

GETTING STARTED WITH GOOGLE+ HANGOUTS

Overview

Google+ Hangouts are live video chats that can include up to 10 people simultaneously. It is a comprehensive communication tool and a good way to remotely collaborate with students or colleagues. Note that all participants need a Google+ account to participate in a Hangout.



Google+ Hangouts as a tool for teaching

- Use Google+ Hangouts to bring in guest speakers via live video from around the world. Include up to 9 speakers at once and create a virtual panel discussion.
- Conduct live video lectures from anywhere and allow students to watch the lecture in real-time or record it and let them watch it on-demand.
- Schedule regular Google+ Hangouts for a class for virtual office hours and to encourage communication between students.
- Share your screen to display a PowerPoint presentation and other visuals or demonstrate a software application while talking about it.
- Video chat and collaborate on a Google document in real-time.
- Watch a YouTube simultaneously with up to nine other people and discuss it afterwards.
- Record a video announcement and share it with your students or colleagues.

Anatomy of a Hangout

A screenshot of a Google+ Hangout interface. The main video window shows a Muppet character with orange hair. Below the video is a row of smaller video thumbnails for other participants. At the bottom, there are controls for video and audio, a chat window, and a video player. Annotations with arrows point to various parts of the interface: a green box around the main video is labeled 'Person (or Muppet) speaking'; a red box around the participant thumbnails is labeled 'Participants in the Hangout'; a blue box around the video and audio controls is labeled 'Mute your video and audio'; and a purple box around the chat and video player area is labeled 'Other features like text chat and YouTube videos'.

Person (or Muppet) speaking

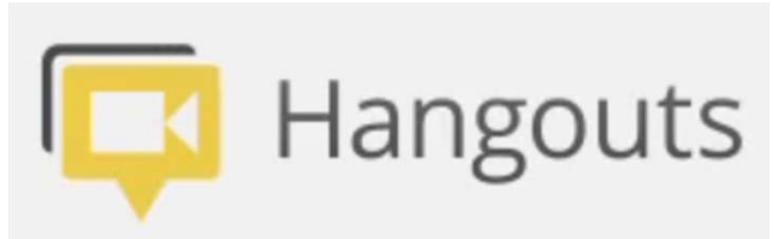
Participants in the Hangout

Mute your video and audio

Other features like text chat and YouTube videos

Terms that are helpful to understand

- **Circle:** A circle is a group of people who have something in common. You may have a circle for all your students in your 8 a.m. course, your family or colleagues. Once you have circles, you can invite the whole circle to a Hangout.
- **Chat:** While in a Google Hangout, you will see an option in the menu bar at the top of the screen to chat. Click this option to start a text chat with the Hangout participants. This could be potentially helpful in certain situations where you may be having trouble with the audio not working. Note that Hangout chats are not saved.
- **Apps:** Applications can be very useful in Google Hangouts. They allow you to use other resources, such as Youtube and Google Docs, to further your discussions. To access all of the available applications in a Hangout session, you can either select “apps” in the upper left-hand corner of the menu bar, or at the bottom of the screen under “People.” Once you click on this option, you will be able to select from numerous applications and devices.



How to get started

1. You'll need to either create a Google account if you do not already have one, or log into a pre-existing Google account.
2. To access Google Plus, click on the “+You” icon in the menu bar at the top of the page.
3. If you have a pre-existing Google account, you will be asked to upgrade to Google plus. If you have just created a new account, Google Plus will be automatically setup for you.
4. To upgrade to Google Plus you will be asked to fill out some information, and then click the “upgrade” button at the bottom of the screen. This will bring you to the home page of Google Plus.
5. To start a new hangout, go to the icon bar on the left of the screen, and at the bottom you'll see “Hangouts.” If you do not see this in the icon bar, click on “more,” and it will be one of the options. Keep in mind that you can only Hangout with other Google+ users. If the people you want to hang out with are not in Google+, send them an invitation.
6. Once you are in the Google Hangouts page, go to the top right of the screen and select “start a hangout.”
7. This will bring up a new window. You may be asked to install a plugin in order to run the software.
8. In this window you will be able to invite others to your hangout.
9. All that's left now is to wait for them to join your Hangout.