

Joining a Google Meet Through Clever

Google Hangouts/Meet is a video conferencing app by Google. It allows for participants to live conference via the computer. Google Meets works best on a Chrome Browser when used on a desktop, laptop, or Chromebook. iOS (iPhones and iPads) and Android users must download the Hangouts Meet mobile app to use Google Meet.

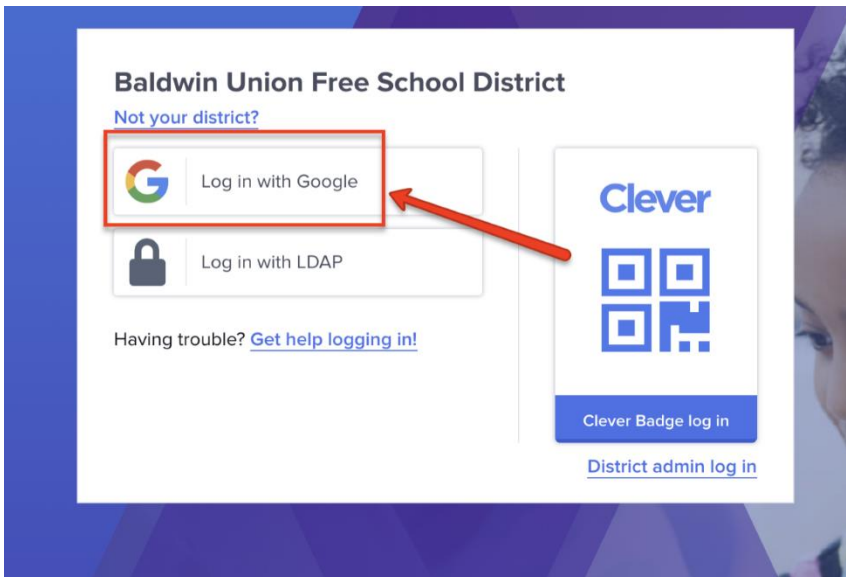
In order to use Google Meet, your child **MUST** be logged into his or school Google Email account (it will end with @baldwinschools.org). Every Baldwin student has a Google email and password. If you are unable to find your child's information, please contact your child's classroom teacher for it.

Follow this link for a video tutorial on how to Join a Google Meet through Clever:

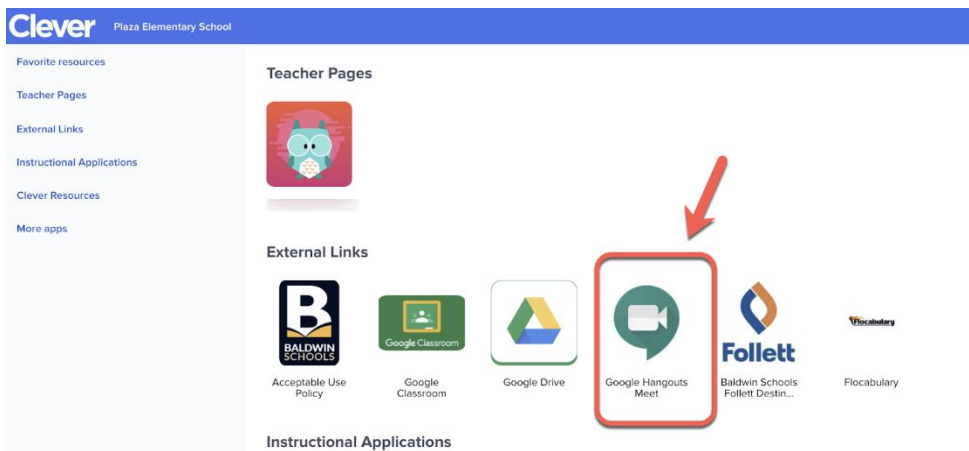
[Joining Google Meet](#)

At the time of the meeting, please follow the steps below to join a Google Meet.

Have your child log into Clever using his/her **Google email address** and password (must end with @baldwinschools.org).

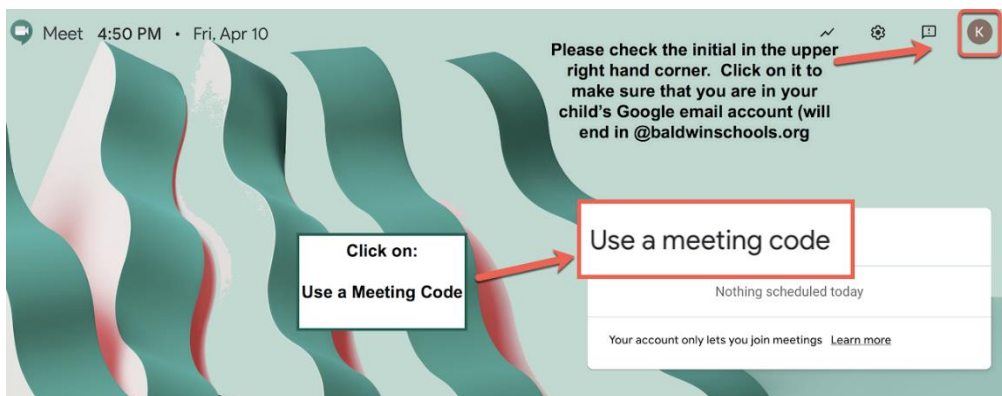


There is a link to Google Meet on the District Clever page in the “External Links” section. Click on this link:

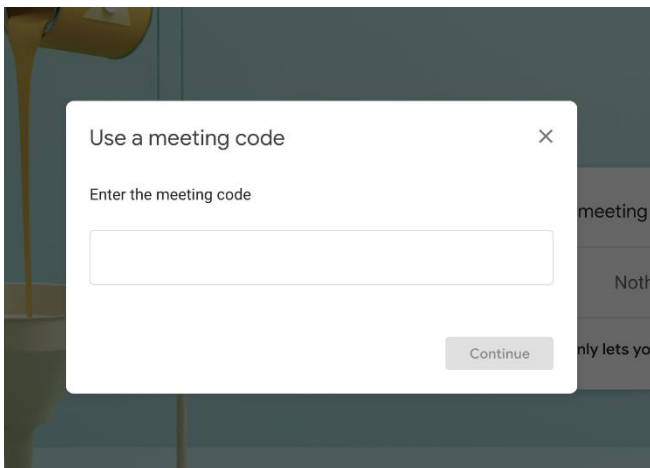


Check the initial in the upper right hand corner to ensure that you are in the correct google account. You will NOT be able to access a meeting if you are logged into a personal gmail account.

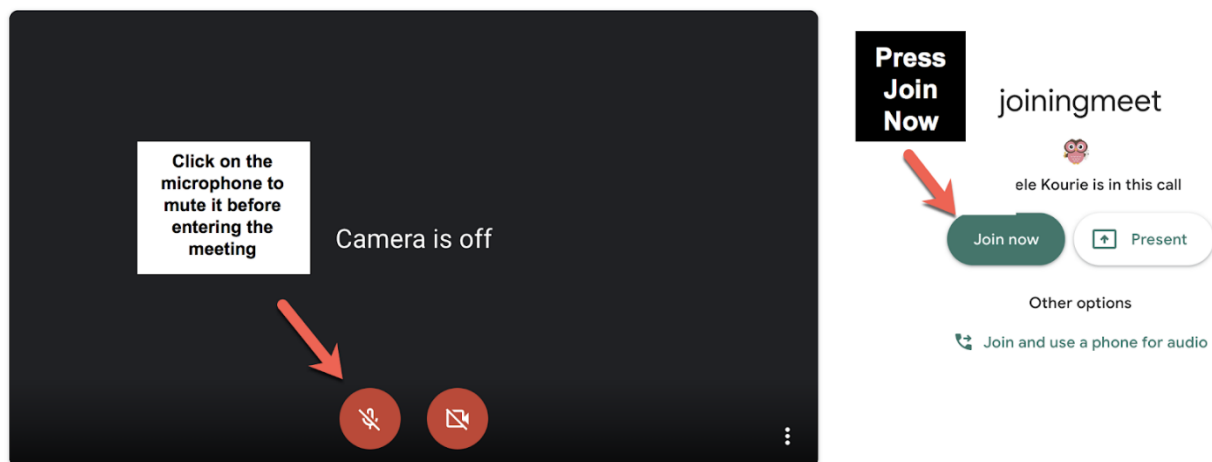
Click on “Use a meeting code”



Enter the Meeting Code for the meeting:




On the next page, please click on the microphone to mute it and then press “Join Now” to join the Google Meet:



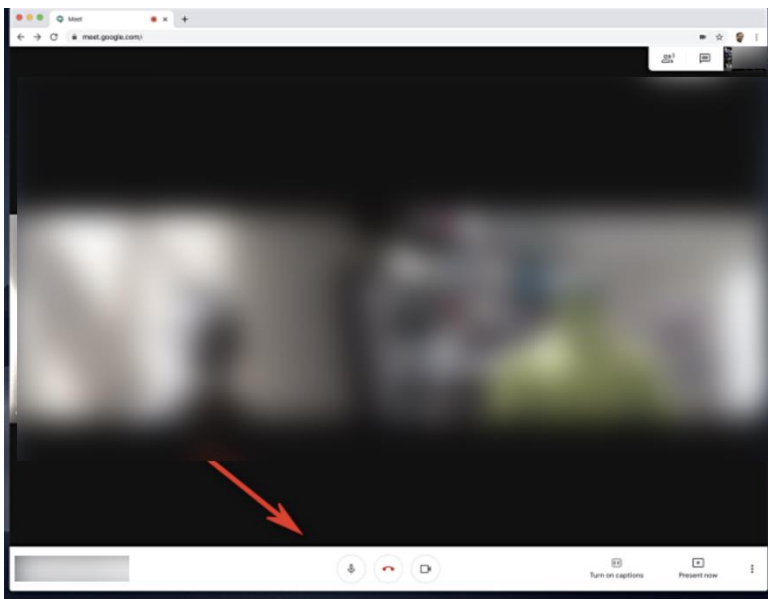
Keep in Mind:

- While Clever badges will log a child into his/her email account on chromebooks, you will need to log them in manually on other devices. Every student in the Baldwin School District has a district email address and password. If you do not know your child's please contact your child's classroom teacher and request this information.
- You will NOT be able to enter a meeting before a teacher starts it. Please join the meeting only a little before the meeting. If you receive a message that states “You’re not

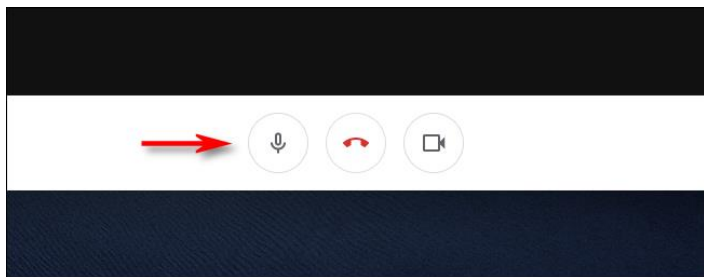
allowed to start a meeting,” please wait until you are a little closer to the start time and try again.

- You will Not be able to enter a meeting if you are signed into a personal email account. If you receive a message that states “Couldn’t find the meeting you are trying to join...” look for the initial in the upper right hand corner of the screen. Click on the initial and double check that the initial and email account is your child’s school account... it must end with @baldwinschools.org. If it is not the correct account, please switch to your child’s account and try again.
- Google Meet needs permission to use your camera and microphone in Chrome. You will be asked, through a text box, if Google Meet has permission to use your camera/microphone. You must press Allow. Although you are asked to allow access the first time you join a Meet video call, you can change the setting to allow Meet to use your camera and microphone.
 - For example, if Meet can’t access your camera, click the camera icon in the address bar and select the Always allow option. 
- Your child needs to know how to mute and unmute themselves using the toolbar:

If you’re using Google Meet in a browser on Mac or Windows 10 PC, hover your mouse cursor over the bottom edge of the Google Meet window until it pops up. On iPad and Android, tap the bottom edge of the screen and the toolbar will appear.



On this toolbar, you will see three large circular buttons in the middle. To turn off (mute) your microphone, click or tap on the button that looks like a small microphone icon.



The microphone icon will turn red, showing that your microphone has been now muted. While the icon is red, no one in the meeting can hear you talk and everyone participating will be notified that your microphone has been muted.

To turn your microphone back on (unmute), click or tap on the microphone button in the toolbar again.

- When the Google Meet is over, your child must leave the call before the teacher does. When the teacher asks the children to please say goodbye and exit the Meet, please make sure your child does this promptly.

If you have any further questions, please contact IT support at familyITsupport@baldwinschools.org

** Link for more information on system requirements for using Google Hangout Meets:
https://support.google.com/meet/answer/7317473?visit_id=637223312027622490-1691680403&rd=1