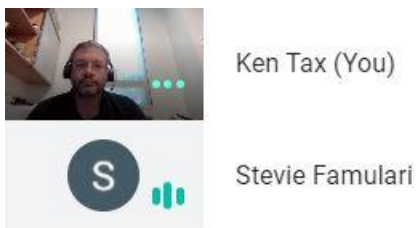
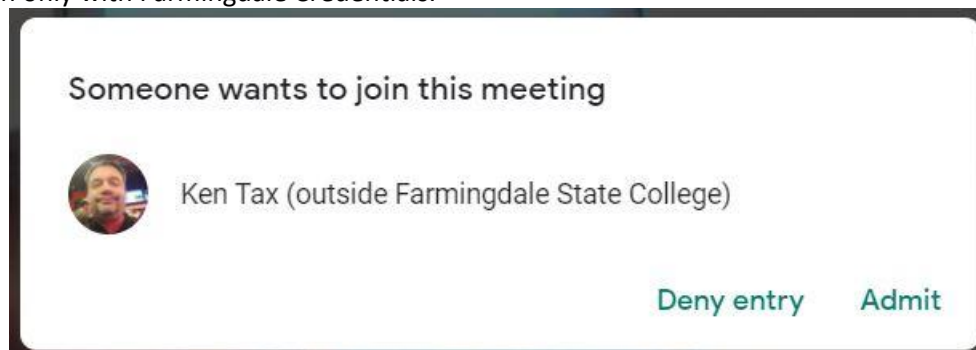


Live Streaming Best Practices – Google Meet

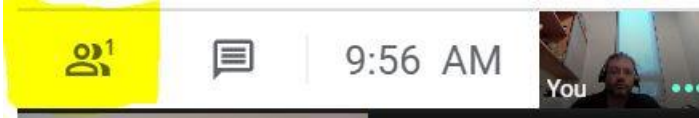
- 1) **You should require your students to only use their Farmingdale email credentials when attending or joining a Google Meet session.** This will allow the student to enter the meeting immediately. If they should join with an outside email credential, they are presented with a dialog box to enter their name but there is no way of knowing if that is the actual student. The moderator must then admit that person into the meeting.
- 2) When using your Farmingdale credentials to join a session, that user is unable to change the way their name is displayed. It is pulled into Google Meet as it is entered within the Farmingdale directory. This is yet another safeguard that allows the moderator to prove the attendee is who they say they are.



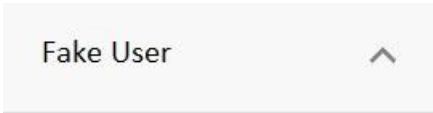
- 3) If a student should share the Google Meet session link with an outside individual, that individual would not be automatically admitted and would need to be admitted into the meeting by the moderator. We recommend not allowing students in from the outside, and instead tell them to join only with Farmingdale Credentials.



- 4) You may also control the muting of a participant as well as remove a participant from a meeting by following these steps.



Press on the highlighted section on the top right hand corner of the screen



Click on the up-arrow next to each attendees name



Select the Microphone icon to mute

Select the minus sign to remove the person from the room

General layout of a google screen

