

# Virtual Classes in Google Meet - Job Aid

(Updated 6/10/20)

## Table of Contents

- [Preparing to Teach a Virtual Class](#)
  - Equipment: [headset](#), [monitors](#), [webcam](#)
  - [Producer](#) role
  - [Secondary method of communication](#)
  - [Scheduling a class](#)
  - [Associate instructions](#) for attending the virtual class
  
- [Teaching a Virtual Class](#) (page 4)
  - [Join the virtual class early](#)
  - Opening the [Google Meet session](#)
  - [Before you begin](#) your presentation
  - [Starting a Google Slide presentation](#)
  - [Advancing Google Slides](#)
  - [Sharing your screen or window](#) with the class
  - [Seeing what your participants are seeing](#) in Google Meet
  - [Viewing the chat window](#)
  - [Muting participants](#)
  - [Recording](#) your presentation
  - To [stop sharing](#) your screen
  - [Sharing a video in Google Meet](#) **Important!** You **CAN** now show **videos** during a Google Meet session.
  
- [Additional Suggestions and Resources for Teaching Remotely](#)

Please contact me with any questions: [LuRee.Buchmann@ascension.org](mailto:LuRee.Buchmann@ascension.org)

# 1| Preparing to Teach a Virtual Class

You may have to make adjustments in your class **design** for the virtual environment. For example, instructors should always “ask rather than tell”, to promote mastery of class material, however you may have to ask learners to respond to questions by typing in the chat box. Verbal responses will work if it is a small group, but you might have to remind your class how to unmute and mute.

It is best to use a **headset** when facilitating an online class. Using your computer microphone may result in fuzzy audio or loud feedback - it can also pick up any ambient noises in the room, such as shuffling papers or when you adjust your chair.

Two **monitors** are highly recommended, but not required - more about that in the Teaching a Virtual Class section.

A **webcam** is needed if you will be doing any type of physical demonstration during your virtual presentation. If you are using a slide presentation, or other visual aids, you can use a webcam at the beginning to introduce yourself, then turn it off. Keeping a camera on yourself as you do a slide presentation has been shown to interfere with the learning - your students look from the camera, to the presentation, and back again, over and over - that switching of focus interferes with their learning.

Two people are needed to run a virtual class. You need the instructor/facilitator, who leads the training, but you also need a **producer**. The producer will:

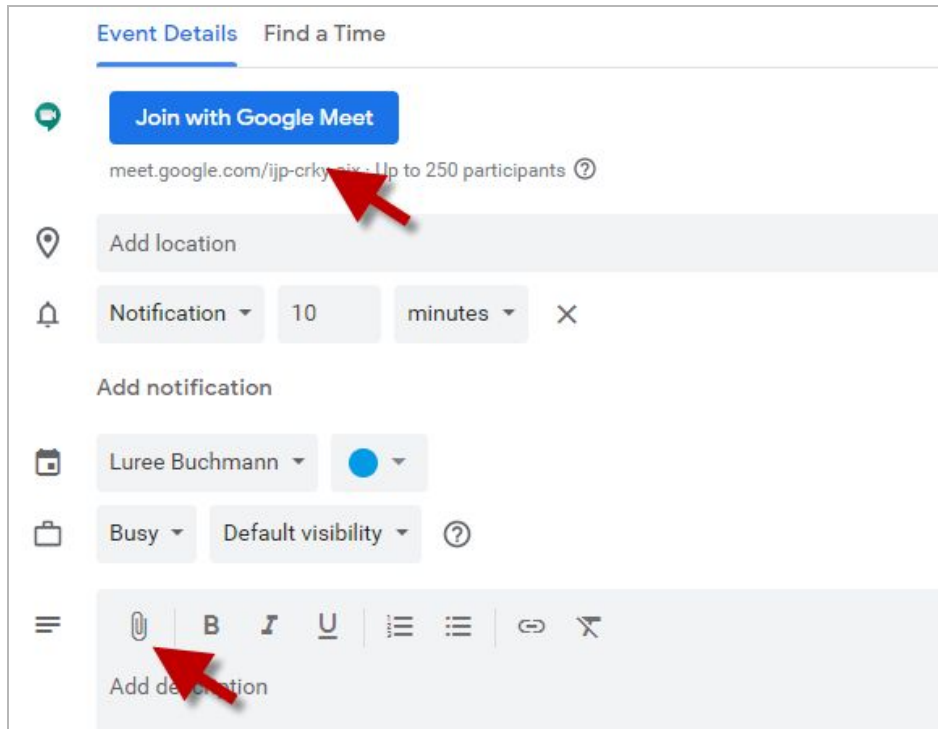
- Watch the chat. Let the speaker know if there are any questions that should be addressed right away. Also answer general questions in chat and any about technical issues. Assist participants with technical issues.
- Make sure that the learners are actually seeing the screens that the instructor intends for them to see and notify the instructor if there is a problem. This is especially important if the instructor only has one computer monitor, because they will only be able to see their presentation, not the Google Meet screen.
- Troubleshoot any technical difficulties for/with the instructor, such as audio problems or display issues.

If you are not in the same room with your producer, make sure that you both have **another way of contacting each other** during the class (cell phones might be best). If the Internet connection for one of you goes down, for example, you need to be able to communicate with each other.

**Schedule** the class in your calendar and invite the learners and your producer. A Google Meet link is automatically generated. If you have handouts, you can attach them to the invitation - just click on the paperclip (see image on the next page); you can also insert a link to handouts. A few of our CPD associates have found that attaching a PDF document works best (some of our associates will be signing in from home on a non-Ascension computer and may not have G Suite installed).

[Back to Table of Contents](#)

Also provide instructions for joining the class in the meeting description. If the “Join with Google Meet” button doesn’t work for them, they can copy the web address just below the button (meet.google.com/xxx-xxxx-xxx) and paste it into their web browser. Associates who do not have their Ascension logins can use their personal accounts with this link, but you will have to manually approve access to the Hangouts Meet.



Several days or weeks before class, you might want to give or send your learners a handout with **instructions for the virtual class**, including, for example:

- How to sign into the Ascension network from home. They will need to access their calendar to launch the Google Meet, unless you [provide them with the link](#) that was mentioned previously. If there are attachments and they use their own personal email account, you would have to approve access to a non-Ascension email; this can be time consuming for you, so let them know that they need to sign onto the Ascension network.
- How to mute their computer microphone and how to turn it back on.
- Whether or not they need a camera themselves (telling them that they do not need a camera ahead of time will save them some time trying to set one up, or eliminate some worry if they don't have one).
- How to mute the phone if they call in (\*6 to mute and unmute).
- Where chat is and how to use it in the Google Meet screen. (If they are in the chat, the menu will not pop up when they use their mouse to hover over the bottom of the screen.)
- Let them know that they will need to work with their managers regarding pay for the class.
- Google Meet also works for external parties without G Suite accounts. Use [this template](#) to instruct guests on how to use Meet and direct participants to the [Google Meet page on the G Suite Learning center](#) for more details.
- The need to use Chrome and that Mac/Apple devices may not work well with Google Meet.

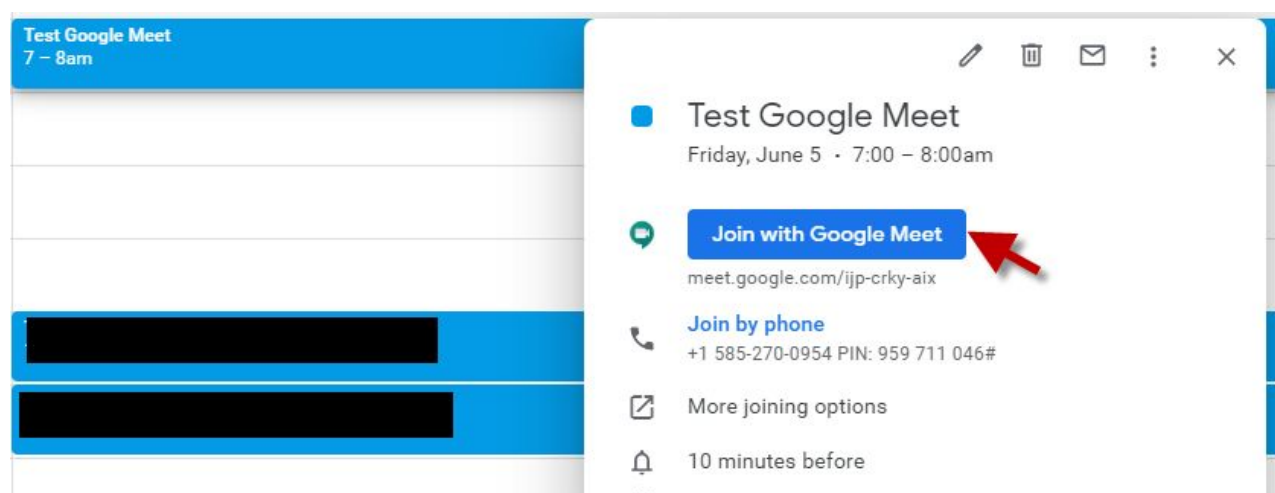
[Back to Table of Contents](#)

## 2| Teaching a Virtual Class

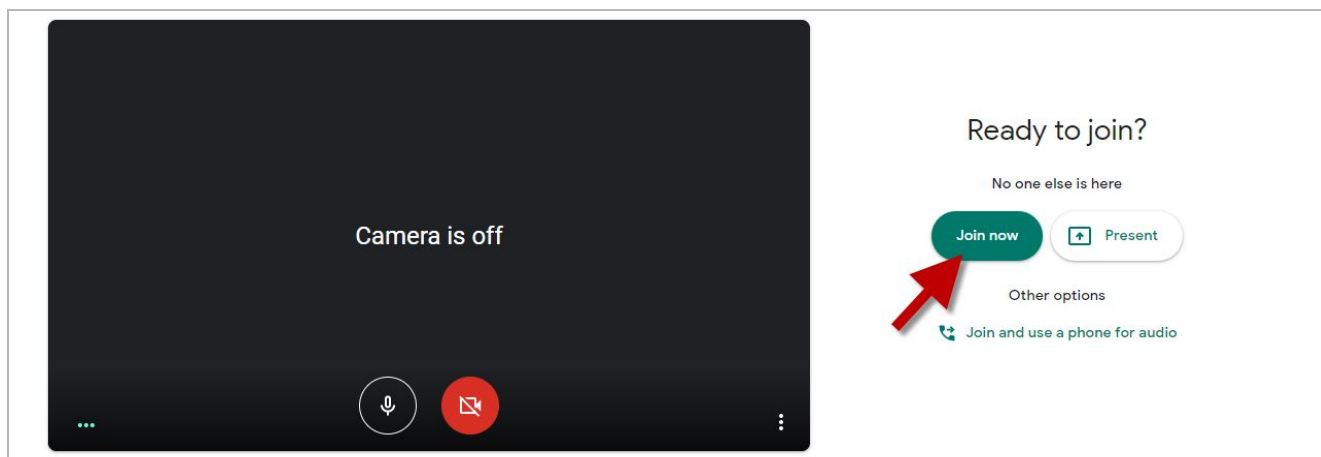
Join the class **early** - perhaps 10-15 minutes before. You will have some associates who join early, so it is a good idea to get there before they do. Also, this will give you some time to troubleshoot any problems. If possible, have a welcome screen up, with perhaps a short activity or a reminder of how the chat and other functions work (muting a phone or computer microphone, for example).

Please skip forward to [Before you Begin](#) (on page 5) if you don't need to review instructions for joining Google Meet sessions.

To open the Google Meet session, open your calendar and click on the **Join with Google Meet** button. (Just like you would with any meeting.)

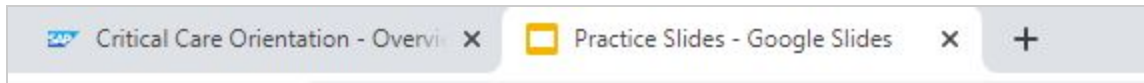


After clicking on the "Join Google Meet" link, you have the option of turning your camera off or muting your microphone. As the instructor, you might want to leave them both on (or turn your camera back on when you start the class, to introduce yourself, then turn it back off). Click the **Join now** button.



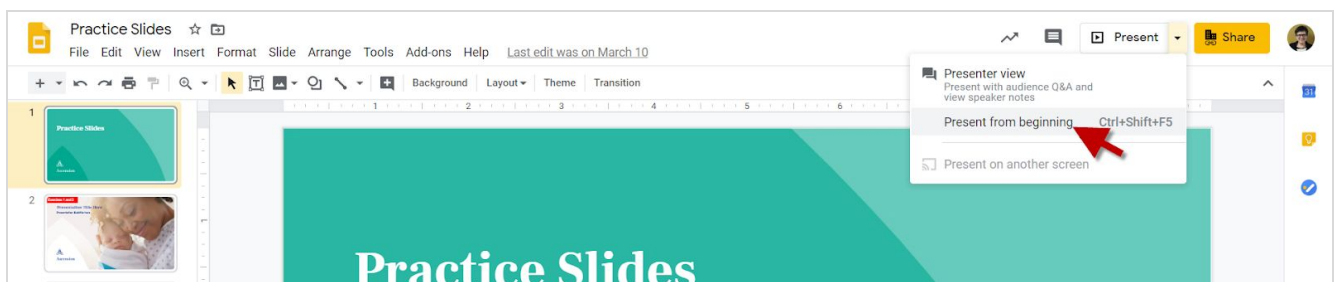
[Back to Table of Contents](#)

**Before you begin** your presentation, close your Google Chat, Gmail, etc., so that you are not interrupted during your class. Open your Google Slides, video, or whatever teaching tools you will be using. If you have several items that you want to display during class, it is best to open them all in separate tabs in **one** Google Chrome window (example below), so you can switch back and forth easily during your class (especially if you choose the “present a window” option - more info below).

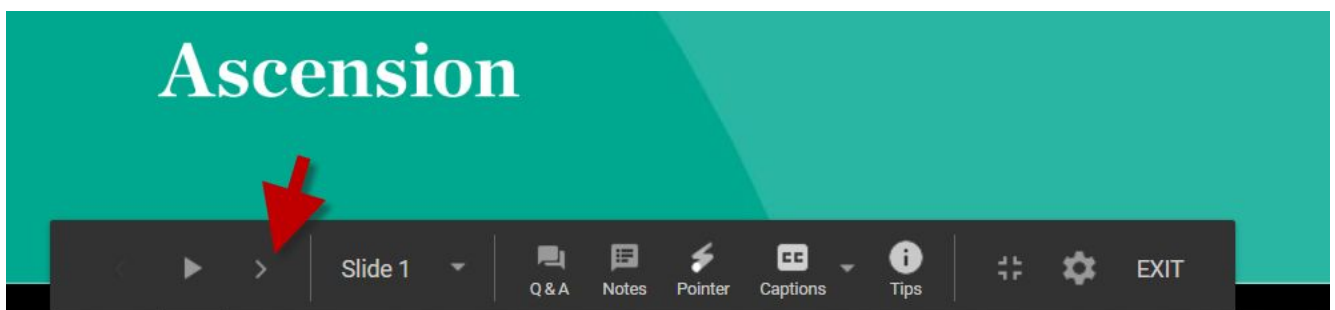


If you have two monitors, pull the Google Meet window into another screen (click on the tab and drag it), and leave your class documents in the other screen.

If you have two monitors, you might want to go ahead and **start your Google Slides presentation** before you share your screen. Go to the top right of your slides and click on **Present**. With two screens, you can easily use the Presenter view, which will show you your slide notes, but nobody else will be able to see them. If you don't have two monitors, you may not be able to use the Presenter view (everyone might see your notes - test it first); you can click on “Present from beginning”.



You can **advance your slides** by clicking on the “next” arrows on your computer keyboard or with the next arrows on the screen of your presentation - just hover over the bottom of your slide presentation and the menu will pop up (see the image below). You can also navigate to different slides with the slide drop down menu. A pointer and other tools are available in the presentation menu. Just be aware that if you use the slide menu, your participants will be able to see it, but it will fade after a time.

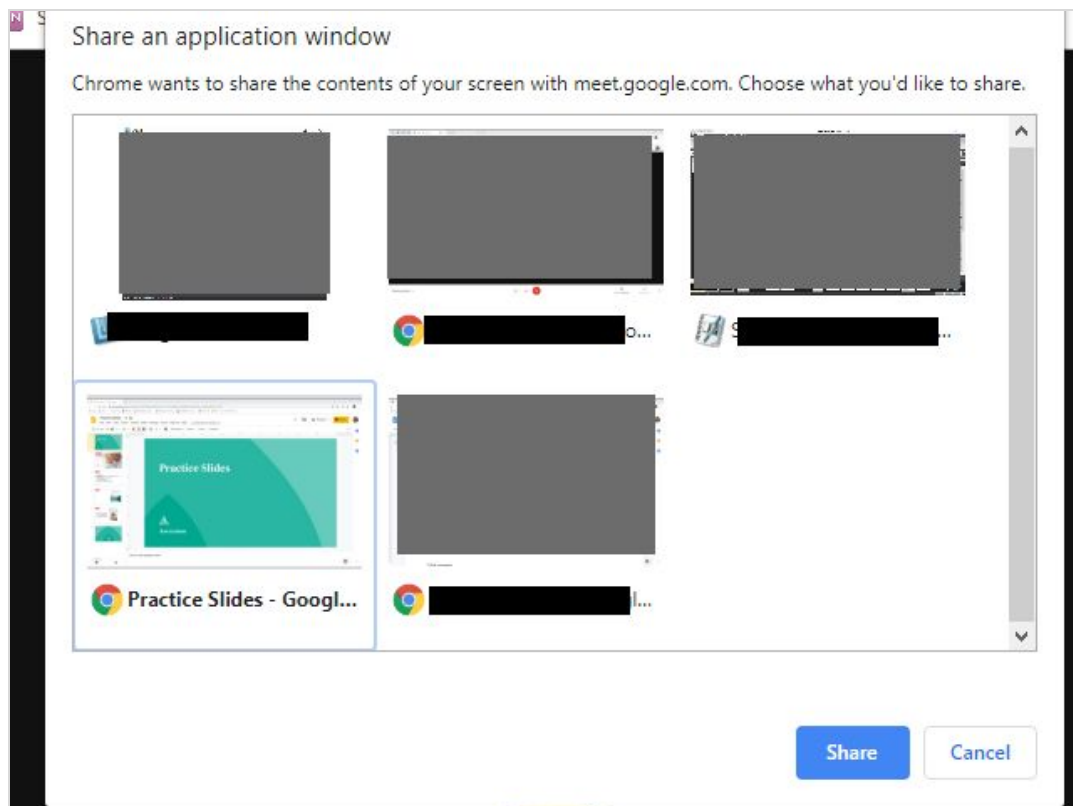


[Back to Table of Contents](#)

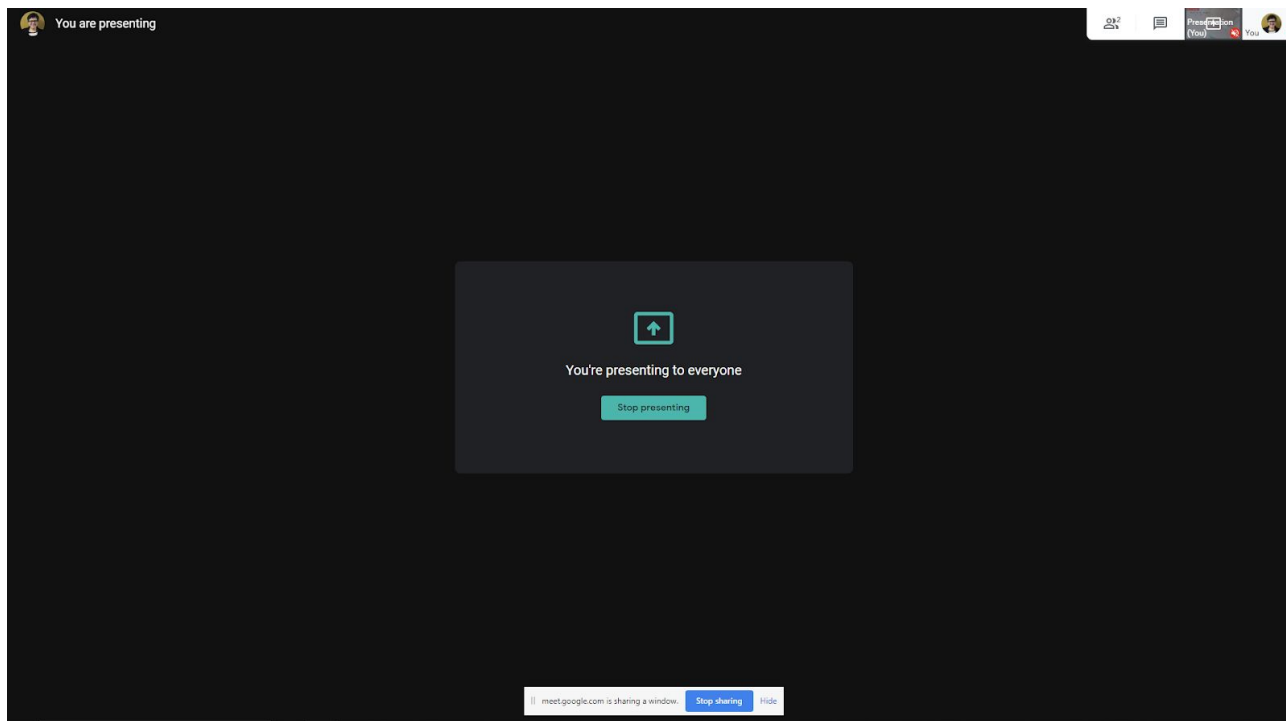
When you are **ready to share your presentation**, hover over the bottom of the Google Meet window and the white bar seen below will pop up (this is also where you control your microphone and the camera). Click on **Present now**, then click on **A window**. If you have one monitor, you will have to minimize your presentation if you have started it and then share. Sharing the window is recommended unless you will be pulling items from a second monitor into your main screen. If you are showing a video, it is best to select **A Chrome tab** (more about that on [page 10](#)).



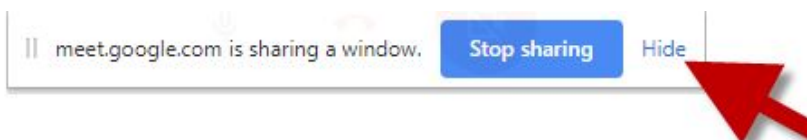
The **Share an application** window will pop up after you select the window presentation option, with whatever windows you have open displayed. (There are several windows open in the screenshot below, for demonstration purposes, but the images are blocked for privacy - but if everything else is closed, and you have separated your materials, you will only see two windows - the Google Meet session and your presentation material.) In this screenshot, the Google Slides presentation is selected (outlined in blue) and the Share button is blue. You must select the screen you want to share, then the button will turn blue (from gray) and you will click on the **Share** button.



This is what you will see in the Google Meet window after you click “Share”.



You will want to hide the notice at the bottom of the screen stating that meet.google.com is sharing a window (magnified below), because it could block some of the content on your slides. Just click the **Hide** link.



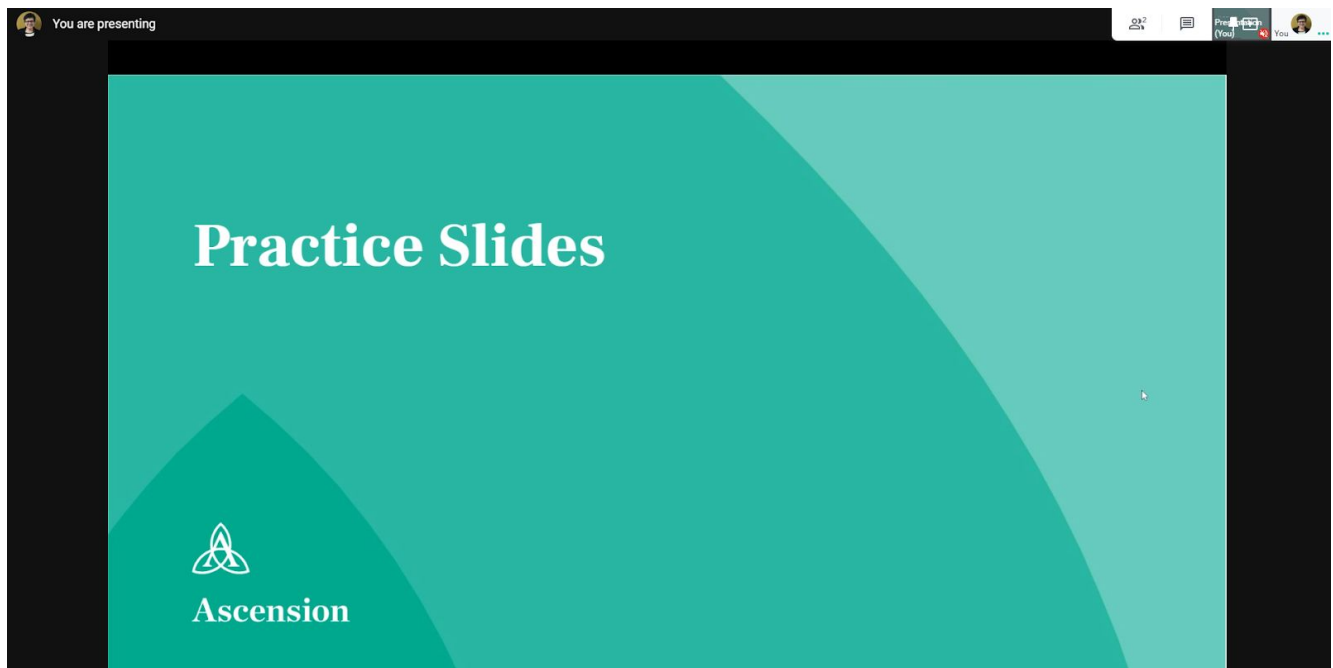
If you have one monitor, go to your slide presentation and click Present. You will be able to see your slides, but you will not be able to see the Google Meet window - this is one of the reasons that you will need a producer - they will monitor the chat and let you know if the presentation is not running as expected.

If you have two monitors, you can **see what the participants are seeing** while you are presenting. Click on the **Presentation (You)** button at the top right of the screen, you will be able to see what your audience/learners are seeing and you will also be able to view the chat. This is a great tool if you have two monitors. **Note:** this does not always work if you have chosen to share your screen instead of sharing a window.



[Back to Table of Contents](#)

This is an example of what your Google Meet screen will look like after clicking Presentation (You). You cannot advance your slides from this window, but you can access the list of participants as well as the chat window. You have to close the chat box for your controls to pop up when you hover over the bottom of the screen. Close it by clicking anywhere outside of chat and in the Meet window.



If you have two monitors, you can view the chat window, but you should still have the producer monitor the chat while you are presenting, so as not to become distracted. The producer can call your attention to any urgent questions and can read them to you, or you can take a look yourself. If you only have one monitor, you will have to stop presenting to see the Meet window and access chat.

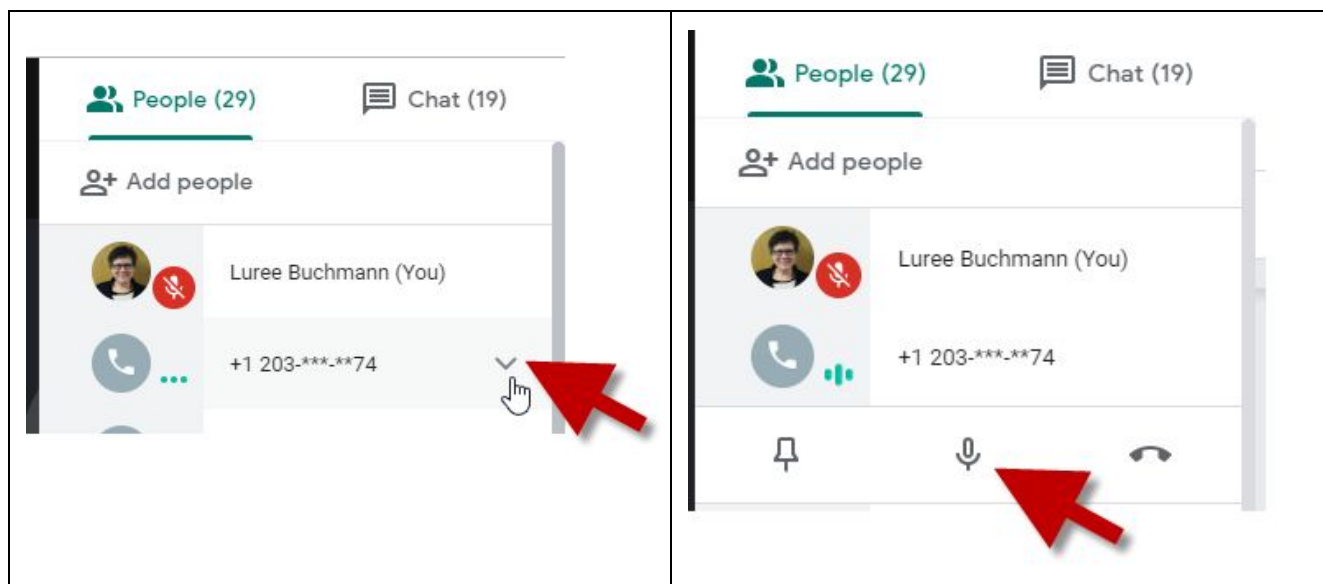
You will hear a beep when someone enters a question into chat - if you are only using one monitor, you will not see the message, but that sound can be your cue that the producer may let you know that there was a question entered into chat. If the question is not related to content, the producer may just handle it in chat and not interrupt your presentation.

To **open chat**, click on the chat icon. To close chat, click on any area in Google Meet that is outside of the chat window.

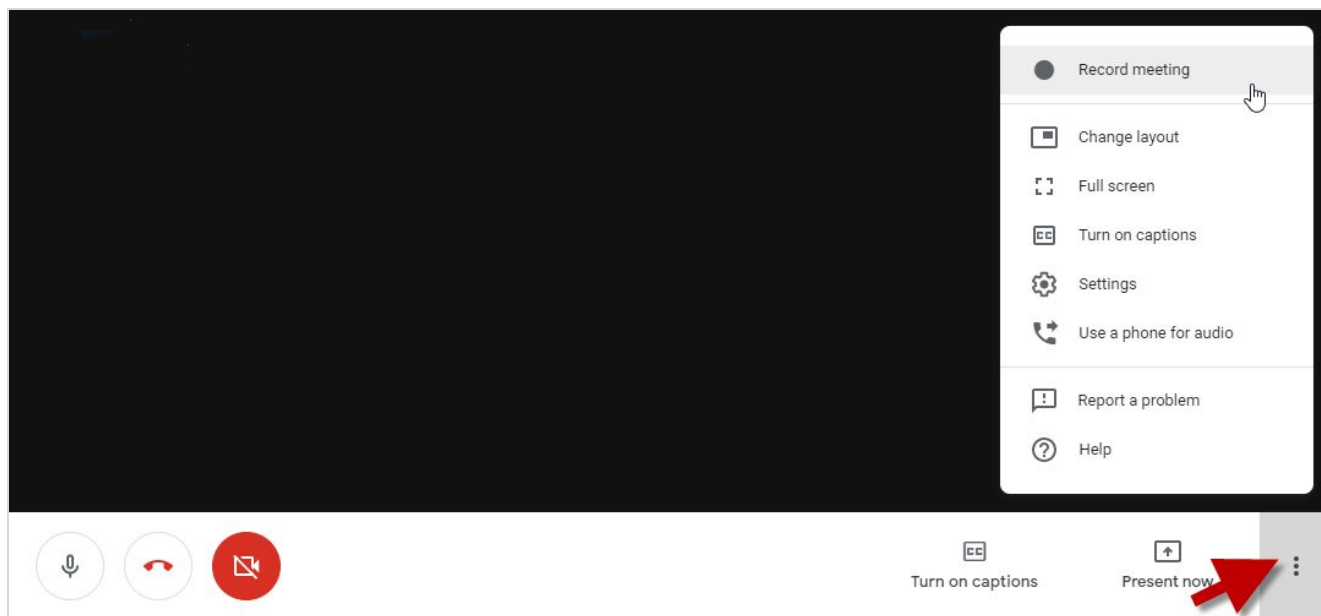




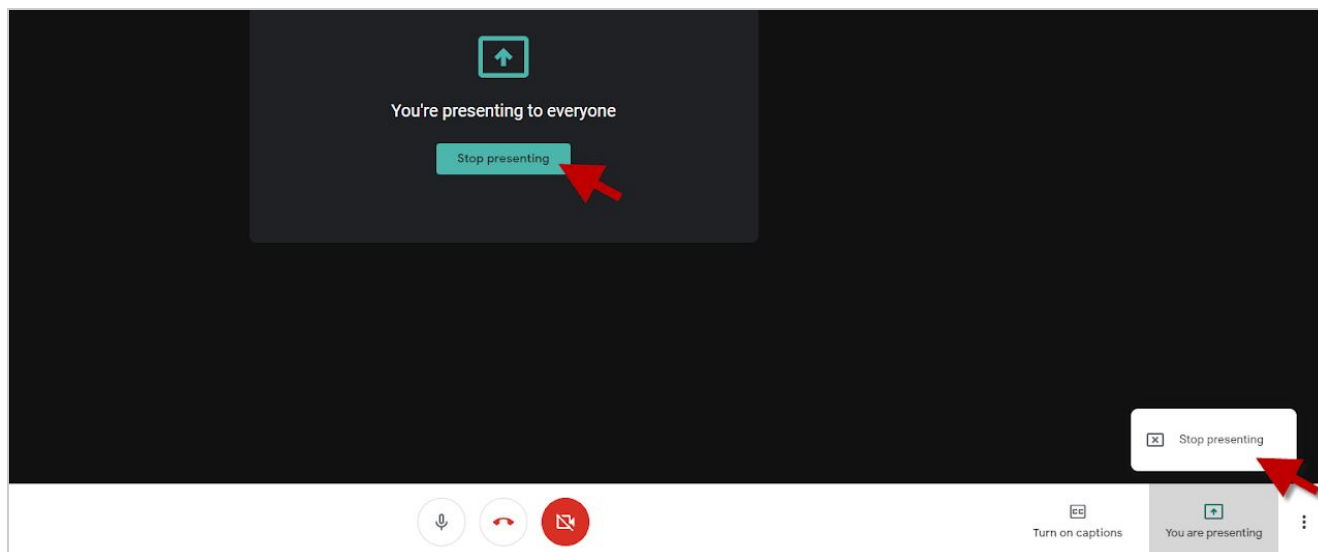
The instructor and the producer can both **mute participants** (either phone line or computer), but cannot unmute them. To mute a participant's phone or computer, go to the **People** tab and click on the dropdown menu next to the phone number or the person's name (in the first image on the left below). Then click on the microphone icon to mute the person (seen in the image to the right). You may have to do this if the learner is unfamiliar with the controls in Meet. **Note:** participants could also unintentionally mute you and others - another reason to have a producer help you with your class.



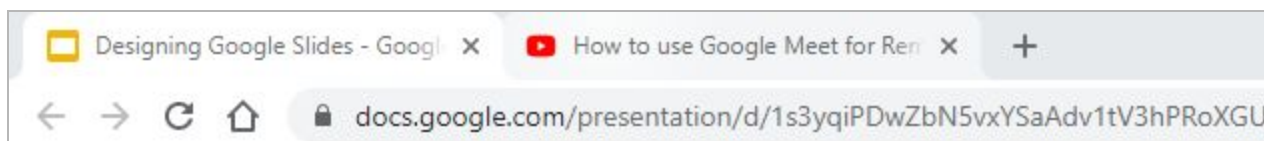
To record the class, go to the bottom of the screen, to the white popup menu and click on the three vertical dots, or "More" menu (some call it the "snowman"), then select **Record meeting**. You must announce that you are recording, because legally participants must be notified. Recordings are saved in the calendar appointment itself (so anyone with the calendar invitation can access the recording). They are also saved in a folder in your My Drive called "Meet Recordings". You will be able to share the recording with associates who were not in the original class from your Meet Recordings folder.



To stop sharing your screen, you can (1) click on the **Stop presenting** button in the middle of the screen, or (2) hover over the bottom of the Google Meet screen and when the white bar pops up, click **You are presenting** and click on the **Stop presenting** option that pops up.



If you want to **show a video** during your presentation, it is best to have everything ready in a separate Google Chrome window - meaning separate from Google Meet. For example, there is a Google slide presentation and a YouTube video ready in the two tabs below. Videos must be in your Google drive or on the Internet (you cannot share a video that has been saved to your desktop).

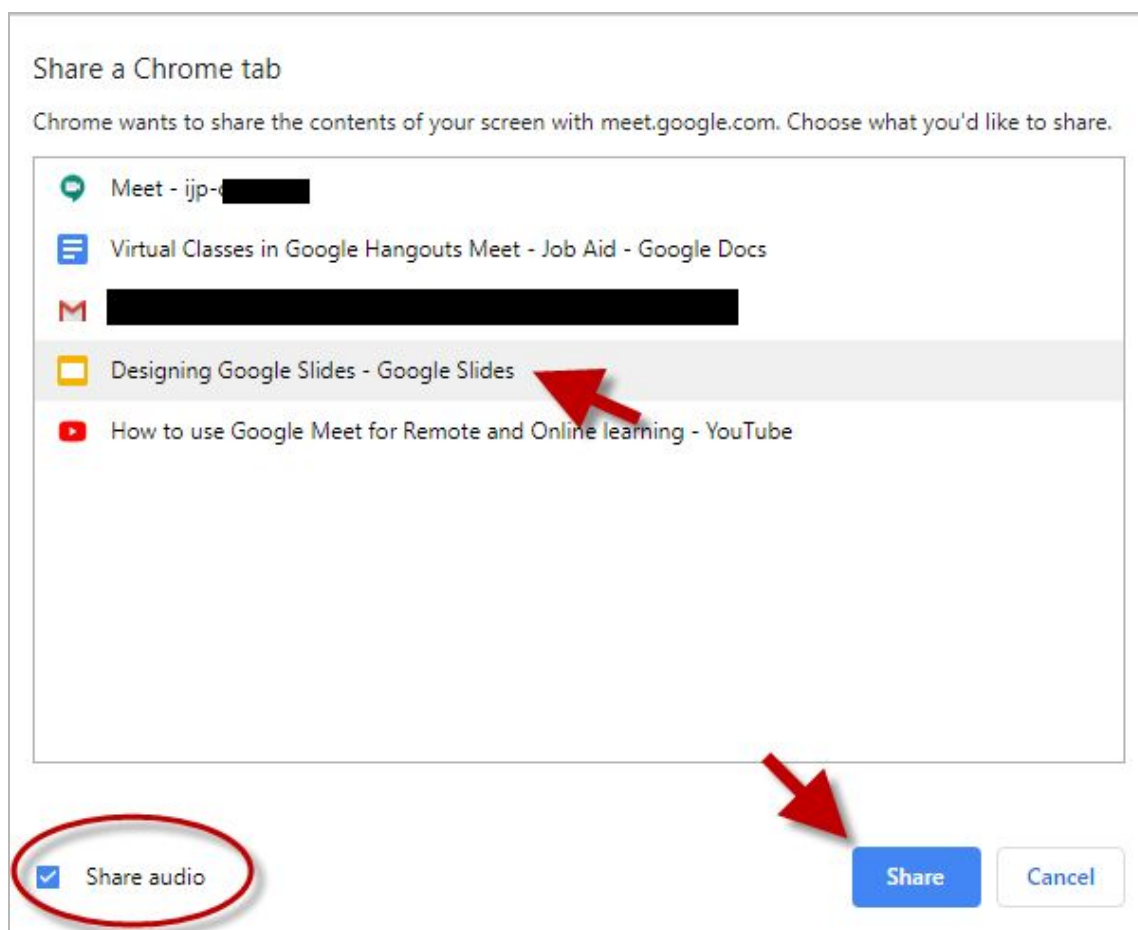


In the Present now menu of Google Meet, select **A Chrome tab**.

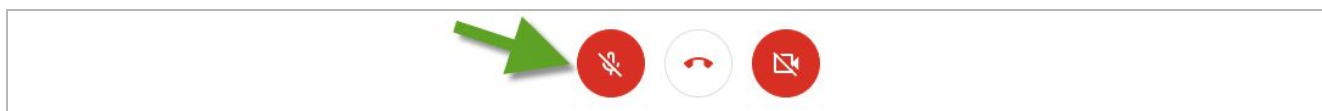


[Back to Table of Contents](#)

This box pops up. Select the video or slide presentation that you want to share (make sure that **Share audio** at the bottom of the box is checked), then click the blue **Share** button.



You must **mute your microphone** when sharing a video or the sound will loop through your microphone and echo.



When you want to move on to another element in your virtual class (video, Google Slides, etc.), just click on the tab that you prepared before class. You will see this message at the top of the screen and all you have to do is click on **Share this tab instead** to switch. Click the Stop button to stop presenting in Google Meet.



[Back to Table of Contents](#)

### 3| Additional Suggestions and Resources about Teaching Remotely

Practice, practice, practice! Practice your presentation, but also practice with the technology, so that you know where the controls are, how to mute a participant's computer, etc.

If there are two educators who have content expertise, designate one person to lead at a time - you can switch back and forth when you move to different topics, but only one person should be facilitating the class at a time.

Have a “housekeeping” speech - break times, when class will end, etc. Introduce your producer and let them know what that person's role is. Remind participants how to mute and unmute.

Pause for questions. In a live classroom situation, you will see those visual cues that indicate a learner is not “getting it” or actually has a question. Those visual cues are, of course, not available in a virtual classroom without cameras, so pause once in a while to ask for questions.

One of the biggest challenges for the facilitator is dealing with the fact that there is no immediate feedback from the participants. You will need to pause and allow time for them to unmute their lines or type into the chat box. If you say something funny, be prepared to not hear any laughing - this can be hard if you enjoy using humor in your classroom - you will feel like a comedian who is bombing on stage.

Have a “we are on a break” slide to display. You can understand that this would be important if someone left early for a bathroom break and they come back and don't hear anything going on - they could think that it is a computer issue and start some unnecessary troubleshooting.

#### Additional Resources:

- Welcome slide for Google Meet class:  
[https://docs.google.com/presentation/d/19mr5\\_CYldtNqz\\_avo\\_YuSQHWMpWMkOMqr-vWbIBKdaA/edit?usp=sharing](https://docs.google.com/presentation/d/19mr5_CYldtNqz_avo_YuSQHWMpWMkOMqr-vWbIBKdaA/edit?usp=sharing)
- Google Meet Chat instructions for participants:  
<https://docs.google.com/presentation/d/19-pi3ldskMtmg5VoMYXWSK6DIZEqKGW9hL-HB7Ue3uM/edit?usp=sharing>
- Google slides break timers:
  - 5 minute timer:  
<https://docs.google.com/presentation/d/1YYOVCzcVM37ASylb7uHc6Y6nheSxfqd3xs4Hy0zaMFC/edit?usp=sharing>
  - 10 minute timer:  
<https://docs.google.com/presentation/d/1a1dgatWLYbCsy7zrC2JyLLm10BeZZytKU9GkG0i7hoQ/edit?usp=sharing>
  - 15 minute timer:  
<https://docs.google.com/presentation/d/17ipv0I7-0TePyUfnSgAh5WCd1UxrMgXTEf4PI84Fw4M/edit?usp=sharing>

[Back to Table of Contents](#)

## Other Resources:

- Google support website: <https://support.google.com/a/users/?hl=en#topic=9247638>
- G Suite Jam community (job aids and training): [https://jam4.sapjam.com/groups/DdrmZa5fHV4amvPiCwABzQ/overview\\_page/zliYWwvfJQoUmPrRV5Pdsx](https://jam4.sapjam.com/groups/DdrmZa5fHV4amvPiCwABzQ/overview_page/zliYWwvfJQoUmPrRV5Pdsx)
- Ascension G Suite Guide for Google Meet: <https://drive.google.com/open?id=1xwGGXIWmgox4gX7a--W6uS1sP-WPALy->
- Five Ways to Open an Interactive Virtual Class: <https://www.td.org/insights/5-ways-to-open-an-interactive-virtual-class>
- Meeting Human Needs in the Virtual Classroom: <https://www.td.org/insights/meeting-Human-needs-in-the-virtual-classroom>
- Convert your Classroom Training into Virtual Training: <https://www.td.org/magazines/td-magazine/convert-your-classroom-training-to-virtual-training>
- Presenting Remotely - Avoid the 8 Deadly Sins of Webinars: <https://www.ellenfinkelstein.com/pptblog/avoid-the-8-deadly-sins-of-webinars/>
- Ask a Trainer: Converting In-Person Training for Virtual Delivery: <https://www.td.org/ask-a-trainer/ask-a-trainer-converting-in-person-training-for-virtual-delivery>
- Adding a break timer to a slide: <https://www.youtube.com/watch?v=6spCzjFSvdU>

[Back to Table of Contents](#)