

# Adding Chat and Meet video to your Google Classroom.

## Adding resources to Google Classroom

Google classroom is the place to host all your classwork and documents. Google Classroom is the front page for your drive and allows you to share things that are in your drive to others who are enrolled in the class.

Classroom allows you to send out document and work to be done via [Assignments](#)

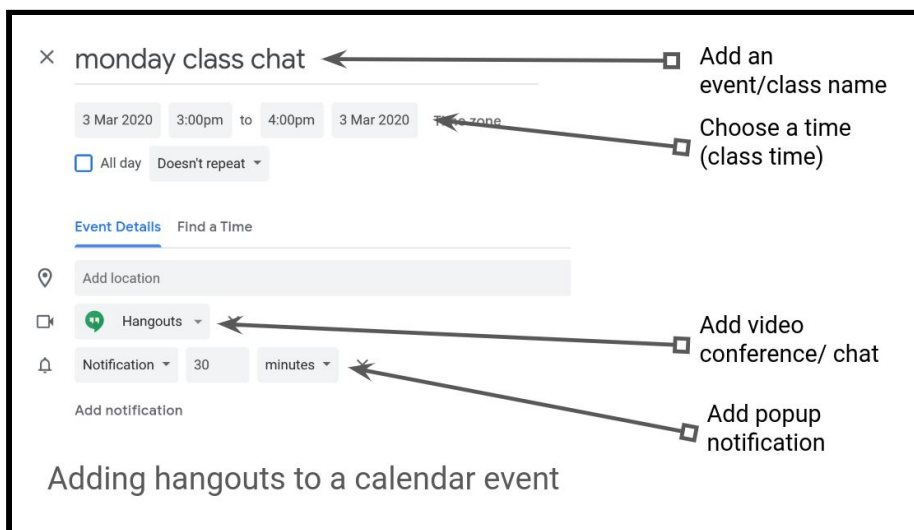
Classroom has different options for types of task to set [Questions](#), Docs, Sheets, Quizzes and anything that can be hyperlinked (eg A Meet)

## Adding video chats to a class

If you cannot be in the same classroom as the members of your class then Chat or Meet can be used to connect with them.

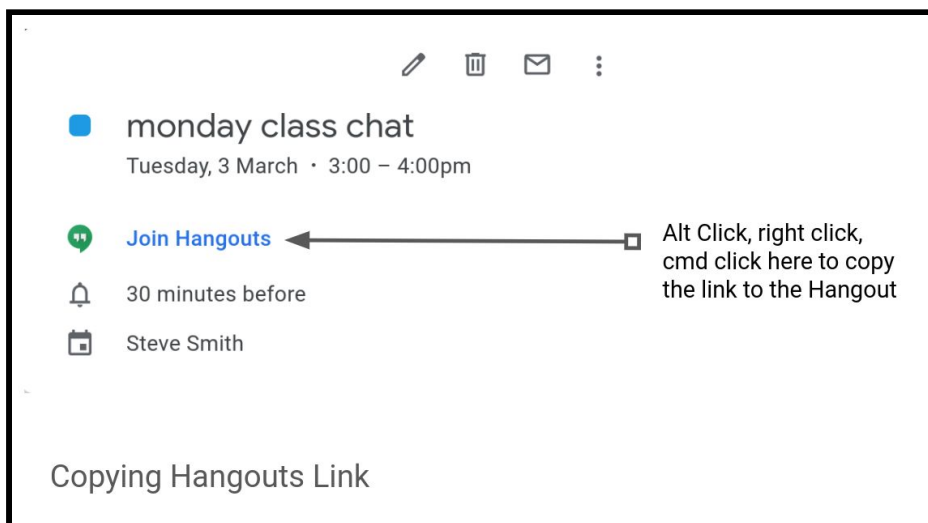
Step One - open your calendar and [add a new event](#) on the date you wish the chat to occur.

Fill in the date and time then [click add conferencing](#). This will create a Meet that you can share with your group.



The screenshot shows the 'Add Event' form in Google Calendar. The event title is 'monday class chat'. The date and time are set to '3 Mar 2020' from '3:00pm' to '4:00pm'. There are annotations with arrows pointing to specific fields: 'Add an event/class name' points to the title field; 'Choose a time (class time)' points to the time range; 'Add video conference/ chat' points to the 'Hangouts' dropdown menu; and 'Add popup notification' points to the '30 minutes' notification setting. The text 'Adding hangouts to a calendar event' is at the bottom.

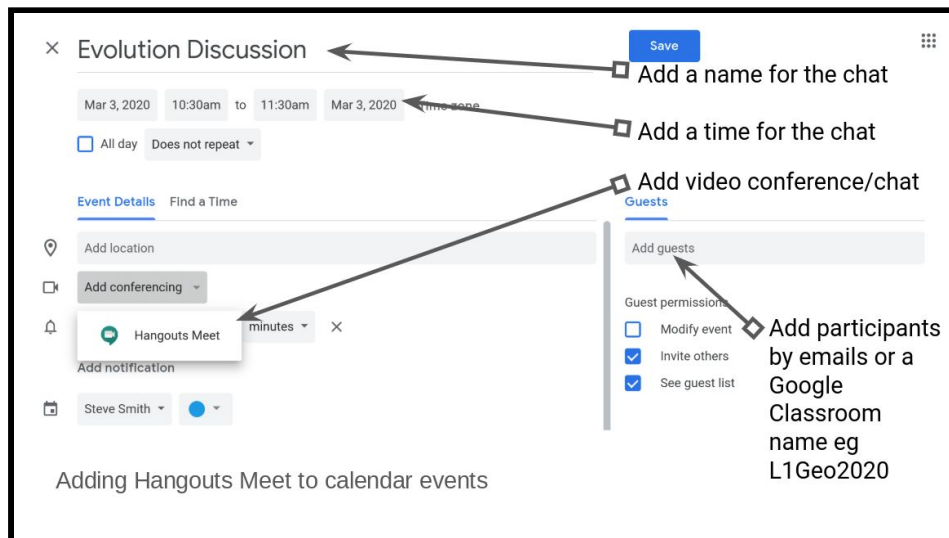
If you are using Google Meet you can right click or ctrl click to copy the link to the Meet



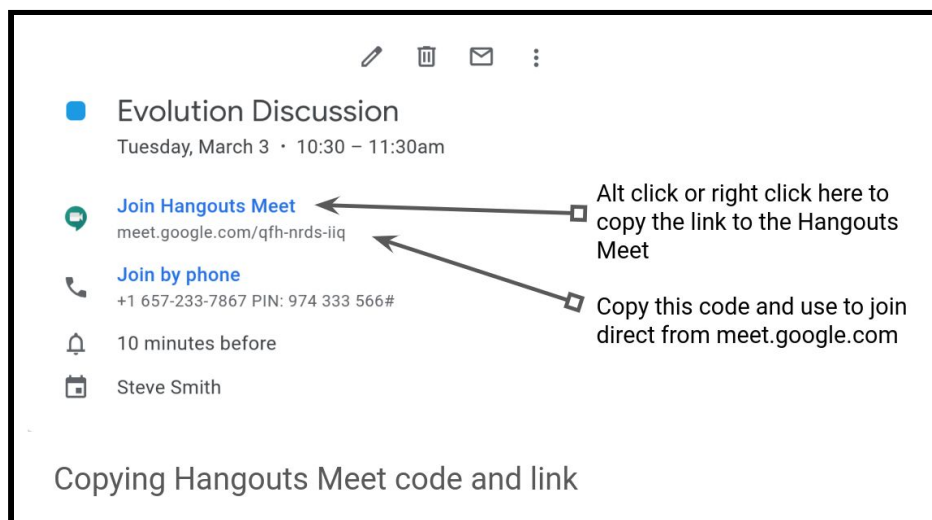
The screenshot shows a calendar event card for 'monday class chat' on 'Tuesday, 3 March' from '3:00 - 4:00pm'. Below the event details is a 'Join Hangouts' link. An annotation with an arrow points to this link, stating 'Alt Click, right click, cmd click here to copy the link to the Hangout'. The text 'Copying Hangouts Link' is at the bottom.

Choose to 'Copy link address" and post this to your classroom as a 'Material' post . The Students can then click on the link at an agreed time (posted on your classroom or shared via the class calendar) to open the Meet chat.

You can also add Google Meet to a calendar event. Start a new event, choose the date and time and then choose add conferencing.



You can now copy the Google Meet link or join code from the calendar entry

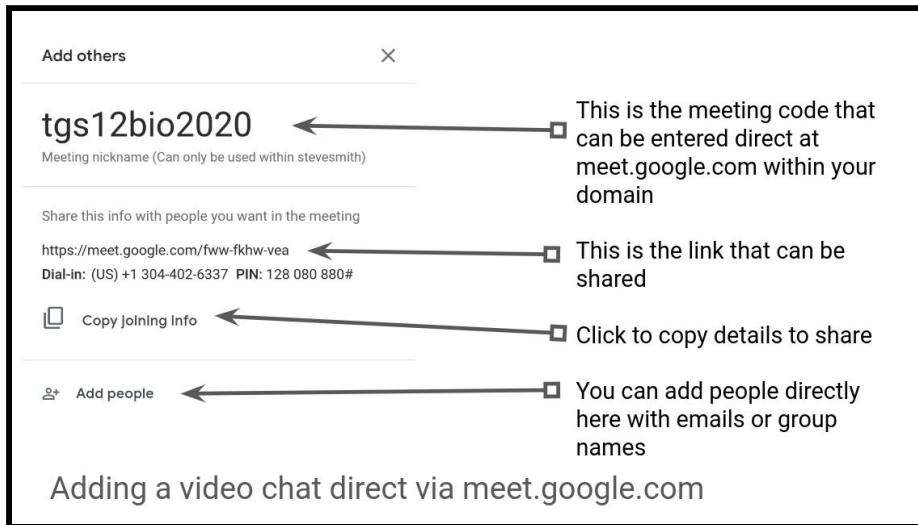


This link can be sent via email or added to a Google Classroom post to allow students to join the Meet.

If you add a calendar event and choose your class calendar to add it to, the event with Meet will appear in the student's calendar too.

If you are using Google Meet then you can go to [meet.google.com](https://meet.google.com) and click on join/start a meeting. Add a Google meet name for your class eg 'tgs12bio2020'.

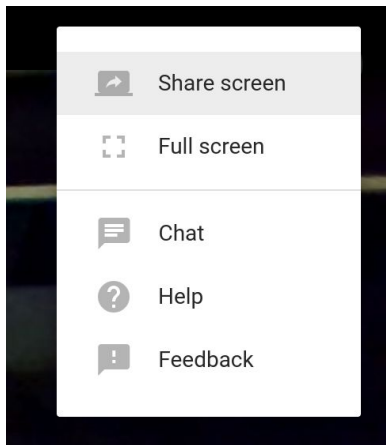
This join code or link can be given to students (via classroom or email) to allow them to join the chat at an agreed time and the meeting will begin. Instructions for this [can be seen here](#).



The Meeting ID (as shown above) can be entered direct at [meet.google.com](https://meet.google.com) as well, ie for this one it is *fww fkhw vea*. So go to [meet.google.com](https://meet.google.com) then at the welcome screen add this code to join

## Sharing your Screen

Once you are in a Meet you can choose to share your screen so the other people in the call can see what you have on your screen.



In Google Meet click the three dots at the top left and then choose share screen

When you are finished choose stop sharing to return to the call



Present now

In Meet click 'present now' in the bottom right of the screen

When you are finished choose stop sharing to return to the call

Slides of the above info [can be seen here](#)

A Google Site of [Help videos can be found here](#)  
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