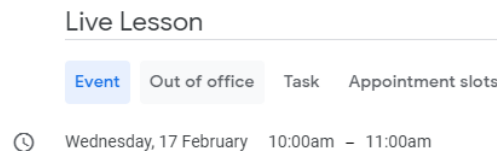




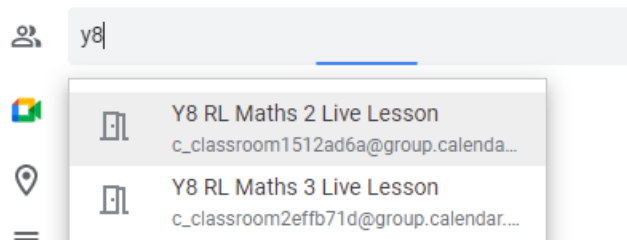
Using Google Classroom to Invite Students to Live Lessons

You can use Google Classrooms that you have already set up to host Live Lessons rather than manually inviting students one by one.

1. Open Google Calendar (calendar.google.com) and create a new entry for when you'd like your live lesson to be.



2. Configure your calendar entry as you normally would, confirming that the date, time and name are all correct.
3. Invite your live lesson google classroom group by typing the name in the "add guests" box, and click on the class you want. Google classroom class lists have a door icon.



4. Google Meet conferencing should be added automatically. If it isn't, press the button to turn it on. Then, press the settings cog on that line, and disable quick access.

Join with Google Meet



Quick access

When turned off,

- The host must join first
- Only people invited by the host can join without asking
- Everyone else must ask to join
- People can't join anonymously
- Only hosts can dial out of a meeting

- a. If you are going to be duplicating this event in the future, confirm each time that quick access is turned off.

5. If you wish to edit any other permission settings for this event, press "more options" at the bottom of the event screen, then uncheck the permissions in the bottom right.



Guest permissions

- Modify event
- Invite others
- See guest list

6. Press save when you're happy all the details are correct. Press "Do not send" when asked if you wish to send emails to your guests.

Would you like to send invitation emails to Google Calendar guests?



Back to editing Do not send **Send**

- a. Your students will now have a calendar entry that lets them know when their live lesson will be on the "classroom calendar". You will have one on your personal calendar as well.
7. Finally, Join your lesson at the normal start time, start the recording by pressing the 3 dots in the bottom right, then "record meeting". Teach your lesson as normal, then press the button again to finish the recording.

