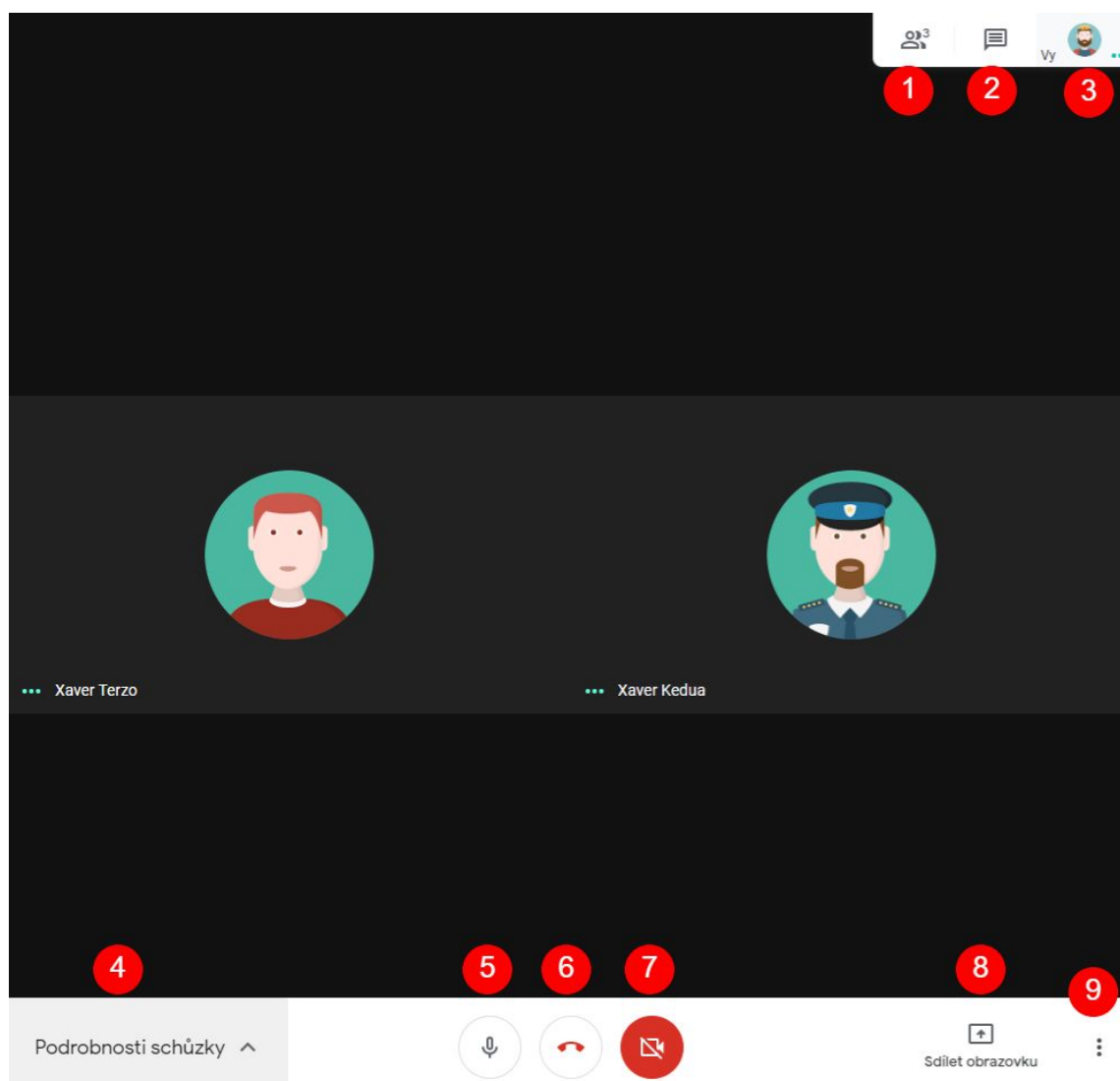# Google Hangouts Meet

Guidelines for online class at CZU FEM with the help of Google Hangouts Meet (G Suite for education)


Guide for using Hangout Meet for educators

When you start a video call or join a video call, you see the main Hangouts Meet screen. On the screen you can see either the transmission from the camera (own or other participants), or just a preview of the user's personal profiles (if they have the camera off).

**Description of the basic screen controls for Hangouts Meet**

Controls on the top right:

1. will open a list of the connected video call participants
2. will open a text chat toolbar
3. will open your personal profile or a preview from your camera
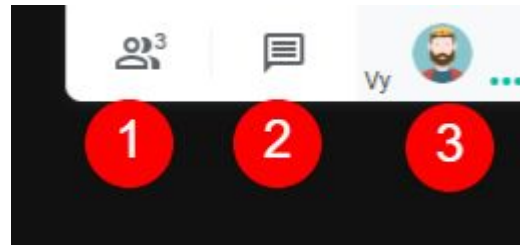
Controls on the bottom left:

4. meeting details (Podrobnosti schůzky) – for example, connection information about your connection, and contains a code for other users to join
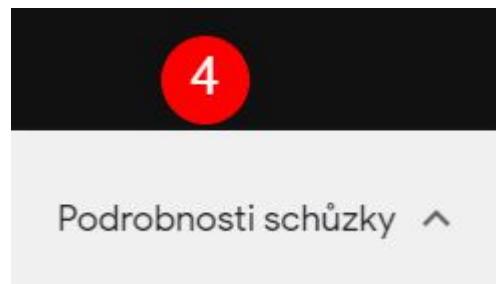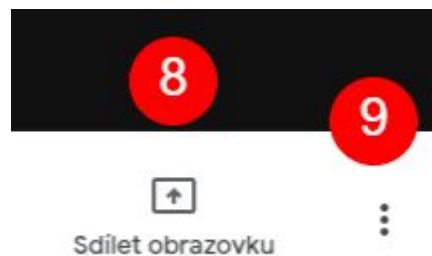
Controls on the bottom middle:

5. on/off button for your microphone
6. this button ends your session allowing you to leave the call
7. this button turns your camera on/off

Controls on the bottom right:

8. this button will allow you to screenshare your screen to other users
9. More options and functions (meeting recording, layout change, settings, etc.)

Adding users to the videocall

If the right-hand "Lidé" bar of the Meet screen is on, a list of connected video call participants is displayed.

Next to the name of the participants a preview of their profile is shown. It can either show their picture, a default picture set by google, or a letter depending on their name (T=Thomas etc.).

For each participant it is possible to expand another menu with the possibility to pin the participant to the main screen, to turn on / off the sound of their speaker, or if needed you can remove the participant from the videocall.

Some features are only allowed for some users, such as the Meet Founder or G Suite account participant only.

Tip: If audio feedback or background noise occurs during a video call, you can mute other people's microphones.
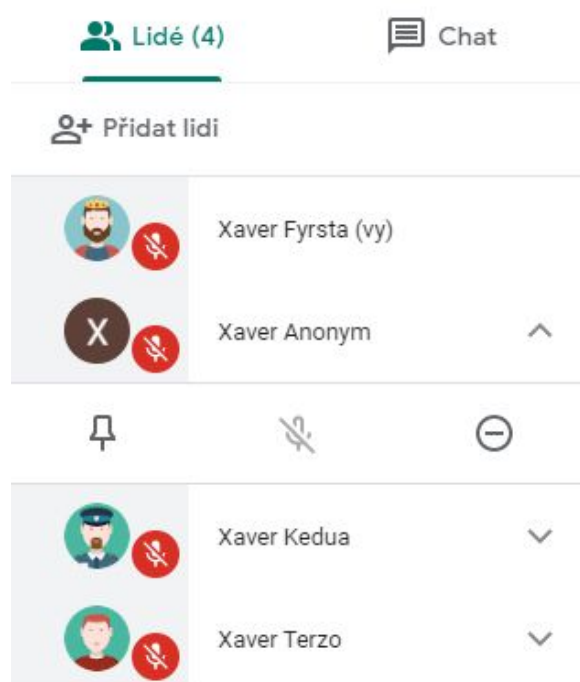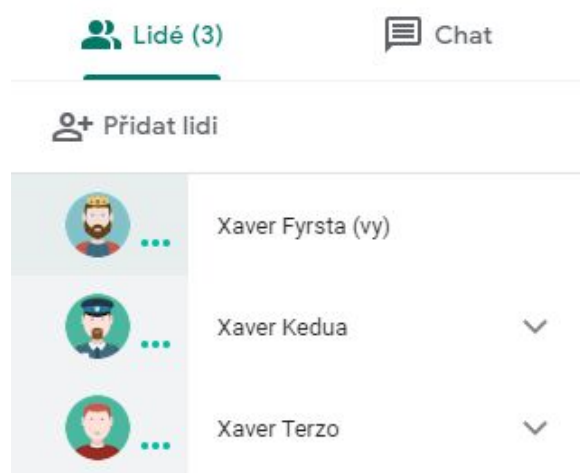
Chat (text communication) between participants of the videocall

When the right "Chat" bar of the Meet screen is on, text messages of the connected video call participants are displayed.

Enter a text message in the box at the bottom of the chat and click the "Poslat zprávu" icon.
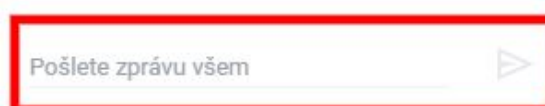
At any time during an online meeting, you can send messages to other guests during a video call from your computer or mobile device.

Your messages will be seen by all participants of the call.

You can see text messages only when you are in a meeting. Messages sent before joining are not displayed and all messages disappear when leaving the meeting.

If you don't have the message bar turned on when someone sends you a message, you'll see an unread message icon above the chat icon.

Tip: Share links to other Google online resources such as Google Docs or Spreadsheet, etc.

Lidé (4)   Chat

Xaver Terzo 14:05
https://docs.google.com/document/d/156TD_
fArMdnoHneUhwm9k9iWXg0ug4lQ35PuguqfW
PY/edit?usp=sharing

Tip: Students can send questions via chat during a video call during the presentation without interrupting the teacher. When all or part of the presentation has finished, answer all the questions.

Video call details and connection information

Expand the menu at the bottom left of the Meet Home screen to see the "Podrobnosti" and "Přílohy" tabs.

The "Podrobnosti" tab contains connection information - an address with a link to an ongoing video call.

The "Příloha" tab displays attachments from your Google calendar (if the meeting was scheduled via the calendar ahead of time)

Click "Kopírovat informace pro připojeníů to copy the text with the link to the meeting.

Paste the meeting details into an email, chat, or other application and send them to the invited user.
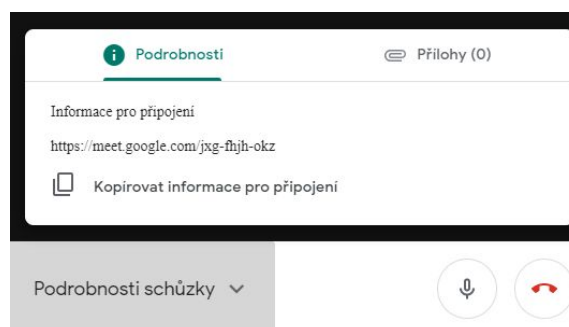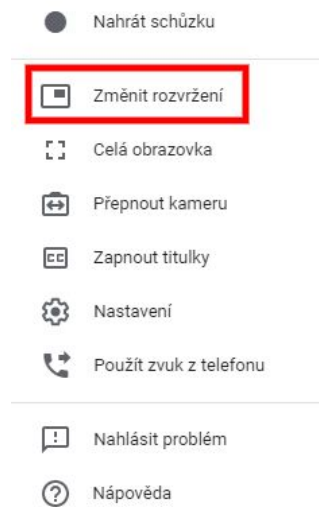

"Pokud se chcete připojit k videohovoru, klikněte na tento odkaz:..."
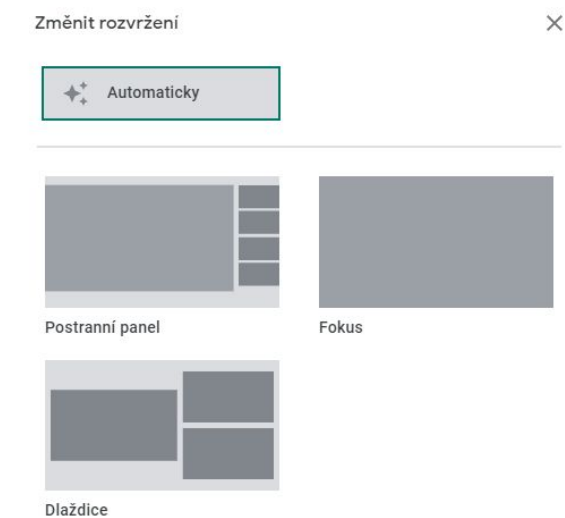
Screen layout settings

To change the videocall screen layout of Meet you must do it in the bottom right menu (three vertical dots).
By default, it is set to change the layout automatically, this setting shows the most active content and participants. You can switch to a different layout if you want.

Layout options:
- Automatically – Will choose the layout for you.
- Tile - Displays up to 4 participants in the same size when no presentation is available. If there is a presentation, the window fills up to three participants in the bar on the right.
- Focus - Presentation, active participant, or pinned participant fills the entire window.
- Sidebar - You can see an active participant or a presentation with other participants in the bar on the right.
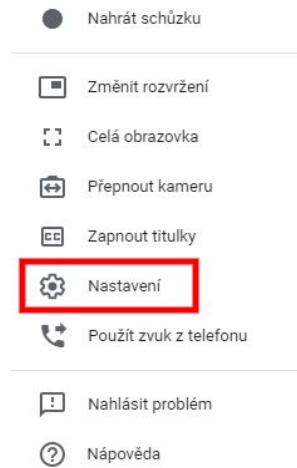
Tip: Click a participant's image (or pin icon) to pin it permanently to the screen. This temporarily changes the Meet screen layout.
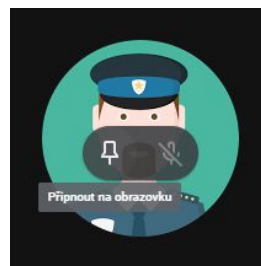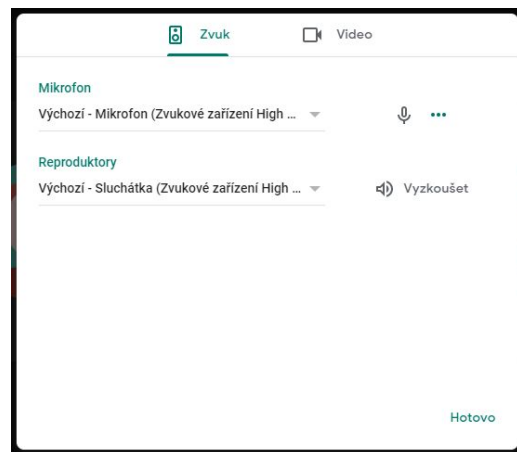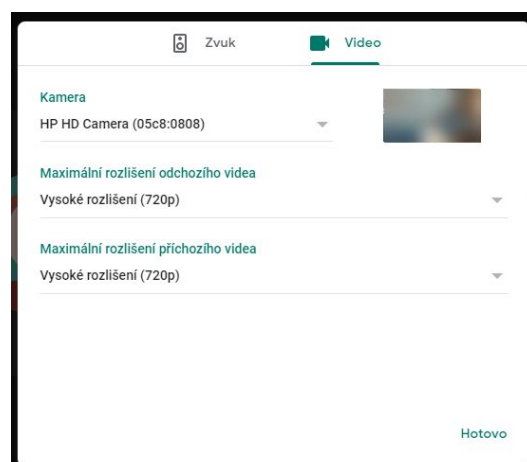
Camera and microphone settings

You can change the camera and microphone settings of an ongoing Meet video call in the menu at the bottom right (three vertical dots).

●	Nahrát schůzku
▣	Změnit rozvržení
[ ]	Celá obrazovka
⟷	Přepnout kameru
CC	Zapnout titulky
⚙	**Nastavení**
↪	Použít zvuk z telefonu
!	Nahlásit problém
?	Nápověda

In the "Zvuk" tab, you can set the microphone and speakers.

Zvuk **Video**

Mikrofon
Výchozí - Mikrofon (Zvukové zařízení High ...) 🎤 •••

Reproduktory
Výchozí - Sluchátka (Zvukové zařízení High ...) 🔊 Vyzkoušet

Hotovo

In the "Video" tab you can set the camera and video resolution.

Zvuk **Video**

Kamera
HP HD Camera (05c8:0808)

Maximální rozlišení odchozího videa
Vysoké rozlišení (720p)

Maximální rozlišení příchozího videa
Vysoké rozlišení (720p)

Hotovo

## Slideshow - Share your screen during a video call

During a video call, you can present a full screen or a specific window and share tutorials, documents, presentations, spreadsheets, and more.

Turn on sharing at the bottom right of the Meet Home screen ("Sdílet obrazovku").

Note: Screen sharing only works on a computer. Screensharing from Android/iPhone mobile devices are currently not supported.
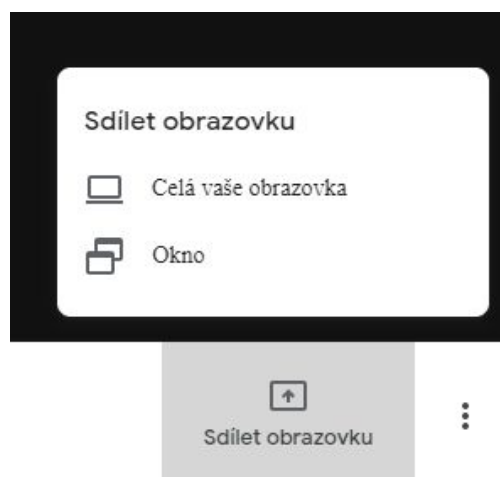
Select either fullscreen screen sharing, or if you have more than one monitor connected, select one of them.
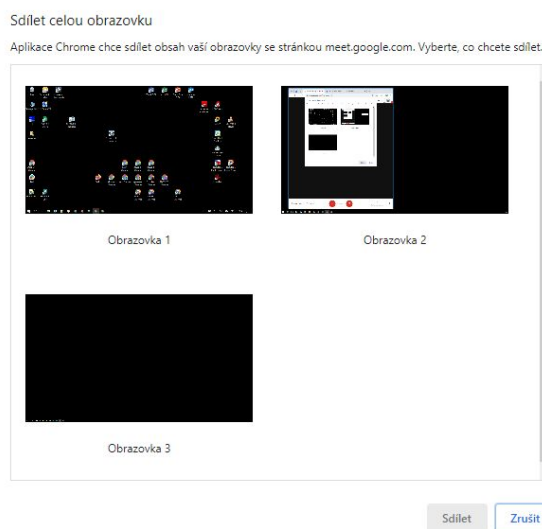
Or select one of the application windows offered (each running application in the operating system usually has one window).
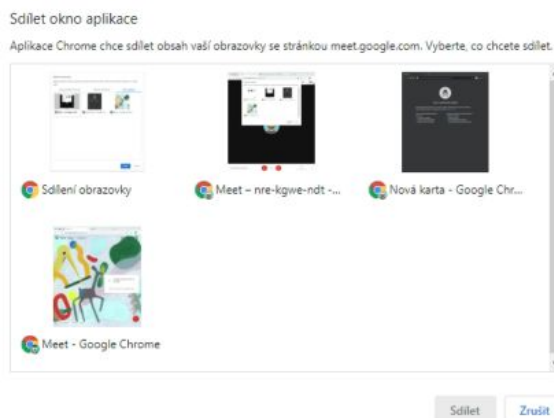
While you are sharing your screen, the "Máte slovo" warning appears on the Meet's main screen. The notification displayed depends on the screen layout you selected.


The "Máte slovo" button is displayed along with the "Přenechat slovo ostatním" warning. Use this button to stop screen sharing.

Other participants during your presentation will see the warning that you have the word. ("... má slovo").

During the presentation, other video call participants can join sharing their screen

You can also join a video call only with your presentation, without using a camera, microphone, or chat.

When you join a presentation, only your computer's window or application appears in the video call. No audio or video will be sent or received.
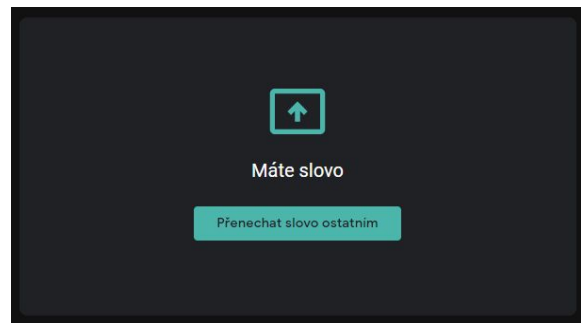
How to display your own presentation within Meet

When sharing your screen during a presentation on Meet. By default, you do not see your own screen presentation.

Once you start sharing screens "Máte slovo" and a button for ending the screenshare("Přenechat slovo ostatním").

At the same time at the top right by your profile a small window will show up with the ongoing presentation. It will say "Prezentace (Vy)" and a symbol with a muted speaker.
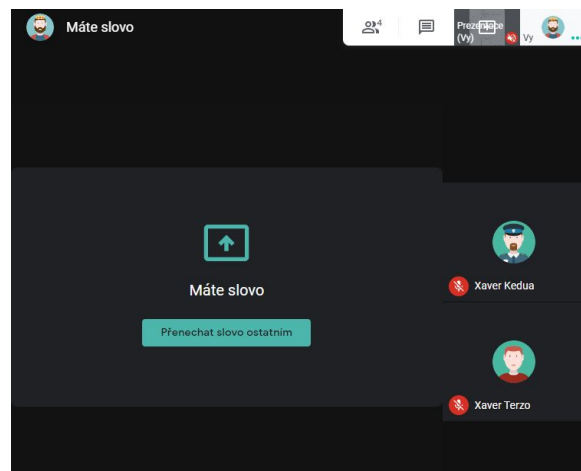


Explanation of how principle Meet presentations work

By staring to share the screen, Meet will split into two roles. First, I remain in the role of a speaker, and then I add the role of presenter of my share screen or window.

From the perspective of other meeting participants, I act as a person - a participant, and then as a person - presenter, that is as a shared screen or window.
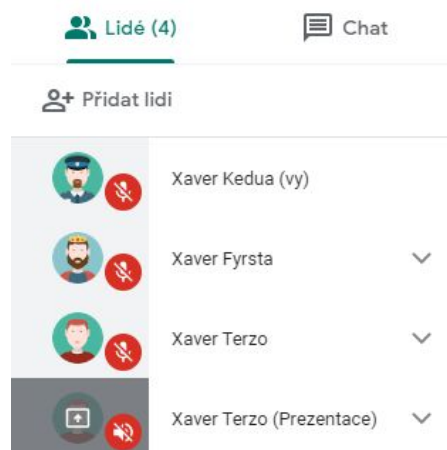
Back to the problem – I don't see my own presentation.

If you wish to see your own presentation in the window during the meeting – the one you are currently sharing, then click up to the right on the small preview window with the presentation showing.
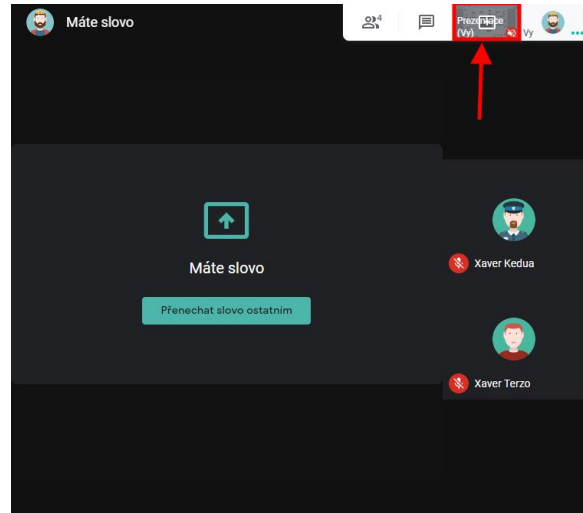
In the main window for Meet you will see your own presentation.

In the upper right preview window, a pin symbol will show, this means that you have your screen viewing set to the presentation.
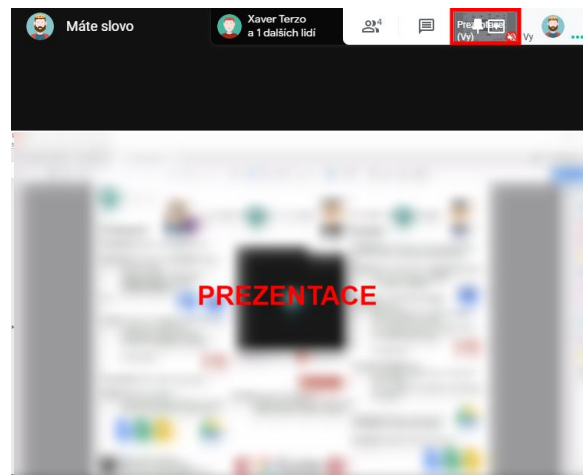
The pin symbol will also show by moving your mouse across the Meet window. By clicking this symbol your presentation will stop showing on your screen.