

GOOGLE MEET QUICK REFERENCE GUIDE



Set up Calendar Invite:

1. Using Google Calendar, make an event. Enter an event title (i.e.: "AP Chem- 1st Block"), and make sure the date/time is set. Feel free to fill in as much additional information as you wish.
2. In the calendar invite, go to More Options, and select "Add Conferencing". You should see the option to use Google Meet. Once selected, a link to the Meet you created will be made available. Copy this link and save it for later.
3. Do NOT send a calendar invite.

Announce Google Meet in Your Google Classroom

1. Add "Material" in the Classwork tab OR Create an announcement, paste Google Meet link here, and pin. This will allow teacher to use this link over and over.
2. Add Google Meet Title: "AP Chem- 1st Block"
3. Have the description explain that this is a video meeting for your students to join at the specified time.
4. Save.

Important Things to Remember:

- ✓ Teacher should create invite using @harnett.k12.nc.us accounts
- ✓ Teacher should remove link/invite from calendar and classwork tab, if it is *not* a recurring meet link.
- ✓ The calendar event owner can mute and remove participants. The teacher must remove students at the end of every session. (This means if the teacher is the last person to leave the meeting, students cannot join later without the teacher.)
- ✓ Teacher MUST be last person to leave Google Meet! Leaving your Google Meet before your students leave is like leaving your classroom unattended!
- ✓ If a student presents inappropriate content, the teacher should present his/her screen immediately to remove the content from the screen in the quickest manner possible. Do not end the meeting...Students are still there!
- ✓ The teacher can and should remove anyone from the Google Meet for inappropriate conduct!
- ✓ Etiquette: Participants should mute mics when not speaking. NOTE: Teacher can mute student mics.

Google Meet Extensions: Temporarily Disabled--Working out the bugs!

[Google Meet Grid View](#) "Brady Bunch"

(Note: if you are using "present screen", you will not want to use this feature.



[Nod- Reactions](#) Nod allows students to send real-time reactions to presenters and speakers during meetings on Google Meet.

[Google Meet Attendance](#): This extension is intended for teachers (like me) who've had to rapidly transition to online classes and need a simple way to take attendance during a Google Meet.

Now that you know how to use Google Meet,
you can see those sweet faces and...they can see YOURS!
#weareHarnett