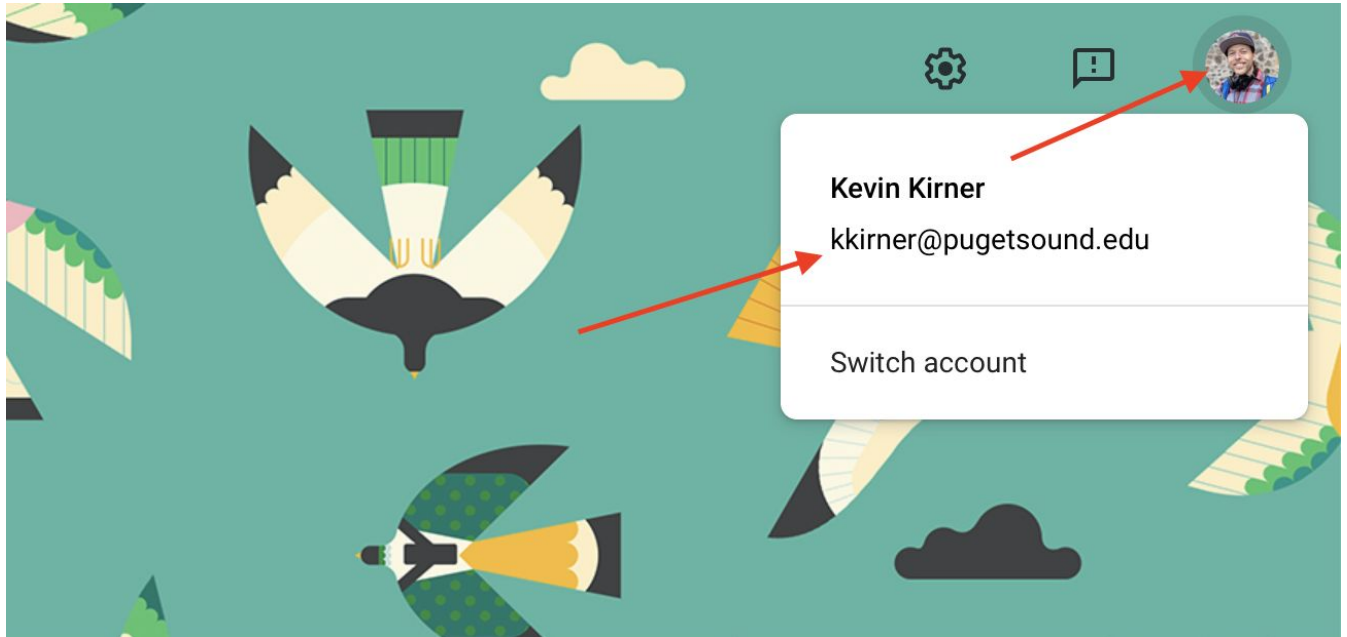
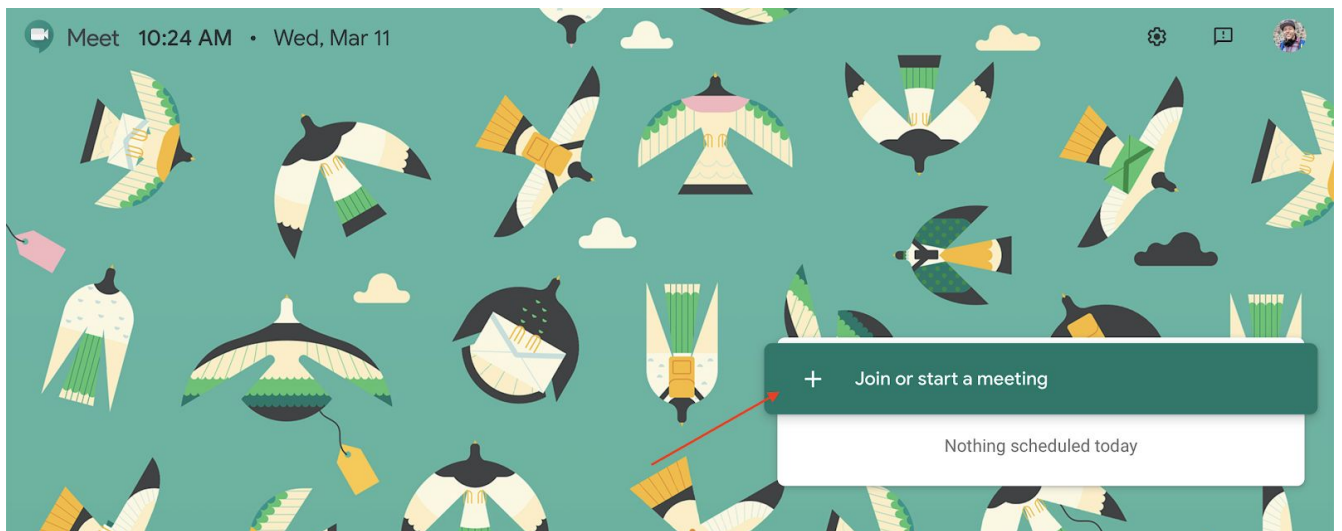


Creating a Video Conference in Google Hangouts Meet

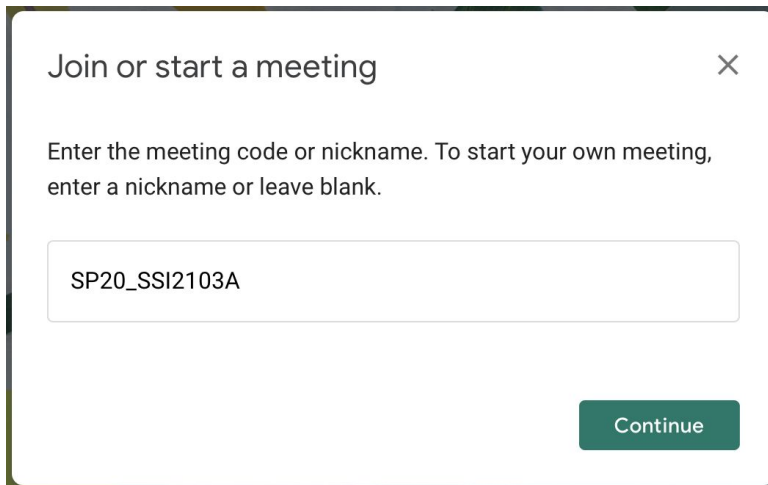
1. Open your web browser (Google Chrome works best) and navigate to <https://meet.google.com>.
2. Make sure you are logged into Google with your @pugetsound.edu credentials. Click the icon in the top right of the screen to determine. Click "Switch account" if you need to log in with your Puget Sound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



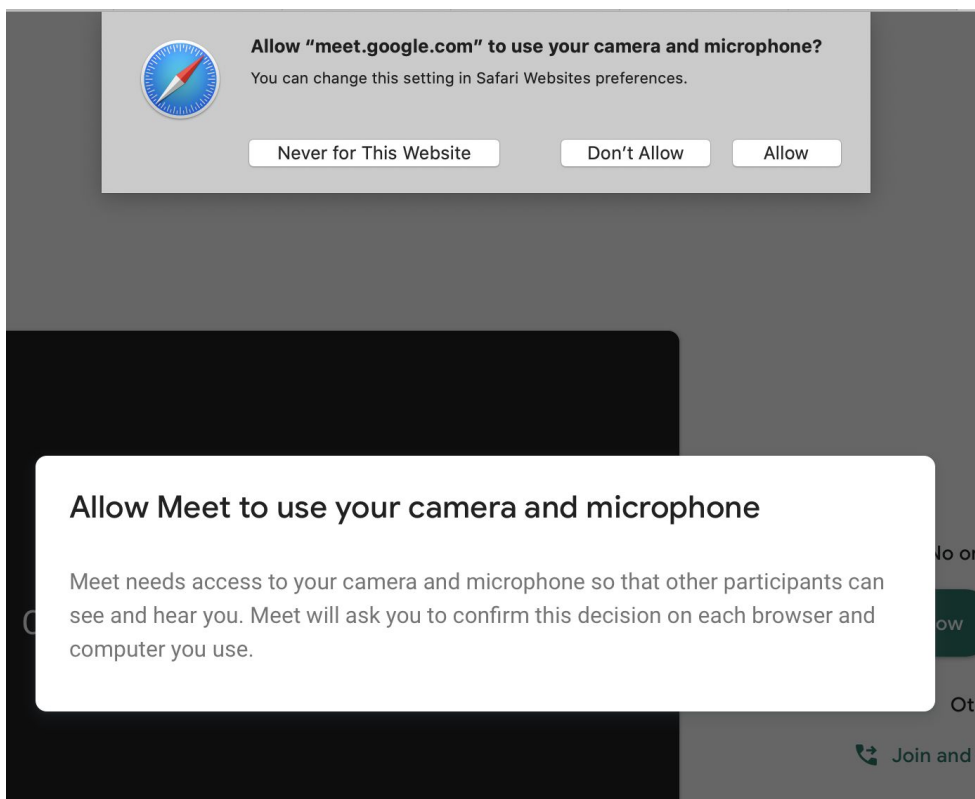
Join or start a meeting ×

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

SP20_SSI2103A

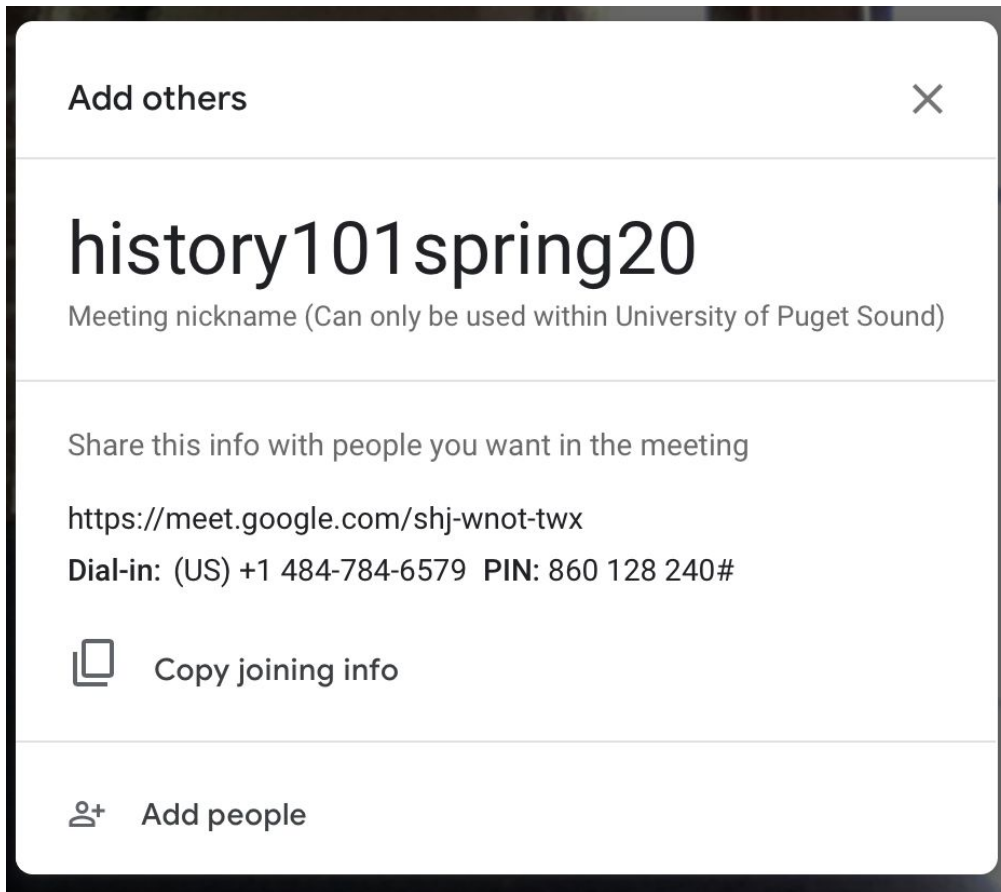
Continue

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



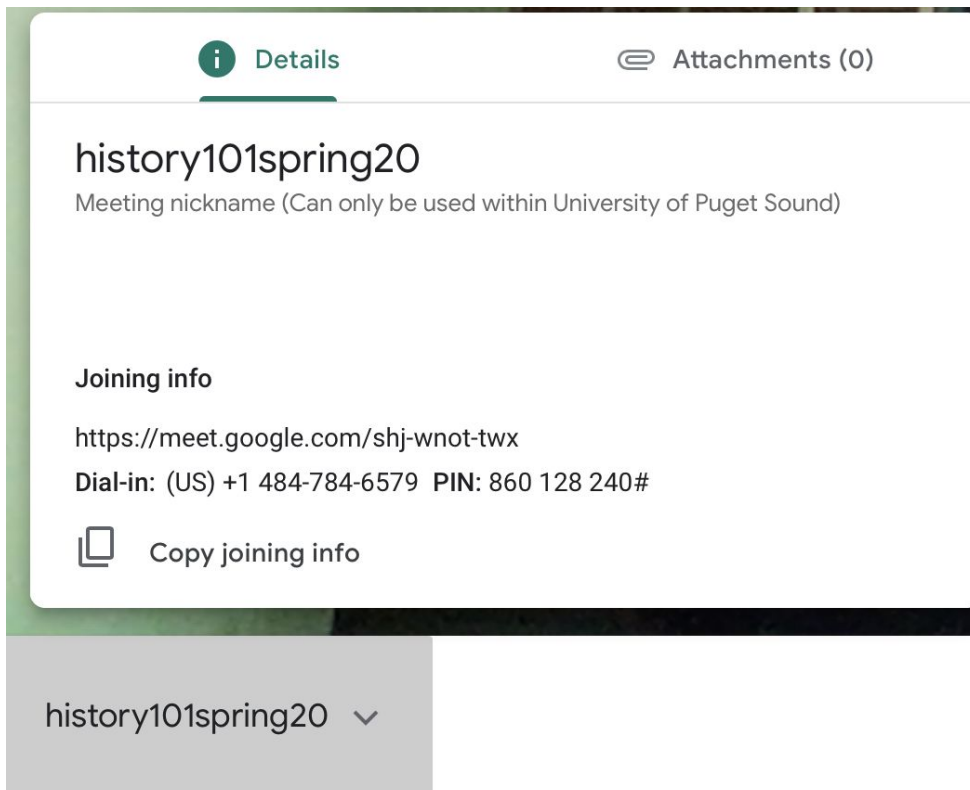
Ensure you can see yourself on screen and click “Join now.”

6. After joining, Hangouts Meet will give you options to allow others to join.



The screenshot shows a dialog box titled "Add others" with a close button (X) in the top right corner. The main heading is "history101spring20" with a subtitle "Meeting nickname (Can only be used within University of Puget Sound)". Below this, it says "Share this info with people you want in the meeting". The meeting link is "https://meet.google.com/shj-wnot-twx" and the dial-in information is "Dial-in: (US) +1 484-784-6579 PIN: 860 128 240#". There is a "Copy joining info" button with a clipboard icon. At the bottom, there is an "Add people" button with a person icon and a plus sign.

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.



The screenshot shows the "Details" panel of a Google Meet. At the top, there are tabs for "Details" (selected) and "Attachments (0)". The main heading is "history101spring20" with the subtitle "Meeting nickname (Can only be used within University of Puget Sound)". Under the heading, it says "Joining info". The meeting link is "https://meet.google.com/shj-wnot-twx" and the dial-in information is "Dial-in: (US) +1 484-784-6579 PIN: 860 128 240#". There is a "Copy joining info" button with a clipboard icon. At the bottom, there is a dropdown menu showing "history101spring20" with a downward arrow.

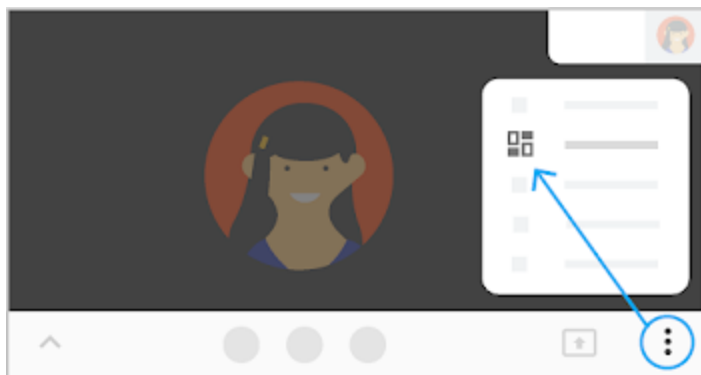
When it's time to hold class, you can join the meeting by clicking on that link and having your students click on the link as well.

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.

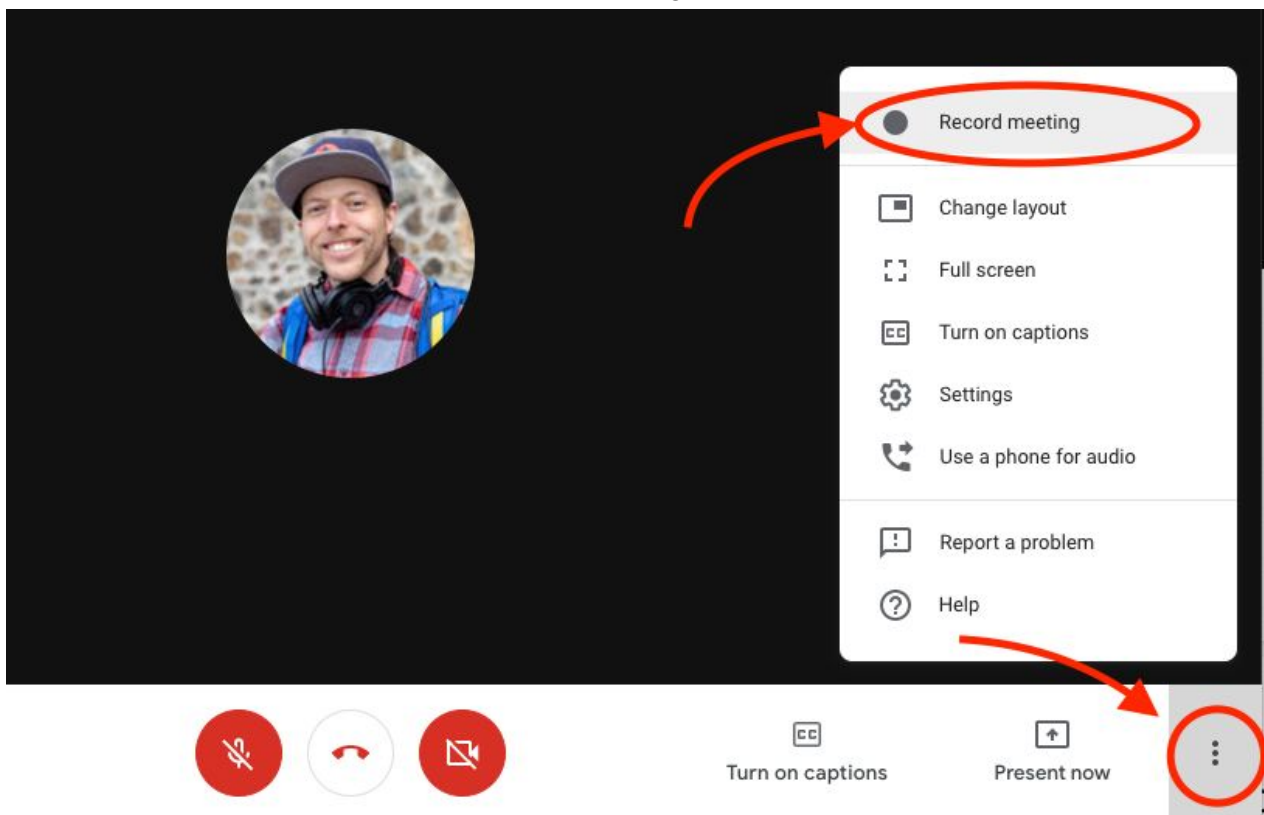
[Google's Documentation on Changing Views in a Meet](#)

Recording a Meet Session

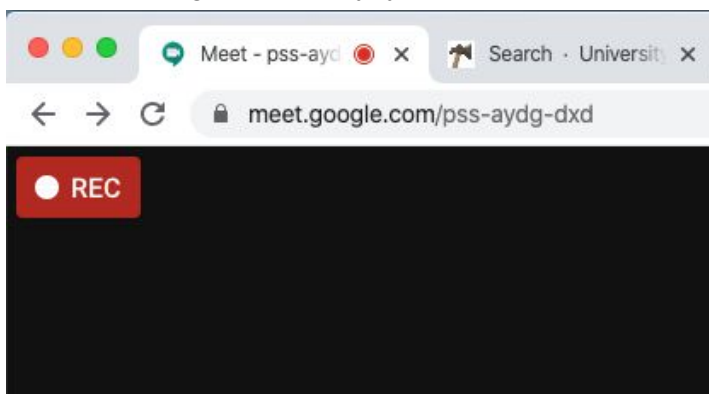
If you are the “organizer” of a Meet, you have the ability to record a Meet session. This is useful for pre-recording class content or presentations as well as for providing in-class lectures to students who were unable to attend the Meet session during a scheduled class time. Google has enabled Meet 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.

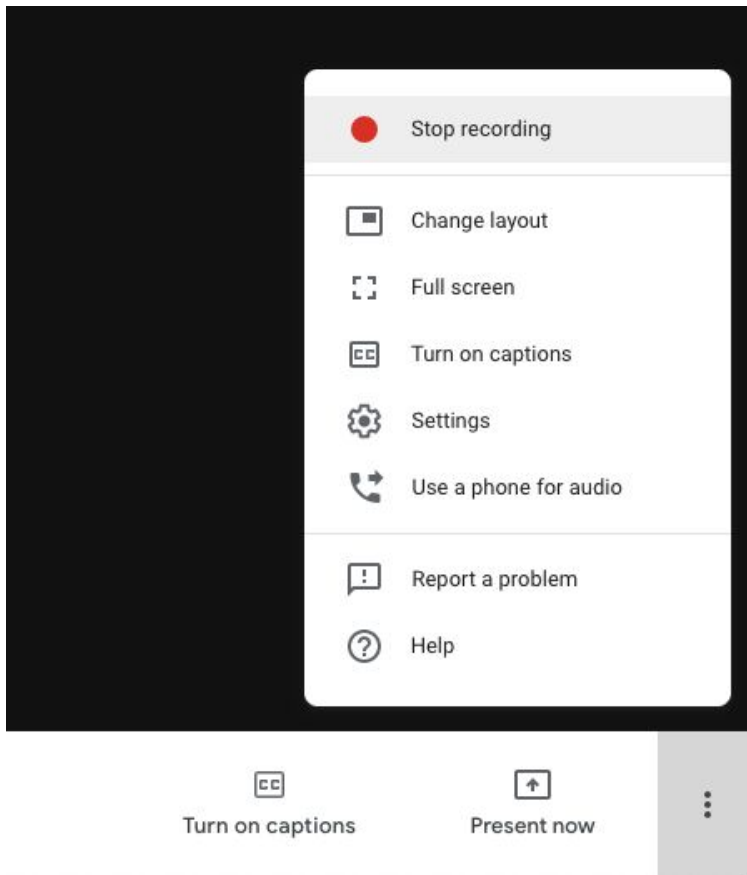
1. To record a Meet, click the three dots in the lower right-hand corner of the and select “Record meeting.”



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:](#)

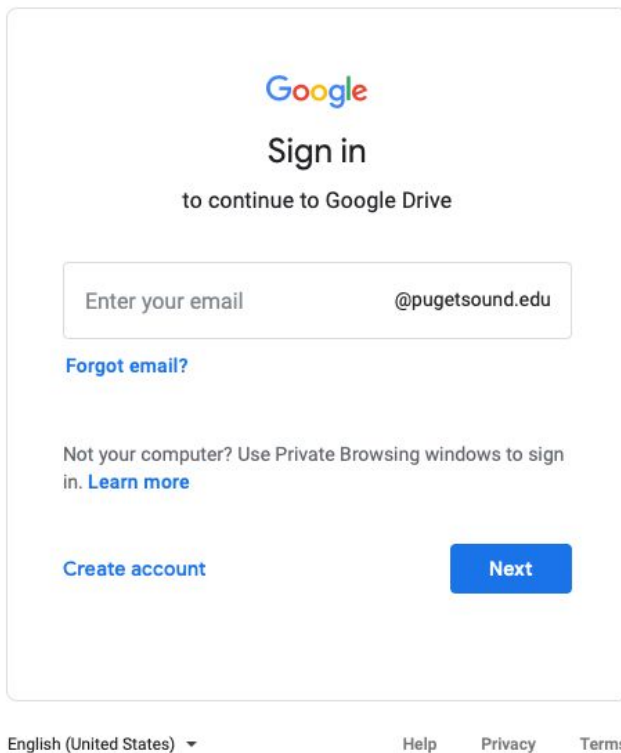
When you record a video meeting:

- 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."

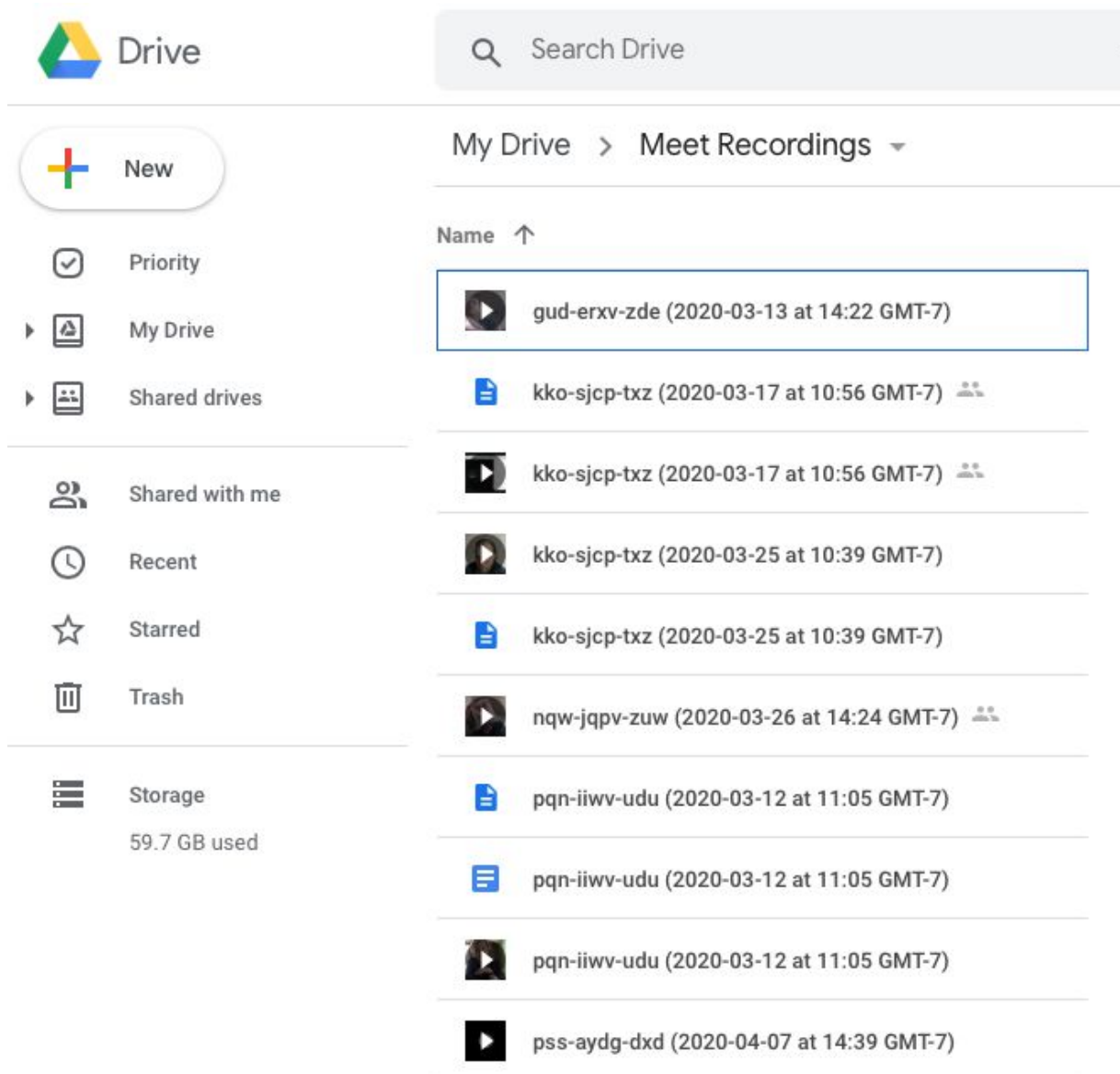
1. To access your Google Drive, go to drive.pugetsound.edu and log in with your @pugetsound.edu credentials.



The image shows a screenshot of the Google sign-in page. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text "Sign in" is centered in a large, bold, black font. Underneath "Sign in", the text "to continue to Google Drive" is centered in a smaller, black font. A text input field is positioned below this text, containing the placeholder "Enter your email" and the suffix "@pugetsound.edu". To the left of the input field, the text "Forgot email?" is displayed in a blue, underlined font. Below the input field, the text "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)" is displayed in a smaller, black font. At the bottom left of the sign-in area, the text "Create account" is displayed in a blue, underlined font. At the bottom right, there is a blue button with the text "Next" in white. At the very bottom of the page, there is a footer with the text "English (United States) ▾" on the left, and "Help", "Privacy", and "Terms" on the right.

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.



Drive

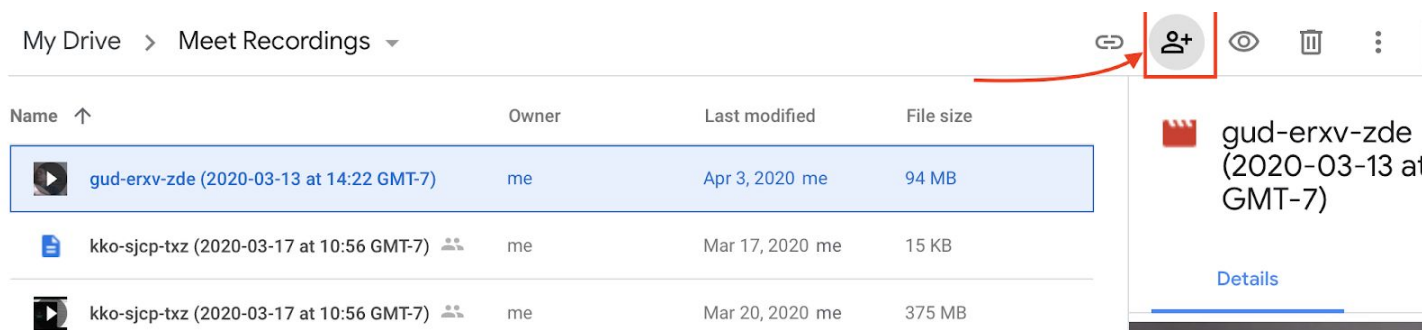
Search Drive

My Drive > Meet Recordings

Name ↑

- gud-erxv-zde (2020-03-13 at 14:22 GMT-7)
- kko-sjcp-txz (2020-03-17 at 10:56 GMT-7)
- kko-sjcp-txz (2020-03-17 at 10:56 GMT-7)
- kko-sjcp-txz (2020-03-25 at 10:39 GMT-7)
- kko-sjcp-txz (2020-03-25 at 10:39 GMT-7)
- nqw-jqpv-zuw (2020-03-26 at 14:24 GMT-7)
- pqn-iiwv-udu (2020-03-12 at 11:05 GMT-7)
- pqn-iiwv-udu (2020-03-12 at 11:05 GMT-7)
- pqn-iiwv-udu (2020-03-12 at 11:05 GMT-7)
- pss-aydg-dxd (2020-04-07 at 14:39 GMT-7)

3. From there, select the recording you want to share and click the "Share" icon (or right-click on the file and select "Share").



My Drive > Meet Recordings

Name ↑	Owner	Last modified	File size
gud-erxv-zde (2020-03-13 at 14:22 GMT-7)	me	Apr 3, 2020 me	94 MB
kko-sjcp-txz (2020-03-17 at 10:56 GMT-7)	me	Mar 17, 2020 me	15 KB
kko-sjcp-txz (2020-03-17 at 10:56 GMT-7)	me	Mar 20, 2020 me	375 MB

Share icon (person with plus sign) highlighted with a red box and arrow.

gud-erxv-zde (2020-03-13 at 14:22 GMT-7)

Details

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.”

The screenshot displays the 'Share with others' interface. At the top left is the title 'Share with others' and at the top right is the 'Get shareable link' button with a link icon. Below the title is the 'People' section, which includes a search bar containing 'Margot Casson' and an 'Add more people...' button. To the right of the search bar is a dropdown menu icon, circled in red. A red arrow points to the 'Can view' option in the dropdown menu, which is selected with a checkmark. Below the search bar is a text area labeled 'Add a note'. At the bottom of the 'People' section is a yellow banner with the text 'Viewers of this file can see comments and suggestions. [Learn more](#)' and a 'Notify people' checkbox which is checked. At the bottom of the dialog are three buttons: 'Send' (blue), 'Cancel' (grey), and 'Advanced' (grey), with the 'Advanced' button circled in red.

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.”

Sharing settings

Link to share (only accessible by collaborators)

<https://drive.google.com/file/d/1vErIE5-iYc6NYUPEAljjmynn6LY6b1J/view?usp=sharin>

Who has access

Private - Only you can access [Change...](#)

Kevin Kirner (you)
kkimer@pugetsound.edu Is owner

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Viewers of this file can see comments and suggestions. [Learn more](#)

You have made changes that you need to save.

[Save changes](#) [Cancel](#)

Questions? Please contact edtech@pugetsound.edu.