Google +

for Schools

by Eric Curts

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- Using Google Forms for Online Assessments - link
- Using Google Slides - link
- Creating Interactive Google Presentations - link
- Google Sites for Schools - link
- Gmail Safety and Security for Schools - link
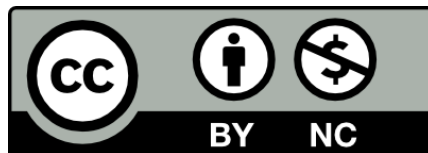
Google+ for Schools - Table of Contents

Google+ for Schools
Overview
by Eric Curts

Google+ is a collection of **communication and connection tools** from Google. In a school setting the tools in Google+ can be used for many valuable educational purposes, including professional development, book talks, meetings, sharing resources, committees, recording instructional material, distance learning opportunities, blended learning and online learning classes, and more.

The Google+ suite of tools has many parts including the following:

Profile - This is where you can list information about yourself and can post entries either publicly or to specific people (*similar to Facebook or Twitter but with more control over the sharing and with the ability to make much longer posts*). This is a great way to share helpful information or to pose questions to others.

Circles - With Circles you can organize the people you follow so you can view the posts they share, and can share your posts with them. This is a great way to learn new information, stay connected to people within your school or all over the world, and organize them into useful groups.

Hangouts - This is a powerful video conference tool that allows up to 15 people at once to connect. You can also broadcast a hangout live for an unlimited number of people to see, and archive the video to YouTube. This is a great way to hold meetings, do professional development, record lessons for a flipped class, provide after hours help, and more.

Communities - These are groups you can belong to within Google+ based upon a common theme. Communities can be open to anyone or invite-only, and shared posts can be organized by topic. They are a great way to meet and connect with other people who share similar interests, and can be used for committees, book talk groups, personal learning networks, and more.

Photos - This is a place to collect and organize all your images. If you use the Google+ app on your smartphone you can also choose to automatically upload all the pictures you take (*set to private of course*).

Events - This is a tool to announce and schedule events, whether online (*such as a Hangout*) or offline (*such as a face-to-face meeting*). People can respond to the invitation and can leave comments and photos on the event page.

And more... There are many other parts of the Google+ suite of tools including Pages, Local, Games, and such. And more tools are always being added and improved.

How to enable Google+

Below are the steps for turning on Google+ for your school account. The process can be completed in a few minutes.

First log into your school Gmail account as usual, and then go to https://plus.google.com (or click **You+** in the top left corner of the black Google bar at the top of your Gmail screen) . You will get the welcome screen shown below.

Step 1 - Upgrade

1. In the **Name** section, your first and last name will already be entered. **Note**: Please do not change this, as Google+ does not allow nicknames or fake names.
2. Select your **Gender**.
3. Enter your **Birthday** including month, day, and year (*unless Google already has the year from other Google services you have used.*) **Note**: Be sure to enter your correct birthdate. Google does not allow users under the age of 13 to use Google+ and will deactivate accounts that enter an age under 13 years old.
4. **If you have been using Picasa Web Albums** you will also have to check the box that you understand your Picasa Web Albums will also be visible in Google+ (*with the same privacy settings as they currently have.*)
5. Click the **Upgrade** button.

Step 2 - Add People

1. Now you will have the opportunity to add people to your Google+ circles (*similar to following on Twitter and friending on Facebook*).
2. If you want you can click **Add** to add people now, or you can just skip this step for now by clicking the **Continue** button or the **Skip** button. You can always add people later.
3. If a pop-up appears asking you again, click **Continue anyway**. You can always add people later.
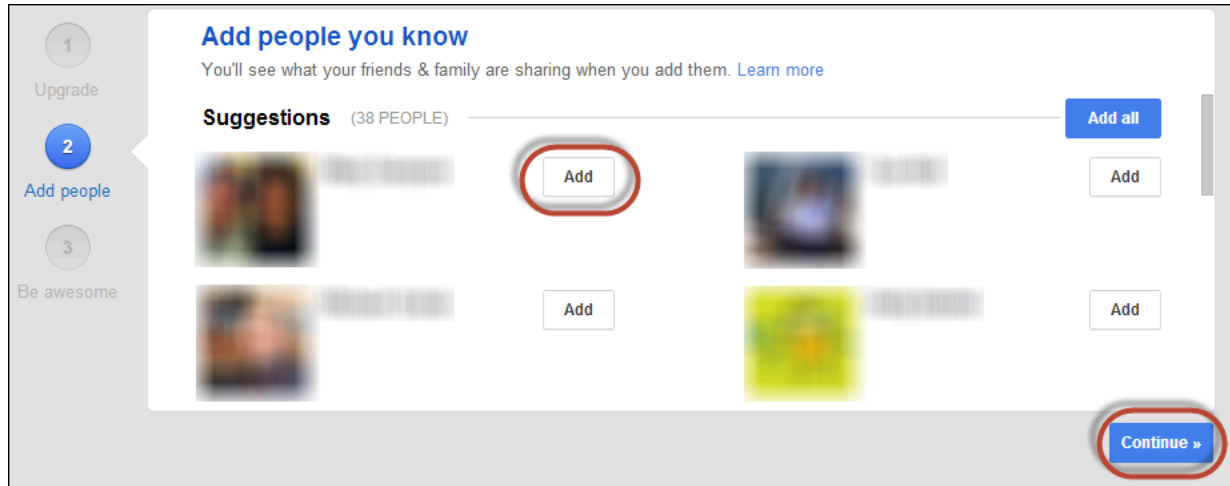
4. Next you will get a screen where you can choose to follow interesting people grouped by topic. Some good groups might include **Education**, **Technology**, and **Connect with Google**. Again, this is totally optional, but feel free to click **Follow** if you want.
5. If you do so, you will get a pop-up explaining circles. Click **Okay, got it!**
6. Click **Continue** when done.
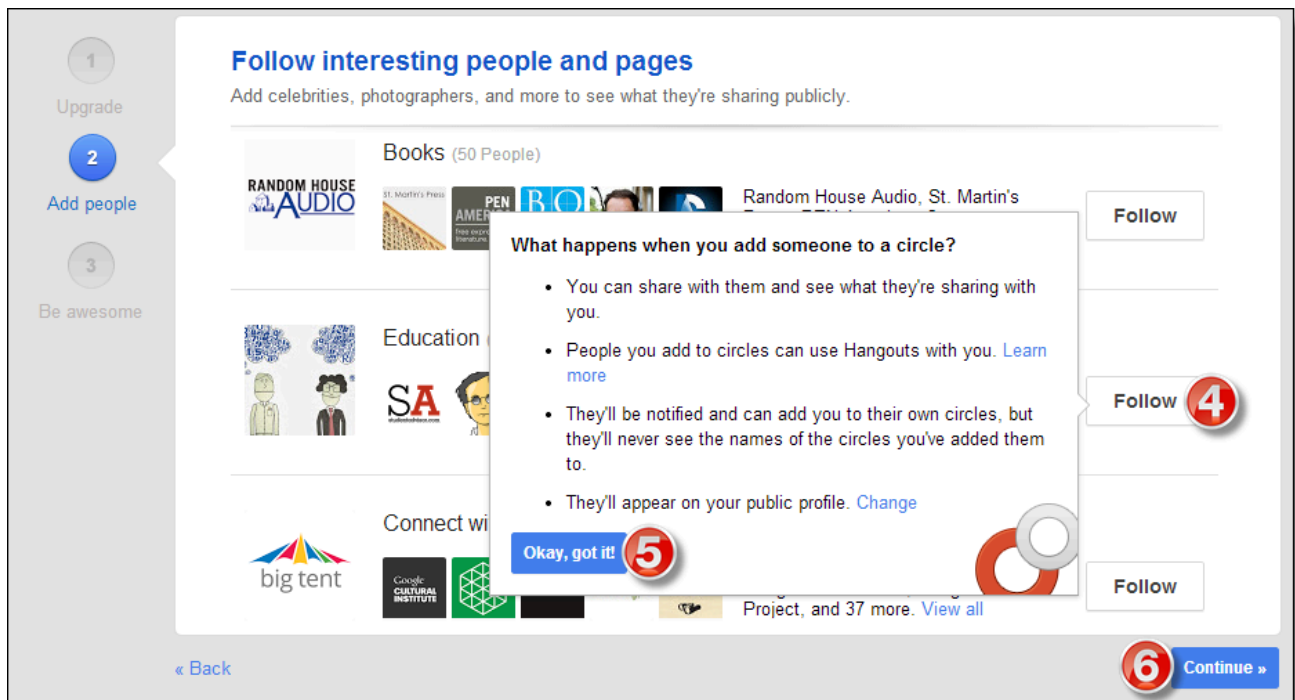
Step 3 - Be Awesome

1. **Optionally** you can now fill in information about yourself.
2. For your **picture**, you can leave this blank, or you can upload an image, or can take a picture with a webcam.
3. Optionally you can fill in information for **Where do you work?**, **Where have you gone to school?**, and **Where do you live?** You can add or edit this information later as well.
4. Click **Finish** then done.

And that's it! Google+ is now activated for your account and you may start using the services.
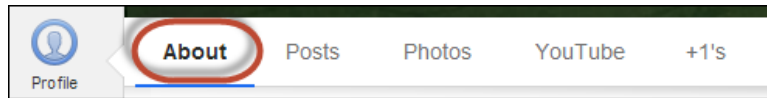
Google+ for Schools
Profile and Settings
by Eric Curts

At any time you can edit your Google+ Profile to update information about yourself, change your picture, or add new information. You can also adjust settings to determine what people can see, how you get notified, and more.

Editing your Profile Information

1. Click **Profile** in the left drop down menu on your Google+ screen, then click the **About** link in the top menu.
2. For each section below there you can click **Edit** to make any needed changes, additions, or deletions to your information. For most items you can also determine who is able to view the information you enter.
3. The sections include:
   - **People** - Determine who can see your Circles and who has you in Circles
   - **Work** - Your Occupation, Skills, and Employment
   - **Places** - Where you have lived
   - **Contact Information** - Home and Work phone, email, and address
   - **Story** - Your Tagline, Introduction, and Bragging rights
   - **Education** - HIgh School, College, and such
   - **Basic Information** - Your Gender, Birthday, Relationships, and such
   - **Links** - Links to your blog, websites, and other social networks
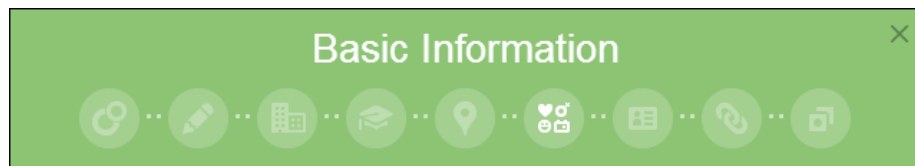
Note: If you ever want to make sure **what information other people are able to see** about you, you can temporarily switch the view on your Profile page to someone else.

1. In the top menu bar of your **Profile** page, next to **View profile as**, click the link labeled **Yourself**.
2. Now you can click **Public** or type in someone else's Google+ name.
3. Your **Profile** page will now reload so you can see exactly what the **Public** would see, or what the person you chose would see.
4. You can then switch back to **Yourself** and make any changes to your information and its visibility as you wish.
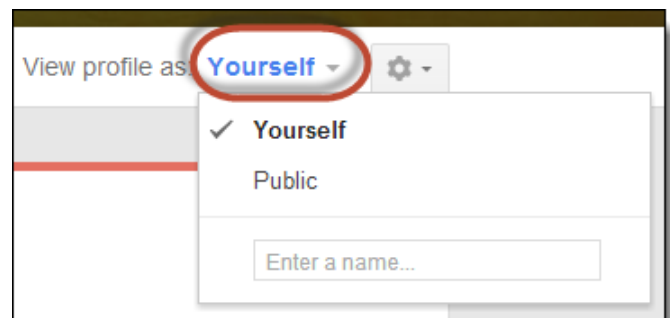
Editing your Profile Pictures

You can also change your Profile picture and your Cover picture (the header image on your Profile page).
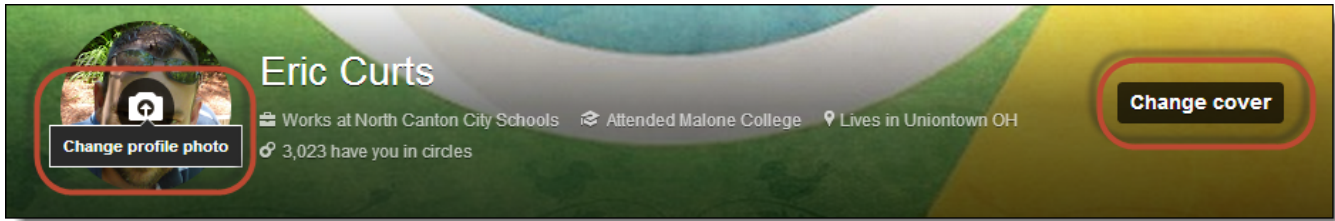
- To change your **Profile picture** hover over your current image and click **Change profile photo**.
- For your **Profile picture** you can **Upload** a picture, choose an image from your **web albums**, or take a **snapshot** if you have a webcam.
- To change your **Cover picture** click **Change cover**.
- For your **Cover picture** you can choose from the **Gallery**, **Upload** a picture, or select an image from your **web albums**.

Editing your Settings

If you want even greater control over what people can and can't see about you, how people can interact with you, how and when you receive notifications, and more, you can adjust your account Settings.

1. In the top menu bar of your **Profile** page, next to **View profile as**, click the **Settings gear icon**.
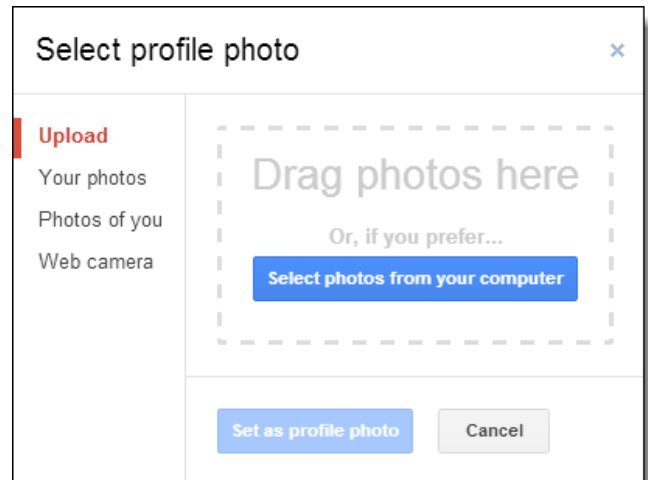2. Choose **Settings** from the drop down menu.
3. This will open your **Account settings page** for Google+ where you can adjust many options including:
   a. **Who can interact with you and your posts** - who can send you notifications and comment on your posts
   b. **Receive notifications** - what to get notifications for (being mentioned in a post, added to a circle, tagged in a photo, etc.) and in which method (email and/or SMS)
   c. **Profile** - which tabs people can see (Photos, Videos, etc.), if people can search for your profile, and more.
   d. And many other settings..

Google+ for Schools
Finding People and Managing Circles
by Eric Curts
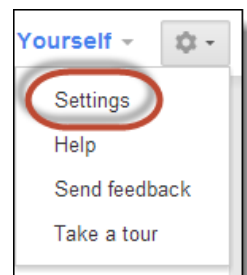
With Google+ you can add and organize people using **Circles**. People can be in more than one Circle if needed. Circles make it easy for you to see what specific groups of people are sharing, and for you to share with just the right people.
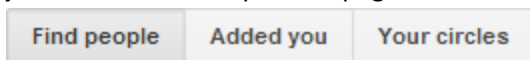
Finding People

There are many ways in Google+ to find people you may wish to add to your Circles.

From your Find people page

1. Click **People** in the left drop down menu on your Google+ screen.
2. You will now see a screen with suggested people you may wish to add. These come from people who added you to their **circles**, people in your **address book**, **co-workers**, **classmates**, and such (based upon the information you have made available in your Google+ profile).
3. To specifically see people who have added you to their Circles, you can click the **Added you** button at the top of the page.

From the search bar

1. At the top of your Google+ screen is a **search bar** where you can type in someone's name, or part of their name.
2. To limit the results, you can choose **People and pages** from the drop down menu below the search bar.
3. Matching people will be listed below.
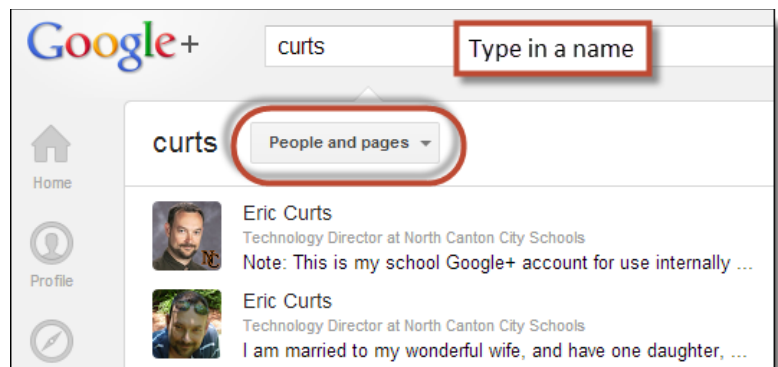
From your Google+ Notifications

- As people you know join Google+ or as people add you to their Circles, you will often get notifications in the top right corner of any Google service page (Gmail, Docs, etc.) listing those people.
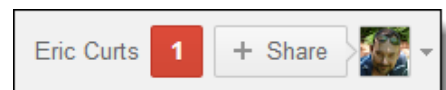
From posts

- If you are looking for new people, one of the best ways to find them is from the posts they make. Keep your eye out while viewing posts in your **Communities** or on your **Home page** or the **Explore** page to find interesting people to add.

Putting People in Circles

Once you find people you wish to follow, you need to put them in Circles. You can put a user in more than one Circle if they belong to multiple groups. There are several ways to add a user to a Circle.

Click and Choose

1. To add a user to your Circles you can click their **Add** or **Add to circles** button.
2. You can find this button in several ways depending on the screen you are on.
   - If you are on their **Profile** screen, you will see an **Add to circles** button.
   - If you are on your **Find people** screen, you will see an **Add** button below their name.
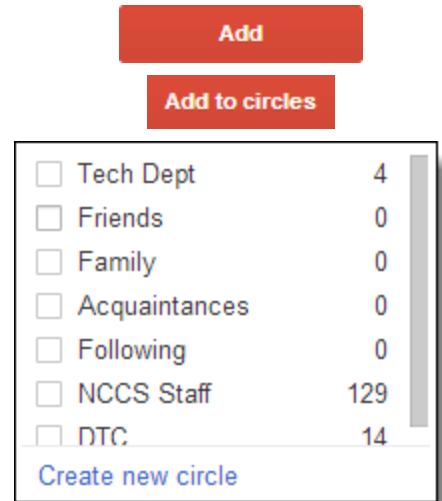   - If you are **viewing a post** of theirs, hover your mouse over their name and you will see an **Add** button in their pop-up window.
3. Click the **Add** or **Add to circles** button.
4. Now **check the Circle** (or Circles) you want to add the user to.
5. Or click **Create new circle** to make a new Circle.

Drag and Drop

1. Go to the **Find people** page in Google+ and click the **Added you** button or the **Your circles** button at the top.
2. You can click and drag users from the top, and then drop them on your **Circles** at the bottom to add them.
3. You can drop them on existing Circles.
4. Or you can drop them on the blank Circle titled **Drop here to create a circle**. Then simply click **Create circle** to give it a name and create it.
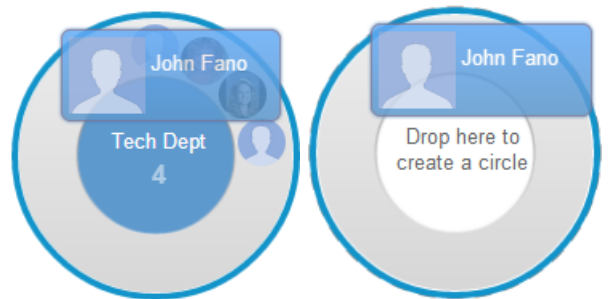
Removing People from Circles

If you need to, you can also take someone out of a Circle.

1. Hover your mouse above the user and click on their **Circle button** (which indicates how many Circles you have them in).
2. Now simply **uncheck** the box(es) for the Circles you wish to remove them from.
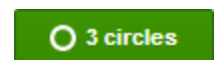
Sharing Circles

Once you have built some Circles you can share them with other people. For example if you have made a Circle composed of all the teachers in your building, you can share this circle with your colleagues so they do not have to take the time to build that particular Circle themselves.
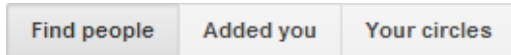
1. Go to your **Find people** screen in Google+ and click the **Your circles** button at the top to see all your Circles.

Find people	Added you	Your circles

2. Click on the Circle you wish to share.
3. Now click the **share icon** in the middle of the Circle.
4. This will open the **Share circle** window.
5. In the **Add a comment** box, you can type in a comment to explain the Circle being shared.
6. In the **Add names, circles, or email addresses** you can who the Circle is to be shared with.
7. Click **Share** when done.
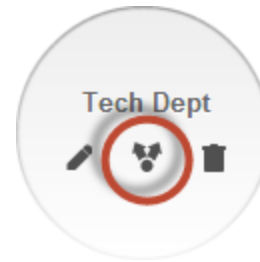
The people you shared this with will now be able to view the shared Circle and add the users to their own Circles if they wish.

Note: If you add or remove users from the specific Circle in the future, that will not change the list of users you shared.
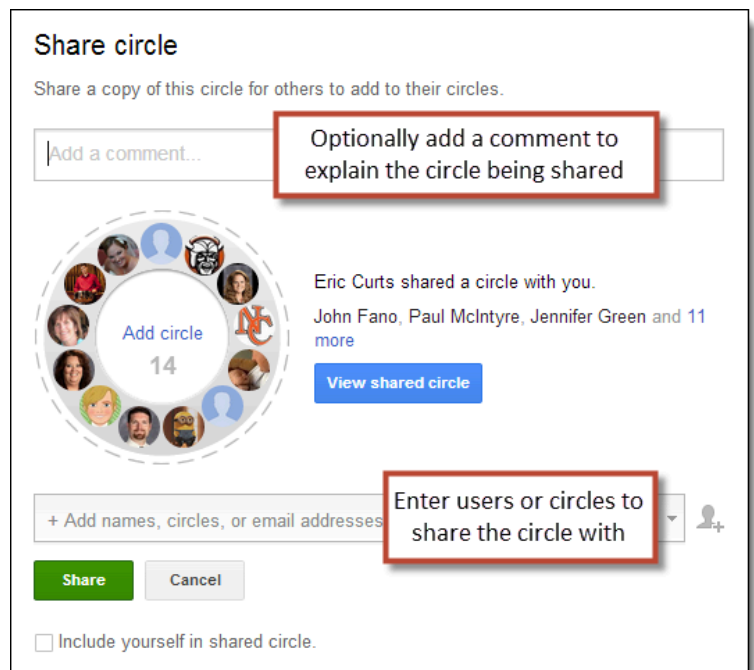
Viewing Posts from your Circles

Having people organized in Circles is a great way for you to control who you share with (see the help guide on posting and sharing) but it is also a great way to organize and limit the posts you see from others. With Google+ you can easily view just the posts from a specific Circle as needed.

1. Go to your **Home** screen in Google+
2. Click on **More** in the top menu bar and choose the Circle you wish to view.
3. Now you can view posts from only the people in that Circle.
4. Repeat the process to switch to a different Circle.
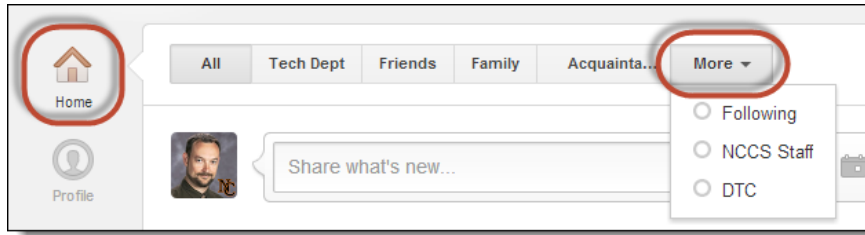
You can also **increase** or **decrease** how much information you get from any particular Circle.

1. Choose a **Circle** as described above to view the most recent posts from those people.
2. Now click the **Settings button** on that page.
3. For the **Amount** option you can choose **More**, **Standard**, or **Fewer** to increase or decrease how many posts from this Circle will show up on your Home screen news feed.
4. Also, you can check the box labeled **Get notified about new posts** if you want to get a Google+ [1] notification each time someone from this Circle posts something new.

Posting, Sharing, and Commenting

by Eric Curts
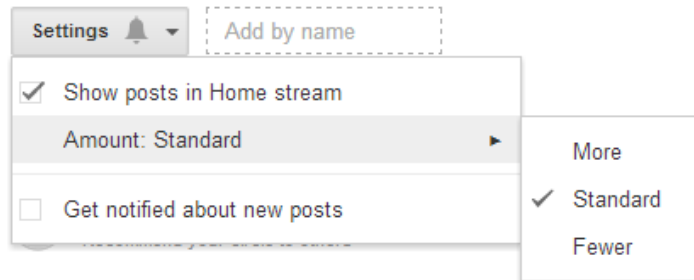
With Google+ you can post and share information, and can optionally include a link, video, photo, or event. You also have control over who has access to your post by setting who the post is shared with.

Making a new post

1. To make a new post go to your Google+ **Home** screen or your **Profile** screen.
2. Click in the **Share what's new** box and type in your post.
3. You can mention specific people by typing "**+**" followed by their name. This will also share the post with these people.
4. If you include any web addresses in your post, the first one will be added to the post as a link.
5. Optionally you can click the icons below your post to add a **photo**, **video**, **event**, or **link**.
6. In the box labeled **Add names, circles, or email addresses** you can specify who the post is to be shared with.
7. Finally click the **Share** button.
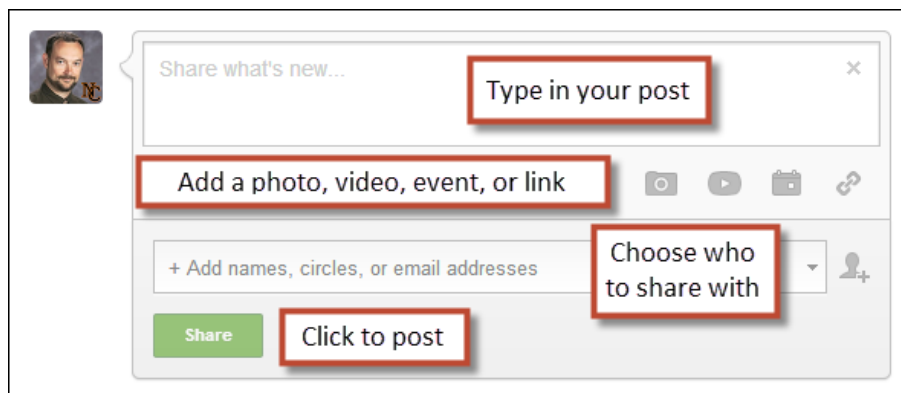
Posting to a Community

If you belong to a **Google+ Community**, you can also share a post specifically with that community group. To keep posts organized in a Community you will pick a **specific category** within the Community to post to.

1. Go to your **Community** page in Google+ and then pick the specific community you want to post to.
2. Click in the **Share with this community** box and type in your post.
3. Optionally you can click the icons below your post to add a **photo**, **video**, **event**, or **link**.
4. From the drop-down menu below your post, choose the **Community category** you wish to post to.
5. Click **Share** when done.
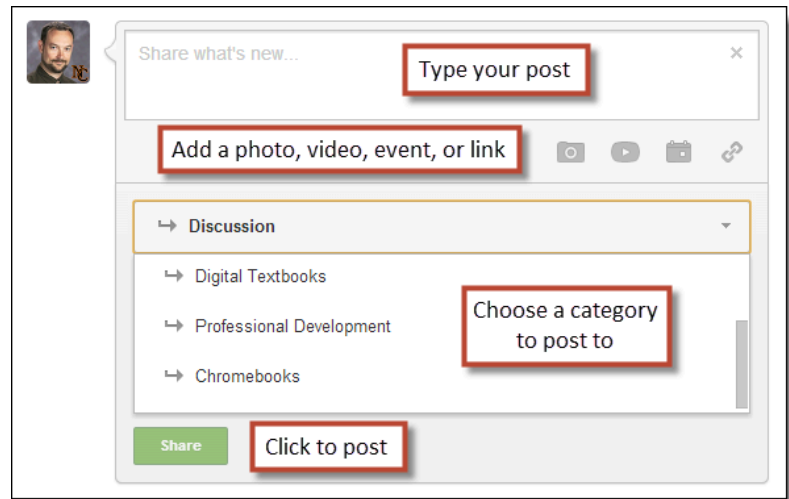
Resharing a Post

Besides making your own posts, you can reshare a post made by someone else (as long as they have allowed for resharing).

- Click the **Share** arrow below the person's post.
- This will open up a new window.
- In the **Add a comment** box you can type in your own comment if you wish.
- In the box labeled **Add names, circles, or email addresses** you can specify who to share the post with.
- Click **Share** when done.
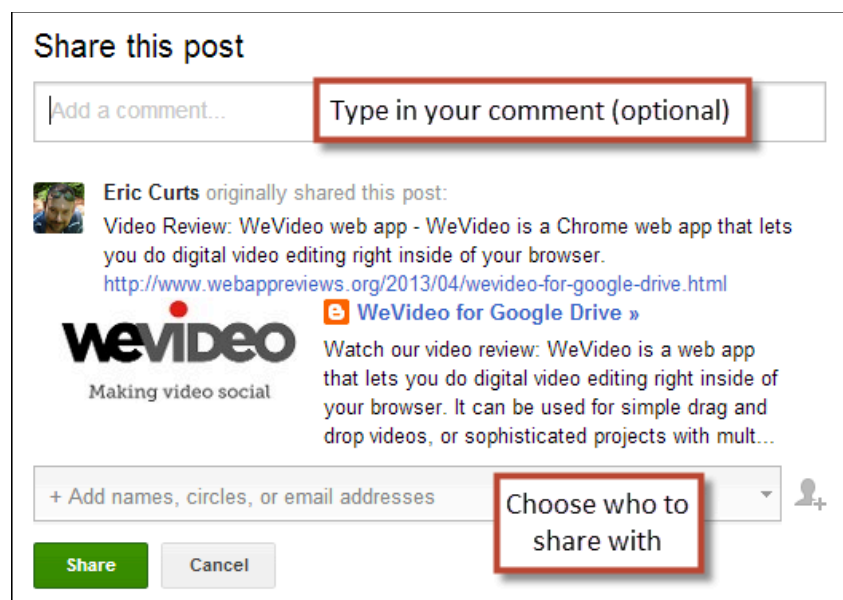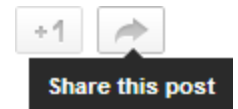
Determining who to Share with

With Google+ you can control who is able to view your post. This allows you to share information with just the appropriate people. Below is a list of different sharing options and what they do. You can combine many of these options together for any one post.

| Sharing Option	Visible to...
🌐 Public ×	Visible to anyone.
🔗 Your circles ×	Visible to everyone in your circles, who have also circled you. These people will also receive a **1** notification.
⭕ Tech Dept ×	Visible to everyone in the Tech Dept circle, who have also circled you. These people will also receive a **1** notification.
John Fano ×	Visible to the specific user (John Fano). The specific user will also receive a **1** notification and an email.
🔗 Extended circles ×	Visible to everyone in your circles, plus the people in their circles.
🏫 North Canton City Schools ×	Visible only to people within your Google Apps domain (your school).
⊚ EdTech (5048) ×	If the Community if Private, then visible to the community members only. If the Community is Public, then also visible to anyone on your profile page. Community members can choose to receive notifications. 🔔 On

When a user receives a **Google+ notification** **1** it will appear in the top right corner of their web browser on any of the Google service sites (Gmail, Docs, etc.)

By default, people can comment on your post and can reshare your post. You can limit that if you wish.

- Click the drop down arrow in the box where you choose who to share with.
- Choose **Disable comments** to keep people from commenting on the post.
- Choose **Lock this post** to prevent people from resharing the post.
- Choose **Keep with [your domain]** to only allow sharing within your school.
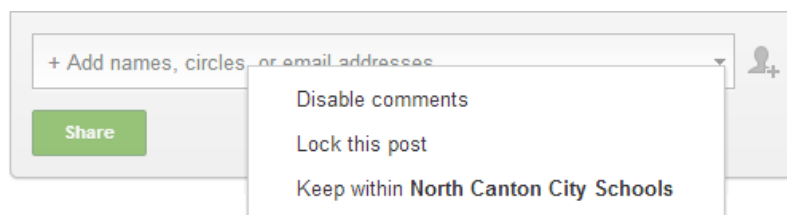
Editing or Deleting a Post

If needed, you can go back to edit or even delete previous posts you have made.

1. Locate the post on your **Profile** page (or elsewhere)
2. Click the small **down arrow** in the top right corner of the post.
3. Choose **Edit post** to make changes to the post.
4. Choose **Delete post** to remove the post entirely.

Note: This only edits or deletes your original post. If someone reshared your post, their reshared version will not be affected.
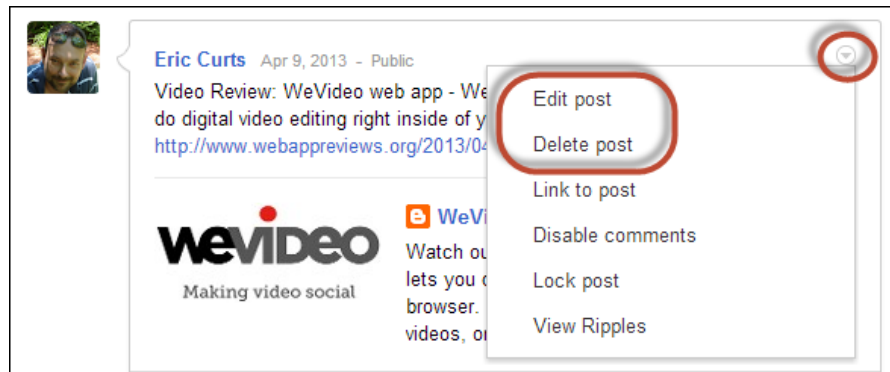
Replying to a Post

Besides just making or sharing posts, you can also comment on someone's post to engage in conversation, answer questions, offer your ideas, and extend the discussion.

● To leave a comment on a post, simply click in the **Add a comment** box, type in your comment, and click **Post comment**.
● To show that you like a post, you can click the **+1 button** below the post.

Google+ for Schools
Communities
by Eric Curts

Communities are online forums in Google+ focused on a particular topic or interest where people can share and discuss posts related to that topic. Communities can be **public** (anyone can view posts) or **private** (only members can view posts). Communities are a great way to connect with other people who share your interest or profession.

Finding and Joining Communities

1. Click **Communities** in the left drop down menu on your Google+ screen.
2. A list of suggested Communities will be listed under **Discover communities**. Over time Google+ will tailor this list of suggestions based on the Communities you join and your Google+ activity.
3. If you do not want to join a particular Community, you can hover your mouse over its picture and click the "**X**" in its top right corner. This will **remove** that Community from the suggestion list.
4. If you are interested in a Community, simply **click on its picture** to visit its page.
5. You can also look for Communities by typing keywords into the **Search** box.
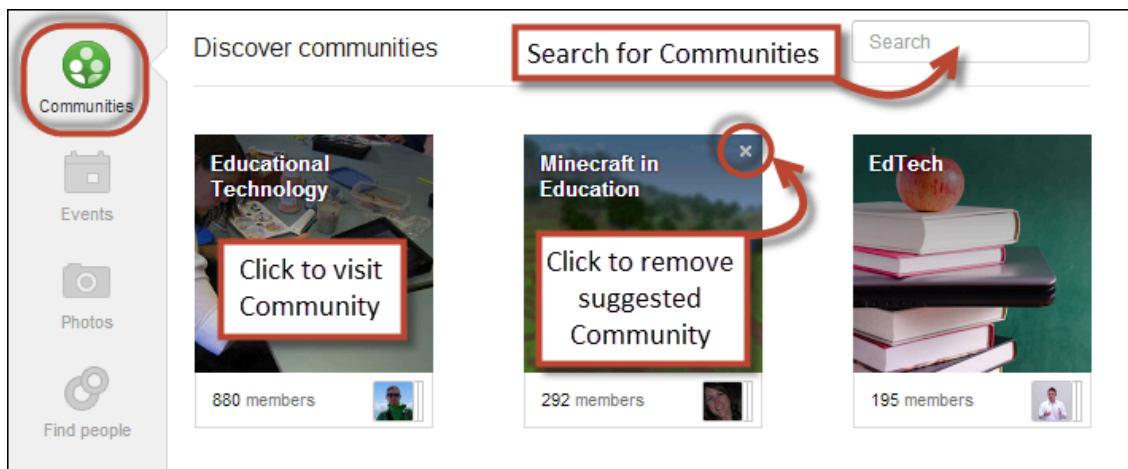
Once you find a Community you like, you can join as follows:

● If the Community is open for anyone, simply click its **Join community** button to join.
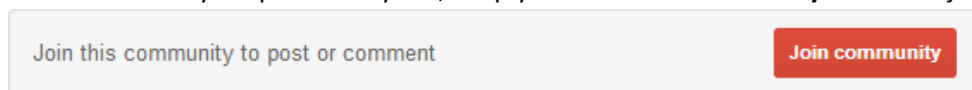
● If the Community requires approval, then click its **Ask to join** button. The Community moderators will get your request.

Example Education Communities

There are Google+ Communities for pretty much any topic or interest. Below are links to some example Communities related to education, technology, and subject areas.

- Educators on Google+ - link
- Education - link
- Teachers Helping Teachers - link
- Education Revolution - link
- Educational Leadership - link
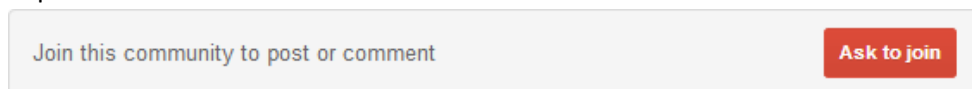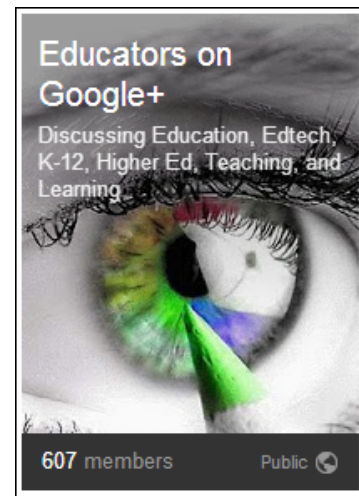- Mathematics Education (K-12) - link
- Mathematics - link
- STEM Educators - link
- Early Childhood Educators - link
- EdTech - link
- Technology in Education - link
- Instructional Design & E-Learning Professionals - link
- Google Apps for Education - link
- Google Apps in Education - link
- Chromebook EDU - link

Managing your Communities

Once you join a Community, it will now show up on your Google+ Community page under **Your communities**.
If the Community has **new posts** since the last time you visited it, there will be a number in the top right corner of the Community picture to indicate how many new posts there are.
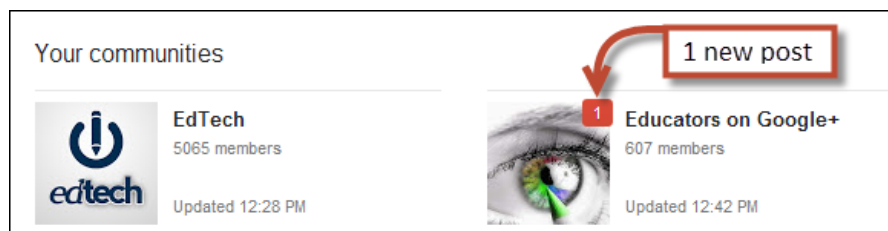
- To visit the Community, simply click on its picture.
- You will now be able to read through all the posts to the Community.
- If you wish to view just the posts from a specific **Category**, click on the **Category** name from the list on the left side of the page.
- You can also turn **Notifications** on and off for a Community by clicking on the **Notifications toggle icon**.
- **Note**: By default, when you join a Community if it has less than 100 members Notifications will be turned on, and if there are more than 100 members Notifications will be turned off.
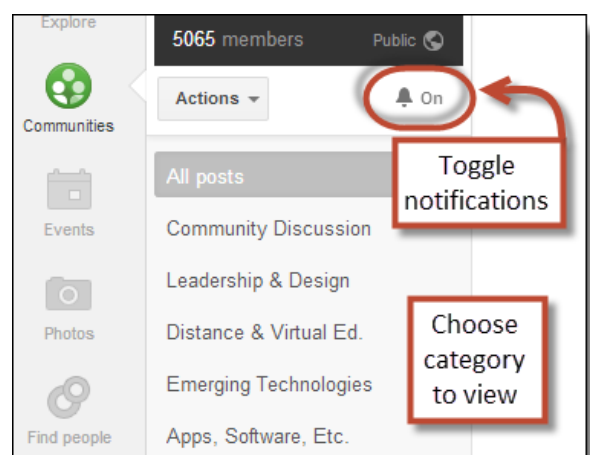
Posting to a Community

If you belong to a **Google+ Community**, you can also share a post specifically with that community group. To keep posts organized in a Community you will pick a **specific category** within the Community to post to.

1. Go to your **Community** page in Google+ and then pick the specific community you want to post to.
2. Click in the **Share with this community** box and type in your post.
3. Optionally you can click the icons below your post to add a **photo**, **video**, **event**, or **link**.
4. From the drop-down menu below your post, choose the **Community category** you wish to post to.
5. Click **Share** when done.
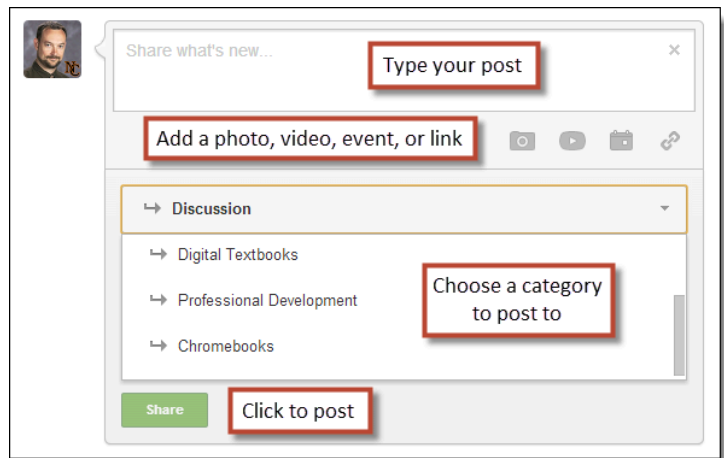
Creating a Community

With Google+ you can also create your own Communities. This could be for the staff in your building, or grade level, or department, or it could be for users from anywhere.

1. To create a Community go to your Google+ **Community** page and click the **Create a Community** button.
2. Next choose **Public** (anyone can view posts) or **Private** (only members can view posts).
3. Then enter a **name** for your Community.
4. For a **Public** community, you can also select if anyone can join or if you need to approve their request.
5. For a **Private** community, you can also select if people can find the community and ask to join.
6. Finally click **Create Community**.
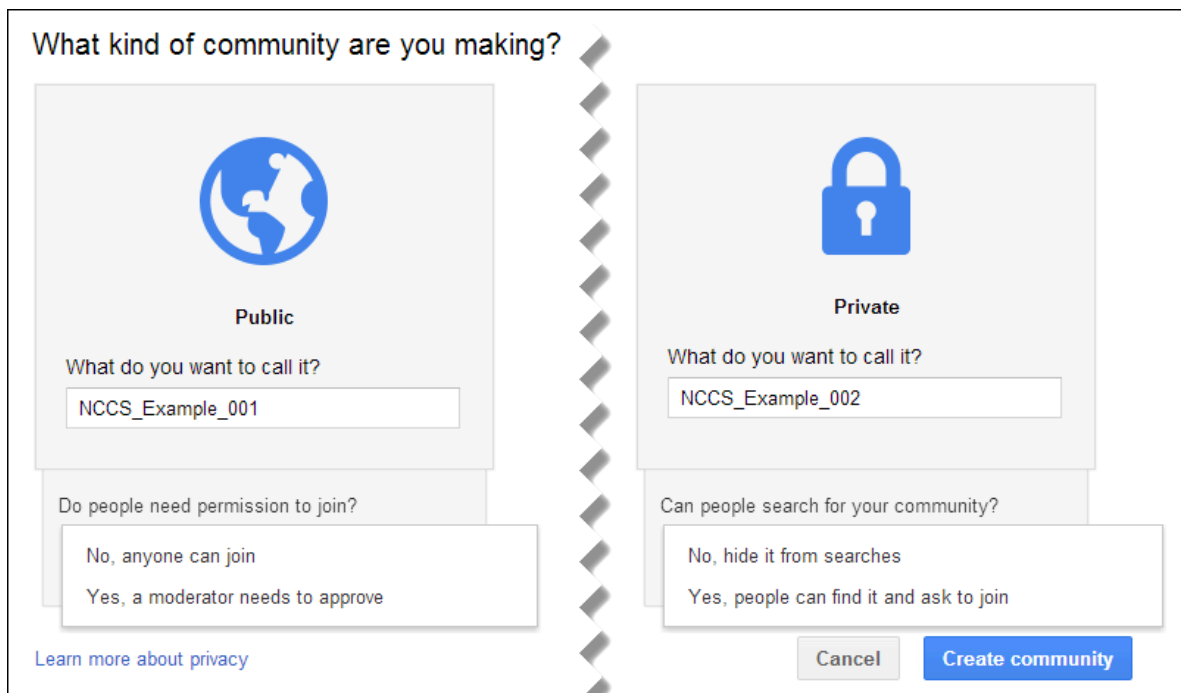
You can now **customize** the Community with a logo, description, categories, and more.

1. To get into edit mode, click the **Actions button** and then choose **Edit community**.
2. You can edit the Community **title** in the top box.
3. You can add a **Tagline** below the title.
4. Click **Pick a photo** to choose a logo for your Community. You can upload an image, choose an image from your web albums, or take a snapshot with your webcam.
5. Click **Add category** to create specific topics for the Community posts.
6. In the **About** section you can add a **Description** for the Community, add useful **Links**, and set a **Location** if desired.
7. Click **Save** when done.

To **invite people** to your Community:

1. Click the **Actions button** and then choose **Invite people**.
2. This will open a window where you can **Add a comment** to explain the invitation.
3. Then enter who to invite in the **Add names, circles, or email addresses** box.
4. Click **Send** when done.
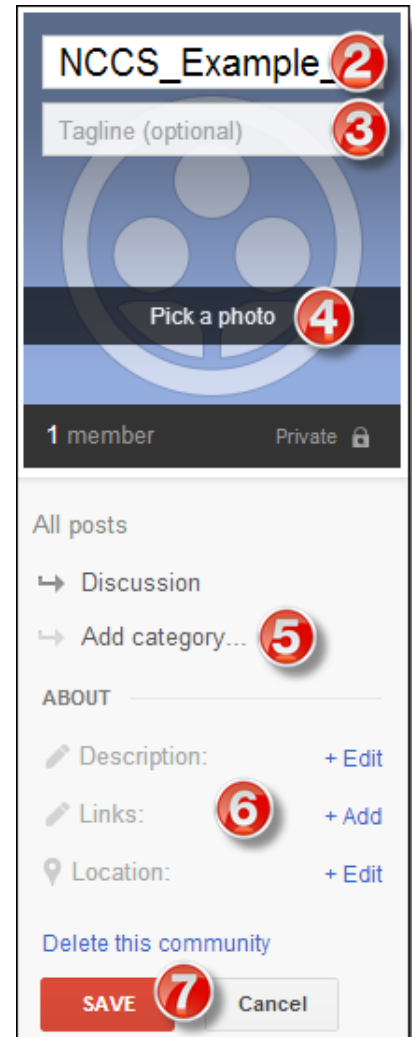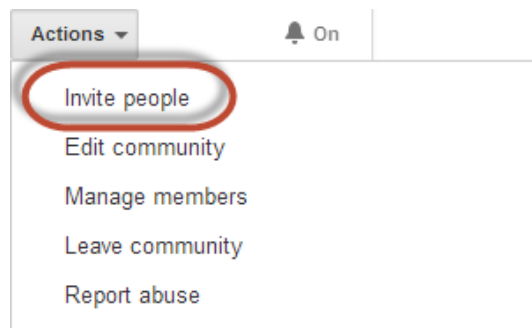
Ideas for Using Google Communities in schools

- For students
  - Student forums for classes, blended learning, and online courses
- For staff
  - Professional Learning Networks
  - Forums for staff groups (committees, departments, buildings, etc.)
  - Forums for topic groups (assessment, technology integration, etc.)
  - Staff book studies

Google+ for Schools
Hangouts
by Eric Curts

A **Google+ Hangout** is a powerful video conference tool that allows up to 15 people at once to connect. Members of the Hangout can also share their computer screen to share a website, go through a presentation, or teach how to do something. You can also broadcast a hangout live for an unlimited number of people to see, and archive the video to YouTube. This is a great way to hold meetings, engage in distance learning, do professional development, record lessons for a flipped class, provide after hours help, and more.

Watching a Hangout

The simplest way to participate in a Hangout is just to watch it. Some people choose to broadcast their Hangout live so anyone can watch it. In this case you are not actually part of the Hangout but instead you are watching it live like a webinar or broadcast. You normally can post questions in the comments section, so there is some opportunity for interaction.

- To watch a Hangout, when it is time for the Hangout to begin go to the **profile page** of the person or organization who is running the Hangout.
- You may need to **refresh** the page from time to time until the Hangout begins.
- Once it starts you will see the **Hangouts On Air** screen and can click the **play** button to begin viewing live.
- You can submit questions or comments in the **Add a comment** box below the Hangout video.
- The comments do not automatically refresh, so you may want to open a second copy of the webpage in a new tab and refresh that from time to time to see the updated comments.
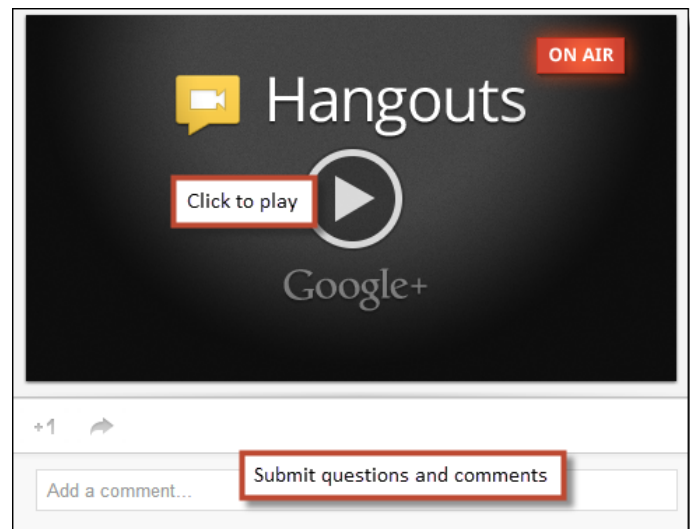
Considerations for Participating in a Hangout

Rather than just watching a Hangout, you also can run your own Hangouts and join into the Hangouts of others. However, if you are going to participate in a Hangout, there are some things to consider.

- **Camera** - To be seen in the Hangout you will need a camera for your computer or device (phone, tablet, etc). Many laptops and mobile devices have front-facing camera built in, but if you have a desktop computer you may not have a camera. In such cases a simple USB webcam is often a great option. If you do not have a camera, you can still join the Hangout, but people will only see your profile picture instead of a live video of you.
- **Microphone** - Similarly, the be heard in the Hangout you will need a microphone. Again, most laptops and mobile devices will have a built-in mic, but you may need to add on a mic for a desktop computer.
- **Headphones** - This is optional but worth considering. You can use the speakers from your devices or computer,

but sometimes your mic will pick up the sound from your speakers and cause feedback and echoing. By using headphones, or even a headset mic, you will keep the sound from the Hangout for your ears only.
- **Environment** - As much as possible, it is best to locate yourself in a well lit, quiet place, so everyone will be able to see and hear you clearly.

Joining a Hangout

When someone invites you to a hangout, you will get a notification in to the top right corner of your browser on any Google services page (Gmail, Drive, etc).

1. Click the **notification** to expand the invite.
2. If you wish to join the hangout, click the blue **Hang out button**.
3. The Hangout window will now open.
4. If it is a **Hangout On Air**, meaning that it can be broadcast live and recorded, you will have to check the **I agree** box.
5. When you are ready to enter the Hangout, click the blue **Join button**.
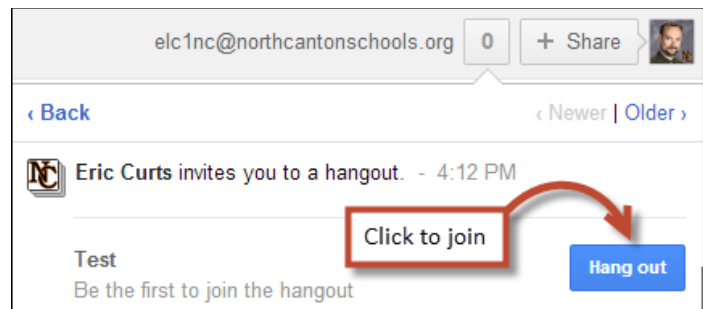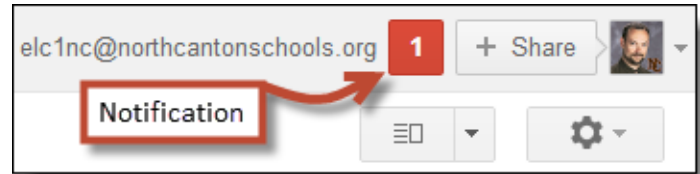
Starting a Video Hangout

1. To start your own Hangout go to the **Hangouts page** in Google+ by choosing **Hangouts** in the drop-down menu in the top left corner of your Google+ screen.
2. Next click the **Video Hangouts** tab at the top and click the **Start a Video Hangout** button.
3. This will open a window where you can invite guests and optionally include a message.
4. Then click **Share** to send the invites to your guests.
5. While waiting for your guests to join, if you need to adjust your mic, speaker, or webcam settings, click the **gear icon** at the top of the Video Hangout window.
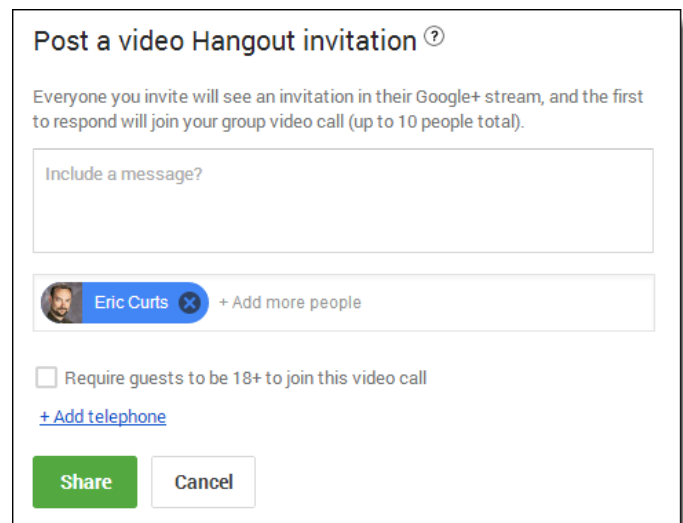
Participating in a Hangout

- Once you are in the Hangout a **small thumbnail video** of you (and all participants) will show up along the bottom of the screen.
- In the center of the Hangout will be a **large video** showing one participant.
- When someone speaks, the Hangout will **switch focus** to that person and they will appear in the main large window.
- Because of this it is important to **mute your mic** when you are not speaking to cut down on background noise and unintentional focus on you.

At the top of the Hangout window there are several control buttons (from left to right):

- **Invite People** - add more guests to your Video Hangout
- **Mute microphone** - so no one can hear you
- **Turn camera off** - to show your profile picture instead of your live video
- **Adjust bandwidth** - to reduce the bandwidth being used if you are experiencing slow connectivity, broken audio, or freezing video
- **Settings** - to choose which device to use for your mic, camera, and speakers
- **Leave call** - to leave the Hangout

Hangout Tools
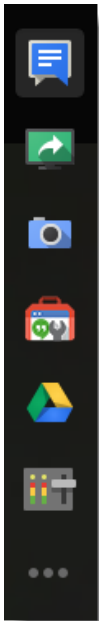
Besides just speaking via video conference, there are many other things you can do in a Hangout. On the left side of the screen you will find various **Hangout tools**.

- **Chat** - Open a window on the right where you can text chat with the other Hangout participants
- **Screenshare** - Instead of showing yourself, you can show your computer screen to show a website, program, slideshow, or such.
- **Capture** - Take pictures of the Hangout
- **Hangout Toolbox** - Add lower thirds, volume control, and more
- **Google Drive** - Share and collaborate on a file from your Google Drive.
- **View more apps** - Add other tools to your Hangout including:
  - **YouTube** - Watch a YouTube video together with the Hangout members.
  - **Google Effects** - Add fun visual props to your Hangout.
  - **Remote Desktop** - Share control of a computer to provide technical assistance to someone else.
  - **Scoot and Doodle** - Collaborative whiteboard

Hangouts On Air

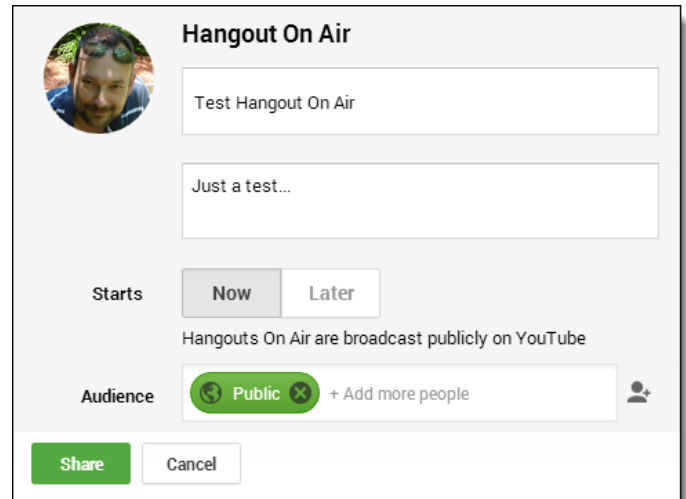Instead of a private **Video Hangout**, you can also run a **Hangout On Air**:
- The **live video is broadcast** on your Google+ Profile page and on your YouTube page.
- An **unlimited number of people** can watch the live video.
- Still only 15 people can be in the Hangout.
- When done with the Hangout On Air, the video is automatically **saved to your YouTube account**.
- This is great if you need to reach lots of people, or wish to record and archive the session

First though, you need to **verify your YouTube account**. This simply proved you are a real person, allows the Hangout On Air to be saved to your account, and removes the old 15 minute limit for your videos.
- To verify your account go to: https://www.youtube.com/verify
- This is a **one-time process** and will not need to be done again for your account.

To start your own Hangout On Air:

- Go to the **Hangouts** page in Google+ by choosing **Hangouts** in the drop-down menu in the top left corner of your Google+ screen.
- Next click the **Hangouts on Air** tab at the top and click the Start a **Hangout on Air** button.
- This will open a window where you can
  - **name** your Hangout On Air
  - give it a **description**
  - and choose if it is starting **now** or is scheduled for **later**.
- Click **Share** when ready.

- This will now take you to your event page where you can click the big blue **Start** button to launch your Hangout On Air.
- **Note**: Your Hangout On Air is not broadcasting live yet at this point.
- Once the Hangout opens you can invite people just like in a normal Video Hangout.
- When you are ready to begin the live broadcast, click the **Start Broadcast** button at the bottom of the Hangout window.
- When done, click the **End Broadcast** button to turn off the live video.
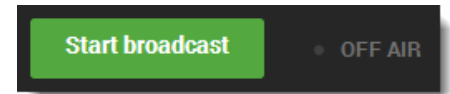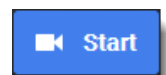
Where to find Educational Hangouts

Besides using Hangouts within your school, it is also great to reach out and view or participate in Hangouts from other people, places, and groups all around the world. This is a, easy way to plug into distance learning opportunities, collaboration with other schools, and professional development sessions.

Some good sources for finding educational Hangouts include:

- **Google in Education on Google+** - https://plus.google.com/+GoogleforEducation/postscation/posts
  This is Google's official education account on Google+ and they frequently host and post educational Hangouts of all sorts.
- **Google Virtual Fieldtrips** - http://connectedclassrooms.withgoogle.com
  Distance learning opportunities to join or view, such as a virtual tour of a facility, conversation with an expert, show-and-tell session with a museum or collaborative activity with a classroom across the globe.
- **Connected Classroom Community** - https://plus.google.com/u/0/communities/100662407427957932931
  A Google+ Community for Google's virtual fieldtrips and connecting with other classrooms.
- **Edu Hangouts website** - http://eduhangout.org/
  This site helps connect educators everywhere so you can set up Hangouts with other schools, experts, authors, and more.
- **G+eduhangout Community** - https://plus.google.com/communities/114896744553237763030
  A Google+ Community connected with the Edu Hangout website for more great ways to find, offer, and connect with educational Hangout opportunities.
- **Mystery Location Calls** - https://plus.google.com/u/0/communities/108872508641408401439
  This group is dedicated to classroom teachers who want to make global connections with other classrooms via Google Hangout. This is a game based connection where each class asks yes/no questions and gathers clues to determine the location of the other class.

Ideas for using Google Hangouts in school

- For students
    - Virtual field trips
    - Mystery location calls
    - Mystery career calls
    - Interviews with authors, researchers, etc.
    - Allow absent students to view class live
    - Virtual office hours
    - Recording video for flipped lessons
- For staff
    - Taking online professional development sessions
    - Delivering online professional development sessions
    - Online meetings
    - Remote desktop support for others
    - Broadcasting and recording Board of Ed meetings