Mississippi University for Women

Kossen Center for Teaching and Learning

Spring 2017

Google Hangouts Instructor Manual

Objectives

- Logging in to Google
- Hosting a Hangout
- Scheduling Events

Welcome to Google Hangout Training. Google Hangouts is a video collaboration tool that allows registered users to have real time communication. Hangouts works on computers, Android and Apple devices. This allows the instructor or student to communicate and share resources.

Contact Us For Help

The Kossen Center for Teaching and Learning is dedicated to the goal of providing assistance to faculty and students with instructional technology. Rick Frazier's office is currently located at 401 Reneau Hall. Instructors may choose to come by at their convenience or by appointment. Rick's office is open from 8:00 am to 5:00 p.m. You may also contact Rick by phone at 241-6423 or by email at rsfrazier@muw.edu.

Instructor

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Collaboration etiquette

- Find a quiet place, free from distractions (TV, music, other people, etc.) to use your computer for the session.
- Turn off or mute your cell phone during the session.
- Log in promptly at the scheduled time.
- Be prepared for the session with specific questions about the course material, notes, textbook, handouts, instructions for assignments, etc. that you may need.
- Just as in a face-to-face conversation, speak or type one at a time.
- Before logging off, schedule the next tutoring session if needed.

Getting Started

What You Will Need

The following will be will needed to have a successful Hangout Session:

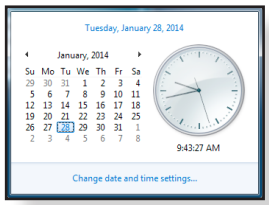
- Reliable Internet Connection.
- You will need a Google Account set up by ITS (662.329.7282). The login name will have username@myapps.muw.edu for the user name. Your initial password is your birthdate: mmddyyyy.

Recommended Browser

Google Chrome is the **recommended** browser for using Google Hangouts.
*Note: The first time using Hangouts a **plug-in** will be installed to allow Hangouts to work on your system.*

Date and Time

Make sure the Date and Time is set correctly on your computer. Hangouts will not start a session for you if these settings are not correct.



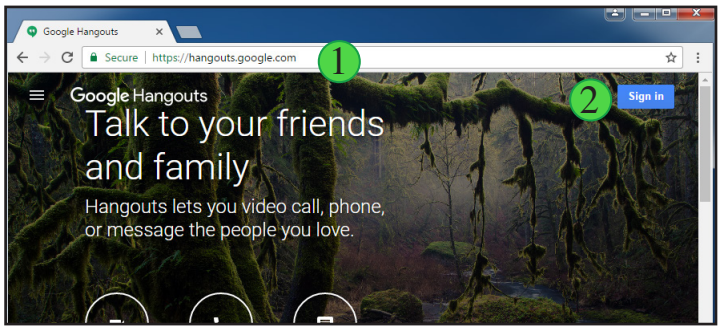
Webcam/Headphones

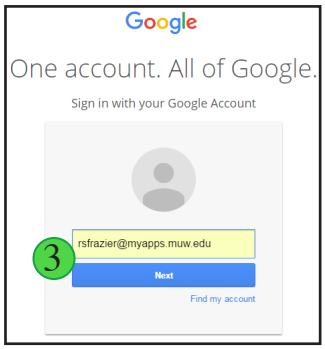
Although not required, your online tutoring session may be more meaningful if you have a webcam and headphone so that you can see and talk to the tutor rather than typing messages.

Logging in to Google Hangouts

If you have never logged in to your MyApps Google account from the MyApps login page, then Google will require you to change your password when you log in for the first time.

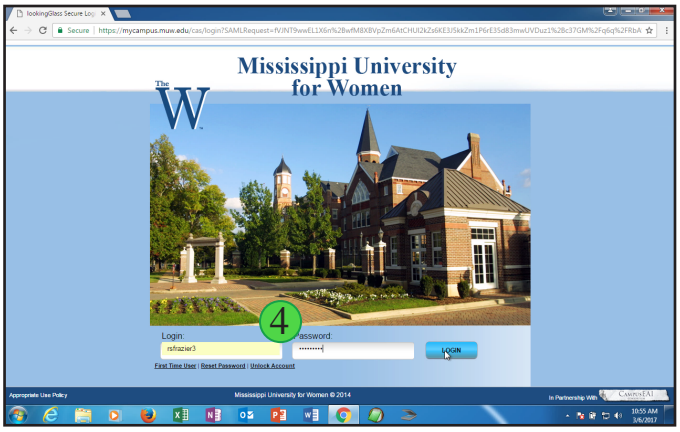
1. In your browser, go to **http://hangouts.google.com**.
2. **Click** the **Sign In** button.
3. Enter your myapps.muw.edu email address in the username field. **Click** the **Next** button.



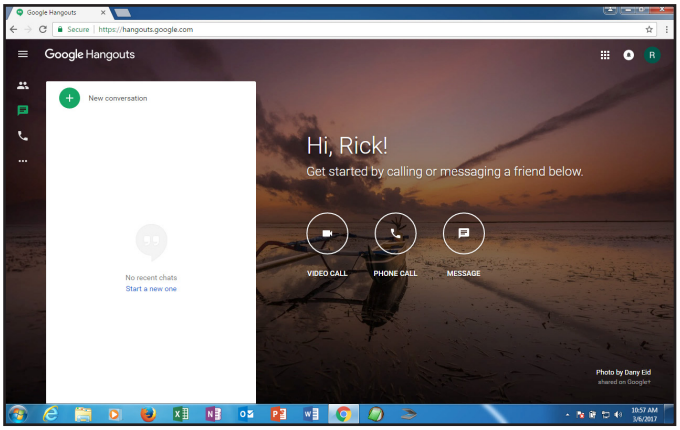


Hosting a Hangout

4. You will be directed to the Mississippi University for Women login page. From here, enter ONLY your **NetID** and **NetPassword** without the @myapps.muw.edu appended to it.

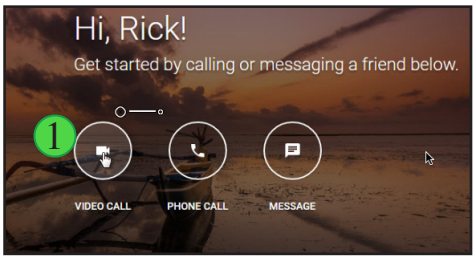


5. You will be directed to your Google Hangouts home page.

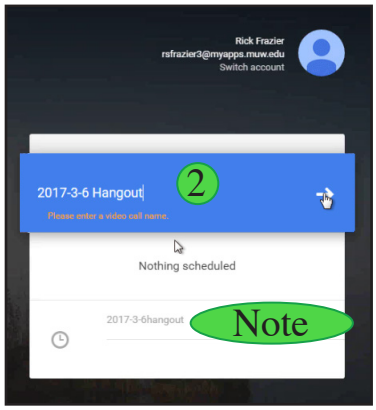


Starting a Google Hangout

1. To begin a Google Hangout conference, **click** the **Video Call** button on your Google Hangout home page.

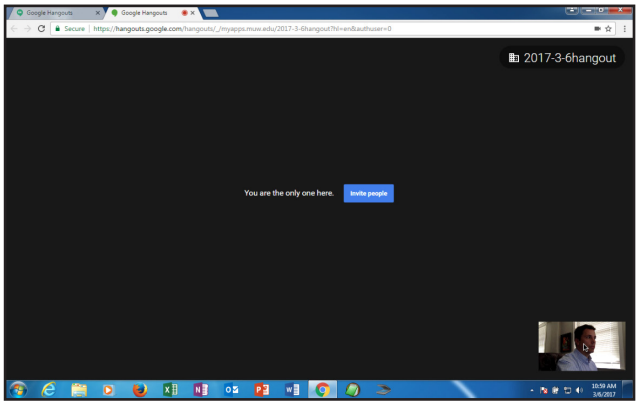


2. Enter the title of the new hangout.

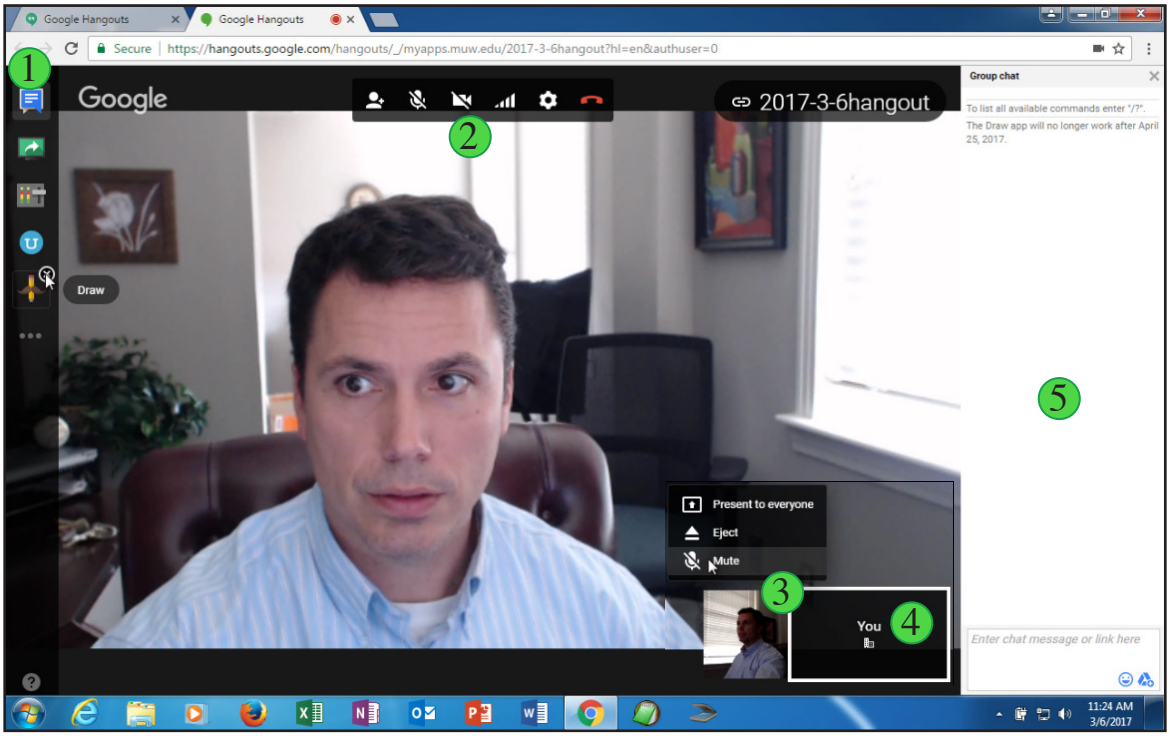


Note: If you have created a Hangout to rejoin, click the existing Hangout link in the list of Hangouts.

4. You will be directed to your Hangout.



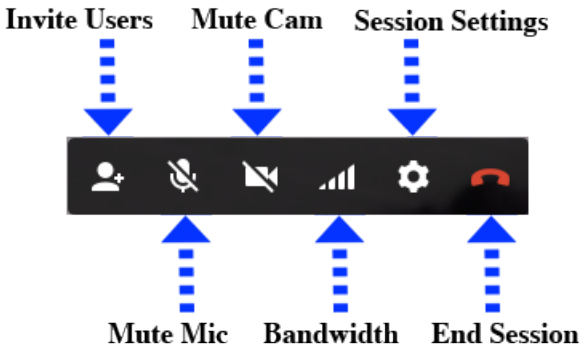
Hangout Layout



1. **Application Toolbar** - Shows active and inactive apps available to the session users.
2. **Session Control Panel** - Allows users to invite others, mute input devices, change settings, and end session.
3. **User Control Panel** - View profile, ignore, or mute any user.
4. **User Screen View** - Click to view a users screen. When a user begins to talk, all users must click the thumbnail of the user who has the floor to view them.
5. **Chat Screen** - Chat session. Users who are not on video session can chat on the chat screen.

Hosting a Hangout

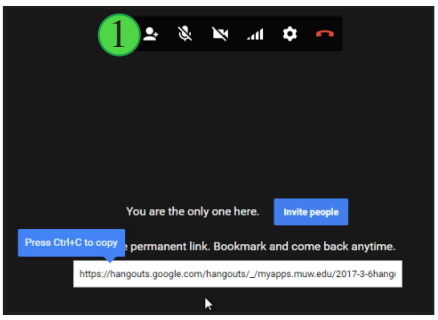
Session Control Panel



The Session Control Panel controls your settings for the session. You can invite other users to the session, mute your microphone and camera, edit the session settings, or end the session.

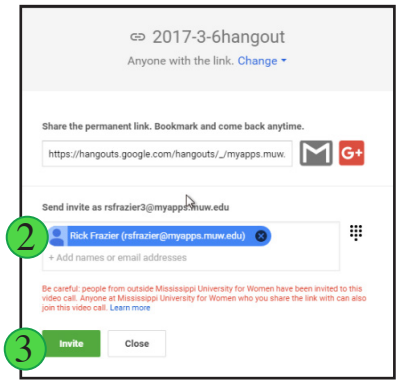
Invite Participant to Google Hangout

1. To invite a participant to a Google Hangout, **click** the **Invite** icon in the session control panel.

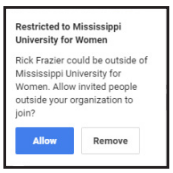


> Note: If you are the first to enter your own Hangout, you can click the blue Invite People button in the Hangout.)
> If this will be a perpetual Hangout, you can copy the link provided for the Hangout and email to participants for a current or future session

2. Enter one or more email addresses for the participants for the Hangout.
3. **Click** the **Invite** button when finished.



> Note: Google may warn you that you are using an outside addres. If you know the participant is genuine and someone you want to participate with, click the Allow button.

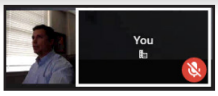


Hosting a Hangout

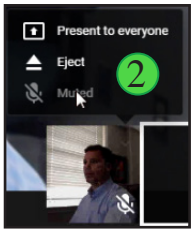
Mute Google Hangout Mics

You can mute your mic or any other mic in the Google Hangout.

1. To mute your own mic, **click** the **Mute Mic** button in the session control panel. You can also mouse over your thumbnail in the Hangout and **click** the **mute** button on the drop-down menu. To un-mute your mic, simply **click** the **mute** button again.



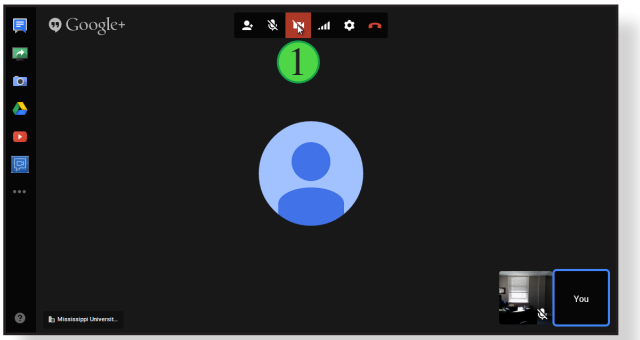
2. To mute any participants mic, **click** their thumbnail menu. Choose **Mute** from the menu.



Note: Your participant can unmute their own mic at any time.

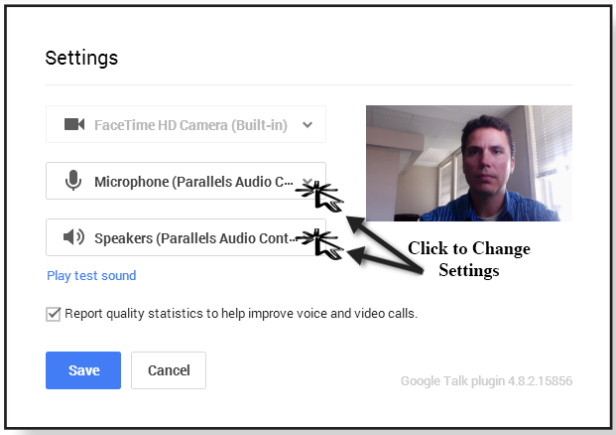
Mute Web Cam

1. **Click** the **Mute Cam** button to mute your webcam. When you mute your web cam all users see your Google Plus Thumbnail icon instead of a thumbnail of your web cam.



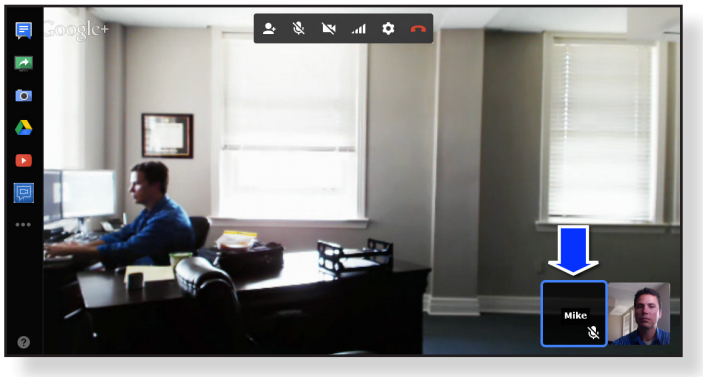
Session Settings

If you are having issues with no sound from your microphone or speakers, check your session settings to change these settings.



User Screen View

Whichever thumbnail you select will be the user's screen you see. The moderator of the session should tell all users who is taking the floor.

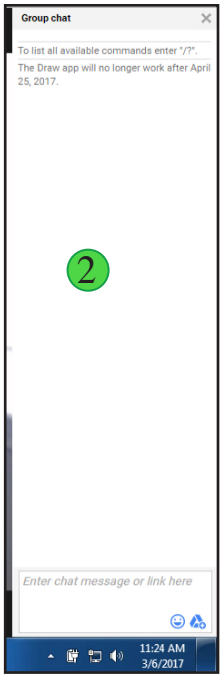


Prioritize a Speaker

By default, the speaker speaking the loudest will display on all Hangout participant screens. Google Hangouts allows you to prioritize a speaker on your screen. Simply click the participant's thumbnail and they will be the only speaker you see. The thumbnail will have a blue border around it. Click once more on the blue bordered thumbnail to go back to random user screen view.

Chat Tool

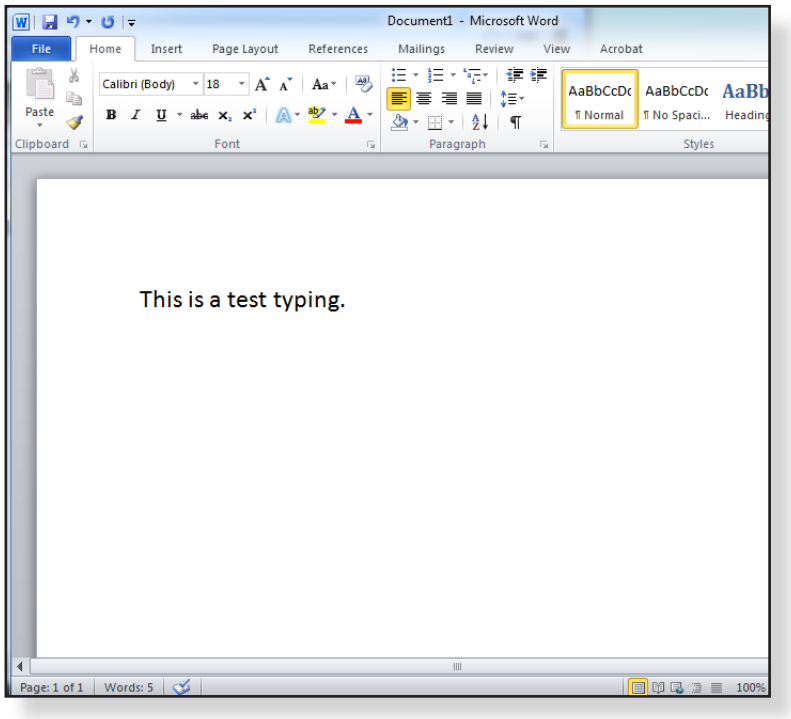
1. To invoke the chat tool, **click** the **Chat** link in the toolbar.
2. Enter your text to chat with the participants and press enter on your keyboard.



Screenshare

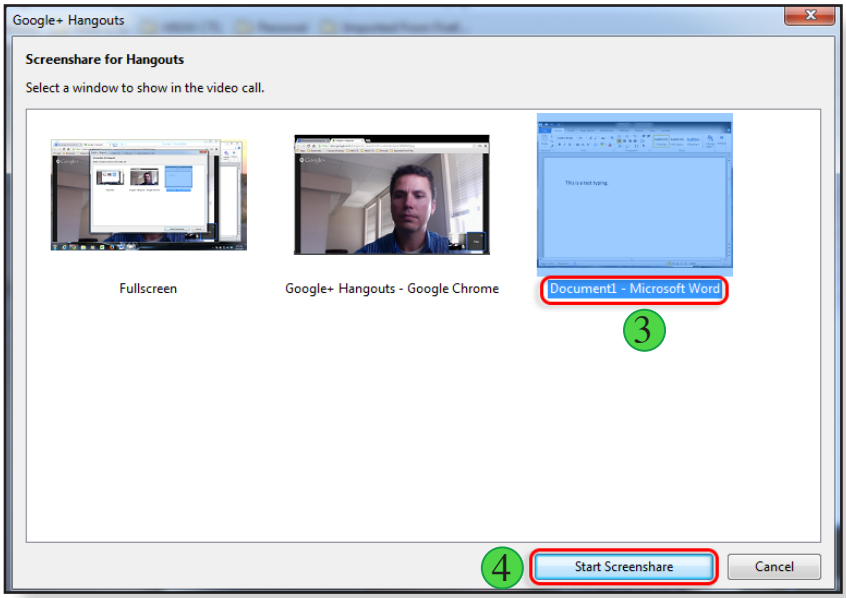
The apps included with Google Hangout are beyond the scope of this workshop. Screenshare is worth pointing out some steps to however. Screenshare allows a user to share their screen with users in the session. For the users to view your screenshare, they must click your thumbnail in the user list at the bottom of the session.

1. To access Screenshare, open your application on your computer that you would like to display.

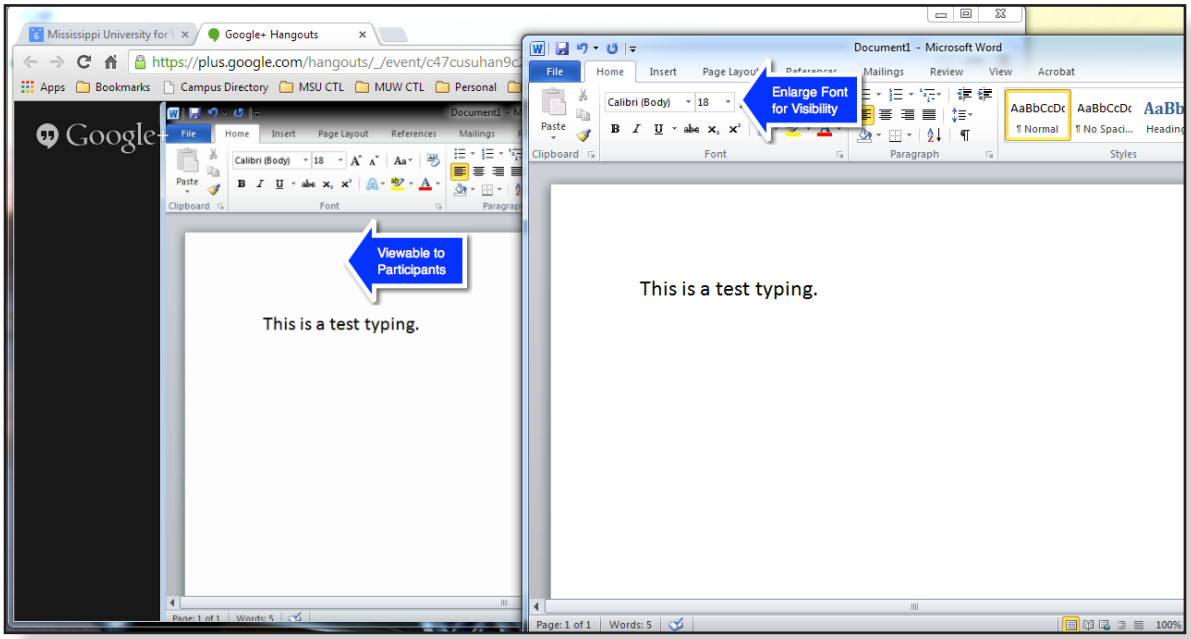


2. **Click** the **ScreenShare** icon in your app list.

3. Select the application that you would like your audience to view from Screenshare.
4. **Click** the **Start Screenshare** button.



5. Your audience will be able to view the application.



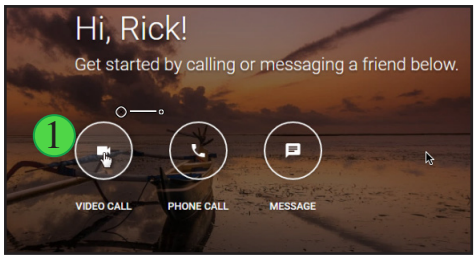
Note: Not all viewers will have high resolution monitors. It is best to set your screen resolution lower to accommodate participants.

Scheduling a Hangout

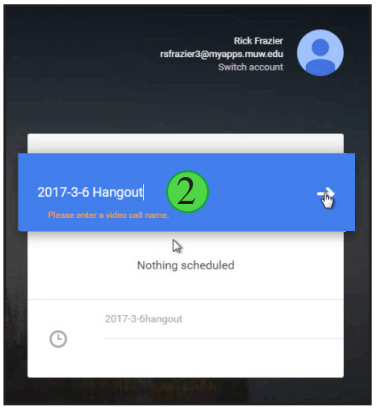
Scheduling a Hangout from Within Hangouts

You can create a perpetual Hangout to return to at any time. Simply create the Hangout and copy the link from the Hangout to email to any participant you wish to join now or later. You can also post the Hangout link in your course for students to visit whenever they like.

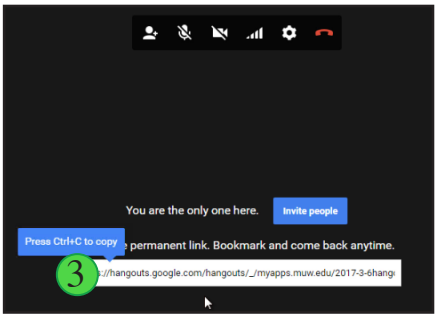
1. To begin a Google Hangout conference, **click** the **Video Call** button on your Google Hangout home page.



2. Enter the title of the new hangout.



3. Copy the link provided and paste into an email or as a link into your Canvas course. This Hangout will now be a Hangout that will not end.

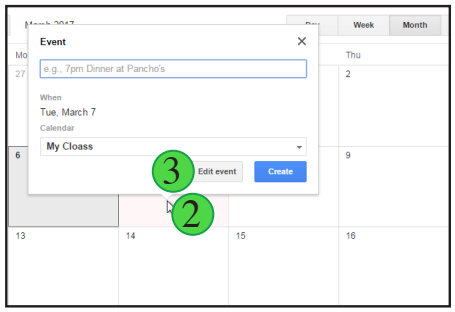


Scheduling a Hangout

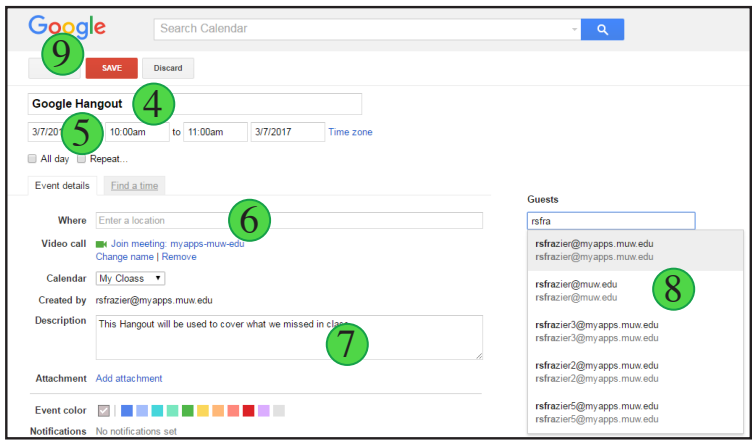
Scheduling a Hangout from Google Calendar

You can create a perpetual Hangout to return to at any time. Simply create the Hangout and copy the link from the Hangout to email to any participant you wish to join now or later. You can also post the Hangout link in your course for students to visit whenever they like.

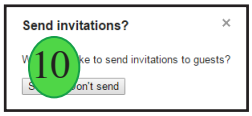
1. While logged into your gmail account, go to **https://calendar.google.com**.
2. **Click** in the date cell to add the Hangout to.
3. **Click** the **Edit Event** button.



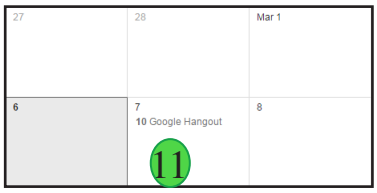
4. **Enter** the **title** of the Hangout.
5. **Enter** the **date and time** of the Hangout.
6. Enter an optional location (if the Hangout will be part of a class meeting).
7. **Enter** a **description** of the Hangout.
8. Add any guests that you would like to be able to join the Hangout.
9. **Click** the **Save** button.



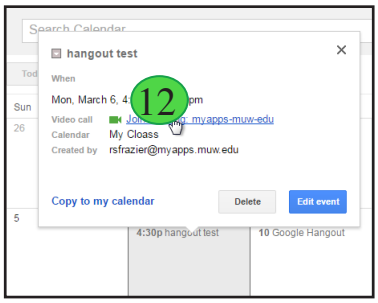
10. After inviting guests, you must **click** the **Send** button for them to receive an email to confirm whether they wish to attend the Hangout or not.



11. The Hangout will appear on your Google Calendar.



12. To enter the Hangout, click the link the cell for the Hangout. **Click Join Meeting**. You will be directed to your Hangout.



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