

# Creating a Managed Meet in Google Classroom

We are SUPER excited about these new features from Google, providing greater control with Meet for video conferencing with students.

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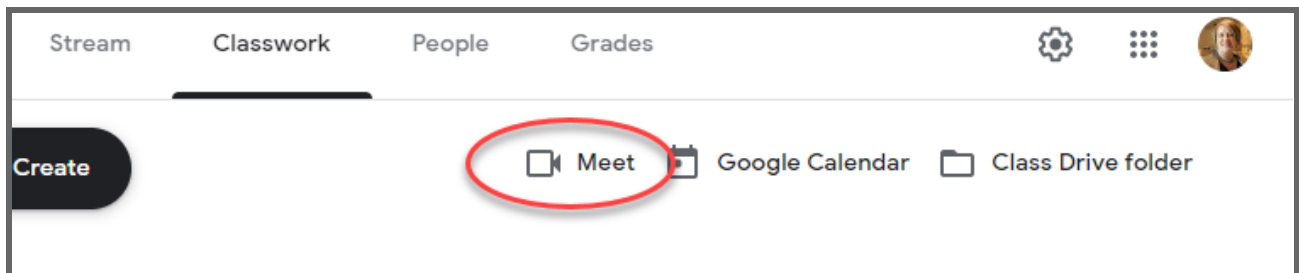
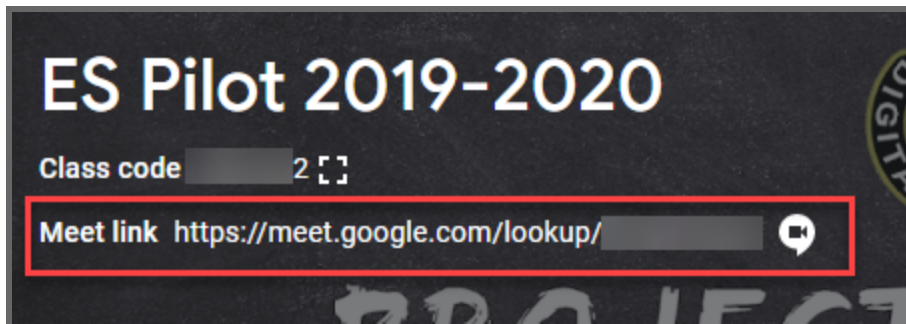
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## Generating a Meet Link

1. Go to *classroom.google.com*.
2. Select the class for which you would like to create a Meet link.
3. Click on the **Settings** icon.
4. Under the **General** section click **Generate Meet** link. A uniquely named Meet will appear for this specific Classroom.
5. Click **Save** to ensure your link is saved.

## Show or Hide the Meet Link from Students

1. Once a Meet link is generated it appears in 2 places: the Stream page and the Classwork page.

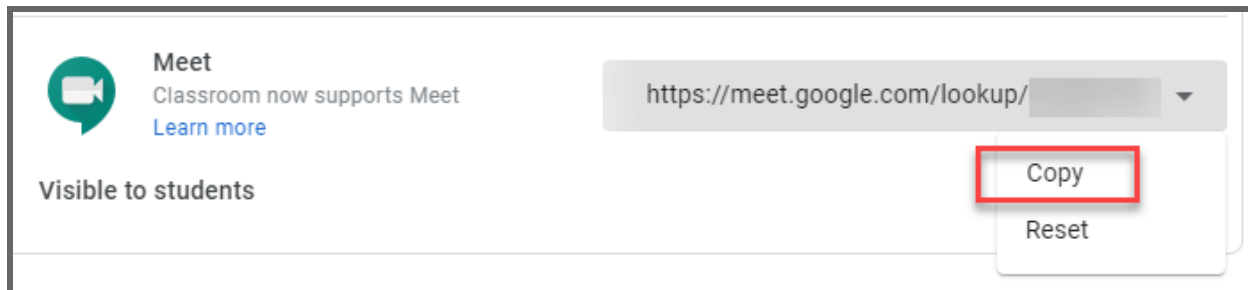


2. You can toggle the view of this link on and off for students as needed.
3. Go to **Settings** for the desired class.
4. Next to Visible to Students use the toggle to turn the view on or off as desired.

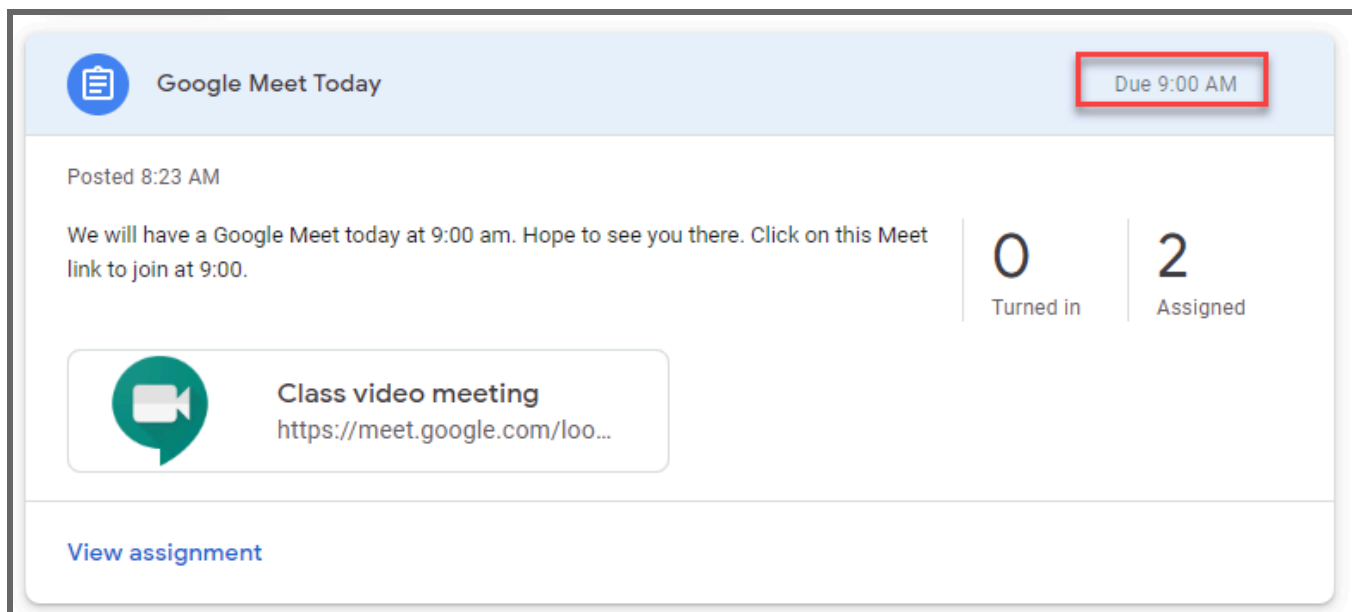
## Sharing the Meet with Students

You can choose to leave the view on for students so they can just click to join for an active meeting, but you may also want to provide guidance for students for when to use the link. You can add the link to posts.

1. Go to the **Settings** for the classroom.
2. Click on the down arrow next to the Meet link.
3. Select Copy.



4. Create a post and add a link.
5. Paste the Meet link to the post. (Note: You can also put a due date on it to set a time for the Meet, or just mention the time in the assignment.)

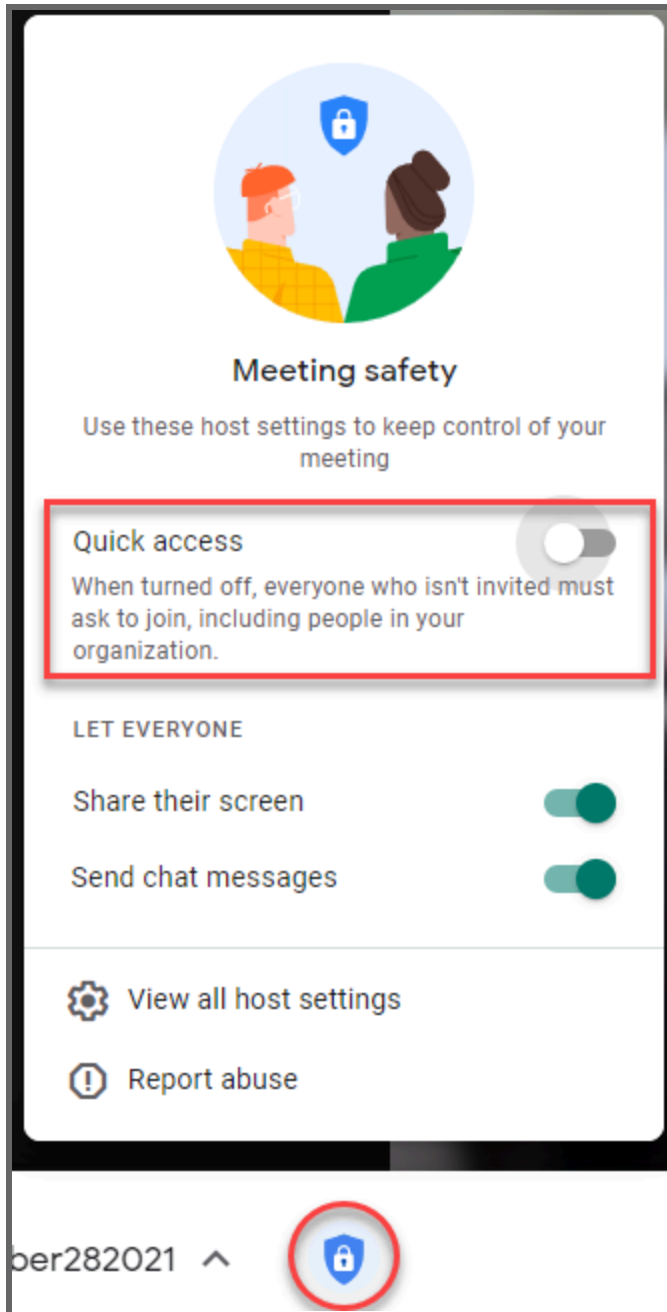


## Starting Your Meet from Classroom

After you create a Meet link in your Classroom, this is where you will start the Meeting.

1. Go to the Classroom in which you want to begin your Meet.
2. Then either click on the Meet link at the top of the Stream, on the Classwork tab or on the assignment you created.
3. **Once you click on the link, students can join, even before you click Join Now.** So as soon as you click on it, please click Join Now so students are supervised.

4. In order to ensure students cannot join without you, please ensure that Quick Access is turned OFF. This means you will approve members as they enter.




5. **Note:** Other co-teachers of your course can start the Meet. If they start the session before you they become the owner of the session and receive record and mute control. So you may want to always try to be first in if you prefer to have those controls.
6. **Note:** Close the join box that opens, since your students will already have the information to join.

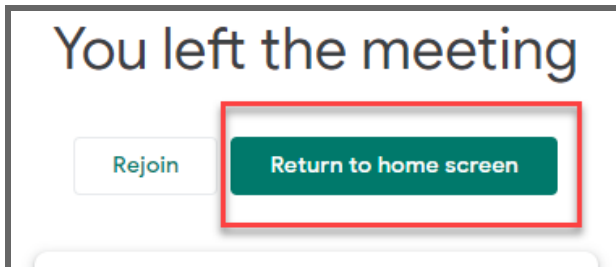
### **Ending Your Meet**

After you have completed your Meet do the following:

1. Please have your students click on the red phone icon.



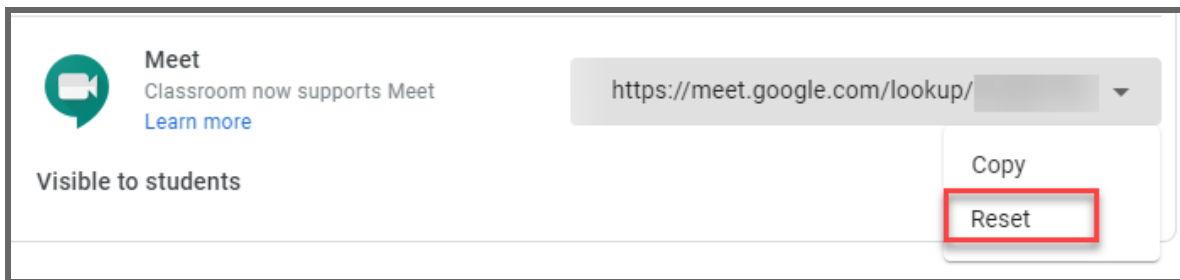
2. You will know they have all hung up when the People number count is 1. 
3. Wait for a minute until all students have exited the Meet call and no one has tried to “rejoin” right away. Note: I usually wait a minute or two
4. Click on the Hang Up button.
5. Immediately click on **Return to Home Screen**. If you don’t click on this, the call can still be re-entered.



6. Then immediately close the Meet tab.

### *Notes About Meet in Classroom*

You can continue to use the same link in each classroom. If you have any trouble with your Meet, you can reset the code in Settings.



After you leave, the students cannot rejoin. They can only be in the Meet if you, or another Teacher in the Classroom, are actively in the Meet with them. They cannot be in the Meet unsupervised. If they try to connect they will see this message:

