



# Google Hangouts Meet

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

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## How to upload and share Hangouts Meet videocalls (for educators)

● NAHRÁVÁNÍ

Meet video call organizers who create an online meeting from a G Suite account can record a video call recording. These records can then be shared with other users, who can then watch the video call at any time. Recordings will include the main window of the Meet video call, including active participant inputs and shared windows.

Recordings are saved to Google Video Educator Drive and the link is added to your Google Calendar event. The creator of the online meeting will then also receive a notification email with a link to the upload.

Students or other participants in the video call who are not connected to the G Suite account will be notified when they start or stop recording but cannot control the recording. Other participants in the G Suite account video connection can stop recording and start recording. When another participant starts recording, the recording is always stored on the organizer - founder of the video call, and the participant has shared the recording from the organizer.

*Note: The video call recording feature is only available for the computer version. Mobile app users receive notifications when they start or stop recording but cannot control the recording.*

**TIP:** Record your video tutorial and make it available to other students who were unable to attend live online meetings.

## What can I do next with my video call recording?

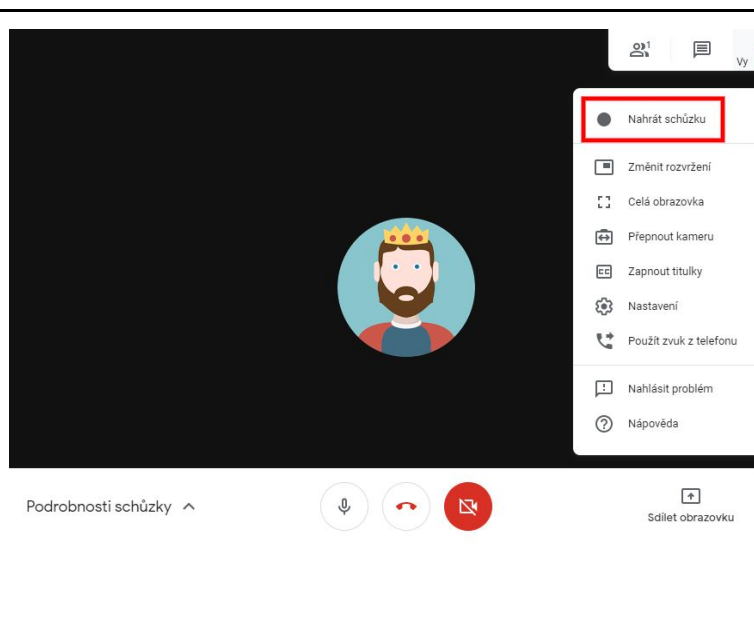
After the recording of the videocall saves to the Google disk folder, you can share the recording with other students or other users with these steps:



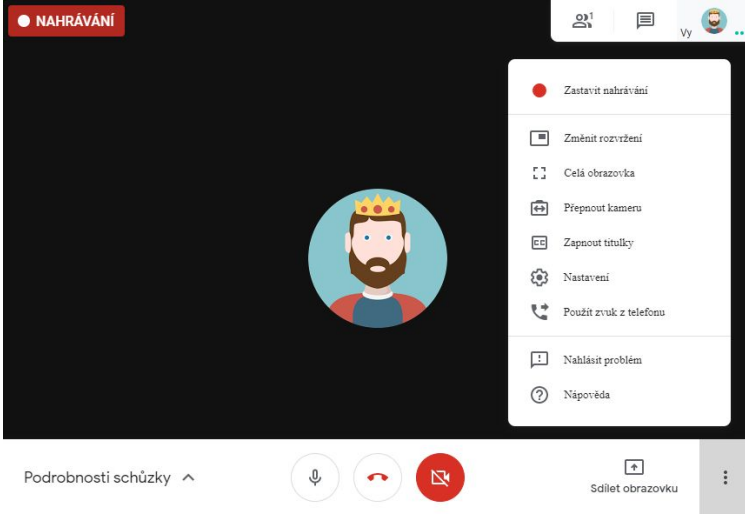
1. A link of a recording of the videocall you can share through Google Disk
  - the best way to share recordings to other users
  - Google users do not have to download the file, this way they can save space on their hard drive. (warning: longer video recordings may use more data to load and problems may arise while saving to the drive)
  - a link of a recording can be easily shared and published
  - A more detailed description of sharing is provided later in this manual ("Other Meet recording operations.")
2. Download the video call recording and place it in the video library.
  - in this case contact the video library manager Ing. Martina Sloupa - tel.: +420 224 382 912, e-mail: [mssloup@pef.czu.cz](mailto:mssloup@pef.czu.cz)
3. Upload the videocall file to LMS Moodle (<https://moodle.czu.cz/>)

## Start and stop recording a Meet videocall

Open Hangouts Meet and start a videocall or join one.

In an ongoing video call, select "Další možnosti" at the bottom right and click "Nahrát schůzku"



<p>Accept the request to upload the meeting (all meeting participants must agree) - Přijmout.</p> <p>Wait for the recording to start.</p>	
<p>The status of the recording in progress appears at the top left of the screen.</p> <p>Other participants are notified when recording starts or stops.</p>	
<p>To stop recording, click "Zastavit nahrávání" and click confirm.</p> <p>Recording stops automatically when all participants leave the meeting.</p>	

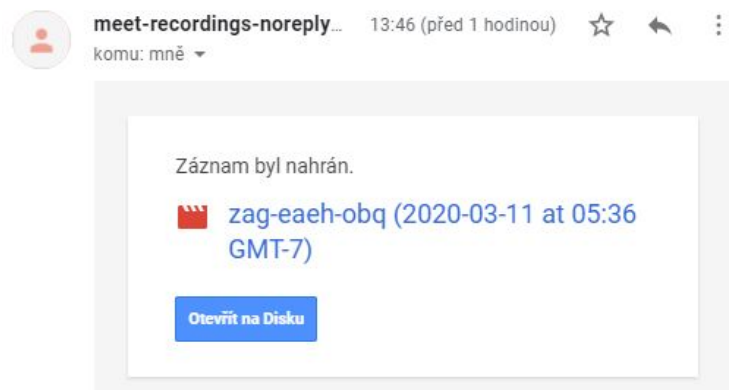
Wait 10 minutes or more for the uploaded file to be generated and saved to Google Drive in the Můj disk / Meet Recordings folder.

The recording name includes the recording code, and the recording time.



Název ↑	Vlastník
zag-eaeh-obq (2020-03-11 at 05:36 GMT-7)	já
zag-eaeh-obq (2020-03-11 at 06:32 GMT-7)	já
zag-eaeh-obq (2020-03-11 at 06:35 GMT-7)	já
zag-eaeh-obq (2020-03-11 at 06:38 GMT-7) 👤	já

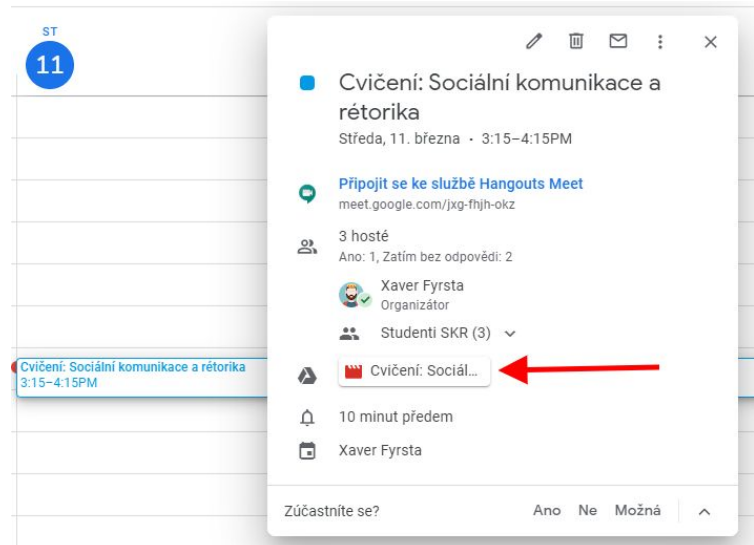
The person who organized the event, and started the recording is sent an email notification with link to the file recording.



The video call recording will automatically appear in your Google Calendar.

Video call recording is automatically associated with the online meeting calendar event when recording starts and stops during the scheduled meeting time.

Calendar invitees, who are in the same domain as the meeting organizer automatically have access to the record.



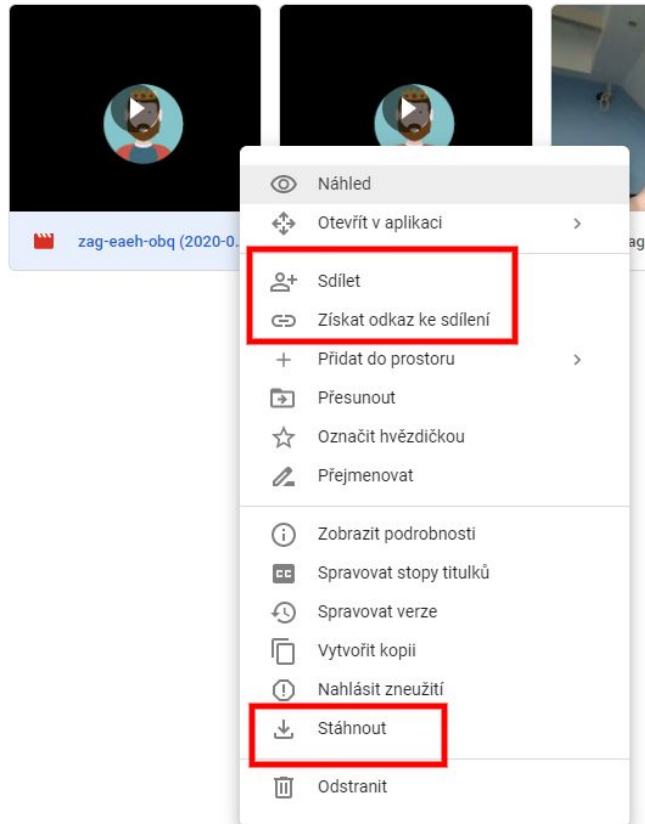
## Další operace se záznamem videohovoru Meet

You can play back your saved video call recording on Google Drive (Můj disk / Meet Recordings) download it to your hard drive (in mp4 format), or share the recording to other students or colleagues.

To reshare the recording, select the recording on Google Drive and click “Sdílet”.

Můj disk > Meet Recordings ▾

Soubory



In Nastavení sdílení, you can fill in specific users (emails).

## Nastavení sdílení

Odkaz pro sdílení (dostupný pouze spolupracovníkům)

<https://drive.google.com/file/d/1XEQ3m3GH1Qpht5DCVjyMXtaxbmstl0PK/view?usp=>

Kdo má přístup



Soukromé – přístup máte pouze vy

Změnit...



Xaver Fyrsta (vy)  
xaver1@g.pef.czu.cz

Je vlastníkem

Pozvat uživatele:

Zadejte jména nebo e-mailové adresy...



If you don't have specific addresses and want to make the listing available to students, change the link sharing settings.

## Nastavení sdílení

Odkaz pro sdílení (dostupný pouze spolupracovníkům)

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Je vlastníkem



Select the "všichni, kdo mají odkaz), or other sharing type.

## Sdílení odkazů

-  **Zapnuto – veřejné na webu**  
Vyhledávat dokument a přistupovat k němu mohou všichni uživatelé internetu. Není třeba přihlášení.
-  **Zapnuto – všichni, kdo mají odkaz**  
Přístup k položce mohou získat všichni uživatelé, kteří znají odkaz. Přihlášení není nutné.
-  **Zapnuto – Provozně ekonomická fakulta - Česká zemědělská univerzita v Praze**  
Kdokoli v doméně Provozně ekonomická fakulta - Česká zemědělská univerzita v Praze může vyhledat a má přístup.
-  **Zapnuto – Všichni v doméně Provozně ekonomická fakulta - Česká zemědělská univerzita v Praze, kdo mají odkaz**  
Kdokoli v doméně Provozně ekonomická fakulta - Česká zemědělská univerzita v Praze, kdo má odkaz, má k této položce přístup.
-  **Vypnuto – konkrétní lidé**  
Sdíleno s konkrétními uživateli.

Then copy the share link. You can send this link by email or post it on the web.

Anyone with the link will then be able to play or download the video call recording.

## Nastavení sdílení

Odkaz pro sdílení

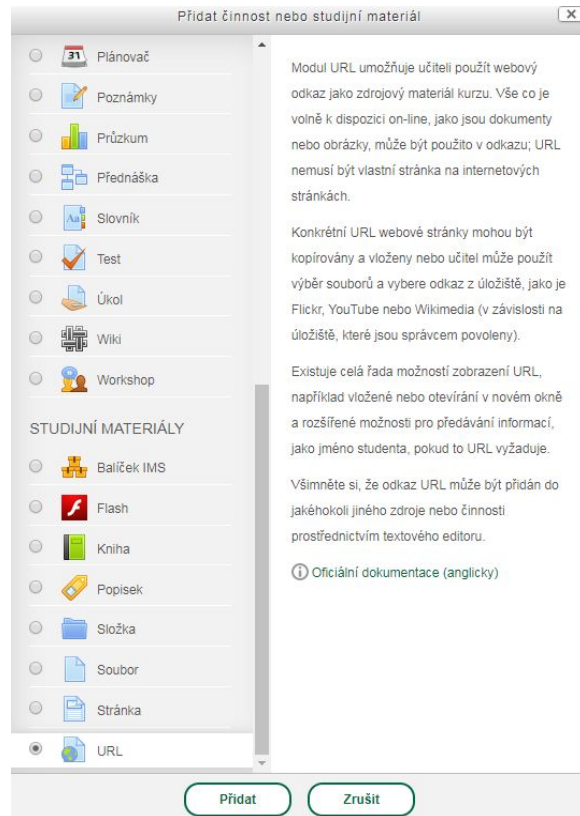
<https://drive.google.com/file/d/1XEQ3m3GH1Qpht5DCVjyMXtaxbmstl0PK/view?usp=>

Kdo má přístup

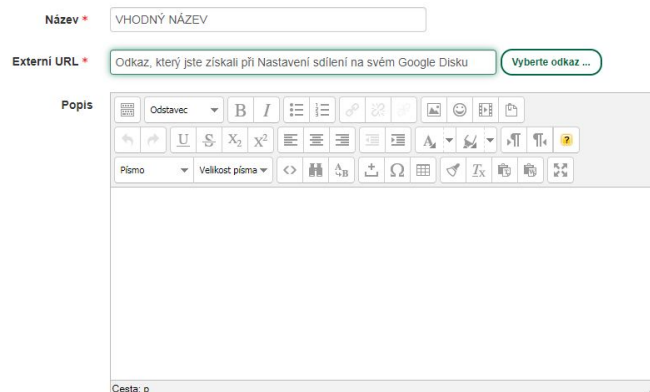
## Sharing videocall recording of Meet within LMS Moodle

You can share the selected video in LMS Moodle just like any other link:

- Turn on the **adjustment's mode** for the chosen course;
- choose - **Add an activity or resource/Přidat činnost nebo studijní materiál** and all the way on the bottom choose **URL** and click on **Add/Přidat**;



- After that on the **Name/Název** field, give it an appropriate name;
- paste in the **External URL/Externí URL** field the link you received when you set sharing on your google drive.

The image shows the Moodle form for adding a URL resource. It has three main fields: "Název" (Name) with a placeholder "VHODNÝ NÁZEV", "Externí URL" (External URL) with a placeholder "Odkaz, který jste získali při Nastavení sdílení na svém Google Disku" and a "Vyberte odkaz ..." button, and "Popis" (Description) which is a rich text editor with a toolbar. At the bottom left, there is a "Cesta: p" label.