Google Hangouts Meet

A resource available to staff that can facilitate online video conferencing. This option can be used by teachers for video conferencing with students from the family’s personal device at home. This option may or may not be accessible by students using their school-issued Chromebook or School Google account (K-12).

The Learning Management System (LMS) used by your district may have Conferences for video conferencing with students.

Start a Meeting

The easiest way to start a meeting is by creating a Calendar event:

1. Go to Google Calendar and create an event. Click More Options

2. Click Add Conference then Hangouts Meet
3. Once you add the conferencing, a link will be generated for the event.

Once you start the meeting, parents can join the conference. Copy/paste the link from your Calendar event into an email for parents.

Join a Meeting (for parents)
Please note, students cannot join Hangouts with their accounts. A parent will need to join for the student. A Google account is not required, see below for options to join a meeting.

Computer
1. Click the meeting link sent to you in an email.
2. Follow the onscreen prompts to join the meeting.
   - Note: If parents do not have a Google account, they will need to be approved when they join.

Android/iPhone - Hangouts Meet by Google app required
Every Meet video meeting has a code that you can use to join the meeting. The meeting code is a series of characters, such as abc-defg-hjk.
1. Open the Hangouts Meet app and then tap Meeting code.
2. Enter the meeting code or nickname.
   - Note: The hyphens in the meeting code are optional.
3. Tap Join meeting.
4. (Optional) Depending on whether you're joining from a different organization or
   signed in to a G Suite account, choose an option:
   - Select Ask to Join.
   - Enter your name and tap Ask to Join.

By Phone (audio only)
You can dial-in during the scheduled meeting time using one of the following methods:

1. Enter the phone number that's in the Google Calendar event or meeting
   invitation.
2. Then, enter the PIN and #.

Thank you to Sarah Margeson from the Tippecanoe School Corporation for sharing her work. Slight modifications have
been made to her original work.