# code for nepal

HOW TO USE:
Google Meet

Google Meet can improve the efficiency and delivery of online classroom learning. Users can use Google Meet tools and features for digitally mediated collaboration and communication. This platform enhances and supports student learning by encouraging participation. Users can learn and practice netiquette, which is the set of professional and social etiquettes that are implemented and advocated in electronic communication.
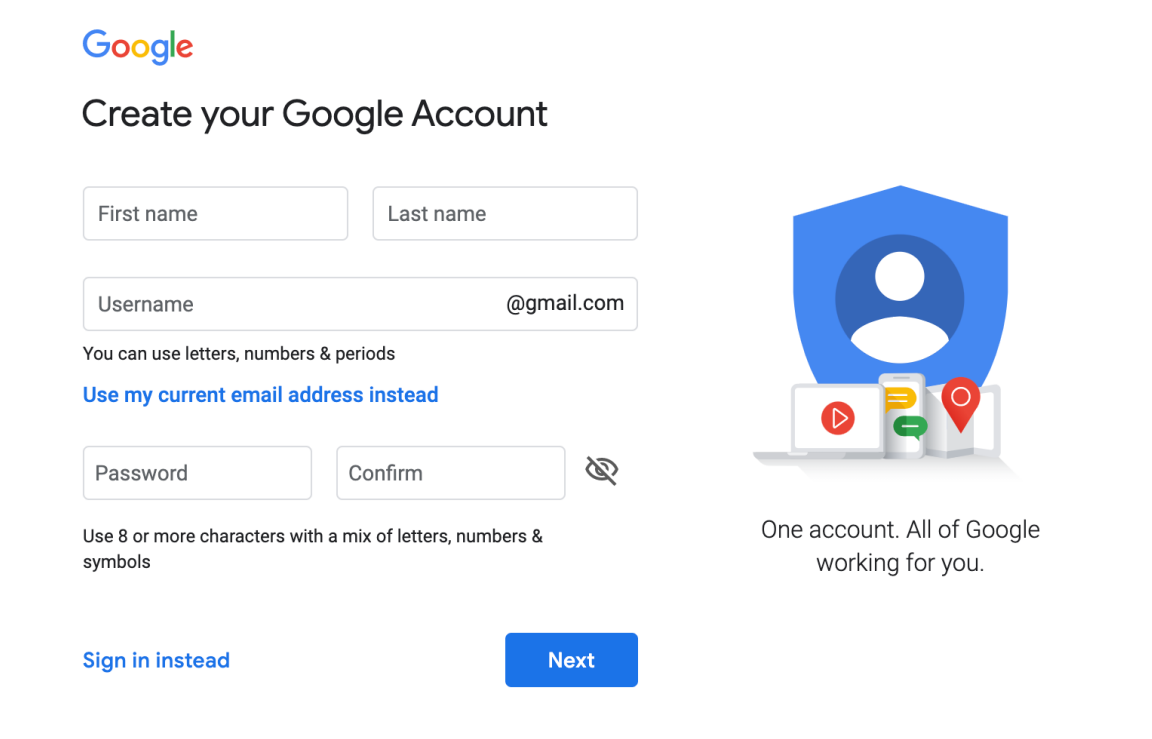
HOW TO CREATE A GOOGLE ACCOUNT

STEP 1:

In order to use the Google Meet platform, you must have a Google account. To create a Google account, enter **https://accounts.google.com/signup** into your web browser and it will direct you to the form.
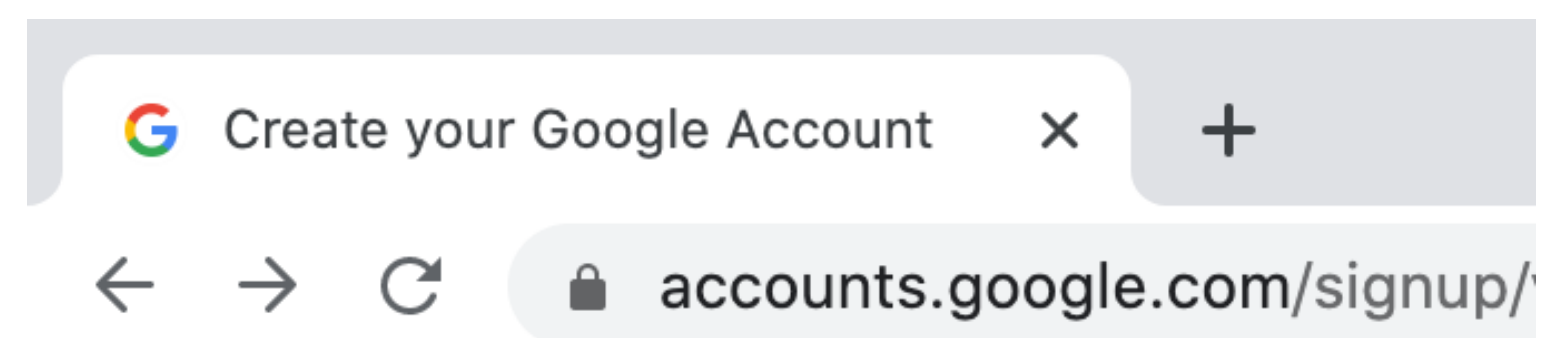
STEP 2:

Complete the sign up form with your personal information and create a username and password for your account. Click **Next** to finish making your account.
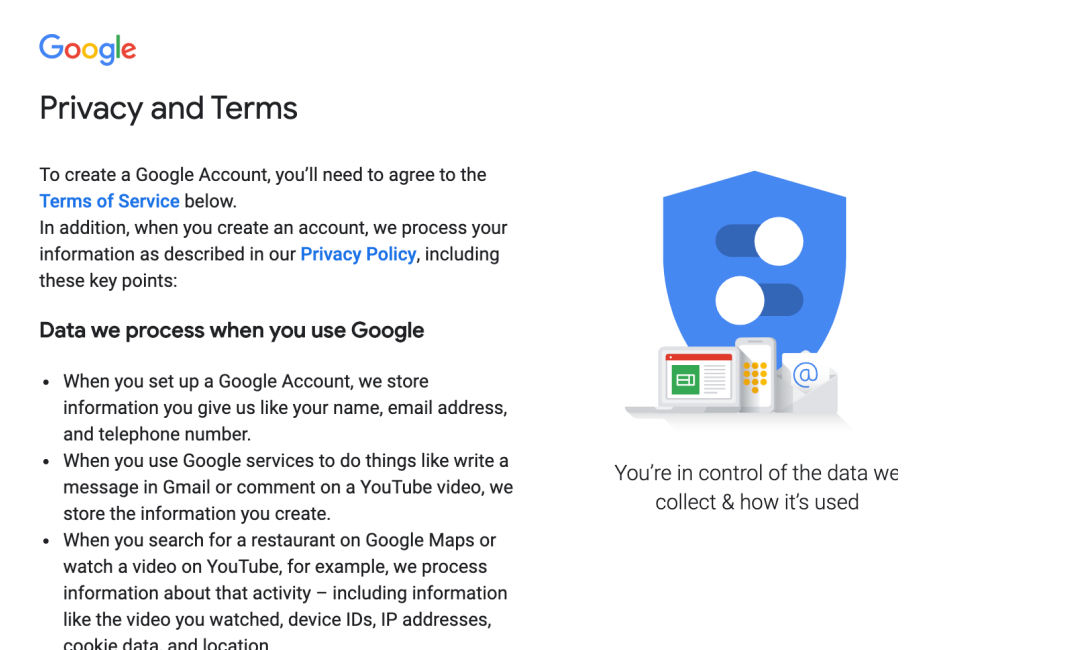
STEP 3:

Click **I Agree** to Google's Privacy and Terms.

YOU NOW HAVE A GOOGLE ACCOUNT

ACCESSIBLE APPLICATIONS WITH A GOOGLE ACCOUNT

GMAIL

Gmail is a free email service provided by Google. It is accessible on the web through any web search engine.

Once you have created a Google Account, you are given a Google email account with your chosen username. You can access your Gmail account by going to the Google Apps Menu icon at the top, right hand corner of your web browser.

GOOGLE CALENDAR

Google Calendar is a free scheduling and time management service provided by Google. It is accessible on the web through any web search engine.

Once you have created a Google Account, you can access Google Calendar by going to the Google Apps Menu icon at the top, right hand corner of your web browser.

TIP: SCHEDULE VIDEO MEETINGS THROUGH GOOGLE CALENDAR FOR DIRECT ACCESS TO MEET

HOW TO START A VIDEO MEETING OR VIDEO LESSON FROM MEET

STEP 1:

Once you have created a Google account or logged in to an existing account, go to the Google homepage and click the **Google Apps Menu icon** (3 dots) at the top, right hand corner of your web browser. You will see the Google Meet icon.

Maps   YouTube   Play

News   Gmail   Meet

Contacts   Drive   Calendar
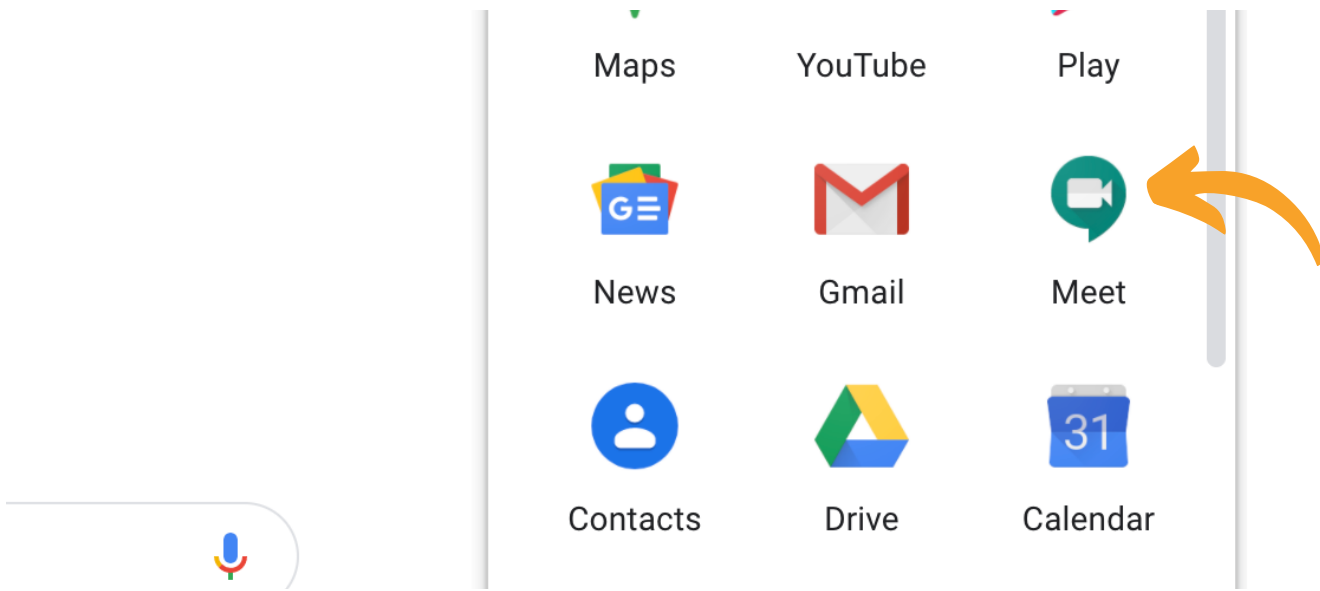
STEP 2:

Click the **Google Meet Icon** and it will direct you to the application's main website. Click **New Meeting** to start a new meeting or create a new meeting.

Premium video meetings.
Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

New meeting   Enter a code or link

Learn more about Google Meet

STEP 3:

Select an option from the drop menu based on your needs:
- Meeting Link to Share: generate link to share now or later
- Start an Instant Meeting: invite others right away
- Schedule in Google Calendar: schedule the meeting for a specific date and invite students or colleagues later
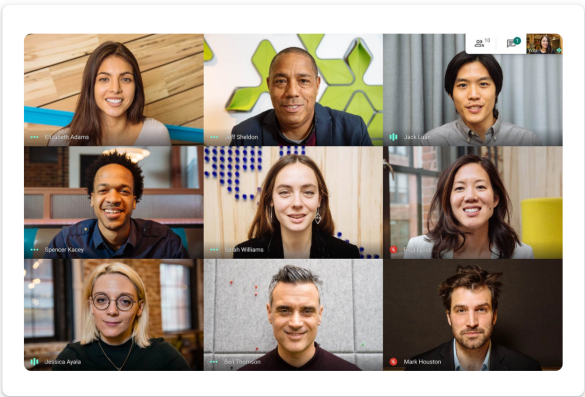
Premium video meetings.
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🔗 Get a meeting link to share   ode or link
➕ Start an instant meeting
📅 Schedule in Google Calendar

3 WAYS TO JOIN A VIDEO MEETING

BY MEETING CODE OR LINK:

1. Enter **https://meet.google.com/** in your web browser
2. Enter the meeting **code** (letters at the end of meeting link) or copy and paste the **link** of the meeting in the space provided
   - Note: if using code, omit hyphens (ex: dvkbwxykts)
3. Click **Continue**, then **Join Now**

Premium video meetings.
Now free for everyone.

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New meeting   Enter a code or link

Learn more about Google Meet

FROM GMAIL:

1. Open **Gmail** from the Google Apps Menu in the top right corner of the Google home browser
2. Open your Google Meet email invitation
3. Click the **joining link** under "Joining Info" in your email
4. Click **Join Now**

Class Meeting

When   Thu Sep 17, 2020 4pm – 5pm Eastern Time - New York

Joining info   Join with Google Meet

meet.google.com/rka-hjro-zyc

FROM A SCHEDULED GOOGLE CALENDAR EVENT:

1. Open **Google Calendar** from the Google Apps Menu in the top right corner of the Google home browser
2. Select the Google Meet meeting from your list of scheduled events
3. Click **Join with Google Meet,** then **Join Now**

10 AM

11 AM

12 PM

1 PM

Class Meeting
Thursday, September 17 · 4:00 – 5:00pm

Join with Google Meet

meet.google.com/rka-hjro-zyc
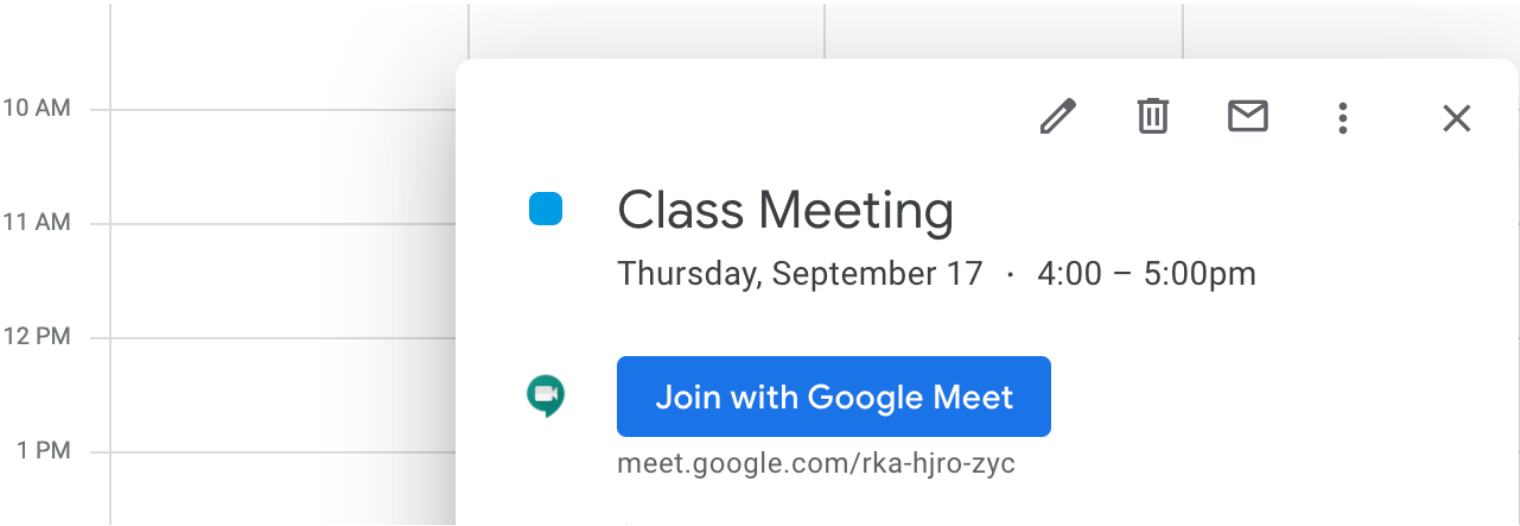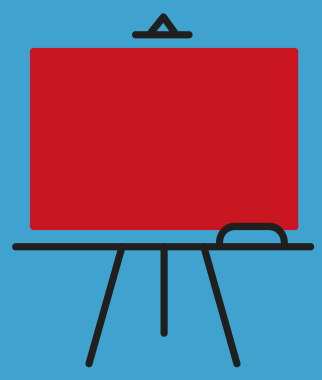
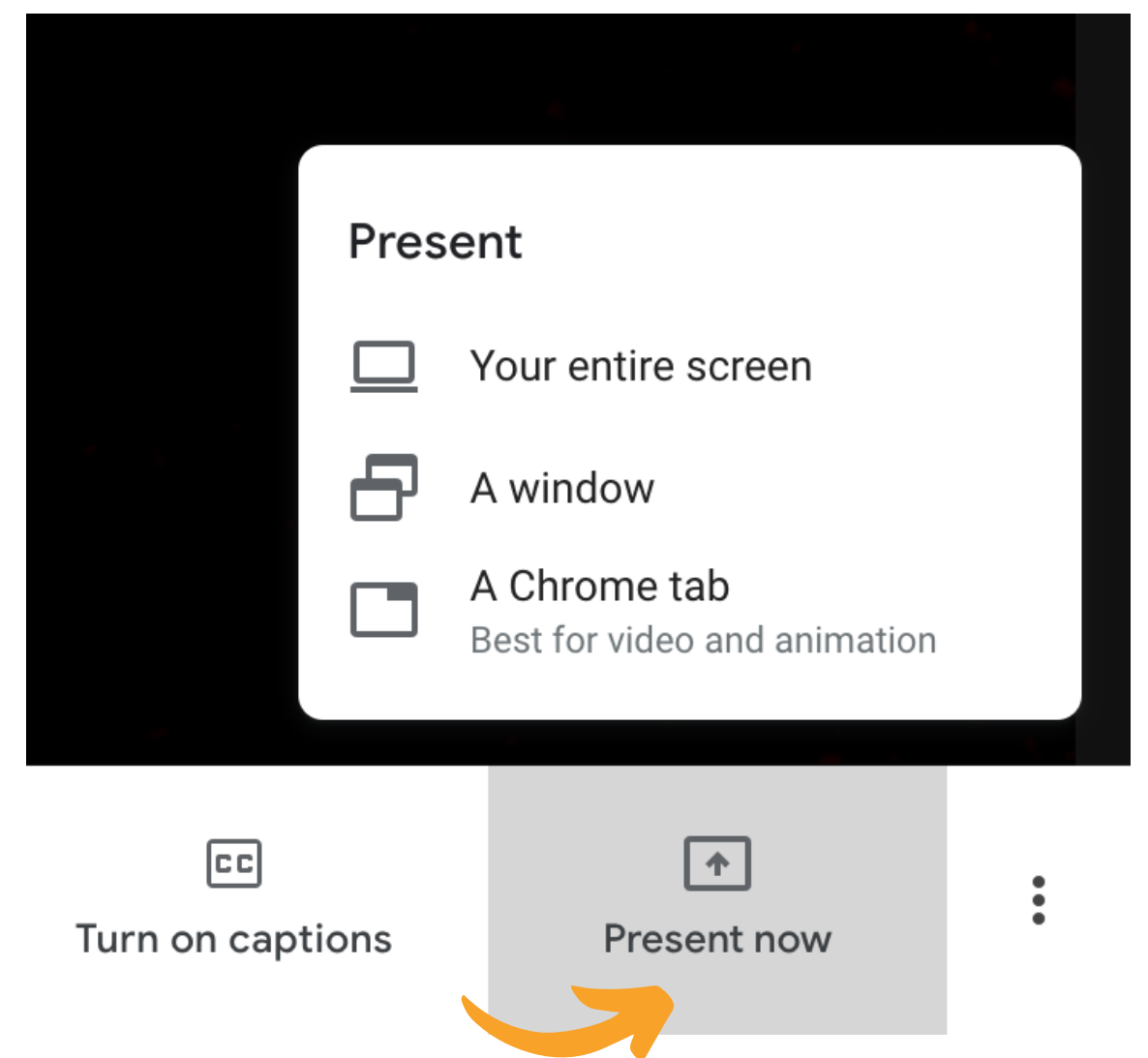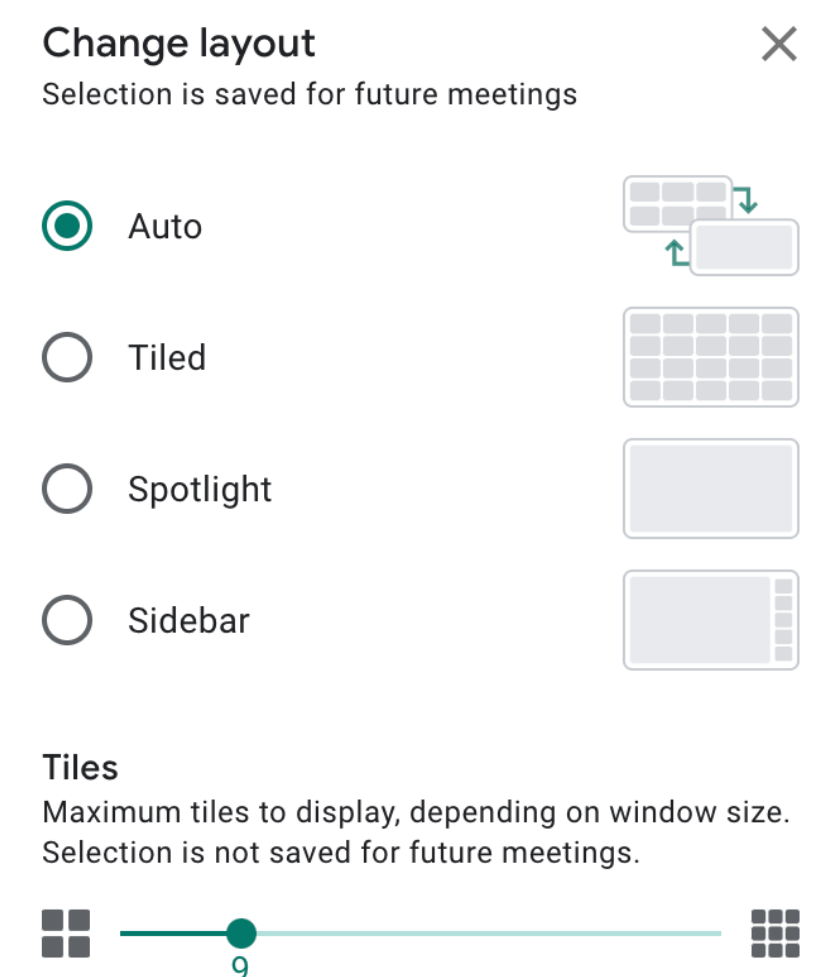# Google Meet Features

SCREEN FEATURES

SHARE YOUR SCREEN:

1. In Google Meet, click **Present Now** to open the menu at the bottom right corner of your screen
2. You will see a drop menu. You can share:
   a. your entire screen
   b. a single window
   c. a chrome tab
3. To end screen sharing, click **Stop Sharing** to return to the call.

*Note: Great for sharing presentations and projects

Present
- Your entire screen
- A window
- A Chrome tab
  Best for video and animation

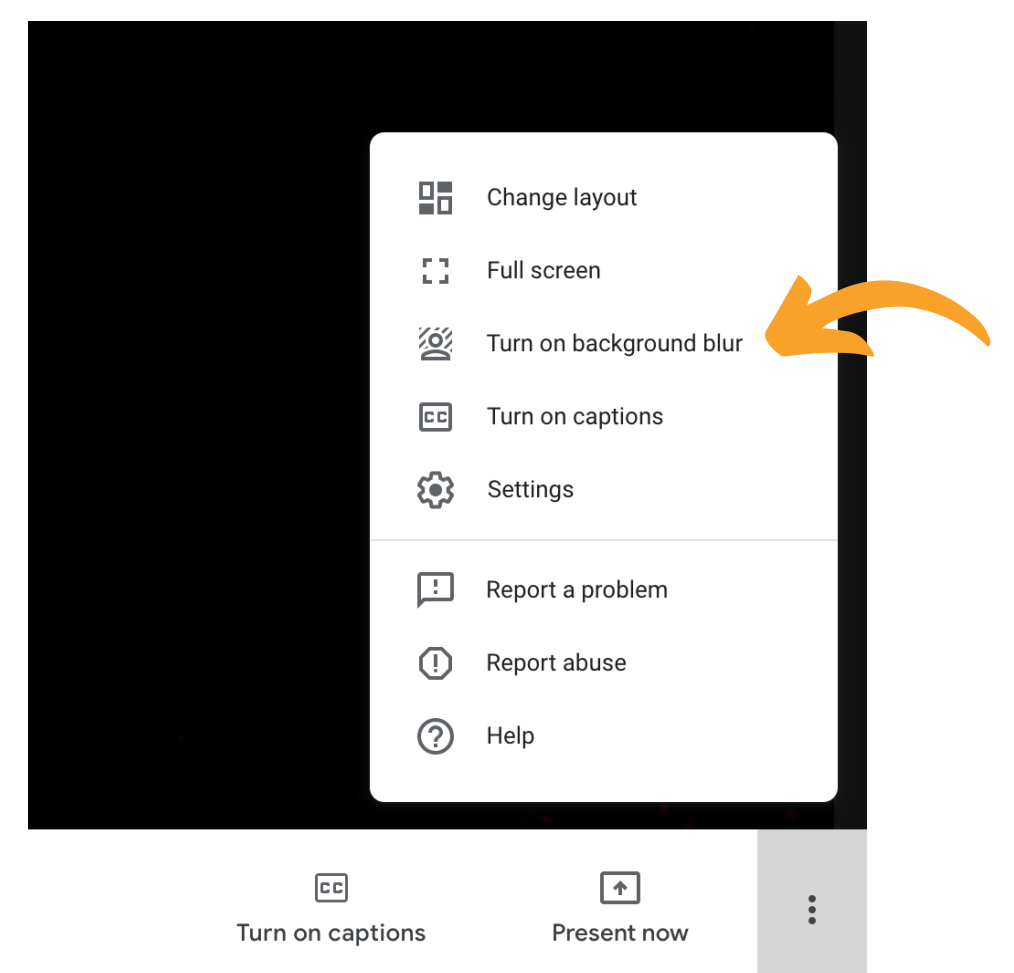Turn on captions | Present now

CHANGE SCREEN LAYOUT:

1. In Google Meet, click the **Three Dots Icon** to open the menu at the bottom right corner of the screen
2. Click **Change Layout** to open the drop menu.
3. Select an option based on your preferences:
   a. Auto: choses optimal option for your meeting
   b. Tiled: shows members in tile format
   c. Spotlight: active speaker will always fill window
   d. Sidebar: see image of active speaker and thumbnails of other participants

Change layout
Selection is saved for future meetings

- Auto
- Tiled
- Spotlight
- Sidebar

Tiles
Maximum tiles to display, depending on window size. Selection is not saved for future meetings.

9

BLUR BACKGROUND:

1. In Google Meet, click the **Three Dots Icon** to open the menu at the bottom right corner of the screen
2. Click **Turn on Background Blur** to activate the function on your screen. The image of your face will still be seen but your background will be blurry.

- Change layout
- Full screen
- Turn on background blur
- Turn on captions
- Settings
- Report a problem
- Report abuse
- Help

Turn on captions | Present now

UP TO 100 PARTICIPANTS PER MEETING FOR UP TO 60 MINIUTES

SOCIAL ENGAGEMENT FEATURES

TURN CAMERA ON/OFF:

1. In Google Meet, look for three icons at the bottom center of your screen
2. The camera icon is the last button on the right. Click the **Camera Icon** in order to turn your camera on and off:
   - If the icon is WHITE, your camera is ON.
   - If the icon is RED, your camera is OFF.

*Note: Great for timid students as well as file and link sharing
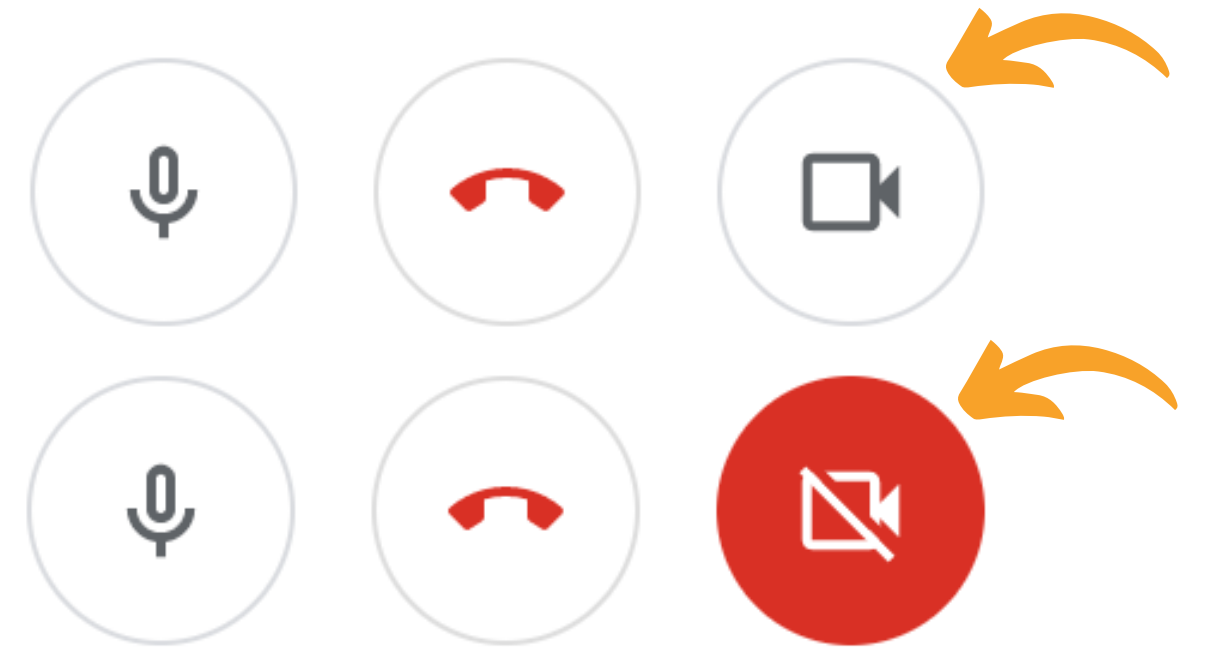
TURN MICROPHONE ON/OFF:

1. In Google Meet, look for three icons at the bottom center of the screen
2. The microphone icon is the first button on the left. Click the **Microphone Icon** in order to turn your microphone on and off:
   - If the icon is WHITE, your microphone is ON.
   - If the icon is RED, your microphone is OFF.
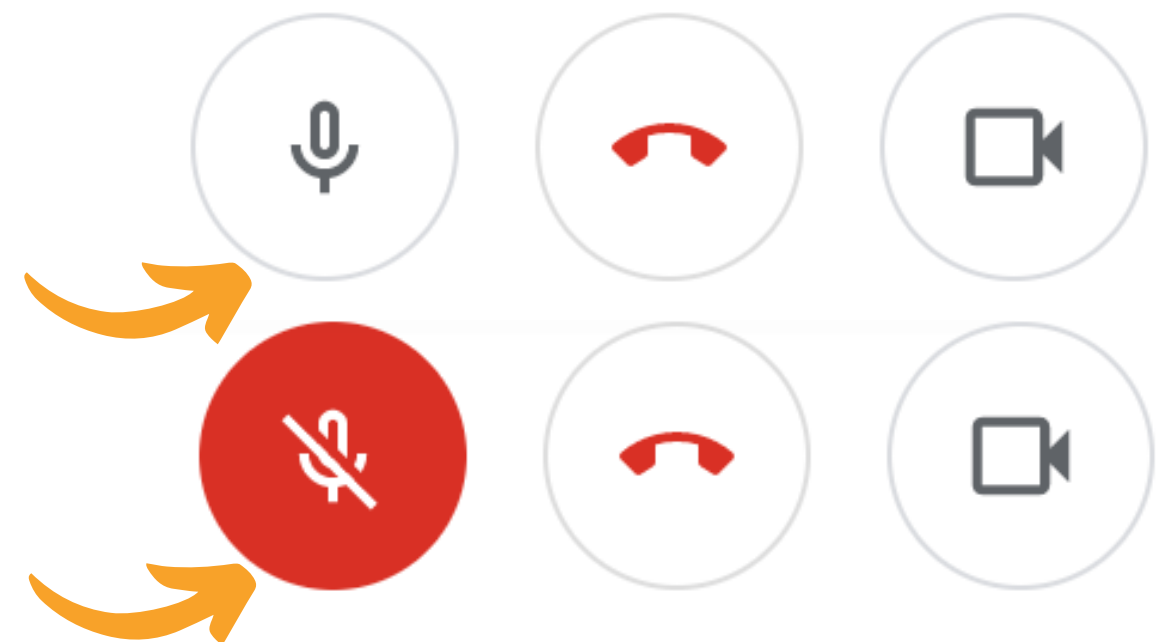
USE THE CHAT FUNCTION:

1. In Google Meet, click the **Chat Icon** in the top right corner of the window
2. Enter the message you wish to send to other participants in the entry box
3. Click the **Send Icon** shaped as an airplane.

1:07 PM   You
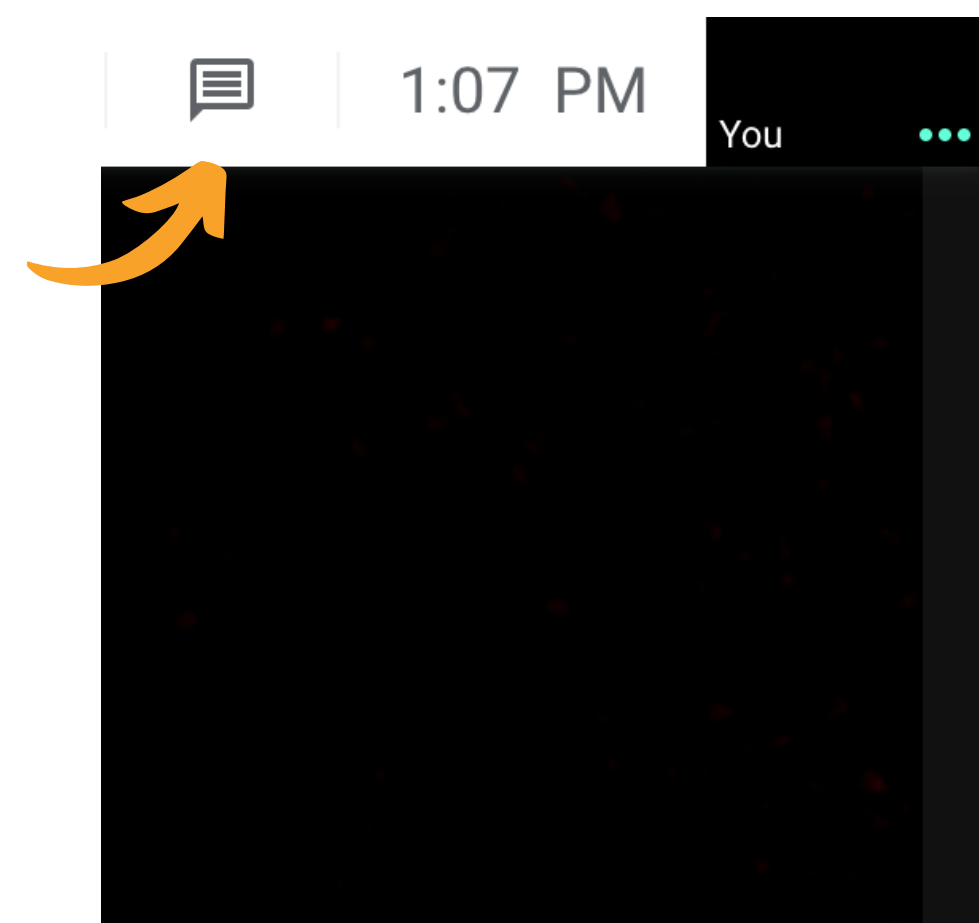
TIP: INSTALL GOOGLE NOD REACTIONS FOR A HAND RAISING FEATURE

1. Enter **chrome.google.com/webstore** into your web browser to visit the Google Chrome Web Store
2. Type **Nod Reactions** into the search bar at the top, left corner. Press **Enter** on your keyboard. The extension will be listed first in your search results. Click on **Nod - Reactions for Google Meet**.
3. Click **Add to Chrome** to install the free feature, and click **Add Extension**. Once the application has finished downloading, a thumb's up icon will appear at the top right of your window.
4. When you open Google Meet and join a meeting, you will see different icons students can use at the top left of your screen such as hand raising, thumb's up, and a clapping icons!