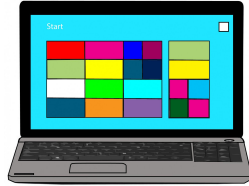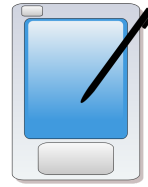# Google Meet Cheat Sheet

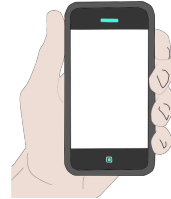## Where Can I Use This?

Desktop (with Mic & Webcam)   Laptop/Chromebook   Tablet (with app)   Smart Phone (with app)

What App Do I Need?

In the app store, search for **Hangouts Meet by Google**. The icon will look like the one above. You will need at least 64 MB of storage to download this app. Download the free app on any device you plan to use for meetings.

How Do I Start A Meeting?

- **On a computer/laptop/chromebook:**
    - Go to **meet.google.com**
    - Click **Join or start a meeting**
    - Give your meeting a **name**. Special characters(.!@##%) are not allowed.
    - Give permission for Google to access your **microphone and camera** (first time only)
    - Click **Join Now**
    - A box will come up with your joining information. Click **Copy** and share it with whoever you need to meet with.
    - You can copy and paste this information into an email, a Skyward message, as an announcement in Google Classroom, as a message in Remind, or as a message in Class Dojo. Use whatever means you have been using with your students for class communication.
    - You can also add people directly from that box if you have their @ricebirds.net email. **Just be aware that this will only send an email to their @ricebirds.net
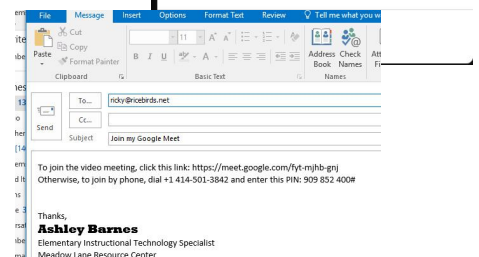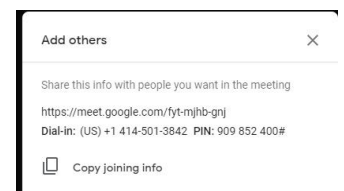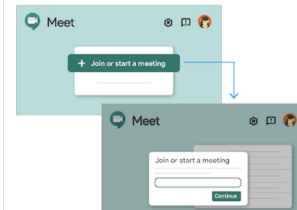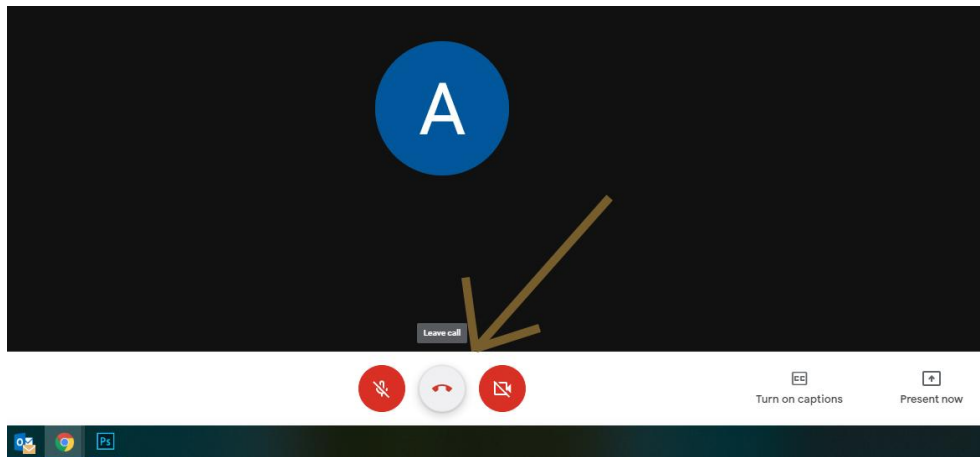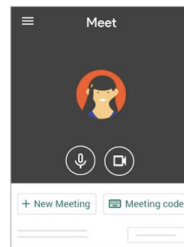
email, so if they do not normally monitor that email, they may not join your meeting.**

- **Join the meeting at the set date/time** and wait for your participants to arrive.
- At the end of the meeting, make sure you **click the button that ends the call.**

- **On a phone or tablet:**
    - Click on the app
    - Click **+ New Meeting**
    - Click **Share joining info**
    - Click **Copy**
    - Leave the Hangouts
      Meet app and go to the
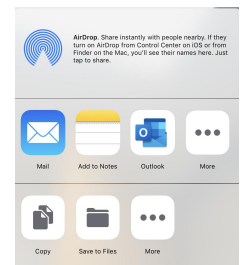
      program you wish to use to share your meeting. You can **paste** this information into an email, as an announcement in **Google Classroom** if you have that app, as a message in **Remind**, or as a message in **Class Dojo**. Use whatever means you have been using with your students for class communication.
    - **Join the meeting at the set date/time**, and wait for your participants to arrive.

Interact with your participants:
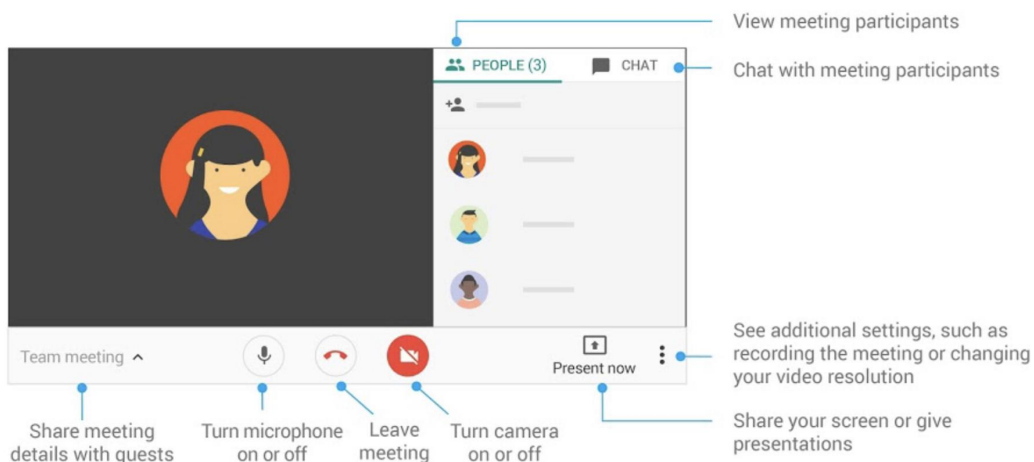
What are some best practices?

- Log on in a **quiet environment**. If you are going to have background noise, you may want to use headphones that have a microphone so that everyone can hear you clearly—it will be frustrating for everyone if they can not hear the information.
- **Keep participants muted** if they are not speaking. This will cut down on the ambient noise.

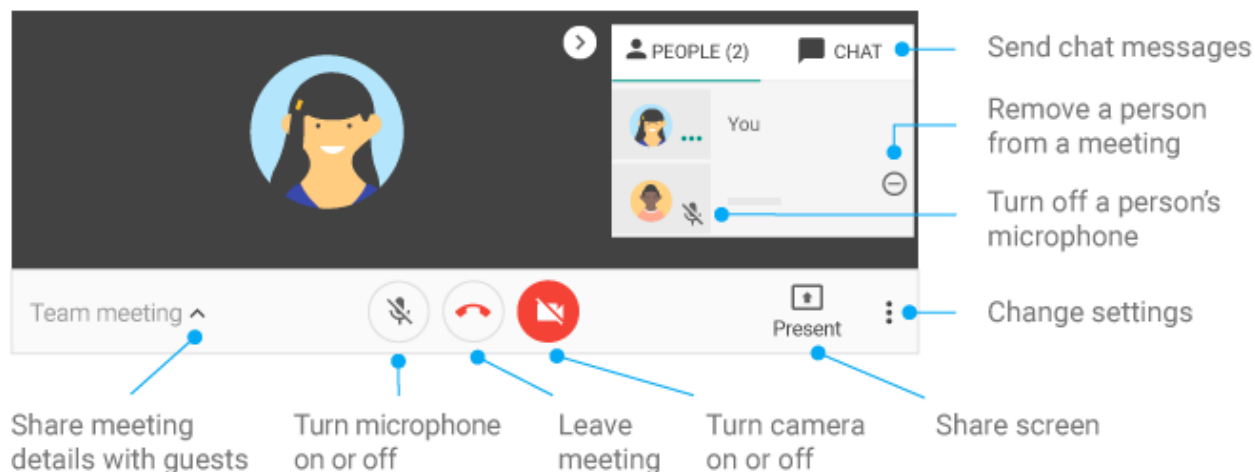- Review **norms & etiquette** at the beginning of each session just like you would review rules in class. This will help cut down on issues.
- Have a **partner teacher in the session** with you to help monitor questions in the chat and spot any inappropriate behavior while you are teaching.
- Before the session begins, please say the following to your students: <mark>**This office hours session will be recorded and posted for other students and parents to see. If you do not want to be recorded, please turn off your camera now.**</mark>
- **Record each session**. There are three dots at the bottom right part of the screen once you join the session. Hit those and press **record meeting**. To make the teacher's screen the screen that is being recorded, click on your picture, and press the icon that looks like a push pin to "pin" your screen as the viewed screen on your computer.
- When the session is completely over, click the three dots and press **stop recording**. The video will automatically save in your Google Drive. Once the recording is saved, you MUST save the link in your class's archive Google Doc that we created for you, so students who missed the live feed can go back and watch. Email abarnes@ecisd.org if you have issues or questions.
  - The video file for your recorded sessions will be saved in a folder called "Meet Recordings." After you record your first video, please share that folder with abarnes@ricebirds.net so that we can help you archive your videos. More directions for this process will be sent out to the specific teachers who are facilitating office hours for their courses.
- **Arrive a few minutes early** so that you can visit informally with students who arrive early. This gives everyone a chance to ask any questions they have before you start for the day. This will also give you a chance to **test your technology and make adjustments** if anything
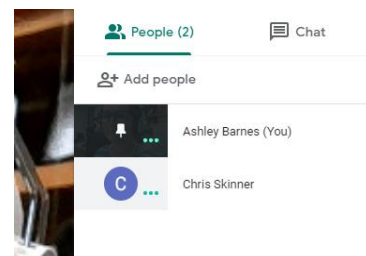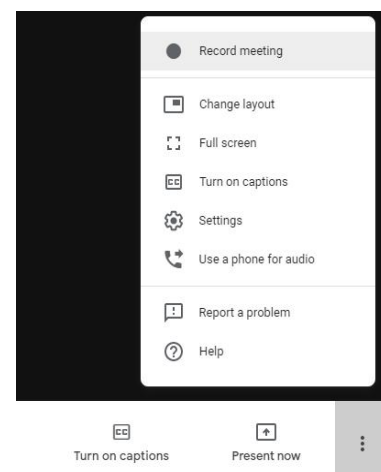
messes up. *When the Google updates come through for Meet, no one will be able to join the class until you arrive, so it will be very important that you are there early at that point.*

- **Monitor your email before office hours** begin so that students can contact you if they are having issues logging on.
- See the infographic below for other **video conferencing tips** from professionals in the business sector. Most of these seem obvious, but they may be things you want to discuss with your students.

14 MUST-KNOW TIPS

TO IMPRESS ON YOUR NEXT VIDEO CONFERENCING CALL

1 Have Proper Lighting

To ensure you look your best, try to prevent having light behind you, especially from a window, or directly overhead. The best setup is to have the light facing you - just like they do it on TV!

2 Make Sure Your Connection Is Strong

A strong connection will prevent you from falling in and out of the call. Nothing is worse than being 2 seconds behind the rest of the group or having an unflattering close up of your face frozen on screen.

4

3

Position Yourself in the Center of the Webcam

Think about your computer screen as a frame, you want to be front and center, ideally sitting up straight with your upper body showing (and a smile on your face).

4

Use the Angle in Your Favor

Similar to having a "good side" in photos, you have a good angle in video as well. If you are seated at a desk, this is usually propped up and slightly angled down, while if you are standing, it is as close to chest height as possible. The closer to eye-level and front-facing, the more it will look like you are talking directly to the person on the end of the call

5

Dress To Impress

Think of a video conference call like an interview; You want to make a good impression. If you work in a casual office, take it as an opportunity to step up your fashion game. If you work at home, at the very least, have a professional top on. (Even if you have furry pajama pants on the bottom, just don't get up in the middle of the call).

6

Avoid Typing While You Are On A Video (Or Any Conference Call For That Matter)

Typing not only creates a distracting noise but also implies that you are not fully engaged or paying attention. Even if you are typing notes, it's still distracting, so pick up a good ol' pen and paper and save the other attendees the annoyance.

CAUTION

7

Always Make Eye Contact

You want to engage with the person on the other end of the line - that's what's great about a video conference call! Look them in the eye and make a real connection; it will help you build trust and form a lasting relationship. See "Use the angle in your favor" for better camera placement for "eye contact."
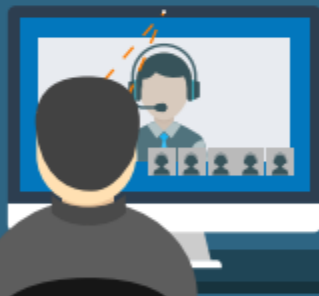
8

Refrain from Chowing Down

Rule of thumb; if you wouldn't bring that tuna sandwich into a meeting with your boss, don't bring it into a video call. Even though they can't smell it, eating can be very distracting and come off as disrespectful.

9
Don't Pull a Houdini Disappearing Act

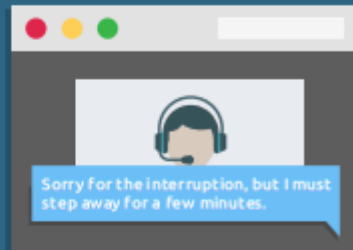It's understandable that disruptions may occur, especially if you are working from home, while traveling or in a busy office. The first rule of thumb is to keep these to a minimum, but if you must step away, notify the group by politely excusing yourself verbally or in the video conference call chat.

Sorry for the interruption, but I must step away for a few minutes.
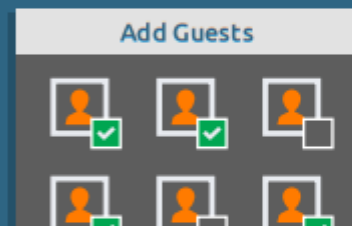
10
Keep Movement to a Minimum

If you tend to fidget, play with your hair or perform a repetitive movement (like lots of hand movements or tapping your pencil) try to keep it to a minimum on your call. This can be surprisingly distracting to other participants.

11
Keep Your Background Professional

This goes for not only noises but also visuals. A messy room, your kids or pets running around or a bustling coffee shop behind you can also be distracting for participants. Now, that's not to say you can't have anything behind you - it can actually be a great conversation piece to have a nice painting, colorful wall or neatly ornamented shelves with your personal touch.

12
Remember to Include All Participants

This tip is especially for the moderator of the call because many times video calls are between people in multiple locations, some of which are together in a room or working by themselves remotely. It's important to be proactive and ask all participants, especially those who have not said much, if they have anything they want to add.

Add Guests

13
Proactively Prevent Technical Difficulties

Make sure that you arrive a few minutes early for your video conference call, especially if it's the first time you are using the application. You may need to install something, update your computer or address a mic or speaker issue and you want to ensure you have time to do this before the call starts. The last first impression you want to make is being late!

77%

LOADING...

14
If You Don't Have Anything Nice to Say Mute Yourself or Don't Say Anything At All
(or at least until you are sure you hung up)

We've all been there before - you think you muted or that everyone has left the call and you say something that not everyone should have heard, or that no one should have heard at all. This can be incredibly embarrassing and depending on what was said highly unprofessional.

easymeeting·net

For a PDF copy of the infographic, click [here](#).

Questions?

We've got you covered!
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