RowanUniversity

INFORMATION RESOURCES & TECHNOLOGY

Google Slides & Meet

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Learning Objectives

The learner will be able to:

1. Access Google Drive from computers and devices.

2. Access and utilize the Google Slides.

3. Work with Revisions and Chat.

4. Understand and utilize Google Meet.

1.0 Version Control

Version	Date	Person	Change
2.0	1/24/19	Marybeth Hegel	Reformatting link TOC

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Introduction

<u>Introduction:</u>

Google Apps, including Google Drive File Stream, can be used on your computer, phone and tablet to upload, store and share documents.

You can access the drive through the Internet, or you can store the app on your computer or mobile device.

To access Google Drive, go to http://drive.google.com/a/rowan.edu. From here, you can either log in to the online version with your Rowan credentials or you can follow the directions to download the app to your PC or Mac.

Google Slides is a presentation creator, similar to Microsoft PowerPoint.

Google Meet is a web conferencing tool similar to WebEx or Microsoft Skype.
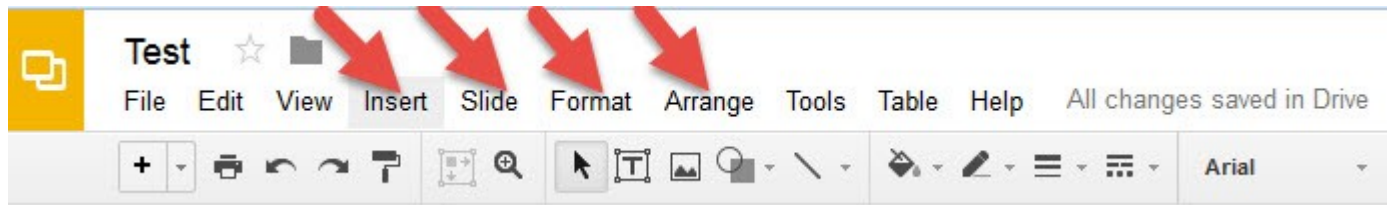
Google Slides

File

- Share

- New

- Open

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Google Slides

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- Explore

- Dictionary

- Q&A history

- Voice Type Speaker Notes

- Script Editor Preferences

Help

- Search

- Slides Help

- Keyboard Shortcuts

Explore

Explore allows you to find and add suggested content from your drive or from the web based on what's in your presentation.

Use Explore in Google Slides

1. On your computer, open a Slides presentation

2. At the bottom right, click Explore   or go to **Tools> Explore.**

In most cases, you'll see suggestions for layouts to help finish your work. Click the one you want.

Add images or info from other documents or the web

At the bottom right, click **Explore**   or **Tools> Explore.**

At the top, search for a document, presentation, image, chart, or webpage. Search results will show in categories:

- **Web:** Info from the web related to your presentation.

- **Images:** Images from the web related to your presentation.

- **Drive:** Documents saved in your Google Drive.

Add an item:

- **Add an image or chart**: Click the item you want to add. At the top, click **Insert**.

- **Add a footnote**: Point to your search result. Click **Cite as footnote**   .

- **Add a link**: Point to your search result. Click **Insert Link**   .

Google Slides

Getting Started...

1. After login to Google Drive (http://drive.google.com) with your Rowan account, click the New button.

2. Select **Google Slides**.

Choose a Theme

Themes give your slides the same background and fonts. A theme can be changed at anytime.

1. From the toolbar, click **Theme**.

2. Select a desired theme.

Change Layout

By default the new slide will have a "Title and Body' layout. To change the layout....

1. Go to the Slide menu and Select '**Apply layout.**'

2. Click on the desired layout.

Sharing Google Slides

You can share within a document. There is a **Share** button on the top right side of the screen. When you select it, it will have you name the document if you have not done so already, select the recipients and their access level, then send.

Once it has been shared once, you will access the **Advanced Sharing** options when you select the **Share** button.
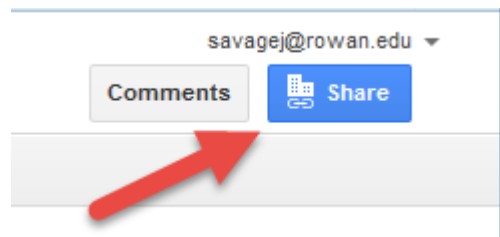
When a Google document is shared with you, you will receive an email and can then access the document. If you were given editing or commenting access, you can manipulate the document and close it. The changes will be automatically saved.

When you access your **Google Drive**, you can always find the document in **Shared with Me**.   However, for it to automatically synch via your desktop app, you will need to move it to your drive. Simply right click on the document and select **Move to my drive**, then which folder or subfolder you would like to place it in. There will still be a copy in your **Shared with Me** drive, too.

Revisions and Chat
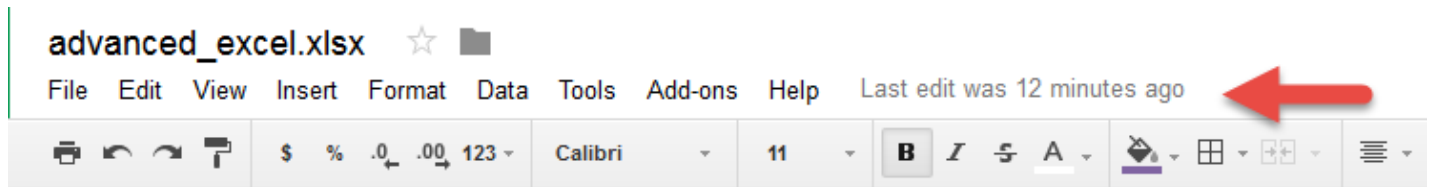
Google automatically tracks any changes made to a document. Simply go into the document, then select the link "Last edit was...." next to your toolbar. This will bring you into a new screen where the revision history will be listed, color coding all who made changes. You can scroll through the changes, and can select Restore this Revision for any change made.

To view more detailed, step-by-step revisions, select **File> Version history**

If you want to save a version of the document, you can select File, Make a Copy and name the version and place it somewhere on your Google Drive.
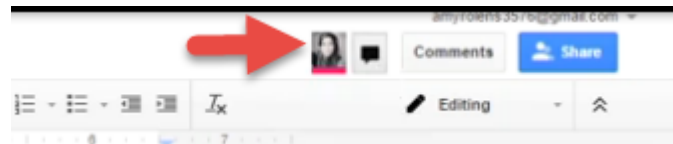
Google will assign each person with access to edit the document an avatar and a color. The avatar and color will display on the upper right side of the screen of anyone actively working on the document, and the cursor will change to the color of that person as they edit the document. You will all see all changes as they occur within the document.

There is also a **chat** feature that you can activate while working on the document. Simply select the button next to the avatar and the Chat dialog box will open.

Google Meet

With Google Hangouts Meet (aka Google Meet) you can hold video chats or online meetings with one person or an entire group. On desktop computers, Hangouts Meet only works with the Google Chrome and Firefox browsers for hosts and participants. On mobile, the Google Meet app is available for Android and iOS.

Google Meet Features:

- Video chat with up to 100 people from anywhere, including people without a Google account

- Attendees can share their screen and text chat within the meeting

- Host and attend meetings on Android and iOS devices with the Google Meet app. Attendees can dial-in using a phone number and PIN for meetings

Presenter Information

Starting a Video Meeting from a Web Browser

You can start an instant meeting by launching Google Chrome.

1. Once in Chrome, go to ***https://meet.google.com***
2. Click Start a new meeting> Start meeting.
3. Click Copy joining info and then paste the meeting details into an email message.

Mute a guest's microphone

1. Once in a meeting, click the microphone icon next to the person.

2. Click the microphone again to turn the mute off

Add/remove guests to video meetings in progress

Add a guest to a video meeting in progress:

1. In the bottom left corner, click the meeting name.

2. Click Copy joining info

3. Paste the meeting details into an email, or other app, and send it to the person.

Remove a guest from a video meeting in progress:

Click the Back arrow. Hover over the person, and click the drop down menu and then click remove.

Google Meet

Attendee Information

Join a Meeting by Dialing in

You can dial-in during the scheduled time using one of the following methods:

1. Enter the phone number appearing in the meeting invite. Enter the PIN followed by **#**.

2. Press *6 to mute or unmute yourself from a phone at any time.

Join with a meeting code

1. In a web browser, go to *https://meet.google.com*.

2. Click use meeting code.

3. Enter the meeting code and click Join.

Collaboration

Send chat messages

1. In the top right corner, click the chat icon

2. Enter text and then strike the Enter key on the keyboard or click Send.

Present your screen

You can share your screen to present documents, presentations, spreadsheets, and more.

1. Click the Present now button and choose what to share: your entire screen or a window.

2. When you are finished presenting, click Stop Presenting.

3. To take over presenting from someone else at the bottom corner, select the presenting controls and select **Present now.**

Google Meet

Troubleshooting

Change your camera, speakers, and microphone

1. To change your meeting, click on the three vertical dots in the lower right corner.

2. Navigate to settings and then chose a setting to change (camera, microphone or speakers).

3. Click Done to save the settings.

Adjust the camera quality

1. To change your meeting, click on the three vertical dots in the lower right corner.

2. Navigate to settings and then click on the quality tab.

- To change the image quality from your device that others see, click Send resolution (maximum).

- To change the image quality that you see from other participants, click Receive resolution (maximum).

3. Click Done.

Conclusion:

Google Apps and **Google Drive** enable users to store, edit and share documents in a much more organized and controlled manner. No more multiple drafts and copies of documents to become confused with or lost. Google has made collaboration and the ability to access documents across multiple platforms much easier.