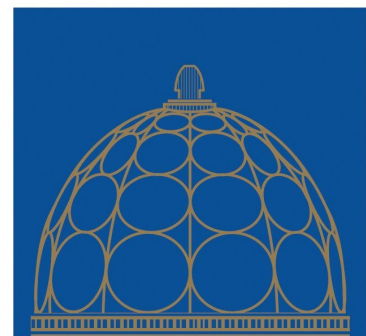# Integrating Video Conferencing into Your Classroom

Quick Start Guide

The following information is designed to help you integrate remote students into your synchronous classroom.

- Step-by-step instructions for using Google Meet
  - Scheduling
  - Recording
  - Sharing
- Classroom Setup
- Video Demonstration
- Blended Learning Pedagogy
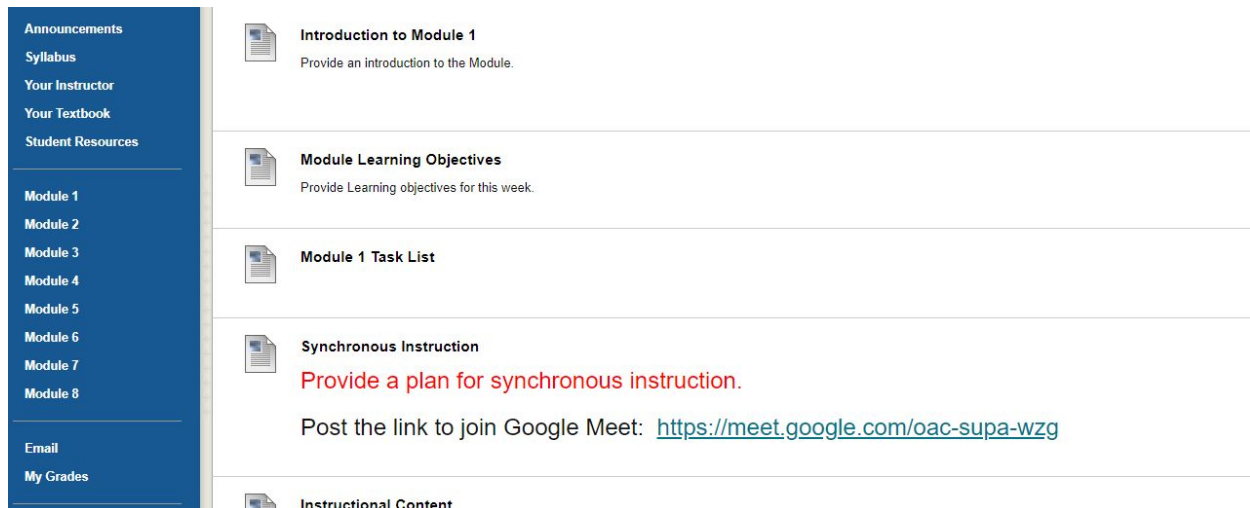- Use of Technology

Brought to you by the Office of Instructional Design:
Dennis Robinson and Tammy Yoho

Basic Instructions to set up your Google Meet

1. Go to your Google Calendar
2. Create an Event
3. Title it with your course name and select start and end times
4. Below the time, you will see "Does not repeat." In the dropdown menu, choose **Customize** to repeat weekly until the date that you want it to end.
5. Select **Add Google Meet video conferencing.** If you have set this meeting to repeat, then your Google Meet link will be the same link for the entire semester.
6. Click **Save.** You should see the event in your Google Calendar.
7. You are ready to share the link with your students using Blackboard. Click on the Event to open it. Copy the link easily by clicking the **copy icon** next to "Join with Google Meet" as shown below. (You may have to move your cursor over the blue box for it to appear.)
8. You can share the link with students by posting a Blackboard Announcement containing the link and choosing to have that announcement emailed to your students.
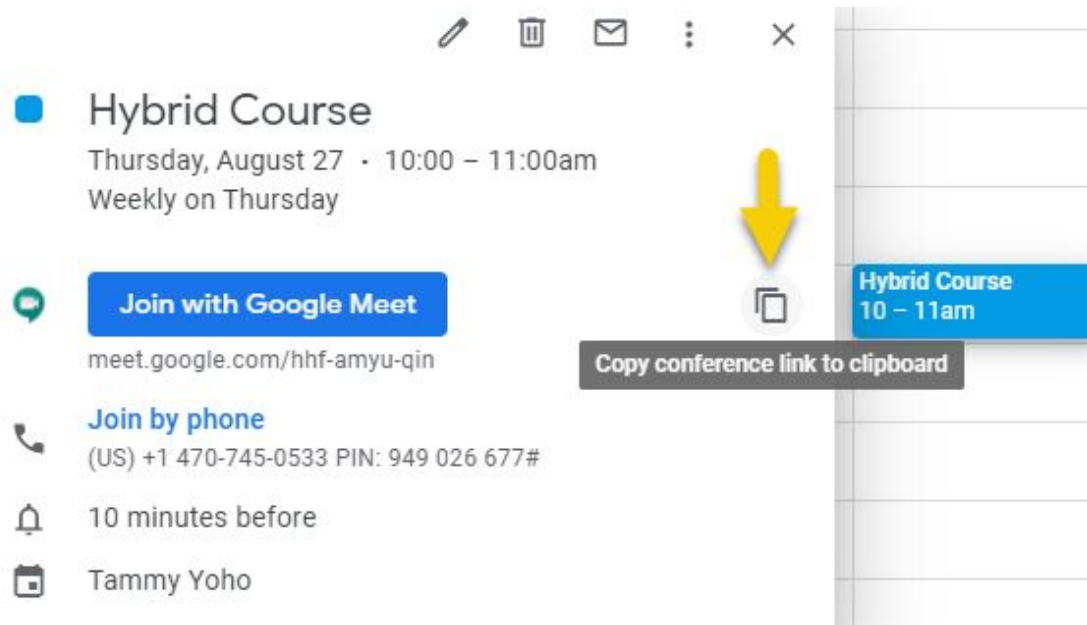
9. You can also share the link with students within your course. Many faculty who developed hybrid course templates over the summer, designed Synchronous Instruction areas within each Module of the course. The Google Meet link can be added into your Synchronous Instruction area as shown below.
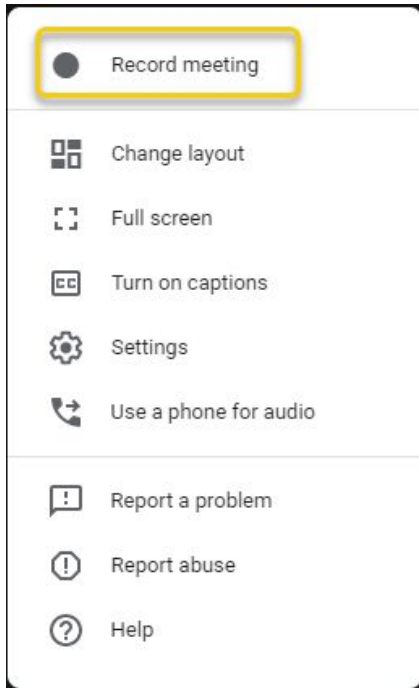

Record your Synchronous Class Session

1. When you are ready to start class, **Join** the Google Meet from the computer in your classroom.
   - You can enter from your Google Calendar or by clicking the link you posted in Blackboard.
2. Select the three vertical dots at the bottom right of your screen and choose **Record** to record your synchronous lesson.

3. A short time after you end the meeting, you will receive an email with the recording of your class session. It will be located in your Google Drive.

Share the Recording of your Synchronous Instruction

1. Open in Google Drive either by clicking the link you receive in your email or Open Google Drive and choose **Meet Recordings**.
2. You can choose to share the file with anyone who has the link.
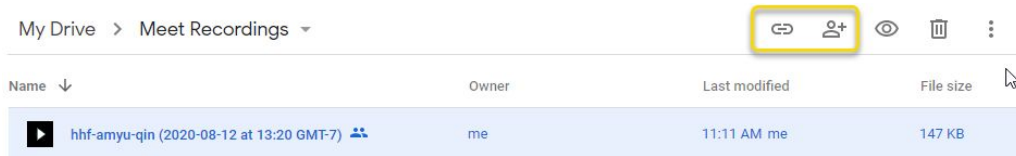
3. Copy the link into your Blackboard course just as you did with the Google Meet link.

Classroom Setup

1. There will be a webcam, a conference microphone, and speakers in each classroom.

2. These devices are plug-and-play with universal compatibility. That means that if they are plugged into the USB ports of your classroom computer, they should function automatically. To troubleshoot, make sure you see these components plugged in.

3. Test your camera, microphone and speakers before you begin the Google Meet.
4. When you click the Google Meet link, you will be directed to the "Ready to Join?" page. This is where you will test your equipment.
5. Click the three vertical dots at the bottom right of the camera preview screen.
6. Choose **Settings** on the popup menu.
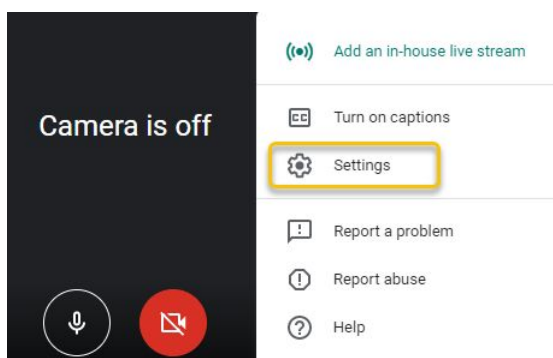
7. Your microphone and speakers should automatically populate in the test window. If the equipment you want to use does not populate automatically, use the dropdown menu to choose the equipment you want to use during your Google Meet.

In this same window, you can check your camera by clicking **Video** at the top.
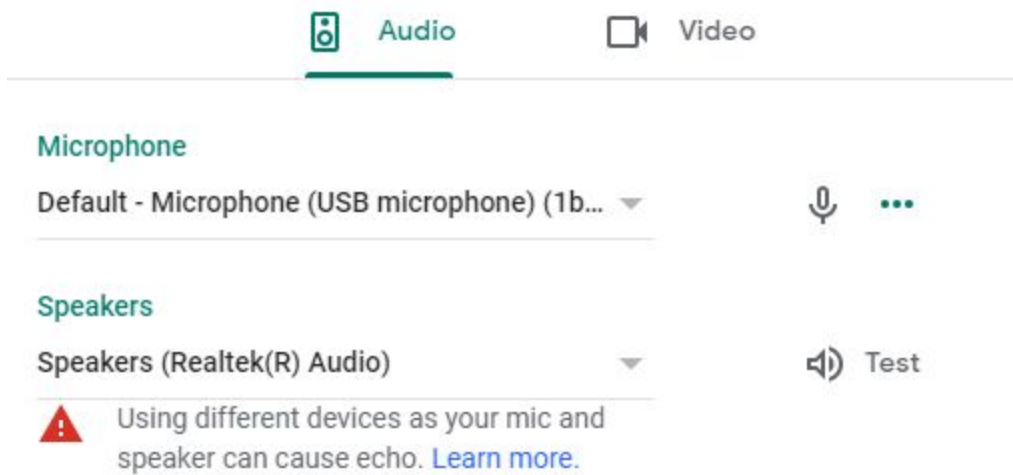
Video Demonstration

If you need additional support to work through the steps above, the following link is a short video demonstration of how to set up your classroom and your Google Meet.

Video Demonstration Of Above Process (8:41)

What are we trying to accomplish?

Hybrid courses implement a combination of synchronous and asynchronous instruction. We want to integrate the best aspects of f2f instruction and online instruction to enhance student learning.

Moving to a hybrid format will require us to think carefully about how we can use our in-class time most effectively. Decisions must be made about how students will access instructional content, how students will engage in collaborative learning, and how learning will be assessed.

In addition, we are faced with the need for students to be able to participate actively in content instruction, even though they may not be able or allowed to be physically present for synchronous class time.

Blended Learning

Blended learning is an educational approach that uses technology to combine classroom learning with online learning.

Our students will engage in one synchronous class session per week. We can provide the flexibility in physical presence that individual students may need by using technology to engage students in synchronous instruction.

Design with your goals in mind.

The technology is only a small part of blended learning.

Pedagogy should drive the use of technology as we implement our teaching strategies. The means by which a student participates in class is the least important aspect of learning.

Blended Learning Goals:

- Empower students to take more ownership of the learning process.
- Engage students in Active Learning.
- Cultivate student-to-student interaction and collaborative learning.
- Assess student learning using formative and summative assessments.
- Provide effective feedback that shapes student learning.

The Possibilities are Limitless

There would be no end to a list of ways you can use technology to help accomplish your teaching goals, but this section will provide a brief and basic list of suggestions for using Google Meet to help you get started right away.

Screen Share Your Slide Presentation or Any Online Resources

If you Screen share your slide presentation by choosing **Present Now** in Google Meet, students joining your class via video conference will be able to view your slides along with your seated students. In addition, by screen sharing the slides or other online content, your students will be able to view it later as they watch the recording of your Google Meet.

*Technical Tip: There is a way to present PowerPoint presentations without letting the slide show take over your entire screen. In the **Slide Show tab**, select **Set Up Slide Show**. Next, choose **Browsed by an individual (Window)**. When you start the slide show, it will play in it's own floating window that you can downsize and move freely. This will enable you to see the slides and the chat at the same time. Dennis has included a demonstration of this feature starting at 6:06 in the video demonstration linked above.

Allow Extra Time for Questions and Comments

Students participating in the Google Meet will be able to ask questions and make comments to actively participate in classroom discussions. It will be important to allow longer response times than you are used to because it takes a moment for students to unmute their microphone.

Assign Someone to Monitor the Chat

Students participating in the Google Meet may be hesitant to speak up, at least initially. They may feel more comfortable using the Chat feature to ask questions. This also allows them to type their question or comment without interrupting. It is difficult to present and read the chat at the same time, so consider assigning a seated student to help you monitor the chat and signal you at appropriate times.

Share Files or Links in the Chat

If you would like to share a file or a link with students to access during your Google Meet session, you can cut and paste the link into the chat box and send. It will show up for them in the chat as a clickable link.

Use the Tiled View to See Multiple Students

While you are participating in Google Meet, you can change your screen layout to view multiple students at once. Click the three vertical dots in the bottom right corner of your screen and you will see "Change Layout." You may be able to see all of your students at once in the tiled view.
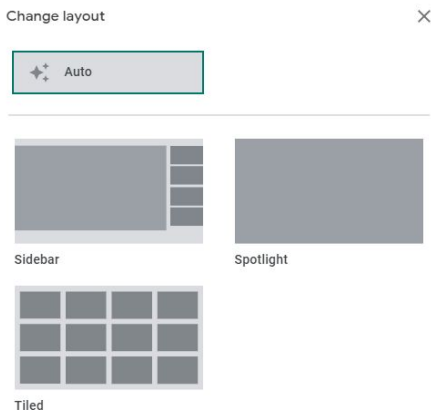

Whiteboard - Google Jamboard

If you would like to use a whiteboard that can be viewed by your seated students as well as your remote students at the same time, Google Jamboard is easy and free. You can find Jamboard in our suite of Google apps, the same place as you would find Google Docs and Google Meet but farther down on the list.
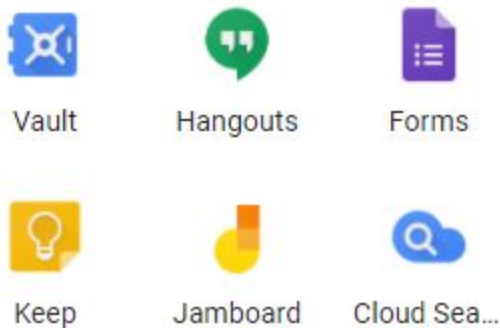
Jamboard is a digital whiteboard that allows you to write, draw, add photos to draw on, as well as create virtual sticky notes. If you open Jamboard in a separate window before you begin, you can **Present Now** during your Google Meet. Then, go to the window where you are using Jamboard.   Your remote students will see your drawing on the Google Meet at the same time as your students in class will view it from the projector.

Of course, this will all be recorded if you are using the record function of Google Meet, but in addition, Jamboard allows you to save your whiteboard pages as pdf files. This feature enables you to save your work and share the file if you choose.

Parts of the Human Heart
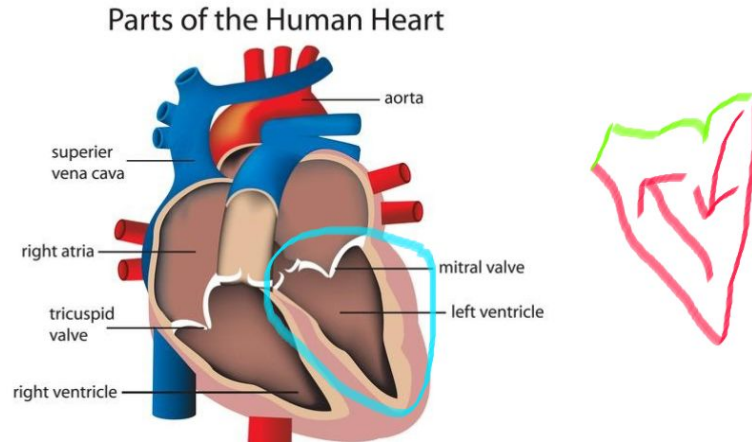
Conclusion

This Quick Start Guide provides a brief overview of how to integrate video conferencing into your classroom. You may want to keep the step-by-step instructions handy for quick referral as you begin the semester. As a resource, here is a link to Google Meet Help: https://support.google.com/meet/?hl=en#topic=

Video conferencing software like Google Meet is an essential tool for engaging our students in synchronous instruction. We can use this tool to implement teaching strategies that reach our students beyond the classroom. Remote students need to engage in active learning, interact with the content and the instructor, and collaborate with other students.

We know that some of you have innovative ideas that would be helpful to everyone, and we solicit your input for future training opportunities. There will be additional information available soon for more advanced technology applications such as:

- Using the Google Meet phone app for an additional camera view
- Students collaborating in real time using Google Docs
- Realtime knowledge checks using cloud-based quizzing
- Inquiry based learning in the classroom

Thank you for your willingness to learn and build capacity along with us!