

Google Meet Nicknames

This information should be shared with all teachers, administrators, Staff Development Teachers, tech liaisons, and any other person in a role that would be establishing a virtual classroom for teachers and students.

To make the most up-to-date information available to teachers, the following procedures are recommended to have the most seamless experience possible in the Google Meet environment. These procedures have been developed and tested following the most recent updates to Meet and will continue to be assessed as Google works to address the concerns of its users.

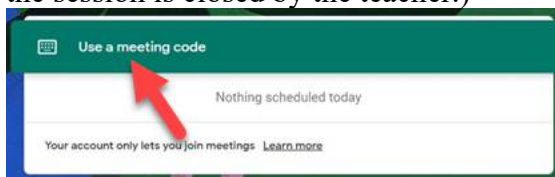
Google has recently updated its Meet platform in response to customer requests and the unprecedented online instruction that is now happening around the globe. The major change is that Google Meet session links expire after all participants log out. This requires changes be made to any posted links to sessions on Schoology.

Some students are also sharing the posted phone numbers and PIN for Meet sessions on social media sights. Then random callers are “dropping in” and disrupting session.

To alleviate these issues, we are suggesting a slight change to how teachers post their Meet sessions. We are suggesting that just a session nickname be shared and that the phone number and PIN not be posted. Instead, using the directions below, teachers will call the students directly from the Meet session ensuring that the correct person is on the line.

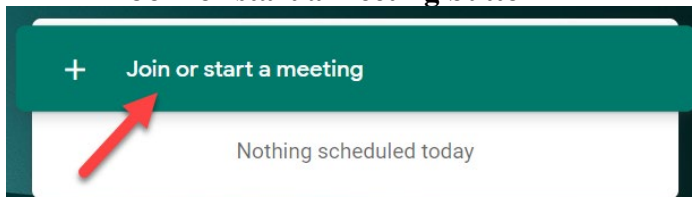
Create the Google Meet

1. Create a Google Meet with a nickname utilizing the naming convention. There should be no special characters in the nicknames. Use the naming convention *usernamemeetingname* (example: **jsmith17historyclass**). This ensures that no one in the system will duplicate a nickname.
2. Change your Welcome page and removes the old link to the meeting. Replace it with a link to <https://meet.google.com> and the new nickname. Instruct the students to click the **Use a meeting code** button and enter in the nickname when it is time to join the session. (The nickname will not work when the session is closed by the teacher.)

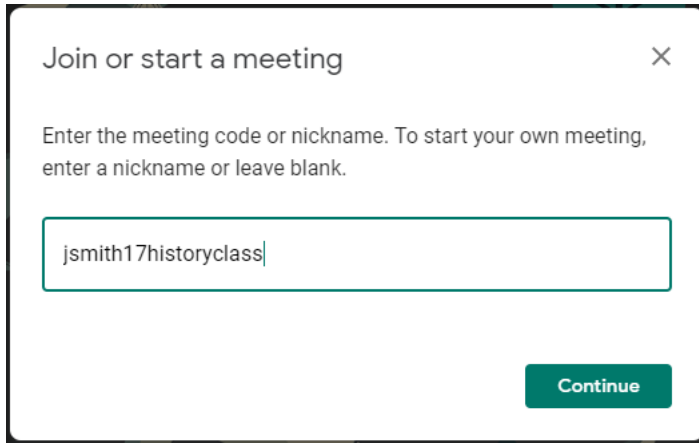


Start the Google Meet Session

1. About five or ten minutes before the session is to being, open the Chrome browser and go to <https://meet.google.com>. Be sure to be [logged into the Chrome browser](#) with your BCPPS credentials. Click the **Join or start a meeting** button.

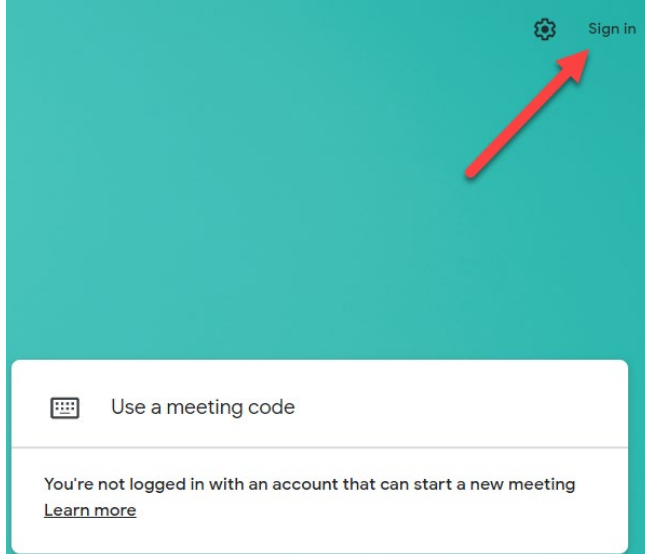


2. Enter the nickname for the session and click **Continue**.



3. The session will begin, and your students will arrive.
4. Remember that students **MUST** enter the session with their BCPS Credentials.

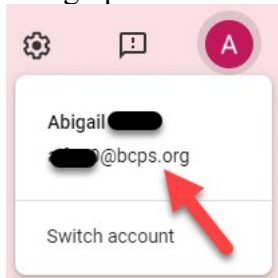
If the screen reads **Sign In**, like below, click it and provide the BCPS credentials.



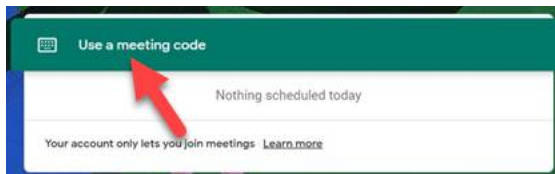
If there is an icon or avatar, like below, click it (1) to reveal the account that is connected. If it is **NOT** a BCPS account, click **Switch Account** (2).



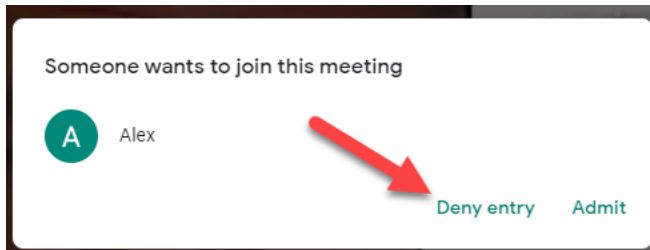
The graphic below shows a BCPS account is signed in.



After ensuring that the student is logged in with their BCPS account they click the **Use a meeting code** button.



Deny ANY request to join the session, even if the name is recognized. These requests are coming from non-BCPS accounts.

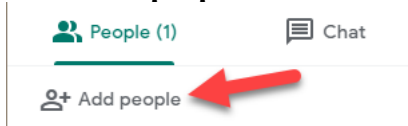


Call Students that Only Have Dial Phone Access

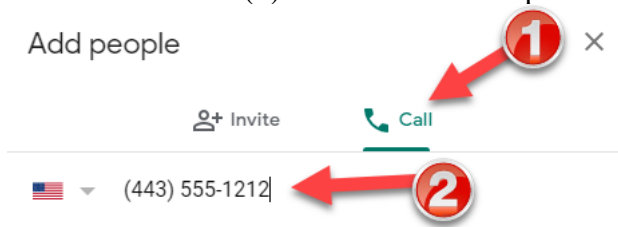
1. For students that can only participate over a dial up phone, utilize the call feature in Meet.
2. Ask your families that need this option to provide you with a good phone number that the student can be reached during planned sessions.
3. When the session begins click on the **Participants** icon.



4. Click **Add people**.



5. Click the **Call** tab (1) and then enter the phone number to dial (2).

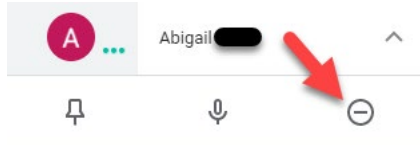


Let your families know that the phone will ring, and the caller displayed may say Hangouts Meet OR just be an unknown number. They should answer the phone at the appropriate time.

6. Repeats these steps until all the students that need to be called are connected.
7. Note that the teacher CAN mute the students on the phone. The student CAN unmute by pressing *6. The teacher CANNOT unmute students on the phone.

End the Google Meet When Complete

1. When the session is over, wait for all kids to leave the session. Remove any that will not leave.



2. Wait for a few minutes to make sure that no one else joins the meeting space.
3. After waiting for a few minutes, end the meeting and leave the Chrome browser. In a minute or less the meeting link will expire.