

Google Meet: Guidelines and Support for Educators

(March 25, 2020)



Google Hangouts Meet (or Meet) <https://meet.google.com/> is the recommended platform for virtual staff meetings, and video communication between teachers and students.

This virtual environment is an extension of our schools and classrooms. It is critically important that everyone uphold our professional standards. While in a virtual meeting you represent yourself, your school and the school District.

Expectations

- Please be cognizant of appropriate dress and your physical location
- If you choose to record a session, ensure all participants have agreed to being recorded before the session begins. The signed NLESD Media Consent form is required for any public sharing (please check with your school administration)
- When meeting with students, it is important to establish clear expectations for acceptable student behaviour

Best Practices

- Locate in a well lit room but avoid sitting with a window behind you
- Sit close to the screen such that your face fills most of the screen
- Use an external microphone or headset if available
- When you're not talking, mute your audio
- Use the Meet chat feature to ask questions and comment

Additional Information

- Google Meet is now available to all staff and students with @NLESD accounts
- Staff can create and join meetings, students can only join meetings
- The app works on Windows 10 PC, Mac OS10 or Chromebook. It is also available for tablets and smartphones via a mobile app called Google Hangouts Meet
- Our NLESD version of Meet can host up to 100 people per session
- Only the meeting creator, calendar event owner, or person who sets up a meeting can mute or remove video meeting participants
- If Internet speed is low, participants are advised to turn off their camera to improve call quality
- Google has temporarily provided the option to record meetings. The recording will be saved to the personal Drive of the meeting creator and automatically to all Calendar invitees

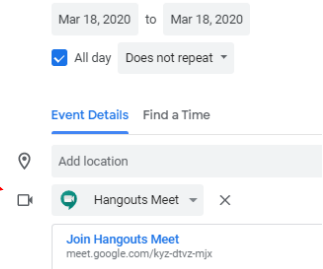
Google Learning and Support Center

- G Suite Learning Center [Meet Training and Help](#)
- G Suite Learning Center [Meet Cheat Sheet](#)
- Ditch That Textbook [How to use Google Meet for online learning](#)

There are several ways to schedule and start a meeting

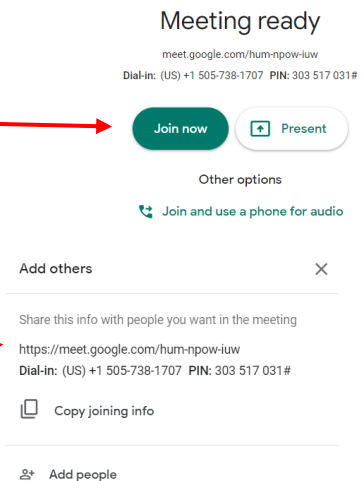
Option 1: Create an event in Calendar, add conferencing via Meet

- Directly invite guests to the Calendar event, or
- Copy the link provided and share to participants (email, Classroom, etc.)
- The participant clicks the meeting link to join the meeting



Option 2: Open the Meet app and start a meeting

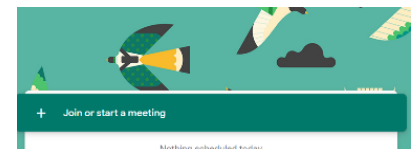
- Select Join now.
(It is recommended to not use the “nickname” method)
- Add others using the “Add people” option or copy the link provided and share to participants



There are several ways to join a meeting:

Option 1: Open Meet and join a meeting.

- Enter the meeting code or nickname provided



Option 2: Click the link provided by the meeting host and follow the onscreen prompts

Understanding these features will improve the way you collaborate in video meetings:

The following links are from the G Suite Learning Center:

- [Send chat messages to video meeting participants](#)
- [Present during a video meeting](#)
- [Change screen layouts in a meeting](#)
- [Pin, mute, or remove meeting participants](#)
- [Use captions in a video meeting](#)
- [Use a phone for audio in a video meeting](#)
- [Record a video meeting](#) (available until July 1st)