

Recording a Google Meet Live Session

Google Meet

These directions are in the event of a teacher having face to face students, a live Google Meet for synchronous students and a recording for asynchronous students to watch at a later time.

Each course in Google Classroom has a Meet Link in the banner. The Meet link can be hidden/visible in GC settings.

- Teachers have the ability to record a Google Meet but students do not have this feature available to them through Meet.
- Students will not be able to enter the Meet until the teacher has joined the Meet.
- If a participant turns on live captions during recording, the captions won't be recorded and don't appear when you play the recording.
- The teacher should be the last one to leave each Meet. If students do not leave the Meet, the teacher has the ability to remove the student by clicking on the student and clicking Remove. If a teacher is not the last person to leave the Meet, all students remaining in the Meet can then continue the Meet without the teacher.
- See Google's Teacher Center for basic information about [Google Meet](#).
- As a best practice, it's always good to inform other meeting participants before you start recording.
- Teachers should start each Google Meet by using the Google Classroom Meet code. (Update: Google has a new security policy enforced so it would be best to generate a new link within GC Settings for each Meet when you are ready to start and be the first one in the Meet.)
- Google Meet will record the person speaking during the recording. Example- if a student in the Meet asks a question (unmuted), Meet will then record that student and not the teacher.

Recording Google Meet Live Stream

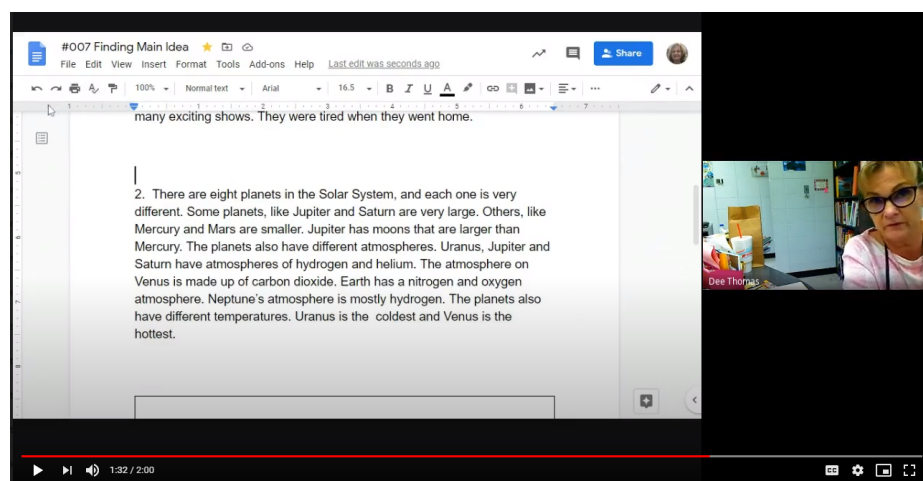
By using the Ladibug doc camera, the Meet recording will show the content the teacher is presenting on the Chrome tab and a view of the teacher while teaching.

When recording a Google Meet, do the following:

1. Classroom Setup:
 - a. Display Settings -Extend (Windows key + P)
 - b. Teacher's laptop (lid closed)
 - c. Monitor is a display
 - d. Projector is a display
 - e. Ladibug document camera- aimed at the teacherOpen the Ladibug Camera settings by opening the Ladibug software. Change Camera Settings to Rotate 180



2. Use the **Google Classroom Meet code** to begin the **Meet** (found in the header of each Google Classroom course)
3. Meet may ask for permission to use a microphone. This needs to be the Lumens Audio, which is the Ladibug doc camera microphone.
4. Click **"Present Now"**- Choose **Chrome tab** (If there are multiple tabs open, choose the correct tab) Click Share (Teacher is able to choose other tabs by tapping Share This Tab Instead)
5. Click the three vertical dots and choose **Record Meeting > Accept**
6. Teachers can pull the Meet tab to display (on the Monitor) to view students present in the live meet and place the tab containing the content presentation to display on the projector so students in the room are able to view content being taught. This can be switched if the teacher needs to display students in the live Meet for collaboration with other students that are face to face.
7. A blue outline will then appear around the Chrome tab that is being recorded
8. Present your information
9. When you are finished presenting the information, click on the three vertical dots in the bottom right corner and choose **Stop Recording**
10. After recording has ended, the recorded Meet can be found in your Google Drive in a folder named **Meet Recordings**. The teacher will also be sent an email when the recording is complete. This may take a few minutes so be patient.
11. **The Google Meet recording should show the teacher's face on the right (ladibug doc cam) and the content being presented on the Chrome tab selected on the left (shown below).** If a student in the live Meet speaks, the teacher will be replaced by that student (from the student chromebook camera.) The teacher does have the ability to mute or remove individual Meet students, if needed.



Test this with your classroom set up to verify it works correctly before sharing the video. Go to Google Drive- Meet Recordings to watch the video recording before sharing. Different display options can result in various recordings outcomes.