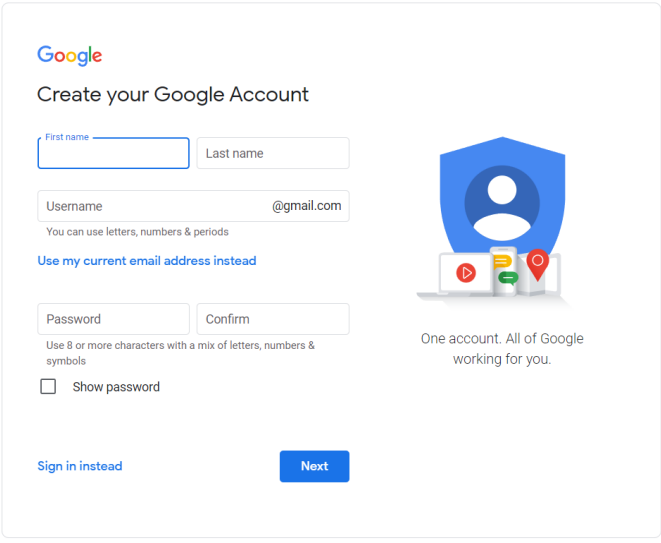
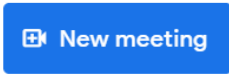
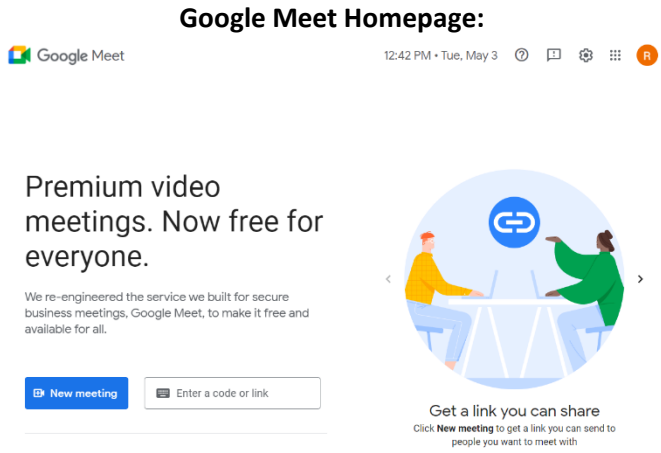
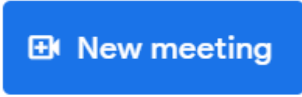



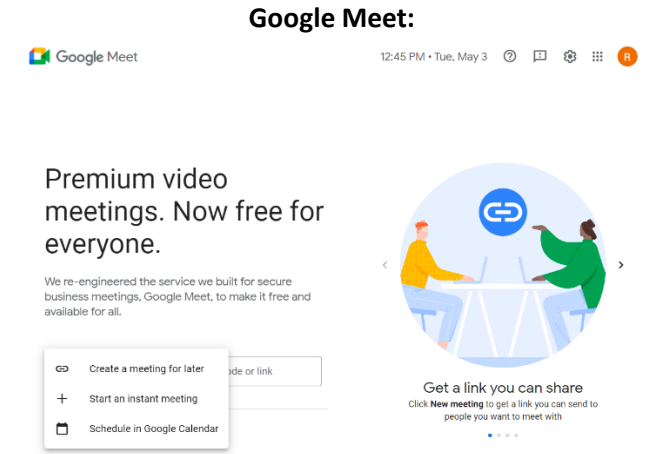
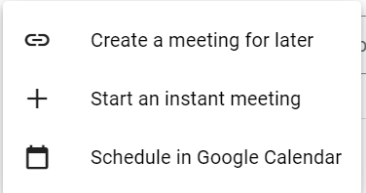

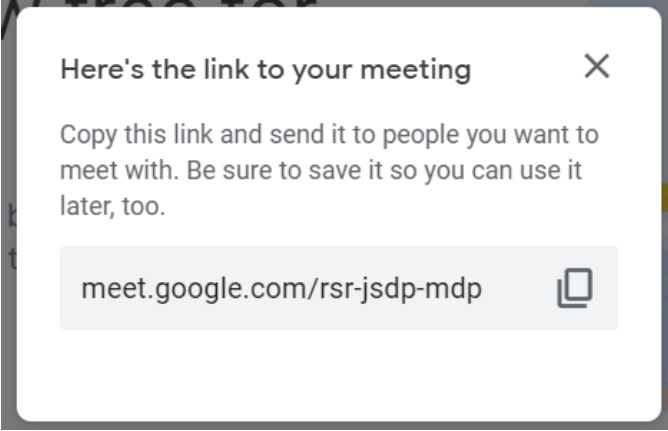

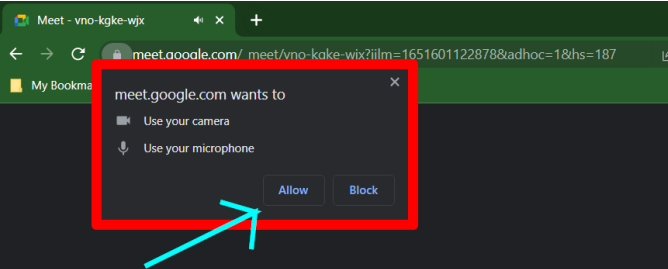
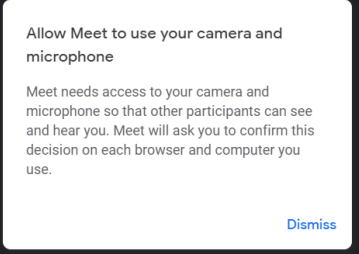


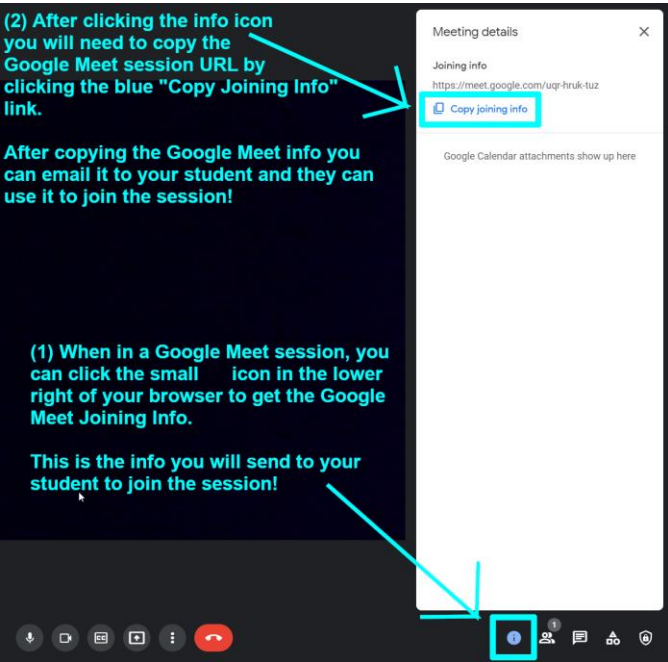


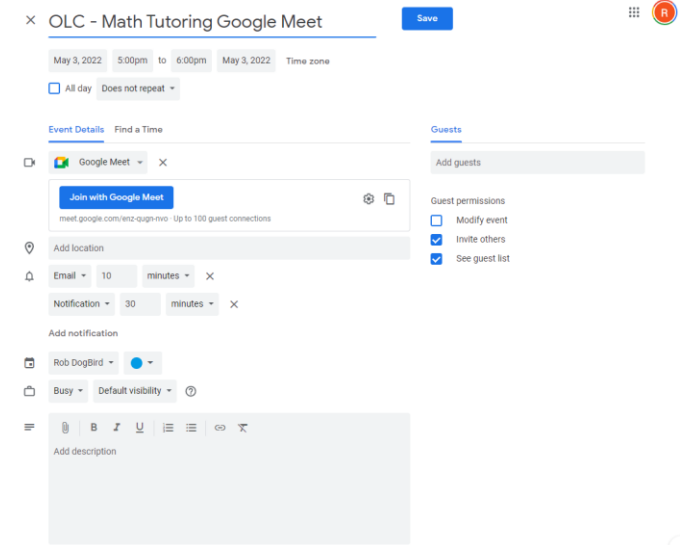
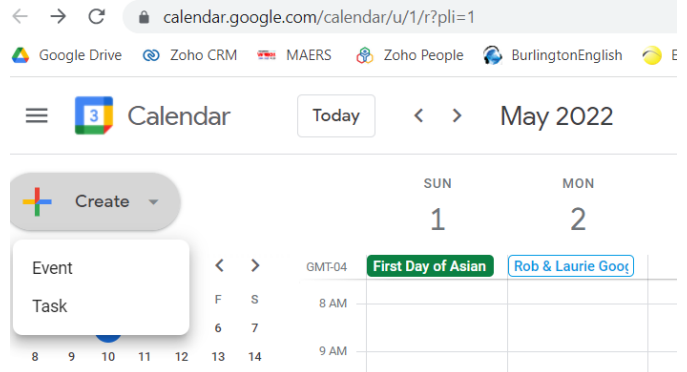
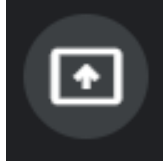
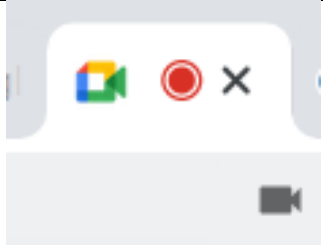
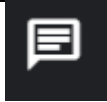
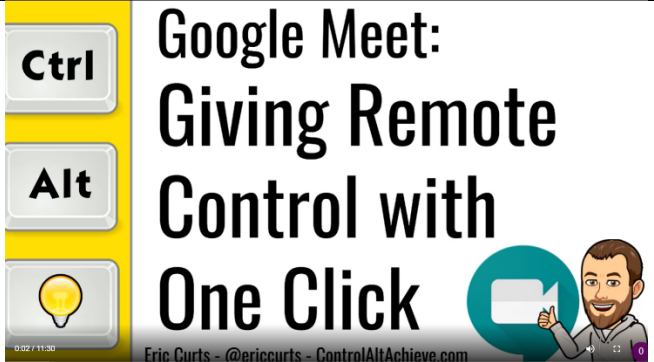


Using Google Meet Video Conferencing for 1-on-1 Tutoring Sessions

<p>Register for Free Google Account</p>	<p>Set up a free Google account if you do not already have one here.</p>	
<p>Navigate to the Google Meet Homepage</p>	<p>To create a Google Meet the day you plan to hold the session, go to the Google Meet Homepage.</p> <p>Click the blue New meeting button:</p> 	<p>Google Meet Homepage:</p>  <p>The "Create New Google Meet" Button:</p> 
<p>Create a "Google Meet" Session</p>	<p>When you click the New Meeting button, you will be provided with three options to schedule your meeting:</p> <ol style="list-style-type: none"> Create a meeting for later Start an instant meeting Schedule in Google Calendar <p>Each of these options will be explained in further detail in the sections below!</p>	<p>Google Meet:</p>  <p>Larger snapshot of pop-up from clicking New Meeting:</p> 

<p>Create a Meeting for Later</p>	<p>1.  Create a meeting for later</p> <p>If you choose this option you will see a pop-up that contains the Google Meet URL that your student needs to join the session.</p> <p>Email that link to your student!</p>	
<p>Start an Instant Meeting</p>	<p>2.  Start an instant meeting</p> <p>If you choose the “Start an Instant Meeting” option you will immediately be directed into a Google Meet session.</p> <p>Make sure to click ALLOW when prompted to give Google Meet access to your mic and camera.</p>	 <p>When the meeting window opens DON'T forget to click ALLOW so that your browser can access your mic and camera for the meeting!</p> 
<p>Getting Google Meet Joining Info After Creating an Instant Meet</p>	<p>2.  Start an instant meeting (continued)</p> <p>If you choose to start an instant meeting, you will need to get and send the Join Google Meet info to your student.</p> <p>To do so: (1) Click the small  button in the lower right corner of your browser window, then (2) click “Copy Joining Info” and paste that info into an email to send to your student.</p>	 <p>(2) After clicking the info icon you will need to copy the Google Meet session URL by clicking the blue "Copy Joining Info" link.</p> <p>After copying the Google Meet info you can email it to your student and they can use it to join the session!</p> <p>(1) When in a Google Meet session, you can click the small  icon in the lower right of your browser to get the Google Meet Joining Info.</p> <p>This is the info you will send to your student to join the session!</p>

<p>Schedule in Google Calendar</p>	<p>3.  Schedule in Google Calendar</p> <p>Possibly the easiest choice to schedule meetings if you plan to meet with your student on the same day and time each week is the “Schedule in Google Calendar” option.</p> <p>Click the link to watch a brief tutorial on scheduling a recurring meeting:</p> <p>[Scheduling a Recurring Google Meet]</p>	
<p>Alternatively, use Google Calendar to schedule a meeting.</p>	<ol style="list-style-type: none"> 1. In Calendar, create an event. 2. Click Add guests. 3. Enter the names or email of the people you want to invite. 4. Click Save. 5. To notify guests, click Send. 	
<p>During a meeting, share your screen</p>	<p>Click on the Present icon at the bottom of your Google Meet window. Your student will now see your shared screen as well as your video and their video.</p>	
<p>To see your student while you're screen sharing</p>	<p>Find the tab open on your browser with Google Meet. (It will have a red circle in the corner of the tab). Click and drag the tab to set this window beside your shared screen. You will have to toggle between your shared screen and this window.</p>	
<p>Using the chat feature</p>	<p>Click on the chat icon at the bottom of your Google Meet window.</p>	
<p>To give your student remote control of your screen</p>	<p>Unfortunately, there is not a way to do this within Google Meet without using the Chrome browser and adding an extension to the Chrome browser. Watch this 10-minute video to understand how to do so.</p>	
<p>Additional help</p>	<p>This link will explain more detail about switching from Zoom to Google Meet.</p>	