

Google Meet

Small Group Settings with your Students



Creating a Meeting

- Go to Google Calendar
- Create a new event (Top left, Create)
- Name the event, set the time
- Add guests
- Add Conferencing
- Then Save
- Make sure you name the meeting with your name, school and class

A screenshot of the Google Calendar 'Add Event' form. The form is titled 'Add title' with a red annotation 'Add the title and Hours' pointing to the title field. Below the title field are tabs for 'Event', 'Out of office', 'Reminder', 'Task', and 'Appointment slots'. The date and time are set to 'Mar 20, 2020 2:00pm - 3:00pm Mar 20, 2020'. There are three red annotations: 'Add guests' with a red box around the 'Add guests' button and a red arrow pointing to 'Invite Guests Here'; 'Add rooms, location, or conferencing' with a red box around the text and a red arrow pointing to 'Click here to expand'; and 'Add description' with a red box around the text. At the bottom right, there are 'More options' and 'Save' buttons. The user's name 'Kristin Sokol' is visible at the bottom left.A screenshot of the Google Calendar 'Add Event' form. The form is titled 'Add title'. Below the title field are tabs for 'Event', 'Out of office', 'Reminder', 'Task', and 'Appointment slots'. The date and time are set to 'Mar 20, 2020 2:00pm - 3:00pm Mar 20, 2020'. There are three red annotations: 'Add guests' with a red box around the text; 'Add rooms, location, or conferencing' with a red box around the text; and 'Add conferencing' with a red box around the text and a red arrow pointing to the 'Add conferencing' button. At the bottom right, there are 'More options' and 'Save' buttons. The user's name 'Kristin Sokol' is visible at the bottom left.A screenshot of the Google Meet join link and meeting ID. The text 'Join Hangouts Meet' is highlighted with a red box. Below it is the meeting link 'meet.google.com/wse-gyuh-oqc'. The 'Meeting ID' is also 'meet.google.com/wse-gyuh-oqc'. Below the meeting ID is a red box around the text 'Phone Numbers' and the phone number '(US)+1 404-721-0147'. Below the phone number is the PIN '909 292 794#'. At the bottom, there is a link for 'Add live stream'.









Inviting Guests

- Invited Guests Will Be Sent a Link to the Recording when it is finished and it will save to their Google Drive
- Only Invited Guests will have access to shared documents
- Teachers can invite Parents and Out of County Email Addresses
- Students can add additional students once they are in the room so just be aware of this unless you uncheck the Invite Others under Guest Permissions

RSVP: Yes ▾ Add note / guests

Guests Rooms

Add guests

-  Wanda Smith
-  Nikita Johnson
-  Ranelle Hill
-  Sandy Smith
-  Robin Tillotson
-  Shannon Bridges

* Calendar cannot be shown ⓘ

SUGGESTED TIMES

Guest permissions

- Modify event
- Invite others
- See guest list



Running a Meeting

Details Attachments (0)

lauratest
Meeting nickname (Can only be used within Gwinnett County Public Schools)

Joining info **Joining Info**
<https://meet.google.com/xcv-axih-ehp>
Dial-In: (US) +1 909-654-6969 PIN: 816 322 171#

Copy joining info

lauratest ▾

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Microphone
End Call
Camera

Turn on captions
Closed Captioning

Present now
Screen Sharing

The following Bar Appears at the bottom of your screen when you are running a meeting.

- Can Be Recorded and should be recorded
- Closed Captioning is an individual option, turning it on for you doesn't turn it on for everyone
- Change Layout is an individual option
- Attachments will appear with the Meeting Info and will only appear to those that were added to the calendar invite

Record meeting

Change layout

Full screen

Turn on captions

Settings

Use a phone for audio

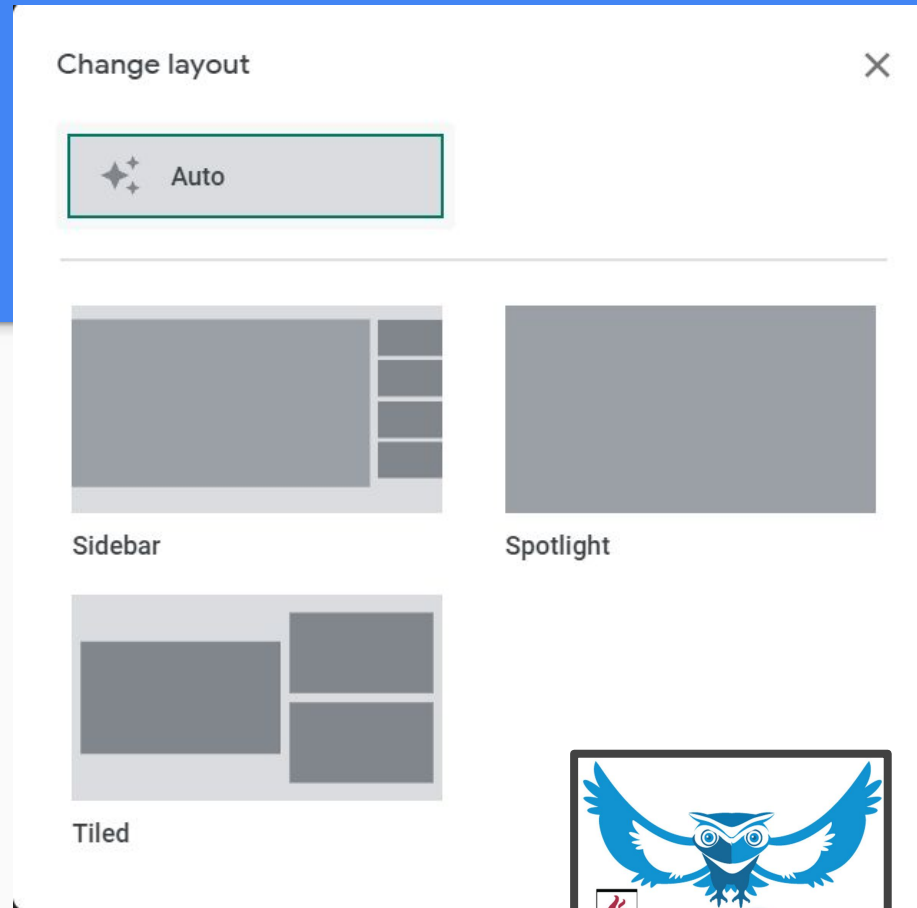
Report a problem

Help

Turn on captions Present now

Layout Options

- These are individual options
- You can change to what you want to see, but that does not change it for everyone
- You may want to show these options to the students so they can know what the best option is for them
- The Spotlight switches cameras to whoever is talking



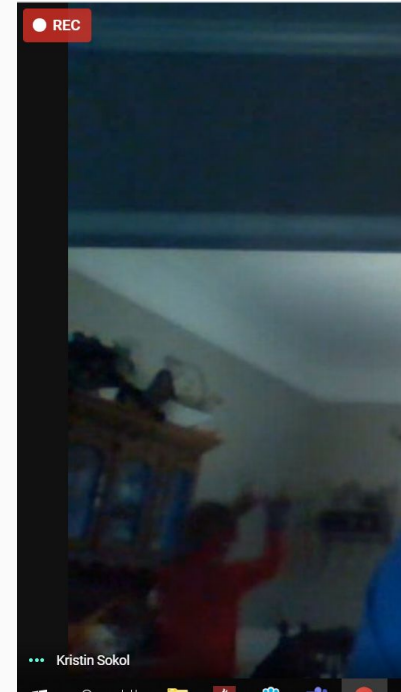
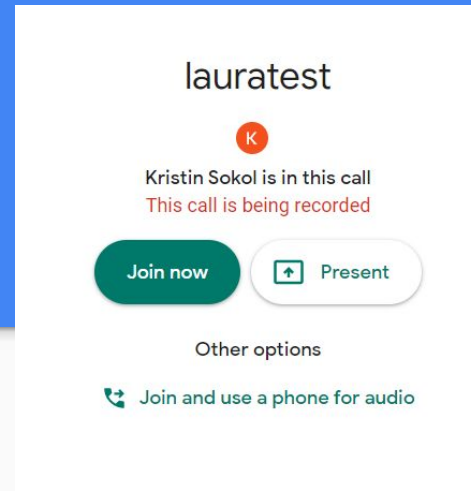
Recording

Ask for consent

Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record this meeting from all participants, including external guests and guests who join late.

Decline Accept

- You will be asked for consent when you start recording.
- If you have started recording the meeting, the students will get the screenshot that says “This Call is being recorded” before they join.
- If the students are already in the room when you start recording, they will see the recording button in the top left corner.



Recording Links

Google Meet with Kristin (2020-03-20 at 07:25 GMT-7)

Some content in this message has been blocked because the sender isn't in your Safe Senders list. I trust content from meet-recordings-noreply@google.com. | Show blocked content

meet-recordings-noreply@google.com
Fri 3/20/2020 11:13 AM
kristin_sokol@gcpsk12.org

Emailed to everyone who was on the invite list

The recording and chat transcript are now available. **Day and time of recording**

Google Meet with Kristin (2020-03-20 at 07:25 GMT-7)

[Open in Drive](#)

Stored in Drive and available as an MP4

Google Drive: Have all your files within reach from any device.
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because a recording was initiated in Hangouts Meet.

- When you are done with the meeting, the recorded link will be emailed to all people who were on the invite list for the meeting.
- If you are the host, the MP4 will be stored on your google drive
- If you are a participant (or want to let your students know), it will be stored under the Shared with Me Tab.

