



# Google Hangout Meet

## Video Conferencing through Google Classroom for Students

### Quick Reference Guide

**IMPORTANT:** Google Hangout/Meet Video Conferencing and Messaging through your Winston School issued account is meant for classwork only. Any use of this tool for anything other than a legitimate academic reason is not permitted. This activity is being monitored and any misuse will be addressed.

#### 1 - Open your Google Classroom & select the class you wish to attend

The screenshot shows the Google Classroom interface. On the left, a grid of class cards is displayed, including 'Practice Class', 'Homeroom Grade 4', 'Test Class', 'Technology Practice ...', and 'Play Class'. On the right, the 'Practice Class' page is shown in detail, featuring a header with the class name, a 'Stream' tab, and a post from Molly Vaporis titled 'Sample Google Meet Session'.

**Contact:** [techtalk@winstonschool.org](mailto:techtalk@winstonschool.org) with questions, comments, or requests for help.

**03/14/2020**

We will respond within 24 hours on school days and 48 hours over weekends or school breaks.

## 2 - Click the "Classwork" tab

The screenshot displays a Google Classroom interface. At the top, there is a dark teal header with the text "2 - Click the 'Classwork' tab". Below this, the main interface is white. On the left, there is a hamburger menu icon followed by the text "Practice Class". In the center, there are three tabs: "Stream", "Classwork", and "People". The "Classwork" tab is highlighted with a red circle. To the right of these tabs, there is a grid icon and a circular profile icon with the letter "W". Below the tabs, there are three icons: "View your work", "Google Calendar", and "Class Drive folder". On the left side, under "All topics", there is a "Google Meet" section. The main content area shows a "Google Meet" title with a vertical ellipsis menu icon to its right. Below this, there is a "Sample Google Meet Session" entry with a document icon and the text "Posted 10:28 AM". In the bottom left corner, there is a question mark icon.

**Contact:** [techtalk@winstonschool.org](mailto:techtalk@winstonschool.org) with questions, comments, or requests for help.

**03/14/2020**

We will respond within 24 hours on school days and 48 hours over weekends or school breaks.

### 3 - Expand the Assignment or Material that your teacher has pushed out & click the “Meet” link

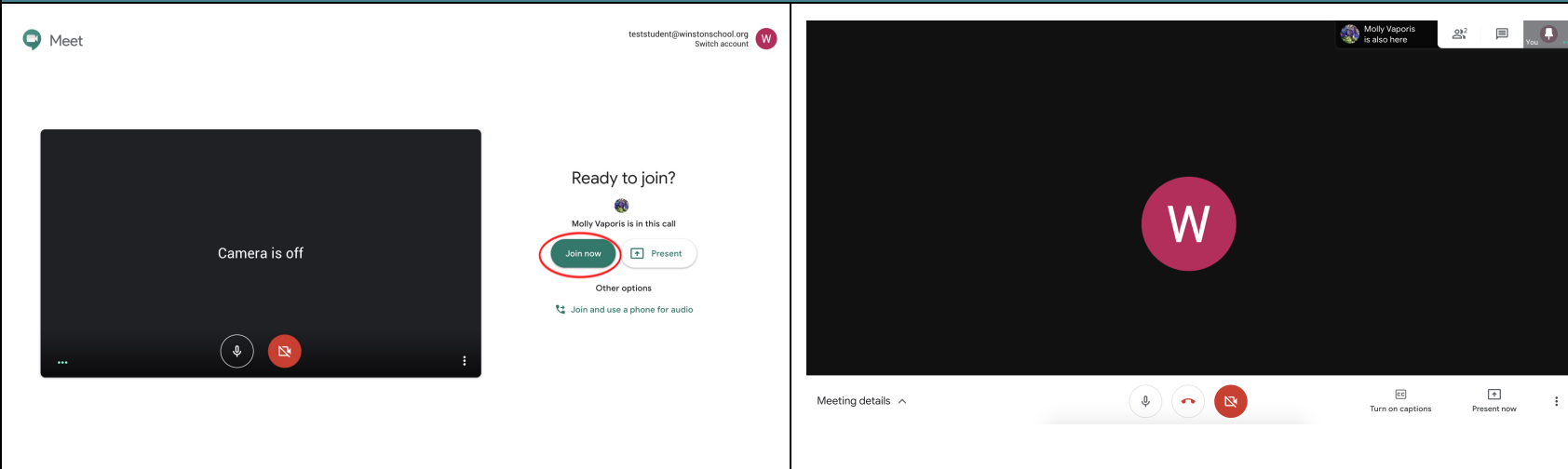
The screenshot shows a Google Classroom interface for a class named "Practice Class". The "Classwork" tab is selected. A post titled "Sample Google Meet Session" is highlighted with a red circle. The post content includes a "Video Conferencing" section with a "Meet - bck-qyck-dqg" link and a "View material" section. A red arrow points to the "Meet - bck-qyck-dqg" link, which is labeled "Meet Link".

**Contact:** [techtalk@winstonschool.org](mailto:techtalk@winstonschool.org) with questions, comments, or requests for help.

**03/14/2020**

We will respond within 24 hours on school days and 48 hours over weekends or school breaks.

4. After clicking the “Meet” link, a new window will open. You will have to “Allow” Meet to access your camera and your microphone the first time you link in to Meet. From here click “Join now” and voila! You are in the class.



Resources:

<https://support.google.com/a/users/answer/9282720>

**Contact:** [techtalk@winstonschool.org](mailto:techtalk@winstonschool.org) with questions, comments, or requests for help.

**03/14/2020**

We will respond within 24 hours on school days and 48 hours over weekends or school breaks.