



# Google Meet Update

## New Features Available in Google Meet

### Breakout Rooms

- Use breakout rooms to facilitate student-to-student interaction.
- Breakout rooms allow you to split your participants into separate rooms within your Google Meet. If you would like students to work in smaller groups, assign them to breakout rooms.
- F2F students can work in groups with remote students during synchronous sessions.
- The instructor can move from one breakout room to another or back to the main room.

Access the Breakout Rooms feature by clicking the **Activities** icon next to Chat.



Detailed instructions for setting up breakout rooms can be accessed through this link:  
[https://support.google.com/meet/answer/10099500?hl=en&ref\\_topic=7290350](https://support.google.com/meet/answer/10099500?hl=en&ref_topic=7290350)

### Polls

- You can quickly and easily conduct real-time polls during a Google Meet.
- Results will be immediately available.
- Poll data will also be emailed to your Gmail account following the session.

Access the Polls feature by clicking the **Activities** icon next to Chat.



Detailed instructions for creating polls can be accessed through this link:  
<https://support.google.com/meet/answer/10146000?hl=en#>



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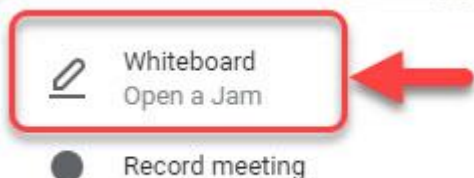
## Attendance Reports

- After a Google Meet with at least 5 participants, the instructor will receive an email with an attendance report.
- The report will include:
  - Participants' names
  - Participants' emails
  - Length of time a participant was in the meeting, including timestamps of when they first joined the meeting and when they left.
  - If someone joins and leaves more than once, multiple timestamps will not be listed, but the overall duration of time spent in the meeting will be recorded.
- Meeting organizers receive reports automatically.

## Whiteboard

- Google Jamboard is an interactive digital whiteboard that allows participants to write, draw, add photos, and create sticky notes.
- Instructors or students can create as many whiteboard pages as needed, and they can be shared or saved as a pdf file.
- You may have used Jamboard to screen share, but now the app is integrated into Google Meet.

Access Jamboard by clicking the **three vertical dots** at the bottom-right of your screen. Then, choose **Whiteboard** from the pop-up menu.



Detailed instructions for using the whiteboard can be accessed through this link:  
<https://support.google.com/meet/answer/10071448?hl=en#>



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## Security Features

- Quick Access, Screen Sharing, and Chat features can be enabled or disabled for participants by quickly toggling them on or off from the meeting screen.
- Disabling quick access means that only invited participants can join the meeting. All other participants must ask to join, and participants cannot join anonymously.

More information about security features can be accessed through this link:  
<https://support.google.com/meet/answer/9852160?hl=en#>



## Speaker Control

- The speaker icon on the meeting screen will allow you to turn your speaker audio on and off with the touch of the button.



## Blurred Background

- In a less-than-ideal setting, a blurred background effect is available.
- You will remain clear while everything behind you is blurred.
- There are technical requirements to use this feature.



Detailed instructions for using a blurred background can be accessed through this link:  
<https://support.google.com/meet/answer/10058482?hl=en>

*Thank you for the valuable work you do to support students every day.*