

GOOGLE MEETS

CHS LEARNING TO USE GOOGLE MEETS

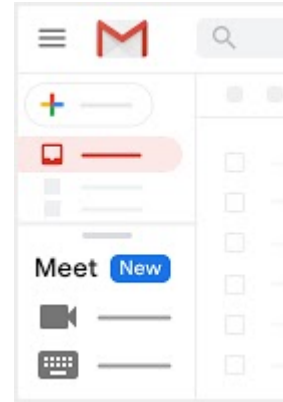
Google Meet cheat sheet



1. Schedule or start a video meeting

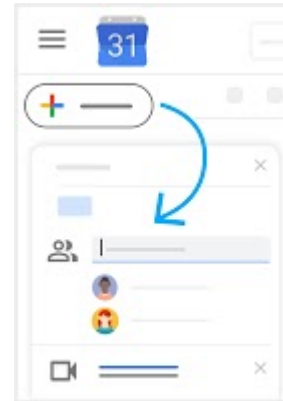
From [Gmail](#):

1. In the sidebar, click Start a meeting.
2. Click Join now for a video meeting, or click Join and use a phone for audio for an audio-only meeting.



From [Calendar](#):

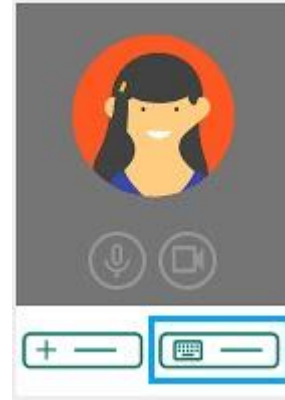
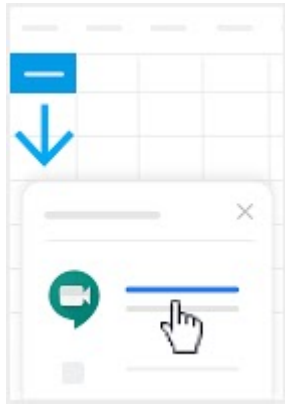
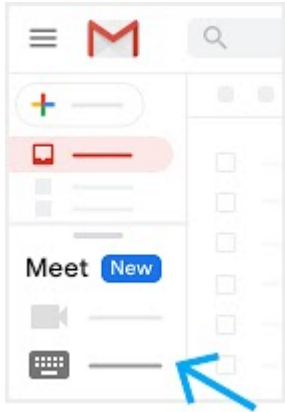
1. Click Create .
2. Add your event details and guests.
3. Click Add rooms, location, or conferencing.
4. Click Save.



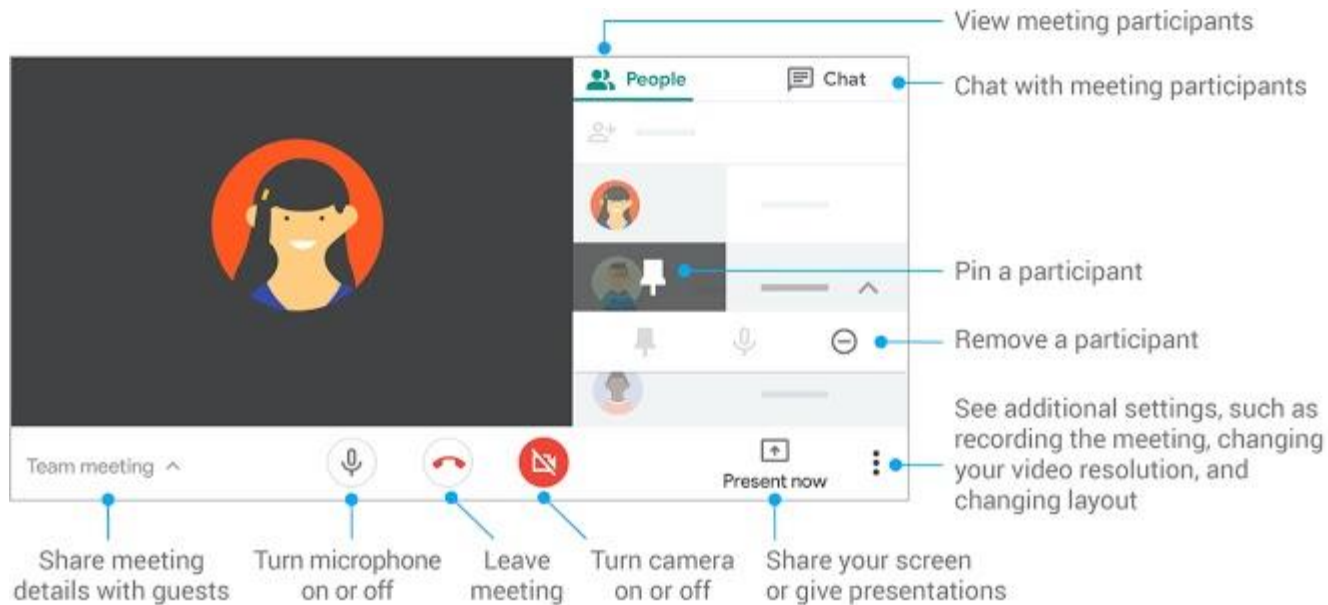
[DOWNLOAD MEET QUICK START GUIDE](#)

2. Join a video meeting

<p>From Gmail:</p> <p>In the sidebar, click Join a meeting and enter a meeting code.</p>	<p>From Calendar:</p> <p>Click the event, then click Join with Google Meet.</p>	<p>From Meet:</p> <p>Join a scheduled meeting or use a meeting code.</p>	<p>From mobile devices:</p> <p>Open the Android or Apple® iOS® Meet app.</p>
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3. Customize video settings, interact with participants, or share your screen



IMPORTANT ACTIONS IN GOOGLE MEETS

[HOW TO VIEW PEOPLE IN MEETINGS](#)

[PIN, MUTE, OR REMOVE PARTICIPANTS](#)

[USE CAPTIONS IN A VIDEO MEETING](#)

[SEND CHAT MESSAGES TO VIDEO PARTICIPANTS](#)

[PRESENT DURING A VIDEO MEETING](#)

[RECORD A VIDEO MEETING](#)


[USE A PHONE FOR AUDIO DURING A VIDEO MEETING](#)

HOW TO KEEP STUDENTS FROM JOINING OR REJOINING A MEETING



Ctrl

Alt



Google Meet: Keep Students from Joining without You



Eric Curts - @ericcurts - ControlAltAchieve.com

CANVAS - ADDING THE REDIRECT TOOL

THE REDIRECT TOOL ALLOWS TEACHERS TO ADD LINKS TO THE COURSE NAVIGATION. THESE LINKS LIMIT THE NUMBER OF CLICKS STUDENTS USE TO ACCESS COMMONLY USED ITEMS. THE REDIRECT TOOL CAN BE USED MORE THAN ONCE AND CAN BE EDITED OR DELETED.

[LINK TO DIRECTIONS](#)

VIDEO LINK ON NEXT PAGE

CREATE A CLOSED GOOGLE MEET AND ADD IT TO THE COURSE NAVIGATION

