Lesson 9: Beyond Emails

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| Handouts | Class Prep | Agenda |
| * Day 9 Daily Agenda * Google Hangouts Handout * Skype Handout * List of class practice emails for Gmail (if students want don’t want to use their own email) * List of Skype practice accounts | * Sign-In Sheet * Handouts stapled * Gmail open on Smartboard | * Intro to Google Hangouts * Calling and video chats * Instant messaging * Intro to Skype (if there is time/if students want to learn) |

**Objective:** To introduce free video chat programs such as Google Hangouts and Skype. To review the benefits of these programs and how to use them.

Intro (5 mins)

1. Good afternoon, everyone!
2. Reminders and Objective

## Reminders: Bathroom break, 10 second try it yourself, don’t hesitate from asking questions.

## \*\*Practice makes perfect!

Intro to Google Hangouts and Skype PowerPoint (10 mins)

**Say**: Alright! Today, we’re going to be learning about some free Webcam and Instant Messaging programs that you can use to communicate with friends, families, or co-workers! The two Webcam and Instant Messaging programs we’ll be learning about are Google Hangouts and Skype.

**Ask**: First, have any of you heard of Skype or Google Hangouts? *(Give a minute for class to respond)*

**Say**: These programs allow you to talk with other people on your computer live over a camera and they also let you instant message with others – so you are having a live conversation with them, just not a video chat. You can do either one, or you can even do both at the same time if you want!

**Benefits:**

* Chat *live* with other people who are not currently with you
* Chat with people across the world (make international calls for free)
* It’s *all* for free!

Intro to Google Hangouts (25 mins)

**Say**: The first program we’ll learn about is Google Hangouts. If you have a Gmail account, you automatically have access to Google Hangouts. With Google Hangouts, you can:

* Video chat
* Instant message
* Have *group chats* or *group video chats*

**Say:** To access Google Hangouts, you first must be logged into your Gmail account (your email).

**Say**: First, let’s all log into your Gmail accounts! If you do not want to use your personal email, or if you don’t have Gmail, we have some practice emails for class if you would like. *(Walk around to support class while signing into email)*

**Say:** Alright! Now, **to access “Hangouts”, we must:**

1. Click the **grid** at the top right corner of your screen

2. Scroll down on your grid window, and **click on the “Hangouts” icon.**

**Say**: Great! Once you’ve opened the “Hangouts” icon, it will bring your to your Google Hangouts home page. You can see that there are *three different icons in the middle of the screen*, giving you the option to do *three different things:*

1. Video Call

2. Phone Call

3. Message

**Say**: If you click on either of those icons, it will show you who you previously have had video calls, phone calls, or instant messages with. You can see the same information at the top left corner of your Hangouts page, and if you click the + icon, you can create a new chat/conversation as well. *(Show the class by clicking on the different buttons)*

**Say:** Great! Now, I’d like for you to turn to your computers and access Google Hangouts on your account. Once your Hangouts homepage opens, play around with it and click the different icons to explore a bit. *(Walk around class to support)*

**CLASSROOM COMFORT:** Great! How’s everyone feeling? Ready to video chat with each other?

*Guided Practice, Video Chat and Instant Messaging on Google Hangouts*

**Say:** Alright. In order to have a live video chat with someone or a live instant messaging conversation, you must have the other persons email address (it has to be a Gmail account). If you want to call someone, all you need is their phone number.

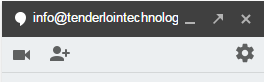
**Say**: Ok. So, let’s do a group chat and video chat with each other! I will create it and invite you all. To do this, I am going to type in all of your email addresses. *(Show class and invite them to a video chat)*

**Say**: You’ll now notice, you’re hearing a sound and seeing that I’m inviting you! Now, all you need to do is click “Accept”!

*\*\*Video chat for a few minutes with the class, then show how to end a conversation*

**CLASSROOM COMFORT:** Great! How’s everyone feeling? Pretty cool, huh? Any questions?

**Say:** Great. Now, if we go back to our Hangouts homepage, and you click on any of the conversations you’ve had, that conversation will pop up on your bottom right corner of your screen, and you can also start a video chat that way too. You can *also* create group chats by doing it that way as well. (*Show the class, then have them click around and explore)*



**Say**: This time, please turn to your computer and let’s have one of you all invite us to a group chat and start a video! *(Choose someone in class to add/invite everyone).*

**CLASSROOM COMFORT:** Nice! How’s everyone feeling? Are we ready to move on to Skype?

Intro to Skype (25)

**Say**: Alright! So now we’re going to learn how to use **Skype,** another service and program that lets you call other Skype users anywhere in the world and talk to them for free – just like Google Hangouts.

**Say**: Please flip to the Skype Handout you all have and let’s go over some of the features of Skype.

**Say**: Similarly to Google Hangouts, Skype is free. However, it also has some paid features too.

**Things you need to use Skype:**

* Strong internet connection
* Speakers & microphone
* Webcam
* Skype account

*(Keep going through the Skype handout before you start to practice using Skype)*

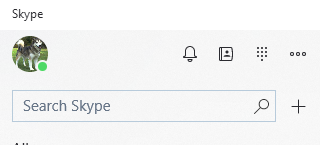
*Guided Practice, Using Skype*

**Say:** Ok! Let’s all practice using Skype. We already have Skype downloaded on our class computers, and we also have practice accounts too. First, please turn to your computers and open up Skype.

* *(As students are opening up Skype, walk around and assign practice accounts to each student)*

**Say**: Alright! This is what your Skype will look like, once you’ve signed in. In order for people to identify you, you can change your Profile Picture to a picture of yourself. (*Show class how to do this by changing the your profile picture)*

**Say:** Each account also has a “status”. People can change their statuses such as saying you are online or offline. Whatever you choose your status to be, that is how your Skype contacts view your account.

**Statuses consist of…**

* **Active**: Contacts see that you are online and can contact you
* **Do Not Disturb**: Contacts see you are online but don’t want to be disturbed
* **Invisible**: Appear offline but can still use Skype as usual

**Say**: In order to have a conversation with someone on Skype, the other user must also have a Skype account. So, if you want to invite someone to chat with, you’ll have to add their skype account as a “Contact”.

* 1. Adding contacts needs to be mutual. After you add someone, they have to *accept* your request to start a conversation or video call.

*(Ensure that each student has a chance to learn/see how to add and accept contacts.)*

*Guided Practice: Add* [*ttechlab@gmail.com*](mailto:ttechlab@gmail.com) *(or each other if possible), Accept Contact/Friend Requests, and Chat*

**Sending a Contact/Friend Request**

* Using the “Search Bar”, search for someone using a name 🡪 Skype name or email address
* Click on “Search Skype”
* Find the correct contact then click, “Add to contacts”

**Accepting Contact/Friend Requests**

* View your new notifications on the left. Note the orange dot indicating a new notification/message

**Say**: Once accepted, you are able to have a conversation with your friend! The different types of things you can do include the following:

Instant Message

1. Click on the Contacts icon
2. Click on the contact name
3. Click in box that has “Type a message here”
4. After writing message, press “Enter” to send.

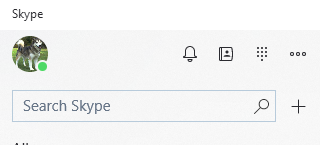
How to Video Call/Accept a Video Call

* 1. Click on the Contacts book on the left side (picture)
  2. Click on contact name
  3. Click on webcam icon

Optional: Show “Share Screen”

**Say**: The “Share Screen” is a feature where you can share what is on your computer screen 🡪 A movie, website, presentation, etc... If you take online classes, the professor can use “share screen” with their students 🡪 showing them how to do something. **To do this, you would:**

1. Click the plus button “+” at the bottom of your chat screen
2. Click on “Share screens”

**CLASSROOM COMFORT:** Great! How’s everyone feeling?

**Conclusion**

**Say:** Nice work, everyone! So, as we can see, both Google Hangouts and Skype are really great *free resources* that you can take advantage of if you want to get a hold of anyone and don’t have a phone. Or maybe you want to talk to someone internationally and you want to video chat with them. You can do those things for free with these programs!

\*\*Remember: With Skype, you can only have conversations with others who have a Skype account too. With Google Hangouts, this is not the case.

**Say**: That’s all I have for today’s class! If you’re interested in next class, we’ll be learning how to use PowerPoint!