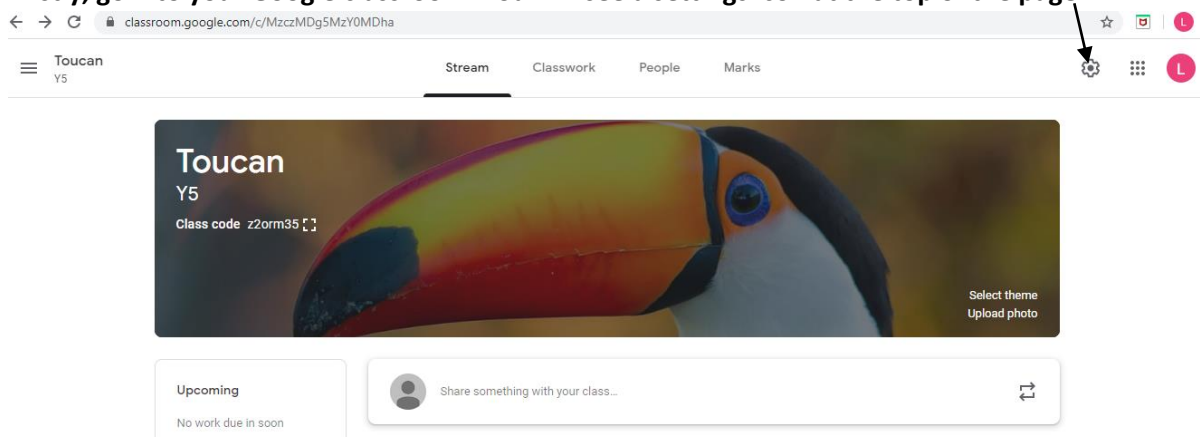


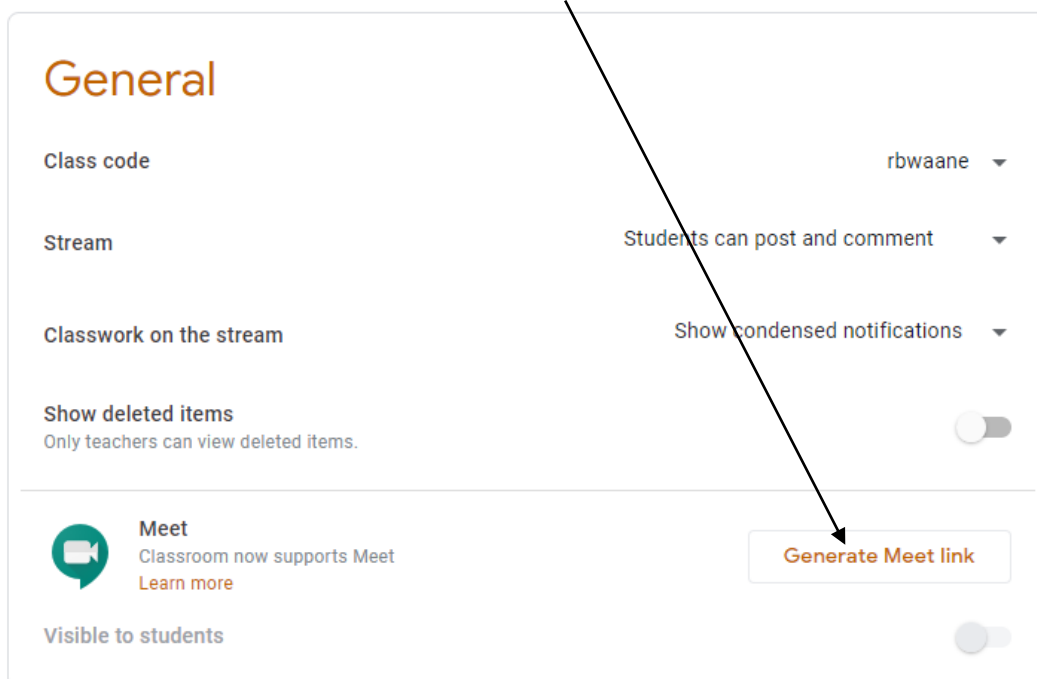
How to create a Google Meet code and use Google Meet in your classroom

First of all it is important that you follow all safeguarding procedures that have been shared with you and DO NOT USE Google calendar to set up a meeting with your class. (Google calendar allows the children to gain access after you have left the meeting!)

1. Firstly, go into your Google classroom. You will see a settings icon at the top of the page.



2. Click on the settings icon and scroll down to the General section. You will see the option to generate a meet link. Click on Generate Meet link.



3. This will create a meeting link for you to use each time you want to communicate with your class. You will notice a toggle bar underneath to choose if you want it visible to students or not. Slide it over to make it visible (Andy and I have tested this out and the link does not work when the teacher is not present.) You can just slide this to visible when you want a meeting to occur and then take it off each time. It is up to you. When you have updated this section you will need to click save in the top right hand corner.

General

Class code z2orm35

Stream Students can post and comment

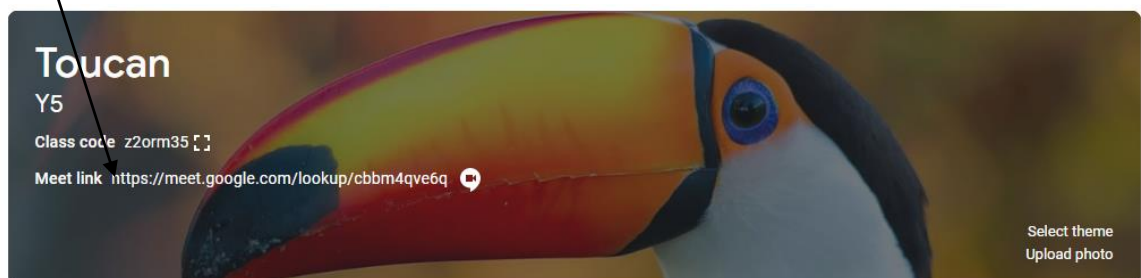
Classwork on the stream Show condensed notifications

Show deleted items
Only teachers can view deleted items. ☐

Meet
Classroom now supports Meet
Learn more https://meet.google.com/lookup/cbbm4qve6q

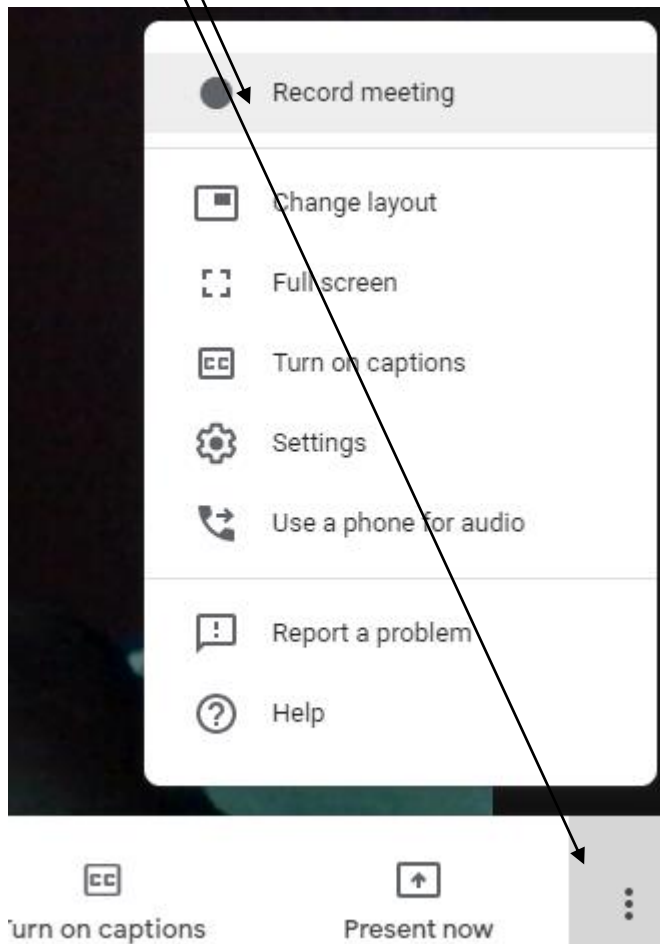
Visible to students ☐

4. When you have made the link visible to pupils it will be shown at the top of the classroom page.

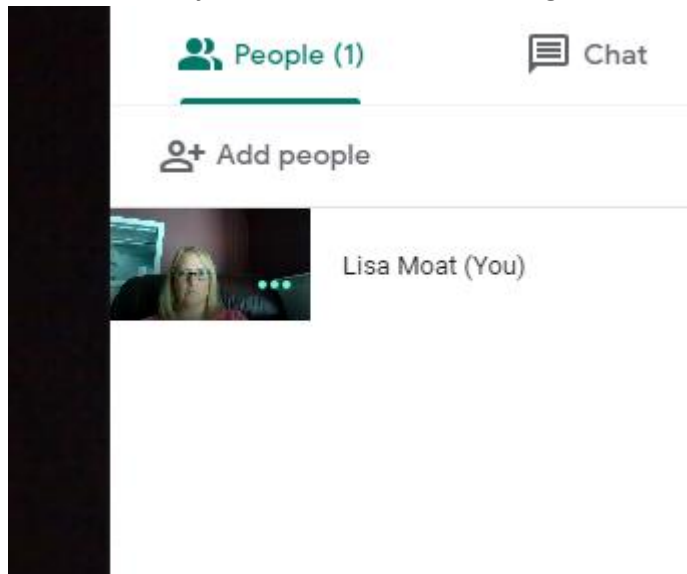


5. Children will only be able to access this link when the teacher has entered the meeting. At all other times they will receive a message telling them that the link is not working.
6. Once you have told the children the meeting time and you have clicked on the link to join the meeting, the children will be able to join you.

7. Click record on the menu in the bottom right of your meeting screen. Click the three dots to get the menu. You will need to click end recording at the end of the session too. You will find the option to do so in the same place.



8. Your recording will be saved in your drive. Please move it or a copy of it to the folder that has been created by Andy on the shared drive.
9. At the top right-hand side of the screen you will see an icon with two people. Click on this to see who has joined the classroom meeting.



10. You will be able to remove pupils from here who are not following the rules of the meeting or at the end of a session if they have not come out of the meeting themselves.
11. Please make sure you have removed any remaining pupils at the end of a session and that you are the last to leave the Meeting. As long as the teacher is the last to leave the meeting the children will not be allowed to join again. You end the call by clicking on the red telephone icon at the end of the session.



Even if the link is visible at the top of the classroom or the child copy and pastes the link it will no longer work for them until the teacher re-joins the class.