

Setting Up a Secure Google Meet

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Our district has *Google Meet* set as the conferencing interface with students. Remember to check with your district to see what parameters are in place.

My classes use Google Classroom so I use the calendar for each class to schedule class Meets. My largest class is 24, and that is more than enough at one time to work with!

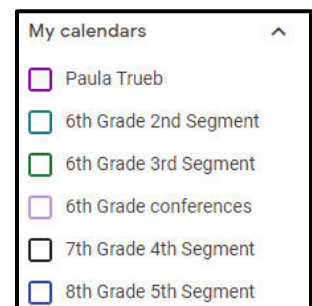
I prefer to schedule a *Meet* through the calendar function so I can invite my students and create a secure environment - especially with my 6th graders. Parents often worry that an unauthorized person can enter a live conference, so if you use the invitation format, anyone not invited is blocked until the creator of the *Meet* approves them.

I often record a *Meet*, especially if I am conferencing with students about writing, because I can send a copy back to students as a reminder of the things we talked about. The record option is found by clicking on the three dots in the lower right hand corner of the *Meet* window, and participants are notified the *Meet* is being recorded.

The scheduled *Meet* can be used repeatedly, or you can schedule a new *Meet* each time - your choice. To limit later access to a *Meet*, post the link in Google Classroom and delete when the *Meet* is no longer needed. You can still set up an invitation list, just don't send the emails. [*see new Google post March 20, 2020](#)

If you have not set up a Google Classroom, that should be done first to proceed with this type of scheduling.

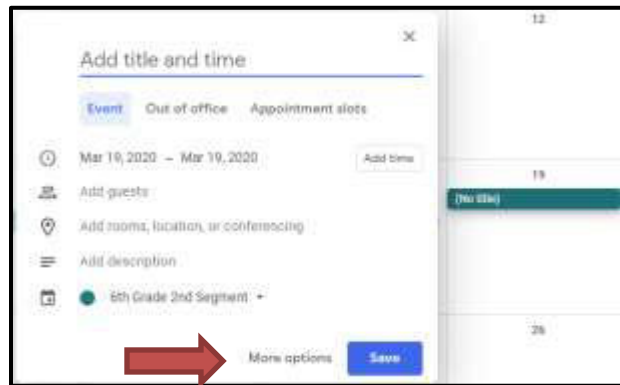
When a Google Classroom is created, a calendar is automatically associated with the Classroom. As you can see, I have my personal Google calendar and one for each of my classes.



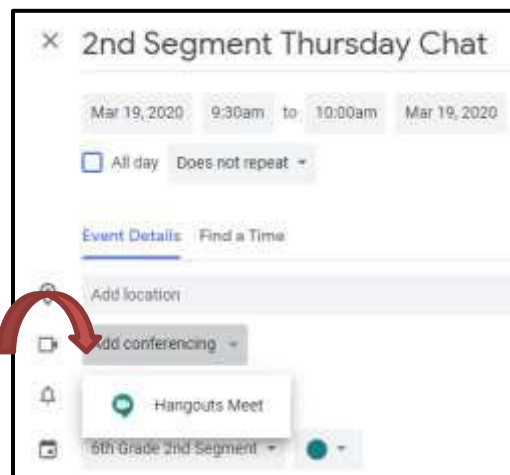
1. **Select the calendar** to schedule the *Meet*.



2. Click on the date for the Meet, and a scheduling window is presented.
3. Click on **More Options**

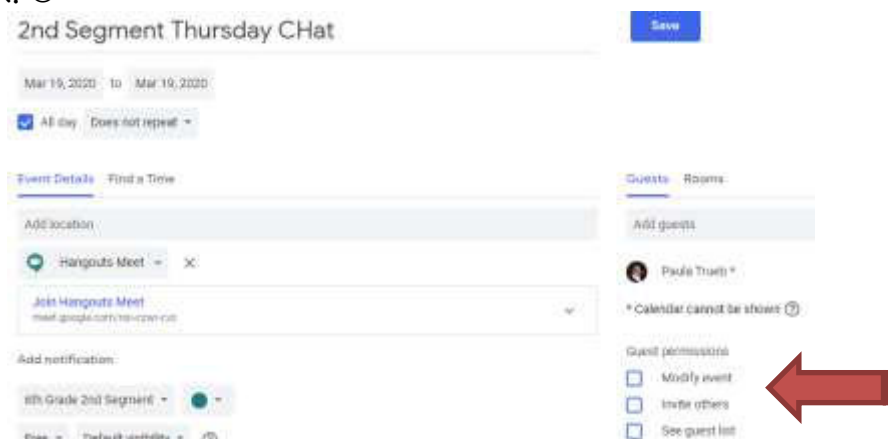


4. Name the Meet and deselect the **All Day** box so a time can be selected. This class segment is normally from 9:00-10:00, so I am scheduling the Meet for 9:30
5. Click on the **Add conferencing** pulldown and select **Hangouts/Meet**.

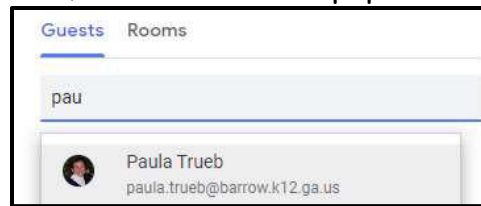


Once you create a Meet, a link is created that can be sent to students to join it. If you want to limit later access to the Meet, post the link in Google Classroom and then delete the post when you are done.

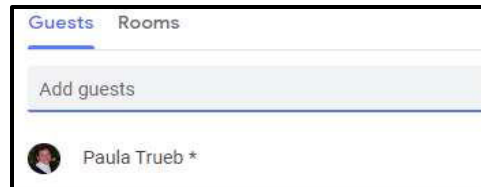
6. Use the section on the right to create an invitation list to the Meet. Remember to open the **Invite Others** box. 😊



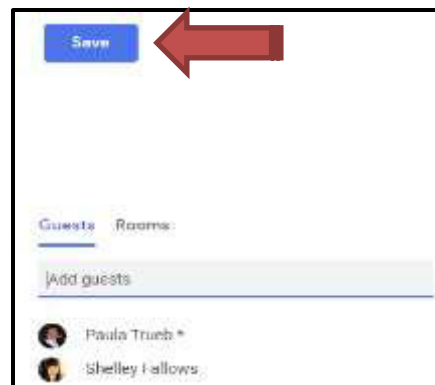
7. As you start to type a name, the field should populate with choices.



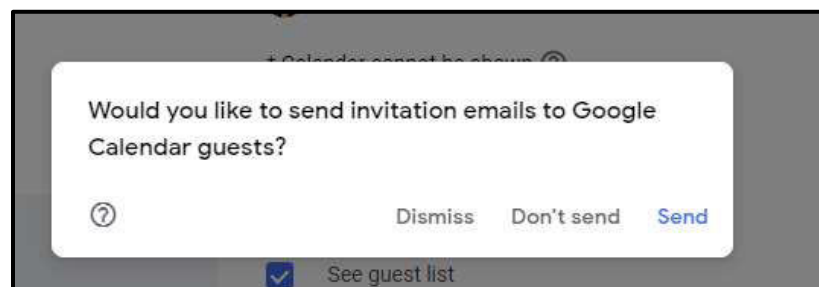
8. As a contact is chosen, it starts to build the invitation list.



9. When all of your students are listed click on the **Save** button at the top of the screen.



10. When you click on **Save**, a prompt appears asking if you would like an e-mail sent to the people on the invitation list.



11. Click **Send if you are not concerned about students accessing the room on their own at a later date**. Those on the invitation list will receive an email that lists the *Meet*, the time and the link to join in. If you are going to post the link in Google Classroom and delete it after the *Meet*, select **Don't Send**.

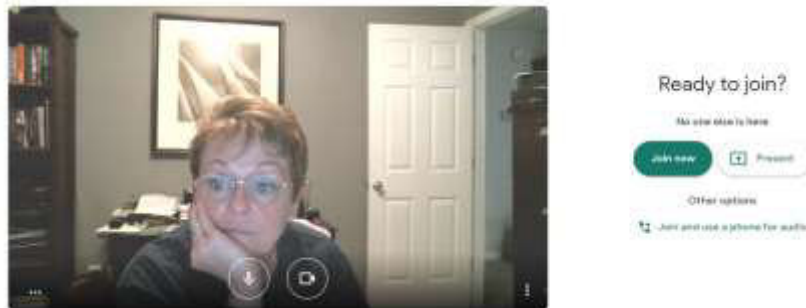
*Google Meet *New information March 20, 2020*

To improve the remote learning experience for teachers and students using Hangouts/Meet:

- ✓ Only meeting creators and calendar owners can mute or remove other participants in a meeting
- ✓ Meeting participants will not be able to re-join nicknamed meetings once the final participant has left:
 - The meeting was created using a short link like g.co/meet/nickname
 - The meeting was created at meet.google.com by entering a meeting nickname in the "Join or start a meeting" field
 - The meeting was created in the Meet app by entering a nickname in the "Meeting code" field
 - This means if the teacher is the last person to leave these types of meetings, students cannot join later without the teacher.

Google Meet - Window Elements

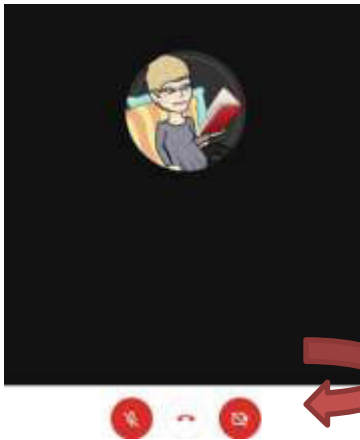
When students click on the link, they will be taken to a *Join* window. If their camera is working, they should see themselves in the *Join* screen.



Once in the *Meet*, there is a chat window associated with the *Meet*. Clicking on the icon creates a side bar with a chat window at the bottom.



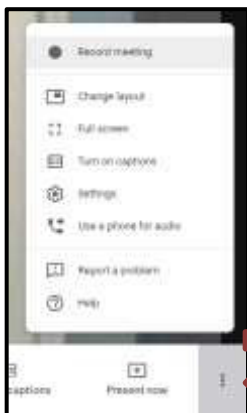
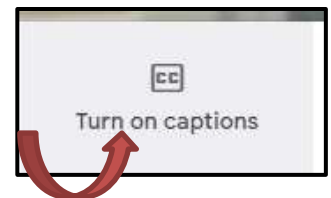
The microphone and video icons are at the bottom of the screen.
The microphone and video camera are turned on in this view.



Both are off in this view.

When the camera is off, the icon associated with the account is in the middle of the screen.

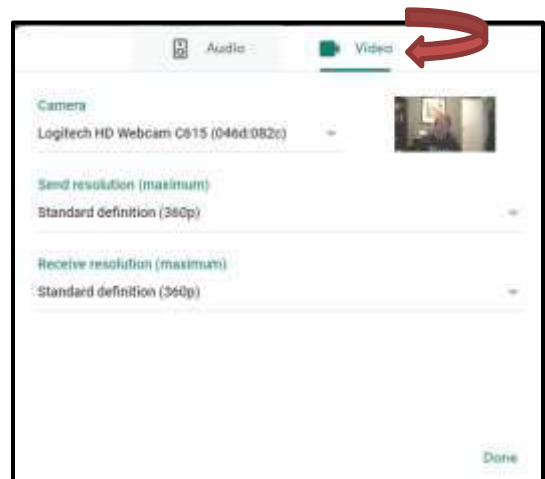
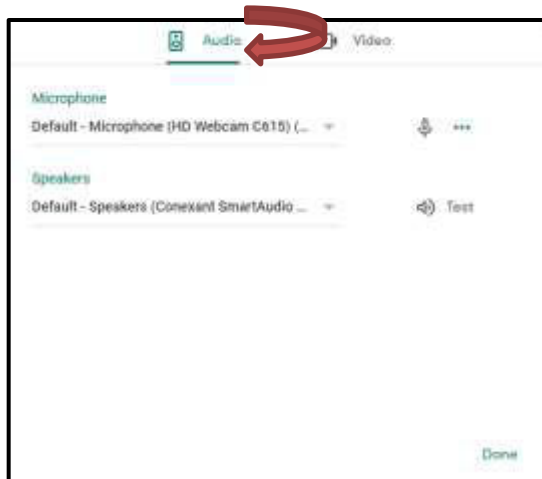
Captioning can be turned on at the bottom of the screen - this can be useful for students if they are having sound issues that are not easily resolved or if they need the extra support to follow the conversation.



Settings can help students resolve sound or video issue:

Click on the three dots in the lower right hand corner of the Meet screen. .

A window will be presented that can be used to test the microphone, speakers and video



Google Meet Tips

Some on-line discussion parameters to share with your students:

- Conversation in a live chat is the same as a conversation in the classroom:
 - Listen respectfully.
 - Understand that your words have effects on others.
 - Listen for the pause and then speak.
 - Remain open-minded
 - No put downs!
- Once they have said hello, each invitee is expected to mute their microphone, click when they want to talk, and then mute it again - cuts down on background noises that interfere with everyone else hearing. For instance - today, one of my students was on-line with us, and her mom was playing an on-line game in the same room - speakers cranked!
- Make sure students know where the chat window and settings can be found. If a student is having sound issues, the chat window can be used to communicate how to check settings or turn on close captions.
- If students are not be familiar with a live chat, a handout posted ahead of time is helpful.
- If they are eating, ask them to turn their video feed off until they are done. Watching someone chew while trying to carry on a conversation is rather unsettling! I remind them in the Google Classroom post that eating while in an on-line conference is something that really should not be done - same as eating during class. Inevitably, a student will start to crunch on chips during the Meet, with the microphone on!