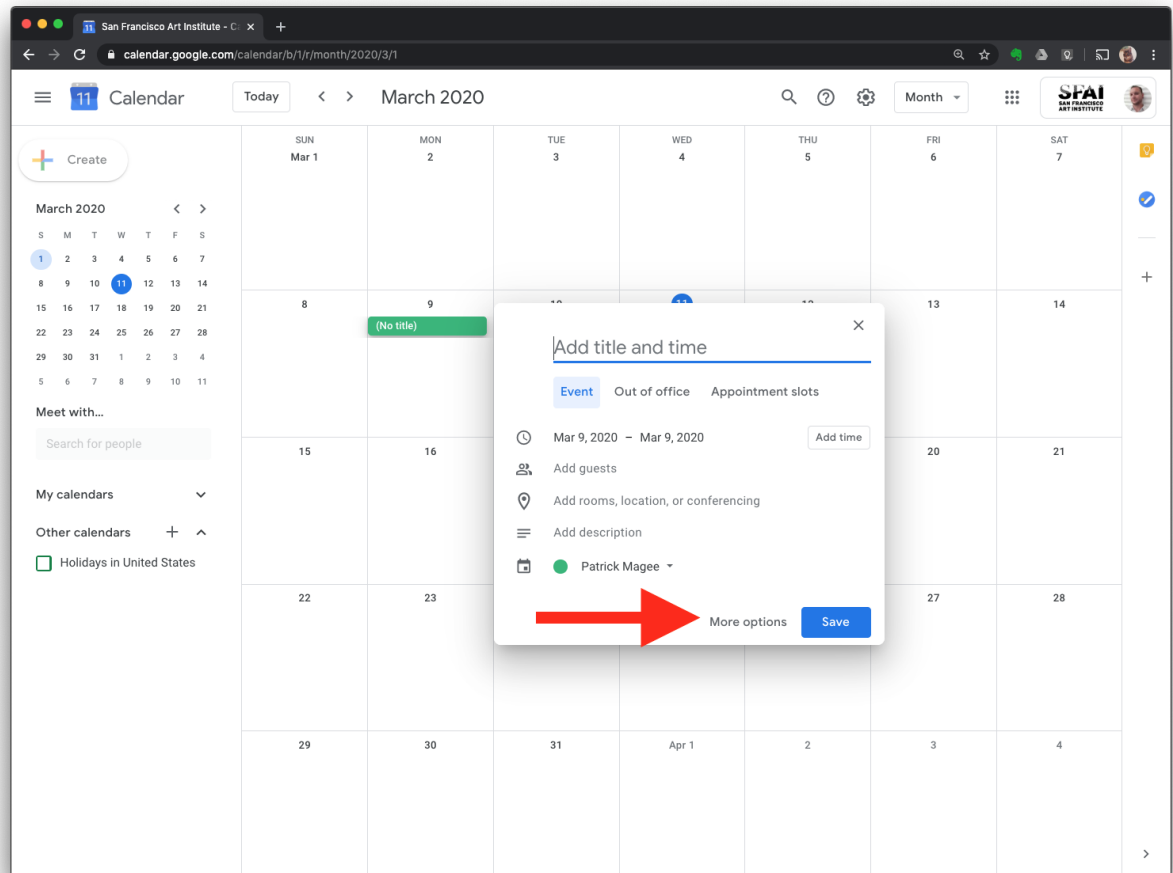


How to set up recurring classes in Google Meet

1. Open your SFAI Google calendar <https://calendar.google.com/> (make sure you are logged into your SFAI Google account)
2. Click on a date in the calendar to make a new event. Click More Options



3. Enter the name of your course. Uncheck the All day box to enter the time your class will meet

San Francisco Art Institute - C X +

calendar.google.com/calendar/b/1/r/eventedit

× Critical Theory 101

Save

Mar 25, 2020 10:00am to 1:00pm Mar 29, 2020 Time zone

☐ All day Does not repeat

Event Details Add a Time

Add location

Add conferencing

Notification 10 minutes X

Add notification

Patrick Magee

Busy Default visibility

Guests Rooms

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

Add description

4. Click the drop down menu and change “Does not repeat” to “Custom...” Then select which days your course will meet. Leave the Repeat every 1 week setting if your course meets weekly. Set an end date for the course.

Custom recurrence

Repeat every 1 week

Repeat on

S M T W T F S

Ends

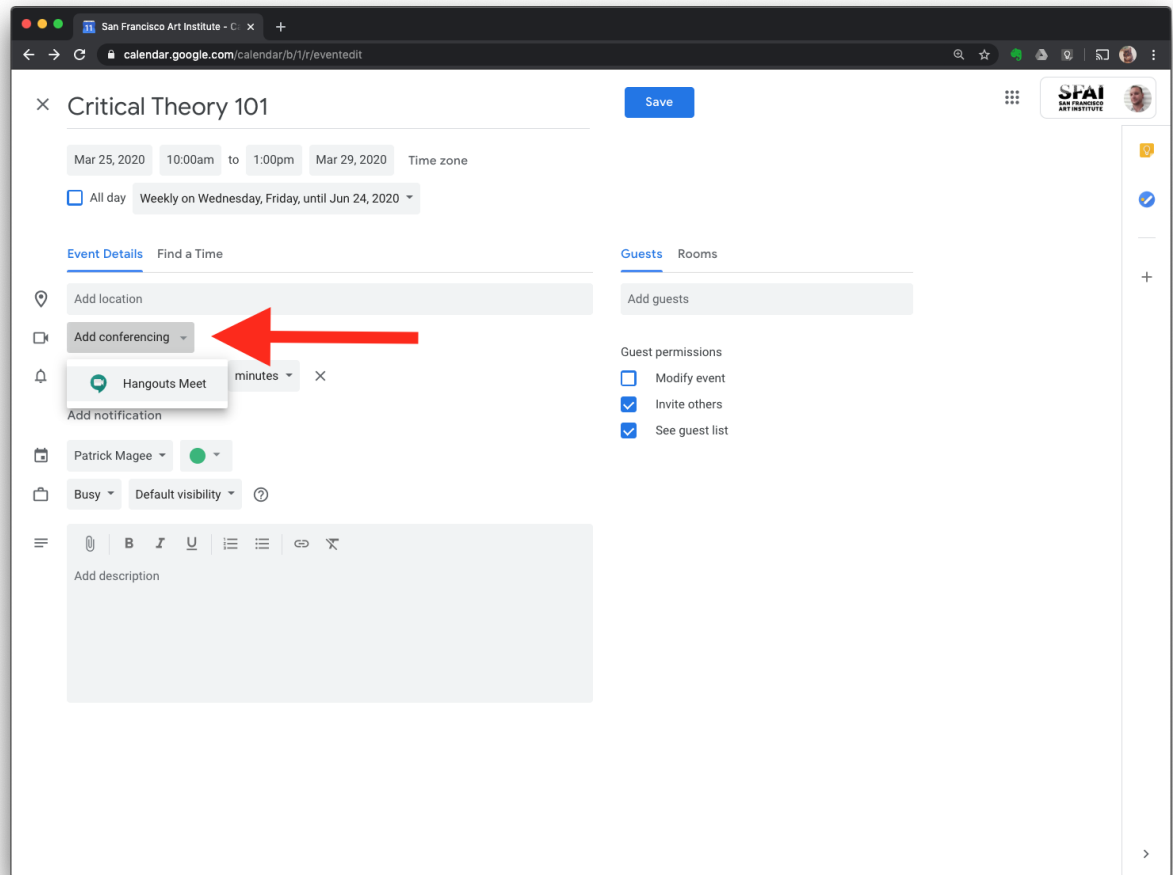
☒ Never

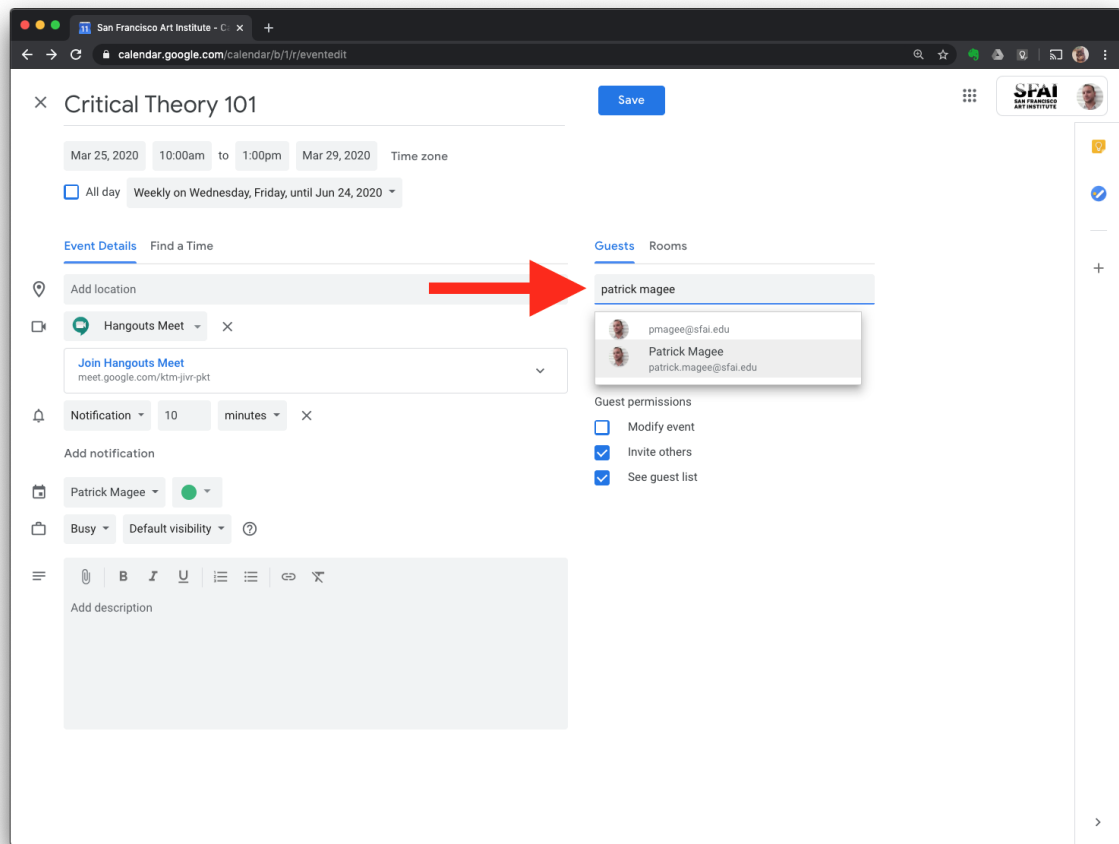
☐ On Jun 24, 2020

☐ After 13 occurrences

Cancel Done

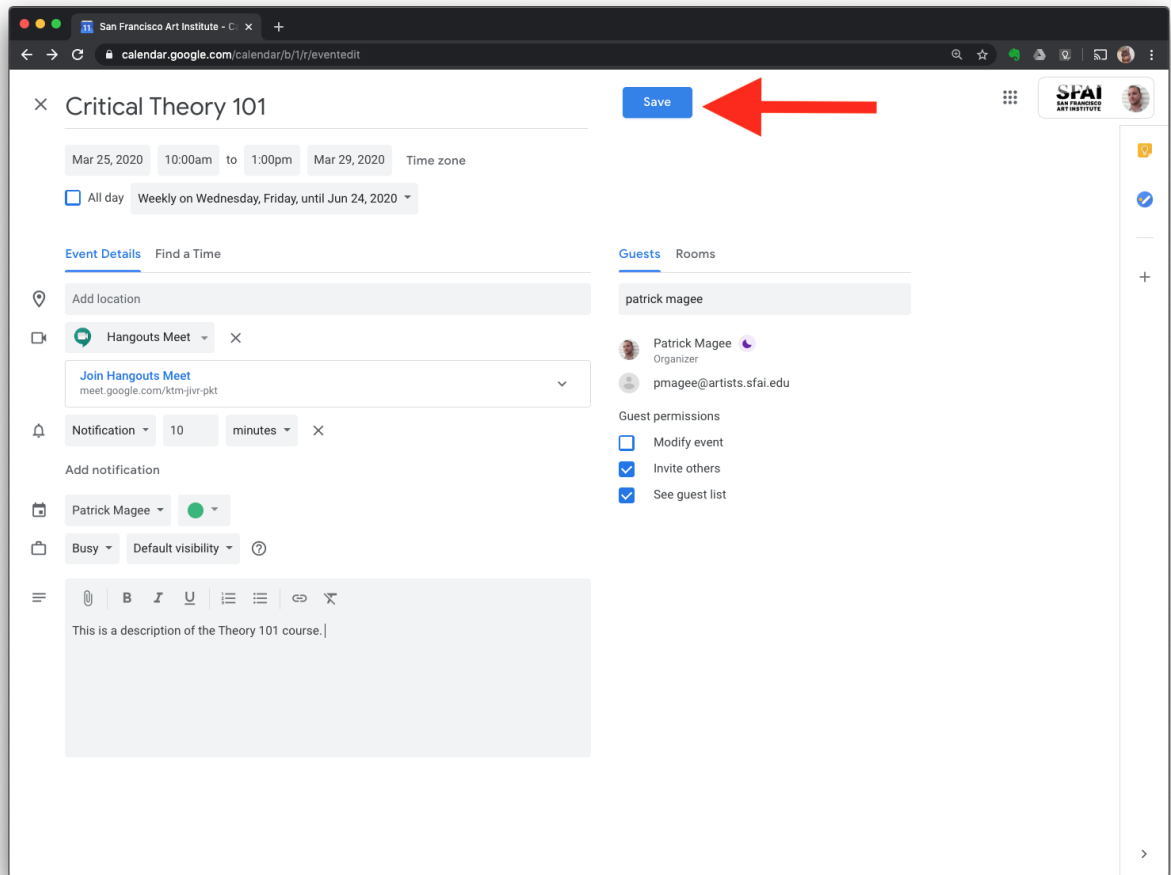
5. Click the “Add conferencing” button and choose Hangouts Meet



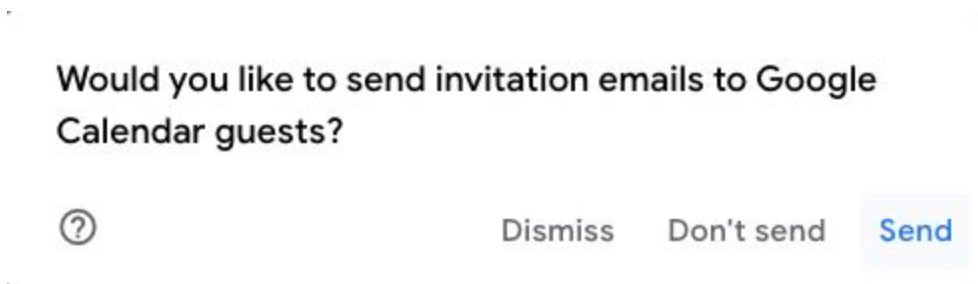


6. Add your students as guests to the course by entering their email addresses in the “Add guests” field.

7. Add a description and click save.

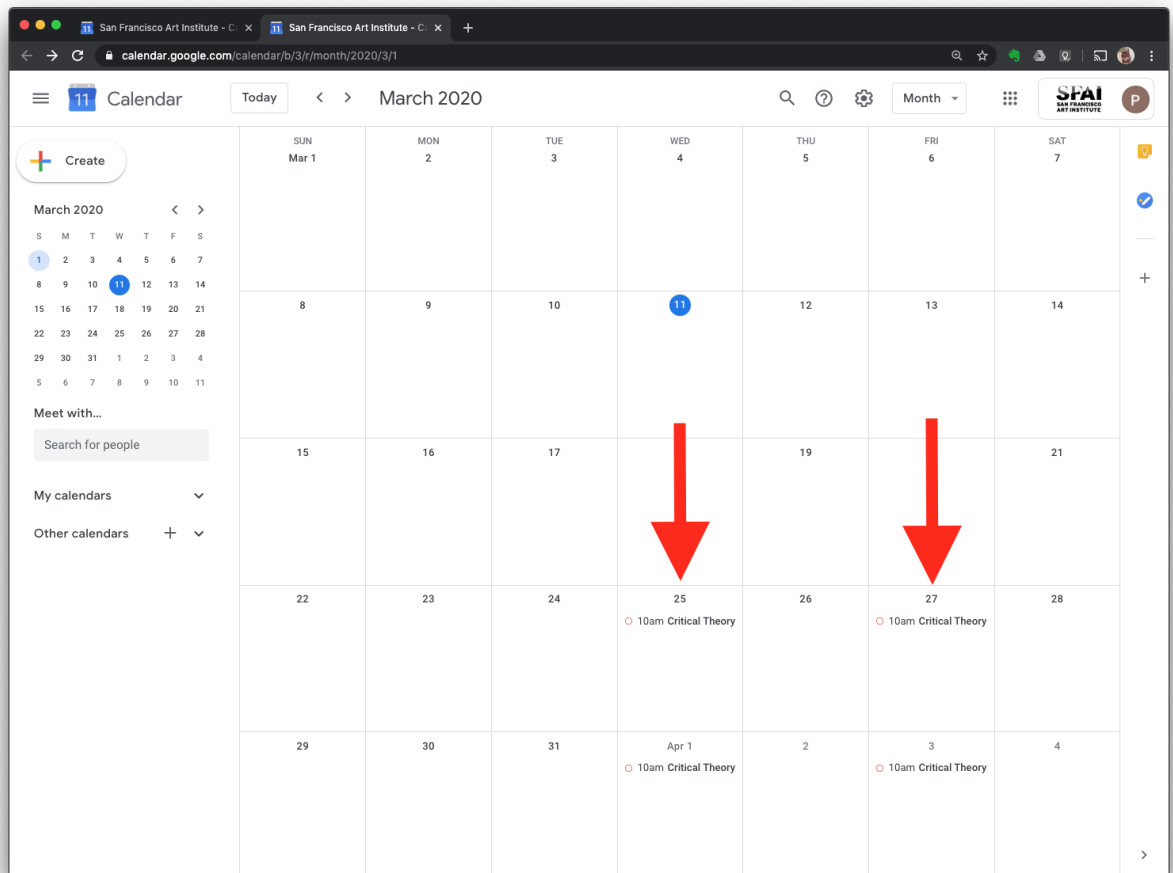


8. Click Send to Guests.



Students will then have a recurring calendar event with Google Meet links to your course.

View of Student calendar



When the student logs into <https://meet.google.com/> they will see their schedule of classes for that day listed.

