Google:

Hangouts Meet and Distance Education

Revised: April 27, 2020

CCSD
CLARK COUNTY
SCHOOL DISTRICT

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Creating a Meet in Google Classroom

Overview

Google Classroom allows you to generate a Meet link for a specific Class that becomes visible to invited students in two different areas: The Class's **Stream** tab and the **Classwork** tab (under the **Meet** icon).

The benefit of creating and sharing a Meet link via Google Classroom is that students *cannot* join the Meet without you there, meaning they cannot join *before* you enter the Meet, or rejoin *after* you have left the Meet. Although there are multiple methods to set up a Meet with students, **using Google Classroom is the <u>CCSD-recommended</u> option**.

Adding a Meet Link to Your Classroom

1. After logging into your District Gmail account, click on the **App Switcher** in the top right corner.

2. From the available apps that appear, locate and click on **Classroom**.

* *Please note: The location of your Classroom app within the app switcher varies based on your Google preferences. You can click and drag apps to change the order in which they appear.*
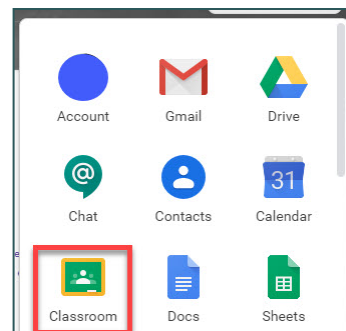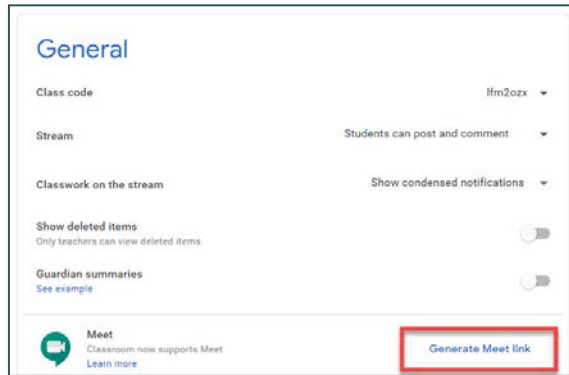
3. The Google Classroom opens in a new tab. Select the desired **Class**.
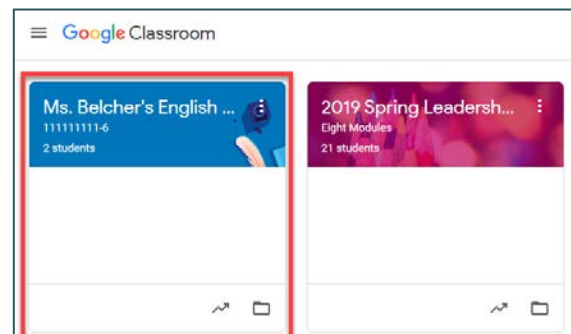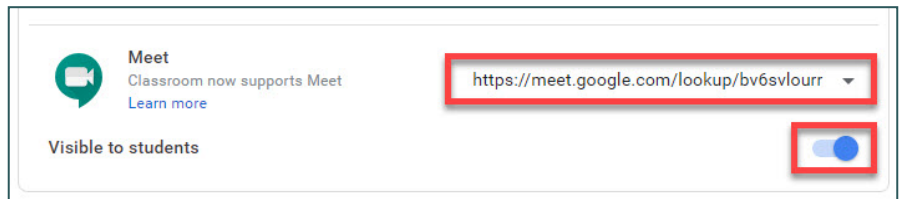
4. After the Class is open, click on the **Settings (gear)** icon in the top right corner.
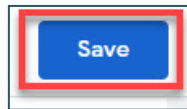
5. In the General area, click **Generate Meet link**.

6. A **Meet** link automatically appears, and the **Visible to students** option becomes modifiable. Leave the toggle set to **ON**. This ensures that students in the Class can view and access the link.

7. Click **Save** in the top right corner.
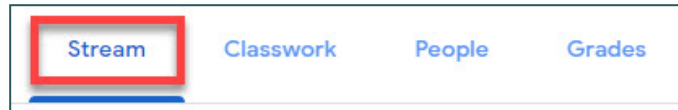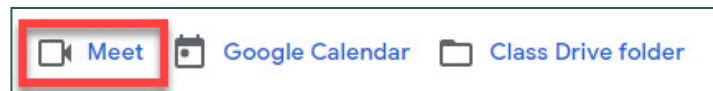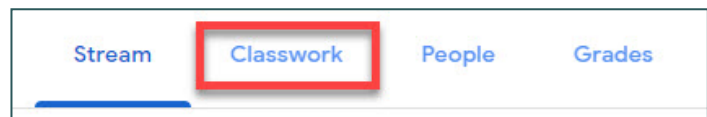

8. After you are brought back to the Class, there are two ways to access the Meet:

A) From the **Stream** tab of the Class, click the **Meet** link.

Ms. Belcher's English 101 Class
1111111111-6
Class code lfm2ozx
Meet link https://meet.google.com/lookup/bv6svlourr

Select theme
Upload photo

B) From the **Classwork** tab of the class, click the **Meet** icon.

Using Ad Hoc Meets in Hangouts

Overview

Though the recommended way to initiate a Meet with students is through Google Classroom, staff may also create an **"ad hoc" Hangouts Meet**. This option ensures that students do not join the meet without the Organizer first being present.

Creating an Ad Hoc Meet

1. After logging into your District Gmail account, click on the **App Switcher** in the top right corner.

2. From the available apps that appear, locate and click on **Meet**.
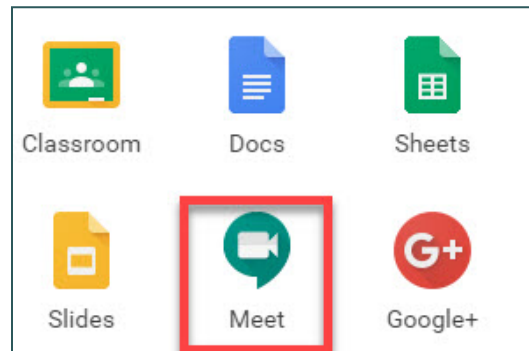
Please note: Just as with the Classsroom app, the location of your Meet app within the App Switcher varies based on your preferences in Google.

3. The Meet app opens in a new tab. Click **+ Join or start a meeting**.

Please note: The background artwork you see in the Meet tab will likely be different than the one shown in the screenshot above. This is because Google changes the artwork for this tab on a regular basis.
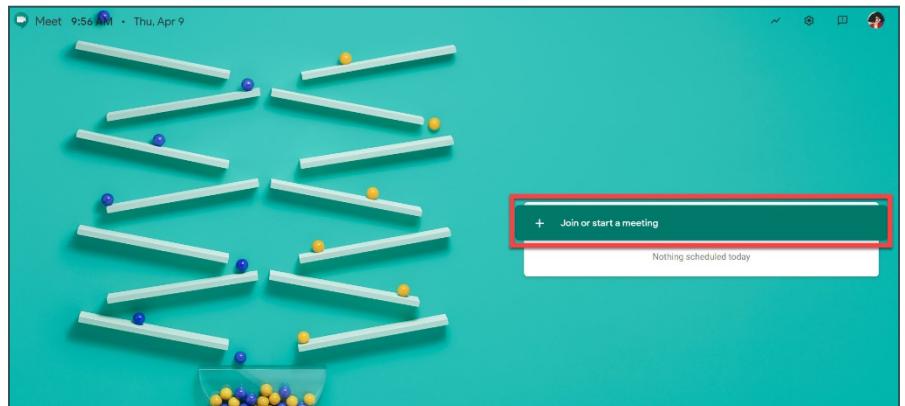
4. You are brought to a page asking you to enter a nickname if desired. Enter a **nickname** for the Meet. To avoid confusion with Meets set up by other District users, a useful format for your nickname is: *SCHOOL CODE-YOUR INITIALS-PERIOD-COURSE NAME*. Using a more generic name risks your students accidentally joining the wrong Meet.

The nickname prevents reuse of the meeting, so students are unable to rejoin the call if a teacher (Organizer) leaves the meeting last. Click **Continue** when finished.
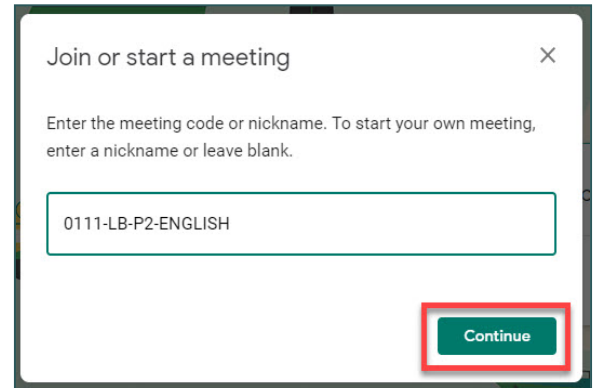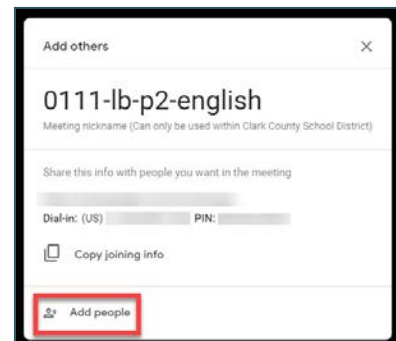
5. On the page that follows, the camera display, as well as verbiage stating that the meeting is ready, will appear. Click **Join Now**.

** Please note: No matter what casing you enter in your nickname, it will appear in **all lowercase letters** on this screen.*
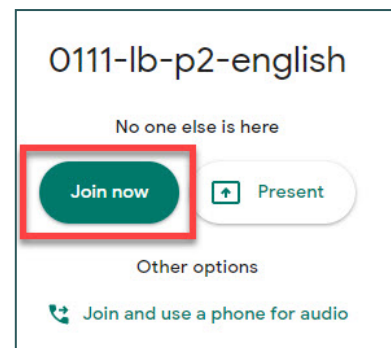
6. You are brought into the meeting and a window appears asking if you would like to add others to the meeting. Click **Add people**.

7. In the window that follows, use the **Search bar** to enter student names or email addresses and add them to the Meet.

** Please note: Contact Labels **cannot** be entered in the Search bar in order to add students. You must search for each name or email address individually.*
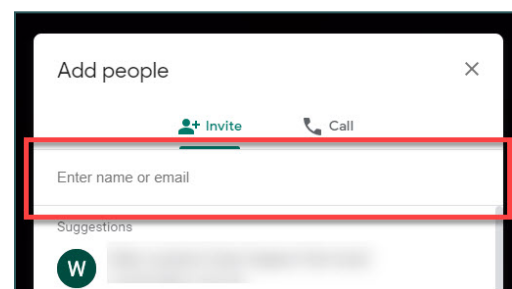
8. Once the names of all desired participants have been entered, click on **Send invite.** This generates an automatic email to each of the District Gmail accounts added with a link to click to join the current meeting.
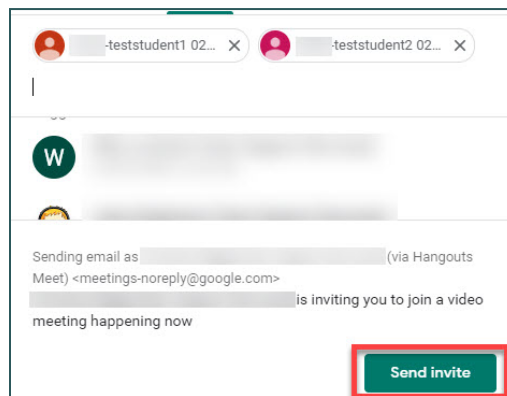
Scheduling a Hangouts Meet

Overview

You can use your **Google Calendar** to schedule a Hangouts Meet for a specific date and time, and then invite others to join the event. This is beneficial if you would like the participants of the Meet to have access to an attachment (such as a Word document or PowerPoint slideshow) because the Create Event window gives you the ability to add attachments.

Please note: When creating a Hangouts Meet via the Google Calendar, the link to join the Meet becomes *accessible by <u>anyone</u> invited to the Event*, and therefore can be easily shared (i.e. copied, pasted, and sent to others). It also does not "lock down" the meeting, meaning that users can enter even when the Organizer has not entered. This is why it is recommended to use Meets in Google Calendar for adult-to-adult video conferences <u>*only*</u>. Please **do not** utilize this method for Meets with students. It is recommended that teachers planning to host a Meet with students utilize the *Creating a Meet in Google Classroom* option.
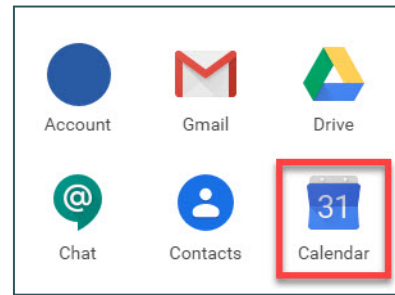
Creating a Calendar Event with Video Conferencing

1. After logging into your District Gmail account, click on the **App Switcher** in the top right corner.
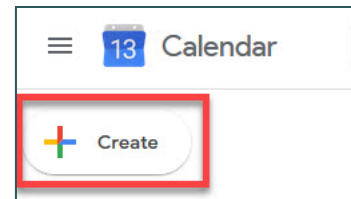
2. From the available apps that appear, locate and click on **Calendar**.

* Please note: The location of your Calendar app within the App Switcher varies based on your Google preferences.

3. The Google Calendar opens in a new tab. To create a new Event, either:

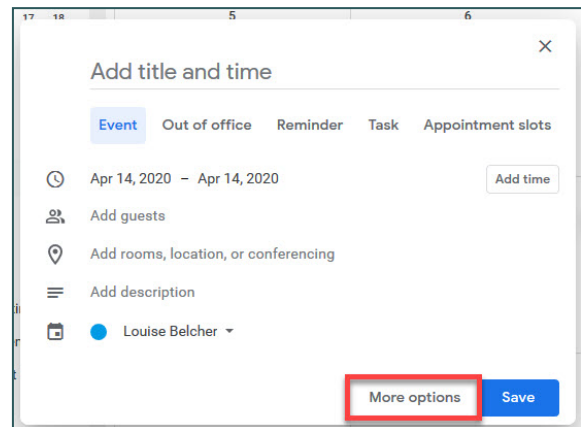**A)** Click the **+ Create** button on the left; *OR*

B) Click the date you wish to schedule the Hangouts Meet to open a new Event window.

Please note: If you **single-click in the Calendar, continue to **Step 4**. If you **double-click**, go to **Step 5**.*


4. After the new Event window opens, click **More options** in order to open a more detailed view of the Event.

5. Fill out all desired and necessary information, including the Event title, the correct Start and End Dates, the correct Start and End Times (which becomes modifiable by unchecking the **All day** box), and a description, if desired.
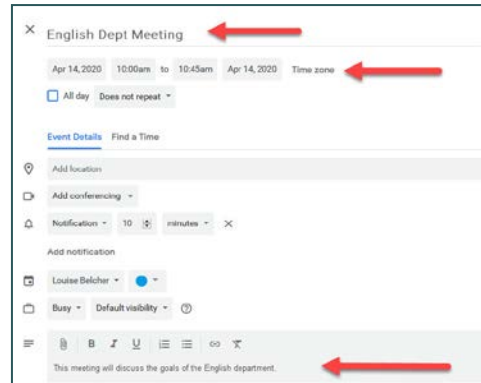

By using the **Add attachment (paperclip)** icon, you can add any attachments that will then be accessible by your invited participants.
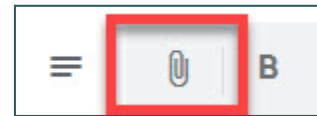

* Please note: It is important for you to ensure the Event is being added to the **correct Calendar** since you may have access to more than one District Google Calendar in your District Gmail account.
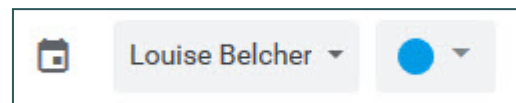

6. After all other pertinent information has been entered in the Event, click the **Add conferencing** drop-down menu and select **Hangouts Meet**. This generates a link to the video call after the Event is saved.
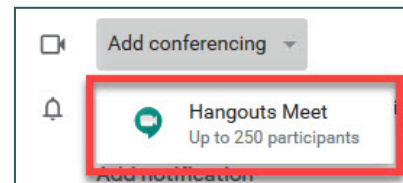

7. To invite others to the Event, click into the **Add guests** search bar and enter the names or emails of your desired participants. Select the desired names as they appear in the list of suggestions.
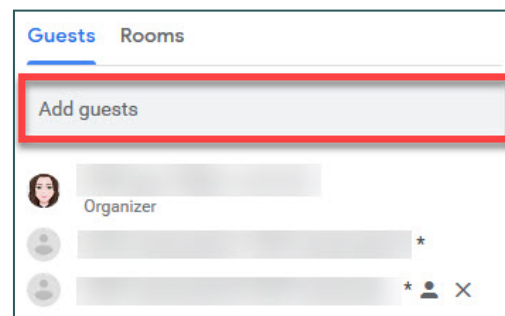
8. In the **Guest permissions** area, make sure that both **Modify event** and **Invite others** are both *unchecked*. Giving students rights to modify the Event would allow them to change vital information (such as the date and time), and giving them rights to invite others would allow them to add other participants to the guest list. The option to **See guest list** allows participants to see the guest list.
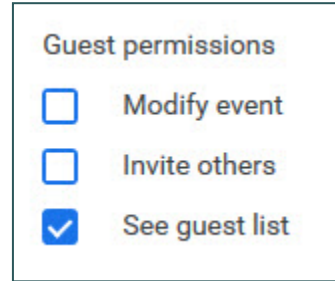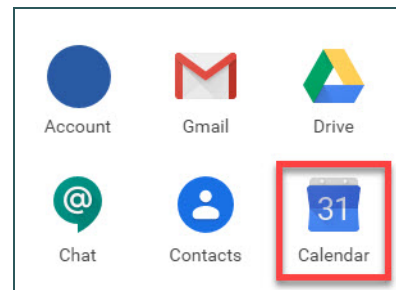
9. Click **Save** in the top right corner.
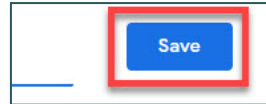
10. A dialog box appears asking if you would like to send email invitations to all invited guests. Click **Send**.
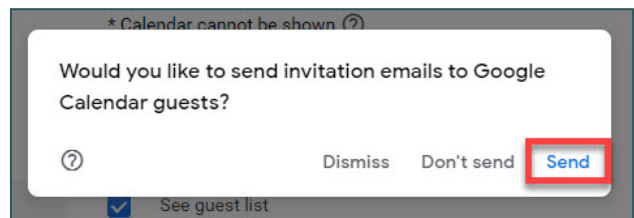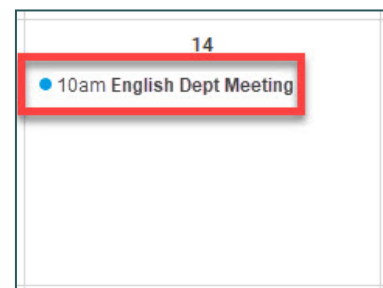
Joining a Hangouts Meet from the Calendar

When a Hangouts Meet is created from a Calendar Event, it is possible to access that meeting from the Calendar.
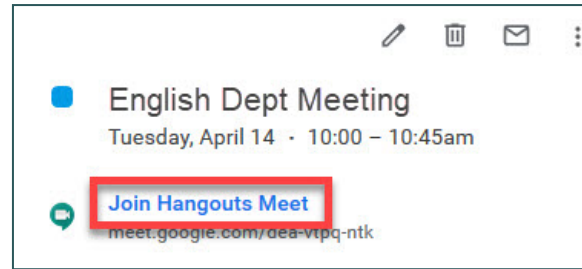
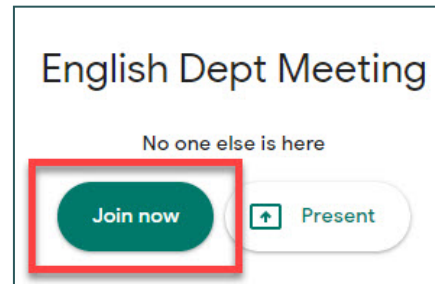1. Open the **Calendar app** via the **App Switcher**.

2. Open the Event to view details.

3. Click **Join Hangouts Meet** to access in a new tab. (You can also join the Meet by calling the phone number given under the **Join by phone** heading.)

4. Select **Join now** to enter the meeting.


Starting a Meet from Google Mail

Overview

Google Mail gives you the ability to create an "on-the-fly" Hangouts Meet by clicking the **Start a Meeting** option beneath the **Meet** heading in the left panel.

Like using Calendar to schedule a Meet, this method is *__only__* recommended for creating adult-to-adult video conferences. This is because using this option does *not* allow you to add a nickname to the Meet, and therefore, any invited participants can enter the Meet before you (the Host) enter, as well as stay in the Meet even after you have left.

Starting a Meeting

1. While in Google Mail, locate the **Meet** heading in the panel on the left and select **Start a meeting**.
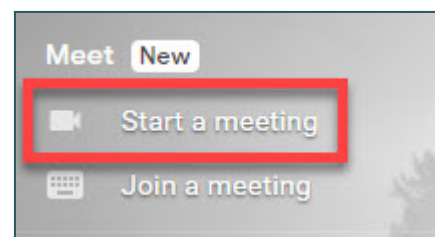
2. In the window that follows, the camera display, as well as verbiage stating that the meeting is ready, will appear. Click **Join Now**.
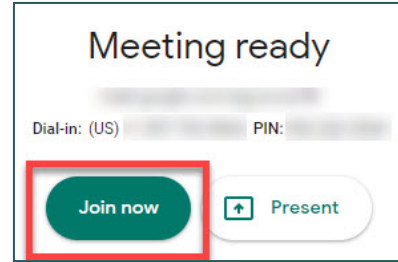
3. You are brought into the meeting and a window appears asking if you would like to add others to the meeting. Click **Add people**.
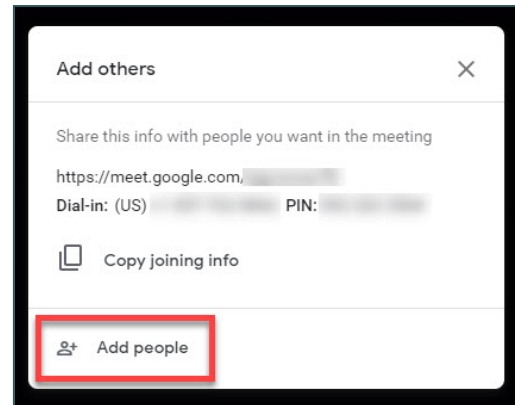
4. To add participants to the meeting, see the *Creating an Ad Hoc Meet* section, **Steps 7 through 8**.

# Managing Participants in a Hangouts Meet

Overview

After adding participants to a Hangouts Meet, you (the Organizer) have a number of controls which allow you to manage participants during the meeting. These controls are useful for ensuring that there are limited interruptions and/or distractions during your presentation.

To access these controls during a meeting, click the **People** icon in the top right corner of the screen. This expands a panel on the right and displays all participants in the current meeting.
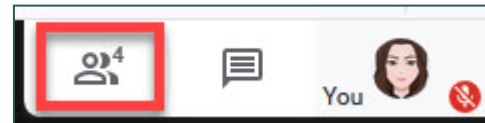
Participant Controls

1. To view the available controls for a specific participant in the meeting, click on the **drop-down**
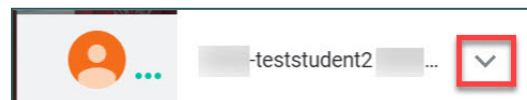
**arrow** next to the participant's name in the People panel on the right.

2. To **Pin** a participant's screen (which means that their camera feed or thumbnail image will be "pinned" as the main screen from your view in the meeting), click on the **Pin (thumbtack)** icon. (**Note:** This does *not* pin the screen for all participants.)
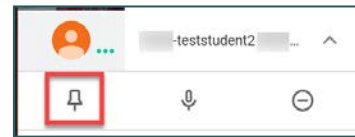
3. To **Mute** a participant's microphone, click the **Mute (microphone)** icon. You can unmute the participant at any time by clicking on the microphone again.
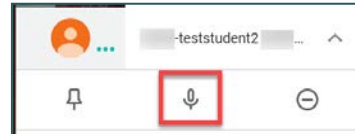
4. To **Remove** a participant from the current meeting, click the **Remove (minus)** icon. This directs the participant to a screen informing them that they have been removed from the meeting.
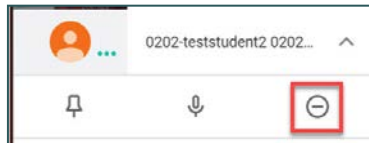
Presenting in a Hangouts Meet

Overview

While hosting a Meet in Google, you have the ability to share **your entire screen**, a **specific window**, or a **specific tab in Chrome** using the **Present now** feature.

It is best to use the **entire screen** option if/when you plan to present more than one window during a meeting. For example, if you are presenting a screen while in Infinite Campus and attempt to open a PDF file while in the Meet, there are specific types of Infinite Campus files (such as IEPs) that will open in a *new window* (using Adobe) rather than in the Infinite Campus screen. If you did this while *only* sharing a window, then your participants would not be able to see the PDF opening in Adobe. ***However***, it is vital to remember that, when sharing your entire screen, *any* **windows that you open while sharing will become visible to your participants**. Therefore, you should ensure that you **do not** have any private or sensitive information open on your computer before selecting this option.

The option to share a **specific window** is ideal when sharing a single webpage, PDF file, Word document, etc. Again, it's important to note that this option will only allow you to share **one window *at a time***, so any item(s) that open in a new window will ***not*** be visible to your participants if/when this option is selected. To share a new window, you would need to stop

sharing your current window, and then use the **Present now** button to choose a new window to share.

If you'd like to share web content that includes video and/or audio, the best presenting option is to **share a tab in Chrome**. This gives you the ability to select any tabs you have open in Google Chrome (even if you have multiple instances of Chrome open) to present to your participants. This also allows you to enable **sharing computer audio** while presenting so that your participants can hear your computer's audio through their own device's audio system instead of through your microphone.

Sharing Your Entire Screen

1. While hosting a meeting (using one of the methods outlined in this document), click the **Present now** button at the bottom of the screen.
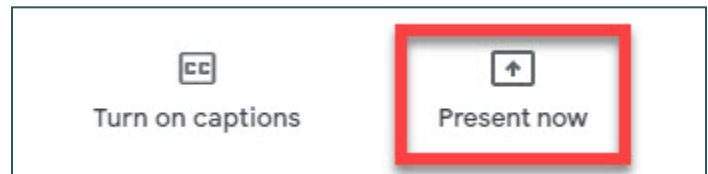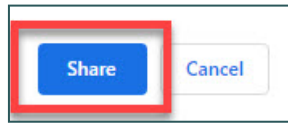

2. From the list that appears, select **Your Entire Screen**.
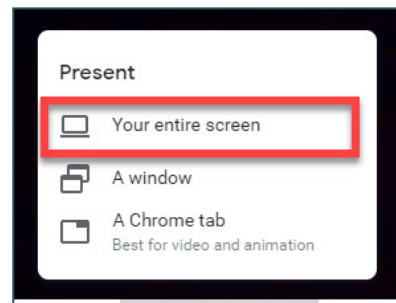
3. A dialog box appears to give you screen-sharing options. If you have *multiple* screens (more than one monitor), all of them will display. Select the screen you wish to share by single-clicking it.
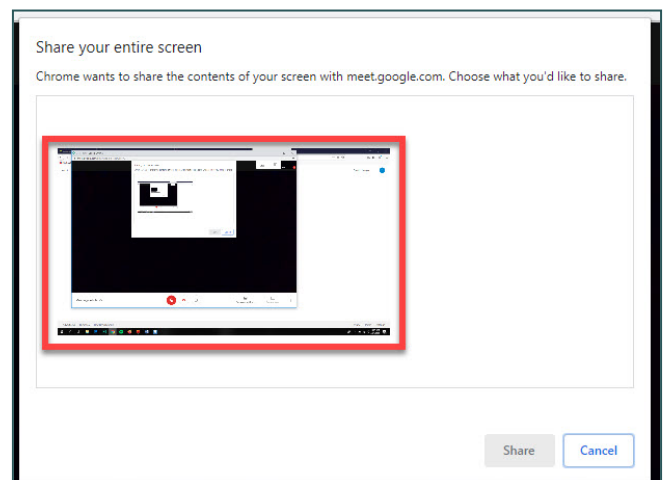
4. Click **Share**.

5. A window appears indicating that you are now **presenting your screen to everyone** in the meeting. You may now select the window, file, etc. that you wish to present to your participants.
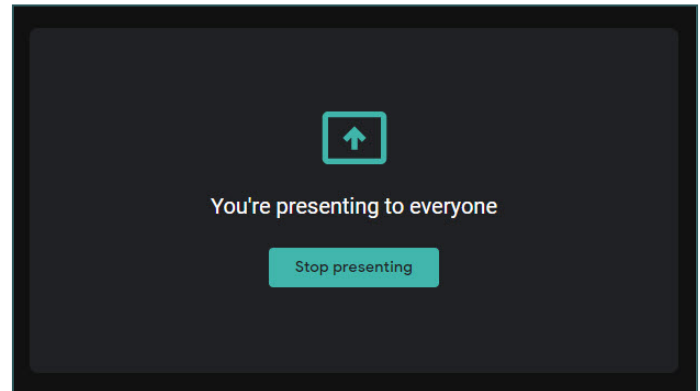

If/when you navigate away from the Hangouts Meet window (i.e. to select a different window to share), an additional notification appears in the bottom right corner of the screen to inform you that you're still sharing, as well as to provide a link to return to the Meet screen.
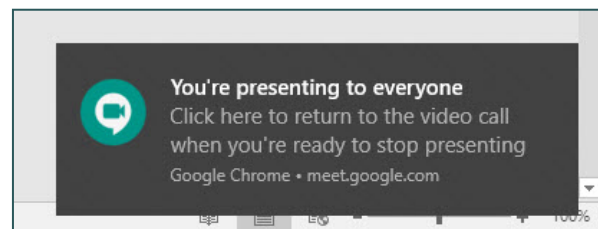

** **Please note:** While you are sharing, <u>**any**</u> window, file, or tab that you open <u>**will become visible**</u> to **all** of your participants. Please exercise caution while sharing your entire screen.*

6. After you've finished presenting, open the Hangouts Meet screen and click **Stop presenting**.
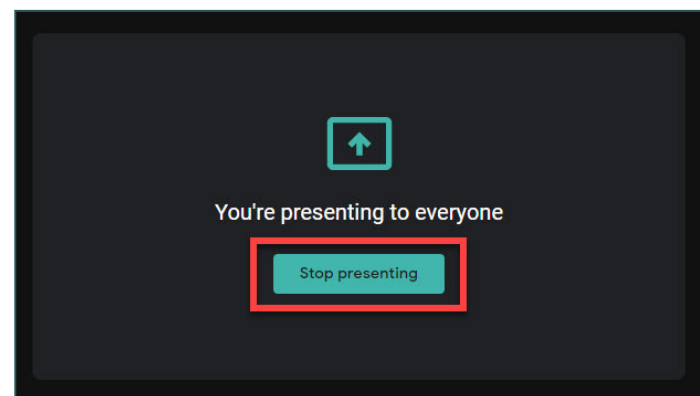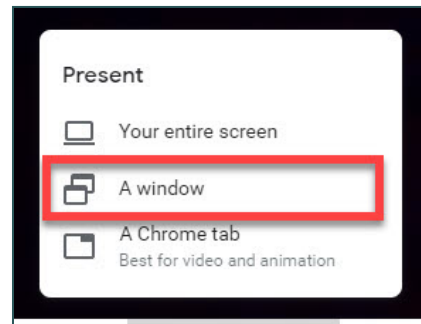
Sharing a Specific Window

1. While hosting a meeting (using one of the methods outlined in this document), click the **Present now** button at the bottom of the screen.
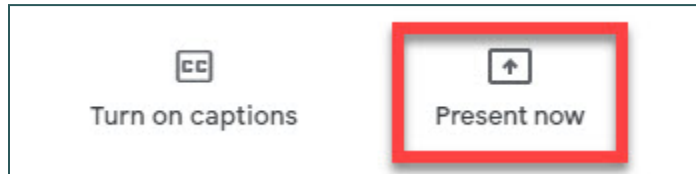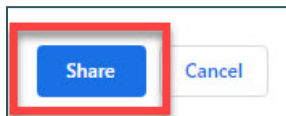

2. From the list that appears, select **A window**.

3. A dialog box appears to give you window-sharing options. Any windows that you currently have open will display. Select the window you wish to share by single-clicking it.
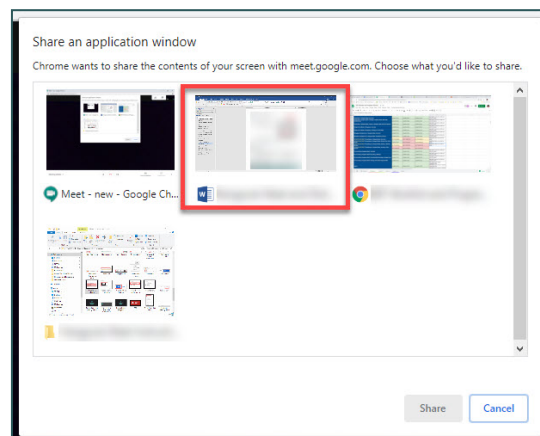

4. Click **Share**.

5. You will be redirected to the window that you selected to share. At the bottom of the screen, a dialog box appears indicating that you are sharing the selected window.
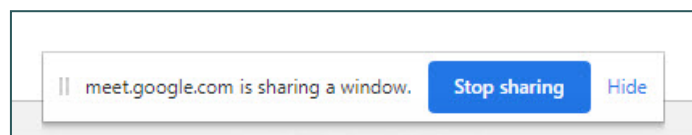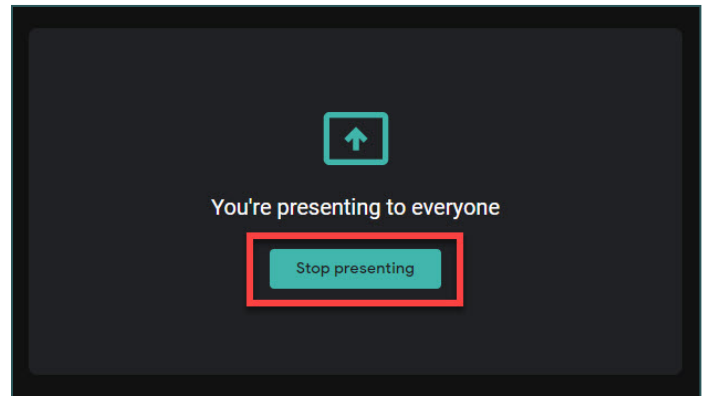
* **Please note:** *If you open or activate another window while presenting, it **will not** be visible to your participants because you chose only to share **one** window.*

6. After you've finished sharing, you have two options to stop presenting:

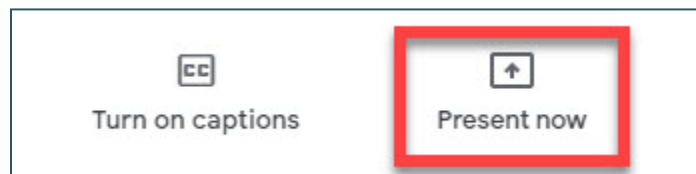**A)** Click the **Stop sharing** button available in the window that you are sharing.
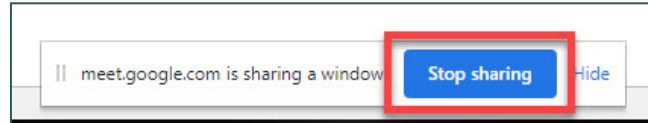
B) Open the Hangouts Meet screen and click **Stop presenting**.
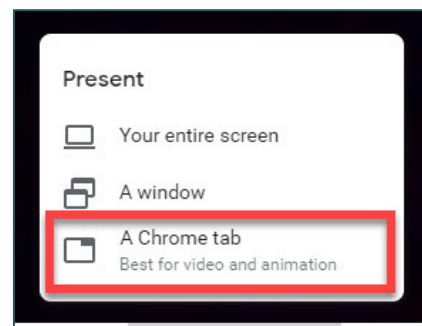


Sharing a Tab in Chrome

1. While hosting a meeting (using one of the methods outlined in this document), click the **Present now** button at the bottom of the screen.


2. From the list that appears, select **A Chrome tab**.

3. A dialog window appears to give you tab-sharing options. Even if you have more than one instance of Google Chrome open, **all** available tabs will display in the list. Select the tab you wish to share by single-clicking it.
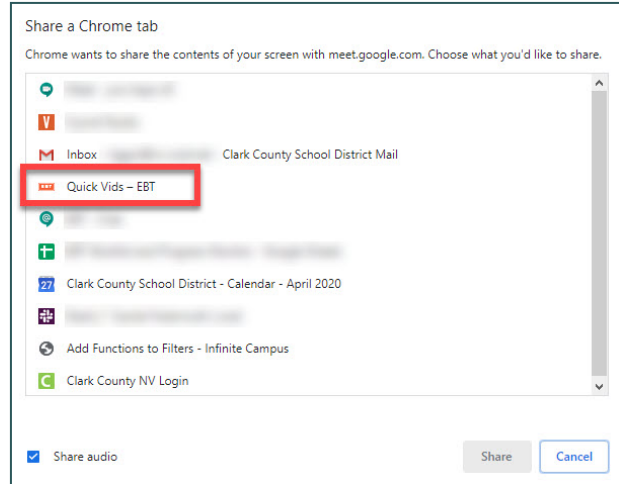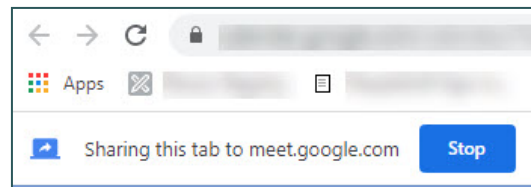

4. If you are presenting web content that includes audio, ensure that the **Share audio** checkbox in the bottom left corner is selected.
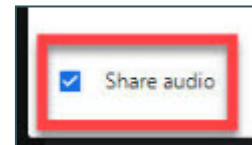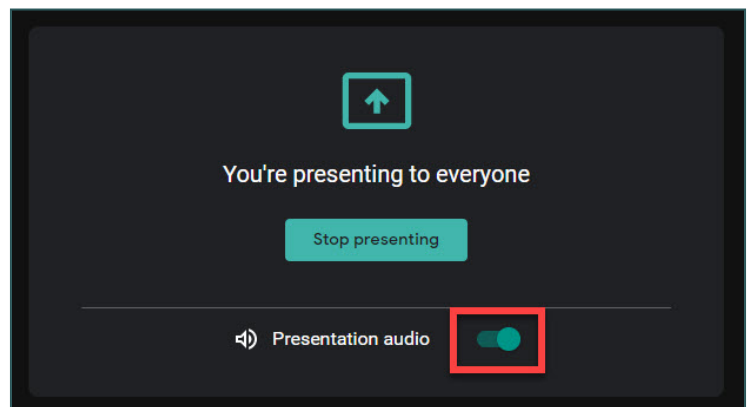

5. Click **Share**.
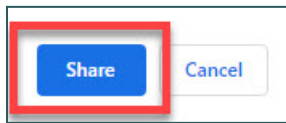
6. You will be redirected to the Chrome tab that you selected to share. In the top left corner of the screen, a dialog box appears indicating that you are sharing the selected tab.
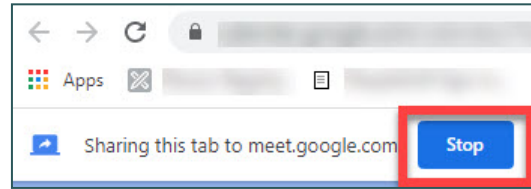

7. If at any point you would like to disable computer audio while sharing, return to the Hangouts Meet screen and "switch off" the **Presentation audio** toggle.
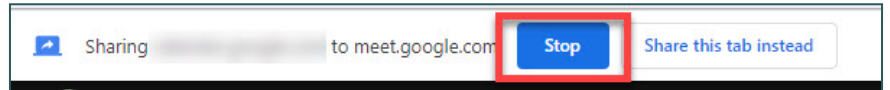
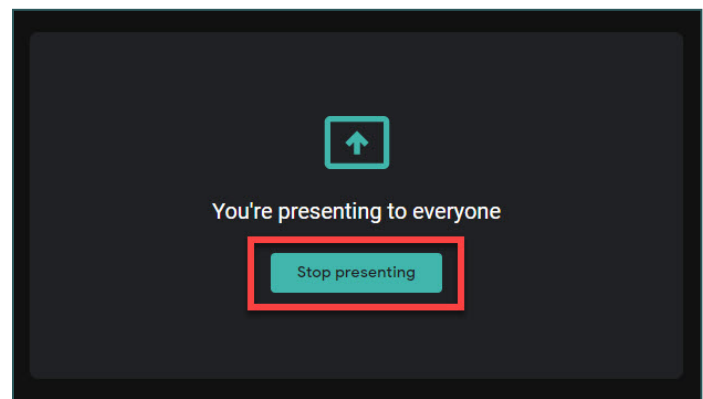8. After you've finished sharing, you have three options to stop presenting:

A) Click the **Stop** button available in the tab that you are sharing.

**B)** Open the Hangouts Meet screen and click the **Stop** button in the top left corner of the screen.

**C)** Open the Hangouts Meet screen and click **Stop presenting**.

Warning: Presenting *Before* Joining a Hangouts Meet

Although you have the ability to select **Present** instead of **Join now** at the entry page of a Hangouts Meet (using any of the methods outlined in this document), this is **not** recommended by CCSD.
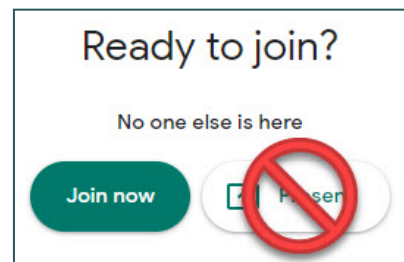
If you choose to present before you enter a Meet, you will have *all three* presenting options (share entire screen, share a specific window, or share a Chrome tab) available in *one* window, and the **Share audio** checkbox will appear for any option that is selected.

However, once you begin presenting through this method, you will **not** have microphone or camera access while hosting the meeting. So, although your participants will be able to see what you are presenting to them, they will not be able to see or hear you during the meeting. The only option you will have is to **leave the meeting** altogether.
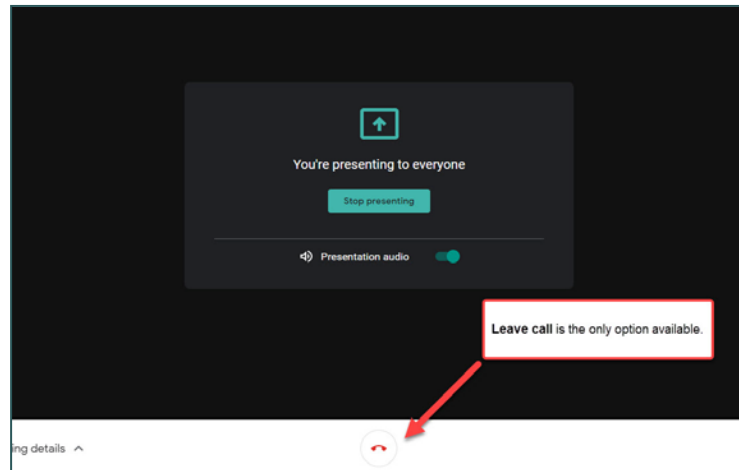
This is also not an ideal way to present because, conversely, you will not be able to see or hear from your participants while presenting, either.

# Pre-recording a Hangouts Meet

Overview

Due to Media Release and FERPA guidelines, as well as Nevada state recording laws, recording a live Hangouts Meet session with students present is not always a viable option for distance education. Google provides you with the ability to pre-record a Hangouts Meet with no participants so that the recording can be saved to Google Drive and shared with students at a later time.
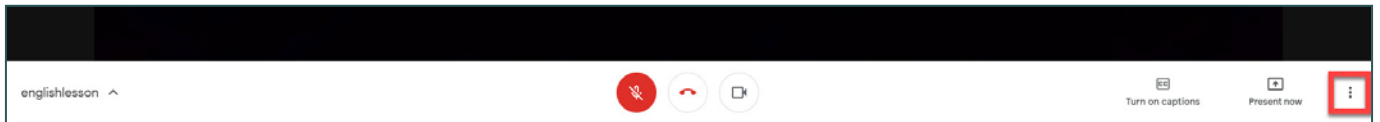
Recording a Meeting

NOTE: If you plan to use the Present function to share your screen while recording, please ensure that any items you plan to share (such as a slideshow, document, webpage, etc.) are open *prior* to beginning the recording process.

1. Repeat **Steps 1 through 5** given in the *Creating an Ad Hoc Meet* section in order to open the Meet tab and create a new Hangouts Meet.
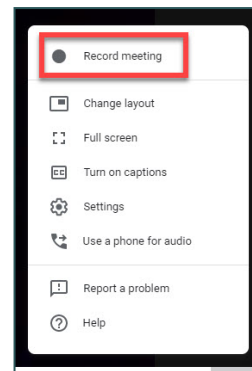
2. From the meeting, a window appears asking if you would like to add others to the current meeting. Since you are pre-recording the meeting without any other attendees present, click on the **X** icon to close the window.
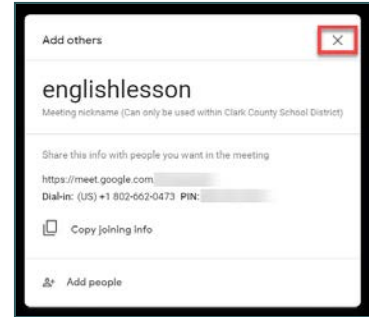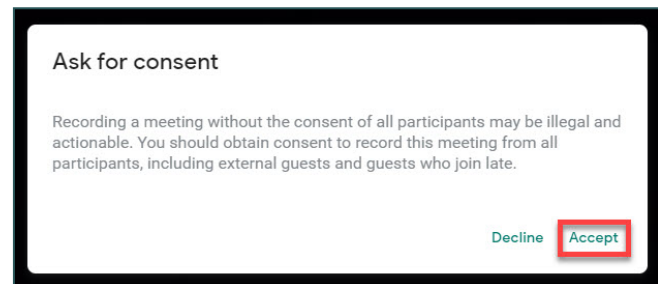
3. In the bottom right corner of the Meet screen, click the **More options** icon (three dots).
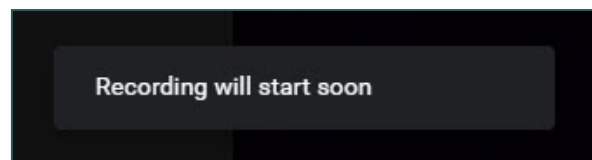
4. From the list of items that appear, click **Record meeting**.

5. A dialog window appears to inform you that you should obtain consent from all participants in the Meet before recording. Since you are the only participant in the Meet, click **Accept**.
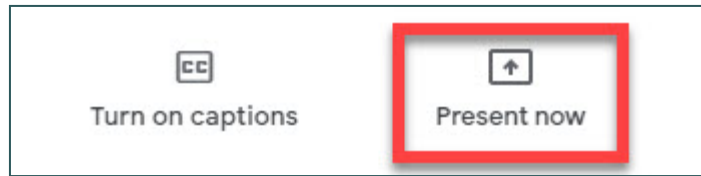
6. A message appears in the bottom left corner to inform you that the recording will begin soon.

Once this message disappears, a red **REC** icon appears in the top left corner of the screen to show that the recording has begun. This remains until the recording is stopped.
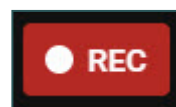
7. If you would like to present at any point while recording, click the **Present now** button at the bottom of the screen, and follow the prompts given to share your screen.
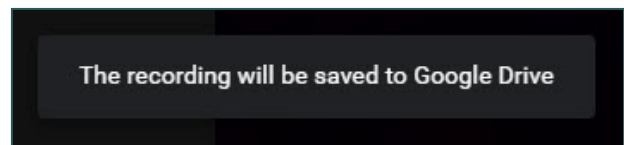

8. When you are finished recording the session, click the **More options** icon again, and select **Stop recording**.
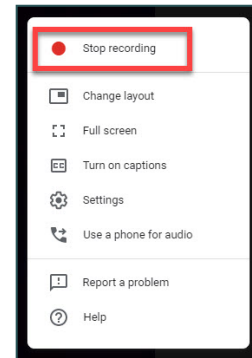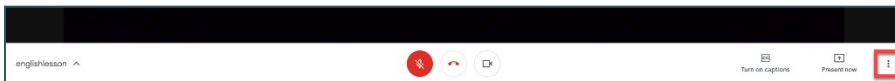
9. A dialog window appears confirming that you wish to stop the recording. Click **Stop recording**.
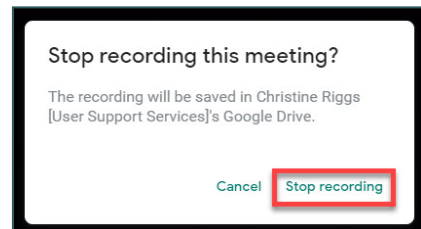
A message appears in the bottom left corner of the screen informing you that the recording will be saved to your Google Drive.

10. To exit the Meet, click the **Leave call** icon at the bottom of the screen.


11. Close the Google Meet tab and return to your Gmail Inbox.

Accessing the Recording in Google Drive

NOTE: It is important to remember that, once you finish recording a Hangouts Meet, it will usually take **at least five minutes** for the recording to become available for use. You will need to wait until the email notification stating that the recording is available arrives *before* you can access the recording in your Google Drive.

1. Once the recorded Hangouts Meet becomes available for use, an email notification is sent to your District Gmail account informing you that the recording has been uploaded to Google Drive.
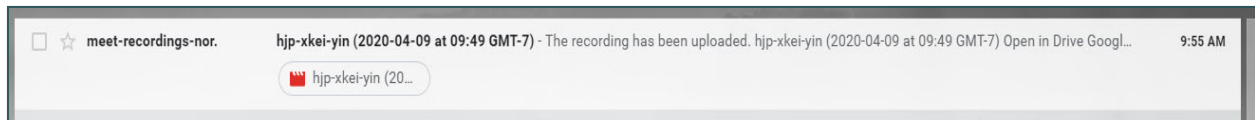
2. There are **two** ways to access the recording:

**A)** *To access via the email notification:*
Open the email from your Gmail Inbox and click **Open in Drive**. This will automatically open the recording in a new tab.
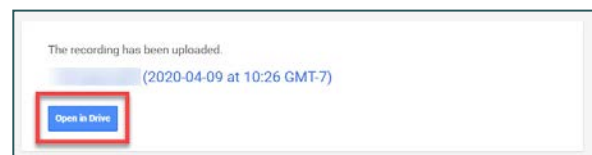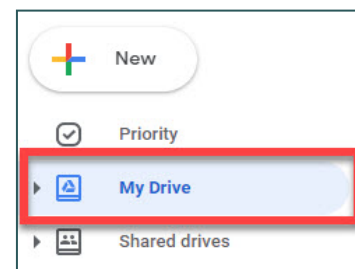

B) *To access via Google Drive:*
From Gmail, click the **App Switcher** and select **Drive**.

* Please note: Just as with the Meet app, the location of your Drive app within the App Switcher varies based on your preferences in Google.
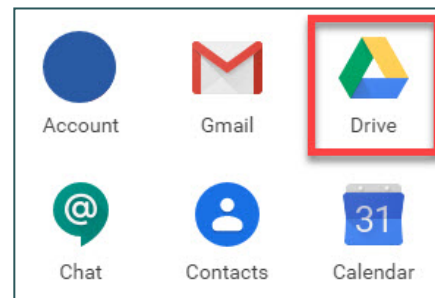

Locate and expand **My Drive** from the panel on the left.

Click the folder titled **Meet Recordings**. (This folder is automatically created in your Google Drive once you record a Google Hangouts Meet. All other recordings will automatically be stored in this folder in the future.)
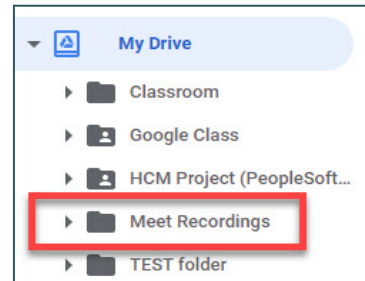
Hangouts Meet recordings that you have created appear once you open the folder. To open the desired recording, double-click on the file name.
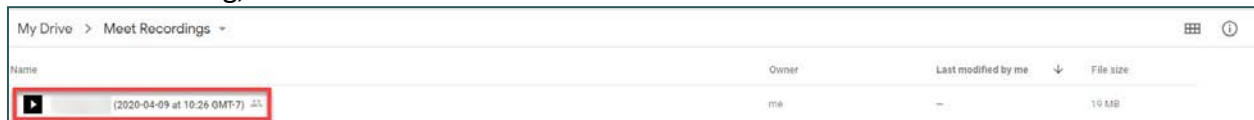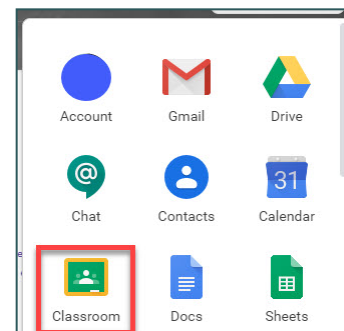

Sharing a Recorded Hangouts Meet via Google Classroom
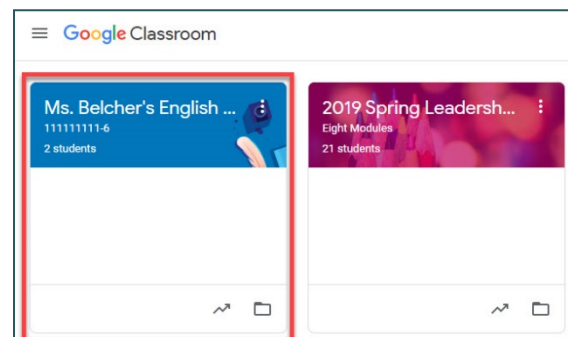
1. Click on the **App Switcher** in the top right corner.

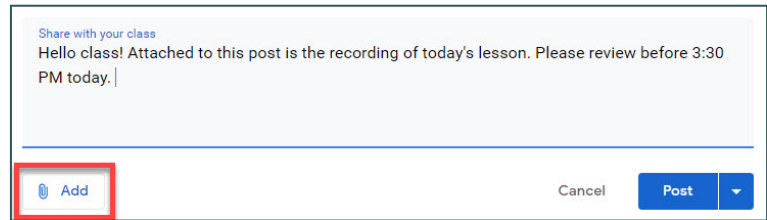2. From the available apps that appear, locate and click on **Classroom**.

3. The Google Classroom opens in a new tab. Select the desired **Class**.
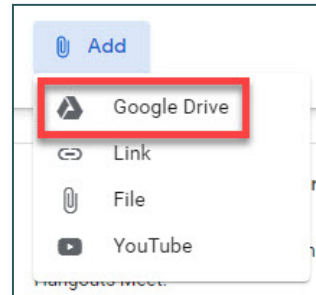

4. From the Class's **Stream** tab, click the **Share something with your class...** button.
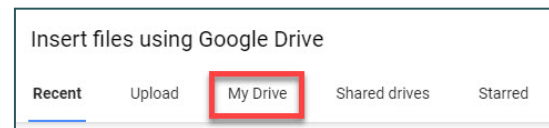
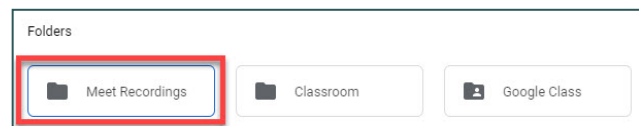5. After adding any desired text to the post, click the **Add** button.

Share with your class
Hello class! Attached to this post is the recording of today's lesson. Please review before 3:30 PM today.

🔗 Add   Cancel   Post ▾

6. Select **Google Drive** from the list of options.

🔗 Add
▲ Google Drive
🔗 Link
🔗 File
▶ YouTube

7. In the window that follows, click the **My Drive** tab.

Insert files using Google Drive
Recent   Upload   My Drive   Shared drives   Starred

8. Double-click the **Meet Recordings** folder.

Folders
📁 Meet Recordings   📁 Classroom   👤 Google Class

9. Select the desired recording and click **Add**.

Files
fut-uyus-ysh (2020...   hjp-xkei-yin (2020-...
Add   Cancel
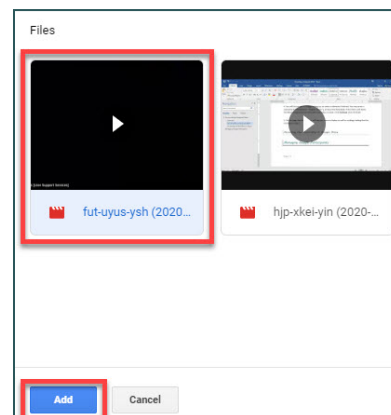
10. Click **Post**.

Cancel   Post ▾

Sharing a Recorded Hangouts Meet via Email

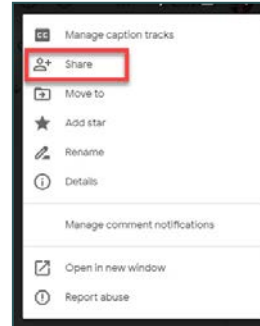1. Once you have opened the recording of the desired Hangouts Meet, share the video by clicking the **More options** button in the top right corner of the screen.


2. From the menu, select **Share**.

3. A **Share with others** window appears. Before you begin entering the student names or email addresses, click the **Permissions** drop-down menu to change the level of share access. (By default, the permissions are set to **Can edit**.)
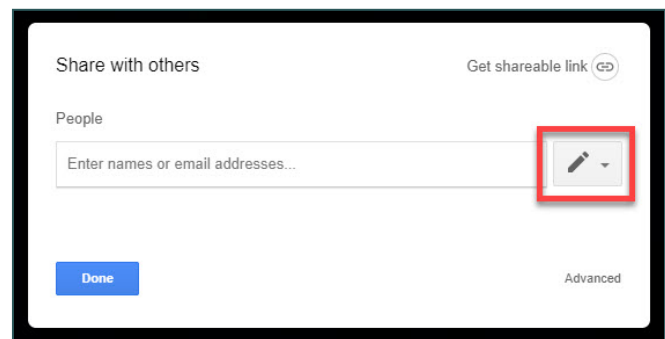
4. From the menu, select **Can comment** (to give students the ability to add comments to the video in Drive) *or* **Can view** (to give students view-only rights). This ensures that students cannot share the file with other users in Google Drive.
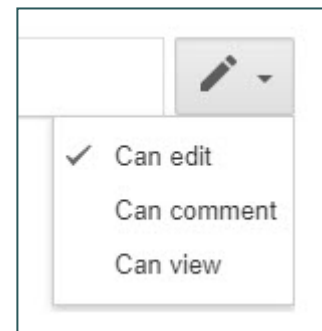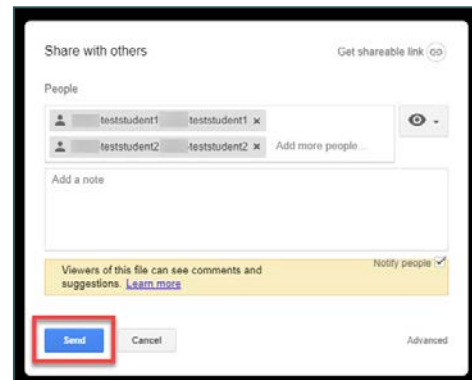

5. After changing the permissions, click into the **People** bar to begin adding student names or email addresses.
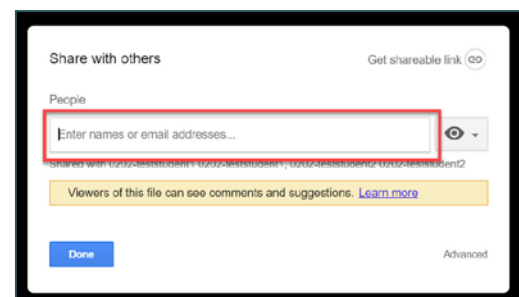
Tip: If you have already created a Contact Label for the desired students, you can enter the name of the Contact Label (i.e. "Second Period Students") to quickly add all desired recipients at once.

6. Once all desired recipients are in the People list, click **Send**.

Additional Resources

For more information about functionality in Google Hangouts Meet (such as the Present Now tool, the Chat area, and more), go to **support.google.com** for helpful tutorials and videos from the **G Suite Learning Center**. Use the search area to easily locate help topics.

Other detailed Google Meet Help resources include:

- https://support.google.com/a/users/answer/9282720 - This Google support page is devoted specifically to **Google Meet training and help**.
- https://support.google.com/a/answer/9784550 – This Google support page covers the basics to **set up Meet for distance education**.
- https://support.google.com/meet/answer/9308630 - This document outlines **how to live stream a video meeting** in Hangouts Meet.
- https://support.google.com/edu/classroom/answer/9776888 - This document outlines **how to start a video meeting for education** in Hangouts Meet.