



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# Parent and Student Guide *Google Meet*

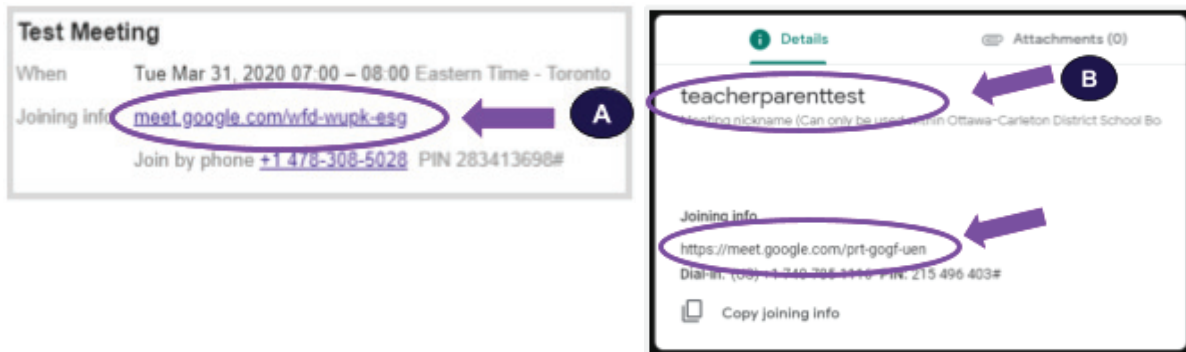


# PARENT AND STUDENT GUIDE TO GOOGLE MEET

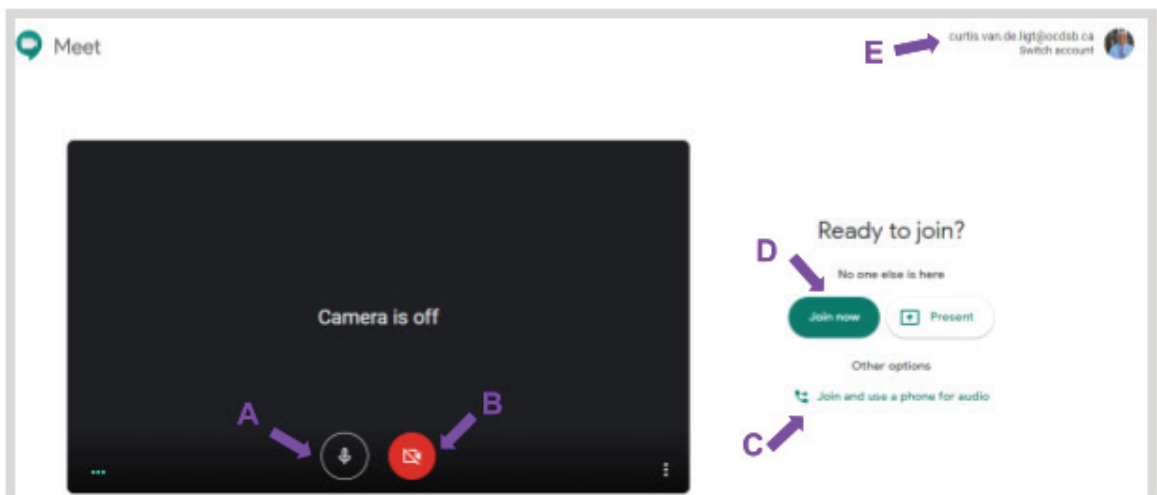
[Click Here for a Youtube Presentation for Parents and Students Using Google Meet](#)

## Opening a shared Google Meet

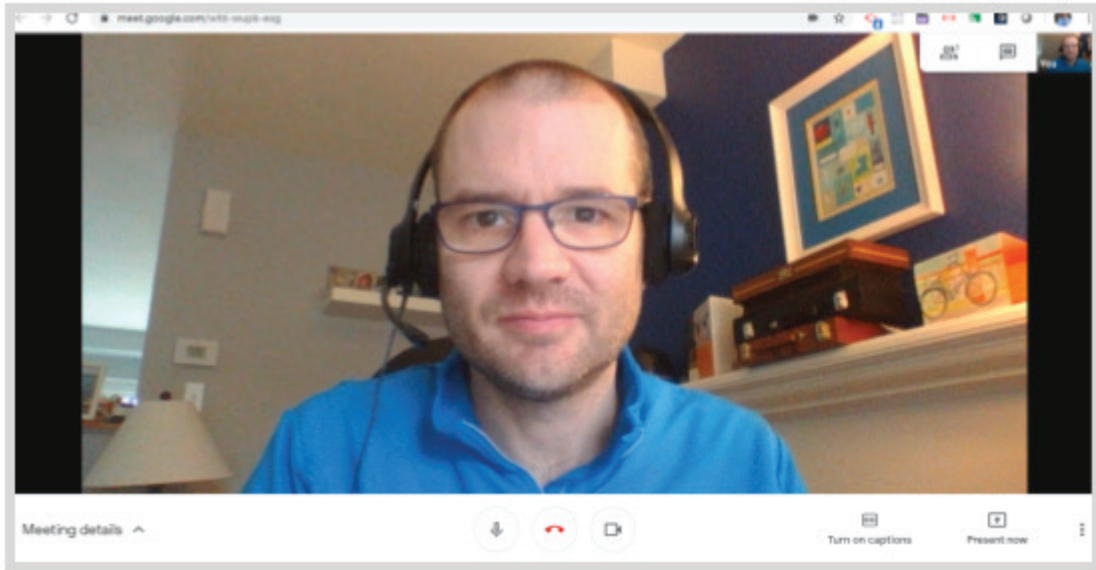
1. The teacher will have provided a link through either email (A) or a calendar invite or use a Meeting Nickname (B):



2. Click the link or copy and paste it into a new window.
3. This will open the 'Ready to Join' window where you can first decide if you want to mute your microphone by clicking the first button (A), disable your camera so people can't see you when you log in (B), Join with Phone audio if you are concerned with your internet bandwidth (speed), or join the meeting (C). If there are people already in the meeting their icons will appear where it says "no one is here" (D). Make sure you are signed with your student account by checking the info in the top right hand corner (E).



4. Click 'Join Now' once you've picked your settings (Audio/ Video on or off)
5. The Chat will open with a window that looks like the example below:

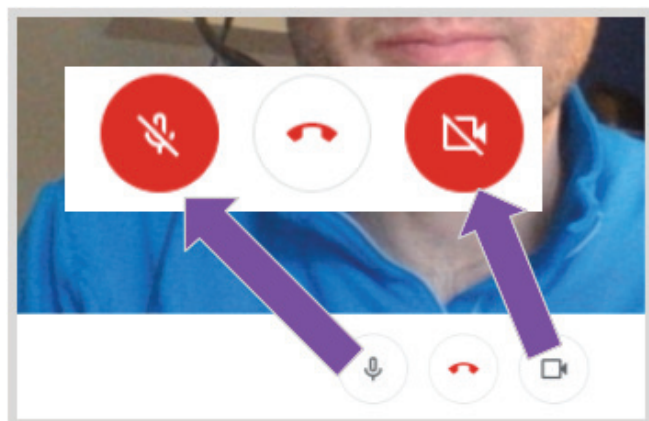


## A Note About Joining A Google Meet

Sometimes it may be necessary for a student to join Google Meet with their phone (for example, if they don't have wifi or it is not reliable wifi). Parents and students should not join a meet by dialing into Google Meet because they will get charged calling costs from Google. Instead, the teacher can call the parent/student's phone number using Google Meet so there will be no charges incurred.

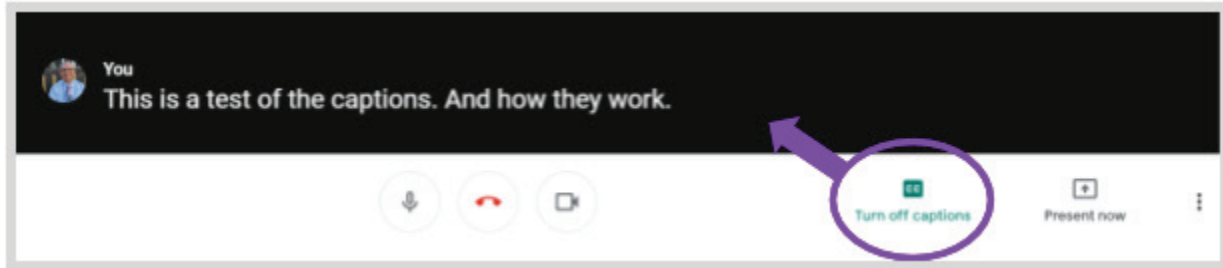
## How to switch Audio and Video Off/ On

If the microphone or camera are red with a slash through it, you are not audible or visible to the rest of the chat group.



## How to use live Closed Captioning

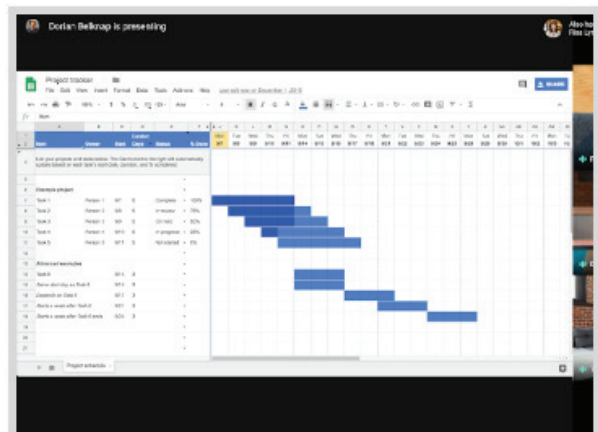
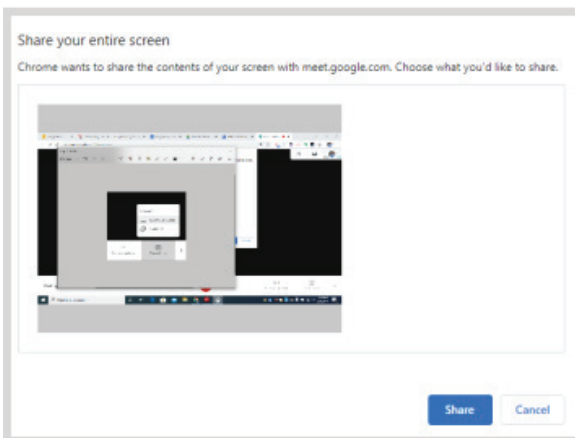
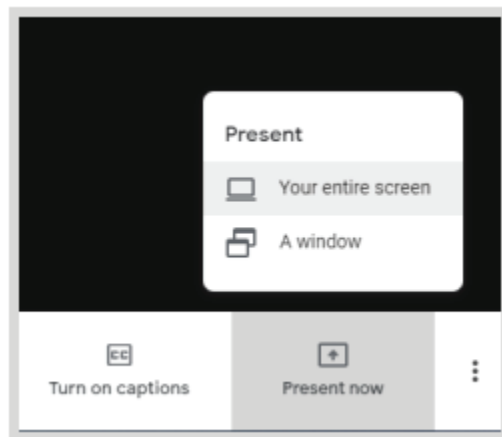
Google Chat has the ability to produce live Closed Captioning by clicking the 'Turn on Captions' button to the right of the camera off/on button.

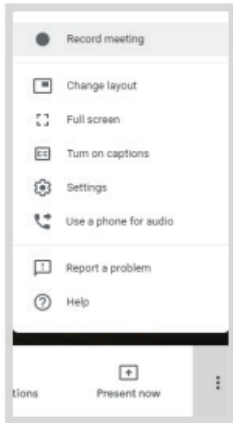


## How to use Present now (using your screen to present to the group)

Beside the 'Turn on/off captions' button is 'Present now'. This button allows you to present what is on your screen. Follow these steps to use it:

- a. Pick either Present from "Your entire screen" (will capture everything on your screen even if you switch windows) or "A Window" which will cast just 1 window (tab) of your browser.
- a. Pick 'Your entire screen' and the following dialog box will pop up. Click the screen and then 'Share' to begin sharing your screen. This is great for presenting your work to the class.

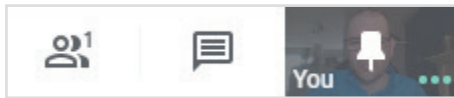




## More Tools under the 3 dots (bottom right hand corner)

Some of the same options like 'Turn on Captions' can be found here but it also includes other useful functions like 'Record meeting', 'full screen', 'Change layout' and "Settings".

## How to see different participants



The first icon (two heads) has a number beside it. In this example it says 1 (because I'm the only one in the chat group). This number will indicate how many people are in the chat. By clicking it you can also see their windows. You can also use the pin button (as seen on my icon) to pin 1 chat participant to avoid the camera switching between people.

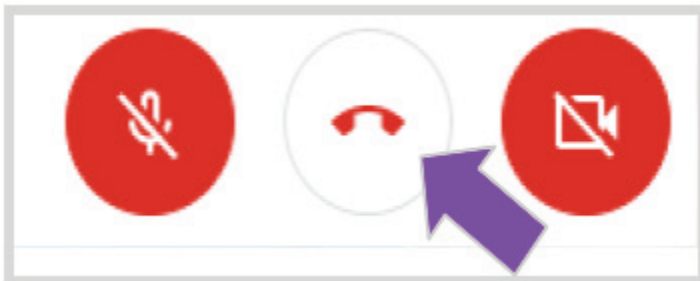
## How to use the text chat box

Begin by clicking the second button in the top right hand corner. This will open the text chat box. Here you can type your messages if you have a question for the teacher.



## How to end end your session

To end your Meet session click the phone button between the audio and video buttons.



### Addendum:

Please be aware of the [Acceptable Use Policy](#) expectations for technology in the OCDSB.



## Considerations for Students K to Grade3:

Students in Kindergarten to Grade 3 have an OCDSB email and password, but do not have access to send or receive emails. Students can use their OCDSB credentials to access Google Meet and Google Calendar.

Notifications can be sent to students through the guardian's email advising that there will be a Google Meet.

The parent can help the student log in to Google Calendar using the student email (calendar.google.com) to access the Meet link, this way the teacher will know when the student is present in the meeting.

Parents should not be logging into the class Meet with their own credentials.

**Do not** share the link to the Meet by email or social media.

It is assumed that the guardian will be helping the child logging in, so the video conference session is a session where both the children and guardians are involved in the learning.





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