

CHROME EXTENSIONS

Chrome Web Store

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

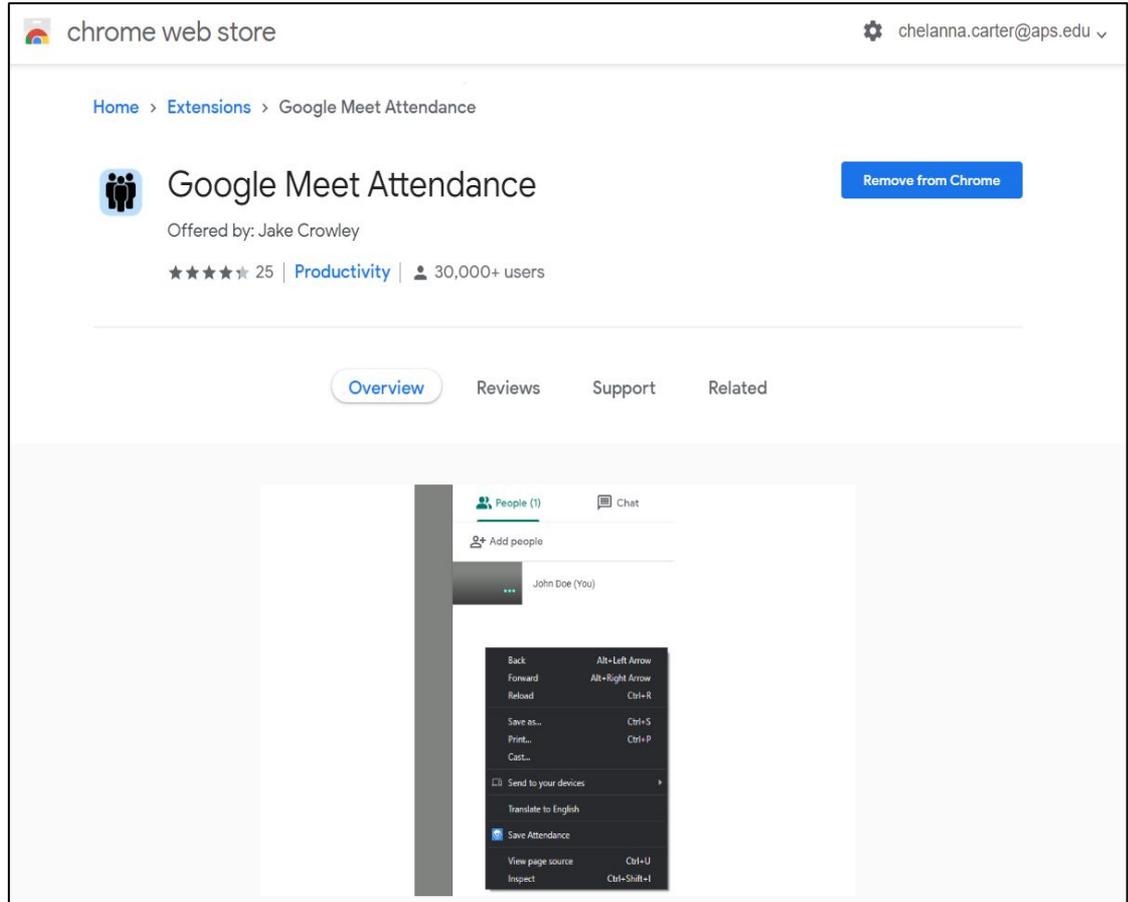
<https://chrome.google.com/webstore/category/extensions>

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 is a 'Staying at Home' section with the text 'Be productive, stay in touch, and relax' and a 'View all' button. This section displays several extension cards: 'Kami' (PDF annotation), 'Bitmoji' (avatars), 'Screencastify' (screen recording), and 'Zoom Scheduler' (video conferencing). Below these, there are more extension cards for 'NETFLIX PARTY', 'Hangouts', 'loom', and 'Google Keep'. The left sidebar contains filters for 'Categories' (set to 'All'), 'Features' (with checkboxes for 'Runs Offline', 'By Google', 'Free', 'Available for Android', 'Works with Google Drive'), and 'Ratings' (with radio buttons for star ratings).

Attendance

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

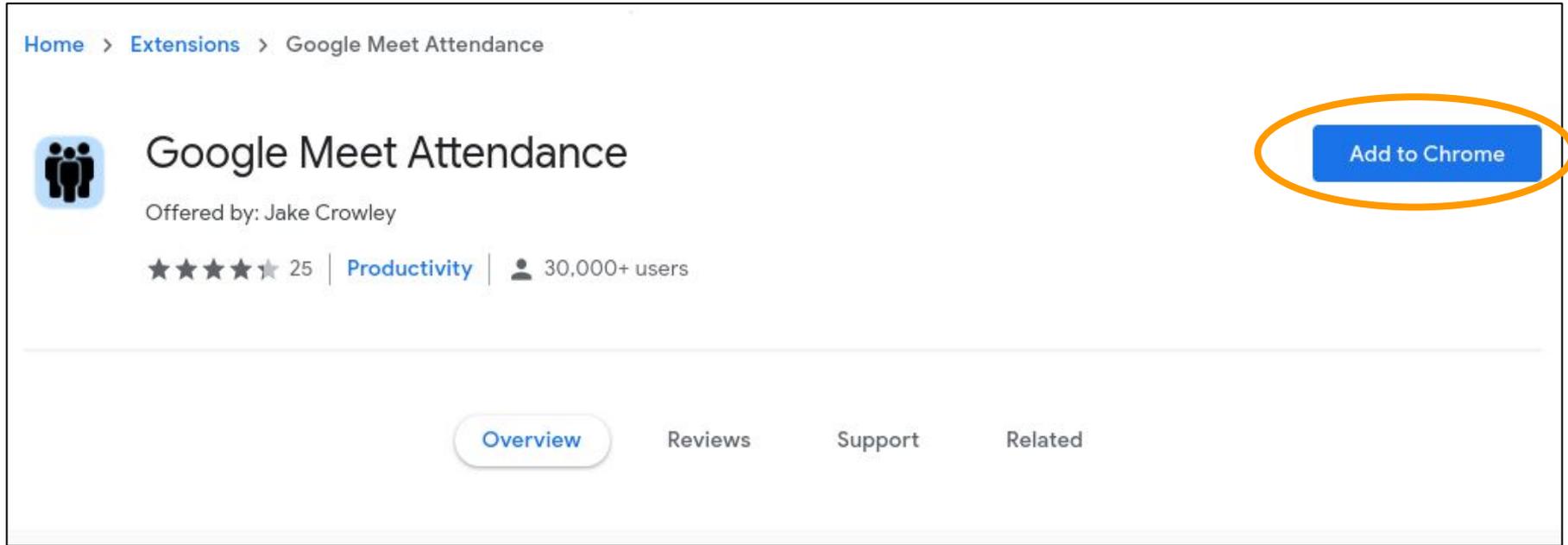
<https://chrome.google.com/webstore/detail/google-meet-attendance/ghcbncfgnbhdcjmhpoakkjojgekcejdf>



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 is offered by "Jake Crowley" and has a rating of 25 stars (4.5) in the "Productivity" category, with over 30,000 users. A "Remove from Chrome" button is visible in the top right. Below the extension details are tabs for "Overview", "Reviews", "Support", and "Related". The main content area shows a preview of the extension's interface, which includes a "People (1)" section with "John Doe (You)" listed, and a "Chat" section. A context menu is open over the "Save Attendance" option in the preview, listing various browser actions such as "Back", "Forward", "Reload", "Save as...", "Print...", "Cast...", "Send to your devices", "Translate to English", "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

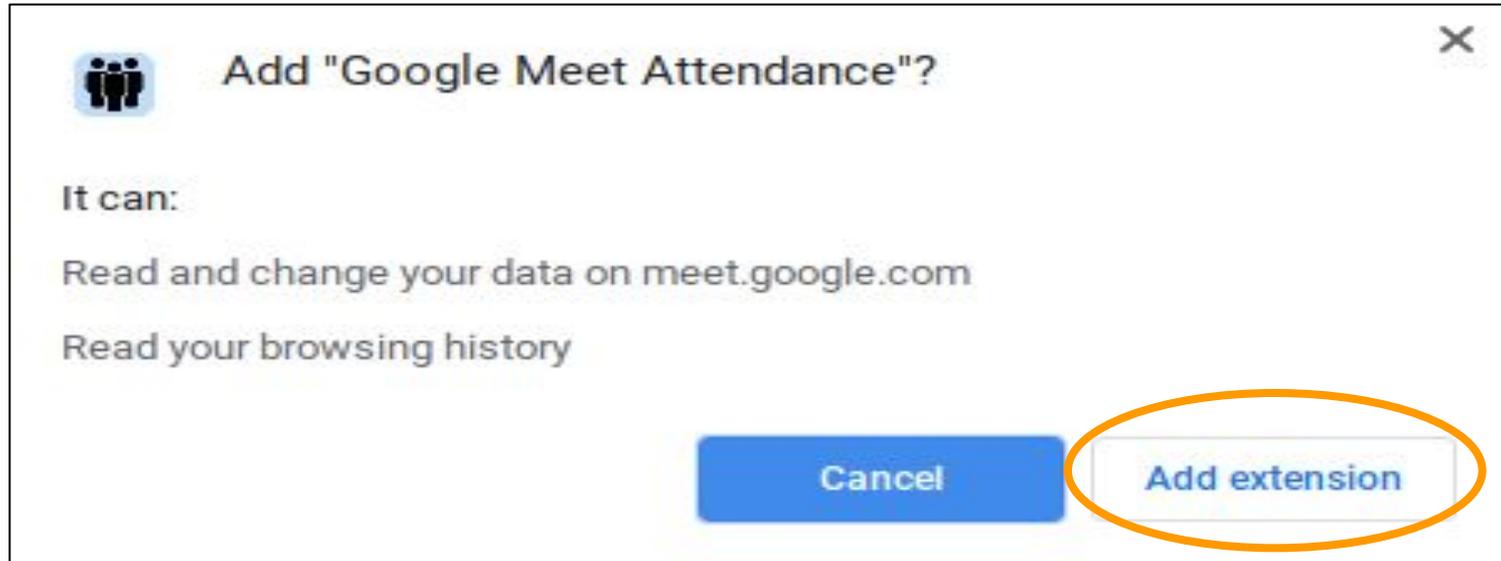
★★★★☆ 25 | Productivity | 30,000+ users

Add to Chrome

Overview Reviews Support Related

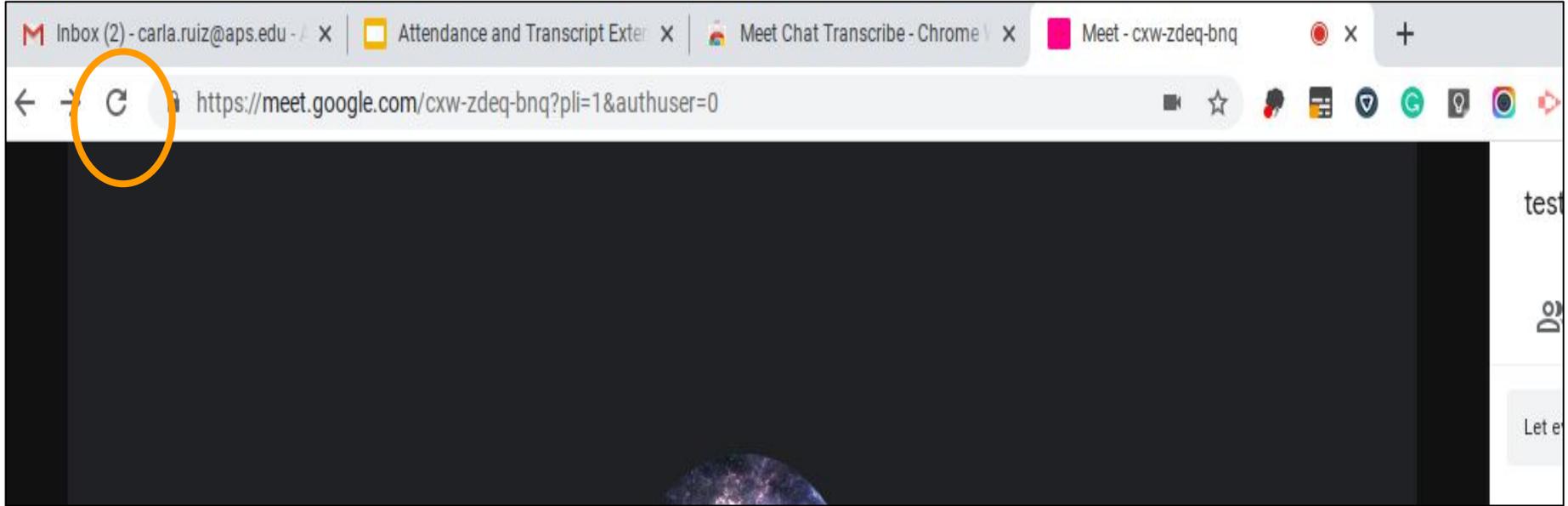
To add the extension you have to click on the Add to Chrome (white and blue) button on the right of the screen.

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.

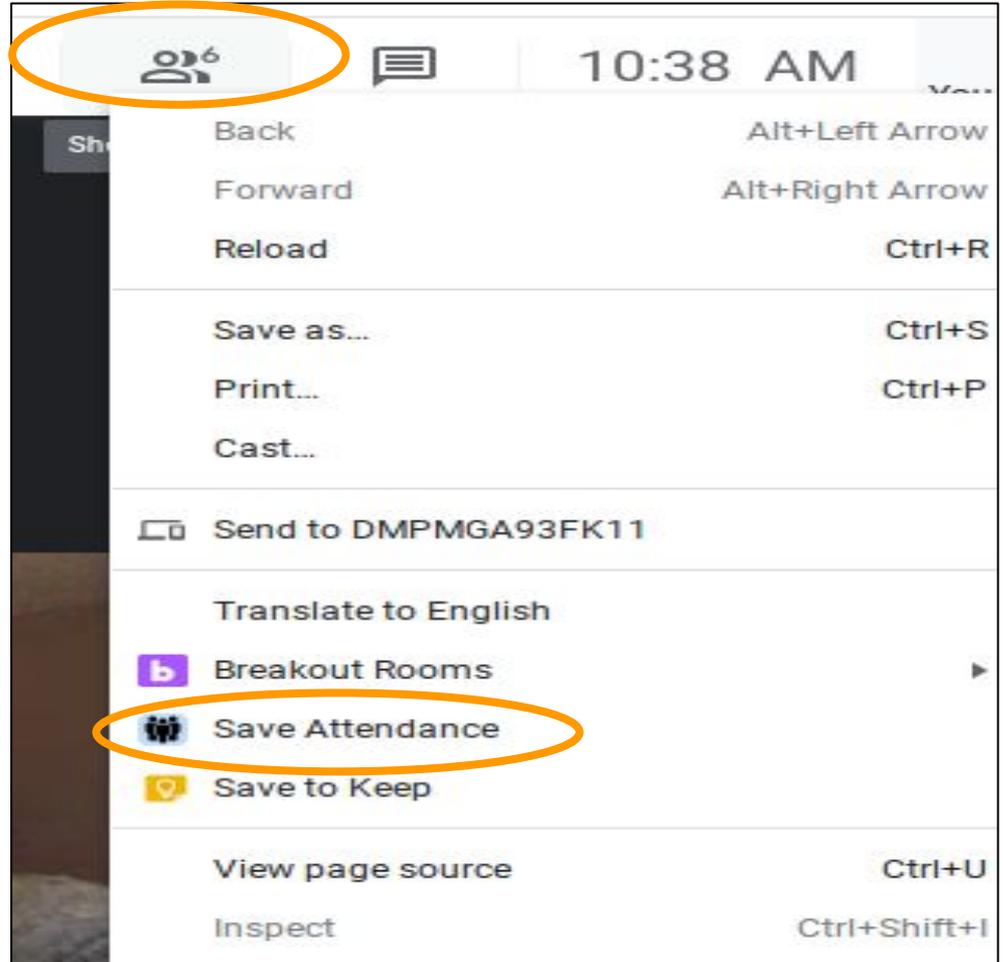
Important Notice



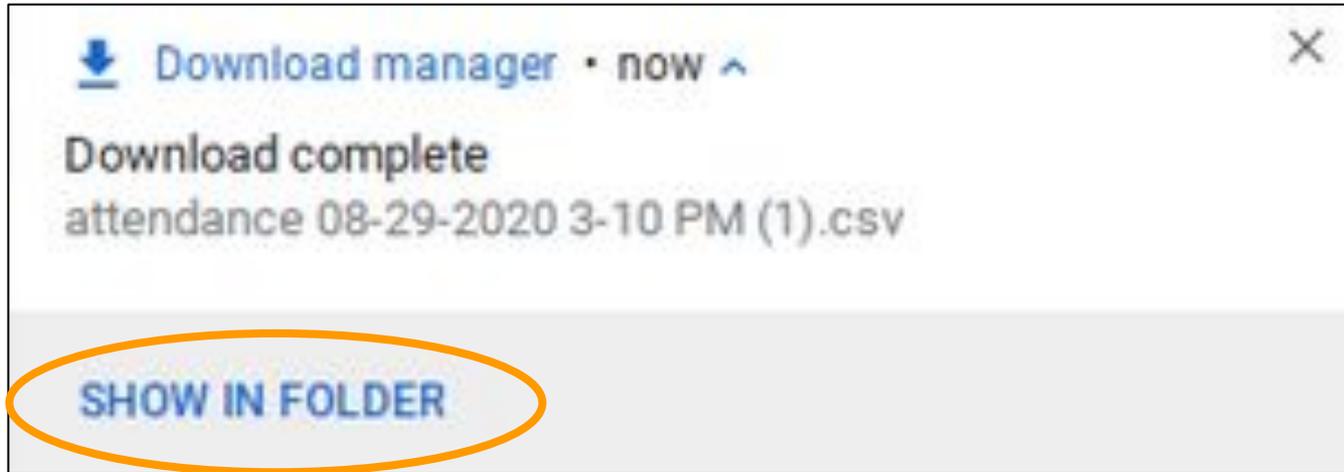
If you are completing this process for the first time during your Google Meeting, the extension may not work and your document may not appear unless you click on the Refresh Icon on the left side of your Google Meet URL bar and Rejoin the Meeting.

Recording Attendance

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

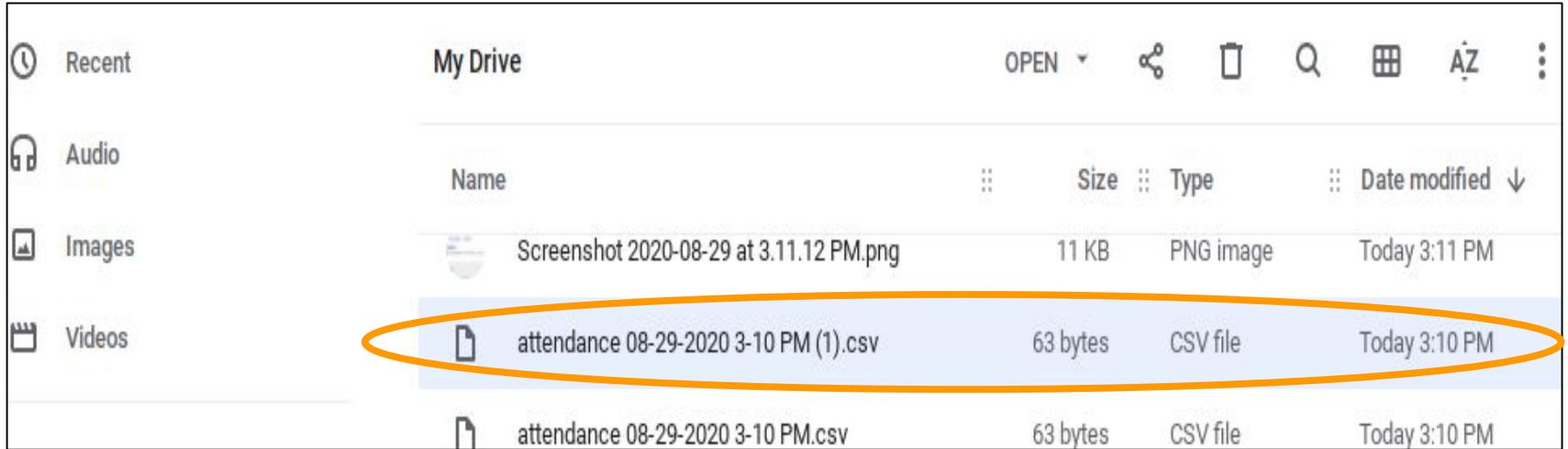


Accessing The Attendance Document



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

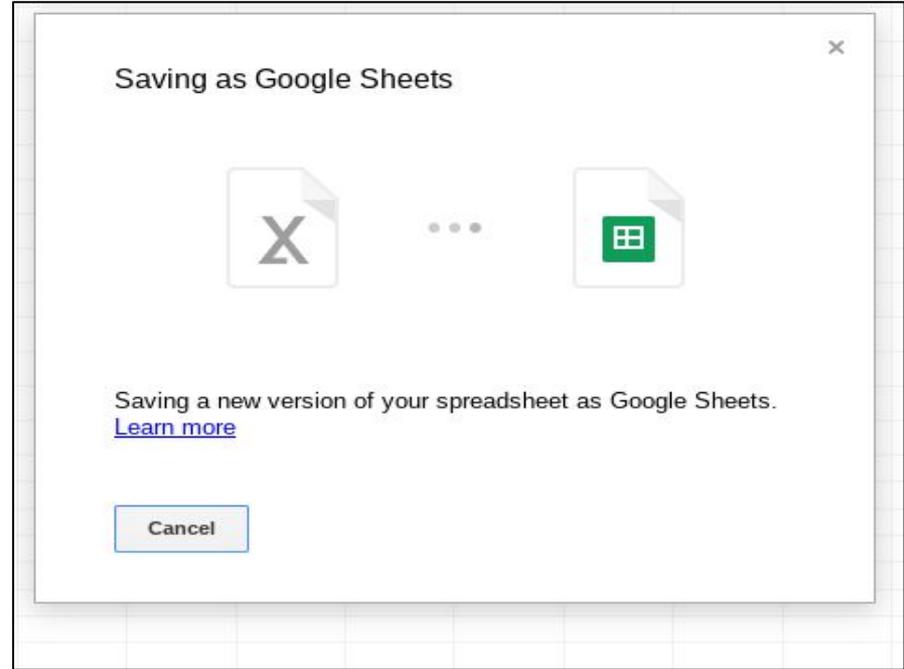
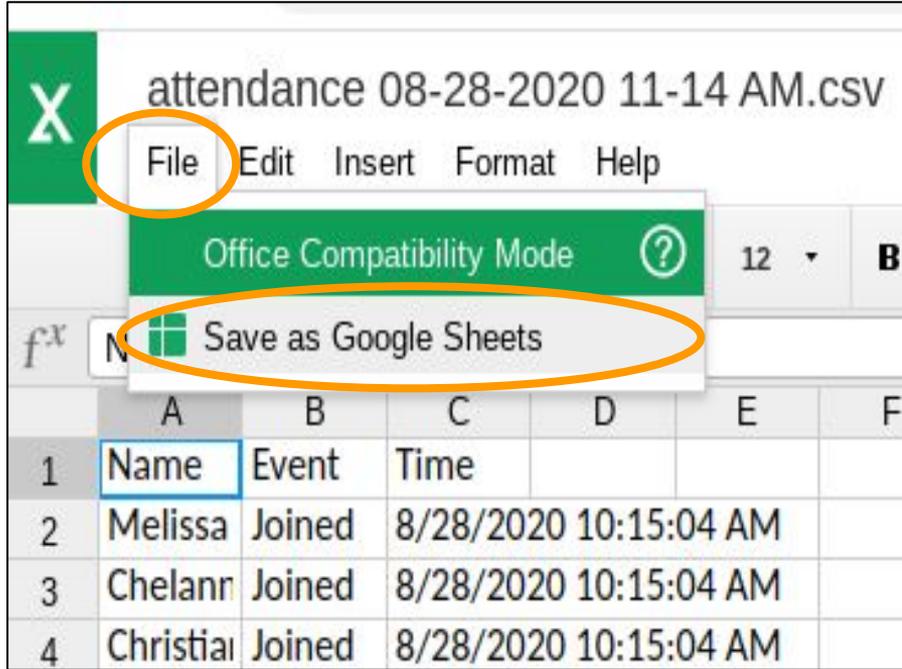
File Edit Insert Format Help Unsaved changes Edits will not be automatically saved. [Save now](#)

Calibri 12 B I U A

	A	B	C	D	E	F	G	H	I	J	K	L
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5												
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.

attendance 08-28-2020 11-14 AM ☆ 📁 ☁

File Edit View Insert Format Data Tools Add-ons Help [Last edit was made 1 hour ago by anonymous](#)

100% \$ % .0 .00 123 Arial 10 B I U A

	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														

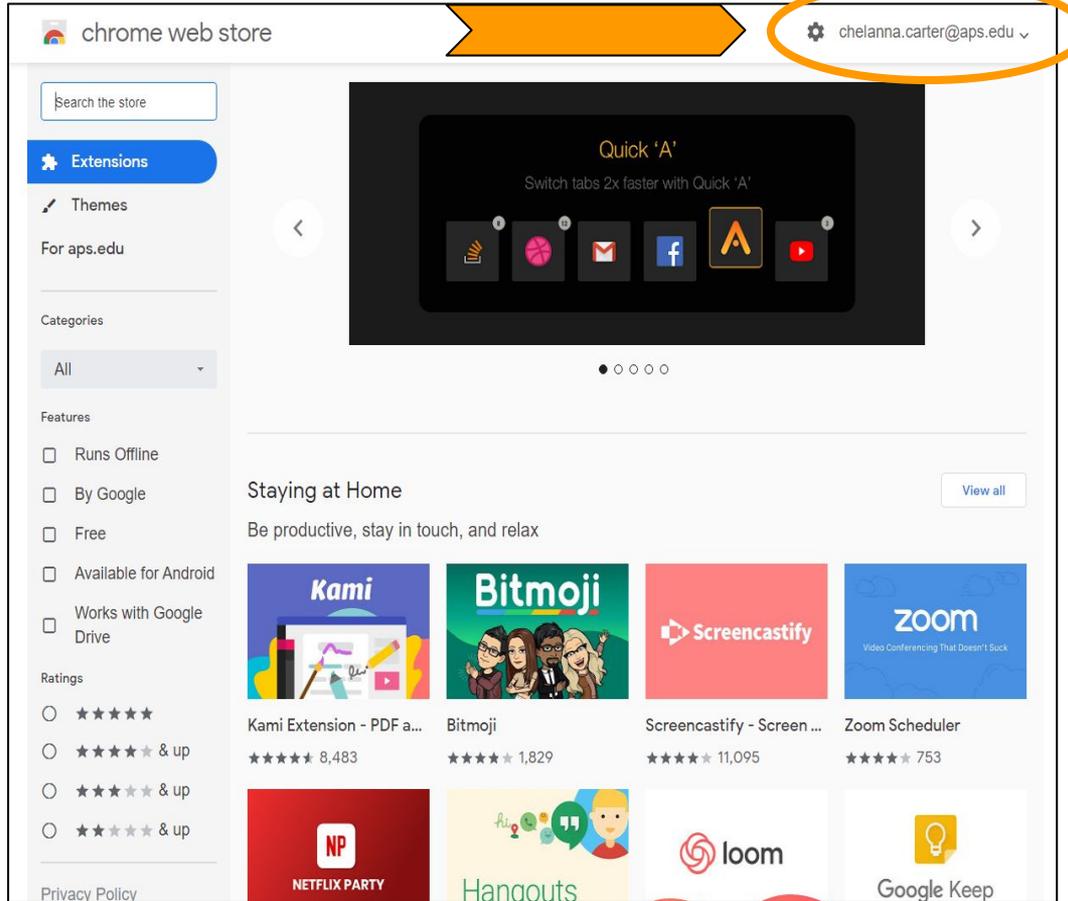
Your Attendance Google Document is now ready. It can be renamed and shared or moved to a shared folder.

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 profile 'chelanna.carter@aps.edu' is highlighted with an orange circle. Below the profile is an orange arrow pointing right. The main content area features a 'Quick 'A'' extension advertisement with a dark background and icons for various apps. Below this is a 'Staying at Home' section with a 'View all' button. The main grid displays several extensions: Kami (PDF annotation), Bitmoji (stickers), Screencastify (screen recording), Zoom Scheduler (video conferencing), Netflix Party (watching Netflix together), Hangouts (messaging), Loom (video recording), and Google Keep (note-taking). The left sidebar contains navigation options like 'Extensions', 'Themes', and 'Categories', along with a 'Features' list and a 'Ratings' section.

chrome web store

Search the store

Extensions

Themes

For aps.edu

Categories

All

Features

- Runs Offline
- By Google
- Free
- Available for Android
- Works with Google Drive

Ratings

- ★★★★★
- ★★★★★ & up
- ★★★★★ & up
- ★★★★★ & up

Privacy Policy

Quick 'A'

Switch tabs 2x faster with Quick 'A'

Staying at Home

Be productive, stay in touch, and relax

View all

Kami

Bitmoji

Screencastify

zoom

Video Conferencing That Doesn't Suck

Kami Extension - PDF a...

Bitmoji

Screencastify - Screen ...

Zoom Scheduler

★★★★★ 8,483

★★★★★ 1,829

★★★★★ 11,095

★★★★★ 753

NP

NETFLIX PARTY

Hangouts

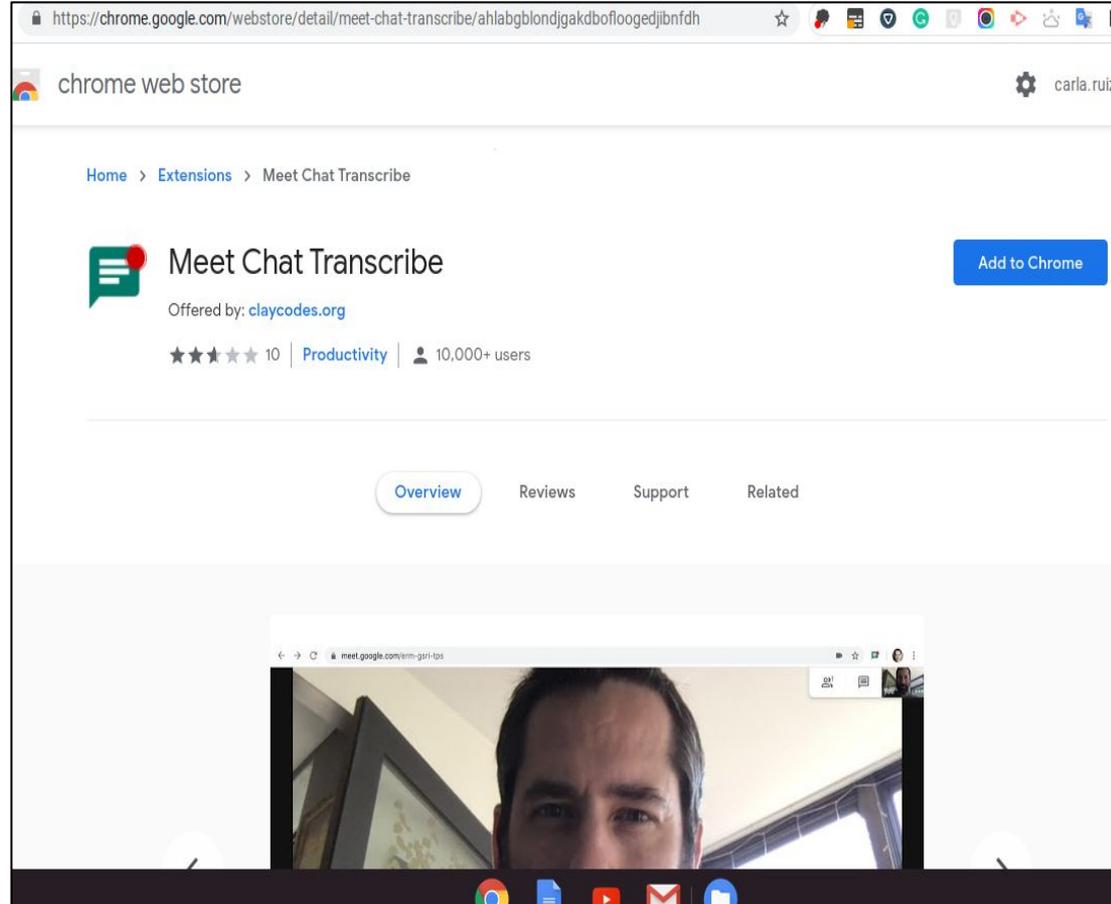
loom

Google Keep

Meet Chat Transcribe

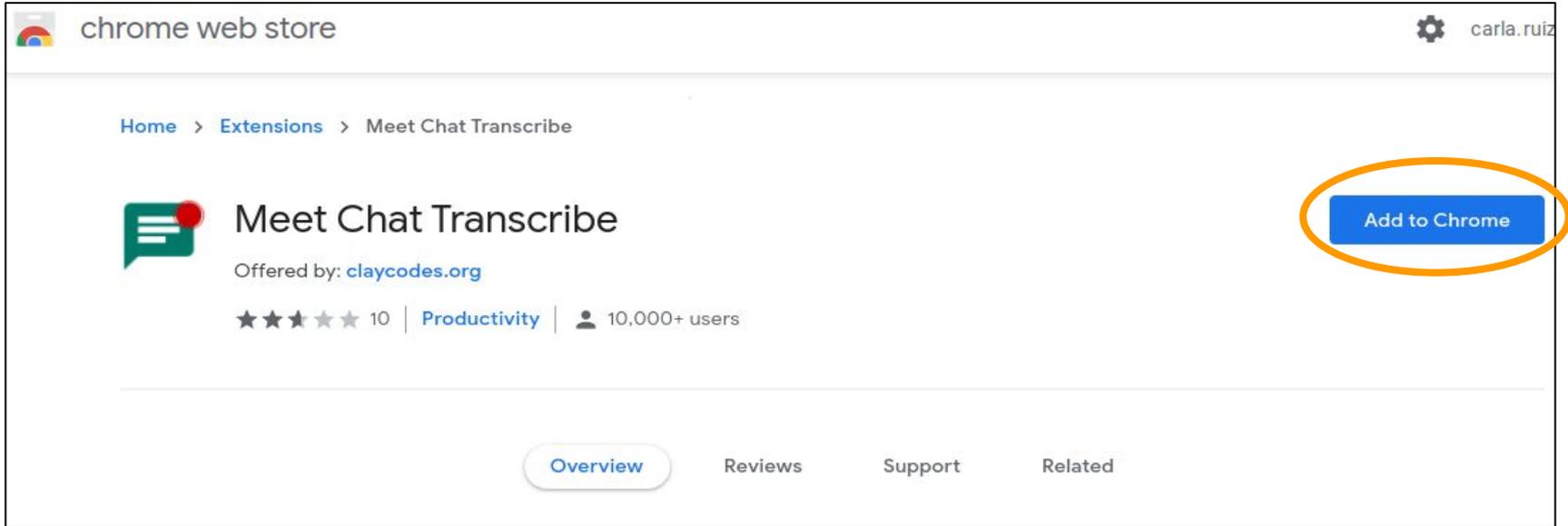
This is the Meet Chat Transcribe extension that we are going to use.

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



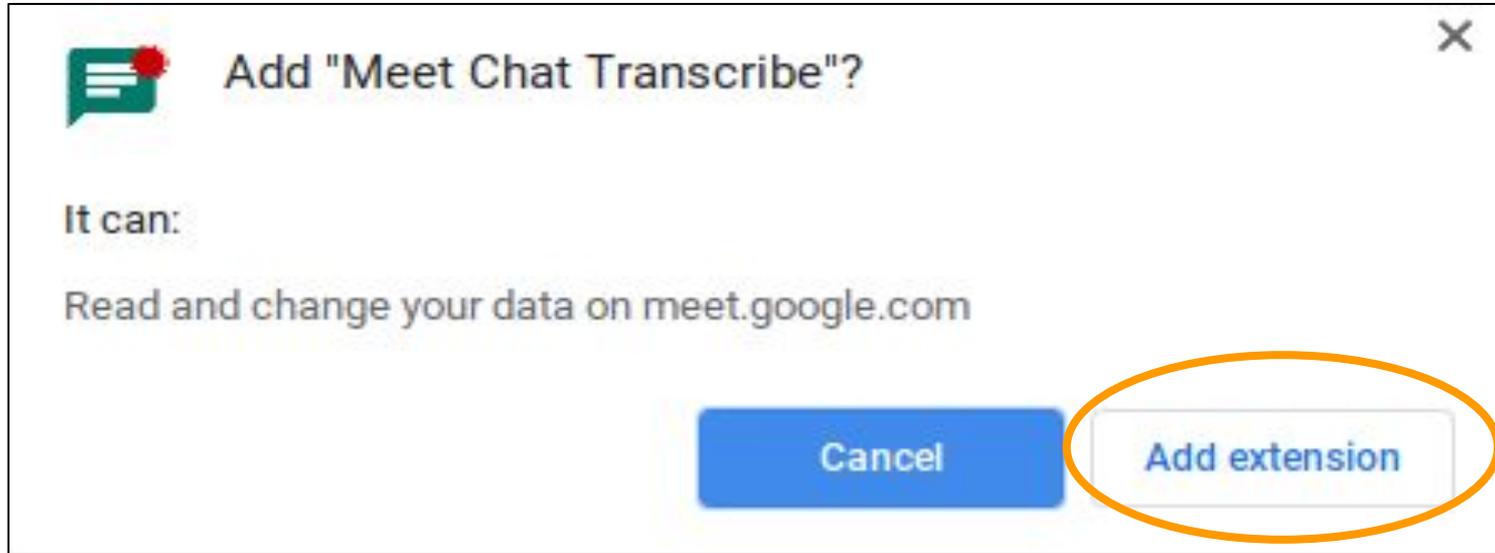
The screenshot shows the Chrome Web Store page for the 'Meet Chat Transcribe' extension. The page is viewed in a browser window with the address bar showing the URL: <https://chrome.google.com/webstore/detail/meet-chat-transcribe/ahlabgblondjgakdbofloogedjibnfdh>. The page header includes the Chrome Web Store logo and the user's name 'carla.ruiz'. The main content area displays the extension's name 'Meet Chat Transcribe', its icon (a green speech bubble with a red dot), and the developer 'Offered by: claycodes.org'. Below this, there is a star rating of 10 stars and a category of 'Productivity' with '10,000+ users'. A blue 'Add to Chrome' button is visible on the right. At the bottom of the page, there are tabs for 'Overview', 'Reviews', 'Support', and 'Related'. In the background, a video call window is visible, showing a man's face in a meeting.

Installing the extension.



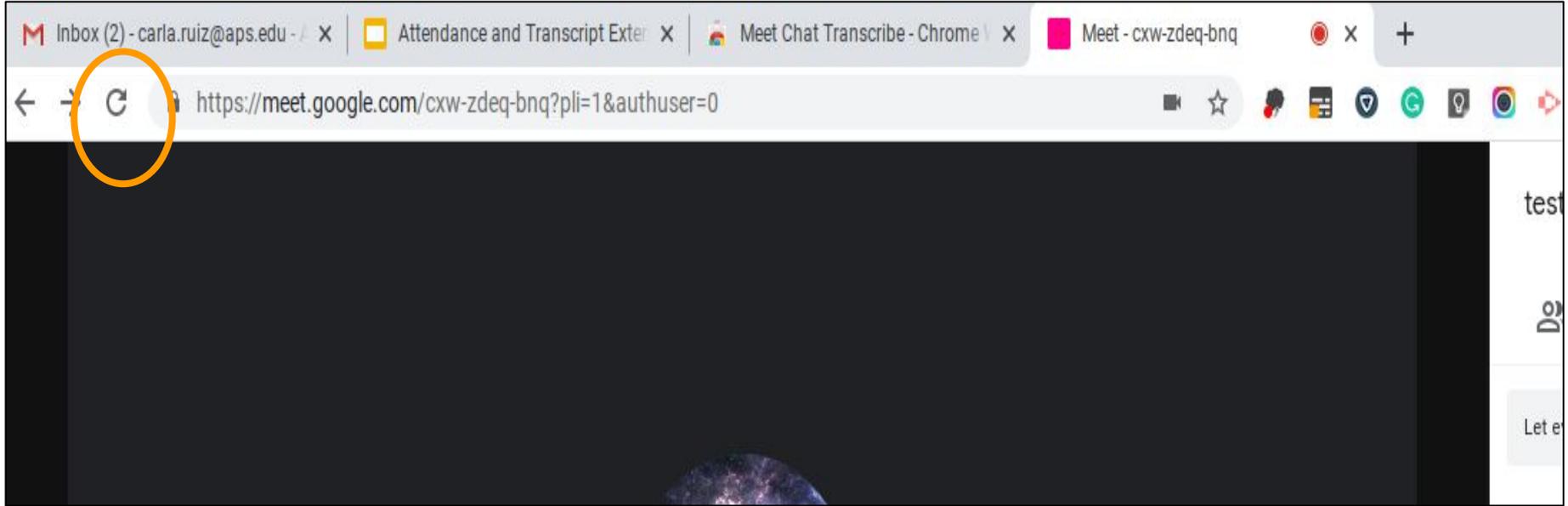
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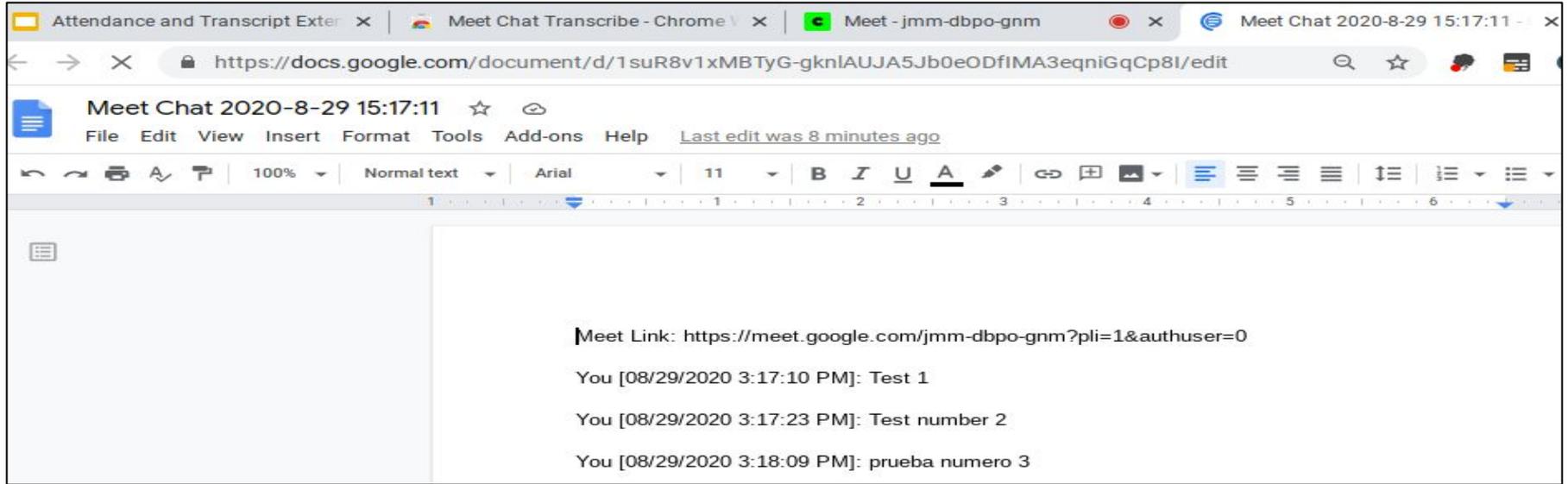
If you are completing this process for the first time during your Google Meeting, the extension may not work and your document may not appear unless you click on the Refresh Icon on the left side of your Google Meet URL bar and Rejoin the meeting.

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