



Meet

**St. Tammany Parish Public Schools**

# Google Meet Guide for Students

## What is Google Meet?

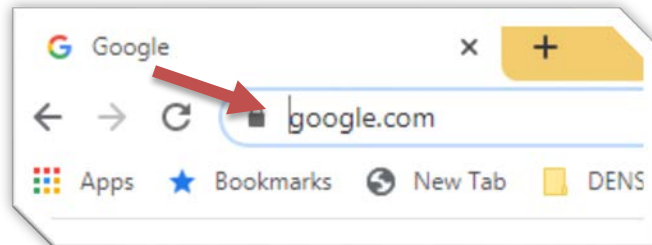
Google Meet is the video-communication tool that is part of the Google platform. Meet increases student engagement and allows teachers to provide immediate and authentic feedback on student work. Meet can be accessed on the web, on your desktop or on your mobile or tablet device. Student and teacher Chromebooks are able to utilize the camera and microphone for Google Meet.

## Option 1: Getting to Google Meet through Chrome

- Accessing Google Meet:
  - If using your district issued Chromebook, students will log in using their unique STPSB credentials. This will bring them to the St. Tammany Parish district website
  - If using a desktop or laptop, open the Chrome browser, you will click on the Sign in block in the upper right hand corner.



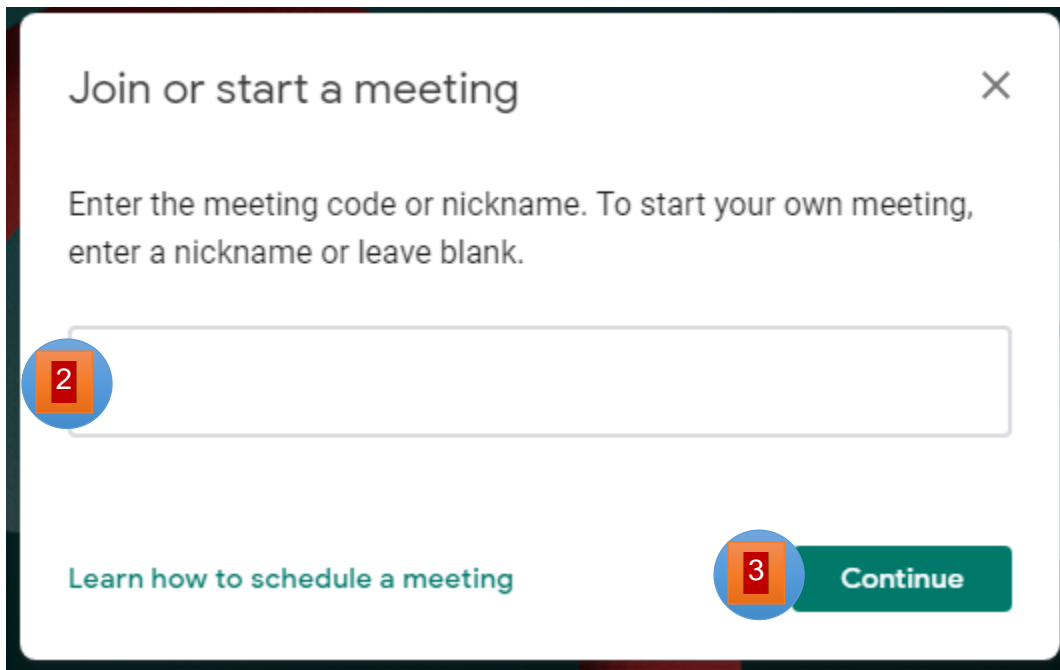
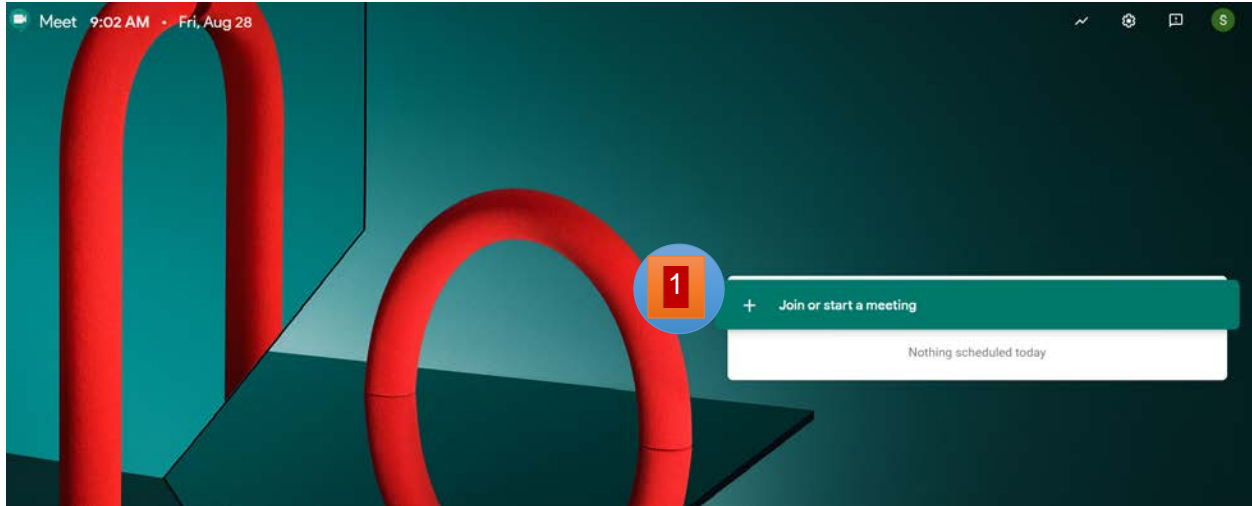
- If you do not see the Sign in box as shown above, click in the omnibox (address bar), type [www.google.com](http://www.google.com).



- You will see the Google Account in the upper right hand corner with a colored circle around your initial.
- Click on the 9 squares (Waffle) next to your initial to see the Google Suite of Products.



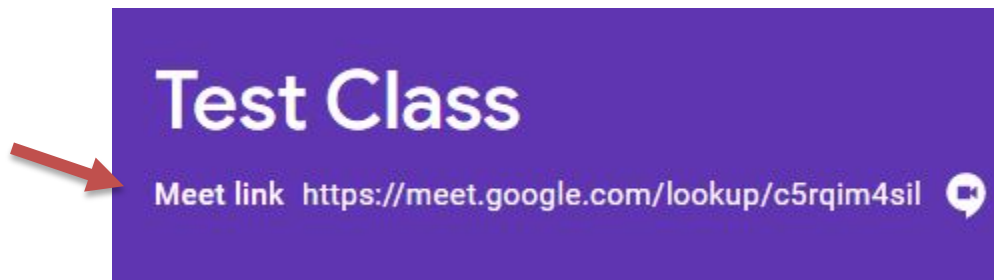
- Click on Meet. This will bring you to the main Meet page.



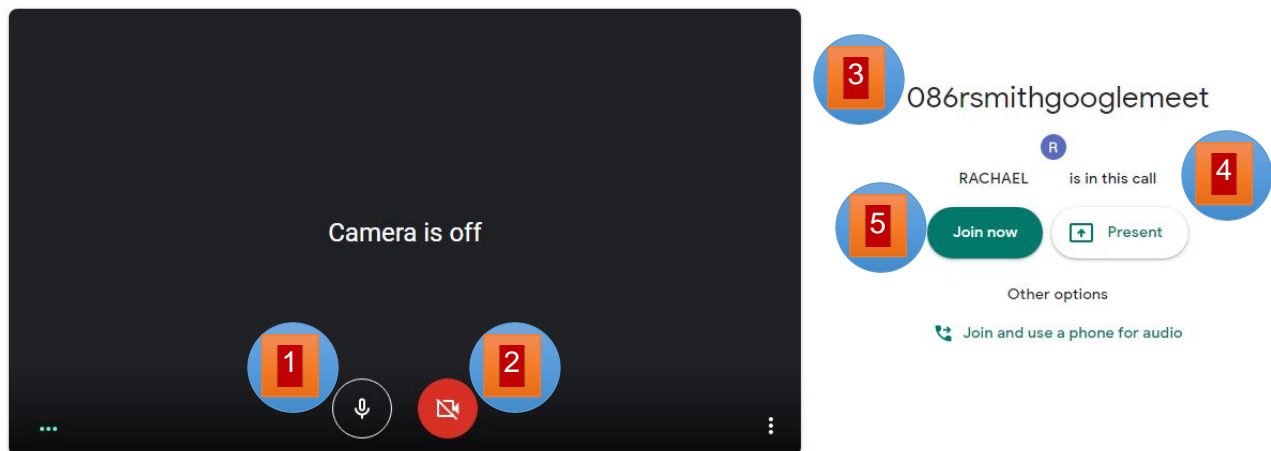
1. Click on "+Join or Start a Meeting".
2. Enter the meeting code or nickname provided to you.
3. Click Continue.

## Option 2: Getting to Google Meet through Classroom

The student will go to their Google Classroom and click on the Google Meet link.

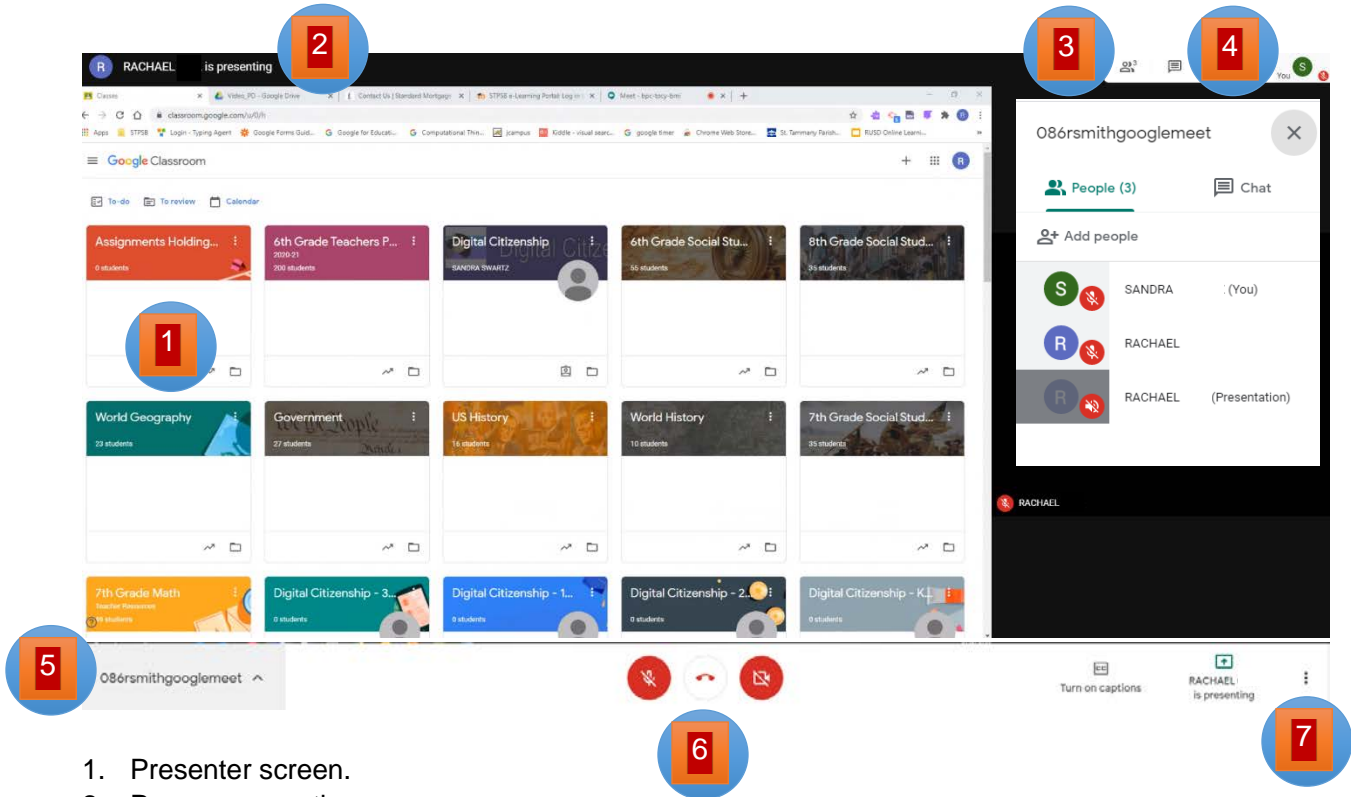


Either way the student goes to the Google Meet session, they will see the screen below.



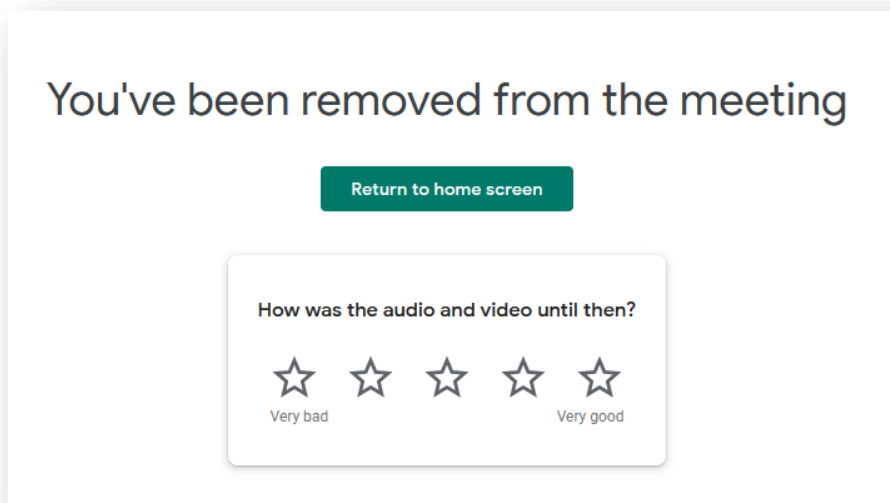
1. Audio is on.
2. Camera is turned off.
3. Class nickname.
4. Shows the teacher is in the call.
5. Click on Join now.

# What does Google Meet look like?



1. Presenter screen.
2. Person presenting.
3. People in meeting.
4. Chat box.
5. Name of meeting.
6. Audio and camera controls.
7. Menu options.

Once the Meet is over, the Meet organizer will remove you and you will see the screen below:



## Do

- Access Google Meet with Classroom link or using a “Nickname” from your teacher.
- Wear school appropriate clothing.
- Mute your microphone and sign in in Chat box.
- Unmute when your teacher calls on you.
- Participate
- Use chat to ask questions about class.
- Share my screen when asked to present by my teacher.
- Exit the meeting once it is over.

## Don't

- Access Google Meet from a Calendar Invitation.
- Wear your pajamas. 😊
- Have loud noises or your microphone on when asked to Mute.
- Work on other things.
- Use chat for private or off topic conversation.
- Share my screen without teacher permission.
- Stay in Meet without an adult present.