

THE ONLINE FEATURES OF GOOGLE MEET PLATFORM: THE NEW NORMAL TECHNIQUE

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Abstract: -

It is through online education the new trends of education have become a normal procedure. Through the onset of COVID-19, we could understand, that this new technology has evolved and has a far-reaching depth among the updated audiences. It has become a new trend of liberty in the art of social and cultural field which has broken the threshold of a new dimension. Its impact among the audience has a far-reaching effect and it has broken a new standard of dimensions. Its growth among the society has a great impetus and day by day the updated version of Google Meet has taken place its horizon which has broken shackles through all other online applications. Through this paper, the author will describe the online features of Google Meet Platform: the new normal technique.

Keywords: - COVID-19, far-reaching, society, Google Meet and online education
Online education is a type of education that can be implemented through the internet. It can help us to provide and promote through the process of digital platforms. Google Meet is an online application software where lots of things can be implemented and supplemented as per the user's choice and notifications.

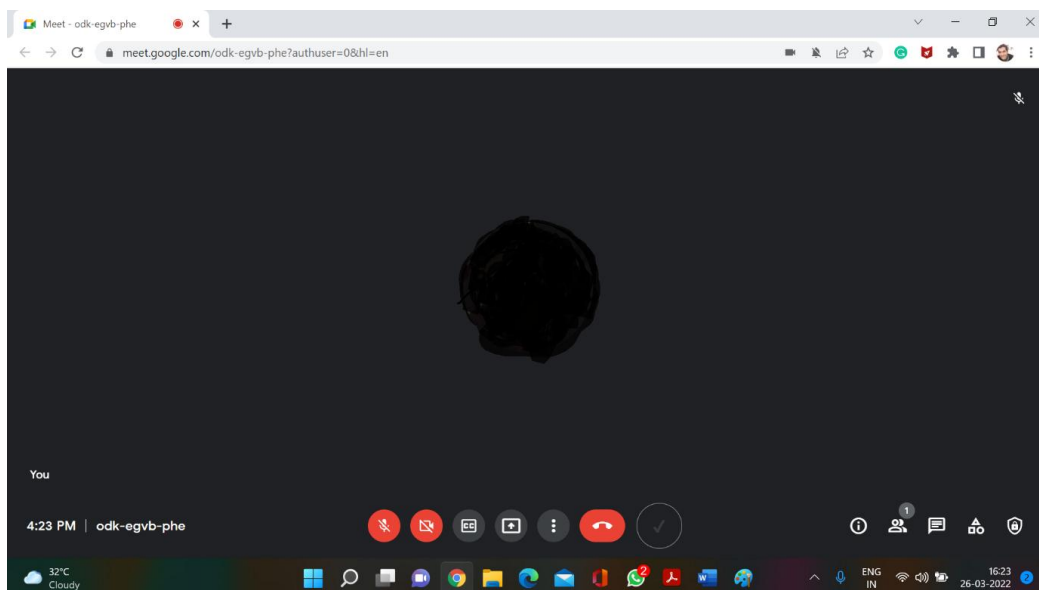


Figure 1: A blank Google Meet image on the screen

The Process to open Google Meet Platform

Google Meet is an online application software where communication takes place through an online platform if the user has an e-mail connected with Gmail. It is fast and reliable and it contains lots of options and information as to its source. If we have a laptop/desktop and take into account, we are the teacher, we may log in to Gmail. On the top left-hand side, there is an option named Meet, we click on “New Meeting”. A window will open where we can share the meeting link and copy and share it with those users to whom we would like to enter in our Google Meet. If we click on Start now, Google Meet will open in the new window.

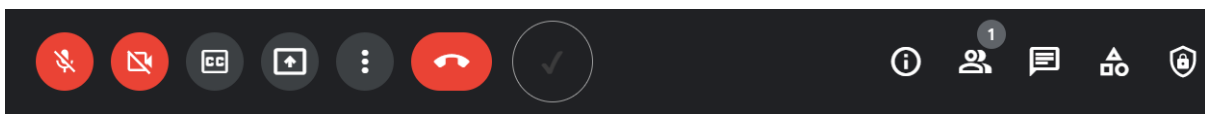


Figure 2: Picture of different buttons in Google Meet.

Buttons in Google Meet

When we open Google Meet through a laptop, we can see a plethora of buttons. We can have the microphone button switch which has the shortcut key from the keyboard, Ctrl + D. If we turn on or off the microphone, we can press that switch simultaneously. We can have the camera button switch which has the shortcut key from the keyboard, Ctrl + E. Similarly, if we turn on or off the camera, we can press that switch simultaneously. We also have the captions switch. A shortcut key for it is “C” alphabet from the keyboard. We also have a present screen option where users can share the computer/laptop screen of their devices. There is a button called more option and it describes more options on the computer or laptop.

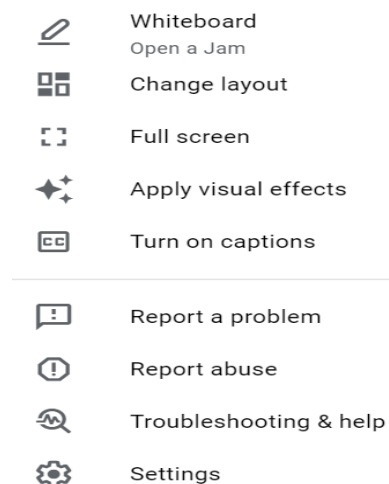


Figure 3: From this option, a user can create a whiteboard, change lay out, can apply full screen, apply visual effects and can act many of its features. We can also see the end call option and it helps to end a particular call when the meeting gets over in Google Meet. We can see how many participants are present through the present option. On the right-hand side, there is an option related to meeting details where a user can click on it and can copy the shared link and can add several participants through the Google Meet room. Another option called show everyone is placed next to the Meeting Details. It shows us the number of participants that can be present in the Google Meet room. We should note the maximum number of participants that can lead to the Google Meet classroom is 100. Participants can join as per the accommodation of the other participants. In higher conferences and workshops when one can log in through Google Suite, the maximum number of participants in the Google Meet classroom is 250. The Chat with everyone button is an option which helps the user to connect with other participants and thus it helps to communicate with a larger audience. Here, the user can send a message and it is directly sent to all the receivers inside the group so that all the receivers from different locations can have the ability to connect through this platform. In the Activities button, we can find different activities that can take place through this Google Meet platform. Whiteboarding is an option through which a user can use a whiteboard and act accordingly. A Jam board is created through a new process of clicking on whiteboard.

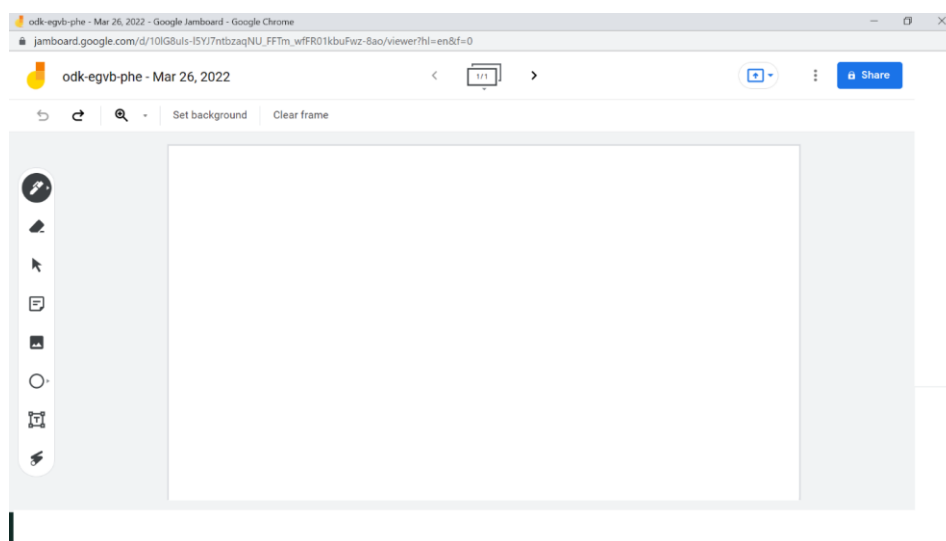


Figure 4: Picture of a Jam board in Google Meet

In the picture of Jam board, a user can share screen option, so that the audience or the students can find it easy to look at the Jam board. The teacher may teach complicated topics through the Jam board. The pen option can also be changed to a highlighter or a marker and a brush. Six different shades of colours are there in the option. The user can use an eraser option if he/she feels some things have to be deleted or erased and some new things could have been added to the Jam board.

There is also an option called select option where the user can select any objects as per as he/she choose accordingly. The user can also browse and add an image and such images are been browsed as per the choice of the user. From Google Drives to Google Photos, from Google Image Search to Camera, anything can be searched by the user as per his convenience. This shows that through the Google Jam board any sorts of images can be used to search and be inserted in a manner in such a way so that they can be seen and be visibly effective. This is a new perspective that was not been popular in the normal activities of the Internet throughout the process.

Through Google Jam board, a user can draw a circle, triangle, diamond shape or any other form of artwork according to his/her choice. This artistic view of description can help a user to prepare things accordingly. Textboxes are made and the user has to write in such a way so that they can add some more information in the textboxes. We should note textboxes are created to ease the topics so that the learners can find an easy solution to their problems.

The laser button helps us to point out the key items so that the teacher can help the learners understand and modify simple statements easier and make things simplifier as far as possible.

We can also set different backgrounds in the Jam boards so it makes us things easier. We can also create many Jam boards as much as possible before the beginning of the class. When the class takes place, we can share the Jam board and explore the topics with the learners so that the learners get a sigh of motivation and interest that makes them concentrate on their lessons well. It

can also help us to manage the classroom environment smartly and effectively by the teachers skilfully. There is also another option called the Host Controls where the host has the power to control everything accordingly and every step have been equally controlled by the Host. The Host thus controls everything and in this way, the meeting works skilfully well.

To end the call in Google Meet

For ending the calls in Google Meet, the user has to click leave the call. Then there will be two options: Just leave the call or end the call for everyone. The user must click on it to end the call for everyone so that every meeting turns off automatically for all the users. It must be noted as the user clicks to end the call for everyone, everyone's call gets automatically off accordingly without any delay.

Some other features of Google Meet

When we access Google Meet, simultaneously, if we access YouTube website, Google Meet Attendance Extension has blocked videos from playing.

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Allow videos to play

Figure 5. If we click allow videos to play, videos will be played in YouTube while Google Meet is on. We also have another feature of Google Attendance, where Google Attendance automatically calculate the attendance of each of the participants and it will be displayed on the Chrome Window when the meeting is off. It mentions the time of the participant's arrival, departure in between (if) and then the arrival and departure. We can take any sorts of quiz in the Google Form or we may send some important links in the "Google Chat with everyone" option. This shows that students can work on Google with no sort of dispute randomly without any sort of problems and this helps Google Meet an easy platform where they can work together easily. Various other apps like Zoom apps, Skype apps and others are also are in large number and it is pointless to compare one app to another as they connect human beings through different

channels. “Unlike business calls with Meet, consumer calls are not recorded and stored, and Google states that consumer data from Meet will not be used for advertisement targeting. While call data is reportedly not being used for advertising purposes, based on an analysis of Meet's privacy policy, Google reserves the right to collect data on call duration, who is participating, and participants' IP addresses.” (Wikipedia) An article ‘Google expands access for noise cancellation in Google Meet’ was updated on March 26, 2022.

“These features give administrators more control over how Google Meet is used in their organization. For example, in a school, these settings allow you to control whether or not students can present or send chat messages during video meetings. In business settings, specifically at large company meetings, giving the event host control over whether or not to conduct polls or Q&As during video meetings is a useful feature,” it explained.

Thus, Google Meet has lots of features and it connects a lot of people throughout the globe. The most important thing is through our home we get connected to numerous people and that is a great achievement through this platform. It has multiple numbers of users and it helped during the time of the COVID-19 pandemic as it was undoubtedly a boon towards new success.

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