



Lookup Google Meet Link for Virtual Instruction

All teachers will use **Google Meet** to synchronously teach students on Virtual Instruction Days.

Do NOT go to Google Meet (meet.google.com) to create this link.

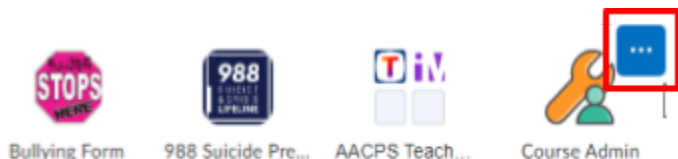
Tip: A Lookup Meet link does not expire. You can use it over and over. Students cannot join a Lookup Meet unless a teacher is present in the Lookup Google Meet.

Option: The Lookup Meet link could be posted in a Brightspace Announcement - [jump to step 7](#) to create the link, then post the link in an Announcement ([Important Security Note](#)). Disregard other steps.

1. Navigate to your Brightspace course.

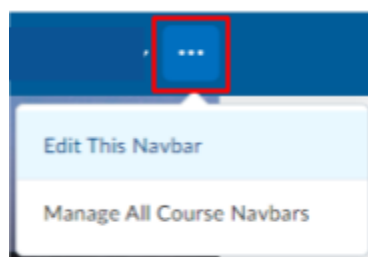


2. Hover on the NavBar and select the three dots on the far right-hand side.



3. Select **Edit This NavBar**.

Note: If Edit is not an option, select **Customize this NavBar** to create an editable copy for the course.



4. Select **Add Links**.

Add Links

5. Select **Create Custom Link**.

Create Custom Link

6. Fill in the **Name** field type: **Google Meet**

Name *

Enter a name

Create Lookup Meet link:

7. Fill in the **URL**, following this format:

<https://meet.google.com/lookup/AACPSusername>

Replace the red text above with your AACPS username!

(Do not use the above link. It is a sample only)

[Important Security Note](#)

URL *

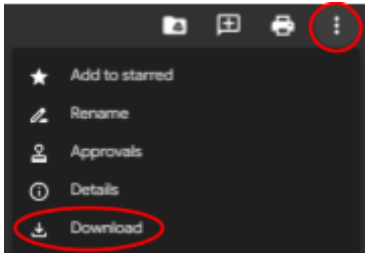
<https://meet.google.com/lookup/ateacher1>

Do not use this link it is a sample only.



8. Select **Upload** under Icon to add the Google Meet Icon. (skip this step if using the text-based NavBar)

[Download the Icon here.](#)



Icon

Drop file here, or click below!

Upload

Choose Existing

9. Select **Create**. (If you can't see the button, use CNTL Minus to zoom out.)

Create

10. Make sure the Meet link is selected with a checkbox, and then click **Add**.



Google Meet

Our 3rd Grade Class Google Meet

Add

Cancel

11. Select **Save and Close**.

Save and Close

12. Staff will click on the Google Meet icon on the NavBar to launch the meet. Students will also click here to access the Meet.

DO NOT COPY WEB ADDRESS FROM TOP OF MEETING AND SEND TO STUDENTS!



Course Home



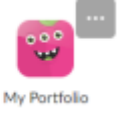
Content



AACPS Cool S...



Google Meet



My Portfolio

Security Note:

It is important to **End the call for everyone** after all students have exited the Meet.

This and using a nicknamed meet (see 7 above) will prevent students from accessing the meet without a teacher present.

End this video call for everyone?

You can turn off quick access to limit who can join this call after you leave plus all future instances of this call

CURRENT SETTING
Quick access



Just leave the call **End the call for everyone**