

HOW TO USE GOOGLE MEET



Getting Prepared...

Computer/Chromebook:

- ❑ Ensure you have the Google Chrome browser installed <https://www.google.com/chrome/> in order to access the extension. (You must be in the chrome browser to download the chrome grid view extension)
- ❑ Download this chrome extension (grid view) that will allow us to all see each other at once, rather than just a few at a time. Click on the link and add. <https://t.co/A5vccY8hIU>

Any other device:

- ❑ If you are using a mobile device such as a phone or an iPad, please download the Google Meet app. It is free. There is unfortunately no extension for grid view on a mobile device via the app.

It's Thursday, And Almost Time To Meet...Now What?

- ❑ Open up the student portal <https://sites.google.com/a/ocsbstudent.ca/k-6/>
- ❑ Follow **the link** sent in your invitation email. This is through your student email. You can open it from the Mail icon in the portal.

When you are prompted to sign in to your gmail account, it is the

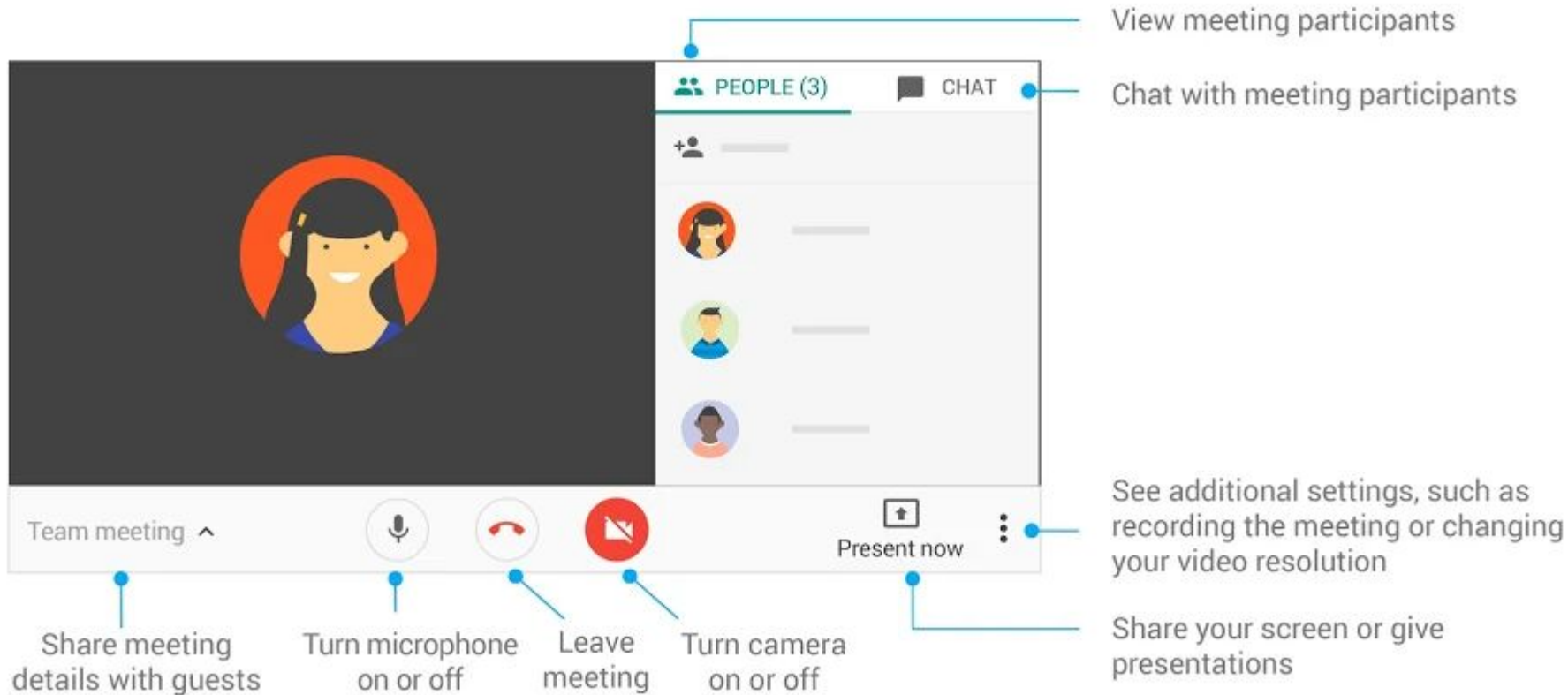
@ocsbstudent.ca email with your password (at the front of your agenda).



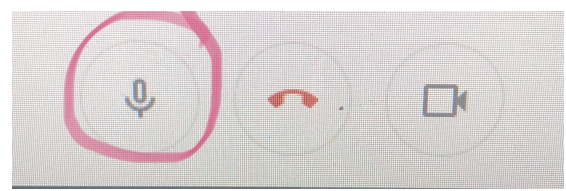
- ❑ Click on “Join” once Google Meet opens.



Some Google Meet basics...



Once we are all chatting...



- ❑ As soon as you have joined the chat, be sure to **turn off** your microphone.
 - ❑ Hover your mouse over the bottom of the screen and a white toolbar will pop up with a microphone symbol and a few other things. When it is your turn to speak, you will click on the microphone image to turn it on and then off again. (When you microphone is on it is white, when it is off it is red). Too many microphones on, leads to lots of feedback and noise!
- ❑ Make sure you click the grid at the top right inside the meet. This will allow you to see everyone all at once in a grid. This is possible from the extension installed earlier. If you don't see it, make sure it was added.
- ❑ This is like we are at school...speak respectfully and wait your turn. Your teacher will lead the chat, calling on each student to share their special family memory since being off, with the class.
- ❑ If we are not able to be together back in class soon, we will chat again using Google Meet!

