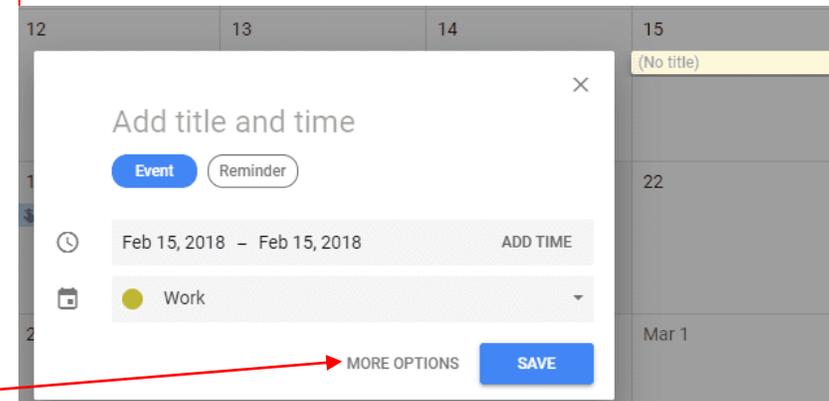
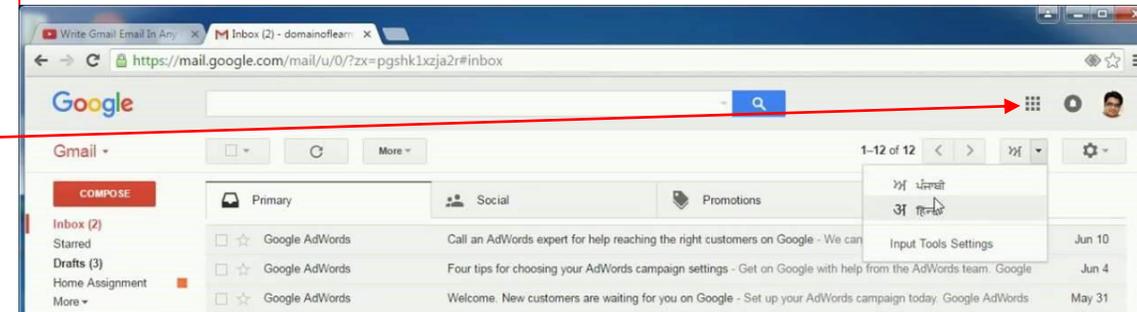


Scheduling a Class Using Google Meets

When logged into your Gmail account, click on the 9 dot icon in the upper right corner of the window.

Select “Calendar” from the available icons on screen.

Click the day that you wish to hold your first class. When you do, a box will pop up. In the bottom right corner, next to the save icon, there is an icon that says “More options”. Click that icon and it will take you to a new screen.



Add the class name and section in the title box.

Below the title, uncheck the box that says "All day". Now make certain the date of your first class is correct and select a time duration for the meeting. You can type in the exact time if the menu options do not line up with the exact time of your class. When you do choose the time, make certain the time is correctly am or pm.

Below that, click the "Add conferencing" tab and select "Hangouts meet"

Next to next to the "All day" box click the drop down menu that says "Does not repeat". Go to the bottom of the list of options and click "custom"

From the menu, select repeat every "1" week. Below that, highlight the days of the week you class occurs, i.e. M,W,F or T,R. Below that, highlight the "On" circle and then choose a date for the last class. Once you have done that click the "Done" icon.

Now, on the right side of the screen, under "Guests", you will need to input the e-mail of each of your students in the class.

Once all your students emails have been entered, click the save icon located to the right of your event title. You will be asked if you would like to send invitation emails to Google calendar guests. Choose "send"

You will be brought back to your Google calendar screen. There should be icons on each day you have chosen for your class, listing the title and time of the class.

When you click on the event, a box will pop up and give the option of join by google meets or join by telephone. Choosing google meets will connect you via your PC or laptop.

The image shows a Google Calendar event creation interface. At the top, there is a title box with a close button (X) and a blue 'SAVE' button. Below the title, there are date and time fields: 'Feb 21, 2018 4:00pm to 5:00pm Feb 21, 2018 TIME ZONE'. There is an 'All day' checkbox and a 'Does not repeat' dropdown menu. Below these are tabs for 'EVENT DETAILS' and 'FIND A TIME', and a 'GUESTS' tab. The 'GUESTS' tab is active, showing an 'Add guests' button and a list of permissions: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). A 'Repeat' dialog box is open in the foreground, showing 'Repeats: Weekly', 'Repeat every: 1 weeks', 'Repeat on: T' (checked), 'Starts on: 5/15/2012', 'Ends: Never' (selected), and 'Summary: Weekly on Tuesday'. There are 'Done' and 'Cancel' buttons at the bottom of the dialog. Red arrows point from the text instructions to the 'Does not repeat' dropdown and the 'Repeat' dialog box.