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GADJAH MADA

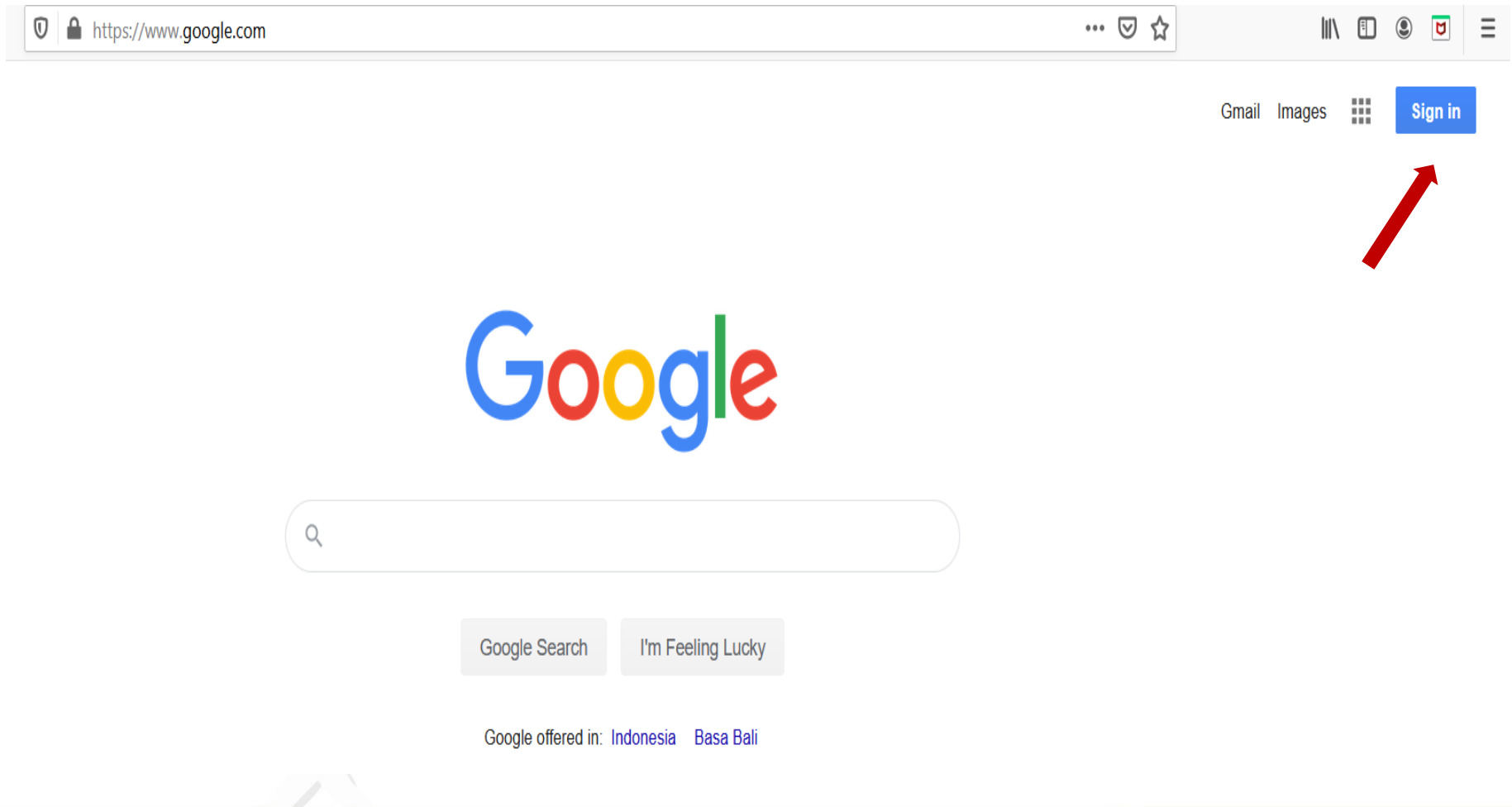
PENGGUNAAN GOOGLE MEET UNTUK PEMBELAJARAN ONLINE

Rika Fitriani
Tim PKM Dept. Matematika
Fakultas MIPA UGM

Login Akun Gmail



Pada browser **Google Chrome**, login menggunakan akun gmail di <https://www.google.com/>.



Login Akun Gmail (2)



Masukkan username dan password akun gmail Anda.

Google

Sign in

Use your Google Account

Email or phone

rika.fitriani17@gmail.com

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#)

Next

English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

Google

Hi Rika

rika.fitriani17@gmail.com ▾

Enter your password

.....

[Forgot password?](#)

Next

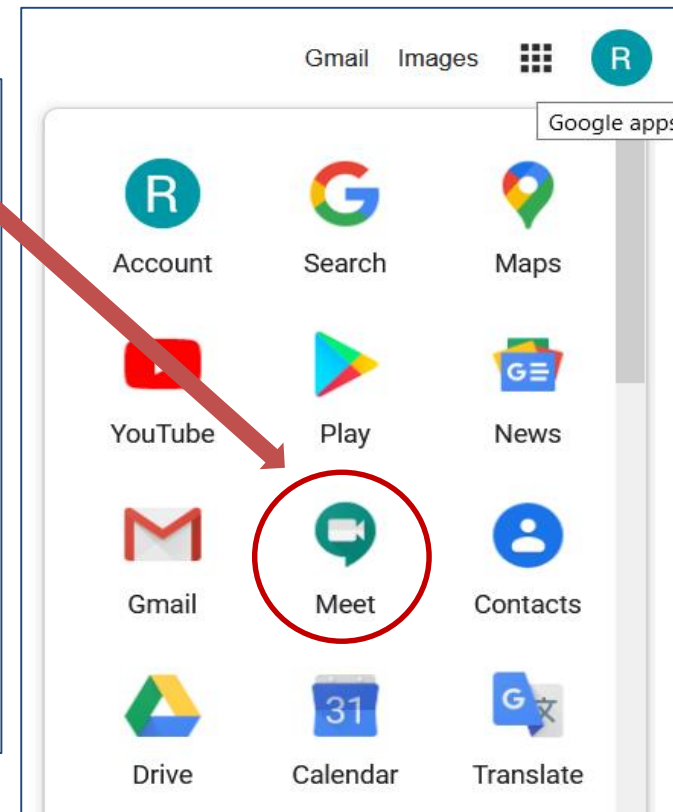
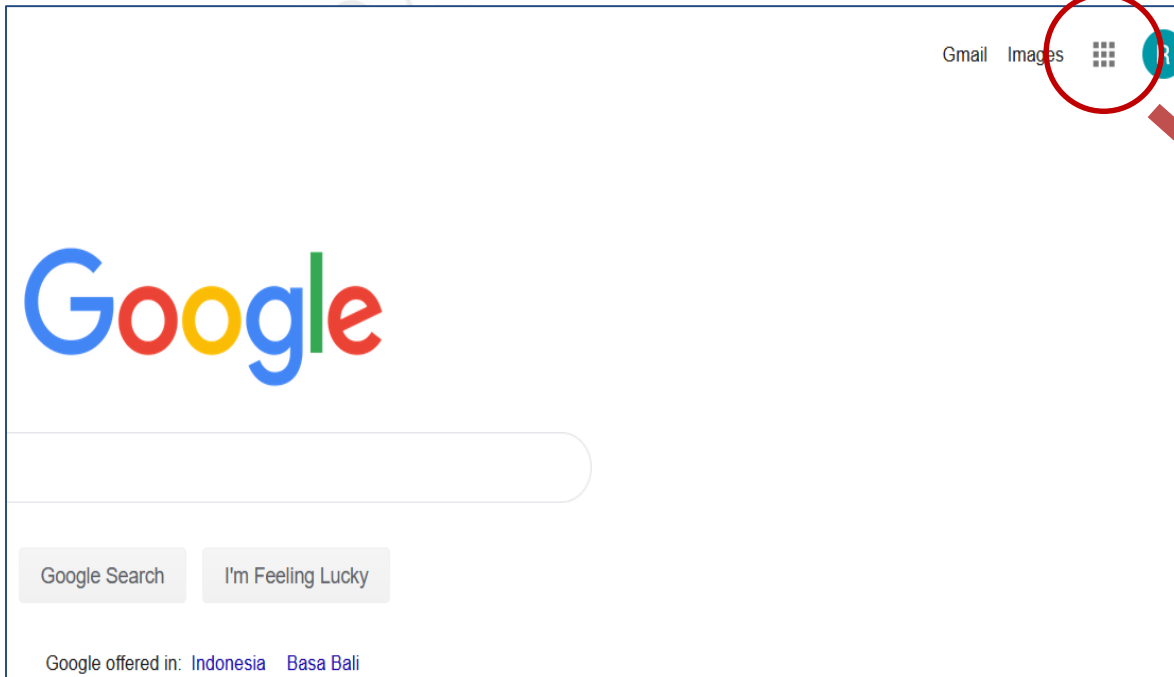
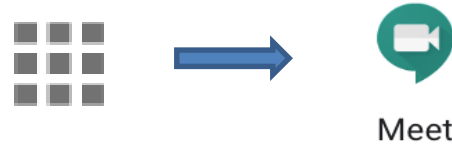
English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

Akses Google Meet di PC/Laptop



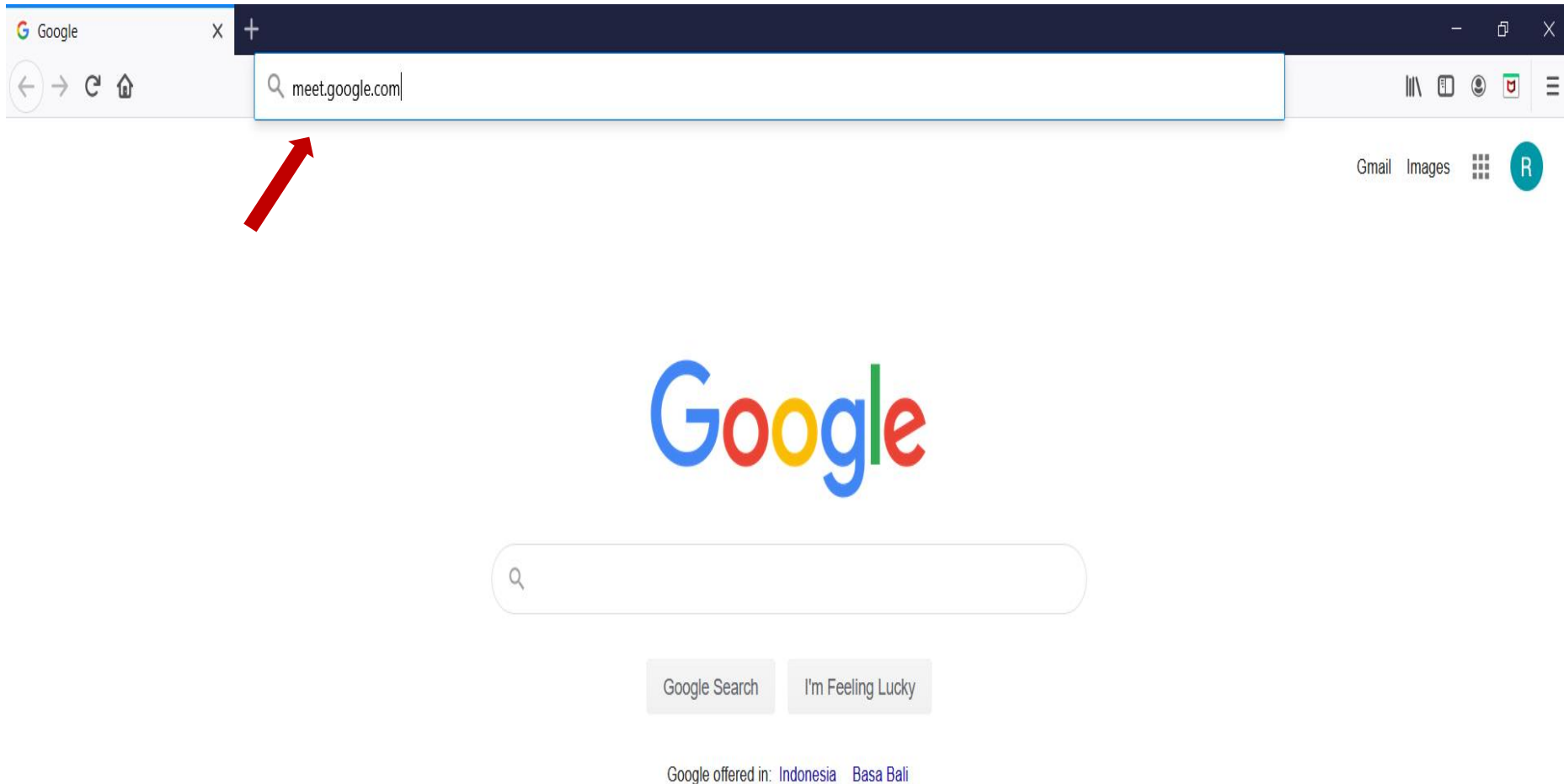
- Pada browser **Google Chrome**, akses melalui menu pada halaman utama <https://www.google.com/>



Akses Google Meet di PC/Laptop (2)



- Pada browser **Google Chrome**, akses melalui address bar: ketik meet.google.com



Tampilan Google Meet di PC/Laptop



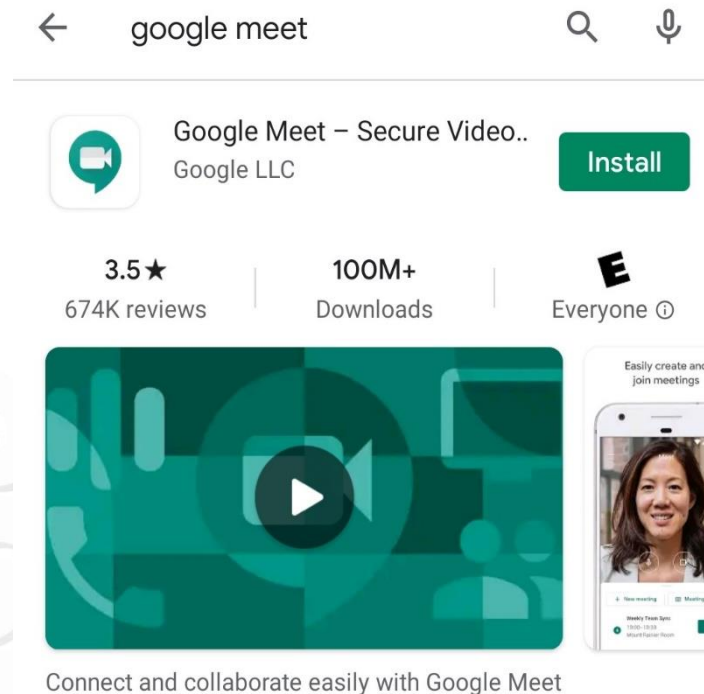
The screenshot shows the Google Meet homepage in a web browser. The browser's address bar displays 'https://meet.google.com'. The page features a 'New meeting' button and an input field for 'Enter a code or link'. A grid of nine video thumbnails shows various participants. Callouts provide the following information:

- Mengakses menu Help atau bantuan dari Google Meet**: Points to the help icon (question mark) in the top right corner.
- Mengatur audio, video, dan speaker untuk meeting**: Points to the settings gear icon in the top right corner.
- Menjadwalkan meeting**
 - Memulai meeting insidental (tidak terjadwal sebelumnya)
- Gabung ke suatu ruang meeting dengan memasukkan kode meeting atau link meeting**: Points to the 'Enter a code or link' input field.

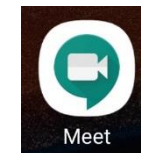
Akses Google Meet di HP/Smartphone



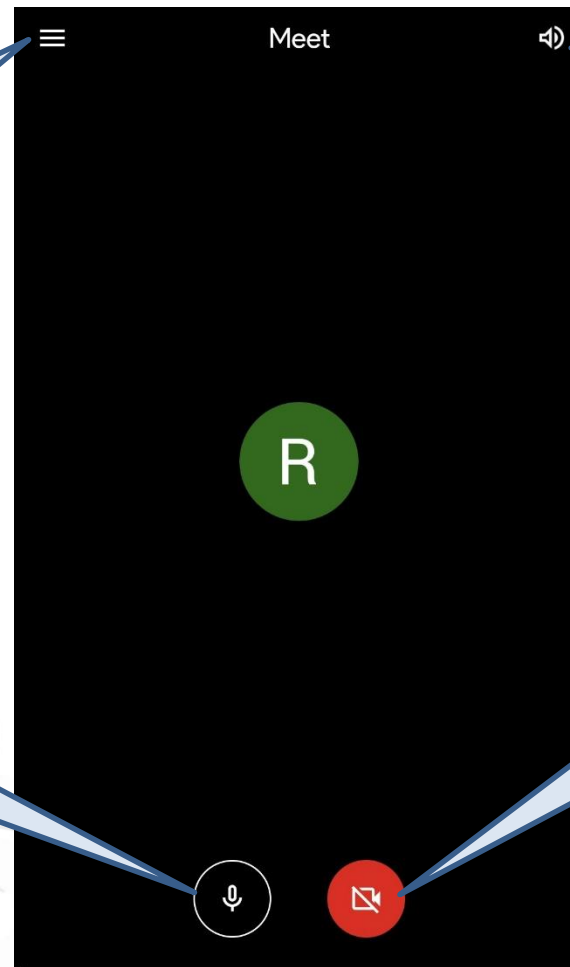
- Install aplikasi Google Meet di HP/Smartphone



- Setelah terinstall, klik icon aplikasi Google Meet



Tampilan Google Meet di HP/Smartphone



Mengakses menu Help dan Settings

Mengatur speaker (besar kecilnya suara)

Mengaktifkan atau menon-aktifkan mikrofon

Mengaktifkan atau menon-aktifkan kamera

Memulai meeting insidental (tidak terjadwal sebelumnya)

Gabung ke suatu ruang meeting dengan memasukkan kode meeting

+ New meeting Meeting code

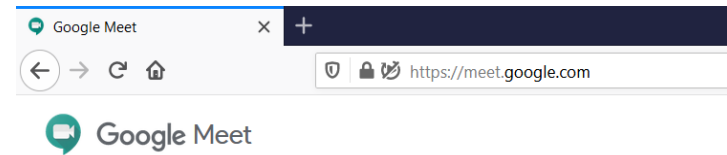
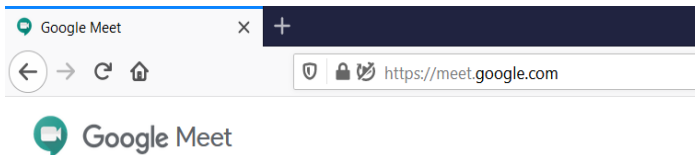
Swipe up to see your meetings

Menjadwalkan Meeting



Pada Google Meet di PC/Laptop:

Klik New Meeting → Pilih Schedule in Google Calendar



Premium video meetings.
Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

New meeting

Enter a code or link

[Learn more](#) about Google Meet

Premium video meetings.
Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

Get a meeting link to share

Start an instant meeting

Schedule in Google Calendar

Menjadwalkan Meeting (2)



Menjadwalkan meeting bisa juga melalui Google Calendar:
calendar.google.com

The screenshot displays the Google Calendar interface for October 2020. A meeting is scheduled for Monday, October 12, from 7:30 AM to 8:30 AM. The meeting details window is open, showing the following options:

- Add title** (input field)
- Event** (selected), Out of office, Reminder, Appointment slots
- Monday, October 12 7:30am - 8:30am** (Time zone · Does not repeat)
- Find a time**
- Add guests**
- Add video conferencing** (dropdown menu)
- Add rooms or location**

Tambahkan detail meeting pada tanggal meeting yang sesuai untuk menjadwalkan meeting.

Menjadwalkan Meeting (3)



Add title → Judul meeting

Save

Oct 3, 2020 12:00pm to 1:00pm Oct 3, 2020 Time zone → Tanggal, waktu dan durasi meeting

All day Does not repeat → Pilihan untuk mengulang meeting atau tidak, misal meeting setiap hari/minggu/bulan

Event Details Find a Time

Join with Google Meet → Copy link meeting

meet.google.com/hye-pdhk-xmn · Up to 100 participants

Add location → Keterangan lokasi meeting

Email 5 hours × → Mengatur notifikasi meeting (berapa jam sebelum meeting dimulai)

Notification 5 hours ×

Add notification

rika.fitriani17@gmail.com

Busy Default visibility

Add description → Deskripsi tentang meeting

Guests

Add guests → Tambahkan email tamu undangan/peserta meeting

Guest permissions

- Modify event
- Invite others
- See guest list

Mengatur keleluasaan yang diberikan untuk tamu undangan, misal mengundang tamu lain atau melihat daftar tamu

Menambahkan Daftar Email Tamu Undangan / Peserta Meeting



- Tambahkan satu per satu email peserta meeting di kotak “Add Guests”.

Guests

rika.fitriani@ugm.ac.id

rika.fitriani17@gmail.com
Organizer

Guest permissions

- Modify event
- Invite others
- See guest list

Ketik email peserta meeting di sini, kemudian tekan tombol Enter pada keyboard

Menambahkan Daftar Email

Tamu Undangan / Peserta Meeting (2)



- Tambahkan email peserta meeting dalam bentuk daftar email yang telah di-copy dari tabel di Excel, kemudian *paste* di kotak “Add Guests”.

The image illustrates the process of adding meeting participants via email. On the left, an Excel spreadsheet titled 'Email Peserta Meeting' contains a list of email addresses: 'rika.fitriani@ugm.ac.id' and 'rika.fitriani17@yahoo.co.id'. A context menu is open over the second email address, with 'Copy' selected. A red arrow points from this menu to a text box that reads: 'Blok daftar email di Excel → Klik kanan → Klik Copy'. A blue arrow points down from this text box to the 'Guests' field in a web interface. In the web interface, a context menu is open over the 'Add' button, with 'Paste' selected. A red arrow points from this menu to a text box that reads: 'Klik kanan di kotak “Add Guests” → Klik Paste'.

Kirim Email Undangan ke Peserta Meeting



The screenshot shows the Google Calendar interface for an event titled "Tutorial Google Meet". The event is scheduled for October 3, 2020, from 1:00pm to 2:00pm, in the Western Indonesia Time - Jakarta zone. A confirmation dialog box is displayed in the center, asking: "Would you like to send invitation emails to Google Calendar guests?". The dialog has three options: "Back to editing", "Don't send", and "Send". The "Send" option is highlighted in blue. The background interface includes a "Join with Google Meet" button, a "Guests" section with an "Add guests" input, and a "Guest permissions" section with checkboxes for "Modify event", "Invite others", and "See guest list".

Akses Link Meeting



- Melalui email undangan

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Meet

New meeting

My meetings **New**

Hangouts

Rika +

No recent chats
Start a new one

Search mail

1 of 802

Invitation: Tutorial Google Meet @ Sat Oct 3, 2020 1pm - 2pm (WIB) (rika.fitriani@ugm.ac.id) **Inbox**

rika.fitriani17@gmail.com
to me, rika.fitriani17

Tutorial Google Meet
[View on Google Calendar](#)

When Sat Oct 3, 2020 1pm - 2pm (WIB)

Who rika.fitriani17@yahoo.co.id, rika.fitriani17@gmail.com*

Yes Maybe No More options

Agenda
Sat Oct 3, 2020

No earlier events

1pm Tutorial Google Meet

No later events

You have been invited to the following event.

Tutorial Google Meet

When Sat Oct 3, 2020 1pm - 2pm Western Indonesia Time - Jakarta [more details >](#)

Joining info Join with Google Meet
meet.google.com/hye-pdhk-xmn → **Link meeting**

Calendar rika.fitriani@ugm.ac.id

Who

- rika.fitriani17@gmail.com - organizer
- rika.fitriani@ugm.ac.id
- rika.fitriani17@yahoo.co.id

Going (rika.fitriani@ugm.ac.id)? **Yes** - Maybe - No [more options >](#)

Akses Link Meeting (2)



- Melalui Google Calendar: calendar.google.com

Calendar

Today < > Sep - Oct 2020

Week

Create

October 2020

SUN 27 MON 28 TUE 29 WED 30 THU 1 FRI 2 SAT 3

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

Link meeting

Tutorial Google Meet

Saturday, October 3 · 1:00 - 2:00pm

Join with Google Meet

meet.google.com/hye-pdhk-xmn

3 guests

1 yes, 2 awaiting

rika.fitriani17@gmail.com
Organizer

rika.fitriani17@yahoo.co.id

rika.fitriani@ugm.ac.id

5 hours before, as email
5 hours before

Rika Fitriani

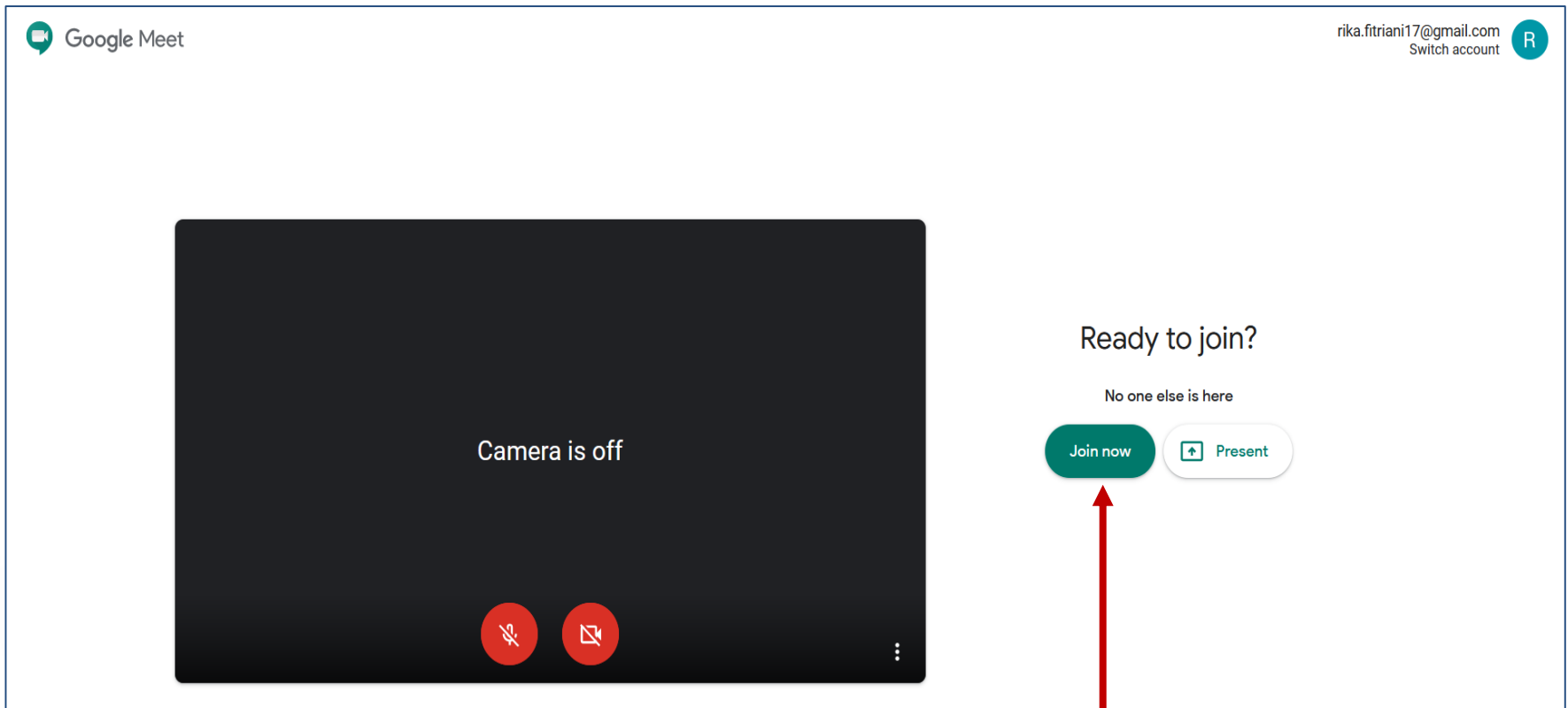
Going? Yes No Maybe

Memulai Meeting pada Google Meet



Setelah link meeting diklik, *browser* akan meminta izin untuk mengakses mikrofon dan kamera laptop Anda. Pilih Allow!

Tampilan Google Meet akan seperti ini.



Klik "Join now" untuk memulai meeting

Tampilan Google Meet Pada Saat Meeting Berlangsung



Memuat informasi tentang link meeting

Mengaktifkan/ menonaktifkan *captions/subtitle*

Menampilkan daftar peserta meeting dan kolom chat

Menampilkan file presentasi

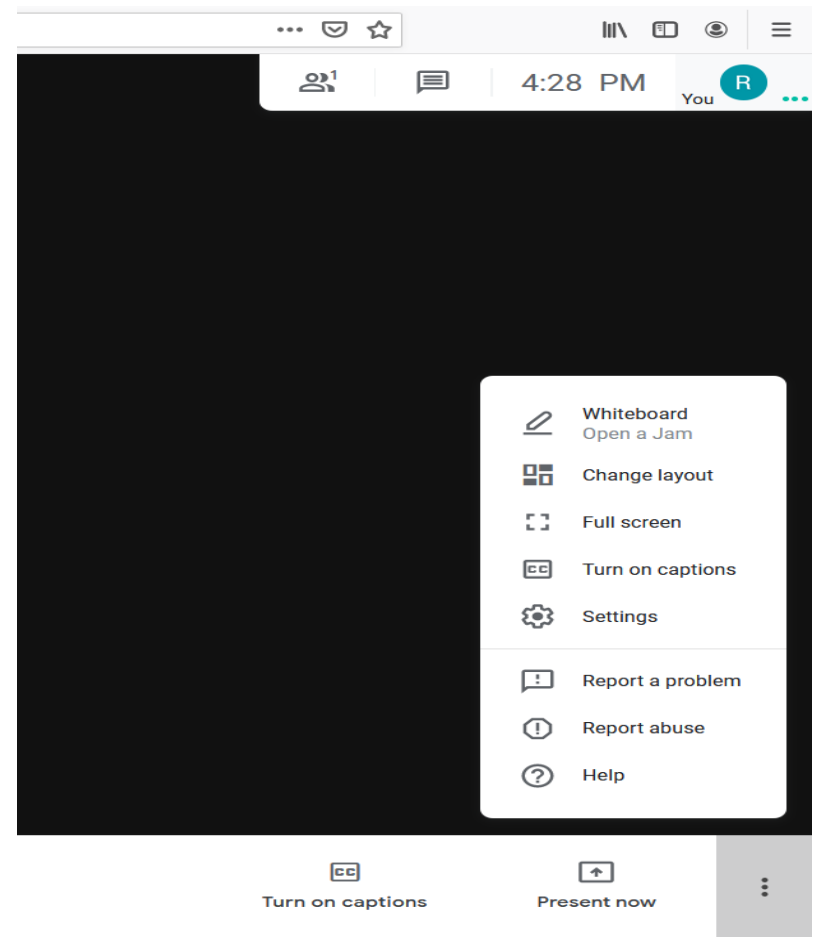
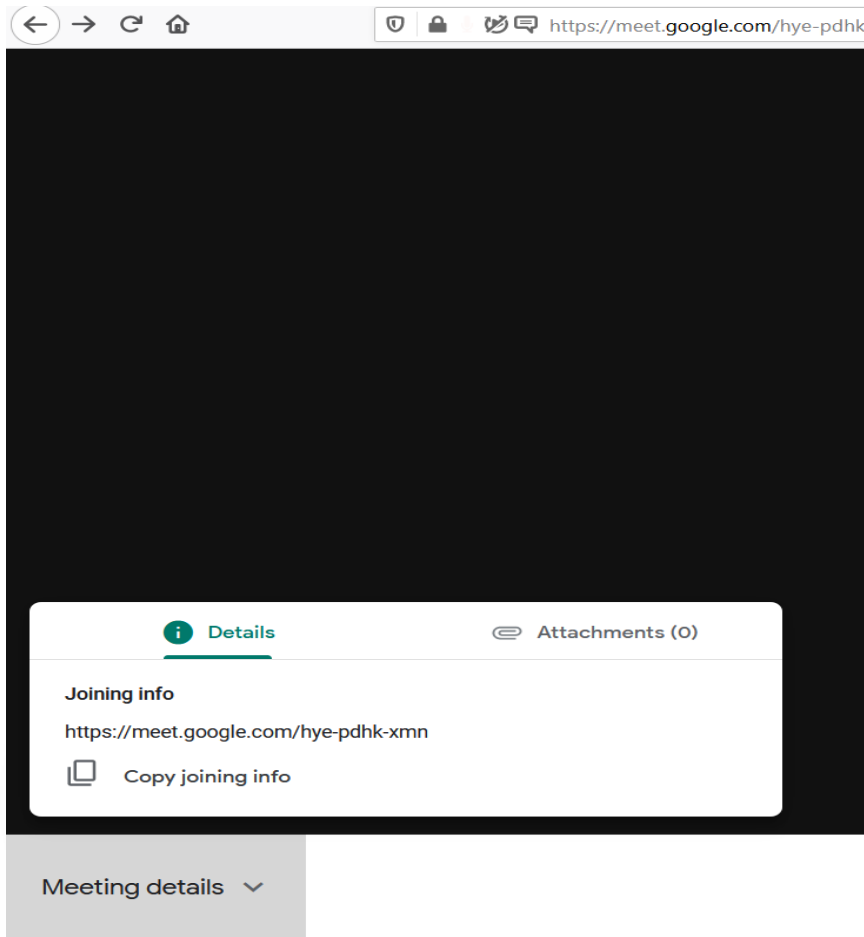
Opsi lainnya

Meeting details ^

Turn on captions

Present now

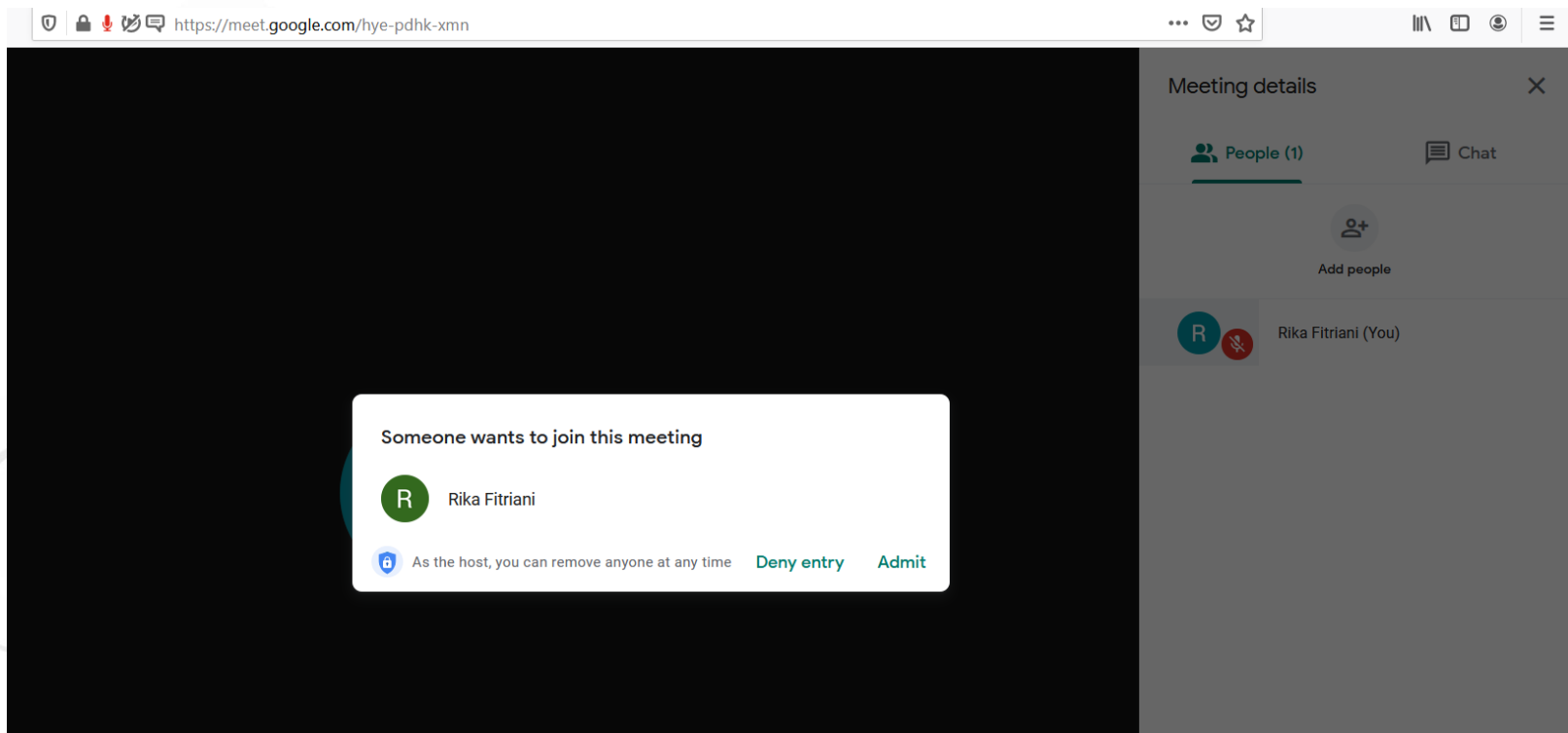
Tampilan Google Meet Pada Saat Meeting Berlangsung (2)



Perizinan Peserta Meeting



- Peserta meeting yang telah diundang akan otomatis bergabung saat mengklik “Join now” pada halaman link meeting.
- Peserta lain memerlukan izin dari *host meeting* supaya dapat bergabung. *Host meeting* dapat mengizinkan peserta yang meminta untuk bergabung dengan mengklik “Admit” atau menolak peserta dengan mengklik “Deny entry”.



Menampilkan File Presentasi



Klik “Present now” atau “Presentasikan sekarang”.

The screenshot shows a Zoom meeting interface. At the top right, there are icons for participants, chat, and a timer showing 4:57 PM. A teal circle with the letter 'R' is in the center. A 'Present' menu is open, showing two options: 'Your entire screen' and 'A window'. Two red-bordered text boxes provide instructions: one points to 'Your entire screen' and the other points to 'A window'. The bottom of the screen shows meeting controls like 'Meeting details', 'Turn on captions', and 'Present now'.

Pilih “Your entire screen” atau “Seluruh layar anda” jika ingin membagikan seluruh tampilan layar perangkat anda.

Pilih “A window” atau “Jendela” jika ingin membagikan suatu jendela aplikasi/ software yang **telah terbuka** di perangkat anda.

Menampilkan File Presentasi (2)



Selanjutnya layar perangkat Anda akan berpindah pada jendela aplikasi/software yang telah dipilih.

ransitions Animations Slide Show Review View Help PDFsam Enhanced 6 Creator Search Share Comments

Layout Reset Section

Font Paragraph Drawing Editing Voice

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Tim PKM Dept. Matematika
Fakultas MIPA UGM

ugm.ac.id

LOCALLY ROOTED, GLOBALLY RESPECTED

You're presenting to everyone
Click here to return to the video call when you're ready to stop presenting
via meet.google.com

Menampilkan File Presentasi (3)



Catatan:

- Saat menampilkan jendela aplikasi/software yang Anda bagikan di layar, Anda tidak dapat memantau peserta meeting, baik wajah maupun percakapan di chat. Anda perlu membuka kembali jendela browser Anda yang berisi halaman Google Meeting untuk dapat memantau peserta meeting.
- Peserta meeting biasa (yang bukan *host*) juga dapat melakukan presentasi. Namun jika presentasi peserta (yang bukan *host*) dilakukan bersamaan dengan *host*, maka prioritas presentasi akan diberikan ke *host*. Peserta lain dapat presentasi setelah *host* selesai dengan presentasinya.
- Disarankan agar saat melakukan presentasi, pastikan peserta lainnya tidak sedang melakukan presentasi juga.

Tampilan pada Perangkat Peserta yang Menggunakan PC/Laptop



Rika Fitriani is presenting

5:35 PM

Google Meet - Rika - Saved to this PC

File Home Insert Design Transitions Animations Slide Show Review View Help PDFsam Enhanced 6 Creator Search Share Comments

Paste Copy Format Painter New Reuse Slide Slides Section Layout Reset

B I U S ab AV - Aa - Paragraph

Shape Fill Arrange Quick Styles Shape Outline Shape Effects

Find Replace Select Dictate Voice

1 2 3 4 5

1 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

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Fakultas MIPA UGM

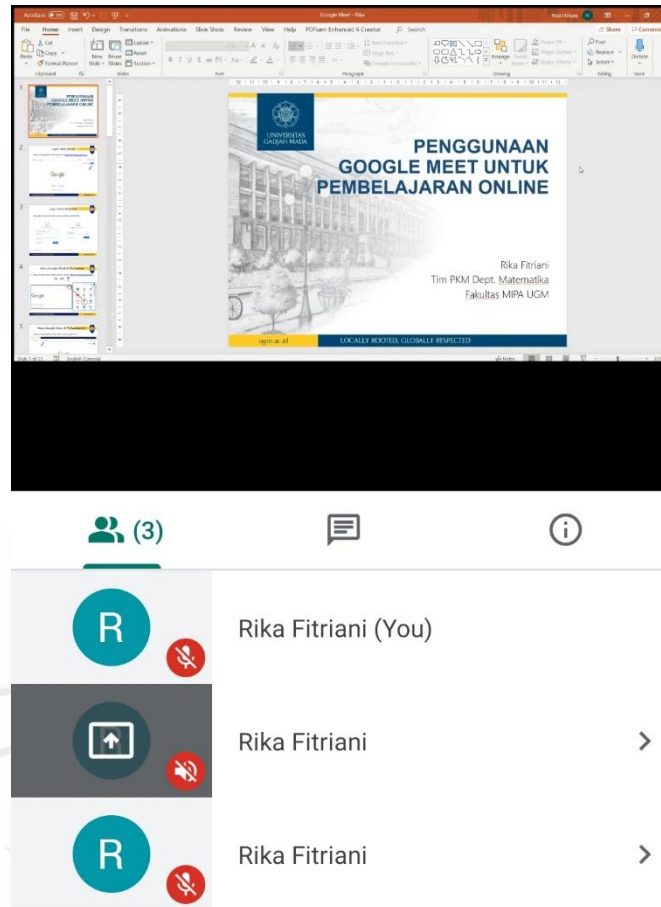
ugm.ac.id

LOCALLY ROOTED, GLOBALLY RESPECTED

Slide 1 of 22 English (Canada)

Rika Fitriani

Tampilan pada Perangkat Peserta yang Menggunakan HP/Smartphone



Kewenangan Host pada Peserta Meeting



Klik icon  **People** untuk menampilkan daftar peserta meeting.

The screenshot shows a meeting interface with a 'Meeting details' sidebar on the right. The sidebar lists participants, including 'Rika Fitriani (You)' and 'Rika Fitriani'. Three icons are circled in red: a bell icon, a microphone icon, and a minus sign icon. Red arrows point from these icons to text boxes explaining their functions: the bell icon for muting, the microphone icon for prioritizing, and the minus sign icon for removing participants. The main meeting area shows a large teal circle with the letter 'R'.

Menonaktifkan mikrofon peserta tersebut

Membuat tampilan peserta tersebut (baik video/gambar/presentasi) menjadi prioritas untuk muncul pada layar Anda

Mengeluarkan peserta dari Meeting Room

Meeting details ^

Turn on captions Present now

Mengirim Pesan kepada Peserta Meeting



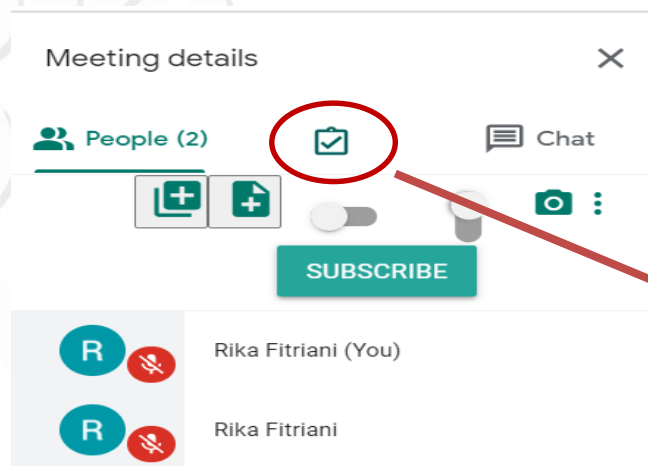
Klik icon  Chat untuk menampilkan kotak percakapan.

The screenshot shows a meeting interface. On the left, a large dark rectangle represents the video feed, containing a teal circle with a white letter 'R'. On the right, a white chat window is open, titled 'Meeting details' with a close button (X). Below the title, it shows 'People (2)' and a 'Chat' button. At the bottom of the chat window, there is a text input field with the placeholder text 'Hello...' and a green send button (arrow). Below the video feed, a meeting control bar is visible, containing icons for mute, video off, and screen share, along with text labels 'Turn on captions' and 'Present now'. Two red boxes with arrows point to the chat window: one points to the 'Chat' button and contains the text 'Klik ini untuk mengirim pesan', and the other points to the text input field and contains the text 'Ketik pesan di sini'.

Merekam/Mencatat Kehadiran Peserta

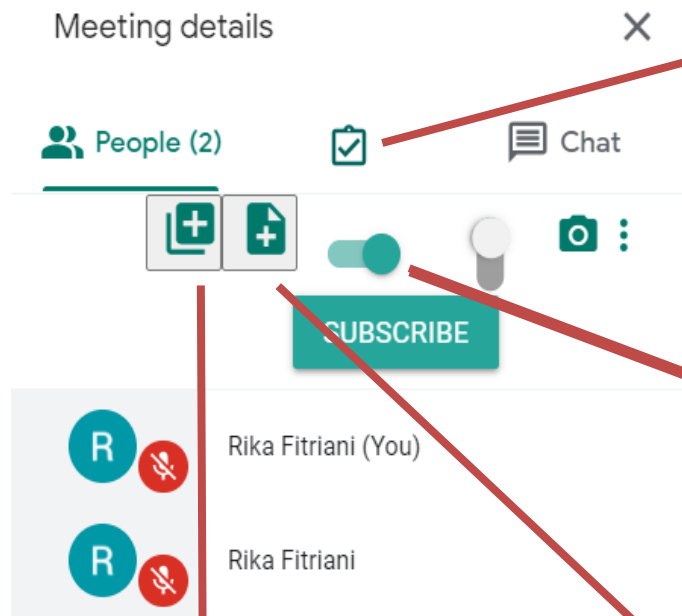


- Install ekstensi “Meet Attendance” pada browser **Google Chrome** Anda. Silakan akses link berikut:
<https://chrome.google.com/webstore/detail/meet-attendance/nenibigflkdikhamlnekfppbganmojlg>
- Setelah terinstall, pastikan ekstensi tersebut dalam kondisi aktif.



Ekstensi “Meet Attendance” sudah aktif pada Google Meet Anda

Merekam/Mencatat Kehadiran Peserta (2)



Klik disini untuk menampilkan data kehadiran peserta yang telah *dicapture* dalam bentuk spreadsheets


Meng*capture* data kehadiran peserta dalam bentuk spreadsheets

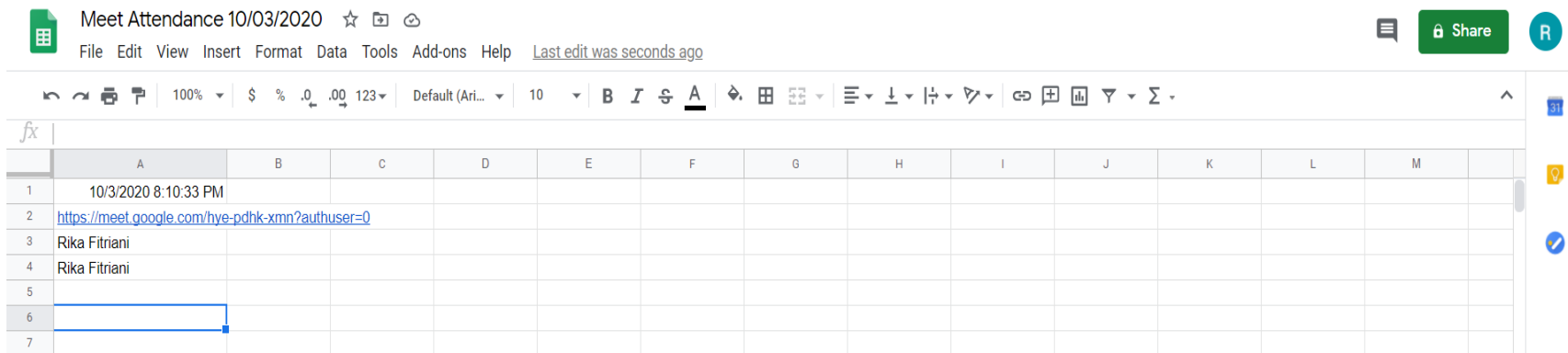
Membuat suatu spreadsheets/worksheets baru

Membuat suatu sheet/lembar baru di dalam spreadsheets/worksheets

Merekam/Mencatat Kehadiran Peserta (3)



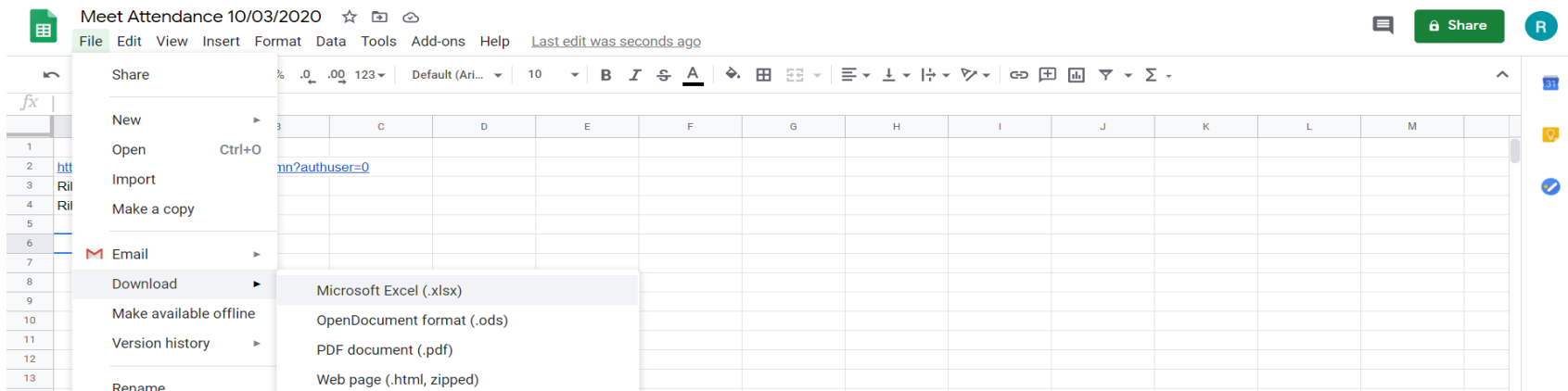
- Setelah klik tombol  dan  maka akan muncul **Tab baru** yang berisi spreadsheets data kehadiran peserta meeting.



The screenshot shows a Google Sheet titled "Meet Attendance 10/03/2020". The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	10/3/2020 8:10:33 PM												
2	https://meet.google.com/hye-pdtk-xmn?authuser=0												
3	Rika Fitriani												
4	Rika Fitriani												
5													
6													
7													

- Untuk menyimpan file dalam bentuk Excel, klik File → Download → Microsoft Excel.



The screenshot shows the Google Sheet interface with the "File" menu open. The "Download" option is selected, and a sub-menu is displayed with the following options:

- Microsoft Excel (.xlsx)
- OpenDocument format (.ods)
- PDF document (.pdf)
- Web page (.html, zipped)

Menggunakan Virtual Background



- Install ekstensi “Visual Effects for Google Meet” pada browser **Google Chrome** Anda. Silakan akses link berikut:
<https://chrome.google.com/webstore/detail/visual-effects-for-google/hodiladlefdpcbemnbcbpcplbmknkiaem>
- Klik “Add to Chrome” → “Add extension” → “Turn on sync”

Home > Extensions > Visual Effects for Google Meet



Visual Effects for Google Meet

Offered by: <https://visual-effects.herokuapp.com>

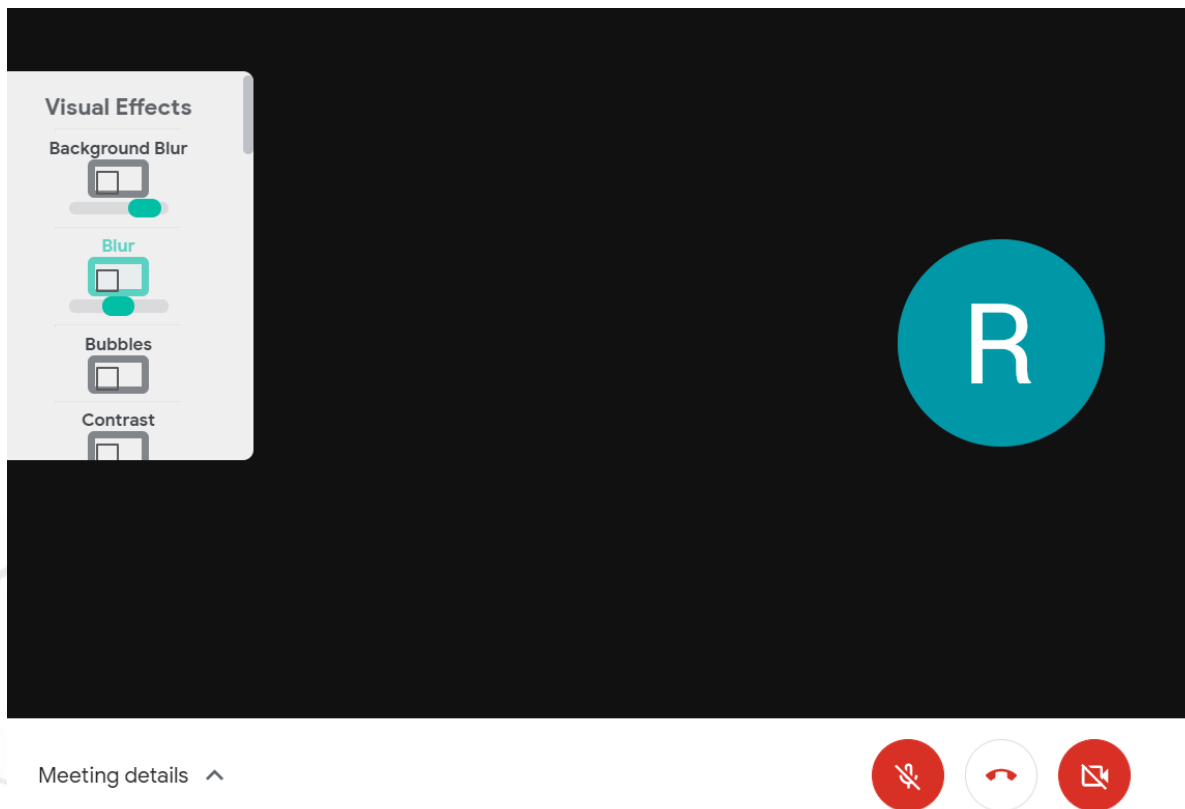
★★★★★ 807 | Fun | 1,000,000+ users

Add to Chrome

Menggunakan Virtual Background (2)



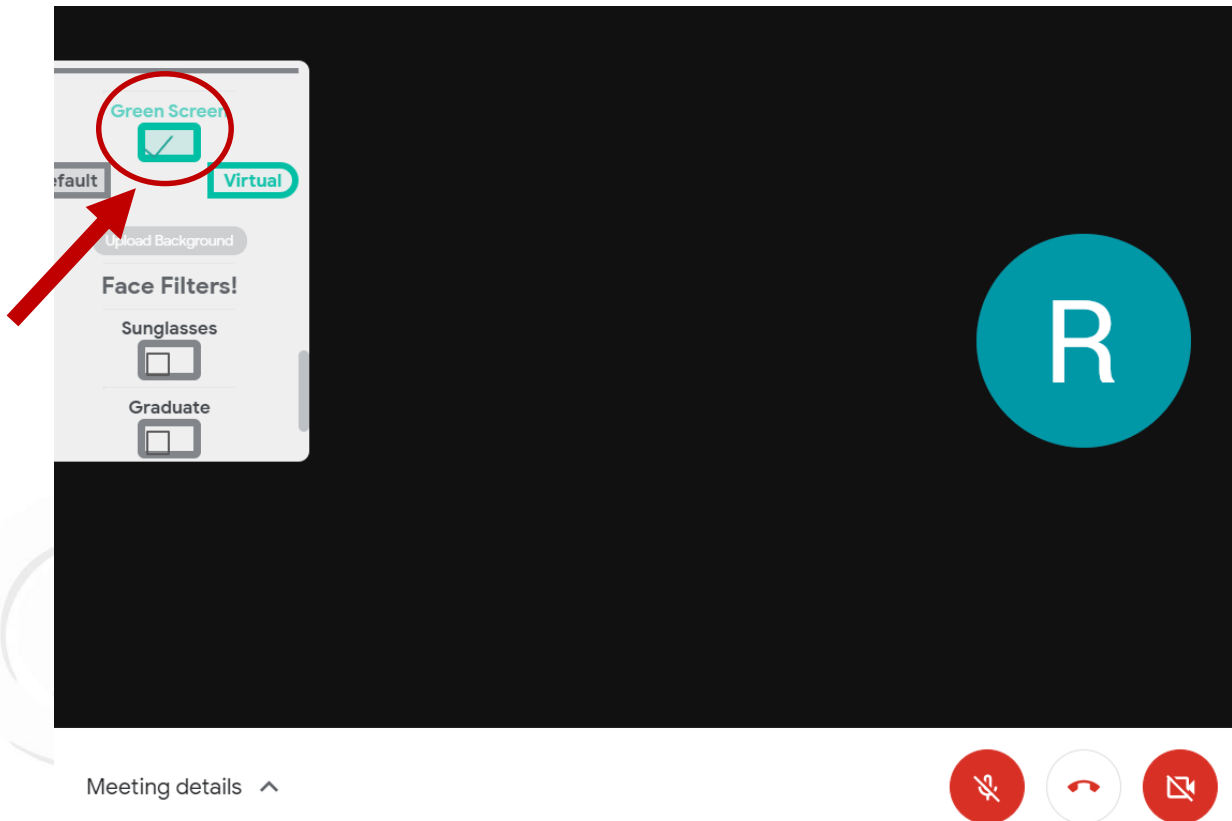
- Buka Google Meet pada browser Google Chrome.
- Klik menu **Visual Effect** pada layar video bagian kiri.



Menggunakan Virtual Background (3)



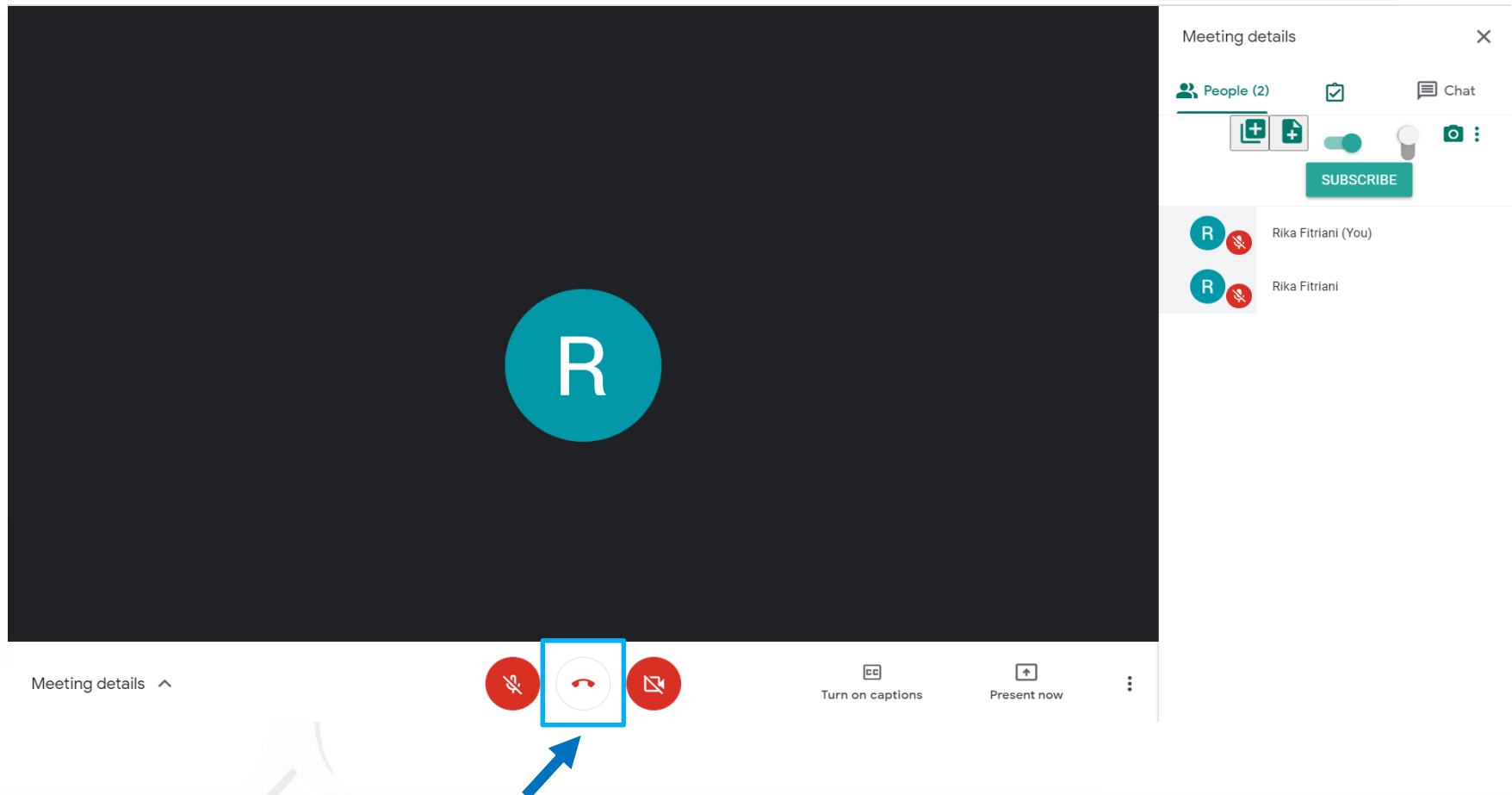
- Scroll ke bawah hingga menemukan opsi Green Screen. Kemudian pilih “virtual” dan upload background yang diinginkan.
- Klik kotak di bawah Green Screen hingga muncul tanda centang (ceklis).



Meninggalkan Meeting Room



Klik tombol  untuk meninggalkan meeting room.





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TERIMA KASIH

