

# Using Google Hangouts for validation conversations

## Chapters

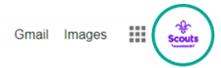
*Click on the name of the chapter you wish to view*

- [Setting up a meeting in Google Hangouts](#)
- [Inviting attendees to validation conversations](#)
- [Starting a Google Hangouts meeting](#)
- [Running a Google Hangouts meeting for validations](#)

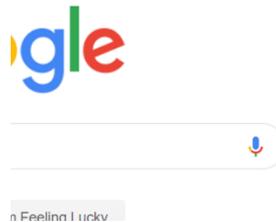
Please note this guide is only a guide to using the technology. You should follow normal processes and protocols when validating learning.

## Setting up and running a Google Hangout validation conversations

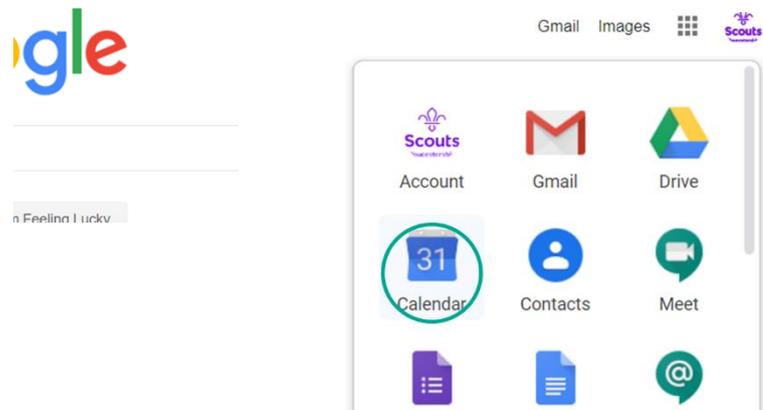
1. Agree a date between your other adult to review their documents.
2. Go to the Google home page



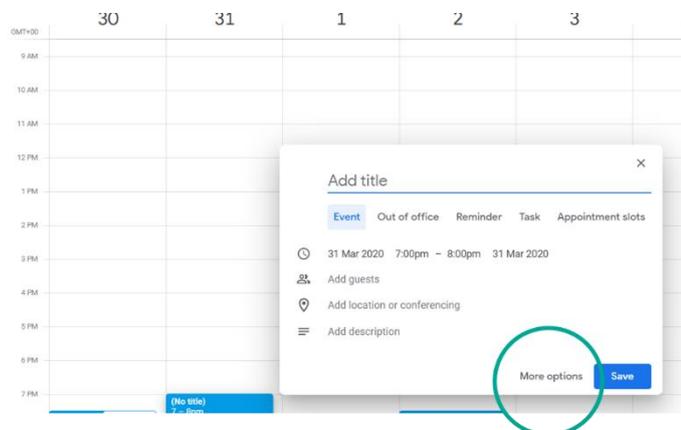
3. Make sure you are logged in, if not sign in with your usual name and password. If you do not have a Google Account you will need to have one in order to set up a meeting.



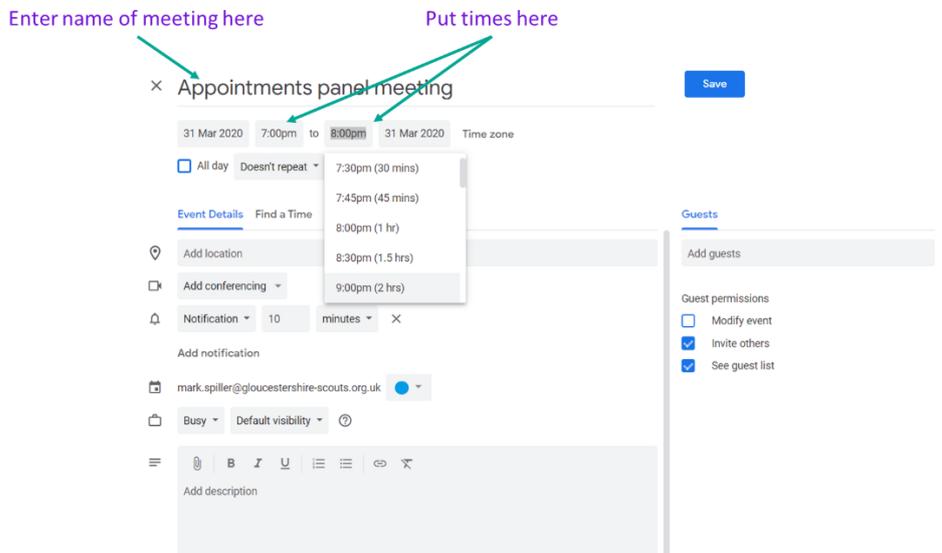
4. Click on the Google apps icon (3 x 3 grid) and select Calendar.



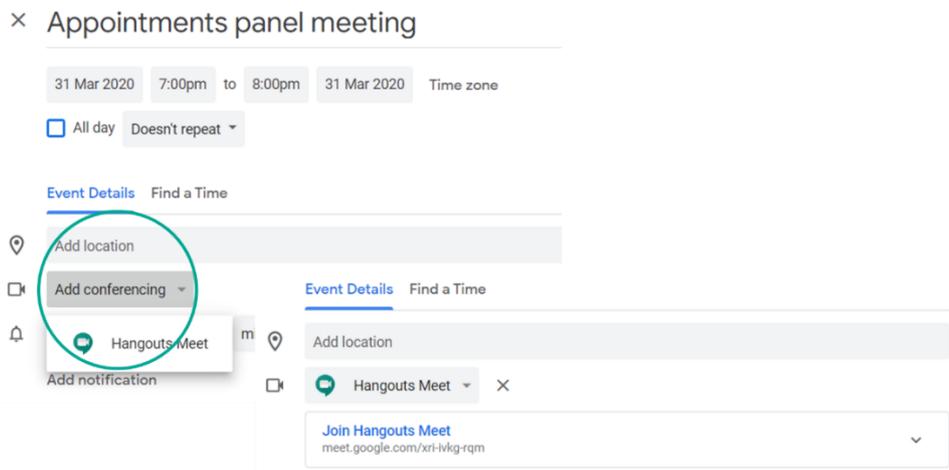
5. Choose your date and click on the time you want to start your meeting. A new meeting event will come up. Click on **More options**.



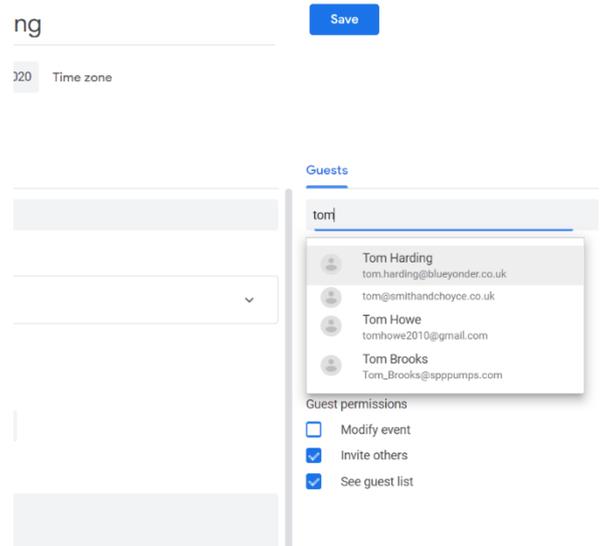
6. Enter details of the meeting: Description / Time start and Time finish.



7. Click on “Add conferencing” to turn this in to a Google Hangout meeting and then click on “Hangouts meet” or “Hangout”. The details showing “Join Hangouts Meet” should show.

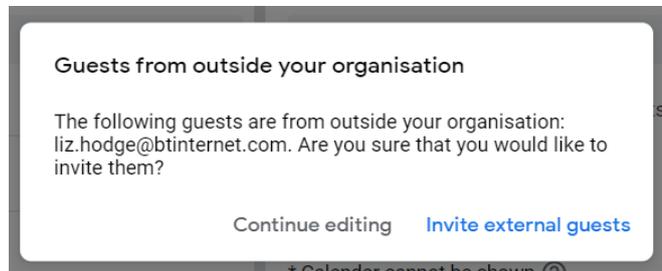
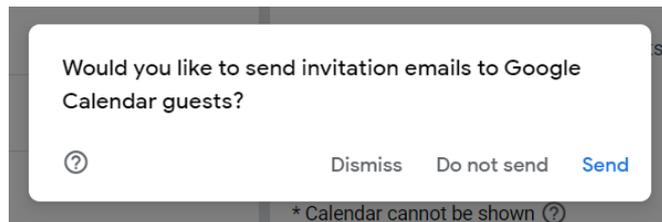


8. *Optional.* If you want to send a **meeting invite to your other adult**, you can “**Add guests**”. Simply type the email address of the adult in the add guests box, and if you have emailed them using your Google account they will appear. Select the correct name.



9. When you have added the names and are happy all other details are correct, click on **Save** at the top of the page.

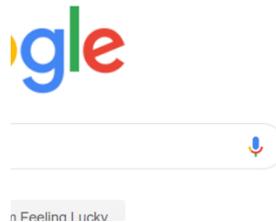
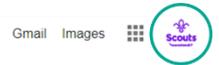
- Google will ask “Would you like to send invitation emails to Google Calendar guests? – Select “**Send**”
- Google *may* then ask if you are sure that you want to invite anyone who is not in the same Google organisation as you. Select “**Invite External Guests**”



You have now created your meeting and sent invites.

## Inviting adults to meet to do validations

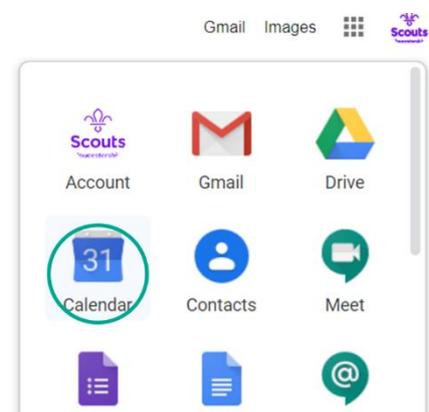
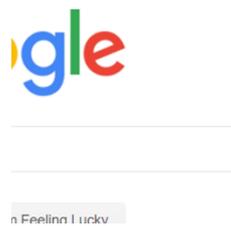
1. Having agreed a date with your adult, invite them and asking them to confirm they can attend the meeting.
2. Now to send them the details of the meeting. Go to the Google home page



3. **Make sure you are logged in**, if not sign in with your usual name and password. Your initial or logo should show.



4. **Click on the Google apps icon** (3 x 3 grid) and select Calendar.



5. Find your meeting in your calendar and double click on it.

- To find the details to send to your attendees, click on the drop down menu next to “[Join Hangouts Meet](#)”.

Here you will see all of the details that you need to send.

Copy the Meeting URL. It will always start with **meet.google.com/** and paste it into any emails you need. On the next page you will see an example of text that you *could* use.



## Example email

Dear / Hi (name)

So that we can validate your learning, as agreed, please meet with me using Google Hangouts on the date and time listed below.

**When:** 7<sup>th</sup> April 2020

**Time:** 8:00pm – 8:20pm (change accordingly)

**Where:** Please click on the link below just before the start of our meeting. This will start a video conference where you will meet up with me. There are some instructions at the bottom to help you get the most out of this meeting.

**Paste the meeting URL here**

We will have a conversation to validate your learning for modules, so it useful to have your camera working and have any relevant documents that may benefit you nearby.

If you have any questions, please do not hesitate to get in touch.

Yours in Scouting

(Your name)

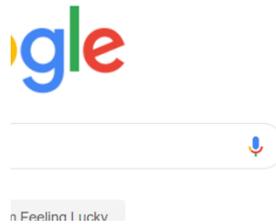
### Instructions for taking part in a Google Hangout.

- If possible, use a headset or earphones where possible (this will remove background noise and reduce any echoing you may experience).
- Arrange to have any relevant documents nearby
- Adjust your camera on your device so we can see your face
- Sit somewhere comfortable
- Try and be in as quiet environment as you can
- Join a few minutes early so we can begin our meeting promptly

## Starting a Google Hangout Meeting

It is recommended that you do some of these checks before your meeting.

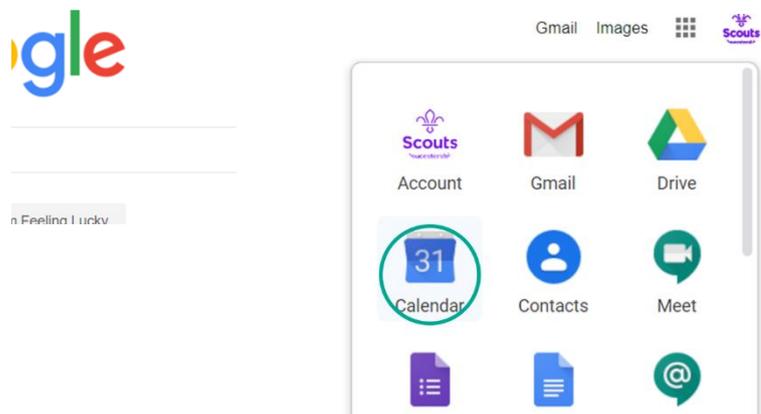
1. On the date of your meeting, a few minutes before you have agreed to meet, log in to the Google Hangout.
2. To do this, once again, go to the Google home page



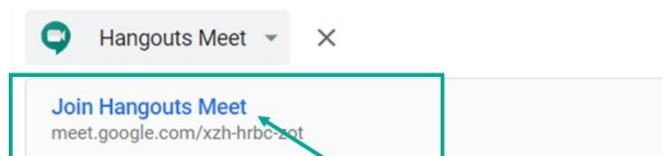
3. **Make sure you are logged in**, if not sign in with your usual name and password. Your initial or logo should show.



4. **Click on the Google apps icon (3 x 3 grid) and select Calendar.**

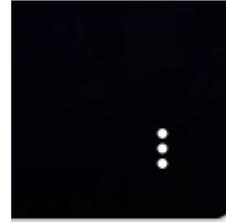


5. Find your meeting in your calendar and double click on it.
6. Click on the **“Join Hangouts Meet”** link.

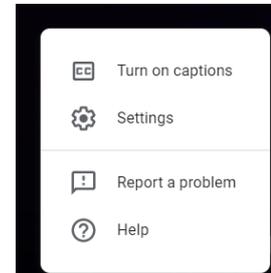


7. You are now in your meeting.

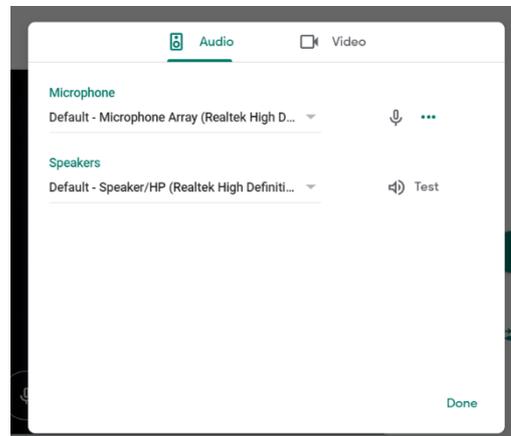
8. To check that your microphone and speakers, click on the three dots in the bottom right corner of the black screen.



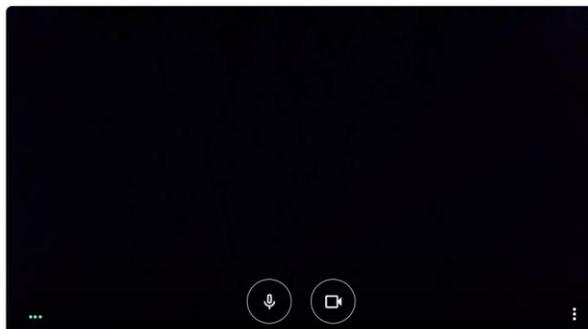
Then click on “**settings**”



Use the tool to check that your microphone and speakers are acting as expected. Repeat with your Camera.



9. When you are ready, click on “**Join Now**” to start the meeting.



Ready to join?

No one else is here

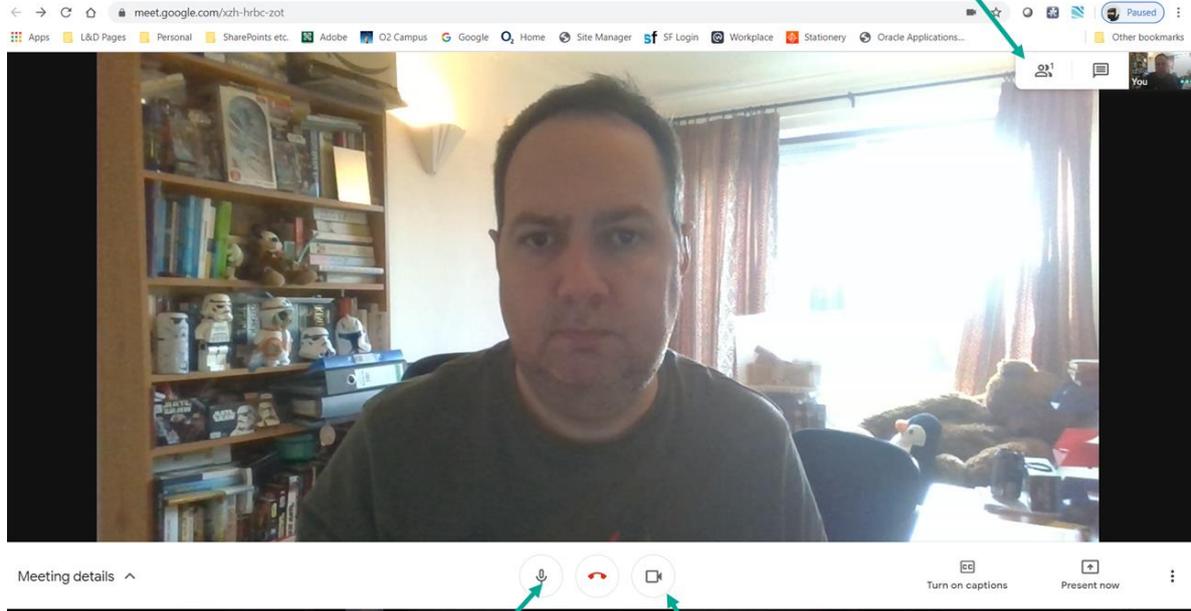


Other options



Here's what you will see. (With your own face 😊)

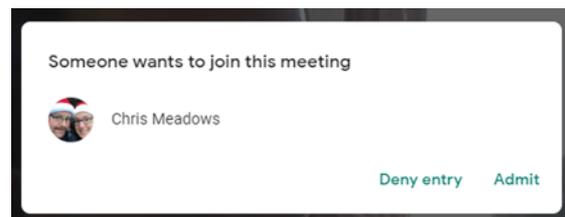
See other attendees here



Mute and unmute your microphone.

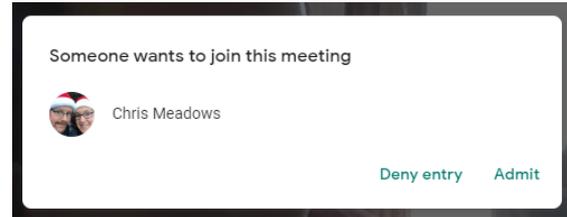
Switch your camera on / off

If you have set the meeting up, as others join, a box will pop up saying that (name) wants to join your meeting; Admit or Deny. Click on **Admit**

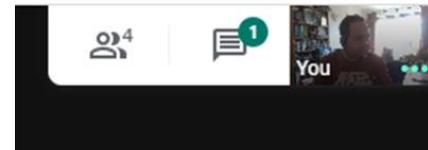


## Running a Google Hangout Meeting

As people join, you may be required to admit them to the meeting. Click on “Admit”



During your meeting, where there is only one other one their image will appear on screen.



### Sound

If background noise is making it difficult, you can ask users to mute themselves by clicking on the **microphone** button at the bottom of the screen.

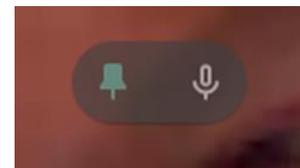


Alternatively you can hover over their face and click on the **microphone** button. *Don't forget to tell people you have done this so when they come to talk, they unmute themselves.*



### Full screen images

If you want one person in particular to have a full screen image, you can hover on their image and click on the **pin**. This will enlarge their image to be the size of your screen. To reduce to small size again, repeat.



## The Validation conversation

Conduct your validation conversation as you would any other.

- You can ask learners to email documents or photos to you
- You could ask learners to show information via their camera

As per face to face meetings, if you are unsatisfied to be able to validate their learning, you should arrange another meeting at another time.