

# Hosting Virtual Tours on Google Meet

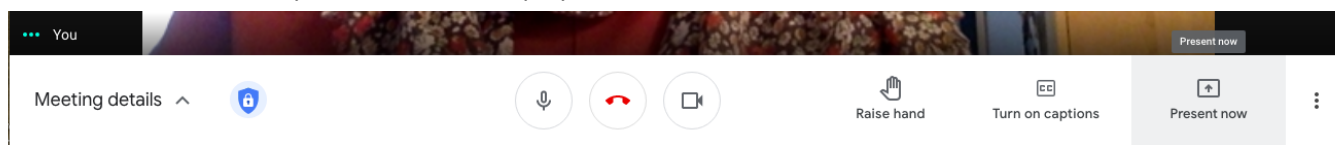
Once you receive a Google Meet tour support assignment, IPE staff assigned to the tour will share the tour slides with you.

Staff also will confirm that the docent/guide giving the tour has received your contact information. The docent/guide will need to pass on your name and email address to the teacher/school contact, so that the link will also be emailed directly to you. A few days before the tour, confirm with the docent/guide that your contact information was passed on to the teacher.

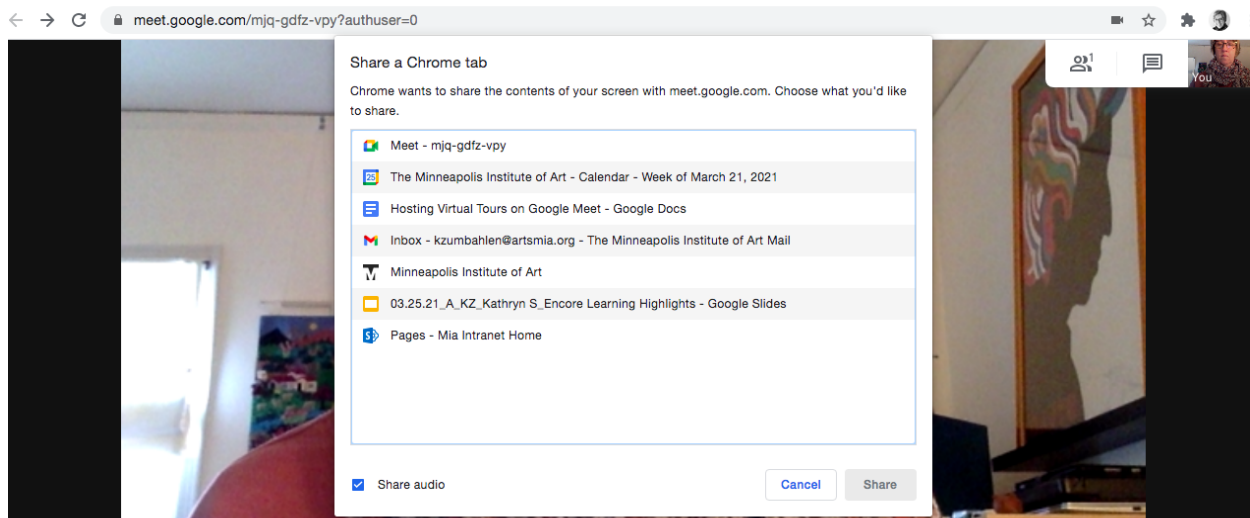
For tours on Google Meet, the link comes directly from the teacher/school contact, often only a few minutes before the tour is scheduled to start.

On tour day, have the Google slides open in a separate tab or window. Access the tour link five minutes before the start of the tour. You will be let into the Google Meet session by the teacher.

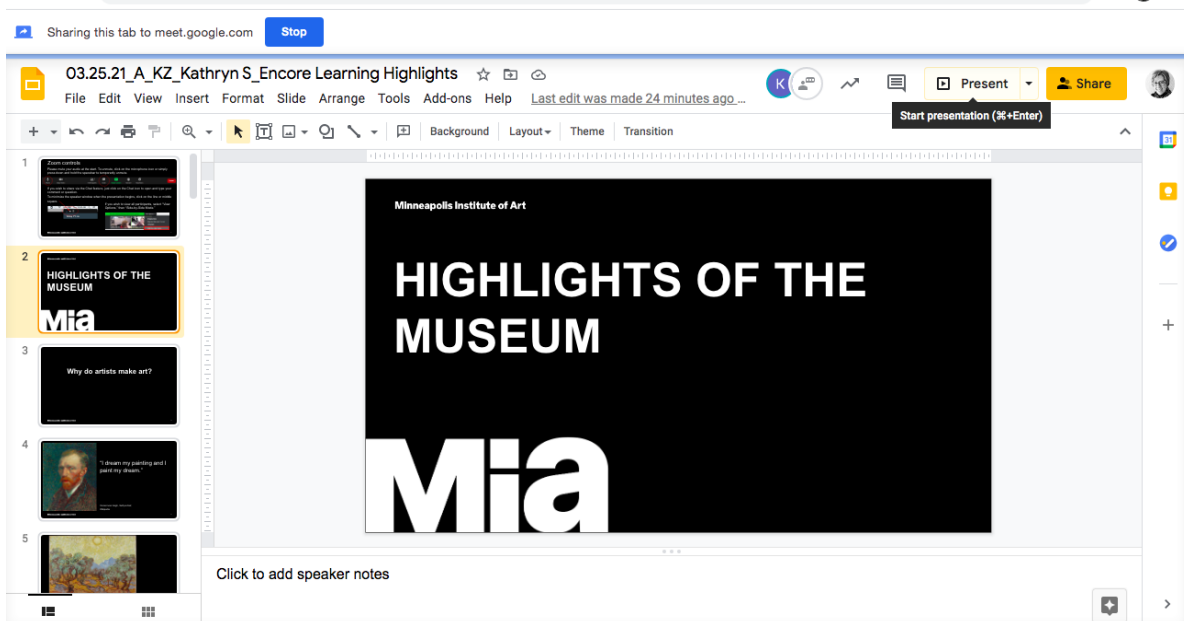
Once all the tech is set up in the classroom and the docent/guide is ready to start the tour, you need to “Present Now” to share your screen and display the slides.



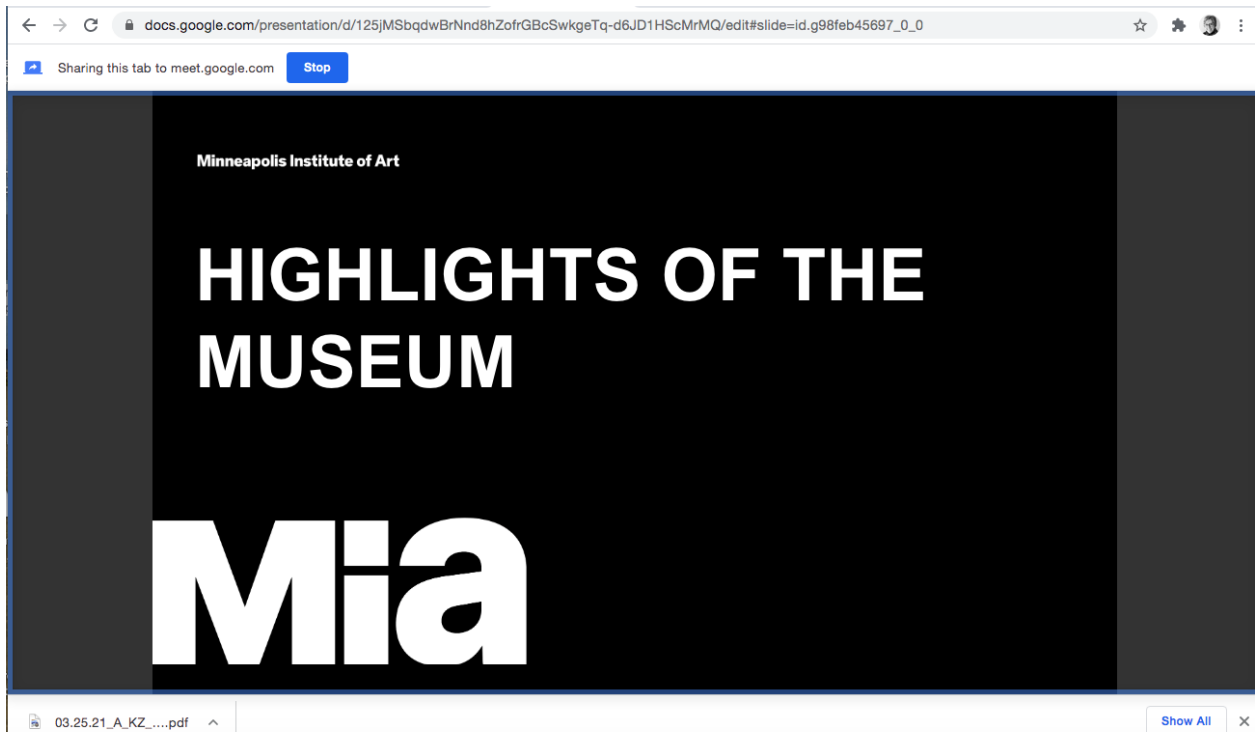
**NOTE:** IF you are running a video in the slides, you should keep yourself unmuted, to ensure the sound will play. On the window that opens when you click “Present now,” you should see a small box in the left corner to check for “Share Audio.” Make sure that is checked before you share the slides.



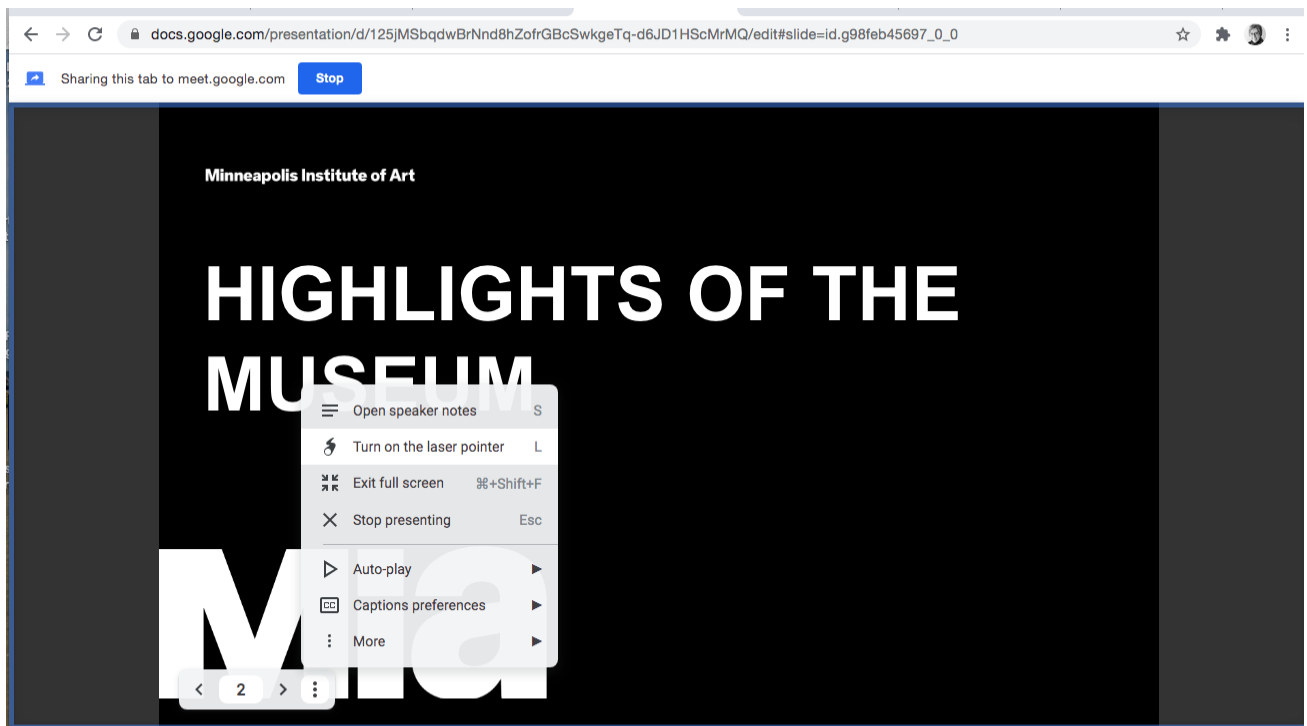
Select the slide set to present. Once you do, you will be taken out of the Google Meeting classroom to the new tab/window with the slides. You will be able to hear the conversation but not see other participants. You then need to click on the “Present” tab in the right corner of the Google Slides:



Depending on the browser you use, when you go into full screen, you may see a note to let you know you are presenting that tab to the meeting:



The Google Slide menu you are familiar with will pop up in the lower left corner of the slides, so you will be able to advance the slides there or access the pointer if needed:



When the tour comes to an end, click on the “Stop” at the top of the slides, to stop presenting, and you will return to the classroom.

If you wish to practice sharing slides within Google Meet before supporting your first tour, contact IPE staff to set up a quick practice session. If you or the docent/guide are able to set up Google Meet sessions, you could also schedule a time to practice together to make sure all will go smoothly on tour day.

If you have any questions about these instructions, contact Kara and Debbi directly, at [kzumbahlen@artsmia.org](mailto:kzumbahlen@artsmia.org) or [dhegstrom@artsmia.org](mailto:dhegstrom@artsmia.org).