Google Meet: Creating Small Groups

Here are both written instructions and a screencast on how to create and manage break-out/small groups in Meet.

1. Create your break-out/small groups (ie. Group 1: Colleen, Sal, David and Limor, Group 2: Ozer, Abby, Eli and Tanya, etc.) in Google Docs or similar app.

2. Go to Google Meet, and click Join or start a meeting

3. Enter a name for this Meet (use the ones from Step 1, ie. “Group 1”)

4. Click Join meeting

5. In the new pop-up window, click Copy joining info

6. Go to the document with your created group (from in Step 1) and paste the information for that group (ie. Group 1 consists of... and your Meet joining info is...).

7. Open a new tab and repeat steps 1 through 5 for as many groups as you’d like to have. Simply change the name of each Meet to match the group (ie. Group 1 will be in a Meet called Group 1, Group 2 will be in a Meet called Group 2 and so on).

8. Go to the platform you use to communicate with your class (Managebac or Google Classroom) and share your document/lesson/instructions (see example below).



Yariv Cohen
1:49 PM (Edited 2:26 PM)

Hello class,

Today we will begin with a whole-class Meet and then break-out into smaller groups. Please join the whole-class Meet at 7:55 so we can check-in, discuss today's task, the concepts within it and any misconceptions you may have. When I tell you too, you will leave our whole-class Meet and join your small group (details and the Meet link is below).

Whole-Class Meet: To join the video meeting, click this link: https://meet.google.com/map-gfzq-aqu Otherwise, to join by phone, dial +1 470-499-3945 and enter this PIN: 501 323 980#

Group 1: Colleen, Sal, David and Limor. To join the video meeting, click this link: https://meet.google.com/drf-qxss-nei Otherwise, to join by phone, dial +1 636-452-0269 and enter this PIN: 948 928 012#

Group 2: Ozer, Abby, Eli and Tanya. To join the video meeting, click this link: https://meet.google.com/wnp-zywf-uwf Otherwise, to join by phone, dial +1 256-743-5586 and enter this PIN: 663 327 531#

Group 3: Shari, Cindy, Oren, Moshe. To join the video meeting, click this link: https://meet.google.com/raa-fjic-dun Otherwise, to join by phone, dial +1 276-582-1060 and enter this PIN: 269 801 011#

Group 4: Lindsey, Bernard, Richie, Victoria. To join the video meeting, click this link: https://meet.google.com/pdo-qcyv-bnc Otherwise, to join by phone, dial +1 530-500-4041 and enter this PIN: 845 910 045#

9. When it is time for your class to begin, click on the whole-class Meet link as well as each of the break-out group links - each Meet will open up in a separate tab.

   Note: as with all Meets, it is advised that every participant uses a headset.

10. You can have a quick check-in with students in the whole-class Meet, conduct a mini-lesson, review concepts in the task you might set, discuss misconceptions they may have. Then, instruct them to leave this Meet (click on) and join their break-out groups with the understanding that they will rejoin your whole-class Meet after 30 minutes (for example). They can simply click their links that you provided in Step 8.

11. You will do the same and join/leave each Meet as needed.

Sample class post to provide in Managebac or Google Classroom

Hello class,

Today we will begin with a whole-class Meet and then break-out into smaller groups. Please join the whole-class Meet at 7:55 so we can check-in, discuss today's task, the concepts within it and any misconceptions you may have. When I tell you to, you will leave our whole-class Meet and join your small group (details and the Meet link is below).

Whole-Class Meet: To join the video meeting, click this link:

Group 1: Colleen, Sal, David and Limor. To join the video meeting, click this link:

Group 2: Ozer, Abby, Eli and Tanya. To join the video meeting, click this link:

Group 3: Shari, Cindy, Oren, Moshe. To join the video meeting, click this link:

Group 4: Lindsey, Bernard, Richie, Victoria. To join the video meeting, click this link:

Sample Virtual Learning Lesson Format

1a. *(During the first lesson and perhaps again to begin the second lesson)* Begin with a quick **check-in** with students and discuss how lessons will "flow". This includes the need for turning off their microphones and utilizing the chat feature in Meet to make it easier to communicate. When discussions are appropriate, students can turn on their mics one/or a few at a time to speak. You'll find your own class management system for sure. *(5-10 min)*

1b. Mini-Lesson/Launch Pick up on a previously assigned article/video (flipped classroom) or offer an experience which invites students to want to learn more.. *(5 min)*

2. Students now have an opportunity to **ask questions** and **clear up any misconceptions** working through a few questions, a task or discussion prompt. *(5 - 10 min)*

3. Small-Group Work Students begin **applying their learning**. Depending on the task, students may break out to either work independently or in small groups with the understanding that they would rejoin our class at a set time. The pre-arranged groups would include 4 roles, a:

a) **Group Manager** who would manage the Meet for the group
b) **Timekeeper** to ensure the group rejoins the whole-class Meet at the arranged time
c) **Data Recorder** who would jot down notes discussed in their Meet (this can be in a whole-class document shared via Classroom where all groups can view/reflect on each other's work)
d) **Presenter** who would share the groups learning when they rejoin the whole-class Meet
(30 - 45 min)

4. **Share** Group presenters will **share** what they've learned and discuss any misconceptions they had. *(5-15 min)*

5. Preview Discuss any homework and preview the upcoming lesson *(1 - 2 min)*

You will likely find this is similar to the normal flow of a lesson with some specifics around Virtual Learning. Try it out, make modifications, try again and keep making modifications. This is a process and it may take you a few lessons to feel as if you're in a groove.