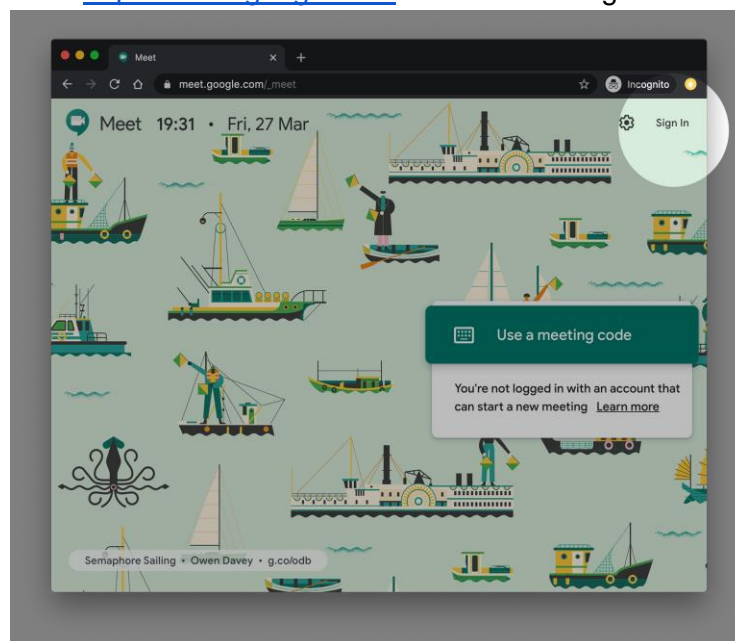


Conducting a supervision with Google Meet

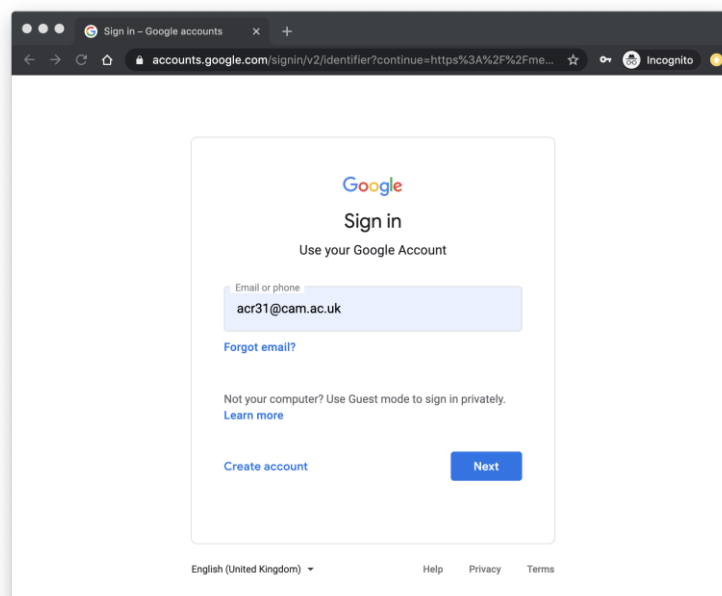
Creating the supervision session

The first thing to do is to create a meeting which you will use for the supervision. Once created a meeting will carry on existing after the call and so you can use the same one over and over again with different students if you want.

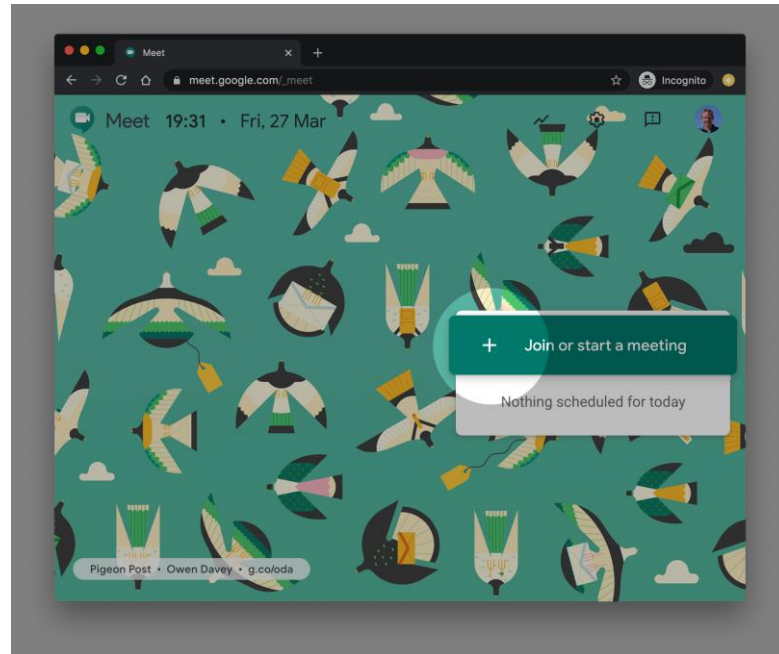
1. Go to <https://meet.google.com> and click the Sign in button



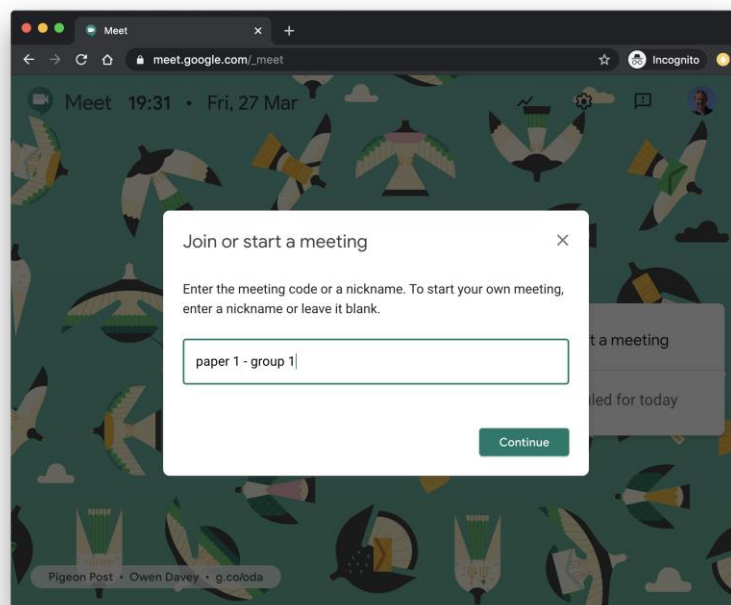
2. Enter your @cam email address



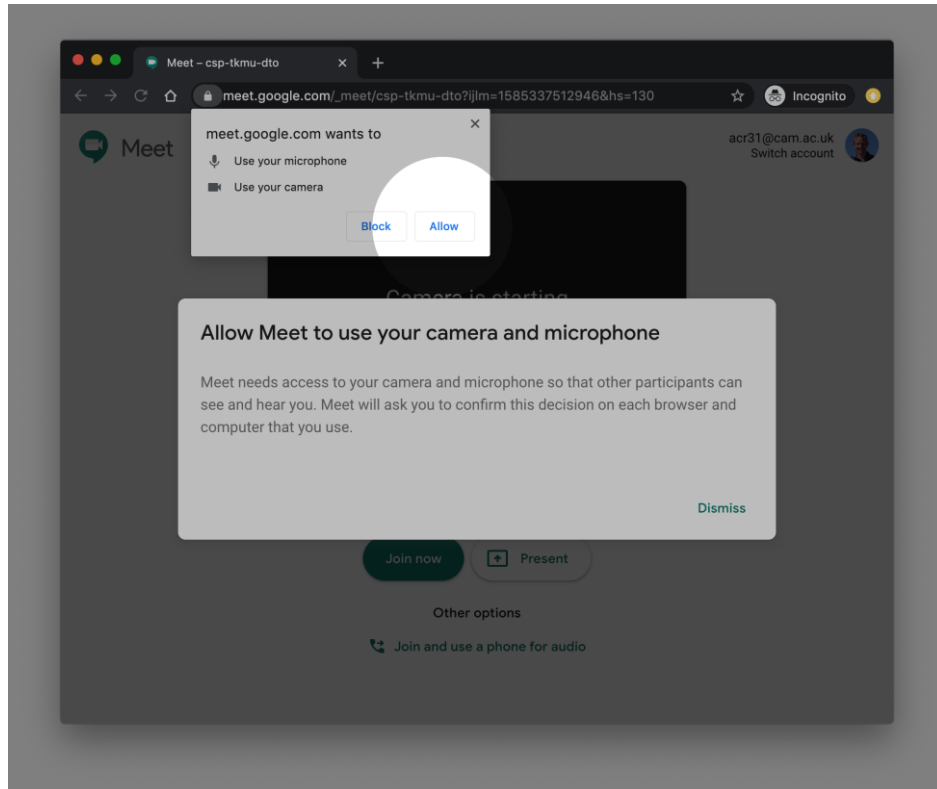
3. Click the + button to start a meeting



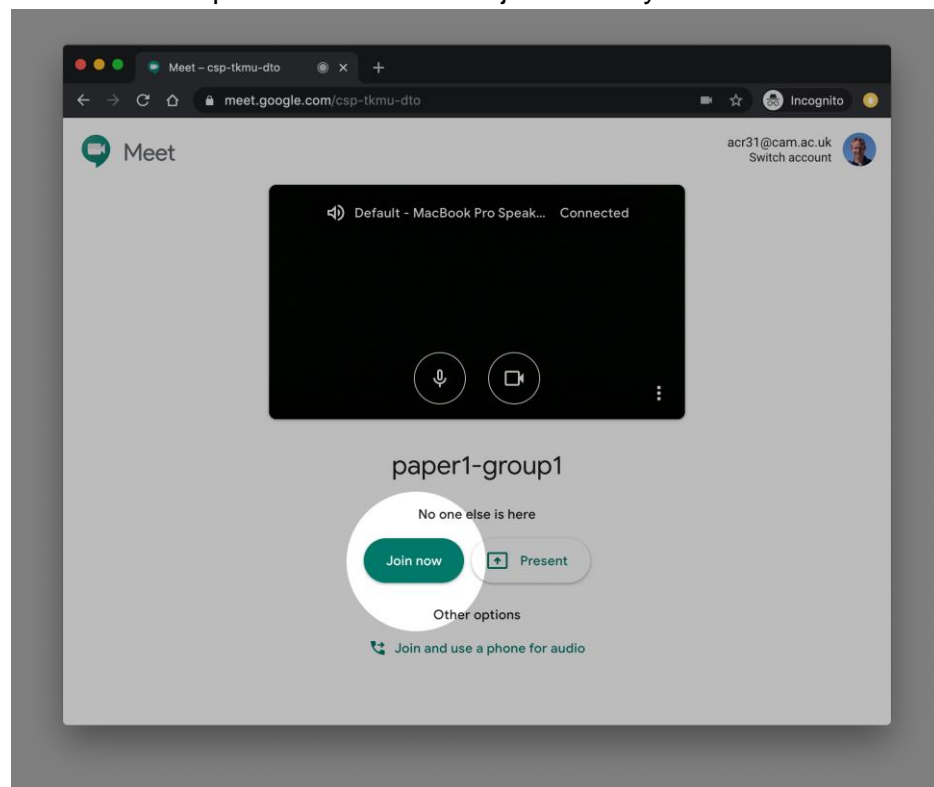
4. Enter a short name for your supervision



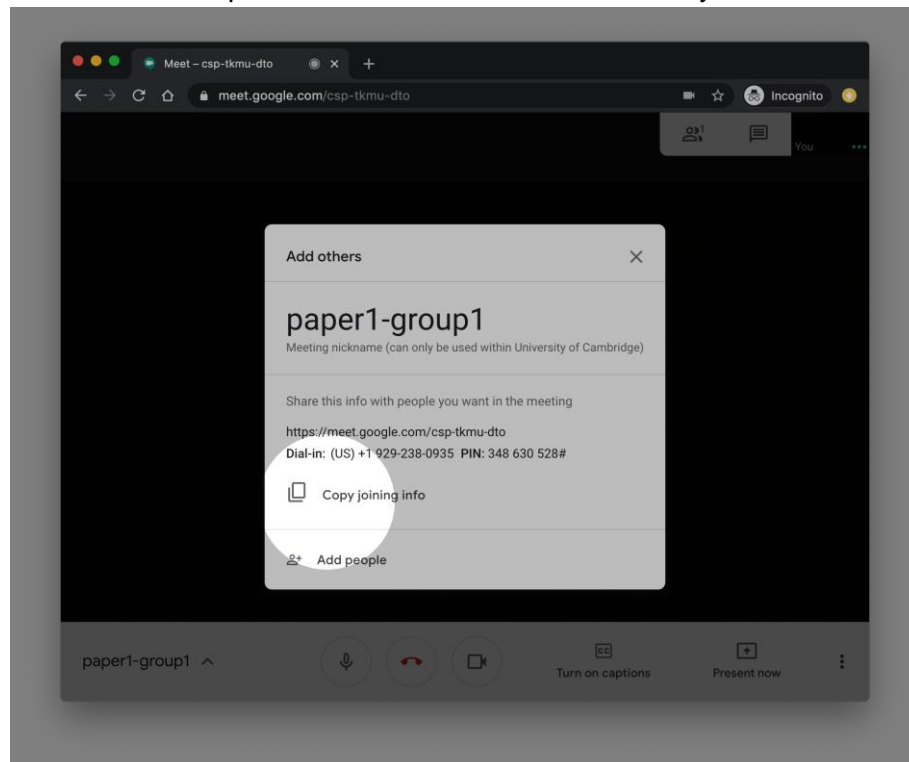
5. You might need to grant permission for Meet to access your camera



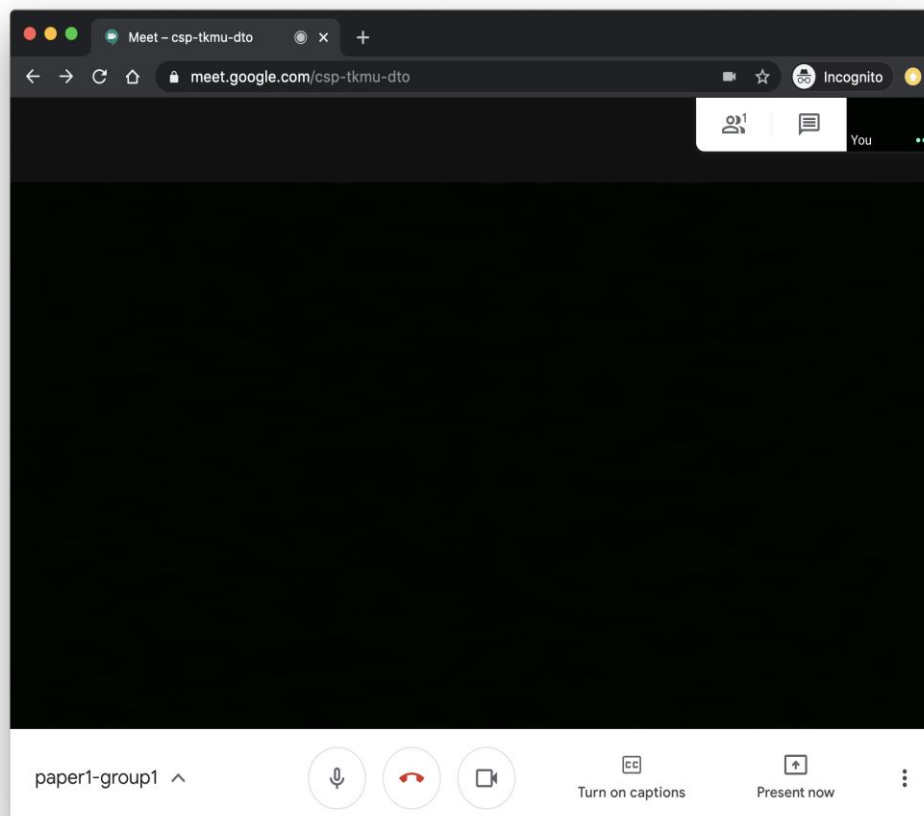
6. Use the Join now button to join the supervision. You can do this before the supervision starts and rejoin later if you need.



7. Use the 'Copy joining info' link to copy the details for joining the call to your clipboard. You can then paste these into an email to send to your students.



8. Once you have joined you will see the video conference window.



The controls across the bottom (from left to right) allow you to

- a. Access the joining info again
- b. Mute/Unmute your microphone (if it has a diagonal line through it you are muted)
- c. Hang up the call
- d. Enable or disable your video
- e. Enable or disable captions (based on automatic speech recognition)
- f. Share your screen with the attendees

Joining the supervision

Simply go to the link that you copied from the joining info to return to the meeting.

Andrew Rice, 28 March 2020