

Digital Support Team

Support Guides

Google Meet

Online meetings with students

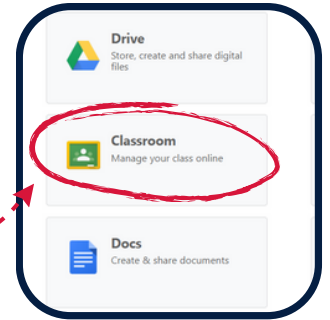
Step 1

Navigate to the **Google Workspace** via the portal.



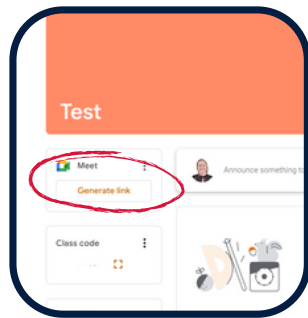
Step 2

Navigate to **Google Classroom**.



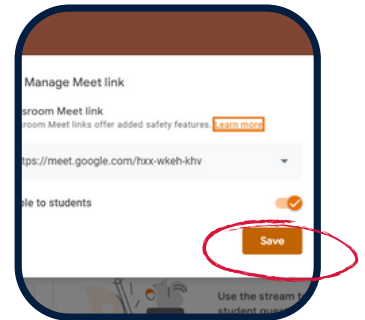
Step 3

Go to your Google Classroom of choice and click the **Generate Link** button under the Google Meet icon which will sit on the Stream page of your Google Classroom.



Step 4

Click **Save**. Now you have a safe and secure Google Meet link that will only be usable when you as the classroom teacher are in the meeting. You will not need to generate a link once this has been done.



Step 5

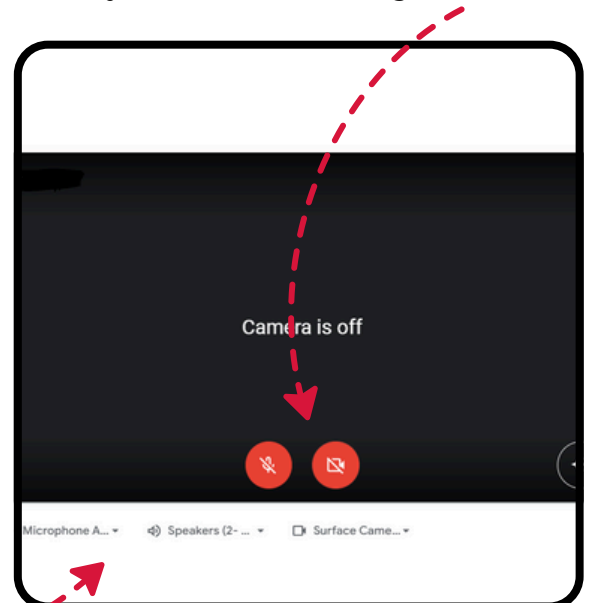
When you are ready to start your online class meeting, click **Join**.



You can turn your camera and microphone off here but it is best to test both of these before you enter the meeting.

Step 6

The Google Meet online meeting will open in a new tab and you may need to allow the camera and microphone on your device. Make sure you have the correct camera and microphone as some devices have more than one. This is done by toggling the options on the drop down menus along the bottom.



Digital Support Team

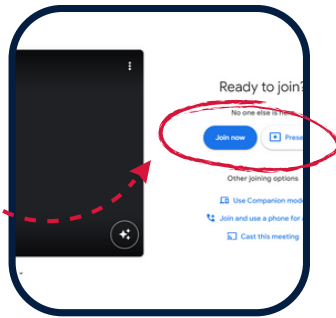
Support Guides

Google Meet

Holding a meeting with students

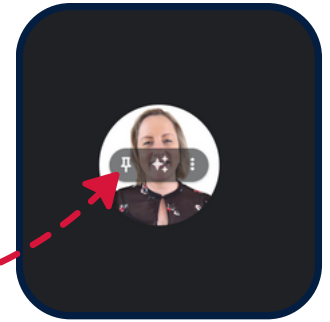
Step 7

Click the blue **Join now** button to enter and begin the Google Meet.



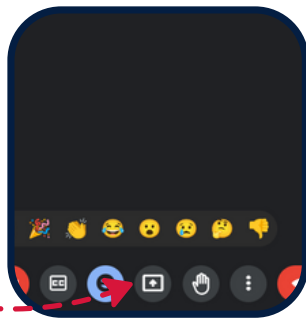
Step 8

You may want to pin yourself to be the focus in the meeting. To do this hover the cursor over your icon or screen and click the **pin icon**.



Step 9

Click the **share screen** button to share your screen and demonstrate to your students.



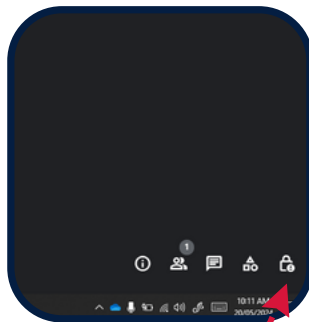
Step 10

Choose the applicable **chrome tab, window or entire screen** depending on what you wish to share in the meeting. Toggle on the **Also share tab audio** if you are playing a video or something that requires sound.



Step 11

Click the padlock icon on the bottom right hand side to access **host controls**. Here you can toggle on or off your students ability to share screens, send chat messages, send reactions and much more.



Step 12

To end the meeting, click the red phone button. Then click **End the call for everyone**. Students will not be able to start the meeting again without you present.

