Using Google Meet with Students

Please find the following directions when setting up a Google Meet with students. Please do not deviate from these instructions otherwise the students can rejoin the Meet.

Google made changes on 3/19/2020 that took students ability to mute other attendees or remove attendees. Only the teacher has the ability to mute or remove students from the Meet.

**********IMPORTANT: The teacher/staff member must ensure all students have left the meet, or remove them before closing out the Meet. Otherwise the students could rejoin**********

Staff Login Instructions

As the teacher, login to Google and select the Google Apps (nine dots).

Select the Meet icon (you may have to scroll a little to find it). You can click and hold and drag any of these icons around to your most frequently used to make things easier.

Once you land on the Meet starting page, select Join or Start a meeting.
Enter a meeting nickname for your Meet. Make it something that is indicative of the day or subject. An example might be "ELA 3-20-20"

Make note of the nickname you gave to your Meet. This is what you will be sending to your students.

Do not send students the Meet information or add people (shown to the left) that is displayed after you create a Meet.

How to Mute or Remove a student/attendee

Login to the student GAFE (Google Apps for Education) domain (gcsmedia.net, ryesd.org...etc) and email your students the Meet nickname and these steps.

How to remove or mute a student in Meet. Select the small up/down arrow next to a student to reveal the options shown to the left. Clicking the microphone will toggle mute and clicking the minus sign will remove the student/attendee from the Meet.
Student Login Instructions

As the student, login to Google and select the Google Apps (nine dots).

Select the Meet icon (you may have to scroll a little to find it). You can click and hold and drag any of these icons around to your most frequently used to make things easier.

On the Meet landing page, students only have the option to Join, not Create a Meet.

The students will enter the Meet nickname you sent them to join.