

Tips for Controlling Access to Google Meet

Option 1: Turn Off Quick Access

When you are using Google Meet directly in Google Classroom, then a link is generated and is visible at the top of the screen when students are in Google Classroom. This is simply for convenience, and it does not stop a student from sharing that link with others.

The teacher is the host in these meetings and should have host controls. That means that a teacher can turn off “Quick Access” at any point, which prevents students from freely joining a Meet session.

So, a teacher in this case has two choices:

A. Turn Off Quick Access: Before students join your session, click on the Meet link in Google Classroom and join the meeting. Look at the settings in the bottom right corner, select ‘Host Control’ and turn Quick Access off. This means that no one can enter this Meet link without you manually accepting them.

B. Turn Off Quick Access at the Beginning of Class: This would be the same as shutting the door at the start of class. Students with the link can freely join, but after you start class you can turn off Quick Access. This will force students that are ‘late’ to request permission to join. You can then choose to turn Easy Access back on for the beginning of next class.

Option 2: Only Invite Specific Students Through Google Calendar

You don’t have to use the Meet link in Google Classroom. If you want to generate a Meet link to share with students, you can do this in other tools, like Google Calendar. This provides you the option of setting the host controls ahead of time and even adding your students manually so they are the only people that can access your sessions.

This is also a good option to generate multiple rooms if you want to create breakout rooms.

If a teacher wants to create a Meet link that is specific to their students:

- Open Google Calendar and add an event on any day. You can name it whatever you want.
- When you create the event there is a link that says “Add Google Meet video conferencing” - click on that button.
- It generates a link and you will see a gear icon where you can turn Quick Access off. If you want to only allow particular students, turn this off.
- In the event, you will see a spot to ‘add guests’. In this area you can type in the students manually, or paste a list of their email addresses (see PowerTeacher to generate this list).
- Once you are done, copy the Google Meet link and paste it in Google Classroom or email it to your class. Only the students that are on the guest link can access the Meet session with this link. Anyone else will not be able to join without the teacher (host) manually accepting them.
- This link will continue to work beyond the day you created it, so you should only have to do this once.