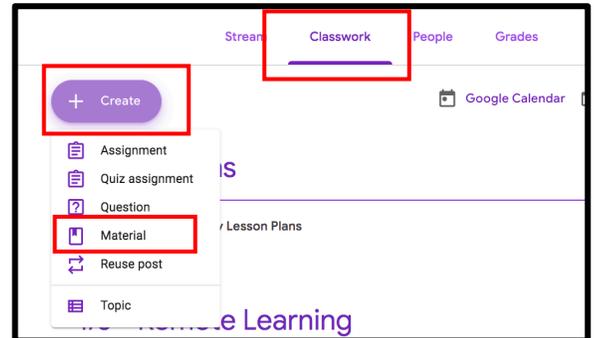


# Virtual Classes in Google Classroom

## Posting Meeting Information in Google Classroom

1. Open Google Classroom and click on your class.
2. Click on the Classwork tab.
3. Click on CREATE and select MATERIAL.

A screenshot of the 'Material' creation form in Google Classroom. The form has a title field with 'Virtual Class' entered. Below the title is a description field with the text: 'We will be meeting for virtual class everyday from 9:00am-9:30. Go to Google Meets, click on Join Meeting, and type in the meeting name: meetingnickname.' There are 'Add' and 'Create' buttons at the bottom left. On the right side, there are dropdown menus for 'For' (set to 'Remote Lear...') and 'All students', and a 'Topic' dropdown set to 'No topic'. A 'Post' button is at the top right, and a 'Saved' indicator is next to it.

4. Fill in information (title, etc.)
5. In DIRECTIONS, give students directions for how to join a meeting & your meeting nickname.
  - To join the meeting, students will sign-in to their district Google account, open the Meets app, and enter the nickname you shared.
6. Click Post

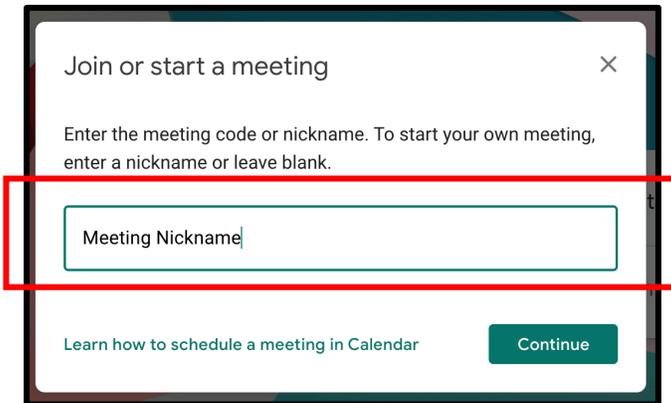
**\*\*\* Students can't enter nicknamed meetings without you opening it first, so you can reuse nicknames and post meeting information in Classroom early if you want.**

## Setting Up/Starting a Google Meeting

1. Sign in to your district account and go to Google Meets.
2. Click JOIN OR START A MEETING.



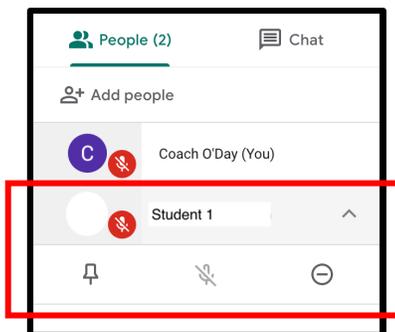
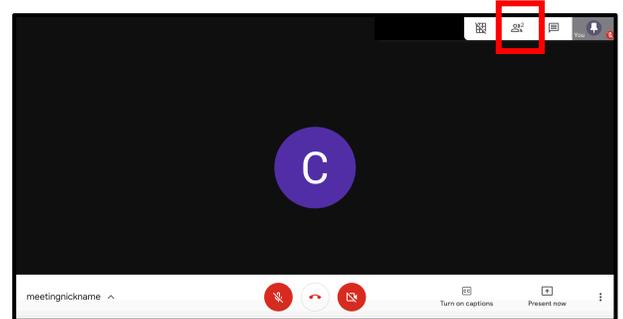
3. Enter the nickname for your meeting in the window.
  - Make sure the nickname is unique.
4. Click CONTINUE.
5. Click JOIN NOW to join the meeting.



**\*\*\* Once you have started the meeting, your students will be able to enter. \*\*\***

## Managing Students in a Google Meeting

1. In the top-right corner click on PEOPLE.



2. Next to a student's name click on the DOWN arrow.
  - Click on the  to mute a student.
  - Click on the  to remove a student from the session.

**\*\*\* Make sure you are the LAST to leave the meeting so students won't be able to rejoin when you aren't there. \*\*\***