Google Hangouts Tutorial

If you are interested in creating synchronous meetings with online students, Google Hangouts offers a great solution. Be aware, however, that the success of the synchronous meeting is dependent on all users having reliable and robust Internet access. (Additionally, while SCC E-Learning strives to keep all tutorials up-to-date, it can be a challenge with Google Tools, which are often updated by Google.)

In this tutorial, you will learn how to:

• Create a Google Hangout
• Invite students to a Google Hangout
• Sharing your screen with users in the Hangout

I. Creating a Google Hangout:

1. Log into your SCC Gmail account.
2. Open a new tab and go to the following web address: http://hangouts.google.com

3. On the webpage, you will need to install Hangouts if you have never used it before. Please see this video to install Hangouts:
   http://pages.southwesterncc.edu/e_mccully/Tutorials/GoogleHangoutsInstall.mp4
4. You should now see a screen similar to this one:
5. In the upper right, be sure to check to see that your account is your Southwestern Community College account, and not a personal account. If it is the incorrect account, simply click “Switch account” to change it.

6. Click on “VIDEO CALL,” which will result in a box asking you to name your Hangout. Some ideas include: “Prof. Smith’s Hangout” or “Prof. Smith’s Office Hours” or “HIS 111 Virtual Classroom, 3/1/2017.” Once you type in a name, click on the white arrow button to the right of the text.

7. As you have just created the Hangout, you will be the first to “arrive.” You will see an invitation screen. **We strongly suggest that you do not click on the blue “Invite people” button, as this will invite people only through Google+ and will not email a link to those you wish to invite to the hangout.** Instead, double-click on the permanent link given (“https://hangouts.google.com/....etc”) and push Ctrl-C to copy (or Command-C if you are using a Mac). Now paste the link into an email to send to anyone you wish to invite to the Hangout.
8. **Note:** You can create a Hangout such as this in advance and email those you wish to invite with the link (also making sure you keep a record of the link yourself). Be sure to let the invitees know when you will be participating in the Hangout so that they can “meet” you there at the correct time. In order to access your Hangout, you will simply click on the link you have saved or copy and paste it into a browser window and this will take you into the Hangout.

9. You may get a message asking you to allow the web camera. Click Allow.

10. When invitees go to the link you have provided to them, they will see a screen like this and should click “Join”: 
Note: Invitees may also need to select the “Switch account” option at the bottom of the screen in order to log in with the correct Southwestern Community College account.

11. Once someone else joins you in the Hangout, you will see yourself and a picture of the other person as well.

12. If you move your cursor to the top of the screen, you will see a bar of icons, which will give you basic options for controlling the Hangout.

   1. Invite people
   2. Microphone off/on
   3. Webcam off/on
   4. Volume control
   5. Settings (allows you to change your webcam and audio input and audio output); image below

   6. Leave call
13. TO SHARE YOUR SCREEN: You will see icons on the left side of your screen. The blue one allows you to type/chat with other people in the Hangout. The green icon allows you to share your screen with other users in the Hangout. Click the green icon.

14. You may see a box that shows different screens for you to choose from. Choose the one you prefer.

In most circumstances, you will probably want to share the screen that is showing what you are viewing right now, and then bring up whatever program or browser window you wish for the other users to see. Below is an example of bringing up a different tab in a browser window to show students what is on that screen.
The above screen is an example of what students will see on their end.

15. You will see this bar at the top of your Hangouts screen if you are successfully sharing your screen in Google Hangouts.

16. When you are finished sharing your screen, click “Stop” and Hangouts will return to using your webcam. The other users may also share their screens with you!

17. When you are finished with the Hangout, click the red phone icon on the top (as seen in step 12. Remember, you can return to this same web address and get into the Hangout later on, as can your students.

If you have further questions, please submit a ticket to SCC E-Learning here.