

**CLARK COUNTY SCHOOL DISTRICT**  
OPERATIONAL SERVICES UNIT  
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION  
USER SUPPORT SERVICES  
EMPLOYEE BUSINESS TRAINING DEPARTMENT



*Google:*  
*Google Meet and*  
*Distance Education*

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*\* Each of the headings above is a clickable link that will take you to that topic/page number\**

### **IMPORTANT NOTE ABOUT GOOGLE CALENDAR:**

Although this guide discusses and demonstrates multiple methods for initiating a Google Meet, CCSD has specific recommendations for creating Google Meets with students in order to maintain **security** and **efficiency** with distance education.

Scheduling a Meet via the Google Calendar is **NOT** a recommended way to host an interactive meeting with CCSD students. Inviting students via the Calendar allows them to **enter the Meet even without the teacher first being present**. Utilizing the Quick Access feature can mitigate some of the concerns with using a Calendar event with students and is discussed in the [Host Controls](#) section of the manual. However, a one-way meeting (live stream) with students can be done via the Google Calendar. See the section [Using Google Live Stream](#) for more information.

## *CCSD Security and Google Meet*

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In order to prevent uninvited guests from gaining access, the **CCSD Google Meet system** (formerly known as “Google Hangouts Meet”) is configured so that participants **cannot** automatically enter a Meet *unless* they are within the [nv.ccsd.net](https://nv.ccsd.net) domain. Users outside the domain *can*, however, request to enter *if* they have the meeting link. This is why it is important for presenters to be careful to share links to **only** invited participants.

Additionally, accounts outside of the nv.ccsd.net domain may request to join a CCSD Google Meet, but must be approved by the presenter before they can be admitted. Again, care should be taken by the presenter to share the meeting link **only** to invited participants. If a meeting Organizer rejects a “knock” **twice** from the same participant, the participant will be blocked from knocking again. This means the Organizer won’t see any additional knocks from that user for the duration of the meeting.

## *Interactive Meets versus “One-way” Meets*

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There are essentially two “types” of Google Meets: **interactive** and “**one-way**.”

An **interactive** meeting is one in which guests are considered to be **participants**, meaning that they can interact with the host in a number of ways (such as using the Chat area, using their microphones/cameras to interact if asked, responding to Polls or Q&A, and more). This option is ideal for adult-to-adult video conferencing (since it allows colleagues to openly converse) and/or for hosting virtual “classes” with students (as the teacher can easily communicate with students, give the class activities to engage in during the meeting, and so on). However, one drawback of interactive Meets is that they use **more bandwidth** when taking place. You can create interactive meetings by [Creating a Meet in Google Classroom](#), [Using Ad Hoc Meets in Google](#), or [Scheduling a Google Meet](#).

A **one-way** meeting is one in which the host is in a **presenter-only** role, meaning that invited guests only *view* the content of the meeting rather than actually interact/participate. Hosting a one-way Meet is also less bandwidth-intensive. A one-way meeting can be accomplished by [Using Google Live Stream](#).

Because these different types of Meets have different features and levels of interactivity, it is important to consider the **intent** and **audience** of your meeting before creating the Google Meet. It is also always vital to consider **security**, especially when hosting an interactive meeting with CCSD students.

## Creating a Meet in Google Classroom

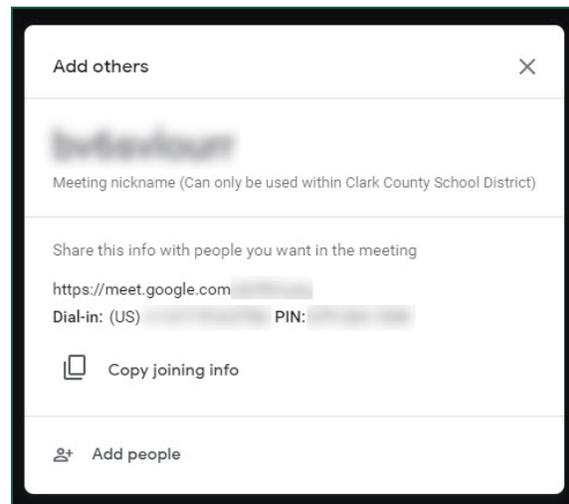
### Overview

**Google Classroom** allows you to generate a Meet link for a specific Class that becomes visible to invited students in two different areas: The Class's **Stream** tab and the **Classwork** tab (under the **Meet** icon).

The benefit of creating and sharing a Meet link via Google Classroom is that students *cannot* join the Meet without you there, meaning they cannot join *before* you enter the Meet, or rejoin *after* you have left the Meet.

A **dial-in number** and **PIN** are also automatically generated and will appear after you, the Organizer, enter the Meet. This information can be shared with students who may not have access to a device.

A meeting generated via Google Classroom is considered to be an **interactive Meet**. This means that the meeting will use **more bandwidth** while in progress.



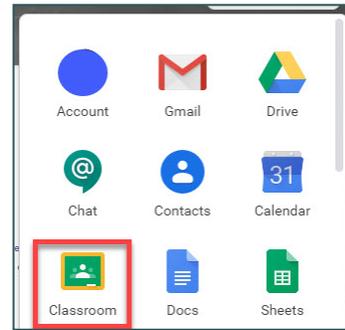
### Adding a Meet Link to Your Classroom

1. After logging into your District Gmail account, click on the **App Switcher** in the top right corner.

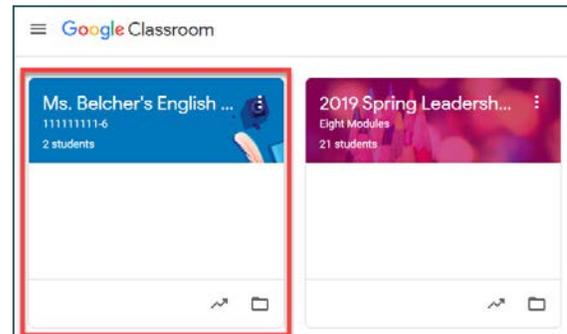


2. From the available apps that appear, locate and click on **Classroom**.

\* **Please note:** The location of your Classroom app within the app switcher varies based on your Google preferences. You can click and drag apps to change the order in which they appear.



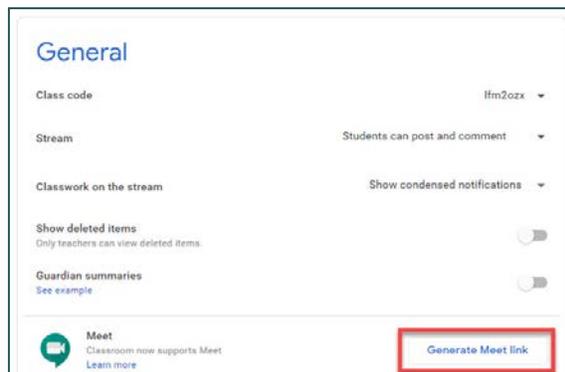
3. The Google Classroom opens in a new tab. Select the desired **Class**.



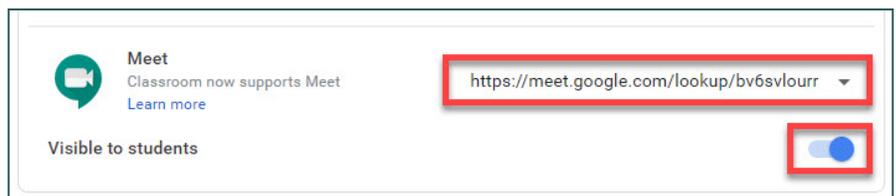
4. After the Class is open, click on the **Settings** (gear) icon in the top right corner.



5. In the General area, click **Generate Meet link**.



6. A **Meet** link automatically appears, and the **Visible to students** option becomes modifiable. Leave the toggle set to **ON**. This ensures that



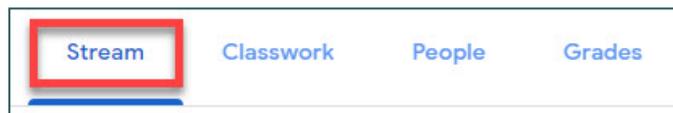
students in the Class can view and access the link.

7. Click **Save** in the top right corner.



8. After you are brought back to the Class, there are two ways to access the Meet:

A) From the **Stream** tab of the Class, click the **Meet** link.



B) From the **Classwork** tab of the class, click the **Meet** icon.



## Using Ad Hoc Meets in Google

### Overview

Staff may also create an **“Ad Hoc” Google Meet**. This option ensures that students do not join the meet without the Organizer first being present. Just as with Google Meets that are created via Google Classroom, a dial-in phone number and PIN are generated once the Organizer joins the Ad Hoc Meet.

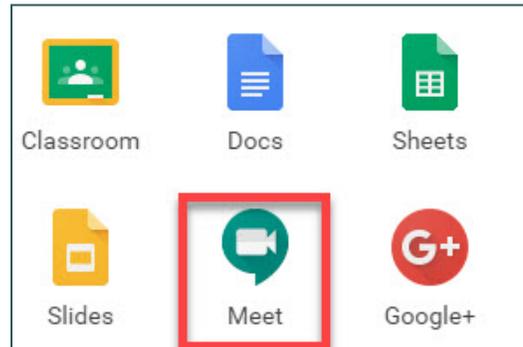
An Ad Hoc/nicknamed meeting is considered to be an **interactive Meet**. This means that the meeting will use **more bandwidth** while in progress.

## Creating an Ad Hoc Meet

1. After logging into your District Gmail account, click on the **App Switcher** in the top right corner.

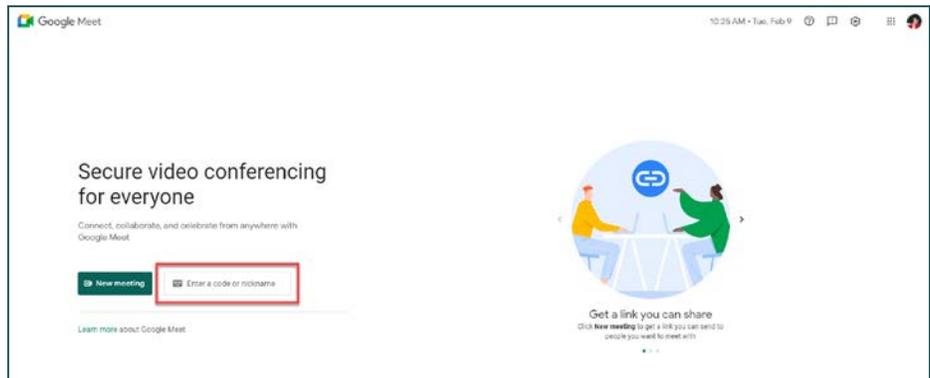


2. From the available apps that appear, locate and click on **Meet**.



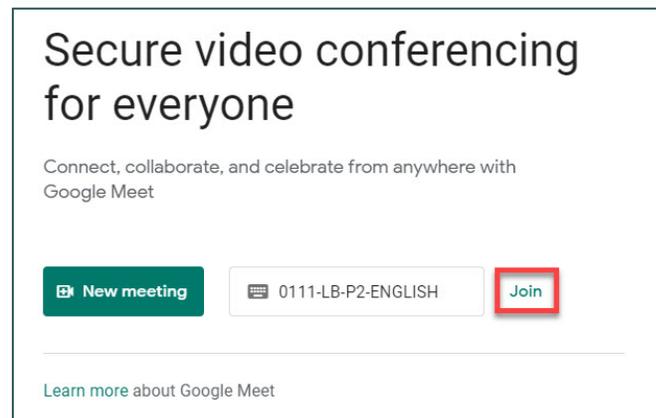
*\* **Please note:** Just as with the Classroom app, the location of your Meet app within the App Switcher varies based on your preferences in Google.*

3. The Meet app opens in a new tab. Click into the **Enter a code or nickname** field.



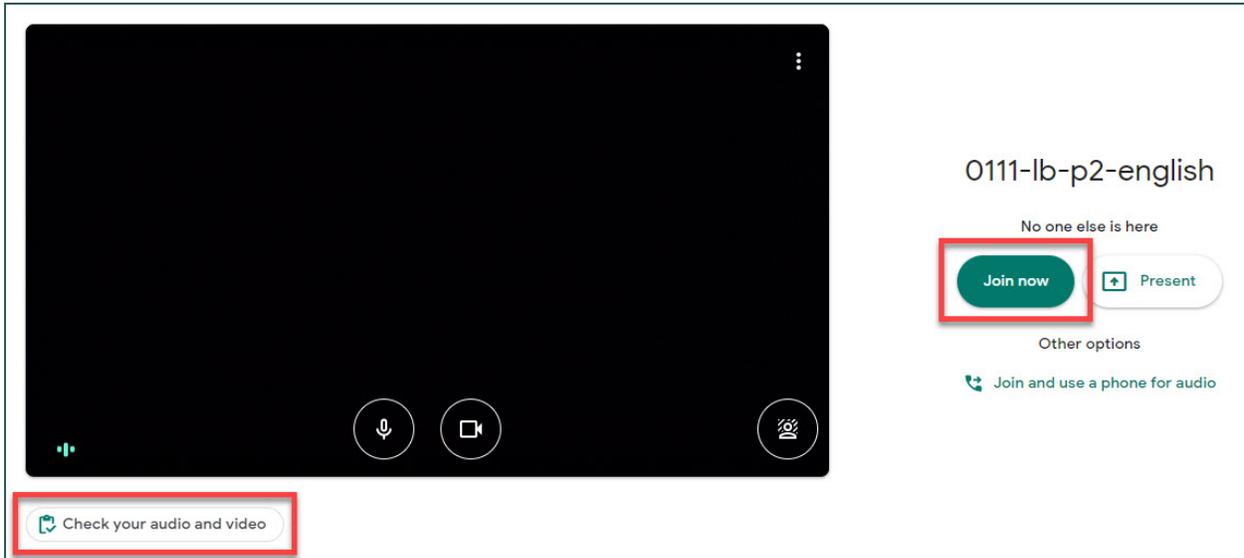
4. Enter a **nickname** for the Meet. To avoid confusion with Meets set up by other District users, a useful format for your nickname is: **SCHOOL CODE-YOUR INITIALS-PERIOD-COURSE NAME**. Using a more generic name risks your students accidentally joining the wrong Meet.

The nickname prevents reuse of the meeting, so students are unable to rejoin the call if a teacher (Organizer) leaves the meeting last. Click **Join** when finished.

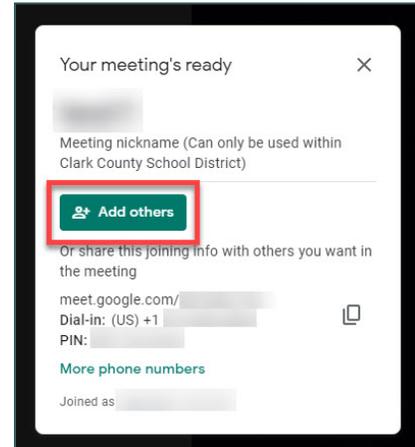


5. On the page that follows, the camera display, as well as verbiage stating that the meeting is ready, will appear. There is also an option to **Check your audio and video** beneath the camera display. When you are ready, click **Join Now**.

*\* Please note: No matter what casing you enter in your nickname, it will appear in **all lowercase letters** on this screen.*

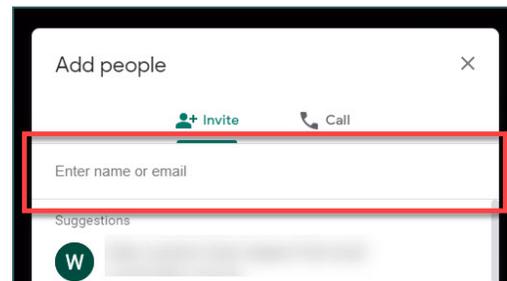


6. You are brought into the meeting and a window appears asking if you would like to add others to the meeting. It also gives additional options for sharing the meeting information with other users (including a **URL, dial-in number, PIN,** and a **Copy icon**). Click **Add others**.

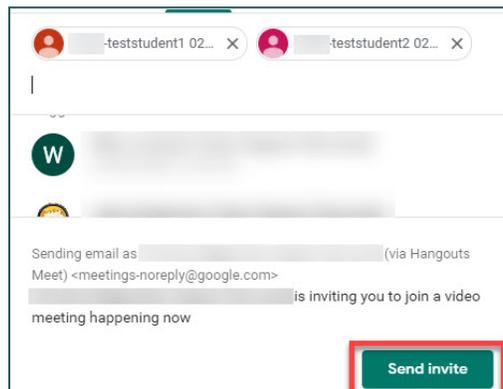


7. In the window that follows, use the **Search bar** to enter student names or email addresses and add them to the Meet.

*\* Please note: Contact Labels **cannot** be entered in the Search bar in order to add students. You must search for each name or email address individually.*



8. Once the names of all desired participants have been entered, click on **Send invite**. This generates an automatic email to each of the District Gmail accounts added with a link to click to join the current meeting.



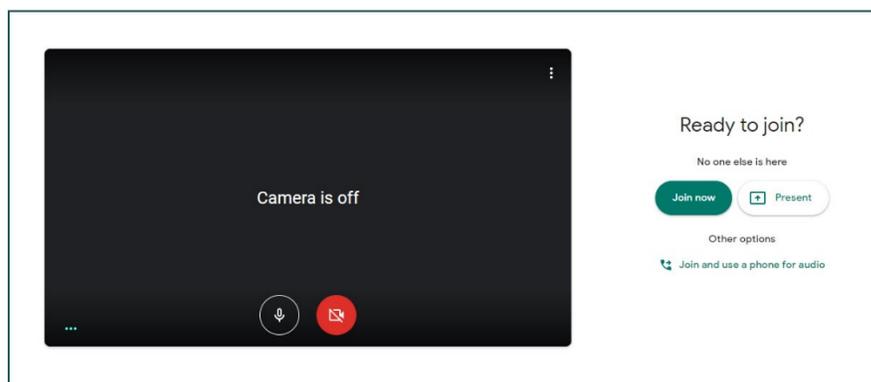
### *WARNING: Inviting Other CCSD Staff to Google Meets with Students*

If you intend to invite other CCSD staff members (such as an administrator, a co-teacher, an aide, etc.) to *any* Meet that you are hosting with students, it is **crucial** to remember that you **must enter the Meet before any other staff member**. This means that you must be the **first** staff member to **click the link for the Meet**.

If another CCSD staff member accesses the Meet before you do:

- A)** The other staff member will be given **Organizer rights** (the ability to mute/remove participants, access to Host Controls, etc.), therefore **taking Organizer rights away from you** for the duration of the meeting; **AND**
- B)** Student accounts will be able to join as soon as the other staff member is present (even if you have not yet entered the Meet).

This means that whoever is the **first** staff member to reach the Google Meet **pre-entry screen** (as shown) will receive Organizer rights, even if they have not yet clicked on **Join now** to enter the Meet. It is important to communicate to other invited staff members that they should **not** access the Meet link until you instruct them to do so.



## Scheduling a Google Meet

### Overview

You can use your **Google Calendar** to schedule a Google Meet for a specific date and time, and then invite others to join the Event. This is beneficial if you would like the participants of the Meet to have access to an attachment (such as a Word document or PowerPoint slideshow) because the Create Event window gives you the ability to add attachments.

**Please note:** When creating a Google Meet via the Google Calendar, the link to join the Meet becomes **accessible by anyone invited to the Event**, and therefore can be easily shared (i.e. copied, pasted, and sent to others). It also does not “lock down” the meeting, meaning that users can enter even when the Organizer has not entered. (See the [Quick Access](#) section for methods on managing and/or preventing uninvited guests.)

This is why it is recommended to use Meets in Google Calendar for adult-to-adult video conferences **only**. Please **do not** utilize this method for **interactive** Meets with students. It is recommended that teachers planning to host a Meet with students utilize the [Creating a Meet in Google Classroom](#) or the [Creating an Ad Hoc Meet](#) option. The only exception to this rule is if/when you plan on [Using Google Live Stream](#) with students.

A meeting generated via Google Calendar is considered to be an **interactive Meet**. This means that the meeting will use **more bandwidth** while in progress.

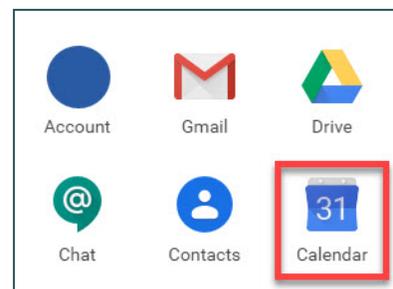
### Creating a Calendar Event with Video Conferencing

1. After logging into your District Gmail account, click on the **App Switcher** in the top right corner.



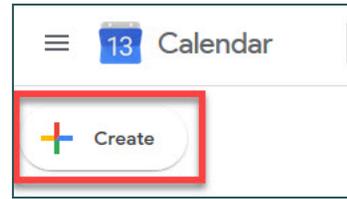
2. From the available apps that appear, locate and click on **Calendar**.

\* **Please note:** The location of your Calendar app within the App Switcher varies based on your Google preferences.



3. The Google Calendar opens in a new tab. To create a new Event, either:

A) Click the + **Create** button on the left; **OR**

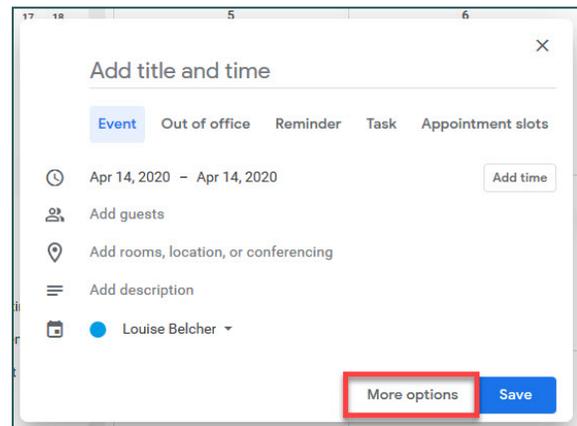


B) Click the date you wish to schedule the Google Meet to open a new Event window.

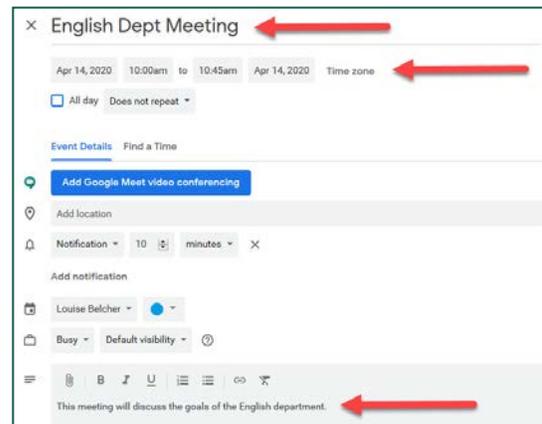


*\*Please note: If you **single-click** in the Calendar, continue to **Step 4**. If you **double-click**, go to **Step 5**.*

4. After the new Event window opens, click **More options** in order to open a more detailed view of the Event.



5. Fill out all desired and necessary information, including the Event title, the correct Start and End Dates, the correct Start and End Times (which becomes modifiable by unchecking the **All day** box), and a description, if desired.



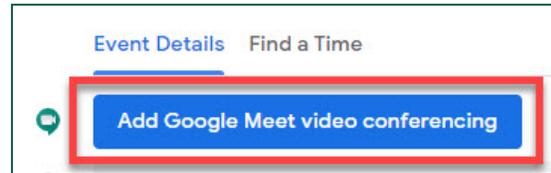
By using the **Add attachment** (paperclip) icon, you can add any attachments that will then be accessible by your invited participants.



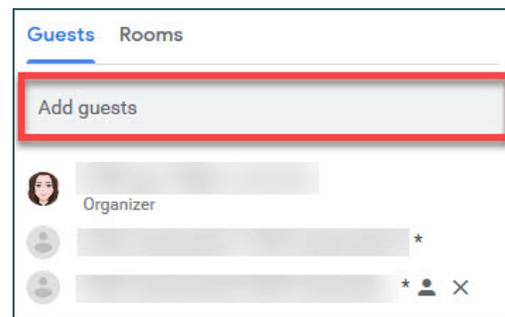
\* **Please note:** It is important for you to ensure the Event is being added to the **correct Calendar** since you may have access to more than one District Google Calendar in your District Gmail account.



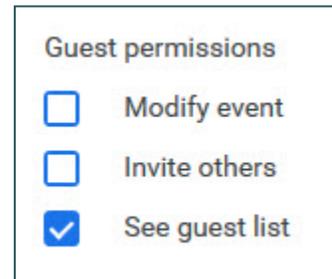
6. After all other pertinent information has been entered in the Event, click the **Add Google Meet video conferencing** button. This generates a link to the video call after the Event is saved.



7. To invite others to the Event, click into the **Add guests** search bar and enter the names or emails of your desired participants. Select the desired names as they appear in the list of suggestions.



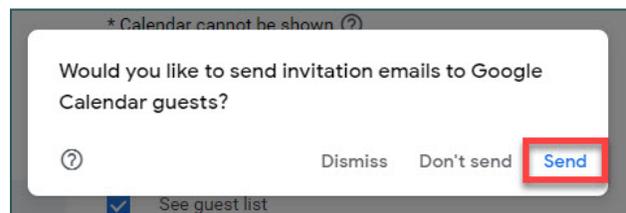
8. In the **Guest permissions** area, make sure that both **Modify event** and **Invite others** are both *unchecked*. Giving students rights to modify the Event would allow them to change vital information (such as the date and time), and giving them rights to invite others would allow them to add other participants to the guest list. The option to **See guest list** allows participants to see the guest list.



9. Click **Save** in the top right corner.



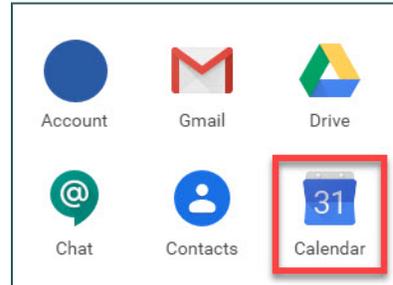
10. A dialog box appears asking if you would like to send email invitations to all invited guests. Click **Send**.



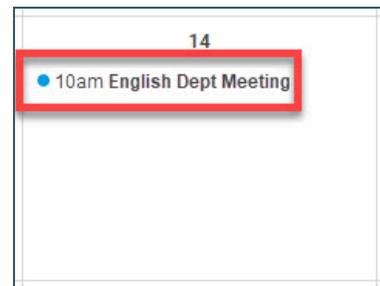
## Joining a Google Meet from the Calendar

When a Google Meet is created from a Calendar Event, it is possible to access that meeting from the Calendar.

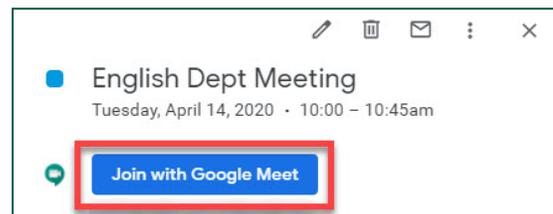
1. Open the **Calendar app** via the **App Switcher**.



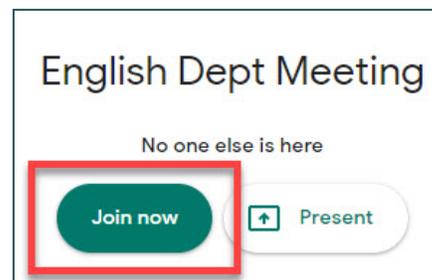
2. Open the Event to view details.



3. Click **Join with Google Meet** to access in a new tab. (You can also join the Meet by calling the phone number given under the **Join by phone** heading.)



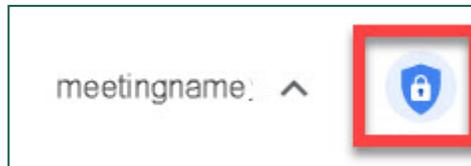
4. Select **Join now** to enter the meeting.



## Host Controls

### Overview

**Host Controls** are settings that allow for additional security in Meet sessions. These can be accessed during a Google Meet either via the **People** icon in the upper right corner (for **Present Lock/Chat Lock**), or by clicking the new **Host Controls** icon that appears in the lower left corner (next to the meeting name). **Quick Access** can *only* be accessed by clicking the Host Controls icon.

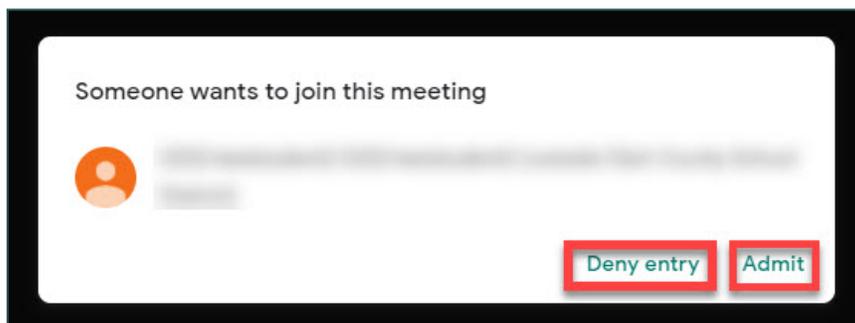


An important thing to note is that these Host Controls are accessible via the browser version of Google Meet **only**, and **cannot** be accessed via mobile devices.

### Quick Access

In each Google Meet that you host, **Quick Access** is **enabled** by default. However, **disabling** this feature can ensure a higher level of security in your meetings. When disabled, Google requires all uninvited users (even those within the nv.ccsd.net domain) to “knock” before being admitted to a Google Meet (essentially functioning as a waiting room to the Meet).

When a user knocks at a Meet that you are hosting, you will be notified via a dialog box with the name and email address of the user that is trying to join. From this screen, you can either **Admit** the user (allowing them to join the Meet) or **Deny entry**. Once entry is denied, the user will receive a notification that they **cannot** join the Meet.



After two denials, an uninvited participant will no longer be able to knock and request access to that particular Google Meet. However, this functionality does *not* currently apply to users who are knocking via dial-in (phone), so their knocks will still need to be denied.

However, the requirement to knock does **not** apply to:

- A)** Participants who have been invited via **calendar invite** (see **Scheduling a Google Meet** for instructions); **OR**

**B)** Participants who have been invited in-meeting by you, the Organizer (see **Using Ad Hoc Meets** for instructions).

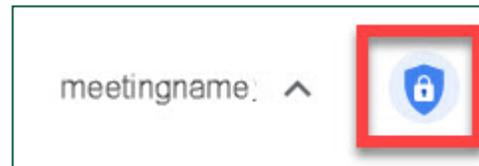
The knocking rule also applies to **dial-in users** who are attempting to join the Meet via phone. During the Meet, only you (the Organizer) will be able to dial out.

If a participant (such as a student from your class) shares the Meet information with an uninvited participant (such as a CCSD student that is *not* in your class), the new participant will **still be required to knock**, and therefore cannot access the Meet without permission.

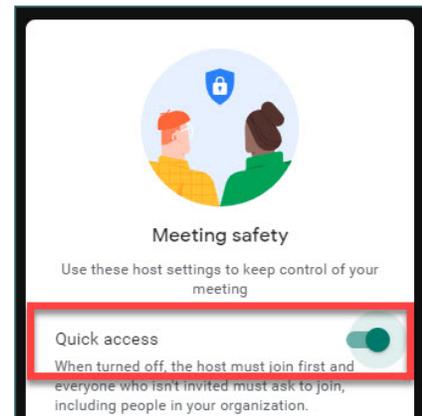
In addition to these security settings, the Access Lock feature ensures that users **cannot** join the Meet until you (the Organizer) have entered. If invited participants attempt to join before you have entered, they will receive the following error message: **“Waiting for the Host to Join: The meeting will start as soon as the host has joined.”**

To toggle this option on or off while in a meeting:

1. Click the **Host Controls** icon in the lower left corner.



2. A **Quick Access** toggle appears and is automatically set to **ON**. To toggle it off, click the “switch” next to **Quick Access**.



### *Best Practices for Disabling Quick Access*

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Because Quick Access is always toggled **ON** by default, there are a number of options for utilizing the feature to heighten the security of your Google Meets.

If you are starting a Meet via an **Ad Hoc Meet (with a Nickname)** or via **Google Classroom**:

**A)** The first option is to turn off Quick Access *immediately* after entering the Meet and then manually invite each student by clicking the **People** icon (in the upper right corner) and then selecting **Add people** to send invites to each student.

**B)** The second option is to wait until all invited students have joined the Meet and **then** turn off Quick Access in order to “lock” the meeting and prevent any uninvited users from entering.

The Quick Access option can also be toggled off in a **scheduled Meet** (one that has been created as an Event on **Google Calendar**). You should *immediately* enter the Meet after creating the Event, turn off Quick Access, and then close the Meet. After this, students will **not** be able to access the Meet without you first being present. However, this logic will **not** apply to students who have been **invited via the Calendar Event**. Therefore, it will still be important to only invite students once in the Meet.

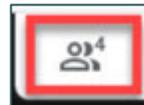
## Present Lock

The **Present Lock** setting enables you to toggle the **Share your screen** from within the Meet.

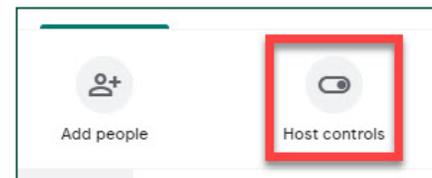
When **enabled**, anyone in the Meet can present. (This is the default setting for all Google Meets.) However, when **disabled**, only you (the Organizer) can present during the Meet.

To toggle this option on or off while in a meeting:

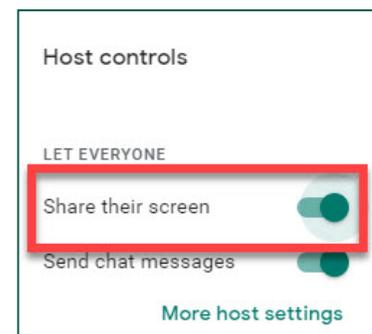
1. Click the **People** icon in the upper right corner.



2. Click the **Host controls** button that appears near the top of the panel.



3. Under the LET EVERYONE heading, the Present Lock (which appears as **Share their screen**) is automatically set to **ON**. To toggle it off, click the “switch” next to **Share their screen**. With this option disabled, other participants in the Meet will no longer be able to view or access the **Present Now** button.



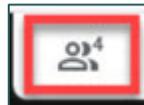
## Chat Lock

With **Chat Lock**, you can manage the **Participants Can Send Chat Messages** setting from *within* the Meet that you are hosting.

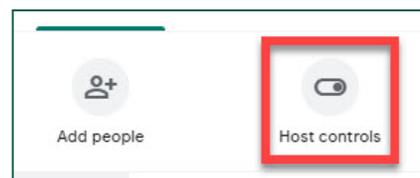
When this setting is toggled **on**, anyone in the Meet can send messages in the Chat area. When it is toggled **off**, only you (the Organizer) may post messages in the Chat area for other participants to view. However, toggling this option off does **not** hide any historical chat messages (i.e. if the setting was toggled on at the beginning of the Meet and messages were sent before it was toggled off).

To toggle this option on or off while in a meeting:

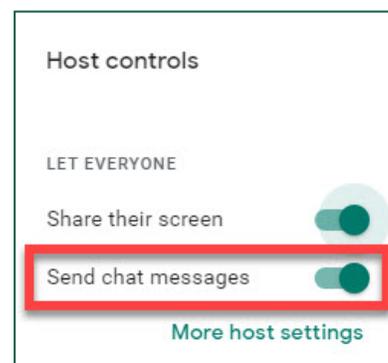
1. Click the **People** icon in the upper right corner.



2. Click the **Host controls** button that appears near the top of the panel.



3. Under the LET EVERYONE heading, the Chat Lock (which appears as **Send chat messages**) is automatically set to **ON**. To toggle it off, click the “switch” next to **Send chat messages**. With this option disabled, the *Send a message to everyone* option in the Chat area will be grayed out. **However**, any chats sent prior to this option being toggled off will still be visible in the Chat area.



*\* Please note: The Chat Lock toggle can also be accessed by clicking the **Chat** icon in the upper right corner.*

## Sticky Settings

**Sticky Settings** is a Google safety feature that gives more control to Google Calendar meetings. This feature allows any Host Control settings that are adjusted on a Google Calendar Event created with a Meet link (or when the same meeting code or link is used), to **persist** when the meeting is closed and reused again at a later time.

This feature helps to alleviate the issue of students being able to join unsupervised meetings created via Google Calendar (or when using the same meeting code or link). For example, if an organizer turns off Quick Access to an old Calendar invite Meet code or link, users who were not invited will **not** be able to join without the host. Students who were invited will still be able to join, and will need to be removed from the meeting in order to prevent future access to the Meet.

\* **Please note:** This change does **not** apply to nicknamed meetings. Nicknamed meetings generate a new Meet code (or link) each time a new session is launched by a staff member.

## End Meeting for All

Although all users have the option to **leave** a Google Meet, hosts also have the ability to **End Meeting for All**. This feature ensures that all participants in the Google Meet are ejected at the same time that the host leaves.

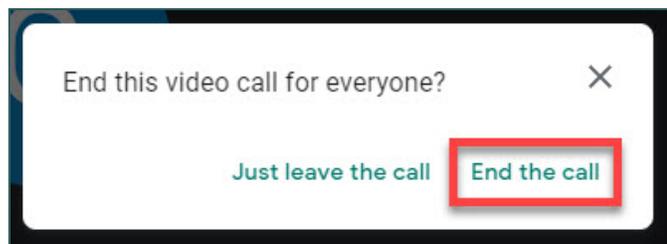
To end a meeting for *all* users in a meeting that you are hosting:

1. Click the **Leave call** button at the bottom of the Meet screen.

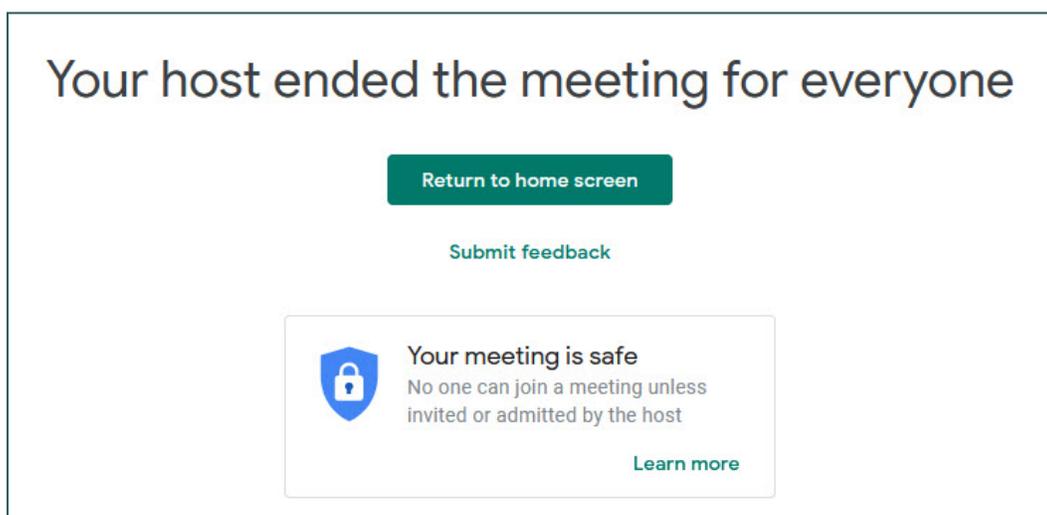


2. In the window that appears, click **End the call**.

\* **Please note:** If you would like to leave the meeting without ending it for all other participants, click the **Just leave the call** button.



This ends the Meet for *all* users. Participants will be notified that the meeting has been ended for everyone by the host.

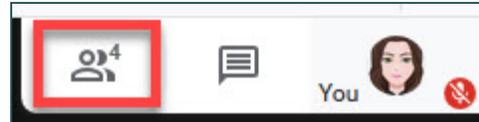


# Managing Participants in a Google Meet

## Overview

Additionally, after adding participants to a Google Meet, you (the Organizer) have a number of controls which allow you to manage participants during the meeting. These controls are useful for ensuring that there are limited interruptions and/or distractions during your presentation.

To access these controls during a meeting, click the **People** icon in the top right corner of the screen. This expands a panel on the right and displays all participants in the current meeting.



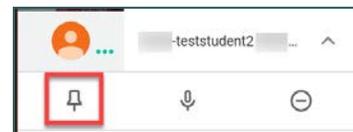
## Participant Controls

**NOTE:** The following controls (aside from **Pin**) will not be available to you unless you are the **Organizer** (creator) of the Google Meet. If you are a participant (i.e. invited to the Meet by another Google user), you will **not** have access to the **Mute** or **Remove** controls.

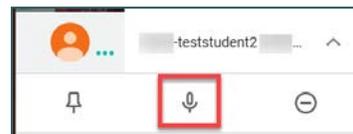
1. To view the available controls for a specific participant in the meeting, click on the **drop-down arrow** next to the participant's name in the People panel on the right.



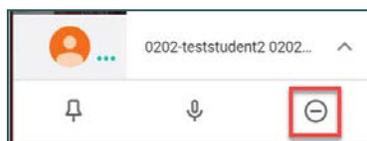
2. To **Pin** a participant's screen (which means that their camera feed or thumbnail image will be "pinned" as the main screen from your view in the meeting), click on the **Pin** (thumbtack) icon. (**Note:** This does *not* pin the screen for all participants.)



3. To **Mute** a participant's microphone, click the **Mute** (microphone) icon. However, for security reasons, you cannot *unmute* a participant once they are muted. The participant will need to unmute themselves.



4. To **Remove** a participant from the current meeting, click the **Remove** (minus) icon. This directs the participant to a screen informing them that they have been removed from the meeting.



## Re-adding a Removed Participant

When a participant is removed from a Google Meet by an Organizer, a dialog box appears to inform the Organizer that the participant **will not be able to rejoin the Meet**.

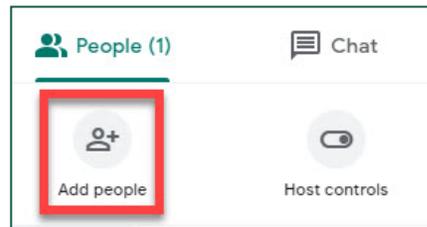
As a result, the participant will receive a notification that they have been removed from the Meet and cannot rejoin. However, the host can still add the student back to the meeting if desired by manually sending them a new invitation from the Meet.

To do this:

1. After the participant has been removed, click the **People** icon in the upper right corner.

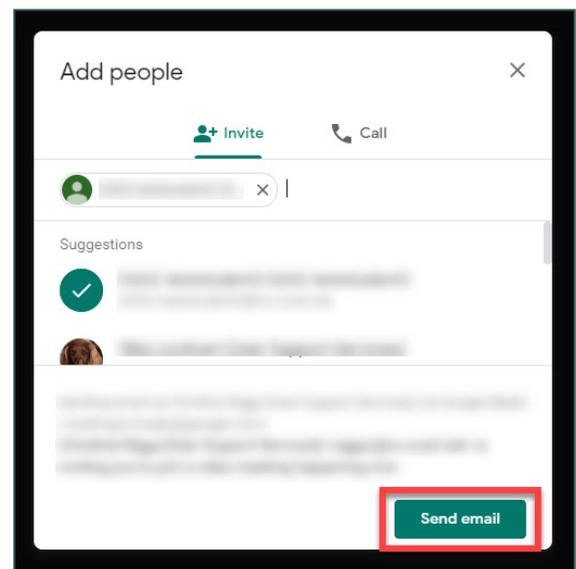
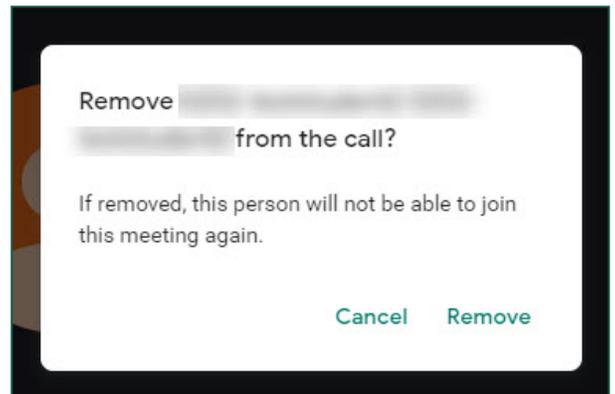


2. Click the **Add people** button.



3. In the **Add people** window that appears, begin typing the name or email address of the participant, select their account, and then click **Send email**.

4. After the invite has sent, the participant can click on the link that was emailed to them in order to rejoin the meeting.



## Presenting in a Google Meet

### Overview

While hosting a Meet in Google, you have the ability to share **your entire screen**, a **specific window**, or a **specific tab in Chrome** using the **Present now** feature.

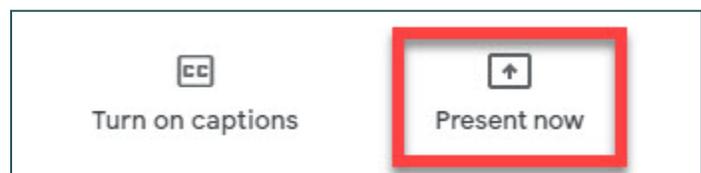
It is best to use the **entire screen** option if/when you plan to present more than one window during a meeting. For example, if you are presenting a screen while in Infinite Campus and attempt to open a PDF file while in the Meet, there are specific types of Infinite Campus files (such as IEPs) that will open in a *new window* (using Adobe) rather than in the Infinite Campus screen. If you did this while *only* sharing a window, then your participants would not be able to see the PDF opening in Adobe. **However**, it is vital to remember that, when sharing your entire screen, **any windows that you open while sharing will become visible to your participants**. Therefore, you should ensure that you **do not** have any private or sensitive information open on your computer before selecting this option.

The option to share a **specific window** is ideal when sharing a single webpage, PDF file, Word document, etc. Again, it's important to note that this option will only allow you to share **one window at a time**, so any item(s) that open in a new window will **not** be visible to your participants if/when this option is selected. To share a new window, you would need to stop sharing your current window, and then use the **Present now** button to choose a new window to share.

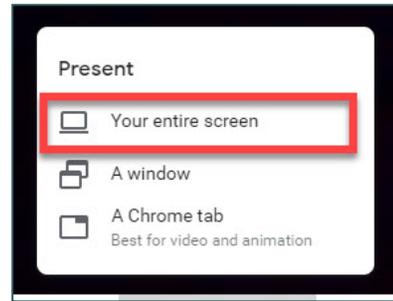
If you'd like to share web content that includes video and/or audio, the best presenting option is to **share a tab in Chrome**. This gives you the ability to select any tabs you have open in Google Chrome (even if you have multiple instances of Chrome open) to present to your participants. This also allows you to enable **sharing computer audio** while presenting so that your participants can hear your computer's audio through their own device's audio system instead of through your microphone.

### Sharing Your Entire Screen

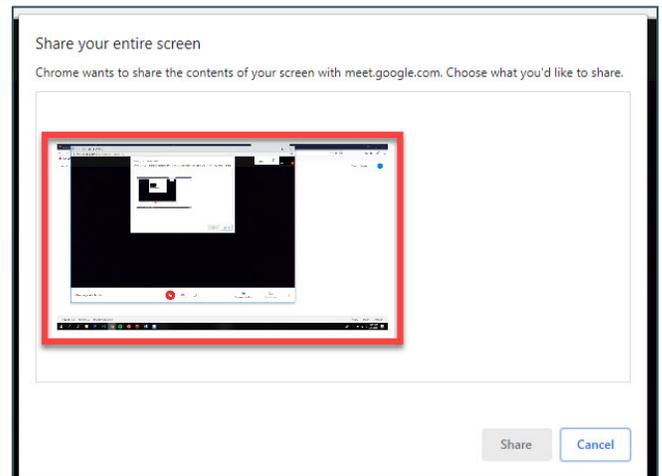
1. While hosting a meeting (using one of the methods outlined in this document), click the **Present now** button at the bottom of the screen.



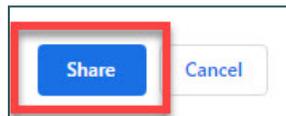
2. From the list that appears, select **Your Entire Screen**.



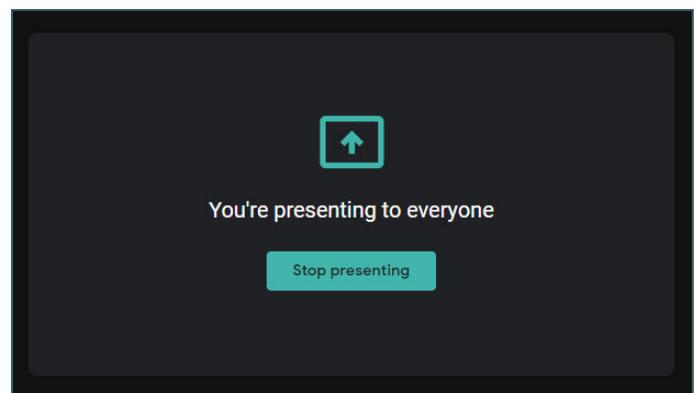
3. A dialog box appears to give you screen-sharing options. If you have *multiple* screens (more than one monitor), all of them will display. Select the screen you wish to share by single-clicking it.



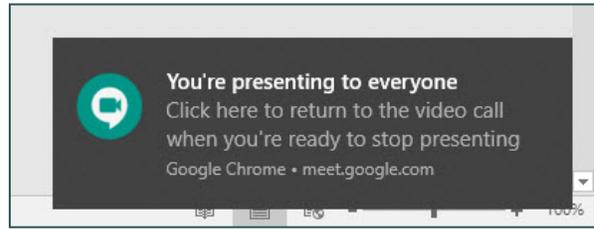
4. Click **Share**.



5. A window appears indicating that you are now **presenting your screen to everyone** in the meeting. You may now select the window, file, etc. that you wish to present to your participants.

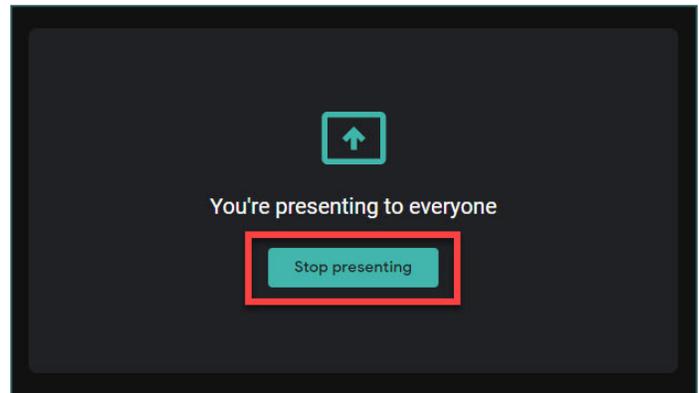


If/when you navigate away from the Google Meet window (i.e. to select a different window to share), an additional notification appears in the bottom right corner of the screen to inform you that you're still sharing, as well as to provide a link to return to the Meet screen.



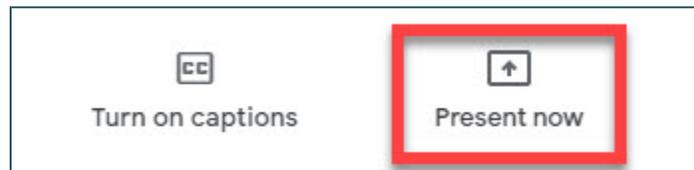
*\* **Please note:** While you are sharing, **any** window, file, or tab that you open **will become visible** to all of your participants. Please exercise caution while sharing your entire screen.*

6. After you've finished presenting, open the Google Meet screen and click **Stop presenting**.

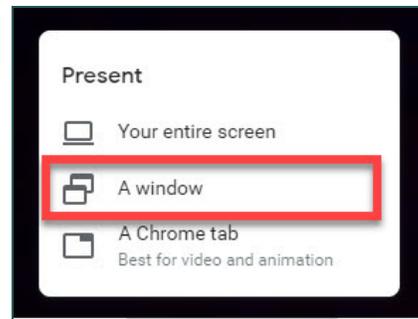


## Sharing a Specific Window

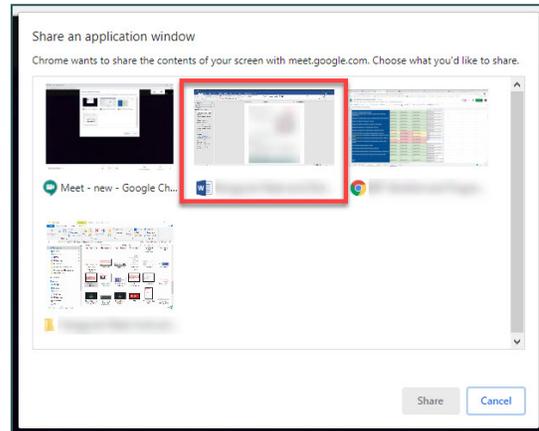
1. While hosting a meeting (using one of the methods outlined in this document), click the **Present now** button at the bottom of the screen.



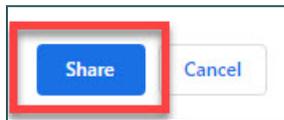
2. From the list that appears, select **A window**.



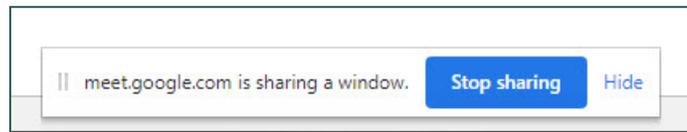
3. A dialog box appears to give you window-sharing options. Any windows that you currently have open will display. Select the window you wish to share by single-clicking it.



4. Click **Share**.



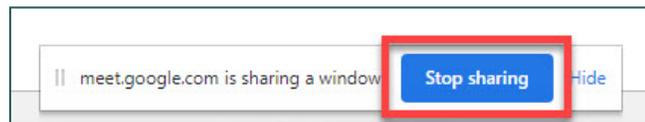
5. You will be redirected to the window that you selected to share. At the bottom of the screen, a dialog box appears indicating that you are sharing the selected window.



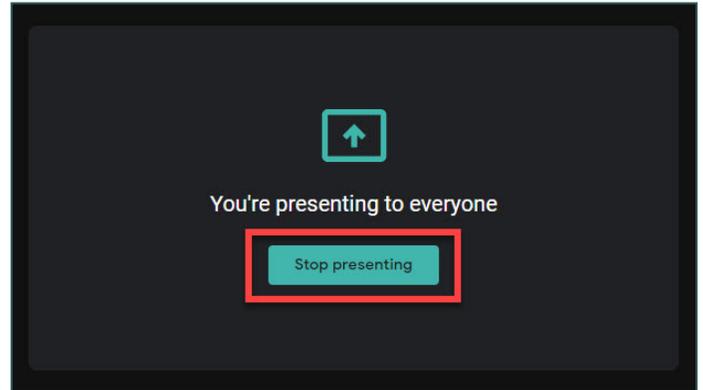
\* **Please note:** If you open or activate another window while presenting, it **will not** be visible to your participants because you chose only to share **one** window.

6. After you've finished sharing, you have two options to stop presenting:

A) Click the **Stop sharing** button available in the window that you are sharing.



B) Open the Google Meet screen and click **Stop presenting**.

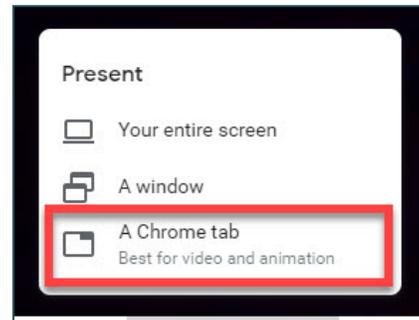


## Sharing a Tab in Chrome

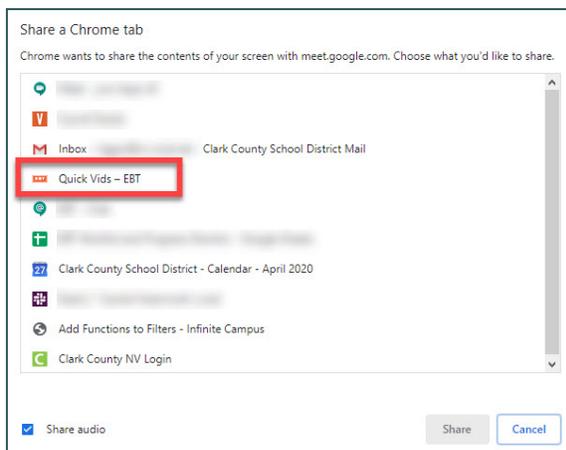
1. While hosting a meeting (using one of the methods outlined in this document), click the **Present now** button at the bottom of the screen.



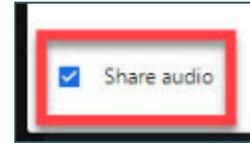
2. From the list that appears, select **A Chrome tab**.



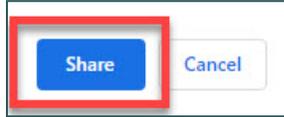
3. A dialog window appears to give you tab-sharing options. Even if you have more than one instance of Google Chrome open, **all** available tabs will display in the list. Select the tab you wish to share by single-clicking it.



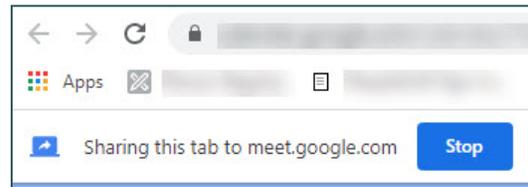
4. If you are presenting web content that includes audio, ensure that the **Share audio** checkbox in the bottom left corner is selected.



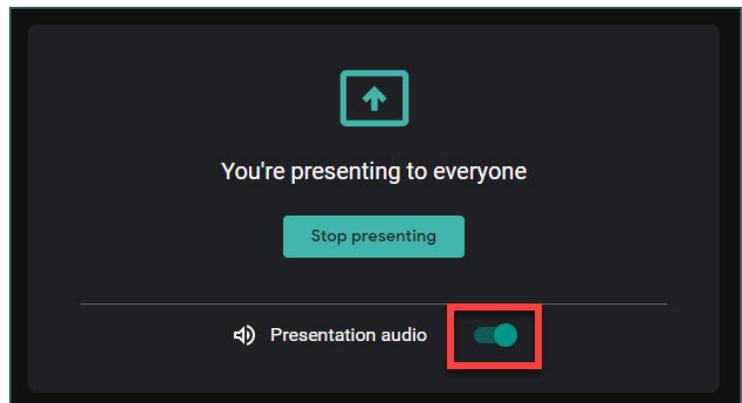
5. Click **Share**.



6. You will be redirected to the Chrome tab that you selected to share. In the top left corner of the screen, a dialog box appears indicating that you are sharing the selected tab.

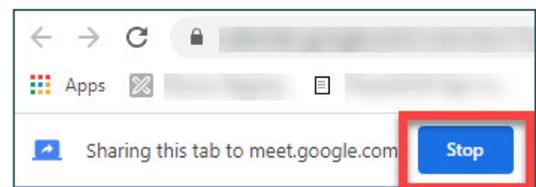


7. If at any point you would like to disable computer audio while sharing, return to the Google Meet screen and “switch off” the **Presentation audio** toggle.

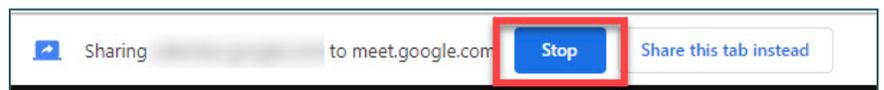


8. After you’ve finished sharing, you have three options to stop presenting:

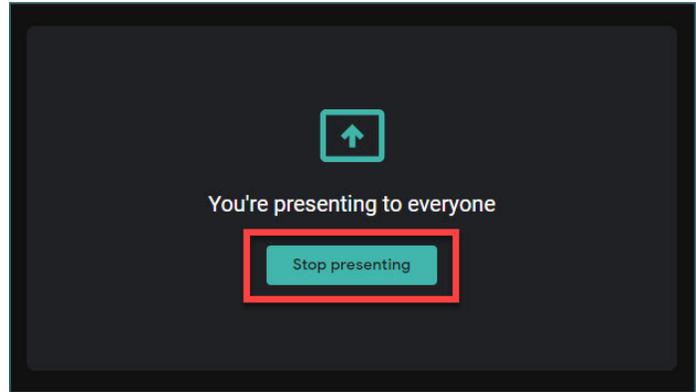
**A)** Click the **Stop** button available in the tab that you are sharing.



**B)** Open the Google Meet screen and click the **Stop** button in the top left corner of the screen.

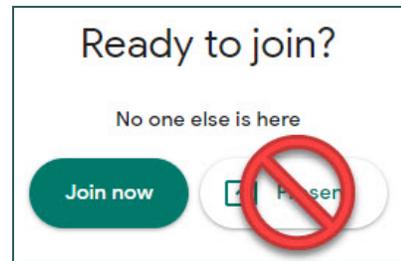


C) Open the Google Meet screen and click **Stop presenting**.



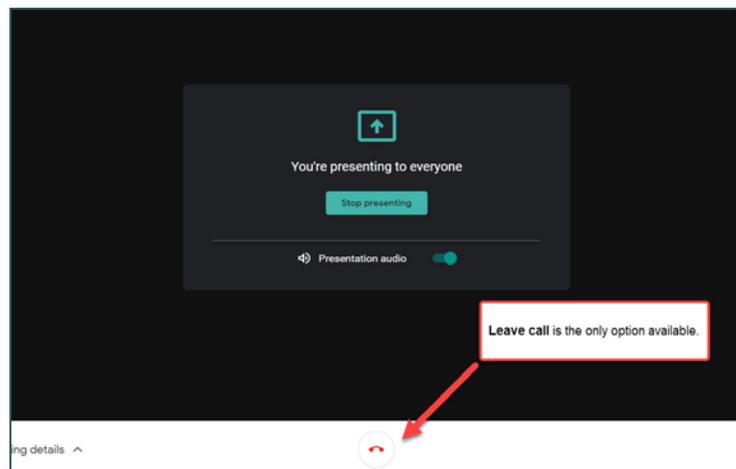
### *WARNING: Presenting Before Joining a Google Meet*

Although you have the ability to select **Present** instead of **Join now** at the entry page of a Google Meet (using any of the methods outlined in this document), this is **not** recommended by CCSD.



If you choose to present before you enter a Meet, you will have **all three** presenting options (share entire screen, share a specific window, or share a Chrome tab) available in **one** window, and the **Share audio** checkbox will appear for any option that is selected.

**However**, once you begin presenting through this method, you will **not** have microphone or camera access while hosting the meeting. So, although your participants will be able to see what you are presenting to them, they will not be able to see or hear you during the meeting. The only option you will have is to **leave the meeting** altogether.



This is also not an ideal way to present because, conversely, you will not be able to see or hear from your participants while presenting, either.

## Pre-recording a Google Meet

### Overview

In order to protect student information privacy in alignment with the Federal Education Rights and Privacy Act (FERPA), recording a live Google Meet session with students present is **only** permitted when certain conditions are met. Sharing a recorded Meet that contains personally identifiable student information to anyone **outside of the class** is considered a direct violation of FERPA. In addition, educators must attempt to obtain an **Authorization for Release of Education records for every student**.

Alternatively, Google provides you with the ability to pre-record a Google Meet with no participants so that the recording can be saved to Google Drive and shared with students at a later time (asynchronously).

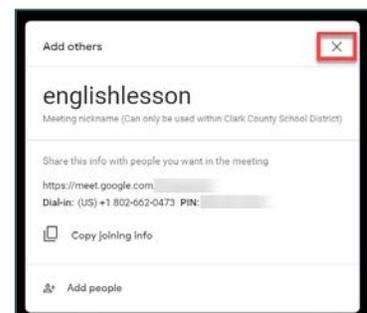
For more information on how FERPA impacts synchronous/asynchronous sessions, details about how parent/guardians can submit authorization via Infinite Campus, and specific guidelines on when/how to record a Google Meet with students, see **Section II Distance Education Information and Expectations** of the **CCSD Reopening Our Schools Implementation Guide**.

### Recording a Meeting

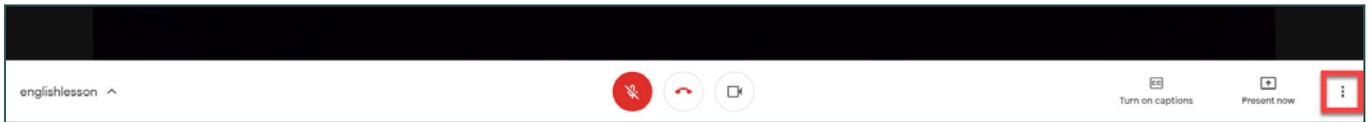
**NOTE:** If you plan to use the Present function to share your screen while recording, please ensure that any items you plan to share (such as a slideshow, document, webpage, etc.) are open *prior* to beginning the recording process.

1. Repeat **Steps 1 through 5** given in the [Creating an Ad Hoc Meet](#) section in order to open the Meet tab and create a new Google Meet.

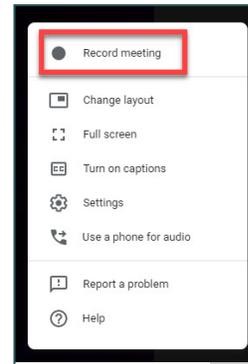
2. From the meeting, a window appears asking if you would like to add others to the current meeting. Since you are pre-recording the meeting without any other attendees present, click on the **X** icon to close the window.



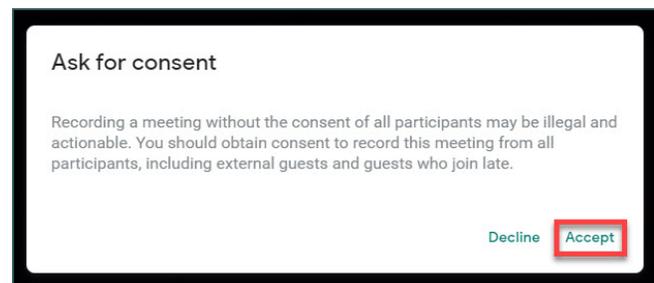
3. In the bottom right corner of the Meet screen, click the **More options** (three dots) icon.



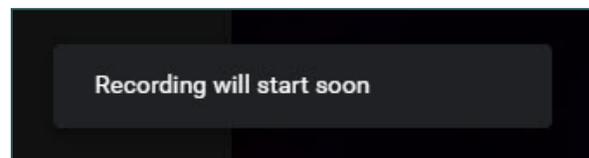
4. From the list of items that appear, click **Record meeting**.



5. A dialog window appears to inform you that you should obtain consent from all participants in the Meet before recording. Since you are the only participant in the Meet, click **Accept**.



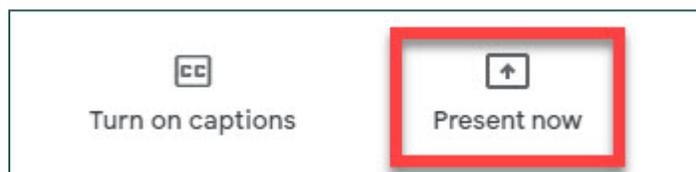
6. A message appears in the bottom left corner to inform you that the recording will begin soon.



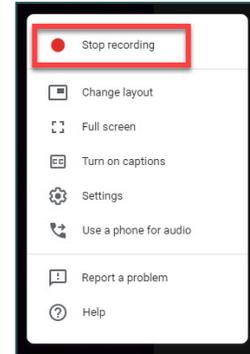
Once this message disappears, a red **REC** icon appears in the top left corner of the screen to show that the recording has begun. This remains until the recording is stopped.



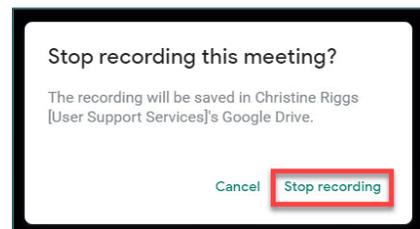
7. If you would like to present at any point while recording, click the **Present now** button at the bottom of the screen, and follow the prompts given to share your screen.



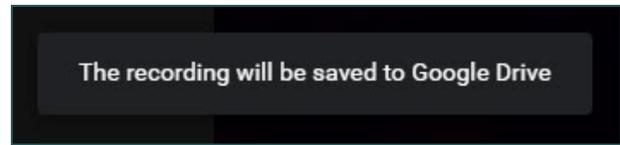
8. When you are finished recording the session, click the **More options** icon again, and select **Stop recording**.



9. A dialog window appears confirming that you wish to stop the recording. Click **Stop recording**.



A message appears in the bottom left corner of the screen informing you that the recording will be saved to your Google Drive.



10. To exit the Meet, click the **Leave call** icon at the bottom of the screen.

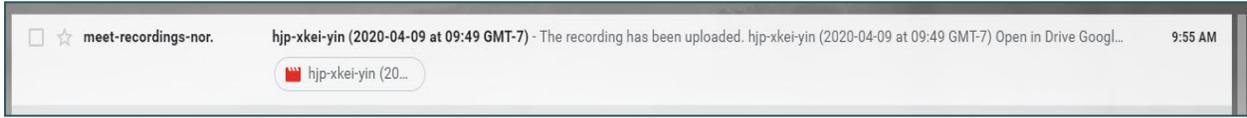


11. Close the Google Meet tab and return to your Gmail Inbox.

## *Accessing the Recording in Google Drive*

**NOTE:** It is important to remember that, once you finish recording a Google Meet, it will usually take **at least five minutes** for the recording to become available for use. You will need to wait until the email notification stating that the recording is available arrives *before* you can access the recording in your Google Drive.

1. Once the recorded Google Meet becomes available for use, an email notification is sent to your District Gmail account informing you that the recording has been uploaded to Google Drive.



2. There are **two** ways to access the recording:

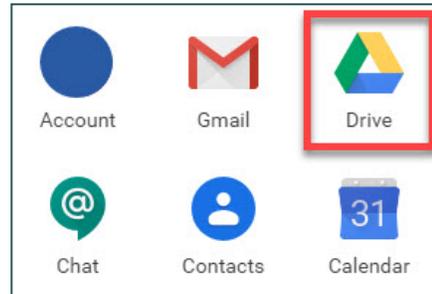
**A) To access via the email notification:**

Open the email from your Gmail Inbox and click **Open in Drive**. This will automatically open the recording in a new tab.



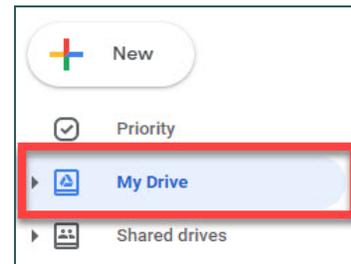
**B) To access via Google Drive:**

From Gmail, click the **App Switcher** and select **Drive**.

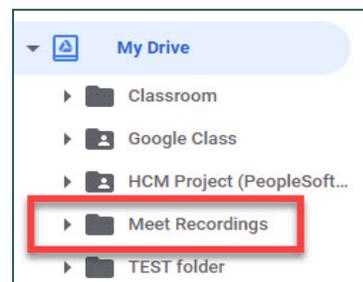


*\* Please note: Just as with the Meet app, the location of your Drive app within the App Switcher varies based on your preferences in Google.*

Locate and expand **My Drive** from the panel on the left.



Click the folder titled **Meet Recordings**. (This folder is automatically created in your Google Drive once you record a Google Meet. All other recordings will automatically be stored in this folder in the future.)



Google Meet recordings that you have created appear once you open the folder. To open the desired recording, double-click on the file name.

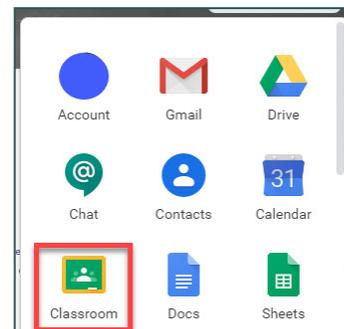


## Sharing a Recorded Google Meet via Google Classroom

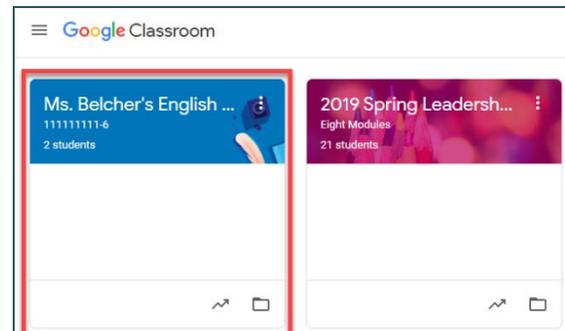
1. Click on the **App Switcher** in the top right corner.



2. From the available apps that appear, locate and click on **Classroom**.



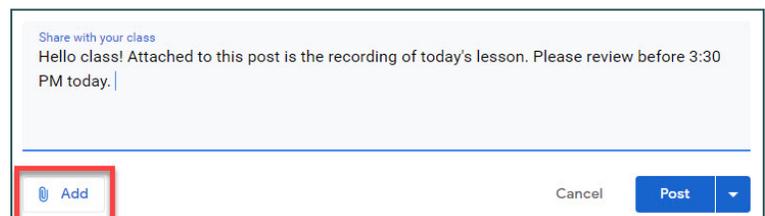
3. The Google Classroom opens in a new tab. Select the desired **Class**.



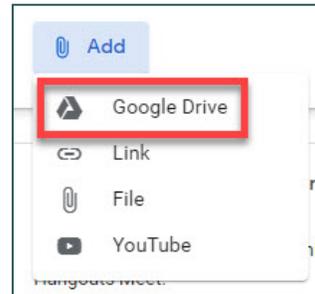
4. From the Class's **Stream** tab, click the **Share something with your class...** button.



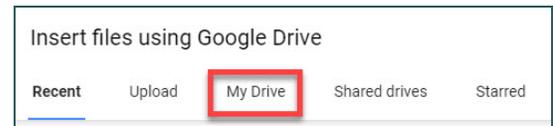
5. After adding any desired text to the post, click the **Add** button.



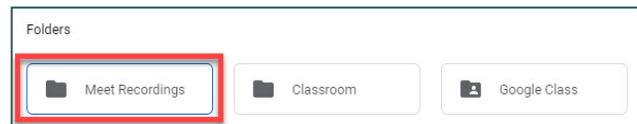
6. Select **Google Drive** from the list of options.



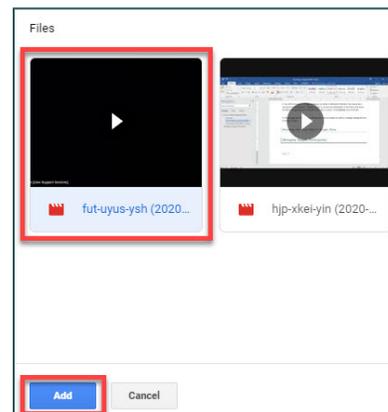
7. In the window that follows, click the **My Drive** tab.



8. Double-click the **Meet Recordings** folder.



9. Select the desired recording and click **Add**.



10. Click **Post**.



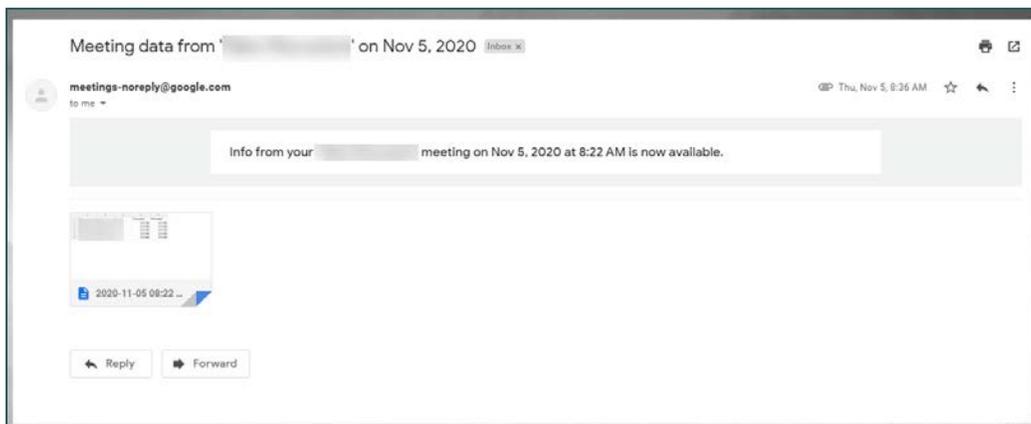
# Enterprise Options

## Overview

The following options are available to users that have been assigned a **G Suite Enterprise for Education** license, which includes licensed personnel, long-term substitutes, and administrators.

## Attendance Reports

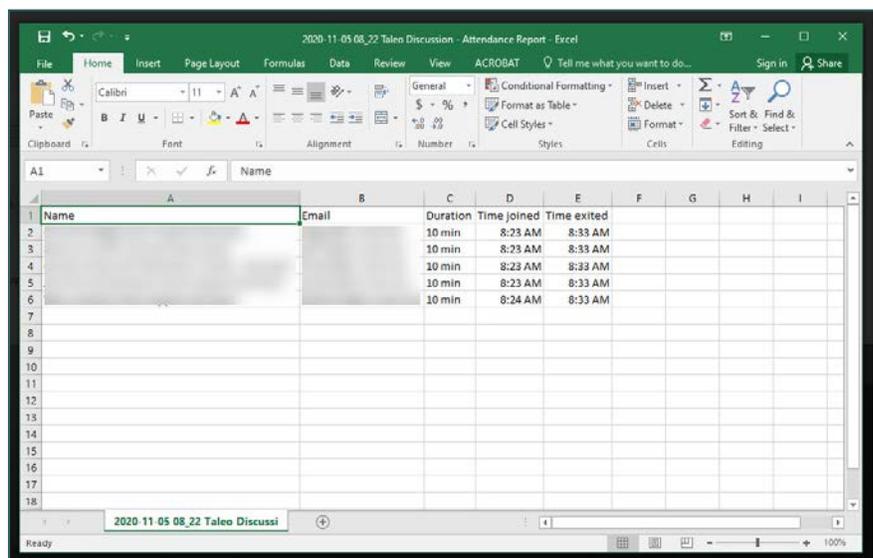
Organizers of Google Meets (who have an Enterprise account in Google) receive automated **attendance lists** (via **Google Mail**) once a meeting has ended. These reports are **only** generated for meetings with at least **five (5)** participants.



These lists contain:

- Participant's **name**
- Participants **email**
- The **length of time** the participant was on the call (including when they **entered** and **exited**)

The report is attached as a Google Sheet, but can be downloaded/exported to a **Microsoft Excel** format.



The screenshot shows a Microsoft Excel spreadsheet titled "2020-11-05 08,22 Taleo Discussion - Attendance Report - Excel". The spreadsheet has columns for Name, Email, Duration, Time joined, and Time exited. The data is as follows:

Name	Email	Duration	Time joined	Time exited
[redacted]	[redacted]	10 min	8:23 AM	8:33 AM
[redacted]	[redacted]	10 min	8:23 AM	8:33 AM
[redacted]	[redacted]	10 min	8:23 AM	8:33 AM
[redacted]	[redacted]	10 min	8:23 AM	8:33 AM
[redacted]	[redacted]	10 min	8:24 AM	8:33 AM

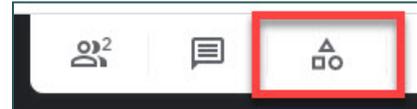
## Breakout Rooms

Hosts can use **breakout rooms** to divide participants into smaller groups during meetings. Hosts can only start breakout rooms during a meeting on a **computer** (not a mobile device). They also currently **cannot** be live-streamed or recorded.

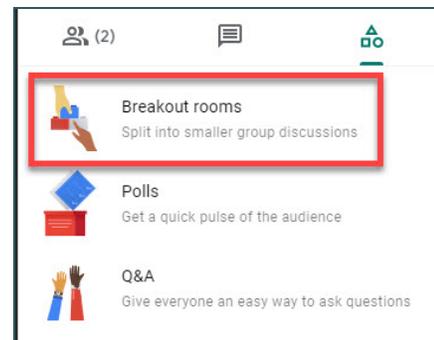
### Creating Breakout Rooms

To create a breakout room while already in a meeting:

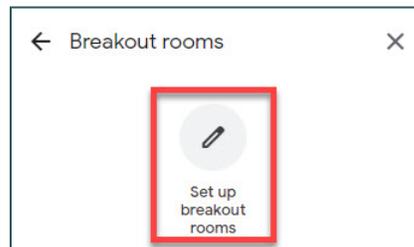
1. Click the **Activities** (triangle, square, and circle) icon in the upper right corner.



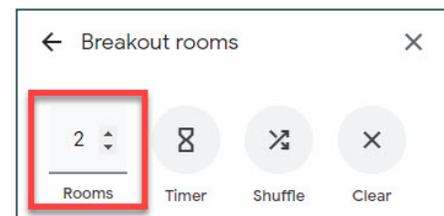
2. Select **Breakout rooms** from the list of options that appears.



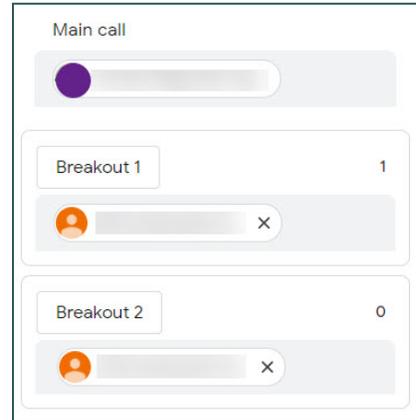
3. Click **Set up breakout rooms**.



4. From the Breakout Rooms panel that appears on the right, choose the **number** of breakout rooms you wish to create. There can be up to **100** breakout rooms during a single meeting.

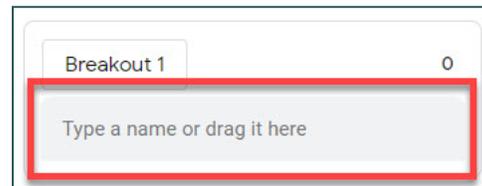


5. As soon as a number of breakout rooms is selected, the participants in the meeting are distributed across the available rooms.

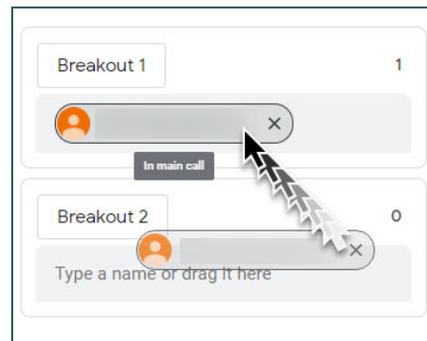


To manually move participants (if desired), you can:

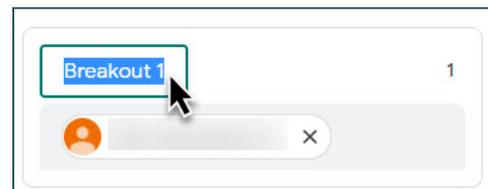
**A)** Enter the participant's name **directly** into a breakout room.



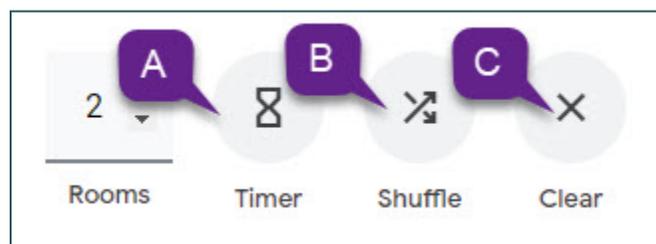
**B)** Click, hold, and drag a participant's name from one breakout room to another.



6. To rename a breakout room, click directly into the **name field** and type the desired name.



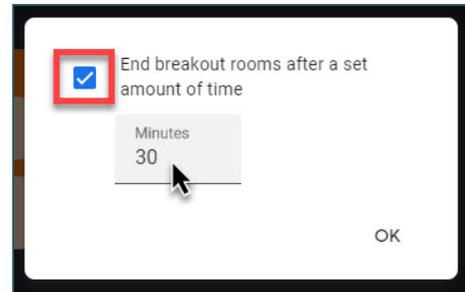
7. Other optional breakout room features include:



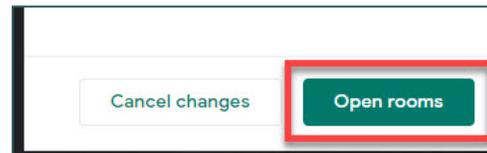
**A) Timer:** This allows you to set a time limit in which all breakout rooms will **automatically end**, and participants will be returned to the main call once the allotted time is reached. To set a limit, click the **checkbox** and then click directly into the **Minutes** field. Click **OK** when finished.

**B) Shuffle:** This randomly assigns **all** participants.

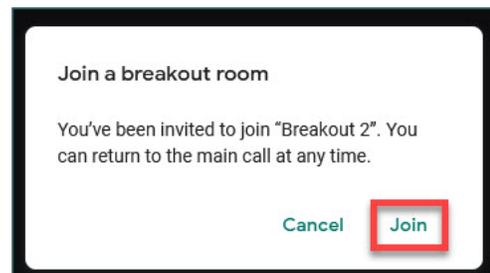
**C) Clear:** This clears all the participant assignments in the breakout rooms so that you may **manually assign** each participant if desired.



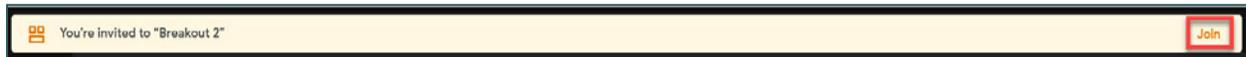
8. Once all desired parameters are set, click **Open rooms** at the bottom of the Breakout Rooms panel.



9. Participants then receive a notification that they have been invited to a breakout room. If they select **Join**, they will enter their assigned breakout room with the ability to return to the main call at any time. If they select **Cancel**, they will simply remain on the main call.



However, they will have the ability to enter their assigned breakout room (as long as the room remains open) by clicking the **Join** button in the banner that appears at the top of the screen.

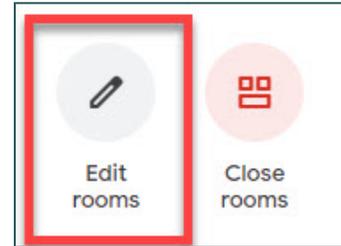


### *Editing, Joining, and Ending Breakout Rooms*

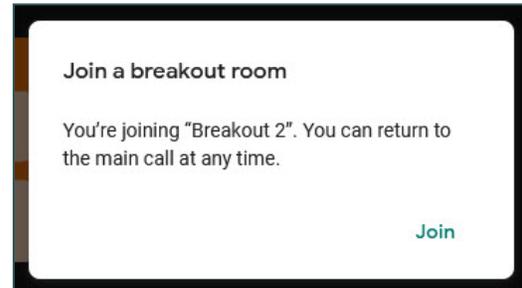
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Once the breakout rooms you created are in progress, you still have the ability to edit them, as well as the ability to join any room or “close” the rooms for all participants.

1. To **edit** a breakout room, click the **Edit rooms** button. This returns to the screen in which you can edit breakout room names, move participants from room to room, adjust the timer, etc. Click **Save** when finished making changes.



*\* **Please note:** If you change a participant's breakout room assignment while the rooms are already in session, the participant will be notified and asked to join the new breakout room.*



2. To **join** a breakout room, click the **Join** button next to the name of the desired breakout room.

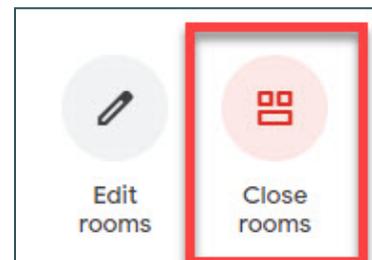


After you enter the room, you may leave by clicking the **Leave** button next to the breakout room's name. This returns you to the main call.

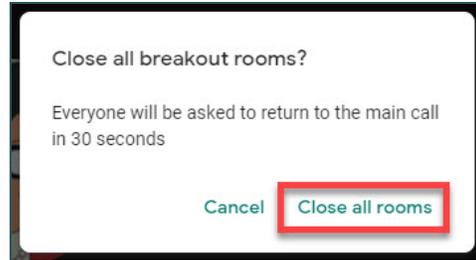
*\* **Please note:** You cannot be in multiple breakout rooms at once. If you click **Join** on another breakout room, you will automatically exit the room that you are currently in.*



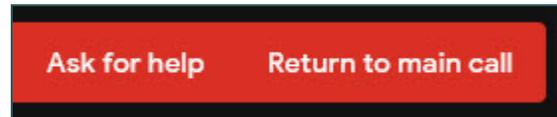
3. To **end all breakout rooms** and return all participants to the main call, click the **Close rooms** button at the top of the Breakout Rooms panel.



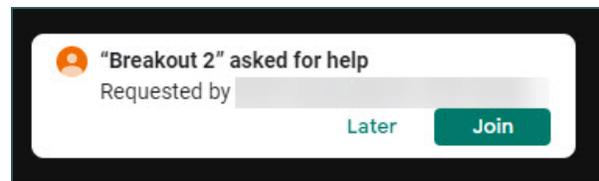
In the dialog box that appears, click **Close all rooms**.



Once all breakout rooms have ended, participants have 30 seconds to “wrap up” before they are automatically returned to the main call. They also have the ability to **ask for help** or **return to main call** before the 30 seconds is up.



If/when a participant asks for help, you (as the host) will receive a notification in the lower right corner of the screen. You have the ability to dismiss the request (by clicking **Later**), or to **Join** the breakout room to assist the participant.



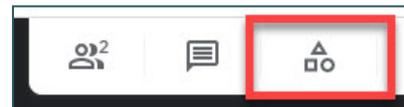
*\* **Please note:** If you choose to join the participant’s room to assist them, this still does **not** reset the timer, and the breakout room will still end within 30 seconds.*

## Polls

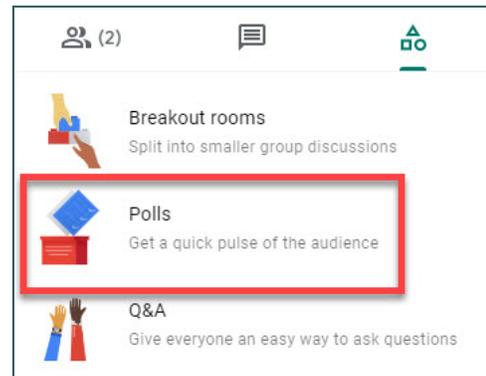
The **Polls** feature (which is also located in the **Activities** menu) allows you to start a poll and allow your participants to vote while in a meeting. If you post a poll while hosting a meeting, you are also automatically emailed a **report** displaying the poll results, including the names and answers for each participant.

To create a poll during a meeting:

1. Click the **Activities** (triangle, square, and circle) icon in the upper right corner.



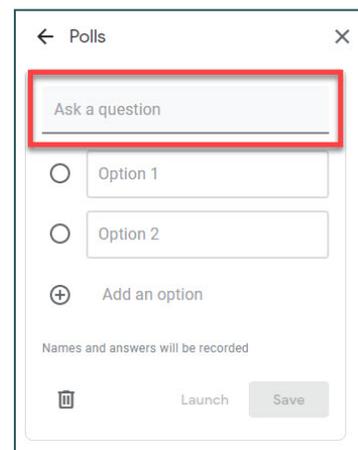
2. Select **Polls** from the list of options that appears.



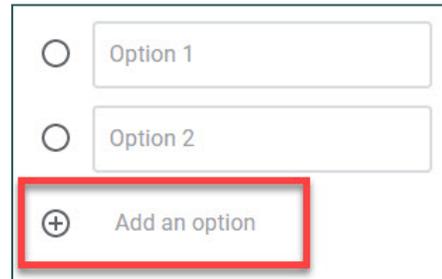
3. Click **Start a Poll**.



4. In the form that follows, enter the desired **question/topic** that you wish to poll on.



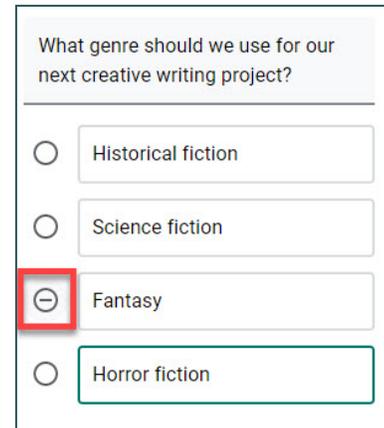
5. Enter at least two **options** as possible answers to the poll. You can also click the **Add an option** button to add additional poll responses.



A screenshot of a poll creation interface. It shows two radio button options: "Option 1" and "Option 2". Below these is a button with a plus sign and the text "Add an option", which is highlighted with a red rectangular box.

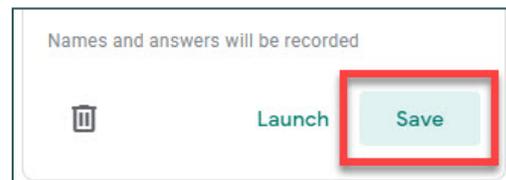
Once options are added, they can also be removed by clicking the **minus** icon to the left of the option.

*\* **Please note:** There must always be at least **two (2)** options available to choose from in a poll.*



A screenshot of a poll question: "What genre should we use for our next creative writing project?". There are four radio button options: "Historical fiction", "Science fiction", "Fantasy", and "Horror fiction". The "Fantasy" option has a minus sign icon to its left, which is highlighted with a red rectangular box. The "Horror fiction" option is highlighted with a green rectangular box.

6. Click **Save** once all desired options have been entered.



A screenshot of a poll creation interface. At the top, it says "Names and answers will be recorded". Below this are three buttons: a trash can icon, "Launch", and "Save". The "Save" button is highlighted with a red rectangular box.

7. A preview of your poll appears and gives you the following options:

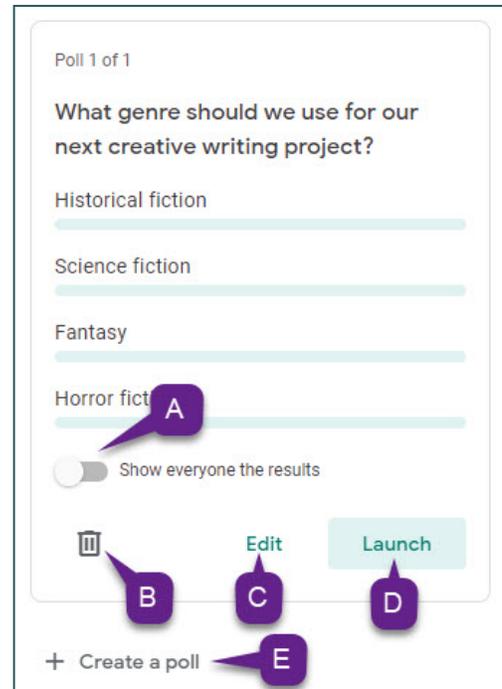
**A) Show everyone the results:** This toggle “switch” allows you to determine whether or not *all* the participants in the meeting can see the results of the poll.

**B) Delete (trash can) icon:** This deletes the entire poll/options when clicked.

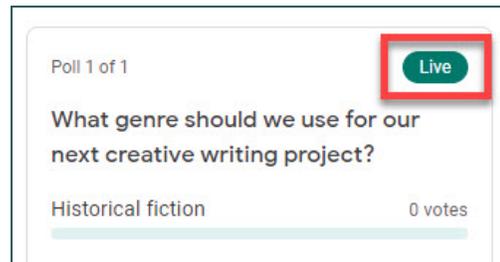
**C) Edit:** This allows you to further modify the poll before posting (if desired).

**D) Launch:** This posts the poll (with the parameters that you set) for the meeting participants to view and interact with.

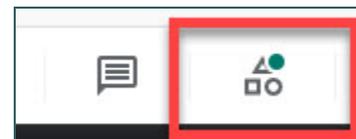
**E) Create a poll:** This allows you to create another poll/options to post in the meeting.



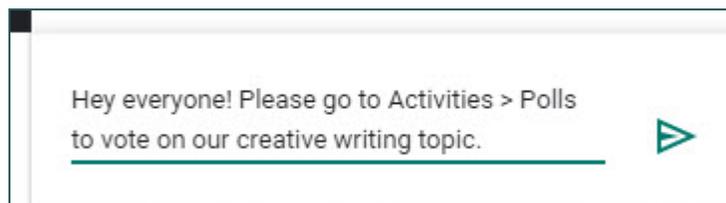
8. Click **Launch** to post the poll. A **Live** indicator appears to show that the poll has been posted, and vote numbers appear next to each option.



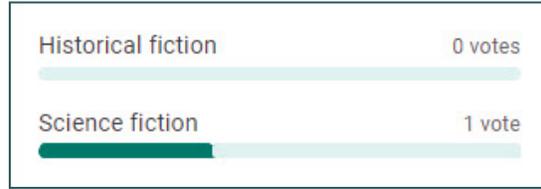
Participants will see a small “alert” indicator in the Activities icon. Once clicked, the same indicator shows next to **Polls** to inform them that a poll has been posted.



*\* **Please note:** Because the indicator that appears is small and not always noticeable, it may be prudent to use the **Chat area** to inform participants that a poll is available, or to verbalize this during the meeting. Otherwise, participants may not be aware that the poll has been posted.*



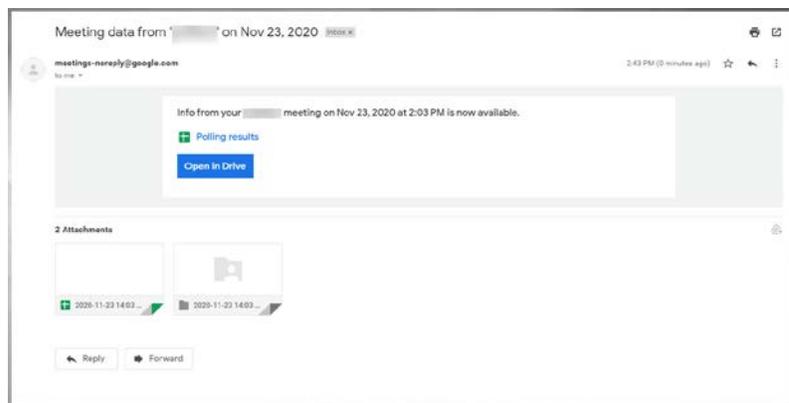
9. As participants begin interacting with the poll, their votes will show in real-time in the Polls panel. (Participants can vote only **once** per poll. Once their vote has been submitted, the poll becomes inactive for them.)



10. Whenever you would like to “close” the voting, click **End the poll**. This inactivates the poll and records the responses.



11. As soon as you end the Google Meet, you will receive an automatic email with the **poll results** from the meeting.

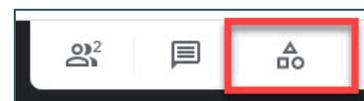


## Q&A

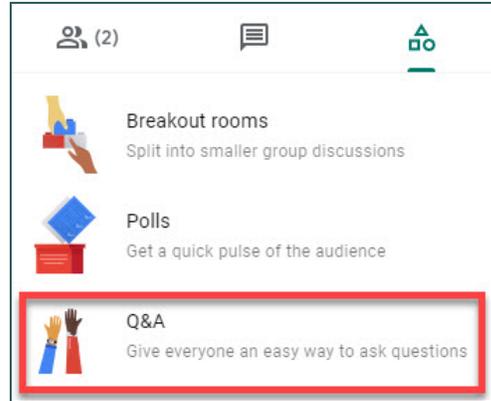
Similar to Polls, the **Q&A** feature lets you to interact with participants by allowing you and participants to post questions that can then be discussed and answered for everyone in attendance. Additionally, a **questions report** is emailed to you once the meeting has ended.

To use Q&A during a meeting:

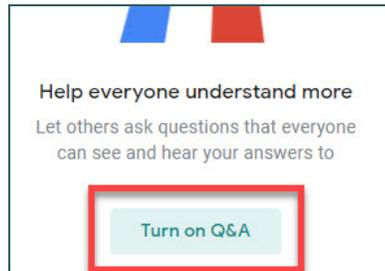
1. Click the **Activities** (triangle, square, and circle) icon in the upper right corner.



2. Select **Q&A** from the list of options that appears.



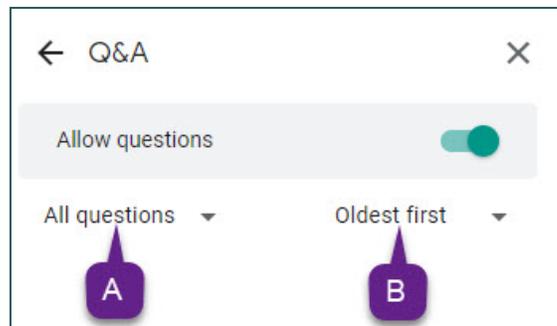
3. Click **Turn on Q&A**.



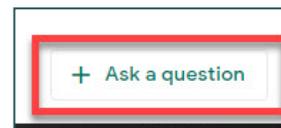
4. The Q&A panel on the right becomes live. Any questions asked by participants will appear here. There are also controls for you (as the host) to more easily view and manage questions:

**A)** The **filter** menu allows you to select which questions you would like to see: **All, unanswered, answered, or hidden.** (Only you can see questions that have been hidden.)

**B)** The **sort** menu allows you to choose in what order the questions are displayed: **Oldest first, newest first, or popular.** (A question's "popularity" is based on the number of **upvotes** that it receives.)



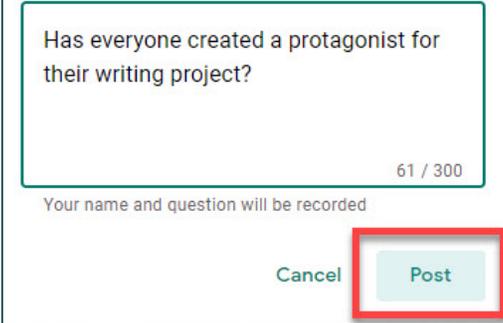
5. To **ask a question**, click the **Ask a question** button near the bottom of the Q&A panel.



In the field that appears, enter your desired question and then click **Post**.

Similarly to polls, participants can view and interact with the question via **Activities > Q&A**.

\* **Please note:** Participants can only **upvote** (thumbs-up) a question in the Q&A panel; they cannot post an answer.



Has everyone created a protagonist for their writing project?

61 / 300

Your name and question will be recorded

Cancel **Post**

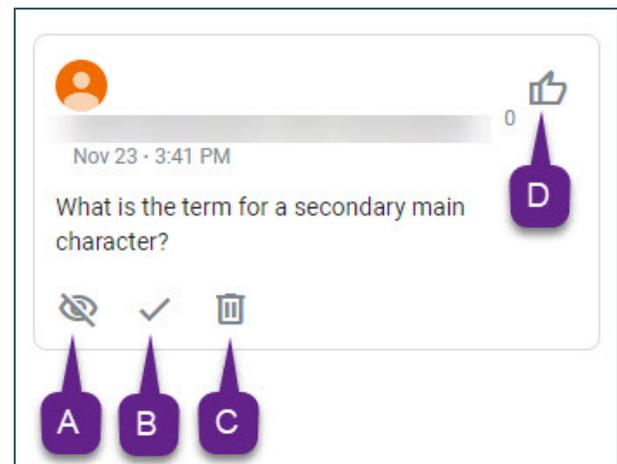
6. After a question has been posted (either by yourself or another participant), you can:

**A) Mark as hidden:** This removes the question from view for all participants.

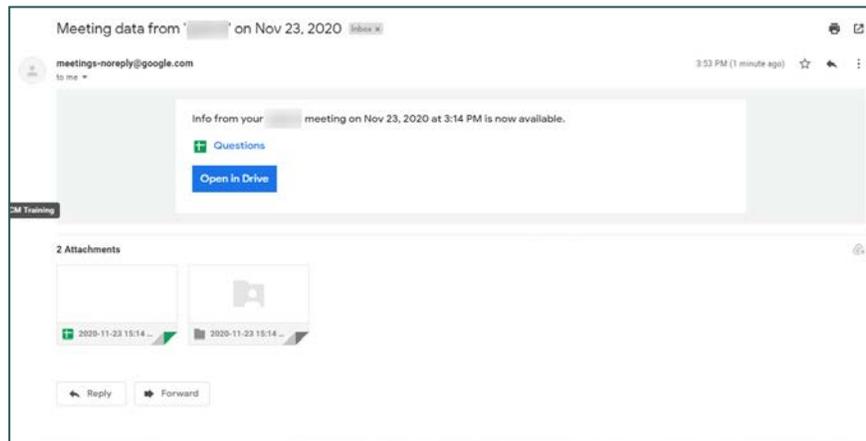
**B) Mark as answered:** This indicates that the question has been answered. You can answer a question **verbally** during the meeting and/or post the answer in the **Chat area**.

**C) Delete:** This deletes the question and any interactions. However, the question and its data will *still be available* via the automatic question report once the meeting has ended.

**D) Upvote:** This increases a question's "popularity" and can be used by participants to indicate that more than one user has the same question and/or desires an answer.



7. As soon as you end the Google Meet, you will receive an automatic email with the **question report** from the meeting. This includes every question, who posted it, whether or not it was answered/hidden/deleted, how many upvotes it received, and more.



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## *Using Google Live Stream*

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In-house live streaming is available for CCSD. Currently, administrators, teachers, instructional assistants, and site-based technicians have access to Live Stream.

Only guests within CCSD's organization (those with an **@nv.ccsd.net** account) can view a CCSD Google live stream. All **participants** can stop and start the stream during the meeting (if enabled) and record it. (**Note:** This will **not** start or stop the stream for any other attendants.) Guests who join as **view-only** cannot participate in the meetings or control the streaming. Guests can also be designated as view-only by the host.

**Remember:** As previously stated, live streaming in Google is considered to be a **one-way Meet**. This means that, when hosting a live stream, you will be essentially in a **presenter-only** role, and attendants will have little to no ability to interact during the meeting. This method also utilizes **less bandwidth** while the Meet takes place.

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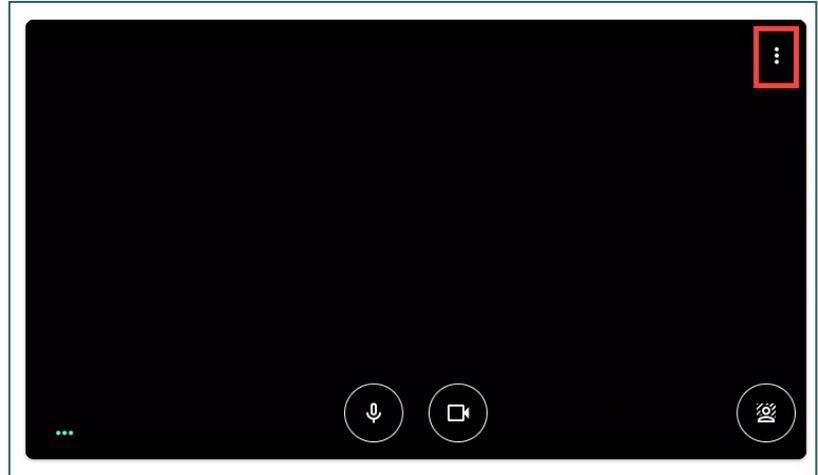
### *Starting a Live Stream via an Ad Hoc Meet*

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You can start a live stream via a nicknamed Google Meet, which can be useful if/when you intend to invite students to view the live stream.

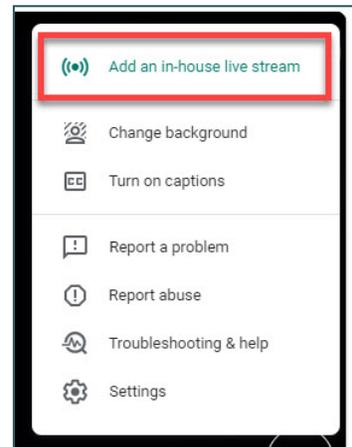
1. Follow **Steps 1 through 4** from the [Creating an Ad Hoc Meet](#) section to start a new nicknamed Google Meet.

2. From the meeting's **pre-entry** screen, click the **More options** (three dots) icon in the upper right corner of the video preview area.

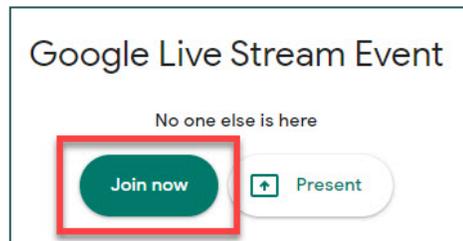


3. Select **Add an in-house live stream** from the list of options that appears.

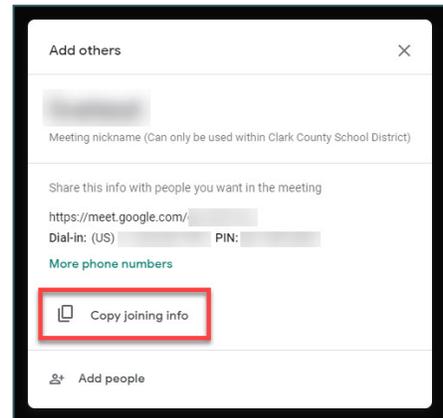
\* **Please note:** If you don't immediately see this option in the list of available items, please wait at least **one minute** for the option to appear.



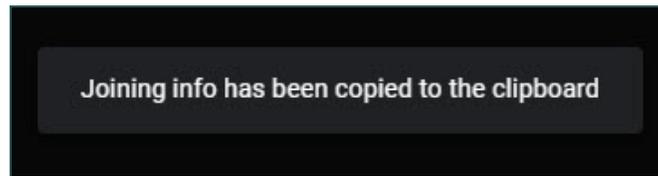
4. Click **Join now**.



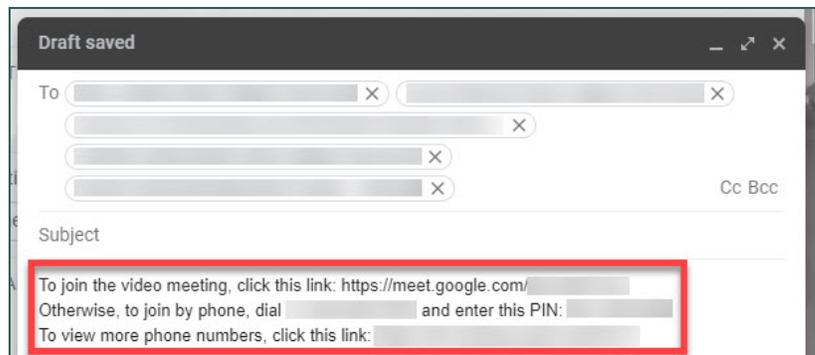
5. Once inside the meeting, click **Copy joining info** from the **Add others** window.



Once clicked, a banner appears in the lower right corner to inform you that the joining info has been copied to the clipboard.

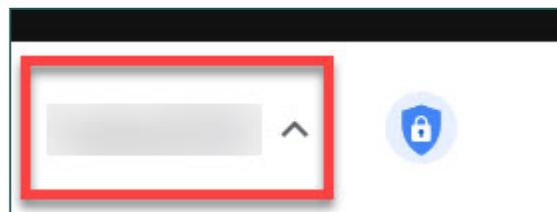


6. Return to Google Mail (which should still be open in another tab) to create a new email. **Paste** the joining info into the body of the message and send it to any CCSD users that you would like to have their own controls in the meeting. (Remember: These users will be able to **start**, **stop**, and **record** the stream from their end.)

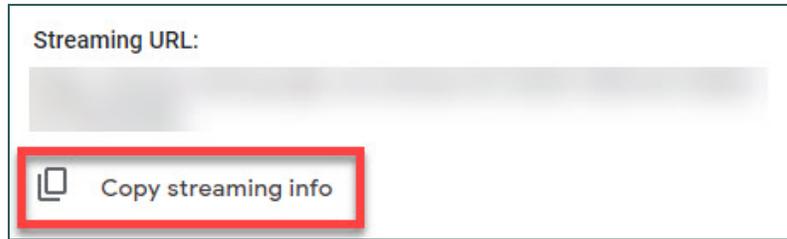


7. Return to the nicknamed meeting (in the **Google Meet** tab) and close the **Add others** window (if it is still open).

8. To access the live stream link, click the **name** of the meeting (in the **Meeting Details** bar) in the lower left corner of the screen.

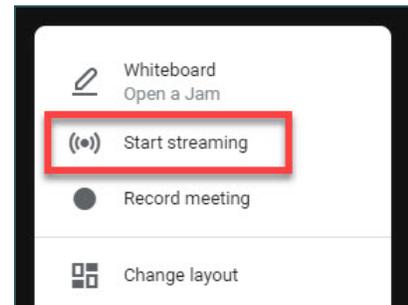


9. The **Streaming URL** appears at the bottom of the box. Click **Copy streaming info** to copy the URL to the clipboard.

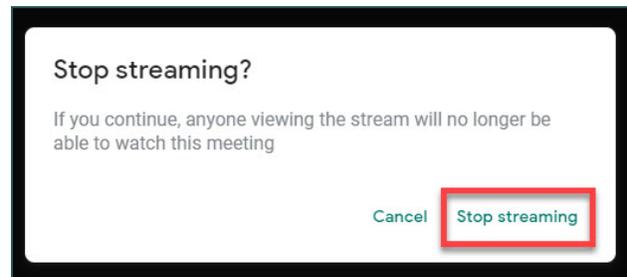


10. To share the live stream URL with **view-only** attendants, create a new email (in Google Mail) and **paste** the URL in the body of the message. Send this email to any CCSD users that you would like to view the live stream.

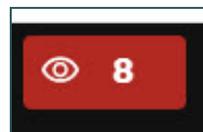
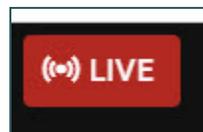
11. When you are ready to start the stream, click the **More options** (three dots) icon in the lower right corner and select **Start streaming**.



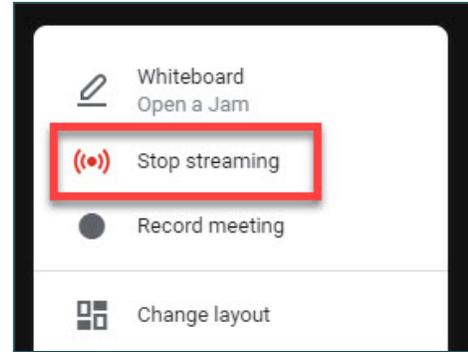
12. A confirmation window appears to ensure that you and all attendants are ready to start the live stream. Click **Start streaming**.



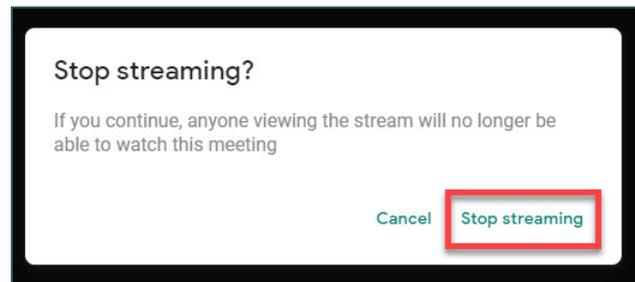
An indicator appears in the upper left corner to inform you that the stream is now **live**. Periodically, this will transition to show you how many **viewers** are watching the live stream.



13. When you are finished streaming, click the **More options** (three dots) icon in the lower right corner and select **Stop streaming**.



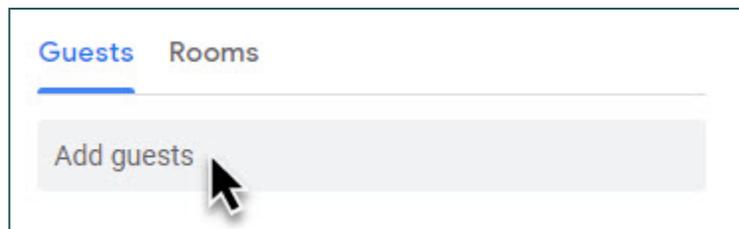
14. A confirmation window appears to ensure that you are ready to stop the live stream for all attendants. Click **Stop streaming**.



### *Starting a Live Stream via Google Calendar*

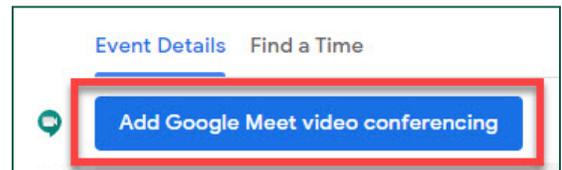
1. Follow **Steps 1 through 5** from the **Creating a Calendar Event with Video Conferencing** section to create a new Google Calendar Event.

2. If there are users that you would like to give the ability to **participate** (including the ability to use their microphone/camera and/or present during the Google Meet), add them to the Event via the **Add guests** area.



\* **Please note:** Because these invited guests will have access to certain meeting controls during the Google Meet, please **do not** add student accounts in this area.

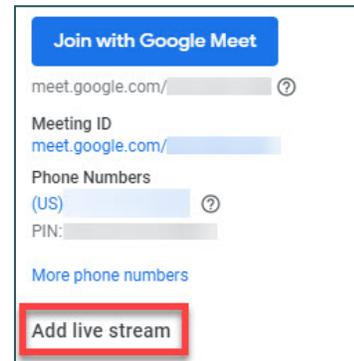
3. Click the **Add Google Meet video conferencing** button.



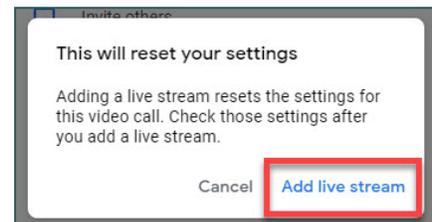
4. Once the conference is added, a Meet link is generated and additional action buttons appear. Click the **drop-down** arrow that appears next to the **Join with Google Meet**.



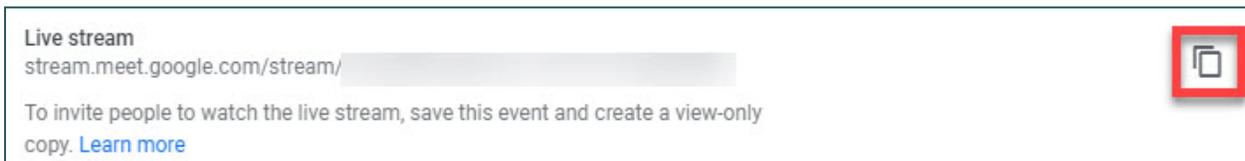
5. From the new options that appear, click **Add live stream**.



6. A window appears to inform you that adding a live stream will reset the settings for the video call. Click **Add live stream**.



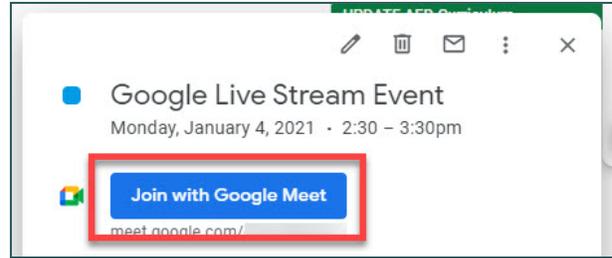
7. A live stream URL will be generated and shown in the video conferencing details. To add **view-only** attendants to the Event, you can either click the **Copy** button next to the URL, **or** continue to the next section to create a **view-only event**.



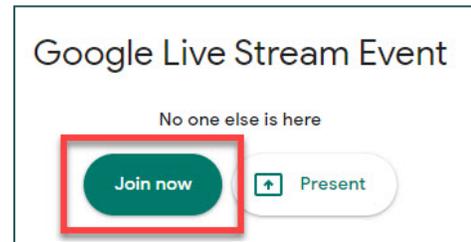
8. Click the **Save** button to create the Event. If you invited users in the **Add guests** area, click **Send** to ensure that they are sent invites to the Calendar Event.



9. To enter the Event, click the **Join with Google Meet** button that appears in the Event's details.



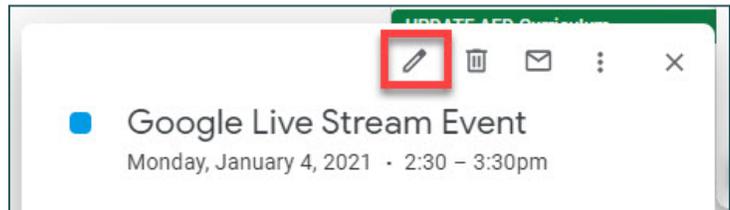
10. From the **pre-entry screen**, click the **Join now** button to enter the meeting.



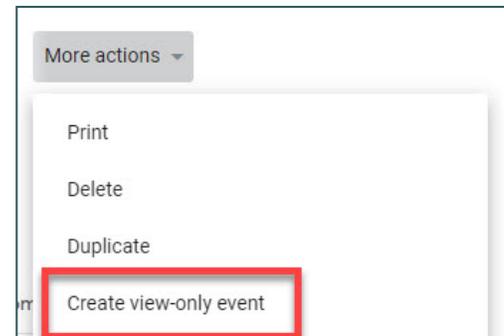
11. Repeat **Steps 11 through 14** from the [Starting a Live Stream via an Ad Hoc Meet](#) section to start and eventually stop the live stream.

### *Creating a View-only Live Stream Calendar Event*

1. From the **Google Calendar** app, click the live stream Event that you created and click the **Edit** (pencil) icon.



2. At the top of the page, click the **More actions** drop-down menu and select **Create view-only event**.

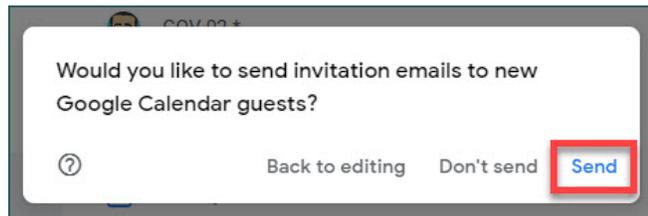


3. The words **[Live stream]** will now appear before the title of the Event, and the **Join with Google Meet** button will be replaced with the URL for the live stream. To add view-only guests, enter their names in the **Add guests** area. (**Note:** Because this is a view-only event, **all** guests added in this area will **only** be able to view the live stream.)



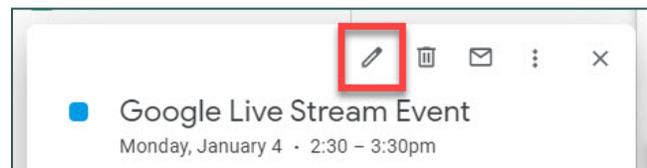
4. Click the **Save** button to create the Event.

5. Click **Send** to ensure that the view-only guests receive an invitation to view the live stream.



### *Removing a Live Stream from an Event*

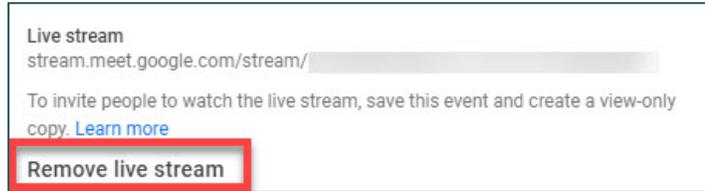
1. From the **Google Calendar** app, click the live stream Event that you created and click the **Edit** (pencil) icon.



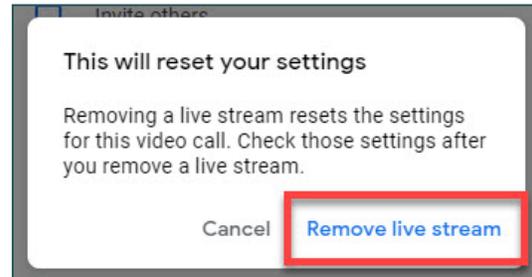
2. Click the **drop-down arrow** that appears next to the **Join with Google Meet** button.



3. Click **Remove live stream**.



4. A window appears to inform you that removing a live stream will reset the settings for the video call. Click **Remove live stream**.



5. Click the **Save** button. Be sure to share the updated Event information with any invited guests.

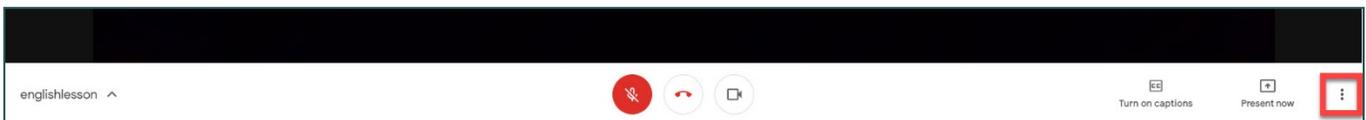
## *Additional Resources*

### *Changing the Layout in a Meet*

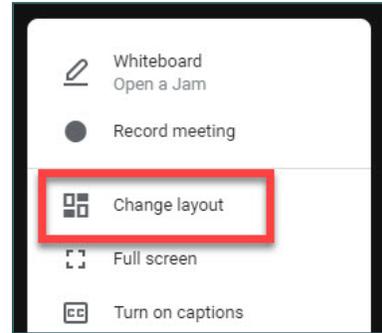
You are able to change the view/layout of the meeting participants in order to fit more participants on the screen at once. The **Change layout** feature can be used to see up to 49 participants at once.

To change the layout in a meeting:

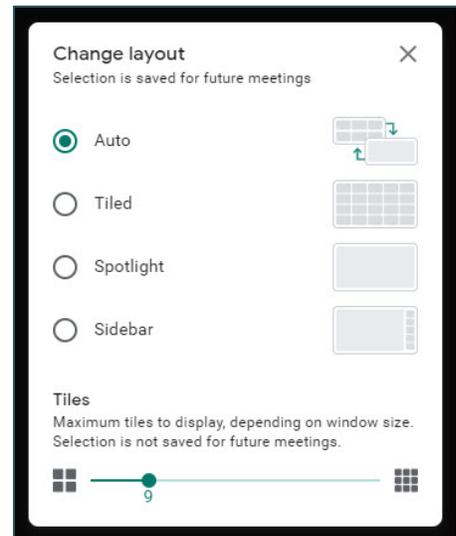
1. While hosting a meeting (using one of the methods outlined in this document), click the **More options** (three dots) icon in the lower right corner.



2. From the menu that appears, select **Change layout**.



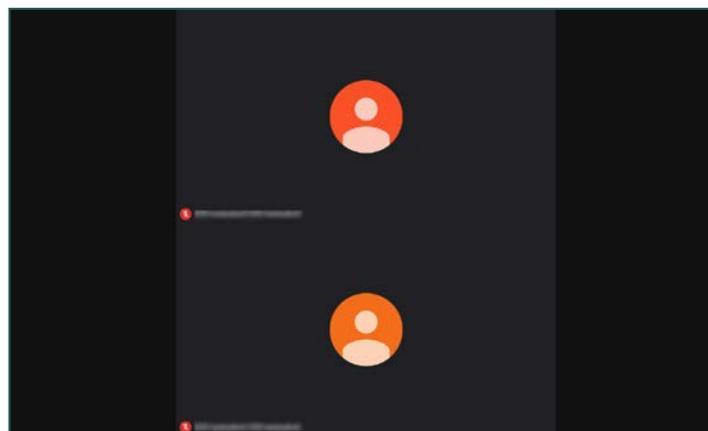
3. The **Change layout** window appears. To make a selection, click the **radio button** next to the desired option.



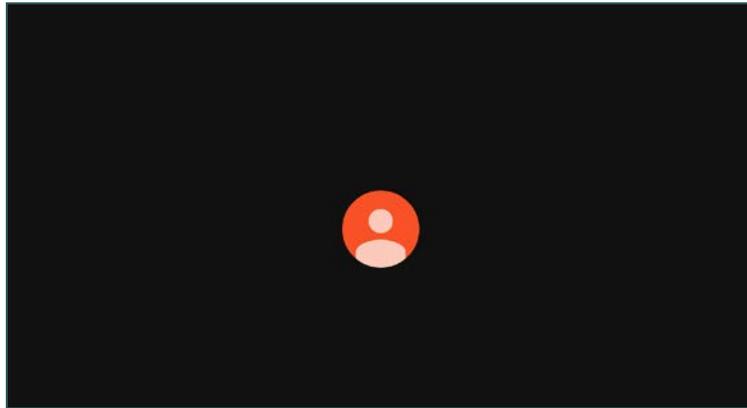
The view options are:

**A) Auto:** This is the default layout setting in a meeting, and allows Google Meet to choose the layout automatically.

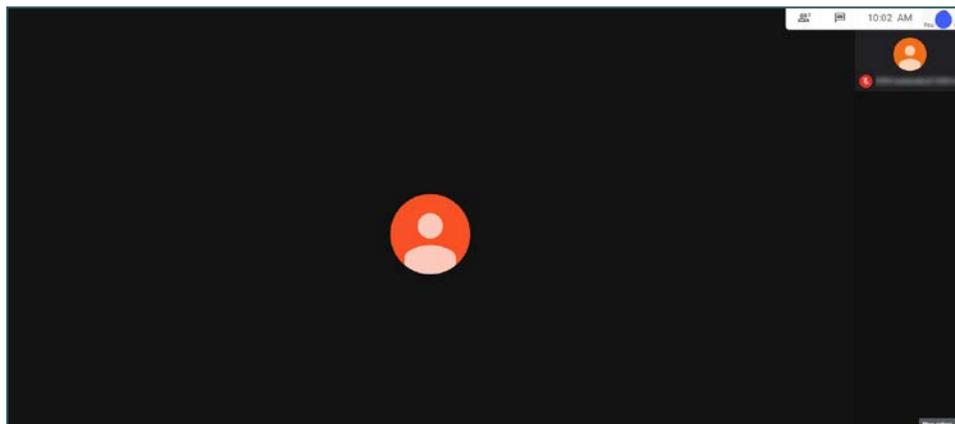
**B) Tiled:** This view turns participants' feeds into equal-sized "tiles" (images) on the screen. However, if/when someone is presenting, the screen will display up to three participants alongside the presentation.



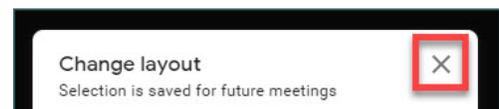
**C) Spotlight:** This provides a full-screen layout with the option to display the presentation, active speaker, or participant that you **pin**.



**D) Sidebar:** This shows one main image of a participant or the presentation. Other meeting participants will appear on the right side of the screen.



4. After selecting the desired view from the available options, close the Change layout window by clicking the **X** button in the upper right corner. Once closed, the new layout will be applied.



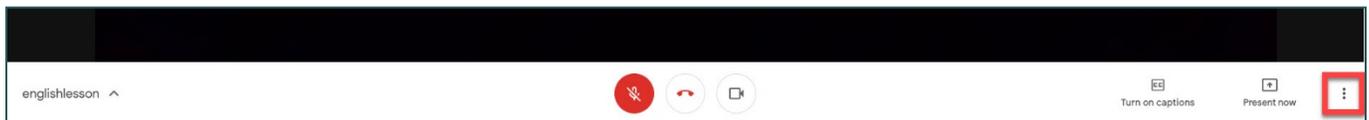
*\* **Please note:** The chosen layout will **only** appear on your screen. It will not be applied to any of the meeting participants' screens. If they wish to change their layout during the Meet, they will need to choose **More Options** > **Change layout** themselves.*

## Connecting a Document Camera in Google Meet

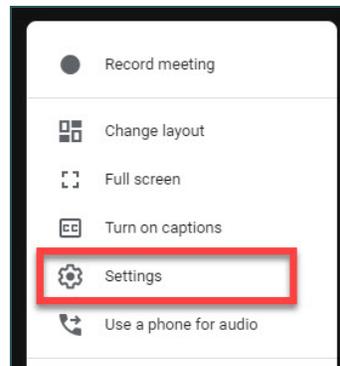
During a Google Meet, it is possible to connect a **document camera** (such as an ELMO), which can be especially helpful as an instructional aid when hosting a Meet with students.

To do this:

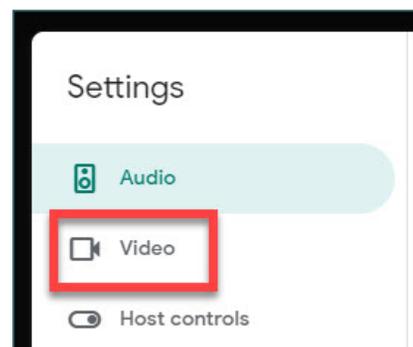
1. Connect the document/presentation camera to the laptop or computer (being used for Google Meet) via a **USB cable**.
2. Power on the document/presentation camera.
3. Power on the laptop or computer. (Windows 10 should recognize the new device connected via USB and install any drivers that are needed.)
4. Open a **Google Meet** session (using one of the methods previously outlined in this document).
5. From the **Meeting Details** bar at the bottom of the Meet screen, click the **More options** (three dots) icon.



5. From the menu that appears, click **Settings**.



6. In the window that follows, select **Video** on the left.



7. Select the **Camera** drop-down arrow. The document/presentation camera should now be a choice that can be selected. (If you would like to use the audio from the camera as well, you can select it from the **Audio** settings option.)



8. The document/presentation camera display can now be shared. (**Note:** The image will appear *reversed* on your screen as the presenter, but will be displayed correctly for all other participants.)

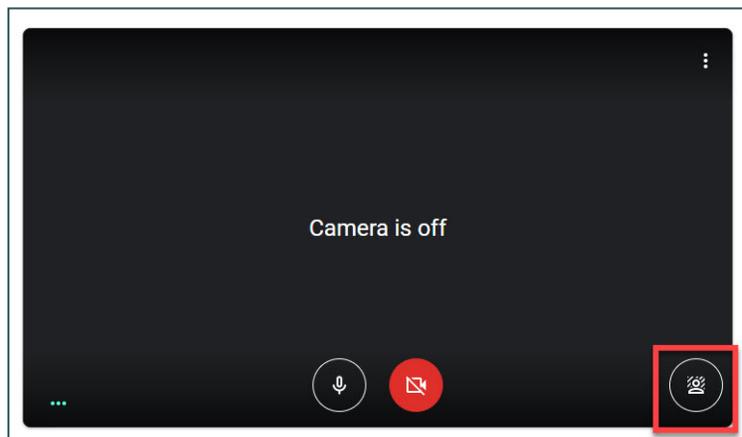
9. To switch back to the main (built-in) camera, go back to the **Meeting Details** bar at the bottom of the screen, and select **Settings > Video > Camera** drop-down.

### *Using Change Background*

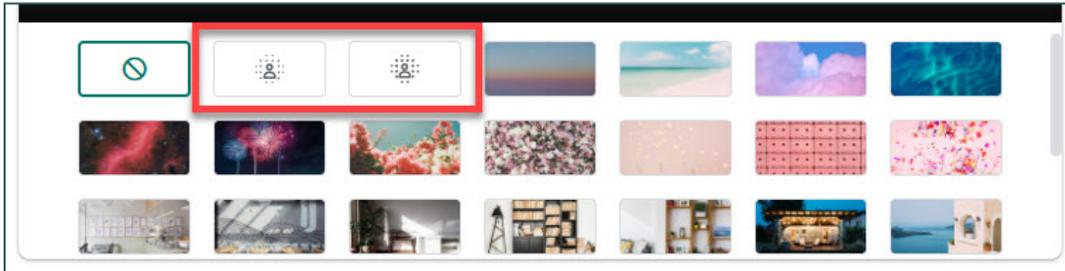
The **Change Background** feature allows you to either “blur” or change the background of your camera’s feed while still allowing yourself to be visible during the Meet. Some of the available background images include offices, landscapes, patterns, and more. This can be useful if/when you wish to “hide” any distractions behind you while in a meeting, especially if you are teaching or presenting from a remote location rather than a CCSD school or office. An important thing to note is that this feature is **not** available on Chromebooks, and it only works with specific types of video cards.

To utilize this option *before* entering a Meet:

1. From the meeting’s **pre-entry screen**, in the bottom right corner of your camera feed, click the **Change Background** button (in the lower-right corner) to activate the feature.



2. A menu appears with a series of options, including a **Slightly blur your background** and **Blur your background** buttons if you would like to simply hide your actual background instead of choosing an image.

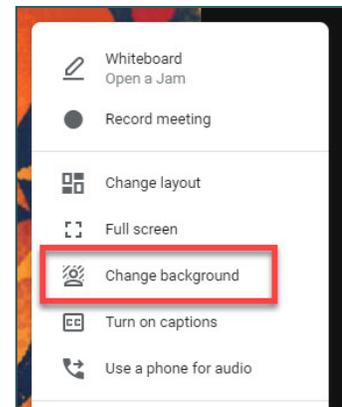


Single-click the background option of your choosing and then click **Join now**.

*\* **Please note:** It is important to select a background that is both appropriate and non-distracting whenever hosting a meet with CCSD students. In this scenario, it may be best to choose either an office/classroom image, or to simply utilize the blur feature.*

3. While in the meeting, you may change the background (or turn off the setting altogether) by clicking the **More options** (three dots) icon in the lower right corner.

*\* **Please note:** Whatever option you choose when you leave the meeting (**ON** or **OFF**), this will be the default setting for Background Blur in the next Google Meet that you join.*

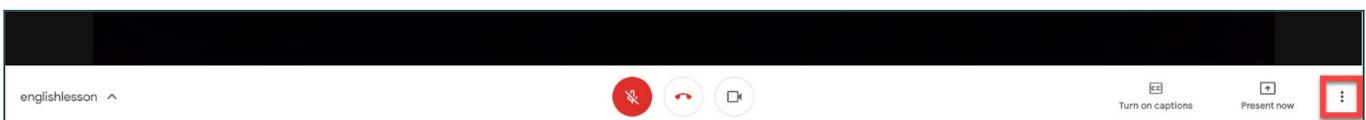


## Using Google Jamboard (Whiteboard)

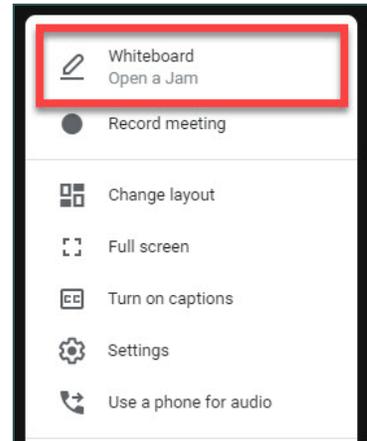
**Google Jamboard** is a digital whiteboarding feature that has been integrated into Google Meet in order to allow you to share a virtual, collaborative “whiteboard” while hosting a Meet. Whiteboards can also be saved, shared, and/or continued at a later time. However, this feature can only be started or opened while on a computer. Invited participants who are using a mobile device or tablet will receive a link to download the Jamboard app on their device.

To use Jamboard during a Meet:

1. While hosting a meeting (using one of the methods outlined in this document), click the **More options** (three dots) in the lower right corner.

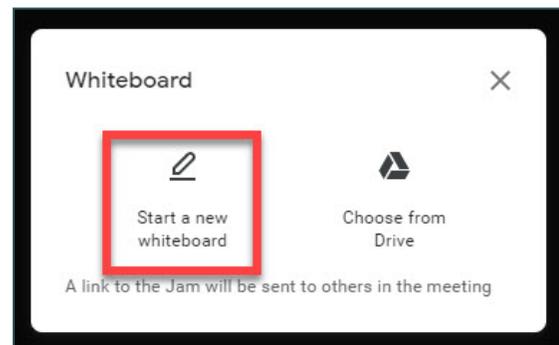


2. From the menu that appears, select **Whiteboard (Open a Jam)**.



3. A dialog box appears asking if you would like to start a new whiteboard or open a saved one from Google Drive. Click **Start a new whiteboard**.

*\* **Please note:** You can only choose a whiteboard from the Drive if you have previously created and saved a whiteboard (or been given access to a saved whiteboard) prior to the Meet.*

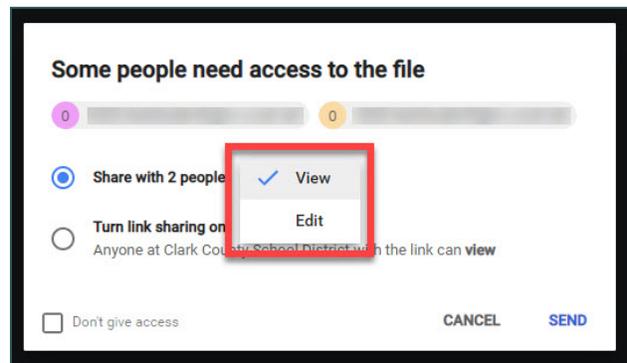


4. A dialog box appears to inform you that the participants in the Meet require access to the new whiteboard. There are two options for sharing the Jamboard file:

**A)** If you plan to present *only* (meaning that your participants will not collaborate on the whiteboard), choose **View**.

**B)** If you would like your participants to be given the ability to collaborate and interact with the whiteboard, choose **Edit**.

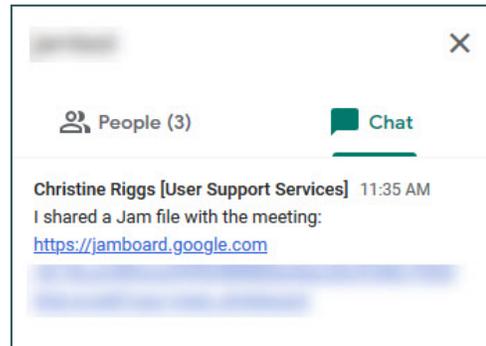
*\* **Please note:** It is **not** recommended that teachers provide "Edit" access to students.*



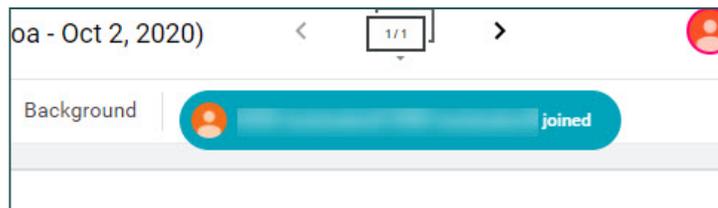
5. After you have made your desired selection, click **Send**.



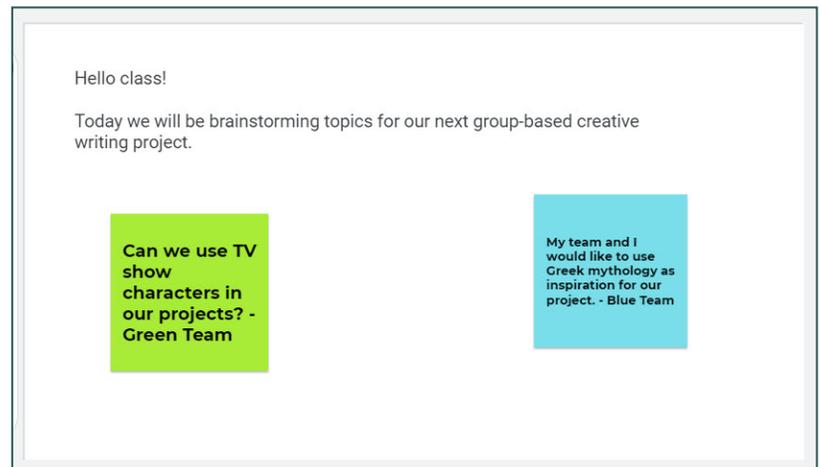
A link to the Jamboard will be posted in the **Chat area**. Participants in the Meet can access the whiteboard by clicking the link.



Each time a meeting participant accesses the whiteboard, a notification will appear to inform you that they have joined.



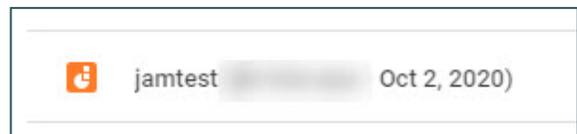
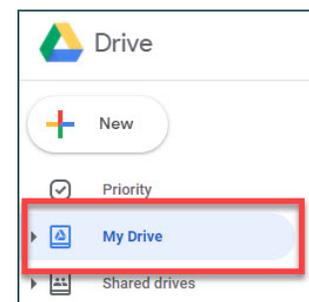
6. After you've shared the link, the whiteboard opens for you in a new window. You have the ability to use markup tools (such as a pen, marker, or highlighter), erase items, insert text boxes, add images, add sticky notes, and more while presenting. If your participants have been given **Edit** access, they will have the same rights within the whiteboard.



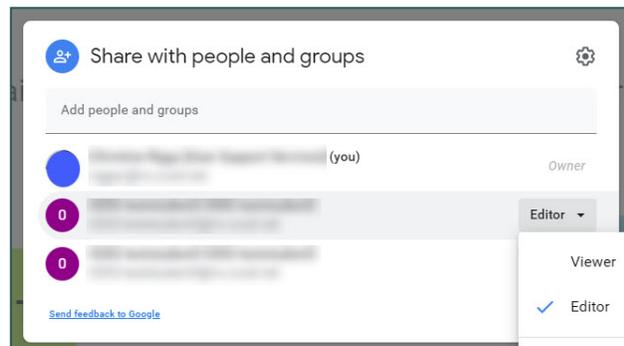
\* For more information on how to effectively use Jamboard for presenting purposes, see the [Google Support Links](#) section.

8. Once finished using the whiteboard, simply close the whiteboard by exiting the new window. This *automatically* saves the whiteboard session to your **My Drive** area in Google Drive, and becomes available to the invited participants in their Google Drives as well.

\* **Please note:** If the participants have been given **Edit** access, they will be able to access and modify the whiteboard presentation from their Google Drive **at any time**. If the participants have been given **View** access, they will only be able to view the contents of the presentation from their Drive.



**Quick tip:** You have the ability to change participants' access to a whiteboard *after* it has been closed and saved to your Google Drive. To do this, open the whiteboard session via Drive (as demonstrated above) and click the **Share** button. From the window that appears, you are able to change the access rights for each of the participants (for example, to change **Editor** rights to **View** rights in order to keep participants from being able to modify the whiteboard after you have closed it).



## Google Support Links

For more information about functionality in Google Meet (such as the Present Now tool, the Chat area, and more), go to **support.google.com** for helpful tutorials and videos from the **G Suite Learning Center**. Use the search area to easily locate help topics.

Other detailed Google Meet Help resources include:

- <https://support.google.com/a/users/answer/9282720> - This Google support page is devoted specifically to **Google Meet training and help**.
- <https://support.google.com/a/answer/9784550> - This Google support page covers the basics to **set up Meet for distance education**.
- <https://support.google.com/meet/answer/9308630> - This document outlines **how to live stream a video meeting** in Google Meet.
- <https://support.google.com/edu/classroom/answer/9776888> - This document outlines **how to start a video meeting for education** in Google Meet.
- <https://support.google.com/meet/answer/10071448> - This document outlines **how to use Google Jamboard (Whiteboard)**.
- <https://gsuiteupdates.googleblog.com/2020/09/attendance-reports-meet-education.html> - This page provides further information on **Google Meet attendance reports**.

- <https://support.google.com/meet/answer/10099500> - This support page provides further guidance on **how to use breakout rooms (for both hosts and participants)**.