

GOOGLE MEET GUIDES



Taking Attendance in Google Meet sessions

INITIATIVE BY



Faculty Development Program,
Medical Education Unit,
UCMS and GTB Hospital, Delhi

Not for sale

MEDICAL EDUCATION UNIT,
UCMS AND GTB HOSPITAL,
DELHI

Dr A.K. Jain

Principal, UCMS

GUIDE DEVELOPMENT
TEAM

DR KSHITIJ GARG

DR NAUDIBYA MAJHI

DR SHIVANI SINGH

DR THAMIZHANBAN

Student Section,
Medical Education Unit,
UCMS and GTB Hospital,
Delhi

In-charge

Dr Piyush Gupta

Members

Dr Alpana Raizada

Dr Arun Kumar Sharma

Dr Chander Grover

Dr Dheeraj Shah

Dr Jolly Rohatgi

Dr Mohit Mehndiratta

Dr Mrinalini Kotru

Dr Priyanka Gogoi

Dr SN Bhattacharya

Dr Somdatta Patra

Dr Khan Amir Maroof
(coordinator)

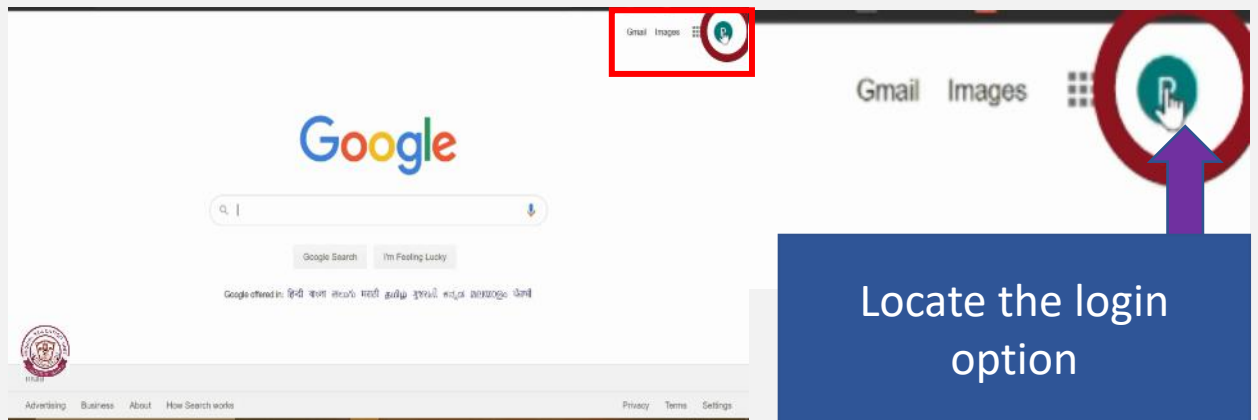


Adding 'Meet Attendance' extension to Google Chrome web-browser

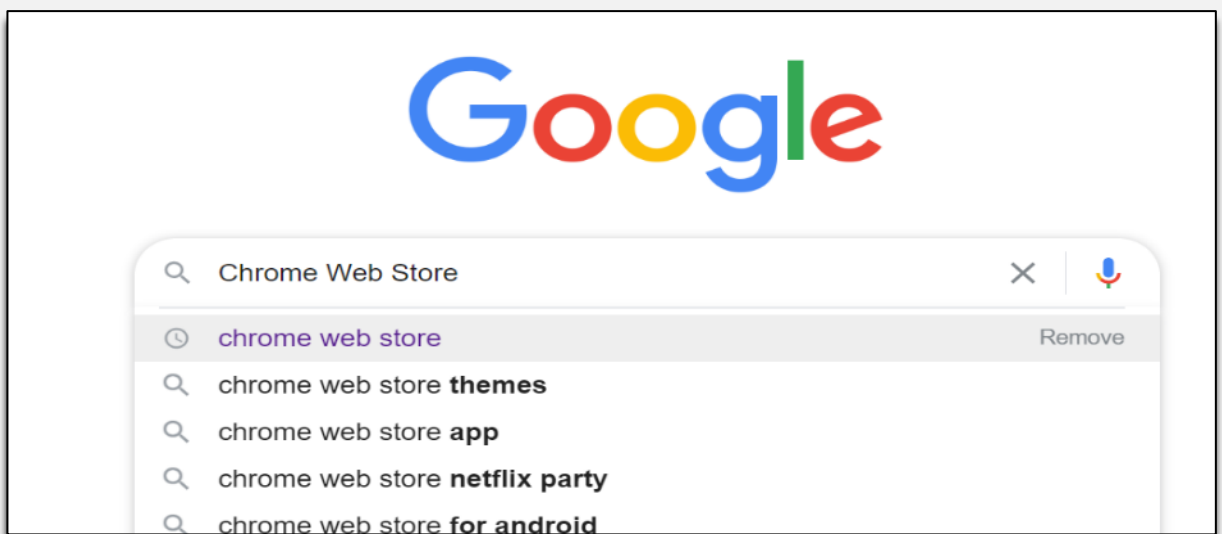
Google Meet does not have the option of taking attendance in-built so an extension for taking the attendance needs to be downloaded and added to Chrome web-browser.

Note: This extension is only for Windows version of Google Chrome and is not available for Android or iOS application.

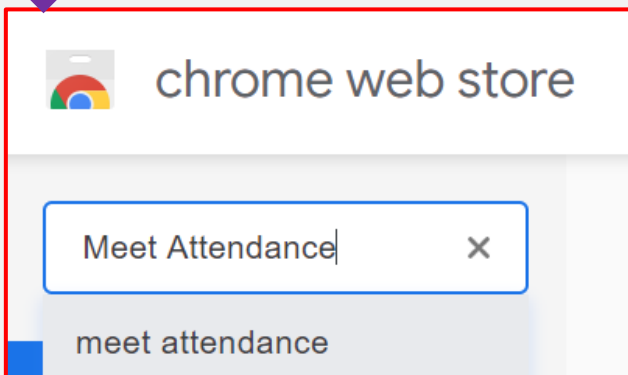
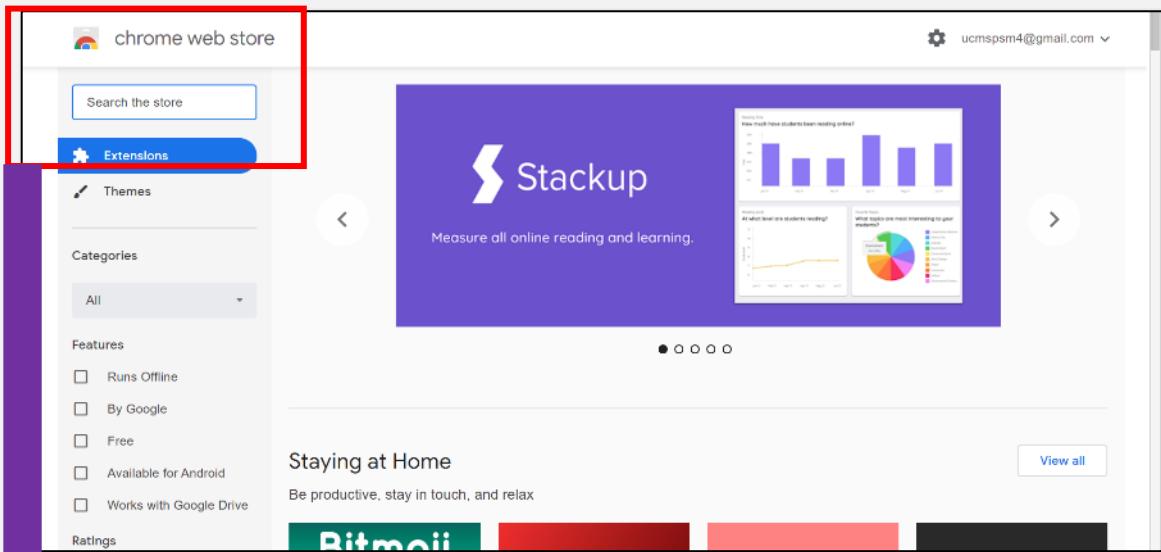
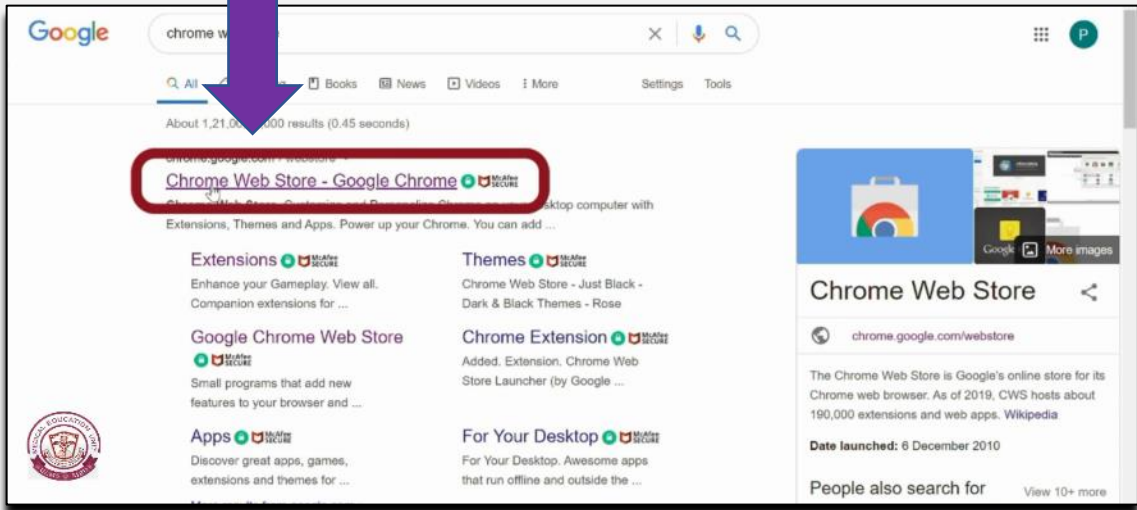
Open the Google Chrome web-browser and locate the login option to login to your Gmail account.



After logging in, type 'Chrome Web Store' in the Google search box and press enter.

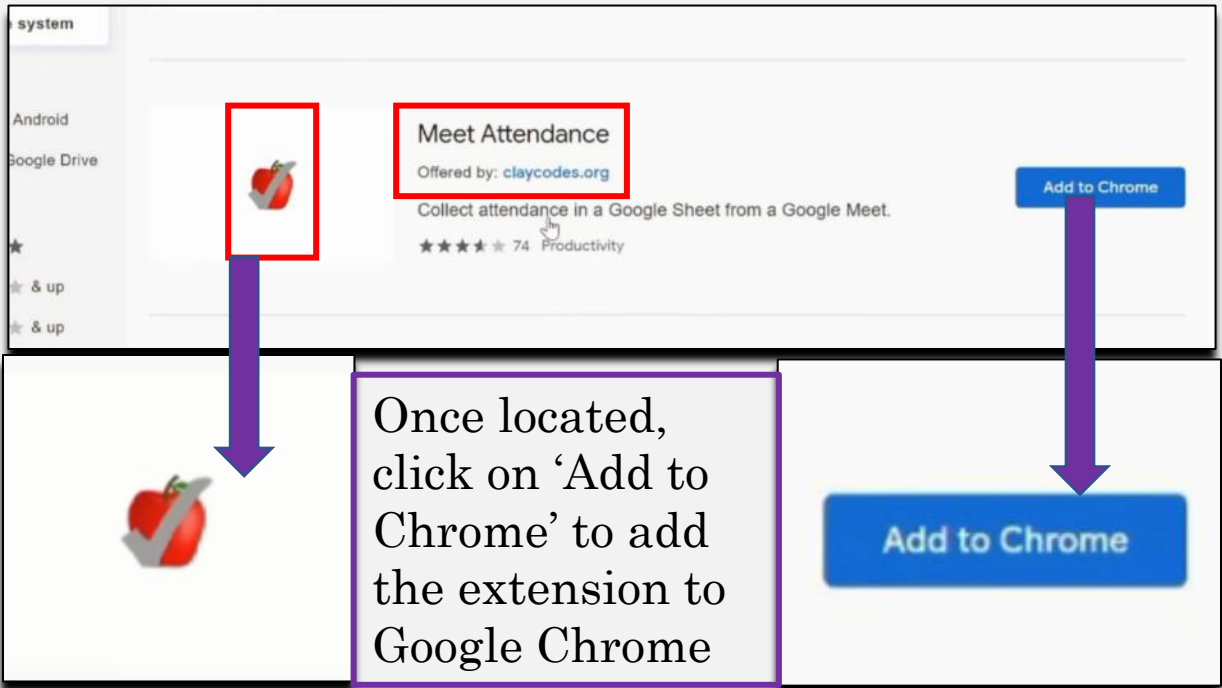


When the results are displayed, clicking the topmost result will take you to Chrome Web Store.

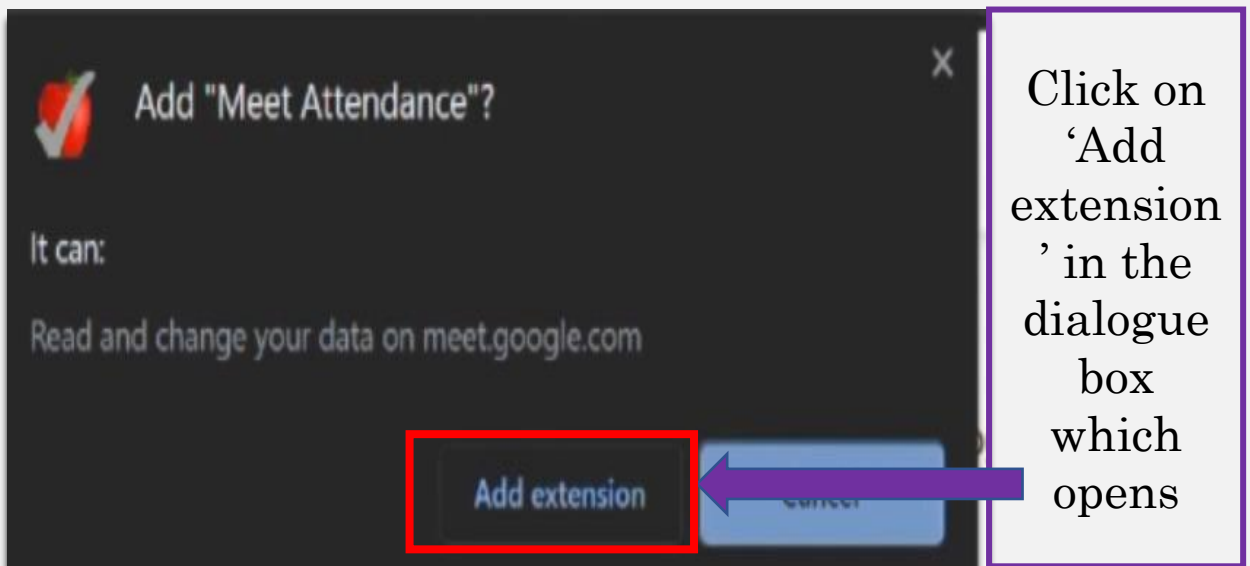


Locate the search box in Chrome Web Store and type 'Meet Attendance'. Press enter.

When the results are displayed, find 'Meet Attendance' extension. It will have the logo of an apple with a tick mark, and offered by 'Claycodes.org'

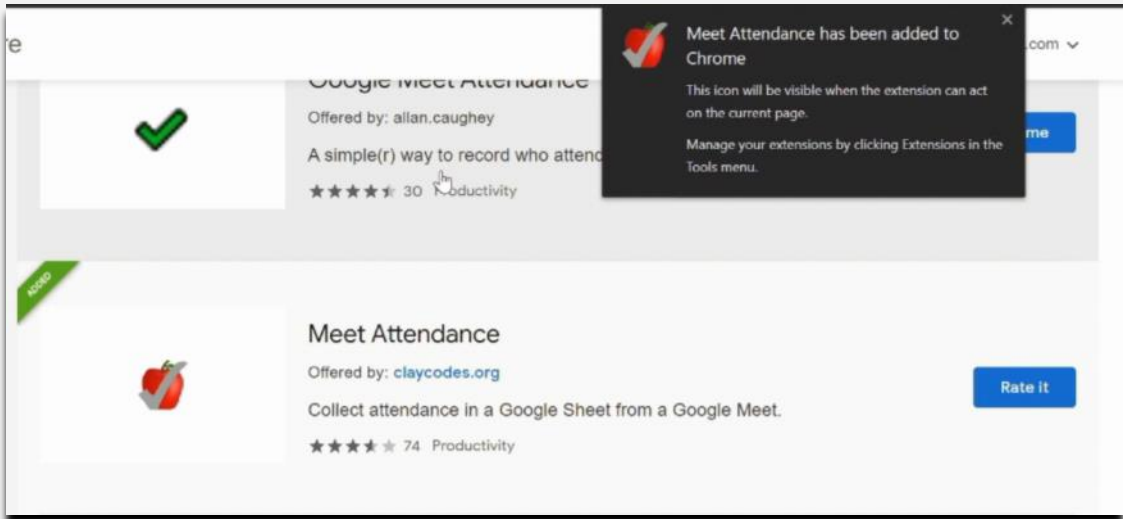


Once located, click on 'Add to Chrome' to add the extension to Google Chrome

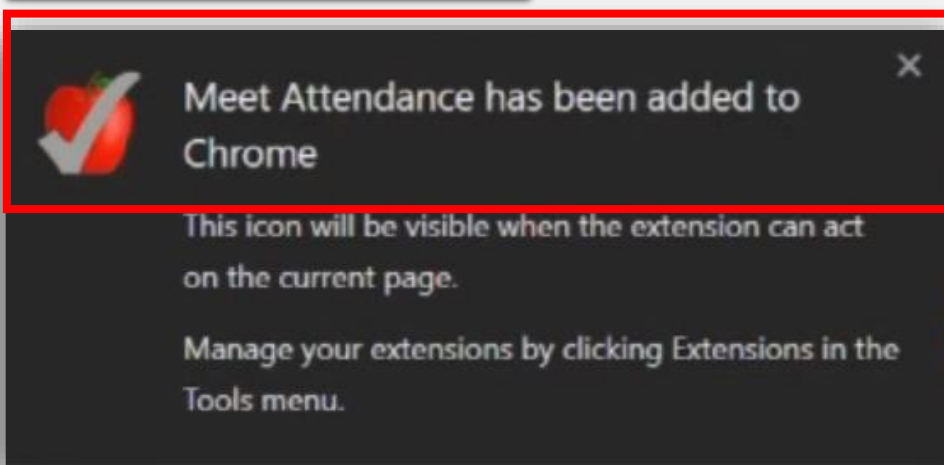


Click on 'Add extension' in the dialogue box which opens

Depending upon your internet connectivity, it may take few seconds for the extension to be added.

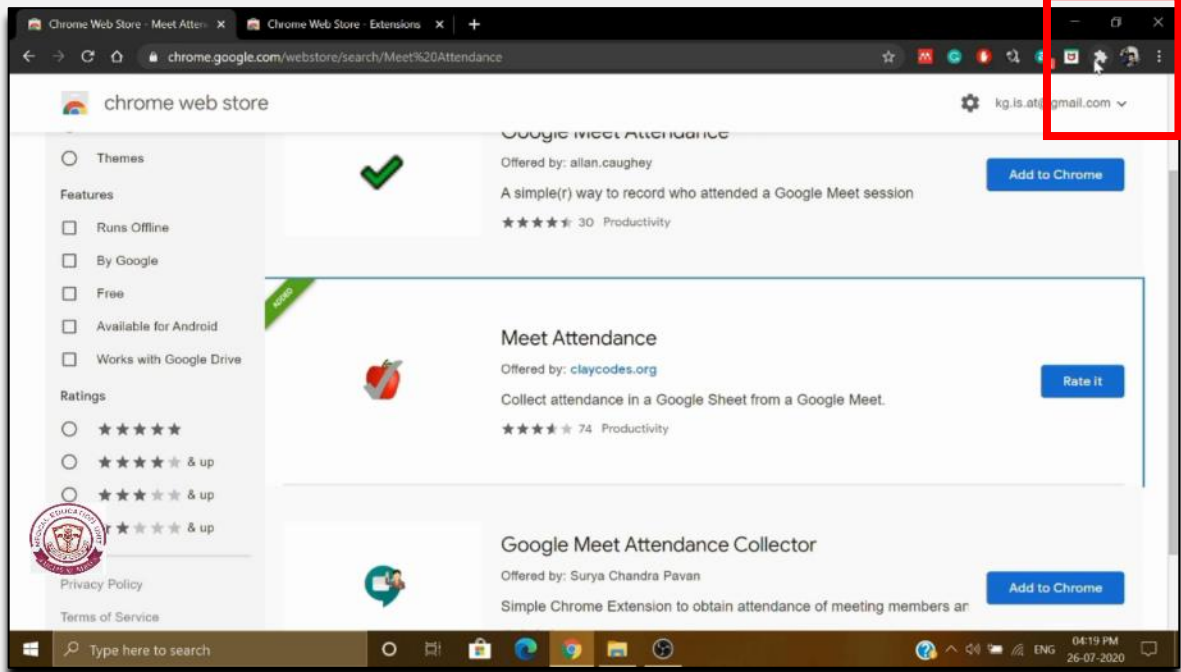


Google Chrome will intimate you when the extension is added.

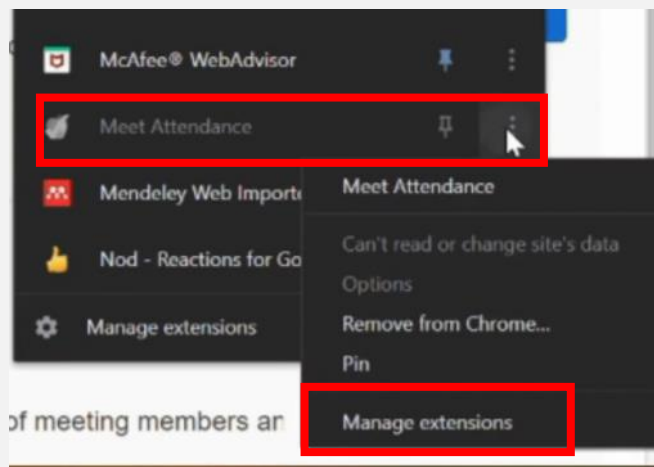
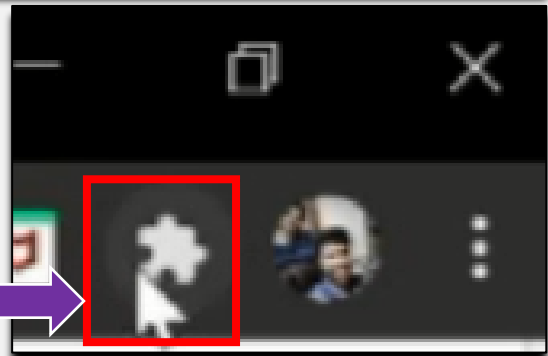


You are now ready to use this extension for taking attendance during Google Meet sessions. **Note: Close and restart the web-browser for the extension to take effect.**

The extension can be managed by finding the 'Extensions' icon on Google Chrome search bar. It is the form of a puzzle piece.

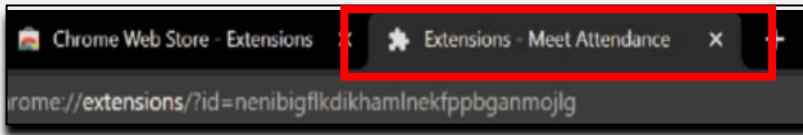


Clicking on this icon will open the list of extensions already installed in Google Chrome

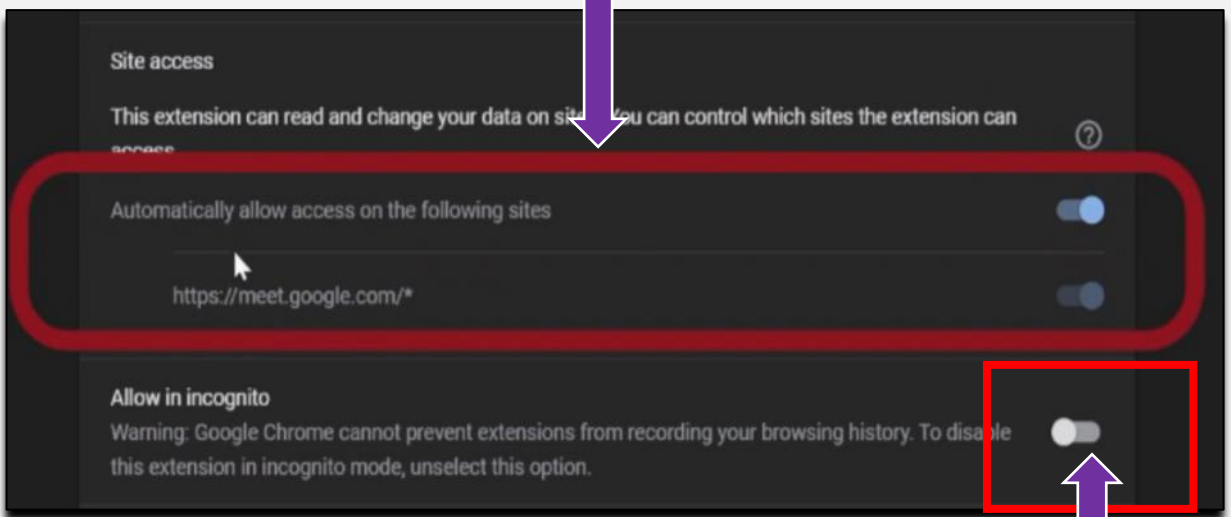


Find the 'Meet Attendance' extension in the list and click on the vertical three-dot menu beside it, and then select 'Manage extensions' option from the menu.

A new 'manage extension' tab will open in which Meet Attendance extension can be managed

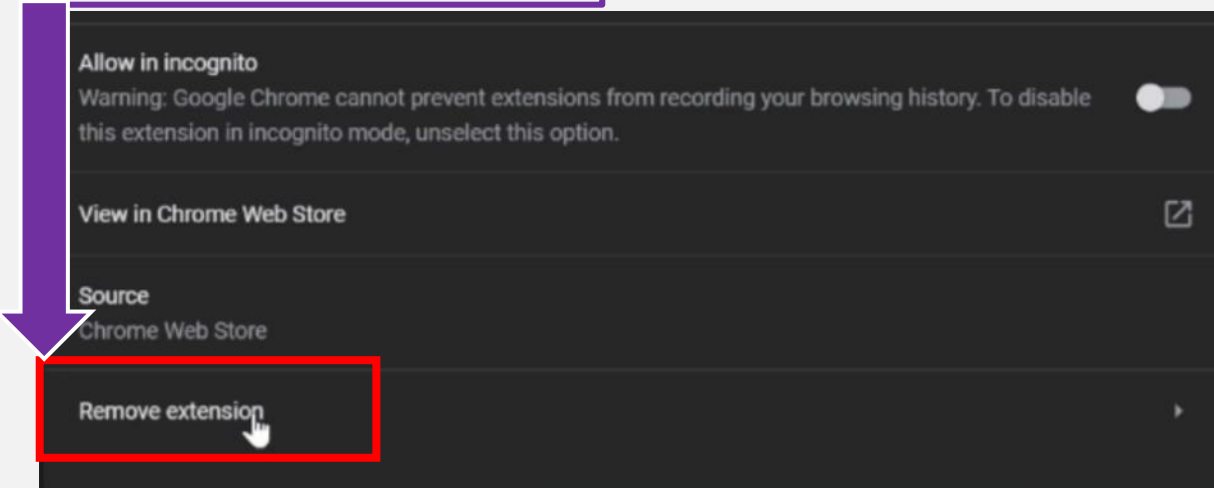


Here, you can see the this extension already enabled automatically in Google Meet website.

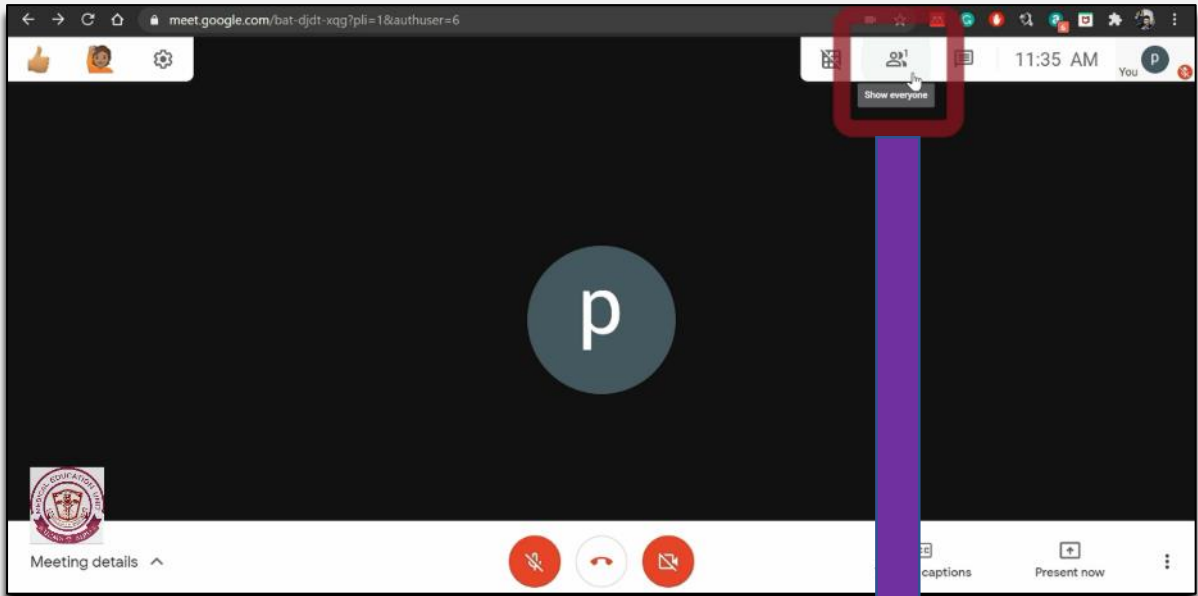


If you want to remove the extension, you have the option to do that here.

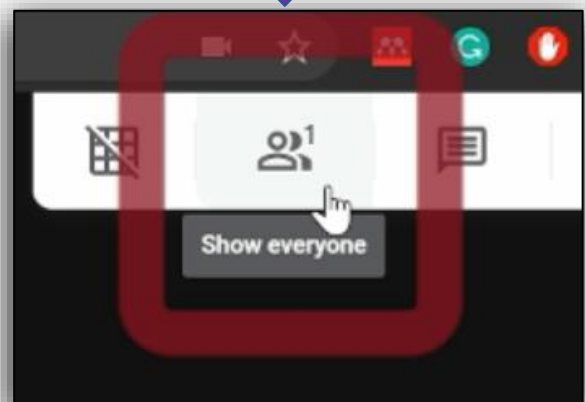
Extension can be enabled in Incognito mode as well from here by clicking on this toggle button



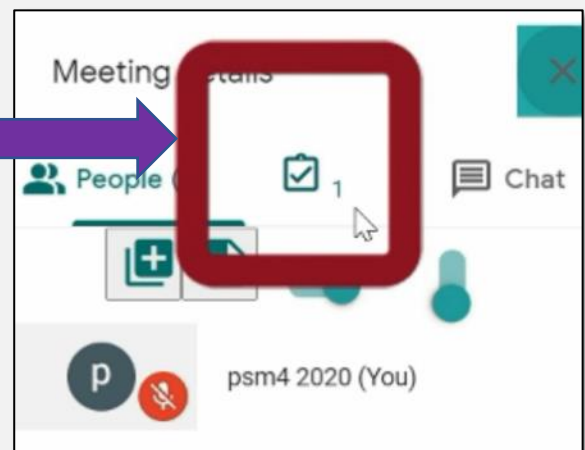
Using the added 'Meet Attendance' extension to take attendance on Google Meet



Restart the Google Chrome web-browser after adding the extension. Start or join a Google Meet. Find the 'Show Everyone' icon in the top-right of the screen and click on it.

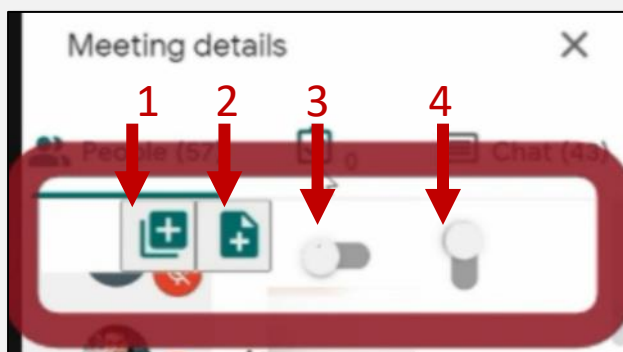
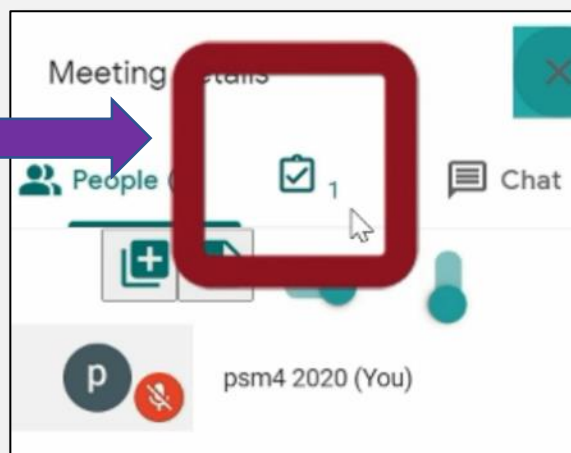


Find the **icon for the added extension**. It will be in the middle, marked with a tick sign. Do not click on it as of now.



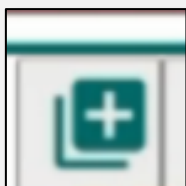
Once you can see this icon, it means that the extension is successfully added and ready to work in Google Meet. If not visible, restart the web-browser again or remove and download the extension again.

Hover your mouse pointer over this icon to see the options. Do not click on it, just hover.

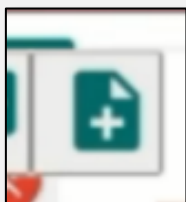


These four options will be available

Let us discuss these options one by one



Option 1 – Two overlapping sheets with a plus sign. Clicking this option creates a new worksheet within a Google sheet file



Option 2 – Single sheet with a plus sign. Clicking this option creates a new Google sheet file itself.

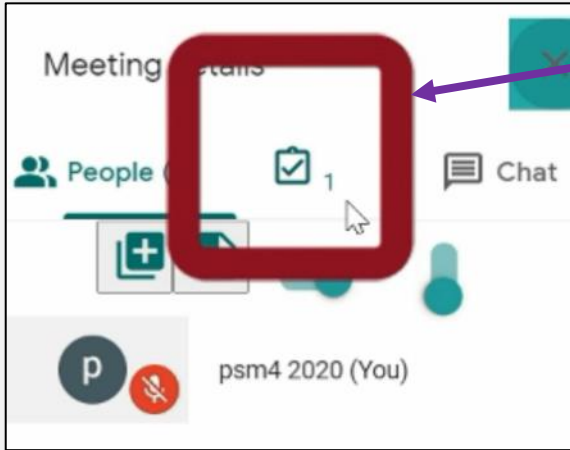


Option 3 – Horizontal toggle button. This option records the attendance when switched on by clicking.

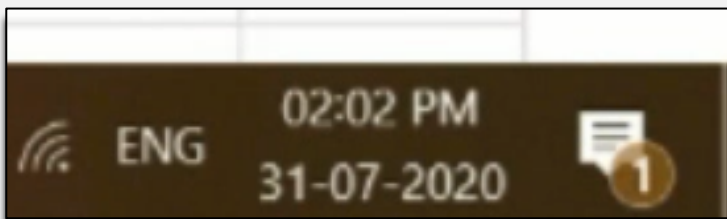
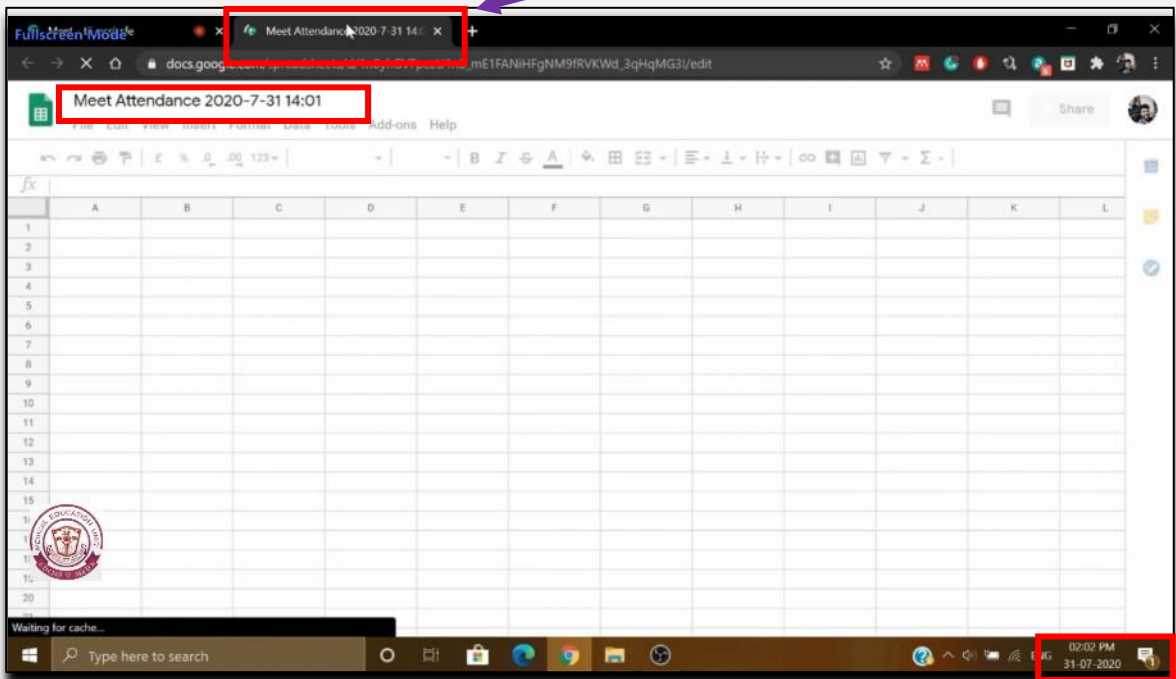


Option 4 – Vertical toggle button. This option when switched on enables recording attendance by scrolling down automatically.

Orientation with the functions of all the four option buttons

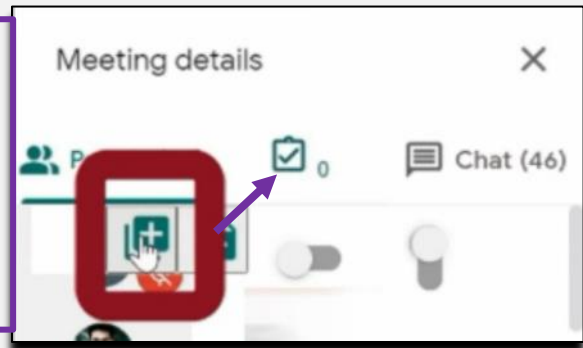


Click on the extension icon. This icon is for the purpose of viewing the Google Sheet file in which attendance will be recorded. Every time this icon is clicked on, it will display the file in new Google Chrome tab.

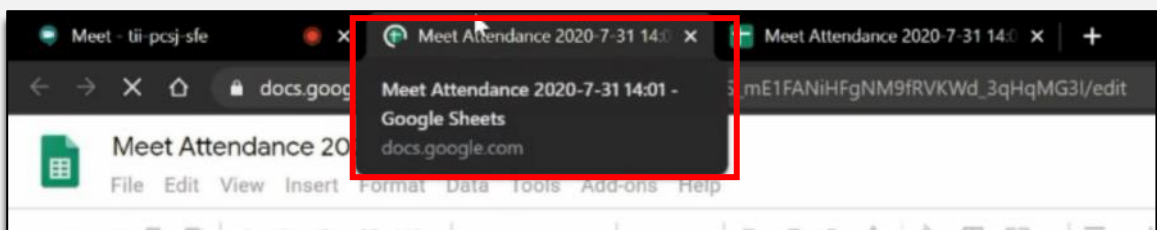


You can see that this file has a date and time stamp matching the date and time when it was created in the name for easy recognition.

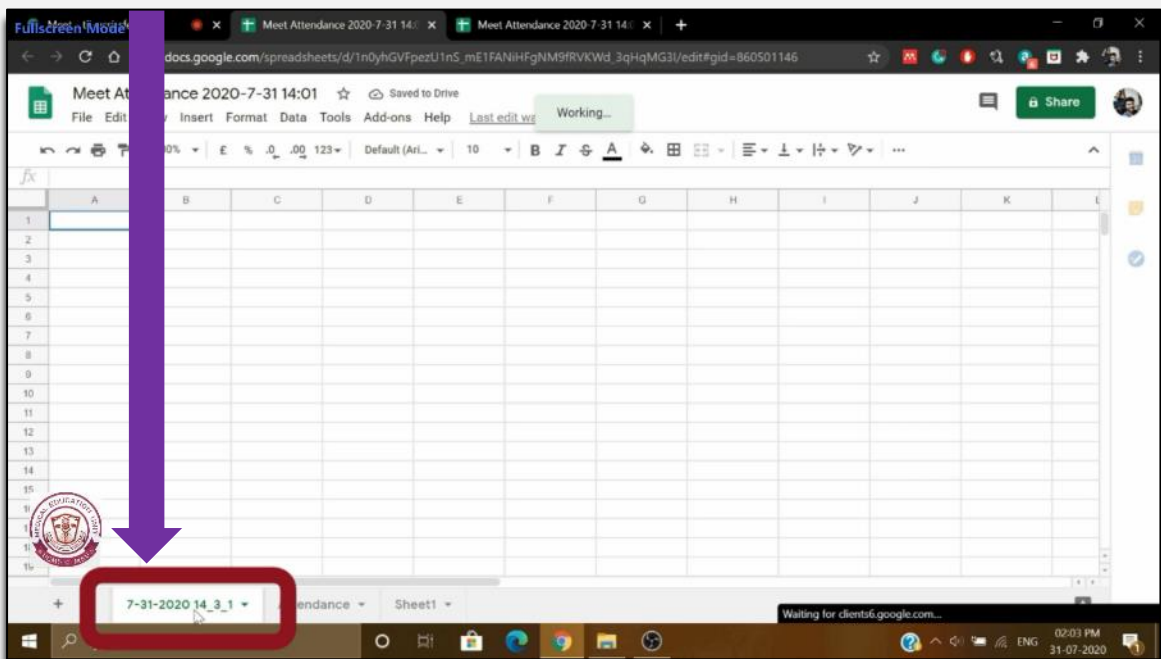
Go back to Google Meet and now click on the first option and then click on extension icon again.



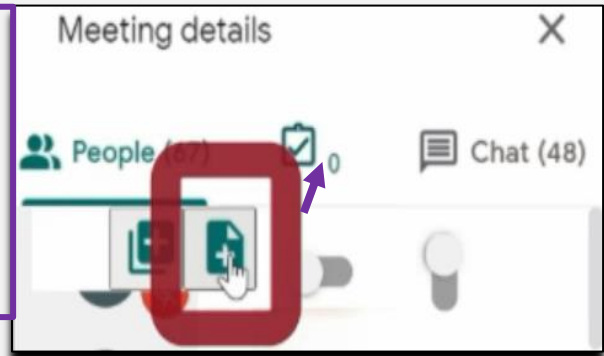
You can see a new tab is again created when we clicked on the extension icon again.



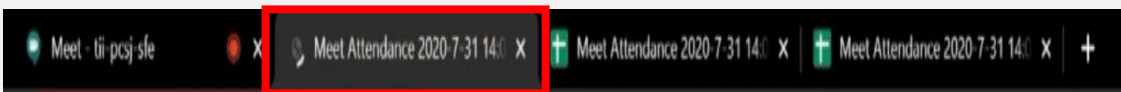
But note that a new worksheet is created within the same Google Sheet file with a new time stamp.



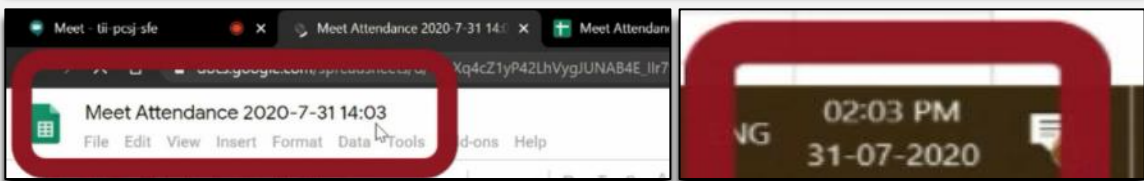
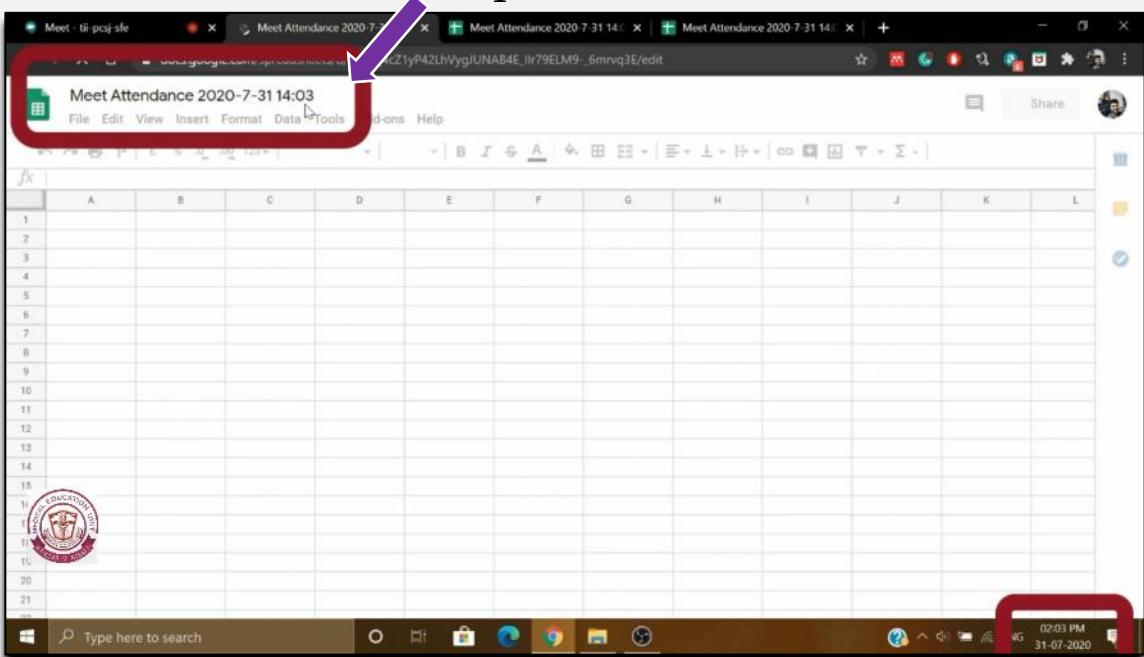
Go back to Google Meet and this time click on second option and then click on extension icon again.



Another Google Chrome tab will open when we click on extension icon.

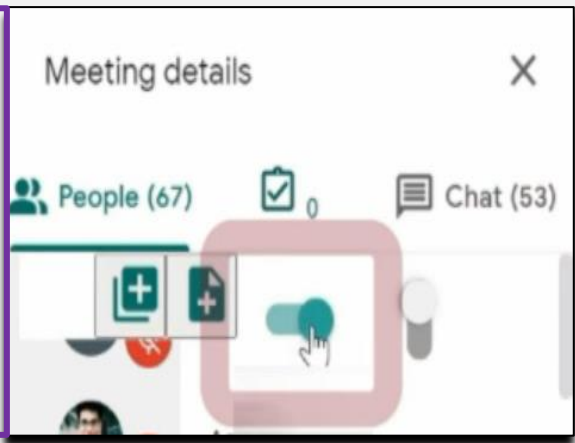


But note that a new Google Sheet file is created with a new time stamp.

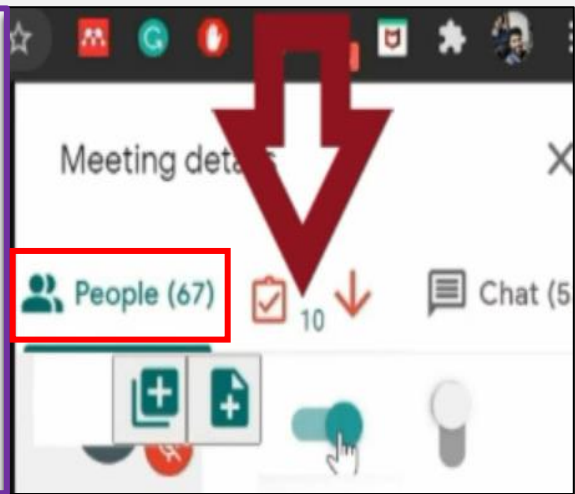


So, the first option created a new worksheet within the same file while second option created a new file itself. Attendance will only be recorded in latest created file.

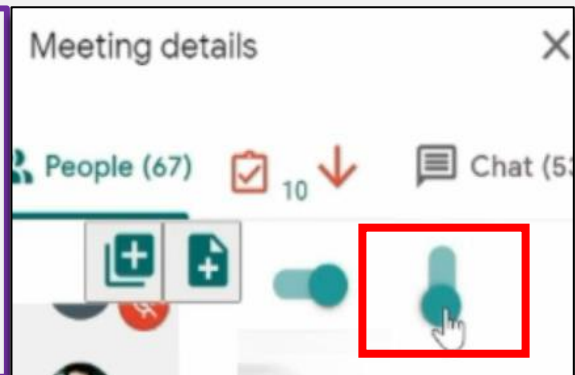
Go back to Google Meet and to record the attendance, click on the third option. This horizontal toggle button can be switched on by clicking on it.



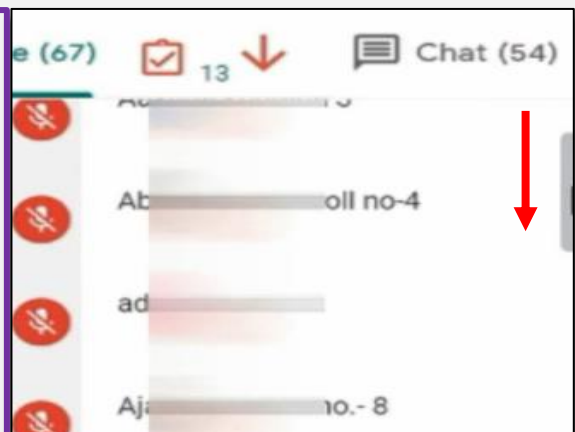
When switched on, it will turn green. The extension will start to record the attendance. Note that attendance of only the first 10 participants is recorded out of current 67 participants.



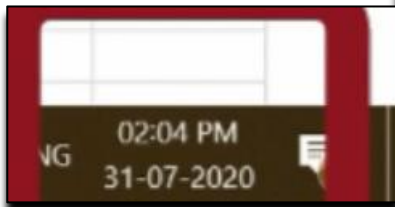
To take the attendance of all the participants, switch on the fourth option which is a vertical toggle button, by clicking on it.



Once both the horizontal and vertical toggles are switched on, scroll down just once, and the extension will then scroll down on its own to take attendance of all.

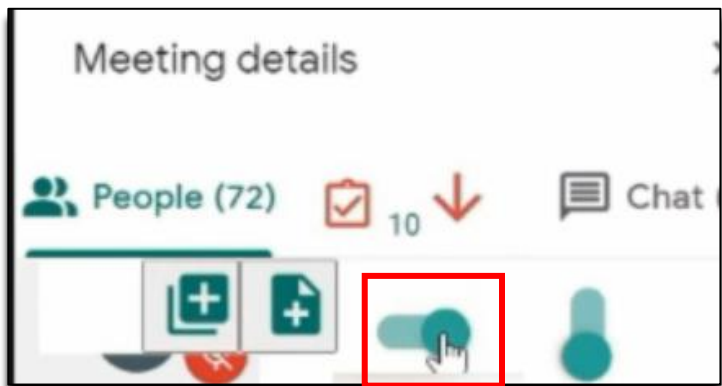
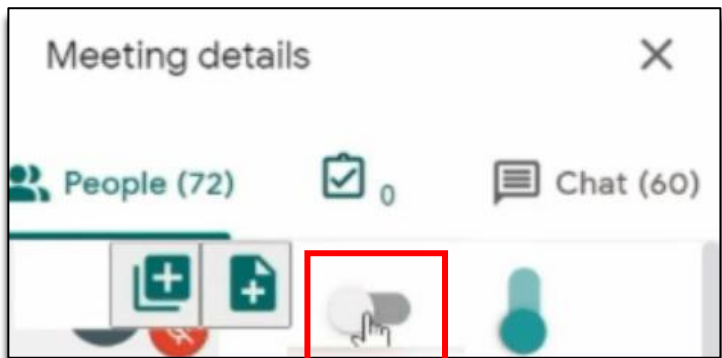


Attendance record with a time stamp of when the command was given



1	7/31/2020 14:3:50	
3	psm4 2020	
4		
5		a 3
6		roll no-4
7		
8		no.- 8
9		ena Roll no.-09
10		ll no. 10
11		1
12		l no.13
13		

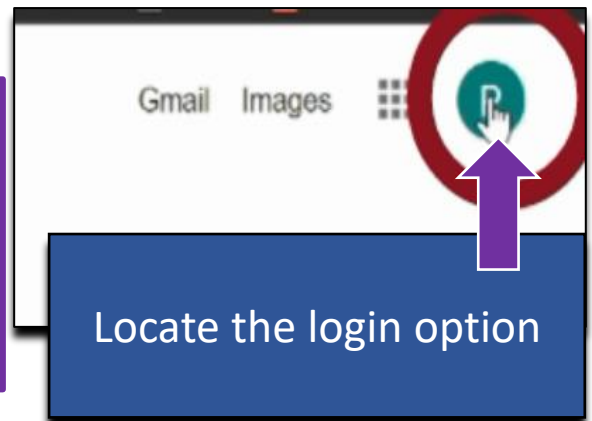
To record the attendance again for any reason during the same meeting, switch off the horizontal toggle and then switch it on again, keeping vertical toggle switched on.



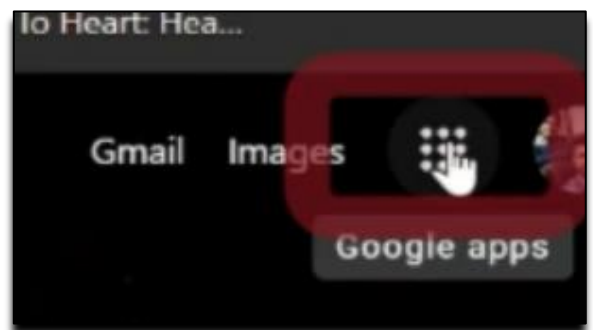
Repeat the same steps, i.e. scroll down just once and let the extension automatically scroll down after that. It will capture the attendance again.

Accessing the Google Sheets for attendance record at any time

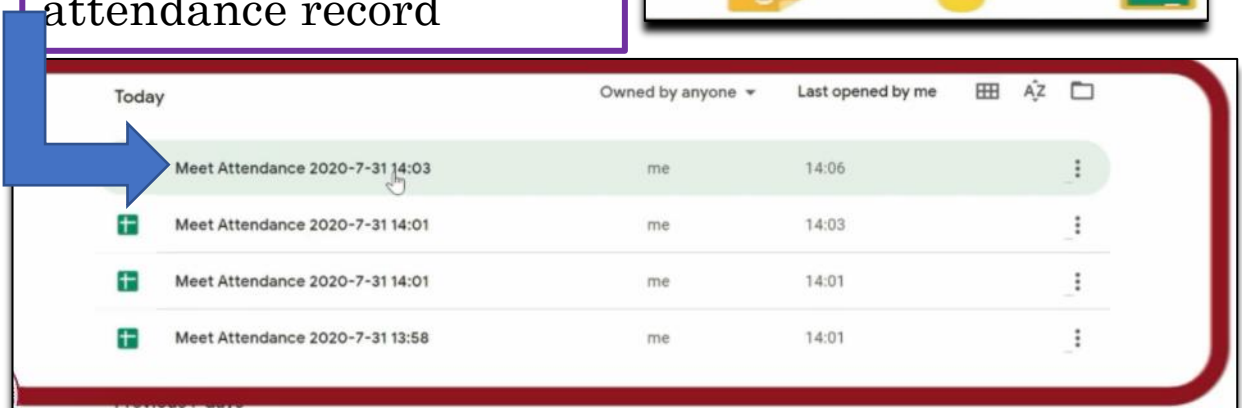
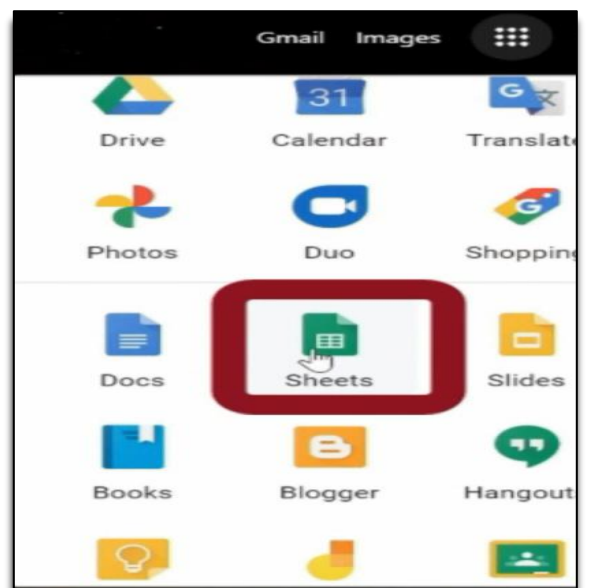
Login to the same Gmail account at any time in Google Chrome. Login option will be in the top right corner.



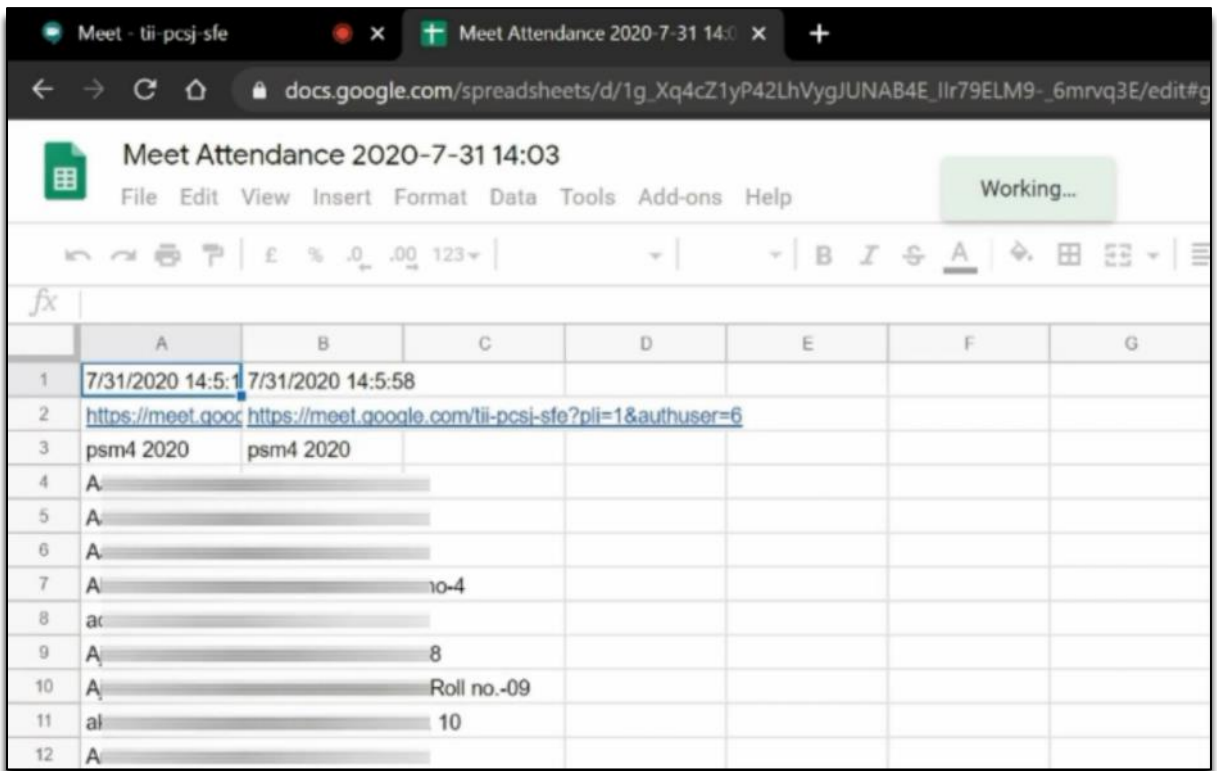
Click on the 'Google apps' icon. It is a Nine-dot icon/Candy box.



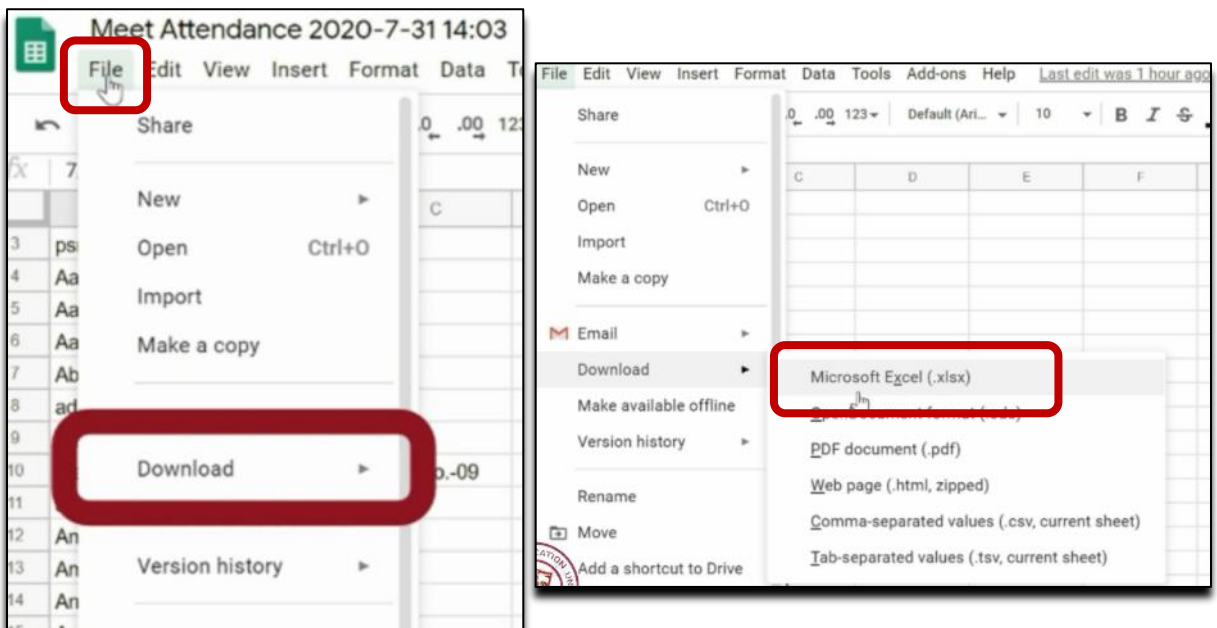
Find Google 'Sheets' app in the list. Click on it to access the files. All the files created previously will be listed with the latest file on top. You can recognise the files with time stamp to find which file contains the attendance record



Once the file is located, click on it to access. Attendance records can be found here.



To download the file, click on 'File', select Download from the drop-down list, and select the format you want. Excel format (.xlsx) is also available. Once downloaded, it can be accessed offline at a convenient time.



Medical Education Unit,
UCMS and GTB Hospital,
Delhi

Email ID: mededu.ucms@gmail.com