

John Adams Academy – Teachers & Google Meet

Over the summer of 2020, Google released a newer version of Google Meet under Google Suite for Education with additional restrictions for scholar safety, called Google Meet for Education.

This version of Google Meet videos cannot be accessed through the normal Google Meet website, and instead must be configured through your Google Classroom. Instructions on how to do this are contained in this document.

Additional features include:

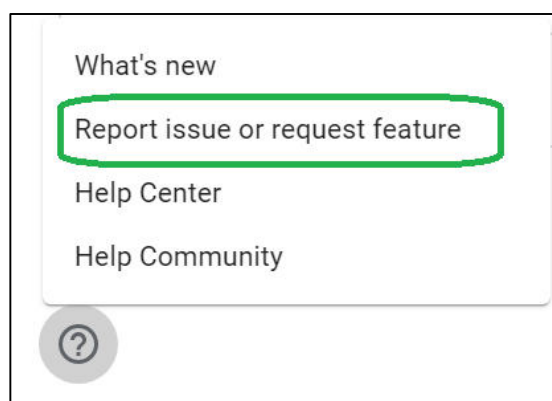
- Restricting video access to users enrolled in the Google Classroom
- Restricting video access to JAAapps accounts
- Not allowing scholars into Meet videos without a teacher present*
- The ability for teachers to remove scholars
- The ability for teachers to mute scholars (for privacy reasons, teachers cannot UNMUTE scholars)

*Note: If a teacher leaves before the scholars do, the scholars will remain in the video call. This can be avoided by removing scholars manually before the teacher leaves the classroom.

In addition to these currently existing features, on June 25, 2020 Google announced additional features they are actively working on releasing in the very near future including:

- Hand raising
- Meeting attendance
- Q&A
- Polling
- Additional moderator controls
- Breakout Rooms

Google is very responsive to teacher feedback so if there are additional features you would like to request from them, you can do so by clicking on the question mark in the bottom left of most Google screens.



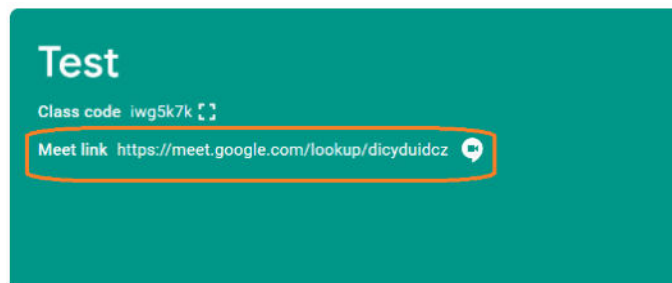
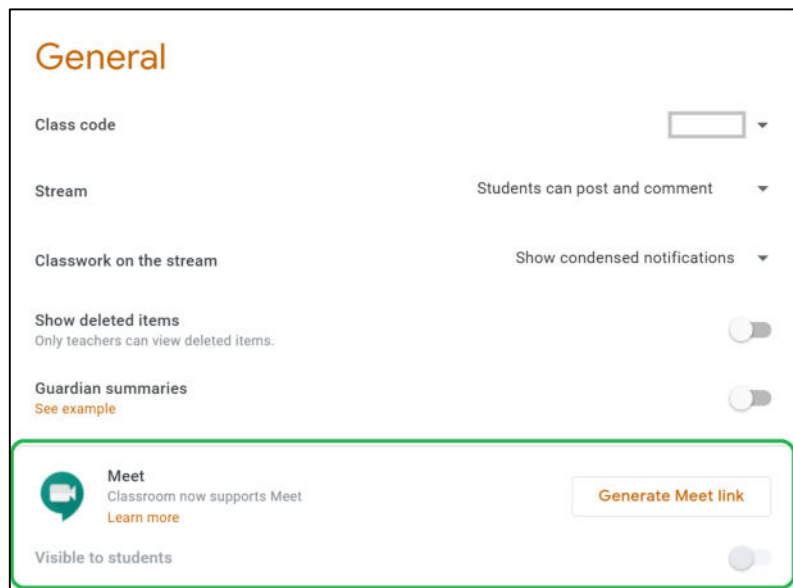
Until these features are built directly into Google Meet, many of them can be added as extensions through the Google Web Store.

HOW TO ENABLE GOOGLE MEET WITHIN THE GOOGLE CLASSROOM

Step 1: Within your Google Classroom's stream page, click on the Settings icon at the top right.



Step 2: Scroll down to the General section and locate the Meet settings. Click [Generate Meet link]. You can toggle this link's visibility in the Google Classroom, which creates a clickable link in the Google Classroom banner on the Stream.

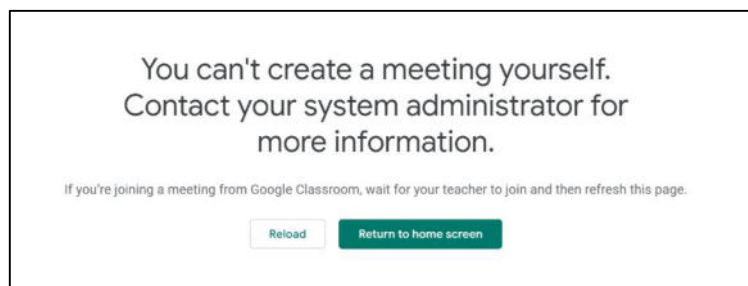


Again, this Google Meet link is only accessible by scholars enrolled in the class using their JAAapps account.

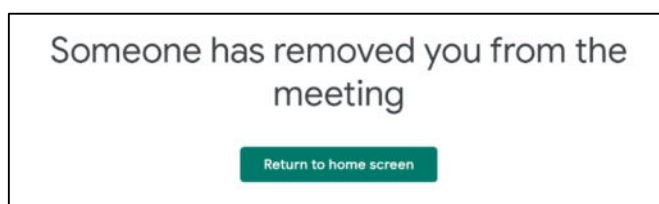
WHAT HAPPENS IF SCHOLARS TRY TO JOIN THE MEETING WHEN A TEACHER ISN'T PRESENT?

A new feature of Google Meet for Education is the inability for scholars to join the Google Meet before a teacher is present, even with prior access to the link.

When a scholar tries to join the video call, they see the following prompt:



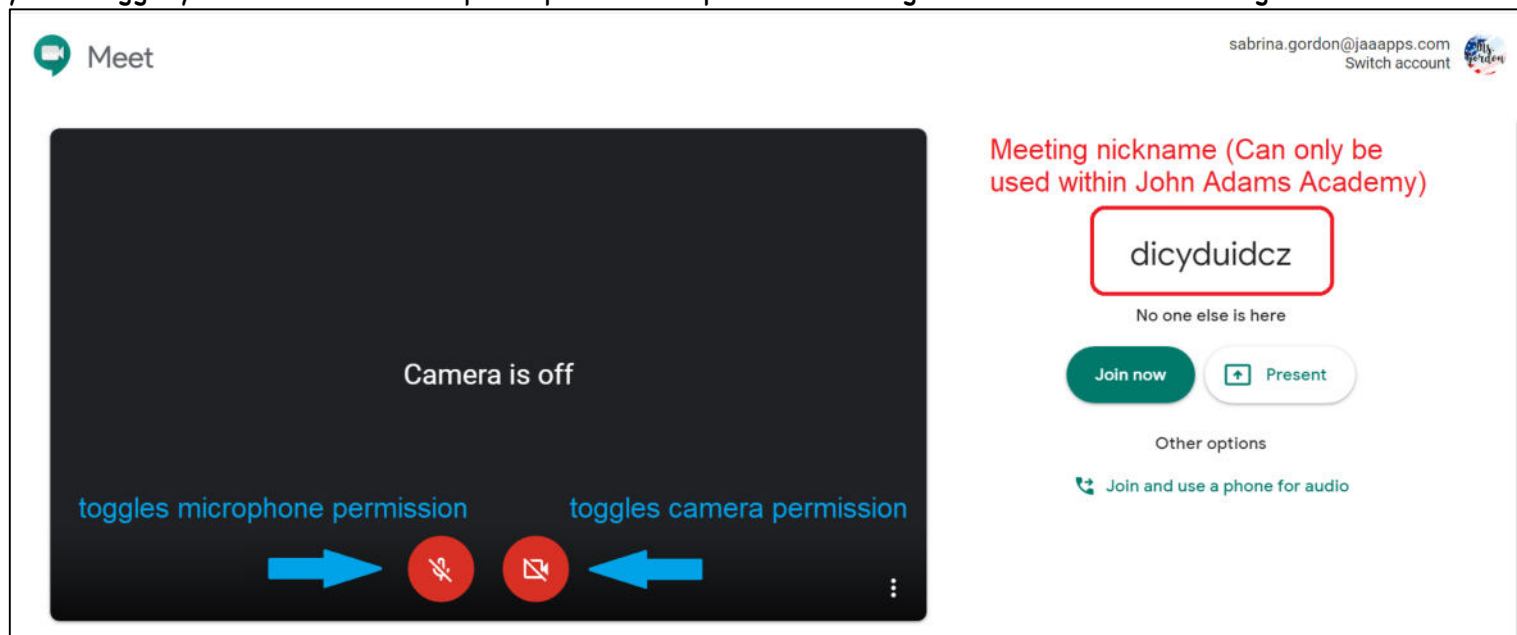
When a teacher removes a scholar from the video call, they see the following:



Once a teacher has clicked the Google Meet link and joined the video chat themselves, scholars will have access to join. However, if a teacher leaves the video chat prior to the scholars leaving, the scholars will remain in the chat. To avoid this, first ask all scholars to leave the chat on their own. Any who do not can be manually removed by the teacher.

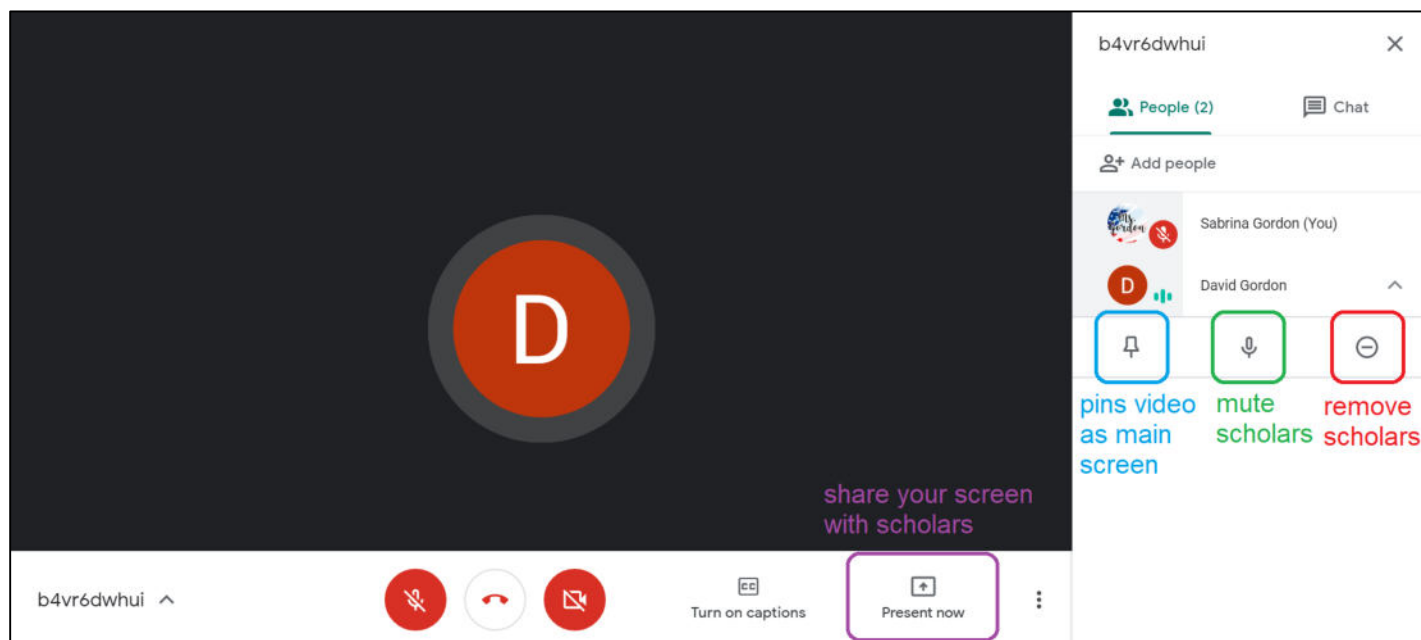
ENTERING YOUR GOOGLE CLASSROOM

When you click on your Google Meet link, it will take you to this screen. Until you click [Join now], you are not in the actual classroom, and scholars will not be able to join the video call. This screen provides the meeting nickname, allows you to toggle your camera and microphone permissions prior to entering, and enables screen sharing [Present].



HOW TO USE THE GOOGLE MEET FEATURES

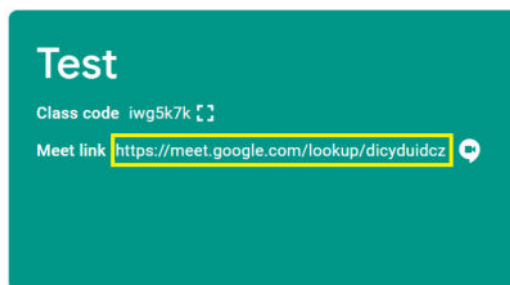
There are four main functions already built into Google Meet for Education. On this page you can share your screen and click on specific scholars to pin their video, mute them, or remove them from the video call. Additional features can be incorporated into Google Meet for Education by installing extensions through the Google Web Store.



CREATING BREAKOUT ROOMS

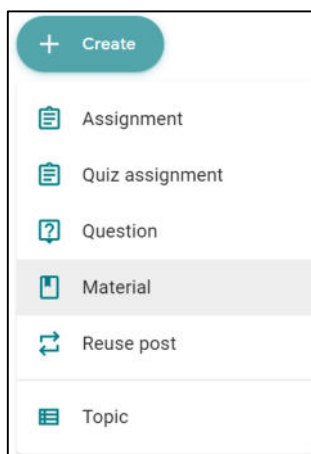
Breakout Rooms are not a current feature of Google Meet for Education; however, Google has announced they are in the process of developing this feature. You can still create Google Meet Breakout Rooms through your Google Classroom by posting links in the Classwork page.

Step 1: Highlight and copy the link for your Google Meet that appears in your Google Classroom banner. You will need this to create your additional Breakout Room links.

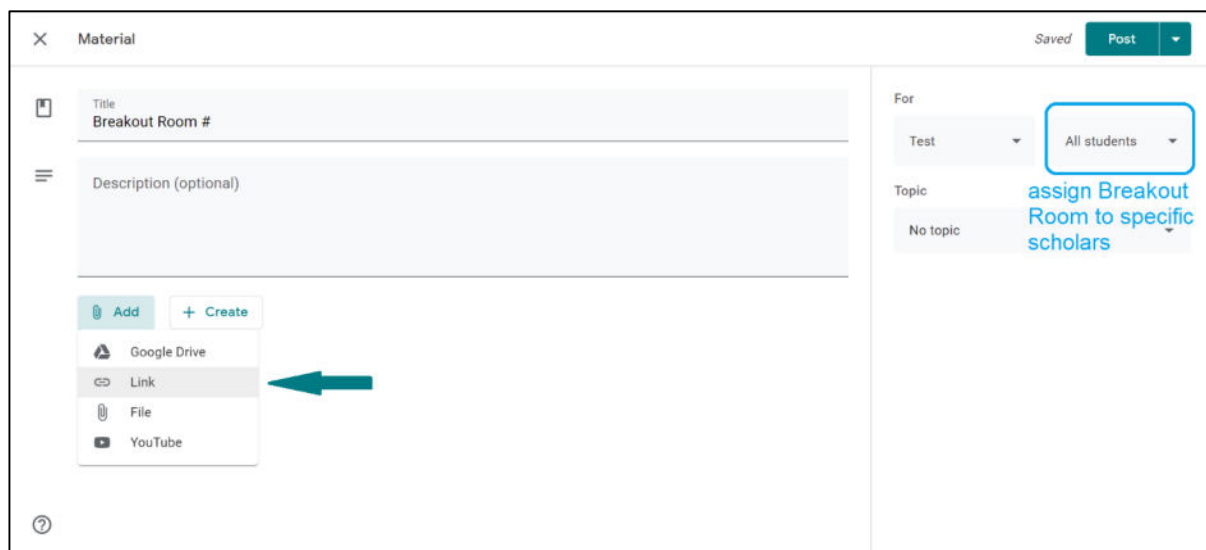


Step 2: Click on the Classwork page of your Google Classroom (this is the 2nd tab at the top).

Step 3: Click the Create button and choose MATERIAL.



Step 4: Title your Breakout Room, add an optional description, and select the scholars you want to assign to this Breakout Room. Scholars not assigned to this Breakout Room will not be able to see the Room. Next, click Add and choose Link.



Step 5: Paste the link Google Meet link you previously copied from your Google Classroom banner **but change the last three digits to any three random digits**. Each Breakout Room will need its own unique link.

Example: link from Google Classroom banner: <https://meet.google.com/lookup/dicyduidcz>
Highlight last 3 and replace: <https://meet.google.com/lookup/dicyduiabc>
You have now created a Google Meet Breakout Room!

[Click here for additional information about Google Meet for Education!](#)