

Google Hangouts Meet



Guide for online class for CZU FEM with the Google Hangouts Meet application

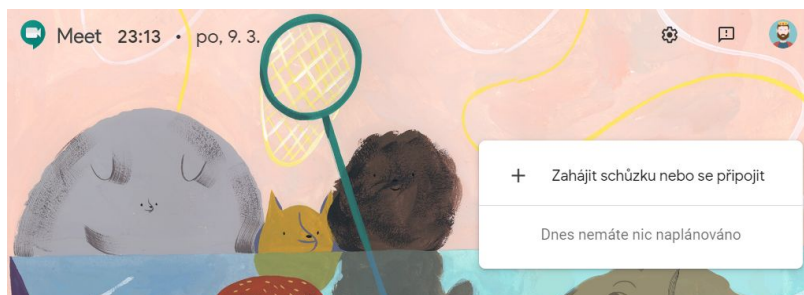
Guide for starting videocall Hangouts Meet for educationalist

Start a meet video call from meet.google.com

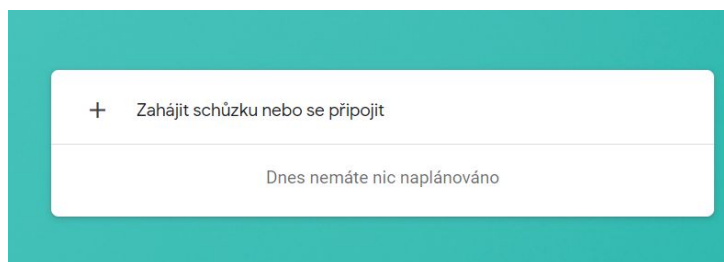
The easiest way to create and start a videocall is in your browser from meet.google.com: <https://meet.google.com/>

In your browser go to <https://meet.google.com/>

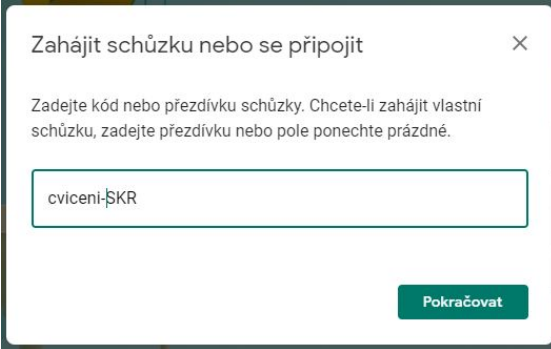
If you are logged in to your google account, than you will see your profile picture or the first letter of your name on the Google Meet homepage at the top right.



Click the “Zahájit schůzku nebo se připojit” button.



Then enter your own appointment label (without diacritics) or do not fill in the text and click “Pokračovat”

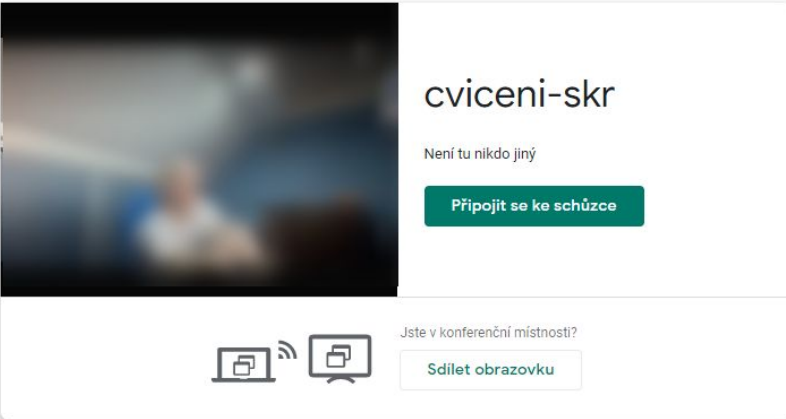


Zahájit schůzku nebo se připojit

Zadejte kód nebo přezdívku schůzky. Chcete-li zahájit vlastní schůzku, zadejte přezdívku nebo pole ponechte prázdné.

Pokračovat

The video call is now ready. If the camera is on, you will see the camera view. You can turn off both the camera and microphone before starting a meeting. Click “Připojit se ke schůzce”



cviceni-skr

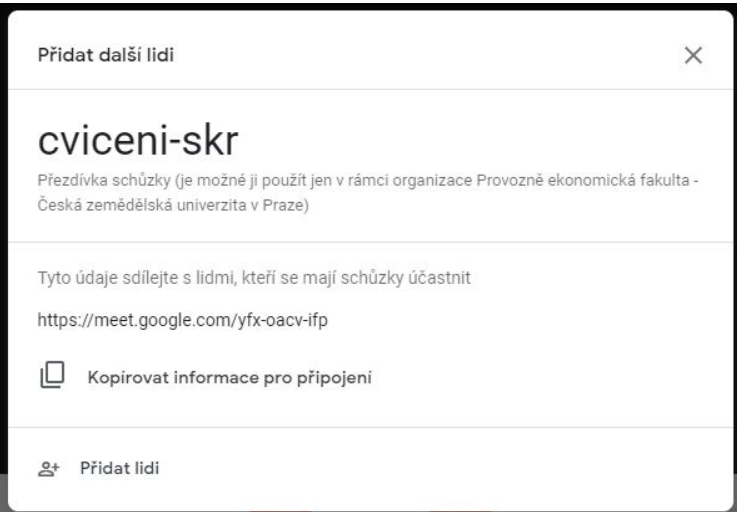
Není tu nikdo jiný

Připojit se ke schůzce

Jste v konferenční místnosti?

Sdílet obrazovku

Once joining the videocall the system automatically generates a connection code. You can directly invite other participants in the video call “Přidat lidi” or use the link to join a video call. For example, you can email a link to a student or post it to a website or social network. Be careful not to confuse the meeting code with the label you selected.



Přidat další lidi

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Přezdívka schůzky (je možné ji použít jen v rámci organizace Provozně ekonomická fakulta - Česká zemědělská univerzita v Praze)

Tyto údaje sdílejte s lidmi, kteří se mají schůzky účastnit

<https://meet.google.com/yfx-oacv-ifp>

Kopírovat informace pro připojení

Přidat lidi

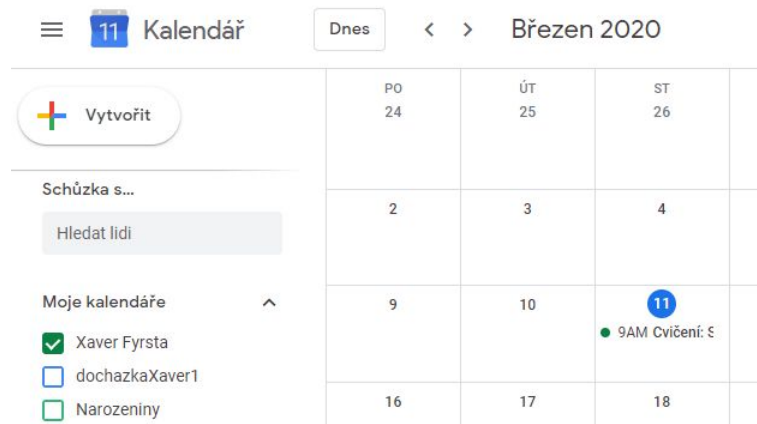
After sharing the video call link to the students, you now wait for them to join the video call.

In this example, only one other user is in the meeting (his camera is off and only the profile picture is displayed).

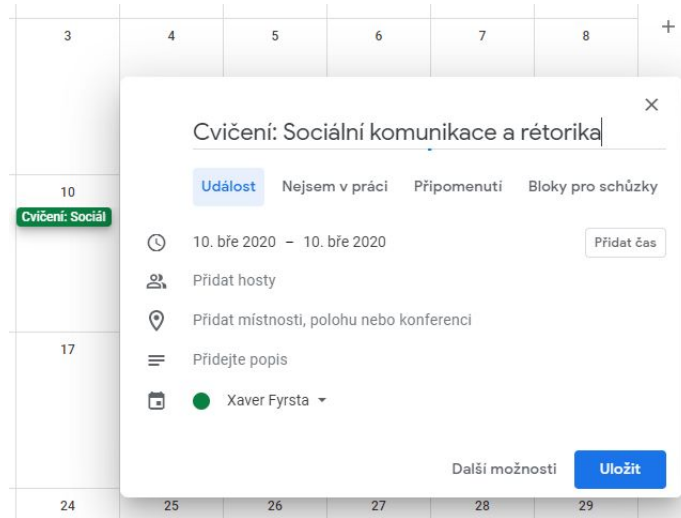
Planning videocalls Meet in Google Calendar

Another way to create and start videocall Hangout Meet is to create an event in your Google Calendar (<https://calendar.google.com>) and link to a Meet link.

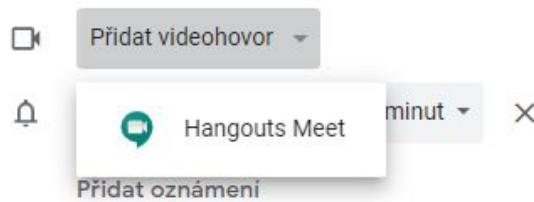
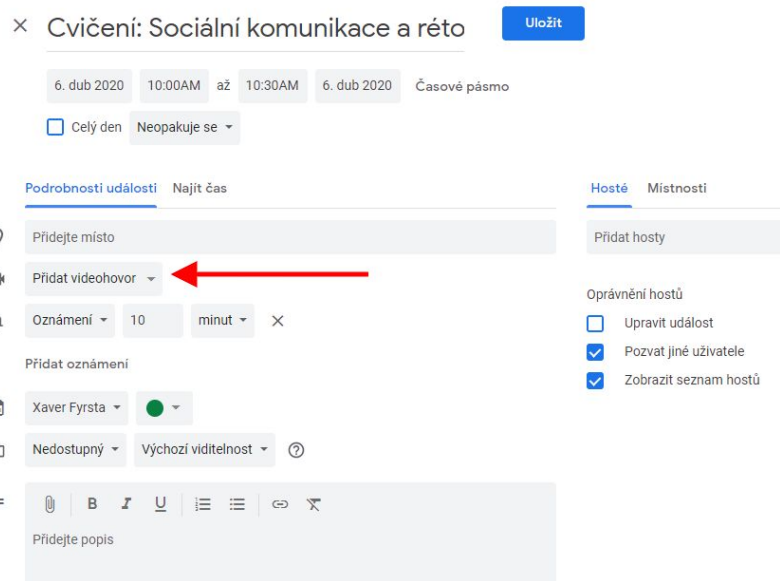
In the browser open the page for Google Calendar <https://calendar.google.com/>



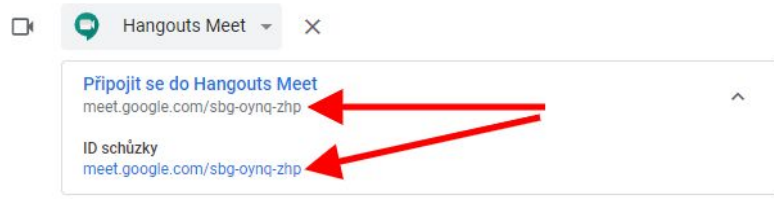
In the calendar create an online learning event and select “Další možnosti”.



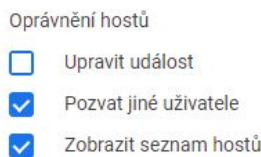
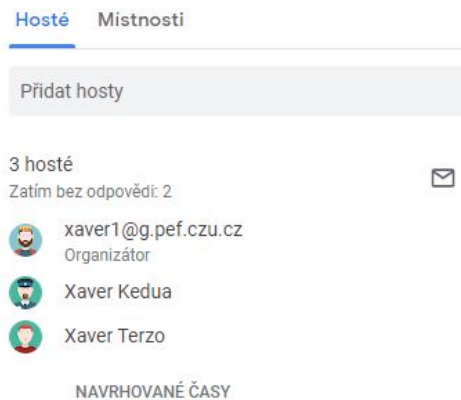
Add a Hangouts Meet video call. (Přidat videohovor)



The system will automatically generate a connection code (ID schůzky - meeting ID). You can see the code by expanding the menu for the added video call.

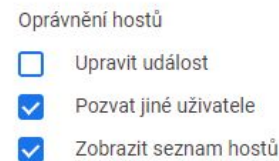
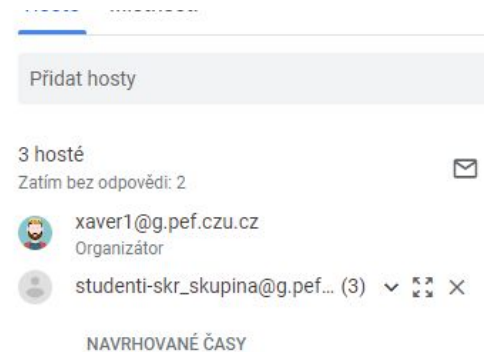


Add students as participants in your video call on the right of the event detail. Enter guests (Hosté) by adding email addresses.



You can also add a group of students, which you can create in Google Groups (<https://groups.google.com>)

Enter the event by clicking "Uložit".



After you save the event, you can send (Poslat) an email invitation to a video call to all guests.



All participants will receive an email invitation with the date and time of the event.

Pozvánka: Cvičení: Sociální komunikace a rétorika - po 6. dub 2020 10AM - 10:30AM (CEST) (xaver2@g.pef.czu.cz)

Doručená pošta x



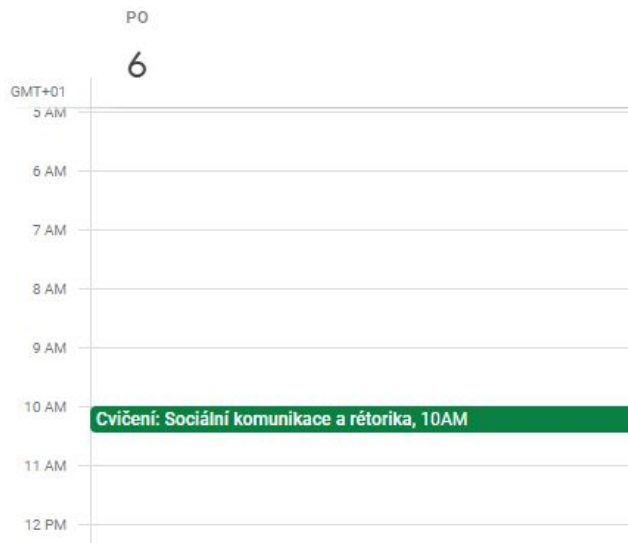
Xaver Fyrsta xaver1@g.pef.czu.cz prostřednictvím domény google.com 21:47 (před 0 minutami) komu: mně, Studenti, xaver3

The screenshot shows an email invitation for a Google Calendar event. On the left, there is a calendar widget for April 6th (Monday). The main content of the email includes the event title "Cvičení: Sociální komunikace a rétorika", a link to view the event in Google Calendar, the date and time "po 6. dub 2020 10AM - 10:30AM (CEST)", and the organizer "Studenti SKR, xaver1@g.pef.czu.cz". At the bottom, there are three buttons: "Ano", "Možná", and "Ne". To the right of the main content is an "Agenda" section for the date, which lists the event at 10am and notes that there are no other events before or after.

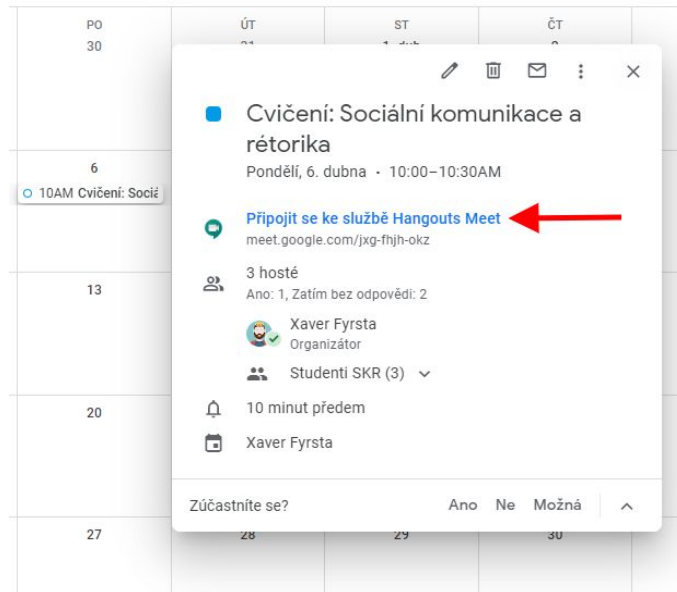
Each student in the video call can then confirm their participation in the only meeting by email.

This is a close-up of the "Ano" button in the email invitation. A red arrow points to the "Zobrazit ve službě Kalendář Google" link, and a red box highlights the "Ano" button. The other buttons, "Možná" and "Ne", are also visible.

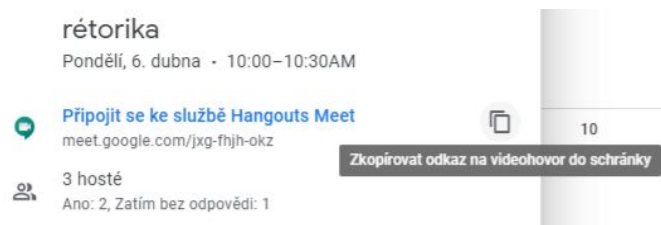
Students see the invite in their Google Calendar.



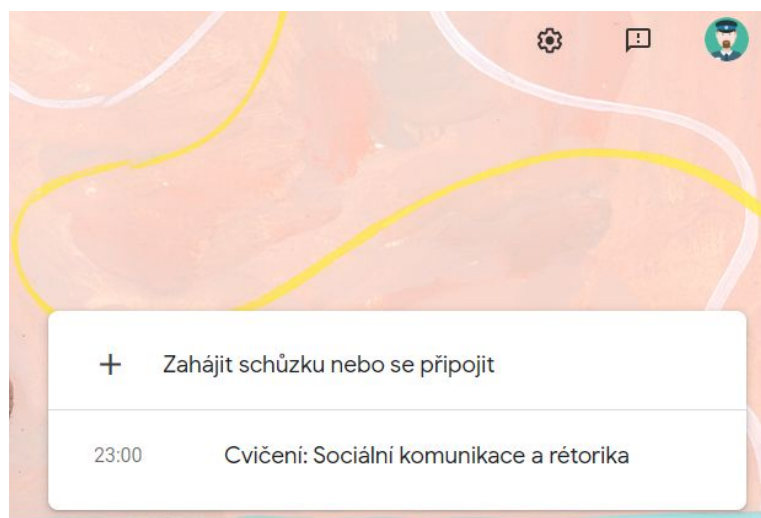
When you click an event in the calendar, the invited student can join the Meet video call.



Alternatively, they can copy the link address for Hangouts Meet and paste the link into their browser.



If a student opens the Hangouts Meet app (<https://meet.google.com/>) on the day the video call takes place, they will be offered a direct link to start the meeting.



Approving anonymous participants in the videocall

Once a video call has started, the teacher must approve all requests to join from "anonymous" participants.

This request will come from each participant that signed up anonymously, that is in Meet and used the link to join.

Někdo se chce připojit k této schůzce



Jindra (*Jméno neověřeno*)

[Odmítnout](#) [Povolit](#)

The educator must accept every anonymous user this way. There is no other way for them to join otherwise.

The only way to not have to do this is to add the participants by their google account's instead of inviting them by URL.

For example, if you invite a user with google (gmail.com) via the Google Calendar, then the person joins into Meet without the need to be approved. Another option is to invite participants directly within Meet.

Participants that the creator of the call does not have to accept **have to** be invited beforehand. Participants without a google account, but the correct link address to the meeting must be accepted to join.