



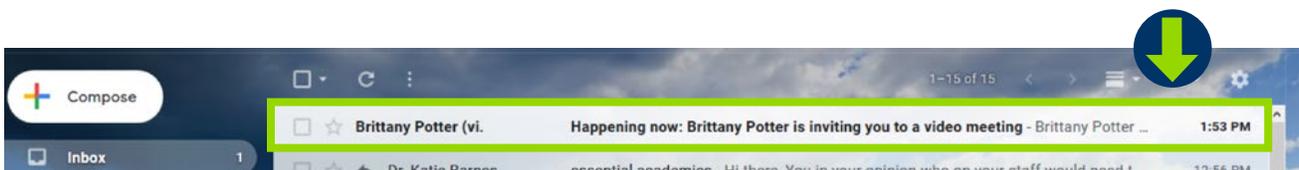
Google Meet

Instructions

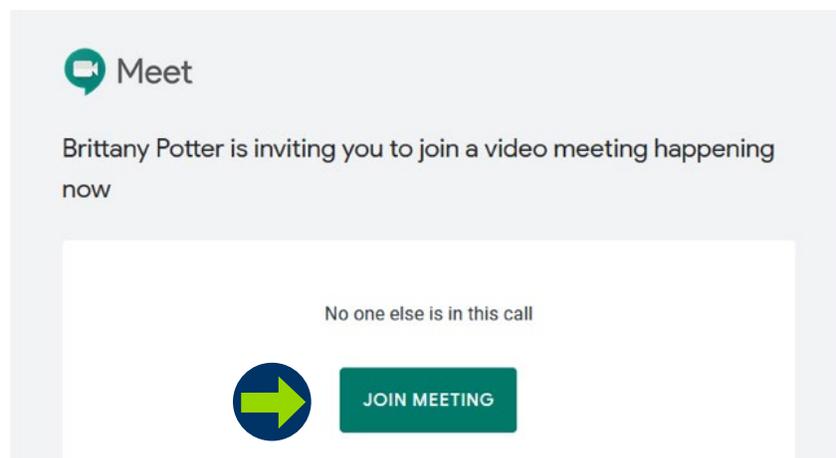
Tutoring sessions will be held over Google Meet, which allows you and your tutor to see each other through video camera access and to speak to one another through microphone access. Please make sure that your electronic device offers at least microphone or camera access. Ideally, a device that successfully offers both microphone and camera access is best for remote tutoring sessions.

Please begin the following process at least **five minutes** before your tutoring session begins:

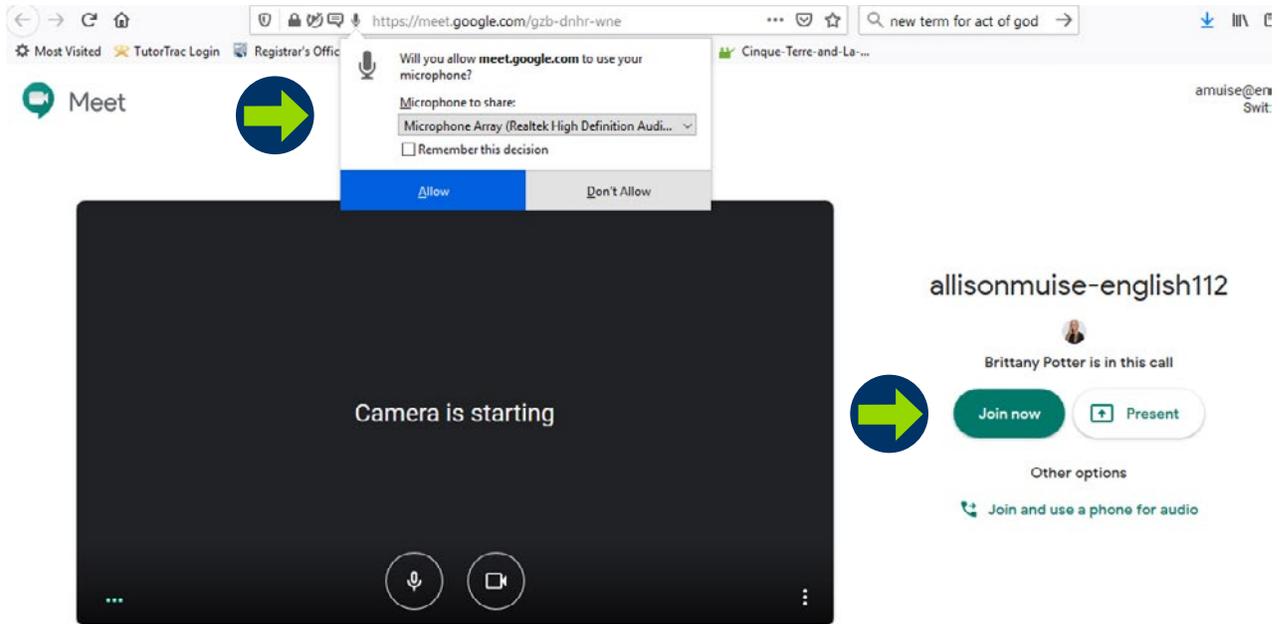
1. To start this process, please open **Google Chrome** on your electronic device.
2. Once Google Chrome has opened, log into your Endicott.edu email address by typing in **“mail.google.com.”**
3. Next, type in your **Endicott email address** and **password** to complete logging in.
4. Once you have gained access to your Endicott.edu inbox, open any materials that you wish to show the tutor during your remote tutoring session: for example, a course canvas page, a written assignment, presentation slides, etc.
5. After pulling up all of your materials, return to your Endicott.edu email.
6. An email invitation should appear in your inbox from your tutor to join Google Meet.



7. After clicking on the email from the tutor, please select the green button within the email that reads, **“Join Meeting.”**



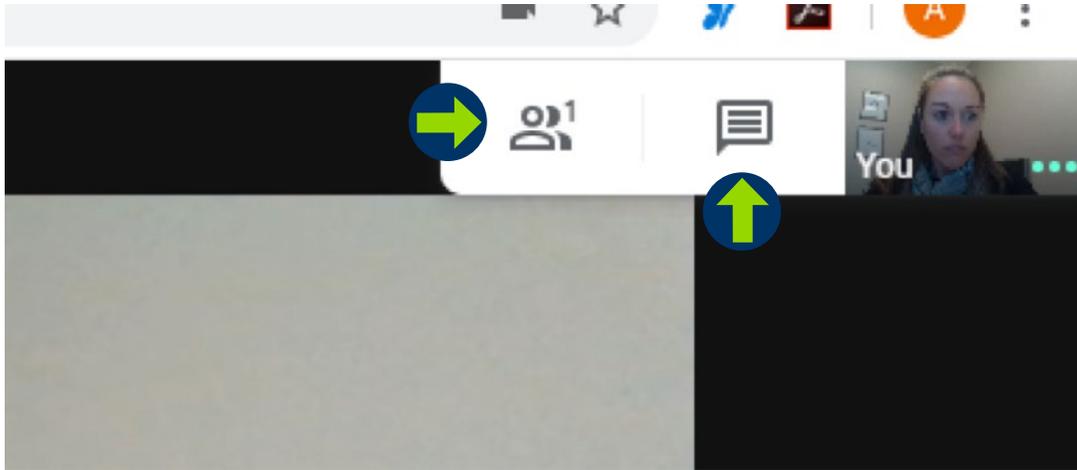
8. After clicking “Join meeting,” a new tab should generate. This sends you directly to **Google Meet**.
 - a. Once the Google Meet window opens, your computer might ask you to give the platform access to your microphone and video camera from a window located at the top of your screen.
 - b. Please hit the **“Allow”** button to ensure that your tutor can see and hear you during the tutoring session.
9. Once you can see and hear yourself through your electronic device, please select the green **“Join Now”** button located on the right side of the screen.



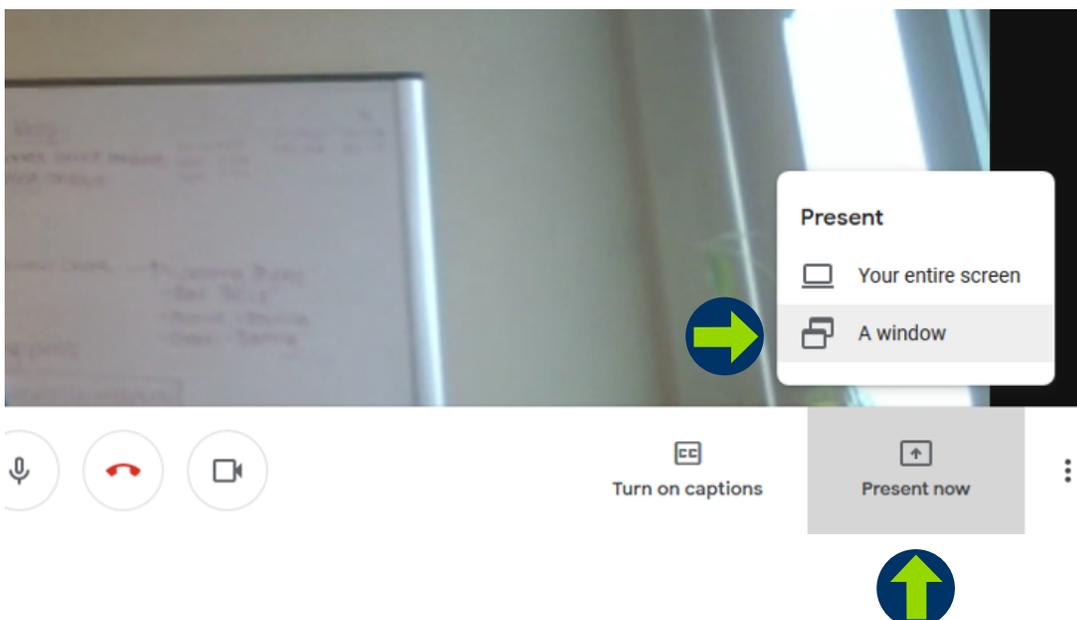
10. After clicking **“Join now,”** you should see your tutor on the large screen and your face in the top right-hand corner of the screen.



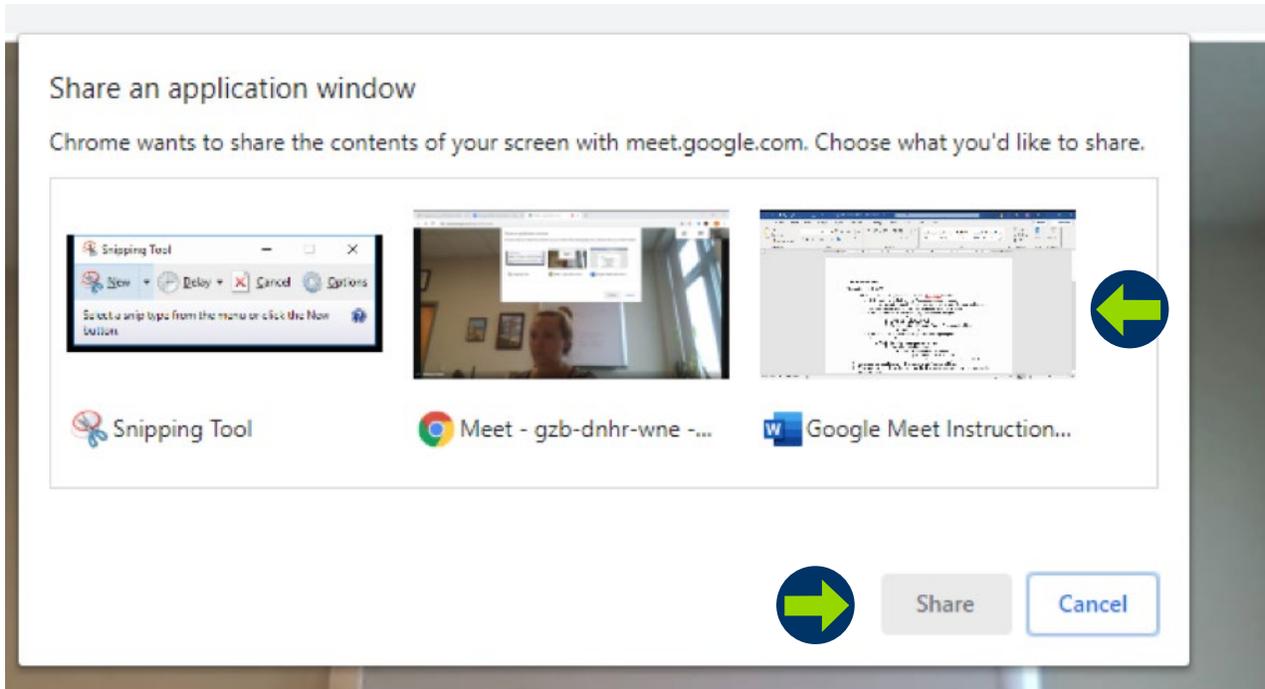
11. You also have the ability to chat through typing, which is recommended if your mic is not working. Look for the speaking bubble in the top right hand corner. To open the **chat pane**, click on the speaking bubble.
- a. Additionally, the **person icon**, located in the right-hand corner of the screen, will show you who is logged into the Google Meeting. Once clicked, you will see your name and your tutor's name.



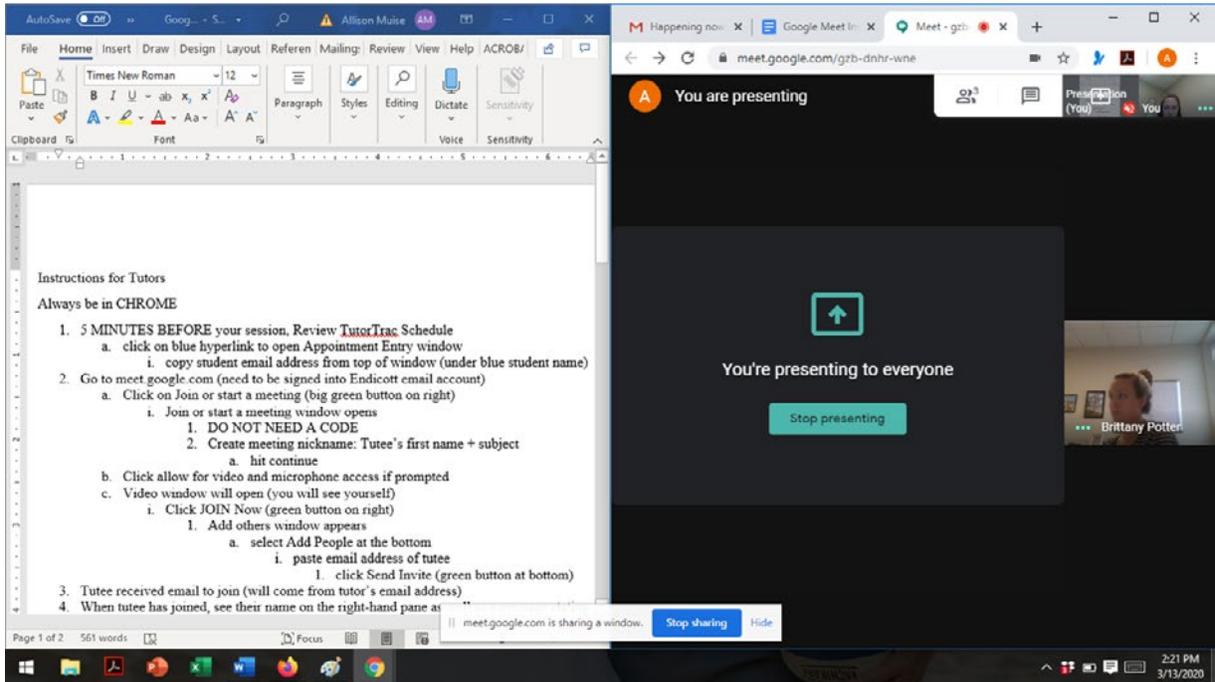
12. In order for you to show your tutor an assignment during the tutoring session, you will need to share an additional screen. Make sure to have your **additional screen open** (not minimized in your tool bar).
13. Keeping your additional screen open, open the Google Meet screen again. That is, the additional screen with your assignment will be open behind the Google Meet screen.
- a. To **share an additional screen**, hover and click the bottom of your screen. Then, a toolbar will appear.
- b. To the right of the toolbar, click the **“Present now”** button.
- c. After clicking, a small window will appear. Click on **“A window.”**



14. After selecting “**A window**,” a new window will appear, showing you all of the screens you have open on your electronic device.
- a. Please click on the **additional screen** you would like to share with your tutor.
 - b. Then, click “**Share.**”



15. After clicking “Share,” you will see “You’re presenting to everyone” on your screen. This means that the tutor can see the additional screen you selected to share.
- a. Please note only one person can share a screen at a time. Therefore, if you or your tutor would like to share a different screen, you should follow the above steps again.
16. In order to continue to see your tutor, you should split your screens.
- a. To split your screens, click on the double window icon in the top right-hand corner.
 - b. On most computers, you can change the size of the screens by hovering at the edges. An arrow icon will appear and you may adjust the sizes accordingly.
 - c. You will be doing this twice for each screen that you want to view at the same time.
17. Please note that you are the only one who can edit or move the additional screen. Therefore, you are in charge of typing, scrolling, or marking up the materials on your additional screen.



18. Now that you have shared your additional screen with your tutor, you are both ready to start the appointment. Please start the appointment by letting the tutor know what you have shared with them and what you would like to complete within the timeframe.

Success! Now, you will repeat these steps as you continue your meetings by the Tutoring or Writing Center during this remote time period.

If you have any questions about scheduling appointments or how to connect with your tutor through Google Meet, please email tutor@endicott.edu, writingcenter@endicott.edu, or asc@endicott.edu for assistance. Please be patient with the Google Meet system; it is the closest simulation we could find to a face-to-face tutoring session. We are all here to support you through this trying time and look forward to facilitating course and writing support remotely for you! **Stay safe and healthy!**