

Staff Guide To



Google Classroom

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Signing In

From a laptop / PC

Option 1

- Go to classroom.google.com
- Sign in with your Google Classroom account details
 - **Username** =

 - **Password** = *chosen by you*

Option 2

- From Google's homepage, click on the button in the top right corner.
- Sign in with your Google Classroom account details.
- You should now see your initial in a circle in the top right corner.
- Next to your initials will be the 'waffle' (9 dots). Click on the waffle and select Classroom.

From a smartphone











Option 1

1. Open the phone's web browser and type in classroom.google.com in the address bar
2. Sign in with your Google Classroom account details (as above)

Option 2

1. Download the Google Classroom app.
2. Sign in with your Google Classroom account.

Google icons

 DRIVE	Where you access any Docs, Sheets, Slides, Forms or other work you have saved in Google Classroom.	 DOCS	Google equivalent to Word. Create documents that are largely text based.
 CLASSROOM	View and access work set and messages from the class teacher.	 SHEETS	Google equivalent to Excel. Create spreadsheets and represent in graphs.
 MEET	Video conferencing. This feature is only available if a teacher starts a meeting. Children cannot create their own meeting.	 SLIDES	Google equivalent to PowerPoint. Create presentations.
 SITES	Create your own web page (content can be published but only within the school domain)	 FORMS	Create your own surveys or quizzes.
 KEEP	Online post-it notes	 CHROME	Google's web browser to search the Internet

Key Features - Stream

The screenshot shows the 'Meerkats-2020' classroom interface. At the top, a navigation bar includes a menu icon (1), the class name 'Meerkats-2020 REGISTRATION' (2), and tabs for 'Stream' (3), 'Classwork' (4), 'People' (5), and 'Grades' (6). On the right, there are icons for settings (7), Google apps (8), and the user's account (9). The main content area features a header with the class name and registration details (10), including a class code and a meet link (11). Below this is an 'Upcoming' section (12) showing 'No work due soon' and a 'View all' link. A 'Comment feed' (13) allows users to share with the class. A post from 'Miss H Lomas' (14) dated 'Oct 5' says 'Hello Meerkats. I hope you all have a wonderful week :)'. At the bottom, there is a text input field for 'Add class comment...' (15) and a 'Send' button.

1. **Menu of classes** – access all your classes from here and switch between them
2. **Current class** – this shows the active class you are in. Click on this to return to the Stream at any point.
3. **Stream** – announcements for the class are shown on this page as well as new classwork - if your settings are set to show assignments too
4. **Classwork** – where you set and view assignments
5. **People** – view which pupils and teachers are members of this class
6. **Grades** – view work that has been handed in and give feedback to children, give them scores and view previous scores
7. **Settings cog** – access settings for the class page here
8. **Waffle** – access all different Google apps
9. **Account** – shows who is logged in to the account by the initials. Click here to also switch accounts and log out
10. **Class code** – toggle on/off in settings. Allows other children to join your class
11. **Meet link** – the link for Google Meet to have video conferences with your class. The eye shows whether the link is visible or not. Make sure this is hidden so children can't start the meeting.
12. **Upcoming** – shows what work is due in, with a date
13. **Comment feed** – comments you send to the class are visible here (similar to Twitter). They are visible to all users.
14. **Posts** appear here for everyone to view (change who can post in the settings cog)
15. **Theme** – change the picture/theme of your classroom header

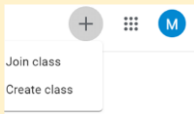
Key Features - Classwork

The screenshot shows the Google Classroom interface for a class named 'TEST CLASS 6'. The 'Classwork' tab is selected. On the left, a sidebar lists various topics, with 'All topics' highlighted by a blue box labeled '1'. At the top, a '+ Create' button is highlighted with a blue box labeled '2'. Below the sidebar, a topic titled 'GPS Resources' is highlighted with a blue box labeled '3'. At the top of the main content area, there are three icons: 'Meet' (labeled '4'), 'Google Calendar' (labeled '5'), and 'Class Drive folder' (labeled '6'). Below these, a post for 'Test GPS Assignment' is shown, with a due date of 'Oct 21' highlighted by a blue box labeled '7'. The post includes instructions, a PDF attachment titled 'SPaG-Spotter-Pack-1.pdf' (labeled '8'), and statistics showing '0 Turned in' and '1 Assigned'. A 'View assignment' link is highlighted with a blue box labeled '9'. At the bottom, another post titled 'Proper Noun Game' is visible, with a blue box labeled '1' next to it.

1. **Topics** – shortcut to all the Topics created
2. **Create** – create a new assignment (assignment, quiz, question, material, reuse post, topic)
3. **Topic titles** – assign work to a topic as you post something so it is organised together. Click and drag to re-order the Topics
4. **Meet** – generate a Meet link for your class and decide if it's visible to the children
5. **Google Calendar** – view when assignments are due in and add items to the calendar
6. **Class Drive Folder** – view any work submitted by your class
7. **Due Date** – when the work is due to be handed in. Click the 3 vertical dots to rename or delete the assignment or topic
8. **Turned in / Assigned** – shows how many children the task was assigned to and how many have completed it and returned it to you. Click on these words to view the submitted work
9. **View assignment** – view the full instructions for the task and see who has handed it in. You can edit the assignment once set from here. Once clicked on, there is also a tab at the top to switch between the *instructions* and *student work*
10. **Other assignments** – all other assignments and materials will appear here. If assigned by a topic, it will appear under the topic. If no topic is selected, posts will appear at the top of the feed.

Creating a new class/group


- From the Classes overview page, select the + symbol and then select 'Create class'.



- Type in the name of your new class/group
- Change the appearance of your header
- Add teachers & pupils to the group

Add/remove people



- Go to the 'People' tab
- Click on the  symbol next to either 'Teachers' or 'Students'
- Type the name of the teacher/student, select them and then click 'invite'
- When the teacher/student next visits their Classes page, they will be invited to 'Join' the new class
- To remove a teacher, select the 3 vertical dots next to their name and select 'Remove'
- To remove a student, check the box next to their name and then from the 'Actions' drop-down menu, select remove.

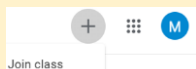
Joining students to a new class without using



In the top left of the Classroom header, there will be a 'class code'

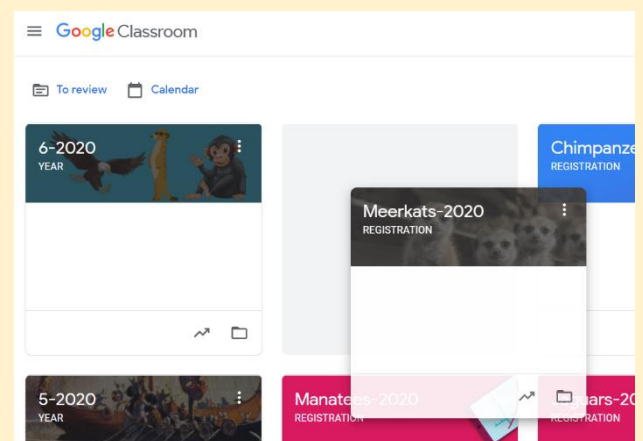


If you want pupils to join this class during a lesson, they will need to click on the 'Join class' option and type in this code



Organising your classes

On your Classes homepage, you can rearrange your classes by clicking and dragging to change their order.



Changing the order of classes on here won't affect any other teacher's account.

New starters during the year

Any pupil that joins mid-year will automatically have an account created for them (once they are on SIMS).

Their password will be _____ to begin with and they will be prompted to create a new password the first time they log in.

Once logged in, they will automatically be added to their main class and year group. You will need to manually add them to any other classes/groups you have created.

Class Settings



General

Invite codes

Manage invite codes

Settings apply to both invite links and class codes

Enabled

Invite link

<https://classroom.google.com/c/MTU4NDMzMzc5MjA5?cjc=btqqesr>

Class code

btqqesr

Class view

Display class code

Manage invite codes – this allows you to show/hide the room code for other children to join

Class Code – you can change what the code is to join the classroom here

Stream	Students can post and comment
Classwork on the stream	Students can only comment
	Only teachers can post or comment

Stream – decide what permissions you want students to have for posting comments on the feed. I would recommend **'Students can only comment'** so they can reply to your questions and messages but not start their own posts.

Stream	Stu	Show attachments and details
Classwork on the stream		Show condensed notifications
Show deleted items		Hide notifications

Only teachers can view deleted items.

Show condensed notifications – pupils will see every piece of work/task that has been posted mixed in with comments on the stream

Hide notifications – only comments will appear and pupils will access all work that has been set from the Classwork tab (**recommended**)

Show deleted items – this allows you to monitor if a pupil has written something on the feed and then deleted it. You can toggle this on/off as needed. Only teachers of that classroom will be able to see deleted items – they will be grey in appearance.

Personal Settings



Click on the **3 lines** in the top left corner to view all your classes. Scroll to the bottom and select **Settings**.

These are personal to you, so even if other teachers are in the same class, your settings won't affect theirs

Profile

Profile picture

[Change](#)

Account settings

Change your password and security options, and access other Google services. [Manage](#)

Change your profile picture. This will be visible to all members of your class.

Notifications

Email

Receive email notifications

Comments

Comments on your posts

Comments that mention you

Private comments on work

Classes you teach

Late submissions of student work

Resubmissions of student work

Invitations to co-teach classes

Scheduled post published or failed

Decide what you want to receive notifications for by toggling on/off

Class notifications

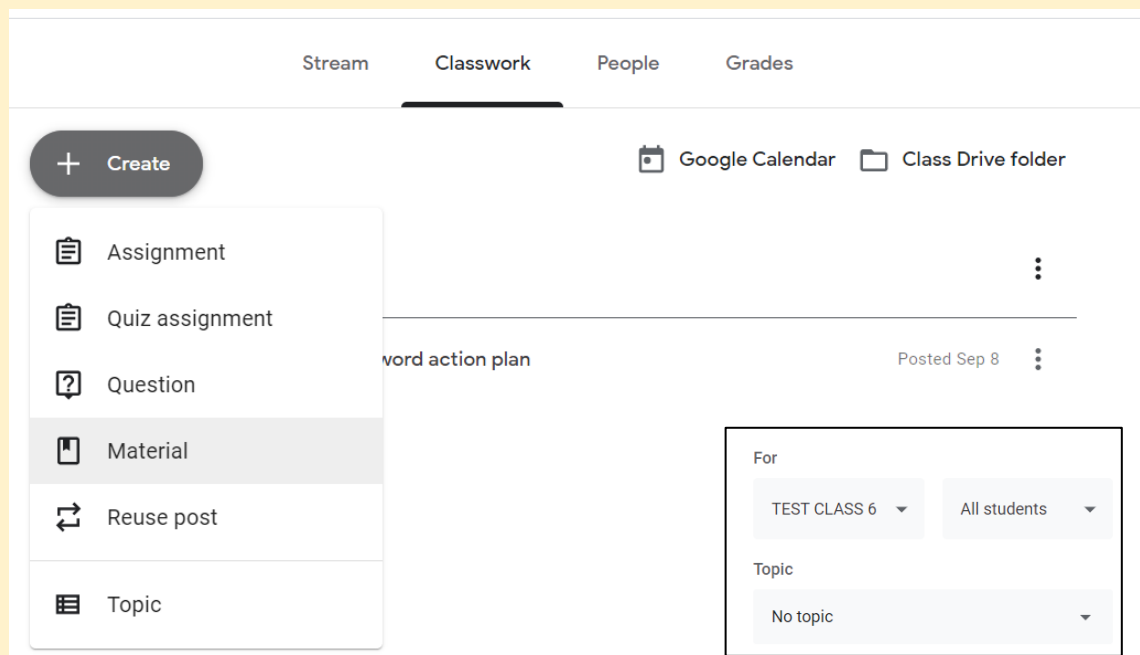
Turn email and mobile notifications on or off for a class



6-2020 YEAR

Class notifications – expand this menu to view all the classes you are a member of. Toggle on/off the classes you wish to receive notifications for.

Adding material (a view-only resource)



Material – upload a resource to your class that children can view. When you upload a material, it is automatically set to 'view only' for the children. This is useful if you want them to see a resource/task but not let them change anything (or 'accidentally' delete a task to complete on a list).

1. Click on classwork
2. Click on the **+ Create** button
3. Select **Material**
4. Type in a title and description (optional). Then either **Add** or **+ Create** your resource
5. Check the column on the right-hand side to check you have assigned it to the correct **class/classes**, **student/students** and that you have selected a **Topic** for it to be listed under

Note: if selecting more than 1 class, you can't select individual children as well. If you only want it to be visible to certain children in each class, post it to one class selecting the children required and then use the **reuse** feature to assign it to the children in other classes too.

Reusing a post

Reuse post – this feature allows you to reuse a post from another classroom. You could post everything to your TEST CLASS to trial it and then reuse the post to set it for your real class.

1. Click on classwork
2. Click on the + Create button
3. Select Reuse post
4. Select the Classroom that has the original post you want to reuse
5. Select the piece of work from the list and click reuse
6. You will now be presented with the setting work screen and can choose who the work goes out to

Note: The post will be in the same format as the original e.g. material will stay as material, assignment will stay as an assignment.

Uploading pre-existing files

IMPORTANT

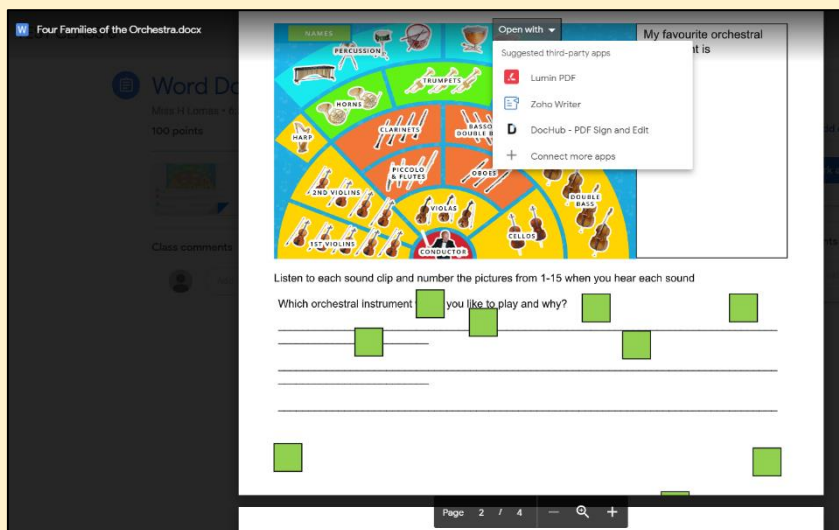
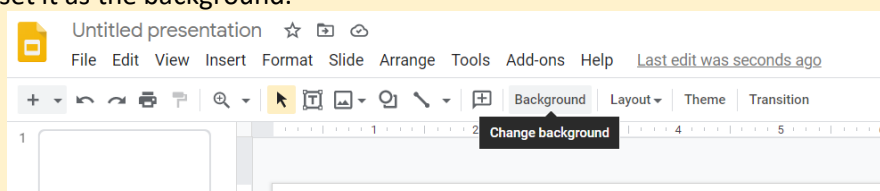
Google Classroom works best when you use the Google file version: **Docs, Slides** and **Sheets**.

It is possible to upload a **Word, PowerPoint** or **Excel** file but the formatting may be affected and if you want children to edit these documents, they will have to download the file, edit it and then upload it again. If they are working on a phone/tablet, this then makes the work inaccessible to them.

If you already have files made on Word, open up that file as well as a blank Docs file. Copy and paste all the information onto the Docs file and use then upload the Docs file. That way, you can ensure the layout hasn't been affected and the children can respond as expected.

Writing on a picture

The easiest way I have found so far, is to set the picture as the background on Slides and then put text boxes on top of the picture. You could also use this method to write on a PDF: save it as a picture and then set then set it as the background.



Problem with Office files

Office files become 'read-only' when uploaded to Google Classroom. As you can see, the layout has shifted and there is no option to write on this file.

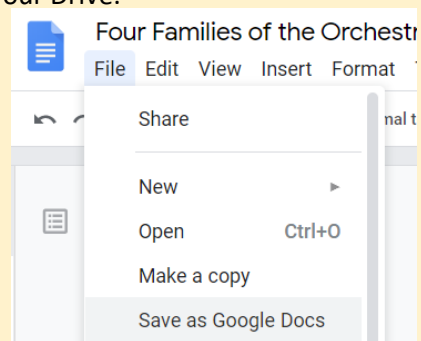
There are available plug-ins to convert it to become editable but that would require every child downloading that extension.

Converting to Docs, Slides or Sheets

1 – Copy and paste the information from your Office file into the Google equivalent and save into your Google Drive. You can then upload to Google Classroom direct from your Drive.

2 – Upload the Office file to your Google Drive. Open the file from inside your Drive, choose the option to **Open with Google Docs/Slides/Sheets** from the top of the page.

3 – Check the layout is correct and then **Save as Google Docs**.



Assign/Draft /Schedule work

Saved

Assign
Schedule
Save draft
Discard draft

For
TEST CLASS 6

Points
100

Due
No due date

Topic
No topic

Rubric
[+ Rubric](#)

Check plagiarism (originality)
[Learn more](#)

When creating/assigning a new task/material, you are given 3 options: **assign**, **schedule** and **save draft**.

To view these options, click on the arrow next to the word assign in the top right corner.

Assign

Assign – this will post the task straight away to the class/students selected

Draft – allows you to start setting up an assignment/material but won't post it to your page until you click **Assign**

Schedule – allows you to prepare tasks in advance with all materials without posting to the class page straight away. You can select what date and time you want it to appear on the page.

You could schedule all tasks for the week during PPA and they will automatically appear during the week, on the day and time you set.

Drafts and scheduled work will appear as greyed-out items at the top of your classwork page. This is only visible to the teachers of the page.

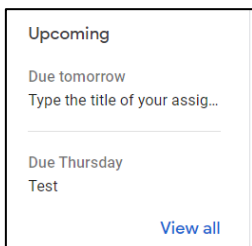
Stream Classwork People Grades

+ Create Meet Google Calendar Class Drive folder

Air Raid PowerPoint Draft

TOPS Time - Chromebook Art Scheduled for Oct 30, 8:00 AM

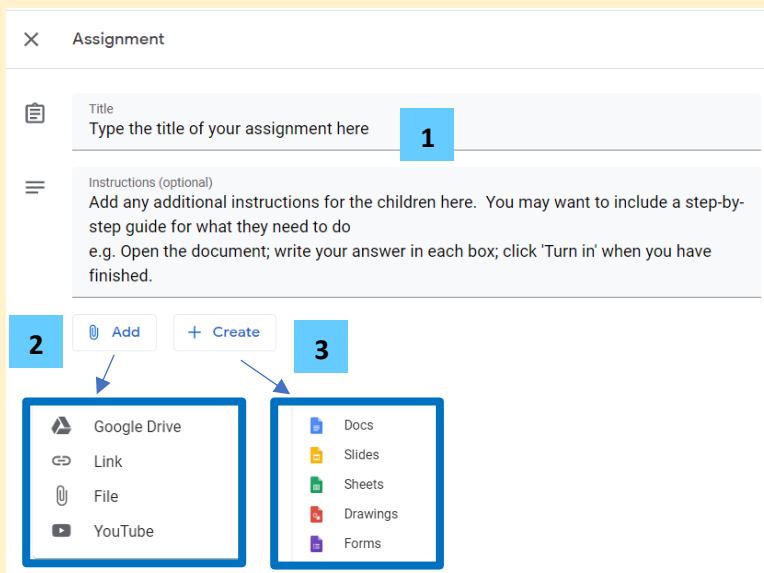
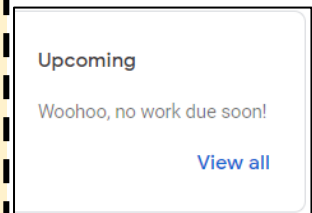
Setting an Assignment, 1 of 2



IMPORTANT: if you want a piece of work to appear on the children's homepage (image on left) and appear in their calendar, you must **include a due date**.

If you don't add a due date, it will still appear under their classwork but they will see the message on the right so, from a quick glance at the homepage, they will be unaware you've set new work.

Also, if you don't set a due date, you won't be able to track when each child submitted their work.



On the **Classwork** page, click on **+Create** and then select **Assignment**.

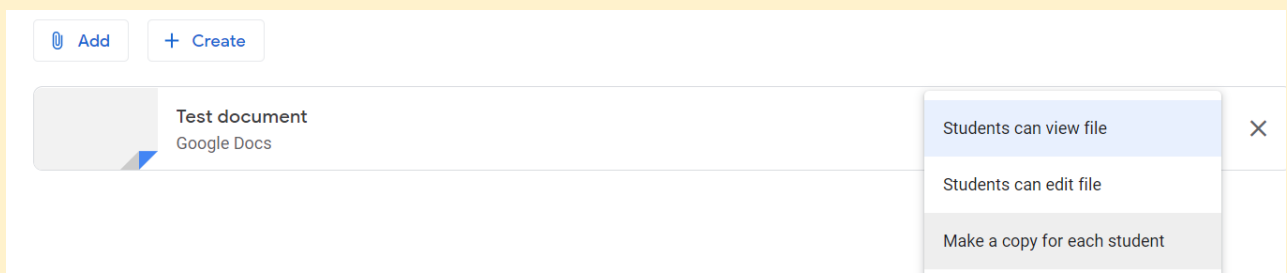
The following page will open up:

- 1 Type in the title for the task and any instructions (tip: number or date the assignments so it's easier to organise).
- 2 Add any attachments needed.
- 3 Create a new Google file to attach to your assignment if needed.

NOTE: you can add and create multiple files for each assignment.

If you attach (add or create) a file to your assignment, you need to decide how you want the children to interact with it. There are 3 options to choose from:

- **Students can view file** – they will not be able to change anything.
- **Students can edit file** – all children will see the same file and any changes an individual makes will be visible to others. Useful for collaborative work.
- **Make a copy for each student** – this will automatically send a copy to each student (adding their name to the file title) which they can edit before handing it in to the teacher. Only that child and the teacher can see the edits on this setting.



Setting an Assignment, 2 of 2

After completing the above, you will need to work through the options on the right.

- 1 Select the class(es) you want to have the work from the drop-down menu
- 2 Select the pupil(s) you want to have the work from the drop-down menu
- 3 Points – choose how many points are awarded for an assignment or leave it as ungraded in the drop-down menu
- 4 Due date – this is important to add in so it appears on the children’s home page.
- 5 Topic – this helps organise your assignments on the Classwork page
- 6 Rubric – a grading checklist that the children can see e.g. 1 point = x, 2 points = y, 3 points = z
- 7 Finally, once everything is set up, decide whether to

The screenshot shows the 'Assign' interface with the following elements:

- 7**: 'Assign' button
- 1**: 'For' dropdown menu showing 'TEST CLASS 6'
- 2**: Pupil selection dropdown menu showing 'All students'
- 3**: 'Points' dropdown menu showing '100'
- 4**: 'Due' dropdown menu showing 'No due date'
- 5**: 'Topic' dropdown menu showing 'No topic'
- 6**: '+ Rubric' button
- Below the rubric button: Check plagiarism (originality) [Learn more](#)

Important notes

Pupil selection: *you can only select certain pupils from one class. If you want to set a piece of work for certain pupils across classes, you will need to reuse the post (see page 8)*

Points: if you leave the points on, you **must** give points when marking/returning the work. If you do not award points before returning it to the student, it will reassign the work for them to complete as it is deemed incomplete. If points are not important, select 'ungraded' from the drop-down menu. This way, when you return the work to the child, they will see a next to their work so they know you've looked at it.

Creating a Quiz Assignment

On the classwork page, click **Create** and then select **Quiz assignment**. A blank quiz will automatically be created. Click on the attachment to edit the quiz.

Grade importing – this will allow you to import the results of the quiz to analyse.

Locked mode – if the student is using a Chromebook, it will stop them from being able to open up any other webpages.

- 1 Click here to name the file
- 2 Click here to name the quiz
- 3 Type in your question here
- 4 Choose the style of question from the drop-down menu
- 5 Click here to select what the correct answer is, if there is one
- 6 Duplicate question
- 7 Delete question
- 8 Answer is required by the student
- 9 Add a description, shuffle the order of the options, jump to different question/section based on answer given
- 10 Options bar: add another question, import questions from another quiz, add a title/description for this section of the quiz, add a picture to the quiz, add a YouTube video, add a new section of the quiz
- 11 Change the colour scheme/theme of the quiz
- 12 Preview your quiz
- 13 Settings – how many times it can be completed, presentation settings, completion message to children, when a score is given out

Creating a Question

On the **Classwork** page, click **+ Create** and then select **Question**.

Choose either **short answer** or **multiple choice** from the drop-down menu

- Short answers – there is no character limit for these answers. The option **Students can reply to each other** will appear – ticking this will let students comment on what others have said. You can also choose whether students can edit their answer after submitting.
- Multiple choice – type in your options and the students will be asked to select one of them. The option **Students can view class summary** will appear – this will allow them to see a summary of the class responses after they have answered.

Click on **Ask** once your question is ready. You will have the option to **Ask**, **Schedule** or **Save draft**. If the children require the answer, you will have to post this as a comment once all children have submitted their answer. If they need the answers straight away, use a Quiz instead.

From the **Classwork** page, the children can answer the question straight away and 'Turn in' their answer.

By clicking on 'View question' from the **Classwork** page, they will have the option to answer the question but also to add a **class comment** (visible to all) or a **private comment** (only visible to the teacher).

Gradebook

Gradebook (Grades) shows you the status of all assignments that have been set in your class. From here you can view, grade and return a piece of work.

Each piece of work will be colour coded:

- **Red** – Missing work. This means the student hasn't submitted the work before the deadline
- **Green** – Work has been turned in by the student (and is waiting to be graded) or it has been given a draft grade (a quiz result that is waiting for the teacher to confirm the score)
- **Black** – Returned work. This means the teacher has looked at it. It will have a black tick if it was an 'ungraded' piece or a score /xxx if it was a graded points assignment

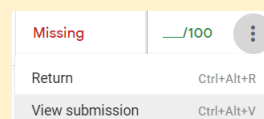
A cell will remain **blank** if the work has not been completed but the due date hasn't passed/a due date wasn't set. If the work was only assigned to certain students, those it does not apply to will display 'not assigned' in the cell for that assignment.

If a pupil submits a piece of work by a different means, such as on Purple Mash, you can still manually enter a grade and leave a comment for that child. It will display 'not turned in' under the score for graded pieces and a black tick will appear for 'ungraded' pieces.

Training Class		Stream	Classwork	People	Grades	
Sort by last name ▾	No due date Test for Guide ⋮	No due date Quiz to answer ⋮ out of 70	Sep 23 Our favourites ⋮ out of 100	Sep 23 Smartboard d... ⋮ out of 100	Sep 23 Computing Staff... ⋮ out of 100	Jul 24 Staff Laptops ⋮ out of 100
	Not assigned		Missing	Missing	Missing	100 Done late
	✓	30	Missing	75	100	100
	All pupil names will appear here	30 <i>Draft</i>	Missing	___/100	Missing	100
	Turned in	70	Missing	90 Not turned in	Missing	Missing
	Not assigned	30	Missing	___/100	Missing	100
	Not assigned	30 <i>Draft</i>	Missing	___/100	___/100	Missing

Assignment titles (in blue) are displayed in the top row. Clicking on the title will take you to the marking page for that assignment.

To view the work submitted by each child, hover next to the assignment (in line with their name) and 3 vertical dots will appear with 2 options:



Return – it will be sent back to the student with whatever grade you have typed in

View submission – this will let you view that child's work, make a comment and then return it. (Alternative ways to view work is on the next page)

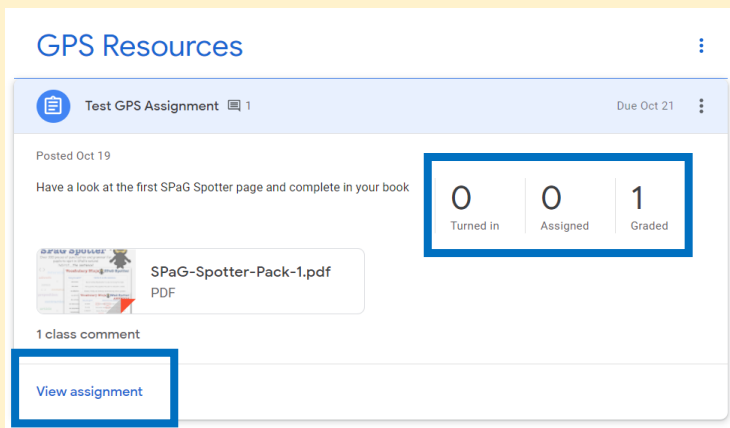
[Click here](#) for more information on using the Gradebook

Giving feedback: assignments

Feedback on an assignment

One way to give feedback is through the **Grades** tab (as described on the previous page).

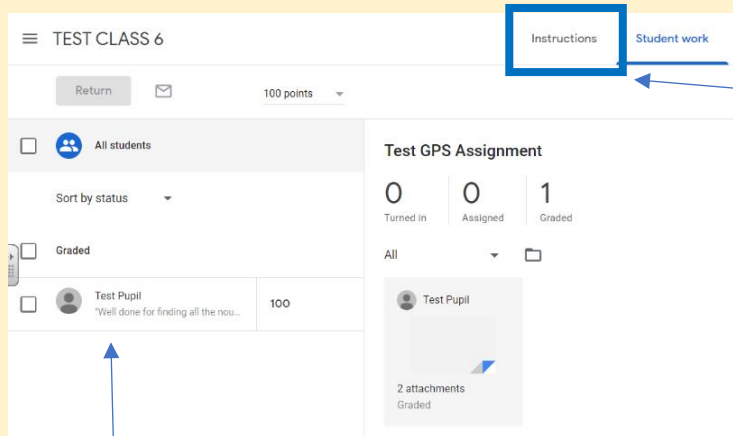
You can also enter grades and give feedback from the main **Classwork** page. Click on the assignment you want to mark and then either click on **View assignment** or **Turned in/Assigned/Graded**.



By clicking either of these options, you will be taken to the **Student Work** page.

On this page, students are grouped together by the assignment status.

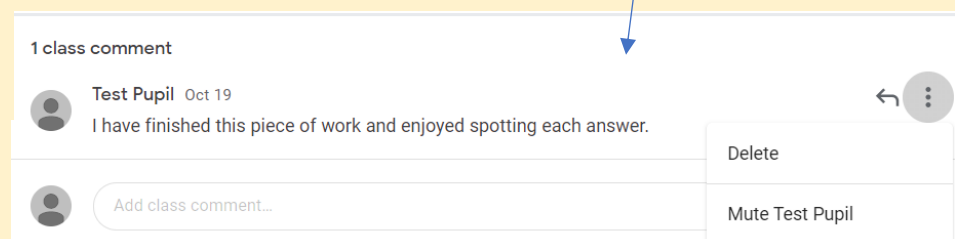
- Turned in: students have sent the teacher their finished work
- Assigned: students are yet to turn in the work – it's unfinished or late
- Graded (if points were set): work that you have graded and returned
- Returned (if ungraded was selected): work that you have looked at and returned



By switching to the **Instructions** tab, you can view any class comments that have been made on this assignment.

To view or send a **private comment** to an individual student, click on their name and it will open up their work and a private comment feed.

You can then **add a whole class comment**, **reply** to a comment (visible to all), **delete** a comment or **mute** the pupil if you want to stop them from posting on comment feeds.



Giving feedback: quizzes

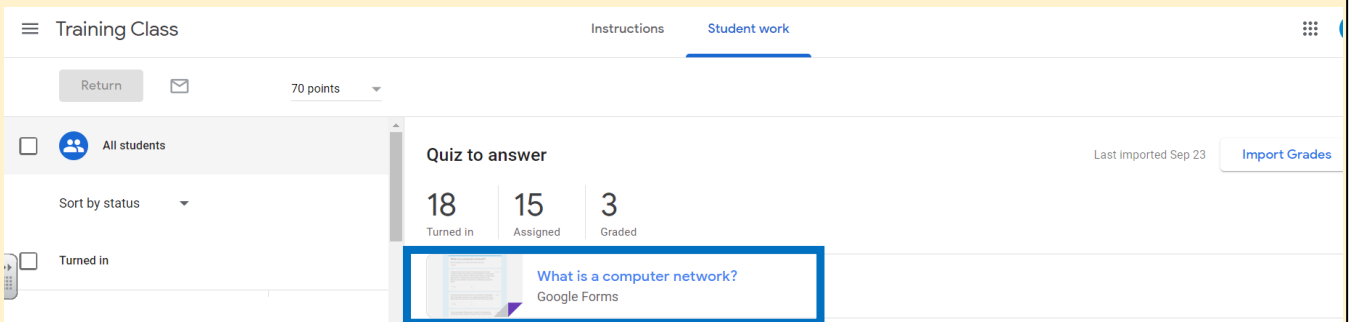
Feedback on Quiz results

To view students' answers from a quiz, clicking on their name in the left column from the Student Work page won't show you their work/answers. There are 2 ways to access their work:

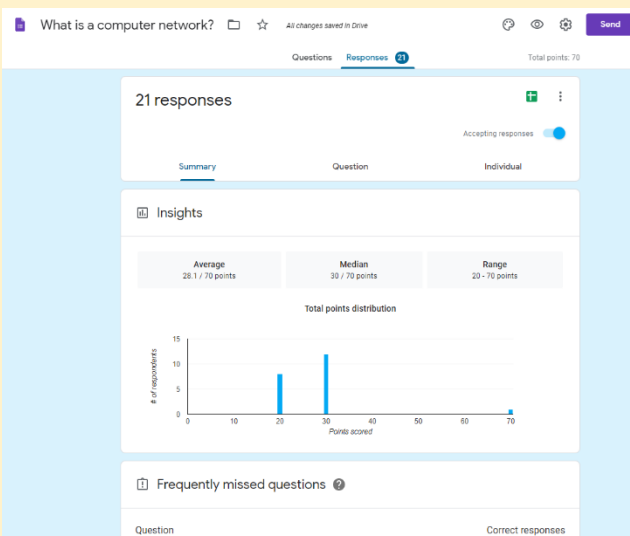
1 – From the **Classwork** page, select the quiz you want to view and then select either **View assignment** or on **Turned in/Assigned/Graded**. This will take you to the **Student work** page

2 – From the **Grades** tab, select the name of the assignment (in blue). This will also take you to the **Student work** page.

Once on the **Student Work** page, you need to click on the Quiz file to open it up.



After opening the quiz, it will be in the format for you to fill in the quiz yourself. To view the answers turned in, select the pencil icon in the bottom-right corner. This puts you back in Edit mode. Then select **Responses** from the tab at the top.



Once on the **Responses** page, there are a range of ways to view the responses:

Export as a Sheets file or Excel (CSV) to view all responses by each student

Summary – this shows you a graph of the results, the frequently missed questions (Q's with the most errors), all individual scores and a graph for how each question was answered.

Question – this allows you to scroll through and view the responses, question-by-question, and give feedback to all respondents of a certain question.

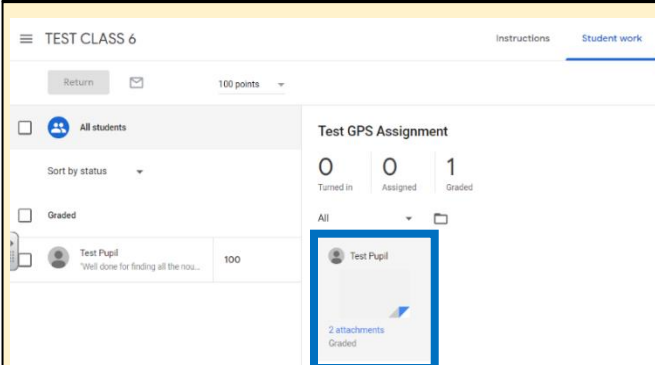
Individual – this allows you to release the scores (if you didn't set it to automatically tell the student their score) and add individual feedback to each question

Confirming scores and giving feedback

Once you have viewed the children's results, there are 2 ways you can confirm their score and a comment:

- Return to the **Student work** area. Where the student names appear on the left, type in their score, click on the 3 vertical dots and click **Return**. You will have the chance to add a **private comment** here.
- Return to the **Grades** tab. In the column for the Quiz you're marking, type in their score, click on the 3 vertical dots and click **Return**. You will have the chance to add a **private comment** here.

Direct feedback within work



Google Classroom allows you to leave direct feedback within a piece of work. This will work from any Google file type (Docs, Slides & Sheets).

From the **Student work** page, select the student's name and then click on the attached files. This will open up the student's work in a new tab.

WARNING: comments you add are live so the student can see what you type, as you type it.

- 1 Student's name that you are editing/marking
- 2 Use the arrows to move to another student's submitted work
- 3 View all the files that have been attached for this assignment
- 4 Comment bank – you can save frequently used comments to save you typing them each time
- 5 Grades – enter the grade for this piece of work (if points were chosen when setting the work)
- 6 Private comment – a way to send a message to the student and for them to ask you questions
- 7 Comments – as you type a comment on the document, it will appear in a different colour ink to the student (green on this example). It will also appear in a box on the side of the document.
- 8 Highlighted words – if you select a word/phrase, a circle with a + will appear which allows you to make a comment. Once finished, the word/phrase will be highlighted yellow and your comment will appear on the side.
- 9 Return – click this to notify the student their work has been looked at/marked.


Google Meet Safety


IMPORTANT: the Google Meet link **must be hidden** from students otherwise they can start a video meeting without an adult present and invite other children to join them. If it is hidden, an eye with a line through it will appear.




Setting up Google Meet


A Google Meet link is not automatically created on Google Classroom unless the teacher activates it. In the banner of your Classroom, you should see that it says **Generate Meet link**. This means the link is hidden from children as it hasn't been set up for that class.

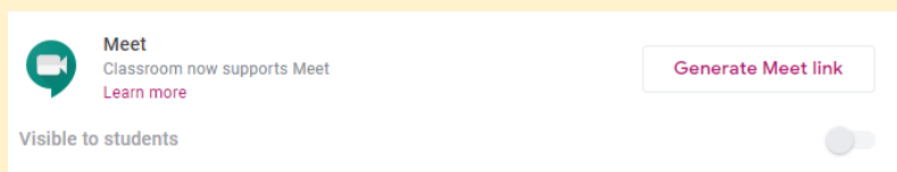
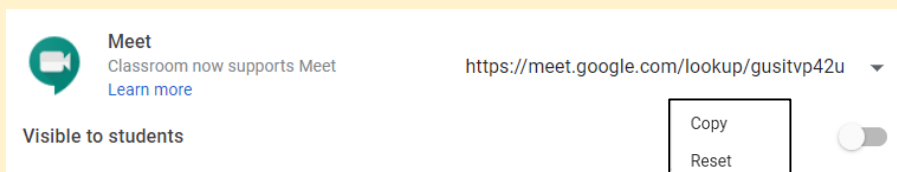
Meet link Generate Meet link 

If you have already generated a class link, don't worry. In the banner it will show the link to the Google Meet (as pictured below) but as long as it has the  symbol at the end, the children will not be able to view it.

Meet link <https://meet.google.com/lookup/cowp46yr5q> 

Turning Meet on/off & resetting the link

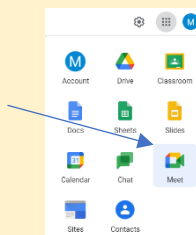
- Click on the **Class settings** cog  and scroll down to the Meet section.
- Check the **visibility to students** is set to **off**.
- If you think a child has seen the code, you can **Reset** it by clicking on the drop-down menu.
- The top image is what you will see if you have already generated a Google Meet link.
- The bottom image is what you will see if you haven't generated a Google Meet link.



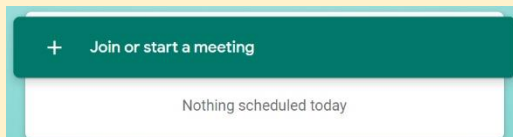
Scheduling a Google Meet

Should you need to hold a video meeting with your class, follow the steps below. **DO NOT** turn on the Google Meet link in your classroom or children can enter before you are there.

- 1) Open up Google Meet
 - a. Type in <https://meet.google.com/>
 - b. From your **Classroom**, click on the waffle and choose **Meet**



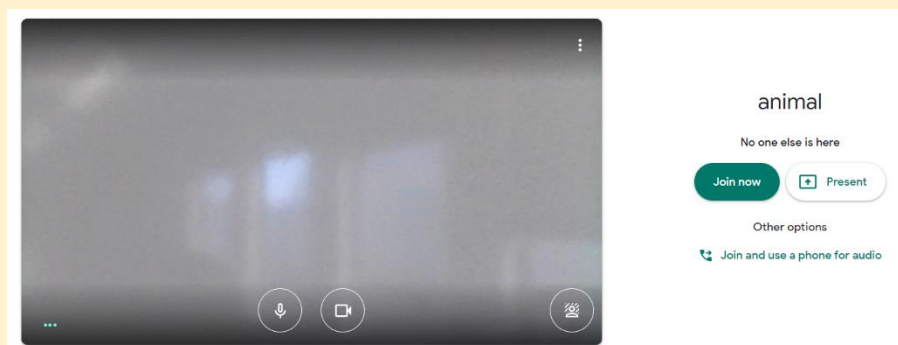
- 2) Click on **+ Join or start a meeting**



- 3) Type in your class animal name for the meeting nickname and click **continue**.

Use your class animal every time for the nickname so the children know what to enter.

- 4) The screen below will appear with your class name as the meeting name. Once you are on this screen, the meeting is **live** and children in your class will be able to join.





- 5) Click **Join now** to enter the meeting.

NOTE: This meeting nickname can only be accessed by children at our school. If they are signed in with an adult's personal Google account, they will not be able to access the meeting.

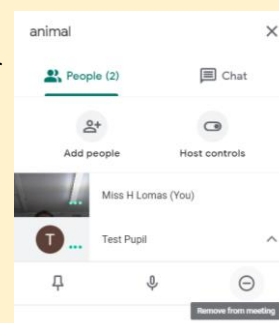
With the settings we have, children cannot start this meeting before an adult is present and once all children and adults have left, they will not be able to re-enter.

Closing a meeting

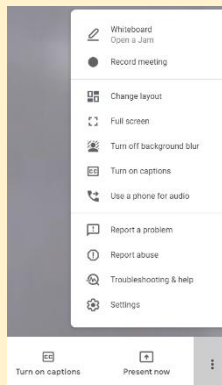
Before you leave, you must **remove all children**. If you just close the browser down, any children still in the room will remain in the meeting until they choose to leave.

To do this, click on the people tab   12:03 PM in the top-right corner and a side panel should open. Click on the arrow next to the pupil who hasn't left the room and click on **Remove from meeting**.

From this menu, you also have the choice to mute certain pupils. For safety reasons, you cannot unmute someone once they are muted. Unfortunately, there is no 'mute all' feature on Google Meet (yet) so you will have to mute each child if you need everyone muted.

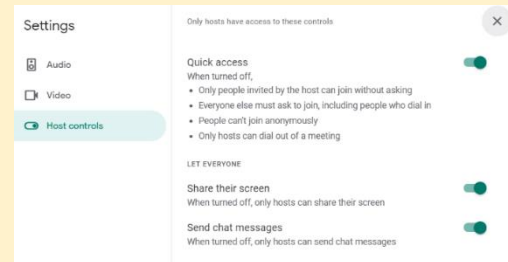


Changing settings in Google Meet



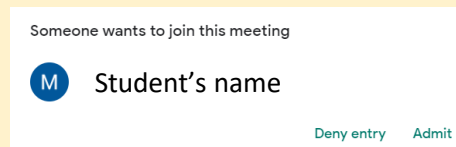
To view and change settings in Google Meet, you need to click on the 3 vertical dots in the bottom right corner. A few key things to note are changing the layout (how many people you see at once), making your background blurred and turning on/off captions (we've tried these and they're good but not perfect).

Clicking on **Settings** from this menu will bring up this pop-up box where you can decide if children can **share their screen** and **chat** with each other.



Recommended: turn off **Quick access**.

This will stop children from other classes entering your meeting room. It also acts as a 'waiting room' so you can **admit** or **deny entry** as you see their names appear. It should display their Google Classroom name rather than device name so there shouldn't be any problems working out who is trying to join.



NOTE: turning off quick access needs to be done each time you start a meeting.