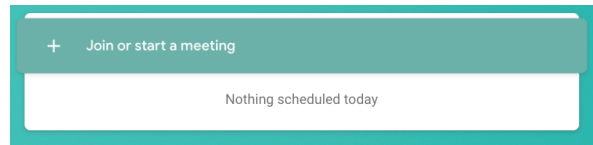


Google Meet

Recording a Video of Yourself to Attach to Google Classroom

Go to <https://meet.google.com/>

Click **Join or start a meeting.**



You don't need to name the meeting.

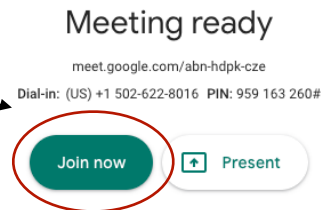
Click **Continue.**

Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

Continue

Click **Join now.**



You aren't adding other people, so close out of this box.

Add others ×

Share this info with people you want in the meeting

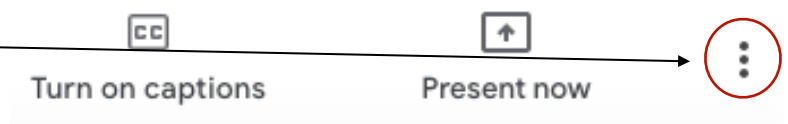
<https://meet.google.com/asi-zojo-vvy>

Dial-in: (US) +1 573-343-8119 PIN: 195 355 443#

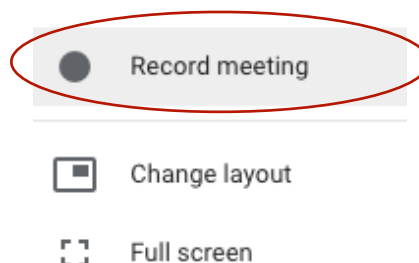
 Copy joining info

 Add people

On the bottom right of your screen you will see three dots.



Click on **Record meeting** to start.



Ask for consent

Click on Accept when it asks for consent.

Recording a meeting without the consent of all participants may be illegal and actionable. You should obtain consent to record this meeting from all participants, including external guests and guests who join late.

Decline **Accept**

The recording signal comes up on the upper left of your screen. It gives you about five seconds to get ready.



You can start your lesson!

When you are done, go back to the three dots and click on Stop recording.

Stop recording

- Change layout
- Full screen
- Turn on captions
- Settings
- Use a phone for audio

Report a problem

Help

It will ask you if you would like to stop recording.

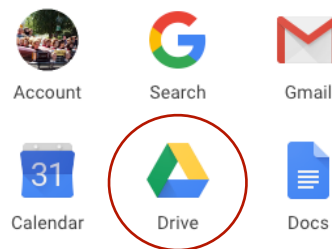
Click in **Stop recording**.

Stop recording this meeting?

The recording will be saved in Natalie Becher's Google Drive.

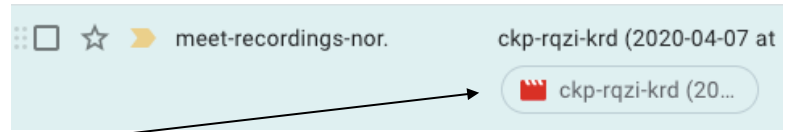
Cancel **Stop recording**

This recording will automatically go to a folder in your **Google Drive** called **Meet Recordings**.



Meet Recordings

Your video will be emailed to you automatically, too. This can take up to 10-15 min.

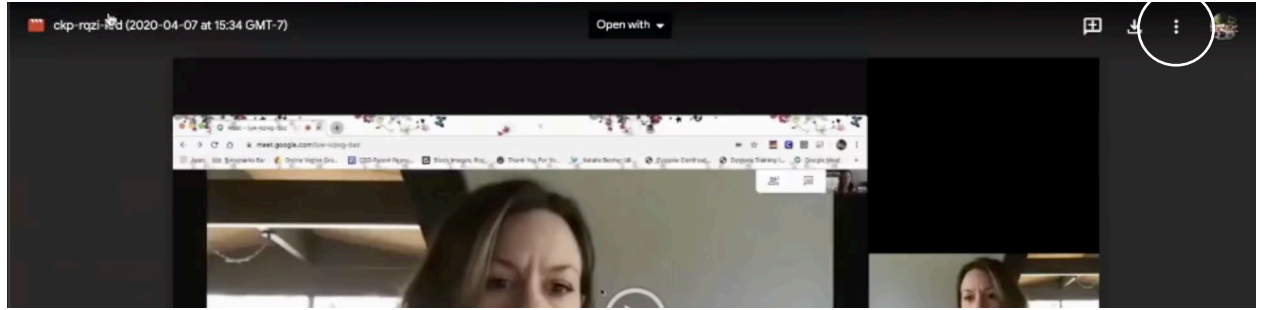


Click on the video in the email to open.

You will want to rename your video.

Go up to the three dots to find

Rename.



Click on **Rename.**

- Share
- Organize
- Add star
- Rename**
- Details

Give your video a new name.

Click **OK.**

Rename document

Enter a new document name:

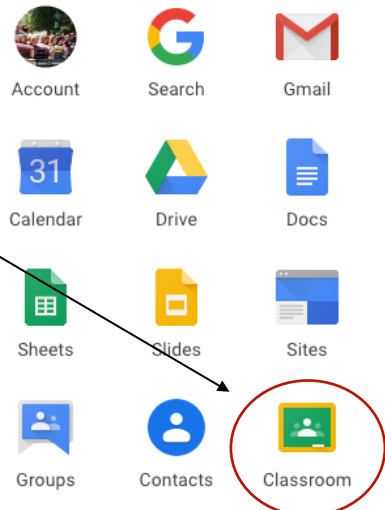
Spelling Lesson

OK

Cancel

ADDING VIDEO TO YOUR CLASSROOM

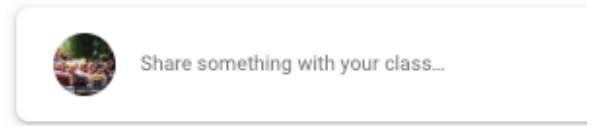
Go to Google Classroom.



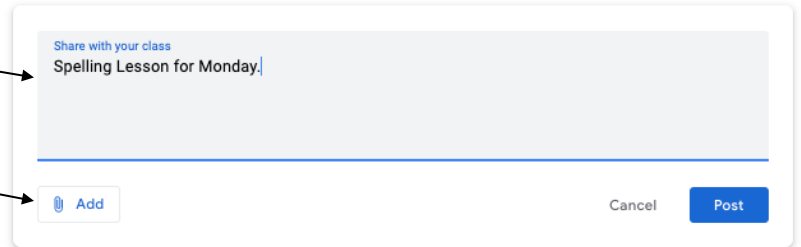
If you have multiple "Classrooms", click on the one that you want to add the video to.



Click on **Share something with your class.**

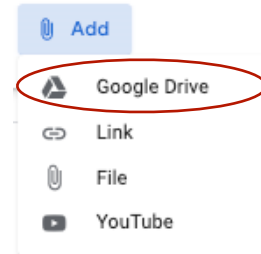


Type a little description.



Click **Add.**

Click **Google Drive.**

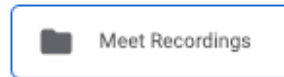


Go to your **My Drive.**

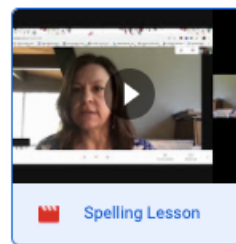
Insert files using Google Drive



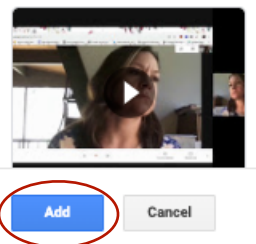
Find the folder called **Meet Recordings** and open it.



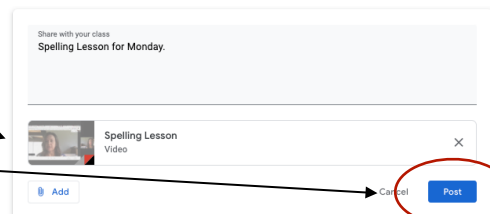
Find the video that you want to add and click on it.



Then click **Add.**



Your video will show up in the share box.



Click on **Post** to deliver it to your students.