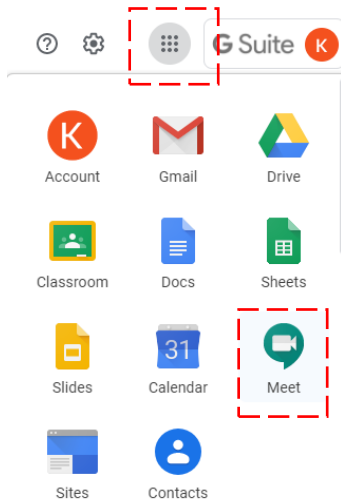


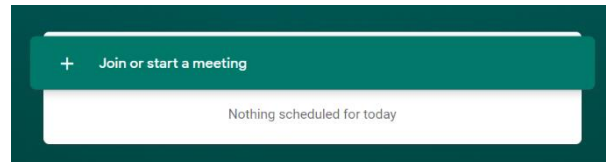
Google Meet teachers guide

Google Meet is a video conferencing app which integrates with G Suite. The app allows you to communicate with people joining your meeting as well as view the number of participants.

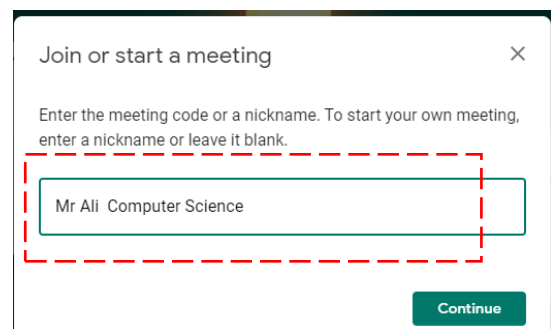
Step 1 – From your Google drive account click on the waffle icon and select **'Meet'**



Step 2 – Select **'Join or start a meeting'**

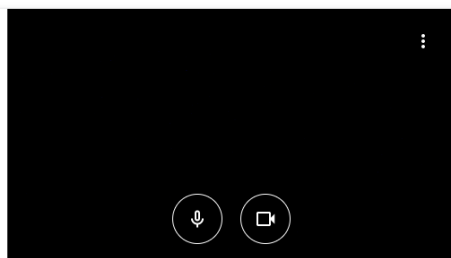


Step 3 – Create a name for your meeting



Step 4 – Once you create the meeting, click on **'Join meeting'** to get a sharable link

For safeguarding reasons ensure your camera is turned off.



mrlicomputerscience

No one else is here

Join meeting



Are you in a conference room?

Present to meeting

Step 5 – Copy the meeting link to share with pupils

Add others

mrlicomputerscience

Meeting nickname (can only be used within The Community School Trust)

Share this info with people you want in the meeting

<https://meet.google.com/iuz-wrog-sti>

Dial-in: (US) +1 916-318-8252 PIN: 809 349 808#

Copy joining info

Add people

Step 6 – Open the virtual learning app on RMunify and paste the meeting link next to your name in the Google sheet document for pupils to access under the column heading **'Google Meet Address'**

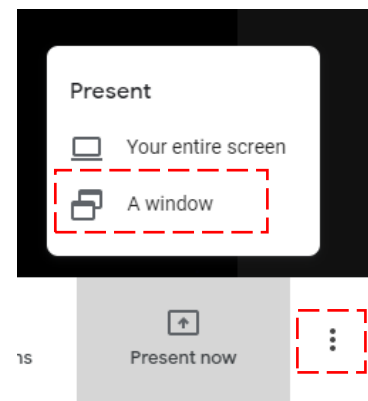
	A	B	
1	Name	Google Meet Address	
2	A John		
3	A Ledlie		
4	A Ali	https://meet.google.com/iuz-wrog-sti	

Step 7 – Recording your meeting

Click on the 3 dots on the bottom corner to and select the record option to start recording your meeting.

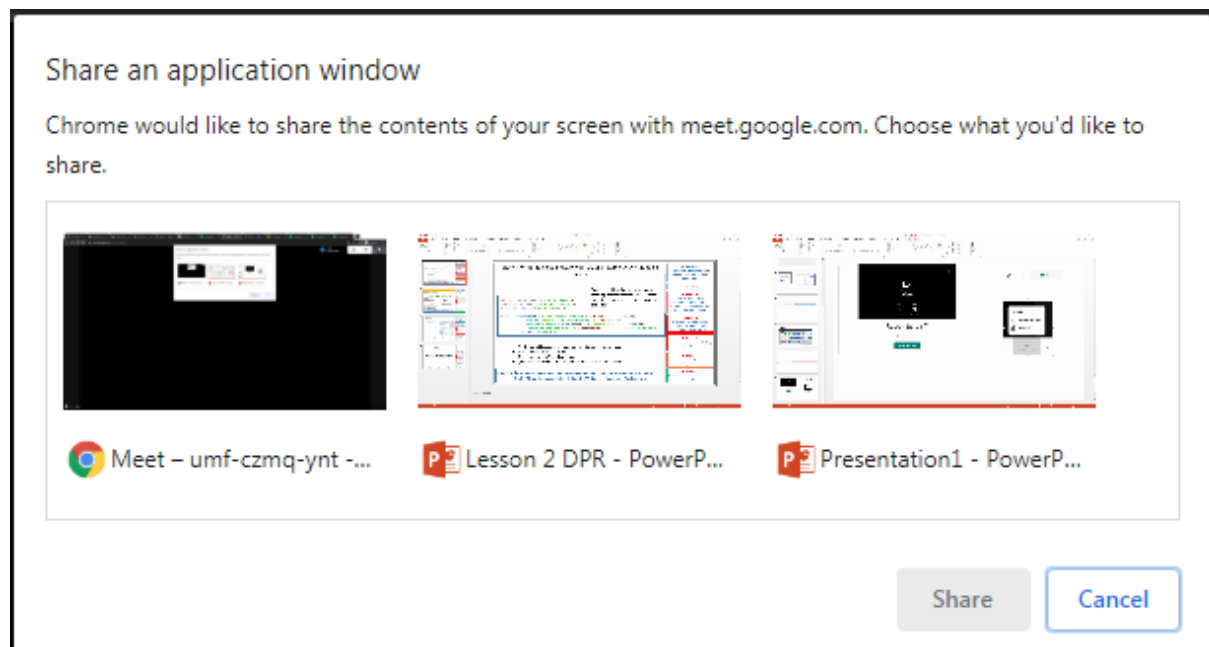
Click on the '**Present now**' option from the menu on the bottom right hand corner and select '**A window**' to display which screen you want pupils to view.

IMPORTANT: It is advised to keep any tabs/software not relevant to your teaching closed so you do not accidentally open them when running your session.



Step 8 – Once you select 'a window' to record you be given a choice of different windows to select, similar to the image below. Select the work you want to go through in your meeting and then press record.

Note: You must have your Presentations/ teaching material open before selecting 'a window' to record

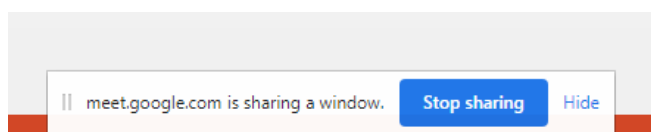


Step 9 – From the options in the top right hand corner you will be able to view the pupils joining your session as well as have a dialogue with them by using the chat feature.

People (1)

Chat

Step 10 – Simply click the 'Stop sharing' option whenever you want to end sharing your window with students which will take your session to a blank screen.



In order to end your recording click on the 3 dots and select end recording.

