



Ready, Get Set, Hangout!

World Class Teaching Program – Introduction to Online Mentoring

Online mentoring is exciting and new! It will utilize Blackboard and Google Hangouts. Below you will find a “to-do” list to get you ready for your first meeting.

Kick-off Meetings

Mandatory – Google Hangout Meeting (System check and introductions)

Optional- Face-to-Face (Meet those that you will be working with)

Your mentor will contact you with information about these two opportunities. Prior to those meetings, please create the following steps.

You will find resources to help you complete these steps on our website <http://wctp.olemiss.edu>. Click “Mentoring” then “Online”

Blackboard – will host ongoing discussions and content

- Visit our WCTP website “Mentoring/Online”. Print out/view the Log In to Blackboard before you proceed.
- Secure your user name and password from your mentor
- Log on to Blackboard. There is a link on our webpage <http://wctp.olemiss.edu>

Google Hangouts

- Visit our WCTP website “Mentoring/Online”. Print out the Google “Hangouts Manual” and watch the “Google Hangouts Video” before you proceed.
- You will need a Google/Gmail account. If you do not have one, they are easy and free to create. Go to the WCTP website, click Mentoring/Online/Create a Google Account. If you have a gmail account, skip to Once you’ve completed your profile or logged in.
- Go to gmail.com and login to your Google Account
- Once you are logged in, go to the **Google Apps Icon** in the upper right hand corner of your screen. It is an array of 9 square. Click it.
- Click the red **Google +** icon
- Then you will be prompted to setup your profile. It will prompt you for a name and offer to search for friends. Just continue through this process by making selecting your own preferences. You can do as much or as little as you like.
- **Once you’ve completed your profile or logged in**, there are two places that you can locate Google Hangouts. 1. Click the **Home** dropdown box on the top left hand screen or 2. Click the **Google Apps** icon again in the top right hand screen.
- Click “**Start a Video Hangout**”. This is necessary for setup purposes. Then click “Start a Video Call”.
- **IMPORTANT:** You will then be prompted to install the **Hangouts Plugin**. This is necessary. **If you are using a school laptop, you may have to get your IT guy to grant you permission to install this plugin.** Let him help you install this plugin!!
- It will place the Hangouts Plugin in your download folder. Locate the plugin. It will be called **GoogleVoiceAndVideoSetup.dmg** and double click it. Double click the box icon when it appears then follow the on screen prompts to complete the installation.
- Once the plugin is installed all you have to do is join a video chat. Your mentor will send you an invitation prior to the system check and introduction meeting. You only have to install this plug in the first time you join Google Hangouts.

