



Mississippi University for Women

Kossen Center for Teaching and Learning

Spring 2017

Google Hangouts on Air Instructor Manual

Objectives

- Logging in to YouTube
- Hosting a Hangout on Air
- Scheduling and Sharing a Hangout on Air



Welcome to Google Hangouts on Air Training. Google Hangouts on Air is simply a simultaneous live stream and recording of your Google Hangout video collaboration. You can choose who views the live stream as well as the recording that the Hangouts on Air produces. 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

Rick Frazier

Instructional Technologist

Kossen Center for Teaching and Learning

rsfrazier@muw.edu

662.241.6423



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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

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What You Will Need

The following will be 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.*



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.



Important Note

Keep this in mind. Hangouts is separate from YouTube. Hangouts on Air takes your Hangout and simply displays it in YouTube and records it at the same time. A participant can be invited to:

- The Hangout
- The YouTube viewing of the Hangout
- Or Both

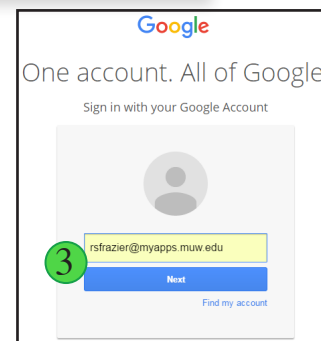
Keep that in mind when setting up your Hangout on Air. Generally you will invite speakers to the Hangout part, and you will invite your Viewers to the YouTube part. The YouTube invite can come by emailing a link to them or embedding the YouTube part into your Canvas course.

Logging in to YouTube

Contact ITS at The W to set up your Myapps Google Account for use with YouTube. After setting this account up, proceed to log in to YouTube.



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

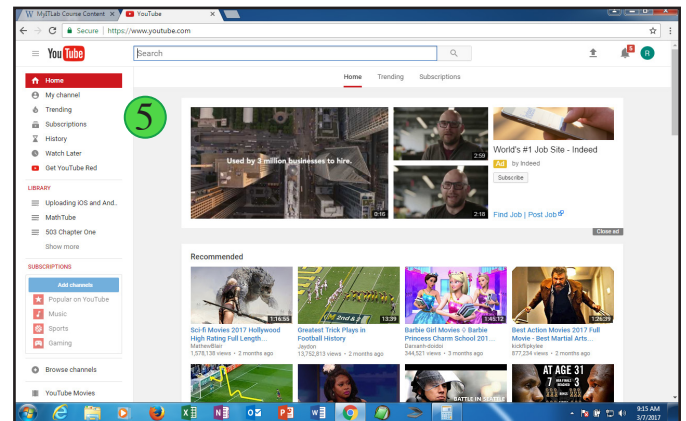
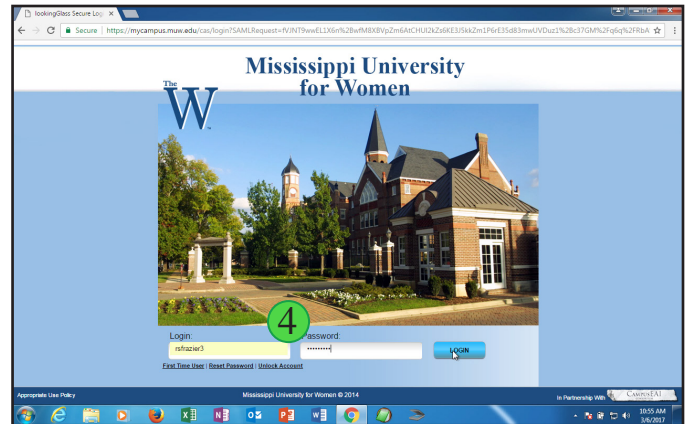




Hosting a Hangout on Air

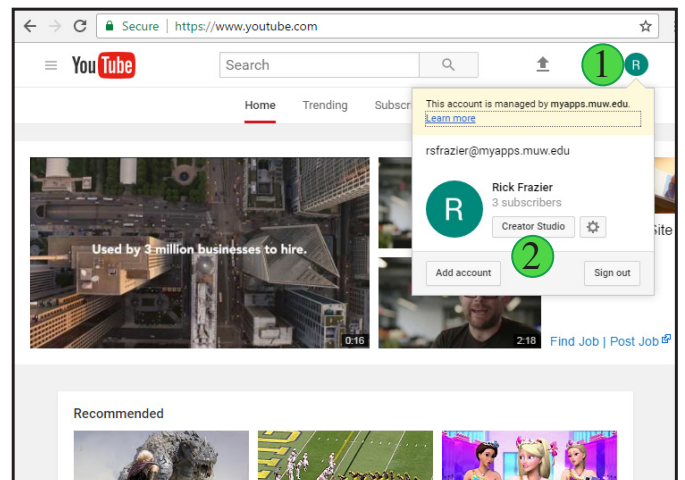
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4. You will be directed to the Mississippi University for Women login page. From here, enter **ONLY** your **NetID** and **NetPassword** without the @myapps.muw.edu appended to it.
5. You will be directed to your YouTube home page.



Starting a Google Hangout on Air

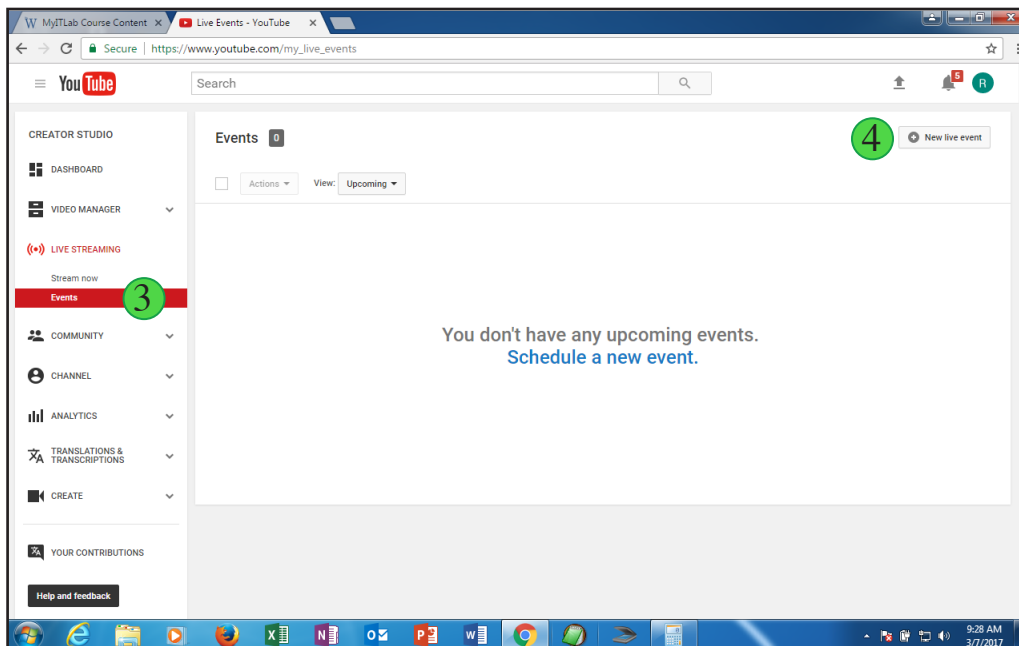
1. To begin a Google Hangout on Air recording conference, **click** the avatar at the top right of your YouTube page.
2. **Click the Creator Studio** button.



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3. Click the **Events** link under LIVE STREAMING.
4. Click the **New live event** button at the top right corner.



5. Enter the **name** for the Hangout/YouTube video.
6. Enter a **description** for your Hangout/YouTube video and optional tags.
7. Set your **privacy settings** for the YouTube video that will be rendered from the Hangout session.
8. Click the **Go live now** button.
9. Click the **OK** button on the **Ready to go!** box.

Lesson Four - Anatomy

Basic info Advanced settings

Lesson Four - Anatomy 5

Today Now Add end time

United States (GMT-06:00) Central Edit

Today we will discuss anatomy. 6

Anatomy x

Private 7

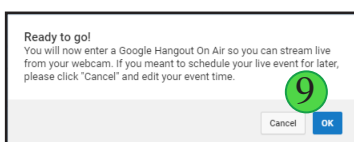
Type

Quick (using Google Hangouts On Air) 8

Custom (more encoding options) ?

Reminder: You have agreed that you own the rights to, have properly licensed, or otherwise have the right to use, all content you live stream (including any music content). Learn more

Some changes are not yet saved. Cancel Go live now

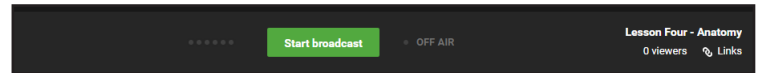
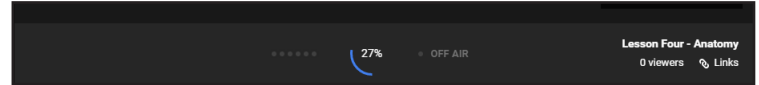


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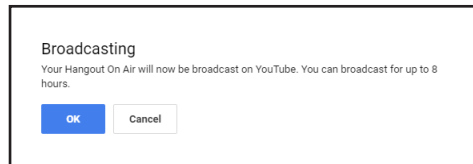
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Broadcasting a Google Hangout on Air Starting the Google Hangout Recording

1. To broadcast a Hangout on Air, wait for Hangouts to connect to YouTube.
2. To begin recording the Hangout session, **click the Start Broadcast button.**
3. **Click the OK button to continue.**

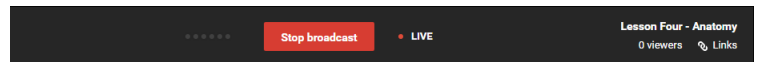


Note: Depending on your privacy settings, your Hangout will now be LIVE on YouTube. Anything you say or do will be recorded.

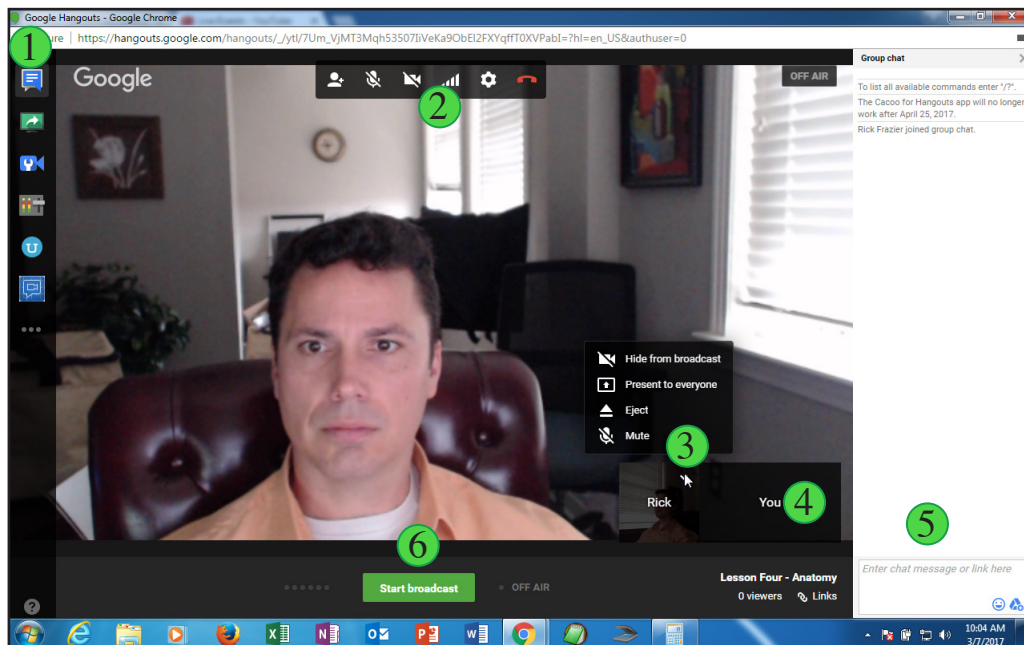


Stopping the Google Hangout Recording

1. To end broadcasting and recording the Hangout on Air, **click the Stop broadcast button** at the bottom of the screen.



Hangout on Air Layout

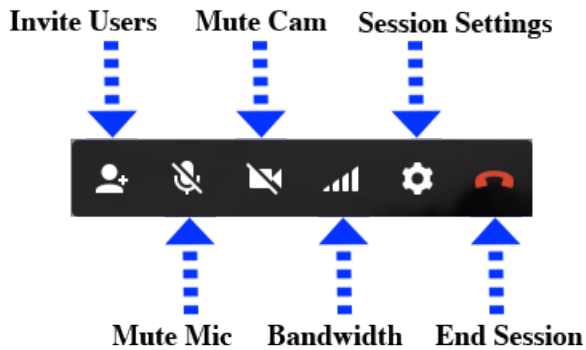


1. **Application Toolbar** - Shows active and inactive apps available to the session users.
2. **Session Control Panel** - Allows users to invite others, mute input devices, change settings, and end session.
3. **User Control Panel** - View profile, ignore, or mute any user.
4. **User Screen View** - 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.
6. **Start/Stop Recording to YouTube** - The Hangout can continue with or without recording to YouTube.
7. **Volume Indicator** - Shows the volume level for your input device (microphone).

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Session Control Panel



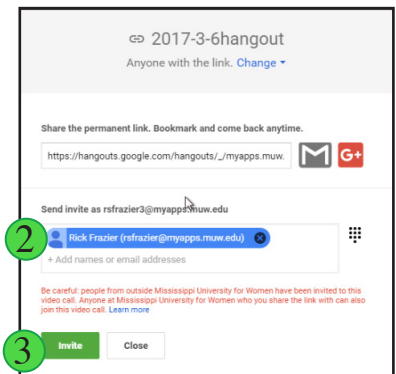
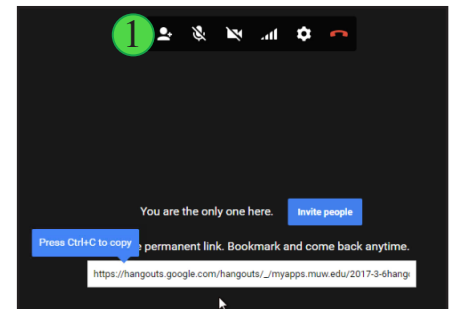
The Session Control Panel controls your settings for the session. You can invite other users to the session, mute your microphone and camera, edit the session settings, or end the session.

Invite Participant to Google Hangout

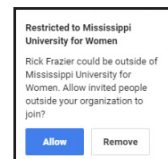
1. To invite a participant to a Google Hangout, **click the Invite icon** in the session control panel.

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 address. If you know the participant is genuine and someone you want to participate with, click the Allow button.



Hosting a Hangout on Air

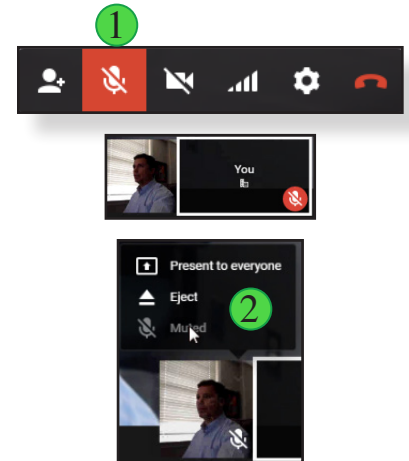
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Mute Google Hangout Mics

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

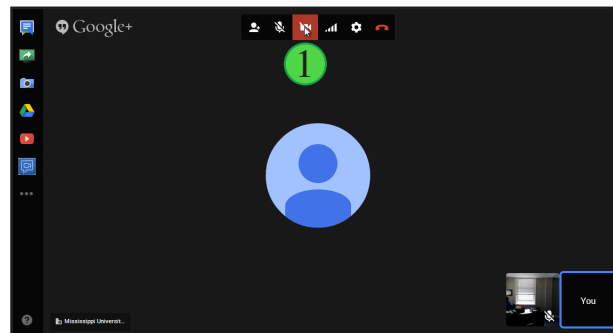
1. To mute your own mic, **click** the **Mute Mic** button in the session control panel. You can also mouse over your thumbnail in the Hangout and click the mute button on the drop-down menu. To un-mute your mic, simply **click** the **mute** button again.
2. To mute any participants mic, click their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

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



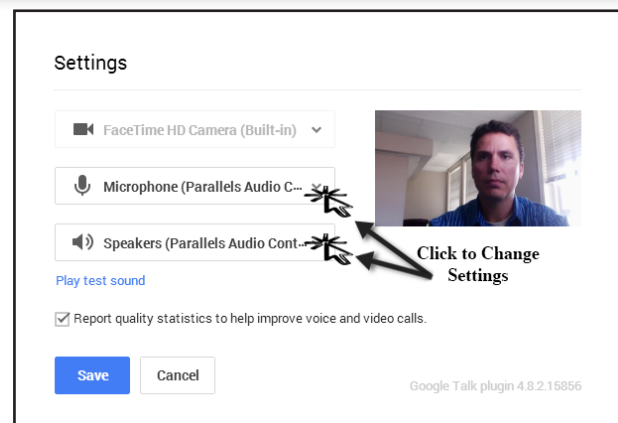
Mute Web Cam

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.

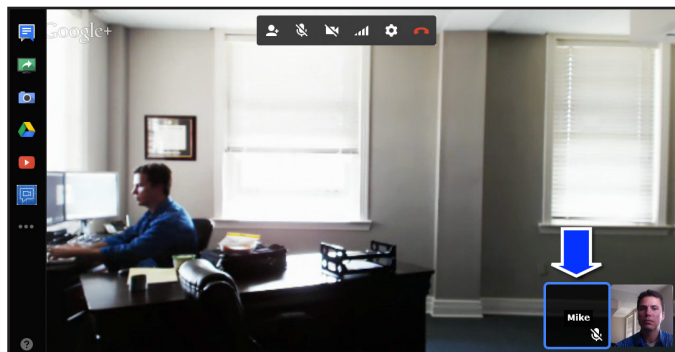


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User Screen View

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.





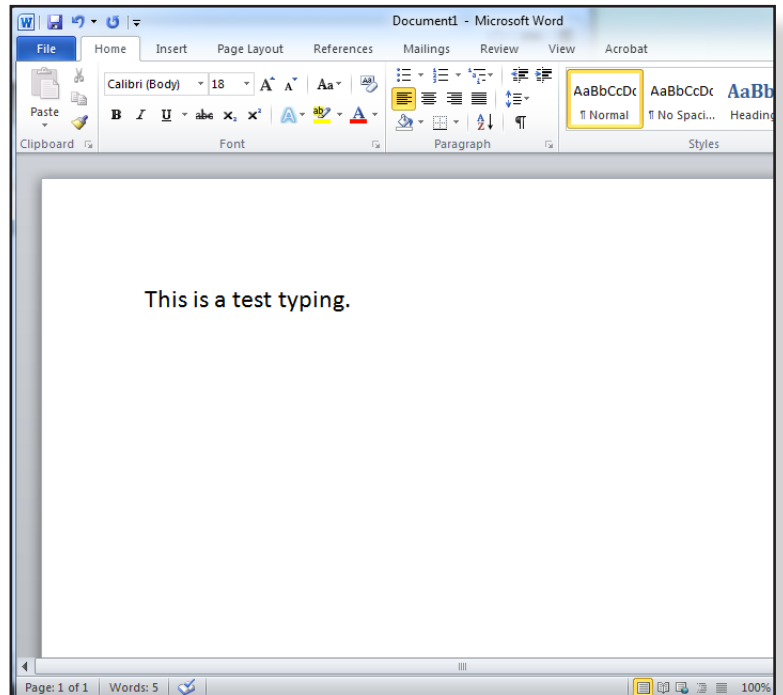
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Screenshare

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.



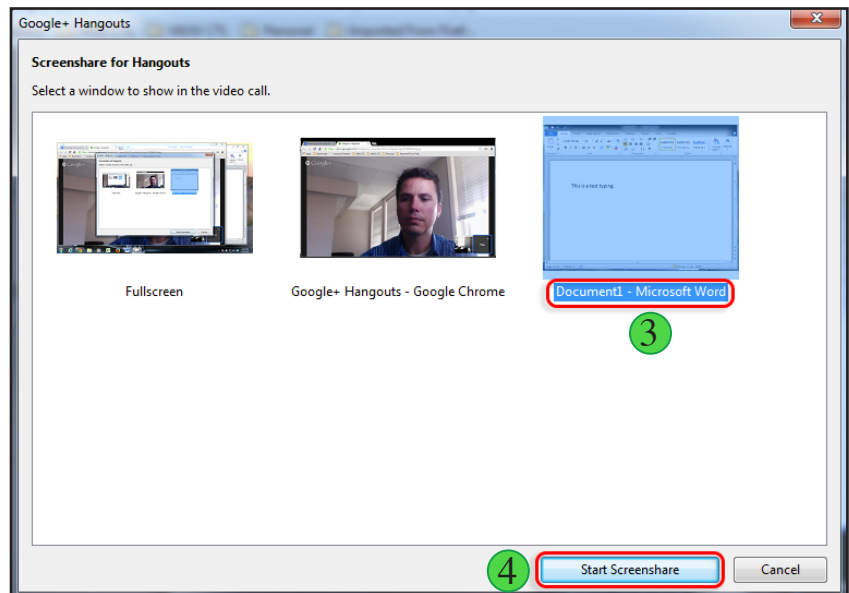
2. Click the ScreenShare icon in your app list.



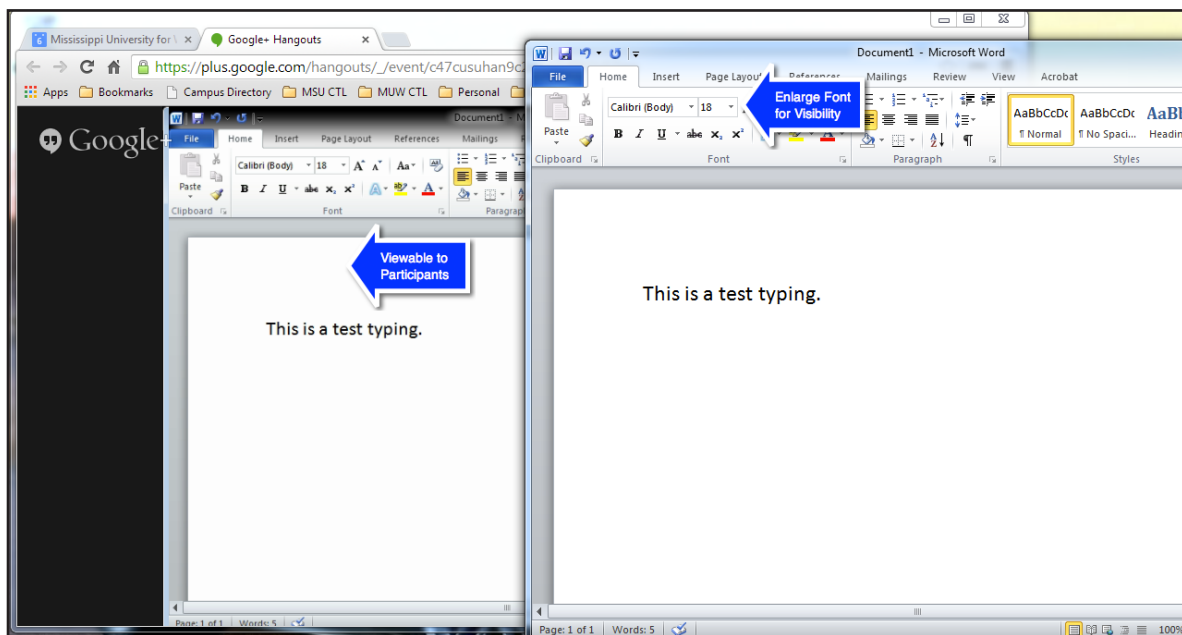
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3. Select the application that you would like your audience to view from Screenshare.
4. **Click the Start Screenshare** button.



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 and Sharing a Hangout on Air

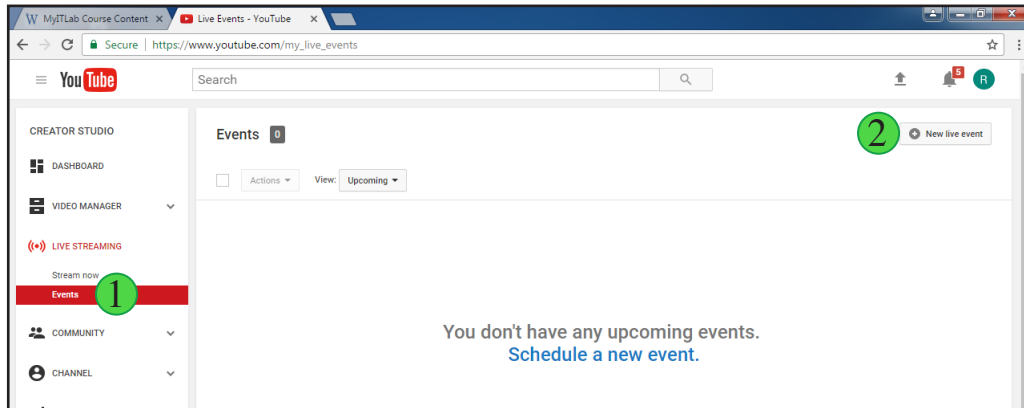
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Scheduling a Hangout on Air

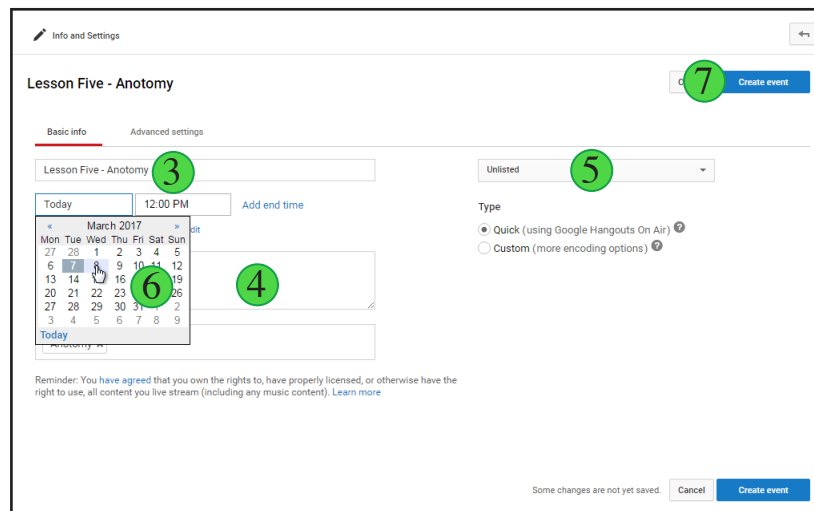
Scheduling the YouTube Viewing of the Hangout on Air

You can schedule a Hangout on Air for viewing and participating in for a later time. This section deals with scheduling the viewing of the Hangout on YouTube.

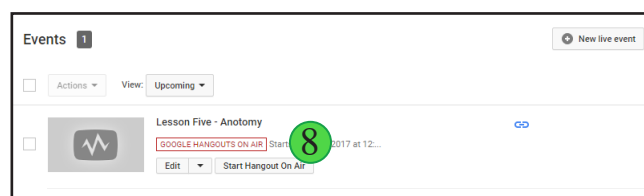
1. Click the **Events** link under **LIVE STREAMING**.
2. Click the **New live event** button at the top right corner.



3. Enter the **name** for the Hangout/YouTube video.
4. Enter a **description** for your Hangout/YouTube video and optional tags.
5. Set your **privacy settings** for the YouTube video that will be rendered from the Hangout session.
6. Click the **Date and Time** area to set your date, time, and length (optional) for the YouTube recording.
7. Click the **Create Event** button.



8. Your Hangout on Air is now set up for YouTube viewers.

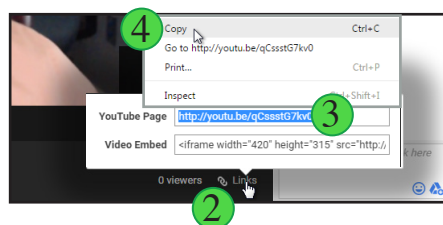
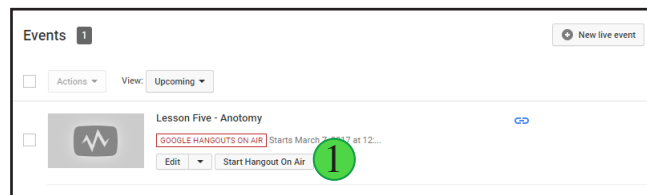


Scheduling and Sharing a Hangout on Air

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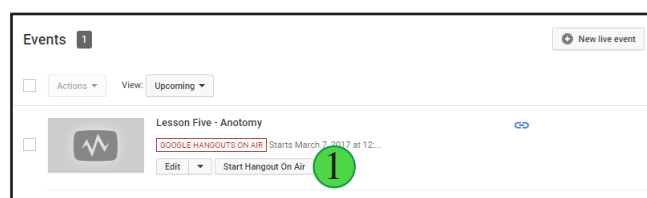
Share the YouTube Link for a Hangout on Air

1. Click the **Start Hangout on Air** button for the Hangout YouTube Video to share.
2. Click **Links** at the bottom right corner of the Hangout.
3. **Right click** the link for YouTube Page.
4. Copy the **YouTube Page** link.
5. Paste the link copied into an email or on a course link for your students to access.

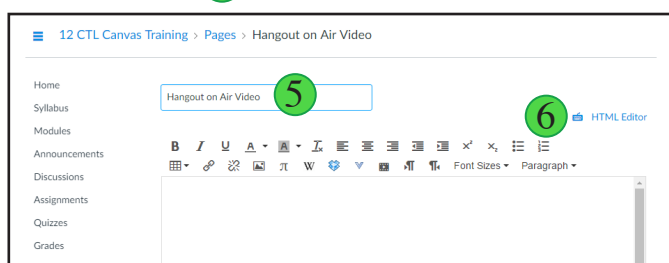


Embed the YouTube Video into Canvas

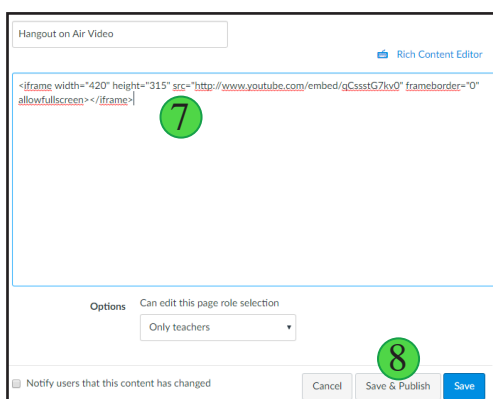
1. Click the **Start Hangout on Air** button for the Hangout YouTube Video to share.
2. Click **Links** at the bottom right corner of the Hangout.
3. Right click the link for **Video Embed**.
4. Copy the **YouTube Embed** link.



5. Edit the Page in Canvas you'd like to add the embedded video into.
6. Click the **HTML Editor** link on the Page Editor.



7. Paste the video embed code copied from steps 3-4 into the HTML editor.
8. Click the **Save and Publish** button.



Note: The YouTube screen will appear in Canvas when the video stream becomes live from your Hangout.

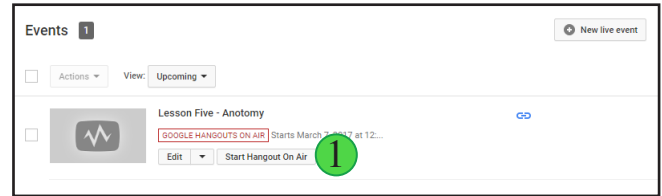


Scheduling and Sharing a Hangout on Air

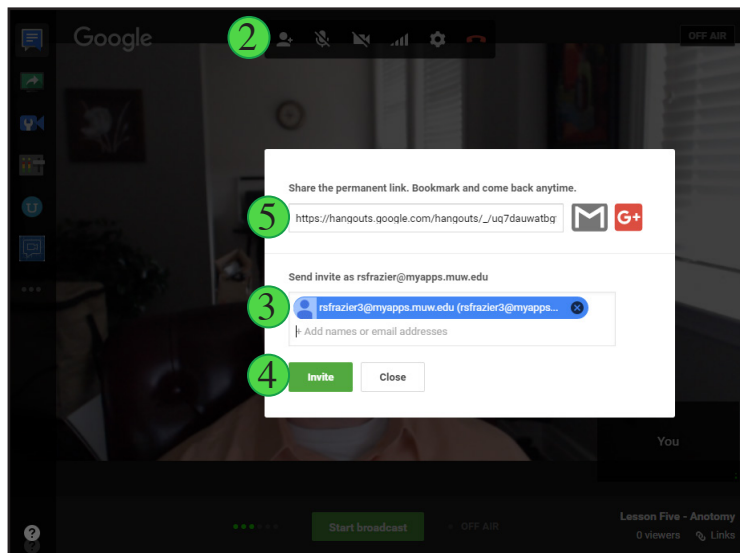
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Share the Hangout Link for a Hangout on Air

1. Click the **Start Hangout on Air** button for the Hangout Invitation to be sent.



2. Click **Invite** button at the top of the Hangout screen.
3. Enter the email address(es) of the person(s) who will be video conferencing during the Hangout on Air session.
4. Click the **Invite** button.



5. Optional. You can right click the link under “**Share the permanent link. Bookmark and come back anytime**” and paste into an email for multiple recipients.

The W

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Mississippi University for Women