

# Project Viva Voce – Google Meet

Step by Step guide to conduct Viva Voce

Prepared by Dr. B. Kanickairaj

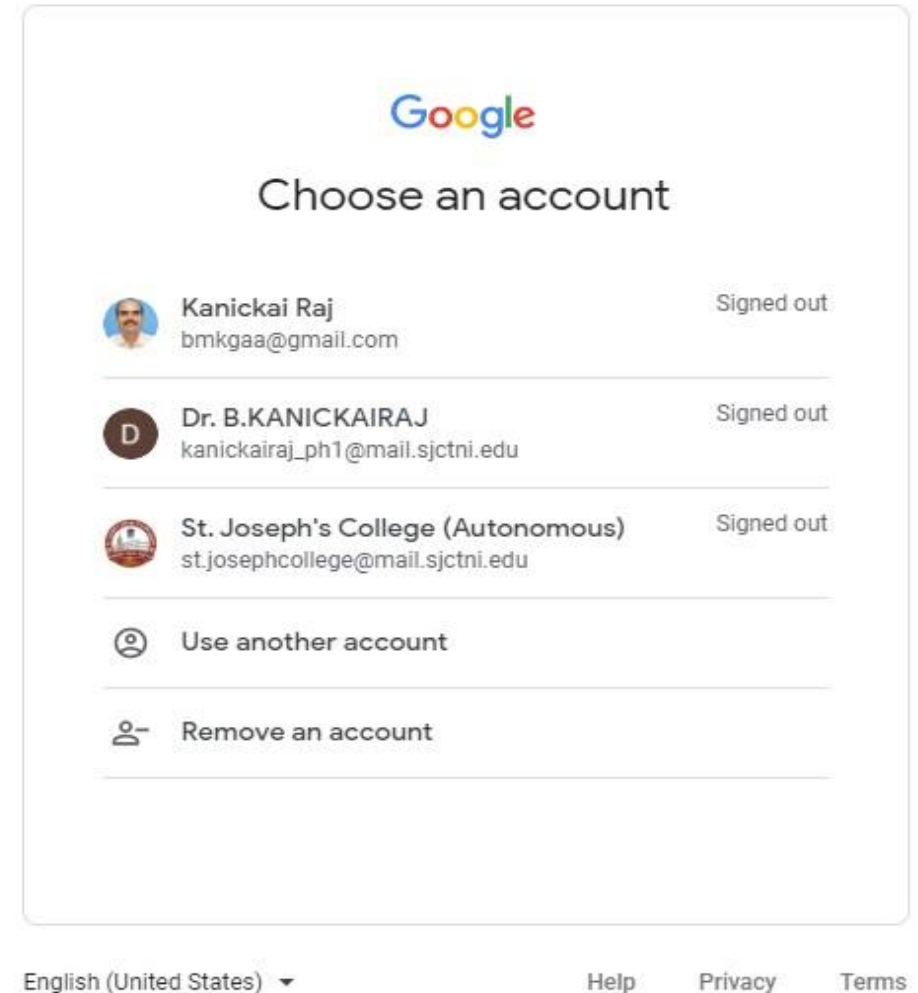
# Overview

- 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

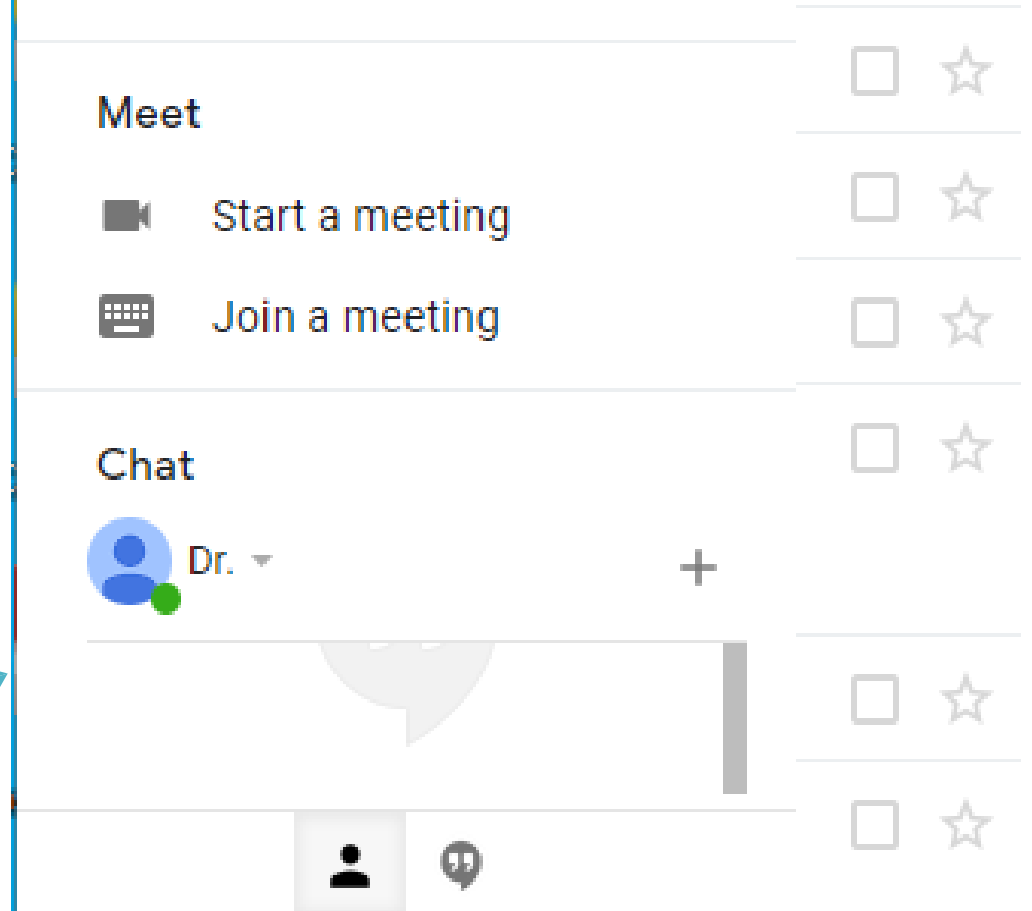
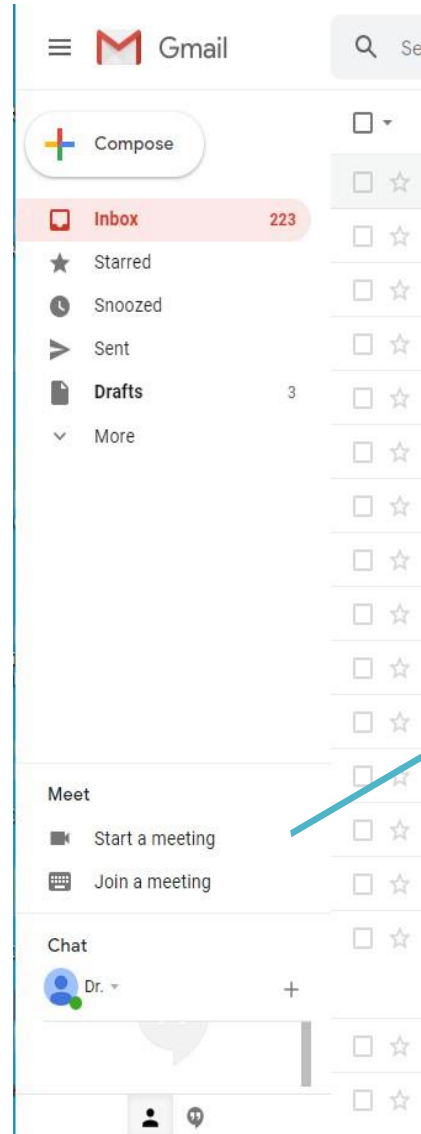


# For Hosts (Guide/External)

For creating and managing meetings

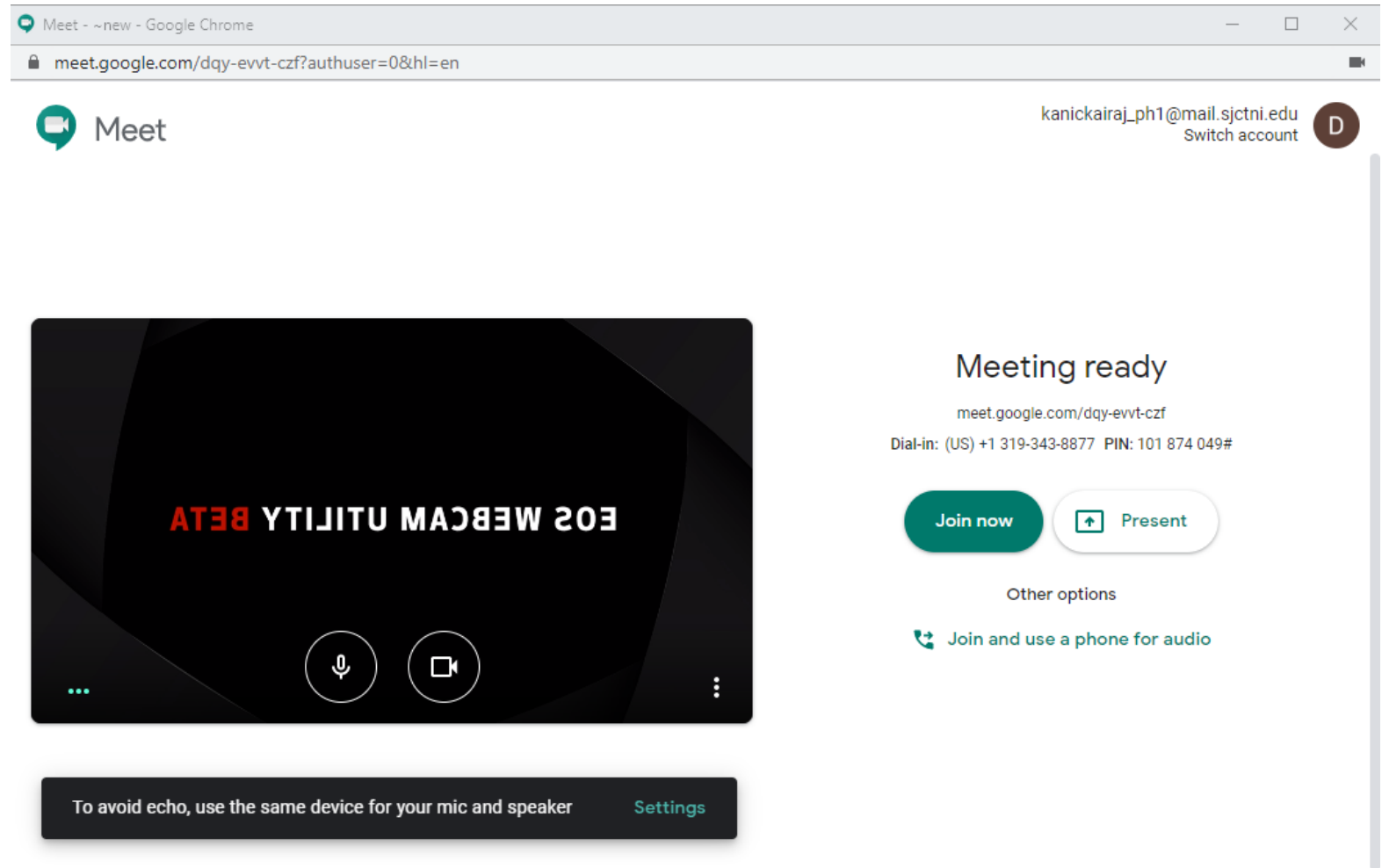
# Starting a Meet

- Click on **Start a meeting**



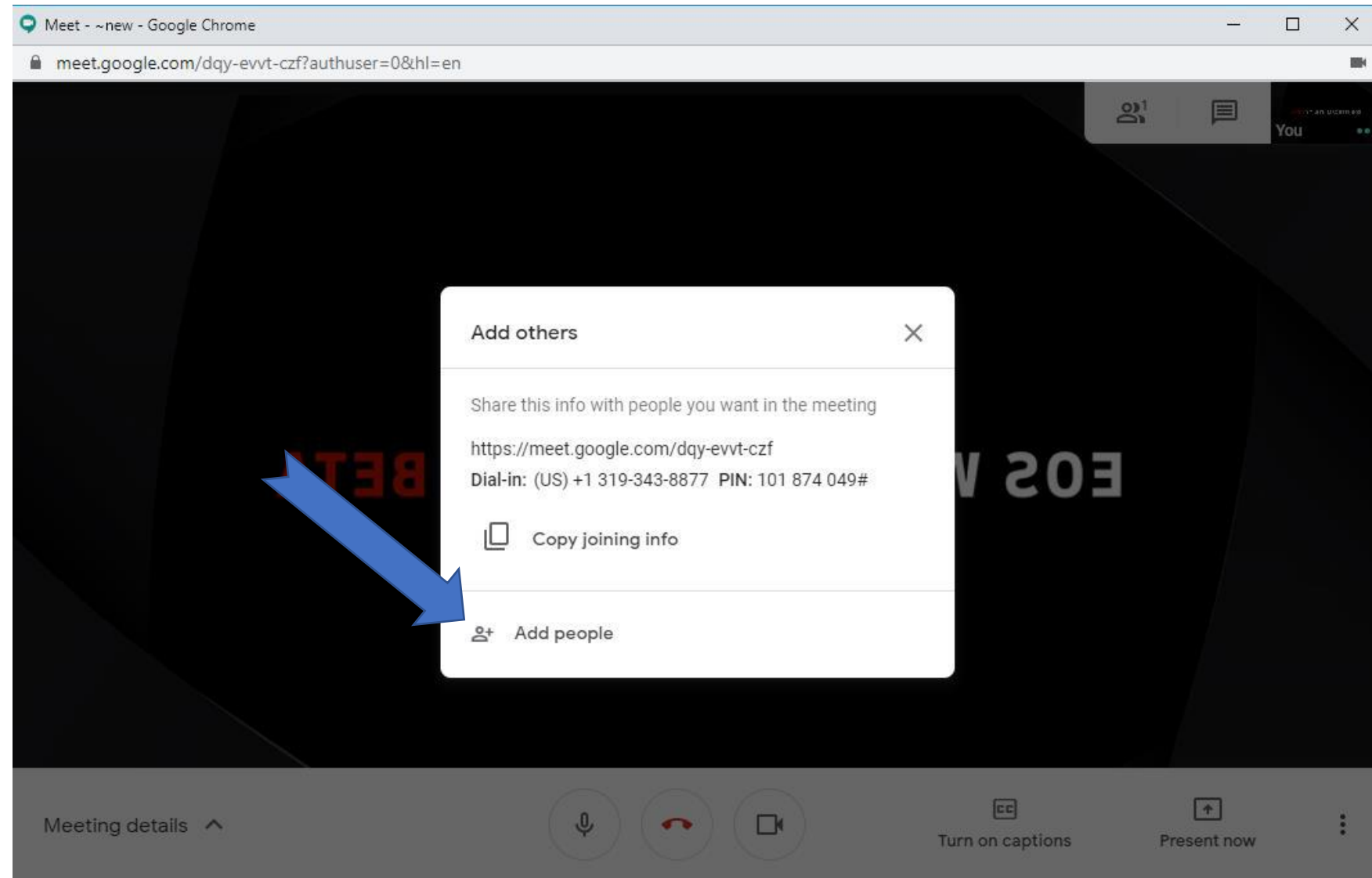
# New Meet

- Click on [Join Now](#)



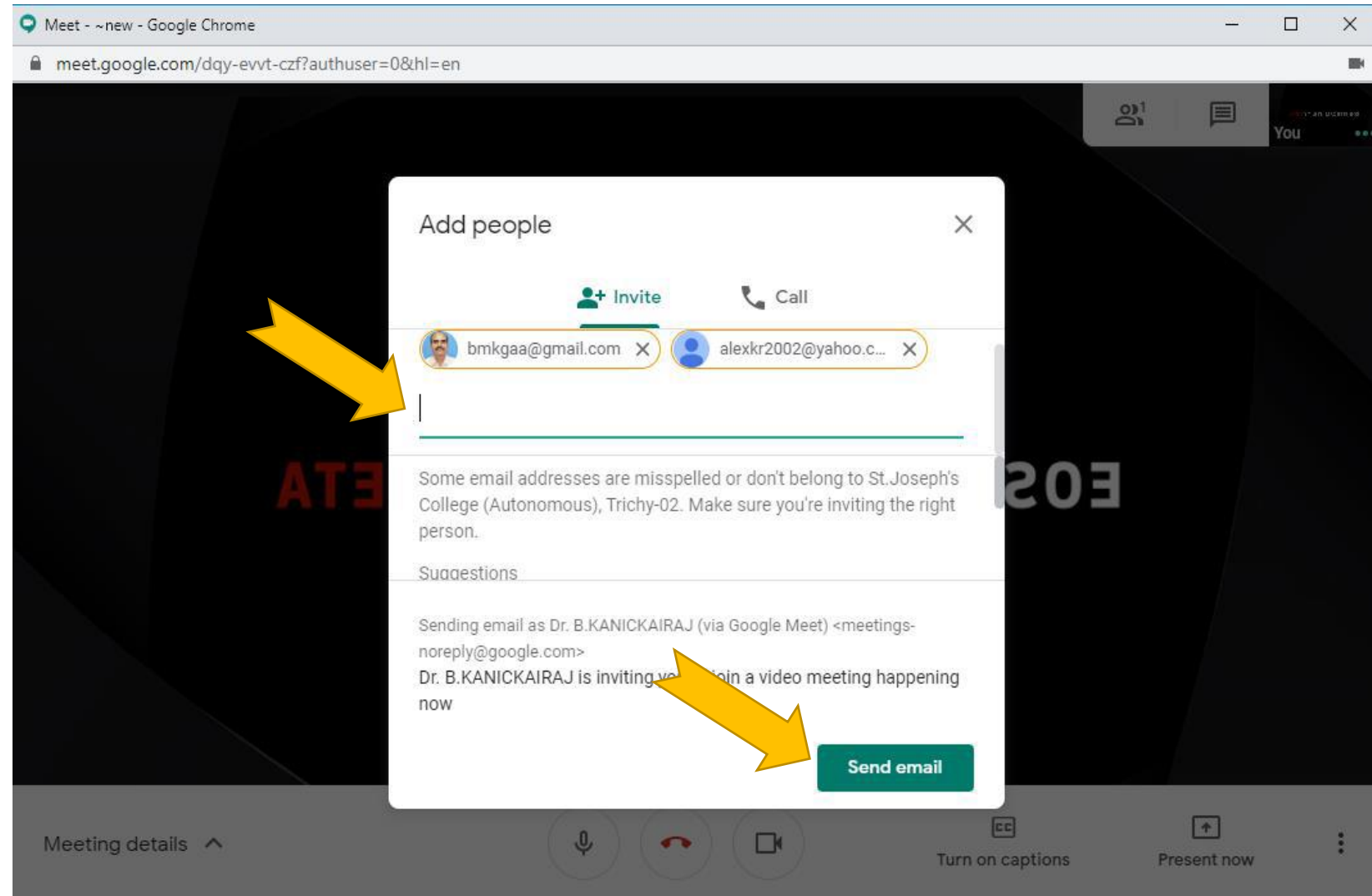
# Invite/Add Participants

- Click on [Add People](#)



# Sending Invites

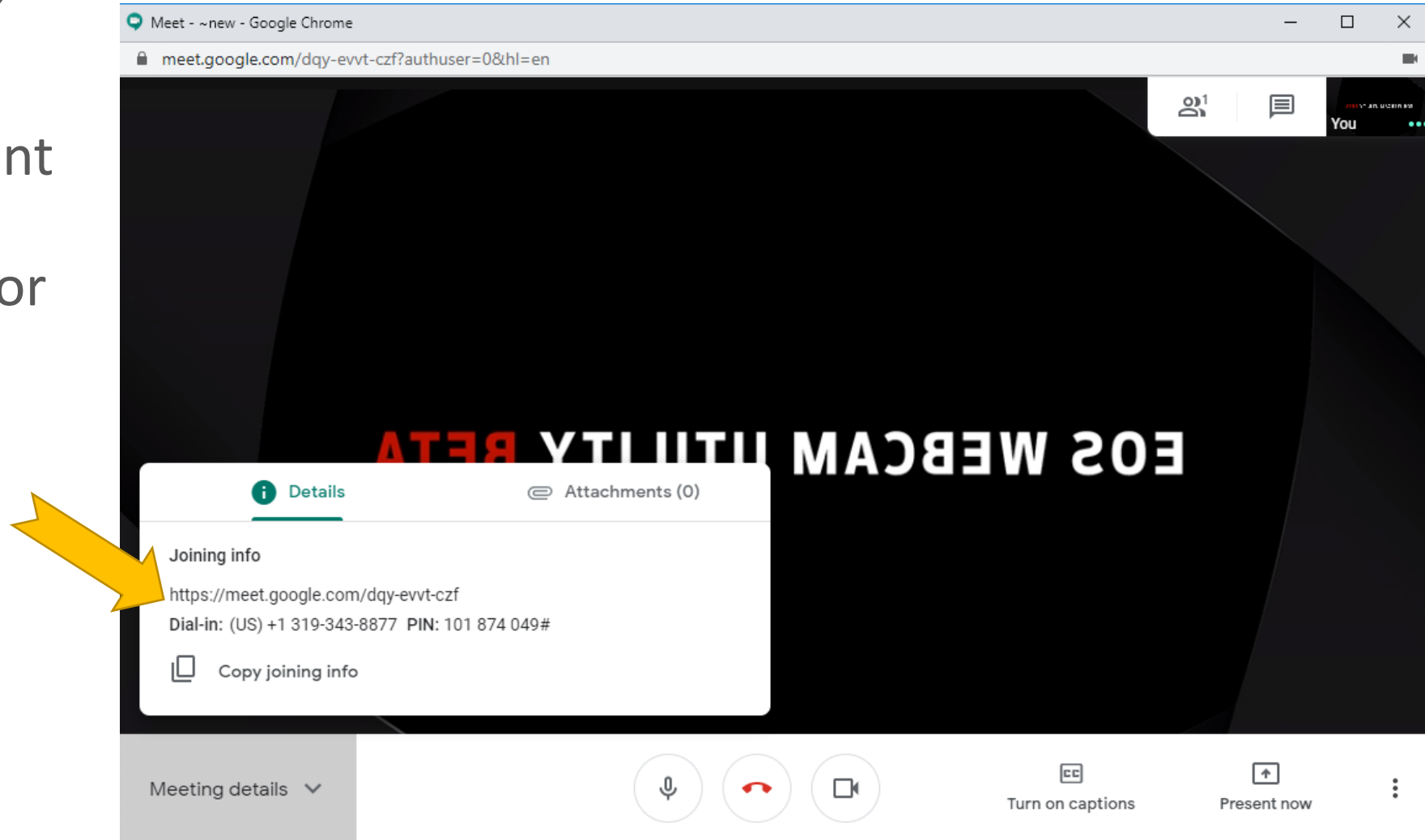
1. Enter the email id of the participants
2. Click on Send email

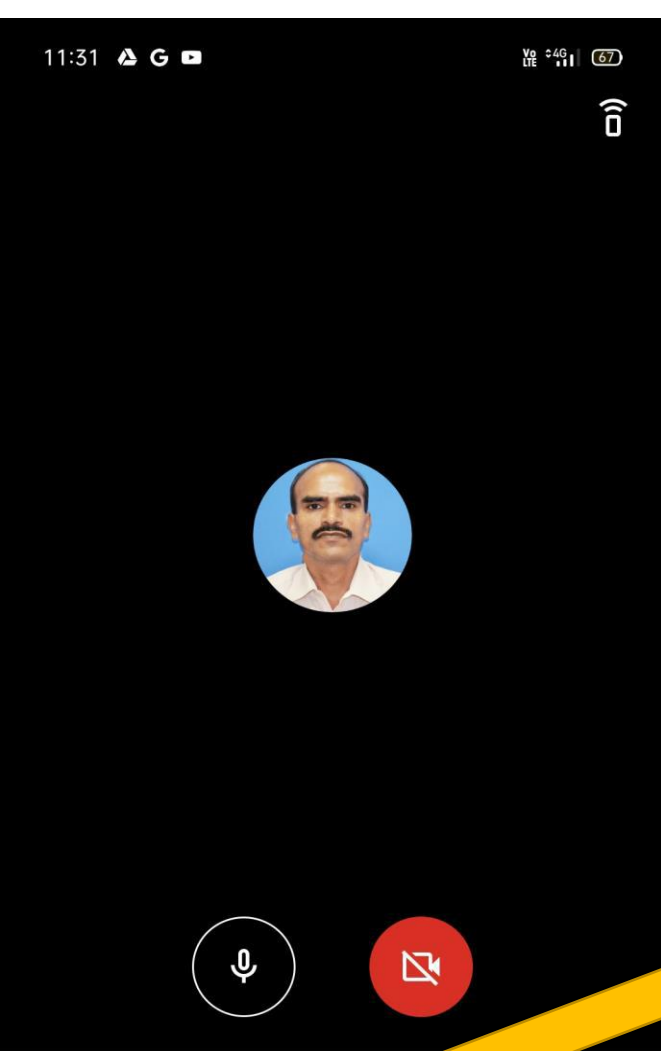




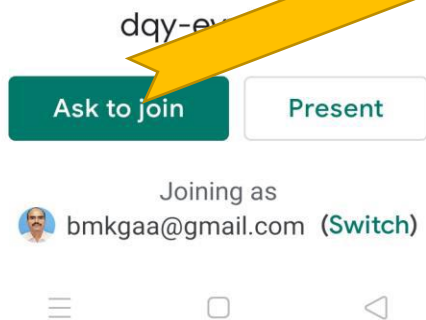
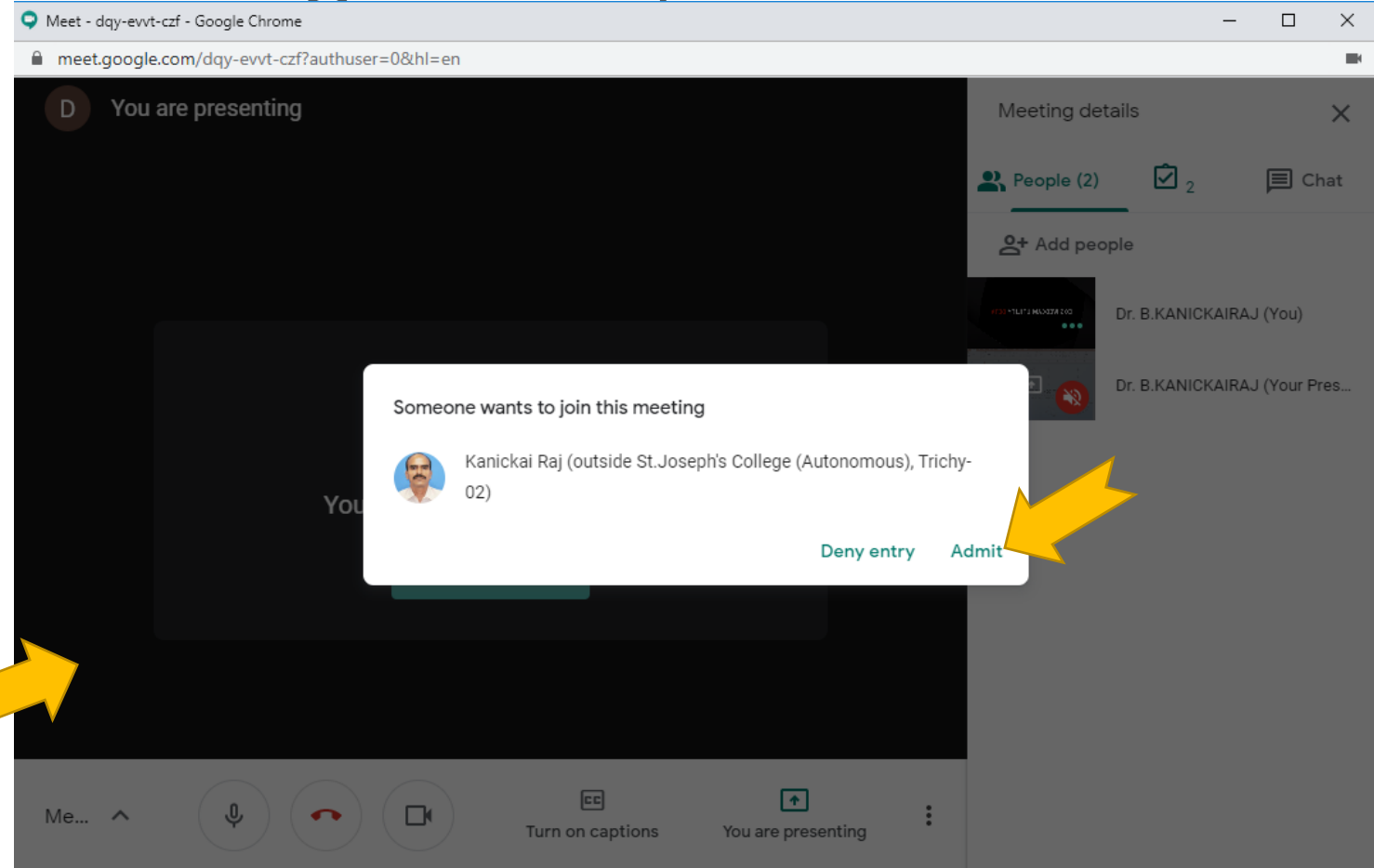
# Meeting Info

- This link can be sent through [SMS](#), [WhatsApp](#), [email](#) or other methods





# Admitting Participants



- The Host of the meet will have to **Admit** the participants who request to join the meeting

# List of Participants

Meet - ~new - Google Chrome

meet.google.com/ybk-bnxb-nqh?authuser=0&hl=en

Meeting details

People (2) ☒ 2 Chat

+ Add people

Kanickai Raj (You)

Kanickai Raj

Meeting details ^

Turn on captions Present now

Meet - ~new - Google Chrome

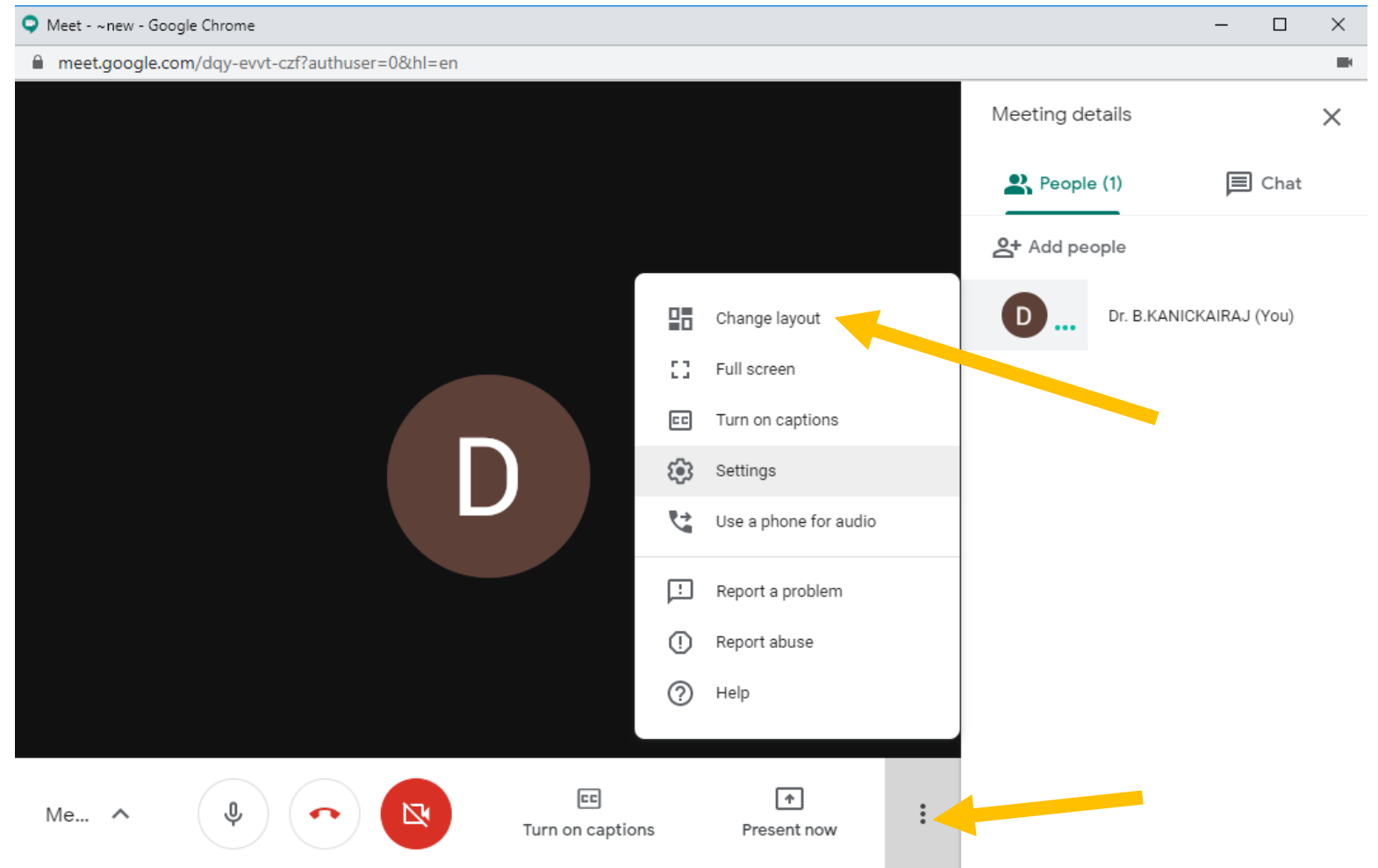
meet.google.com/ybk-bnxb-nqh?authuser=0&hl=en

2 Chat

You

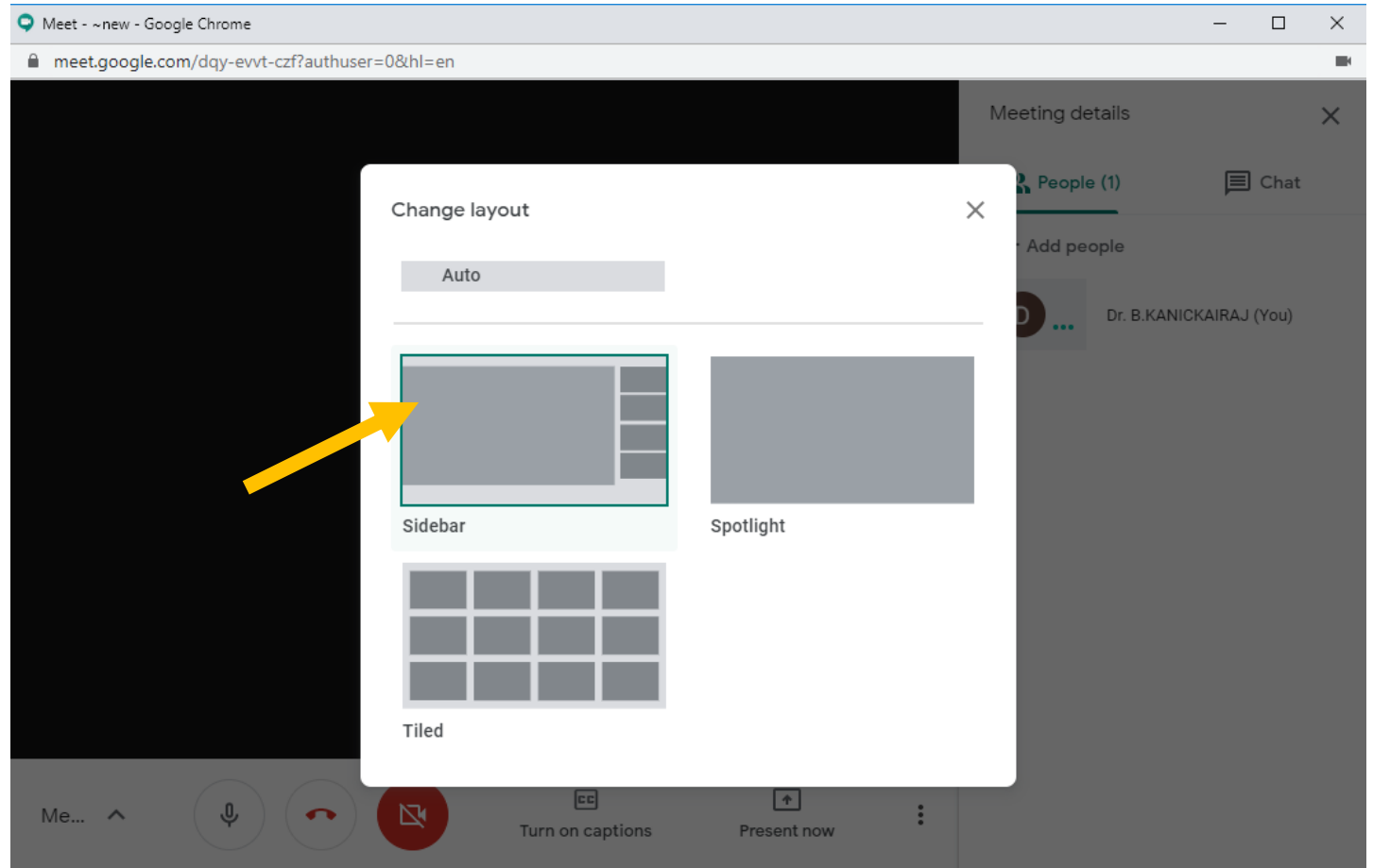
# Changing Layouts

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



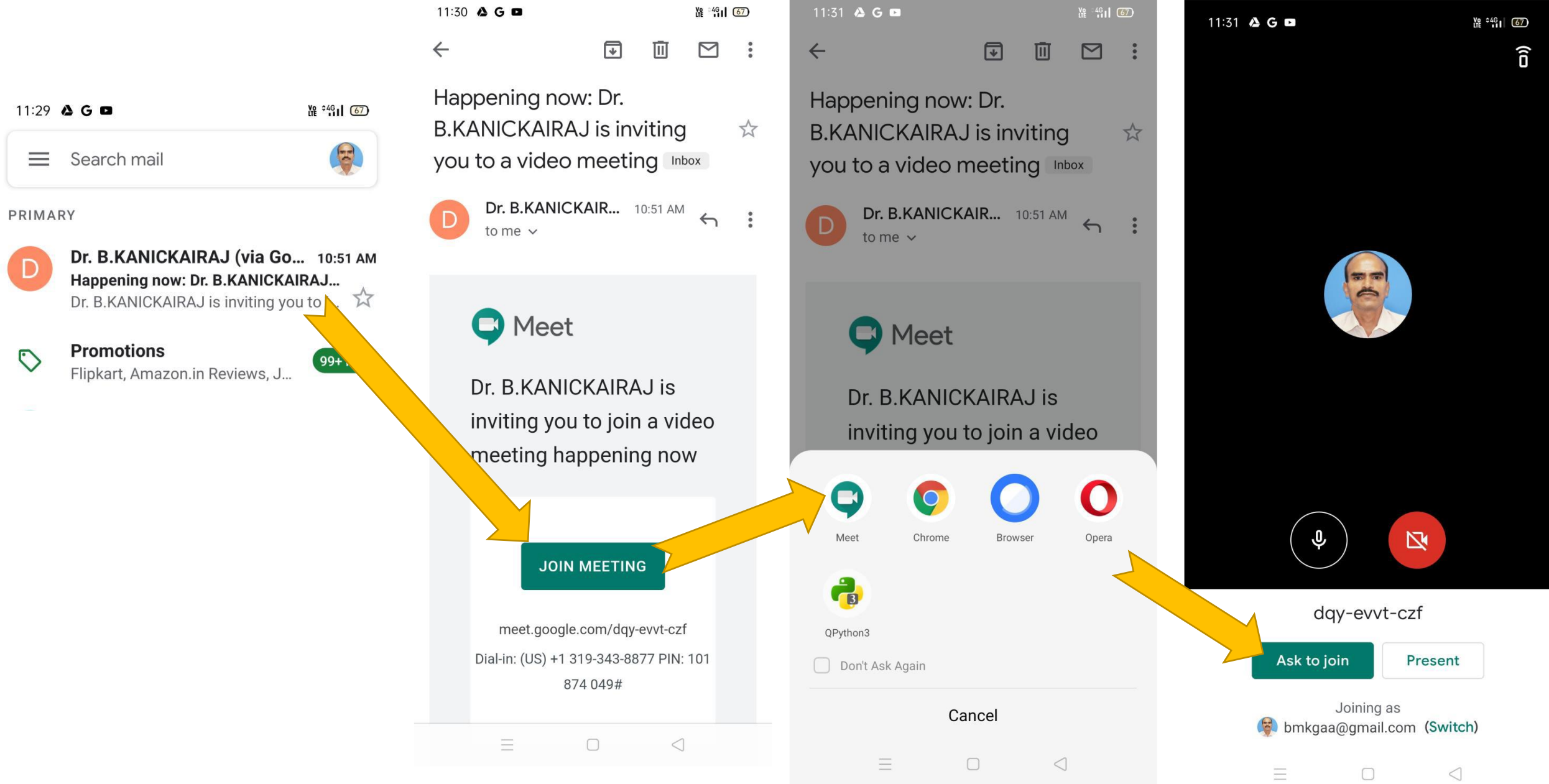
# Changing Layouts

- Choose the **Sidebar** layout



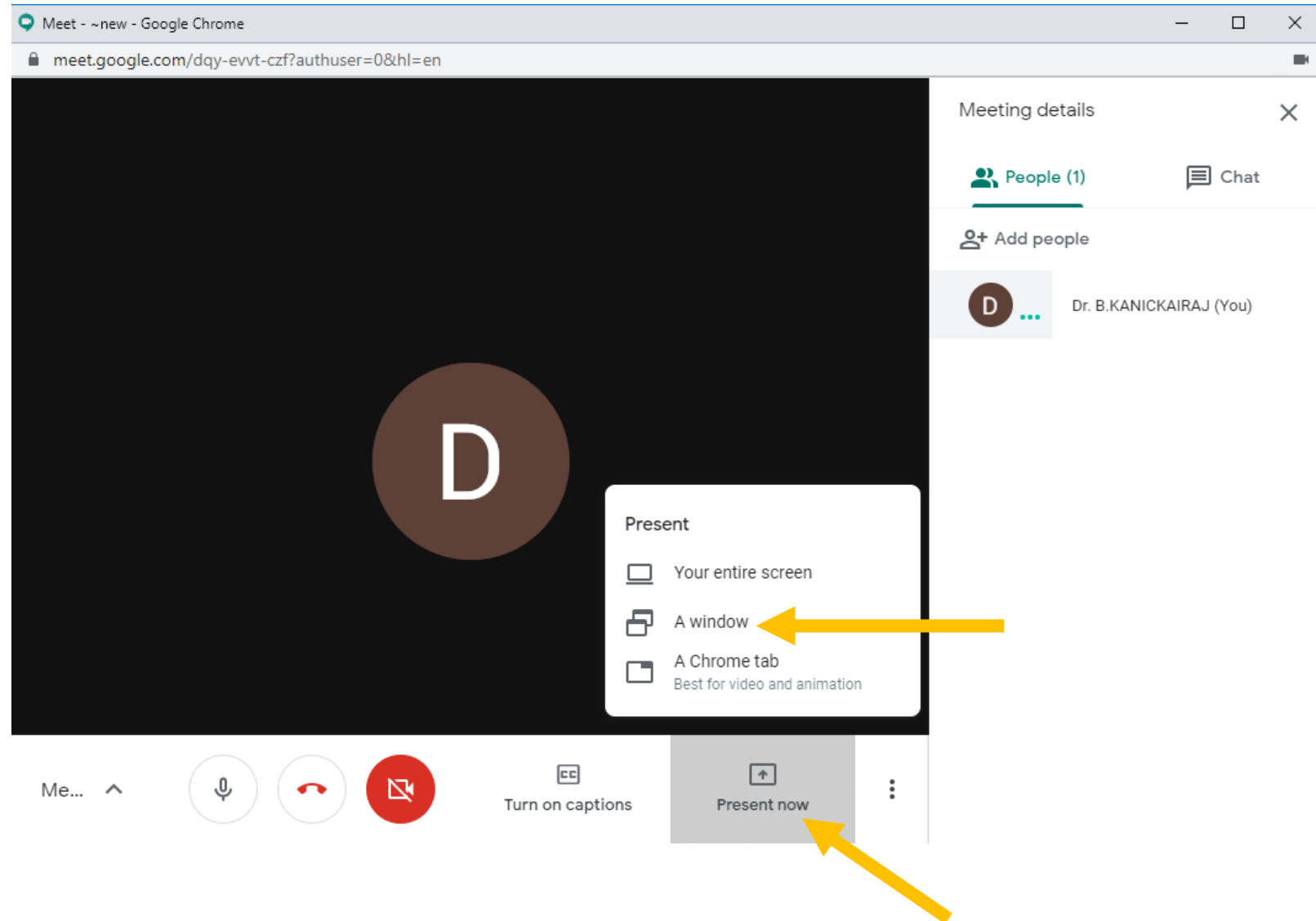
For Students

# Joining Procedure



# Presenting

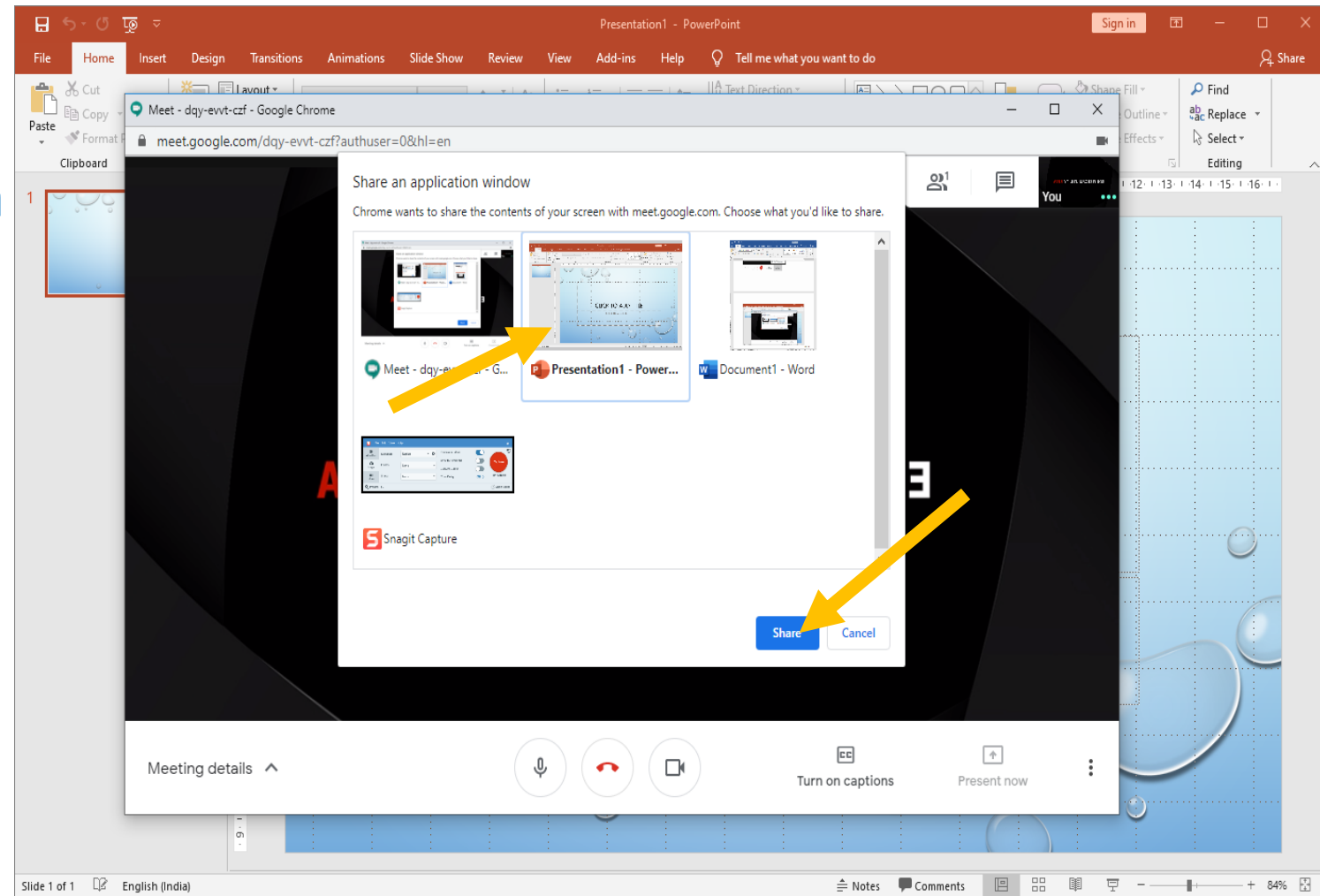
1. Open your presentation (PPT) in the background
2. Click **Present Now** in Meet
3. Select **A window**





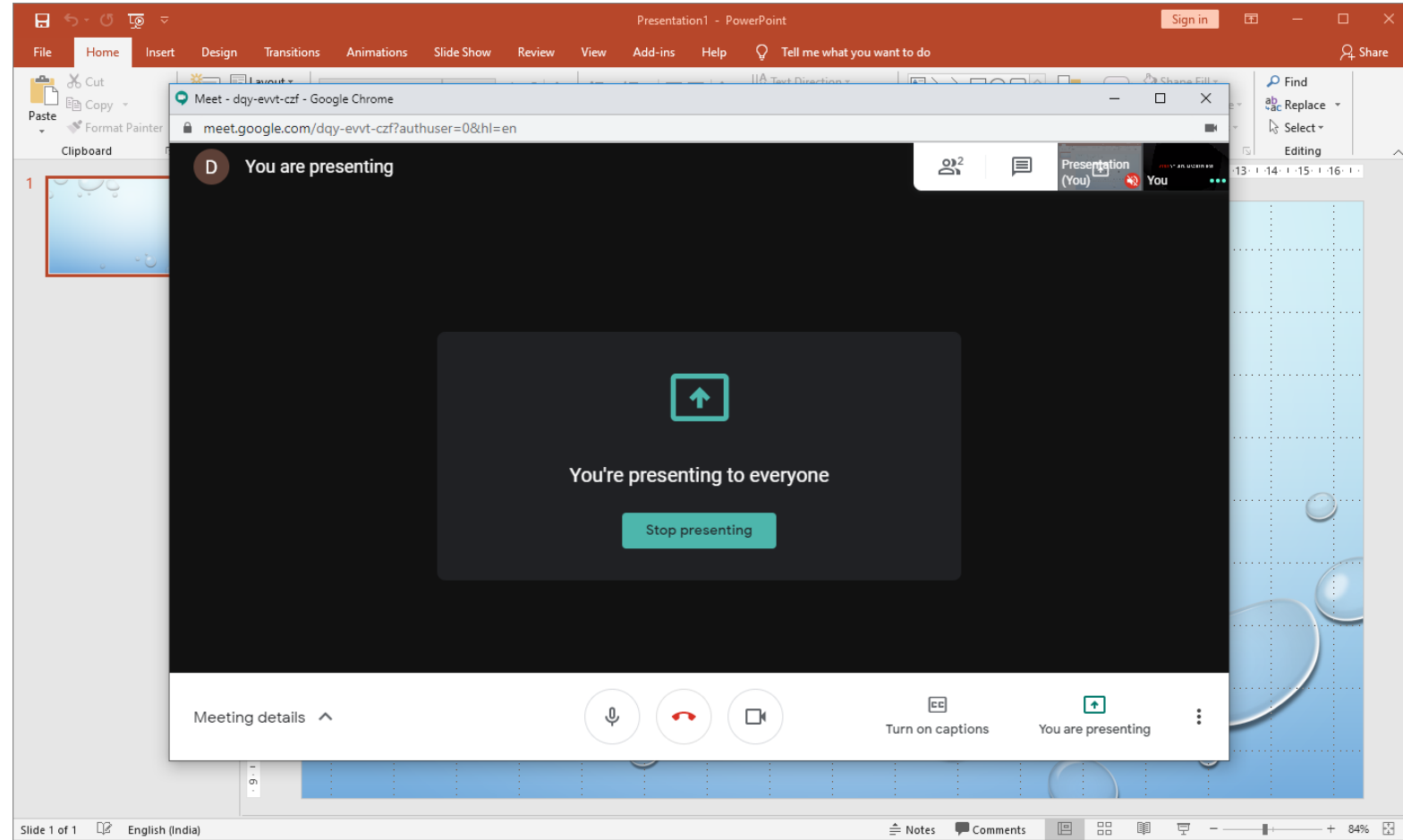
# Presenting

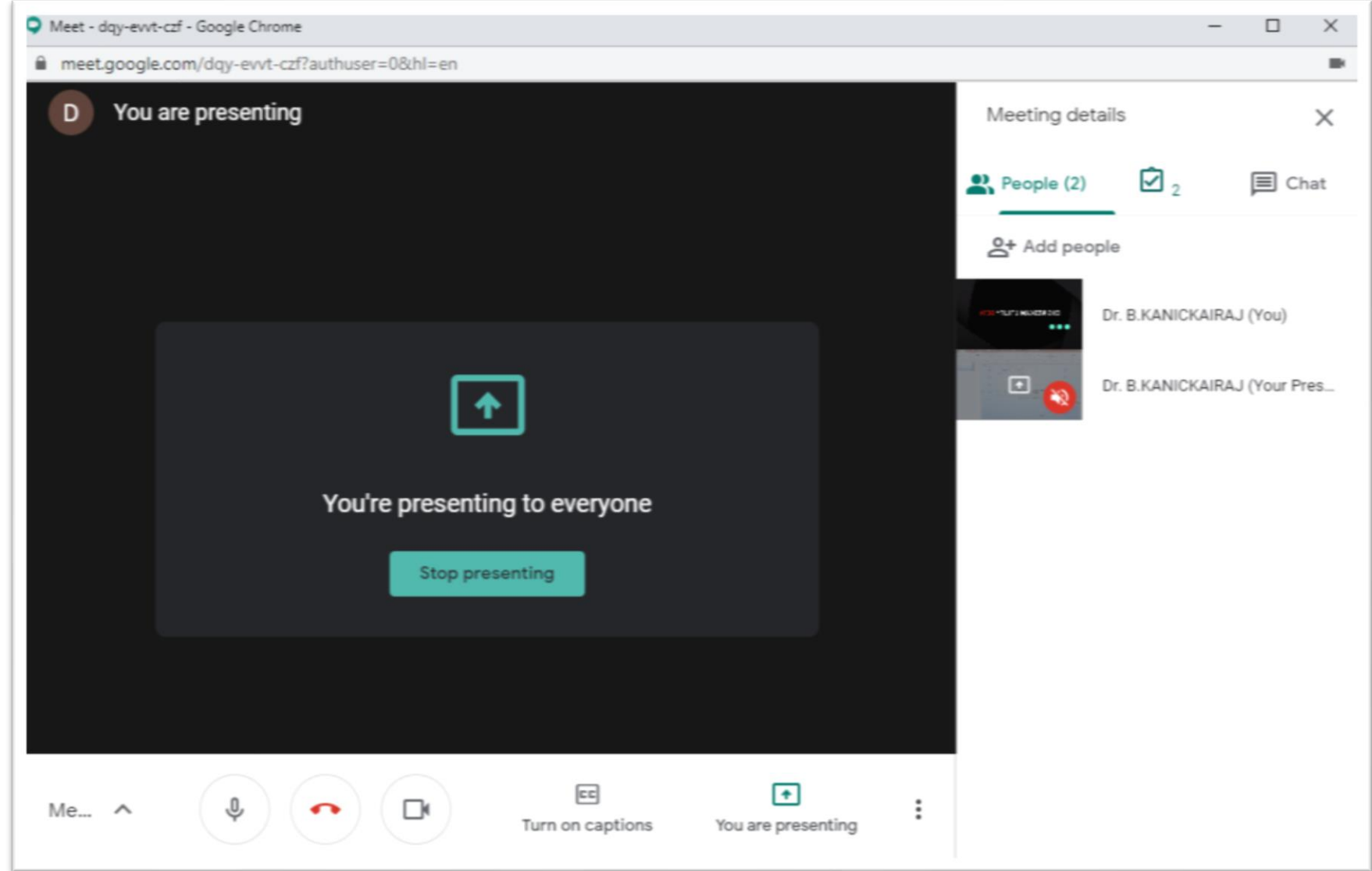
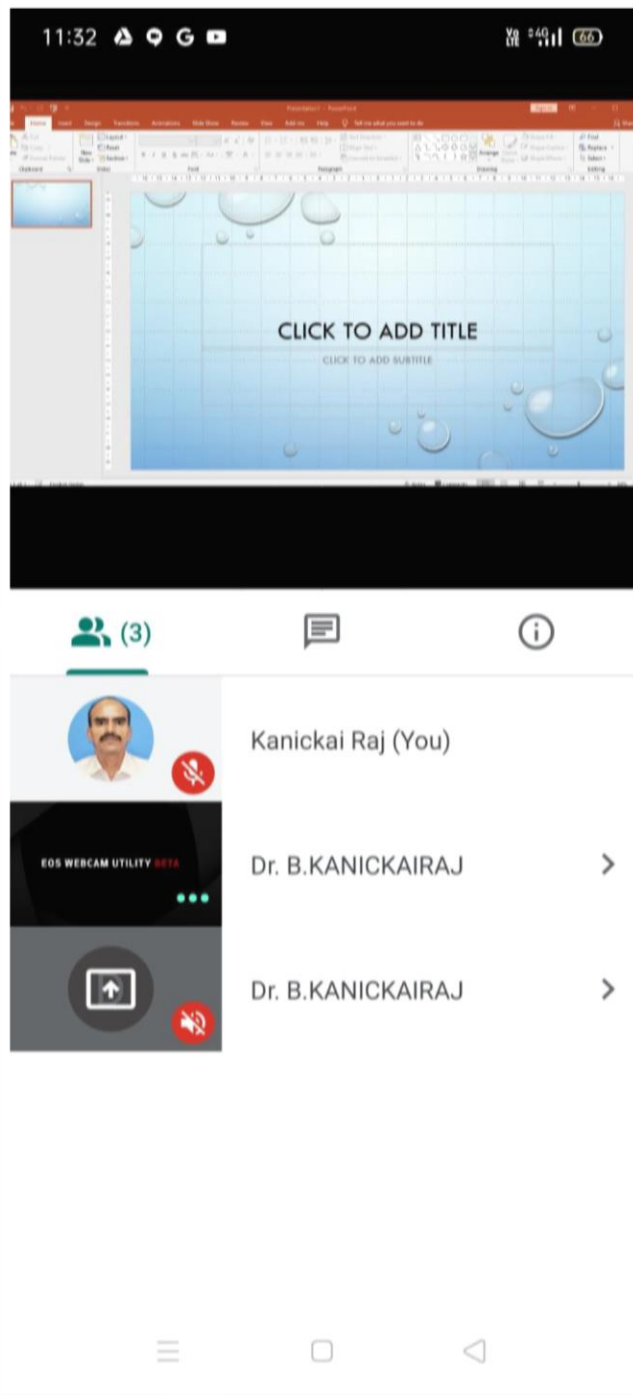
1. Click on your **Presentation**
2. And Click on **Share**



# Presenting

1. Ensure that you are presenting
2. Then go to your presentation
3. Choose Reading View or Slide Show
4. Present your slides

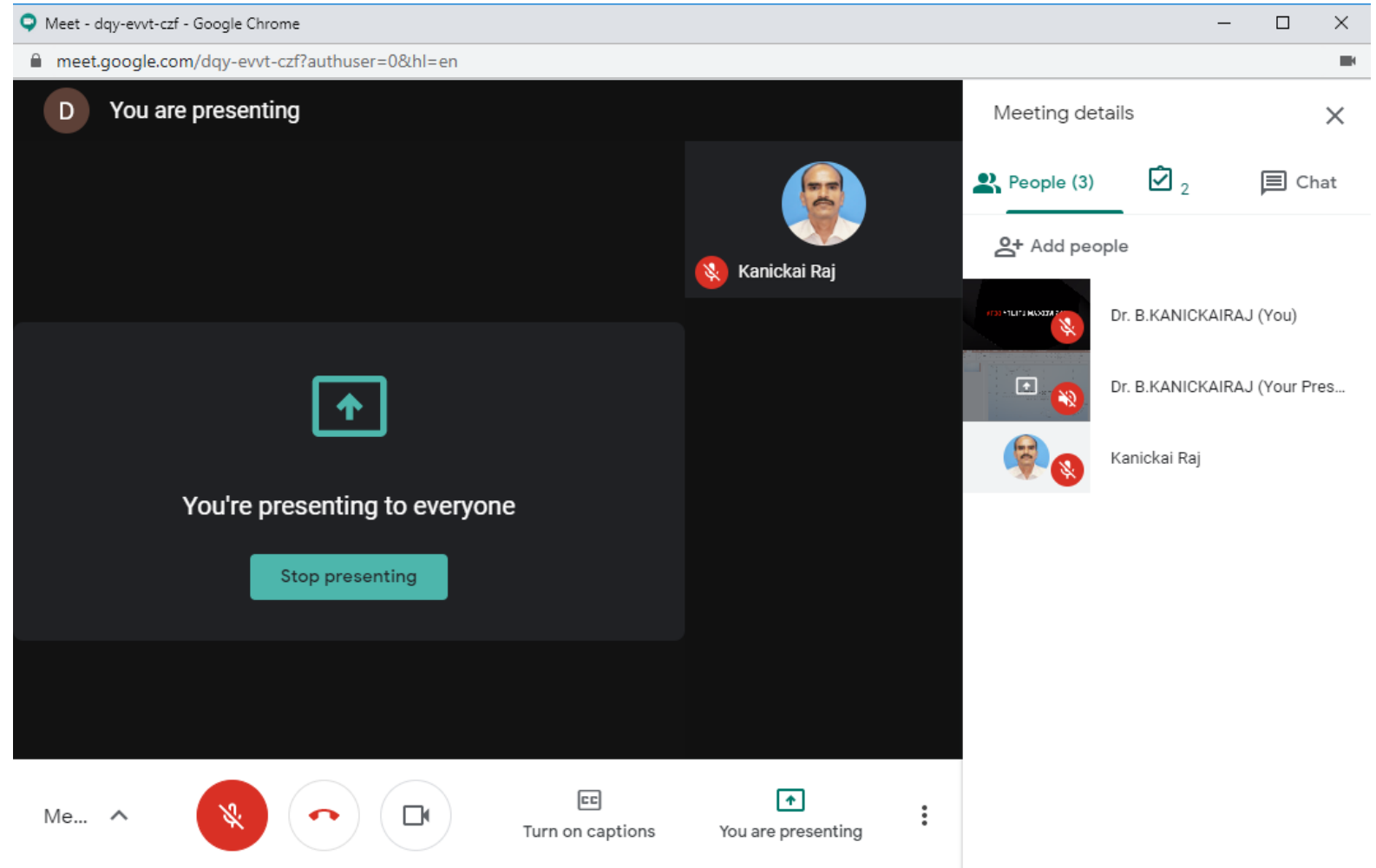




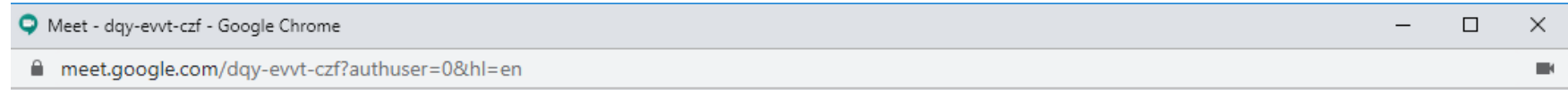
- Presentation on the Phone vs Desktop

# End Meet

- Click the **red** phone symbol to end the meeting



# End of Meet



You left the meeting

Rejoin

Return to home screen

How was the audio and video?



Very bad

Very good

 Feedback

# 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