**Google Meet Security & Use Reference Guide**

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# Creating and Securing Your Google Meet session

* Google Classroom Link (works only for district Google accounts)
  + Prevents entry until teacher joins and re-entry after teacher leaves
  + Students join by clicking on the link from their teacher’s Classroom
  + If inviting students or teachers not in a Google Class (eg: for office hours), you can share the link from the Classroom settings page
  + [How to turn on and use the Google Classroom Meet link](https://www.controlaltachieve.com/2020/04/meet-classroom-integration.html)
* Nickname (works only for district Google accounts)
  + This also prevents early entry and re-joining without the host
  + Host creates nickname from [meet.google.com](http://meet.google.com) & shares nickname to others
  + Participants go to [meet.google.com](http://meet.google.com) and enter the nickname to get in
  + Hosts should consider unique, descriptive nicknames (eg: steenstraela)
  + [How to use the nickname feature in Google Meet](https://www.controlaltachieve.com/2020/04/no-join-meet.html)
* Inviting external participants (parents, etc.)
  + Schedule a meeting from [meet.google.com](https://support.google.com/meet/answer/9302870?co=GENIE.Platform%3DDesktop&hl=en), Gmail, or Calendar ([how to guide](https://support.google.com/meet/answer/9302870?co=GENIE.Platform%3DDesktop&hl=en))
  + Share the link by email or other means.
  + You will be prompted to admit them when they try to join

# Interacting With Participants

* The [Google Meet Grid View Extension](https://chrome.google.com/webstore/detail/google-meet-grid-view/bjkegbgpfgpikgkfidhcihhiflbjgfic?hl=en-US) allows you to view all participants. ([overview](https://www.controlaltachieve.com/2020/03/meet-grid-view.html)).
* Hosts can mute or remove participants. See [this guide](https://support.google.com/meet/answer/7501121?co=GENIE.Platform%3DDesktop&hl=en) for details
* Here are [three ways you can view participants while presenting your screen](https://youtu.be/GmzgW4K8-0E)
* Try [Jamboard](https://support.google.com/jamboard/answer/7384353?hl=en&ref_topic=7383644) for a collaborative whiteboard
* When showing text from your webcam, viewers will see it left to right, including in recordings
* [Closed Captions](https://support.google.com/meet/answer/9300310?co=GENIE.Platform%3DDesktop&hl=en) can be turned on during meetings but are not included in recordings

# Recording and sharing recordings

* See this [guide on recording Google Meet sessions](https://support.google.com/meet/answer/9308681?hl=en&ref_topic=7290350).
* If sharing recordings with students in it, be careful about maintaining confidentiality. You could set [the Google Share settings](https://support.google.com/drive/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en) so that only those who need it can view

\*See [these recommended practices](https://docs.google.com/document/d/1qB909ckSHRfqS4NchgmvMiRxNoeKSNugbu9jZy5ieXY/preview) and [tips for better audio and video](https://wiki.millersville.edu/display/instructdocs/Improving+your+Zoom+connection)