

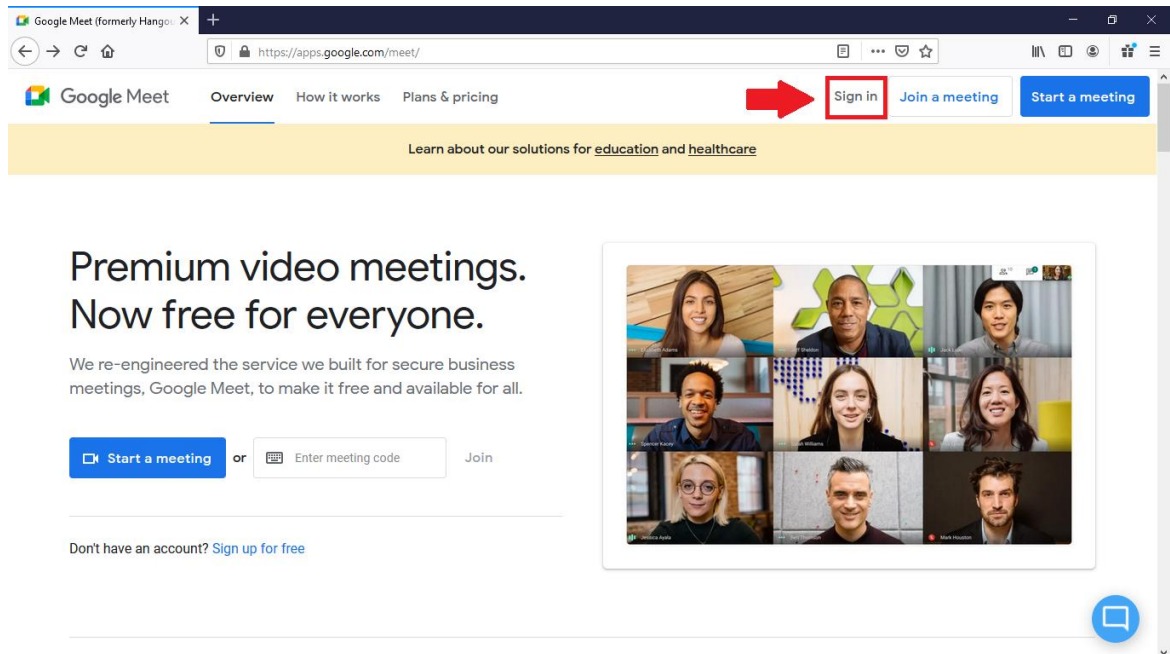
# **PANDUAN MEMAKAI GOOGLE MEET PADA ELENA**

**UNIVERSITAS WIJAYA KUSUMA SURABAYA**

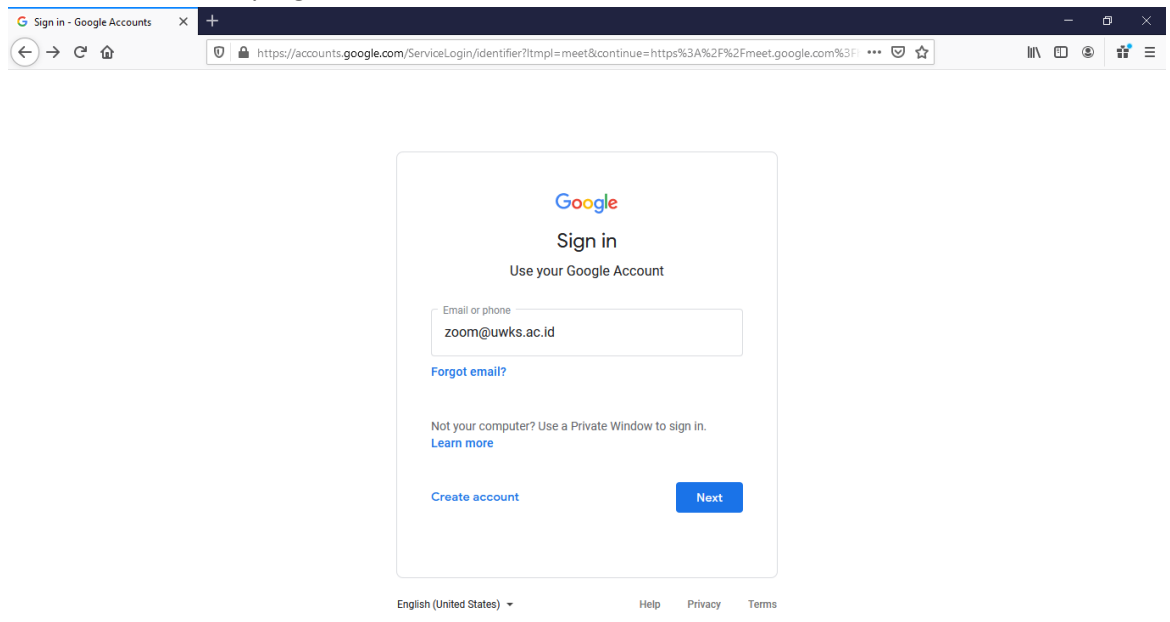
# PANDUAN MENAMBAHKAN LINK GOOGLE MEET

Langkah – Langkah penambahan link google meet pada elena uwks:

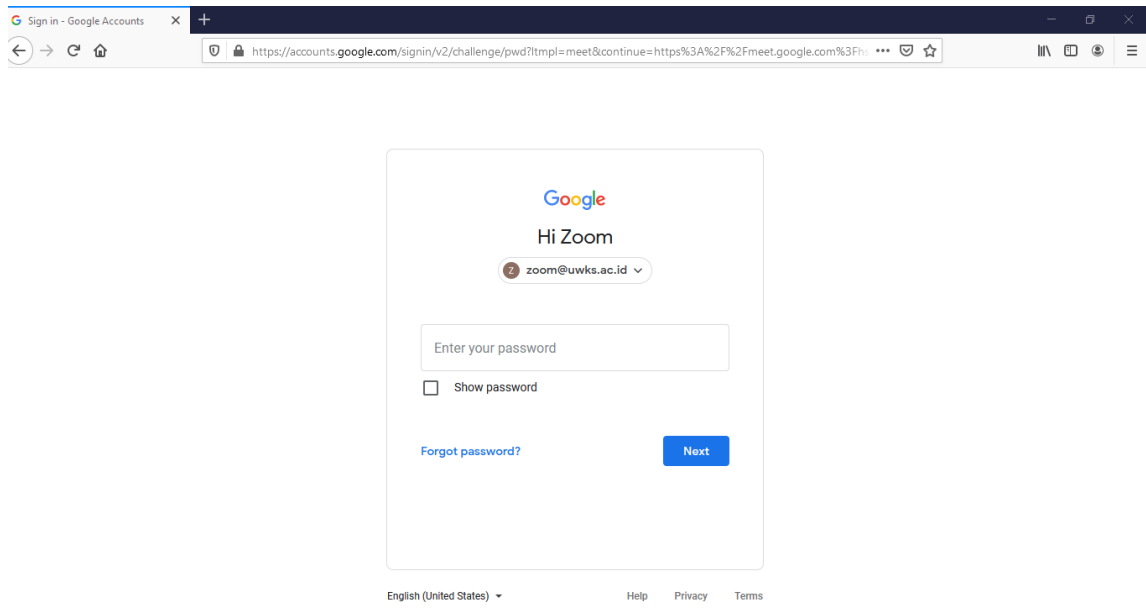
1. Masukkan alamat <https://meet.google.com/> untuk membuka google meet via browser. Klik **Sign in** untuk memasukkan akun



2. Masukkan alamat email yang memakai **@uwks.ac.id**

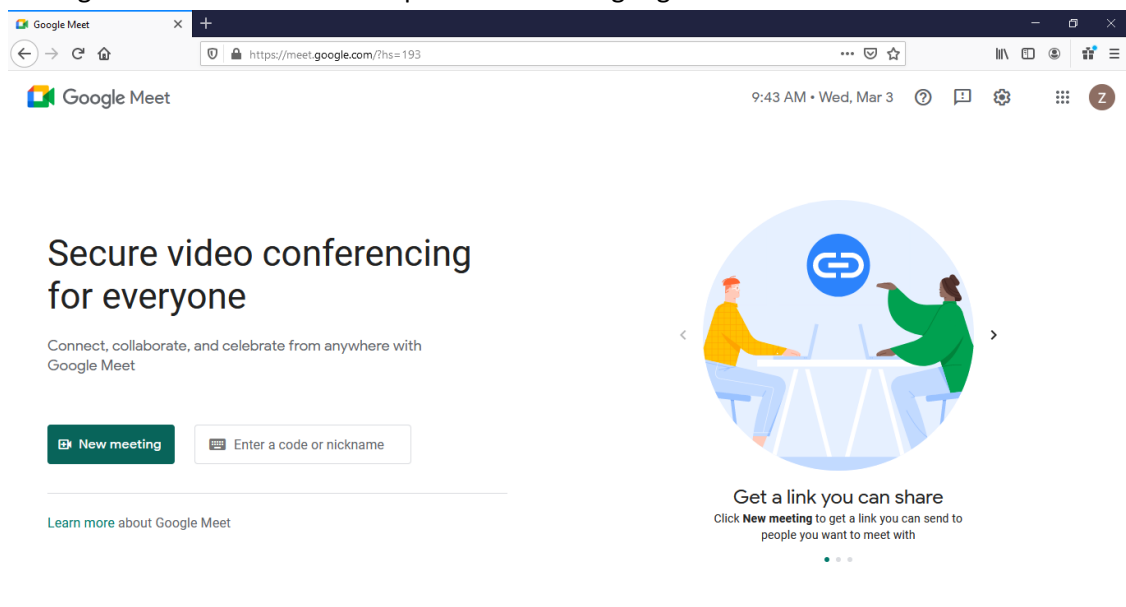


### 3. Masukkan password email

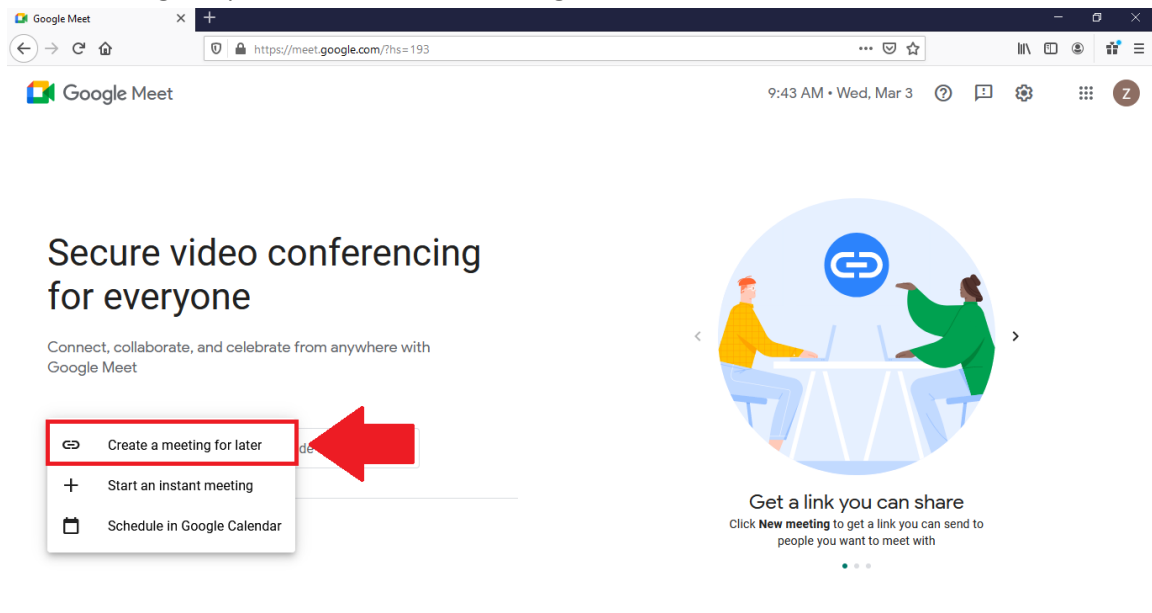


The screenshot shows a web browser window with the address bar displaying a Google Accounts sign-in URL. The main content area features the Google logo, the text "Hi Zoom", and a dropdown menu showing the email address "zoom@uwks.ac.id". Below this is a password input field with the placeholder text "Enter your password". There is a checkbox labeled "Show password" and a link for "Forgot password?". A blue "Next" button is positioned to the right of the password field. At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

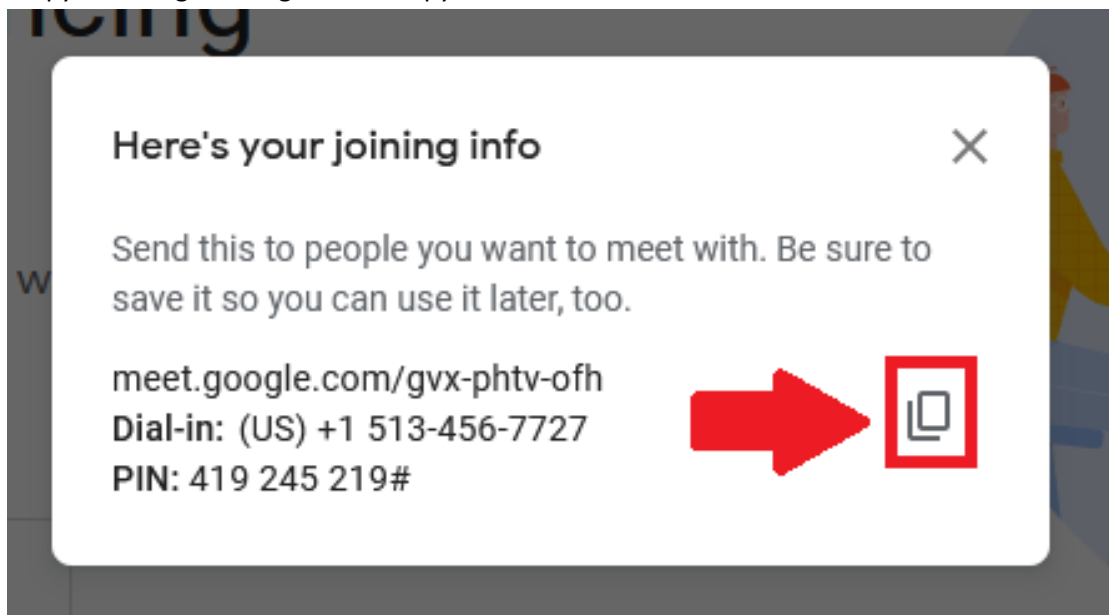
### 4. Setelah login berhasil maka akan tampil halaman awal google meet



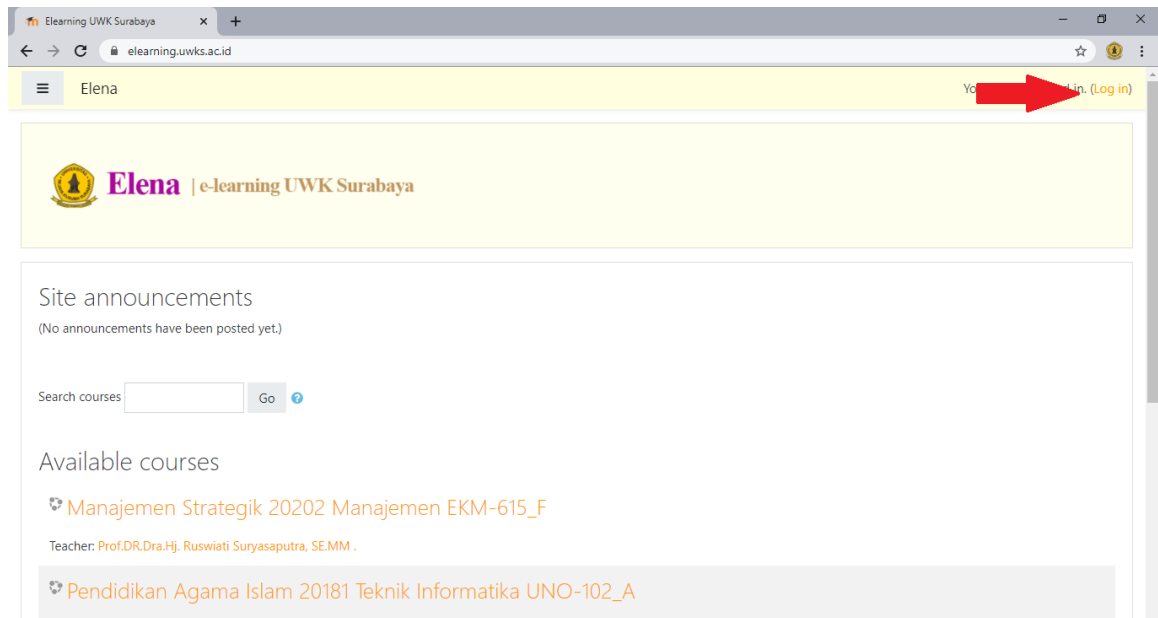
5. Klik **New meeting** lalu pilih dan klik **create meeting for later**



6. Lalu Copy link dengan mengklik icon copy



7. Setelah mengcopy link, masuk ke halaman <https://elearning.uwks.ac.id/> untuk menambahkan link google meet ke dalam elena uwks

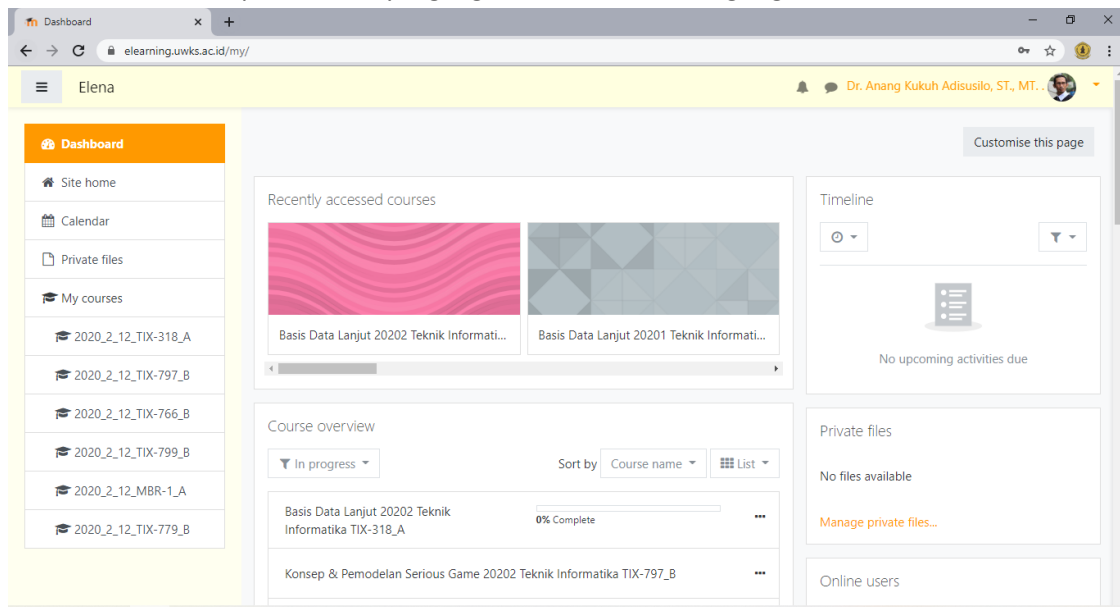


8. Masukkan username dan password elena, pastikan **username** dan **password BENAR**

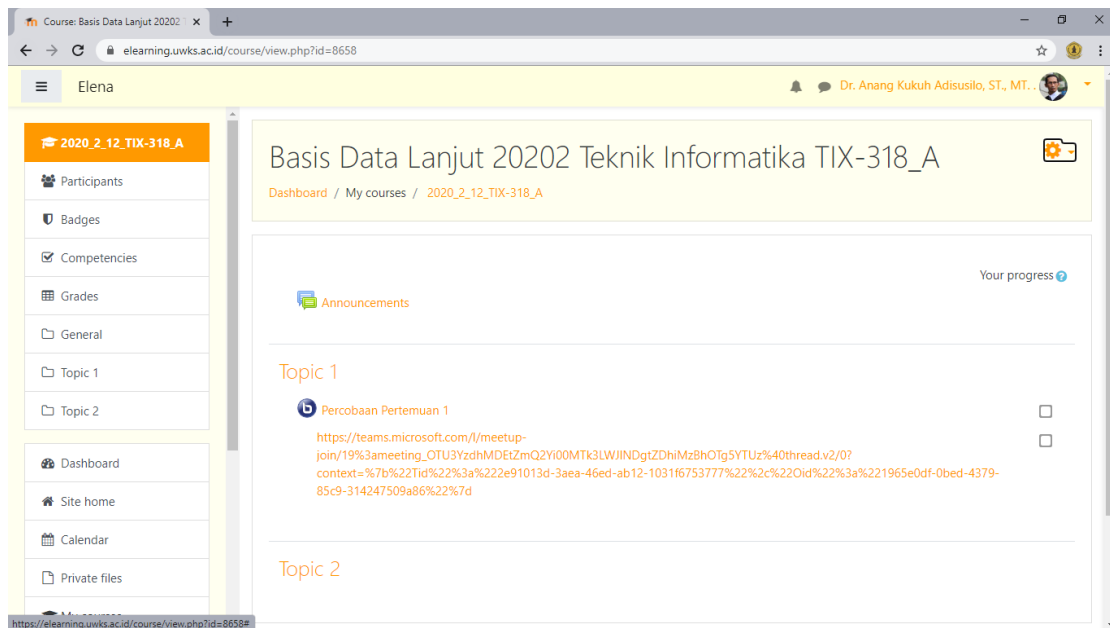


Setelah username dan password sudah diisi klik **Log in**

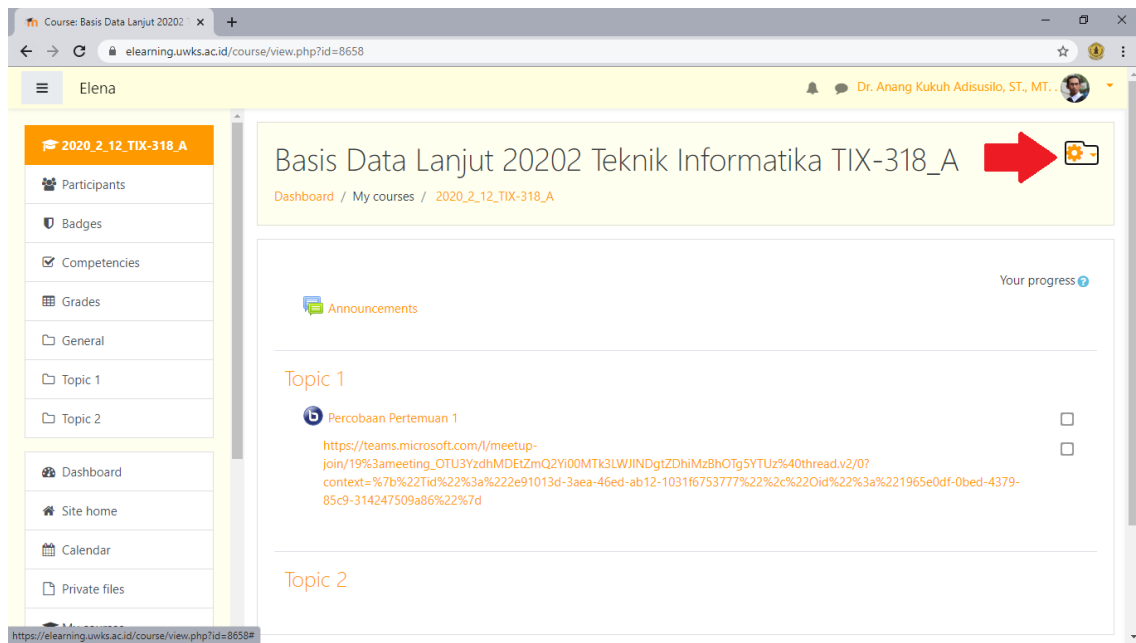
9. Setelah berhasil masuk pilih course yang ingin ditambahkan link google meet



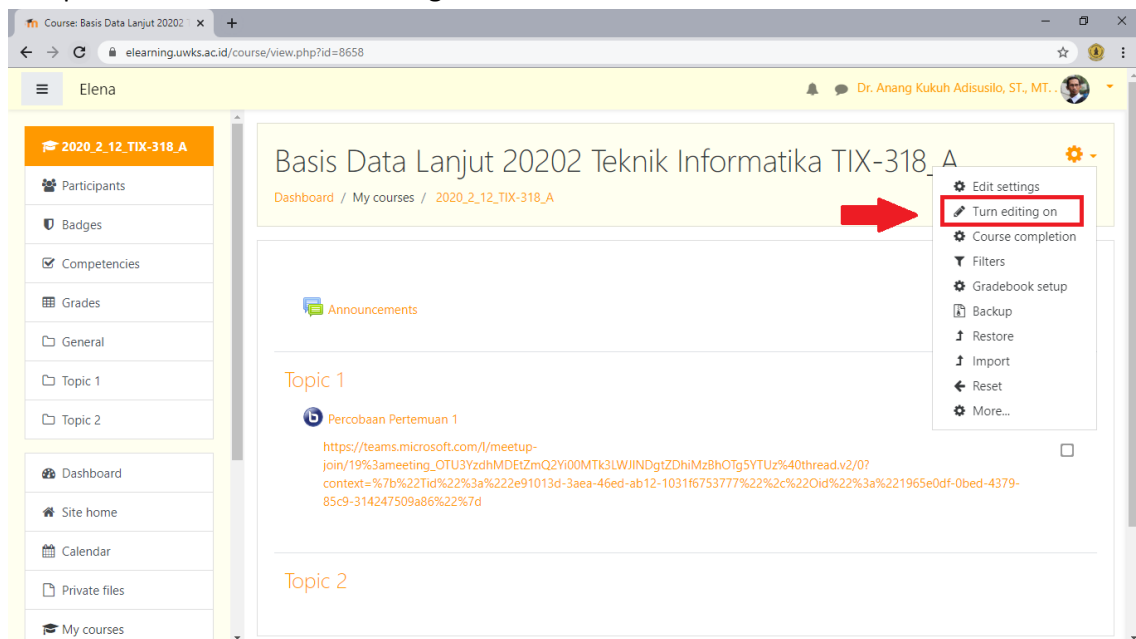
10. Setelah memilih course



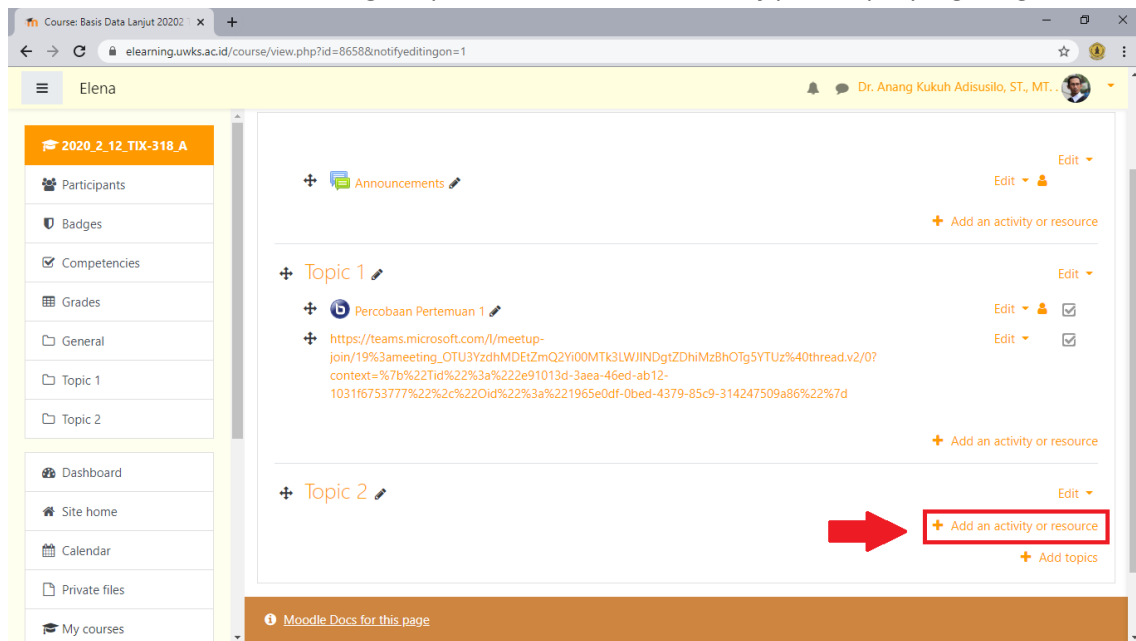
Pilih dan klik simbol gear dibagian atas



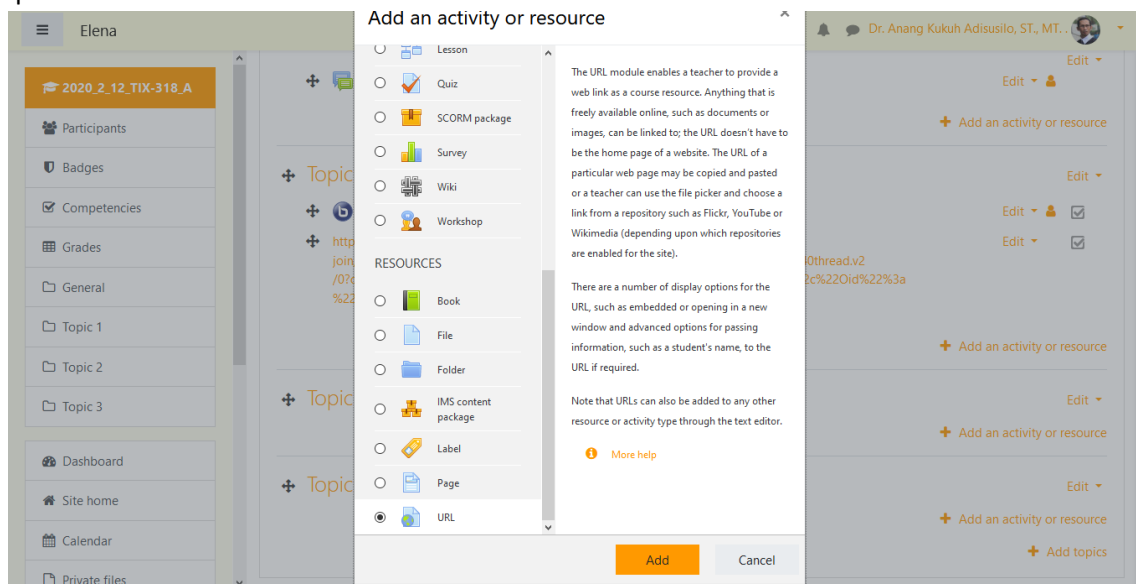
Lalu pilih dan klik menu **Turn editing on**



11. Setelah memilih menu **turn editing on**, pilih dan klik **Add an activity** pada topik yang diinginkan



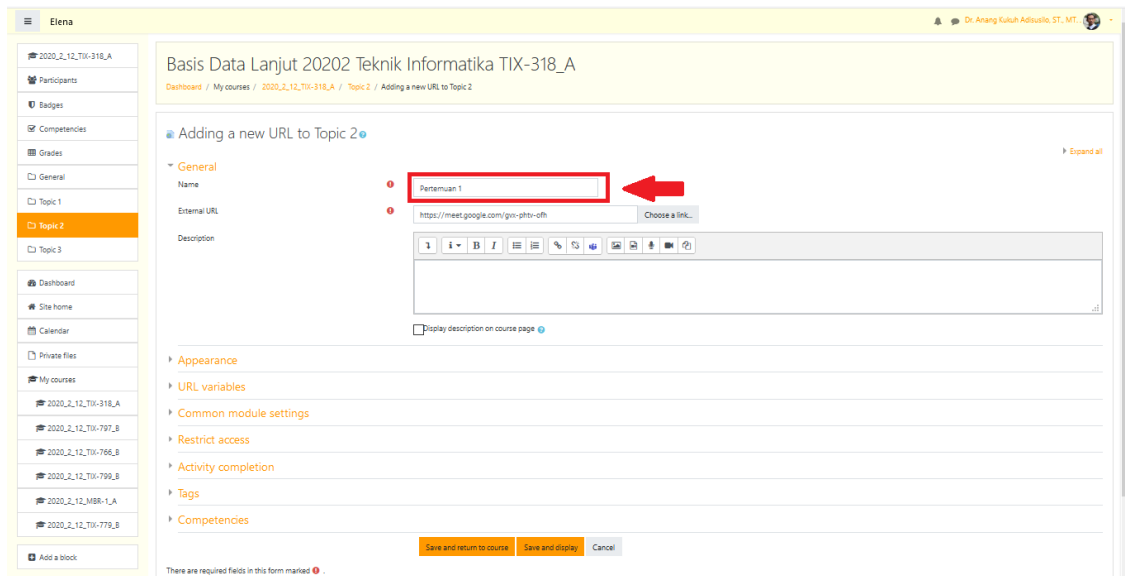
12. Lalu pilih dan klik **URL**



Klik **Add** untuk menambahkan

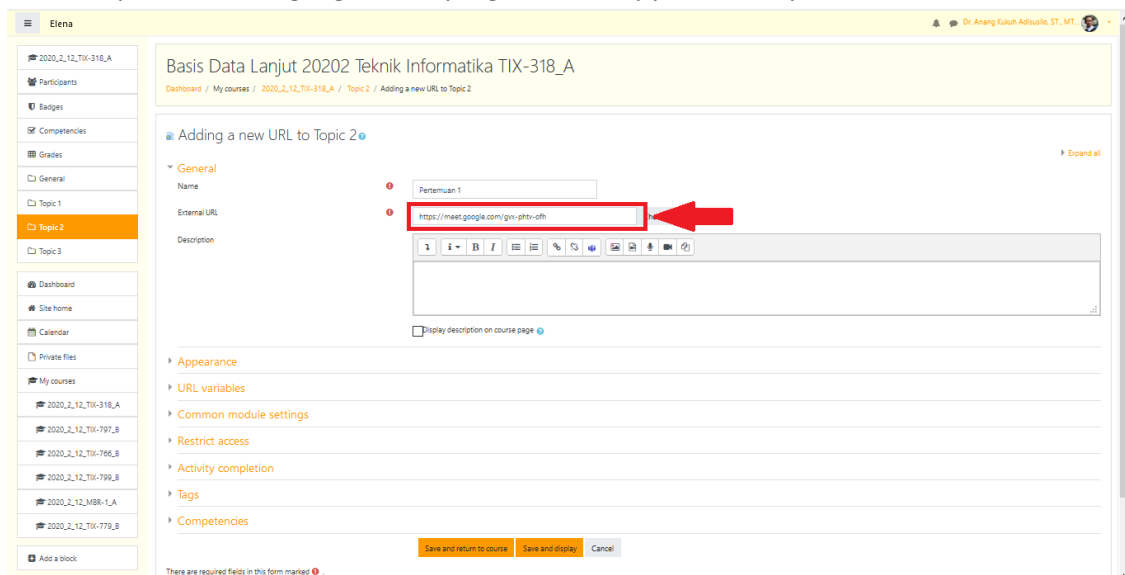


### 13. Masukkan nama aktifitas



The screenshot shows the Moodle course page for 'Basis Data Lanjut 20202 Teknik Informatika TIX-318\_A'. The left sidebar contains navigation links for '2020\_2\_12\_TIX-318\_A', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Topic 1', 'Topic 2', and 'Topic 3'. The main content area is titled 'Adding a new URL to Topic 2'. The 'General' section is expanded, showing the 'Name' field with the text 'Pertemuan 1' and a red box around it, and a red arrow pointing to it. The 'External URL' field contains 'https://meet.google.com/gwv-phiv-ofh'. The 'Description' field is empty. The 'Appearance' section is collapsed. The 'URL variables' section is collapsed. The 'Common module settings' section is collapsed. The 'Restrict access' section is collapsed. The 'Activity completion' section is collapsed. The 'Tags' section is collapsed. The 'Competencies' section is collapsed. The 'Save and return to course' button is highlighted.

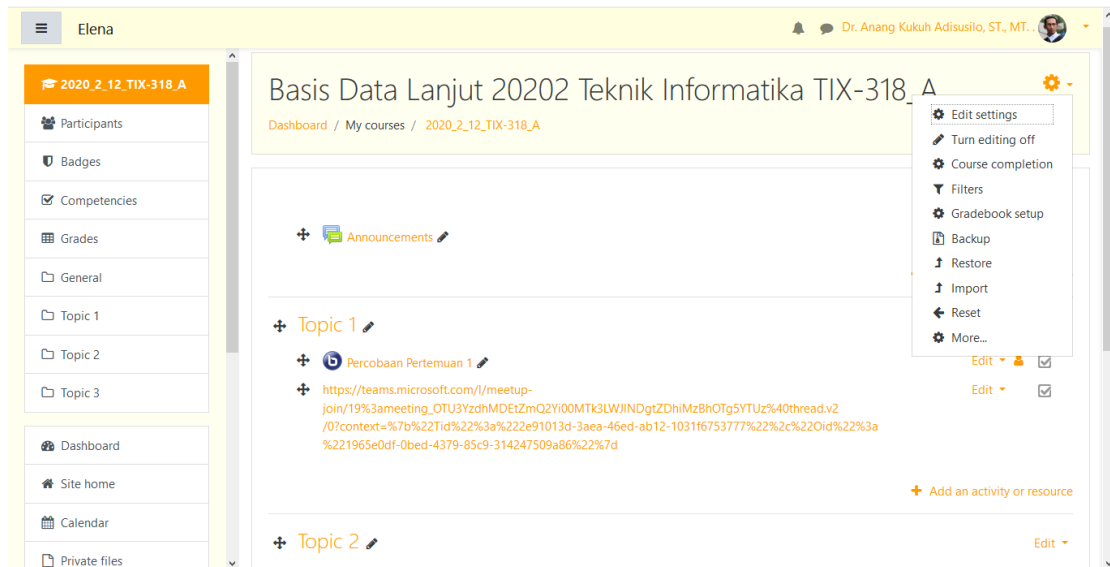
Lalu tempel alamat url google meet yang sudah dicopy sebelumnya



The screenshot shows the Moodle course page for 'Basis Data Lanjut 20202 Teknik Informatika TIX-318\_A'. The left sidebar contains navigation links for '2020\_2\_12\_TIX-318\_A', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Topic 1', 'Topic 2', and 'Topic 3'. The main content area is titled 'Adding a new URL to Topic 2'. The 'General' section is expanded, showing the 'Name' field with the text 'Pertemuan 1' and a red box around it, and a red arrow pointing to it. The 'External URL' field contains 'https://meet.google.com/gwv-phiv-ofh' and is highlighted with a red box and a red arrow pointing to it. The 'Description' field is empty. The 'Appearance' section is collapsed. The 'URL variables' section is collapsed. The 'Common module settings' section is collapsed. The 'Restrict access' section is collapsed. The 'Activity completion' section is collapsed. The 'Tags' section is collapsed. The 'Competencies' section is collapsed. The 'Save and return to course' button is highlighted.

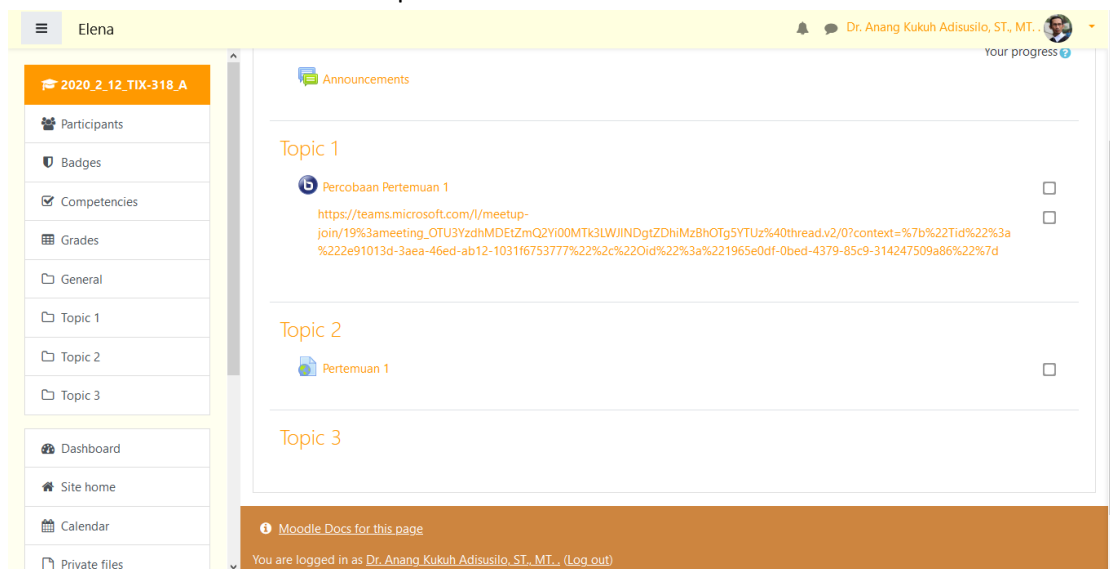
Setelah semua terisi pilih dan klik **Save and return course**

14. Setelah berhasil tersimpan, pilih dan klik **Turn editing off**



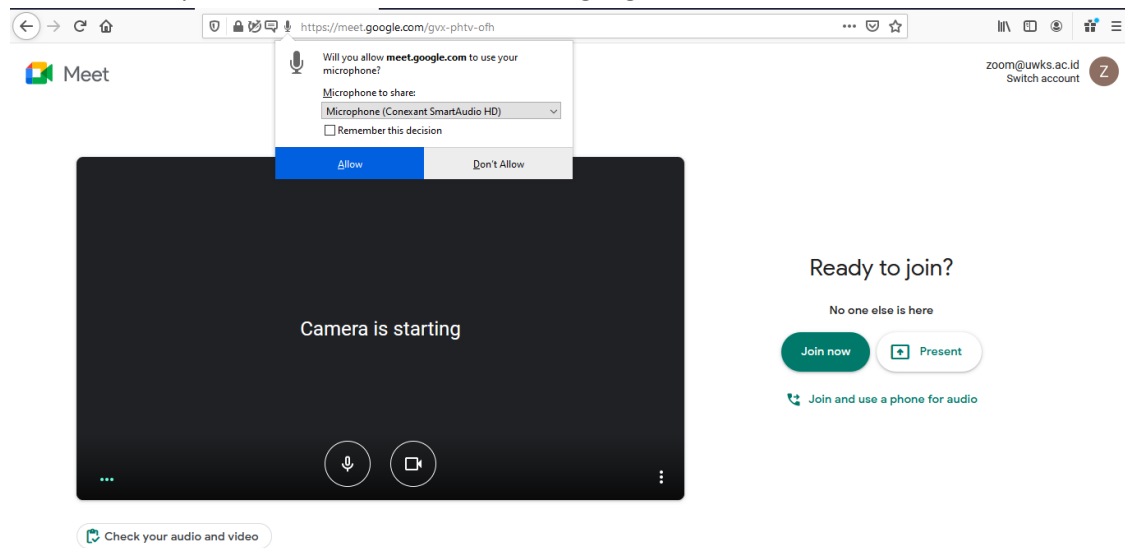
The screenshot shows the Moodle course page for '2020\_2\_12\_TIX-318\_A'. The left sidebar contains navigation links: Participants, Badges, Competencies, Grades, General, Topic 1, Topic 2, Topic 3, Dashboard, Site home, Calendar, and Private files. The main content area displays the course title and a list of activities: Announcements, Topic 1 (containing 'Percobaan Pertemuan 1' and a Teams meeting link), and Topic 2. A context menu is open on the right, showing options like 'Edit settings', 'Turn editing off', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset', and 'More...'. The 'Turn editing off' option is highlighted.

15. Aktivitas telah berhasil ditambahkan pada course



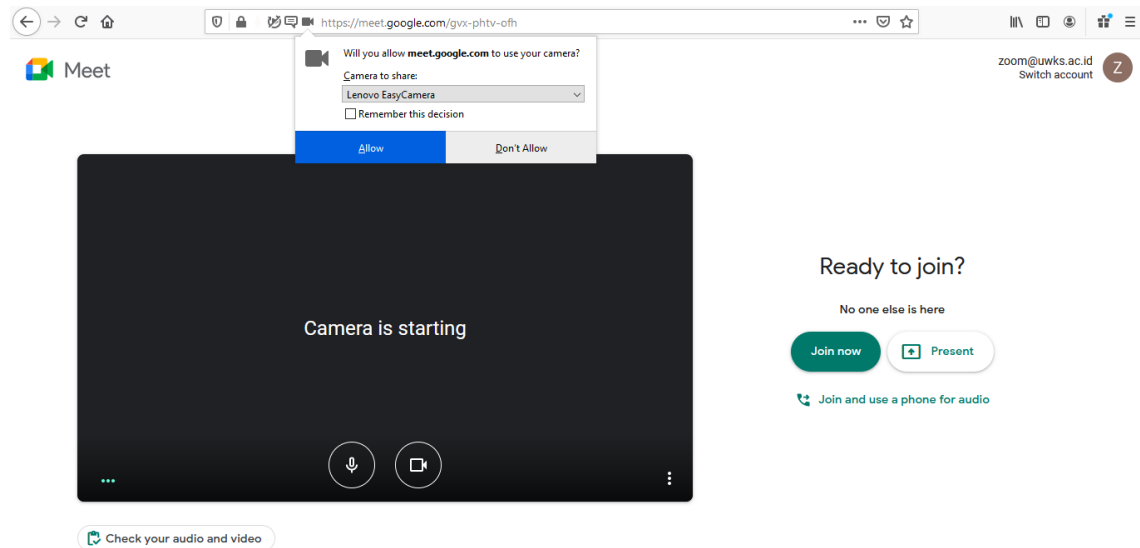
The screenshot shows the Moodle course page after the activities have been added. The left sidebar is the same as in the previous screenshot. The main content area now shows 'Topic 1' with 'Percobaan Pertemuan 1' and the Teams meeting link, and 'Topic 2' with 'Pertemuan 1'. The 'Turn editing off' option is no longer visible in the context menu. A footer bar at the bottom indicates 'You are logged in as Dr. Anang Kukuh Adisusilo, ST., MT., (Log out)'.

16. Setelah aktifitas dipilih maka akan muncul halaman google meet

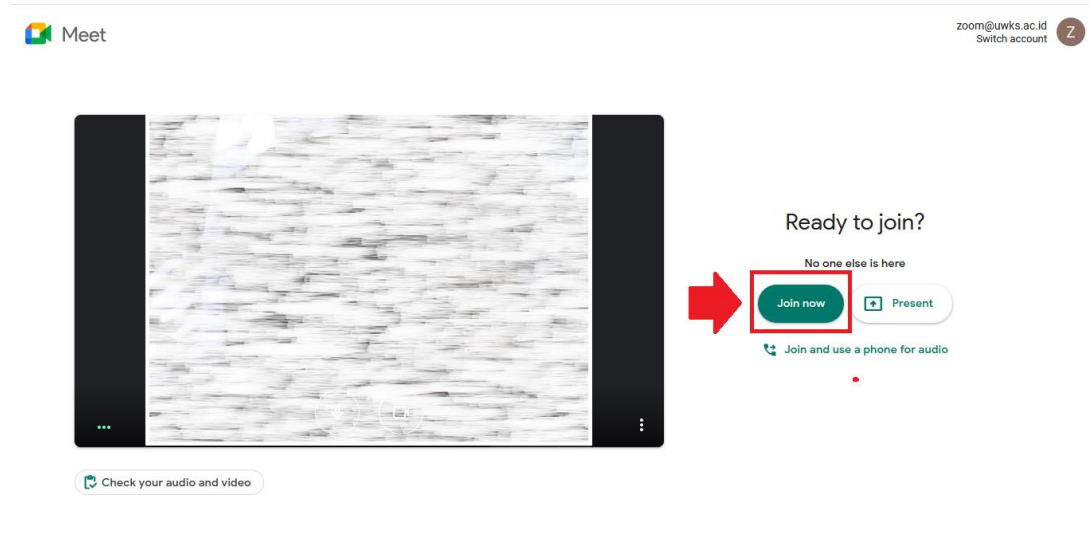


Pilih dan klik **Allow** untuk memakai microphone

17. Pilih dan klik **Allow** untuk memakai camera



18. Setelah semua selesai maka akan muncul camera dan suara pada layer, lalu klik **join now**



19. Google meet sudah bisa digunakan

