



Google Meet Key Knowledge Checklist



Although you will only have a short demonstration today, you may want to use this checklist to practice using Google Meet with colleagues to check your key knowledge.

To watch video tutorials go to: tinyurl.com/s5lhxad



TASK	COMPLETE (TICK)
Create an 'ad hoc' meet from meet.google.com giving it a unique name.	
Mute / unmute audio and switch video on / off before joining the room.	
Choose 'Join now' instead of 'Present now' when joining the room.	
Copying joining info.	
Paste joining info onto the Stream in Google Classroom (classroom.google.com) to share with students.	
See a list of participants.	
Mute others.	
Remove others from the meet.	
Present your screen, ensuring personal information isn't showing on your computer.	
Stop presenting your screen.	
Share a link via the 'Chat' function.	
Remove all participants.	
Leave the 'Meet'.	
Additional: Edit a lesson in your calendar to include a meet.	
Additional: Copy the address for your meet from the google calendar.	
Additional: Paste it as an announcement in google classroom and schedule it.	
Additional: Invite a colleague via email directly from meet.	