

# Installing the Google Hangouts Meet LTI

Canvas Administrators will need to install the Google Hangouts Meet LTI in their Canvas Account.

## ENABLING THE DEVELOPER KEY

Log in to your Canvas Account and visit the Admin page.

1. From the Navigation menu click 'Developer Keys'
2. Click the 'Inherited' tab
3. Find Google Hangouts Meet LTI
4. Click the 'On' button.

Developer Keys

Name	Details	Type	State
3 Google Hangouts Meet LTI			4 ON OFF
Microsoft Teams Meetings for Canvas			ON OFF
Frontline Resource Library			ON OFF
GradeHub			ON OFF
Verbit			ON OFF

## COPY THE CLIENT ID

Copy the Client ID that displays in the Details column.

Name	Details	Type	State
Google Hangouts Meet LTI	17XXXXXXXXXXXXXXX		ON OFF

## ADDING THE LTI APP

Click Settings

Click the Apps tab

Click 'View App Configurations'

## ADDING THE LTI APP

Click '+ App'

Change the Configuration Type to 'By Client ID'

Paste the Client ID value you copied into the box

Click Submit

Add App

Configuration Type: By Client ID 1

Client ID: 2

To obtain a client ID, an account admin will need to generate an LTI developer key.

Cancel Submit 3

## INSTALL APP

Click the Install button

Add App

Tool "Google Hangouts Meet" found for client ID Would you like to install it?

Cancel Install

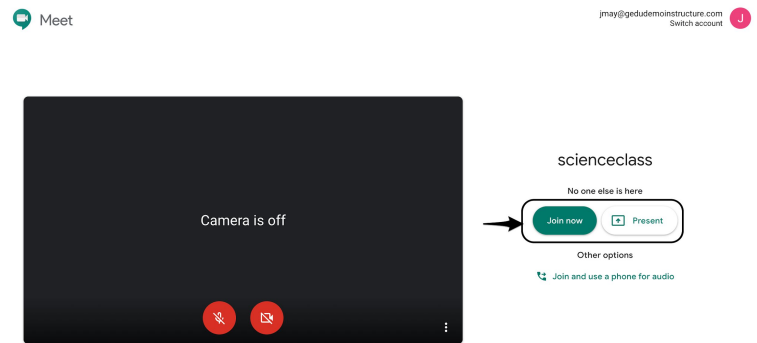
# Joining a Google Hangouts Meet

Your Google Hangouts Meet will be ready to join after clicking the URL link, and then clicking Join Now. Students will be able to join once you have started the Hangouts Meet. The Hangouts Meet will only end when all users have exited the session by closing their browser tab or using the Leave Call option. The Hangouts Meet will remain open if the teacher leaves the session before all other users have left.

Students must use their school account to join the Google Hangouts Meet using the short URL (<https://g.co/meet/yourclass>). If students are using a non-school Google account, for example their personal Gmail or a parent's Gmail account, they will need to join using the full Hangouts Meet URL generated after you launch the session.

## JOINING THE HANGOUTS MEET

Select your microphone and webcam settings, and then click "Join Session" or "Present" to begin the Hangouts Meet. Students will not be able to enter the session until you have joined.



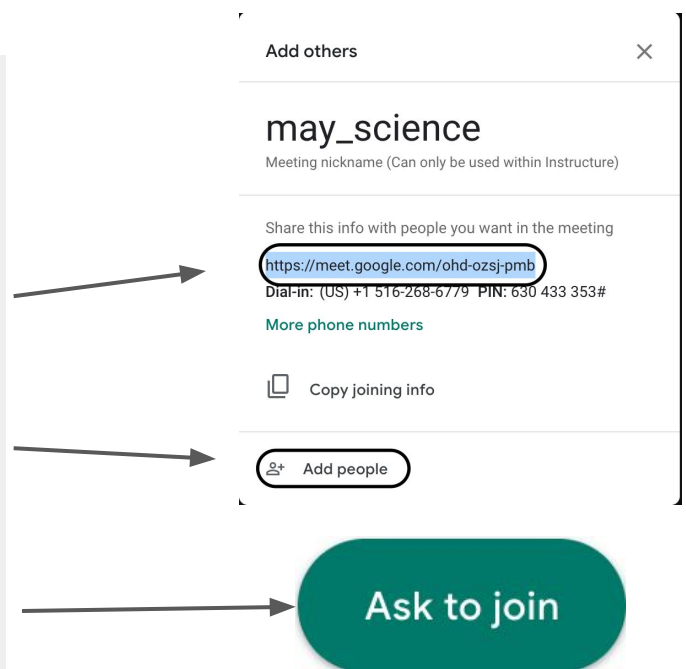
## STUDENTS USING NON-SCHOOL ACCOUNTS

Students can join from standard Gmail accounts if they are provided the Hangouts Meet URL. You will need to approve their request to join.

Students can join directly from the URL link in the course, or you can send them the link provided in the 'Add others' dialog box.

Alternately, if you know a student's email, you can add them through the "Add people" option.

Students accessing the link will see an Ask to Join button and you will receive a notification to allow them to participate.



# Ending a Google Hangouts Meet

Your Google Hangouts Meet will end when all users leave the session. Students will be able to continue the meeting if the teacher leaves before the last student has left.

Teachers can remove students from the Google Hangouts Meet to ensure the session is closed and students cannot join.

## LEAVING THE HANGOUTS MEET

*You can leave the Hangouts Meet by clicking the “Leave Call” button or closing the browser tab. The meeting will continue to run until all users have left.*

Leave call

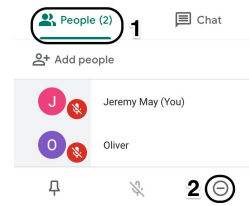


## ENDING THE HANGOUTS MEET

*The Hangouts Meet will only end when all users have left the session by either closing their browser tab or clicking the “Leave call” option.*

## REMOVING USERS

*You can remove users from the session by using the ‘Remove’ option.*



Remove Oliver from the call?

Cancel

Remove

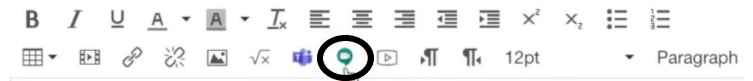
# Google Hangouts Meet LTI in Canvas

In the event you need to create a virtual class environment to connect with students synchronously, you can easily add a Google Hangouts Meet to your Canvas Course for students to access using the Rich Content Editor. The Google Hangouts Meet will start when you join, and will run until you all users leave. You do not have to update the link to start a new session. When you're ready for your next class to start the same link will launch your Google Hangouts Meet.

Note - Google Hangouts Meet will launch in a new tab, and if students are on a mobile device they will need the Google Hangouts Meet app, or can call in to participate via phone.

## USING THE GOOGLE HANGOUTS MEET LTI

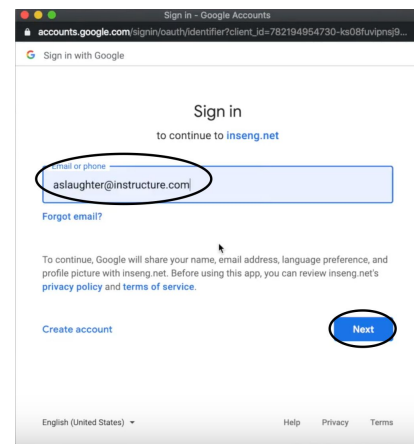
*The Google Hangouts Meet LTI is available throughout Canvas in the editor. For example, you can create Hangouts Meets using the LTI in Announcements, Pages, Calendar Events, and Discussion Prompts.*



## CREATING A HANGOUTS MEET

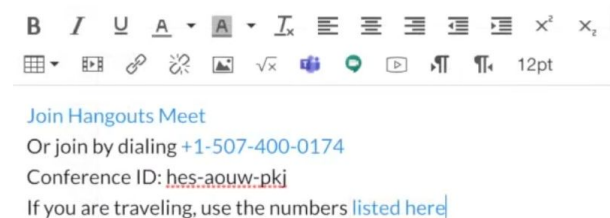
*The first time you use the LTI you will need to log in to Google.*

*Once you have logged in the tool will automatically create an paste a link and join information for you and your students.*



## CREATING A HANGOUTS MEET

*Once you have logged in the tool will automatically create an paste a link and join information for you and your students.*



## JOINING AND ENDING THE HANGOUTS MEET

*Select your microphone and webcam settings, and then click "Join Session" or "Present" to begin the Hangouts Meet. Students will not be able to enter the session until you have joined.*

*The Hangouts Meet will only end when all users have left the session by either closing their browser tab or clicking the "Leave call" option. You can remove users from the session by using the 'Remove' option.*

# Add a Google Hangouts Meet to Canvas

In the event you need to create a virtual class environment to connect with students synchronously, you can easily add a Google Hangouts Meet to your Canvas Course for students to access from a Course Event. The Google Hangouts Meet will start when you join, and will run until you all users leave. You do not have to update the link to start a new session. When you're ready for your next class to start the same link will launch your Google Hangouts Meet.

Note - Google Hangouts Meet will launch in a new tab, and if students are on a mobile device they will need the Google Hangouts Meet app, or can call in to participate via phone.

## CREATE A COURSE EVENT

Open the Calendar page from the Global Navigation and click on the day you plan to host your Virtual Class Session.

1. Enter a Title

2. Select the course from the Calendar dropdown menu.

\*From and Location fields are Optional

3. Click More Options

## CREATING A HANGOUTS MEET

The first time you use the LTI you will need to log in to Google.

Once you have logged in the tool will automatically create and paste a link and join information for you and your students.

## CUSTOMIZE EVENT SETTINGS

Calendar Events can be scheduled at different times for each Course Section if you teach multiple class periods. This enables you to create an event for each period, on the same or different days and times.

☒ Use a different date for each section

## CUSTOMIZE EVENT SETTINGS

Calendar Events can have recurrences. This allows you to pre-schedule when Events appear on the Calendar, and how many Events will be created in advance

## JOINING AND ENDING THE HANGOUTS MEET

Select your microphone and webcam settings, and then click "Join Session" or "Present" to begin the Hangouts Meet. Students will not be able to enter the session until you have joined.

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# Add a Google Hangouts Meet to Canvas

In the event you need to create a virtual class environment to connect with students synchronously, you can easily add a Google Hangouts Meet to your Canvas Course for students to access from a Course Announcement. The Google Hangouts Meet will start when you join, and will run until you all users leave. You do not have to update the link to start a new session. When you're ready for your next class to start the same link will create a new Google Hangouts Meet.

Note - Google Hangouts Meet will launch in a new tab, and if students are on a mobile device they will need the Google Hangouts Meet app, or can call in to participate via phone.

## CREATE A CANVAS ANNOUNCEMENT

Click on Announcements and +Announcement

## ENTER INFORMATION

Include any information you would like students to know such as office hours, class meeting schedule, links to resources.

## LAUNCH GOOGLE HANGOUTS MEET LTI

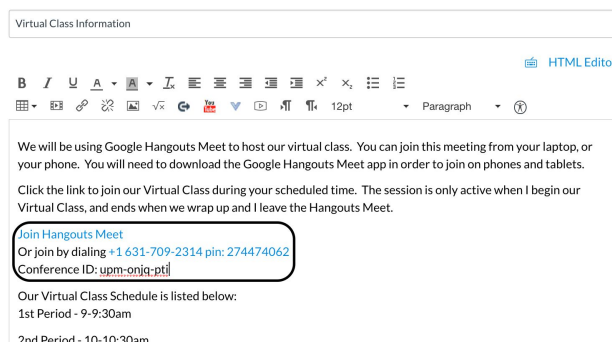
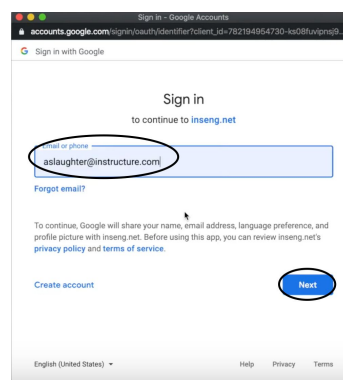
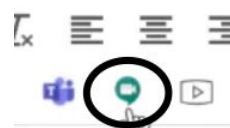
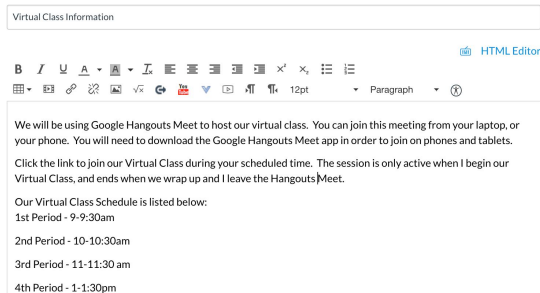
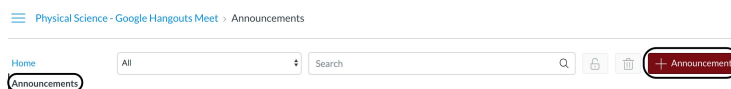
Click the Google Hangouts Meet LTI button to create your Hangouts Meet link.

## CREATING A HANGOUTS MEET

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## CREATING A HANGOUTS MEET

Once you have logged in the tool will automatically create and paste a link and join information for you and your students.



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