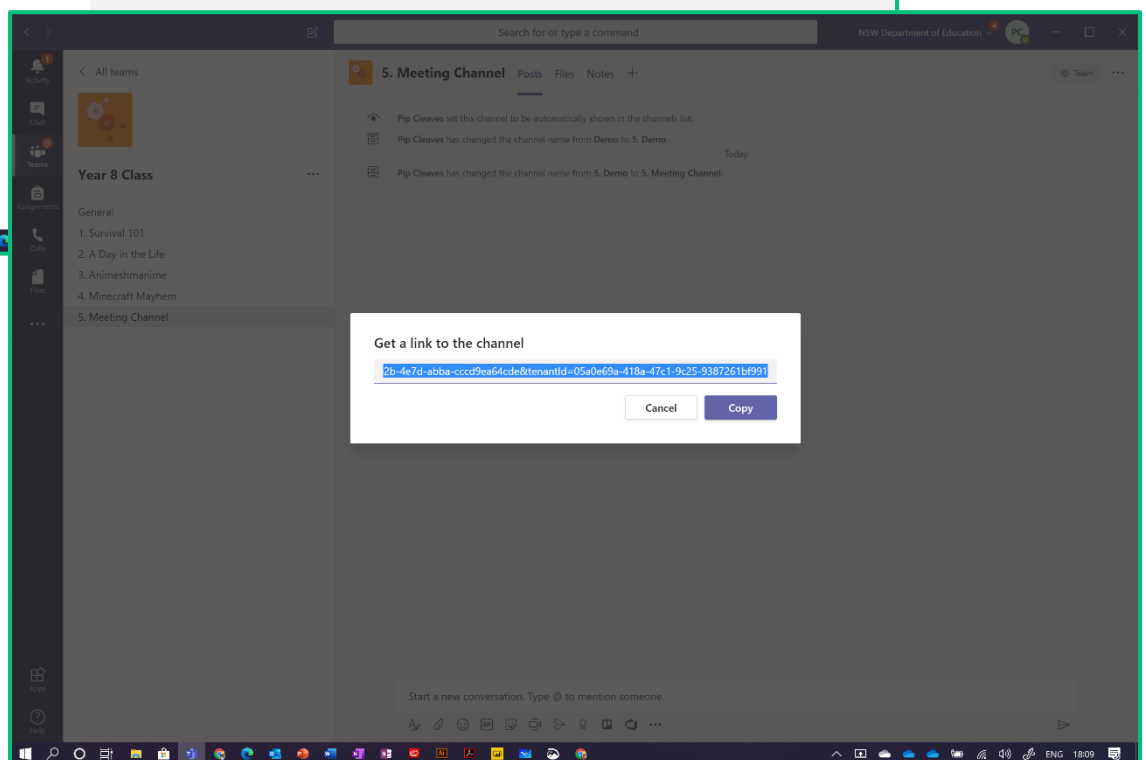
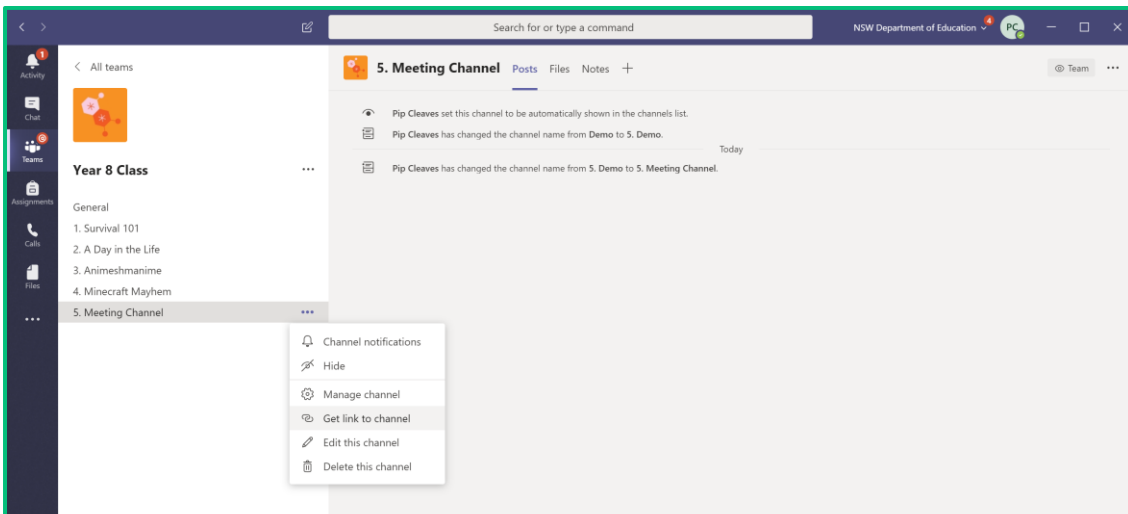


CONNECTING YOUR GOOGLE CLASSROOM TO A MICROSOFT TEAM FOR VIRTUAL MEETING

It is possible to work with your Google Classroom from within a Microsoft Team. Why would you want to do this? Some teachers may be using Google Classrooms, but need to use Microsoft Teams Meet Now functionality for video conferencing. This guide will show you how to connect the two to make the transition between easier. Whether you work in Google Classroom, and connect across, or if you work in Teams with Google Classroom as an embedded site, it does not matter.

STEP 1 – GET YOUR TEAMS READY AND COPY A CHANNEL LINK

1. Make a team and give your students the Join Code.
2. Make Channels as needed (suggestion is for units of work, or 'functions' of your class)
3. Make a 'Meeting Channel'
4. Get the link from the 'Meeting Channel' > Click on the elipses (...) next to the team name, and choose 'Get the link for this team'



STEP 2 - PREPARE YOUR GOOGLE CLASSROOM

1. Make a New topic called Meet Now Sessions, or whatever you will call your virtual meeting time.
1. Create a new 'material' post
2. Add details for the time you will meet etc.
3. Give the post a heading with the Date of the meeting
4. Add a 'link' and paste the link to the Teams Channel that you copied before

The screenshot shows the Google Classroom interface for 'Pip's PL Demo'. The 'Classwork' tab is selected. A 'Create' button is open, showing options: Assignment, Quiz assignment, Question, Material (highlighted), Reuse post, and Topic. Below the menu, a list of posts is visible under the heading 'room Meet Now Sessions'. The posts include 'Meet Now Session' (Posted Mar 27) and another 'Meet Now Session' (Posted 1:57 PM). Below this, there is a 'Term 1 Classwork' section with a 'Demo Assignment' (Due Mar 18).

Once you have made one Meet Now Session Post, you can repost this and just change the date. This will help students to know your class meeting schedule.

This is a detailed view of a 'Meet Now Session' post. The post title is 'Week 10 Monday Meet Now Session' and it was posted on 'Mar 27'. The content of the post reads: 'We will meet at 10am on Monday 30 March in our Teams Meet Now Space. Click on Link below to join'. Below the text is a 'Join conversation' button with the URL 'https://teams.microsoft.com...'. At the bottom of the post, there is a 'View material' link.

This screenshot shows the same Google Classroom interface as above, but the 'Meet Now Session' post has been reposted. The post title is now 'Open Classroom Meet Now Sessions' and it was posted on '7:09 PM'. The content of the post is identical to the previous one: 'We will meet at 10am on Monday 30 March in our Teams Meet Now Space. Click on Link below to join', with the 'Join conversation' button and 'View material' link.



STEP 3 - EMBED YOUR GOOGLE CLASSROOM IN YOUR MICROSOFT CLASS TEAM

Now let's make it easy to access your google classroom from inside your Microsoft Team. This will help you and your students to navigate between the two platforms.

1. Go to your Google Classroom Stream copy the URL
2. Go to your Class Team > Your Meeting Channel > Click on the '+' along the top of the channel posts to add a tab
3. Choose the pink 'Website' option
4. Give the Tab a name and paste the URL into the space below
5. Save. Your Google Classroom will now appear inside your Teams space.

The image is a composite of three screenshots from the Microsoft Teams interface, illustrating the process of embedding a Google Classroom into a meeting channel.

Top Screenshot: Shows the 'Add a tab' dialog box. The 'Website' icon, represented by a pink globe, is circled in red. Other icons for various Microsoft apps like OneNote, PowerPoint, and Word are also visible.

Middle Screenshot: Shows the configuration form for the 'Website' tab. The 'Tab name' is set to 'Google Classroom' and the 'URL*' is 'https://classroom.google.com/c/NTEwNzlyNjQwODVa'. A warning message at the bottom states: '*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.' Buttons for 'Back' and 'Save' are at the bottom right.

Bottom Screenshot: Shows the final result. The '5. Meeting Channel' now has a 'Google Classroom' tab. The embedded page displays 'Pip's PL Demo' with a class code 'Fvh3w5m'. It includes a 'Stream' section with 'Upcoming' events, a post by 'Phillippa Cleaves' about a 'Week 10 Tuesday Meet Now Session', and a 'Join conversation' link.

STEP 4 – RUN YOUR MEET NOW SESSION

At the designated meeting time, your students click on the link in the Google Classroom to join the channel and wait for the Meet Now to begin.

Students will see a join now purple box appear in the Channel. They should click on the link and join the meeting.

TO RUN THE MEET NOW SESSION:

- Click on the Meet now icon
- Give the meeting a name. Use the day and date.
- Click 'Meet Now'
- Click 'Show Participants' - hover over student names, right click and 'make an attendee' option
- Choose the three dots to turn on blur background and start recording the session
- To share your screen, click the square with the arrow, then choose what you want to share.
- Stop sharing and recording as needed
- Finish the meeting and remove participants (right click on participant name > remove attendee) before you leave the meet now. Be the last person to leave the meeting or it will continue.
- If you recorded the meeting, it will appear in the channel to click and play once it has uploaded.

