

# MOOC EdCast Event Hangout on Air Guide

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## Version history

Version number	Date	Reason/comments/approvals
V1.0	13/02/2015	First draft completed and shared with production team and academic. [JS]
V1.1	1/03/2015	Revisions and further completion based on feedback and further research [JS]
V1.2	27/05/2015	Added a new supplementary section for guest participants [JS]
V1.3	31/07/2015	Converted from Markdown to Word document [JS]

## Overview

The following tutorial will guide you through the process of creating an Event on the QUT MOOCs EdCast platform including broadcasting it live over Google Hangout on Air.

### Prior to and during the Event you will:

- Create a new Event (registrants will be automatically reminded by email prior to the event).
- Make an Announcement regarding the Event (to notify all enrolled).
- Do the required technical setup and arrangements of participants ahead of the event.
- Prepare the event to start, including establishing Google Hangout Audio/Video communication with your featured guests at least 15 minutes prior to the event.
- Initiate your event live from the EdCast Event platform which will launch a custom portal that includes:
  - the Google Hangout Window on the left
  - a linked EdCast Discussion Forum on the right
- All participants will be Viewers only unless you invite Guests (max of 10) and they both join the Event through EdCast, then accept your Google Hangout invitation.
- Only a regular Google Hangout will be shown (no EdCast Discussion Forum) if:
  - Guests ONLY accept the Google Hangout invitation
  - Other participants **Join the Hangout** from within the EdCast Events page, BUT are using a mobile device (tablet or smartphone).
- In this scenario we recommend participants login to the course and go to the linked Discussion Thread (should be pinned at top and #hashtagged) if they wish to switch back and forth between the video and discussion.
- You as the host have Audio level, Video content, and Block control over Video Guests using the Control Center. Other Google Hangout features are constantly changing but key ones you should be familiar with are the Screenshare icon (options to share entire screen or just a specific window), YouTube video (select and stream a related video in place of your live camera).

### Post Event:

- QUT MOOC staff will link the embedded YouTube video directly within the Courseware material where appropriate.
- Participants in the event will be able to revisit the **Past Events** in their **My Events** listing.
- Non-participants will be able to view an archive of the Video where it is placed in the courseware, or the Video and corresponding discussion thread in the Discussion Forum.

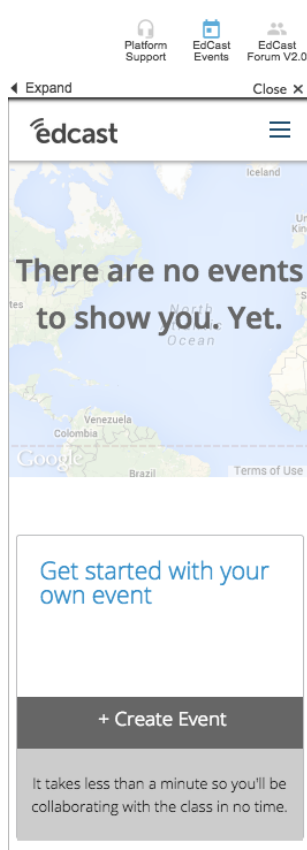
## Setup Prior to Event

### Create a New Event

Select **+ Create Event** from the **EdCast Events** icon (top-right of site header).

Complete the details as follows:

- **Event Title:** [A concise & engaging event title]
- **Date & Time:** Choose date from the calendar picker and the time (you need to scroll for later hours or type in an exact time in 24-hour clock).
- **Location:** [leave blank for a virtual event]
- **Google Hangout:** Choose **Google Hangout on Air**
- Check the box to **'Add EdCast Discussion Forum to your Google Hangout session'**
- **Description:** [Duplicate the first paragraph from what is the topic of the Announcement text.]



## Make an Announcement for the Event

From the EdCast Forum, create a new **Post** (selecting Announcement and Pin) with the following template:

**Title:** Live event announcement – [Event title] #eventqutX (where X is the incremental event number.)

[Intro paragraph.]

### **What is the topic?**

[Description paragraph. Used also in Event Description above.]

### **How do I sign up?**

- \* Select **EdCast Events** from the top-right toolbar.
- \* Find the event title and select it.
- \* Select **I'm Going!**

### **What can I do in advance?**

[Pre-event tasks.]

### **How do I attend/participate in the event?**

- Select **EdCast Events** from the top-right toolbar.
- Select **Expand**
- Select **My Events**
- Select the event title
- Select **View Hangout on YouTube** (at the scheduled time). You will then be able to view the live video stream and participate in the discussion.

### **What if I can not attend?**

The event is recorded so if you can not make it you will have the opportunity to watch later, and to review the discussion activity. Just search for #eventqutX

### **Technical difficulties?**

Go to the Support page or post your question to #tech in the discussion forum.  
You can learn more about the Events tool on the [EdCast Support Center](#).

## Organise your Collaborative Participants

For any additional staff or guests you intend to invite on camera with you during the hangout, be sure they have their own **Google Account** and that you know their credentials to invite them in by. Running a trial *regular* **Google Hangout** with them prior to the event would be advised.

## Event Time

### Prepare your computer

#### *Reduce computer distractions and test Audio/Video*

The following suggestions are to ensure the event is free from distractions from your computer as much as possible:

- Quit as many extraneous applications as possible (at least ones that may be occasionally using network resources or high CPU usage)
- Disable system notifications (on a Mac you can click on the Notification icon in your menu bar, then a two-finger drag down to reveal the **Do Not Disturb** toggle up top)
- Disable your Computer/Display sleep timer and Screen Savers
- **Energy Saver** settings: set **Dim Display** to never, (**Display off** or similar to never if applicable on your system).

### Test Network connection and Audio/Video settings

- It should go without saying to ensure your network connection is operational! A wired connection is always preferable but Wi-Fi works as long as you are on broadband or better.
- Check that your system Audio/Video inputs and outputs are correct for the hardware you are using and levels are good but not peaking into the red. Google Hangout's support built-in mic/camera or external mics and external web cameras (as an alternate or additional source you can switch between)

**NOTE:** while the Google Hangout session will use the Default system settings. If your audio or video sources are not responding, try setting them explicitly within the Hangout settings (the little Gear icon up top).

## Prepare the Hangout on Air

### On Google

From any Google.com page, if you are already logged in with a personal account, be sure to log out entirely first.

Sign in with the QUT Open Online Learning account [qutopenonlinelearning@gmail.com](mailto:qutopenonlinelearning@gmail.com) (the password should have been provided to you by the QUT MOOC Team.)

### On EdCast My Events

1. Locate your Event on **EdCast Events** from either the **All Events** list, **Expand** button > **My Events**, Hamburger menu > **My Events** and select the Event name.



2. Select **Start a Google Hangout on Air** which will launch a separate window.

### *On Google Hangout window*

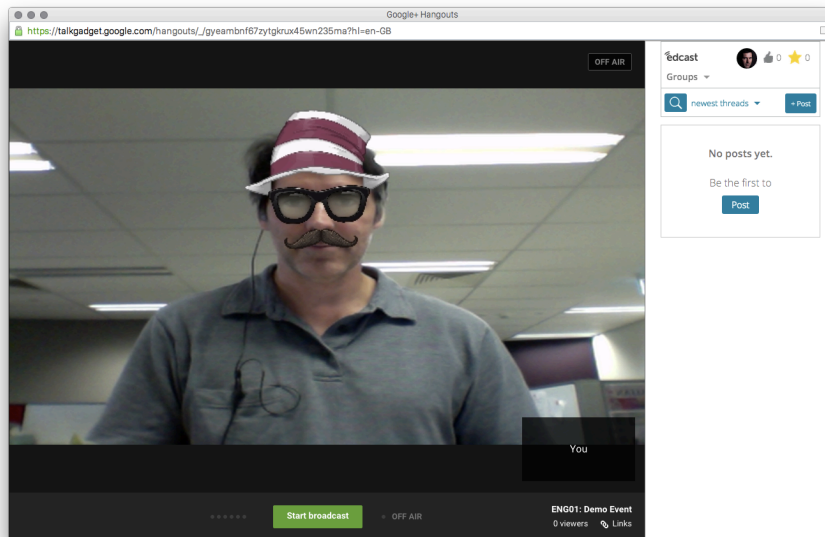
**Steps 1–6 should be completed 15 minutes prior to the Event start time!**

1. Click the green **Join** button. Don't panic! — the hangout will not actually go live to air until the **Start broadcast** button is clicked later.
2. You will be presented with a modal window with further set up details.
  - a. Please preface the event title with [Course ID: ] for later identification. ex. ENG01: Live event...
  - b. Do not remove the pre-populated EdCast invitees (these auto-link the discussion to the platform).
  - c. You may add additional on-screen guests to the invite list here, or after you have selected **Start Hangout On Air** button at bottom.

3. Once the components have loaded you should have the **Google Hangout** pane on the left and the **EdCast Discussion** pane on the right. If the EdCast discussion pane hasn't loaded for any reason



you should close this window and go back to Step 2. Silly headgear optional :-o



4. Select the **Links** option at the bottom right of the window and copy the URL for **YouTube Page** (ex. <http://youtu.be/4VoG8ec8t2E>)
5. Click on **+Post** and use the following post template:

**Title:** Live event discussion – [Event title] (eg. **Live event discussion – General Q&A**)

**Message:** [copy and paste the following text, adjusting the event hashtag and YouTube URL before posting]

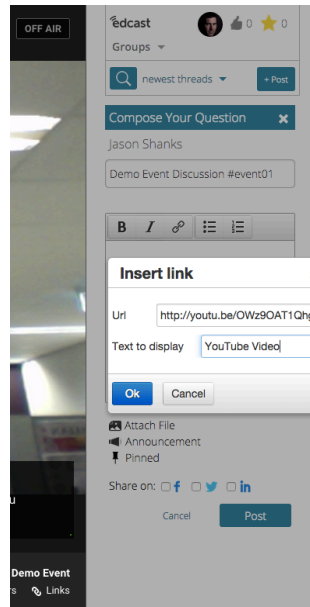
Welcome!

The event will begin in 15 minutes.

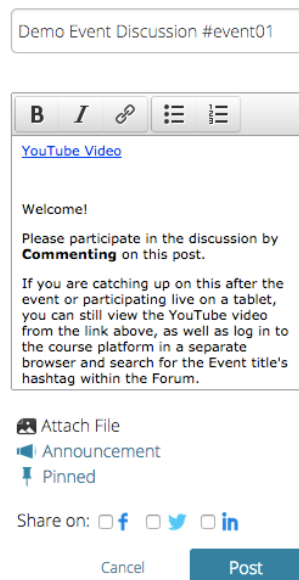
You can best participate in the discussion by **+Commenting on this post** (no hashtag needed). This will ensure your questions appear during and after the event in chronological order, and others students not able to attend will see the archived discussion in one thread. If you create a new Post, the event hashtag **#eventqutX** will be required but this is not the preferred method.

If you are participating live on a tablet, you can still view the YouTube video (in a separate browser window or native player) while you follow the discussion here.

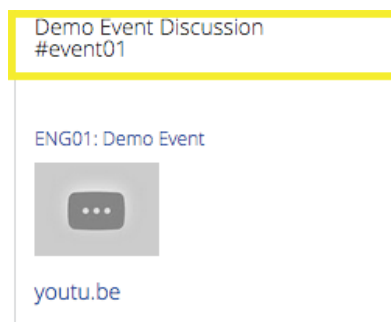
- The Event hashtag should be updated to reflect the current event (where X is the incremental event number). It's important to include this as having it in the body of the message appears to trigger the post showing up sooner if anyone is searching for the event discussion on the course forum.
- Select the text from the last paragraph: view the YouTube video
- In the Post menu bar, click the Link icon
- **Url:** paste in the **YouTube Page URL** from Step 4.
- **Text to display:** [leave as is]
- Select **Ok**



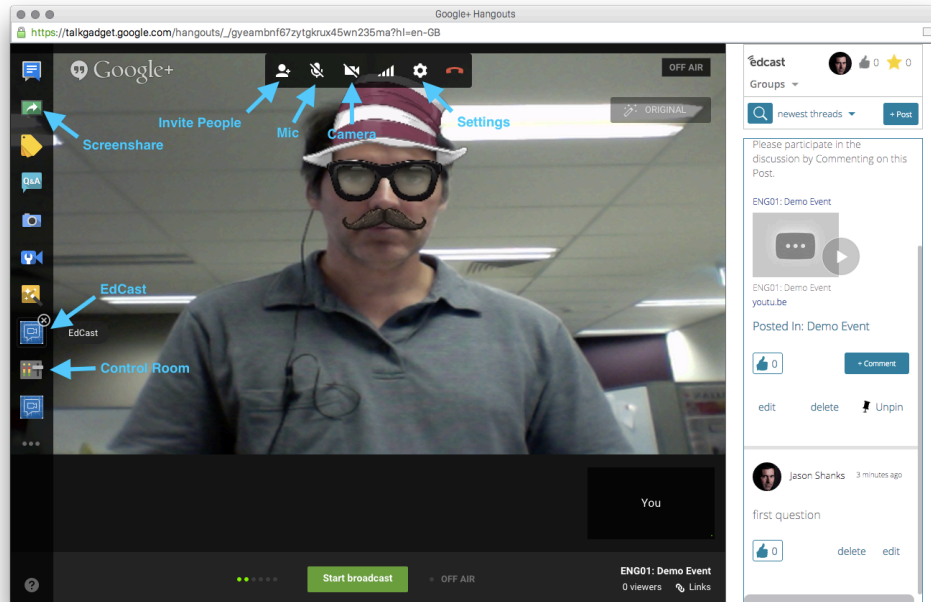
6. Select **Announcement**. Select **Pinned**. Select **Post**.



7. Select the title from the post you've just created to expand its view. You will now be able to scroll down and see subsequent comments during the Hangout. New Posts will not show up automatically however. You will be notified of new Posts by a notification at the top such as **2 New Posts**.



8. Before you begin familiarise yourself with key buttons on the interface such as:
- Invite People
  - Mute/unmute microphone
  - Turn camera off/on
  - Settings (if mic is not working for instance sometimes selecting it manually here can resolve)
  - Screenshare
  - EdCast
  - Control Room (audio/video control of on-screen guests)



9. When it's time to begin the Hangout, select the **Start broadcast** button at the bottom of the Google hangout window.

## Preparing for the Hangout on Air (Supplemental guide for invited guests only)

The procedure is similar to the above but with far less steps and the following differences:

### On Google Plus

Be sure you are logged in to the google account that has been provided to the Host. If this is your first hangout, you should visit Google Plus first and Start a Google Hangout. There's no need to invite anyone but initiating this step will ensure that Google detects if you have the Google Audio/Video Chat plugin installed and enabled in your browser or direct you to do so if not. Regardless of it saying it should be automatically detected, it's more thorough to quit and reopen your browser after the plugin is installed.

### On EdCast > Find Events

- Locate the event title
- select **I'm Going**
- a new button should appear next to Hangout saying **Join Hangout on Air** which will open a new window when selected.

### *Back on Google Plus*

So far, the above procedure will only get you so far as being a viewer participant on the Hangout. To become an active video participant, you must accept the invitation from **QUT Open online learning** account that will come up on your Google Plus page. You should see the invitation in your conversation sidebar when selected. You may have to dismiss any notification pop-overs if they come up before you see it. Click on the invite will present to green button to Accept the invitation. You can now switch back to the Hangout window in progress and should see your video on screen.



### *Post Hangout*

1. At the close of the Hangout, click the Stop broadcast button in same location.
2. Notify everyone the hangout has now concluded with a final Comment on your Post.
3. Back on any Google page, be sure to log out of the **QUT Open Online Learning** account.