

Training Plan for LPL - Introduction to Google Apps: Hangouts, Meet, and Duo

Course Description

Google Hangouts, Meet, and Duo are video conferencing tools developed by Google that allows consumer and G-suite users to collaborate at a distance, instant message, video chat, and share photos, computer screens, and files.

Each application can be accessed online or through mobile apps available for iOS and Android. For educators & parents, Google Hangouts and Meet are great tools to engage students in collaboration outside of the classroom. It overcomes geographical barriers and provides more opportunities for face-to-face interaction.

Google Duo is a video and audio calling app made by Google, which is similar to Apple's FaceTime, Facebook's WhatsApp or Messenger and Microsoft's Skype. Duo is free to use and works across both iOS and Android devices – unlike Apple's FaceTime.

Timeframe

1.5 hours

Delivery Method

Lecture and Screen Share

Goals of the Course

To learn how to use and access Google Hangouts, Meet, chat and duo for personal, educational, and business requirements. How to determine which tool is best for your needs.

Course Outline

1. Introductions
2. Access Google Apps
3. Description of Consumer vs. G-Suite (business and educational) Google accounts.
4. Hangouts vs. Meet and Duo
5. Start a Hangout
 - a. Description of Hangout
 - b. View Settings

- c. Start a video call
 - d. Start a Phone Call
 - e. Start a Chat
- 6. Start a Meet
 - a. Description of Meet - Google answer to Zoom
 - b. Start a Video Call
 - c. Use Chat
 - d. Share Screen
 - e. Choose Layout
- 7. Start a Duo call
 - a. Description of Duo
 - b. Start a call
 - c. Send a message
- 8. Q & A