



Google Meet Set Up Instructions

[Watch this video for an excellent walkthrough/explanation of all of this document!](#)

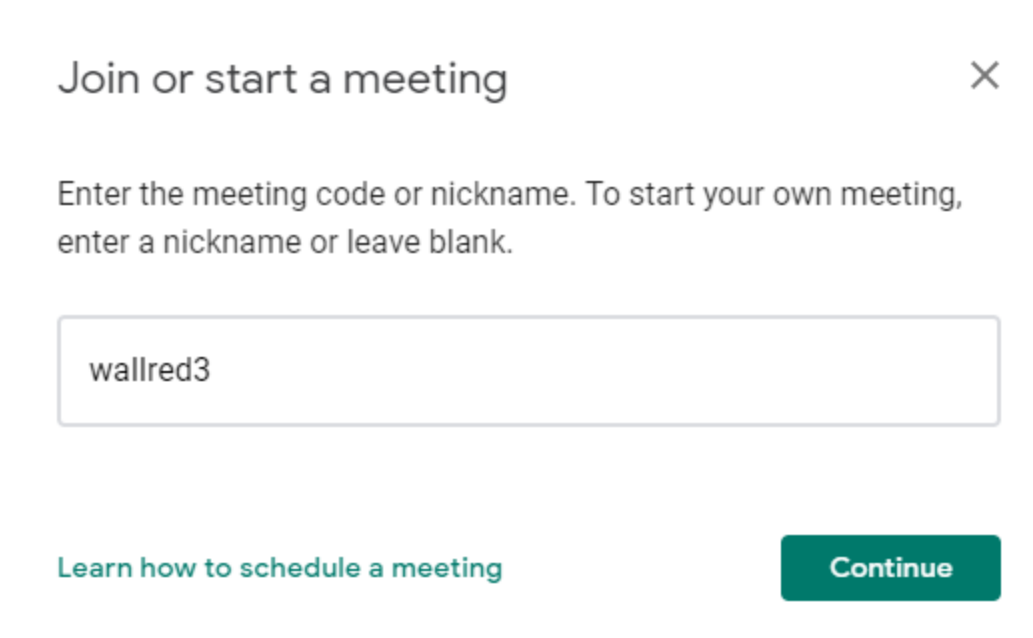
As you know, Google Meet is the best option we have for virtual meetings with students. That said, **we need to be careful setting up and ending** these meetings, to prevent students from abusing this tool.

Do not use Calendar to start a Google Meet with students. If you do, students will be able to access the meeting before you start it. This means that multiple students can be in an online meeting with no teacher.

Instead, to start a Google Meet, go to meet.google.com. When you go to this site in Chrome, first you will

click 

You will then be prompted to give the meeting a nickname/code. **Do not leave this space blank.** Enter a unique name, I suggest your first initial + last name + a unique number. Example: wallred819 (number is today's date). Or you can use a class period as a number, example: wallred3. Click "Continue" when you're done.



Students can access the meeting using this code, or you can provide them a link. Either way, if you set up the meeting this way, they cannot get into the meeting until you start it.

Do not close meetings until all students have left it. If you leave a meeting while students are still in it, they will not be kicked out. In fact, other students will be able to hop in. You can wait for students to leave, or kick them out, **but please make sure they are all gone before the meeting is closed!**

You may reuse this meeting. Once you remove all students from the meeting and close it, students will not be able to re-enter until a teacher has joined again. You may therefore keep the meeting link posted in your Canvas/Google Classroom to be reused, as long as you follow the procedures on this page.