Creating a Video Conference in Google Hangouts Meet

1. Open your web browser (Google Chrome works best) and navigate to https://meet.google.com.
2. Make sure you are logged into Google with your @pugetsound.edu credentials. Click the icon in the top right of the screen to determine. Click “Switch account” if you need to log in with your Puget Sound credentials.

3. Click “Join or Start a Meeting.”
4. Give your meeting a name that reflects your course. For example “SP20_SSI2103A” or “HIST 101.” You will be able to re-use the same “Hangout” for the whole course.

5. Your browser may prompt you to allow use of your webcam and microphone. Click “Allow” or “Yes.”

Ensure you can see yourself on screen and click “Join now.”
6. After joining, Hangouts Meet will give you options to allow others to join.

Hangouts Meet will generate a link that is reusable. Copy that link and save it in your Canvas site. If you accidentally close the Meeting information, you can find it again in the bottom left hand corner.

When it’s time to hold class, you can join the meeting by clicking on that link and having your students click on the link as well.
See All Your Students at Once with Tiled Layout

After an April 2020 update, Google Meet now includes a new layout option, “Tiled,” that allows you to see up to 16 people when there is no presentation. You no longer need to install a Chrome extension.

To change the layout of your meeting after joining:

In the lower-right corner of the Meet screen, click More Change layout.

In the Change layout box, select the layout that you want to use on your computer.

Here are the layout options:

Auto—Allows Meet to choose the layout for you.
Tiled—Shows up to 16 people when there is no presentation.
  Move your mouse to see participant names.
  If a new person joins after the meeting starts, they are added to the bottom of the screen.
  Presentations are shown in a large tile, with the most active participants to the side.
Spotlight—The presentation, active speaker, or pinned feed fills the window.
Sidebar—You see the active speaker or presentation with additional participants on the side.

Google’s Documentation on Changing Views in a Meet
Recording a Meet Session

If you are the “organizer” of a Meet, you have the ability to record a Meet session. This is useful for pre-recording class content or presentations as well as for providing in-class lectures to students who were unable to attend the Meet session during a scheduled class time. Google has enabled Meet Recording for all G-Suite Educational accounts through Sept 30, 2020. After Sept 30, you will still have access to any Meet Recordings you made during that time.

When recording a Meet, make sure to ask permission of the members in the session. For class lectures, you might consider only recording the lecture portion and allowing questions and discussion to happen outside of a recording.

1. To record a Meet, click the three dots in the lower right-hand corner of the and select “Record meeting.”

2. While recording is underway, you will see a red “REC” icon in the top left-hand corner of the screen.
3. To stop a recording, click the three dots and select “Stop recording.”

Regardless of who in the Meet begins recording, the recording will be saved to the Meeting Organizer's Google Drive (the person who initially created the link for the meeting).

From Google's Help Article:
When you record a video meeting:
- Recordings include the active speaker and anything that's presented. Other windows or notifications are not included. Pinning a participant won't affect who is shown in the recording.
- Recordings are saved to the organizer's Meet Recordings folder in My Drive. An email with the recording link is also sent to the meeting organizer and the person who started the recording.
- People outside of your organization, mobile app users, and people who dial in using a phone get notified when the recording starts or stops, but cannot control the recording.
- If a participant turns on live captions during recording, the captions won't be recorded and don't appear when you play the recording.
Sharing a Recorded Meet with your Students

Meets are saved to the Meeting Organizer’s Google Drive in a folder labeled “Meet Recordings.”

1. To access your Google Drive, go to drive.pugetsound.edu and log in with your @pugetsound.edu credentials.

   ![Google Drive Sign In](https://drive.google.com/)

   Alternatively, you can go to drive.google.com and log in with your full Puget Sound email (e.g. username@pugetsound.edu).
2. Navigate to the folder called “Meet Recordings.” Your recordings are saved here and are named with the meeting code of the session and the date and time of the recording.

3. From there, select the recording you want to share and click the “Share” icon (or right-click on the file and select “Share”).
4. Add the name(s) or email(s) of the people with whom you want to share the recording. Give them “view only” access. Then click “Advanced.”
5. To make sure no one can download, share, or add new people, select “Prevent editors from changing access and adding new people” and “Disable options to download, print, and copy for commenters and viewers.” Then click “Save changes.”

Questions? Please contact edtech@pugetsound.edu.