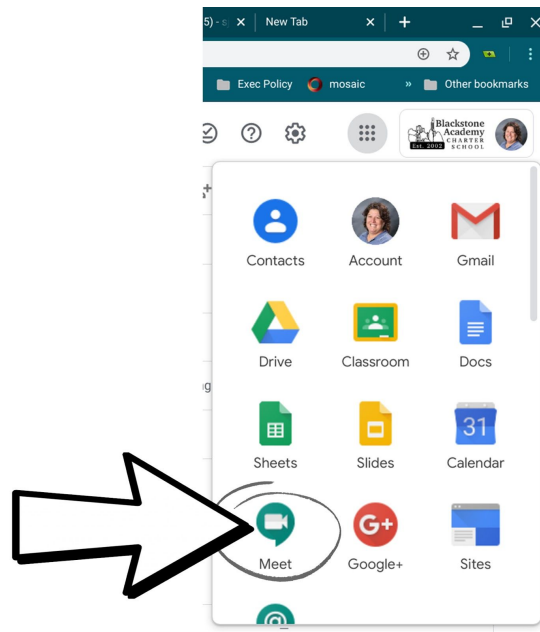


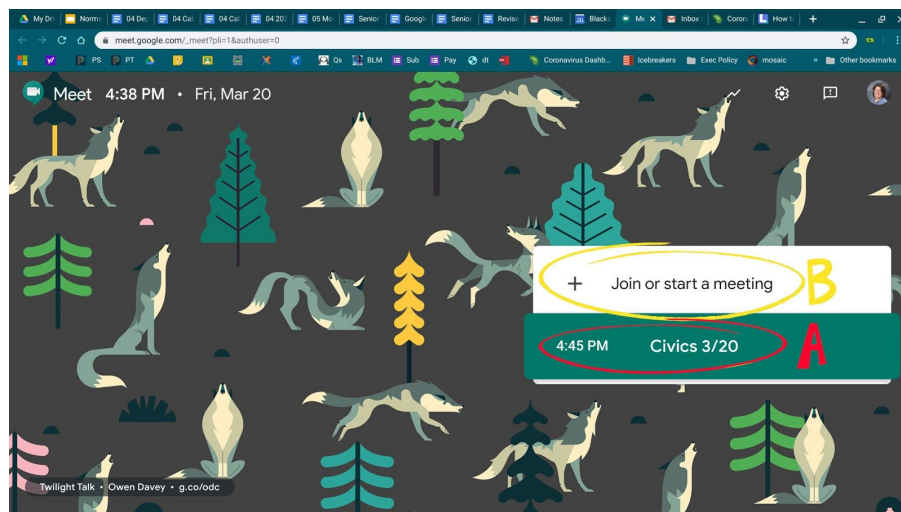
# HOW TO USE GOOGLE MEET

## Directions for computer/ chromebook:

1. Open up google meet



2. Connect to your class's meet



- a. If your teacher invited you, you will see the class listed- just click on the class!
- b. If your teacher sent you the link, click "Join or start a meeting," and paste the link once the box opens

3. Now you should be entering your virtual class
4. Once you are in your virtual class, there are some norms you need to follow to make digital learning run smoothly and to ensure that everyone can hear, learn, and participate in the class.
  - a. The most important thing you need to do is accept permission to be recorded so that we can post the video lessons to classroom for students who aren't able to make the live edition.
    - i. If you do not want to be recorded, **YOU MUST STILL ACCEPT**, and then turn off your camera (you will just have your audio in the class)
5. Upon entering the class say hi, hang out for a minute, but once class starts, mute your mic



6. During class, if you want to say something, write "hand" or put a wave emoji in the written chat. Your teacher will call on you, and THEN you can unmute your mic to speak to the class or ask a question.

