

Four Tips to Make PLATO Coordinators' Lives Easier

(These methods are based on the assumption that you use Gmail for your personal account, or that you use your.name@platomadison account for ALL of your PLATO course related communication.)

1. How to create a Google Meet for your virtual or hybrid class

Sign into your platomadison.org account. (Yours is probably firstname.lastname@platomadison.org)

Click on the Gmail tab on the right side by your picture (if you have downloaded one or your default letter.)

Look on the left side panel, click on MEET.

Now click on New Meeting.

You should see a box that gives you a new meeting code.

You can copy that and send it to the participants, or you can invite them directly through that drop box link.

Make sure you access the Google Meet on your meeting date through your platomadison.org account.

You can use the same link every week. Just copy it from your email week after week.

2. How to create one name for all participants in your class:

(No more copy and pasting from last week's list)

Ex: Spring 2024- Just type "Spring " in the "To" box, hit the pop up that states Spring and the entire list of participants are now getting that email.

Go to your Gmail account, it can be your personal one or the one Plato assigned to you, whichever you use to send out your emails to your group. You could set up a separate account for all your class emails. Ex- platoclassicfilms@gmail.com. This makes it easy to find Plato class related emails.

Click on the square dots in the upper right-hand corner of the page. Now scroll down until you see CONTACTS. It will have a blue person icon. Click on it. On the left side find the word LABEL and click the + sign next to it.

A box will pop up that asks you to create a label name. Fill it in with whatever you want to call your group.

Now in the search box at the top of the page enter the name or email of the person you want in that label. Be sure to hit apply when you put the person in your label.

3. How to schedule an entire semester of emails:

Open a new email that you want to compose.

Put in the recipients' names for your class or the label name you created.

Copy and paste the link into the body of the email.

At the bottom of your message instead of hitting send, put your cursor over the down triangle in the send box.

A pop up will appear - click it.

Now pick a date and time and hit "schedule send."

The email will automatically send on the date and time you have selected.

4. How to open Google Meet without having to let someone in.

Start your Google Meeting, at the bottom of your screen is a black bar. On the far right is an icon that looks like a lock. That is the host control. Click on it and a pop up will appear. Scroll until you see "Meeting access type" click the button next to open. Now anyone who has the link can join without you letting them in.