

Integrasi Google Meet dengan Cyber Learning Unika



Tim Hotline Cyber Learning
Mei 2020

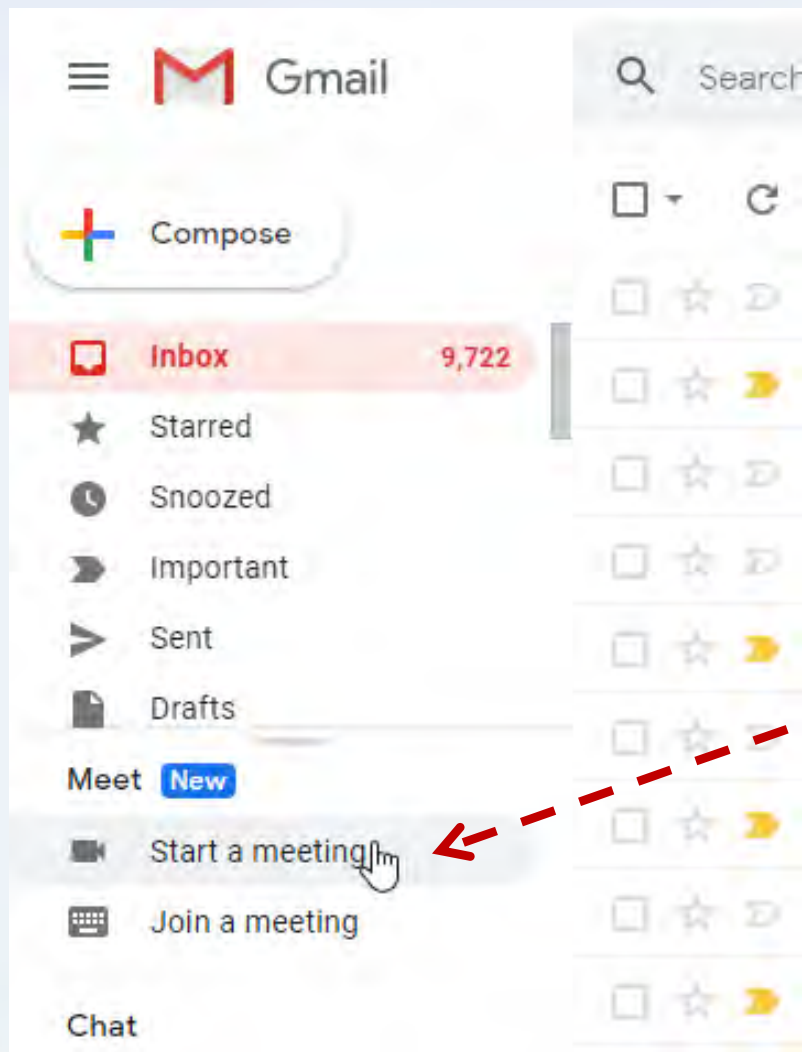
Syarat dan Ketentuan

- Google Meet merupakan layanan pihak ketiga
- Tidak termasuk layanan yang dikerjasamakan universitas dengan operator telepon seluler
- Menggunakan kuota reguler

Cara 1: Menyiapkan Link Google Meet Melalui:

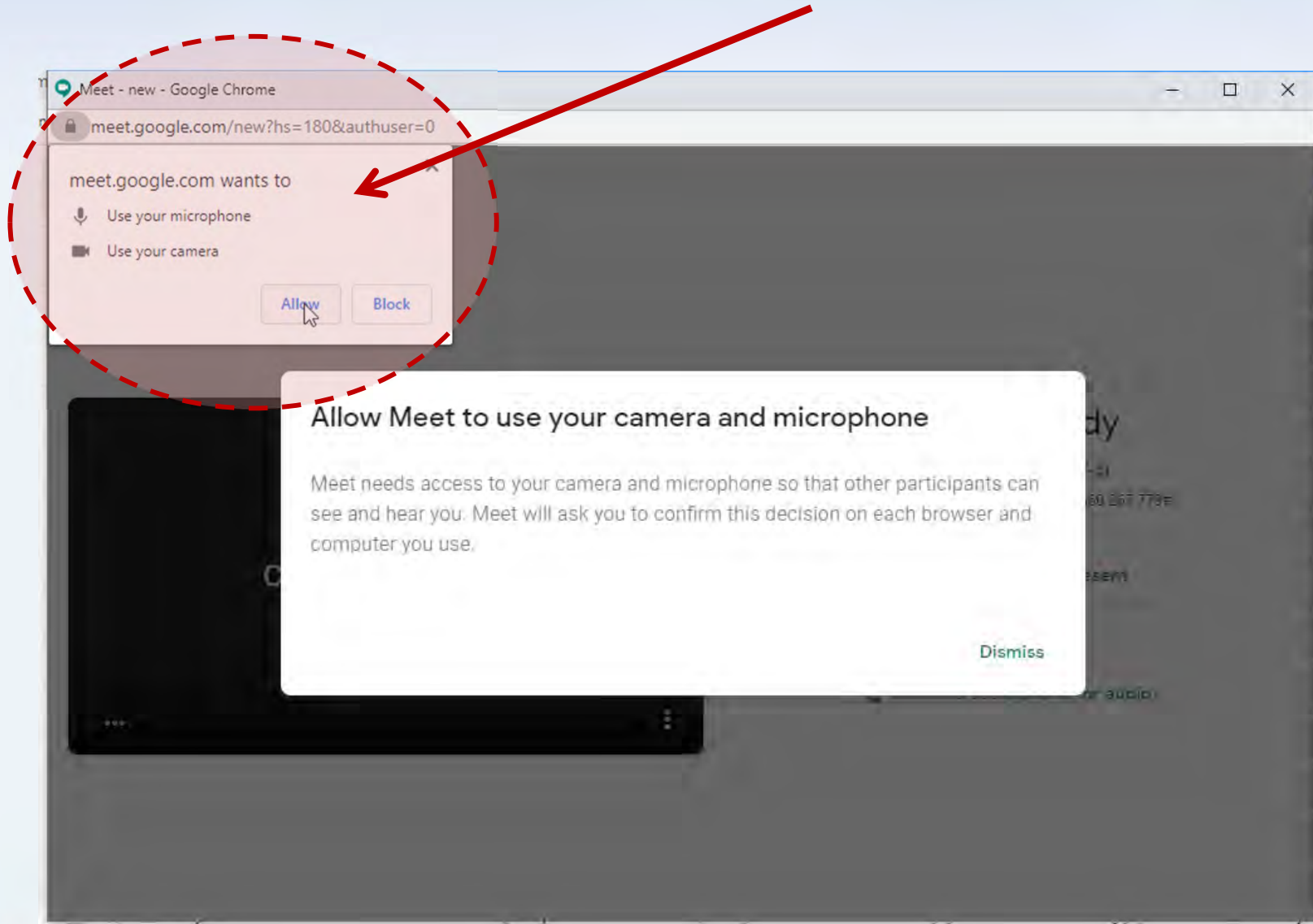
EMAIL UNIKA

Membuat Link Google Meet

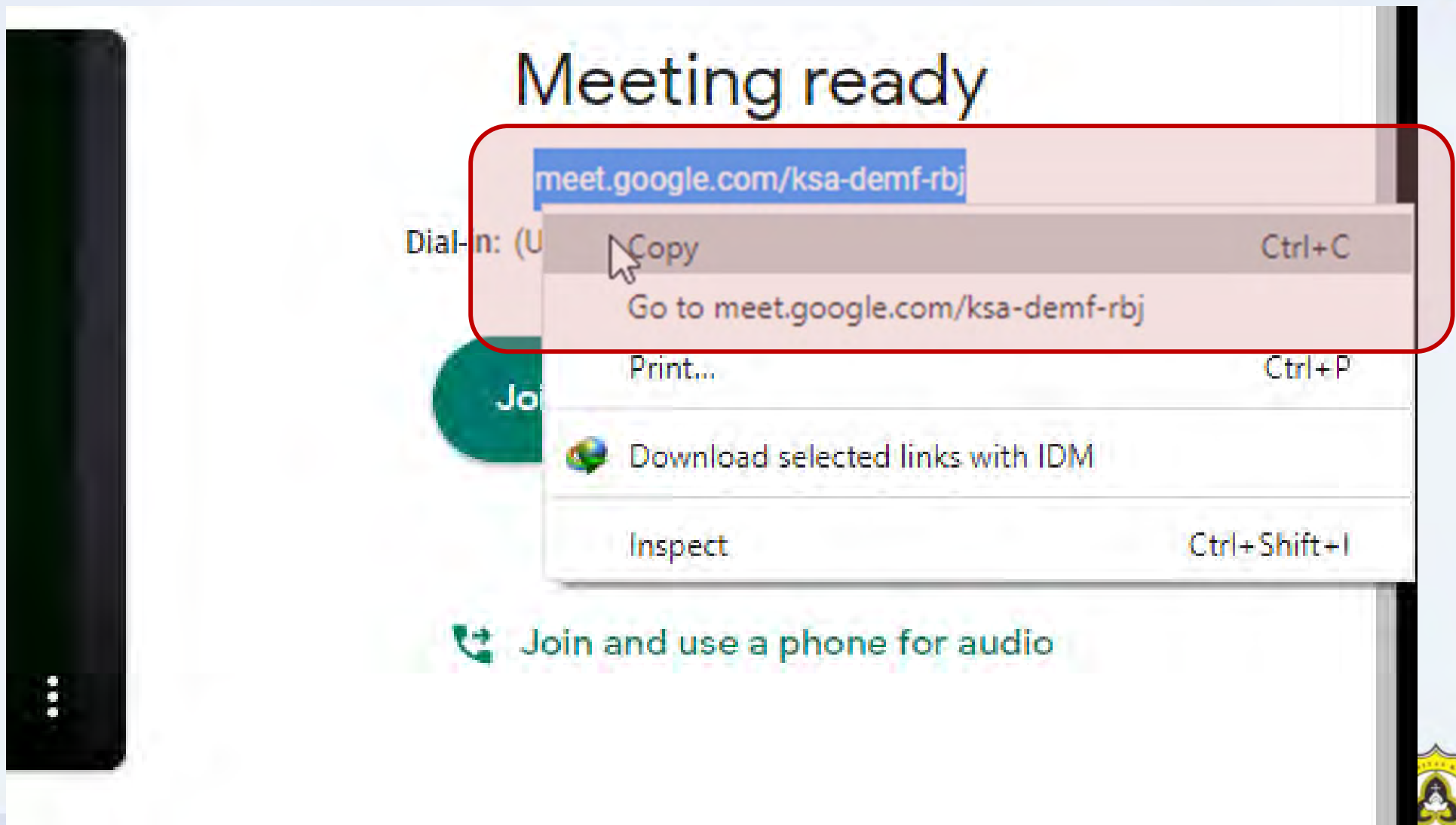


- Bukalah email Unika melalui webmail.unika.ac.id
- Klik Start a meeting

Ijinkan penggunaan Microphone an Camera



Copy alamat Google Meet

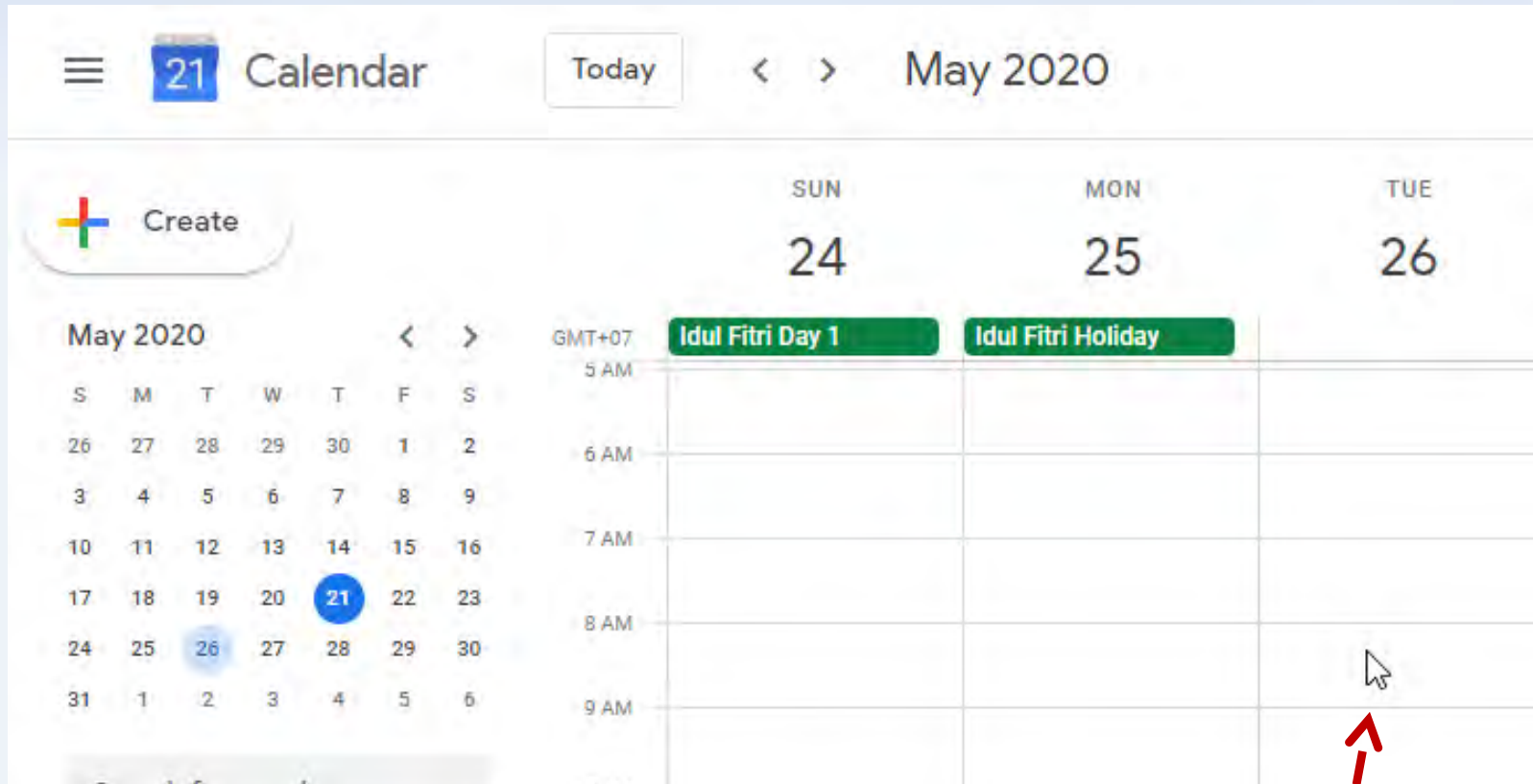


Gunakan alamat tersebut di Cyber Learning Unika

Cara 2: Menyiapkan Link Google Meet Melalui:

CALENDAR UNIKA

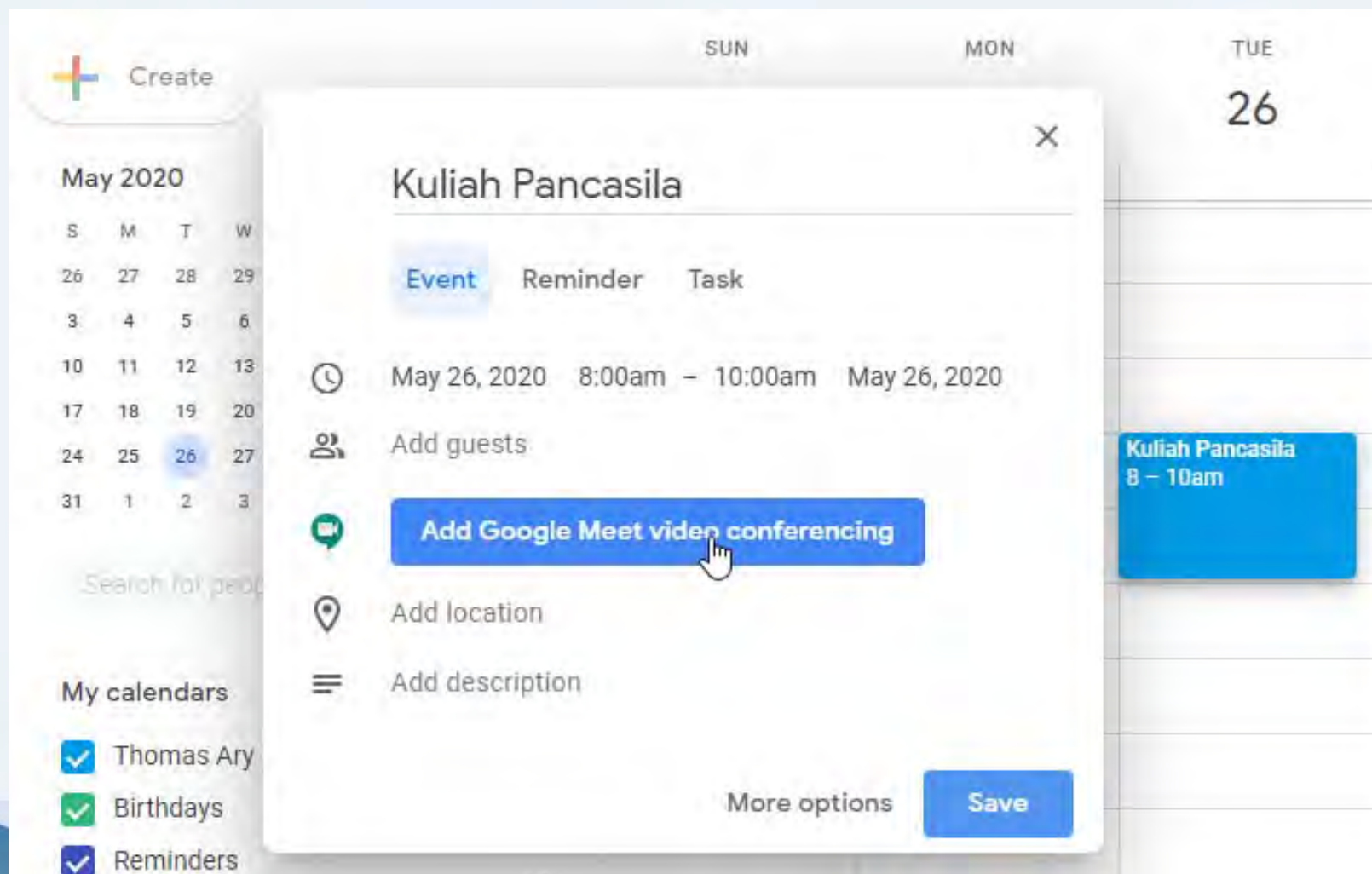
Membuat Link Google Meet



- Bukalah Calendar Unika melalui calendar.unika.ac.id
- Klik tanggal dan jam pertemuan

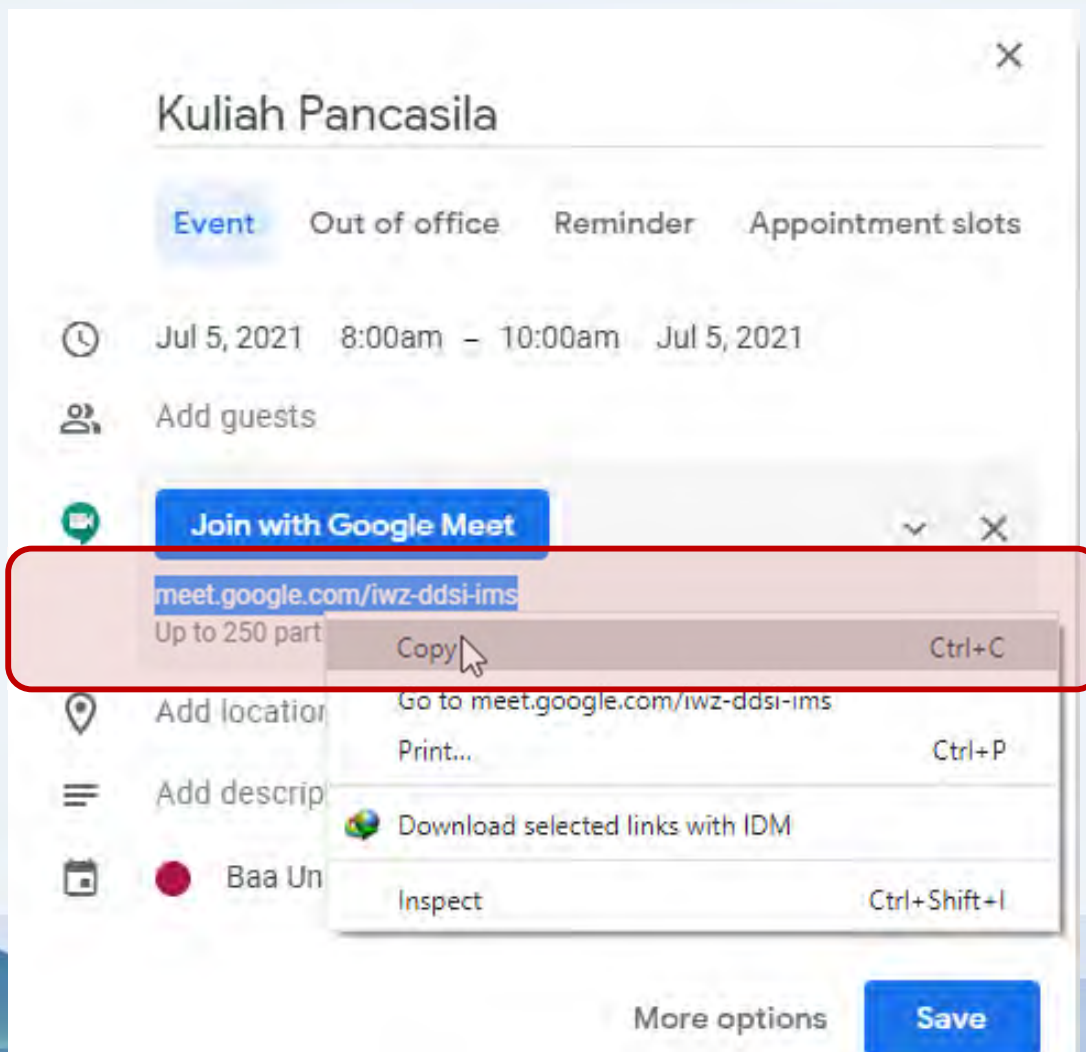
Mengatur Detil Kuliah

- Nama kuliah, Jam, dan klik Add Google



Copy alamat Google Meet

- Gunakan link tersebut di Cyber Learning Unika



Catatan:

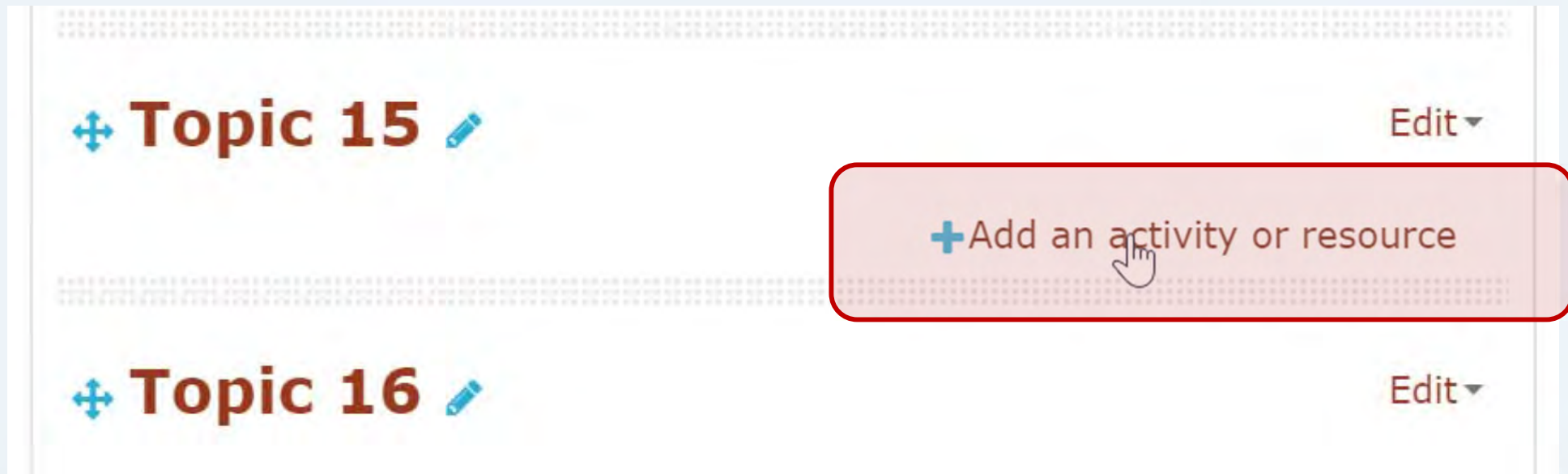
- Untuk Gmail, peserta maks 100 orang.
- Untuk Email Unika, peserta maks 250 orang

Memasukkan Link Google Meet ke

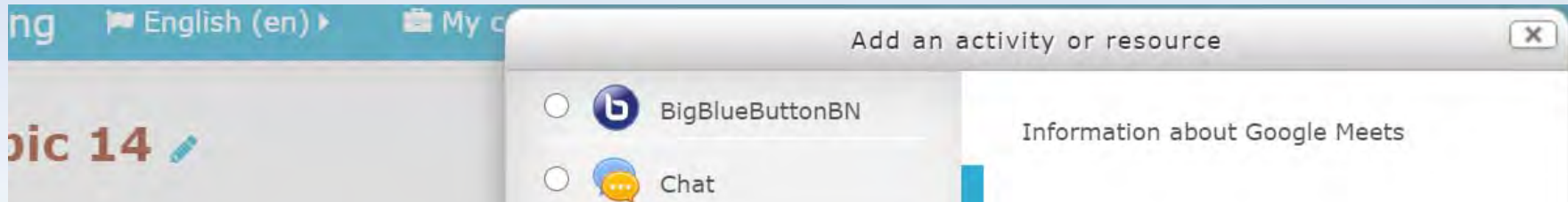
CYBER LEARNING UNIKA

Menambahkan Aktivitas

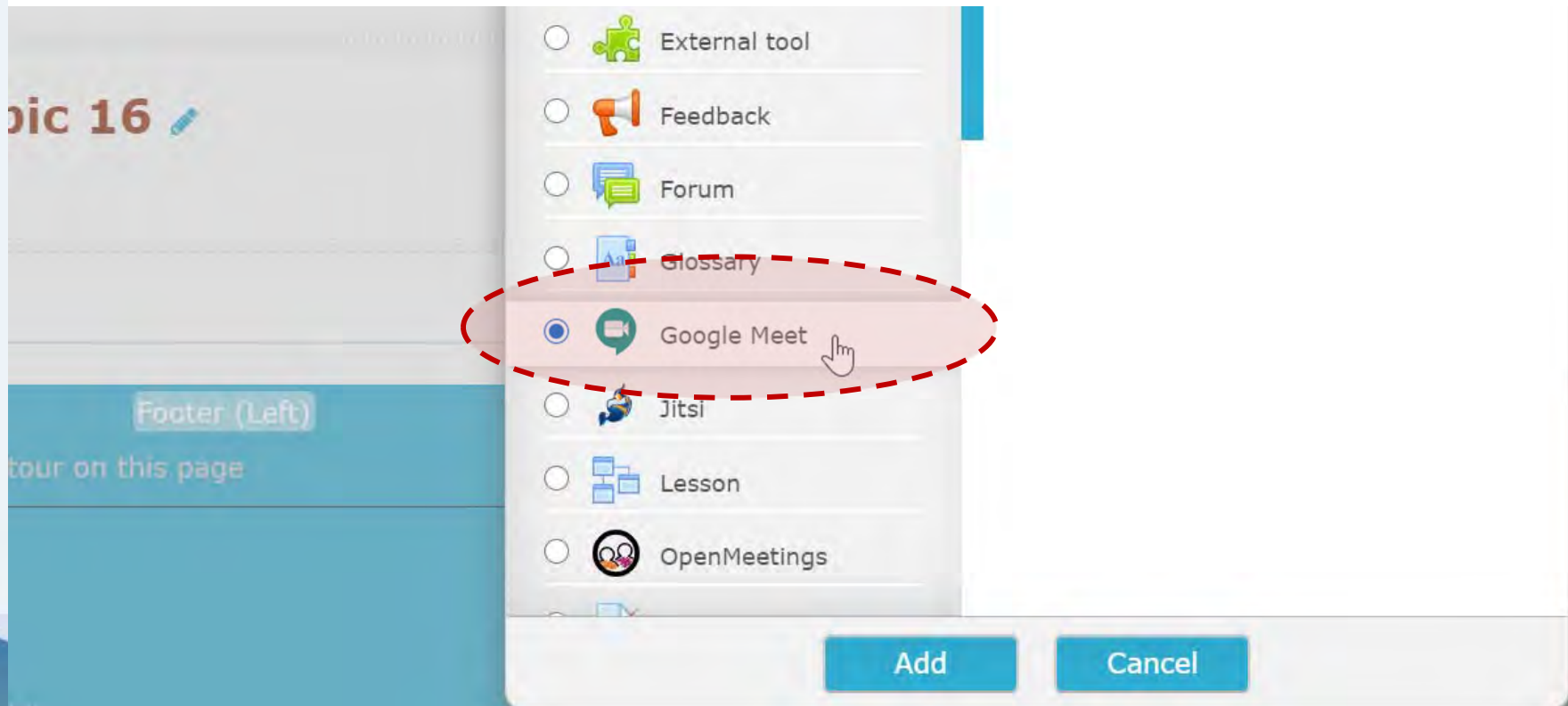
- Masuklah ke cyber.unika.ac.id dan pilih mata kuliah. Di dalam Topik, klik “Add an activity or resource”



Pilih URL



- Di dalam Activities, pilihlah Google Meet dan tekan tombol Add



Memasukkan Link Google Meet

- Isilah nama pertemuan, deskripsi dan klik Display description, serta alamat (URL) Google Meet (copy-paste dari proses pertama). Kemudian tekan tombol “Save and return to course”

Adding a new Google Meet to Topic 15

Expand all

General

1 Meeting name   Vicon 2 Mei 2020

2 Description

Pertemuan melalui Google Meet

Display description on course page ☒

3 Google Meet URL   <https://meet.google.com/yvm-eqkg-hpg>

Common module settings

4

Save and return to course Save and display Cancel

Dashboard
Site home
Site pages
My courses
2019G2 90175202 3
2019G2 90195528 3
2019G2 90195529 3
2019G2 G3175212 01
2019G2 G3175215 01
2019G2 07185358 04
2019G2 07185334 02
2019G2 07185334 01
2019G2 07185332 02
Participants
Badges
Competencies
Grades
General
Topic 1
Topic 2
Topic 3
Topic 4
Topic 5
Topic 6
Topic 7
Topic 8
Topic 9
Topic 10

Tampilan di Cyber Learning

Topic 15



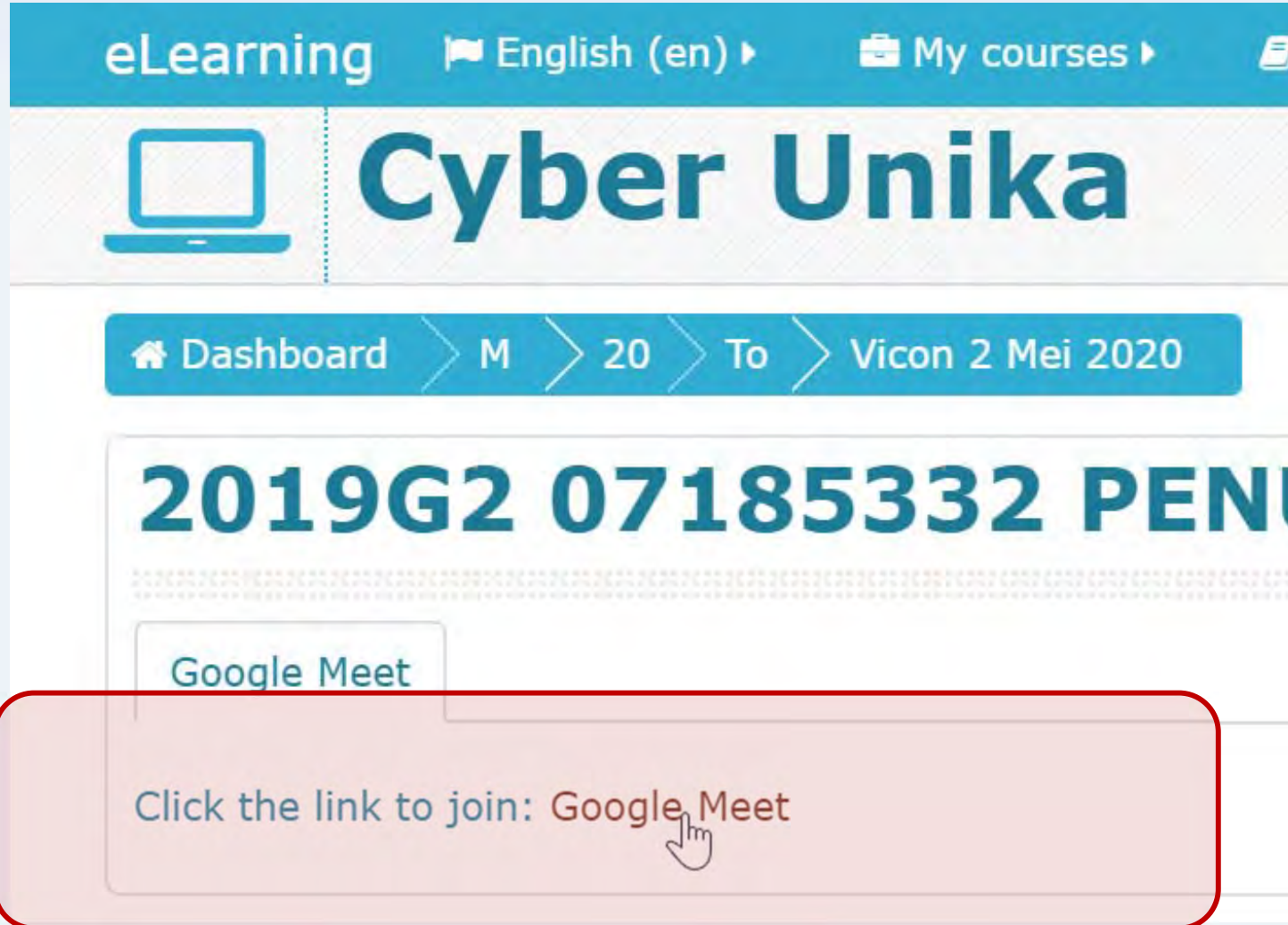
Vicon 2 Mei 2020

Pertemuan melalui Google Meet

Topic 16

Klik untuk masuk ke dalam aktivitas

Link untuk Bergabung



The screenshot displays the 'Cyber Unika' eLearning platform interface. At the top, there is a navigation bar with 'eLearning', 'English (en)', and 'My courses'. Below this, the 'Cyber Unika' logo is visible. A breadcrumb trail shows the path: 'Dashboard > M > 20 > To > Vicon 2 Mei 2020'. The main content area features a large identifier '2019G2 07185332 PENU'. A 'Google Meet' button is present, and a red-bordered box at the bottom contains the text 'Click the link to join: Google Meet' with a hand cursor pointing to the text.

eLearning English (en) My courses

 **Cyber Unika**

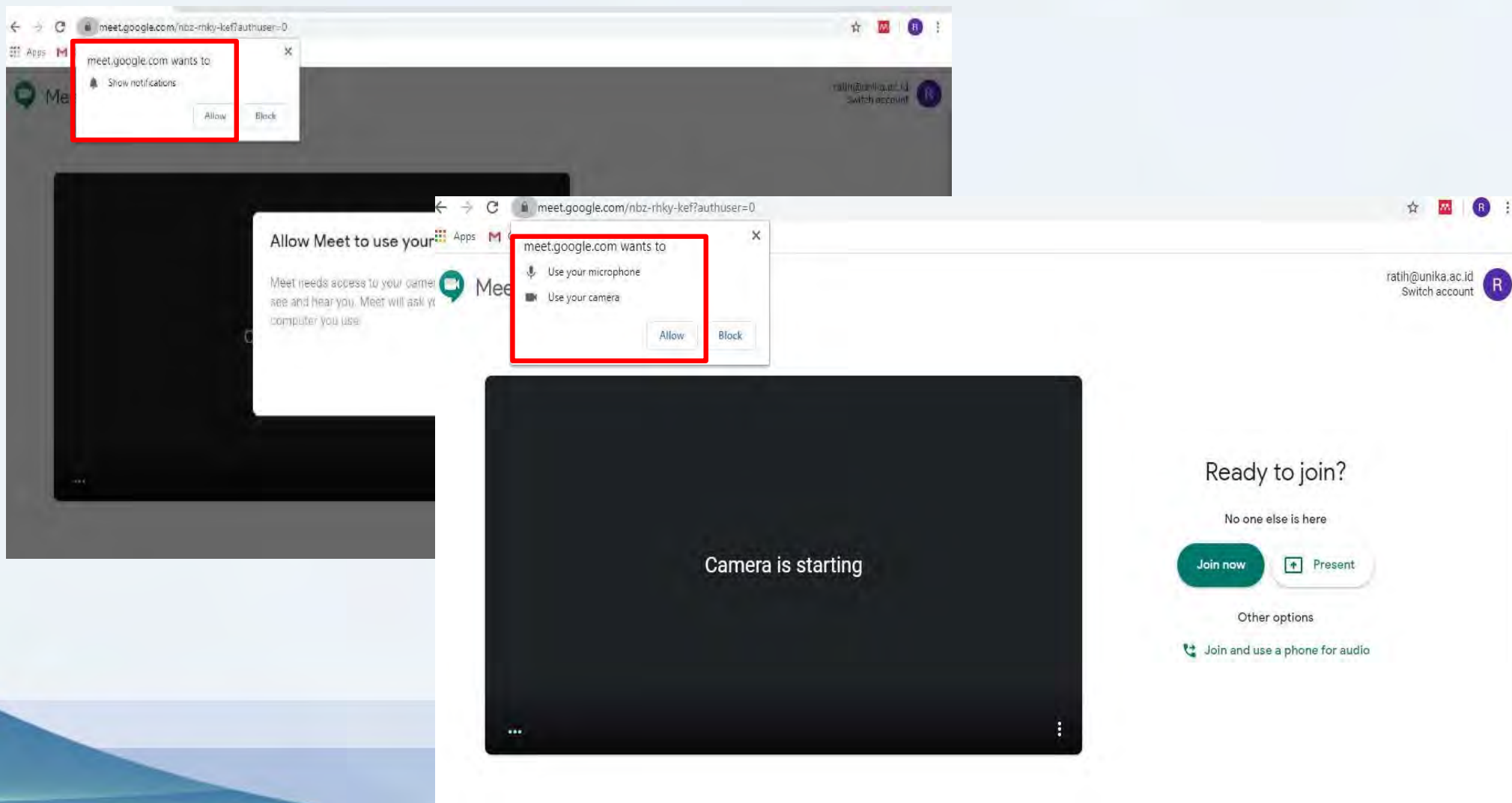
Dashboard > M > 20 > To > Vicon 2 Mei 2020

2019G2 07185332 PENU

Google Meet

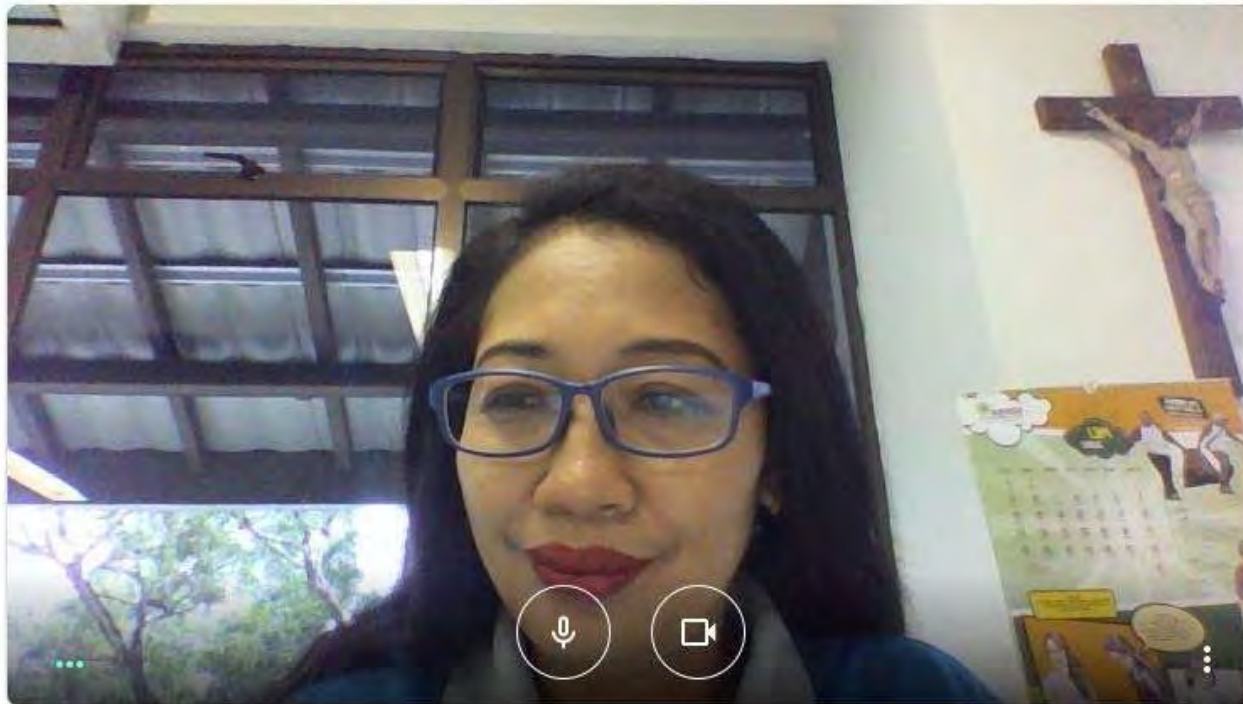
Click the link to join: Google Meet

- Klik Allow pada opsi “show notifications” dan
- Klik Allow pada permintaan “use your microphone dan use your camera”



Klik Join Now

 Meet



Ready to join?

No one else is here

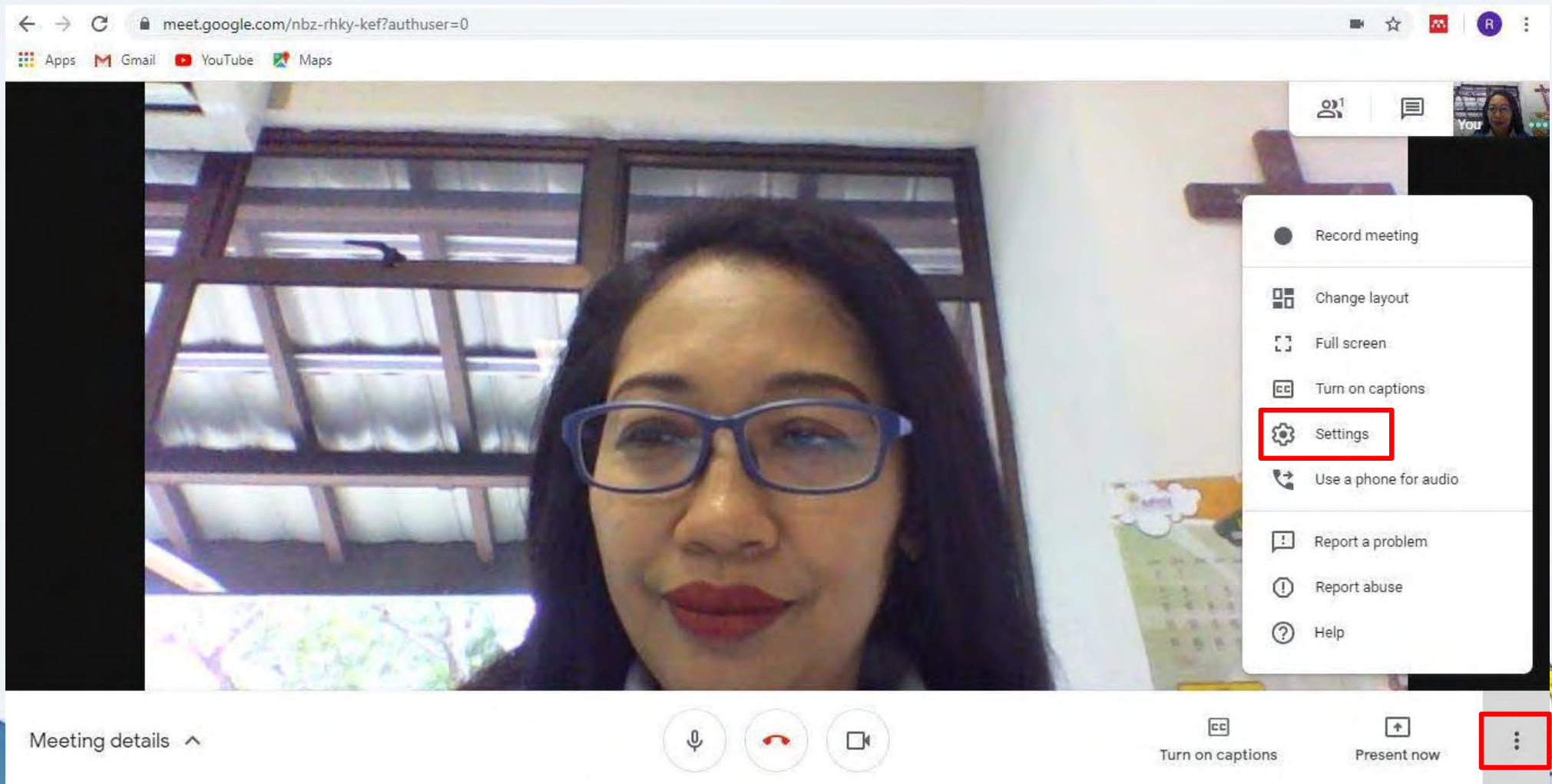
Join now

 Present

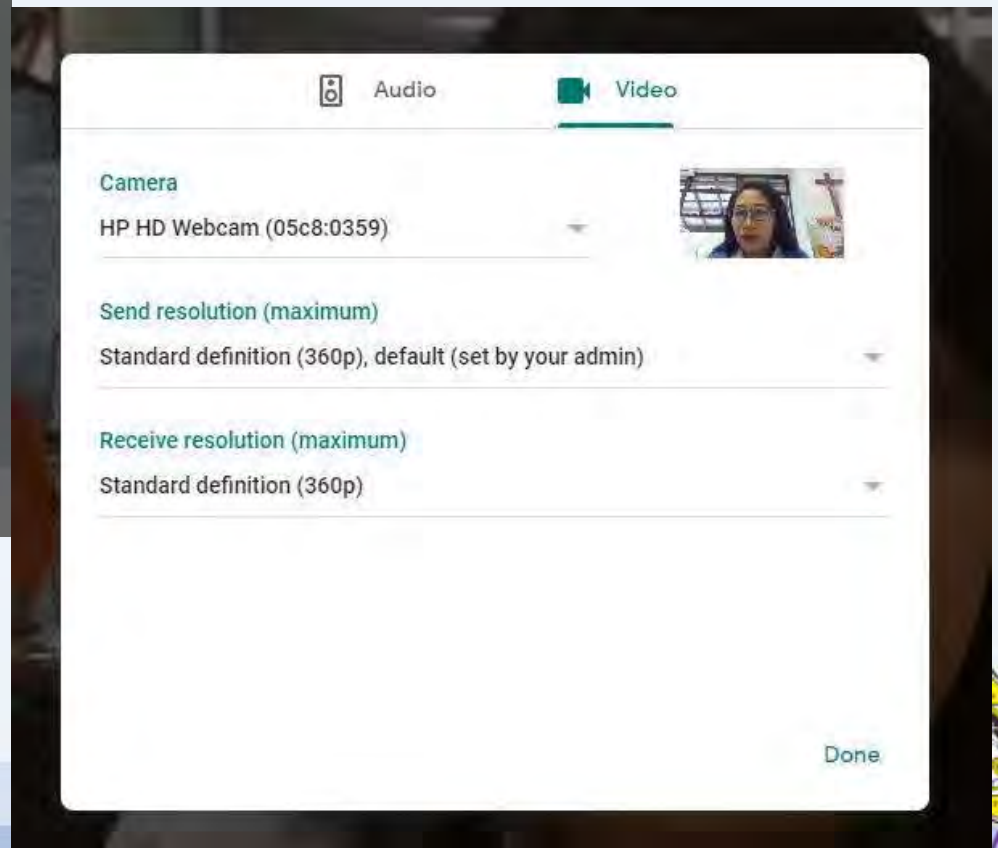
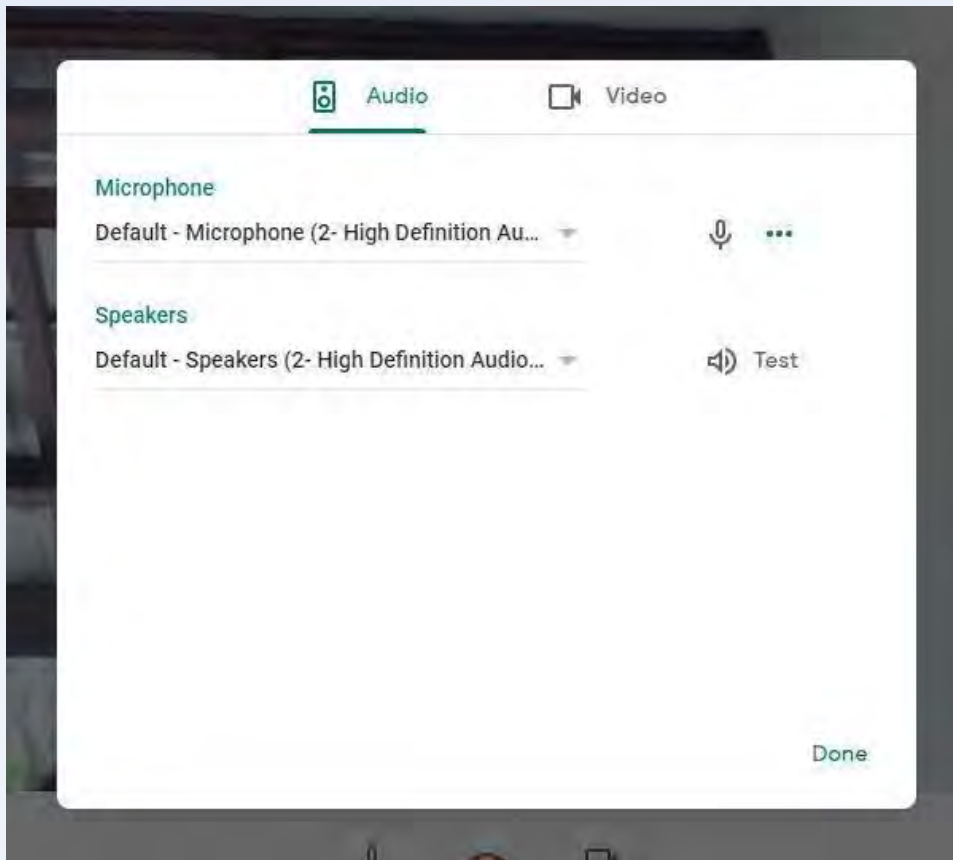
Other options

 Join and use a phone for audio

- Di dalam Google Meet, Klik simbol tiga titik di pojok kanan bawah untuk menu Settings

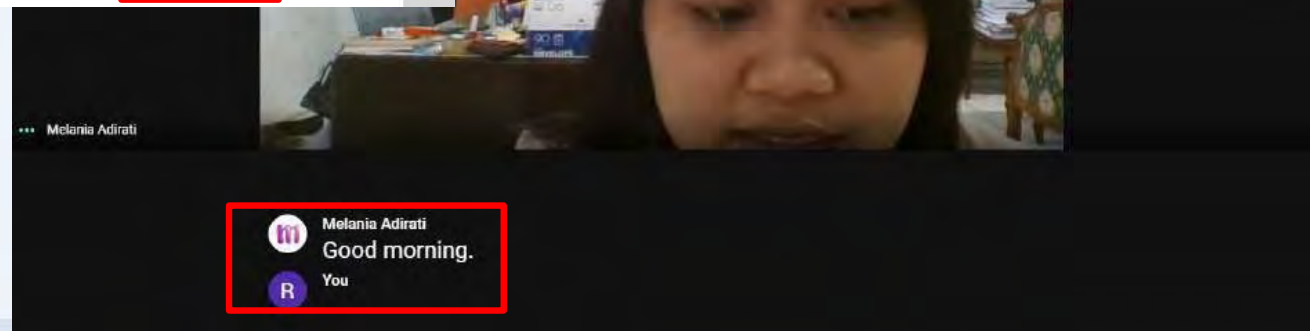
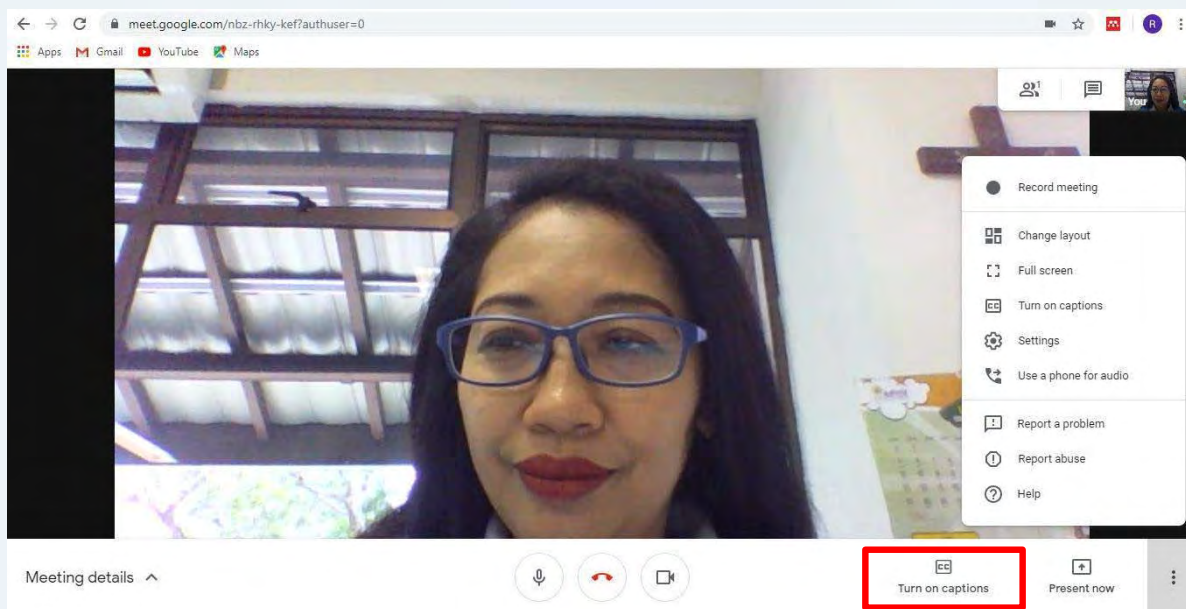


Setting Microphone dan Webcam



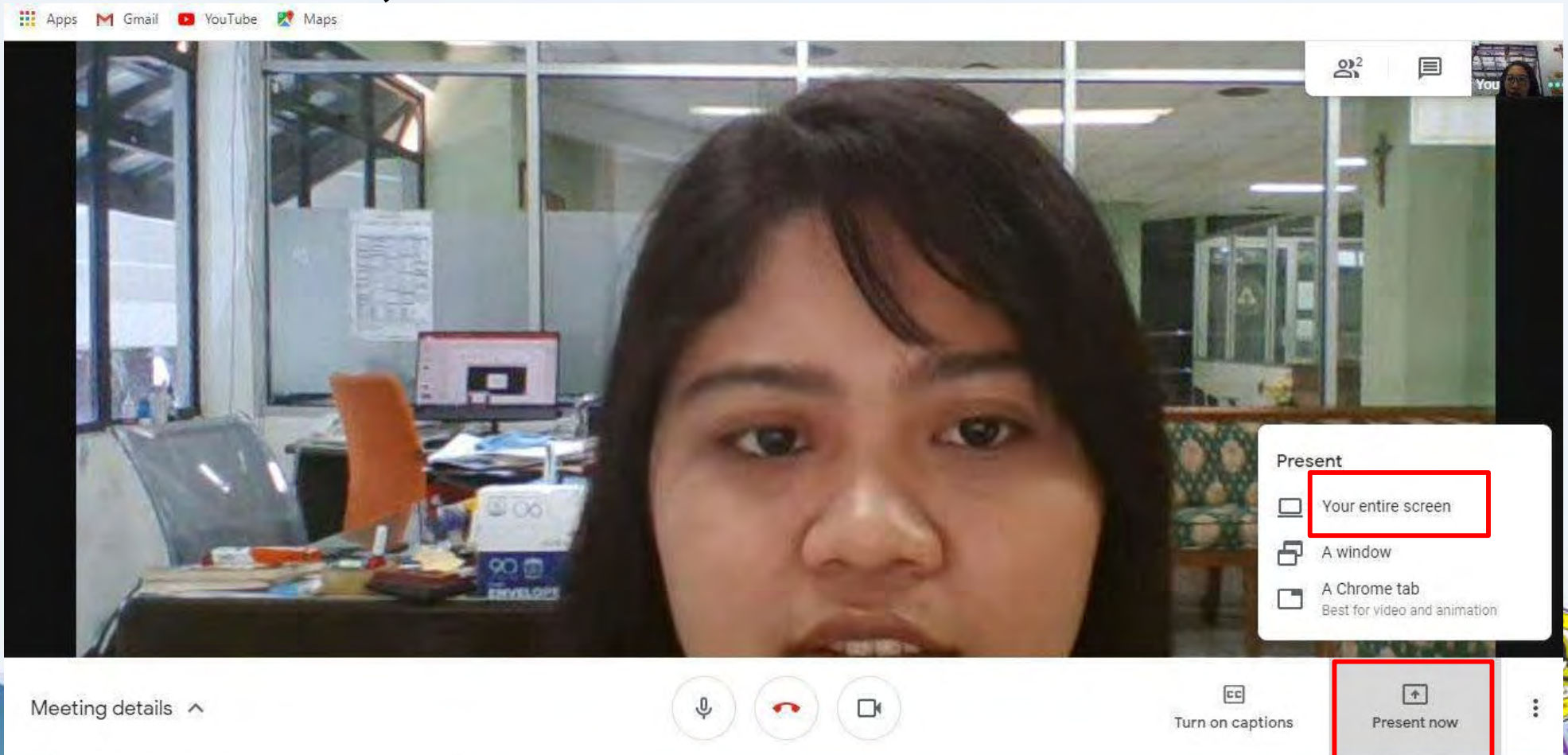
Memberi Caption

- Klik Turn on Caption



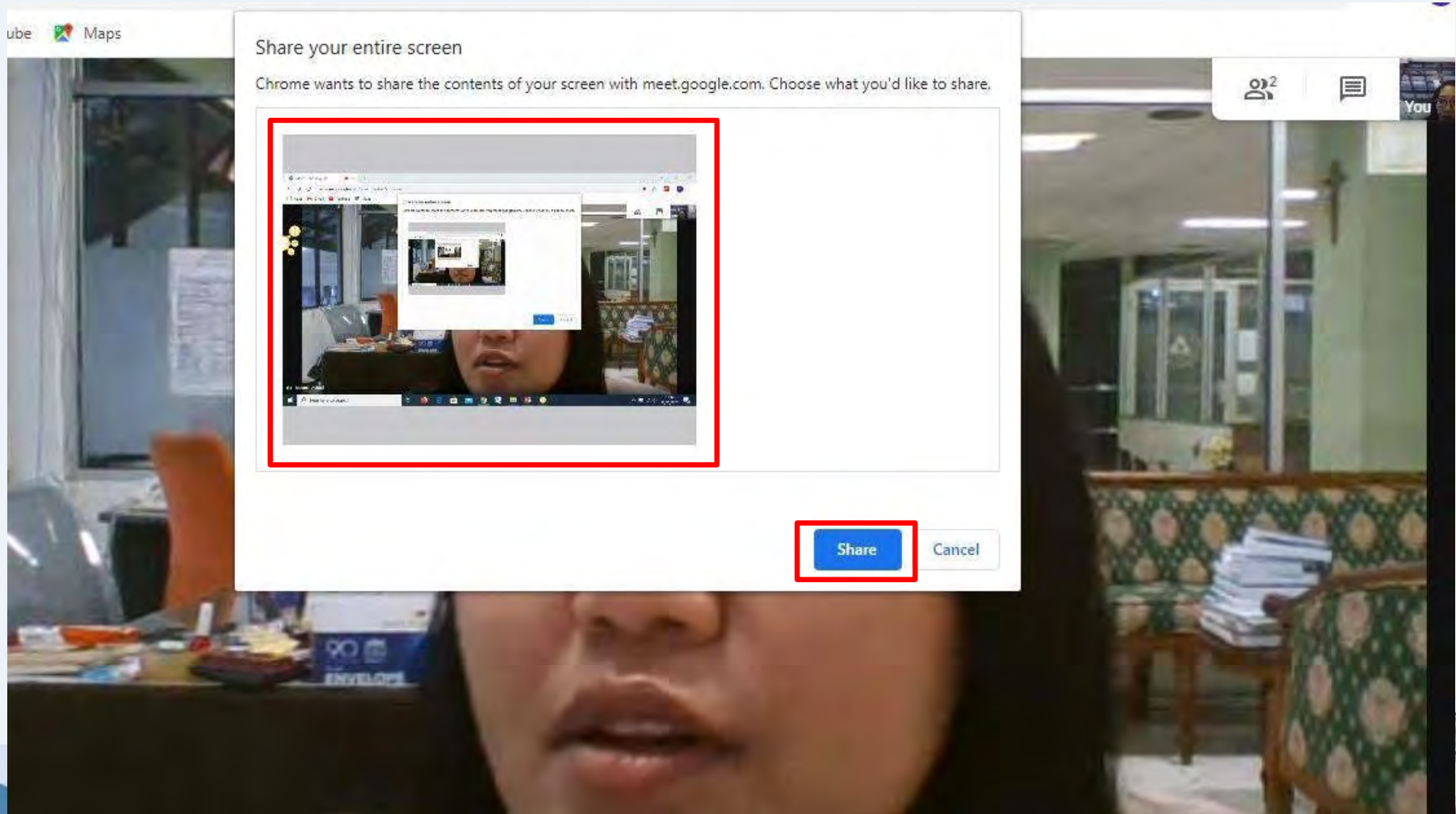
Present Now untuk Share Screen

- kemudian pilih Your entire screen, a Window, atau a Chrome Tab

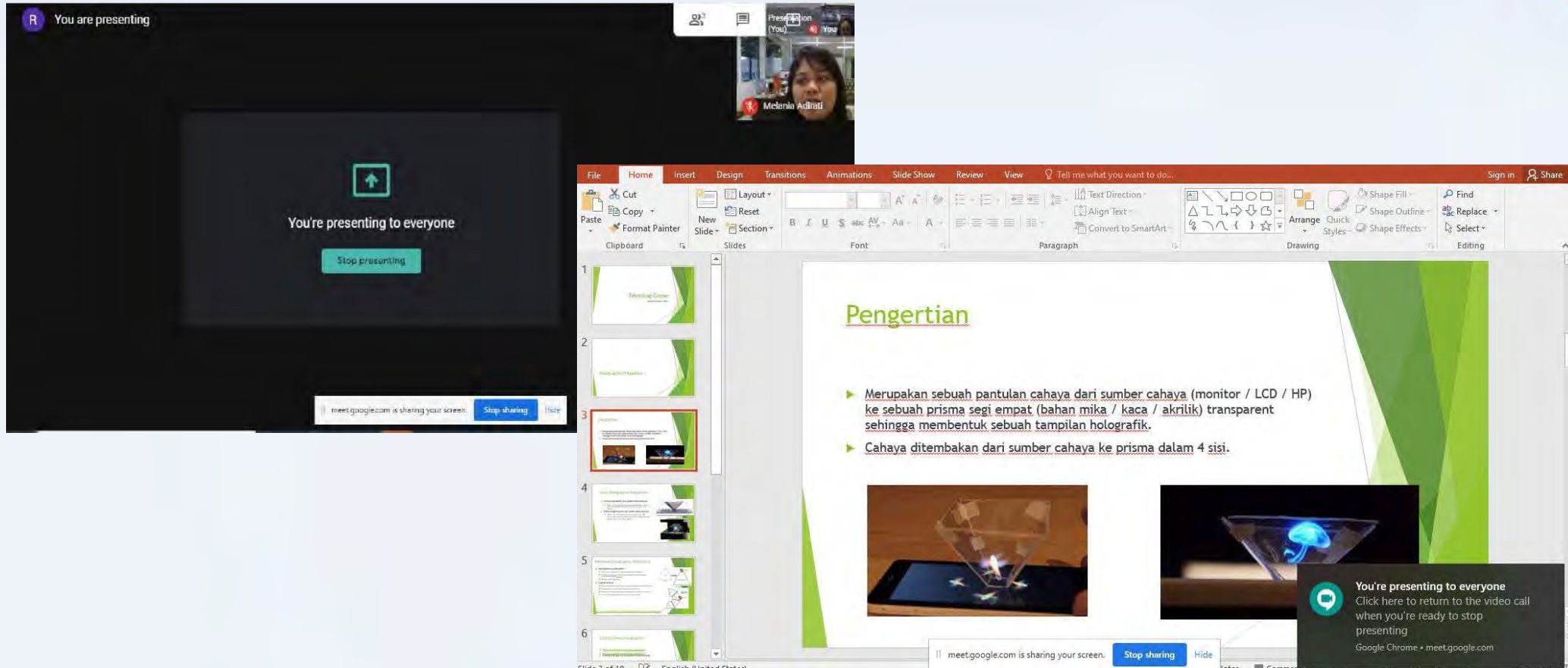


Untuk Pilihan Your entire screen

- Klik area yang akan di-share, kemudian klik share

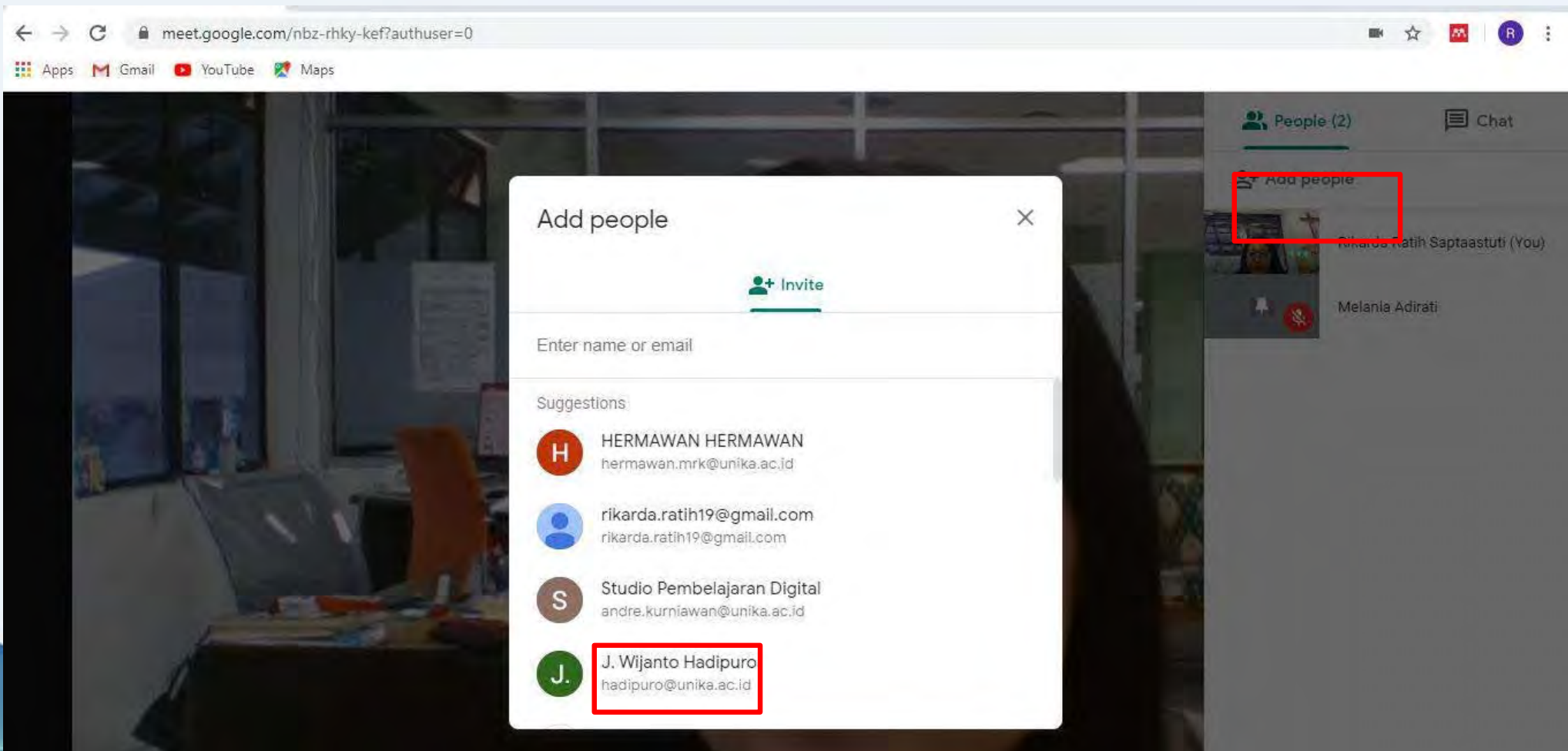


Tampilan Share Screen

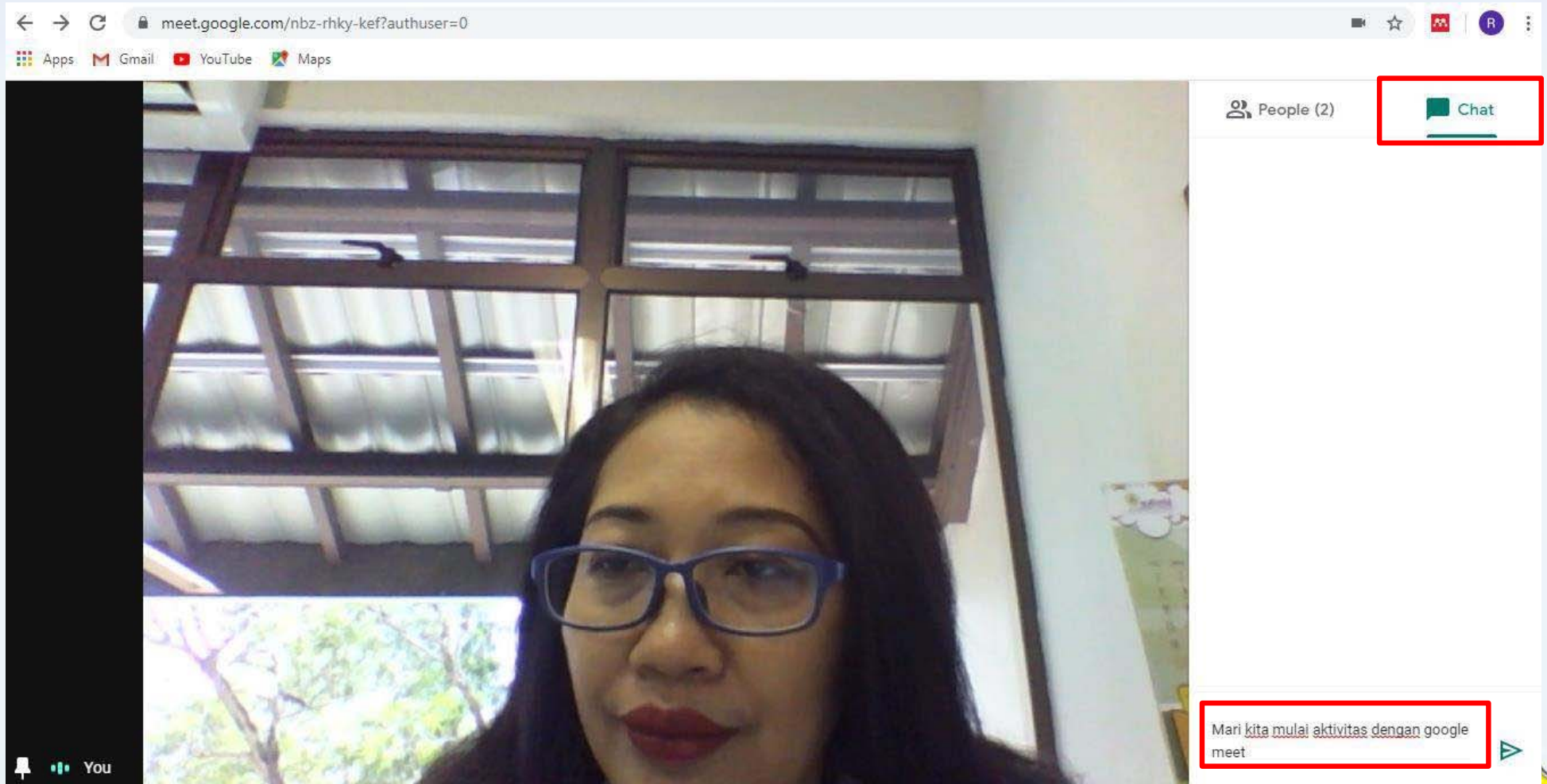


Menambah Peserta dari Luar

- Klik Add people, tuliskan email personil yang akan ditambahkan

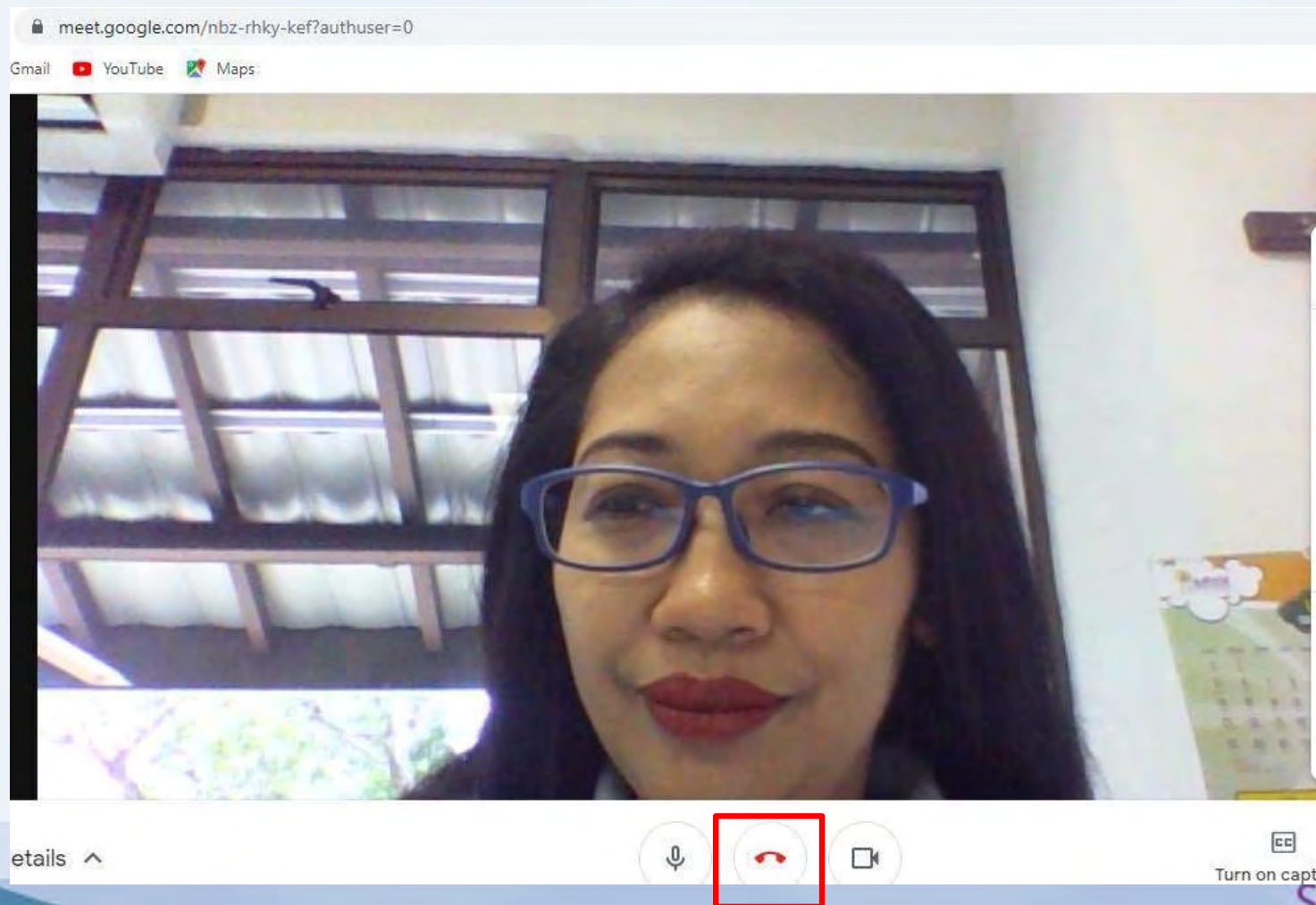


Fasilitas Chat di Google Meet



Menutup Sesi Google Meet

- Untuk menutup sesi, klik ikon telepon (leave)



Selamat Mencoba