Use Google Meet to Record a Presentation

Google Meet can be used by yourself or with a group to record a presentation. The recording is automatically saved to your Google Drive and you can share the link to it on Moodle.

Instructions

- Begin by setting up your computer with any documents or presentations that you want to show while recording, like a slide presentation in PowerPoint or Google Slides.
- Start a new Google Meet by visiting meet.google.com.
  - Make sure you're logged into your MLC account.
- Click **Join or start a meeting**
- Give your meeting a name if you want - this will help you identify your recording in Google Drive later.
- Click **Join now**
- If you're doing the presentation by yourself, click the **X** when you see the joining information. If you're working in a group, send the information to your group members and wait for them to join.
- Click the three dots in the lower right corner and choose **Record meeting**
  - If you don't see the three dots, hover your cursor over your video.
- Once the recording has started, click **Present now** from the bottom menu and choose **Your entire screen**. This will allow your screen to be recorded in the Meet.
- Give your presentation.
- When your presentation is over, go back to the Google Meet tab in your browser. Click the three dots and choose **End recording**. The recording will automatically be saved to your Google Drive.
- When your recording is ready, you will receive an email in your MLC account. Open the email and click the red **Open in Drive** button.
- Your video will appear in a new browser tab.
- Click the three dots in the upper right corner of the screen and choose **Share**.
- Click **Get shareable link**.
- The link to view your video will automatically be copied to your clipboard. You can also click **Copy link**.
- Click **Done.**
- Paste your link in Moodle, in an email, or wherever your instructor wants the video.

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