



Scheduling Video Meetings for Class or Virtual Office Hours

From the Google Apps Menu icon  in your email (top right-hand corner), select Calendar.



- a. In the top left-hand corner, select Create. 
- b. On the pop-up screen, first select "More options" at the bottom.
 1. Add a title such as "EDUC 101 Live Meeting."
 2. Uncheck "All day" so that time options are shown. Select the appropriate time(s) and date(s).
 - a. To make a recurring meeting, click the drop-down menu labeled "Does not repeat" and change to your custom settings. We recommend this method so the meeting ID does not change.
 3. Select the drop-down menu for "Add conferencing" and choose Hangouts Meet.
 4. Click on the link for Join Hangouts Meet. This will take you to a new screen.
 5. Copy the URL to use for adding this into your Canvas course.
 6. Then, go back to the calendar event and click Save.

1 EDUC 101 Live Meeting **6** Save

Mar 12, 2020 10:00am to 10:50am Mar 12, 2020 Time zone

2 All day Weekly on Monday, Wednesday, Friday

Event Details Find a Time

Add location

3 Hangouts Meet X

4 Join Hangouts Meet
meet.google.com/bsk-zcga-nrw

Meeting ID
meet.google.com/bsk-zcga-nrw

Phone Numbers
 (US)+1 260-297-0047 ?
 PIN: 715 343 173#

Notification 10 minutes X

Add notification


Megan Hall

Busy Default visibility ?

Add description

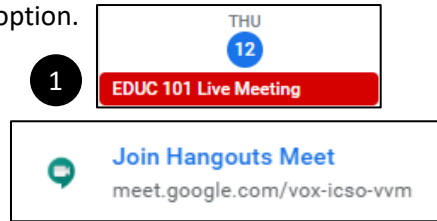
5 meet.google.com/qmj-xmcn-xsp

Starting/Ending Your Video Meeting

From the Google Apps Menu icon  in your email (top right-hand corner), select Calendar.

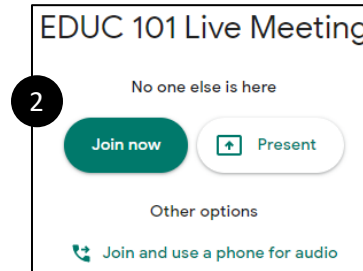


1. Navigate to the appropriate day and click on the Video Conference event you created.
 - a. Then, click on the “Join Hangouts Meet” option.

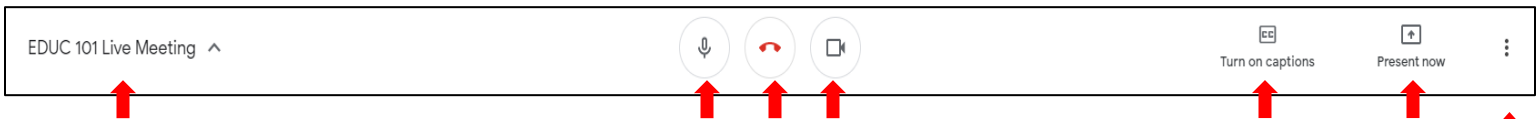


2. You will be taken to a new screen.

- a. If you want students to be able to see you, click “Join Now.”
- b. If you want students to be able to see what’s on your screen, click “Present.”
 1. You can then select to share your entire screen or just a specific application. You must specifically click on your selection in order to be able to Share.



- c. You can use the toolbar at the bottom of the screen for a few things: seeing conference details, turning the microphone/camera on/off, ending the meeting, turning on captions, switching to present mode, adjusting settings, and more.



1. If you want to record the session, you must click the 3 dots and select **Record Meeting**. You may be asked to check the consent of your participants to record the meeting. When you have consent, click Accept to begin recording.

2. To end the recording, click the 3 dots again and choose **Stop Recording**. It will then be saved in your Google Drive automatically under the folder “Meet Recordings.” (This may take a few minutes!!!) You can then link to these recordings from Canvas.

