Project Viva Voce – Google Meet

Step by Step guide to conduct Viva Voce
Prepared by Dr. B. Kanickairaj
Overview

- Hosts
- Presenters
- Instructions
Sign In

1. Sign into GMAIL using your email ID or your Institutional email ID
   - eg. abcxyz@gmail.com
   - or abcxyz@mail.sjctni.edu
   - This is common for hosts and presenters
For Hosts (Guide/External)

For creating and managing meetings
Starting a Meet

• Click on Start a meeting
New Meet

• Click on Join Now
Invite/Add Participants

- Click on Add People
Sending Invites

1. Enter the email id of the participants
2. Click on Send email
Meeting Info

- This link can be sent through **SMS**, **WhatsApp**, **email** or other methods
• The Host of the meet will have to **Admit** the participants who request to join the meeting.
List of Participants
Changing Layouts

1. Click on the **ellipsis** menu button
2. And click on **Change layout**
Changing Layouts

- Choose the **Sidebar layout**
For Students
Joining Procedure

1. Receive invitation from Dr. B.KANICKAIRAJ via email.
2. Open Google Meet app.
3. Join the video meeting by selecting "JOIN MEETING".
4. Enter meeting details if prompted.
5. Confirm if necessary and join the meeting.

Happening now: Dr. B.KANICKAIRAJ is inviting you to a video meeting.

Meet

Dr. B.KANICKAIRAJ is inviting you to join a video meeting happening now.

Joining procedure complete.
Presenting

1. Open your presentation (PPT) in the background
2. Click Present Now in Meet
3. Select A window
Presenting

1. Click on your **Presentation**
2. And Click on **Share**
Presenting

1. Ensure that you are presenting
2. Then go to your presentation
3. Choose Reading View or Slide Show
4. Present your slides
• Presentation on the Phone vs Desktop
End Meet

• Click the **red** phone symbol to end the meeting
End of Meet

You left the meeting

How was the audio and video?

Very bad

Very good
Instructions
Instructions to the External Examiner

• 10 Screenshots to be taken with the respective Guide and each Student wards at the beginning and at the end of the Viva Voce
• Paste the captured screenshots into a MS Word document
• Save the file with Reg. No. of the student
• Send the screenshot file, PPT and mark sheet to the HOD
• HODs are requested to send the consolidated mark sheet along with screen shot files for the entire class to the Controller’s Office
Instructions to the Guide

• The guides are requested to train the students before the Viva Voce
• The student should rename the presentation file to their respective register number