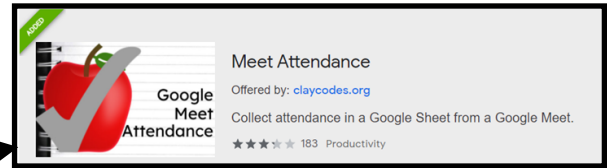


Google Meet Attendance Directions for Teachers

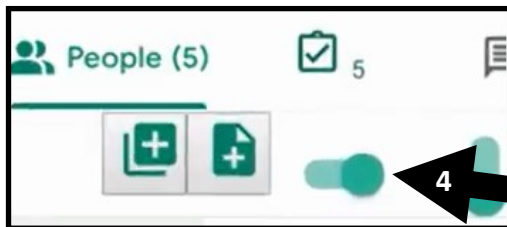
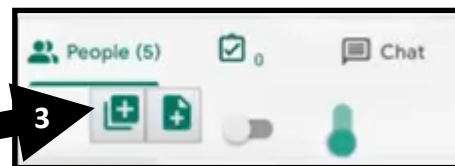
Step 1: If you do not have the Meet Attendance Chrome add-on, you can download the add-on by clicking [here](#).

While in your Google Meet call, click on the “people” icon.



Step 2: Next hover over the “clipboard” icon to allow the dropdown to appear.

Step 3: Once the dropdown appears, click on the google sheet icon.



Step 4: Toggle on the attendance tracker. The bar color will change to a blue/green color to indicate it is on.

Step 5: To record your attendance, click out of the drop down and then view the students in the session by clicking on the “people” icon like you did in Step 1.



You can do this as many times as you like throughout your class time. A new column will appear for every click.

	A	B	C	D
1	4/29/2020 13:59	4/29/2020 14:00	4/29/2020 14:00	
2	https://meet.google.com/...	https://meet.google.com/...	https://meet.google.com/...	
3	Student 1	Student 1	Student 1	
4	Student 2	Student 3	Student 2	
5	Student 3	Student 4	Student 3	
6	Student 4		Student 4	

Step 6: To view your attendance, click on the clipboard icon. This will open up your Google Meet Attendance Sheet in a new tab. Each column will show when you clicked on the people icon to take attendance during class.

