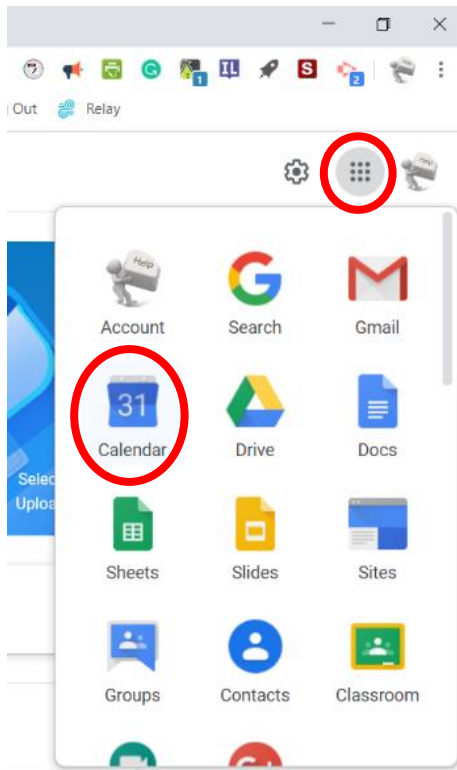
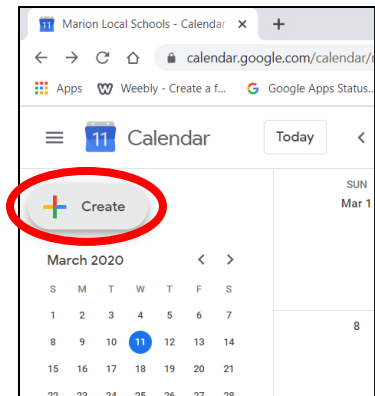


How Schedule Hangouts Meet Video Conference

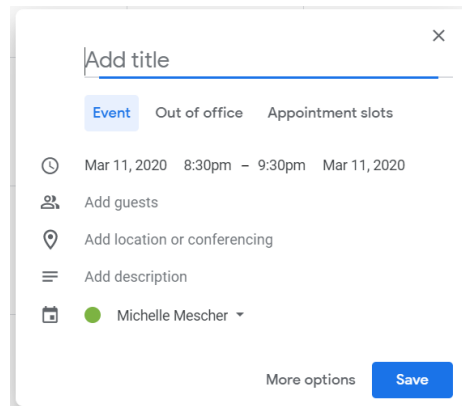
1. Log in to your Google Account
2. Click on the Google Apps button and then click on Calendar.



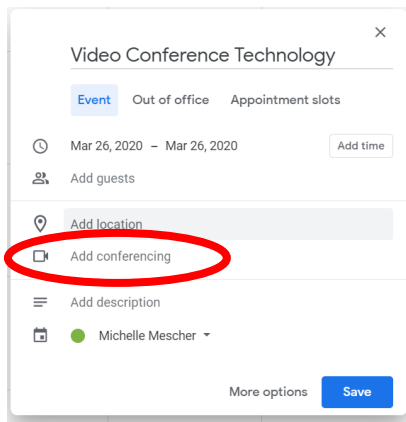
3. In Calendar on the left side of the window click on the Create button.



4. Add the title of your video conference
5. Click on the date to schedule the date
6. Click on the time to schedule the time
7. Click on Add location or conferencing



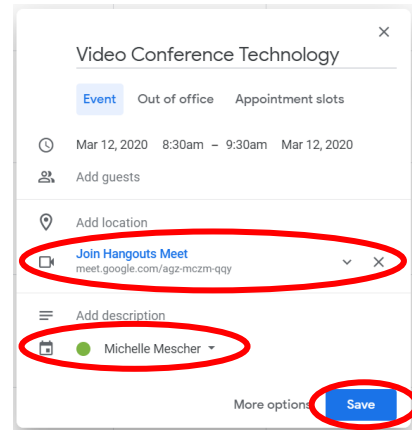
8. Then click on Add conferencing



9. You will then see Join Hangouts Meet appear.

10. Make sure your name is listed as the calendar.

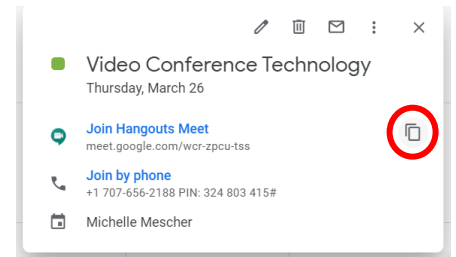
11. Then click on Save. Your video conference is now scheduled.



Now you need to share the details for joining your Hangouts Meet video conference with your students.

12. In Google Calendar click on the Video Conference event you just scheduled.

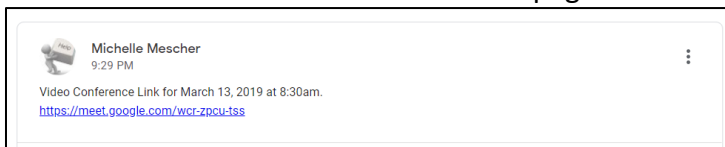
13. The event window for the video conference will open. Mouse over Join Hangouts Meet. Move the mouse to the right and click on the Copy conference link to clipboard.



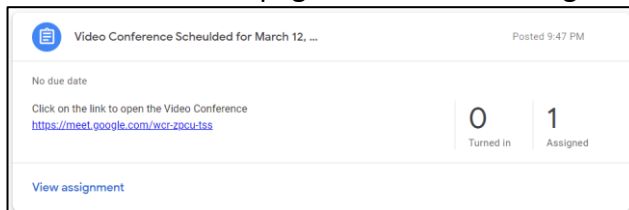
14. Open Google Classroom and then open the Class the video conference is scheduled for.

15. You need to share the link for the video conference with the students in Google Classroom. You have a couple different options. Use what is going to work best for you and your students.

a. Create an announcement on the Stream page.

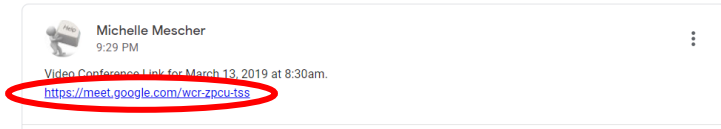


b. Go to the Classwork page and create an assignment.

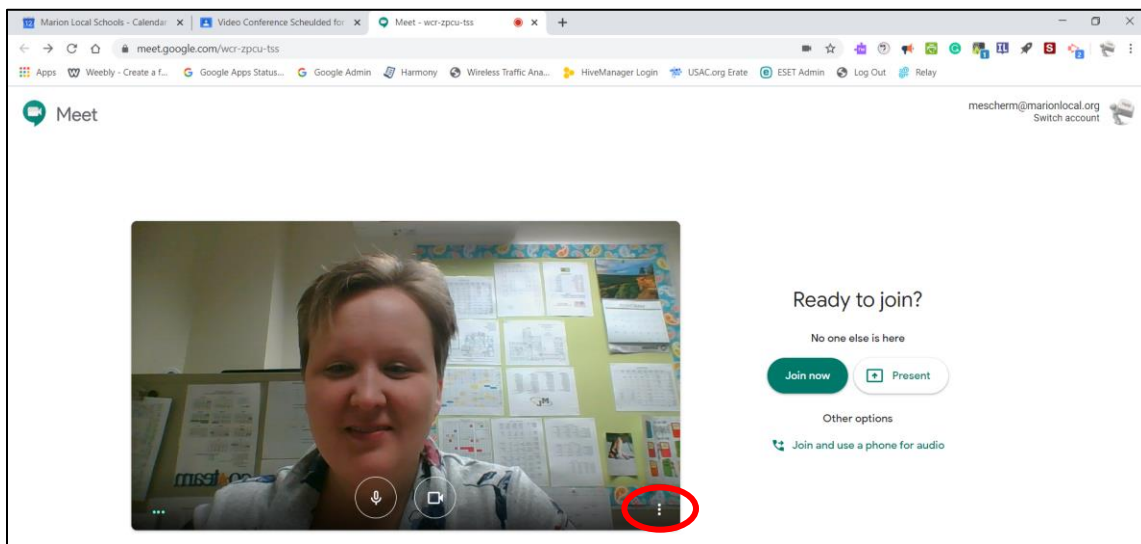


Starting a Google Hangouts Video Conference

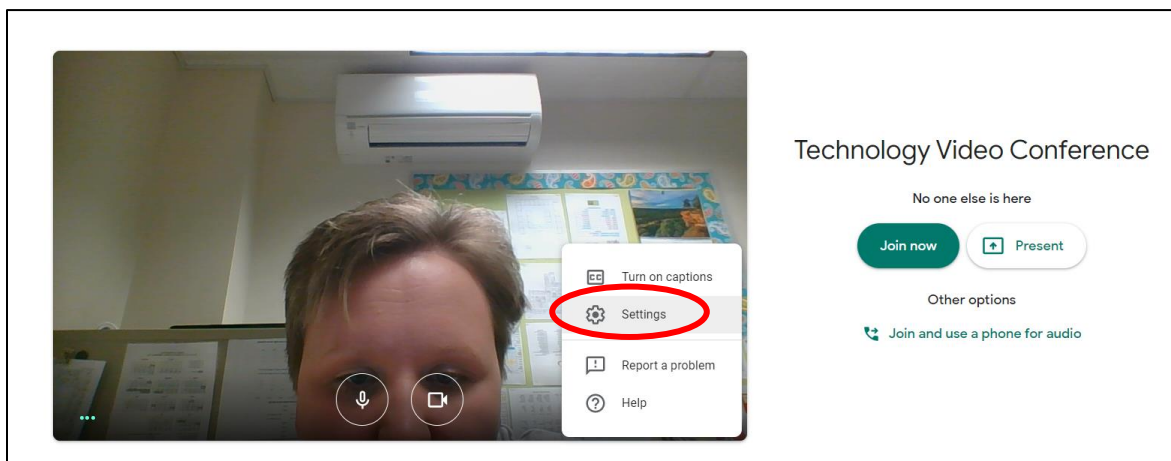
1. Login to your Google account.
2. Click on the link for the Google Hangouts video conference created in the previous steps in Google Classroom.



3. You might have click allow to allow the microphone and camera to work with Google Hangouts.
4. Google Hangouts Meet will open in your web browser. You should see a video of yourself in the browser.



5. Click the three dots (More Options) in the lower right corner of the video picture of yourself.
6. Click Settings. We are going to make sure your microphone and speakers are working.

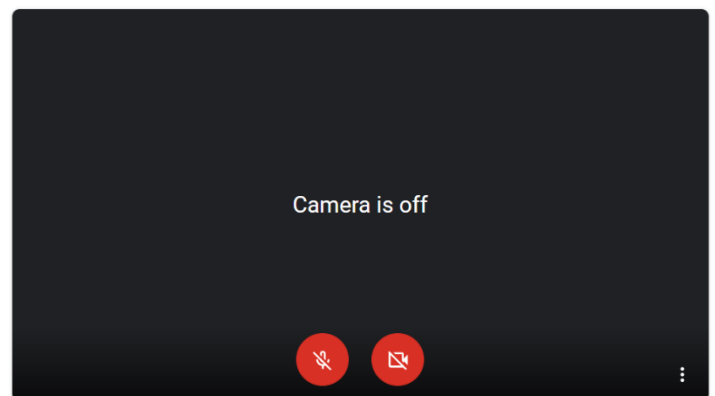
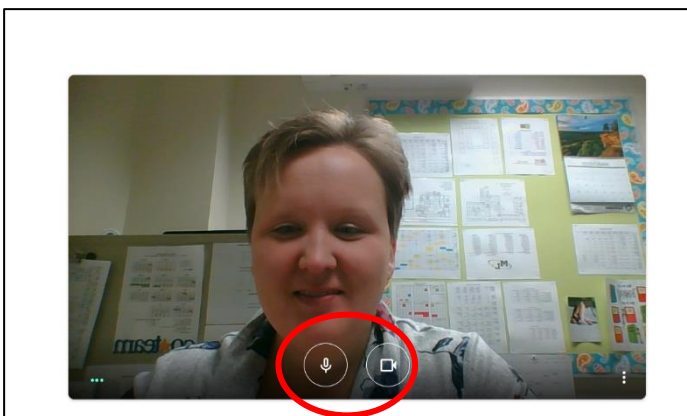
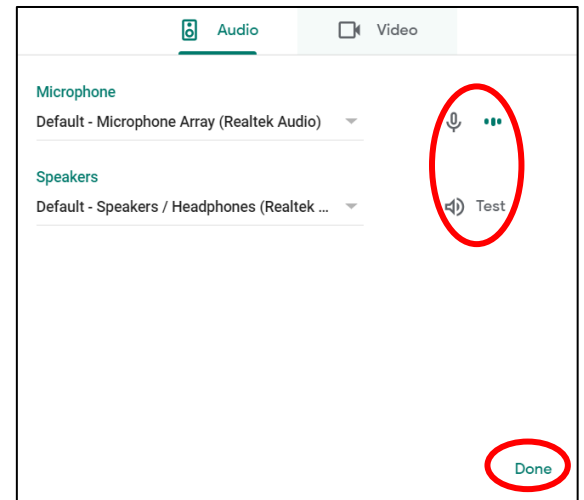


7. Click on Test for the speakers. Make sure you hear the sound. While you are hearing, the sound also look at the green lines next to the microphone. Those lines should be moving up and down if the microphone is sensing the sound from your speakers.

8. Click Done in the bottom right of the window.

9. In the middle bottom of the video window of yourself, you will see circle icons of a microphone and a camera.

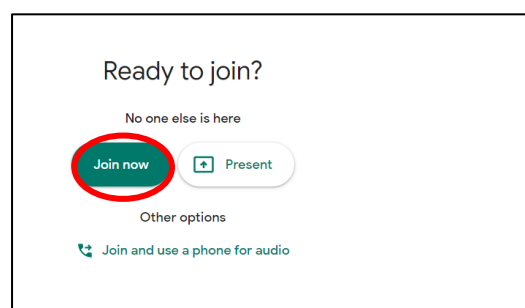
- a. If you click on the microphone, it will mute your microphone. The icon will turn red when muted. *I would recommend all students enter the video conference with their microphones muted. They can always unmute the microphone once they are in the video conference if needed.*
- b. If you click, the icon for the camera will mute your camera so you will not see the video of yourself. *I would recommend all students enter the video conference with their cameras off. They can always unmute the camera once they are in the video conference if needed.*



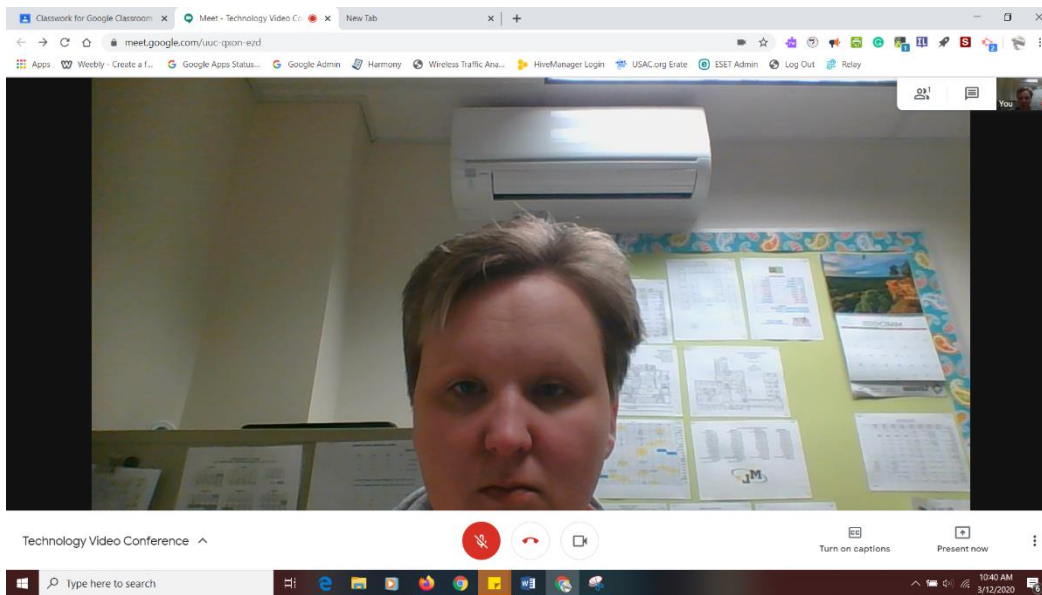
10. Click to mute your microphone.

11. Click to mute your camera.

12. Click on the Join Now button

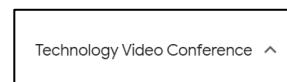


13. You will see your screen change and you will enter the video conference call.



14. Look at the toolbar under the live video

- a. Click the Technology Video Conference button. You will find information about the video conference along with the link to the video conference.



- b. Click the microphone button to mute or unmute your microphone during the video conference session. *It is recommended all students have their microphones muted. Only the person presenting should have their microphone turned on.*



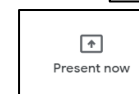
- c. Click the red phone receiver to hang-up (end) the video conference session.



- d. Click the camera icon to turn on or off the camera during the video conference.



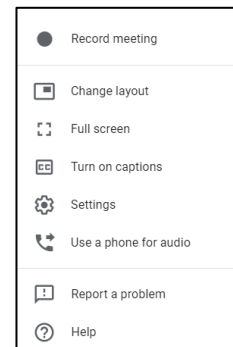
- e. Click on the Present now if you are the one presenting in the video conference.



- f. Click on the three dots for additional settings.

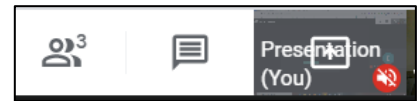


- i. Record meeting: Click the record meeting button to record your video conference and can be shared with the students if somebody missed the video conference.
- ii. Change layout: changes the layout of your video conference screen
- iii. Full screen: makes the video feed full screen



15. Top video conference toolbar

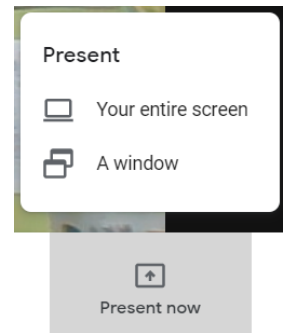
a. Click the People Icon to see who has joined the video conference.



b. Click the speech bubble to ask questions through typing.

16. As the teacher your microphone should be on and click, the present now button.

a. Present your entire screen: Allows you to move back and forth between different programs. I would recommend your choose Present your entire screen it's going to give you the most flexibility.



b. Present a window: Allows you to only show one program.

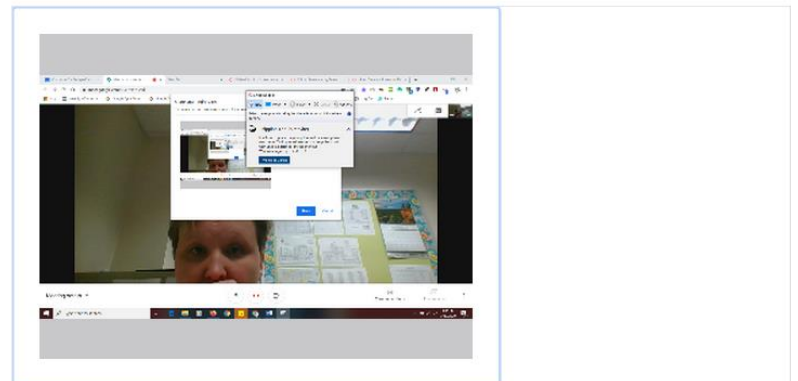
17. Click on your screen to Share your entire screen.

18. Then Click on Share at the bottom of the window.

Share your entire screen

Chrome wants to share the contents of your screen with meet.google.com. Choose what you'd like to share.

19. Go about your video conference presenting your material as needed.



20. When finished with the video conference click the red hang-up button to end the meeting.

