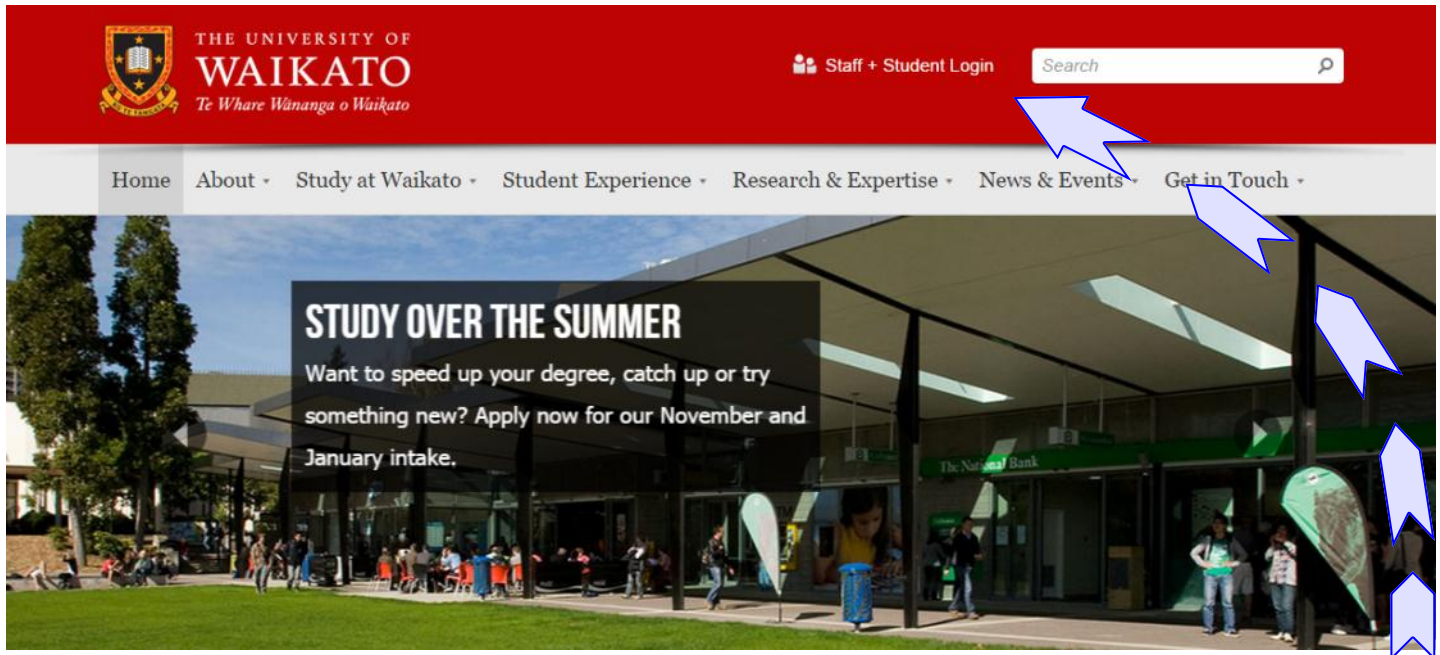


Google Hangout Video Calls

First of all—finding your Student Gmail account



2. Log in with your username and password.

If you cannot remember them, contact the University of Waikato helpdesk on ⁰⁷ 838 4008

This login is for University of Waikato staff and students only.

University of Waikato Login

Username

Password

Login

1. We will start from the top

You will find your student gmail account by signing in to the University of Waikato landing page.

<http://www.waikato.ac.nz/>

3. Two options for locating your gmail.

(Notice also one of the links to the Student Learning website on this page.)

The image shows the 'Student Homepage' of the University of Waikato. On the left is a 'QUICK LINKS' sidebar with icons for Library, iWaikato, Gmail, Moodle, Events Calendar, Phonebook, Web Drive/WebHome, Campus Map, and Password Changer. Below this is a 'SUPPORT SERVICES' sidebar with links for Accommodation services, Maori students, Student Learning (circled in red), Students with disabilities, and Postgraduate students. The main content area features 'University of Waikato Notices' with a headline 'FREE and uncapped internet is here' and a paragraph about internet access. Below the notices is a section for 'Kingitanga Day - Thursday 18 September'. On the right side, there is a 'Student Home | keg3 - Logout' link and a 'Google Play' section with icons for Gmail, Calendar, and Drive. A 'Celebrating 50 years!' banner is also visible.

Look at the next pages for Hangout Video Calls, calendars and file sharing.

Google Hangouts Video Call

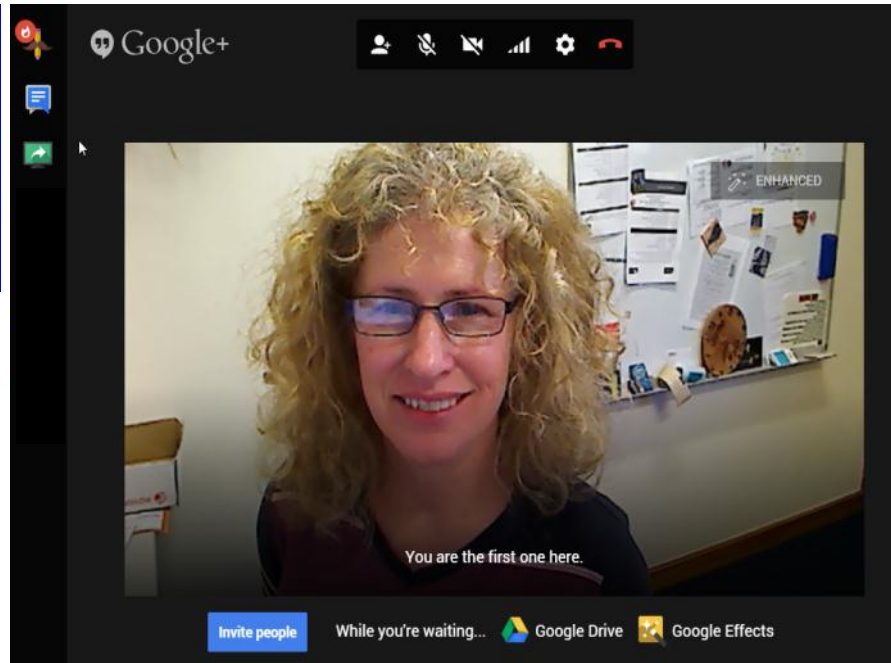
For your face-to-face consultation with a Student Learning tutor.

This is what a Hangouts Video Call looks like

A Google Hangout Video Call

You can see your tutor and your tutor can see you.

We can also look at and edit the same document together in real-time.



It's really easy—this is all you have to do:

1. You will receive an invitation to your University of Waikato gmail account.

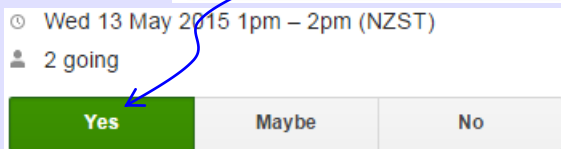
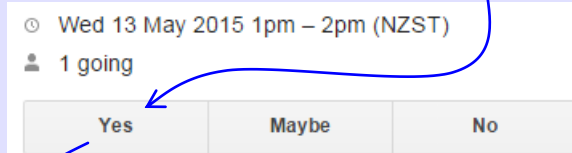
This is the account that looks like this:

Like this except with *your* username here

keg3@students.waikato.ac.nz

2. The invitation looks something like this:

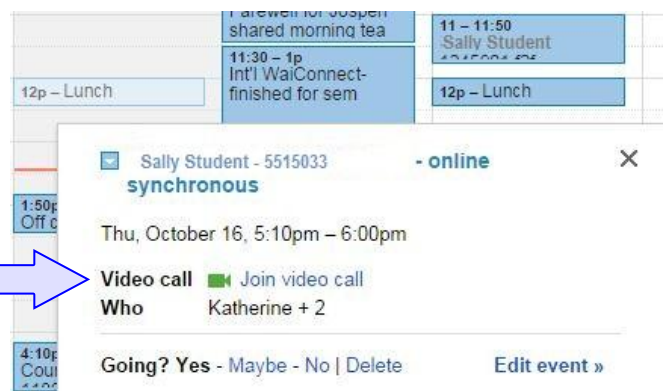
@ Wed



Click 'Yes' and gmail will send the invitation to your University of Waikato student gmail calendar.

When it is time for your appointment:

1. Make sure you are in your University of Waikato student gmail account. Go to the calendar. Click on your appointment.
2. Click on the little green camera icon (or link) and your computer will launch the Google Hangouts Video interface.
3. Your Student Learning tutor will do the same. Don't worry, your tutor can help you if you get stuck. Just make sure that you are online and your student gmail is open at the time of your appointment.



Your student Gmail account

Typical gmail interface:
... except with *your* name and *your* emails.

Link to GooglePlus account
This is a Google's social network facility. Go ahead and set up an account.

Your Google apps.
Click here

Google Drive (formerly Google Docs)
Google Drive is the tool that enables you to share documents with your Student Learning tutor.
We will look at this next. Click Drive.

Google calendar
We use this calendar to invite you to your video consultation.

Google Drive and sharing documents

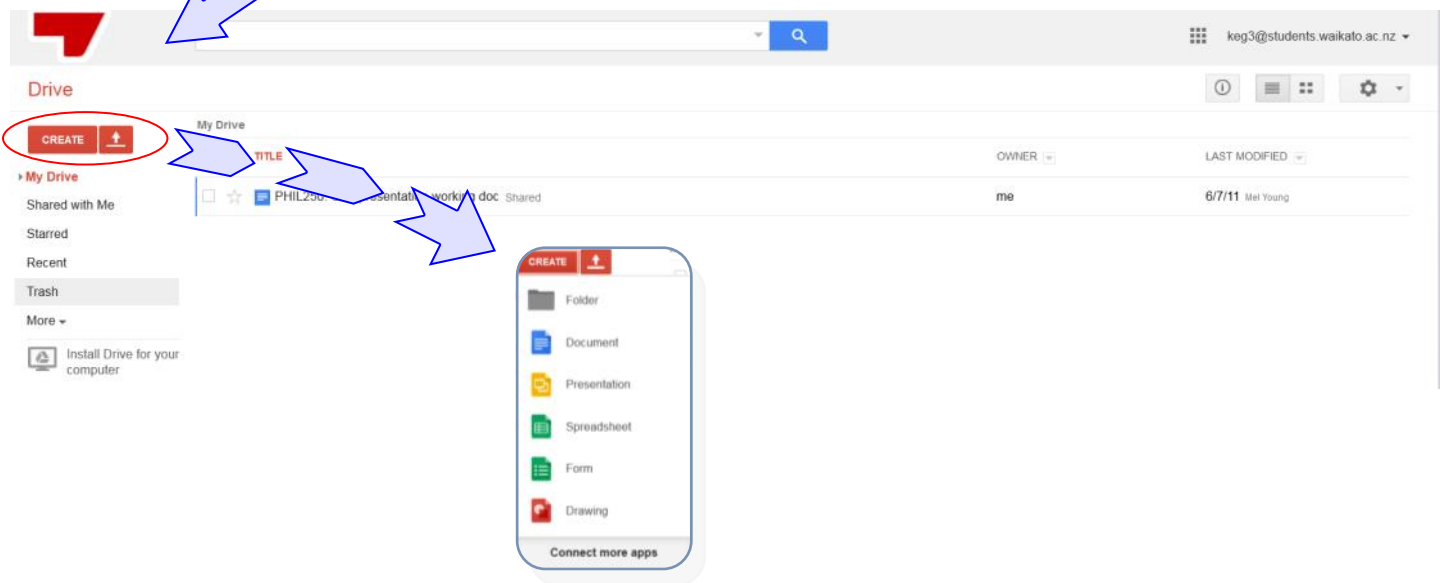
Typical Drive interface (Items in list view)

The google file types:
You can upload a file and share.
You can create a Google Doc and share with your Student Learning tutor.
NB: "New" is "Create" if you're using the old version (See next page for example)

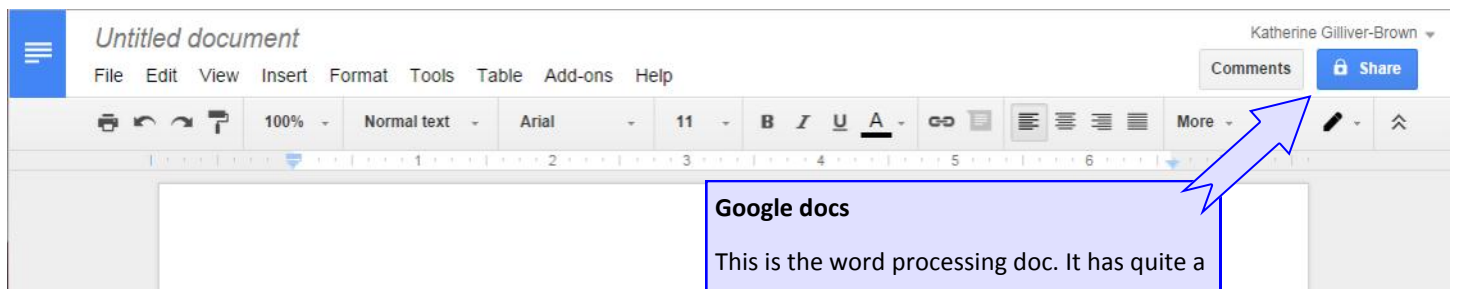
Toggle to grid view

Google Drive—Some student accounts

Student Drive interface, (if your browser hasn't updated to the latest version yet)

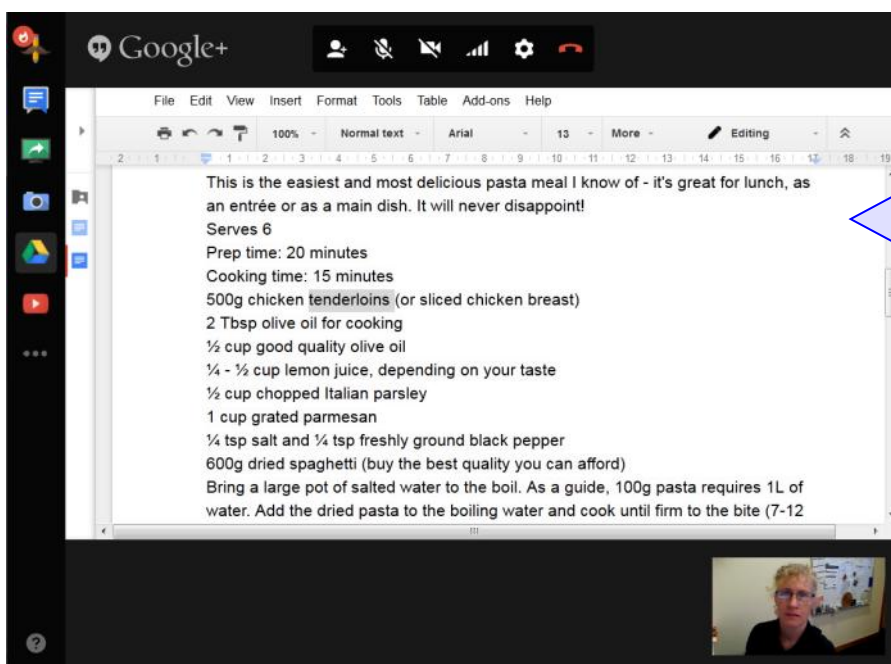


Google docs



Google docs

This is the word processing doc. It has quite a few of the features of other document types. One great feature is **document sharing**. Find out how to share on the next page.



This image shows:

A Google document ready for discussing with tutor and student.

(We've used a recipe for this demo).

Sometimes the shared document will appear under a separate tab on your browser—that's good too. See next page for picture of how this looks.

File sharing

1) Name your doc

(Google will want you to do this before you share.)

2) Click share

The screenshot shows a Google Docs interface. The document title is 'PHIL215_Ass2_PlatoDemocracy_11sept14'. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The toolbar shows various editing options. A comment by Maria Persson is visible, stating 'I don't know what this means'. The 'Share' button is circled in red. Blue arrows point from the instructions to the relevant parts of the interface.

4) Comments in real time with the people sharing the document.

(NB: this comment is just an example—not a real one)

Introduction:

The role of democracy in modern society is seen by many fortunate enough to live within such an environment as the epitome of Western freedom, and it is somewhat startling to read in one so revered and influential a Western philosopher as Plato an attack on what has become so definably and fundamentally associated with Western ideals. However, examining the terms of Plato's objections reveals that his attack is not of democracy as the political manifestation of freedom and equality that it represents in modern times, but on the moral **indolence** he sees in society. While Plato is generally applauded for his criticism of this (for it should be criticised) what he observes is latent in any political regime if the individuals of that population are immoral (however immorality might be defined), and not necessarily identifiable with any one political system as he suggests. For the modern reader to understand Plato's concerns there needs to be some frame of reference, provided here by a comparison of what is currently understood as representative of democracy, with the democracies of Plato's time. His criticisms of democracy as a political ideal are then analyzed for consistency and revealed as misguided, even when set against the inevitably flawed

The screenshot shows the 'Sharing settings' dialog. It includes a 'Link to share' field with a long URL, social media sharing options, and a list of people with access. The 'Invite people' section is highlighted with a blue arrow. A 'Done' button is at the bottom.

Share

3) You would type:

`[tutor_username]@waikato.ac.nz`

Into the 'Invite people' box

E.g. for Katherine you would type
`kbrown@waikato.ac.nz`

NB: Sometimes Google will warn you that the person you are sharing with is outside of your domain.

If this happens select 'Allow'.