

# Adding Hangouts and Hangouts Meet video chats to your Google Classroom.

## Adding resources to Google Classroom

Google classroom is the place to host all your classwork and documents. Google Classroom is the front page for your drive and allows you to share things that are in your drive to others who are enrolled in the class.

Classroom allows you to send out document and work to be done via [Assignments](#)

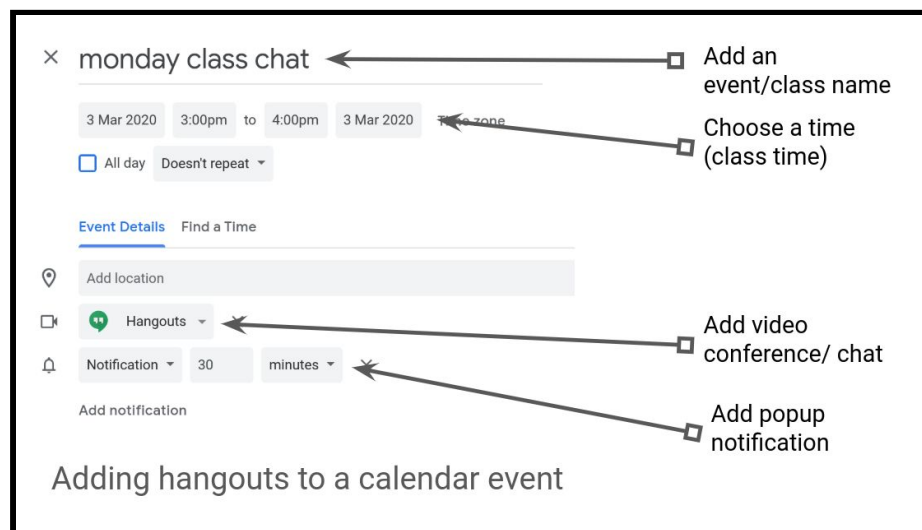
Classroom has different options for types of task to set [Questions](#), Docs, Sheets, Quizzes and anything that can be hyperlinked (eg A Hangout or Meet)

## Adding video chats to a class

If you cannot be in the same classroom as the members of your class then hangouts or hangouts meet can be used to connect with them.

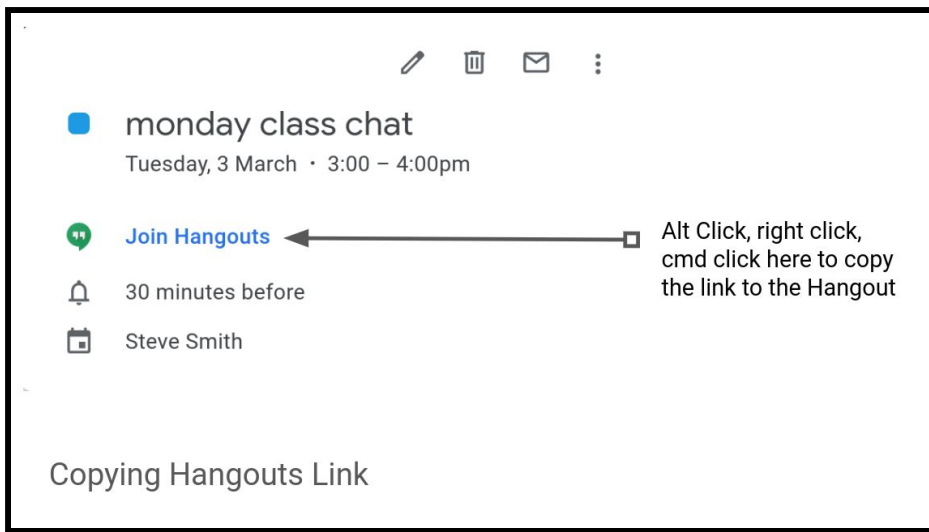
Step One - open your calendar and [add a new event](#) on the date you wish the chat to occur.

Fill in the date and time then [click add conferencing](#). This will create a hangout or meet that you can share with your group.



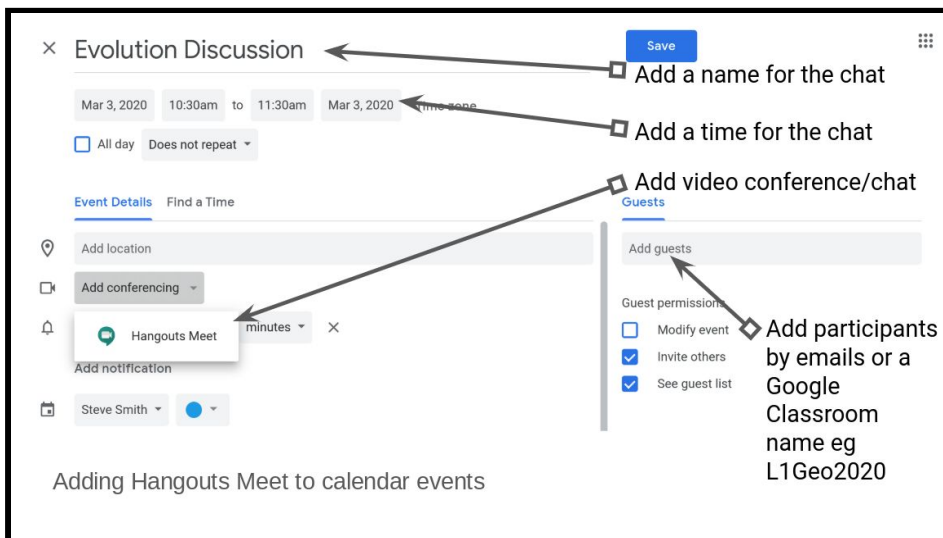
The image shows a screenshot of the Google Calendar 'Add Event' form. The form is titled 'monday class chat'. The date is set to '3 Mar 2020' and the time is '3:00pm to 4:00pm'. The event is set to 'All day' and 'Doesn't repeat'. The 'Event Details' section is expanded, showing 'Add location', 'Add video conference/ chat' (set to 'Hangouts'), and 'Add popup notification' (set to '30 minutes'). Annotations with arrows point to these fields: 'Add an event/class name' points to the title, 'Choose a time (class time)' points to the date and time, 'Add video conference/ chat' points to the 'Hangouts' dropdown, and 'Add popup notification' points to the '30 minutes' dropdown. The text 'Adding hangouts to a calendar event' is at the bottom of the form.

If you are using Hangouts you can right click or ctrl click to copy the link to the hangout

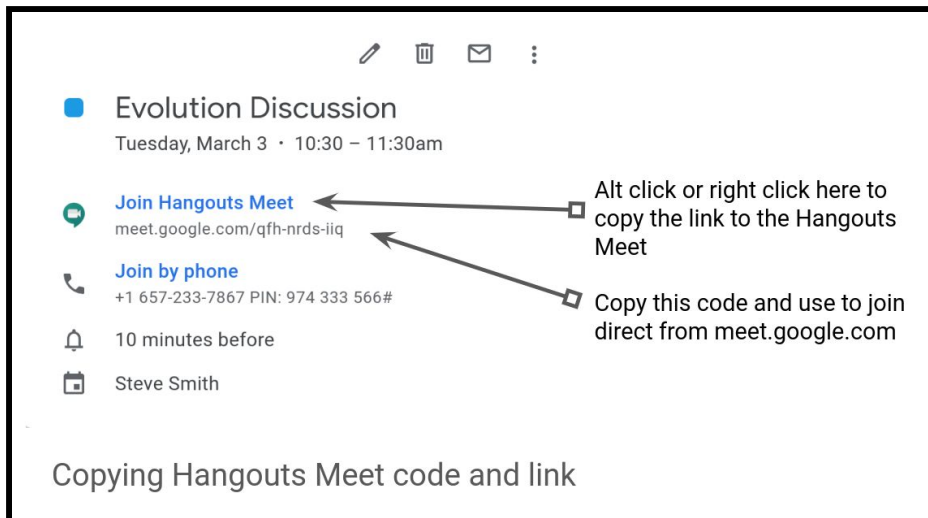


Choose to 'Copy link address" and post this to your classroom as a 'Material' post . The Students can then click on the link at an agreed time (posted on your classroom or shared via the class calendar) to open the hangout chat.

You can also add Hangouts Meet to a calendar event. Start a new event, choose the date and time and then choose add conferencing.



You can now copy the Hangouts Meet link or join code from the calendar entry

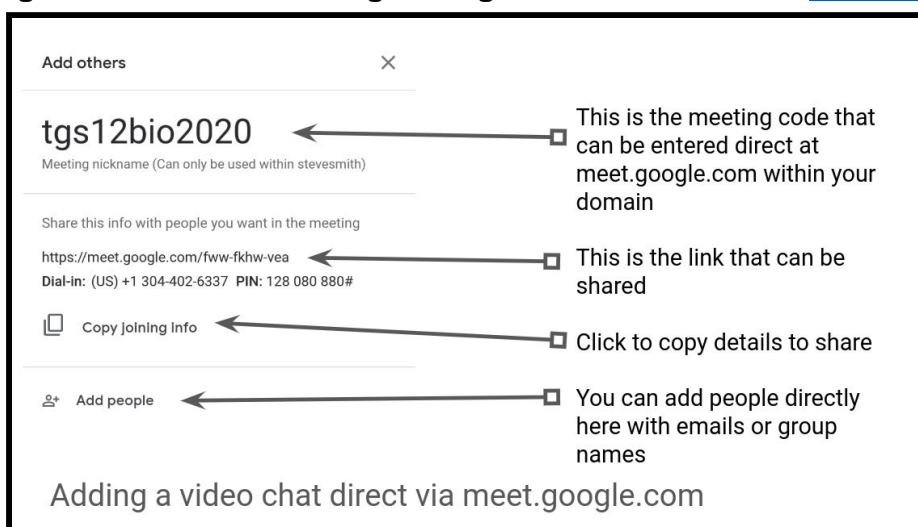


This link can be sent via email or added to a Google Classroom post to allow students to join the Hangouts Meet.

If you add a calendar event and choose your class calendar to add it to, the event with hangout will appear in the student's calendar too.

If you are using Hangouts Meet then you can go to [meet.google.com](https://meet.google.com) and click on join/start a meeting. Add a Hangouts meet name for your class eg 'tgs12bio2020'.

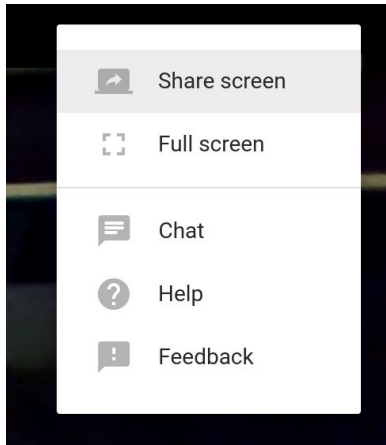
This join code or link can be given to students (via classroom or email) to allow them to join the chat at an agreed time and the meeting will begin. Instructions for this [can be seen here](#).



The Meeting ID (as shown above) can be entered direct at [meet.google.com](https://meet.google.com) as well, ie for this one it is *fww fkhw vea*. So go to [meet.google.com](https://meet.google.com) then at the welcome screen add this code to join

# Sharing your Screen

Once you are in a Hangout or Meet you can choose to share your screen so the other people in the call can see what you have on your screen.



In hangouts click the three dots at the top left and then choose share screen

When you are finished choose stop sharing to return to the call



Present now

In Meet click 'present now' in the bottom right of the screen

When you are finished choose stop sharing to return to the call

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Slides of the above info [can be seen here](#)

A Google Site of [Help videos can be found here](#)