



TUTORIAL GOOGLE MEET

Dr. Reni Suryanita, MT
Koordinator Pusat Penjaminan Mutu
Lembaga Pengembangan dan Penjaminan Mutu Pendidikan
Universitas Riau

PENDAHULUAN

- Google Meet adalah sebuah fitur premium dari software video *conferencing* Google.
- Dalam satu sesi *conference*, Google Meet dapat mengundang hingga 250 peserta melalui alamat email
- Untuk memulai meeting masuk ke laman:
<https://meet.google.com>

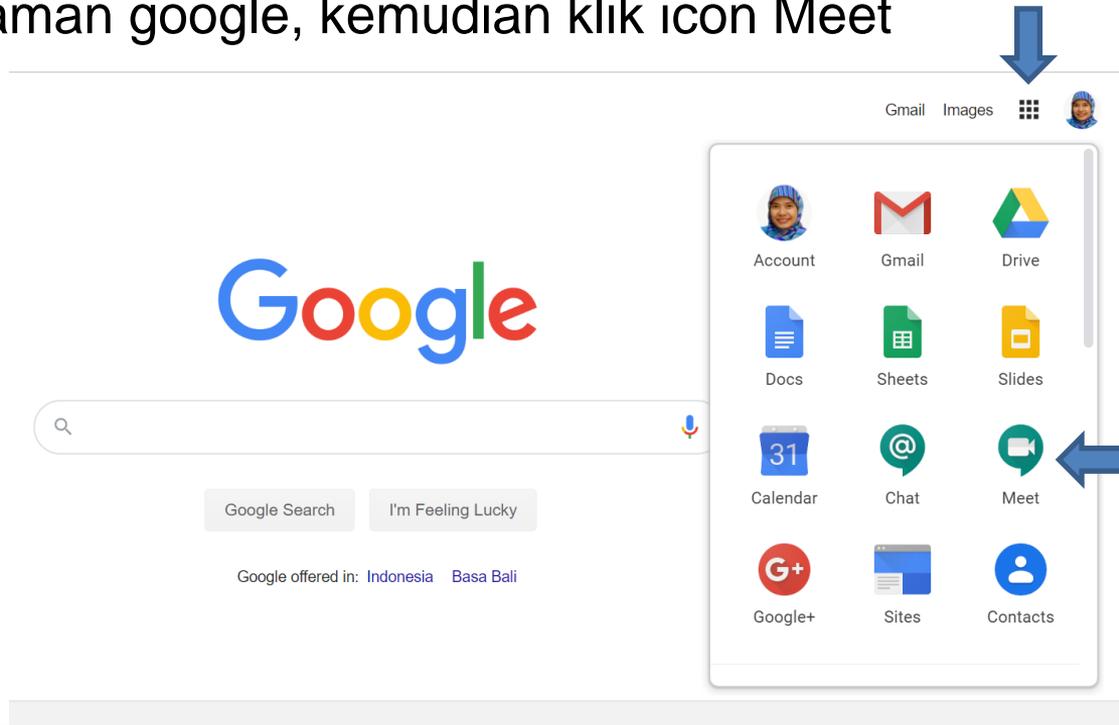


Petunjuk penggunaan Google Meet (Meet) untuk Dosen UNRI

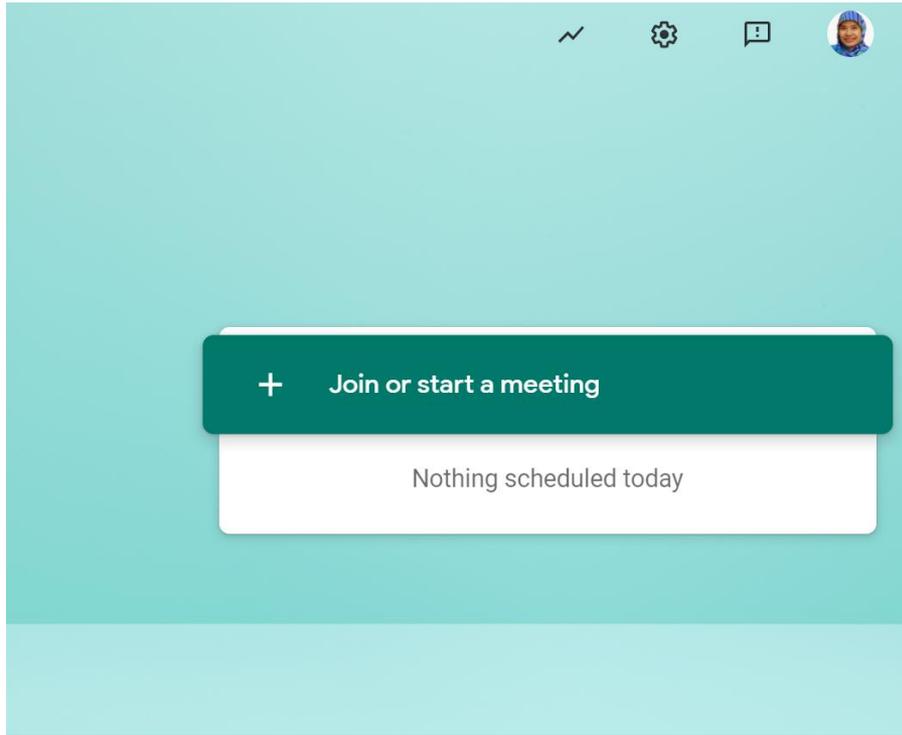
- Diskusi melalui Meet bisa diikuti oleh akun email @gmail atau melalui akun email UNRI nama.anda@lecturer.unri.ac.id
- Jika belum memiliki email dosen UNRI, dapat mendaftarkan diri pada link:
<https://tik.unri.ac.id/email-gafe/>
- Panduan ini dibuat berdasarkan Meet berbahasa Inggris, langkah yang sama berlaku juga untuk Meet berbahasa Indonesia



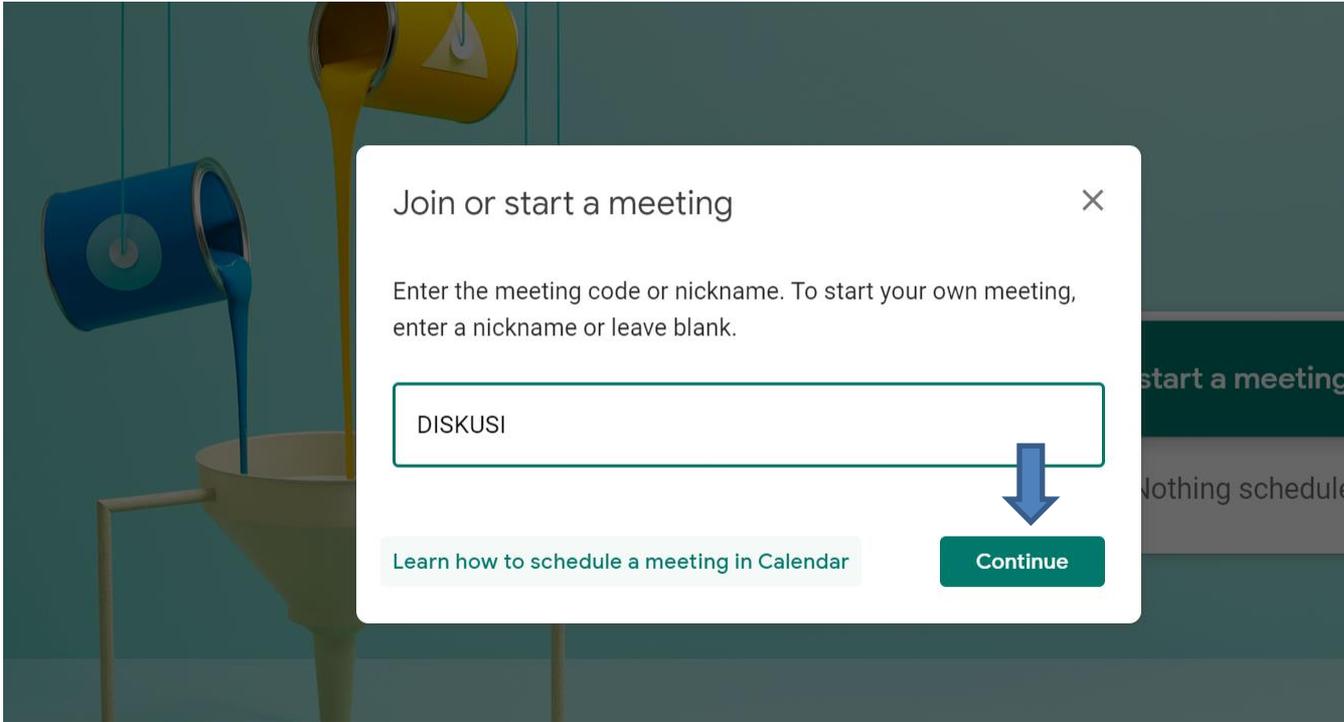
1. Masukkan user name dan password email UNRI melalui <https://meet.google.com>
2. Jika akun google sudah aktif di browser, dapat dengan cara klik titik 9 pada laman google, kemudian klik icon Meet



3. Klik “+ Join or start a meeting” untuk memulai diskusi matakuliah atau rapat



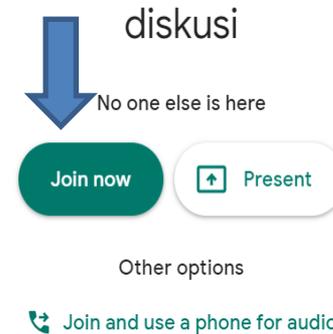
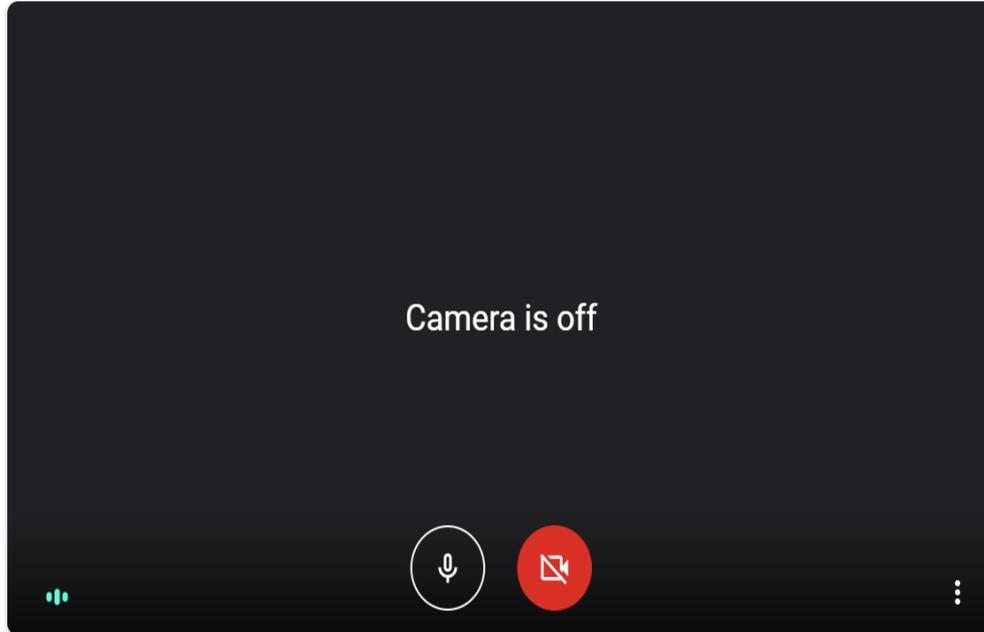
4. Tuliskan judul pertemuan atau dapat dikosongkan, kemudian klik “continue”



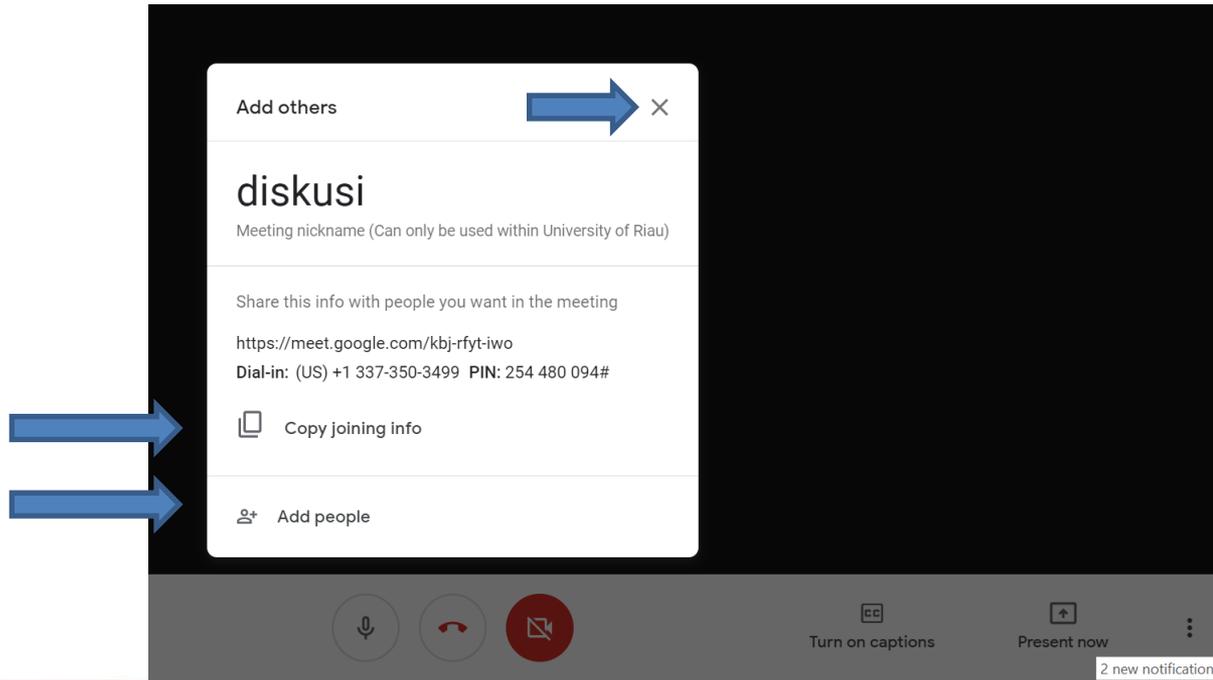
E-LEARNING

A 3D rendered character is sitting on the floor, leaning against a laptop. The character is blue and white. The laptop is open and appears to be a silver or light-colored model. The character is looking towards the laptop screen.

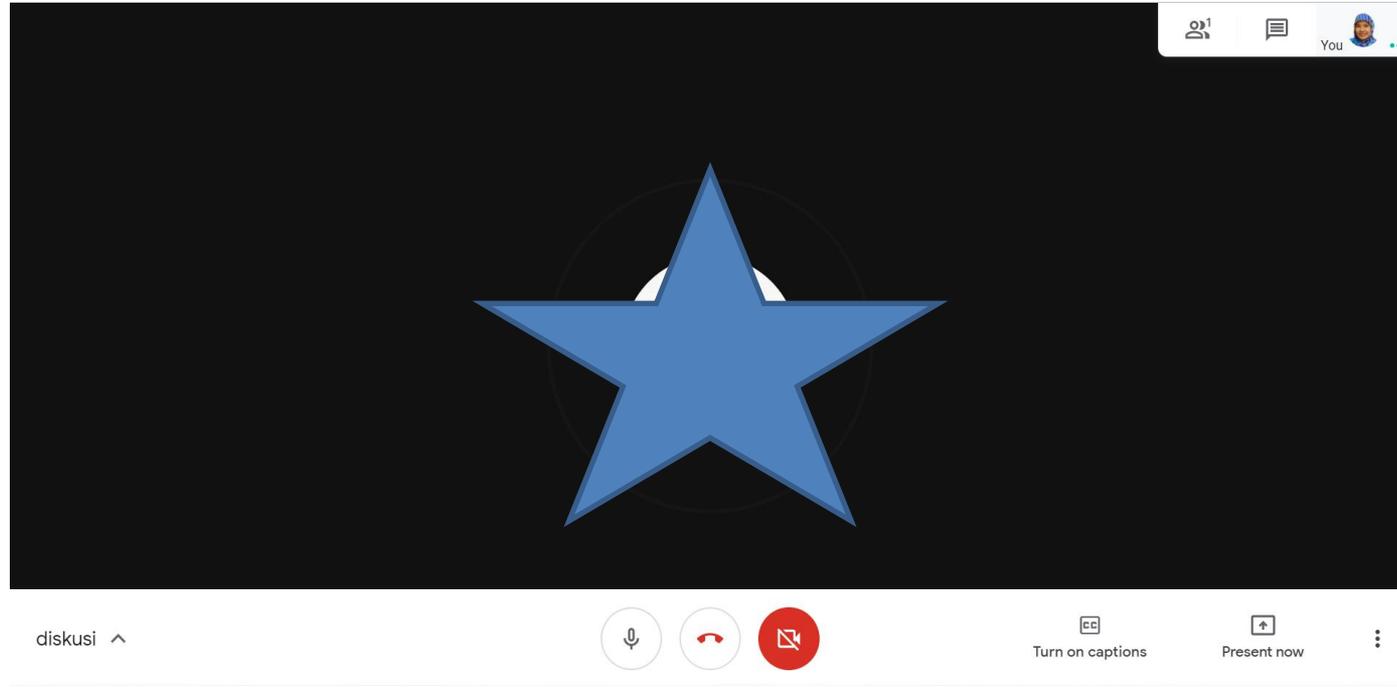
5. Layar akan muncul dalam keadaan kamera aktif atau non aktif. Klik “Join now” untuk memulai diskusi.



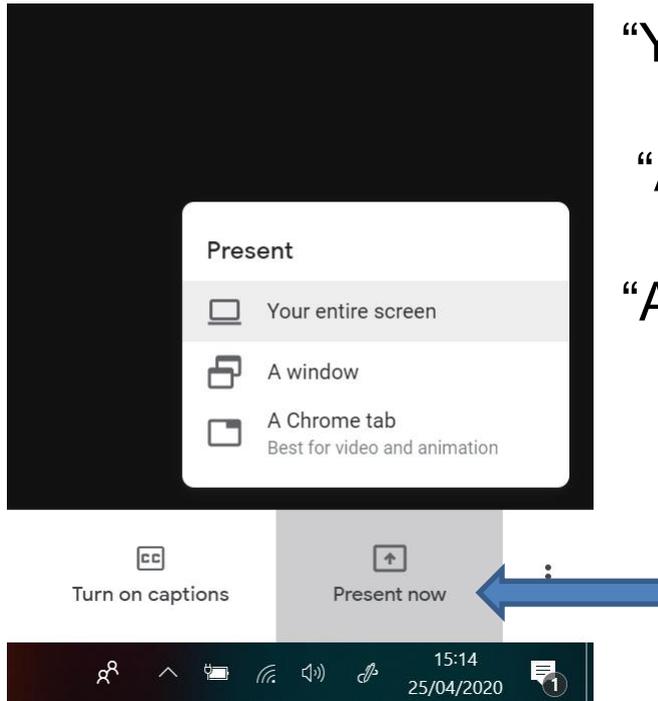
6. Selanjutnya tampil informasi undangan bergabung yang dapat dibagikan ke peserta diskusi dengan klik “copy joining info” atau “add people” dengan menuliskan alamat email peserta. Untuk memulai diskusi tutup layar informasi dengan klik tanda X



7. Diskusi siap untuk dimulai.



8. Untuk berbagi layar (*share screen*) klik “Present now”, dan klik salah satu pilihan berikut:



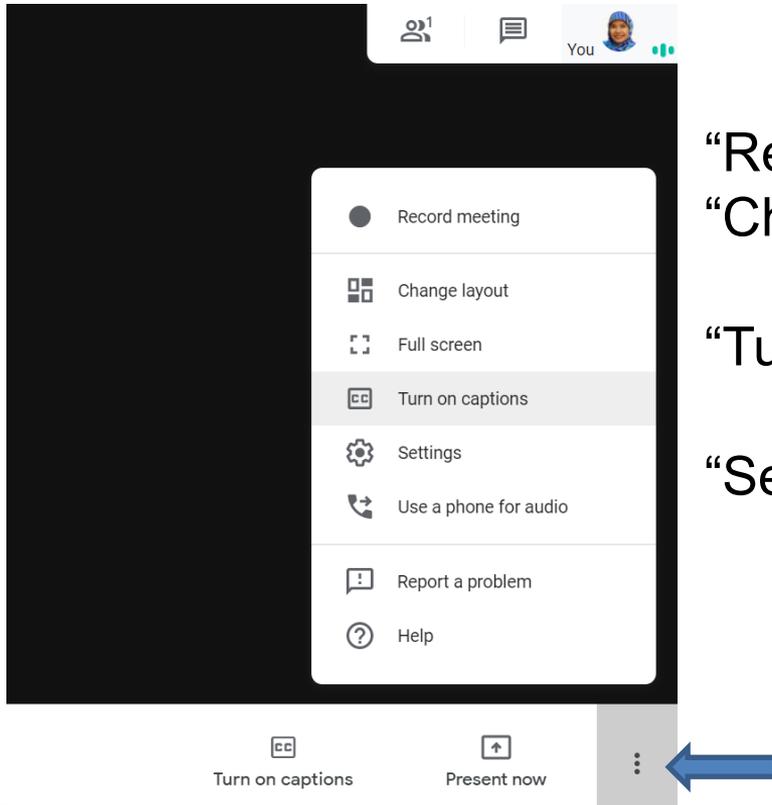
“Your entire screen” : menampilkan layar penuh yang sedang aktif

“A window” : menampilkan layar dari window pilihan

“A Chrome tab” : menu ini muncul jika menggunakan browser chrome, pilih file yang akan ditampilkan. (direkomendasikan)



9. Untuk melihat menu lain, klik titik 3 di sudut bawah kanan layar, tampil menu berikut :



“Record meeting” : merekam diskusi

“Change layout” : merubah susunan layar tampilan Meet

“Turn on captions” : mengaktifkan menu suara menjadi teks.

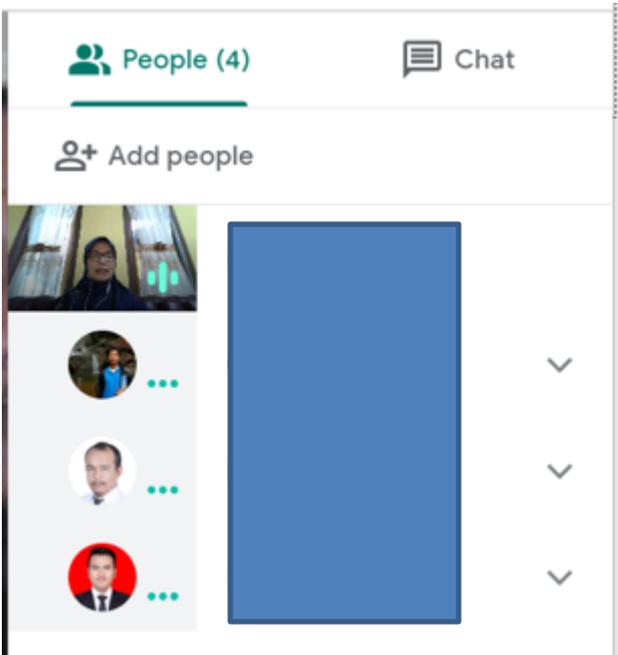
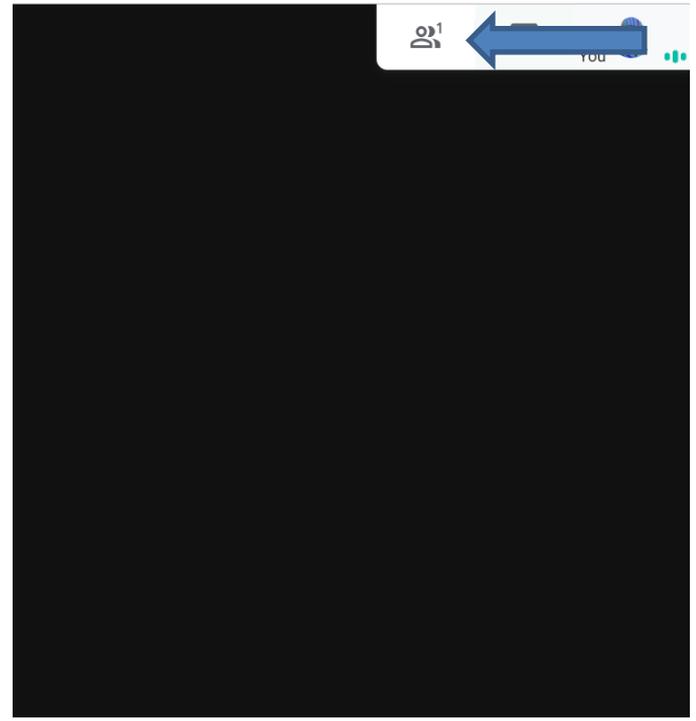
“Settings” : pengaturan untuk audio dan video



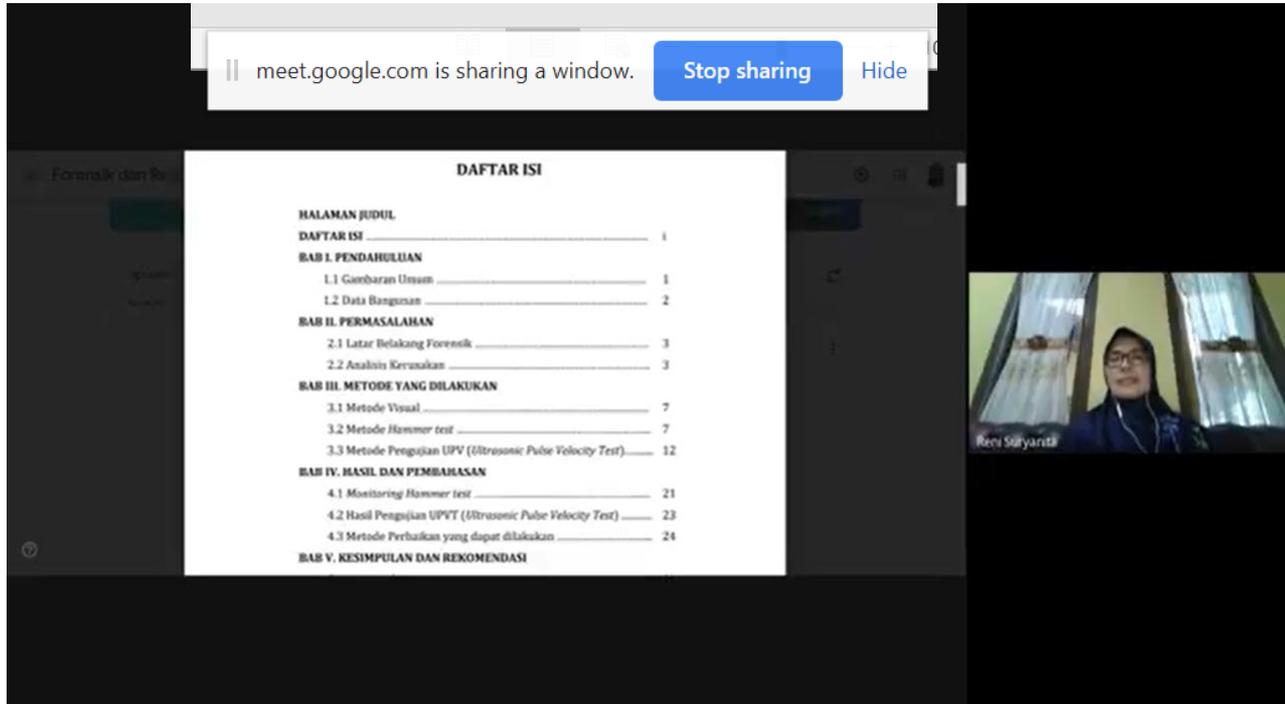
10. Untuk menampilkan diskusi dalam tulisan (*chat*) klik tanda



11. Untuk menampilkan informasi peserta klik tanda



12. Untuk berhenti berbagi layar klik “stop sharing”.



The screenshot shows a Google Meet interface. At the top, a notification bar reads "meet.google.com is sharing a window." with a blue "Stop sharing" button and a "Hide" link. The main content area is split into two panes. The left pane displays a document titled "DAFTAR ISI" (Table of Contents) with the following structure:

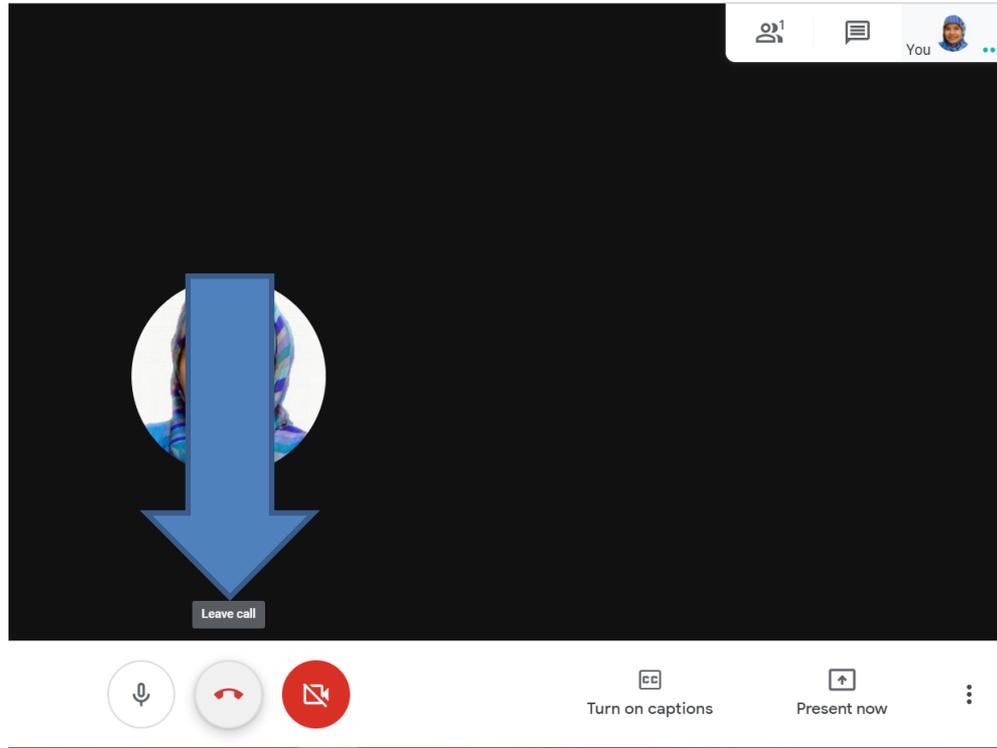
| DAFTAR ISI | |
|---|----|
| HALAMAN JUDUL | |
| DAFTAR ISI | 1 |
| BAB I. PENDAHULUAN | |
| 1.1 Gambaran Umum | 1 |
| 1.2 Data Bangunan | 2 |
| BAB II. PERMASALAHAN | |
| 2.1 Latar Belakang Forensik | 3 |
| 2.2 Analisis Kerusakan | 3 |
| BAB III. METODE YANG DILAKUKAN | |
| 3.1 Metode Visual | 7 |
| 3.2 Metode Hammer test | 7 |
| 3.3 Metode Pengujian UPV (Ultrasonic Pulse Velocity Test) | 12 |
| BAB IV. HASIL DAN PEMBAHASAN | |
| 4.1 Monitoring Hammer test | 21 |
| 4.2 Hasil Pengujian UPVT (Ultrasonic Pulse Velocity Test) | 23 |
| 4.3 Metode Perbaikan yang dapat dilakukan | 24 |
| BAB V. KESIMPULAN DAN REKOMENDASI | |

The right pane shows a video feed of a participant named "Reni Siliyanti" wearing a blue hijab and glasses, sitting in front of a window with white curtains.

E-LEARNING



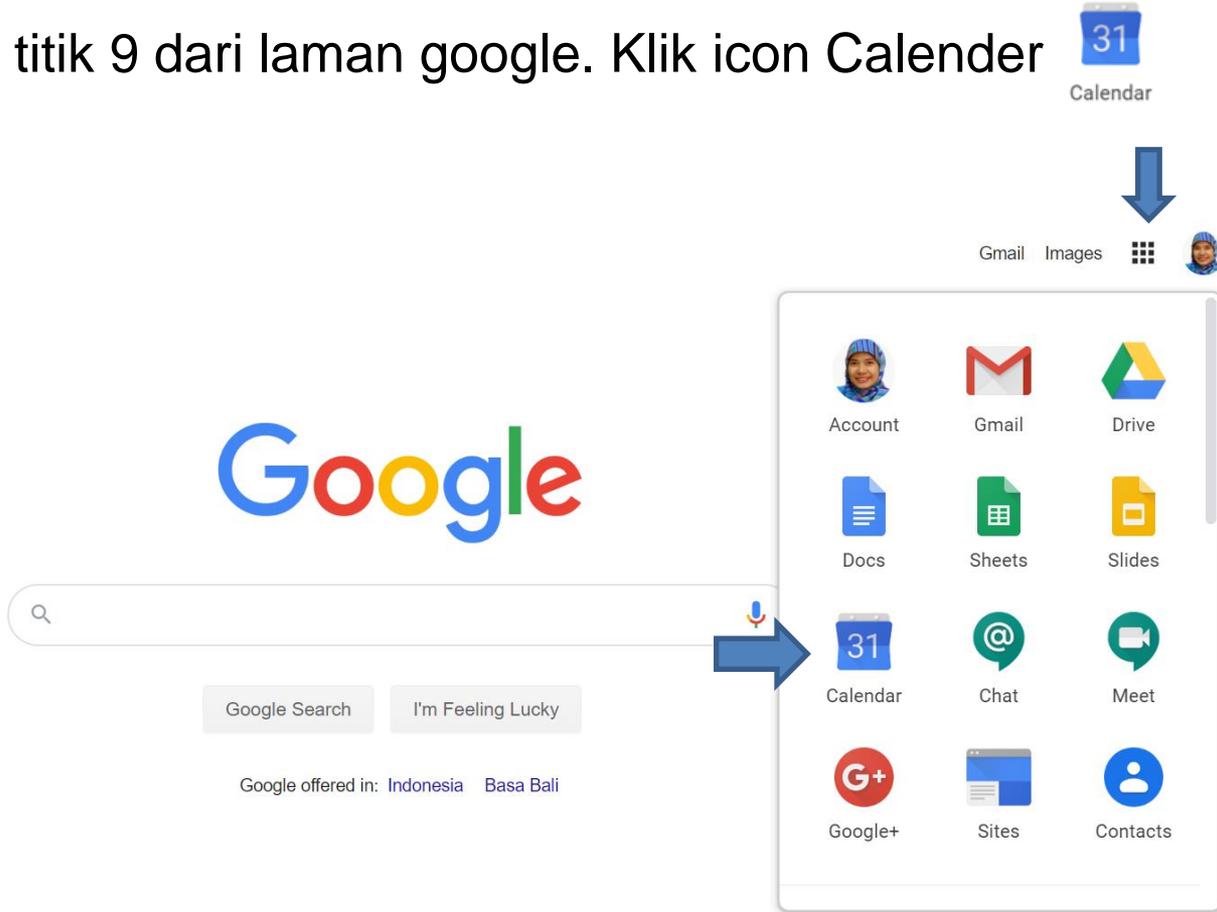
13. Jika diskusi sudah selesai, dapat ditutup dengan klik



Undangan Meet melalui Google Calender



1. Klik titik 9 dari laman google. Klik icon Calender



2. Klik “Create” untuk memulai agenda baru

Calendar interface showing a weekly view for April 2020. The "Create" button is highlighted with a blue arrow. The calendar displays a meeting on Monday, April 27, from 10 AM to 12 PM at Riau University. A green event for International Labor Day is visible on Friday, April 30. The left sidebar shows a calendar grid for April 2020 with the 25th highlighted, a "Meet with..." search bar, and a list of calendars including "Reni Suryanita" and "Bahasa Indonesia Kelas A... B... C..."



3. Tuliskan judul pertemuan, pilih tanggal dan jam pertemuan, dan klik “More options”

The image shows a Google Calendar interface. At the top, there is a navigation bar with a hamburger menu, a date selector (25), the word "Calendar", a "Today" button, navigation arrows, the current month and year ("Apr - May 2020"), search, help, settings icons, and a "Week" dropdown. Below this is a calendar grid for April 2020. A "Create" button is visible on the left. The main calendar view shows a grid with columns for days and rows for time slots (11 AM to 8 PM). Two events are visible: one on Sunday, April 26, from 10 AM to 12 PM titled "10am - 12pm Riau University", and another on Monday, April 27, from 1:30 PM to 2:30 PM titled "(No title) 1:30 - 2:30pm". A blue arrow points from the second event to a modal dialog box. The dialog box has a title "Add title" and a close button. It contains several options: "Event" (selected), "Out of office", "Reminder", and "Appointment slots". Below these are fields for date and time: "Apr 27, 2020 1:30pm - 2:30pm Apr 27, 2020". There are also options for "Add guests", "Add Google Meet video conferencing", "Add location", and "Add description". At the bottom of the dialog, there is a "More options" button and a "Save" button. A blue arrow points from the "More options" button to the right. In the bottom right corner, there is a red "ONING" text and a laptop icon.

Calendar interface showing a meeting creation dialog box. The dialog box is titled "Add title" and includes options for "Event", "Out of office", "Reminder", and "Appointment slots". The date and time are set to "Apr 27, 2020 1:30pm - 2:30pm Apr 27, 2020". There are also options for "Add guests", "Add Google Meet video conferencing", "Add location", and "Add description". The "More options" button is highlighted with a blue arrow.

4. Klik “Add video conferencing”, pilih Google Meet

× Add title Save

Apr 27, 2020 1:30pm to 2:30pm Apr 27, 2020 Time zone

All day Does not repeat ▾

[Event Details](#) [Find a Time](#)

 Add location

 Add Google Meet video conferencing ▾ 

 Google Meet
Up to 250 participants

 Add notification

 Reni Suryanita ▾ 

 Busy ▾ Default visibility ▾ 

  **B** *I* U    

Add description

[Guests](#)

Add guests

Guest permissions

- Modify event
- Invite others
- See guest list



5. Klik “Notification”, pilih “email” untuk mengirimkan undangan via email

× Add title

Save

Apr 27, 2020 1:30pm to 2:30pm Apr 27, 2020 Time zone

All day Does not repeat ▾

Event Details Find a Time

📍 Add location

🗣️ Google Meet ▾ ×

Join with Google Meet

meet.google.com/cnk-ewyw-hwn · Up to 250 participants ? ▾

🔔 Notification ▾ 10 minutes ▾ ×

Add notification

📅 Reni Suryanita ▾ ● ▾

📅 Busy ▾ Default visibility ▾ ?

Guests

Add guests

Guest permissions

Modify event

Invite others

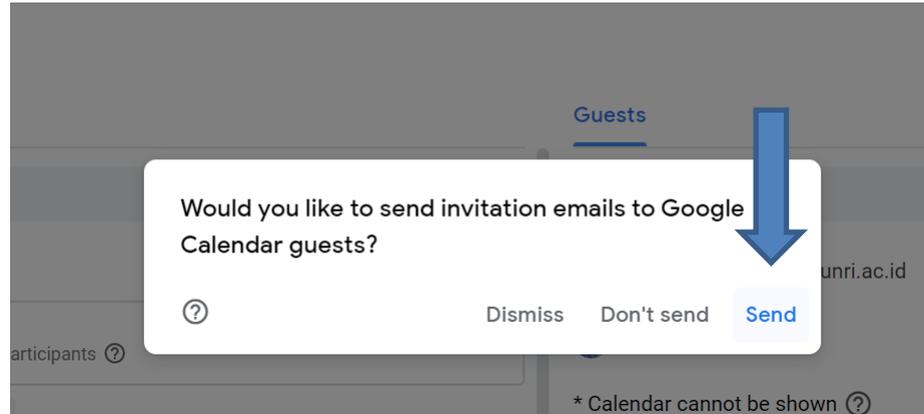
See guest list



6. Setelah menu Email diaktifkan, tuliskan alamat email peserta rapat/diskusi, atau bisa meng copy dari milis/classroom (untuk mengundang mahasiswa via email student). Jika sudah selesai, klik “Save”

The screenshot shows the Google Meet event creation interface. At the top, there is a 'Save' button in the upper right corner, with a blue arrow pointing to it from the right. Below the 'Save' button is the 'Event Details' section, which includes a date and time selector (Apr 27, 2020, 10:00am to 12:00pm), a 'Time zone' dropdown, and an 'All day' checkbox. Below this is a 'Find a Time' section with 'Event Details' and 'Find a Time' tabs. The main content area is divided into two columns. The left column contains an 'Add location' field, a 'Google Meet' dropdown menu, a 'Join with Google Meet' link with a meeting URL (meet.google.com/miw-yzss-foe) and a note 'Up to 250 participants', and an 'Email' notification option with a dropdown menu, '10' minutes, and a 'minutes' dropdown. A blue arrow points to the 'Email' notification option from the left. The right column contains a 'Guests' section with an 'Add guests' field, which is highlighted by a blue arrow pointing down from above. Below the 'Add guests' field is the 'Guest permissions' section, which includes three checkboxes: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

7. Tampil pesan, jika sudah yakin klik “Send”.
Undangan akan terkirim ke peserta rapat/pertemuan



Integrasi Google Meet ke dalam Classroom



1. Masuk ke dalam Classroom matakuliah dan Klik menu setting



Forensik dan Rehabilitasi Struktur

S2 Teknik Sipil - Sem Genap 2019/2020

Class code e5ps3ui

A banner image with an orange background. It features a compass rose in the center, surrounded by faint architectural drawings and lines. The text 'Forensik dan Rehabilitasi Struktur' and 'S2 Teknik Sipil - Sem Genap 2019/2020' is on the left, and 'Class code e5ps3ui' is below it. On the right, there are two buttons: 'Select theme' and 'Upload photo'.

Upcoming

No work due soon

Share something with your class...

A user profile icon on the left and a refresh icon on the right.

2. Klik “Generate Meet link” untuk menampilkan link Meet pada Classroom.

Class settings

Stream Students can post and comment

Classwork on the stream Show condensed notifications

Show deleted items
Only teachers can view deleted items.

 **Meet**
Classroom now supports Meet
[Learn more](#)

Visible to students

[Generate Meet link](#)



3. Link classroom ditampilkan dan aktifkan menu pilihan agar mahasiswa dapat melihat link Meet pada Classroom, kemudian klik “save”

Class settings

Stream

Students can post and comment

Classwork on the stream

Show condensed notifications

Show deleted items

Only teachers can view deleted items.



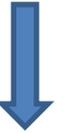
Meet

Classroom now supports Meet

[Learn more](#)

<https://meet.google.com/lookup/fferag5n5k>

Visible to students



Save



4. Link bergabung Meet dapat di “copy” untuk dibagikan ke grup mahasiswa atau dapat di “reset” agar kode bergabung bisa diubah setiap diskusi online.

Class settings

Save

Stream

Students can post and comment

Classwork on the stream

Show condensed notifications

Show deleted items

Only teachers can view deleted items.



Meet

Classroom now supports Meet

[Learn more](#)

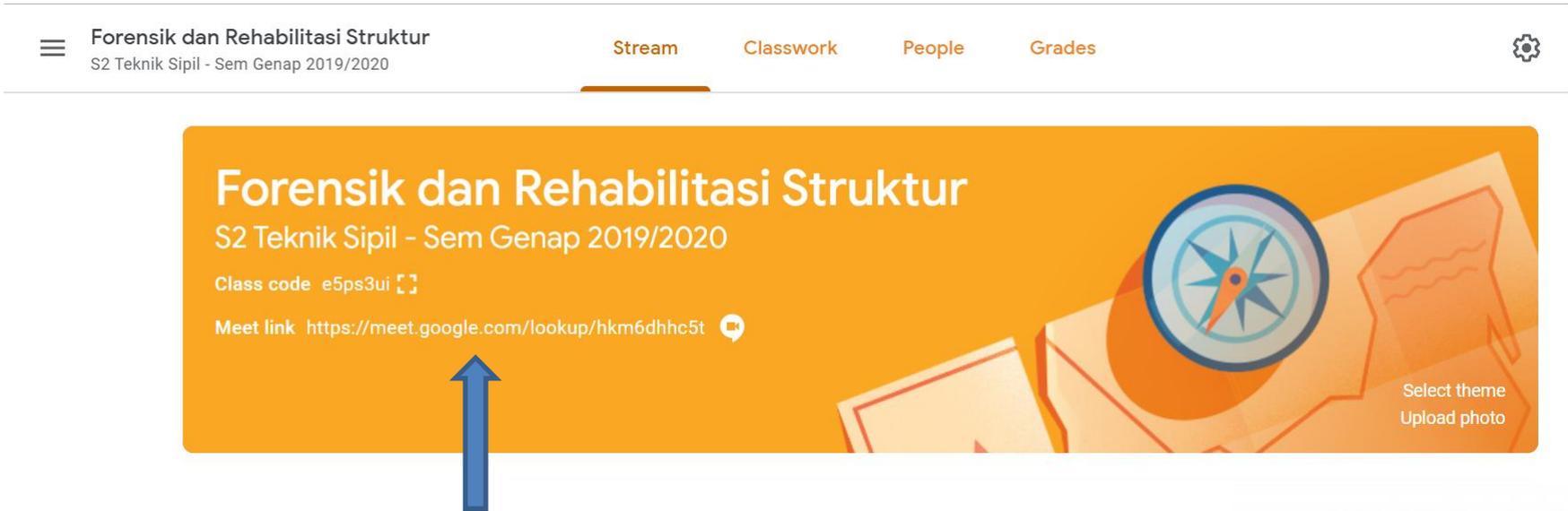
Visible to students

https://meet.google.com/lookup/fferag5n5k

Copy

Reset

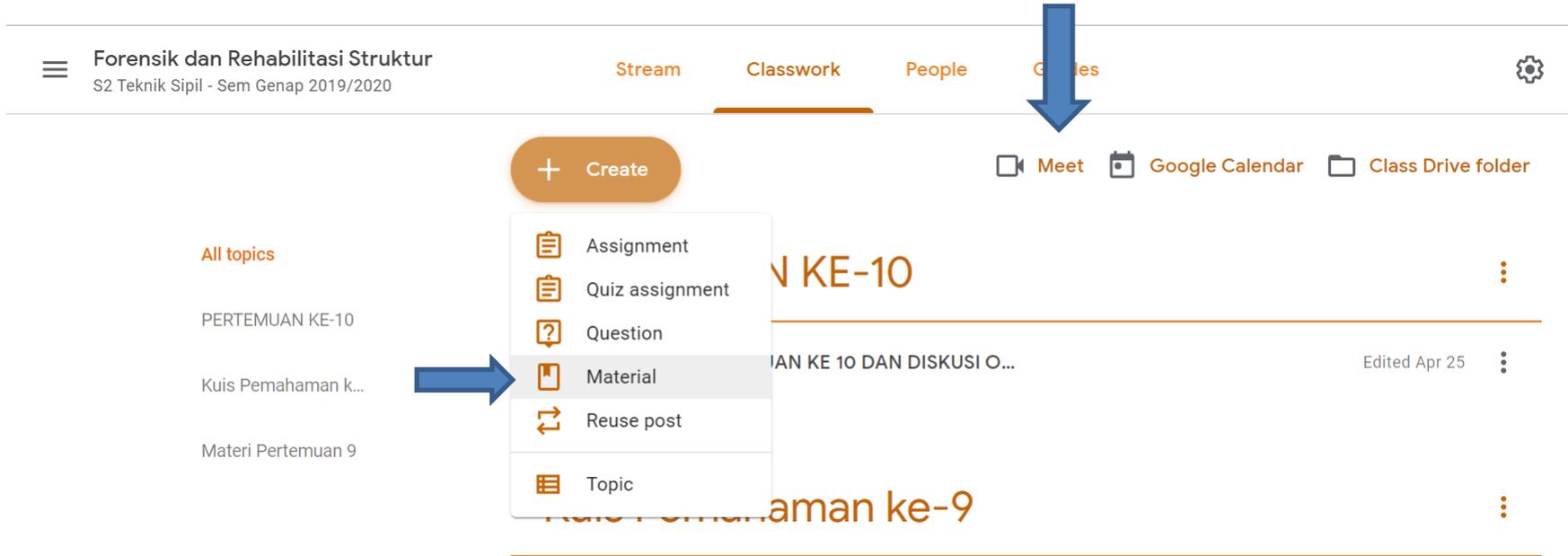
5. Selanjutnya link Meet telah muncul pada heading Classroom, seperti contoh berikut. Dengan demikian mahasiswa dapat bergabung dengan klik link ini.



The screenshot shows the top section of a Google Classroom page. At the top left, there is a hamburger menu icon followed by the text "Forensik dan Rehabilitasi Struktur" and "S2 Teknik Sipil - Sem Genap 2019/2020". To the right of this are navigation tabs: "Stream" (highlighted with an orange underline), "Classwork", "People", and "Grades". A gear icon for settings is in the top right corner. Below the navigation is a large orange banner with the following text: "Forensik dan Rehabilitasi Struktur", "S2 Teknik Sipil - Sem Genap 2019/2020", "Class code e5ps3ui [copy icon]", and "Meet link <https://meet.google.com/lookup/hkm6dhhc5t> [share icon]". A blue arrow points upwards from the bottom of the page towards the Meet link. On the right side of the banner, there are two options: "Select theme" and "Upload photo". The background of the banner features a compass and a map.



6. Link Meet juga dapat ditampilkan pada Classwork, atau dapat diposting bersama daftar kehadiran mahasiswa dengan cara klik “Material”



The screenshot displays the Canvas LMS interface for a course titled "Forensik dan Rehabilitasi Struktur" (S2 Teknik Sipil - Sem Genap 2019/2020). The "Classwork" tab is active, and the "Create" button is highlighted. A dropdown menu is open, showing options: Assignment, Quiz assignment, Question, Material (selected), Reuse post, and Topic. A blue arrow points to the "Material" option. Another blue arrow points to the "Meet" icon in the top navigation bar. The main content area shows a list of classwork items, including "PERTEMUAN KE-10" and "Kuis Pemahaman k...".



7. Contoh tampilan integrasi Meet pada menu Material Classroom matakuliah.



MATERI PERTEMUAN KE 10 DAN DISKUSI ONLINE



Reni Suryanita Apr 25 (Edited Apr 25)

Salam,

Dimohon mahasiswa untuk dapat bergabung pada link diskusi di bawah ini pada Pkl. 16.15 WIB serta mengisi daftar kehadiran kelas online pada formulir terlampir.

Terima kasih.



Class video meeting

<https://meet.google.com/lookup...>



DAFTAR HADIR PERTEMUAN...

Google Forms

Class comments



Add class comment...



Terima Kasih

Jika ada pertanyaan ajukan ke WA: 08127513783

