

# Setting Up a Google Meet with a Link

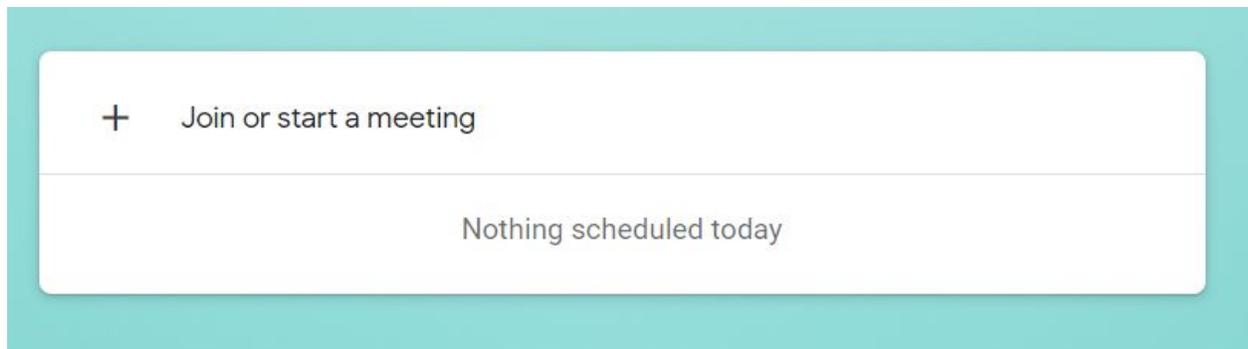
**\*Using these directions will allow students to enter a Meet before the instructor and will allow them to rejoin a meet even after everyone has left.**



- Hold real-time video meetings with up to 250 participants at a time.
- Record meetings for students who can't login in real-time or would benefit from watching multiple times.
- Communicate to your students what time they should join your meeting.

To **start** a video meeting that will connect you with students in real-time:

1. Using Chrome, go to [meet.google.com](https://meet.google.com)
2. Click the + Join or start meeting.



3. Do not enter a nickname if you want students to be able to join without you. (ie: one-on-one office hours) Click continue.

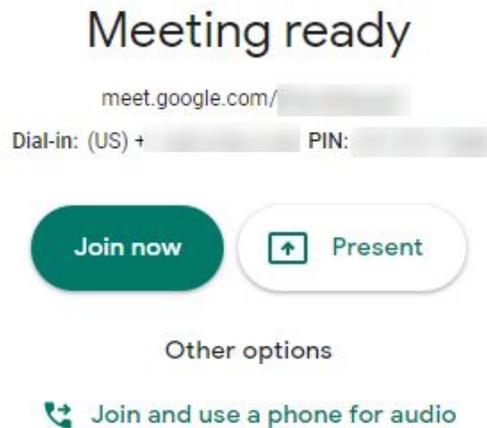
**\*See document: Prevent Students from Joining or Rejoining a Meet if you don't want student in a Meet without you.**

Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

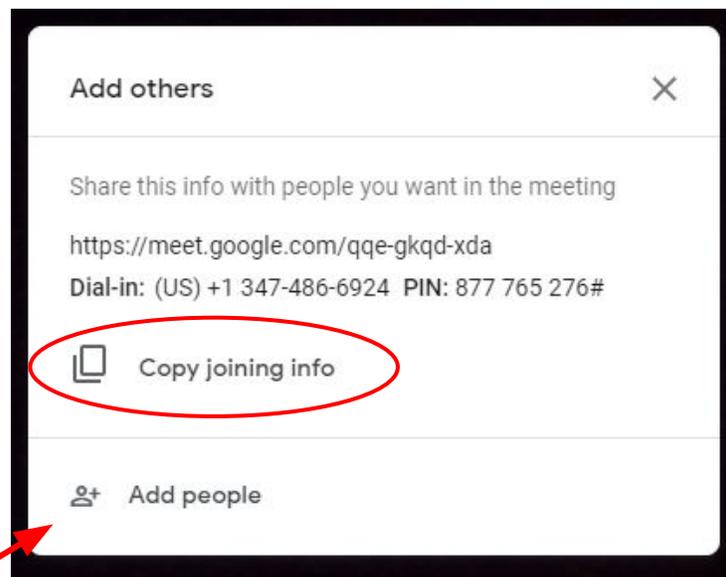
Continue

4. Click the “Join now” button.



To **share your meeting** details so students can connect:

5. Click on the “Copy joining info” option and then paste it where students can access it (Schoology, Google Classroom, etc). **You can delete the phone number and PIN information.** Students will be able to access the meeting with the link.



**IMPORTANT:** You need to **add your admin** to all Google Meet calls. You can do this as you are setting up your Meet (see “Add people” above) or immediately after starting your Meet by going to the “People” tab in the upper right corner and clicking on “Add people.”

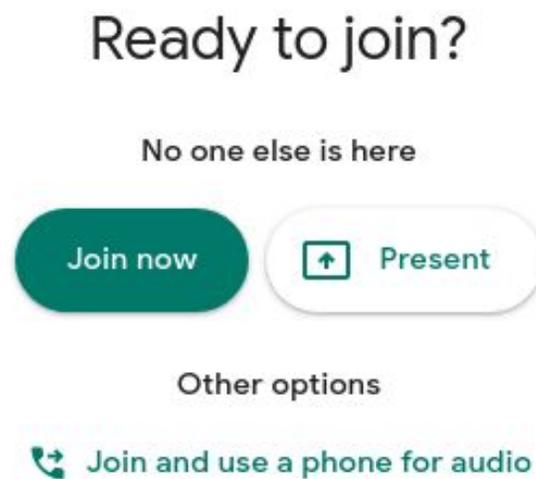




# Joining a Google Meet

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To join a Meet, click on the link provided by the host and then click on the “Join now” button.



Once you have joined the meeting you will see 3 buttons along the bottom of the screen. You can hover your cursor at the bottom of the screen anytime to get these buttons to reappear.



# Using Google Meet Features during a Video Call

See who is connected

Chat with those who are connected



Click the **3 dots in the lower right hand corner** of the screen to display this menu.

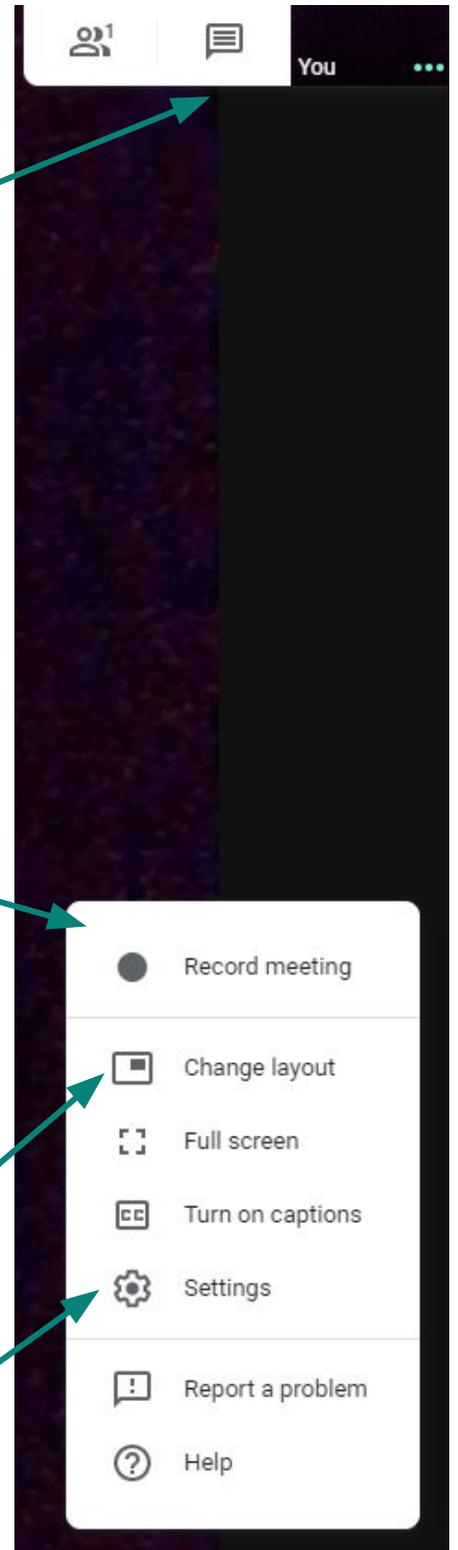
Record a meeting to be viewed at a later time

**Make sure everyone knows you are going to record before clicking on “accept” in the consent window.** It may take a few seconds for the recording to begin. You will know it has started when you see “REC” icon in the upper left corner. Click the 3 dots again to stop the recording. The recording is saved to a “Google Recordings” folder in your Google Drive and can be shared with a link in the “Share” settings found when you click on the 3 dots of the saved video window.

Change the layout of your screen

Settings for your microphone and webcam

Present your entire screen or just one window



Present now

# Record a Google Meet

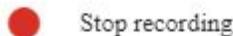
In Google Meet you can **record a video call** to be viewed at a later time. The recording automatically **saves to a folder in your Google Drive** that is created the first time you record a meeting. The **folder is called “Meet Recordings.”** You can **share your recorded meet** from the share settings in Google Drive.

1. Click on the 3 dots in the lower right corner of your Google Meet.
2. Click on the **Record Meeting** option at the top of the list.

**Make sure everyone knows you are going to record before clicking on “accept” in the consent window.** It may take a few seconds for the recording to begin. You will know it has started when you see “REC” icon in the upper left corner.



3. To **stop** the recording, click on the 3 dots in the lower right again and select “Stop Recording” at the top of the list.

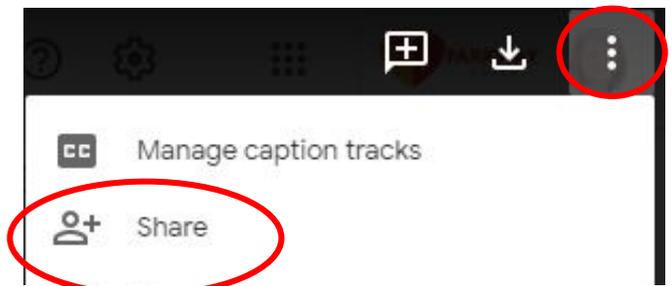


4. The recording will automatically **save** to your Google Drive in a folder that is created the first time you record a Meet. It is called “Meet Recordings.”

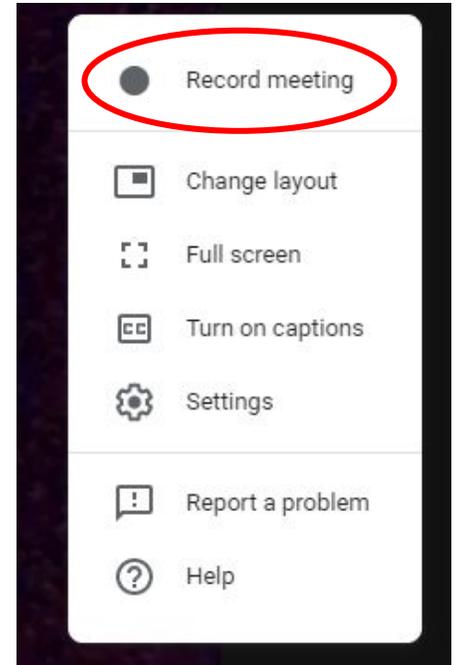


To **share**, go to Google Drive:

5. After opening the video in your Google Drive, click on the 3 dots in the upper right hand corner and select “Share.”



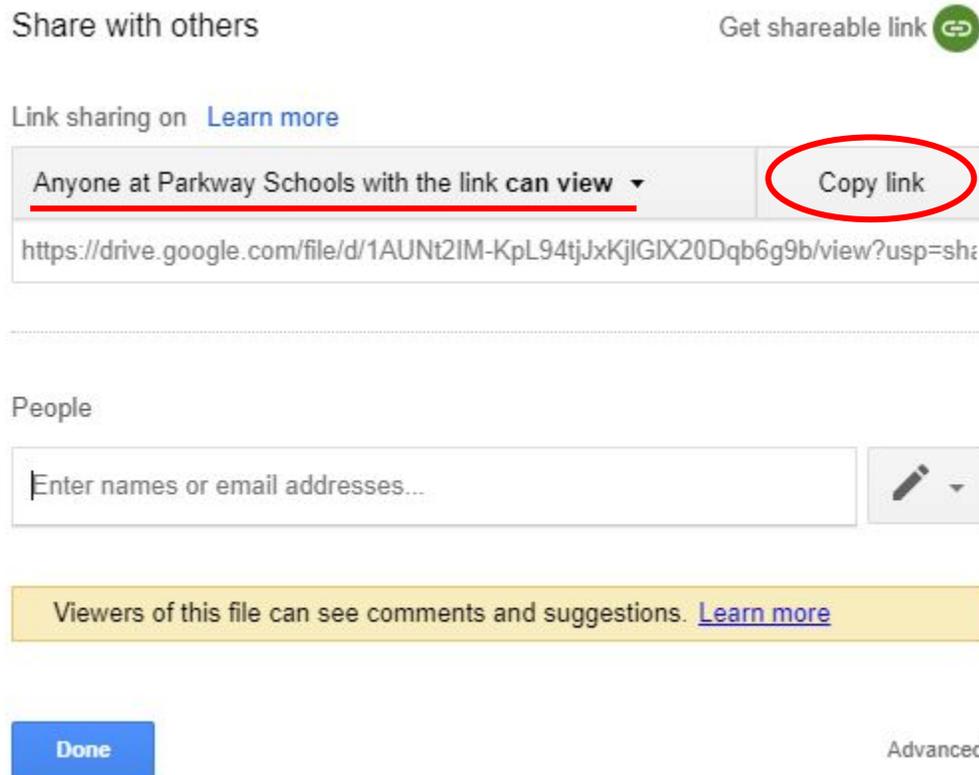
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6. In the share window, make sure “**Anyone at Parkway Schools with the link can view**” is selected and click on “**copy the link**” to share with students.



### Protecting Student Privacy:

When you do a recording in Google Meet, be sure that you know which students are able to be recorded and which are not. If a student cannot be recorded, they can simply be instructed to turn off their camera but still participate in the Meet.

When sharing your recording, be aware of copyright and conscious of where you post your video. Linking to the video in Schoology or sharing directly is your best option.



# Pin, Mute and Remove Features

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In the “**people**” tab of Google Meet, **click on a name** to get the option to pin, mute, or remove that person.

**Note:** If you click on a picture it will automatically pin the person. Warn students of this also. Click again to unpin.



**Anyone** can **pin** another person. When you “pin” someone, your view will not change based on who it talking. The pin feature only applies to your own screen and will not affect others. Click the pin again to unpin.



Only the **host can mute** other people. **Note:** once a Meet has 5 participants, anyone who joins after will be automatically muted.

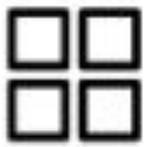
## **Mute Tips:**

- For privacy reasons, you cannot unmute another person. Ask the participant to unmute their audio.
- To mute or unmute yourself, at the bottom of the video window click Mute.



Only the **host can remove** participants.

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# Using the Google Meet Grid View Extension for Google Chrome

**Note:** You must use the Chrome Browser. This tool does not work on tablets or mobile devices. Steps 1-3 only have to be done once. This extension has been pushed out to Parkway Student Google accounts and they should not have to install it if they are logged into Chrome with that account.

1. Click on or type in [bit.ly/gmgridview](https://bit.ly/gmgridview) in Chrome

2. Click on the “Add to Chrome” button.



3. Click on the “Add Extension” button.



Add "Google Meet Grid View"?



It can:

Read and change your data on [meet.google.com](https://meet.google.com)



4. You will now see the Google Meet Grid View extension to the right of your Chrome url bar.



5. In a Google Meet you will now see a grid button in the upper right hand corner that toggles to turn it on or off as you click it.

On



Off



When you turn it on you will see all participants in a grid view.

**Note:** The host can mute people in grid view.

