

Security and set up for Hosting Google Meets



Getting Started

For detailed information about planning and hosting meetings see the [Guide to hosting video conferences](#) at Learning From Home.

The [Google Meet training and help centre](#) includes an excellent and comprehensive set of set of guides and videos.

Security

These precautions help prevent ‘uninvited guests’ and other undesirable behaviours. We recommend that you choose settings most appropriate for your group.

- Guests from inside your domain will always be able to join a Meet. Share Google Meet links via private channels like a calendar invitation, Google classroom link, email or password-protected online resource to reduce the temptation for uninvited students to join.
- Invite the people you want to attend when you set up the meeting. Guests from outside your school domain can only join meetings when invited, either by a calendar invite or in the “Invite people” dialogue within the meeting.
- Only the meeting creator or calendar owner can approve requests to join a meeting by video from outside your domain.
- Enter the meeting well before the start time if there are any issues with students meeting without you present
- Record your Google Meets to keep a record of all activity in the meeting. This feature may need to be [enabled by the Administrator](#). Remember to seek permission or remind participants that you’re recording the meeting. If participants enter the video conference after the recording has started they will be informed and agree as they enter.
- The meeting creator can use the people icon in the top right of the meeting screen to mute or remove participants. Students will be able to unmute themselves or instantly rejoin, so it’s not effective as a tool to manage unwanted behaviour. It can be useful, however, if they have walked away from their computer and their background noise is disrupting your meeting.
- As the host it is best practice to exit the meeting last and farewell participants as they leave. This may also be appropriate if there are any issues with students meetings without you present.
- By default students are not able to create meetings. If it’s desirable for them to be able to do so, it can be enabled by your system administrator.

For tips and best practices for admins on securely deploying Meet to your education domain, visit the [Meet security and privacy for education page](#).



Setting up a Google Meet

There are several ways to create a Google Meet

Schedule via Calendar

Add an event to your calendar ([video demo](#)) and do one of the following:

- Add guests to the event (this will create an automatic Google Meet link in the calendar event and will automatically send an email to the participant which includes the link)
- Or select “Add Google Meet video conferencing” option in your meeting to get a link. This can then be shared with participants via your private networks.

Create a Google Classroom unique link

This feature may need to be [enabled by the Administrator](#). In Google Classroom:

- Go to the settings cog
- Generate Meet link (remember to also add a meeting time in your Classroom Calendar so students know when they are meeting).
- If set as “visible” the link will be displayed on your classroom banner

The Meet links generated in Classroom are considered nicknamed links so if you leave the meeting last, students can't rejoin the meeting.

Meet links generated in Classroom can be visible or hidden from students and can be reset at any time.

You can start a video meeting immediately from Gmail by using Gmail's sidebar tool

You can also start a video meeting from the Meet app accessed from your Google apps menu in the top right.

See Google's information [Start a video meeting for education](#) or the [Google meet cheat sheet](#) for more information





Layouts

Google Meets offers three layouts. To change the layout go to Three dots > Change Layout. The options are:

- Tiled
- Spotlight
- Sidebar

Screen sharing



You can present your entire screen, a specific window or tab in a meeting. Always test this setting before working with students. You may need to allow screen sharing settings on your computer using System Preferences.

To ensure personal privacy close other windows before screen sharing and have appropriate desktop displays and images.

If you plan to create slides or visuals to share, stick to simple, clear layouts. See the [Accessible slide design examples](#) at Learning from Home.

Other features

Google meet has a chat feature, which can be useful. Students and teachers are able to comment or ask questions without interrupting the flow of whoever is speaking. A recommendation is to agree on a way to identify questions (e.g start a question with ////) so they can be picked quickly out of the stream of chat.

Jamboard is a collaborative online whiteboard. Jamboard can integrate with Meet, but that ability is off by default. Your system administrator **can enable it to work with Meet** in the Google Admin console.

Some third party plugins are available for the Google Chrome browser that extend and enhance aspects of a Google Meet:

- **Google Meet Grid View** allows up to 49 participants to be seen at the same time, instead of the usual 16 available in tiled view.
- **Google Meet Push to Talk** lets you use the spacebar to temporarily unmute yourself.

Further information and resources

For more information for administrators please refer to the Ministry of Education's [Video conferencing options and guidance for early learning services, schools and kura](#).

Further safety information is available on [Netsafe's Staying Safe Video Calling Options](#).

