



# Google Hangouts Video Conferencing

## At a Glance...

- Free video conferencing service permitting you to "video chat" with others
- Other users without a camera/mic can join and chat via text
- Brings the world into the classroom interactively

## Access It At...

hangouts.google.com or via mobile device app

## Required Knowledge...

- Basic MS Windows / PC operation
- Helpful: Previous Google Apps experience

## Username / Password

- WCPSS Google Login...  
Username: WCPSS email name (ex. jsmith1)  
Password: WCPSS email password

## WATCH OUT!



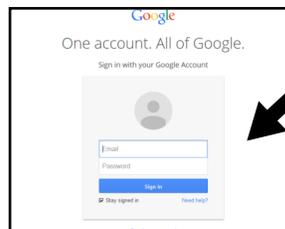
For best results on a computer, use the Google Chrome browser to access this service. Results may vary using FireFox or Internet Explorer.

Be sure students appearing on camera have permission enabled on their privacy/photo/name release form in PowerSchool. A list is available on the Shared drive under S:\GROUPS\STAFF\PowerSchool Student Information.

To begin with, let's get logged into Google. Navigate your web browser to **http://hangouts.google.com**.



Click "Sign In."



Enter your full WCPSS email address (ex. jsmith1@wcpss.net)  
No need to enter password yet.

Note: if you're already signed in to WakeID portal, you won't have to sign in again.

You'll be forwarded to the WCPSS WakeID login entry.

Choose your role, enter your username (your WakeID) and your WakeID password and click "Log In."

**WAKE COUNTY PUBLIC SCHOOL SYSTEM**

Enter your WakeID credentials to Log In

Select User Type

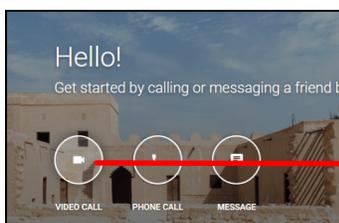
Your WakeID

Your WakeID Password

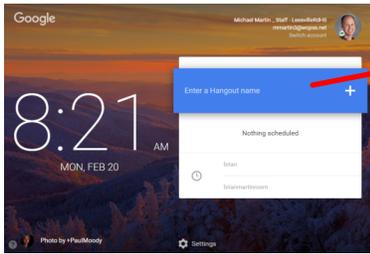
**Log In**

[Claim My Account](#)

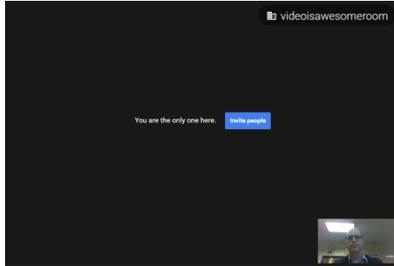
Students do not need to claim their WakeID account. WCPSS Staff must claim their WakeID account prior to their first login.



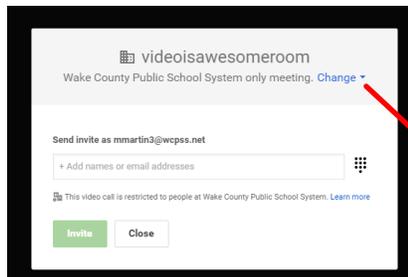
Let's start a video chat "room." Click the large "Video Call" button.



Enter a room name. For our example, we'll call our room "Video is Awesome Room."



We are the only ones in our room! To invite others to join the room, click "Invite people."



Enter the email address(es) of people you would like to invite to join you. This sends an email with a link to join the room. Note those users must have a Google account to be able to join the "Hangout."

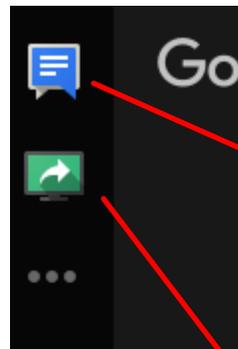
By default, Hangouts are setup to be only accessible by other users in the WCPSS system. You can change that to allow anyone in using the dropdown.



Invite Others  
Mute mic  
Camera on/off  
Settings

Note there are control buttons up at the top.

You can invite more people, mute the microphone, turn off/on the camera, or change settings using these buttons.



On the left, you'll see a couple of other tools.

Pops open a text chat window. This can allow interactions with others who may not have a device with a mic/camera.

This button permits you to "screen share" what's on your computer. Can be useful to display a document or web page to everyone in your Hangout.

For more information about using Google Hangouts in the classroom, visit:  
<http://bit.ly/1pUeJo>

Skype is another video conferencing service. Skype In Education can help put you in touch with guest speakers and other classes around the globe that may want to interact with you. Learn more at: <http://bit.ly/2ck6fgE>