Setting up a Gmail Account with Google+

Required Materials:

- Any Mac or Win PC with a current Operating System
- Webcam and Microphone (may be all inclusive or separate)
- Audio referencing equipment (Speakers or Headphones)

**Please note that all homework assignments, curriculum related questions for your instructor as well as requests for technical support must be sent through First Class and not in Google+.**

**Also note that items within this guide may not match exactly to the site as Google can move and change the layout of their product at any moment.” We do our best to update this guide promptly to adapt to any changes.**

Greetings students,

Why do we use Google Plus? We use G+ to easily record and store video conferences to be submitted to your classroom as assignments require. You will be using “Google Plus Hangouts On Air” to video conference, share presentations, group discussions and client sessions with your fellow students and instructors.

Keep in mind; you do not need to be an expert at social networking. Again, this will be used as a tool for you to submit recorded video conference sessions, presentations and to connect with fellow students.

Below is a straight forward, step by step instructional guide to setting up a Gmail account with Google+ (G+).

1. **Sign up for a Gmail account:** [www.gmail.com](http://www.gmail.com)
   If you already have a Gmail account, you can skip this step and simply sign in or follow along to create a new account specifically for your SWIHA OL Class. If you do not already have a Gmail account, simply choose the “Create an Account” option and follow the on screen prompts to setup an account. When creating a user name, please use this following format:

   **Instructors/Staff:** LastName.SWIHA@gmail.com
   **Students:** Your choice, but chose something you are comfortable with using in a classroom setting.
Once you have successfully created your Gmail account, you will be prompted to take a brief tour of Gmail’s functions. Please take the time to get familiar with your new account.

2. **Access your G+ Profile:**
   Now that you have a Gmail account, you can access your G+ account by simply clicking the link located in the top left corner of your screen. It will be your first name with a + symbol next to it.

You will be prompted to select a photograph for your profile; you can do this with your webcam or choose a photo that you may already have on your computer. There is a tutorial video with helpful suggestions on choosing a photograph. You will also be prompted to add people to your Circles, you can skip this step for now if you would like. We will cover how Circles work in a moment. You will be prompted to fill out your profile with information about yourself. Please
note*, you are not required to fill out any of this information. Sharing information on your G+ account is completely optional, only fill out what you are comfortable sharing.

Feel free to look through all of the provided videos and tips to become familiar with your new G+ account.

3. **Create a new “Circle” for your Online Class:**

    **Students:** Circles are simply a way of clustering groups of people together so you can find them easily. Feel free to add your instructor or fellow students to a circle once you have started into your class and gotten their names. Please watch this short video to get an overview of what Circles are within G+: [http://youtu.be/e-AlxC400v8](http://youtu.be/e-AlxC400v8)

    *Note: You will most likely NOT know your instructor’s name or your fellow student’s names until you have entered into your class on the Monday start.

    To add people to a circle, simply click the “People” button on the left side of your screen. On this screen, you can search for people and add them as you get their contact information in class.

![Google+ Interface](image)

You can tab over to the “Your Circles” section (shown below)
Here you can manage groups of people you have searched for and added to a circle. You can create new circles if you’d like. I find it helpful to create a circle for your classroom that you can add your fellow students to. This is just for your own personal management of contacts.

If you’d like, create a SWIHA Staff circle and add the following people below.

Alan Taylor (Online Technical Assistance) – Search for: alant.swiha@gmail.com
David Dye (Director of Online Operations) – Search for: swihadaviddye@gmail.com
Bernadett Bialach (Online Student Services Manager) - Search for: bernadettb@swiha.edu

That’s it!

4. Enabling Google Chat:

Google chat is a feature embedded right there inside of your Google+ account. It’s located on the far right side of the page. If it is not already enabled, please enable it now. Install any plug-in you are prompted to install.

5. Get familiar with Google Hangouts / Hangouts On Air & Youtube:

You are predominantly using Google + for video conferencing within “Hangouts On Air”. This is where you will connect with other students and your instructor for recorded presentations, client sessions and other activities. You start a “Hangout On Air”, it records your video conference with up to 10 people, you hit stop broadcast and it saves to Youtube for you to access and submit to your classroom for grading. Let’s get familiar shall we? It’s easy and fun!
“Hangouts” are video conferences. More information: 
http://www.google.com/+learnmore/hangouts/

Here are a couple of short videos to further acquaint you with what Hangouts are and how they work:

What are Hangouts?  http://youtu.be/Y12DAZL7cyY
What are Hangouts on Air?  http://youtu.be/ohlHn6Kt5YM
What can I do with Hangouts exactly?  http://youtu.be/Ra8HG6MkOXY

Once you are in your classroom and have been prompted to run a client session or presentation using Google + Hangouts, you will want to proceed through the following steps. To start a new hangout, simply open up your Google+ profile, mouse over the “Home” button and then click on the icon that says, “Hangout On Air” on the left side tool bar. (The tool bar is accessed by mousing over the Home Button on the top left. See picture below: 

![Hangout Image](image-url)
You will be taken to a page with other currently running “On Air” sessions. To begin your own session, click the “Start a Hangout On Air” button found on the bottom left corner of the page.

Please install any plug-in it prompts you to install. The hangout window will pop up with some options for inviting people to join your hangout.

You will often record sessions in this class for assignments and your video conferences will automatically save to Youtube for ease of playback and sharing. If you do not already have a Youtube account, you will need to verify a Youtube account that will be associated with your Google+ account. We will go through these steps now. Please note, you will have complete control of your privacy settings and no video will be publicly viewable if you do not wish for it to be. The controls are there for you to customize the access others have to your videos, please become familiar with them and use them often. We will go over some of these options now.

Verifying Youtube Account:
If you need to verify a Youtube account, simply follow the on screen prompts to do so. Step one is to enter a cellular number that Google can send a verification text to. More information on mobile verification and what to do if you do not have a mobile phone or text services in the link below:

http://support.google.com/youtube/bin/answer.py?hl=en&answer=171664

Once you have entered your mobile number and have clicked submit, you will receive a short code in your text messages to enter and complete the verification process.
After you enter the code you received on your phone, please click verify to complete the process. Congratulations, you now have a Youtube account associated with your Google+ account!

One of the great things about your Youtube account is the ability to set the privacy level of your videos. You can choose to make the video public, private or only viewable via direct link. You can access all of these options within the “Edit” button located in the top bar above your video.
Once you have clicked the Edit button, you will see a Privacy Settings in a drop down box with all the options previously mentioned. You can also add a title and description to your video at this time.
You’re all set! You have just created a video, titled it, given it a description and set the privacy settings. You can now use the Share option to obtain a direct link to your video. This is the link that you will want to submit in your class for a grade when it comes time.

6. **So you have a G+ account and know your way around, now what?:**

   Return to your First Class classroom and post an introductory message into the Class Lounge to break the ice with fellow students. Example below:

   In your message, feel free to post your G+ account information so you may connect with students more easily if it comes time to partner up for video conferences and other activities. You are all set and ready to enjoy your class, thank you.

**Additional Information about Google Drive:**

Hi again! Here is an excellent alternative to MS Word for Mac users or Windows users who do not have a registration key for their MS Word software. Overview of Google Drive

A short video overview of Google Drive: [http://youtu.be/1SjRH3SImIM](http://youtu.be/1SjRH3SImIM)
Google Drive lets you store and access your files anywhere -- on the web, on your hard drive, or on the go. Here’s how it works:

- Go to Google Drive on the web at [http://drive.google.com](http://drive.google.com)
- Install Google Drive on your computer or mobile device.
- Throw your files in Google Drive.

Now your files go everywhere you do. Change a file on the web, on your computer, or on your mobile device and it updates on every device where you’ve installed Google Drive. Share, collaborate, or work alone: your files, your choice.

Store the first 5 GB of your stuff for free.