

Google Meet for K-5 Students

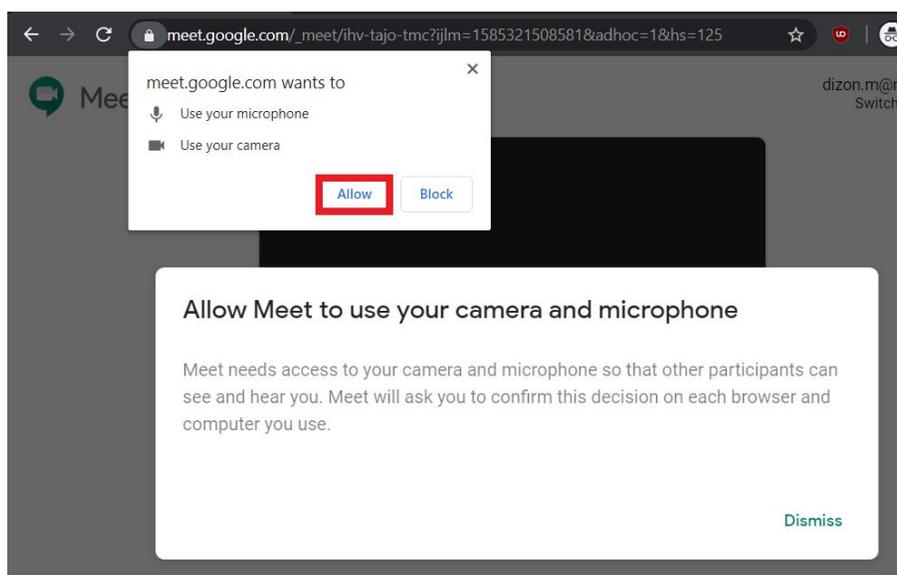
How to Join a Meeting

Parents: If your student is using a home computer or tablet, please sign-out of all personal Google accounts, prior to joining a Google Meet session. If using a tablet, you may need to download the Google Meet app.

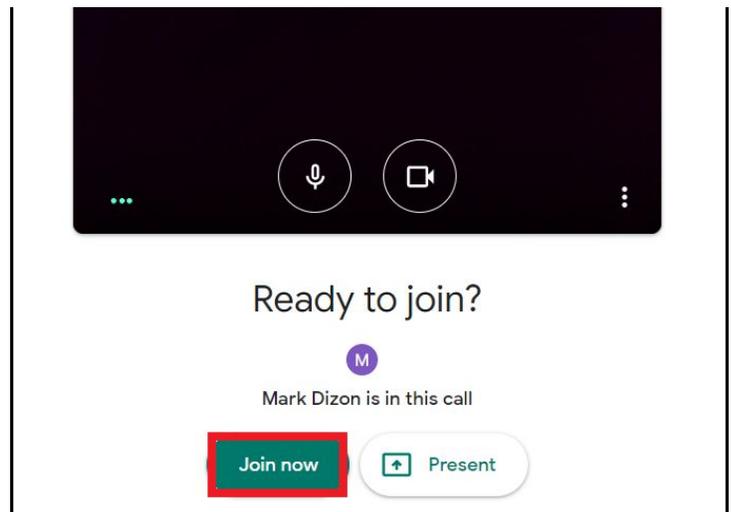
- ★ Check your classroom slide that is associated with your homeroom teacher.
- ★ Within the slide you will see a link for a Google Meet Invitation
 - When you click the link you will see the option to **JOIN MEETING**
 - Click the **JOIN MEETING** button



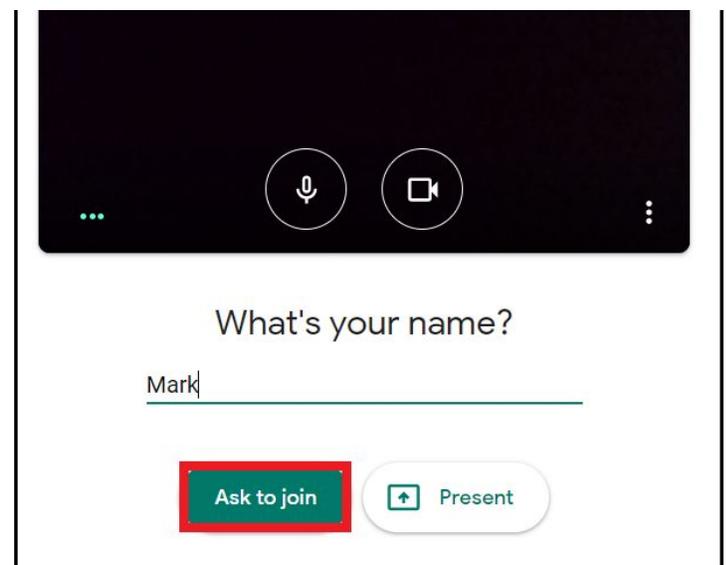
- ★ (First time users) Click **Allow** to give Google Meet access to your camera and microphone.



- (Google users)
Click **Join now**.



- (Non-Google users) Enter your correct First Name and click **Ask to join**. You will be connected once the host accepts your request.



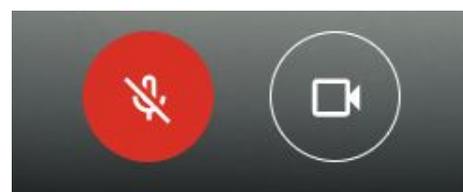
★ **Important first step:** **Mute** your microphone

- Note: move your cursor to the bottom of the screen to see the microphone button
- Once your microphone is red, you will have to click on it before you can speak. When your turn to speak is over, please silence your mic again.

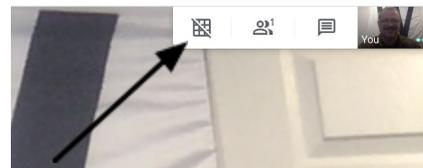
Microphone ON:



Microphone OFF:



- If you are using Chrome and have installed the Grid View extension ([found here](#)), follow these steps to see all of the participants' images on the screen at one time:



- look at the 3x3 grid in the top right corner of your screen. If it has a slash through it, click on it to turn on grid view and it will tile the images of the other participants.

- Your teacher will give you directions on whose turn it is to speak during the meeting.
- Keep in mind that these Google Meetings are private discussions between teacher and students. All school expectations for the classroom apply to these conversations. This includes the rule that no part of this meeting should be photographed, audio-recorded, or video-recorded.
- When the meeting is complete, click the red phone icon at the bottom center of the screen to leave the meeting.

