



# CONFIGURING GOOGLE HANGOUTS MEET INTEGRATION WITH EDSBY

---

The Edsby digital learning and analytics platform has an open architecture designed to connect tightly with many different school district systems. Edsby offers API-level integrations with popular applications, or through open standards such as the IMS Global Learning Consortium’s Learning Tools Interoperability (LTI). This documentation walks through how to configure Google Hangouts Meet and Edsby with basic integration.

## Contents

Section 1: Why use Google Hangout meetings in Edsby .....	2
Section 2: Configure Google Hangouts meetings .....	3
Section 3: Sharing Google Hangouts meetings in Edsby .....	5



## Section 1: Why use Google Hangout meetings in Edsby

### Why Google Hangouts?

Hangouts Meet is Google's cloud-based real-time meeting software that is part of its [G Suite for Education](#) set of applications. The core capabilities in Hangouts Meet include a shared space for voice and video meetings, typed chats, screen sharing, real-time captioning and more.

In a K-12 education setting, Meet can be useful for distance learning teaching applications, class voice and/or video conversations and presentations.

In Edsby, real-time Google Hangouts Meet rooms can be useful for:

- Giving individual classes their own dedicated, persistent area for online instruction and face to face classroom discussions
- Giving school clubs and teams their own voice and video meeting areas
- Virtual school-wide "assemblies" for students
- Cross-district professional learning communities or distance learning professional development
- And more

### Strengths

Google Hangouts Meet is:

- Powerful, high performance and full featured
- Usable by anyone – there is no standalone desktop application version of Meet... participants only require a desktop browser to join and participate in meetings or a mobile device with the free Google Hangouts app

### Limitations of this initial integration

The integration described in this document is lightweight.

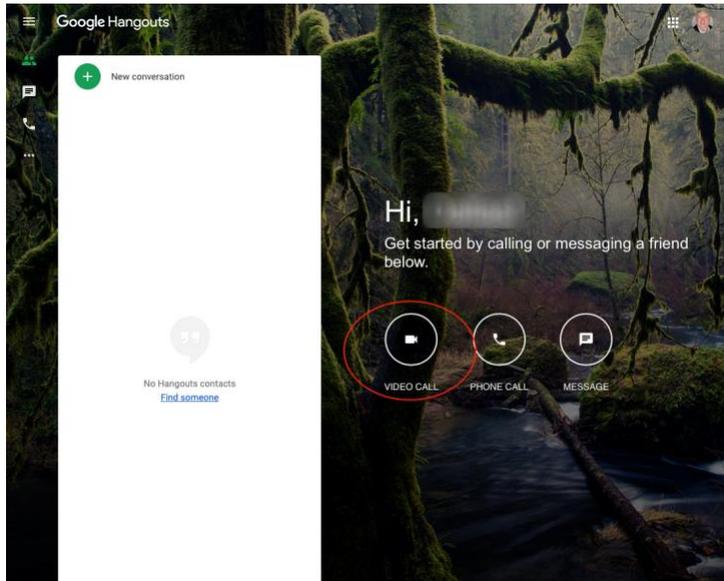
- Hangouts Meet rooms are limited to the number of participants your institution is licensed to use in Hangouts meetings; by default, G Suite for Education may only give you 50 participants per meeting, but it may be as high as 250 with Google's Enterprise edition – learn what your number is from your Google administrator
- Hangouts Meet rooms must be individually created by users with authenticated G Suite for Education accounts and their join links manually published inside Edsby classes and groups
  - This requirement will be limiting for large schools or districts
- In this initial integration, Edsby is not limiting meeting participants only to authenticated users in the school or district's systems. While this has the benefit of making Hangout meetings more accessible, for instance to parents, it also has drawbacks
  - Students, if not managed under the organization's domain by Google, may be able to join Hangout meetings with any display name(s) they like, which may result in ill-considered names in meeting participant lists
  - Students could maliciously share a class or group's meeting link to others who could hypothetically impersonate users or anonymously disrupt online meetings
  - Meeting recordings could be accessible by anyone with whom a recording link is shared



## Section 2: Configure Google Hangouts meetings

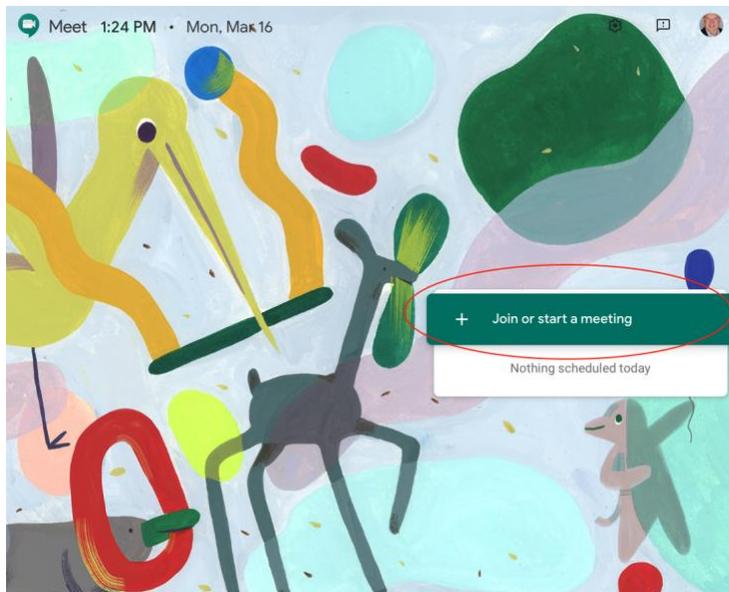
### Step #1:

Log into your school or district Google account if you aren't logged in already, go to Google Hangouts at <https://hangouts.google.com> and click the Video Call button.



### Step #2:

Then click “Join or state a meeting” to create a persistent Hangouts meeting. Think of this meeting as a standing virtual “room” that will persist as long as you choose, even over multiple school years if you opt to. (Note your screens will look different from these snaps as Google randomizes the background images for visual interest.)

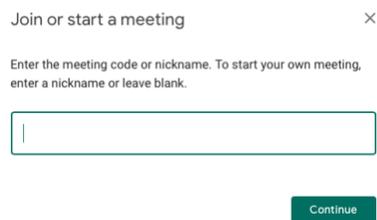




Plan on creating separate meetings for every unique virtual place you would like Edsby students, teachers and/or parents to gather. For instance, consider a unique Hangouts meeting for every Edsby class.

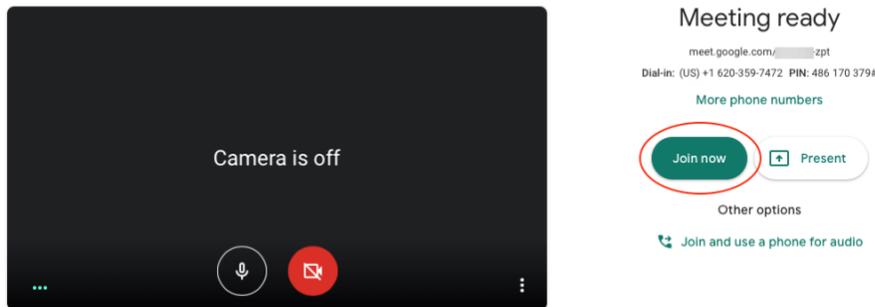
### Step #3:

When prompted, enter a unique meeting nickname so as to differentiate your meeting rooms in the future. This name will be shared with meeting participants when they join. If creating a meeting for a specific class, for instance, consider including the class code in the meeting name for clarity. Click Continue.



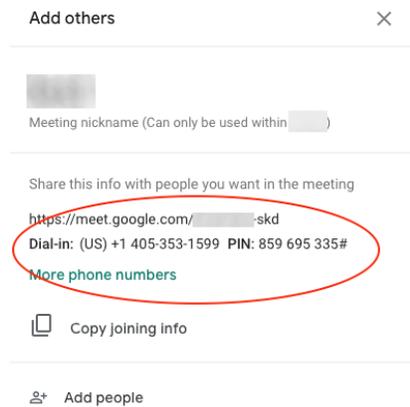
### Step #4:

You will be the only participant in the meeting lobby. Click “Join now.”



### Step #5:

You’ll be prompted to “Add others.” On this screen, note the meeting’s join info, which includes a unique URL. Copy the URL (required) along with the other phone and PIN information that you might choose to share (optional).



### Step #6:

Record the meeting's name and its join info URL link in a text file, spreadsheet or some other electronic location for your future personal reference. Create as many new meetings as desired and record their names and unique join links as well.

## Section 3: Sharing Google Hangouts meetings in Edsby

### Step #1:

Navigate to where in Edsby you wish to make a Hangouts meeting available.

- If you want the meeting in a **class**, navigate to that class, logged in as a teacher that teaches that class
- If you want the meeting in a **group**—for use by a club, team, staff PLC or PD, or for managing students at risk, for instance—navigate to that group, logged in as a moderator of that group
- If you want the meeting visible to the **whole school or district**, consider adding it to the school or district's Edsby launchpad or other place, like an Edsby knowledge base, commonly used by relevant users across the district

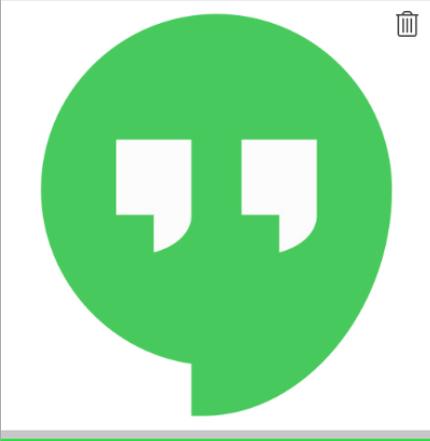
### Step #2:

Create a new note or other post about what the meeting is to be used for, e.g. "Virtual meeting space for video and audio for this class," and paste the meeting's join info URL. Consider adding a Google Hangouts meeting logo or other graphic as a file attachment so it will be clearer to your users what the link is at a glance.



Note Journal Assessment Event Poll

Virtual meeting space for video and audio for this class.  
<https://meet.google.com/nxh-vkoz-vgk>



Post to this class only Share

When shared, it will appear like this:

Mr. James Harris uploaded 1 image  
Virtual meeting space for video and audio for this class.  
[meet.google.com/nxh-vkoz-vgk](https://meet.google.com/nxh-vkoz-vgk)



**Step #3:**

If in an Edsby class or group, consider “pinning” your post so that it appears at the top of the class or group by selecting “pin” under the item. Your meeting join link will always be top-of-mind and easily found by users.

3 hours ago  
Edited Like · Reply · **Pin** · Remove From Library · Report Inappropriate · Edit

It will appear like this:



## Pinned Items

📌 Virtual meeting space for video and audio for this class.

[meet.google.com/nxh-vkoz-vgk](https://meet.google.com/nxh-vkoz-vgk)



### Step #4:

Inform users when they should plan on convening in your meeting rooms using normal Edsby Notes, Journals, Assessments or Events. Consider sharing a list of your meeting rooms and their join info URL links with your school community, perhaps in an Edsby knowledge base record in a relevant Edsby group.