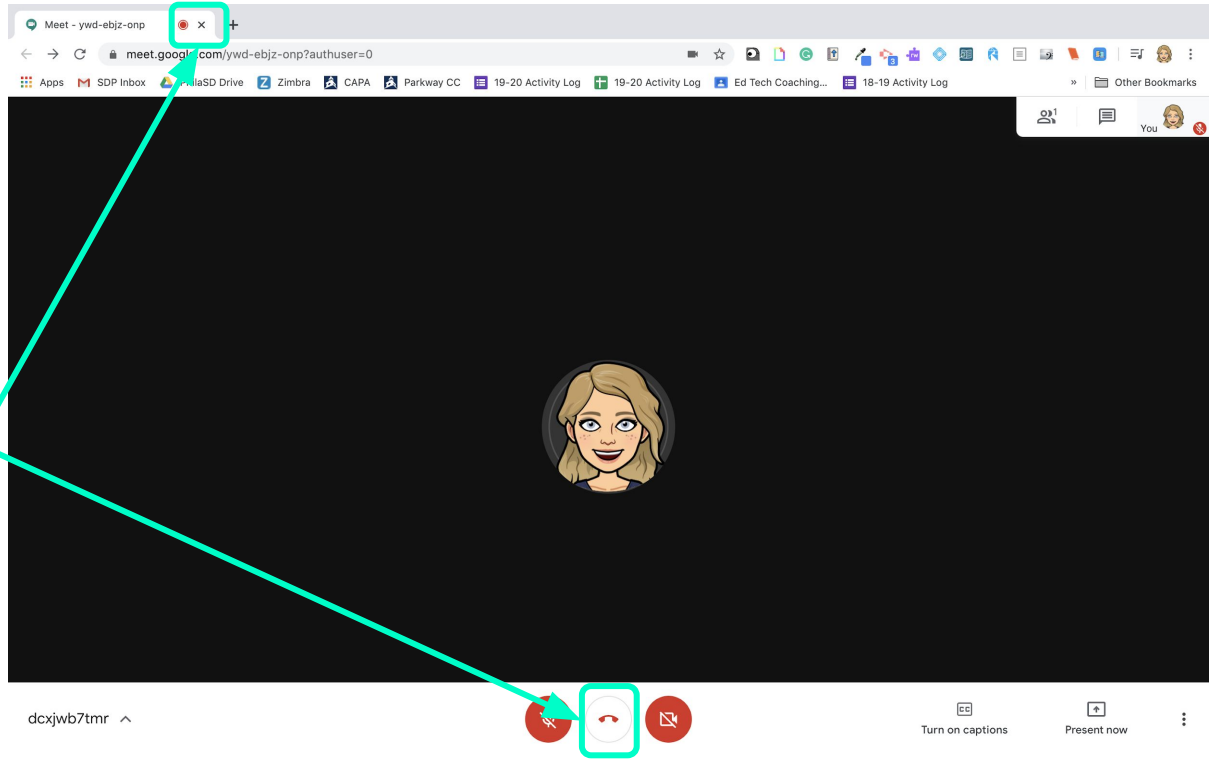
More Settings...

Clicking on the three vertical dots in the lower right corner will give you more options for your Meet Experience.

- Change Layout: Changes how you see the group and the presenter's screen

- Full Screen: Make the teacher's presentation full-screen



Leaving a Session

Once the teacher has concluded their lesson, they will ask your child to leave the call. They can do so by clicking on the phone icon in the middle of the toolbar, closing the Browser Tab, or shutting down their computer.