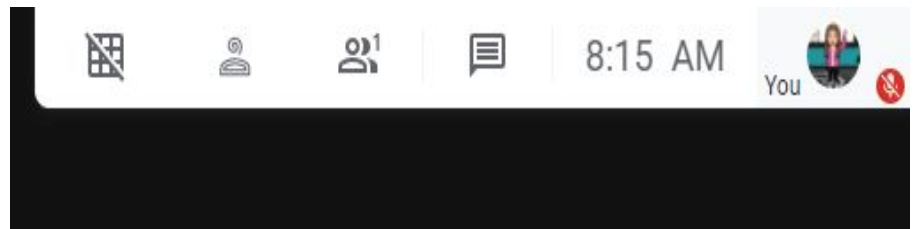
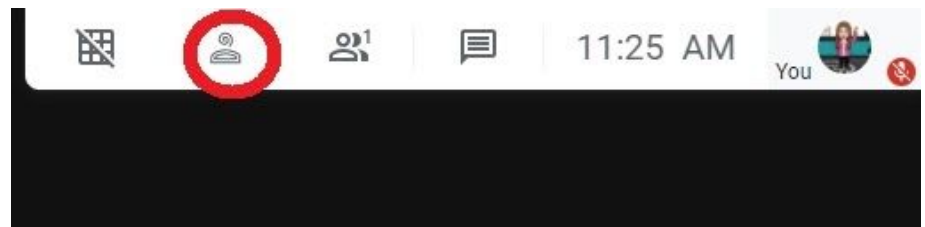


Google Meet “Breakout Rooms”

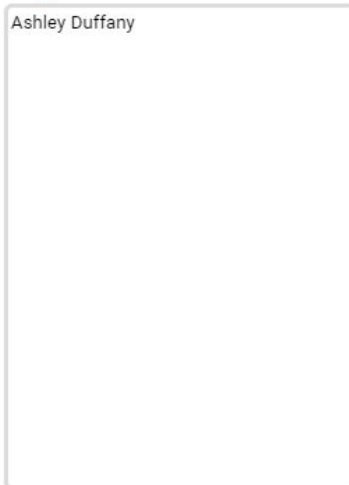
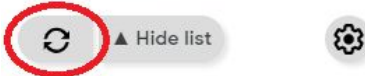
Step 1: To put your students in groups with their own Meet links, you must first exit out of the chat & attendance until you see the image to the right:



Step 2: From there, you will want to select the image of an outlined person as seen to the right:



Attendance



1 persons

Copy list Randomize person

◀ Show comparison list

◀ Show group generator

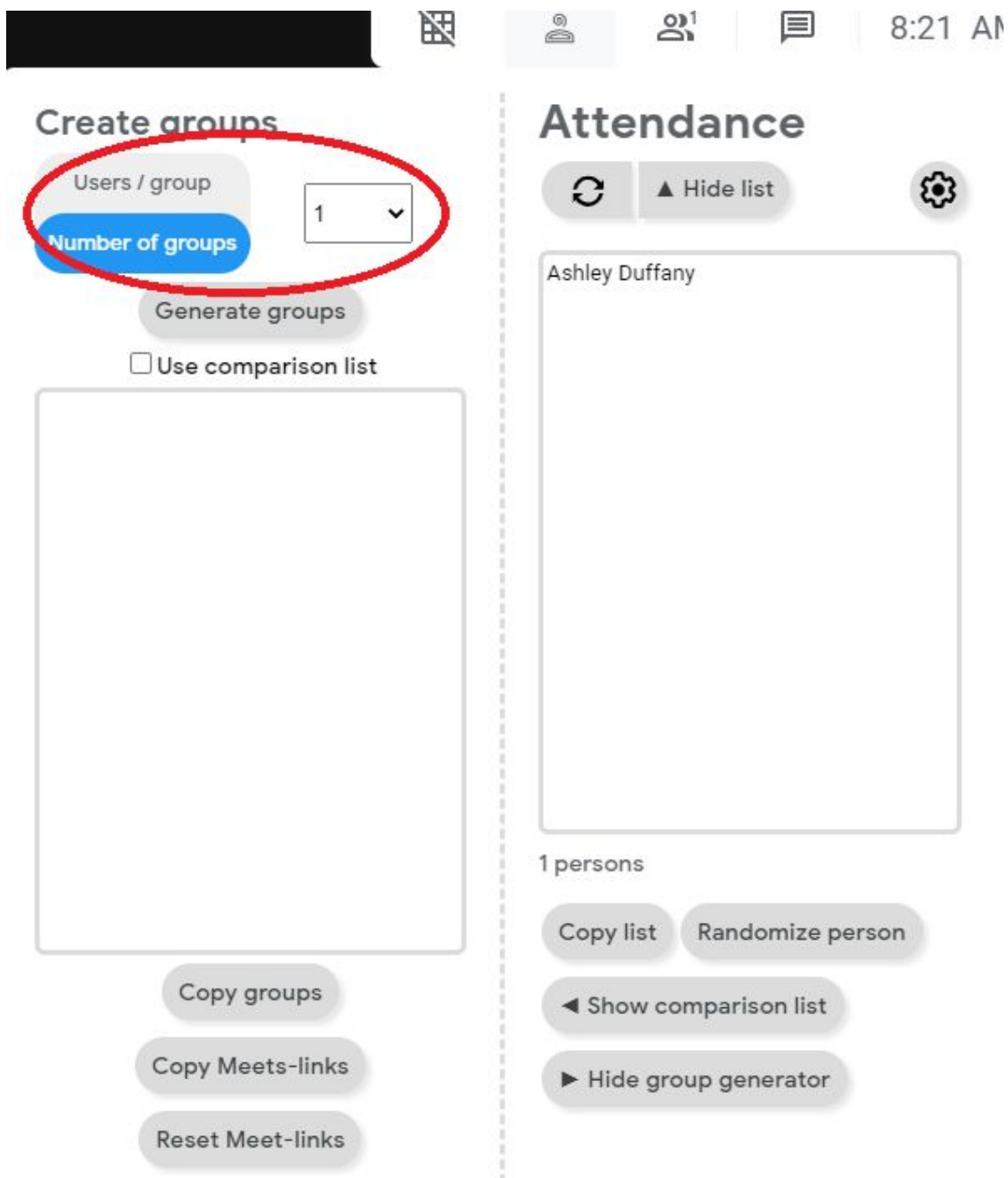
Step 3: Next, you should click the arrow circle (seen at left) to make sure the attendance list is current with this class & with everyone currently logged into the Meet.

Step 4: Once you have refreshed your class list, select the “Show group generator” button at the bottom and another menu will appear.

Step 5: In the next menu, there are various options for how you can group your students. You can group students by the amount of students per group OR you can group students by a specific amount of groups.

To group by a specific number of students in each group: select “Users/group” button and then select the drop down box for how many students you want in each group.

To group by a specific amount of groups: select “Number of groups” and then select the drop-down box for how many groups you’d like.



Step 6: Once you have decided how you want your groups to generate, click the “Generate groups” button and they will appear below.

The screenshot shows a meeting interface with two main panels. The left panel is titled "Create groups" and includes a "Users / group" dropdown set to "1", a "Number of groups" field set to "1", and a "Generate groups" button circled in red. Below this is a "Use comparison list" checkbox and a list containing one group with the name "Ashley D.". At the bottom of this panel are buttons for "Copy groups", "Copy Meets-links", and "Reset Meet-links". The right panel is titled "Attendance" and shows a list with the name "Ashley Duffany". Below the list are buttons for "Copy list", "Randomize person", "Show comparison list", and "Hide group generator". The top of the interface shows a meeting ID, a grid icon, a person icon with "1", a chat icon, and the time "8:21 AM".

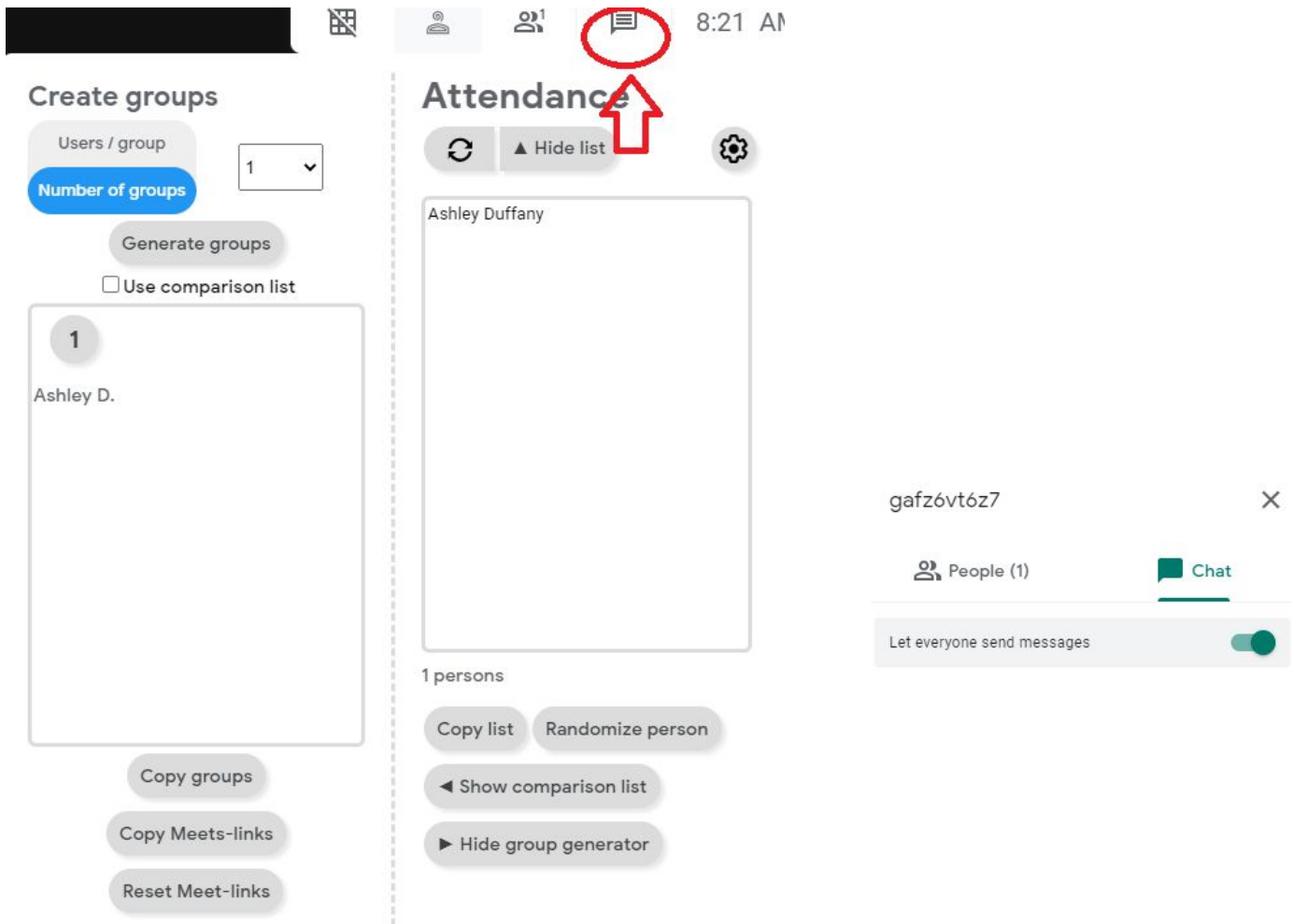
NOTE: Now that you have your students in groups, you can move students to different groups if you'd like by dragging their names to a different group.

****Also keep in mind, your name will be generated into a group as well, even though you're the teacher, because you are in the Meet. Just tell the students to ignore that or delete your name when you copy and paste the groups in the chat.*

Step 7: Once the groups have been generated, you should click the “Copy groups” button in order to copy all the groups so you can paste it into the chat.

The screenshot displays a mobile application interface with two main panels. The top status bar shows a signal strength icon, a battery icon, a person icon, a group icon, a chat icon, and the time 8:21 AM. The left panel, titled "Create groups", features a "Users / group" input field with a dropdown menu set to "1", a blue "Number of groups" button, a "Generate groups" button, and an unchecked checkbox for "Use comparison list". Below these is a list containing one item: a circle with the number "1" and the name "Ashley D.". At the bottom of this panel are three buttons: "Copy groups" (circled in red), "Copy Meets-links", and "Reset Meet-links". The right panel, titled "Attendance", has a refresh button, a "Hide list" button, and a settings gear icon. It shows a list with one entry: "Ashley Duffany". Below the list, it indicates "1 persons" and provides buttons for "Copy list", "Randomize person", "Show comparison list", and "Hide group generator".

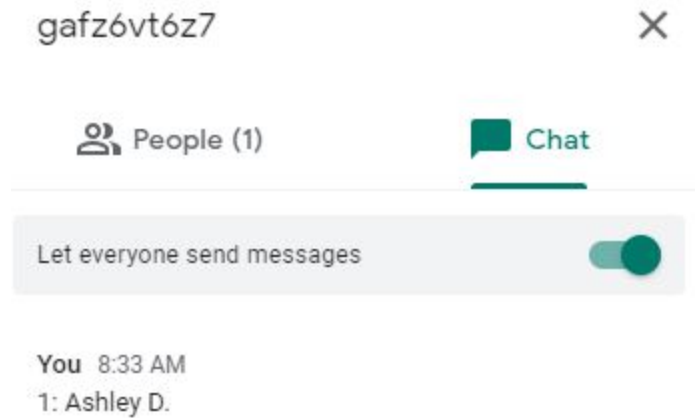
After you copy the groups, open the chat box by clicking the chat button below:



The chat box will appear and look like this →

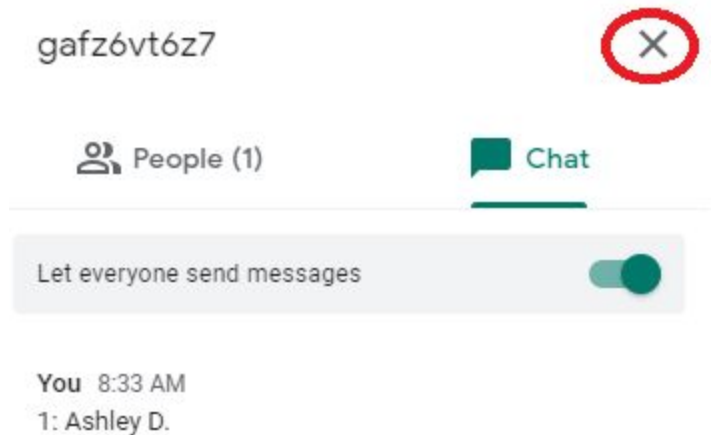


You should paste the groups you have copied into the chat by holding Ctrl+V on your keyboard. Then click enter so your students see the groups in the chat like this:



Now that the groups are posted for the students, we must generate their groups meet links.

Step 7: Click on the X in the right corner of the chat



At this point, the group generator should pop back up (if not, just click the outlined person on the top menu again)

Step 8: To generate meet links for each group, select “Copy Meet-links” at the bottom.

The screenshot displays a mobile application interface with a top navigation bar containing icons for a grid, a person, a group of people, a chat bubble, and a clock showing 8:35 AM. The main content is split into two panels by a vertical dashed line.

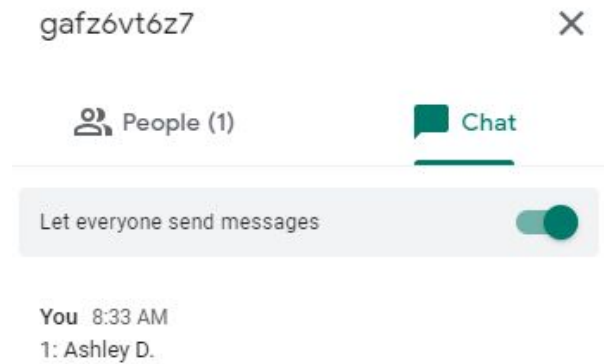
Left Panel: Create groups

- Users / group: 1 (dropdown menu)
- Number of groups: 1 (blue button)
- Generate groups (button)
- Use comparison list
- Group list: A box containing a single group labeled "1" with the name "Ashley D."
- Bottom buttons: "Copy groups", "Copy Meets-links" (circled in red), and "Reset Meet-links".

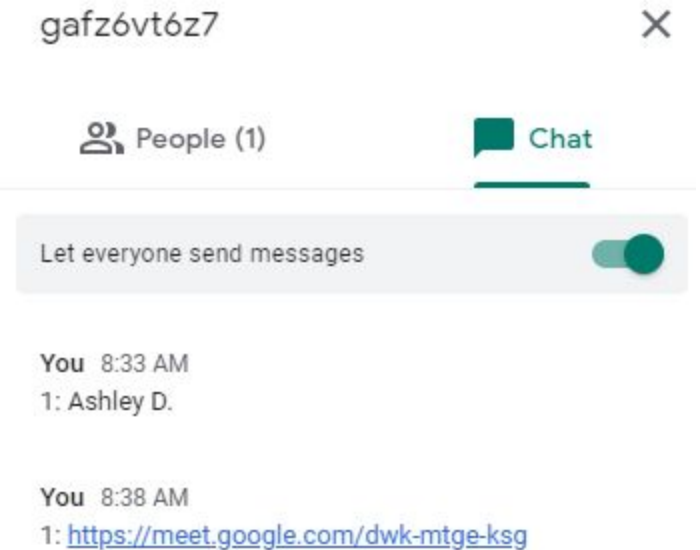
Right Panel: Attendance

- Refresh (circular arrow icon) and Hide list (button with up arrow) controls.
- Settings (gear icon)
- Attendance list: A box containing the name "Ashley Duffany".
- Summary: "1 persons"
- Bottom buttons: "Copy list", "Randomize person", "◀ Show comparison list", and "▶ Hide group generator".

After you copy the groups, open the chat box again:



Step 9: Paste the Google Meet Links you have copied into the chat by holding Ctrl+V on your keyboard. Then click enter so your students see the group Meet Links in the chat like this:



As you can see, the group number corresponds with the meet-link number so students can easily determine which link to click.

That's it! You did it!