

CHROME EXTENSIONS

Chrome Web Store

Make sure that your
APS email is
displayed at the top.

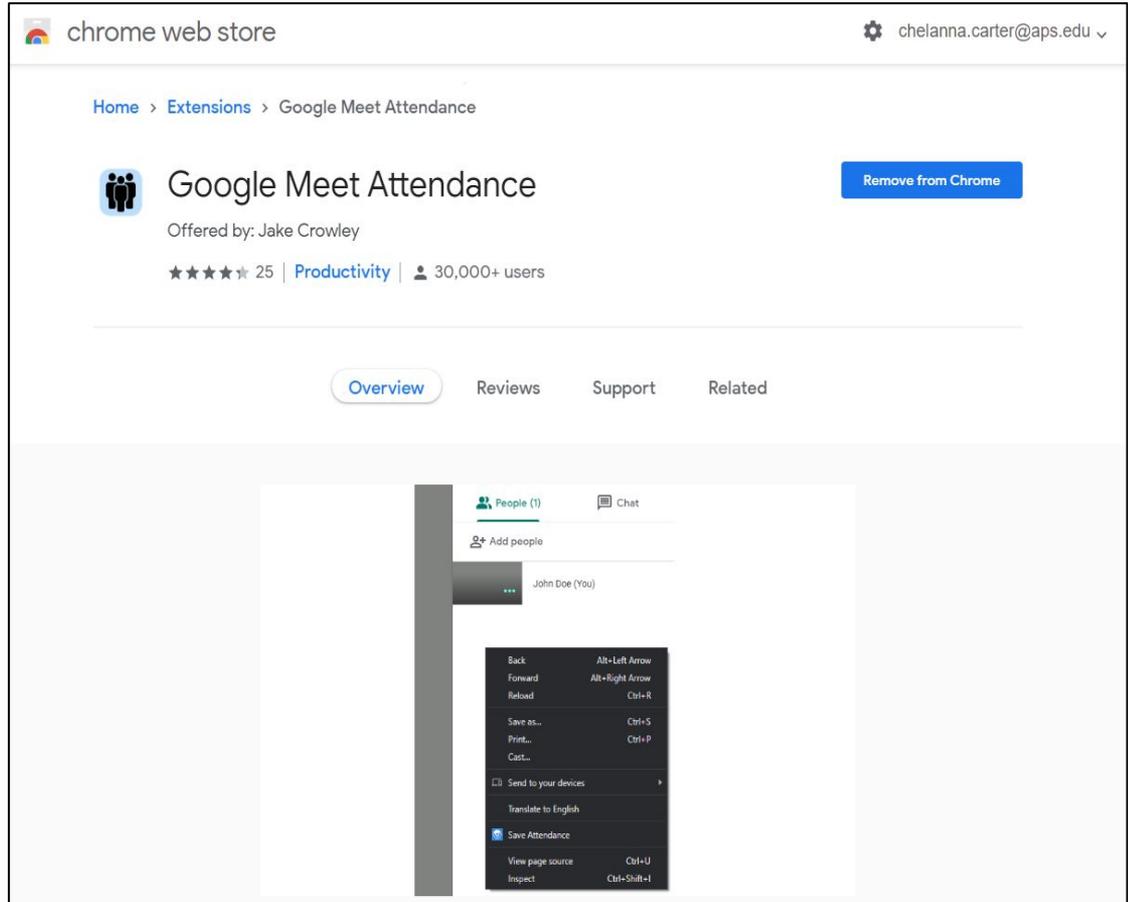
<https://chrome.google.com/webstore/category/extensions>

The screenshot shows the Chrome Web Store interface. At the top right, the user's email address 'chelanna.carter@aps.edu' is displayed next to a gear icon, and this area is circled in orange. Below the header, there is a search bar and navigation tabs for 'Extensions' and 'Themes'. The main content area features a carousel slide for the 'Quick 'A'' extension, which promises to 'Switch tabs 2x faster with Quick 'A''. Below the carousel, there are sections for 'Staying at Home' and a grid of featured extensions including Kami, Bitmoji, Screencastify, Zoom Scheduler, Netflix Party, Hangouts, Loom, and Google Keep. The left sidebar contains filters for categories, features, and ratings.

Attendance

This is the attendance extension that we are going to use.

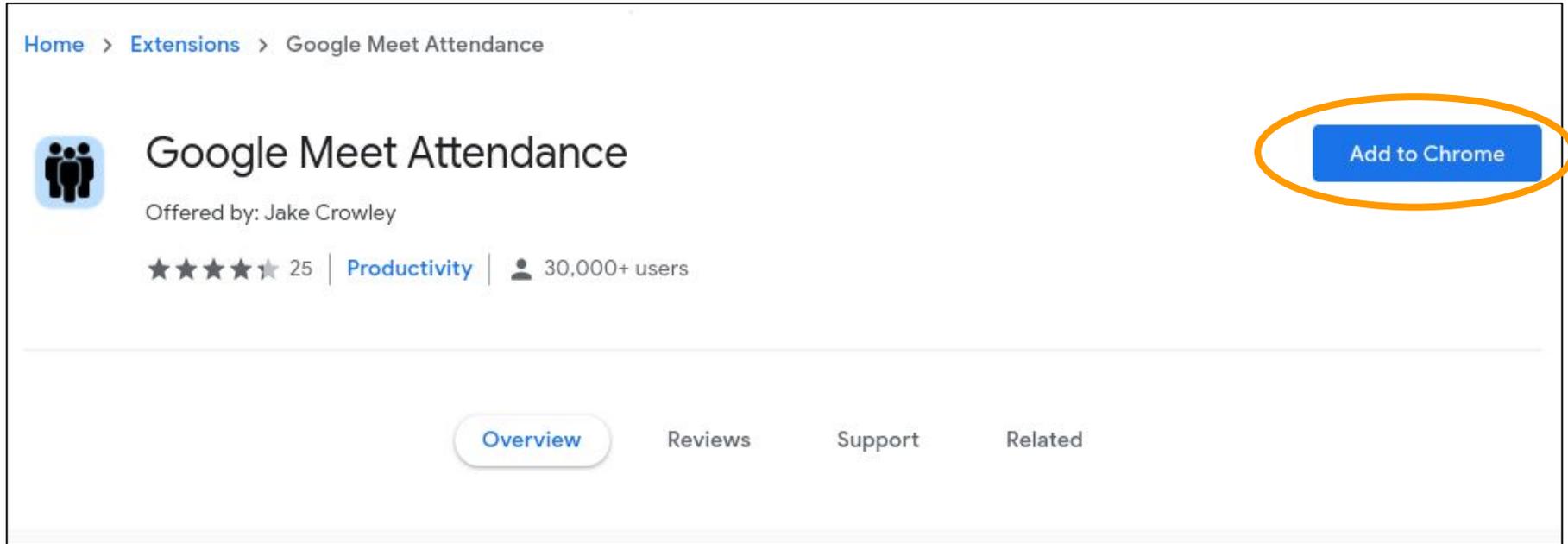
<https://chrome.google.com/webstore/detail/google-meet-attendance/ghcbncfgnbhdcjmhpoakkjojgekcejdf>



The screenshot shows the Chrome Web Store page for the "Google Meet Attendance" extension. The page is viewed from the user "chelanna.carter@aps.edu". The breadcrumb trail is "Home > Extensions > Google Meet Attendance". The extension's icon, a blue circle with three white figures, is next to the title "Google Meet Attendance". A blue button labeled "Remove from Chrome" is in the top right. Below the title, it says "Offered by: Jake Crowley", "★★★★☆ 25", "Productivity", and "30,000+ users". Navigation tabs for "Overview", "Reviews", "Support", and "Related" are visible. A preview image shows the extension's interface with a "People (1)" list containing "John Doe (You)" and a "Chat" window. A context menu is open over the preview, listing standard browser actions like "Back", "Forward", "Reload", "Save as...", "Print...", "Cast...", "Send to your devices", "Translate to English", "Save Attendance", "View page source", and "Inspect".

Installing the extension.

Home > Extensions > Google Meet Attendance



The image shows a screenshot of the Google Meet Attendance extension page in the Chrome Web Store. The page features a blue header with the breadcrumb 'Home > Extensions > Google Meet Attendance'. Below this is the extension's icon (three stylized figures), the title 'Google Meet Attendance', and the developer 'Offered by: Jake Crowley'. The extension has a 4.5-star rating from 25 reviews and is categorized as 'Productivity' with over 30,000 users. A prominent blue 'Add to Chrome' button is circled in orange on the right side of the card. At the bottom, there are navigation tabs for 'Overview', 'Reviews', 'Support', and 'Related', with 'Overview' being the active tab.

Google Meet Attendance

Offered by: Jake Crowley

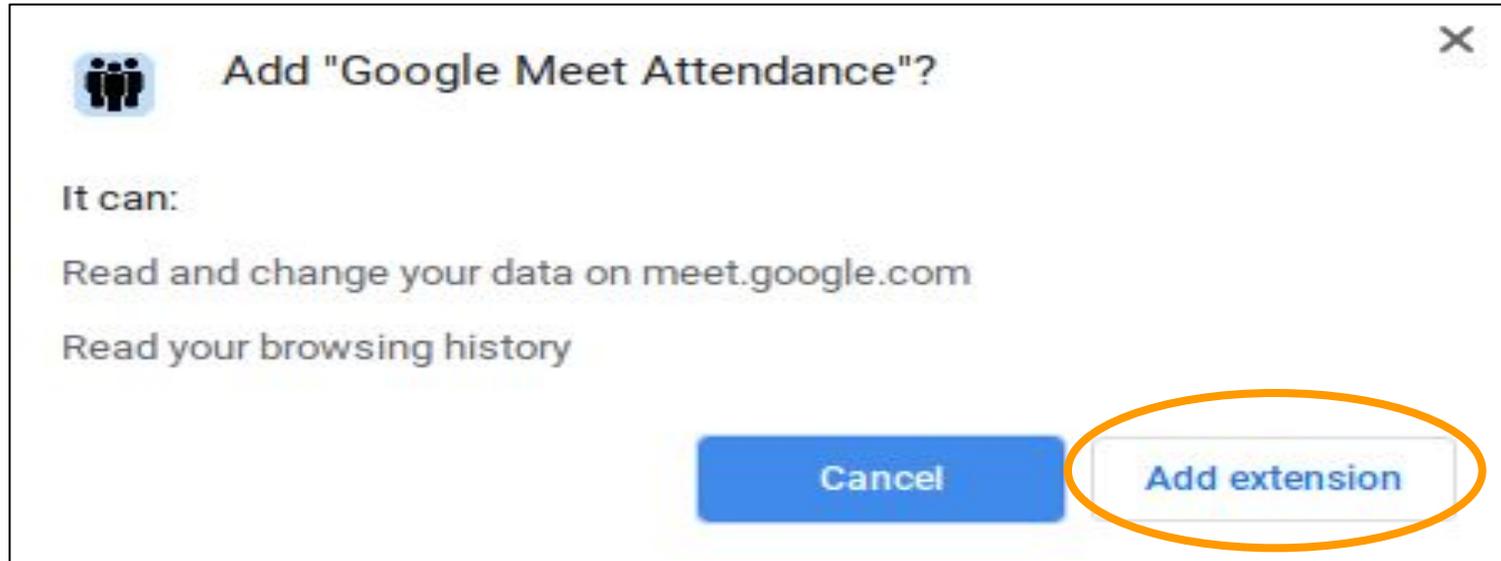
★★★★☆ 25 | Productivity | 30,000+ users

Add to Chrome

Overview Reviews Support Related

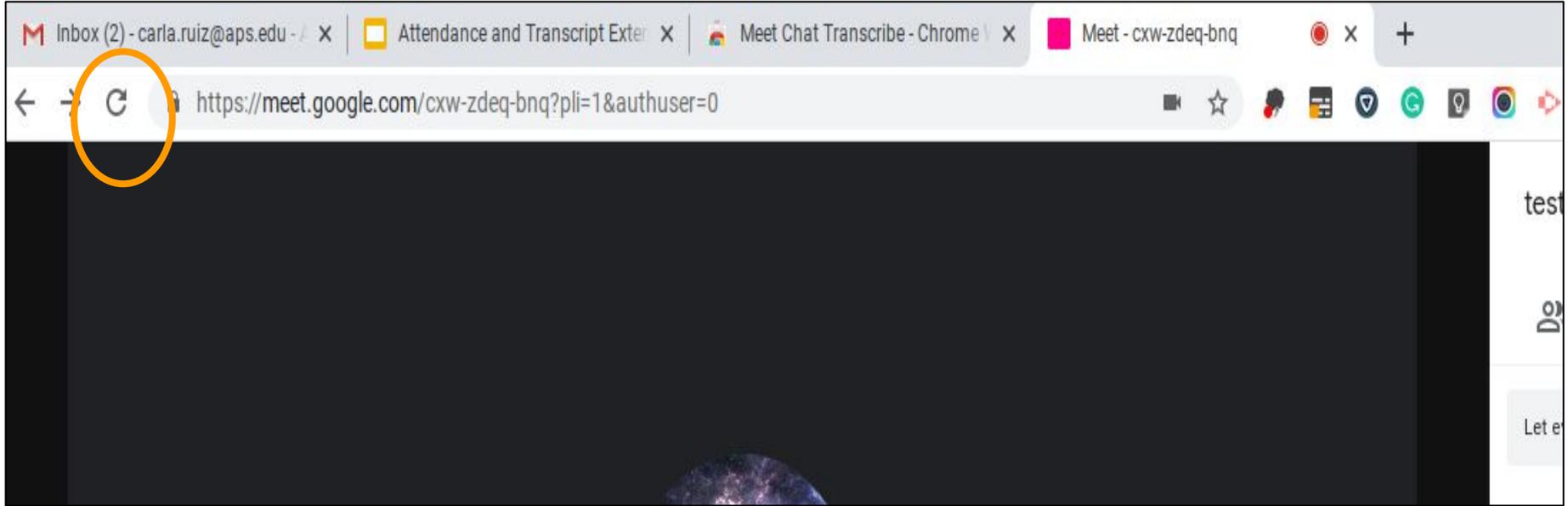
To add the extension you have to click on the Add to Chrome (white and blue) button on the right of the screen.

Installing the extension.



The above box will pop up. Just click on the Add extension button at the bottom right corner to confirm the installation.

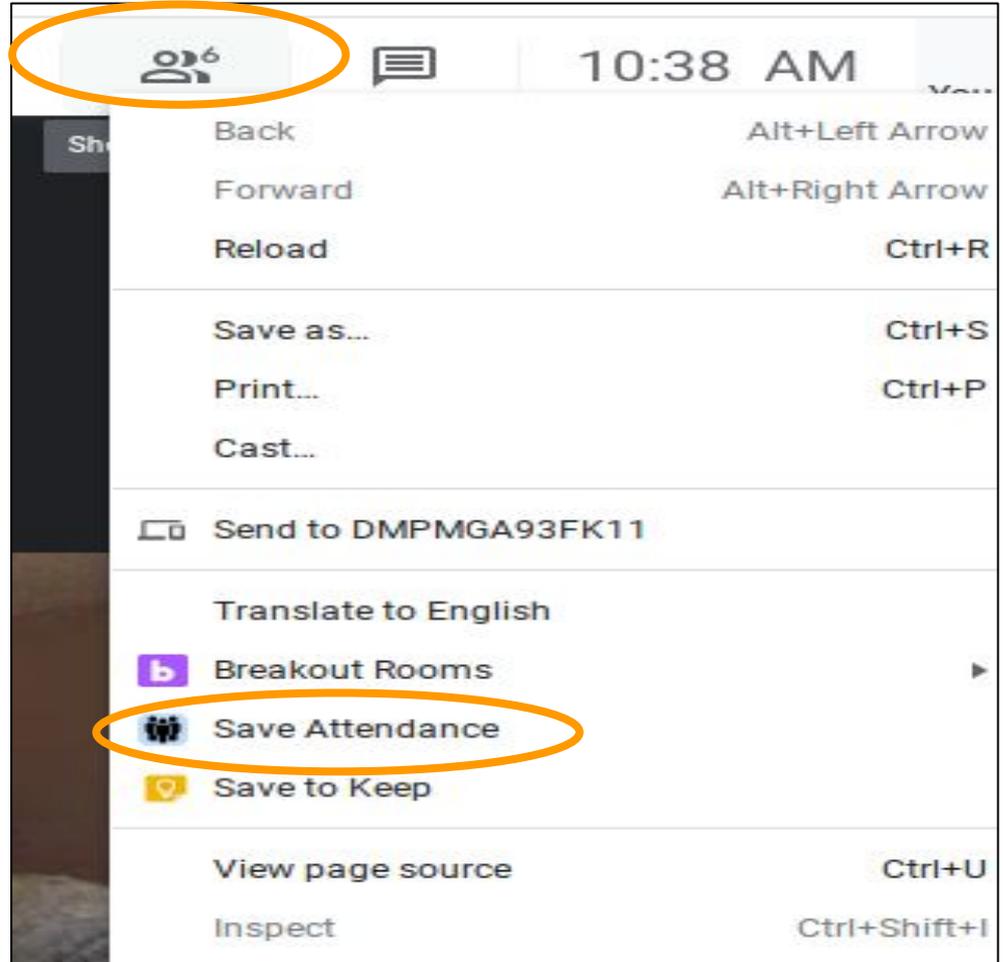
Important Notice



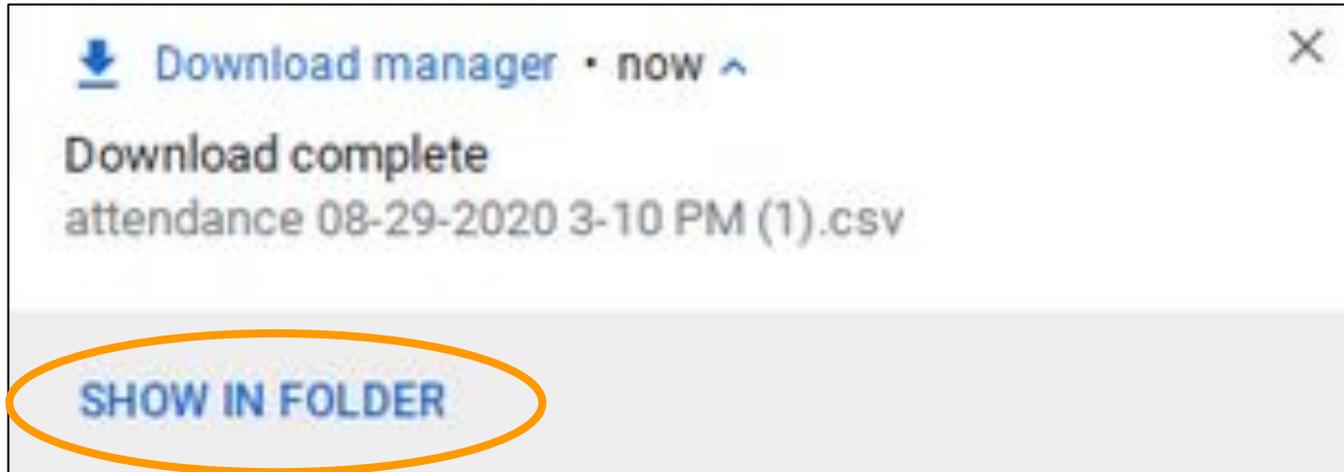
If you are completing this process for the first time during your Google Meeting, the extension may not work and your document may not appear unless you click on the Refresh Icon on the left side of your Google Meet URL bar and Rejoin the Meeting.

Recording Attendance

Right click on the Google Meets people panel and then right click on the Save Attendance option of the menu list.

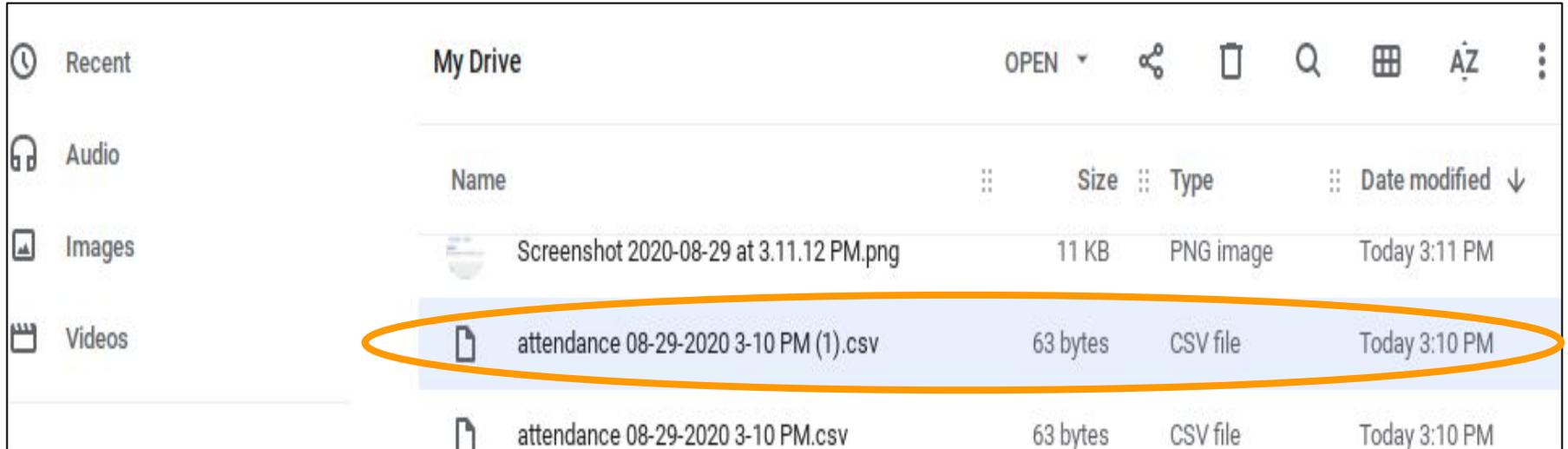


Accessing The Attendance Document



When this box pops up, Click on SHOW IN FOLDER

Accessing The Attendance Document



You will then Double Click on your newly created Attendance Document.

Viewing the Attendance Document

A new tab on your screen will appear with the list of attendees on an Excel Spreadsheet.

attendance 08-29-2020 3-32 PM.csv

File Edit Insert Format Help Unsaved changes

Edits will not be automatically saved. [Save now](#)

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-----------------|--------|----------------------|---|---|---|---|---|---|---|---|---|
| 1 | Name | Event | Time | | | | | | | | | |
| 2 | Jonathan Ruiz | Joined | 8/29/2020 3:08:51 PM | | | | | | | | | |
| 3 | Jonathan Ruiz | Left | 8/29/2020 3:29:46 PM | | | | | | | | | |
| 4 | +1 505-***-**26 | Joined | 8/29/2020 3:32:39 PM | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |

*You can repeat this same process several times during all of your google meet events/meetings.

Note

Office Editing for Docs, Sheets & Slides | chrome-extension://bpmcpldpdmajfigpchkicefoigmkfalcv/views/app.h...

attendance 08-29-2020 3-32 PM.csv

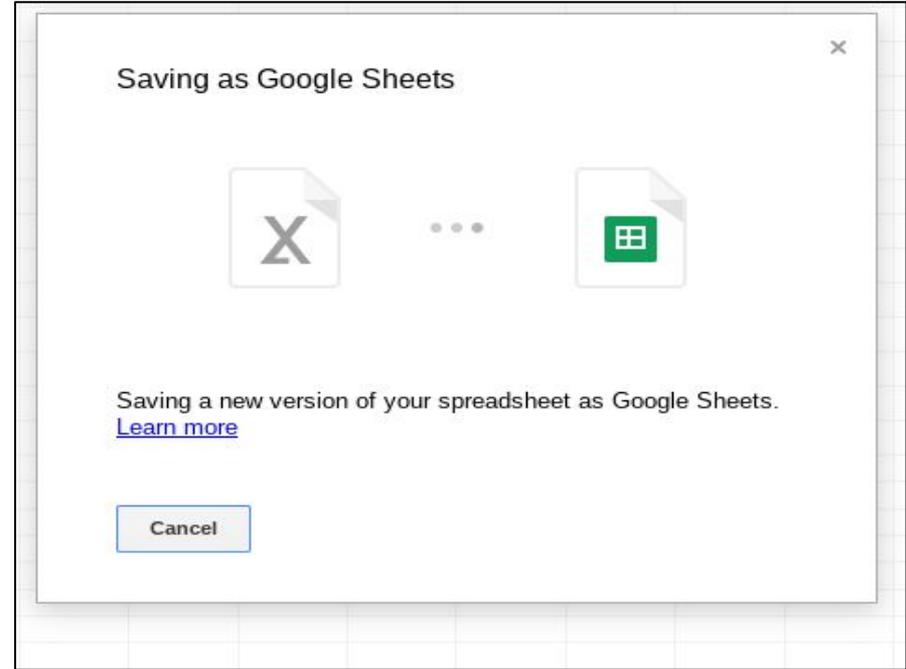
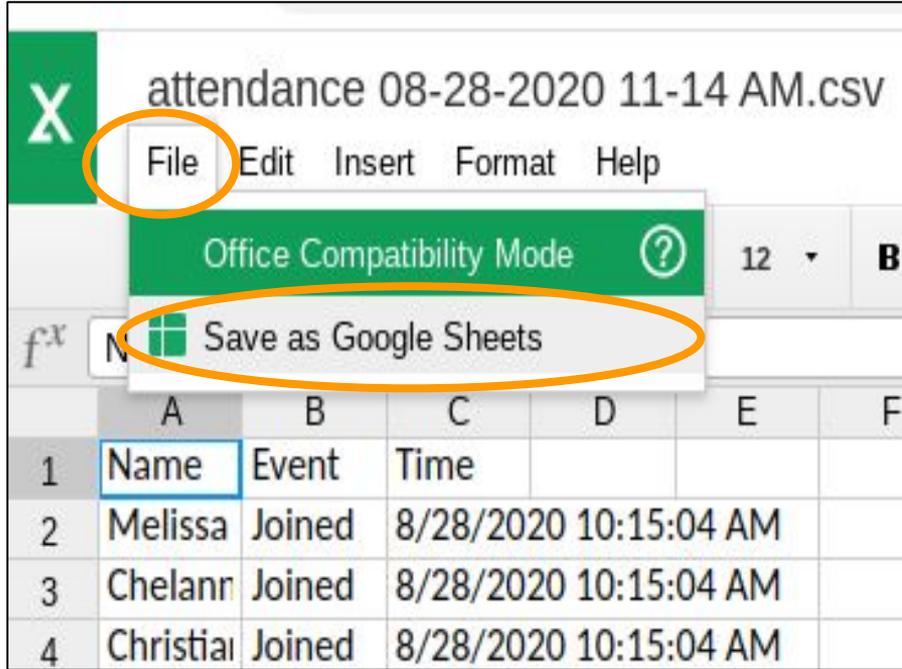
File Edit Insert Format Help Unsaved changes Edits will not be automatically saved. [Save now](#)

Calibri 12 B I U A

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|------------------|--------|----------------------|---|---|---|---|---|---|---|---|---|
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| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |

Create a system to review the attendance document during your meetings to ask for any extra information of the attendees listed that you can not recognize. (If needed)

Converting the Excel Document to Google Sheets (Optional)



To save the Excel document as a Google Sheet just click File and then Save as Google Sheets.

Attendance Google Document.

The screenshot shows a Google Document titled "attendance 08-28-2020 11-14 AM". The interface includes a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Add-ons", and "Help". The "File" menu is circled in orange. The "Share" button in the top right corner is also circled in orange. Below the menu bar is a toolbar with various editing tools. The main content area is a spreadsheet with the following data:

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|------------------|--------|------------------|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | Event | Time | | | | | | | | | | | |
| 2 | Melissa Reid Cif | Joined | 8/28/2020 10:15: | | | | | | | | | | | |
| 3 | Chelanna Carter | Joined | 8/28/2020 10:15: | | | | | | | | | | | |
| 4 | Christian Espino | Joined | 8/28/2020 10:15: | | | | | | | | | | | |
| 5 | Melissa Reid Cif | Joined | 8/28/2020 10:15: | | | | | | | | | | | |
| 6 | Melissa Reid Cif | Left | 8/28/2020 10:30: | | | | | | | | | | | |
| 7 | Christian Espino | Left | 8/28/2020 10:30: | | | | | | | | | | | |
| 8 | Chelanna Carter | Left | 8/28/2020 10:30: | | | | | | | | | | | |
| 9 | Melissa Reid Cif | Left | 8/28/2020 10:30: | | | | | | | | | | | |
| 10 | Christian Espino | Joined | 8/28/2020 10:30: | | | | | | | | | | | |
| 11 | Melissa Reid Cif | Joined | 8/28/2020 10:30: | | | | | | | | | | | |
| 12 | Chelanna Carter | Joined | 8/28/2020 10:30: | | | | | | | | | | | |
| 13 | Melissa Reid Cif | Joined | 8/28/2020 10:30: | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |

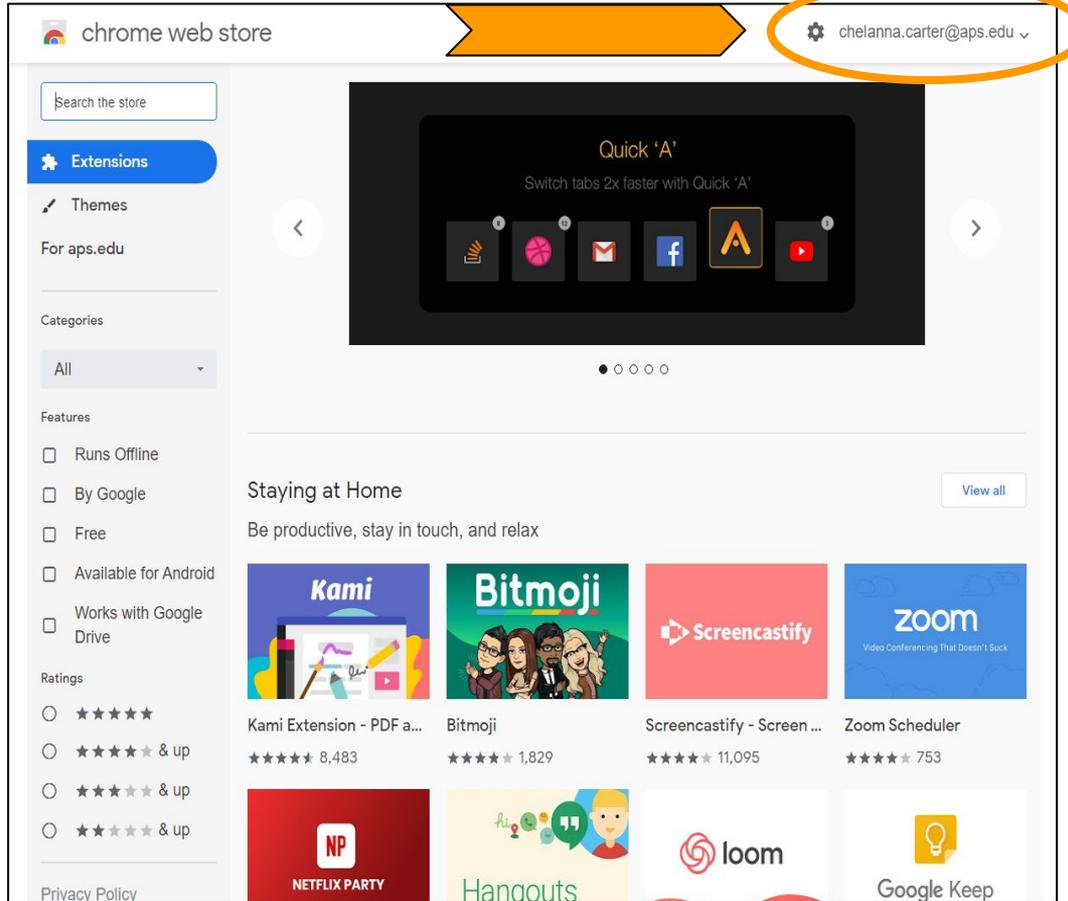
Your Attendance Google Document is now ready. It can be renamed and shared or moved to a shared folder.

Questions?

Chrome Web Store

Make sure that your
APS email is
displayed at the top.

<https://chrome.google.com/webstore/category/extensions>

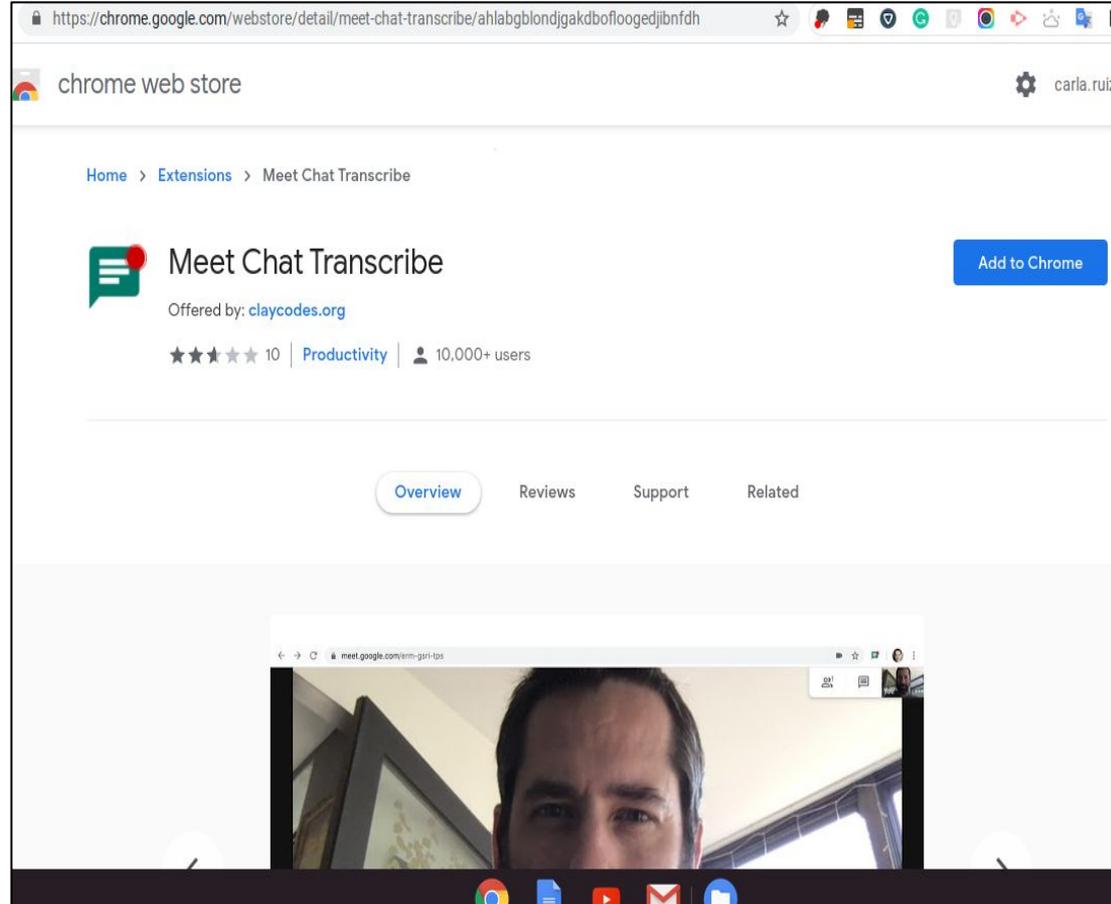


The screenshot shows the Chrome Web Store interface. At the top right, the user's profile is displayed as 'chelanna.carter@aps.edu' with a gear icon, and this area is circled in orange. Below the profile is a search bar and navigation tabs for 'Extensions' and 'Themes'. The main content area features a carousel for 'Quick 'A'' with a 'View all' button. Below this is a 'Staying at Home' section with a 'View all' button and a grid of extension cards including Kami, Bitmoji, Screencastify, Zoom Scheduler, Netflix Party, Hangouts, Loom, and Google Keep. A left sidebar contains filters for 'Categories' (All), 'Features' (Runs Offline, By Google, Free, Available for Android, Works with Google Drive), and 'Ratings' (5 stars, 4 stars & up, 3 stars & up, 2 stars & up). A 'Privacy Policy' link is at the bottom left.

Meet Chat Transcribe

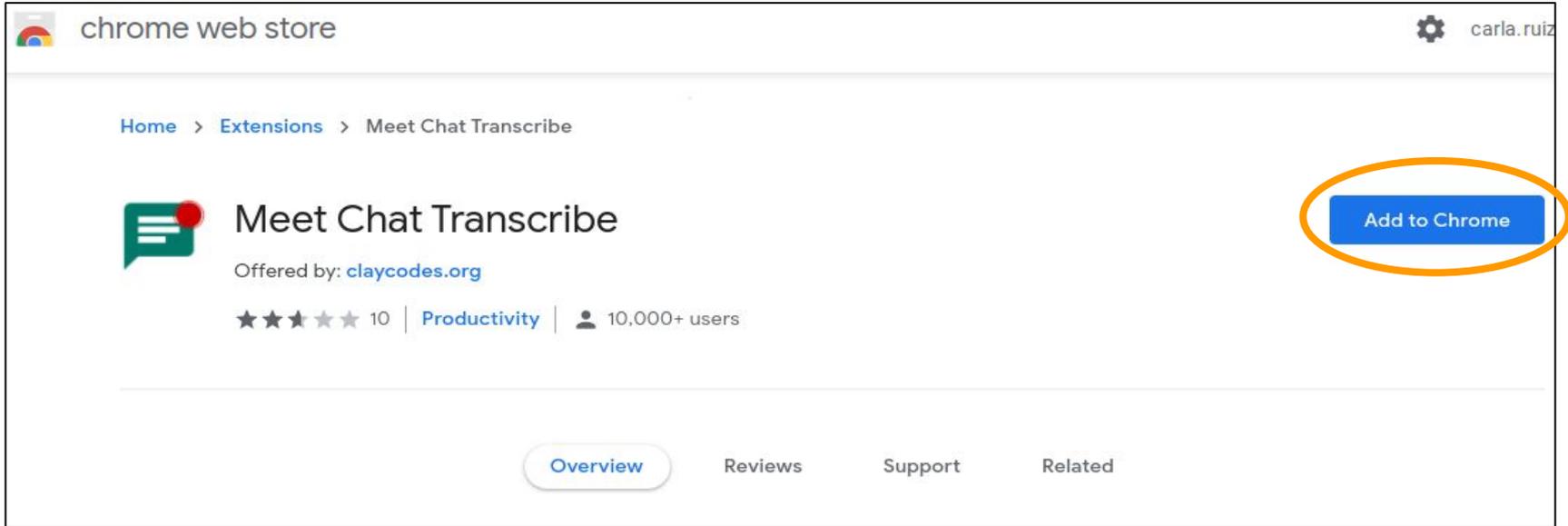
This is the Meet Chat Transcribe extension that we are going to use.

<https://chrome.google.com/webstore/detail/meet-chat-transcribe/ahlabgblondjgakdbofloogedjibnfdh>



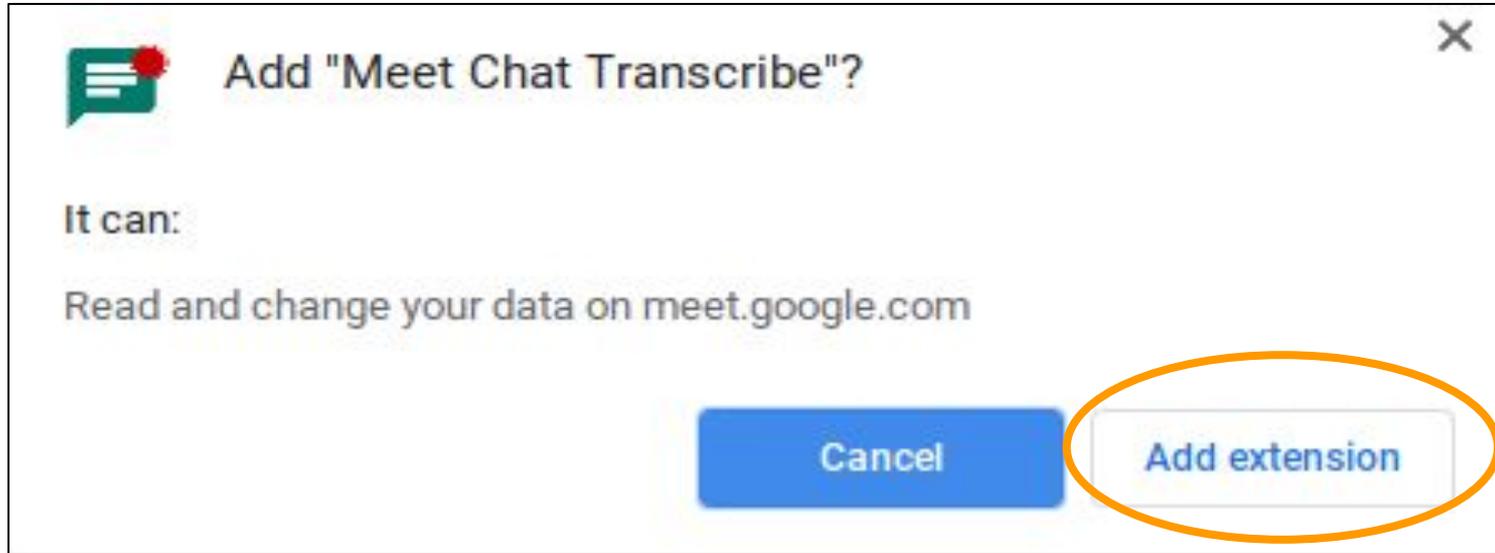
The screenshot shows the Chrome Web Store page for the 'Meet Chat Transcribe' extension. The page is viewed in a browser window with the address bar showing the URL: <https://chrome.google.com/webstore/detail/meet-chat-transcribe/ahlabgblondjgakdbofloogedjibnfdh>. The page header includes the Chrome Web Store logo and the user's name 'carla.ruiz'. The main content area displays the extension's name 'Meet Chat Transcribe' with a green speech bubble icon. Below the name, it says 'Offered by: claycodes.org' and shows a rating of 10 stars. A blue 'Add to Chrome' button is visible on the right. The page also features navigation tabs for 'Overview', 'Reviews', 'Support', and 'Related'. At the bottom of the screenshot, a portion of a video call window is visible, showing a man's face in a meeting.

Installing the extension.



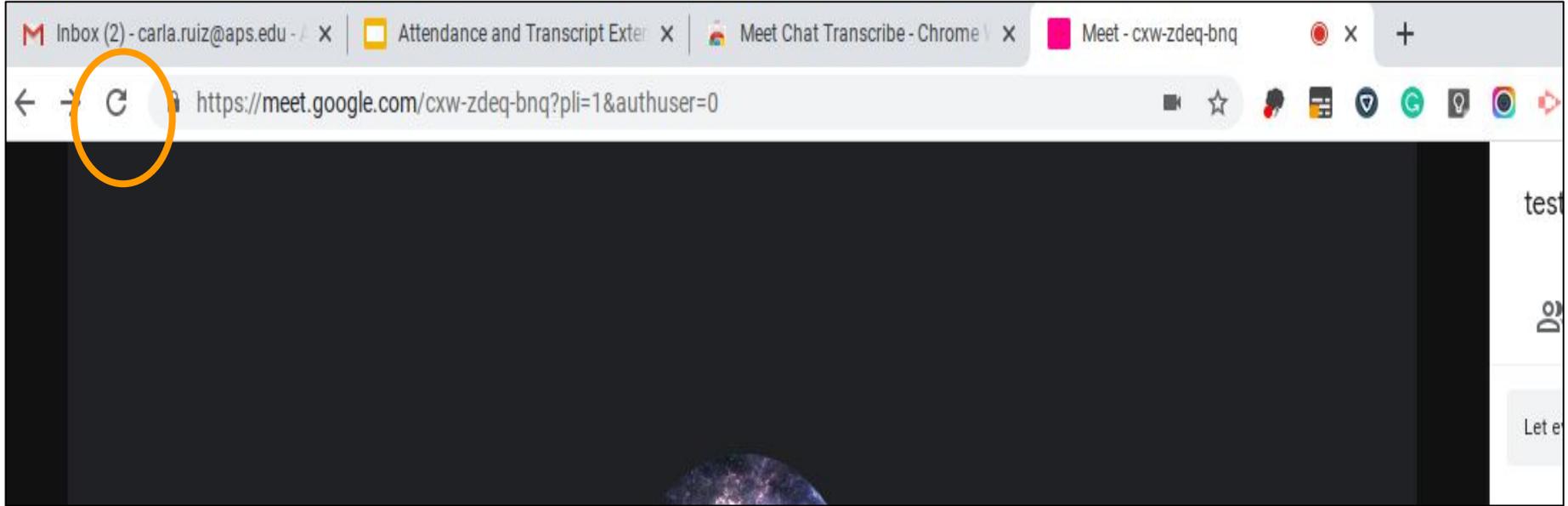
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Installing the extension.



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Important Notice



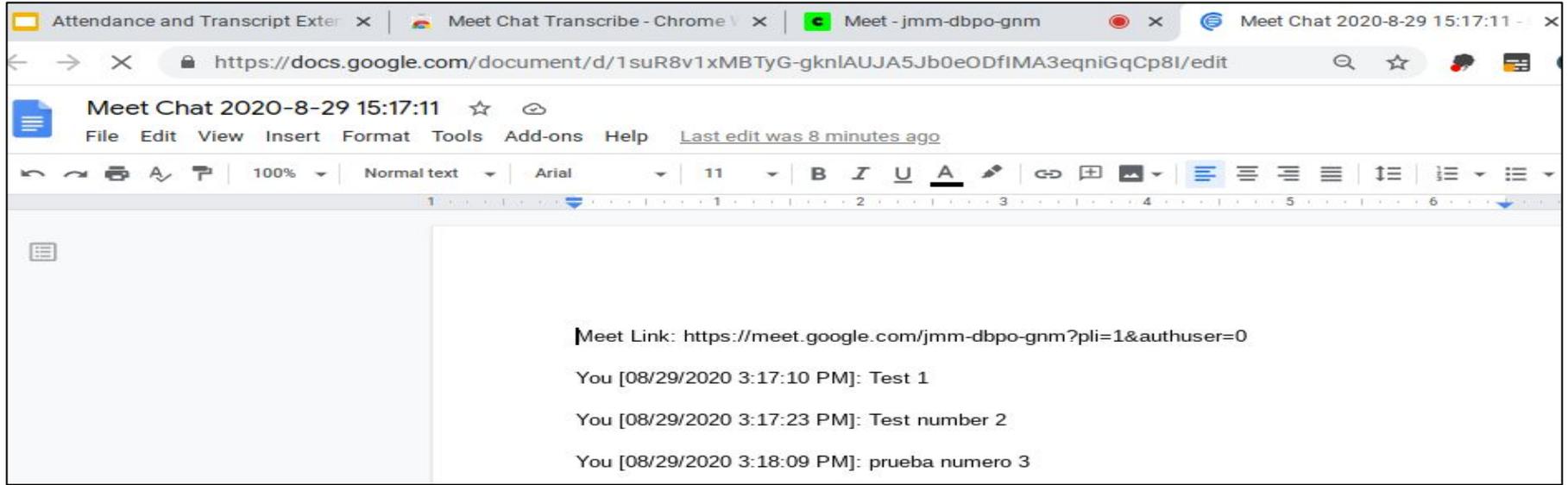
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Using the Meet Chat Transcribe Extension.



Hover over the bottom of your Google Meet screen to bring up the Transcribe Chat extension. Transcribe Chat should be Underlined after the first comment gets entered in the chat. Just click on words Transcribe Chat to open your document (not on the icon).

Accessing and Viewing the Meet Chat Google Document



You only have to do this process one time during the duration of the meeting. A new tab will open with the Transcribe Chat Google document. It can also be renamed and shared or moved to a shared folder.

Questions?

YouTube Videos

Accessing the Google Web Store to Search for, Install or Delete different Extensions.

https://www.youtube.com/watch?time_continue=30&v=wVJP80cj0RE&feature=emb_logo