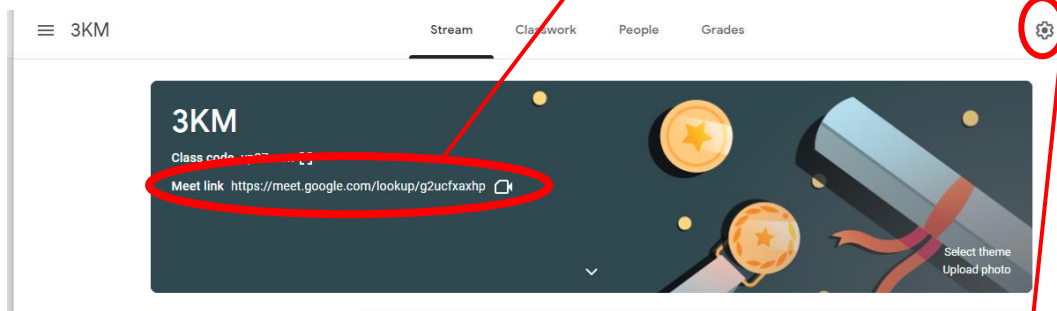


Creating a Google Meet via Google Classroom

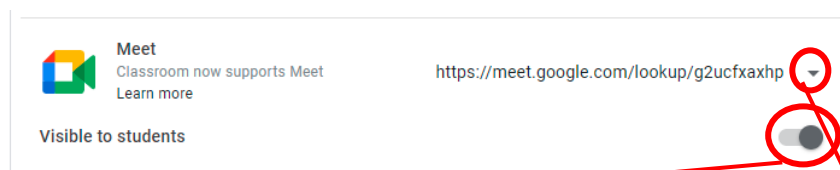
Log into Google Classroom using your Giffards Google login. This is the same one you use to access the Google Spreadsheet for monitoring work.

Click on your class to go into Google Classroom.

Once in, you need to click on the 'Generate Meet Link'. Once you have done this you need to click save. Do not click copy as this can sometimes add extra bits to the link. Now you have done this, the link will stay the same for every meet.



You now need to ensure the settings are correct for the meeting and copy the link. Go to the settings cog at the top of the page. Scroll down to the Meet section.

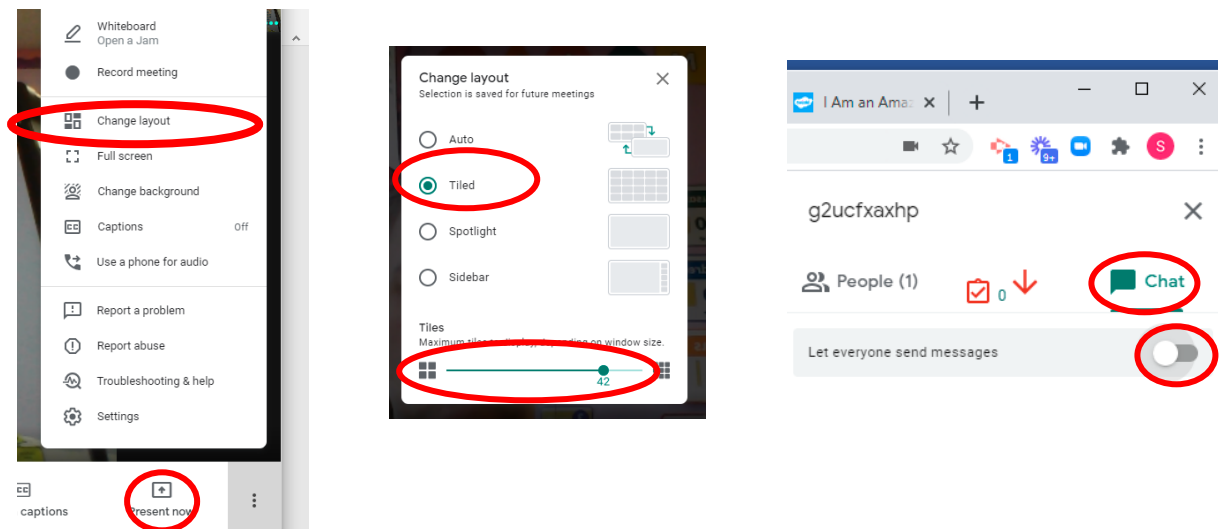


First toggle the button to off next to Visible to students. This means they can't see (and access) the meeting link at the top of the page and can only see the link when you past it. You will still be able to see and use the link. Then click on the drop down arrow next to the meet link and copy it. You will post this in the stream but first, make sure all your settings are correct by going into the meeting first.

Checking your Google Meet Settings

Go back to Google Classroom and join the meeting before the children. Click on the link at the top and join the meeting. Click Join Now and dismiss the joining info box.

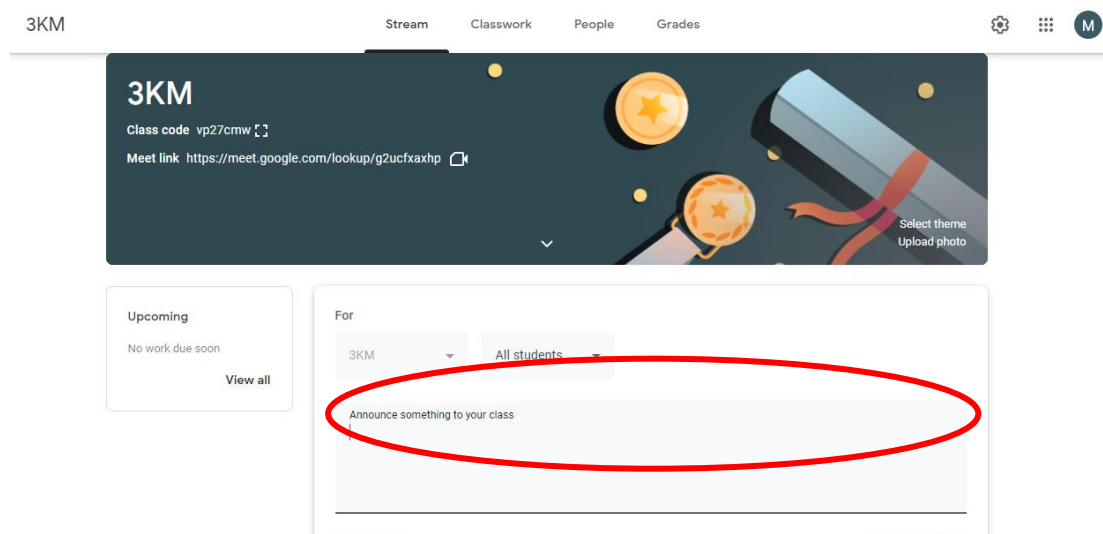
The settings you need to edit once in the meeting are as follows. To change settings, click the three dots at the bottom. You need to click on record meeting before you let any children in. Then click on Change layout. Choose Tiled and then move the slider at the bottom to have more than 30 children. This allows you to view all children on the screen. You can then click the Chat box at the top and toggle the button off for 'Let everyone send messages'. This can be changed to allow children to chat when appropriate.



Finally, (and most importantly) click on the blue padlock and toggle off the Quick Access button. This means that children have to ask to join the meeting.

Once you have checked your settings, you can go back to Google Classroom and post the link for the meet.

In the Stream section of Google Classroom, click on announce something to your class, post the link with a message asking children to log on and then post it. Children can then join the meeting.

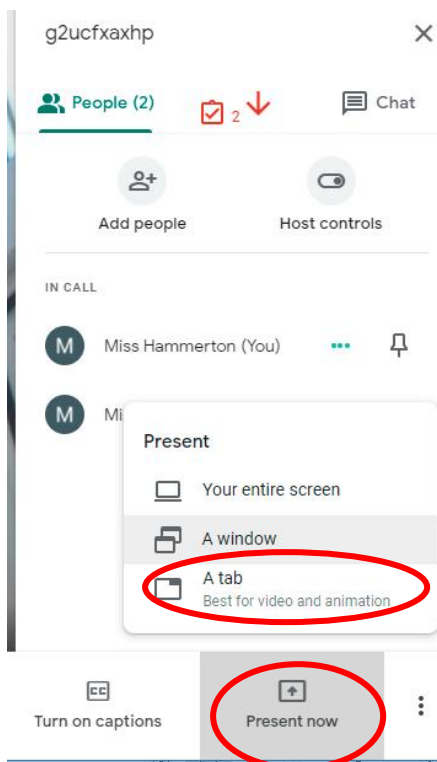


Using a Google Meet

When in a call, the children see everything the same as you do so you can tell them to mute themselves (using the microphone button) and turn their camera on (using the camera button) if it isn't on already. They will also need to hang up using the phone button at the end. Children can raise their hand if they have a question and this shows in the corner of their photo. These buttons are all located at the bottom of the screen. Make sure all children have left the call before you end it.

When you click on the people button at the top of the screen, this will show you a list of children 'in call' and you can take the register this way. You can also mute children here by clicking on the microphone or you can mute them by clicking on their photo and muting them. You can't unmute children, they need to do this themselves.

If you want to share a PPT or the timetable, click present now and then share window. You need to click stop presenting when you want to go back to the call.



Order of Organising a Google Meet

1. Copy your Google Meet link from the settings.
2. Go into your Google Meet to ensure you are ready.
3. Turn on record meeting, check your layout, check your chat settings, make sure you have turned off Quick Access (via blue padlock button).
4. Post your meeting link in the stream of Google Classroom.
5. Start your meeting – ground rules, make sure all children mute themselves.