Google Meets
Student Instructions for Access and Use
INFS2130-6130 COBOL Programming – Online Class Sessions
Spring 2020

- **Review** technology needed for maximum engagement and interaction during sessions:
  - ✓ *Preferred:* Laptop with built-in webcam, microphone, and speaker (or equivalent) or desktop computer with externally connected speakers, microphone, and webcam … using provided session link
  - ✓ *Optional:* Cell phone connection … using provided session phone number and PIN
  - ✓ *Required:* Internet connection with bandwidth adequate for video conferencing

- **Test** to make sure your hardware and internet connection are working in advance of each class meetings; check out your lighting to make sure you can be seen clearly

- **Print** any handouts provided on Blackboard in advance of each session that you intend to use or reference during the class session

- **Follow** etiquette rules during each online session
  - ✓ *When entering …*
    - Mute your mic to avoid any background noise until ready to talk
    - Use chat to write in your name and the time you entered (for attendance purposes)
  - ✓ *Avoid distractions …*
    - Find a quiet place from which to participate for the duration of the session
    - Eliminate background noises, as much as possible
    - Minimize behaviors such as tapping, clicking a pen, fixing your hair, etc.
  - ✓ *When speaking …*
    - Turn on your mic before speaking, and mute it again once you have completed your conversation
    - Maintain eye contact when speaking
    - Keep your movements to a minimum, as big gestures can be distracting
    - Be aware of unintended body language
    - Enunciate clearly, and speak in your normal voice with normal volume
    - Talk naturally, using inflection
    - Pause when you expect a response
    - Do NOT talk over the instructor or other students, or interrupt another when speaking
  - ✓ *Using chat …*
    - Turn on your mic before speaking, and mute it again once you have completed your conversation
    - Use chat messages during the sessions to raise questions or make comments – the same types of questions or comments as in a face-to-face class meeting
    - Maintain eye contact when speaking
    - Keep your movements to a minimum, as big gestures can be distracting
    - Use messages sparingly with other students while instructor or another student is speaking
  - ✓ *In general …*
    - ✓ Do NOT talk over the instructor or other students, or interrupt another when speaking
    - ✓ Do NOT use other technology devices while participating in a session
    - ✓ Remember that everyone in attendance can see and hear everything!

Using Google Calendar to Access a Google Hangouts Meet Class Session:

Class sessions for the remainder of the semester have been added to your Google calendar as an event at 6:00 p.m. each week. Just click on the event to join the class session.

Using Blackboard to Access a Google Hangouts Meet Class Session:

In Blackboard each week you will find a link to the weeks' Google Hangouts Meet class session. Just click on Join Hangouts Meet, as shown in the Blackboard image here.

How to Confirm You Plan to Attend an Online Google Hangouts Meet Class Session

Instructions: Please go to your Google Calendar, and you should see an event (such as 6pm COBOL Programming Class) under March 18, as shown on the previous page. When you click on the event, you will see the dialog box as shown on the left appear. If you click on the down arrow to the right of "10 guests," you will see a list of all who have responded to attend appear, as shown in the new dialog box on the right. In either dialog box, click the blue Yes button if you plan on attending the online class, or click No if you are not going to attend.

Note: You are required to attend all online class sessions scheduled by your instructor as if the class sessions were scheduled face-to-face classes on campus. Failure to attend will result in an absence, and the attendance policy stated in the course syllabus still applies.
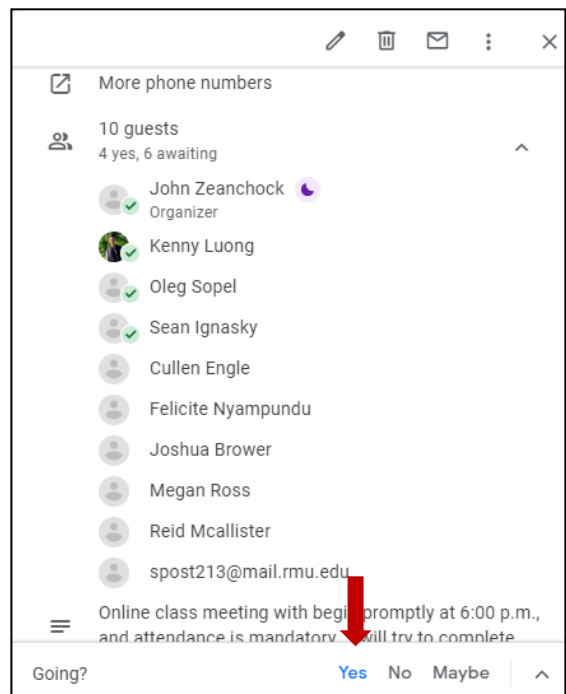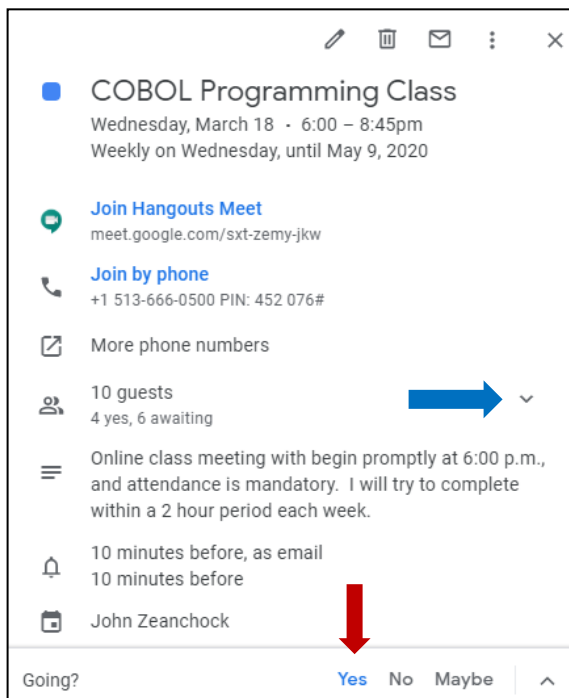
When in a **Google Hangouts Meet** session …

If you click on this icon, you will display a list of all people currently attending the session.
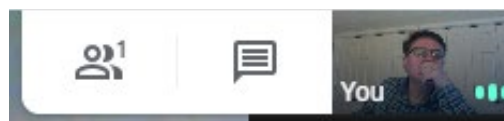

You see two icons and a small photo of you in the upper right corner of the screen.

If you click on this icon, you will open an area to chat with the members attending – the instructor and/or other students. You will see a list of all messages sent, as well as an area in the bottom right corner of the screen where you can type a chat message – where it says "Send a message to everyone"

You will also see this menu bar along the bottom of your screen.
(If it disappears, simply click on the bottom of your screen, and it should reappear.)
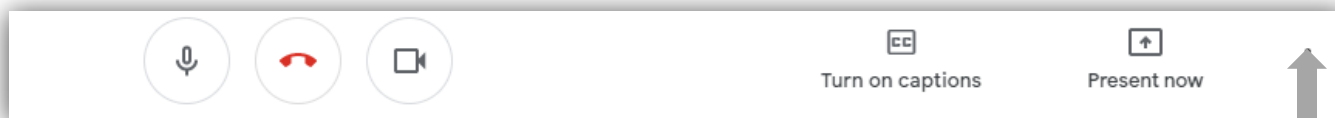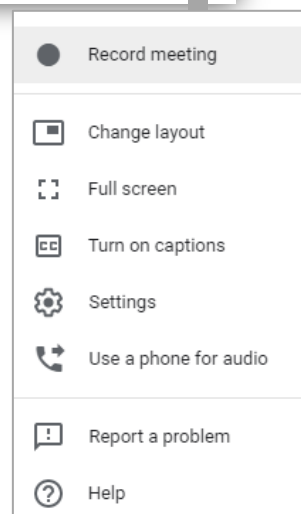

Use this icon to turn your microphone on and off. *(When off, others cannot hear you).*

Use this icon to end your session *(Leave call).*

Use this icon to turn your camera on and off.
(When off, you cannot see others and others cannot see you).

Present now
Use this icon when your instructor wants you to show your screen to everyone in the the session.
(For example, this is how you can present to the class using PowerPoint slides.)

Turn on captions
Use this icon to turn of captions, which will translate whomever is speaking and display the text at the bottom of the screen. *(This is a good option when you are having difficulty hearing the speaker.)*

Use this icon to display an options menu, as shown above.

If you prefer a short video on how to use Google Hangouts Meet during class sessions, consider viewing this YouTube video: https://www.youtube.com/watch?v=mcv44DzPkyw