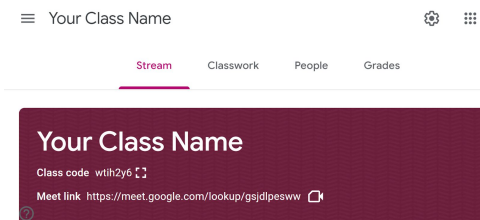




1. Make sure you are signed in to your school board assigned account, not a personal account or another user's account (e.g., #####@smcddb.ca NOT personal account @gmail.com)

2. If your teacher has shared a link to a Google Meet:

- Click on the URL that your teacher has shared.
- If the teacher is using Google Classroom, the link may appear and disappear in Google Classroom as needed



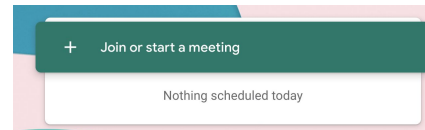
Note: If asked to allow access to your camera and microphone, make sure to allow access.

OR

2. If your teacher has shared a meeting Nickname/Code for a Google Meet:

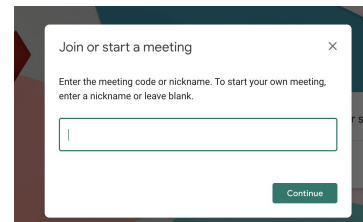
- Go to meet.google.com

● Click **Join or start a meeting**



- Enter the code when prompted and click continue.

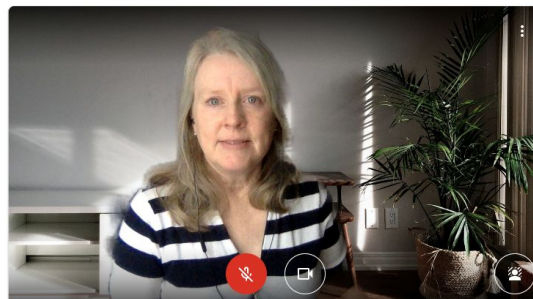
- **Note:** in the link <https://meet.google.com/fsm-xxxx-ddm>, the code is fsm-xxxx-ddm



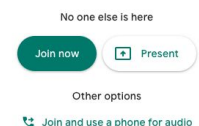
Note: If asked to allow access to your camera and microphone, make sure to allow access.

3. Prepare to enter the Meet

- Before you are admitted to the Meet, you will have the ability to turn off your microphone and video camera. It is good practice to enter with your Mic muted so you do not interrupt any ongoing conversation/lesson/direction.
- To mute your microphone, click the microphone icons so it turns red.
- To change or blur your background click on the person in the lower right corner and make your selection to preview what others will see when you join the Meet.
- Click **Join Now**



Elementary Drop In: focus on ...



4. Participate in the Meet session

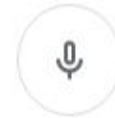
- **Raise Hand**

- Raise your hand if you have a question, answer, or would like to present your screen. Wait for the teacher to call on you.



- **Mute/UnMute**

- Click on the microphone button at the bottom of the screen to **unmute** your microphone until you need to speak to the group (it will turn white).



- **Camera on/off**

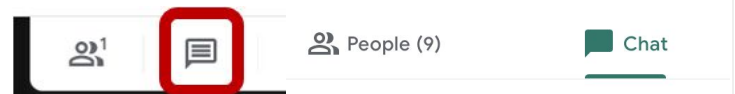
- You can also **turn your camera on and off** with the camera icon. Turning your video off helps with bandwidth if you find your connection is choppy.

- **Leave the Meet:**

- The red phone icon is to **leave** the Meet.

- **Chat**

- Click the **Chat** icon (top right - looks like a speech bubble) to open the chat window. This is where you can ask questions and such when you are muted. Resources links might also be shared here.



Let everyone send messages

You 3:07 PM
Teach@Home

<https://sites.google.com/smcdsb.on.ca/elementary-teach-from-home/teachhome>

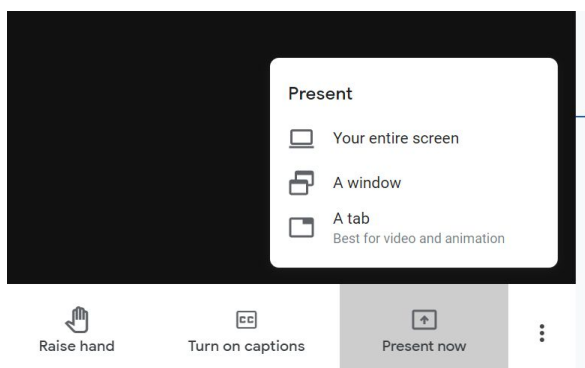
- **Captions**

- Turn on **captions** to make spoken words in the session appear on the screen.



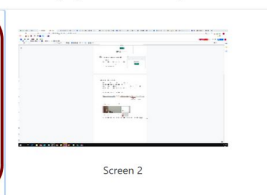
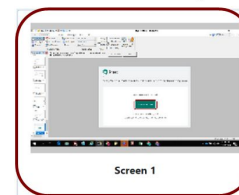
Present Your Screen:

- If you need to show your screen, click the **Present now** icon and then select **Your entire screen**.



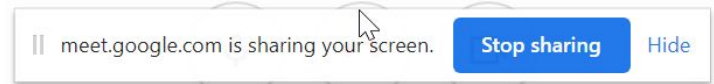
Share your entire screen

Chrome wants to share the contents of your screen with meet.google.com. Choose what you'd like to share.



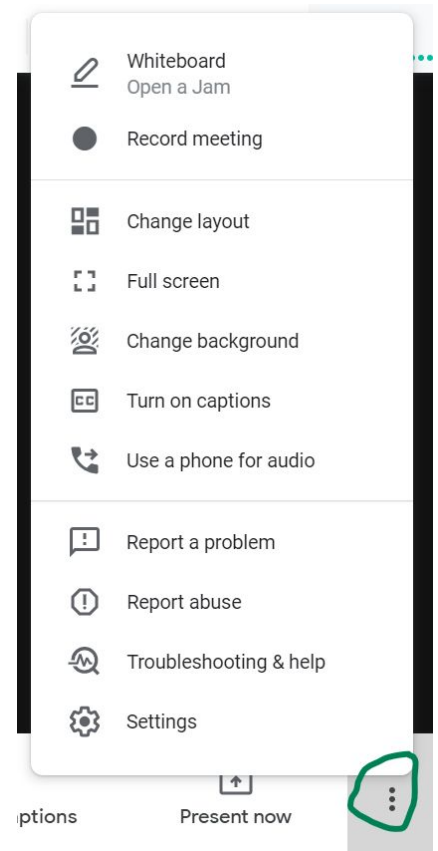
- Click on the screen you wish to share in the popup window. Then click **Share**.

- To stop sharing your screen, click **Stop sharing** at the bottom of your screen.



- **Change Layout, Change Background Troubleshooting & help, etc.,**

- Click on the three dots in the lower right corner to see additional options and features of Meet
- The settings cog will allow you to select and test audio and video input and outputs (microphone, speakers, camera send and receive resolution)



Trouble Shooting:

- If you cannot hear/see people or they cannot hear you, be sure you are not muted.
- If you are not muted, check your audio and video settings. Go to the three dots in the bottom right hand corner and select **Settings**.
- Check that the correct microphone and camera are selected from the drop down menu.
- If everything seems right, leave the Meet and rejoin.

