



Google Meet for Students

Overview

Google Meet is a video-conferencing tool. Teachers and staff can create, start, and join meetings. Students can only join meetings. This quick reference guide (QRG) will describe how to join a scheduled meeting, how to turn on captions, and how to translate spoken language from English to another language. Using captions and the translate feature are individual actions. Each user (teachers and students) has to turn on captions to view captions. If a teacher turns on captions and translate, only the teacher will see the captions and translation. Students have to turn on captions and translate to see captions in the desired language.

Join a Google Meet

There is more than one way to join a Google Meet. Users can join from a calendar event, with a meeting link URL, from a phone, and through the Meet app. To join a Google Meet through the Meet app, follow these steps.

1. Navigate to the **My FWISD ClassLink Portal** and login with your username and password.

(<https://launchpad.classlink.com/fortworth>)

2. Click the icon for **Google Drive**.



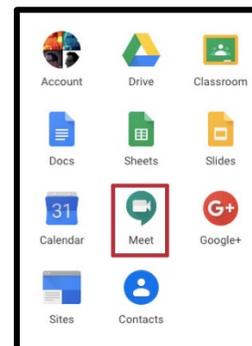
This will bring you to the main page of your FWISD Google Drive.

3. Click the **Google Apps** or "Waffle" icon in the upper right corner of your screen.

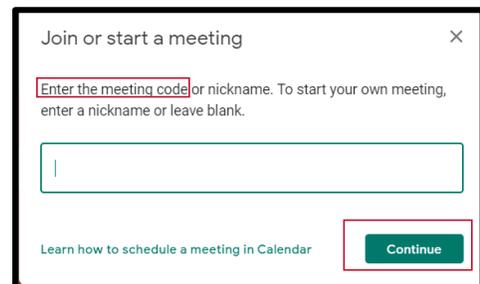
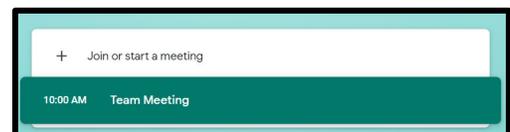


Here you will see a menu of icons representing Google Apps that are available to you.

4. Scroll down and click the **Meet** icon.



5. Click on the meeting title or click Join to enter a meeting code. Google Meet will open.

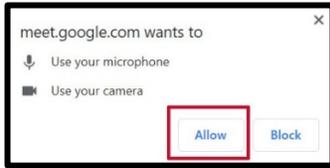


6. Click **Allow**, if you notice the meet.google.com pop-up. This will activate the microphone and camera.



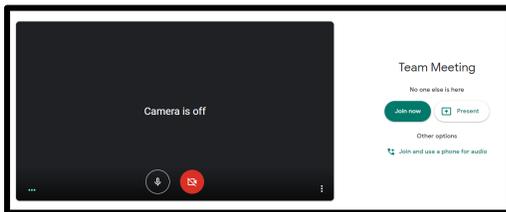
Quick Reference Guide

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- Adjust the microphone and camera settings to fit your needs.

Using the Microphone and Camera



You can adjust your microphone and camera by clicking on each to turn them off or on. A line marked through means the feature is off. To turn the feature back on, click on the icon again.

Microphone On/Off	Camera On/Off

- Click the green button labeled **Join now**. This will place you in an active meeting.



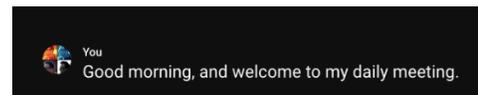
Turn on Captions During a Google Meet

When a meeting has begun, individual participants have the option to enable captions. This feature transcribes the spoken dialog during a meeting. If a teacher turns on captions, only the teacher will see the captions. Students have to turn on captions to see captions.

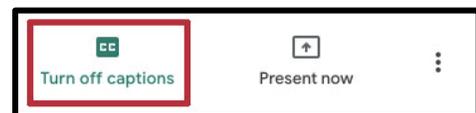
- Click **Turn on captions** in the lower right corner of the screen.



All spoken dialog will show on the screen beside each participant's name.



- Click **Turn off captions** in the lower right corner to stop captions.



Turn on Translate During a Google Meet

When a meeting has begun, individual participants have the option to turn on translate. **Captions must be turned on to view translations.** This feature translates the spoken dialog during a meeting. If a teacher turns on captions and translate, only the teacher will see the



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translation. Students have to turn on captions and translate to view the spoken dialog.

1. Locate the title of the meeting in the lower left corner of the screen. You may have to hover over the bottom of the screen to view the title.

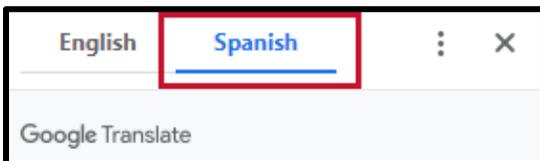


2. Right-click on the up-arrow next to the meeting title. If you are using a Chromebook, double-tap on the up-arrow next to the meeting title.

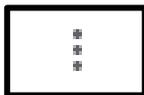
3. Choose **Translate to español**.



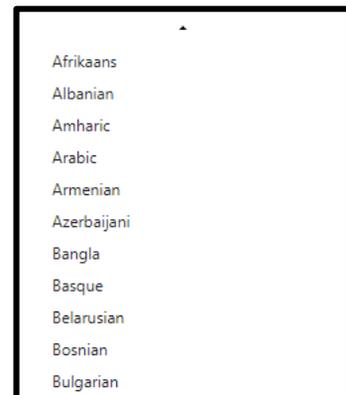
4. Notice that Spanish is the default language



5. Click the ellipsis to view language options.



6. Scroll down the list to select a language. There are approximately 100 languages.



Turn Off Translate During a Google Meet

Translate will automatically turn off when you leave a Google Meet.

You can leave a Google Meet by clicking on the End Call button.



You can re-enter the meeting as long as the meeting is available. Follow the instructions under the **Join a Google Meet** heading in this guide to re-enter a meeting.