

Google+ hangouts – virtual office

What is it?

Google+ is a web conferencing tool that allows synchronous (live) collaboration between students and teachers for online, hybrid and web-enhanced courses. With Google+, video, audio and screen sharing are available. Google+ hangouts can be accessed from your desktop computer, laptop, tablet, android or iPhone. It is an excellent tool to communicate and obtain live assistance with questions you may have about lectures, homework, etc.

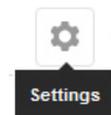
Getting started

If you have never used Google+ hangouts before, please complete the following six steps prior to accessing the hangout (virtual office). These steps will ensure that your computer is equipped with what is needed and that you will be able to connect with your instructor. Headsets and microphones are encouraged (a built-in mic on your laptop is fine, as are simple ear buds or headphones). A Web cam is optional.

1. Navigate to plus.google.com/hangouts, then complete a, b or c below:
 - a. If you do not have a google account, click the red **Sign Up** button located in the upper-right and follow the on-screen instructions.
 - b. If you do have a google account, and have not yet signed in, enter your email address and password and then click the blue **Sign in** button. If you have gmail, you already have a google account. Sign in with your gmail email address and password.
 - c. If you have a google account, and are already signed in, proceed with step 2 below.
2. After you have signed into your Google account, and have navigated to the plus.google.com/hangouts Web page, click the red button: **Start A Hangout**
 - a. If you have never used Google+ before, you'll be presented with a screen to install the Google Voice and Video Plugin. Click the green **Install Plugin** button to begin the installation. After installation is complete, click the **Close** button in the *Google voice and video chat Installer* dialog box.
3. If you see a blue **Join** button, click it. If you do not, continue with step 4 below.
4. In the upper-right of the *Google+ Hangouts* window, click the **Settings** button. →
 - a. Click the **Playtest sound** link to test your sound.
 - b. Be sure your Webcam is detected (if you have one and desire to use it).
 - c. If you need help with the settings, click the **help link**.
 - d. After you have checked all your settings, click the blue **Save Settings** button.
5. Now that you have logged into Google+ and checked that your computer is set up, exit the hangout. Click the **Exit** button located in the upper-right, or click the **X** located in the very top-right of your window. You should now return to the plus.google.com/hangouts Web page.
6. Finally, you need to add your instructor to one of your circles so that we can connect.
 - a. In the plus.google.com/hangouts Web page, click the **Circles** button in the toolbar located on the left of your window.
 - b. Click the **Add a new person** button.



Synchronous Web conferencing tool used for virtual office



- c. In the drop down text box, type your instructor's email: **cheryllkautz@gmail.com** and press the **Enter** key on your keyboard.
- d. Click a check box for a Circle to add your instructor. The circle you choose will not matter to your instructor. Click the blue **Save** button. You will see your instructor added in your chosen Circle.

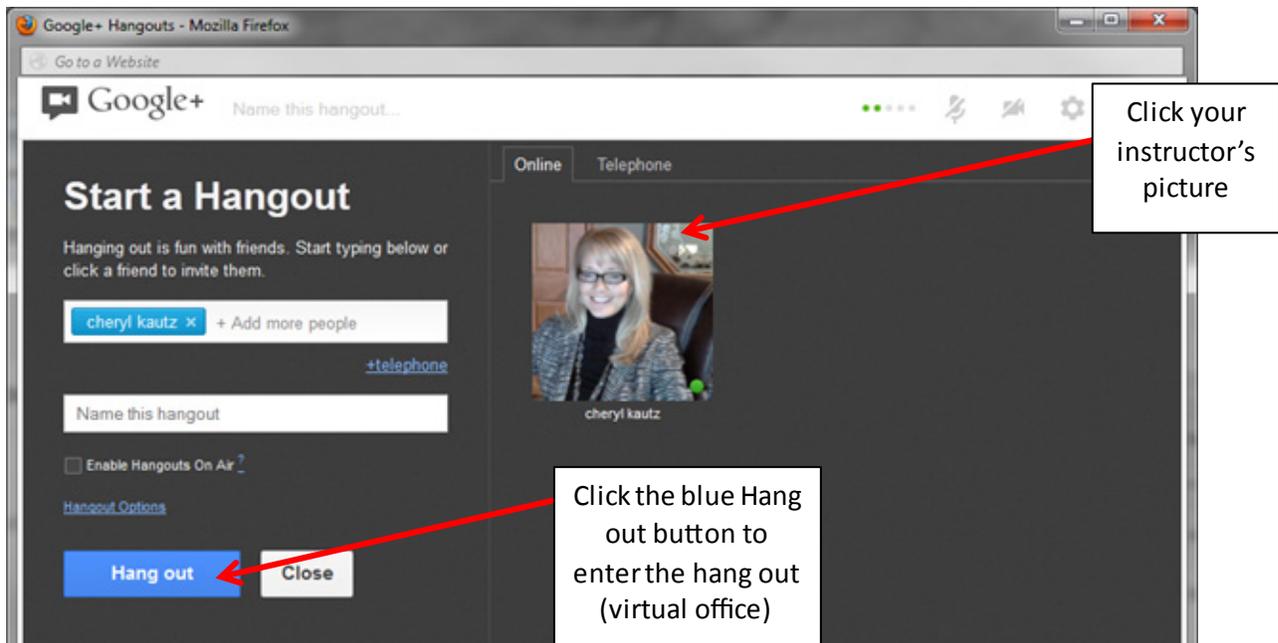
Your instructor will now see you in HER Circles window under the *Have you in circles* tab and will move you to her custom GRCC Students circle.

Now that you know you are able to access the hangout (virtual office) and have added your instructor to your Circles, you may close the window. You will not need to complete the six steps above under Getting Started again.

Connecting with your instructor

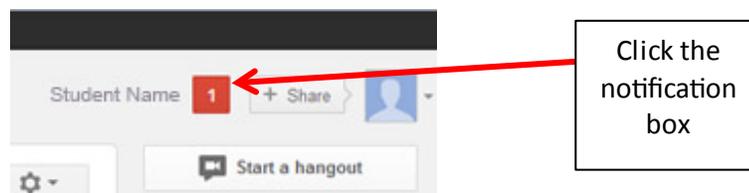
After you have completed the six steps above under *Getting Started* (you only need to do this once), you may use Google+ to collaborate. To collaborate with your instructor, stop in during the scheduled virtual office hours stated in Bb, or make an appointment with your instructor to meet online. Complete step 1 below OR 2 on the next page.

1. If you are stopping in during regular scheduled office hours, complete the following steps.
 - a. Log into plus.google.com/hangouts, click the red button: **Start A Hangout**. This will open the *Google+ Hangouts* window.
 - b. You should see your instructor's name and picture in the main portion of the *Google+ Hangouts* window. Click your instructor's picture and then click the blue **Hang out** button. See screen capture below.
 - c. Your instructor will immediately receive a notification in the upper-right of her Google+ window and will join you in the hangout.

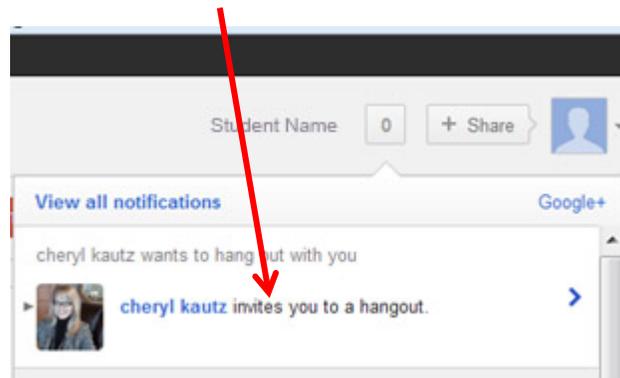


2. If you have made an appointment via email to meet your instructor in Google+ hangouts, complete the following steps:
 - a. Be sure to log into plus.google.com/hangouts at least a few minutes before the scheduled meeting time.
 - b. At the scheduled meeting time, your instructor will start a hangout and invite you to join.
 - c. After your instructor has invited you to join, you will receive a notification. The notification will be viewable in the upper-right of your Google+ window, next to your name, in a red box. There will be a white number inside of the box. Click the red notification box with the white number.

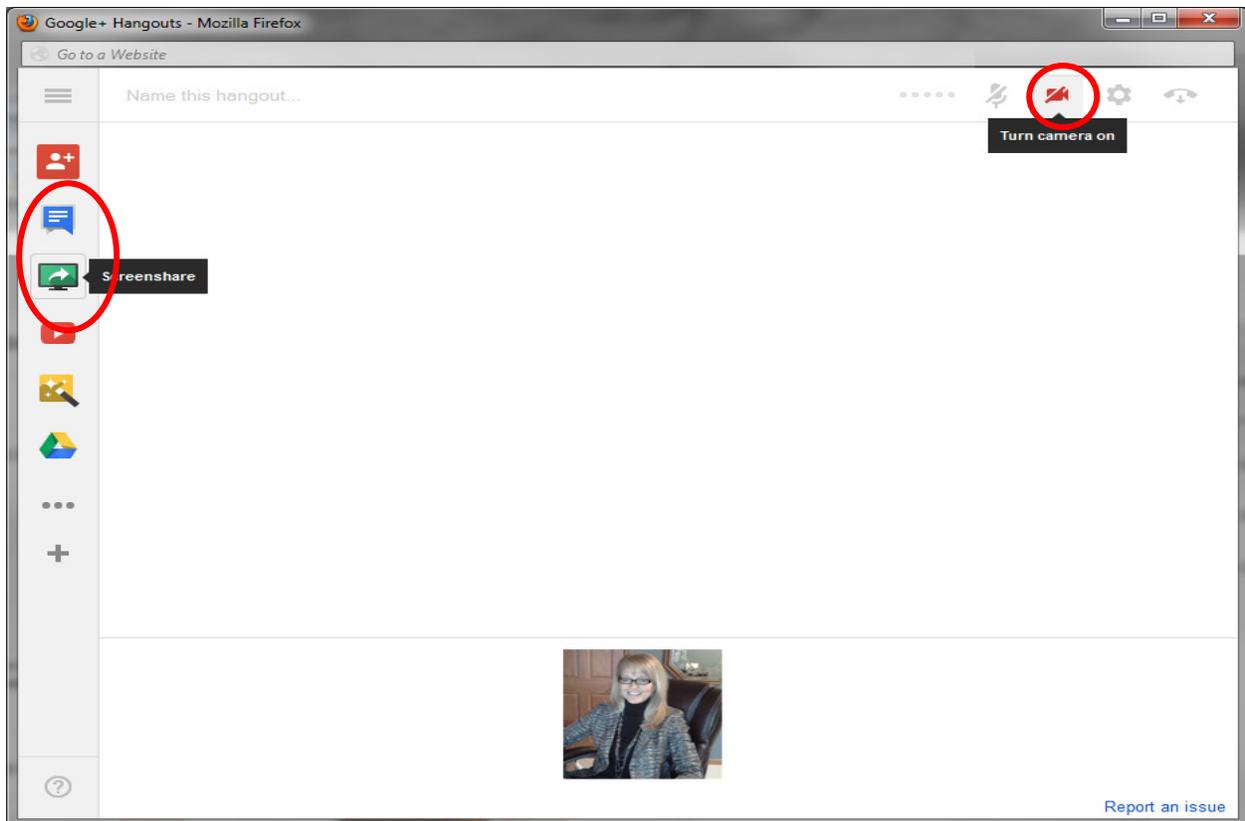
Note: if the number does not appear within a minute, try refreshing your screen.



Next, click the ***“Cheryl Kautz invites you to hangout”*** link.



- d. Next, click the blue ***Hangout*** button.
 - e. Finally, click the blue ***Join*** button.
3. After everyone has joined the collaboration session (hangout), you may begin talking (if you have a microphone) and/or click one of the tools in the vertical, tool navigation on the left. When you hover over the tools with your mouse, the tools will light up and change color. See screen capture on next page.
 - a. Click the blue ***chat*** tool to send instant messages (if you do not have a microphone, you’ll need to IM).
 - b. Click the green ***screenshare*** tool to share each other’s computer screen. This feature is especially useful for students / instructor to demonstrate a part of the homework assignment for which a student may need help.
 - c. If you have a Webcam and do not wish to use it, click the ***Turn camera off*** icon located in the upper-right of the window.



4. When ready to exit the collaboration session, you may click the **Exit** button located in the upper-right, or click the **X** located in the very top-right of your window.