Curriculum Resource

Introduction to Video Calls

OALCF Alignment

Competency	Task Group	Level
Competency D - Use Digital Technology	**N/A**	**1**
Competency F - Engage with Ohers	**N/A**	**1**
Competency B - Communicate Ideas and Information	**B1. Interact with others**	**Choose an item.**
Choose an item.	**Choose an item.**	**Choose an item.**
Choose an item.	**Choose an item.**	**Choose an item.**

Goal Paths (check all that apply

☒ Employment
☐ Apprenticeship
☐ Secondary School Credit
☐ Postsecondary
☒ Independence

Embedded Skills for Success (check all that apply)

☒ Adaptability
☒ Collaboration
☒ Communication
☐ Creativity and innovation
☒ Digital
☐ Numeracy
☒ Problem Solving
☒ Reading
☐ Writing

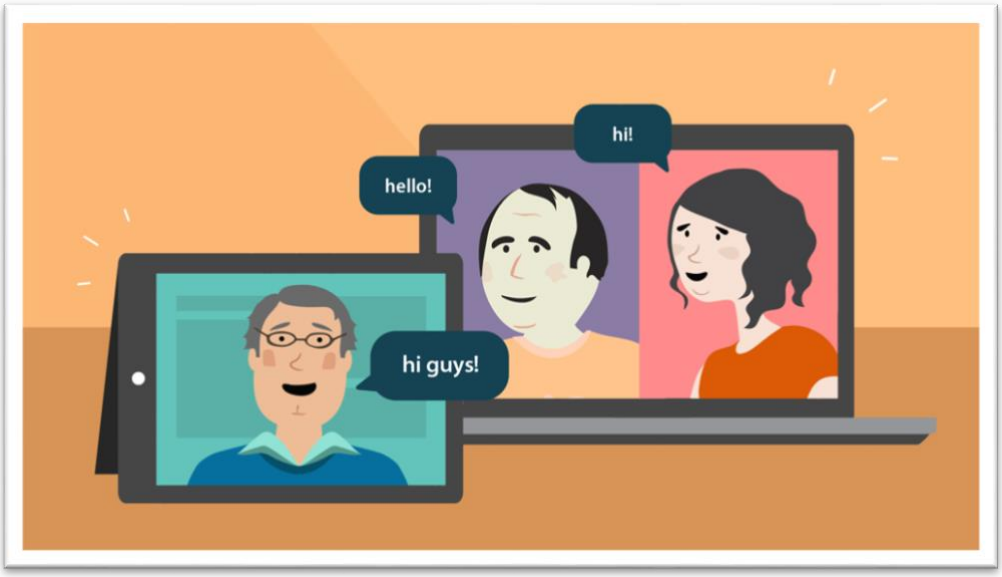
Notes: I am aiming for ease of use with this Digital resource. One thing to monitor in the pilot is whether users can successfully create a Google account without a phone.

Introduction to Video Calls

What are Video Calls?

Video calls allow people to make free "face-to-face" calls to other people on computers or phones.

- ✓ Video calls can be used to call someone when you don't have a phone or a phone plan.
- ✓ They can be used to talk to people long distance.
- ✓ Sometimes employers use video calls for interviews.



People and businesses have been using Video Calls a lot more since the pandemic.

Video calls are also known as video meetings or video conferencing. The easiest video call app to use is **Google Meet**. The most common video call app is **Zoom**. This resource will show you how to use both Google Meet and Zoom.

Goals of this Resource

By the end of using this resource, you will have an introduction to:

- ❖ Setting up an account and signing in to Google Meet and Zoom.
- ❖ The main features of Google Meet and Zoom.
- ❖ How to invite someone to a call or accept an invitation.
- ❖ Some practice activities to make sure you're on the right track.

What are the Main Features of Video Calls?

Both Google Meet and Zoom allow you to do similar things:

- ✓ Invite other people to the call.
- ✓ Turn your camera on and off.
- ✓ Turn your sound on and off.
- ✓ Type messages.
- ✓ Leave the call.

Other things in Common

First, to use both Google Meet and Zoom you must **create an account** or **sign in** to an account.

Also, both Google Meet and Zoom are free, as long as you keep the call to **30 minutes or less**.

Now let's get started learning about **Google Meet** and **Zoom**.

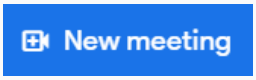
Google Meet

1. *Getting Started*

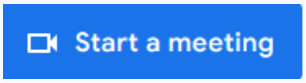
Starting your own Google Meet meeting:

Go to Google.com and click the **Google apps** symbol in the top right-hand corner of your screen. It looks like this:

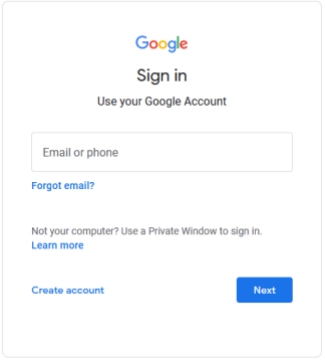
Click the **Google Meet** symbol. It looks like this:

If you are already signed in to a Google account, you will see a 

button. Click this and then click Start an "Instant Meeting."

If you aren't already signed into a Google account or Gmail, you will see a 

button. Click this and you will be prompted to sign in or create a Google account.

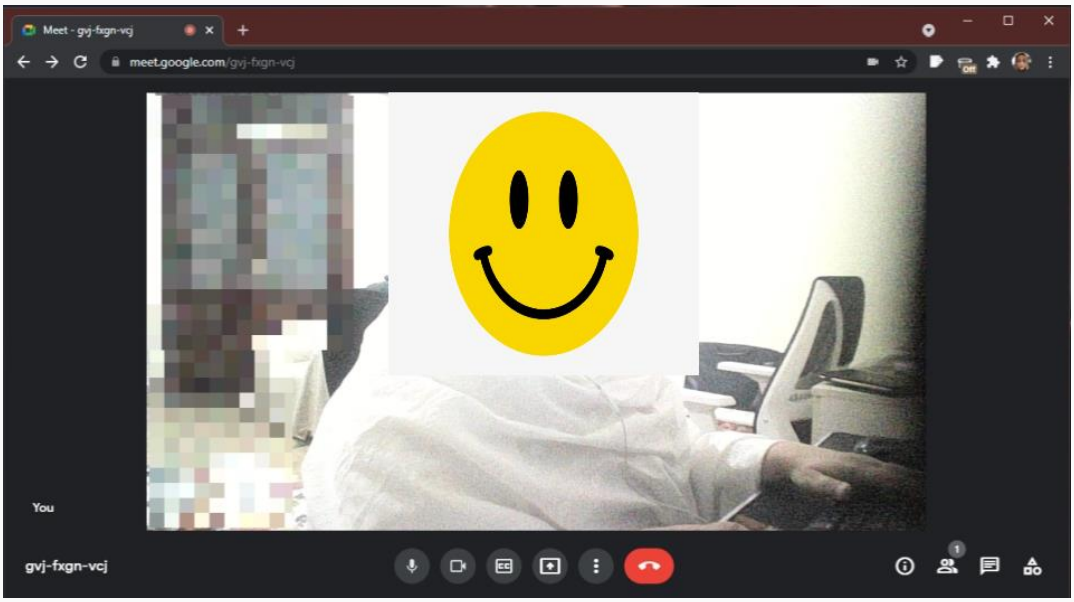


Once you are signed up or signed in,

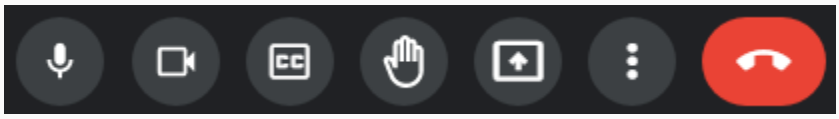
you are ready to start using Google Meet!

2. *Main Features of Google Meet*

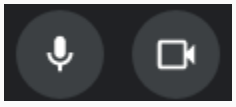
When you start your Google Meet meeting you want your screen to look like this. Your face should be where the happy face is:



Let's talk about the buttons in the bottom middle of the screen:



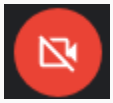
The most important ones you need to know about are the first two. The first one is your microphone; the second one is your camera:



When your microphone is turned off, the microphone button will look like this:

Try clicking the button on and off. You will see a message at the top of the screen that tells you that your microphone is on or off, or "muted."

When your camera is turned off, you will no longer be able to see yourself on the screen. You will see a black screen with a circle and a letter in the middle (the first letter of your name). The camera button will look like this:



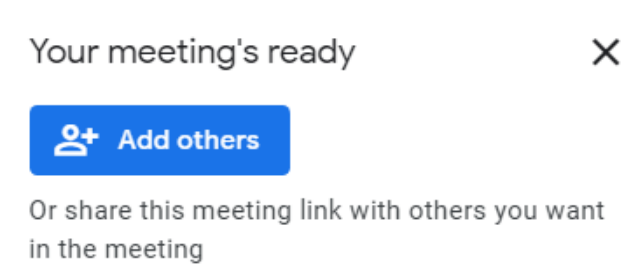
Try clicking the button and off. You will see a message at the top of the screen that tells you that your camera is on or off, and you will see yourself disappear and reappear.

Quick Tips:

- **If your microphone is off, the people you're talking to won't be able to hear you.**
- **If your camera is off, the people you're talking to won't be able to see you.**

We will come back to the other buttons in a minute. First, let's learn how to invite someone else to your video call. There are two simple ways to do this.

When you first sign in to Google Meet and arrive at the home page, you will be asked if you want to **add others** to the meeting:



Click the **add others** button and you will be asked to enter the name or the email of a guest. If you use Gmail, the app will offer suggestions from your Gmail inbox as you type in the name.

Quick Tips:

- If you don't use Gmail, you will need to know the email address of your guest.

If you don't add others right when you first sign in, you can add them by pressing one of the buttons on the bottom right that looks like this:

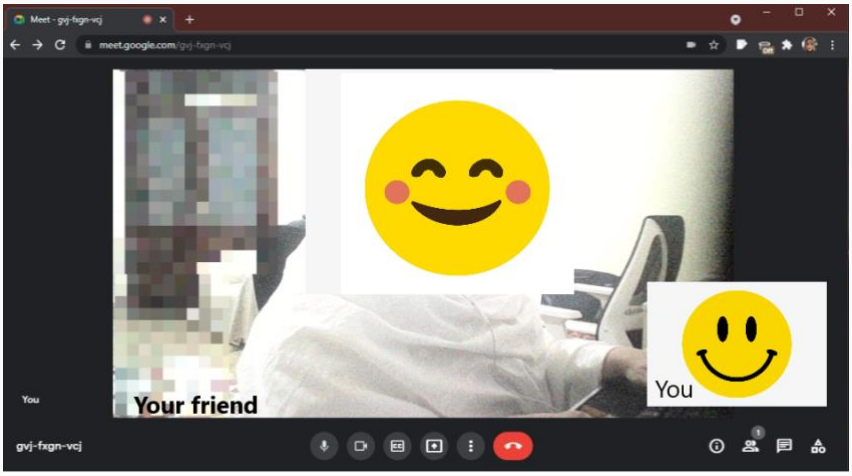
When it's just you, there will be a little number 1, but when your partner joins it will be a 2.

Joining someone else's Google Meet meeting:

You can also participate in a Google Meet call if someone invites you. Here's how:

- ✓ You will receive an email with a button that says JOIN CALL.
- ✓ Click this and then you will need to click a button that says JOIN NOW.
- ✓ Click that and you will join the call.

When you are in a call with someone else, they will fill the screen and you will appear in a small box at the bottom:



Remember: If you can't see yourself in that small box, your camera is off!

3. *Other Helpful Features*

The third button in the bottom middle will add **captions** if you are hearing impaired or having difficulty hearing your friend.

If you want to **type a message** to your friend you can use this button from the bottom right. It will open a chat box that you can type in. Type your message and hit enter.

To **end the call**, hit this button:

4. More Google Meet Tips

- When you join a Google Meet call try to look your best, especially if it is an interview.

- If you wish, you can **hide the background** behind you by blurring it. Click the More options button in the bottom middle. Click Apply visual effects. Click blur button:

- Remember that calls only last for **30 minutes** before your time runs out.

Activity #1

- ✓ Find a partner from your class or a friend.
- ✓ Get their email address and arrange a time to talk.
- ✓ Sign up or sign in to your Google account and start Google Meet.
- ✓ Test your microphone and camera by turning them off and on.
- ✓ Invite your guest at the given time and wait for them to come.

Activity #2

- ✓ Find a partner from your class or a friend.
- ✓ Give them your email address and arrange a time to talk.
- ✓ At the given time, sign in to your email.
- ✓ Open their email and join the call.

In both Activity 1 and 2, once you and your friend are in the call, take some time to try out other features like the chat or blurred background. When you are ready, end your call.

Zoom

Zoom is a little trickier than other video call apps like Google Meet, but it is the most common, especially with employers giving interviews. So let's learn how use it.

1. Getting Started

You need two things to getting started using Zoom:

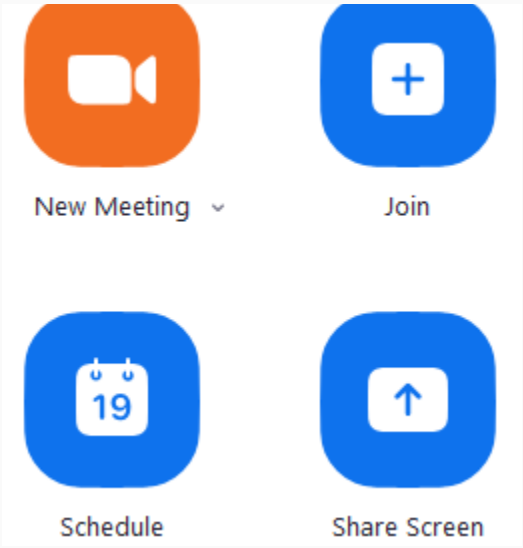
1. You need to have a **Zoom account** with a username and password.
2. The app has to be **downloaded** onto the computer or phone you are using.

To get your Zoom account, get on the Internet and go to the Zoom home page zoom.us (or you can just search for Zoom in Google). You will be prompted to:

When you have signed up, you will be prompted to download Zoom if you are using a computer that doesn't have the app. If so, follow the instructions to download. On your iPhone, you will download Zoom by going to the App store icon:

The **good news** is that most public computers in libraries and at literacy centres will already have the Zoom app!

Double click the Zoom app icon on the computer you are using. Then you can **sign in**. You will get to a screen with buttons like this:

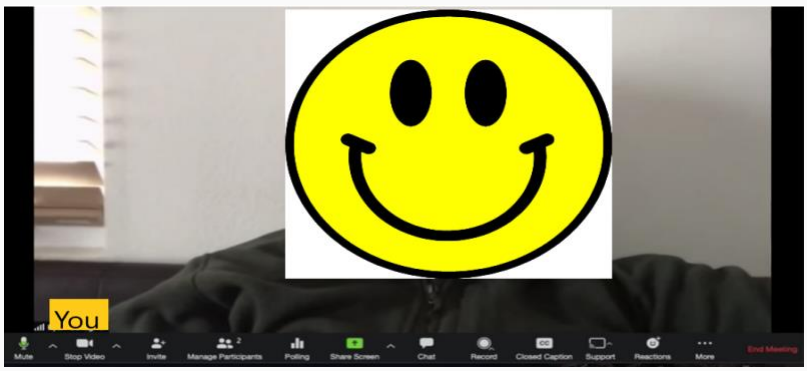


Click the **New Meeting** button and then **Join with Computer Audio**.

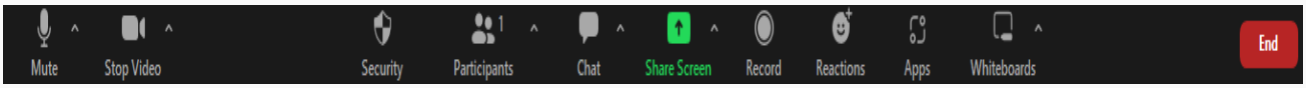
You are in!

2. Main Features of Zoom

When you start your Zoom meeting you want your screen to look like this. Your face should be where the happy face is:



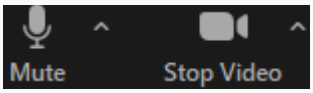
First, let's talk about the buttons on the bottom of the screen.



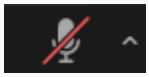
Quick Tips:

- The buttons at the bottom of the screen will sometimes disappear, but they will **reappear** if you scroll over them with your mouse.

The most important buttons are the first two. The first one is your microphone; the second one is your camera:



When your microphone is turned off, the microphone button will look like this:



Try clicking the button on and off. A microphone with a red line through it will appear beside your name in the bottom left corner to show that you are muted.

When your camera is turned off, you will no longer be able to see yourself on the screen. You will see a black screen with a circle and a letter in the middle (the first letter of your name). The camera button will look like this:

Try clicking the button and off. You will see yourself disappear and reappear.

Remember:

- **If your microphone is off, the people you're talking to won't be able to hear you.**
- **If your camera is off, the people you're talking to won't be able to see you.**

Joining a Scheduled Zoom Call

For you to join a scheduled Zoom call, someone must **send you an invitation**. The good news is that this is very easy. Open the invite email before the scheduled time of the meeting. It will look like this:

Your friend's name is inviting you to a scheduled Zoom meeting.

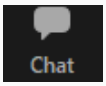
Topic: Your friend's Zoom Meeting
Time: Nov 28, 2022 06:15 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://us04web.zoom.us/j/78892848933?pwd=aFh7uabETqbqcSKma

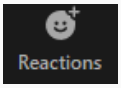
Meeting ID: 788 9284 8933
Passcode: 1BTSpu

- ✓ Click on the blue link.
- ✓ Zoom will **load**, and you will have to **sign in** if you're not signed in already.
- ✓ That's it! Your meeting will begin.

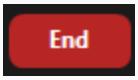
3. *Other Helpful Features*

If you want to **type a message** to your friend, you can use this 

button to open a chat window. Type your message and hit enter.

If you want to use an emoji to show a **reaction** to something your friend is saying, use this button 

to open some emoji options like: 😀 😍 😢

When you are ready to **end your call**, use this button: 

4. *More Zoom Tips*

- **Don't** use emojis in an interview or professional call.
- Zoom is free but calls only last for **40 minutes**.
- Remember to treat a Zoom interview just like a **real interview**.
  - ✓ Look your best.
  - ✓ Face the person you are speaking to.
  - ✓ Speak as clearly as possible.

Activity #3

- ✓ Open the Zoom app.
- ✓ Sign in to Zoom.
- ✓ Investigate features like Chat, Reactions, and others.
- ✓ When you are ready, end the call.

Review

- Now you are familiar with video calls and how they are used.
- You've also learned about two of the most common video call apps: Google Meet and Zoom.
- You can go back to this guide any time it you want to review the steps for making and joining video calls.