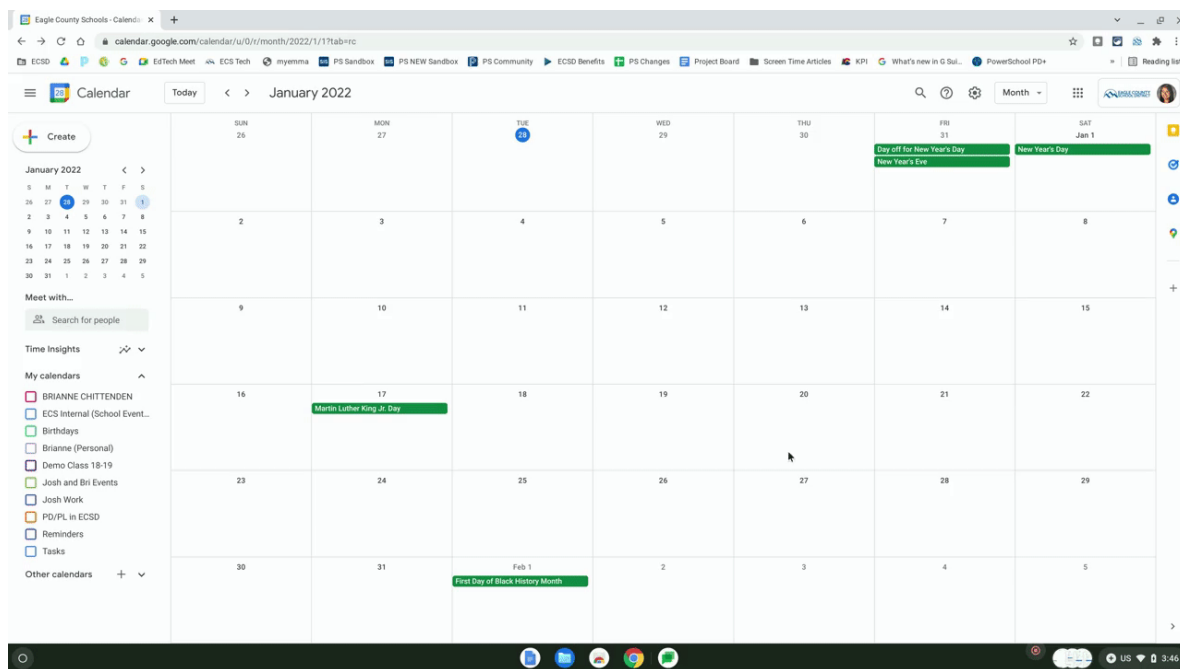


Google Meet Setup Instructions Jan2022

*There are a variety of methods to create/manage a Google Meet. **Below is a process that is simple and will ensure that students are only in your virtual classroom when YOU are in there.** These instructions have changed since 2020 because Google has updated features within Google Meet.*

Creating a Meeting Link

1. Create a **calendar event** in Google Calendar with the name of your class (example: 8th Social Studies). We recommend creating it on a date you'll remember, like Jan. 1.
2. Click on the **Add Google Meet video conferencing** button
3. Click on the **settings gear**
4. **Uncheck** the **Quick Access** box and click **save**
 - a. *This prevents students from entering the room until you turn Quick Access back on*
5. Click the down **caret** to expand the meeting information
6. Right click (two finger click) on the meeting URL and **copy** it
7. **Save** your calendar event



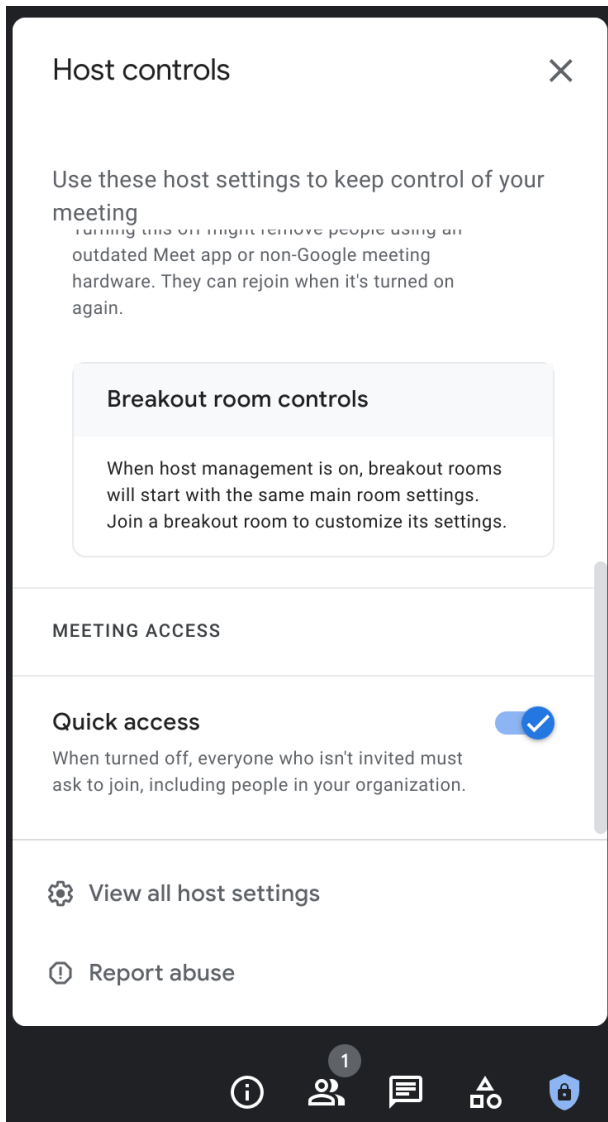
8. Open **Schoology**
9. **Post** your link in Schoology for your students to access

****continue on next page****

Starting/Ending a Meeting

10. When you enter the meeting, click on the **shield** icon in the lower right corner

11. Toggle the **Quick Access ON** so students can enter the meeting



12. When you **leave** the meeting, choose **End Call for Everyone** (this turns Quick Access OFF and prevents students from re-entering until you toggle it back on)

13. **Repeat steps 11-14 each meeting**