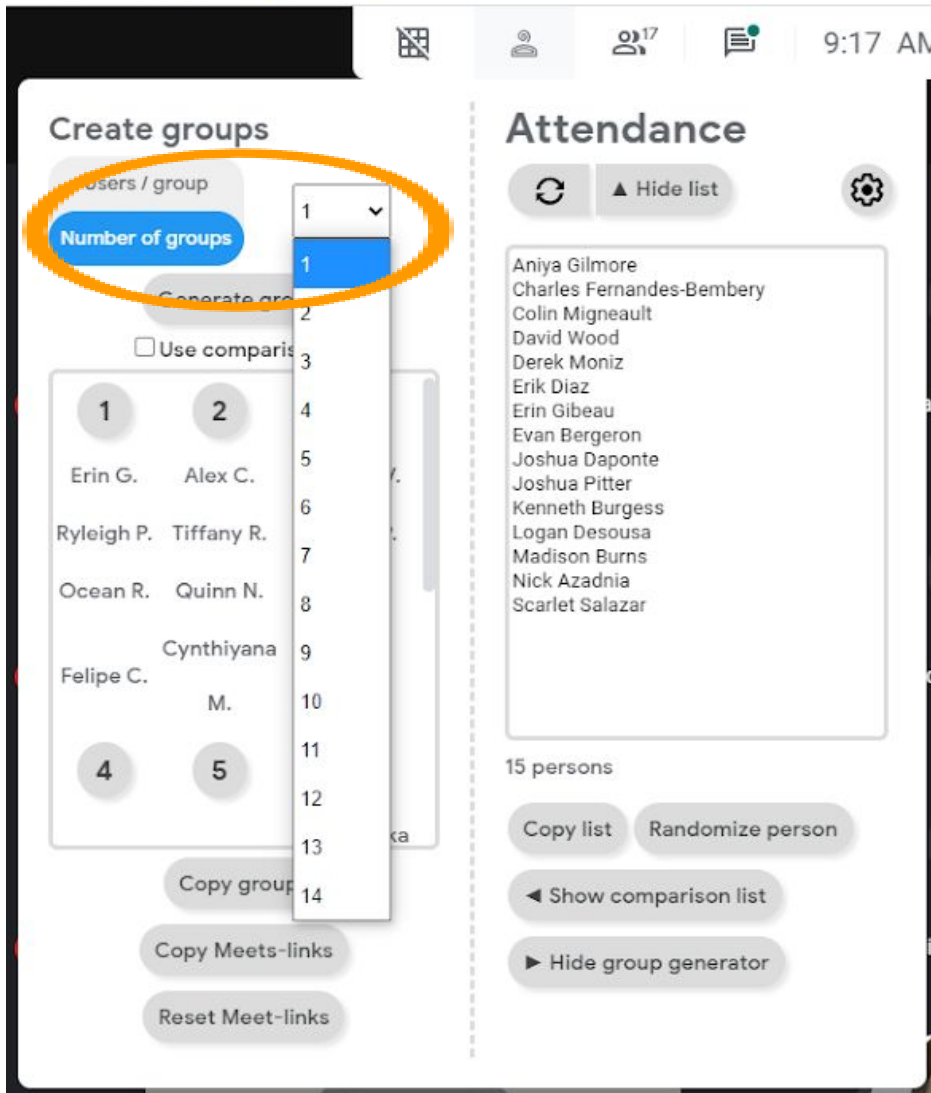


1. Click on the **single person icon** in the top banner
2. Click the **refresh** button (two arrows)
3. Click **Show Group Generator**



4. Change the **number of groups** to a number of your choosing

The screenshot displays the Google Meet interface. On the left, the 'Create groups' panel is visible. It includes a 'Users / group' dropdown set to '5', a 'Number of groups' button, and a 'Generate groups' button circled in red. Below this is a grid of 15 user avatars, with 'Anneushka' at the bottom. At the bottom of the grid are buttons for 'Copy groups' (circled in pink), 'Copy Meets-links' (circled in blue), and 'Reset Meet-links'. On the right, the 'Attendance' panel shows a list of 15 names: Aniya Gilmore, Charles Fernandes-Bembery, Colin Migneault, David Wood, Derek Moniz, Erik Diaz, Erin Gibeau, Evan Bergeron, Joshua Daponte, Joshua Pitter, Kenneth Burgess, Logan Desousa, Madison Burns, Nick Azadnia, and Scarlet Salazar. Below the list are buttons for 'Copy list', 'Randomize person', 'Show comparison list', and 'Hide group generator'. The top of the interface shows a grid icon, a user icon, a group icon with '17', and a clock showing '9:18 AM'.

5. Click **Generate Groups**
6. Click **Copy Groups**
7. Paste these Groups into a Google Doc
8. Click **Copy Meets-links**
9. Paste these links into a Google Doc

GOOGLE DOC  
(one doc per class)

- 1: Charles F. Joshua D. Evan B.
- 2: Logan D. Erin G. Derek M.
- 3: Colin M. Joshua P. Aniya G.
- 4: Nick A. Scarlet S. David W.
- 5: Kenneth B. Madison B. Erik D.

**Note: Don't forget to delete yourself from a group, and rearrange names, if needed, to even out groups**

- 1: <https://meet.google.com/tpb-aqrd-unq>
- 2: <https://meet.google.com/rnk-shbk-ezv>
- 3: <https://meet.google.com/pos-tpiz-obu>
- 4: <https://meet.google.com/rhz-tryi-hnh>
- 5: <https://meet.google.com/ozx-kryt-pwa>

**Note: Press enter after every link in order for it to turn blue**

**I use the same group links every time I assign groups. I only change the students in each group.**