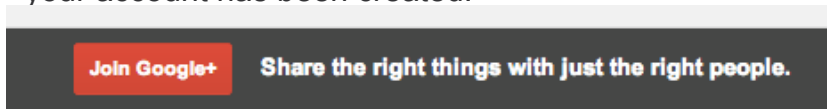


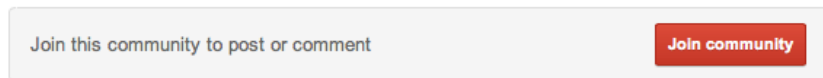
How to Schedule a Hangout Using Google+ Community

Step 1 : Join the Google+ community for the class.

1. Click on the link provided to access the Google+ Community for this class.
2. If you do not have a Google+ Account, you will need to create one by clicking the red Join Google+ button at the top of the screen and then returning to this page once your account has been created.



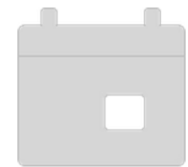
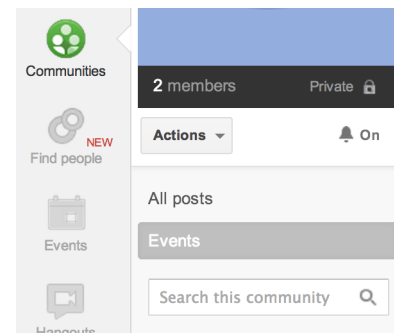
2. If you have a Google+ account already, click the red Join Community button to join this community. .



Unfortunately you will not be able to join this Google+ Community if you can not create a Google+ account.

Step 2 : Once you've joined the community, you can schedule hangouts from the G+ community page.

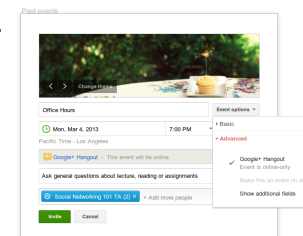
1. On the Community page, click on "Events"
2. Click on the "Create Event" button.



This community has no events right now.

CREATE EVENT

3. Fill out the hangout details.
(See page 2 for details)



HANGOUTS

Start a new hangout

Don't click the 'Start a new hangout' button instead. This won't allow you to schedule hangouts for the future.

3. Filling out the Event Details for Hangout

Step 1.

Please enter an appropriate title for the hangout as well as the **date/time** you plan to host it

Location will be automatically updated to Google+ Hangout after step 2. No need to edit this.

Step 3.

You can fill out a description/agenda for the hangout in the event details.

Past events

Step 2.

In the **Event Options**, expand "**Advanced**" box and check **Google+ Hangout**.

(Hangouts on Air are not available yet)

Step 4.

Important:

Invite your class to the event (should already be filled out). Please do not invite "public" in this step yet.

Step 5.

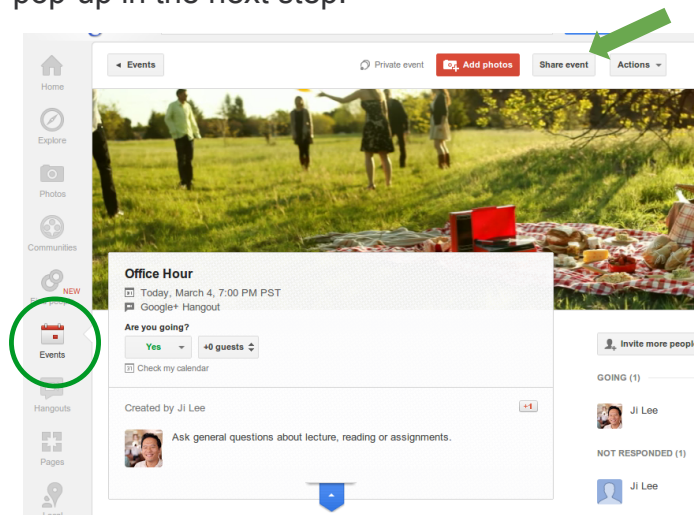
Click on the Invite button

4. Making It Available to All of the Students

In order to make sure that any students can join the hangout, you need to share with 'public'.

Step 1.

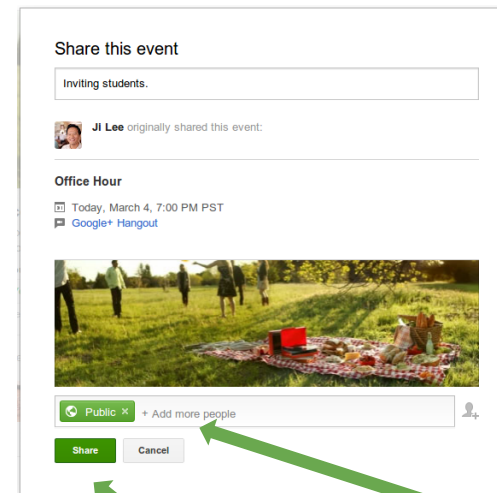
In the hangout event you just created, click on the **"Share Event"** button. This should bring up the pop-up in the next step.



Google+ will show this page automatically after creating the event. If you missed it, you can find this event by clicking on the Events button on the left.

Step 2.

Share the event with **'public'**



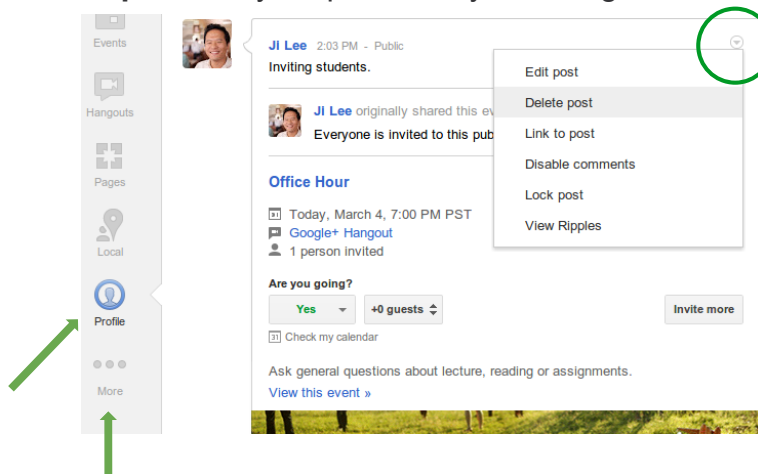
Important:
Invite **public** to the event.

Click on **"Share"** button to continue.

5. Hiding it from your non-Coursera Google+ friends

Now that you have made it available to public, any student can join the hangout. However, this event will also show up in your Google+ stream and anyone else who is following you. If you would like to prevent this, please follow the steps below to delete the post from your public stream.

Step 1. Find your post from your Google+ Profile.



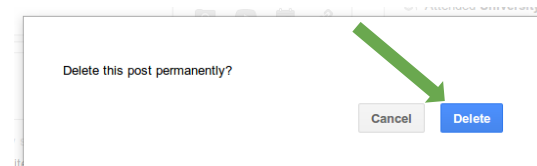
You should be able to find the **"Profile"** on the left navigation. If it is not visible on the left side, click on the **"More"** button to show the hidden buttons.

Step 2. Click on the arrow on top right corner to show options and click on the **"Delete post"** option.

Important:

It should NOT say "Delete this event". If you click on "Delete this event", it will delete the original event and hangout will be cancelled. Look for a newer post with a **"Delete post"** option.

Step 3. Click on the **"Delete"** button.



Step 4. You are done! You should now be able to see your office hour hangout show up in Coursera's class page!

Google+ Hangouts - Upcoming



Starting the Hangout

The hangout you scheduled should now appear on Coursera's course page. Students will be able to add a reminder to their calendar.

Google+ Hangouts- Now

Office Hours
 Ask general questions about lecture, readings, or assignments.

Now! February 15, 4:30 PM · Google+ Hangout
 Hosted by Jason Bowers

5 people discussing live

Google+ Hangouts- Scheduled

Office Hours
 Ask general questions about lecture, readings, or assignments.

Friday, February 16, 4:30 PM · Google+ Hangout
 Hosted by Carlos Mariscal
 George Washington, Abe Lincoln + 8 people might go

Is it possible for an argument to have true premises and a false conclusion?

 Sunday, February 18, 4:30 PM · Google+ Hangout
 Hosted by Carlos Mariscal
 You, Abe Lincoln + 8 people might go

To make sure that you can join before the Hangout becomes full, you should join the hangout **20 min** before the start time (you won't be reserved a spot by having created the hangout).

Before the event starts, you can join the Hangout from the Community Events page by clicking on the "Google+ Hangout" link.

Communities
 Find people
 Events

2 members Private

On

All posts

Events

Upcoming events

Office Hours
 Today, February 20, 11:30 PM PST · Google+ Hangout
 1 person invited

Are you going?

+0 guests

FAQs

Q: I joined the community but I am not able to invite the community or Public to my hangout event.

A: If you are using Google Enterprise account from a school or the university, the account administrator may have restricted the accounts so that Google+ Hangout would work only within the school members. (more information [here](#).)

To be able to schedule using Google+ hangout, please join the community using your personal Google+ account, or talk to your Google Enterprise account admin.

Q: I am receiving notifications anytime someone schedules a hangout!

A: You can unsubscribe from any notifications from the community by going to the main page and clicking the bell icon to turn notifications off.

