

# Remote Learning using Google Meet

## Tip Sheet

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### **What is Google Meet**

Google Meet, also known as Google Hangouts Meet, is built to allow hundreds of people to join the same virtual meeting, and speak or share video with each other from anywhere with internet access.

Google Meet is part of our overall Google for Education platform and provides easy access for our students to use video conferencing tools. It will be used in all three divisions to give teachers and students a chance to directly connect and communicate with each other. Additionally, it will be used to host parent meetings while the campus is closed.

### **Checklist BEFORE you begin using Meet:**

- ***Internet Speed Test*** - Run a speed test from your browser to determine your internet speed at home. An internet speed test app from [Ookla](#) is a good starting point. It provides statistics on download and upload speeds as well as ping times. In order to run video conferencing smoothly and jitter-free, your speed should be at **least 5 Mbps for download and upload speed**. Video conferencing will work as low as 3 Mbps but issues with video quality will become noticeable. Ping times are also important to the overall experience for video conferencing. Ping times that are **below 20 ms** are acceptable. The lower the ping time the better.
- ***Shared Devices*** - It is probable that you are sharing your bandwidth with other devices on your household network. Too many devices on the network that are streaming content, e.g., Netflix, Amazon Prime, etc. are competing for resources and you may experience video freezing or jitter in your video session.
- ***Router Location*** - Not all places are equally suitable for your router. Avoid placing your router close to metal objects and appliances that emit electromagnetic waves. Metal is the top disrupter of a WiFi signal, and its presence close to a WiFi router can easily create a large dead zone.



- **Surroundings** - Participants will improve their user experience by making sure their immediate conferencing area is free from distraction and extraneous noise.
- **Proximity to Router** - Participants should be as physically close to the router as possible without compromising their surroundings. The wireless signal degrades rapidly with increasing distance from the router.
- **Computer Management** - Reduce or eliminate the number of active browser tabs. Ideally, only the conferencing software should be active.
- **Meet Management** - Wait for Host to arrive in Meet session before clicking Join
- **G-Suite Dashboard** - Finally, check the status of Google services by browsing to the status [dashboard](#). If the indicator next to the Google Meet service is light green, then the service is operational. If there are issues, the status light will be orange or red. You can click on the indicator to get more details of a service disruption.

## **Home Network Troubleshooting**

- **Reboot Your Router** - If you can't remember the last time you restarted your home WIFI router, now is the time to do so. A simple reboot can often improve the signal of your home system.
- **Turn Off "Smart Devices" That You Are Not Using.** - Many of your "smart devices" access your WIFI signal at all times, including TVs, Gaming Systems, Digital Assistants (Amazon Echo, Google Home, etc.). Keeping these turned off when possible will improve overall WIFI performance.
- **Keep Your Router Updated** - If you have not been keeping your router updated with the latest firmware, follow the instructions from your router's manufacturer or your Internet Service Provider to update it. Routers with old firmware perform worse than routers that are appropriately updated and are more susceptible to malware attacks.

## **Hardware Requirements**

For Meet video meetings, you need:

- A broadband connection to the internet.
- A built-in web camera or external USB camera.  
*Note: Other devices, such as virtual cameras, might not work with Meet.*
- 2.2 GHz Intel 2nd-generation i3/i5/i7, AMD equivalent or better, processor to support HD video. *Devices that are no more than four years old should meet these requirements.*

## **Web Browsers Requirements**

Meet works with the current version of the browsers listed below:

1. **(Recommended)** Chrome. [Download the latest version](#)
2. Mozilla® Firefox®. [Download the latest version](#)
3. Microsoft® Edge®. [Download the latest version](#)
4. Apple® Safari®.

***Meet has limited support in Microsoft Internet Explorer® 11, Microsoft Edge provides a better Meet experience although we recommend using the Chrome web browser.***

## **Joining Meet**

If you have a [stuartschool.org](mailto:stuartschool.org) email address you will be given a nickname for the meet or a link with the 10 digit code. If you do not have a school email you will be sent a link to use for the meeting. On a computer, you do not need a google account to join. On a mobile device, you will need a google account to sign into the app.

## **Students: Joining their class Google Meet Sessions**

- Students must be logged into Meet using the stuartschool.org account
- At the scheduled class meeting time (not prior), students will type the last name of their teacher to go to their “digital classroom.” For Dr. Wright and Ms. Wright, first initials bwright and pwright. If students do not see anyone in the classroom they should wait until the teacher has joined.

## **Parents: Joining Google Meet Sessions**

Click on the link or code provided by email to join a scheduled meeting. If not using a Google account to join, you will be prompted to enter your name.

**To access a meeting:**

- On a computer or chrome book:
  - Click the link provided or
  - Got to [meet.google.com](https://meet.google.com) and enter the 10 digit code or the nickname.
- On a mobile device
  - Download the meet app: [Downloaded Here](#)
  - To use the app you will need a google account or a google education account (students [stuartschool.org](https://stuartschool.org) account)
  - Enter in the nickname or ten digit code

**Training and Help Guide / Troubleshooting Google Meet**

Google provides a wealth of information on how to use Meet. Begin with the quick start video tutorial found [here](#). Navigate and review other Meet training sections as you need. If you are still having trouble, browse through the comprehensive troubleshooting tips that can be found [here](#). If all else fails, please reach out to [it@stuartschool.org](mailto:it@stuartschool.org) and we will do our best to help.