



TRAINING MANUAL

06-GOOGLE MEET

Prepared by:
Dr. Mehrosh Khalid



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Google Classroom is an application designed to help students and teachers communicate, collaborate, organize and manage assignments, go paperless, and much more. This guide is chocked full of step-by-step instructions for using Google Classroom and setting up classes.

Another major component of the LMS is **Google Meet** (<https://meet.google.com>) which is a video conferencing app. It enables users to make video calls with up to 250 users per meeting. It can easily be used to create a new Meet video meeting or to add a link in a Google Calendar event. However, please remember, you must be signed in to your IIUI Email account.

Google Meet will be used for online delivery of lectures of particular course.

1. Setting-up Google Meet:

For connecting through Google Meet, it is not necessarily to go to <https://meet.google.com>. Meet can be accessed from Google Classroom as well as your Google (IIUI Email accounts) also.

1. Go to your Google Classroom in which you want to deliver lecture.
2. Click on the class settings icon on the top right corner of the screen:

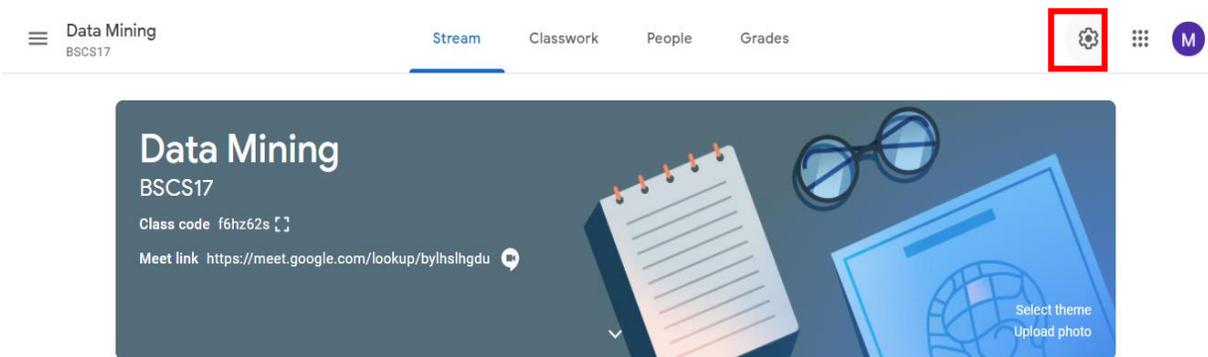


Figure 1: Class Settings

3. Under the “General” settings, click “Enable Meet Link” against the Meet Option. A Meet Link will be enabled there:

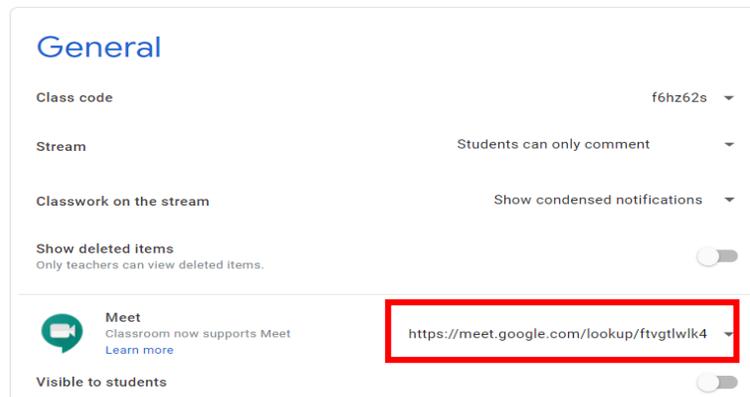


Figure 2: Enable Meet Link

4. If you want to share this link with the students, you can either:

- Copy the Link from the drop-down arrow adjacent to the enabled link, and share it with your students by any communication medium e.g., Email, Class announcement, message etc.

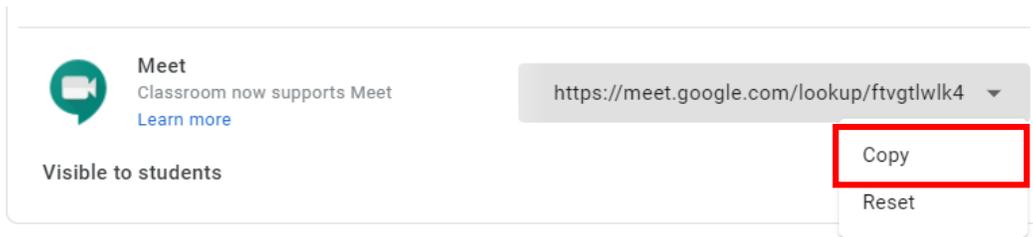


Figure 3: Meet Settings - Link Copy

- Set it to be visible to the students. In that case it is not particularly to be shared with the students. The link will be then displayed on the course home page, after you click on the “Save” button in the top right corner of the screen:

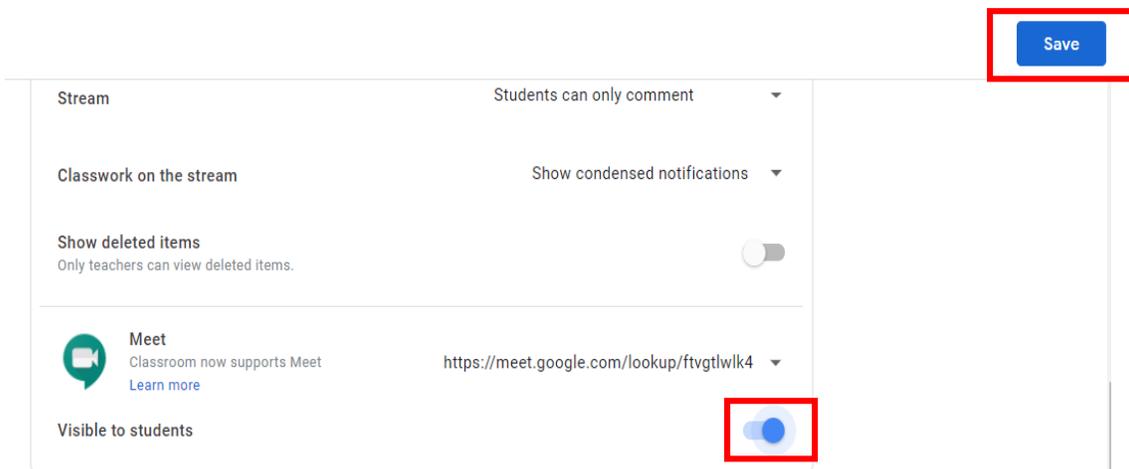


Figure 4: Meet Setting - Link Visible to Students

5. The course home page will now be having a meet link in the course header to be accessed by everyone:



Figure 5: Meet Link on Course Homepage

2. Video Conferencing / Live Class using Google Meet:

1. When it is desired to have a live session with the students, announce the time to the students and click on the given Meet link. Every participant of the class has to click on the given Meet link to be added into the live session.
2. After clicking on the Meet link, the video conference will be started and as soon as students will be clicking on the link, they will be added in your live class:

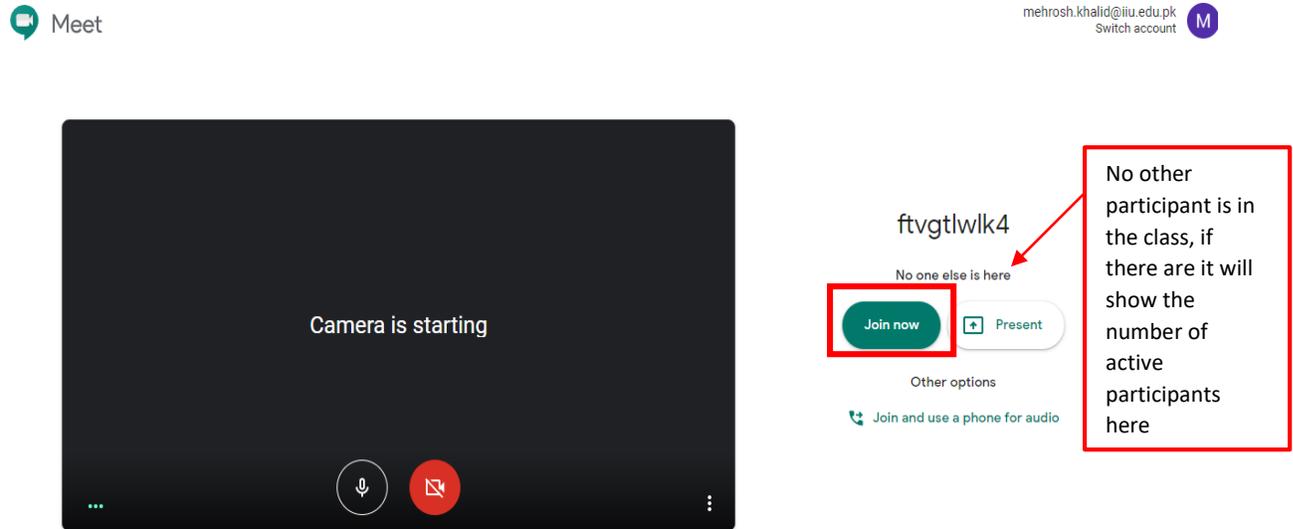


Figure 6: Meet Video Conferencing Interface

3. Click on “Join now” button. You will be added in the live session.
4. For host of the meeting, when he/she will join the live session, will be prompted for meet link to be shared with other participants:

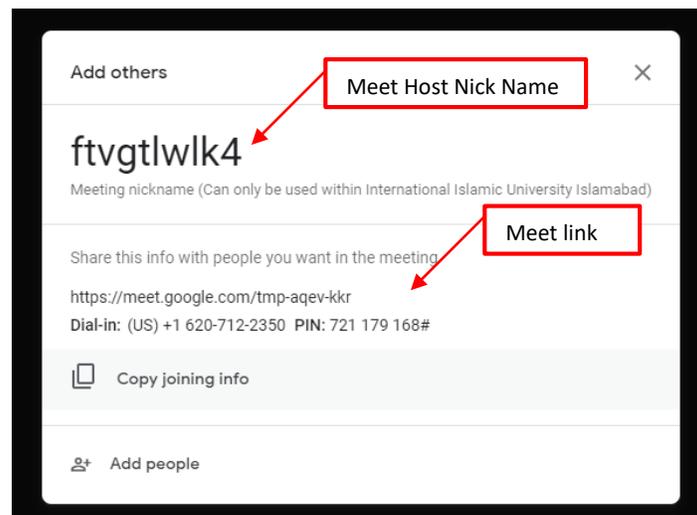


Figure 7: Meet Video Conference - Joining Info

5. Click on “Add people” (if required) to add participants from IIUI domain to this meet call, even if they are not the participants of your class:

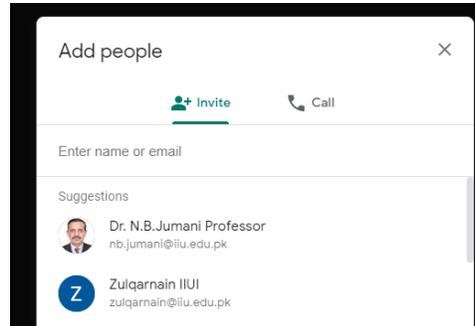


Figure 8: Meet Video Conference - Add people

6. Select the names of the people you want to add, you can either:
 - Click on “invite” to add them, or
 - Click on “Send Email” button to send them an invitation email (only on IIUI address), or
 - Click on “Call”, by entering their cell numbers, if the data packages support outside calls.

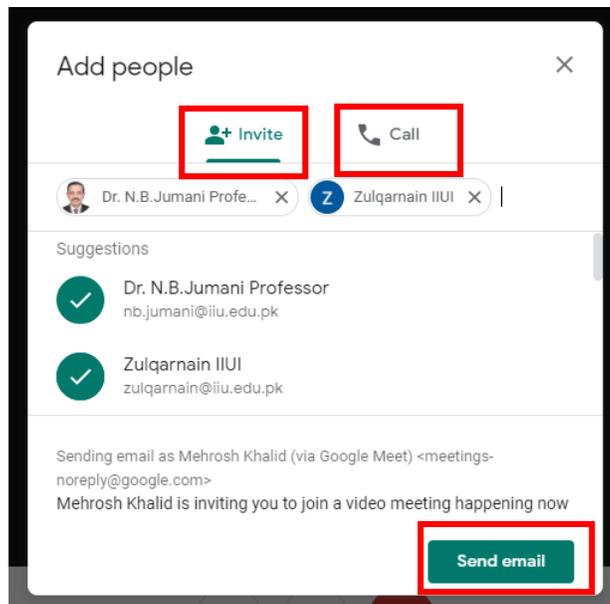


Figure 9: Meet Video Conference - Inviting people

7. Click on the people icon, which shows the number of active people in the call in the superscript, you will be able to see the list of the active people in the call:

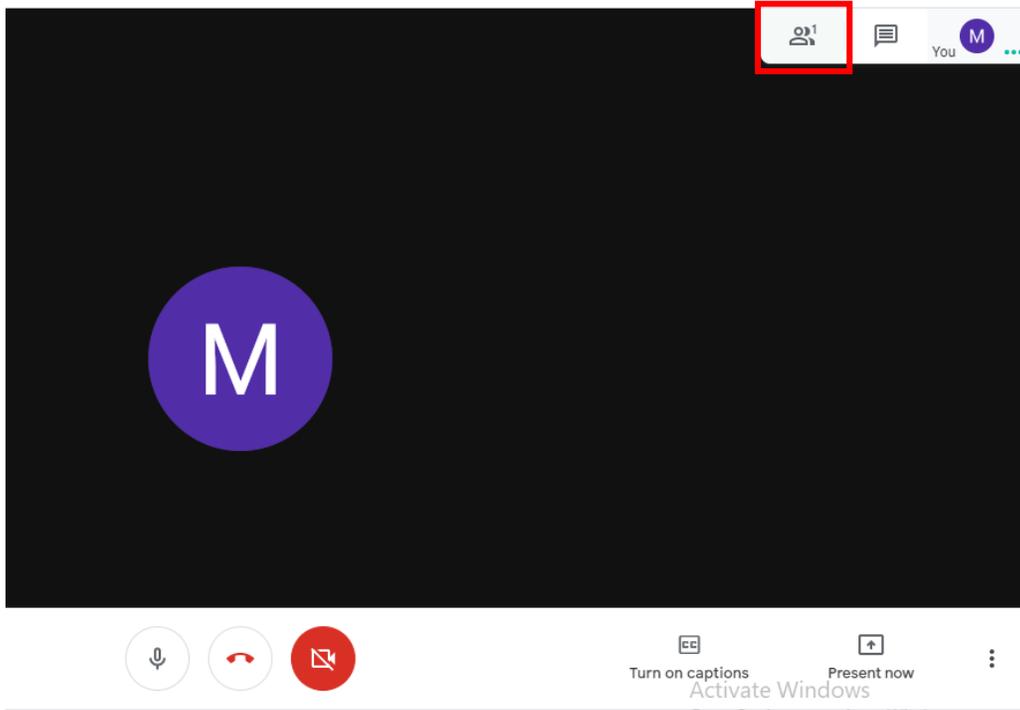


Figure 10: Meet Video Conference - View people in call

The list of active people in the call will be shown here as:

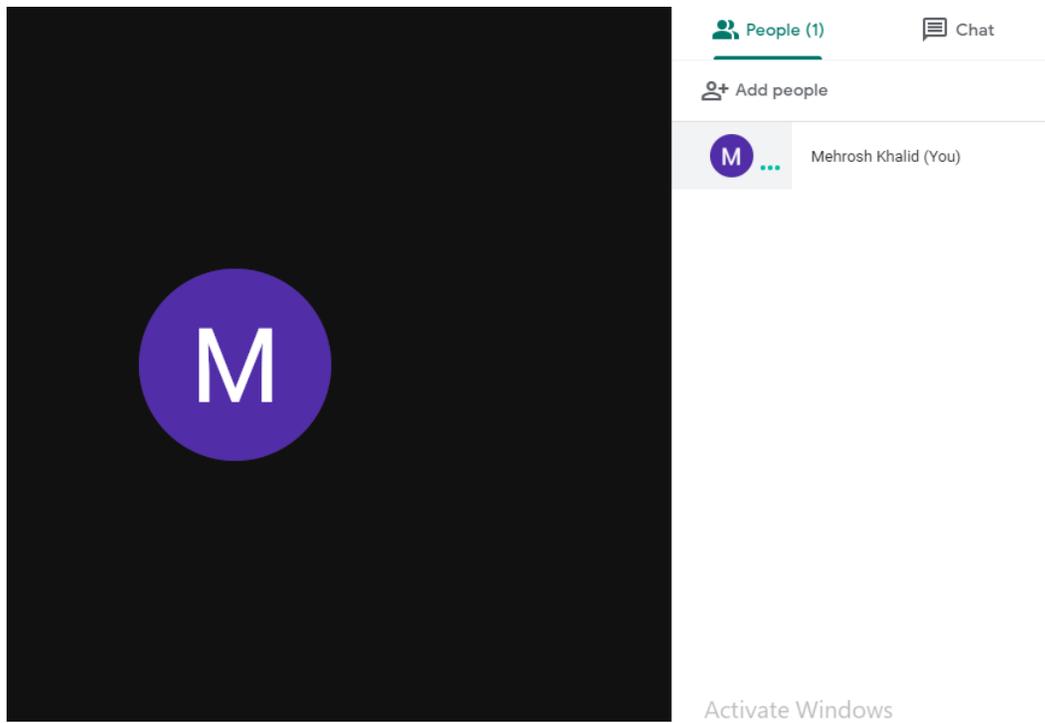


Figure 11: Meet Video Conference - Active people list

8. Click on “Chat icon” to have conversation with the people in the call:

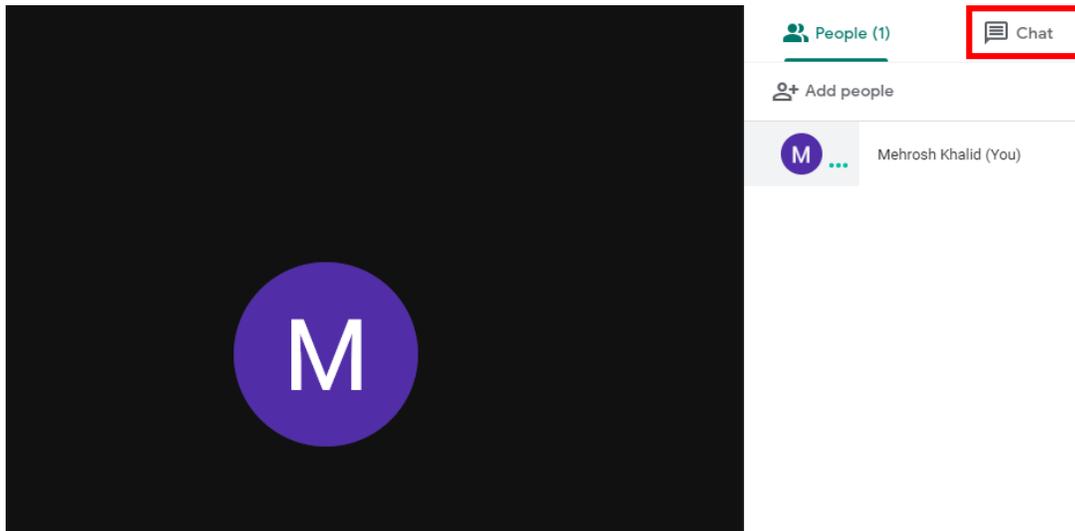


Figure 12: Meet Video Conference - Chat

3. Meet Video Conference Settings:

There are a number of options available to manage the live session as required.

1. Click on the settings icon in the bottom right corner of the screen to view different settings options for the live session:

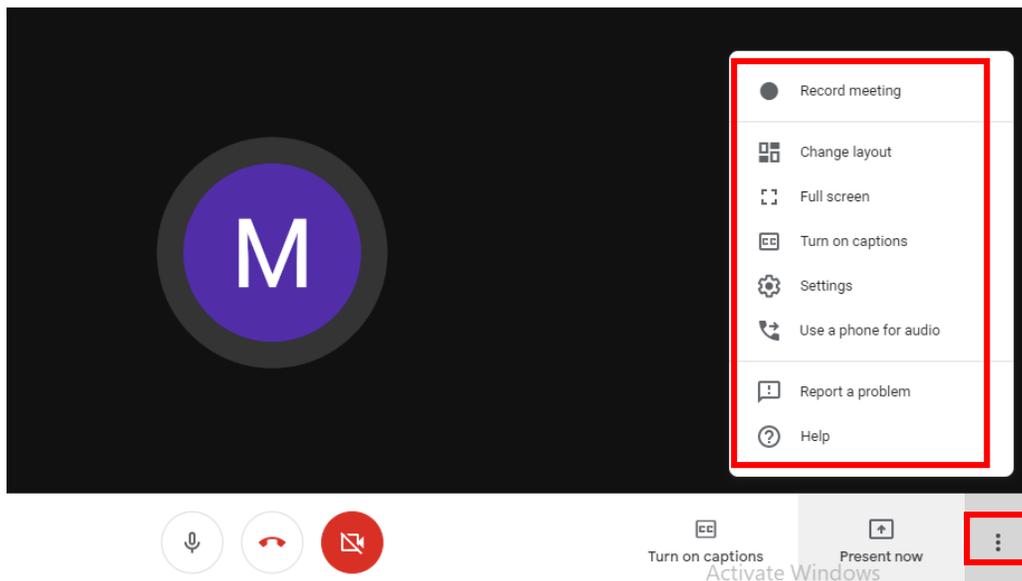


Figure 13: Meet Video Conference Settings

3.1 Record Meeting:

The option for recording live sessions is very helpful because:

- Teachers can use this feature to record audios for their lecture notes, Power Point Slides, Lab Manuals or instructions to be uploaded in the class material.
 - Recordings of live lectures can be shared with students who are not able to connect to the meeting.
 - Recording of live lectures can be used in future for further correspondence.
1. Click on “Record Meeting” in the settings window, a pop-up will be shown asking for consent to record the meeting:

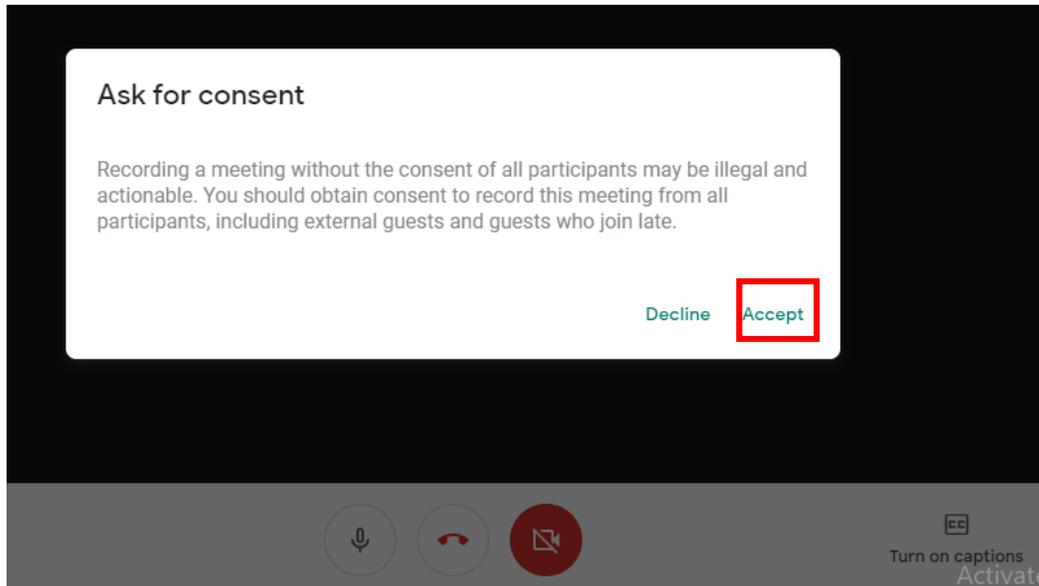


Figure 14: Record Meeting - Ask for consent

2. If clicked on “Accept”, the meeting recording will be started:

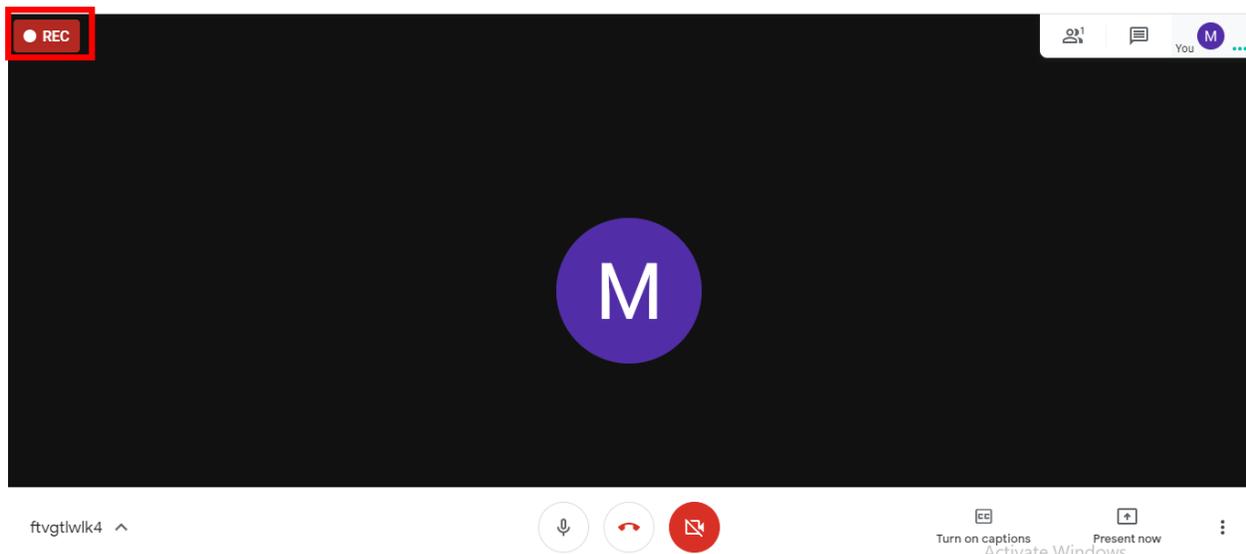


Figure 15: Record Meeting - Ongoing recording

- To stop the recording in ongoing meeting, again click on the settings icon in the bottom right corner of the screen and click “Stop recording” from the menu.

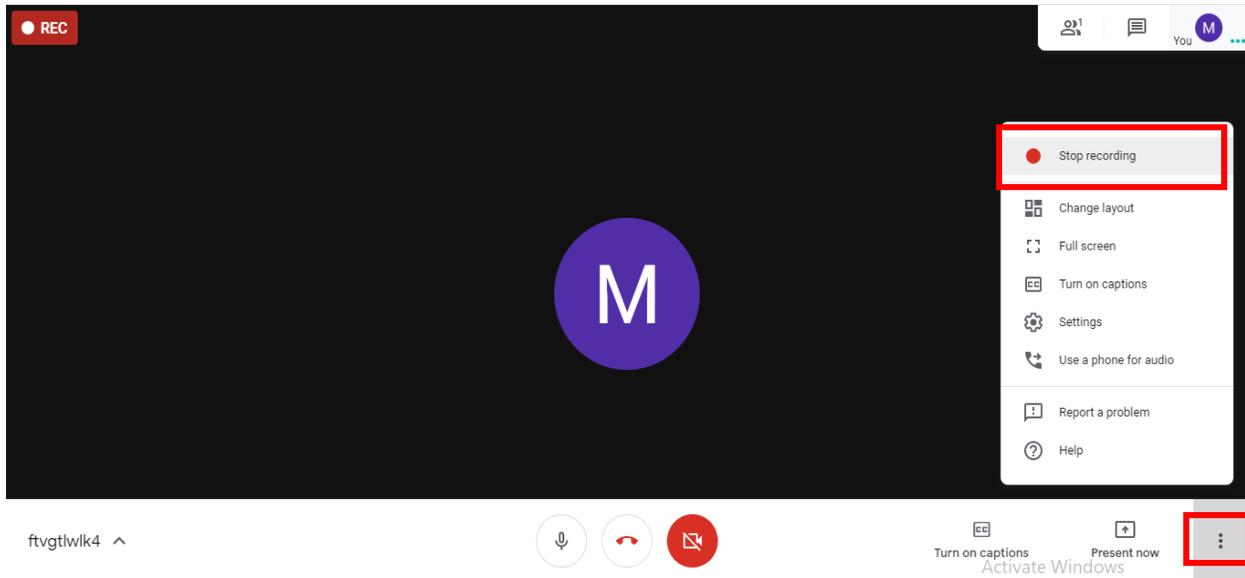


Figure 16: Record Meeting - Stop Recording

- A pop-up will be appeared to take consent for stop recording:

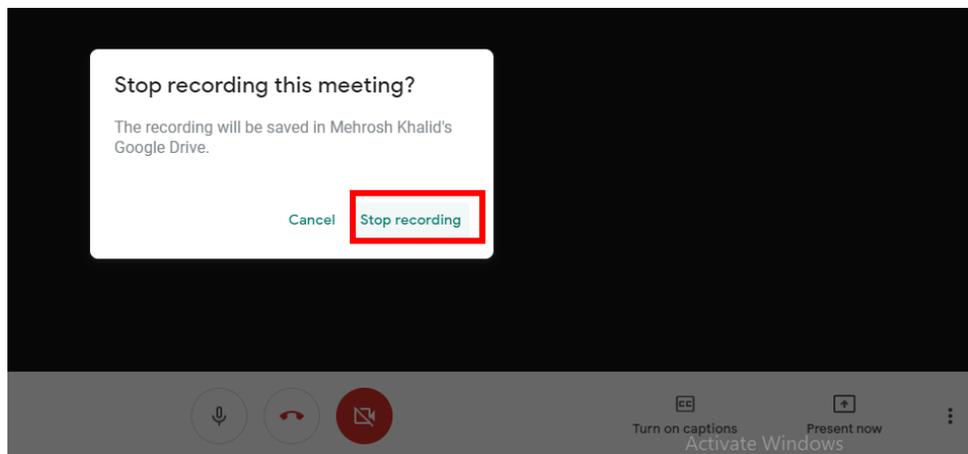


Figure 17: Record Meeting - Stop recording consent

- If clicked on “Stop recording”, the recording will be stopped and simultaneously be saved to your Google Drive linked with your IIUI Email account:

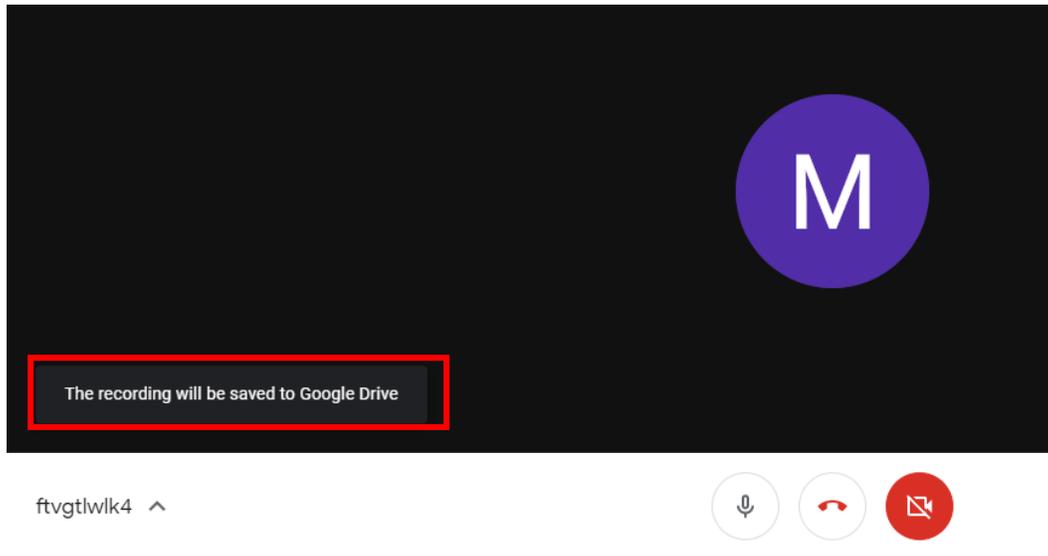


Figure 18: Record Meeting - Saved on Google Drive

3.2 Change Layout:

1. Click on “Change Layout” from the settings menu to change the layout of the meeting interface:

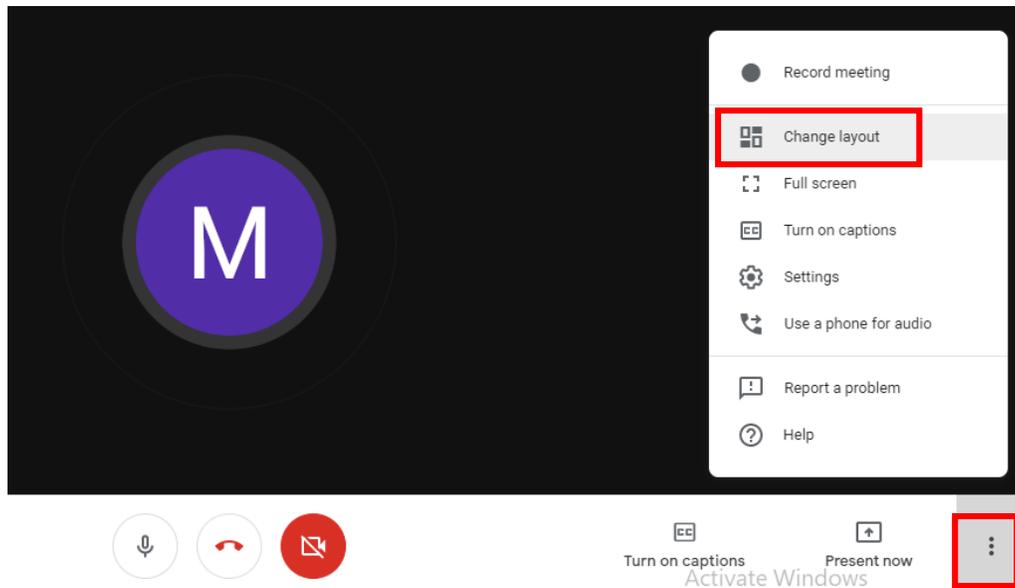


Figure 19: Change Layout

2. A pop-up will be appeared to select which particular layout you want to choose from:

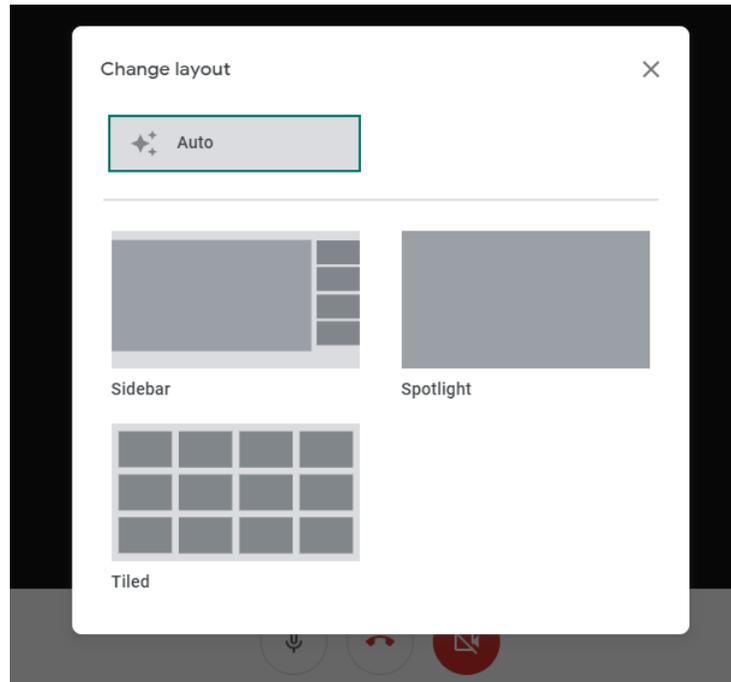


Figure 20: Change Layout - Layout Options

3. Select the desired layout and the meeting active participants will be shown accordingly.

3.3 Full Screen:

1. Click on the Full Screen option from the settings menu:

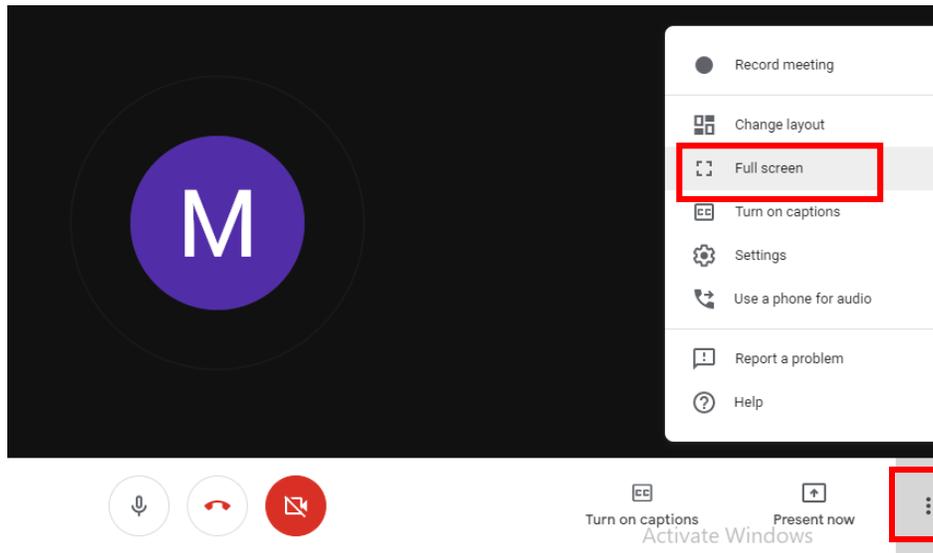


Figure 21: Full Screen

2. The meeting will be shifted to Full Screen mode.

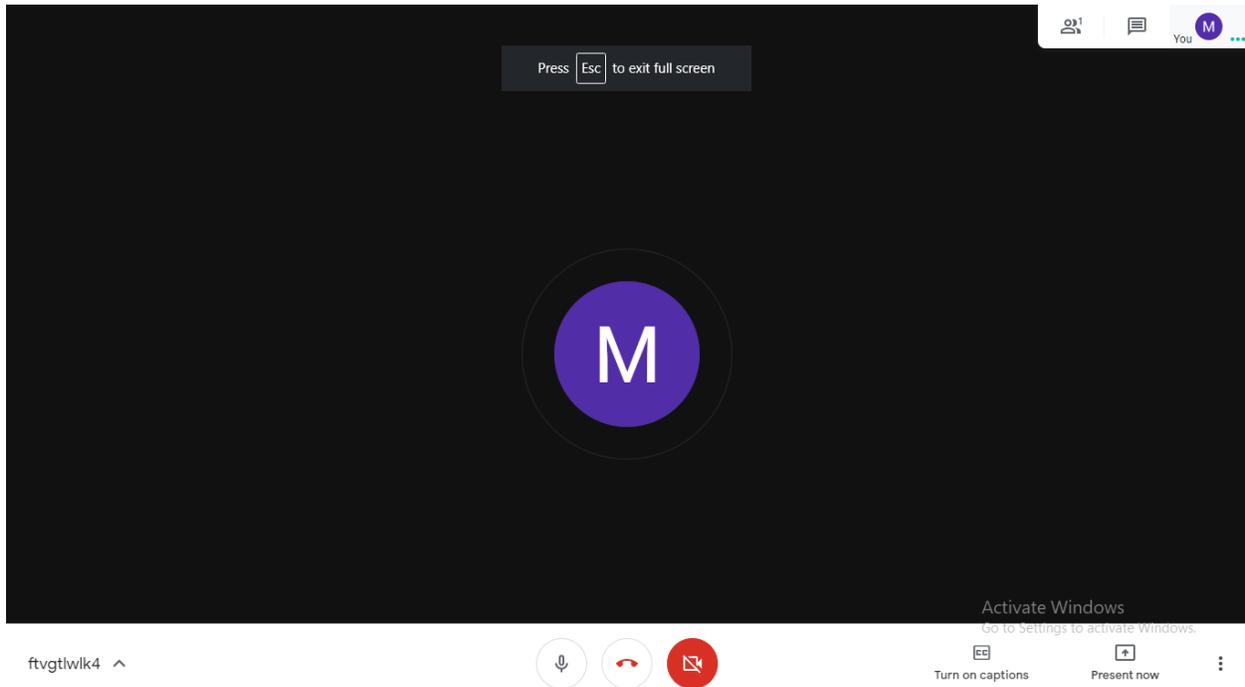


Figure 22: Full Screen - Enabled

3.4 Turn on Captions:

This feature will enable the live sub titles in English in the live meeting. This will help to the people who are not properly listening to all others, the captions will let them know what other people are saying.

1. Click on Turn on Captions from either the settings menu or “Turn on captions button” in the bottom of the screen:

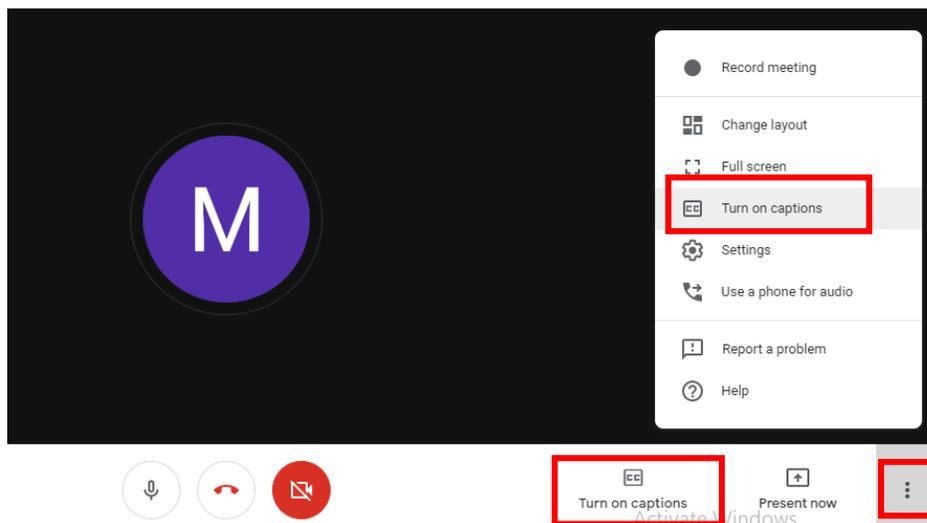


Figure 23: Turn on Captions

2. Now, all the voices will be translated in English and shown as captions:

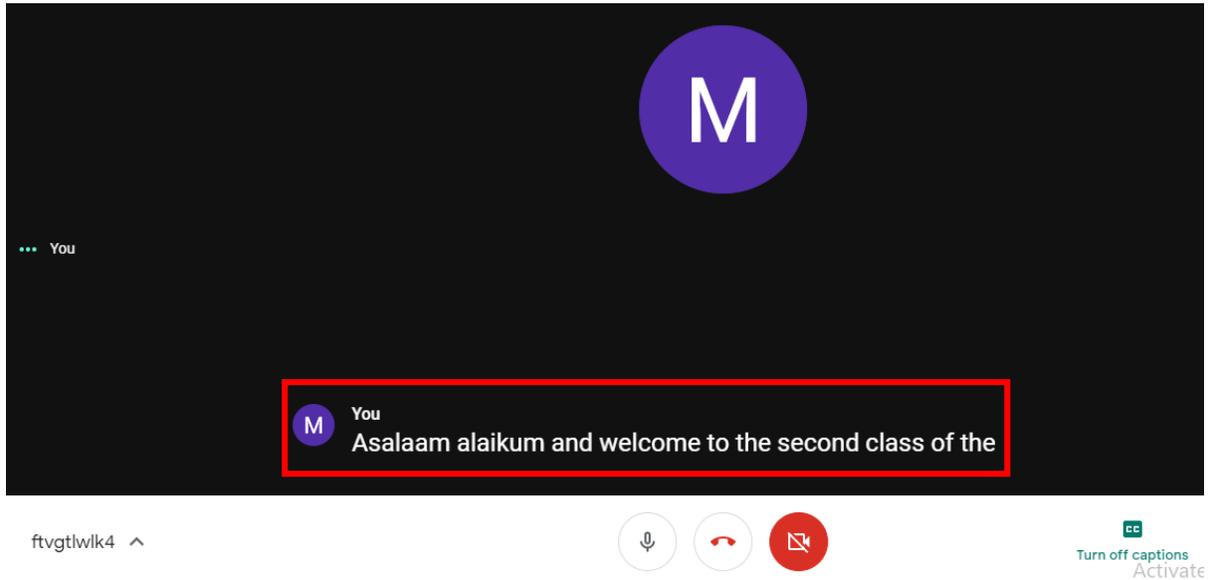


Figure 24: Turn on captions - Showing captions

3. When required, you can “Turn off caption” as:

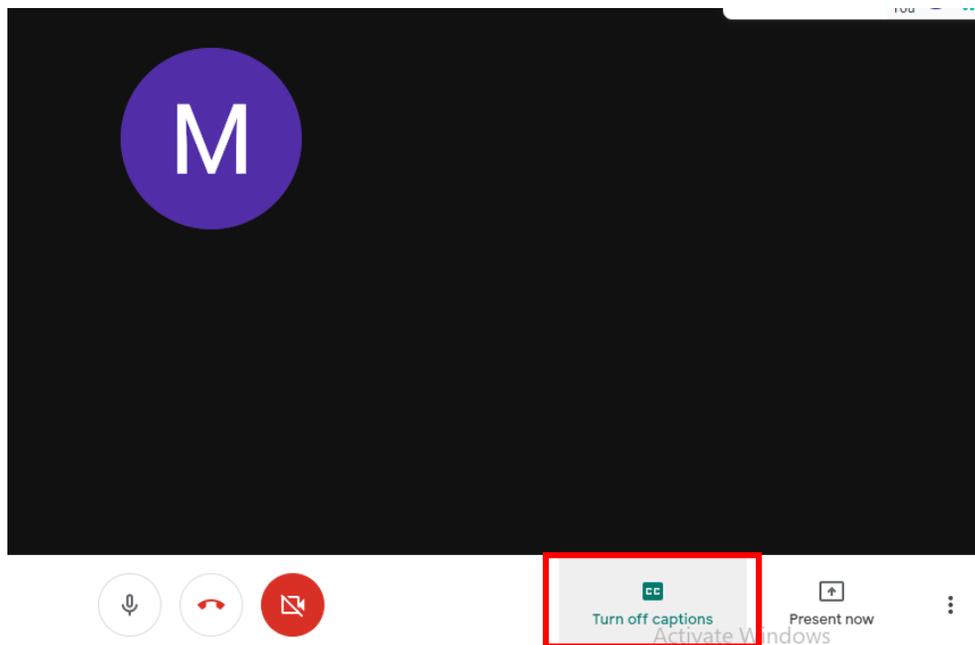


Figure 25: Turn off captions

3.5 Settings:

The audio and video settings can be checked and adjusted from the “Settings” option as shown here:

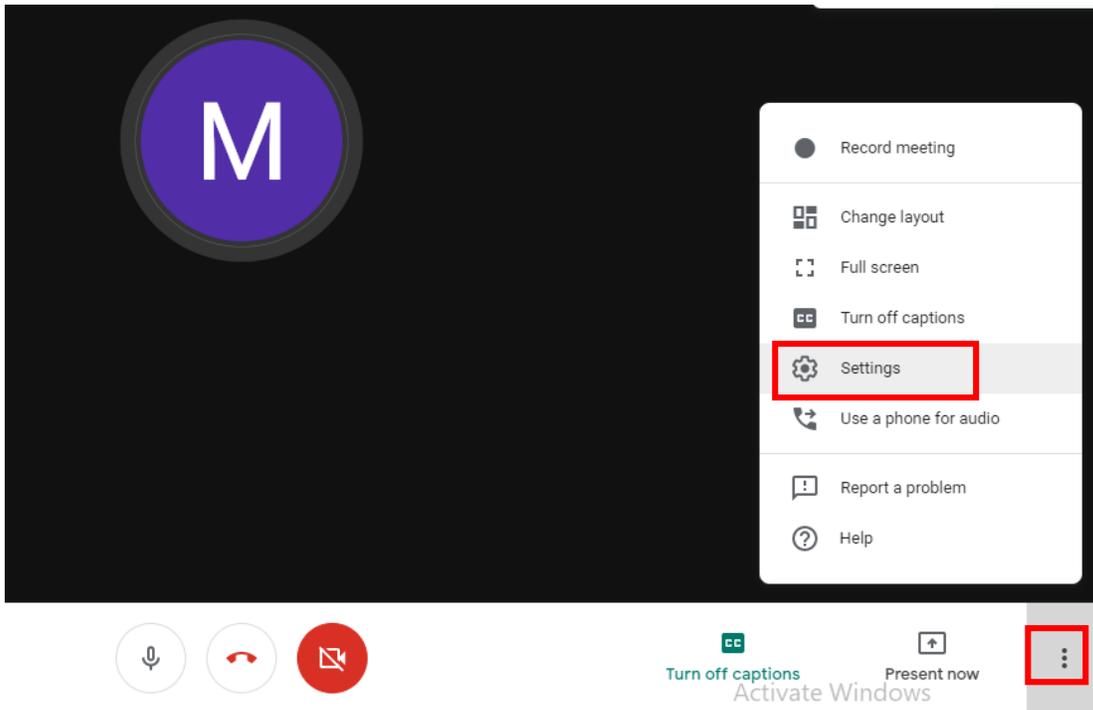


Figure 26: Audio / Video Settings

A pop-up will appear showing option for adjusting audio and video settings:

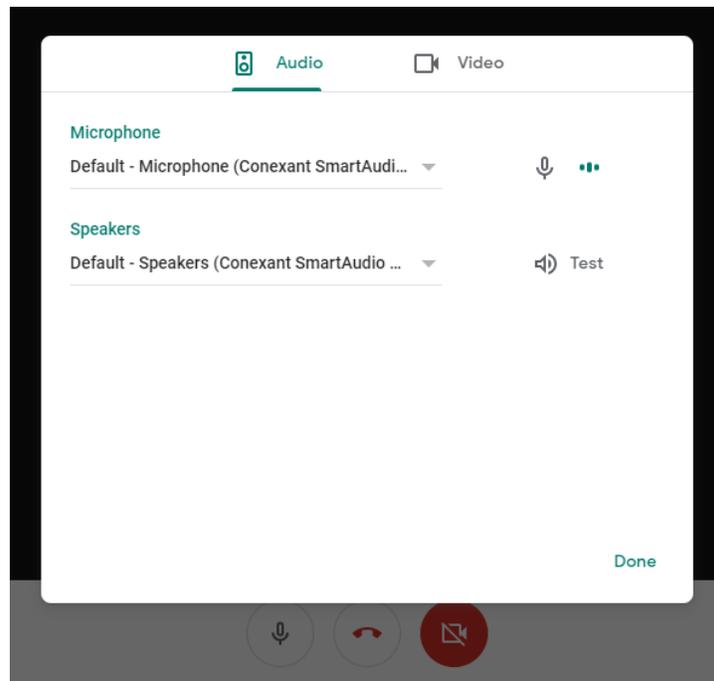


Figure 27: Audio Settings

In the Audio settings tab, you can test your microphone and speakers.

Similarly, in the video settings tab, you can test your camera and select different screen resolution options that best suits your requirements as:

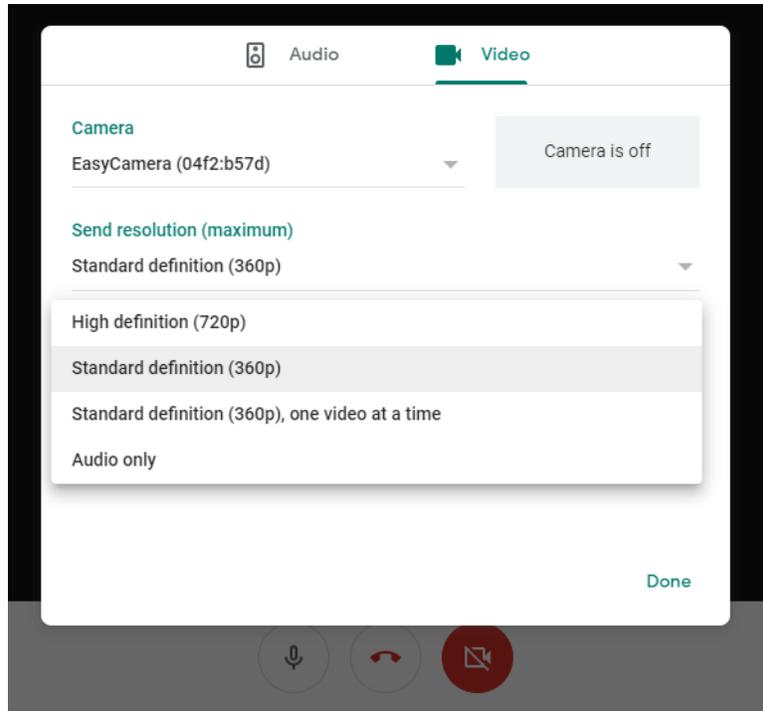


Figure 28: Video Settings

3.6 Use a phone for audio:

This option is only available for Canada and United States!!!

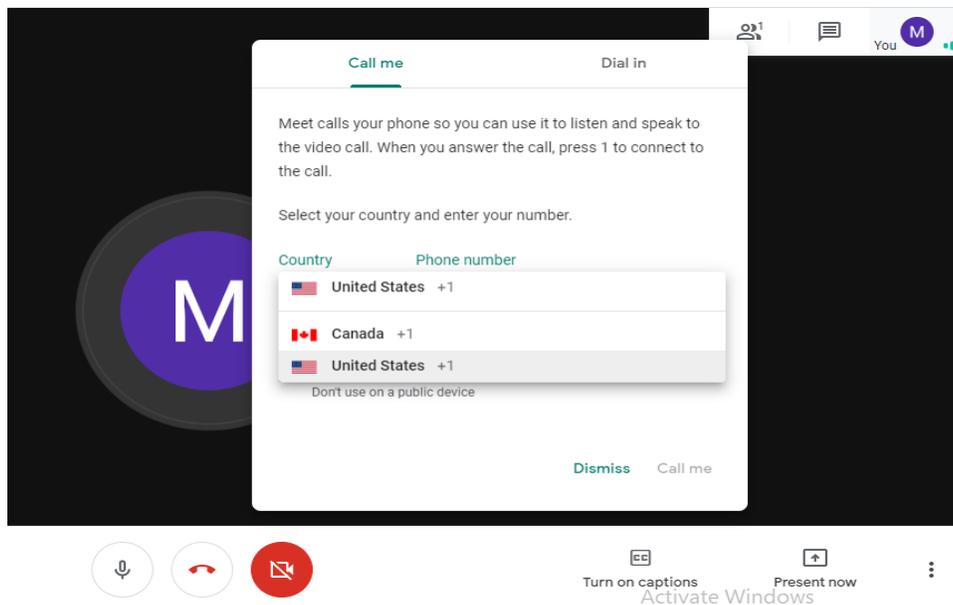


Figure 29: Use a phone for audio

3.7 Report a problem:

If you are facing any problem using Google Meet, you can report this problem to Google by clicking on “Report a problem” from settings menu. A pop-up will appear that ask you to share the screenshot of the problem being faced and send it to the Google:

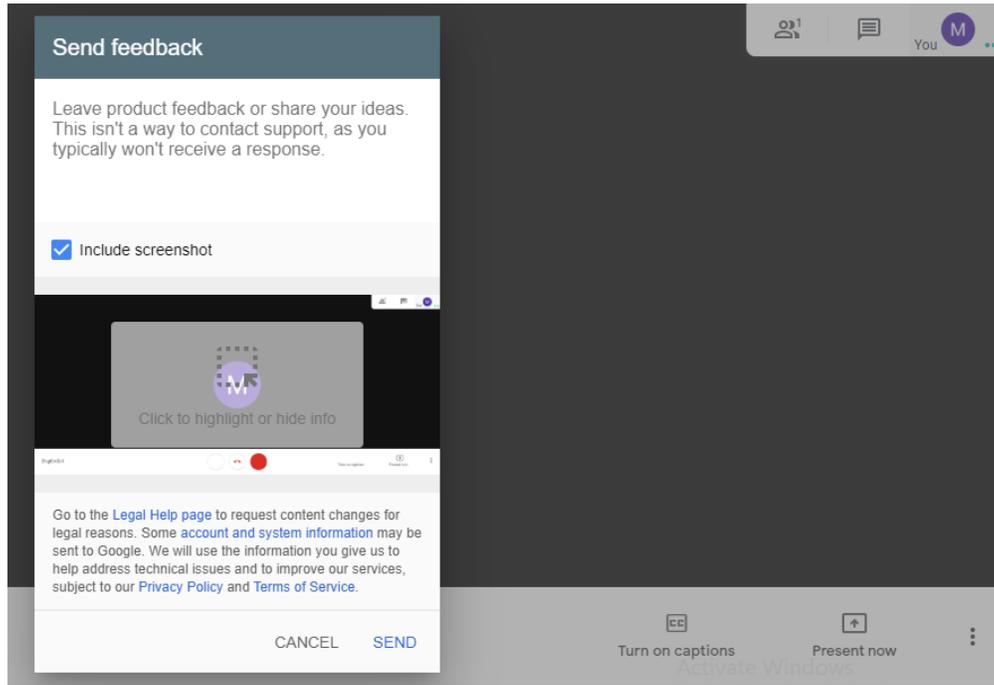


Figure 30: Report a problem

3.8 Help:

Google provides you support regarding the Google Meet. When you click on “Help” in the settings menu, you will be directed to <https://support.google.com/meet?hl=en&authuser=0#topic=7290350>

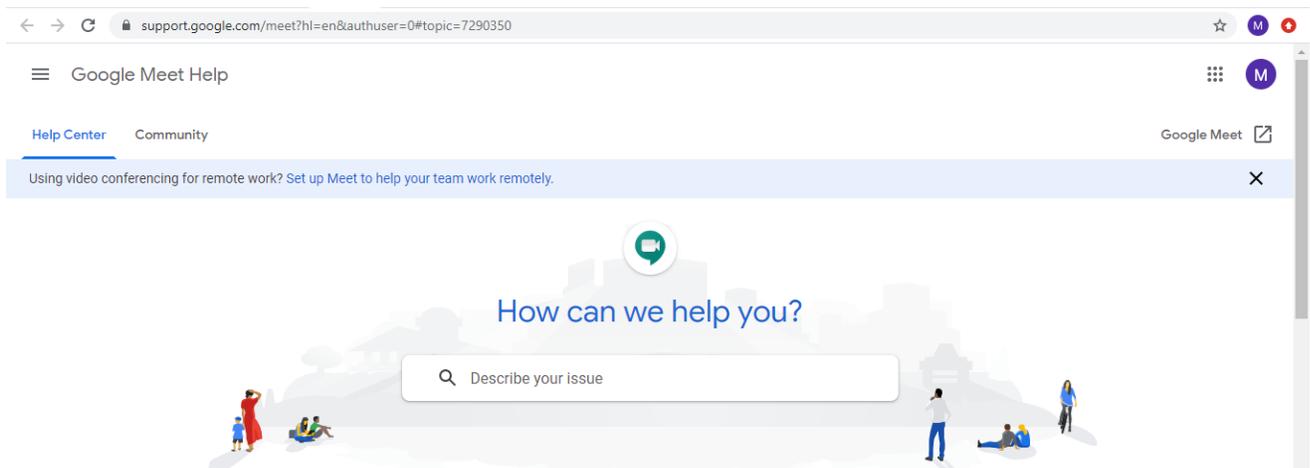


Figure 31: Google Meet Help

3.9 Present now:

Google Meet allow you to share your screen, a particular window or a chrome tab with the participants in the live call.

1. Click on “Present now” in the bottom left of the screen. A menu will pop-up providing different sharing options:

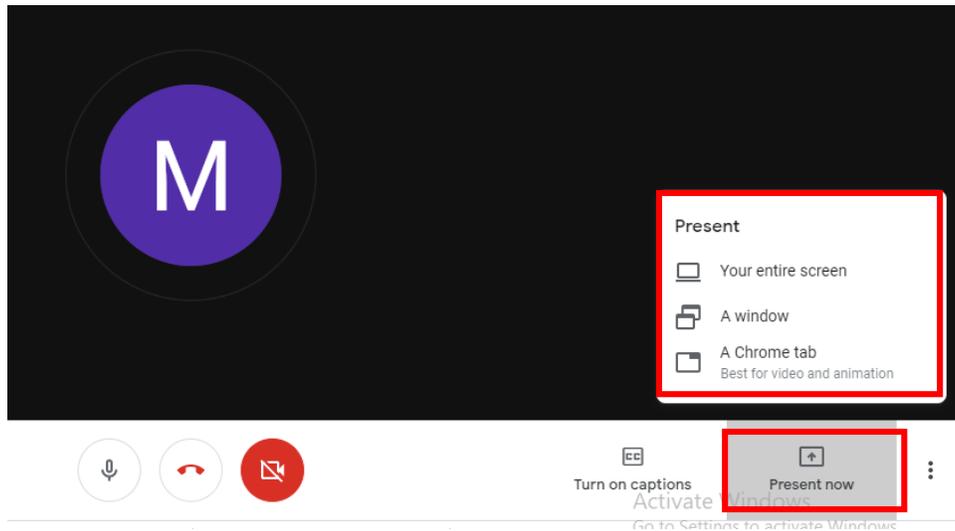


Figure 32: Present now Options

- a. Your entire screen - will be helpful while sharing slides or compiler screens (in programming courses)
- b. A window – only a particular application window will be shared
 - It will ask which particular application window to be shared in the live call from the open applications:

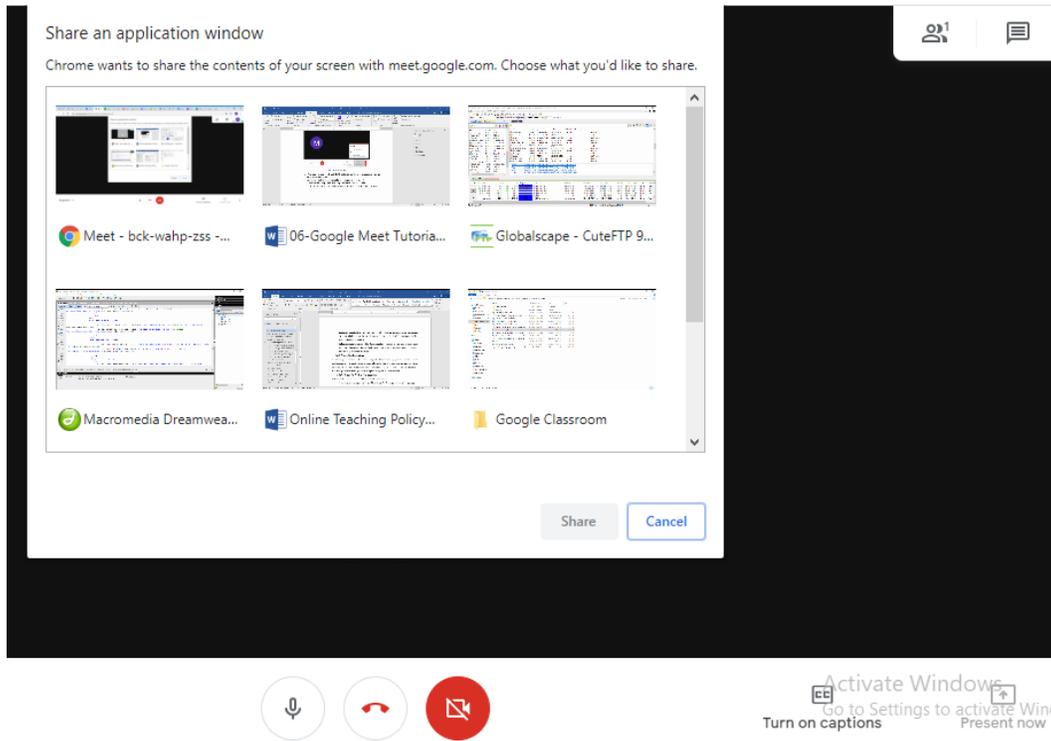


Figure 33: Present now - Window Selection

- Select the desired window from the options, click on the “Share” button and that window will be shared with all the participants in the live call:

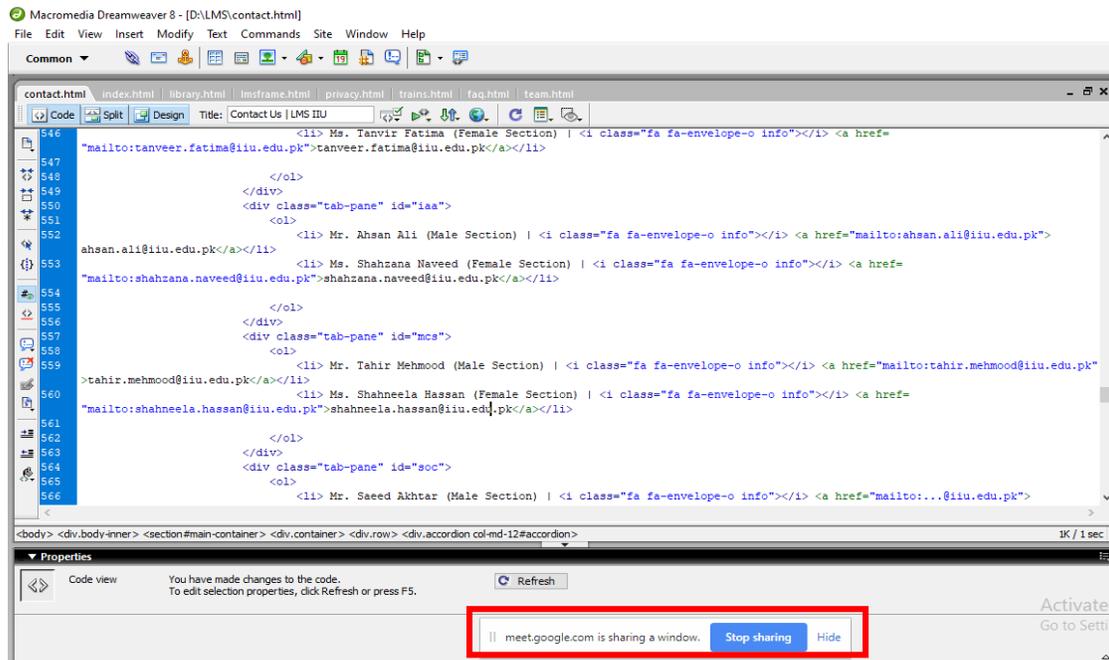


Figure 34: Present now - A window shared

- c. A chrome tab – only a particular single chrome tab will be shared.
- It will ask to share which particular tab from the active / open tabs in the chrome:

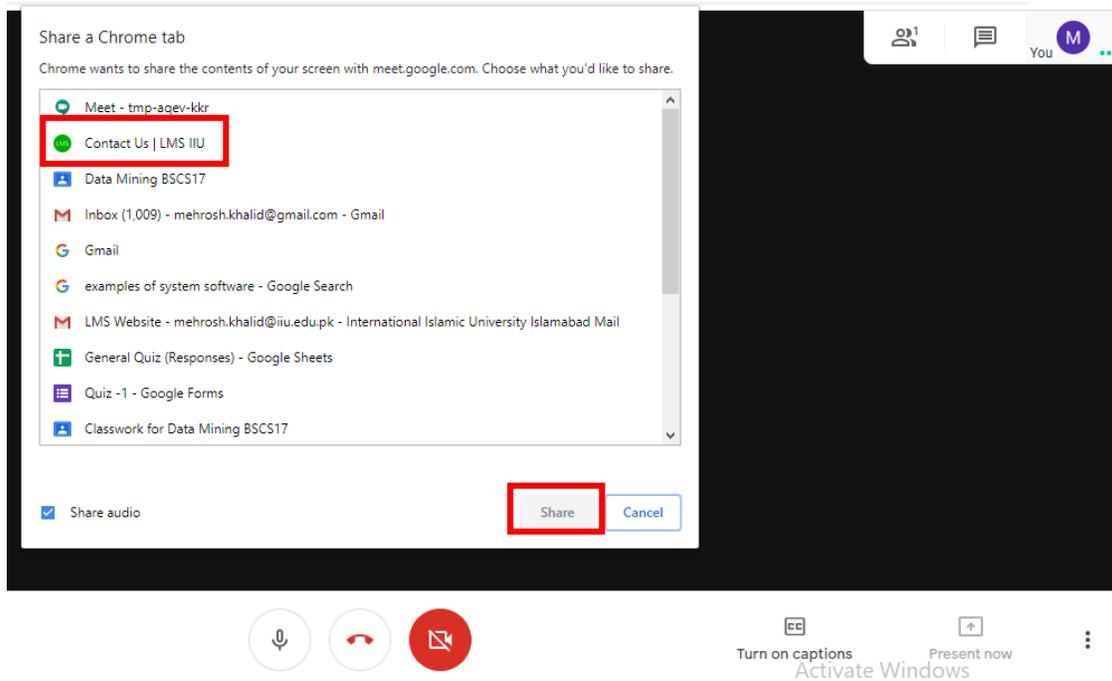


Figure 35: Present now - Chrome tab selection

- Select the desired tab from the selection, click on share, only that particular tab will be shared in the live call:

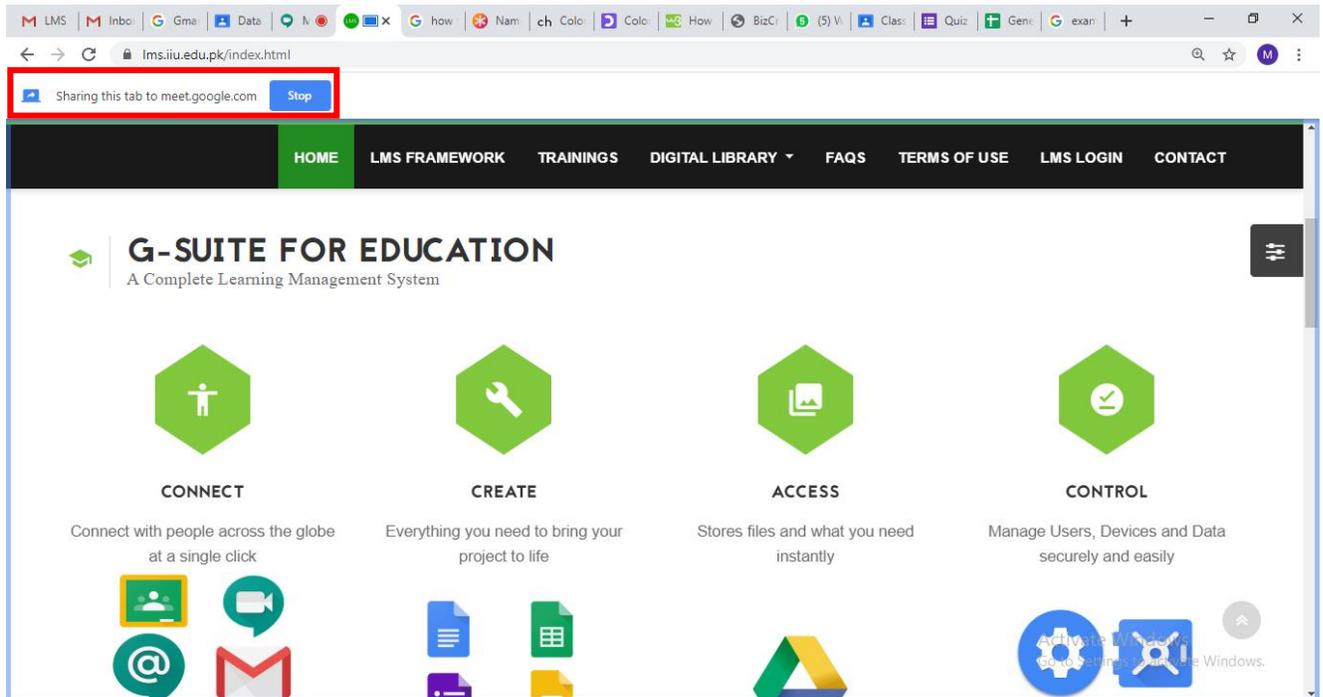


Figure 36: Present now - Chrome tab shared

3.10 Rejoin Meeting:

After you end the meeting, Google Meet once confirms you whether you want to rejoin the meeting, (in case you have accidently ended the meeting) or not.

You left the meeting

Rejoin

Return to home screen

Submit feedback

Figure 37: Rejoin Meeting

If you click on “Rejoin”, you will be re-entered into the meeting. Otherwise click on “Return to home screen” to return back to your classroom.

3.11 Saved Recorded Meeting on Google Drive:

The recorded Google Meet sessions are saved on the Google Drive (linked with your IIUI Email addresses).

1. In your course home page, click on the Google Drive from the Google Apps icon from the top right corner of the screen:

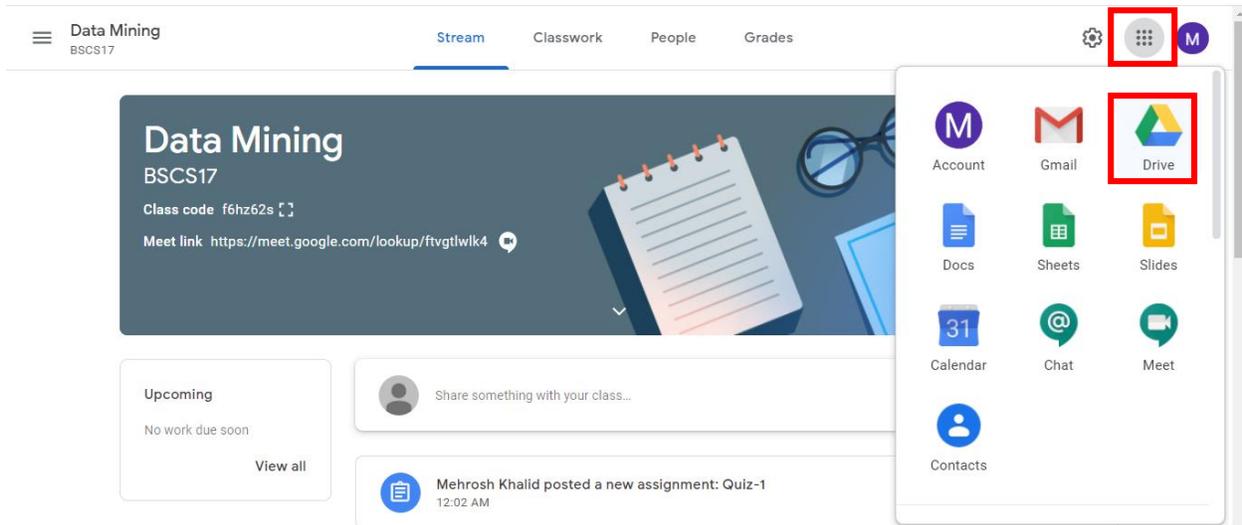


Figure 38: Google Drive Access from Google Classroom

2. Your Google Drive will be opened showing you the saved recordings of the live session as:

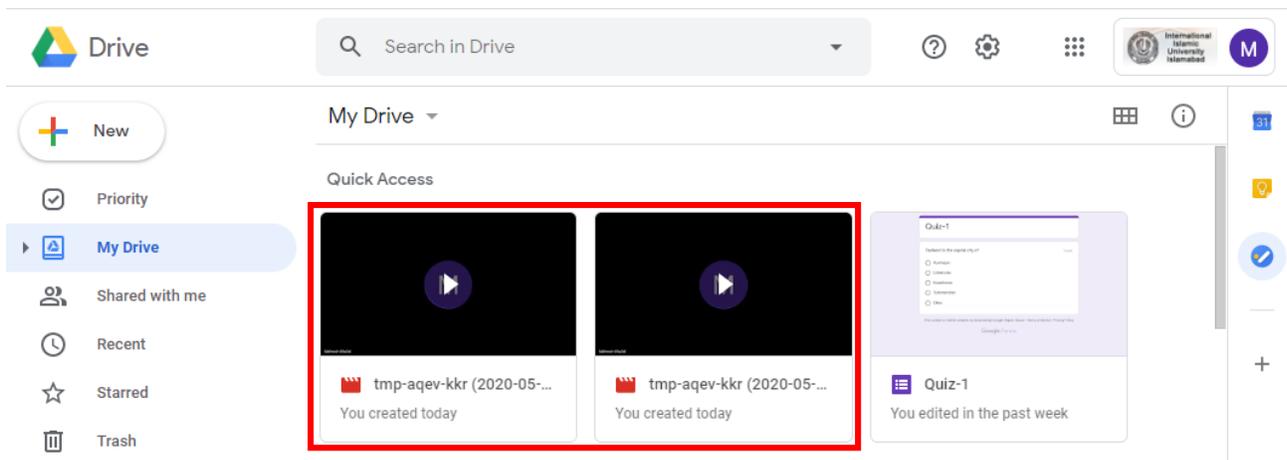


Figure 39: Google Meet Recordings in Google Drive

3. From here you can upload these recordings in your Google classroom as and when required (procedure described in “Managing Class Materials Tutorials”). Additionally, you can

share these recordings with any person with IIUI Email addresses so easily by right click the file and click on Share with:

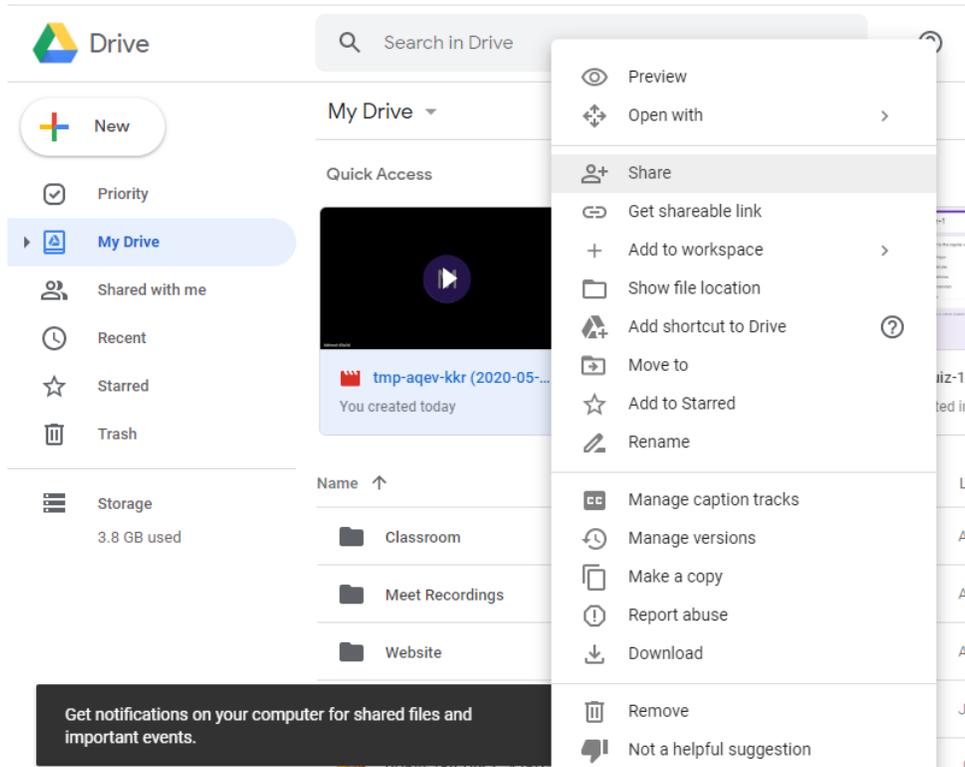


Figure 40: Share file from Google Drive

4. Select the people whom you want to share with. Also select access rights and click on Send Button:

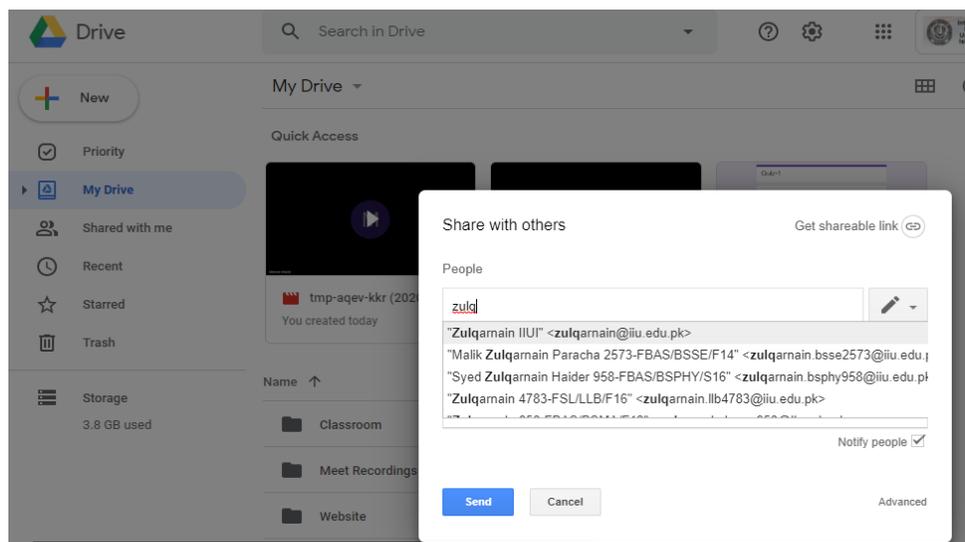


Figure 41: Google Meet Recording - Share Options

5. In addition, you will also receive an Email on your official IIUI Email address that a new Google Meet recording has been saved to your drive.

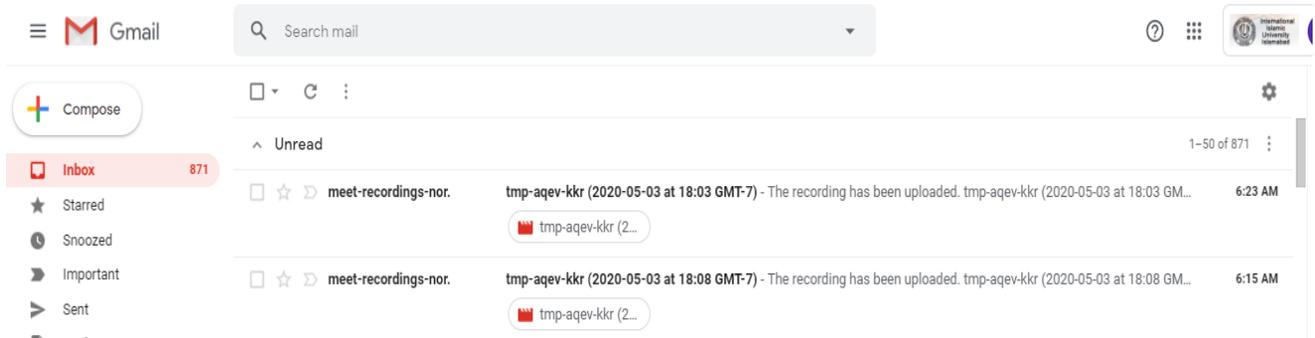


Figure 42: Email for Google Meet Recording