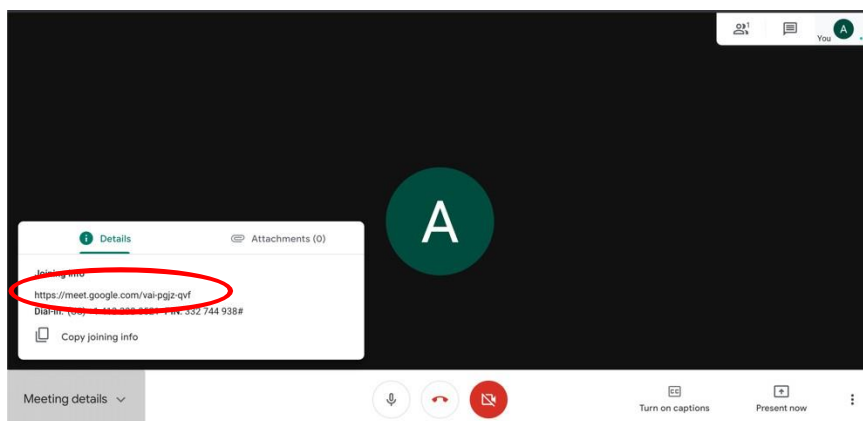



## Using Google Meet as a Teacher

- 1) Ensure you are logged into Google (see “Logging In”).
- 2) Go to <http://meet.google.com/>
- 3) Click “Join or start a meeting”
- 4) Leave the next section blank and click on “Continue”
- 5) On the next page, you will have all the necessary information to invite your students.
  - a. Via link: Copy and send the link that starts with meet.google.com/ \_\_\_\_ to your students
  - b. Via email: Once you click join now, there will be an option that pops up to invite your students via email.




## Appendix

### Example of Announcements for Students:




Andrew Kiflie  
9:41 AM




Dear Physics Students,  
I have attached the lecture and tutorial notes for Topic 6 on Pressure!  
This will be covered in todays lesson.


Do look out for an announcement here later to find the Google Meet link that we will use for the class.  
I aim to have the link up by 2.15pm to give us some time to troubleshoot if any of you have any issues.



**6. Pressure.pdf**  
PDF



Add class comment...





Andrew Kiflie  
2:14 PM



Hi all!  
Do click the link below to access the online classroom for our physics class for today.  
<https://meet.google.com/fkv-thxk-ooz>

### Instructions to Students (especially for first class):

- 1) **MUTE** your microphone as soon as you enter, to reduce the background noise of each computer. If you have a question, feel free to unmute to ask your question.
- 2) Set your layout by clicking on the bottom right icon (three dots) to either **SPOTLIGHT** or **SIDEBAR**. Then, hover over the tutor's screen and click on the **PIN** to keep the tutor's screen fixed.
- 3) **DO NOT** stop the recording. If you do, let the tutor know so he/she can restart it (DO NOT restart it yourself).