LEVITTOWN
PUBLIC SCHOOLS

Success for every student!

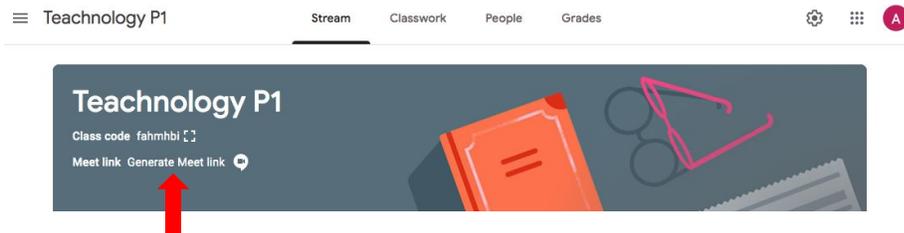## Levittown Public Schools Tutorial

Version:
Revised:

Generate Google Meet Link and Google Meet Live Stream

1. Log into Google Classroom from the Levittown Schools Homepage
2. Click the class title for one class to enter that classroom.
3. The classroom will open to the Stream Tab, in the top banner you will see:

- Next to the words Meet Link, you will click **Generate Meet link.**
- A pop up window will appear with a Generate Meet Link button, click on that button.
- Generating the Meet link will automatically turn the toggle on for Visible to Students, the link needs to be visible for students to be able to join the Google Meet Live Stream.
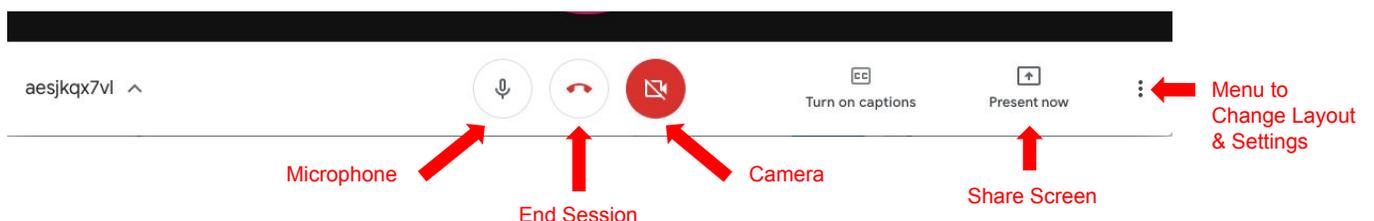- Click Save.

4. On the top banner you will see the Google Meet Link as will students. This link is setup not to allow students in before the teacher. If a student clicks the link they will get an error message.
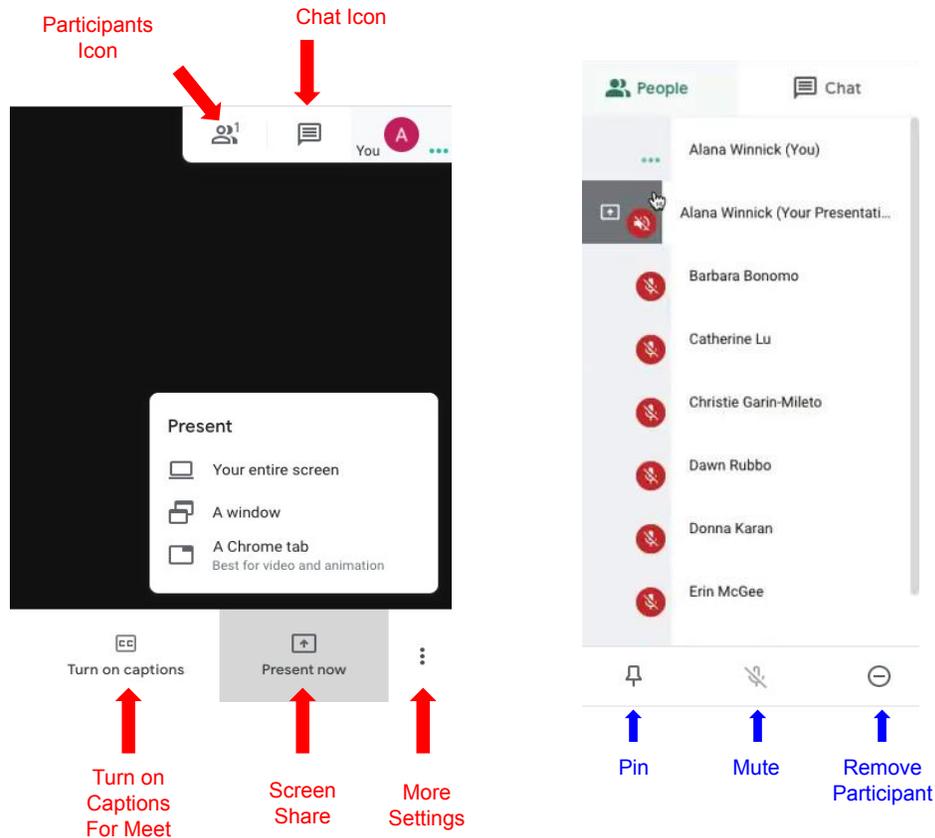

You can't create a meeting yourself. Contact your system administrator for more information.

5. When the teacher is ready to start the Google Meet Live Stream, click on the Meet Link from the the class Stream Tab. If on a personal device it may ask to use the camera and microphone, if in school the webcam attached to the computer will automatically turn on.
   - Click on the **JOIN NOW** button to start the session.
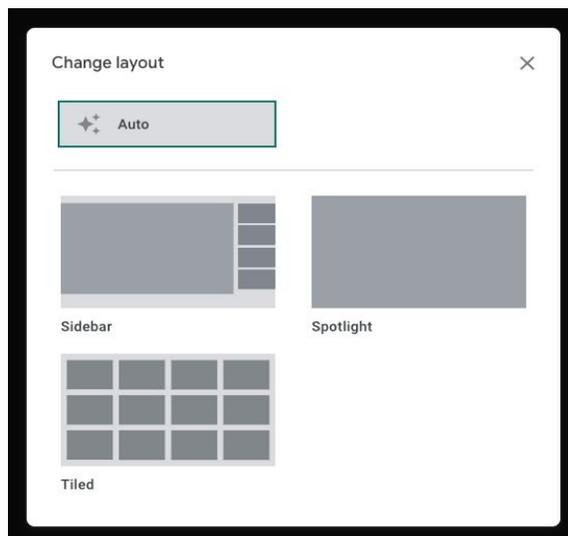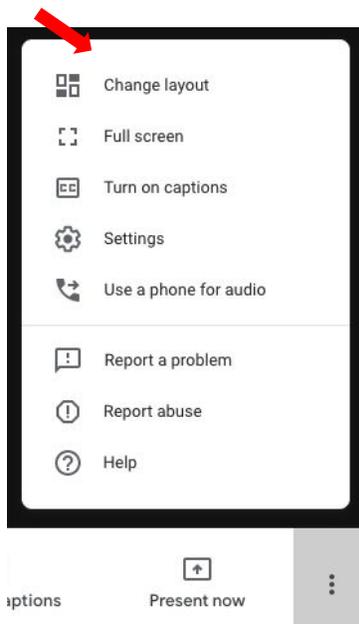
6. Google Meet Controls

7. To see all the participants who have joined the Google Meet, click on the participants icon, a pop up window will appear on the right of the screen. The chat icon will open the chat window, students & teachers can comment here.

Participants Icon

Chat Icon

Present
- Your entire screen
- A window
- A Chrome tab
  Best for video and animation

Turn on captions

Present now

Turn on Captions For Meet

Screen Share

More Settings

People | Chat

Alana Winnick (You)

Alana Winnick (Your Presentati...

Barbara Bonomo

Catherine Lu

Christie Garin-Mileto

Dawn Rubbo

Donna Karan

Erin McGee

Pin

Mute

Remove Participant

8. Control buttons on the bottom right corner of the Meet Window.
- **Turn on captions:** a captions bar will appear at the bottom of the screen and type what speaker is saying.
- **Present now:** To screen share to participants, allows the Host to share either the entire screen, a window you have open, or one chrome tab that is open. If you choose window it will show a little image of each window to choose from. If you choose chrome tab it will generate a list of all chrome tabs open to choose from. To switch just end share and repeat to a new option.
- **3 Dots - More Settings:** Change layout, full screen, cations, settings for microphone and speakers, help...

Change layout
Full screen
Turn on captions
Settings
Use a phone for audio

Report a problem
Report abuse
Help

ptions | Present now

Change layout

Auto

Sidebar

Spotlight

Tiled

Change Layout:

Auto: allow google to choose layout

Tiled: Shows up to 16 people when no one is presenting

Spotlight: current presentation or active participant only

Sidebar: presentation is large view and participants show on side