

Bard Information Technology

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New feature: Set up a video meeting in Classroom

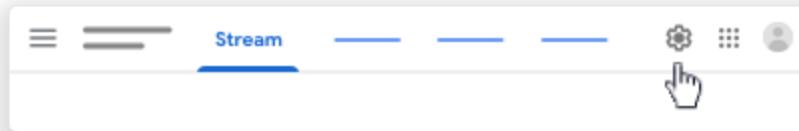
You can now set up and start class video meetings directly in Classroom. Before you can use Meet in Classroom, you have to [generate a Meet link in your class](#).

Generate a Meet link in your Class

When you generate a Meet link in your class, a unique video meeting link is created for your class. Students can use the link to join your class video meetings.

NOTE: The Meet links you generate in Classroom are considered nicknamed links. *Only you or your co-teachers can create, show, hide, or reset the meeting link for your class. And only you or your co-teachers can start a class video meeting in Classroom.*

1. Go to classroom.google.com.
2. Navigate to your class > click the **Settings (GEAR)** icon.



3. Under **General**, click the **Generate Meet link**. A *unique Meet link appears for your class*.
4. In the top-right corner, click **Save**.

Show or hide a Meet link

When you generate a Meet link, students can see it on the Stream page and the Classwork page. You can hide the link from students until you want to share it. To share the link, you can make it visible again, or add it to an assignment or question.

1. Go to classroom.google.com.
2. Navigate to your class > click the **Settings (GEAR)** icon.
3. Next to **Visible to students**, choose an option:
 - To make the Meet link visible to students, click the switch to **On** position
 - To hide the Meet link from students, click the switch to **Off** position

Copy a Meet link

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You can copy a Meet link and paste it into an assignment, question, or calendar invitation.

1. Go to classroom.google.com.
2. Navigate to your class > click the **Settings (GEAR)** icon.
3. Next to the Meet link, click the Down arrow ▾ > select **Copy**.

Reset a Meet link

If you have issues with the link, you can reset it and get a new one. After you reset the link, the old link no longer works.

1. Go to classroom.google.com.
2. Navigate to your class > click the **Settings (GEAR)** icon.
3. Next to the Meet link, click the Down arrow ▾ > **Reset**.

Add a Meet link to an assignment or question

You can add a Meet link to posts, such as assignments or questions.

1. Go to classroom.google.com.
2. Navigate to your class > click the **Settings (GEAR)** icon.
3. Copy the Meet link > leave the Settings page. For details, go to [Copy a Meet link](#) above.
4. Click **Classwork** > create an assignment or question.
For details, go to [Create an assignment](#) or [Create a question](#).
5. In the assignment or question details, click Add  > **Link**.
6. Paste the Meet link > click **Add link**.

Start a video meeting in Classroom

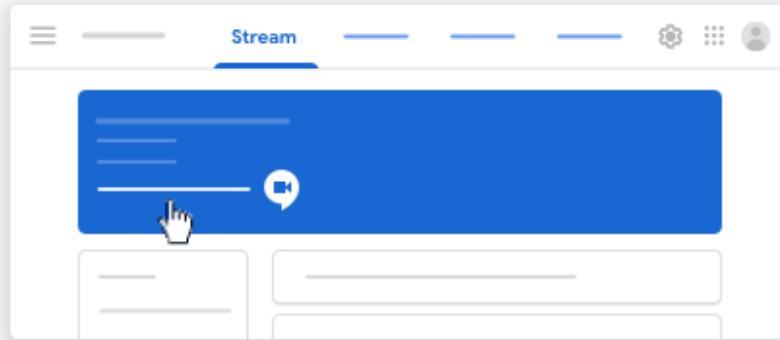
After you generate a Meet link for your class, you can start a video meeting in Classroom.

Note: Before you start a class video meeting, make sure that your meeting and device meet the [requirements for Google Meet](#).

1. Go to classroom.google.com.
2. Navigate to your class.
3. Choose an option:
At the top of the **Stream** page, under the class code, click the Meet link.

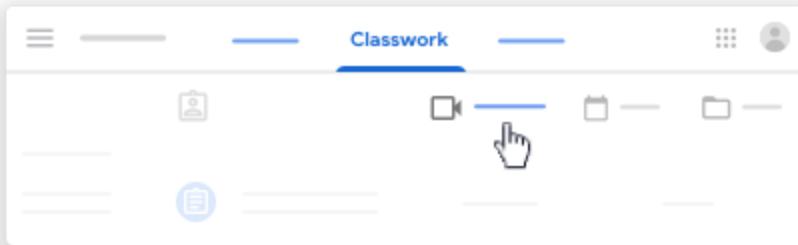
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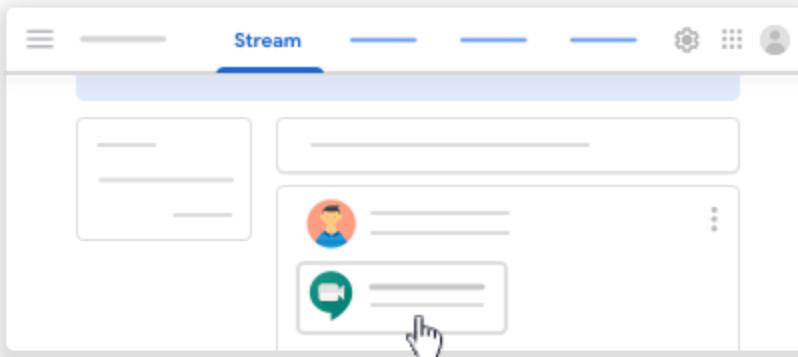
Note: After you click the link, students can join the meeting, even before you click **Join now**.

- At the top of the **Classwork** page, next to the Class folder, click **Meet**.



Note: After you click **Meet**, students can join the meeting, even before you click **Join now**.

- In a question or assignment, click the link for the class video meeting.



Note: After you click the link, students can join the meeting, even before you click **Join now**.

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4. Before joining the meeting, in the top-right corner, check that you're signed in to Meet with your ***bard.edu*** Classroom account. If not, click **Switch account**.
5. To start the meeting, in Meet, click **Join now**.
6. (Optional) If you're the first person to join a call, you might see a window to invite others. *If your students already have the meeting link, you can close this window.*

This documentation was provided by Google. For more information see:

[**Set up Meet for distance learning**](#)

and

[**Start a video meeting in Classroom**](#)