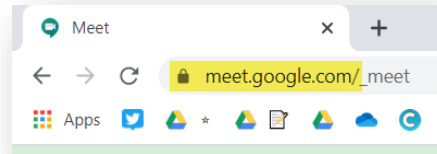


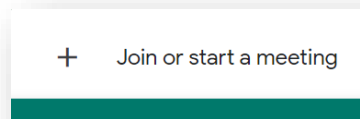
Google Meet

Group Meeting + Recording

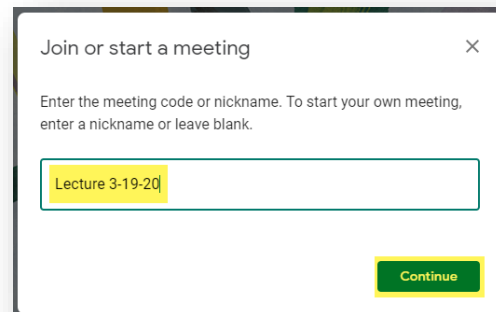
1. Navigate to meet.google.com



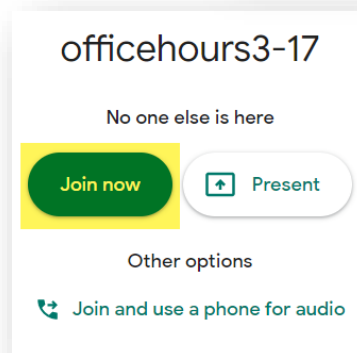
2. Select **Join or Start a Meeting**



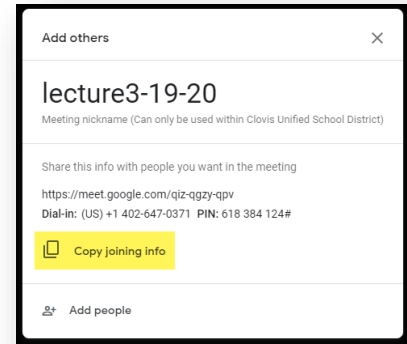
3. Give the meeting a **name** and select **Continue**



4. Click **Join Now** to start the Meet

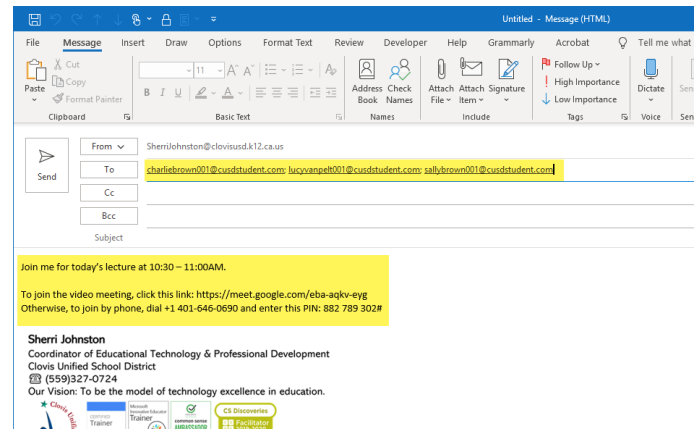


5. **Copy joining info** to send to students through your [Outlook email](#) or [Q Mass Email](#). **Do not attempt to add students to your Meet by selecting Add people.** This method of adding students does not work.

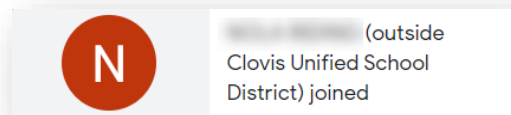


6. **Open your Outlook Email and type the student's email addresses into the To field***. Remember to send it to their @cusdstudent.com email address. Type a short message and **paste in the Meet join information you copied from Google Meet**. Once sent, the email will take a couple of minutes for the student(s) to receive it.

*If you would like to save time send out through [Q mass email](#) or [create a group in your Outlook Email](#).

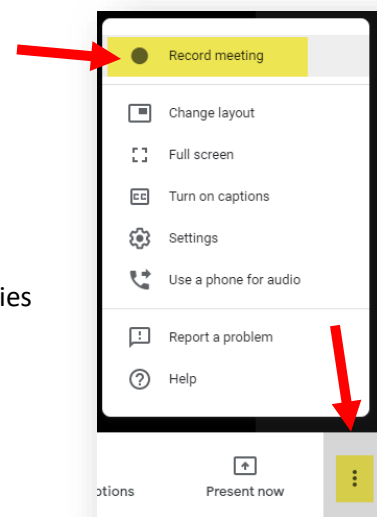


7. Once your student(s) join the meet you will be notified. Allow them to join. If a student leaves you will also be notified.

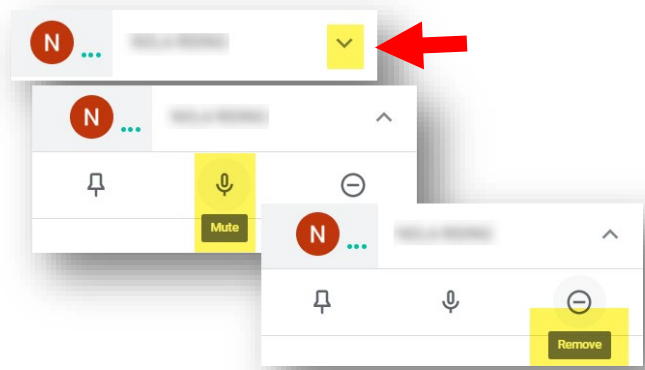


8. **If you would like to record the session to post for later viewing by students, select the array and then Record Meeting***.

*You will be presented with a screen to accept to begin the recording. All parties will be notified that recording is taking place.

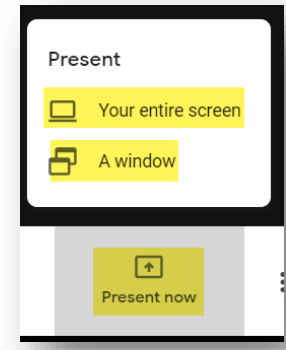
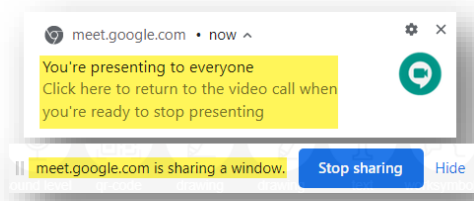


9. There are **controls you are able to use to assist with student management**. You can mute and remove them by **selecting the down arrow (caret) and management option**.

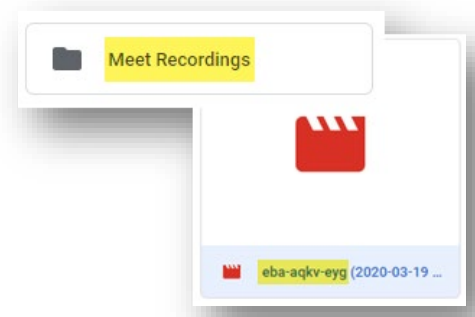


10. If you would like to share your screen so the student(s) are able to view your presentation select **Present now** and choose an option.

(Note) Meet notifies you of your screen sharing status as your present your screen.



11) **To end the recording go back to the array and choose Stop Recording.** This recording is now saved in your Google Drive in a **Meet Recordings** folder. You now have the option to download it and upload it to YouTube or post it on your Google Site (be sure the sharing properties are set to anyone with the link can view). You will also receive an email alerting you that the video has been uploaded. Video processing times vary.



Best Practice Note: Be sure you remove the student(s) from the Meet before you exit.