



Quick Help: **Google Meet on LMS**



**NATIONAL UNIVERSITY
OF MODERN LANGUAGES**

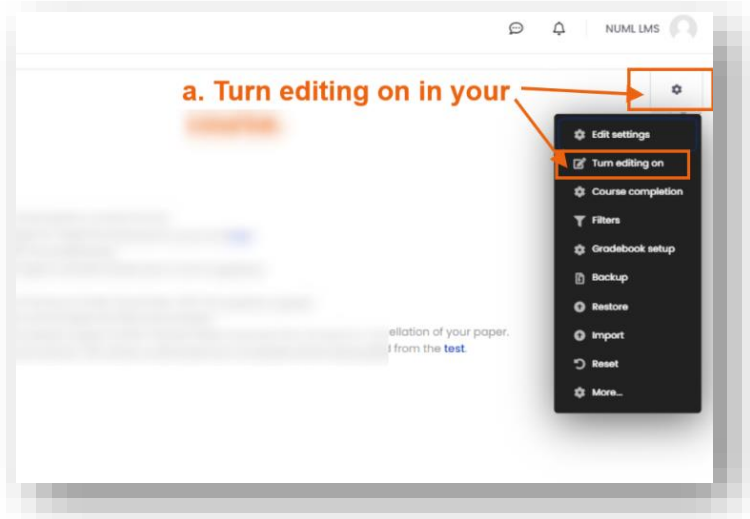
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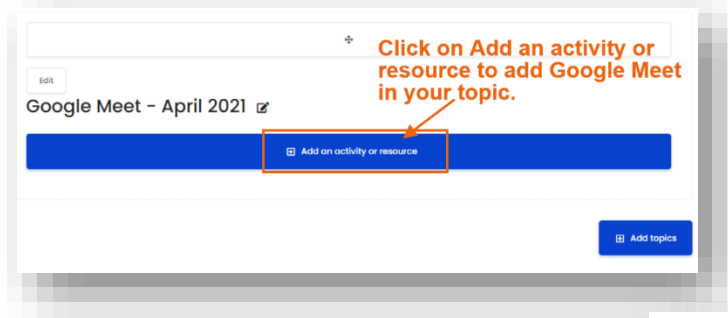
The Google Meet for in NUML LMS allows the teacher, without having to leave LMS, to create a Google Meet room and make available to the students the recordings of the room saved in Google Drive.

1. How to add Google Meet in Topic?

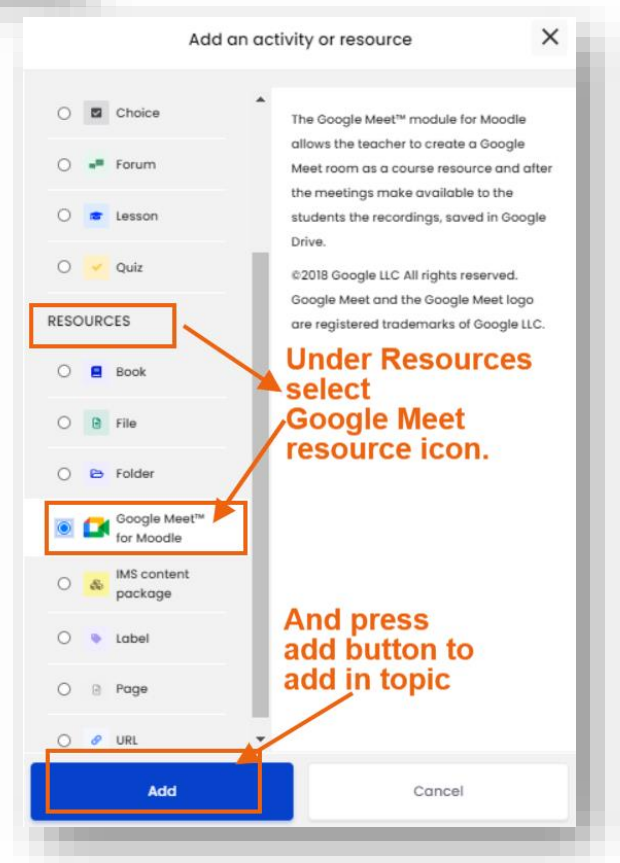
- a. Go to your Subject/Course, and in Settings “Turn Editing on” to enable options.



- b. An option “Add an activity or resources” will be enabled after Turn Editing on, click here to add Google Meet in your topic.



- c. A Popup window will appear to add Google Meet in your subject’s topic. In Resources Select Google Meet option and press Add button to complete your Meet process.



2. Configuration

2.1. General

General

a: Room name ▲ Online Class - Google Meet Link

b: Description This Class is about to...

Display description on course page ?

c: Event date 6 April 2021

from 00:00 to 00:00

- Room name:** Enter a name for the meeting room.
- Description:** Enter a description. (if Check box is checked, all entered description will visible on course page)
- Event date:** Select the day, start time and end time of the meeting.

2.2. Recurrence of the Event Date

▼ Recurrence of the event date

Repeat the event date above as follows ?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

a Repeat on

b Repeat every 1 Week(s)

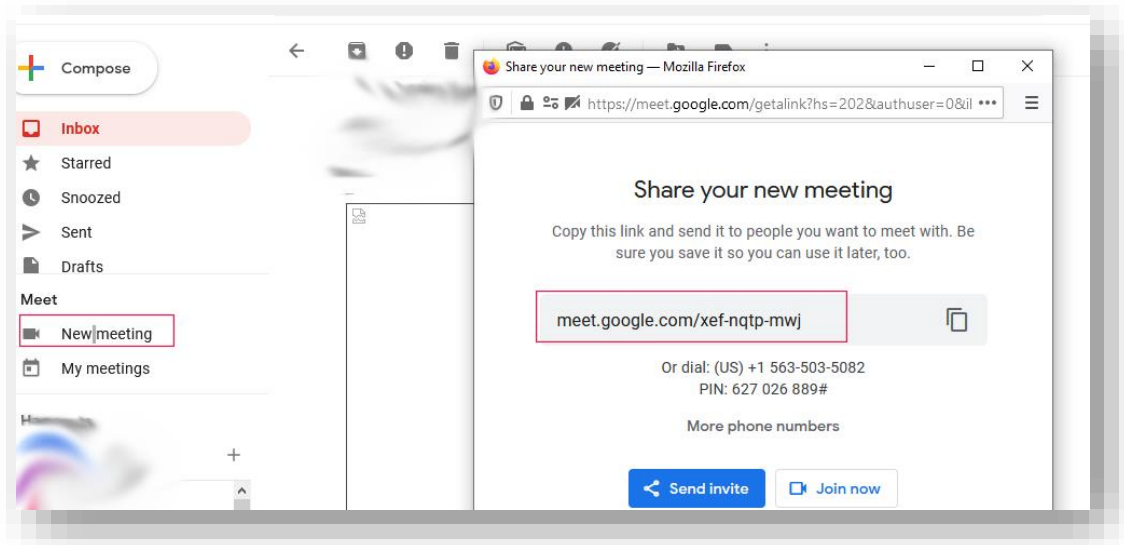
c Repeat until 5 December 2020

This function allows you to create multiple recurrences from the date of the event.

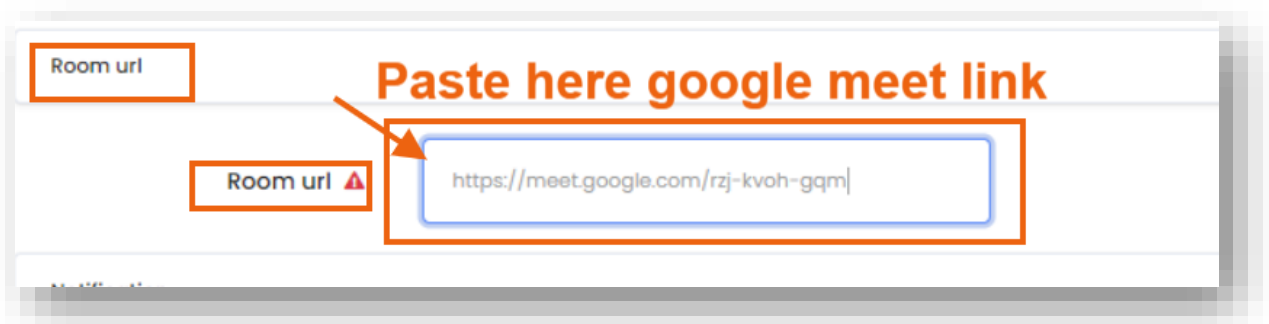
- Repeat on:** Select the days of the week your class will meet (for example, Monday / Wednesday / Friday).
- Repeat every:** This allows a frequency setting.
 - If your class will meet every week, select 1;
 - will meet every two weeks, select 2;
 - every 3 weeks, select 3 and so on.
- Repeat until:** Select the last day of the meeting (last day that you want to recur the event date).

2.3. Room URL

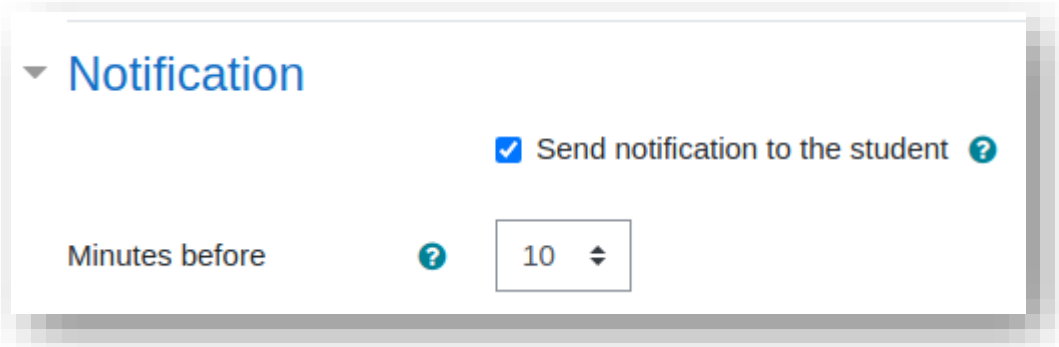
- Create a Google Meet link and Copy Meeting link



- Copy Meeting Link and Paste in Room URL Box

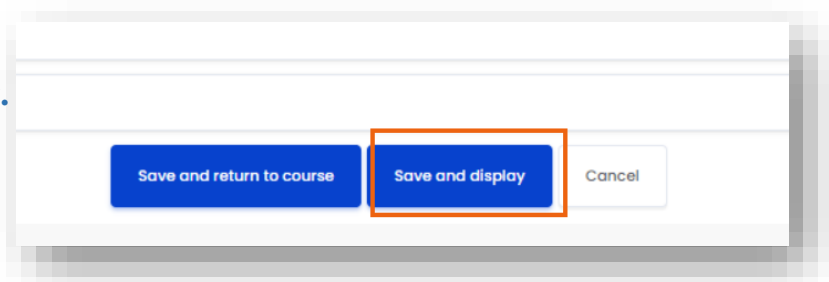


2.4. Notification



- Send notification to the student:** If checked, a notification will be sent to the student about the start date of the event.
- Minutes before:** Number of minutes before the event starts (when notification must be sent).

2.5. Click Save and display.



3. Synchronizing recordings with Google Drive

Go to Topic and Click on Present Google Meet link that was created.

The screenshot shows the Google Meet interface for a room named "Room test". At the top, there is a title "Google Meet - April 2021" and a link to edit it. Below the title, there is a section for the room name "Online Class - Google Meet (Lecture -1)" with an edit button. A blue button labeled "Add an activity or resource" is visible. The "Room test" section includes a description "Test room description" and an "Enter the room" button. Below this, there is a section for "Upcoming events" with a date range from "Today, Sat. 5 Dec." to "Sat. 26 Dec." from 14:00 to 15:00. The "Recordings" section is highlighted with a red box and contains a table with the following data:

Recording	Name	Date	Duration	Visible	
Play	smf-ueuz-uxa (2) at 06:43 GMT-8		10:49 AM	0:44	

Below the table, there is a "Last sync" timestamp of "10:56" and a "Room creator" field. A note states "Recordings with the name: 'smf-ueuz-uxa' or 'Room test (9036)'" and a blue button labeled "Sync with Google Drive". At the bottom, there is an "Announcements" section and a "Jump to..." dropdown menu.

Click the **Sync with Google Drive** button to sign in to the Google service, to authenticate your identity (unless you are already signed in). Then, the service will ask you to authorize the application to access your account, click the **Allow** button. Here is an example of an application authorization request:

The screenshot shows a Google account authorization dialog. At the top, it says "Sign in with Google". The main text reads "[redacted] wants to access your Google Account". Below this, there is a profile picture and name for the user. The dialog asks "This will allow [redacted] to:" and lists the permissions: "See, edit, create, and delete all of your Google Drive files". There is an information icon (i) next to the permissions. Below this, it says "Make sure you trust [redacted]" and provides a warning: "You may be sharing sensitive info with this site or app. Learn about how [redacted] will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your Google Account." There is a link "Learn about the risks". At the bottom, there are two buttons: "Cancel" and "Allow".

After authorizing access to your account, the application will search for recordings in the **Meet Recordings** folder and set the share link to **Anyone with the link** with read permission.

Note:

Do not change the name of the **Meet Recordings** folder on your Google Drive in any way. It is in this folder where Google Meet saves recordings and it is in this folder that the Google Meet for NUML - LMS module searches for recordings.

If the recording name is changed or removed from the **Meet Recordings** folder, this recording will no longer be synchronized with the Google Meet for NUML-LMS module.