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.
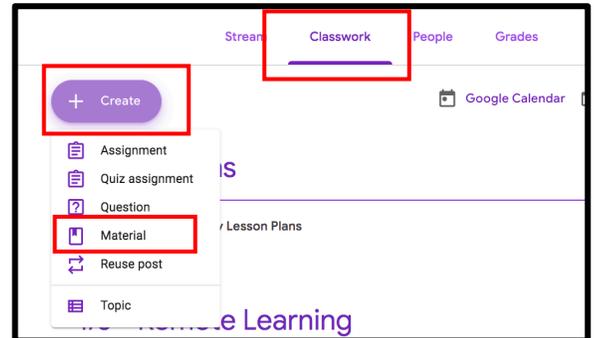
4. Fill in information (title, etc.)

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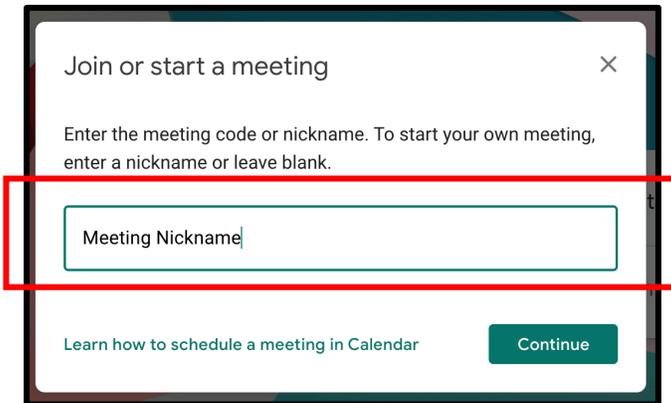
*** Once you have started the meeting, your students will be able to enter. ***

Managing Students in a Google Meeting

1. In the top-right corner click on PEOPLE.
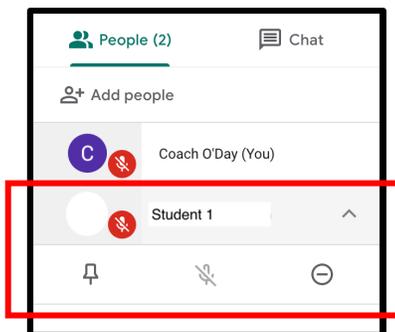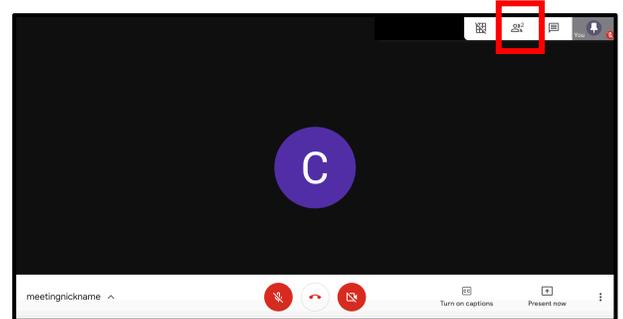
2. Next to a student's name click on the DOWN arrow.
   - Click on the 🎤 to mute a student.
   - Click on the ⊖ to remove a student from the session.

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