

# How to join a live lecture using Google Meet



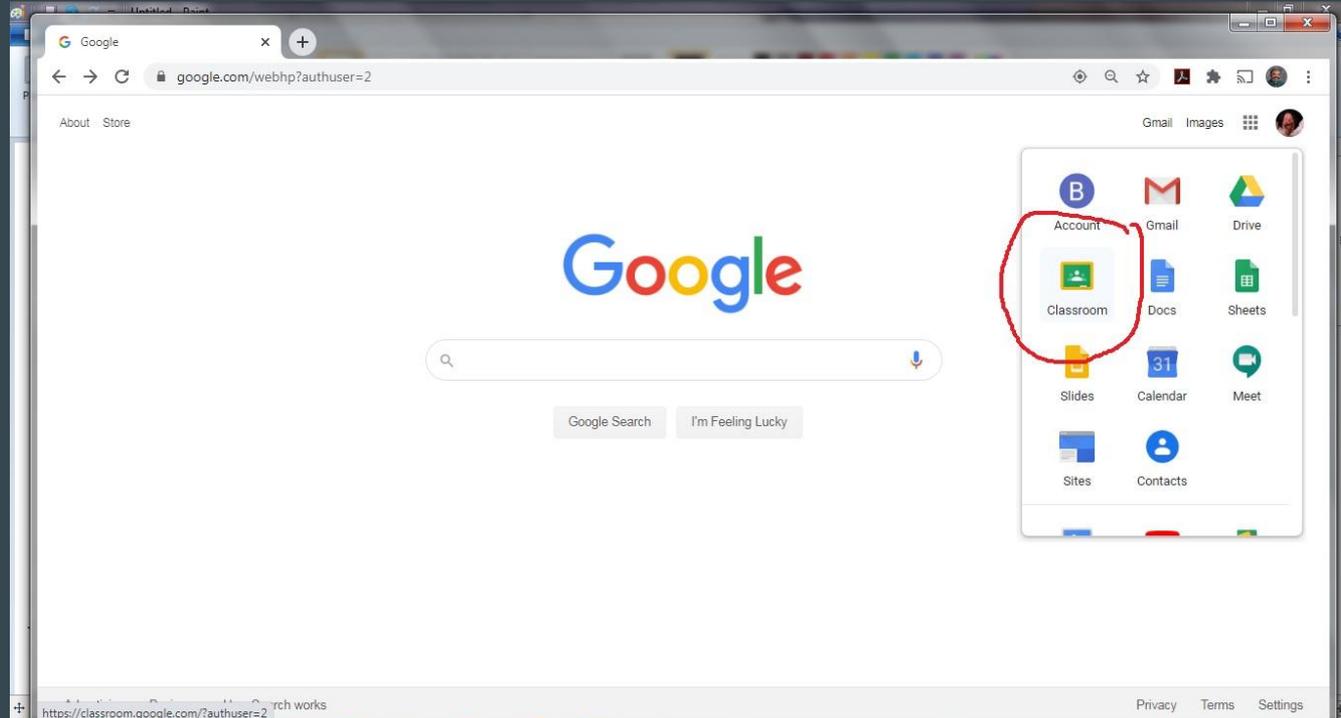
James Madison Preparatory School

# Rules for Joining a Google Meet Live Lectures

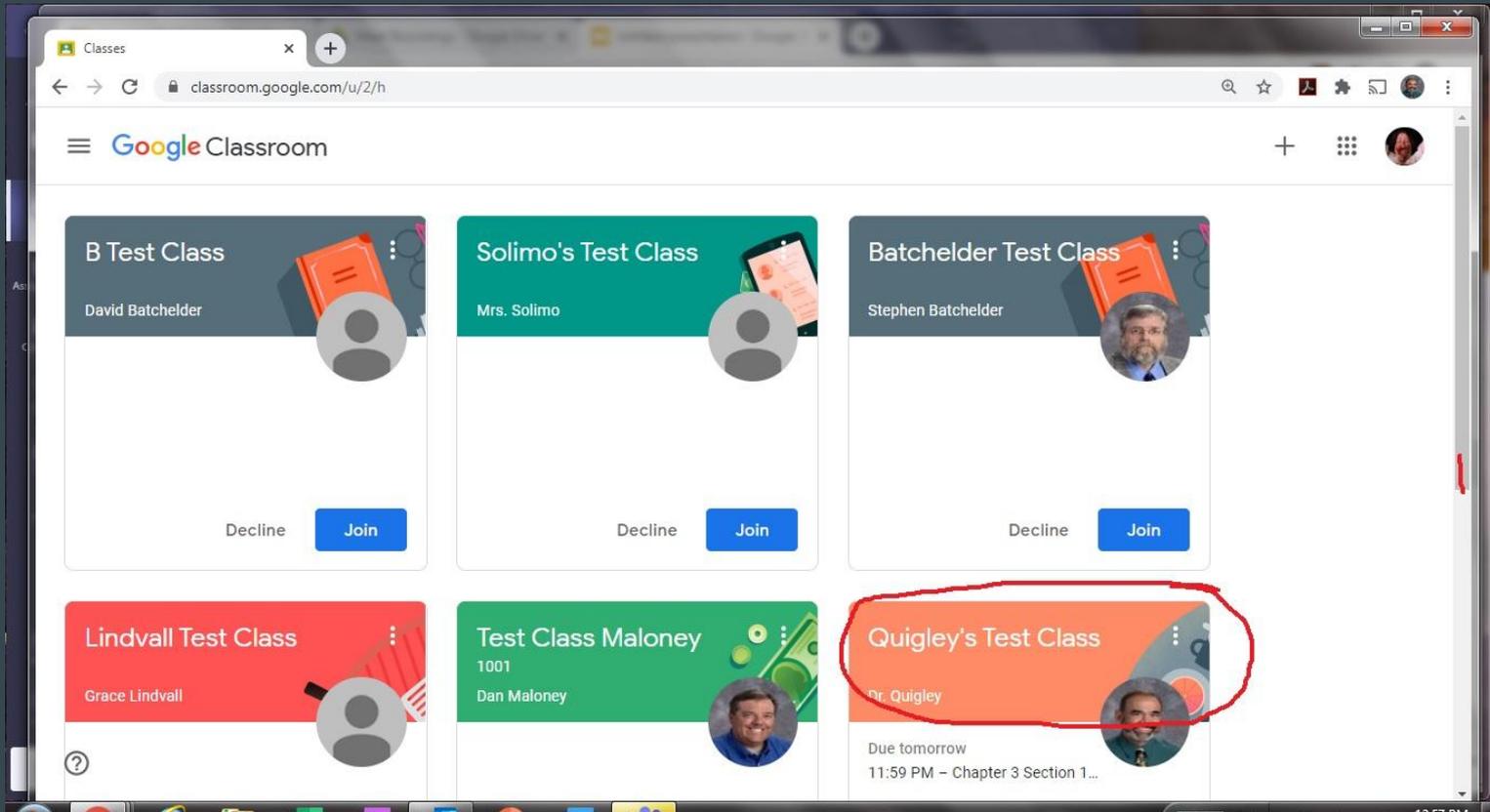
Remember, this is a school activity and you will be subject to disciplinary action if you break the rules.

- ❑ You must be in dress code. This includes having your hair in code.
- ❑ You must have your microphone muted.
- ❑ You must have your camera turned on.
- ❑ You must follow the code of conduct at all times.

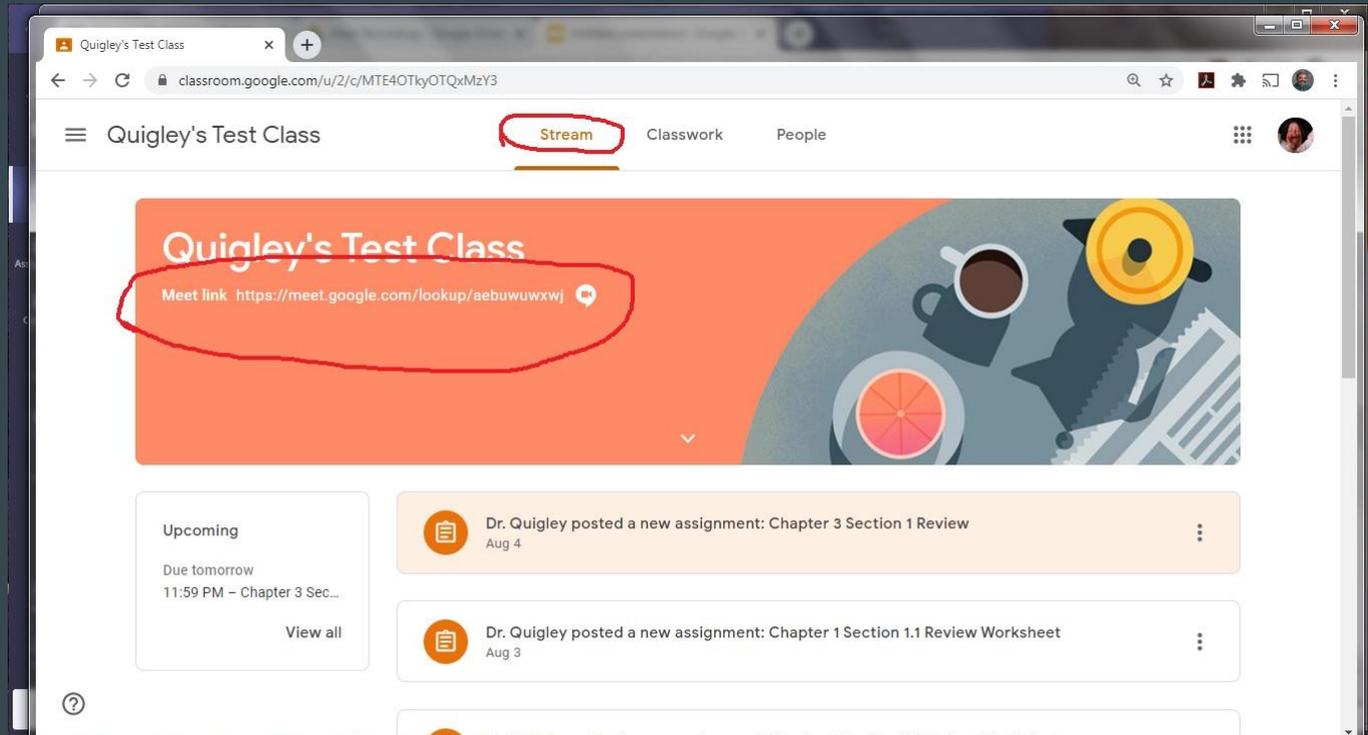
Log in to your JMPS Google Account (@jamesmadisonprep.net) and then use the Google waffle to select Classroom.



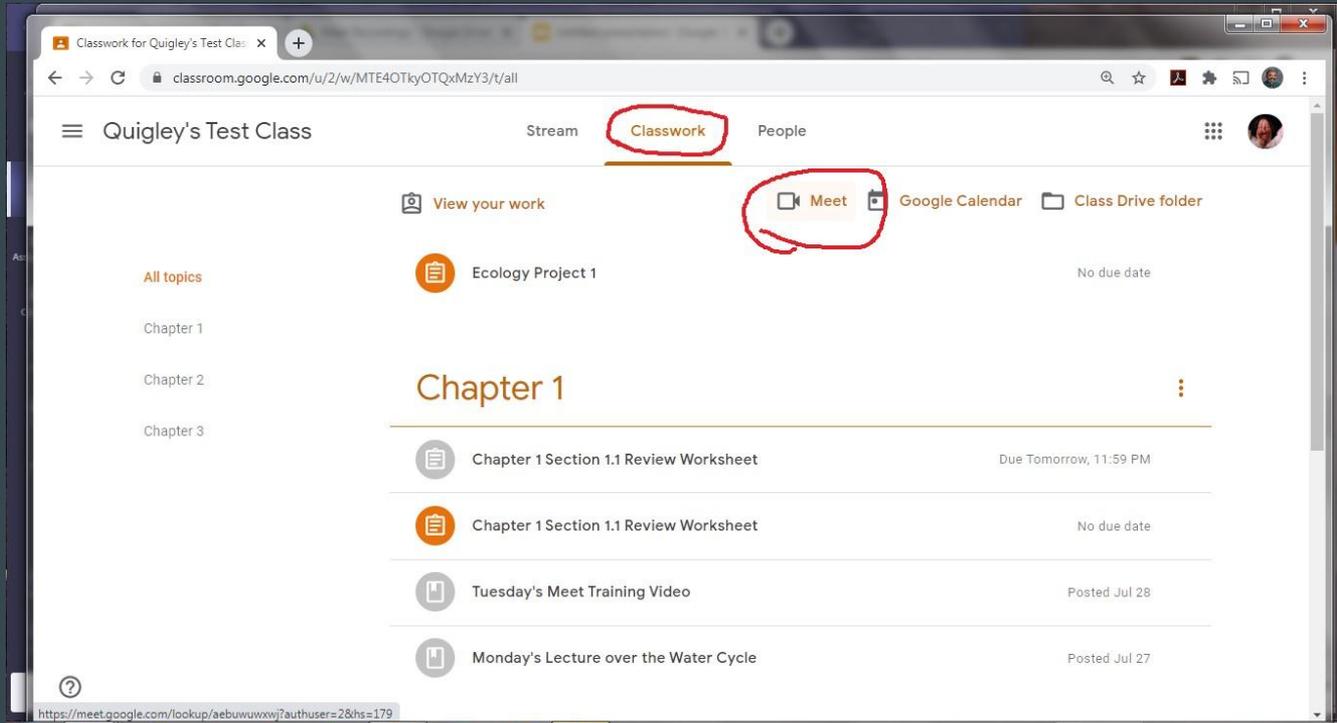
Then click on the class that has the live lecture you want to attend.



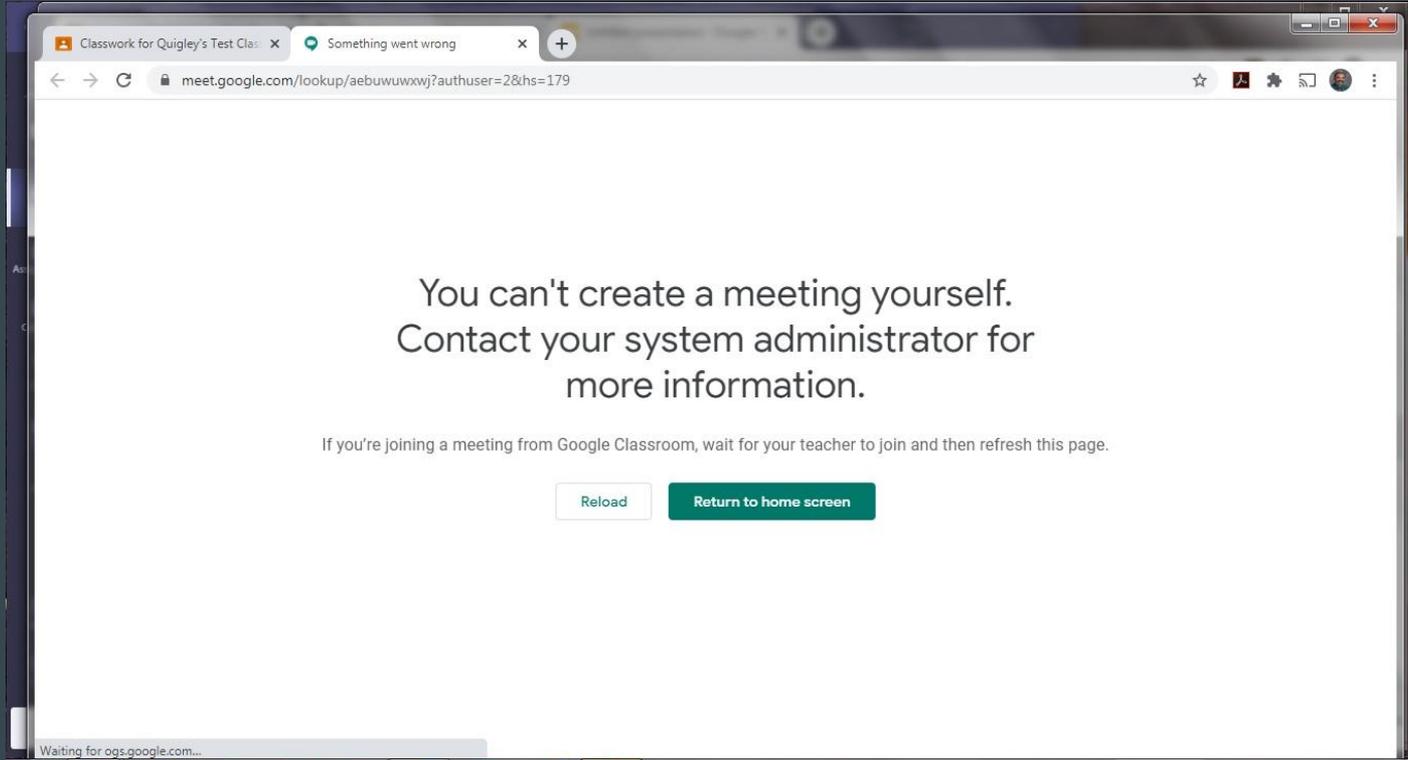
There are two ways to join a live lecture from Google Classroom. The first is to click the Meet link on the Stream page.



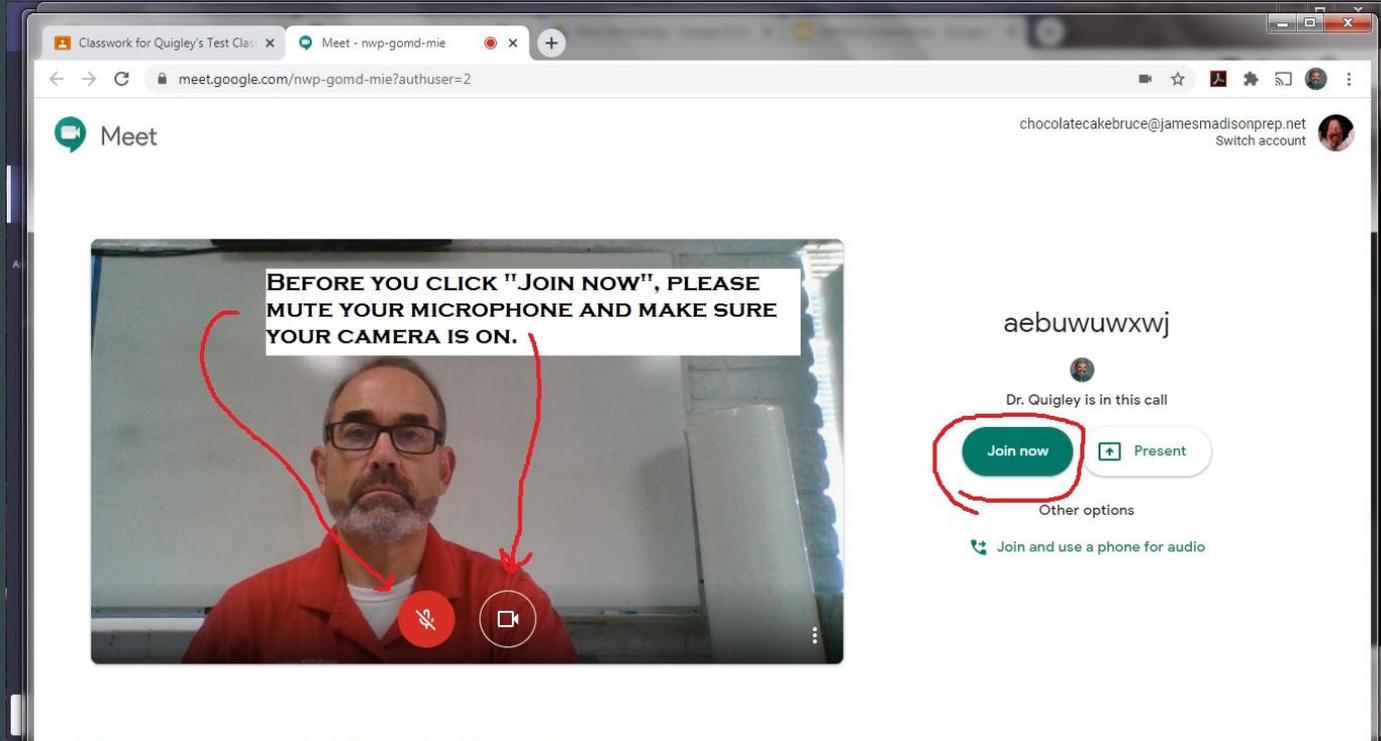
The second way to join a live class is by clicking the Meet button on the Classwork page.



If you try to join before the teacher has started the class you will get an error message. Wait a few moments and then try again.



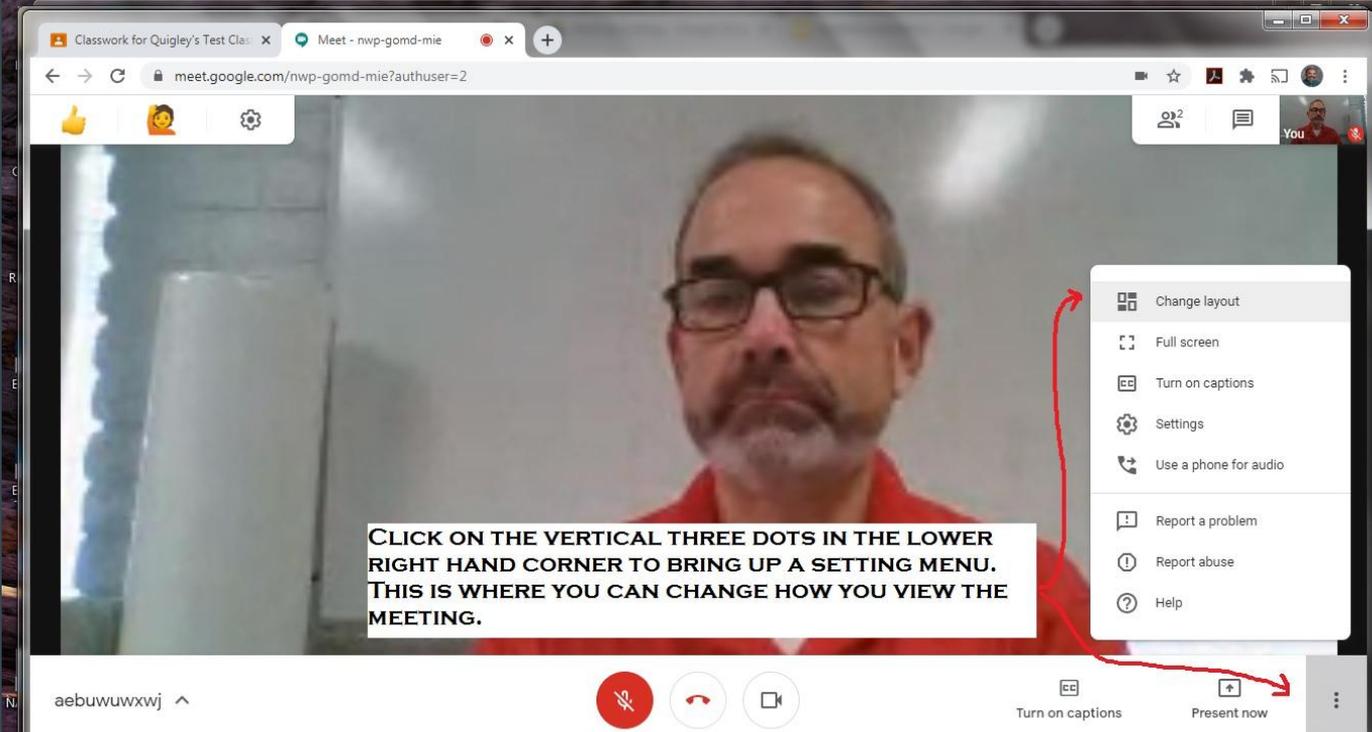
There is a pre-join page where you can set your microphone and camera before clicking “Join now”. At this point, you have NOT joined the class.



Now you have joined the live class! This is the main page from which you will interact with the class.



You can change the layout of your screen by clicking the three vertical dots to the lower right and selecting “Change layout”.



The image shows a browser window displaying a Google Meet session. The address bar shows the URL `meet.google.com/nwp-gomd-mie?authuser=2`. The main video area shows a man with glasses and a red shirt. In the bottom right corner, a settings menu is open, listing options: Change layout, Full screen, Turn on captions, Settings, Use a phone for audio, Report a problem, Report abuse, and Help. A red arrow points from the three vertical dots in the bottom right corner of the meeting interface to the 'Change layout' option in the menu. Another red arrow points from the 'Change layout' option to the 'Present now' button in the bottom right corner of the meeting interface.

**CLICK ON THE VERTICAL THREE DOTS IN THE LOWER RIGHT HAND CORNER TO BRING UP A SETTING MENU. THIS IS WHERE YOU CAN CHANGE HOW YOU VIEW THE MEETING.**

aeuwuwxwj ^

Turn on captions Present now

You can leave this in “auto” mode or manually select the layout. Since the teacher should be your main focus the layout should be set to “Spotlight”.

The screenshot shows a Google Meet window with a 'Change layout' dialog box open. The dialog box has a title bar 'Change layout' and a close button. It contains three layout options: 'Auto' (top), 'Sidebar' (middle-left, circled in red), and 'Spotlight' (middle-right, circled in red). Below these is a 'Tiled' option (bottom-left). A text box on the left side of the meeting screen contains the text: 'THE BEST LAYOUTS FOR STUDENTS TO USE ARE SIDEBAR OR SPOTLIGHT. I RECOMMEND SPOTLIGHT.' The background of the meeting shows a blurred video feed of a person. The bottom of the screen shows the meeting controls, including a red mute button, a red phone icon, a camera icon, and buttons for 'Turn on captions' and 'Present now'.

You can mute/unmute yourself. You can post or read a chat message. You can turn on/off closed captioning.

The image shows a browser window displaying a Google Meet session. The browser's address bar shows the URL `meet.google.com/nwp-gomd-mie?authuser=2`. The meeting interface includes a top toolbar with icons for thumbs up, a person icon, and settings. A bottom toolbar contains icons for mute/unmute, end call, and video on/off. On the right side, there are icons for participants (2), chat, and a self-view thumbnail labeled 'You'. Three white callout boxes with black text and red arrows point to specific controls: one points to the chat icon, another to the 'Turn on captions' button, and a third to the mute/unmute button. The main video area shows a man with glasses and a red jacket.

CLICK HERE TO OPEN THE CHAT WINDOW. THIS IS A GOOD WAY TO ASK QUESTIONS DURING CLASS.

IF YOU WOULD LIKE GOOGLE TO WRITE OUT WHAT IS BEING SAID, CLICK HERE.

CLICK HERE TO MUTE/UNMUTE YOURSELF.

Turn on captions

Present now

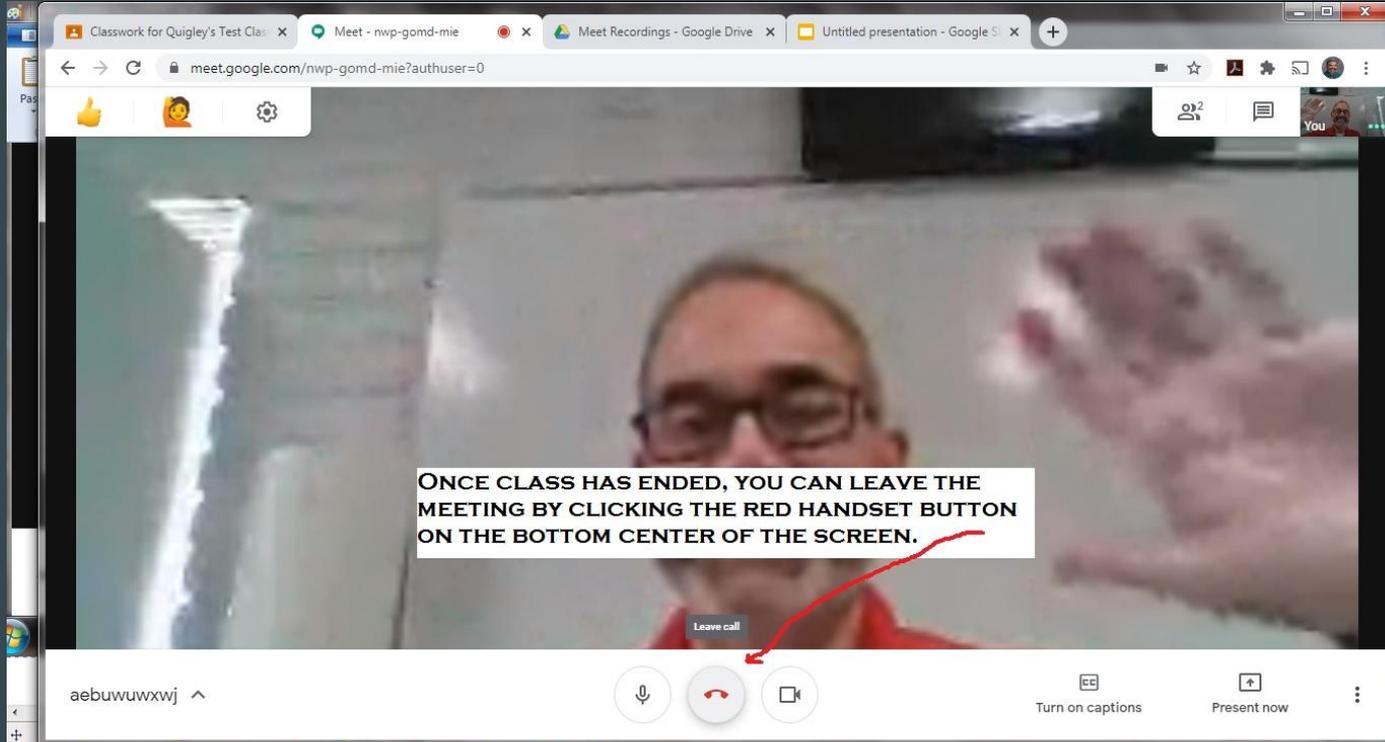
The extension "Nod" may be required by your teacher. You may need to make a presentation to your class. That is done with the "Present now" button.

The image shows a screenshot of a Google Meet browser window. At the top, the address bar displays 'meet.google.com/nwp-gomd-mie?authuser=2'. Below the address bar, there is a toolbar with three icons: a thumbs up, a hand raised, and a gear. A white text box with black text is overlaid on the video feed, with three red arrows pointing from the text box to each of these three icons. Another white text box with black text is overlaid on the bottom right of the video feed, with a red arrow pointing from the text box to the 'Present now' button in the bottom toolbar. The bottom toolbar also includes icons for mute, video off, and captions, along with the text 'Turn on captions' and 'Present now'.

**THESE ICONS ALLOW YOU TO GIVE NON-VERBAL FEEDBACK OR TO RAISE YOUR VIRTUAL HAND TO ASK A QUESTION DURING CLASS. YOU MUST INSTALL A GOOGLE CHROME EXTENSION CALLED "NOD". ASK YOUR INDIVIDUAL TEACHERS IF THEY WANT YOU TO INSTALL THIS FEATURE.**

**THE TEACHER IS THE ONLY PERSON WHO WILL BE USING THE "PRESENT NOW" BUTTON UNLESS YOU ARE GIVING A PRESENTATION TO YOUR ENTIRE CLASS.**

When class is over you may leave the class by clicking the red handset button on the bottom of the screen.



# That is a brief introduction to Google Meet

If you are having trouble joining a live lecture please contact the teacher of that class directly using Google Classroom or Gmail.

If you have any general questions about Google Meet, you can contact me, Dr. Quigley, at [mquigley@jamesmadisonprep.net](mailto:mquigley@jamesmadisonprep.net).

For any general Google questions or issues, you can also contact Ms. Stutzman at [astutzman@jamesmadisonprep.net](mailto:astutzman@jamesmadisonprep.net)