

Google Meet Plus

Standard Features



Information / About Screen: Feature Request, Upgrade Link, and Support Contact Information



View Active Attendee List Function

- Lists Attendees with Extension Active
- Indicates Trivia Points earned by attendees during meeting
- Indicates Attendees who Muted Meeting
- Send Unmute Meeting Request



Mute Meeting Function: Turn off meeting audio for user or request that users reactivate audio



Help Queue Function: Gives users the ability to ask questions or add help requests to a queue to be dealt with meeting host



Task Function: Gives users the ability to interact with and mark completion status on tasks sent by PRO users.



Emoji Function: Multiple fun reaction emojis with opt-in related reaction text shared as an on screen notification with attendees



Trivia Function: Activates on screen clickable trivia games for meeting with over 50K questions and many categories to choose from.



Messenger Function:

- Broadcast messages to all meeting attendees.
- Send messages to selected attendees as an on screen pop up.
- See messages previously received from attendees during meetings
- Disable personal receiving of private or broadcast messages
- Private message emojis collection



Settings Menu

- Disable microphone or camera automatically on entry
- Change extension language
- Change meeting background color (user view only)
- Activate spacebar to talk function
- Automatically join meeting (skip welcome screen)
- Buzz attendees
- Activate do not disturb (Disable notifications)
- Turn off all video on meeting (for user only)
- Settings reset



Additional Functions Menu: Where timer, status, and link sharing functions can be found.



Timer Function: Set an on screen timer for all in the meeting (with optional alarm)



Status Function: Update your status as an on screen notification to other attendees which also changes video feed status icon.



Link Sharing Function: Sharing links to with other attendees in the meeting as a clickable popup notification



See More Functions Button: Only visible to standard users. Reveals PRO features otherwise hidden by default. PRO features can only be used with a purchased subscription or during GMP PRO trial. Once signed up, this icon disappears and the full control bar is visible.



Minimize Toolbar Button: Collapses toolbar next to microphone button



Move Toolbar Button: Moves toolbar position on screen

PRO Features



Whiteboard Function: Activate community whiteboard on screen pop up feature. Drawing can be seen by all GMP users in real time.
Drawing can be downloaded as an image file.



Quote Function: See and share inspirational quotes as on screen pop up



Poll Function: Setup and activate community poll questions shared as an on screen pop up
(Open vs. Anonymous Polls; Single vs. Multiple Answers; Instant vs. Final Results; Allow comments; Time Limit Setting; Saving Feature)



Additional Pro Functions Menu: Where Bravo, Sticky Note, Multimedia, and Avatar Functions are grouped.



Bravo Functions:
Activate on screen fireworks with or without celebratory message
Send achievement badges to students
Send on screen animated messages to meeting attendees
Randomly highlight an attendee



Sticky Note Function: Create sticky notes for self and share sticky notes with attendees as an on screen pop up



Multimedia Functions: Share youtube videos, fun animated reactions (gifs) or audio reactions, or mute media reactions



Avatar Function: Change personal avatar



Quiz Function: Setup and activate a quiz question shared as an on screen pop up. Assign points to each answer and download quiz and scores history



Meeting Attendance Function: Track and save meeting attendance and attending duration. Automatic attendance tracking can be scheduled daily. Attendance history are available in CSV and text format



Host Controls / Advanced Preferences Menu:
Automatically approve guests entry request
Automatically start recording on entry
Enable / Disable Google Meet and Google Meet Plus features for other attendees
Grant attendee temporary access to PRO features
Meeting Control: Mute all attendees; Turn off all cameras; Disconnect all attendees; Disable entry to meeting; Hide attendee names
Ban attendee for a certain amount of time (and see active ban list)



Standard Breakout Rooms Function

Create up to 15 breakout rooms
Add more rooms after a set number has been created
Randomly or manually assign attendees to breakout rooms
Label / Name breakout rooms
Control whether attendees stay in original room or move to breakout rooms
Control whether attendees are allowed to choose to return to main room
Control whether attendees are allowed to choose to join breakout rooms with on screen options
Set timer for breakout rooms
Send and bring back attendees to and from breakout rooms
Join single or all breakout rooms
Switch focus to a certain room after joining several
Send message to one or all breakout rooms from main room as a on screen notification
Peek to see which attendees are active inside rooms
Remove a created room from meeting
Mute all rooms
Copy or save room assignments for future use



AIO Breakout Rooms Function

AIO stands for All In One
Create breakout rooms within the main room
Participants having breakout sessions without leaving the room
Drag and drop participants to different breakout sessions
The host is able to join any session
Save configuration to use later
Showing videos of breakout group members only



Talking Stick Function

Randomly or manually create speak order that is shared on the screen through notifications
 Set time limits for each speaker that is shared on the screen as each speaker has the “talking stick”
 Mute all speakers other than host and attendee with “talking stick”
 Skip to next speaker or extend speaker time
 Choose whether or not to announce speaking order



Parking Lot Function: See help requests, answer requests, and keep track of time spent helping attendees.



Task Function: Gives PRO users the ability to assign tasks to meeting attendees and track reported completion status.



Private voice chat: Allowing PRO users to have a private voice chat with attendees without leaving the meeting.



Usage Stats: Providing the host with some useful stats information.

Google Meet Plus FEATURE EXPLANATIONS

Standard Features



Information / About Screen

About GMP PRO
 GMP PRO offers a set of advanced features in addition to GMP basic features. It requires a monthly subscription. The main goal is to cover our growing infrastructure cost, and deliver more features and quality services for all users. We are offering 3 days free trial when you subscribe to GMP PRO, so that you can try out GMP PRO features before the subscription starts. To subscribe, watch demo and find out more about GMP PRO, please click the link below for details

[👉 GMP PRO](#)

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Ref: GMP PRO Jefferson Lima zgg-atqm-mvh 6.5.5 jllima@wpsdk12.org

alignify

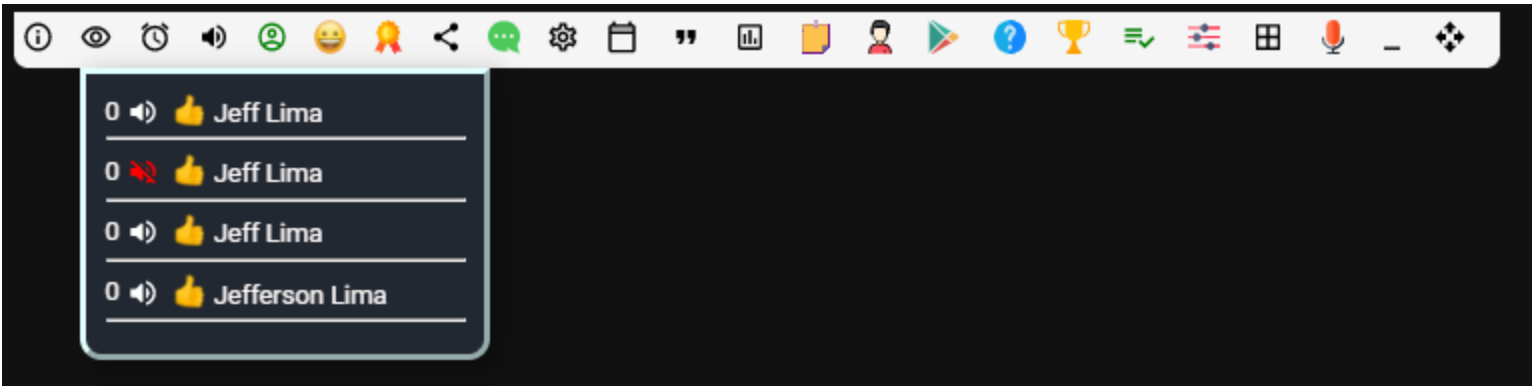
Please check out another app offered by TM7.tech [alignify](#)

[alignify](#) A Social Distancing Solution and Store Line Management App

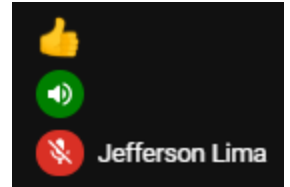
✕

Contains information about the app, support links, feature request, and upgrade link.

View Active Attendees List Function



This function allows attendees to see a list of meeting attendees who have the Google Meet Plus extension active indicated with a thumbs up sign. . It is also possible to confirm this by looking at the bottom of the video of attendees running the extension. Attendees with active extensions have an indicator next to their name on the bottom left of their video with the same thumbs up sign.



This function also shows if an attendee has muted the meeting. This is not the same as a muted microphone. See more on this under the [Mute Meeting Function](#) section.

This is indicated with a red speaker symbol next to their name on either the active attendee list:  or on their video . Otherwise, the attendee has a grey speaker symbol in the active attendee list or a green speaker symbol in their video status indicator (as shown in the images above). A host may click on the “muted” symbol within the active attendee list to send attendee a request for them to unmute the meeting. In this case, the attendee receives an on screen notification to unmute the meeting. If the attendee does not unmute, the host can use the [Buzz Function](#) to alert the attendee to attention even if the attendee has muted the meeting.

Hosts with PRO features can disable the ability of attendees to mute meetings within the [Host Control Menu](#)

The muted microphone symbol  next to the attendee status on their video indicates that an attendee has muted the microphone. When a attendee has the microphone unmuted the status display changes to a transmitting audio symbol. .

The numbers in the list represent scores earned in Trivia or Quiz questions.

Hosts with PRO features can mute all attendee microphones within the [Host Control Menu](#).

Hosts with PRO features can also control who gets to speak in what order using the [Talking Stick Function](#).

Mute Meeting Function

Clicking on the icon turns off meeting audio.

Muted meetings mean that no meeting audio is broadcasted to the attendee. Other attendees are still able to hear everything normally.

This can be useful when attendees wish to stay on the meeting but quiet it for a little while to avoid distraction while performing a task,

When attendees mute the meeting their status icon changes to a red speaker sign in the [Active Attendee List](#):  or on status indicator at the bottom left of their video: . Otherwise, the attendee has a grey speaker symbol in the active attendee list or a green speaker symbol in their video status indicator. A host may click on the “muted” symbol within the active attendee list to send attendee a request for them to unmute the meeting. In this case, the attendee receives an on screen notification to unmute the meeting. If the attendee does not unmute, the host can use the [Buzz Function](#) to alert the attendee to attention even if the attendee has muted the meeting.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



Help Queue Function

This function allows attendees to send questions or help requests directly to a pro users (meeting host). If there are multiple pro users in the room, attendees can choose which pro user to specifically send their request to. Requests can also be categorized by urgency. There is then a textbox to describe the request and a submit button.

Once the request is submitted a pop-up notification is sent to the host about a new request being added. A normal request will appear as a blue notification, a normal request as an orange notification, and an urgent request as a red notification on the host screen.

Attendees requesting help also get a notification that their request was placed. A normal request will appear as a green notification, a normal request as an orange notification, and an urgent request as a red notification on the host screen. This notification will also show with how many other people are in line.

As new requests are processed by the host, attendees get updates as to where they are in line. Attendees also receive notifications if the host “answers” their request. This indicated that the host is currently working on it (as opposed to other requests in the list)

Requests sent by attendees are managed by Pro users in a host’s [Parking Lot](#). This is a separate tab within this feature that is only accessible to pro users.

There is also a toggle button on this screen to send the request to all meeting attendees as a chat message. So long as the GMP messenger feature is deactivated by the host, all attendees then receive a message with the question / help request sent by the enabling user. This allows the whole group to address the issue even before the host has a chance to get to it.

Finally, there is a history log of help requests sent. Users that figure out their question or have it resolved before the host gets to it can delete a request from this by clicking on the trash icon next to the appropriate request listed.



Task Function

This feature allows attendees to keep track and interact with tasks assigned by PRO users.



The first tab (“Your Tasks”) shows a list of tasks sent by the host. This is the only tab in this function available to standard users.

Each includes a subject, task description / instructions, the time it was created or updated, and it can include associated links and a timer feature if the task creator uses those features.

Attendees are reminded to update their task status at the top of this menu. Attendees can do so by toggling one of the the appropriate choices next to “My Task Status”. These include not started, working, and done.

There are also toggle boxes for users to request help with a task or offer help.

If a student toggles the ask for help box, this automatically integrates with the [Help Queue](#) function. It adds a help request to host and attendee on that menu with a matching notification.

Hosts can place students offering help together with those requesting in Breakout rooms.

When there are multiple tasks, they are listed sequentially in the order they were assigned. There is also a task log to track past tasks.

Additional tabs in this function are only available to PRO users.



Emoji Function

This menu gives attendees the option to choose from several reaction Emojis that each come with an associated message. By clicking on one, the attendee shares with others the reaction as an on screen notification. It is also possible to toggle Vanilla mode on. This disables messages and sends only the Emoji symbols. As with all notifications, attendees can x out of pop up after it shows. But it disappears automatically after a few seconds.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



Trivia Function

This function allows attendees to activate on screen trivia games.

There are two game options. Vanilla Trivia works normally with attendees earning points for getting questions correct. Only one person needs to be playing to use this mode. In Bamboozling Trivia everyone tries to provide a fake answer first in an attempt to trick others. These answers will then be listed among options that do include the correct response. The more players that choose your answer, the more points you get. You also get points for getting the actual answer correct. At least two players are required for this mode.

Each point earned is added to the total tallied in the [Active Attendee List](#).

Each trivia game activates a single question. To send new questions, attendees must activate a new trivia. Only one trivia can be active at a time.

Attendees can choose the trivia category prior to sending out each question.

As with all notifications, attendees can x out of pop up after it shows. But it disappears automatically after a few seconds.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



Messenger Function

This is a feature to allow attendees to message others privately.

To send a message to everyone, an attendee must toggle the box next to everyone.

Otherwise, the attendee must choose an attendee or attendees to send messages to by clicking on attendee names. Selected attendees change color.

Then attendees must type on white text box and click send when ready to send a message to attendees.

It is also possible to add emojis to the message by clicking on the happy face button.

These emojis are different from reaction emojis included in the [Emoji Function](#)

Sent and received messages show up on the dark box.

A plus sign next to each message allows users to react to a message sent using the same emoji's mentioned above.

It is also possible to disable personal receiving of private or broadcast messages by toggling appropriate boxes. Broadcast messages are those sent to all users.

This does not disable the feature for other attendees, it only affects attendee making selection.

As with all notifications, attendees can x out of pop up after it shows. This does not disappear automatically like other notifications.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



Settings Menu

By clicking on appropriate toggle boxes, attendees can set up extension so that:

- Microphone is automatically off on meeting entry
- Cameras are off on meeting entry
- Background color automatically changes on meeting entry
- Taping the spacebar mutes and unmutes the microphone. Holding makes it function like walkie-talkie (press-to-talk).
- Meeting is automatically joined (skips welcome screen)
- All pop up notifications are disabled (Do not disturb mode)
- No video is displayed on meet (saves CPU and GPU usage)

These features are saved between meets for the attendee.

This screen also allows attendees to change extension language and reset settings to default.

Finally this is where the **Buzz Function** lives. This is hidden so that average attendees do not abuse it. It sends audio and shakes the screen of the recipient. Once used, an attendee using it must wait 30 seconds before buzzing someone else. There is also a toggle here for attendees to deactivate the ability to receive a buzz.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



Additional Functions Menu:

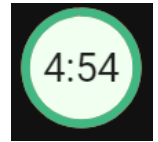
Where timer, status, and link sharing functions can be found. See more below.



Timer Function

Clicking on text box to type time or using arrows in text box adds/removes minutes

Clicking on toggle bottom turns the timer on and off.



A circle indicated the time left shows up at the center top of the meeting as a pop up. As time passes, the clock counts down and the circle's rim turns more and more red. Timer disappears seconds after

Previously used timer amount automatically reactivates if the timer is toggled again without an alteration to the text box.

Any attendee can activate / reactive the timer for the meeting. This allows an attendee to be in charge of this other than the host. It is also possible to set it so an alarm goes off when time is up by toggling appropriate box.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



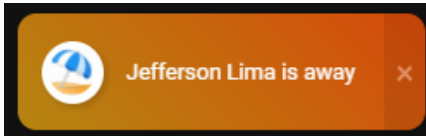
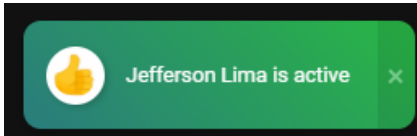
Status Function

Allows attendees to change their status.

When an attendee does so the icon in the toolbar changes accordingly:

Active:  Away:  Costum status: 

And an on screen notification displays other attendees to let them know that attendee status changed:



In addition the status indication on an attendee's video changes.

Active:  Away:  Costume Status: 

The standard status is active.

Attendees can also customize status by typing into the text box provided and then toggling the “set status” button. Disabling the toggle returns the attendee to active status.

As with all notifications, attendees can x out of pop up after it shows. But it disappears automatically after a few seconds.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



Link Sharing Function

If a valid link is entered in the text box, an attendee can hit “share a link” to send all attendees a clickable on screen pop up notification. Attendees can click on the link to open it in a new tab.

As with all notifications, attendees can x out of pop up after it shows. But it disappears automatically after a few seconds.

Hosts with PRO features can disable this function within the [Host Control Menu](#).



See More Functions Button

Only shows up for attendees without PRO features enabled.

This Show PRO features that can be used if purchased or during free trial/

PRO features can also be used if host grants attendees temporary access to pro features during a meeting (which can be useful to have moderators)

This can be done by the host from the [Host Control Menu](#).



Minimize Toolbar Button

Minimizes the toolbar into a plus sign next to the microphone button on the google meet bar (bottom of screen).

Attendees can show the toolbar again by clicking on the plus sign.



Move Toolbar Button

Click and hold to drag the toolbar to a different location of the screen

PRO Features



Whiteboard Function

This PRO feature activates a community whiteboard on screen pop up feature.

Attendees can use toolbar buttons to (tools in use become highlighted in blue)



Pen tool



Brush tool



Draw boxes



Draw circles



Draw ovals



Draw lines



Write text



Erase



Start over



Save

0C0EAF

Change color of writing

2

Change font size

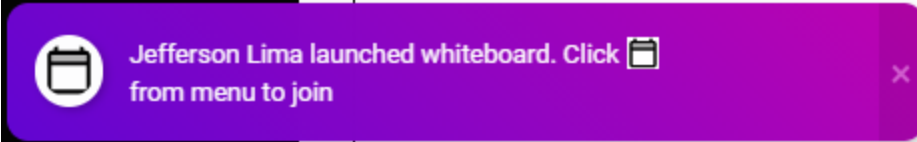
Verdana

Change font

32 Px

Change tool size

When a white board is activated, other attendees receive a notification to join:



PRO users are then able to join in a communal effort by also activating the tool.

As with all notifications, attendees can x out of pop up after it shows. This does not disappear automatically like other notifications.



Quote Function

This allows PRO feature activates an on screen pop up with an inspirational quote that can be shared with others as an on screen pop up notification.

Once a quote is shared, the user must wait before sending another.

It is also possible to generate new quotes and toggle a box to show a quote on every meet entry automatically (for the activating user only). This toggle option is remembered across meetings.

As with all notifications, attendees can x out of pop up after it shows. But it disappears automatically after a few seconds.



Poll Function

This PRO feature allows an user to set up and activate community poll questions shared as an on screen pop up.

On open polls attendee votes are registered with their names. Anonymous polls do not do that.

It is also possible to decide whether to allow attendees to choose a single or multiple options.

It is also possible to decide whether to reveal results immediately or after the poll ends.

It is also possible to change the time limit for the poll before closing it (closes automatically after all attendees submit answers).

It also possible to allow short comments with answers to be displayed

Finally it is possible to save polls in history for future use or record keeping. Polls saved will show up below under history (10 max).

A poll requires a prompt and at least 2 options before it can be started.

It is not possible to edit polls once they are sent.

A new poll can be sent after the previous poll express.

A symbol similar to the [Timer Function](#) shows up at the corner of the poll to indicate time left to choose.

Poll results stay on the screen for a few seconds before disappearing automatically.

Attendees can also x out of poll to make it disappear before that.



Additional Pro Functions Menu:

Where Bravo, Sticky Note, Multimedia, and Avatar PRO Functions are grouped. See more below.



Bravo Functions

This PRO feature allows an user to celebrate with attendees

Fireworks Function

Fireworks can be activated by clicking on buttons. There are two basic types to choose from.

Fireworks can also spell a message if entered in the appropriate textbox and if the appropriate option is chosen.

Warning: Fireworks last a good minute and will last longer if the message to be spelled is longer.

Badge Function

This function allows an user to reward a specific recipient with a badge. There are multiple celebratory choices.

Once badge is granted, the recipient will have it added to their video status (bottom right hand corner of their video)

Screen Message Function

This function allows an user to display a message (typed in the textbox) on student screens with an animation.

There are several animation types to choose from.

Messages can be send to everyone or to a specific person

Lucky Person Feature

This function will randomly choose a person's name to be displayed on screen.



Sticky Note Function

This PRO feature allows an user to create sticky notes for itself and share them with attendees if desired as an on screen pop up.

An user can choose color by clicking on different color circles. A sticky note shows up as an on screen pop up.

It is then possible to type into the sticky note.

Attendees can also move the sticky note by clicking on the top edge of it, holding it, and moving it to desired location on the screen.



At the top of the sticky note there are also tools (in order):

- Minimize (collapses note into a smaller pop up that can then be maximized again by clicking + symbol)
- Additional information about note (Title, Category, & Comments)
- Create duplicate of note
- Lock note so it cannot be changed
- Change note background color, text color, and arrow position
- Delete note or all notes

On the bottom left of the note, there is also a share button that allows the user to send the note to a specific recipient or everyone.

As with all notifications, attendees can x out of pop up after it shows. This does not disappear automatically like other notifications.



Multimedia Functions

This is a PRO feature that allows attendees to share media to other attendees.

You Tube Video Function

If a valid link is entered in the Youtube video text box, the user can share the video as an on screen pop up to other attendees.

There is also a toggle button that will cause video to automatically play for others as soon as it is received.

Attendees can click on the video to maximize it or play it in the pop up window. They can also minimize video while it plays.

As with all notifications, attendees can x out of pop up after it shows. But this one does not disappear automatically.

Animated Reactions Function

This menu gives PRO users the option to choose from several animated (gif) reactions. Animation “gender” can be chosen or set to random.

By clicking on one, the attendee shares with others the reaction as an on screen notification.

As with all notifications, attendees can x out of pop up after it shows. But it disappears automatically after a few seconds.

Audio Reactions Function

This menu gives PRO users the option to choose from several audio reactions. There is also a toggle to mute incoming audio reactions.

By clicking on one, the attendee shares with others the reaction as an on screen notification paired with a sound.

As with all notifications, attendees can x out of pop up after it shows. But sound cannot be stopped (unless the meeting is muted).



Avatar Function

This PRO feature allows the user to change personal avatar that shows when the camera is off.

The user must insert a link to the digital location of the image that is to serve as a new avatar.

Image size cannot exceed 1 megabyte. Images can be searched online. Some resource links are suggested.

There is also an option to restore the avatar from the Google account used to join the meeting.



Quiz Function

This PRO feature works in a similar fashion to the [Poll Function](#). It allows attendees to set up and activate a quiz question shared as an on screen pop up.

It is possible to decide whether to allow attendees to choose a single or multiple options.

It is also possible to decide whether to reveal results or hide them.

It is also possible to decide whether to hide names on results or show them.

It is also possible to change the time limit for the quiz.

Finally it is possible to save the quiz in history for future use or record keeping. Quizzes saved will show up under history (10 max).

A quiz requires a prompt and at least 2 options before it can be started.

Point values of each choice can be modified.

It is not possible to edit quizzes once they are sent.

A new quiz can be sent after the previous poll express.

A symbol similar to the [Timer Function](#) shows up at the corner of the poll to indicate time left to choose.

Quiz results (if activated) stay on the screen for a few seconds before disappearing automatically.

Attendees can also x out of the quiz to make it disappear (and can do the same with results).

Points earned in quiz do not tally in the [Active Attendee List](#)



Meeting Attendance Function

This PRO feature allows an user to track and save meeting attendance.

Tracking Attendance Tab

There is a space to enter a session name in a text box if desired. This name is used in history files generated.

If no name is entered, a default is used.

An user can start tracking attendance by clicking on the track button. For this to work, it is necessary to close the side tab (which shows meet chat and people list) before clicking this button.

The system will then make a sound and registered students present at the time of activation.

It will also track anyone coming in after that time and indicate how late such an attendee was (in hours and m minutes).

There is a toggle option to save the attendance list by user last name. instead of the standard first name option.

Duration of Attendance Tab

This shows in hours and m minutes how long each attendee was in the meeting after attendance tracking started

Auto Attendance Tab

For meetings used for multiple sessions this can help automatically track attendance for different groups coming in and out of meetings.

Session names can be added with a start and end time.

Additional sessions can be added with the “add a schedule button” each time.

Once a schedule is added it can be toggled enabled or disabled, as needed.

History

The 10 most recent attendance records saved show up on the bottom.

It is possible to export attendance records to a downloadable file, if necessary. This can be done as a text or spreadsheet document.

Option to Save History to Google Drive

History can be saved to your Google Drive automatically once this option is checked



Host Controls / Advanced Preferences Menu

Feature Toggles

This PRO feature can allow a user to enable or disable many functions, including:

- Automatically approve guests
- Automatically join meeting (same feature shows in settings menu for standard users and changes here affect both places)
- Auto recording video on entry with or without participant names hidden
- Entry to meeting
- Showing / hiding of user names
- Emojis, Timer, Messenger, Status, Trivia, Link Sharing, & Buzz Google Meet Plus Functions
- Chat, Mute, Remove, Microphone, & Screen Sharing Google Meet Functions

There are also a button to disable or enable all of the GMP and standard Google Meet features listed above at once

Disabling functions for others still allows PRO users to use them.

Disabling entry will still allow new attendees in, but such attendees will be immediately kicked out so long as the host user remains.

Moderators (Granting Temporary PRO rights)

Here a PRO user can also temporarily grant attendee access to certain pro functions (making such attendees into moderators) by choosing feature, attendee, and duration from drop down boxes and then clicking on “authorize”

Meeting Control Functions

From this menu PRO users can also mute all attendees, turn off all cameras, disconnect all attendees, disable further entry to meetings, and hide attendee names. Hosts can also mute specific users from a drop down menu.

Ring Function

This feature functions similarly to the [Buzz Feature](#). Meeting host can choose a user to Ring from the drop down menu. Unlike Buzz, attendees cannot mute these.

Ban Function

Finally this menu, PRO users can ban someone from the meeting by clicking on “ban” after selecting an attendee and amount of time from the drop down menu.

Banned attendees are listed under a ban list.

Ban function requires the host user to remain and the banned attendee will still be allowed in, but will be immediately removed while on the ban list.

Multiple PRO User Disable Function

There is also a toggle that allows the main meeting host to disable GMP Pro features of other PRO users in the meeting.



Standard Breakout Room Function

This PRO feature allows an user to create breakout rooms using additional meetings connected to each other.

Standard Breakout Rooms Tab

It is possible to create up to 15 breakout rooms by selecting the desired amount from the drop down menu and clicking on “create breakout rooms”. In a few seconds, meetings are then created.

If maximum is not yet reached, it is then possible to add more rooms (one at a time) after a set number has been created by clicking on “add one room”.

If the drop down menu is used again, all previous breakout rooms are overridden and any attendees in them (not brought back or still in the original room) are dropped from the meet.

Once rooms are created, it is possible to randomly or manually assign attendees to breakout rooms.

Randomly assigning attendees works by clicking on the appropriate button.

To manually assign attendees, the host user must click on green buttons listed for each attendee and drag them into the desired room.

Each room can be labeled / named, if desired or necessary.

Under each room’s options it is possible to toggle if:

- Attendees must stay or not stay in original room when joining breakout rooms
- Attendees can have the option to choose to return to main room from breakout rooms
- Attendees are allowed to choose to join breakout rooms on their own with on screen options

If attendee choice is given, it may be important to label rooms. Otherwise rooms will simply be numbered only.

It is also possible to set a timer for each breakout room. Once members are sent, a timer counts down and automatically brings attendees back.

After attendees are assigned to each room, send and bring back attendees to and from breakout rooms.

Attendees are not automatically sent to a room after being added to it. The send button must be clicked first.

After attendees are sent to a breakout room additional attendees can also be sent to the same room if desired.

There are also options in the bottom to send all and bring all attendees to and from all breakout rooms at the same time.

The host can also choose to join a room or join all rooms (button at the bottom).

A different tab will open for each meeting joined (this is when it is a good idea to enable automatic join feature from [Settings Menu](#))

If the host is in multiple rooms, the switch focus button will switch tabs to the selected room.

To leave a room, the host can just close the appropriate tab.

If the host is in multiple rooms, the mute all bottom (at the bottom) will mute sound from all rooms (this does not mute attendees or the sound for attendees within rooms, it only makes it so that the sound from other rooms does not come to host)

The peak button shows active attendees in each room.

The message button allows the host to send a message to the selected room.

The message all button on the bottom does the same to all rooms at once.

The remove button will delete a breakout room. If any attendees are inside when that happens, they are dropped from the meet (but are allowed to reenter on their own).

Bringing back attendees will not deactivate configuration. The same configuration can be used again by sending attendees one more time. If a new configuration is desired, new breakout rooms should be generated using the drop down menu and create breakout rooms button at the top.

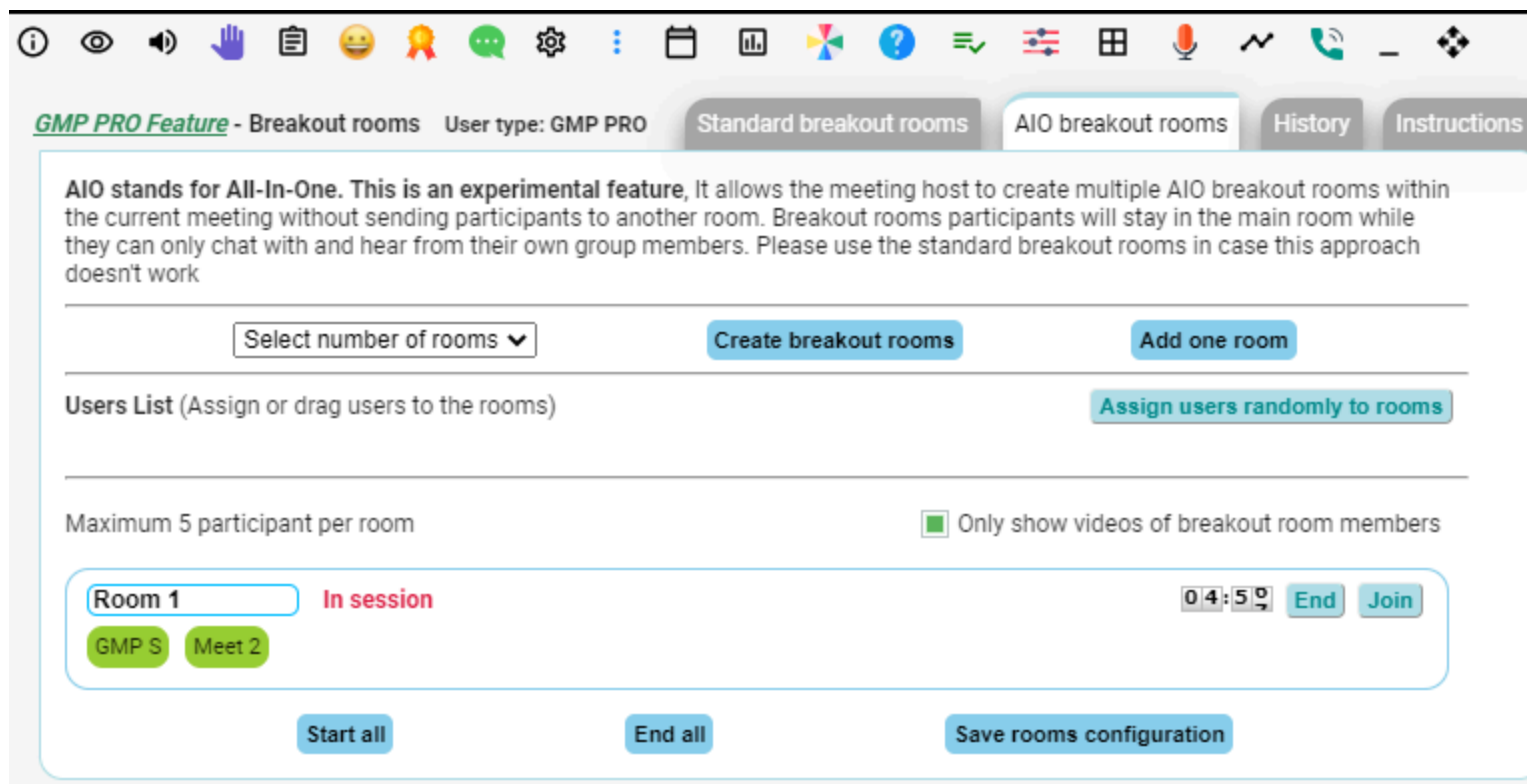
Finally it is possible to copy or save room configurations for future use. Saved configurations can be named for ease of use later.

Do note that unless the “admit guests automatically” function is activated from [Host Controls Menu](#), attendees outside the network that require approval will not automatically be accepted into breakout rooms. Host will have to join and accept them manually in that case.

AIO Breakout Rooms Tab

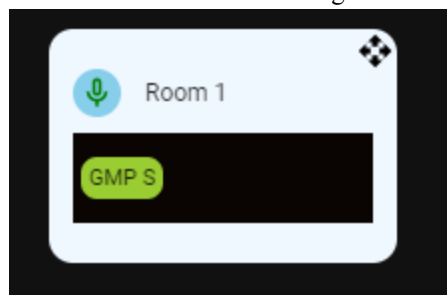
AIO stands for All-In-One. This feature allows the host to run breakout rooms without leaving the main room.

Most features of AIO Breakout rooms work as the Standard Breakout rooms. The host creates a number of rooms first, then drags the users to the rooms to start breakout rooms sessions.



Users assigned to AIO breakout rooms will have their Google Meet's microphone disabled and voice chat with their breakout rooms partners through a pop up window where participants can mute and unmute their microphone. Participants of breakout rooms can see other participants as name buttons in the pop up chat window, also their videos highlighted.

The host can end sessions using the End or End all button, also save the room assignment for later use.



History Tab

The history tab keeps a record of previous breakout room configurations (10 max) used across meetings by a PRO user. Each configuration can be saved if necessary (by clicking on disk icon) or deleted if not (by clicking on trash icon). Unsaved configurations are automatically replaced with new ones after maximum is reached.

Saved configurations can be imported by clicking on the import arrow icon. This will automatically set up breakout rooms in the same manner (rooms, names, options, student assignments). If this is used for a different class, room configuration will work but students will not be placed automatically. Students will still need to be sent to rooms after configuration is recreated. Saved configurations can also be deleted. A maximum of 10 configurations can be saved at one time.

Do remember that it is also possible to copy configuration and assignments for future reference. Copy option is available in the configuration screen and once the information is copied, it can be pasted into a document for record keeping.

Instructions Tab

Because this is a complex feature, it also has its own instructions tab within the extension.



Talking Stick Function

This PRO feature allows an user to randomly or manually create speak order that is shared on the screen through notifications

Speaking order can be created randomly using the appropriate button.

Alternatively order can be created manually by dragging buttons with attendee names into the speaker box in the order desired.

Randomly created orders can also be adjusted before and after the feature is activated.

The drop down box at the bottom controls the amount of time each speaker has to talk.

After the feature is activated, the talk order and time limit per person is displayed on the screen as a pop up notification. Another notification shows the current speaker and the time left.

The feature mutes all speakers other than host and attendee with “talking stick”.

A skip to the next speaker button is available for hosts, if its use is necessary. There is also an option to add time to the current speaker.

Speaking order is generally announced at the start, unless that is disabled by toggling the appropriate box.



Parking Lot Function:

This PRO feature allows the host user to see help requests sent to them by attendees through the [Help Queue](#) function. This is one of the few PRO features located among standard features. It is located on a separate tab within the Help Queue function. However, only pro users can use this tab.

It shows information on who is asking a pro user for help, what each request was about, and their urgency. Urgency is also represented with color coding. Normal requests are marked green, medium are marked orange, and urgent are marked red (matching the notification color received by attendees and hosts when a help request is placed).

Pro users can click on “answer” next to a help request to alert attendees in the help queue of who is being helped next. The feature also helps the host keep track of time spent helping the attendee with a timer next to the request being answered. It is possible to “answer” multiple requests at once, if appropriate.

By clicking “remove”, a pro user can mark issues resolved and advance the line in the help queue. Attendees in the queue then receive updated notifications about their new place in line.

Help requests are listed in the order they are placed, but pro users can rearrange help requests based on the order they wish to address them by clicking the move icon on the top right of each request box and dragging the request into a new position in the parking lot. This will automatically send a notification to attendees who requested help with information about their new place in line.

Finally, there is also a button next to each help request to open a breakout room if it is necessary for the host to meet with attendees in private to facilitate a help request. This integrates with GMPs breakout room function to allow hosts to “add a room” and then send one or more users there and then join them. From here the host can also bring users back to the main room and remove the breakout room once the issue is resolved without having to open the breakout room feature and do all of this there separately. Hosts can also name the breakout room, if desired and click on more options to adjust further details from the breakout feature menu. Breakout rooms created through integration with the Parking Lot function are automatically created with the “option to return” to the main room being available to attendees.



Task Function (PRO Features)

Gives PRO users the ability to assign tasks to meeting attendees and track reported completion status.

This menu, including pro features is located on the standard user side of bar. However, only PPro users have the ability to use all tabs under this menu. Standard users only have access to the “Your Tasks” tab. 

Pro users can still be assigned tasks from other PRO users. In that case, the functionality is similar to what was described above in the standard version of the [Task Function](#).

Pro users also have access to additional features including:

 Create a task,  task status, and  history tabs.

At  Create a task, pro users can create and assign tasks to meeting attendees. Tasks can be sent to everyone if that option is toggled, or specific users can be selected, if not. There are then fields to add a task subject and description (which are required before a task can be sent). Hosts can also choose to attach links to the task. These open on separate tabs when clicked on by attendees.

Hosts can also add a timer to each task sent and see a log of recently sent tasks.

Finally it is possible to save tasks for future use by toggling the appropriate box. Saved tasks appear in the  history for Pro users. From there users can click on the arrow icon to import previously used task settings for use again or click on the trash symbol to delete a task from saved history. Tasks are listed with name and date with the most recently saved at the top.

 The task status tab allows pro users to see status completion based on attendee interactions.



Private voice chat (PRO Features)

Allowing PRO users to have a private voice chat with attendees without leaving the meeting.

Pro users can drag meeting participants to the Chat Participants section, and clicking on  button to start the chat. Everyone in the meeting is muted when the private voice chat starts to ensure that the private chat is not disturbed by others.

GMP PRO Feature - Private voice chat User type: GMP PRO

This features allows users to launch a private voice chat session without leaving the room

Users List (Drag the name buttons to the chat section)

Chat participants (You can add maximum of 3 participants to the private voice chat)

GMP S 



☒ Mute other attendees when chatting (recommended)

☒ Only show the videos of chatting participants

The host can have a private chat session with up to 3 participants at a time. GMP PRO provides the option to only show chatting participants videos during the chat, the rest of people's videos are blacked out during the chat. Microphone, muting state and videos will be restored when the host hangs up the voice call

Every participant of the voice chat session has the option to mute the microphone by clicking on  button.



Usage Stats

This PRO feature provides the ability to tracking current participants attentiveness and GMP Messenger usage

GMP PRO Feature - Stats

User type: GMP PRO

Attentiveness

GMP Messenger usage

This feature checks user's browser current focus and determines the level of attentiveness at the moment the button is clicked

Get stats

Full (This meeting tab is active and the focus is on the meeting)

GMP S

Meet 2

100.00%

Partial (This meeting tab is active, however, the focus is on another tab)

0.00%

None (This meeting tab is either minimized or running in the background)

0.00%