



The Ivy LEAGUE Education Center

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Google Hangout Instruction

You are very welcome to sign up for our Online Course which offers a quick, efficient way for students to interact with teachers over long distance. We use [Google Hangouts](#) to video chat and easily connect with students to teach them our tricks and shortcuts to getting an amazing score on their contests, as well as offer them our guidance and support. Students can ask questions face-to-face, and can complete problems with the supervision of our teachers/coaches.

Please let us know ASAP what Gmail account your child will use for Google Hangouts to attend our online class!

Please make sure you have installed the Google Hangout plugin in your computer as described at: <https://www.google.com/tools/dlpage/hangoutplugin>

We have listed below several pointers you should follow to ensure that our Google Hangout session goes as smoothly as possible:

- 1) We will send out the Google Hangout invite at exactly 5 minutes before the start of the class. Please make sure that you have your Gmail account screen ready at that time.

- 2) Please use Google Chrome as your browser. This browser supports Google Hangout MOST efficiently.
- 3) Before the class, please check your microphone and webcam to make sure you are wired for sound and picture. It is absolutely imperative that your computer's audio and visual systems are working well.
- 4) Shut down ALL OTHER unnecessary software programs and browser tabs.
- 5) STUDENTS PLEASE PAY ATTENTION: please leave your Google Hangout window on during the whole duration of class time and DO NOT OPEN ANY OTHER TABS OR BROWSE IN ANY OTHER TABS! AND DO NOT TOUCH THE MOUSE! EVEN DURING BREAK TIME, it is NOT advised to touch the screen AT ALL. (Throughout these years of using Google Hangout, our main line has never ever dropped. Hence we firmly believe that the reason for dropping the line must be the result of the student accidentally clicking off the Hangout screen.)
- 6) Important!! Please DO NOT send us the invite if your line has dropped. You will have to call our assistant through the phone line ([301-9229508](tel:301-9229508)) to let us know. We will send out a new invite to the group.
- 7) Make sure your device is suitably charged. A lot of devices will lag if the battery is down to its last 10%.

We know for sure that if we follow ALL of these guidelines, we will always have very smooth Google Hangout online sessions.