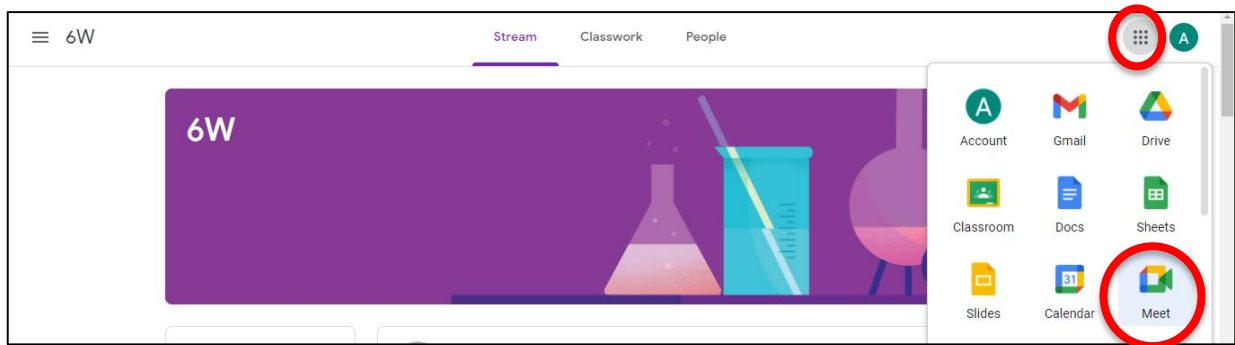


Google Meet – Staff User Guide

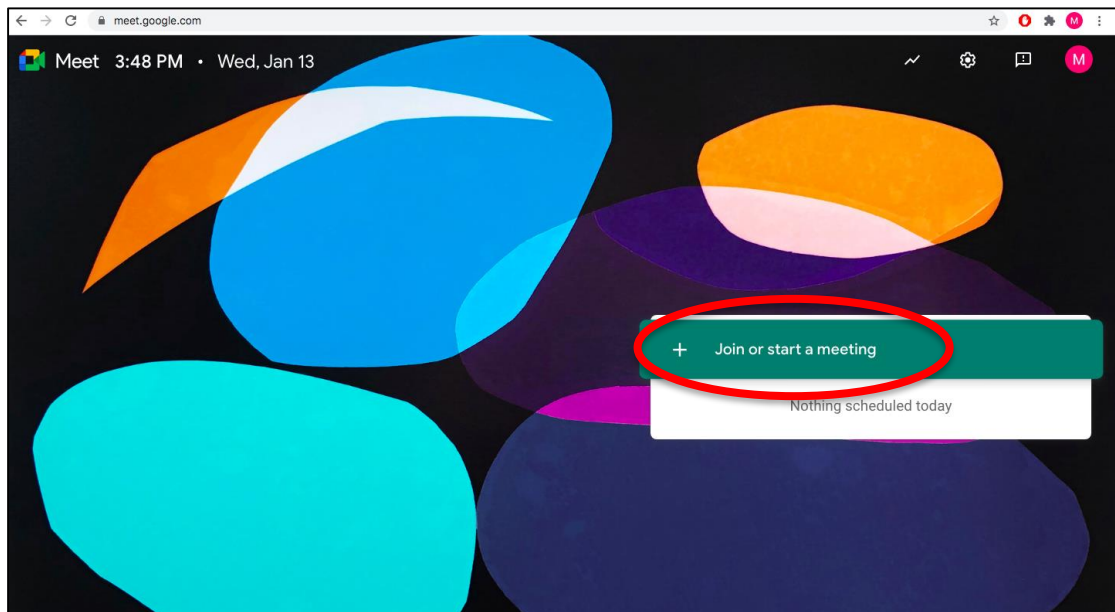
How to Create a Meeting*:

***Remember to tell your class the meeting code in the Stream beforehand.**

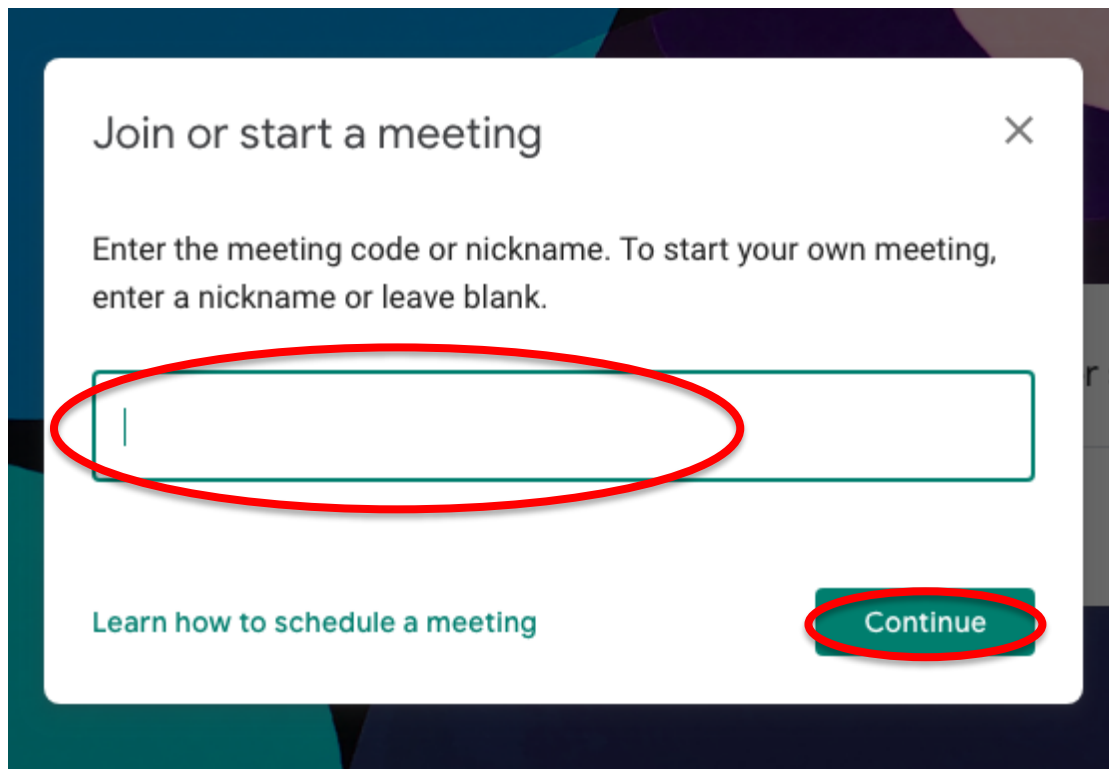
- 1) Log into your Google Classroom account as normal.
- 2) Click on the dot array icon (Google apps) in the top right-hand corner followed by 'Meet'.



- 3) Click 'Join or start a meeting'.



- 4) Type in the meeting code (nickname) you shared with pupils earlier in the box that appears.

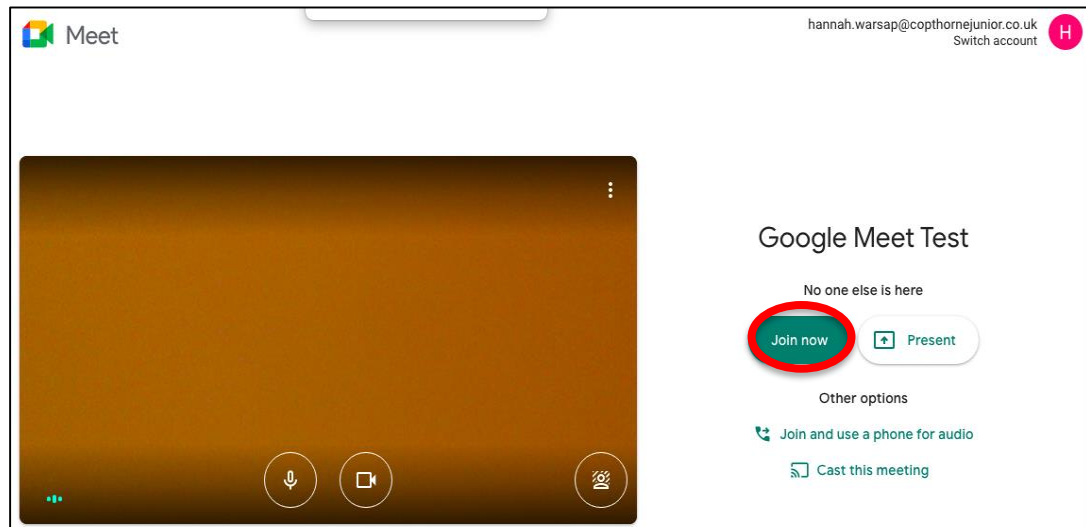


The image shows a 'Join or start a meeting' dialog box. At the top, the title 'Join or start a meeting' is displayed next to a close button (X). Below the title, there is a text prompt: 'Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.' Underneath this text is a large, empty rectangular input field. A red circle is drawn around this input field. At the bottom of the dialog box, there are two buttons: 'Learn how to schedule a meeting' on the left and 'Continue' on the right. The 'Continue' button is highlighted with a red circle.

Press 'Continue'.

How to Conduct a Google Meet Session:

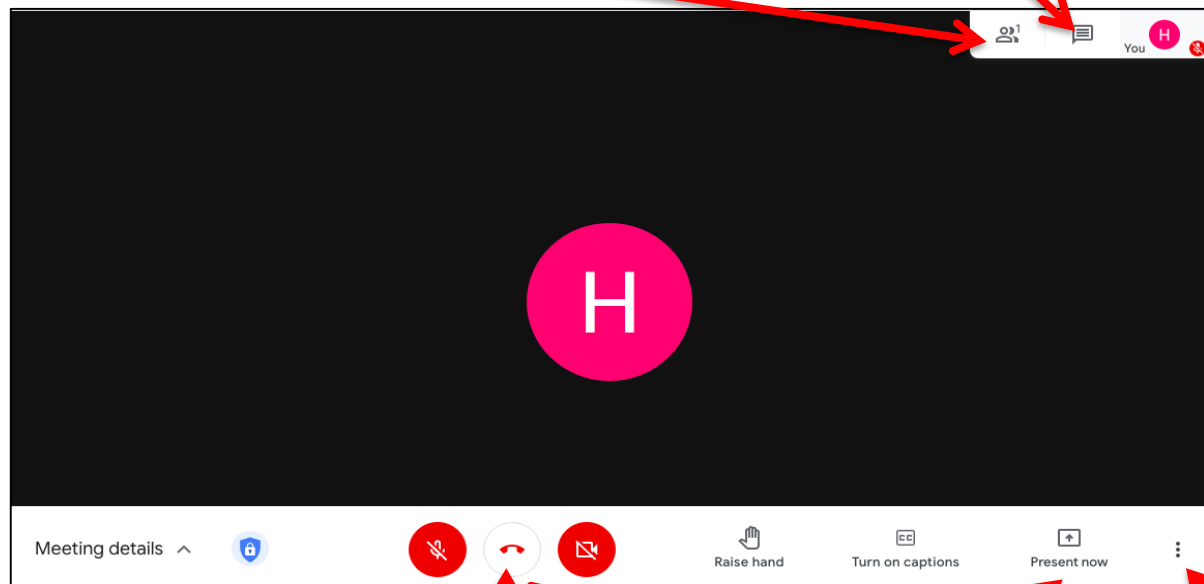
- 1) Having done the above steps, press 'Join now' just before your agreed meeting time.



- 2) Once you've joined the meeting you can set your preferences:

Click the 'Show everyone' icon to see the list of meeting attendants then follow step 3.

Clicking here takes you to the meeting 'chat'. Be sure to instruct your class if you would/would not like them to use it. You can change the restrictions (see step 4).



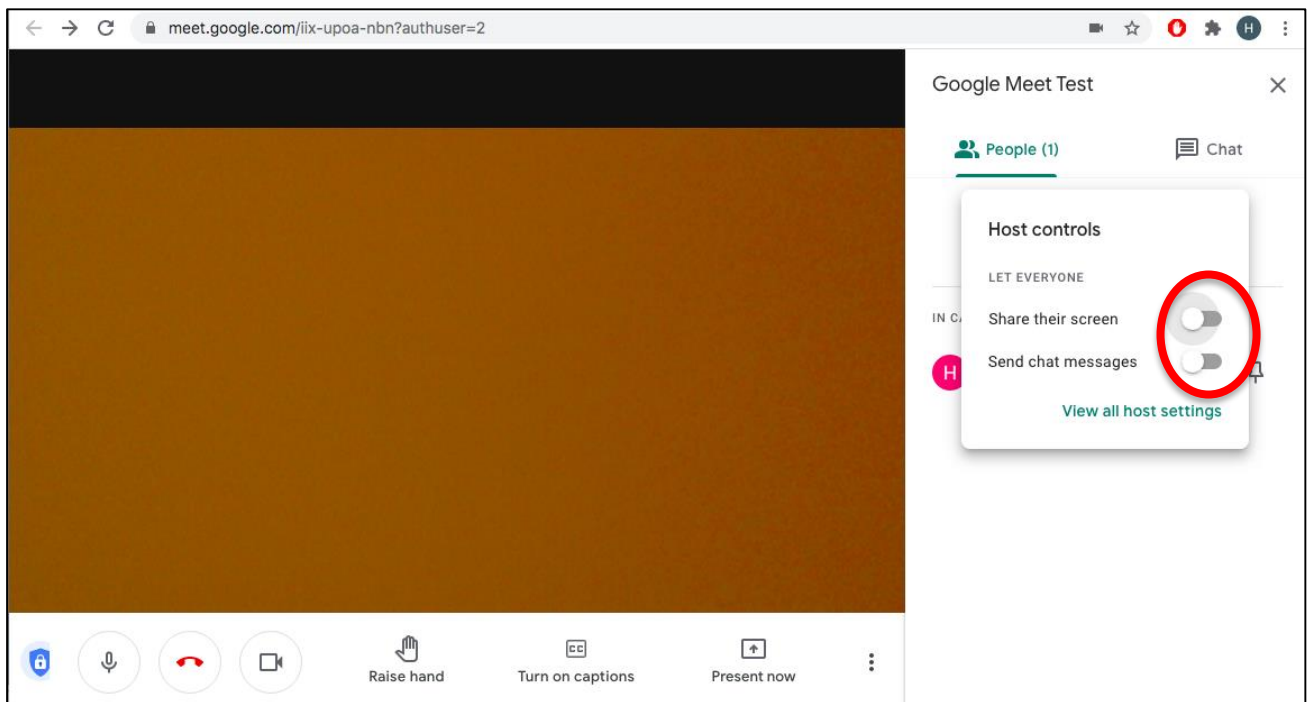
Here you can turn on/off your microphone and video.

To end the meeting, click here.

Click here to present your screen then select what you would like to share.

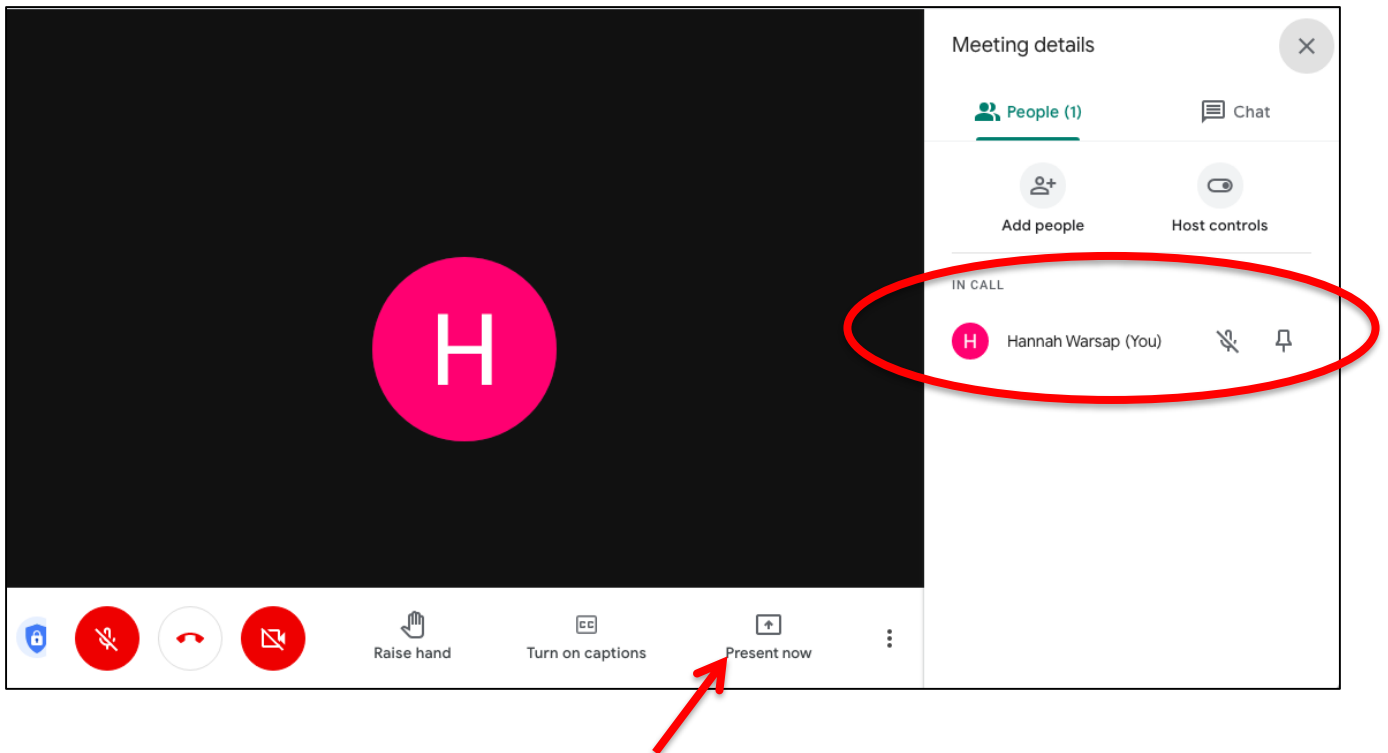
More options, like changing the layout (who you can see and how many) and changing your background.

- 3) **IMPORTANT:** Click on the 'Show everyone' icon shown in step 2 then 'Host controls'. Turn **off** the options for pupils to share their screens. You may also wish to turn off the chat.



- 4) Pupils should now begin to enter the meeting.

- 5) Click on the 'Show everyone' icon shown in step 2 to view everyone who has entered the meeting. Here you will also be able to see which pupils have 'raised their hand' and want to say something. You can mute pupils here too.



- 6) If you want to share something on your screen with the attendants, click 'Present now' at the bottom of the screen and choose what type of presenting you want to do. Make sure you click on what you want to present then press 'Share'.

Once finished, click 'Stop sharing' at the bottom of your screen.

- 7) When your session has come to an end, **ensure all pupils have hung up from the meeting before you do.**

Pupils should not be able to rejoin the meeting once you (the host) has left.