

# Uputstvo za korišćenje Google Meet platforme

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*Google Meet* platforma

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## Karakteristike *Google Meet* platforme

- U naprednoj verziji *Google meet* platforme, koju je Fakultet obezbedio za studente, nastavno i vannastavno osoblje, omogućeno je korišćenje platforme za 250 korisnika na jednom kreiranom sastanku (meet-u)
- Vreme trajanja jednog sastanka je neograničeno
- Svako predavanje, vežbe, konsultacije i drugi oblici nastave mogu da se snimaju i postavljaju na stranice predmeta
- Omogućeno je da se prenosi *live stream* sastanka za do 100.000 ljudi
- Zvuk online razgovora je kvalitetniji, bez šumova i/ili prekidanja
- Automatizovano je slanje spiska prisutnih na sastanku (meet-u), tj. evidencija o prisustvu studenata na predavanju, vežbama i konsultacijama
- Korisnik ima mogućnost da zamagli pozadinu prostora i da fokus kadra bude na osobi koja govori
- Omogućeno je anketiranje studenata
- U istom trenutku na ekranu možemo da vidimo do 49 osoba uključenih u sastanak

# Google Meet platforma

*Google meet platforma* – služi za održavanje online nastave, konsultacija, prezentacija i drugih aktivnost.

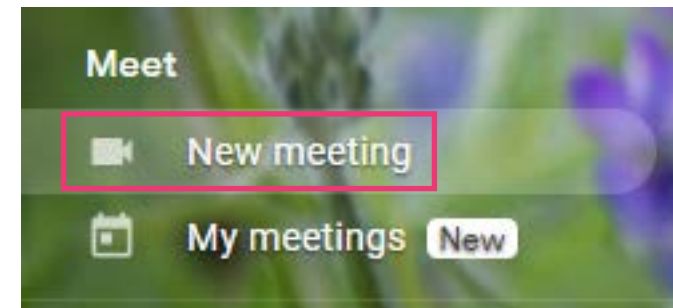
Na *Google meet* platformu, uključujete se sa fakultetske imejl adrese

*zaposleni*: ime.prezime@fmk.edu.rs

*studenti*: ime.prezime.brojindeksa@fmk.edu.rs

# Zakazati sastanak – Opcija 1

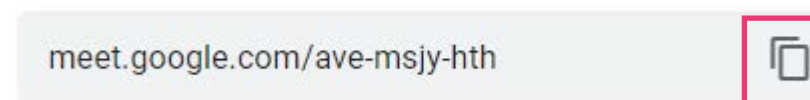
Pokrenite meet →



## Share your new meeting

Copy this link and send it to people you want to meet with. Be sure you save it so you can use it later, too.

Link ka vašem predavanju →



← Kopirajte link

← Send invite

Join now

# Zakazati sastanak – Opcija 2 (iz kalendara)

The screenshot shows a calendar interface with a meeting creation dialog open. The dialog title is "Engleski jezik\_prva grupa". It includes the following elements:

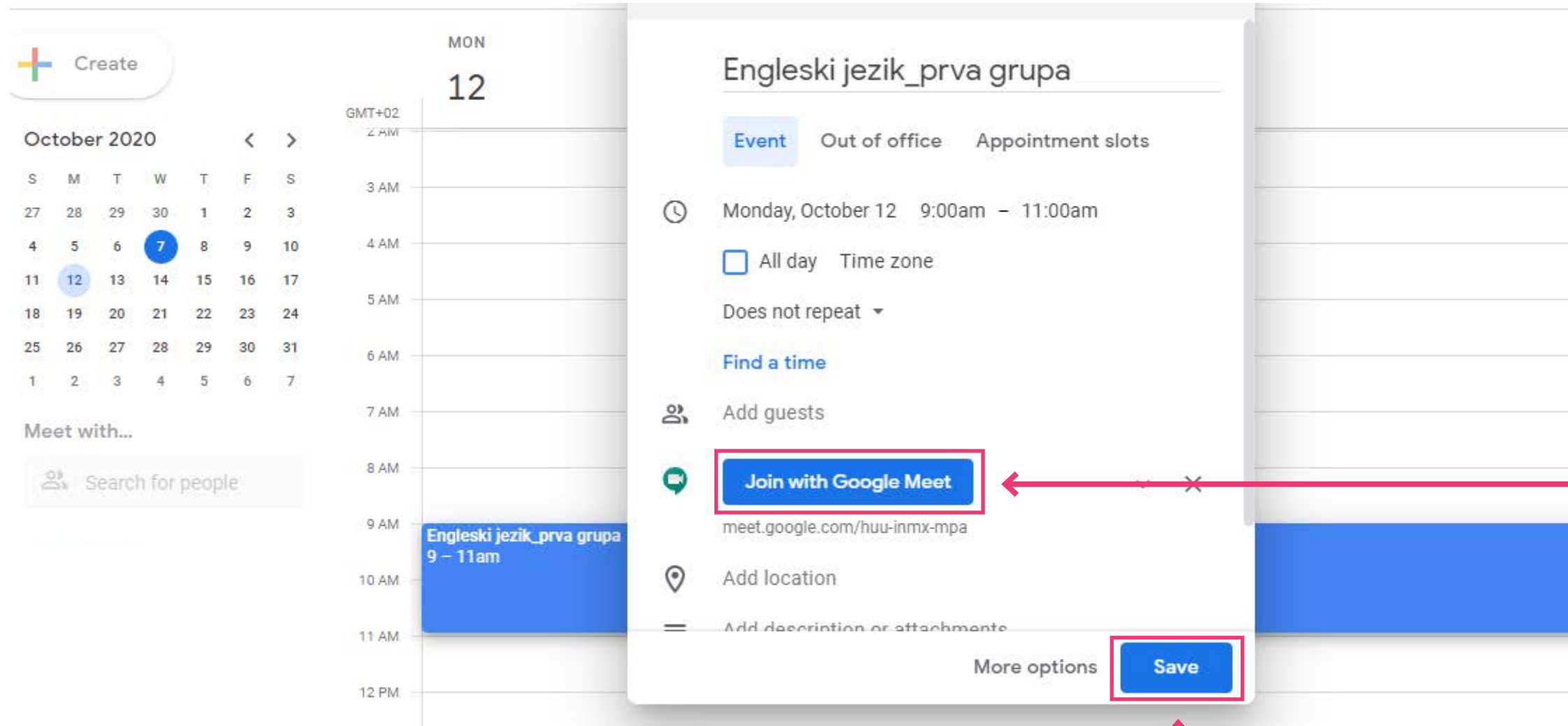
- Event type:** "Event" (selected), "Out of office", "Appointment slots".
- Time:** "Monday, October 12 9:00am - 11:00am".
- Options:** "All day" (unchecked), "Time zone", "Does not repeat".
- Actions:** "Find a time", "Add guests", "Add Google Meet video conferencing" (highlighted in blue), "Add location", "Add description or attachments".
- Buttons:** "More options", "Save".

← Naziv predavanja

← Vreme predavanja

← Kreiranje  
*Google Meet* linka

# Zakazati sastanak – Opcija 2 (iz kalendara)



Link sastanka koji šaljete studentima

Kliknite kako biste sačuvali podešavanja sastanka

# Zakazati sastanak – Opcija 2 (iz kalendara)

Ukoliko želite da vam se u kalendaru nalazi predavanje za svaku nedelju

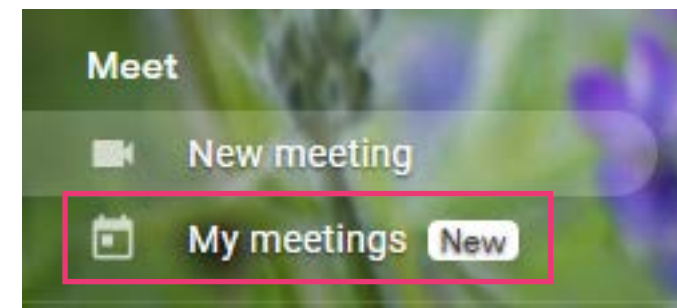
Link ka vašem predavanju je uvek isti i možete da ga postavite na stranicu predmeta za sve nedelje nastave

The screenshot shows the Google Calendar event creation interface for an event titled "Engleski jezik\_prva grupa". The event is scheduled for October 12, 2020, from 9:00am to 11:00am. A dropdown menu is open, showing various recurrence options: "Does not repeat", "Daily", "Weekly on Monday" (highlighted), "Monthly on the second Monday", "Annually on October 12", "Every weekday (Monday to Friday)", and "Custom...". The "Event Details" section includes a "Join with" button, a "meet.google" link, and fields for "Add location" and "Notification". The "Guests" section on the right includes an "Add guests" field and "Guest permissions" with checkboxes for "Modify event" (unchecked), "Invite others" (checked), and "See guest list" (checked). A "Save" button and a "More actions" dropdown are visible at the top right.

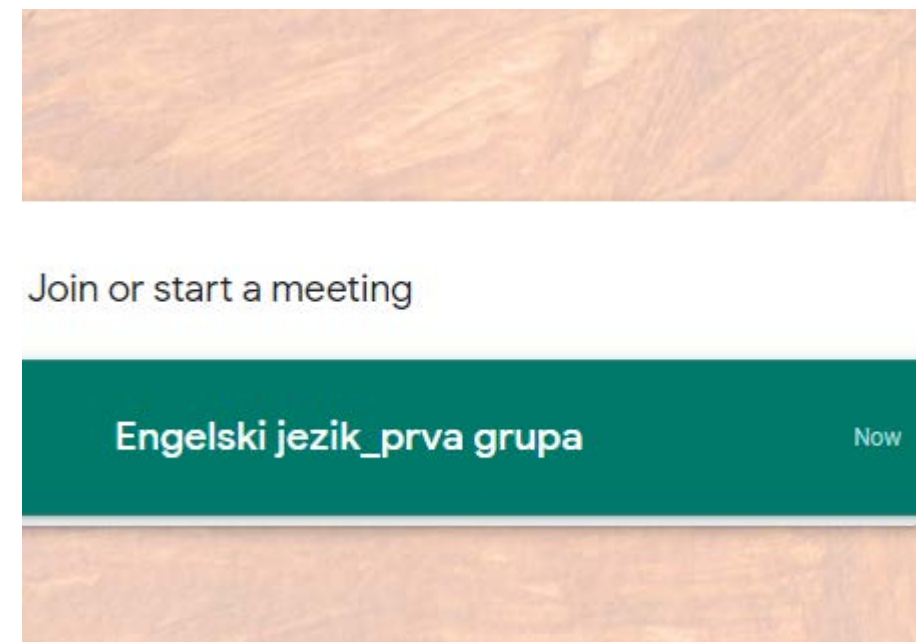


# Pristup sastanku (Meet-u)

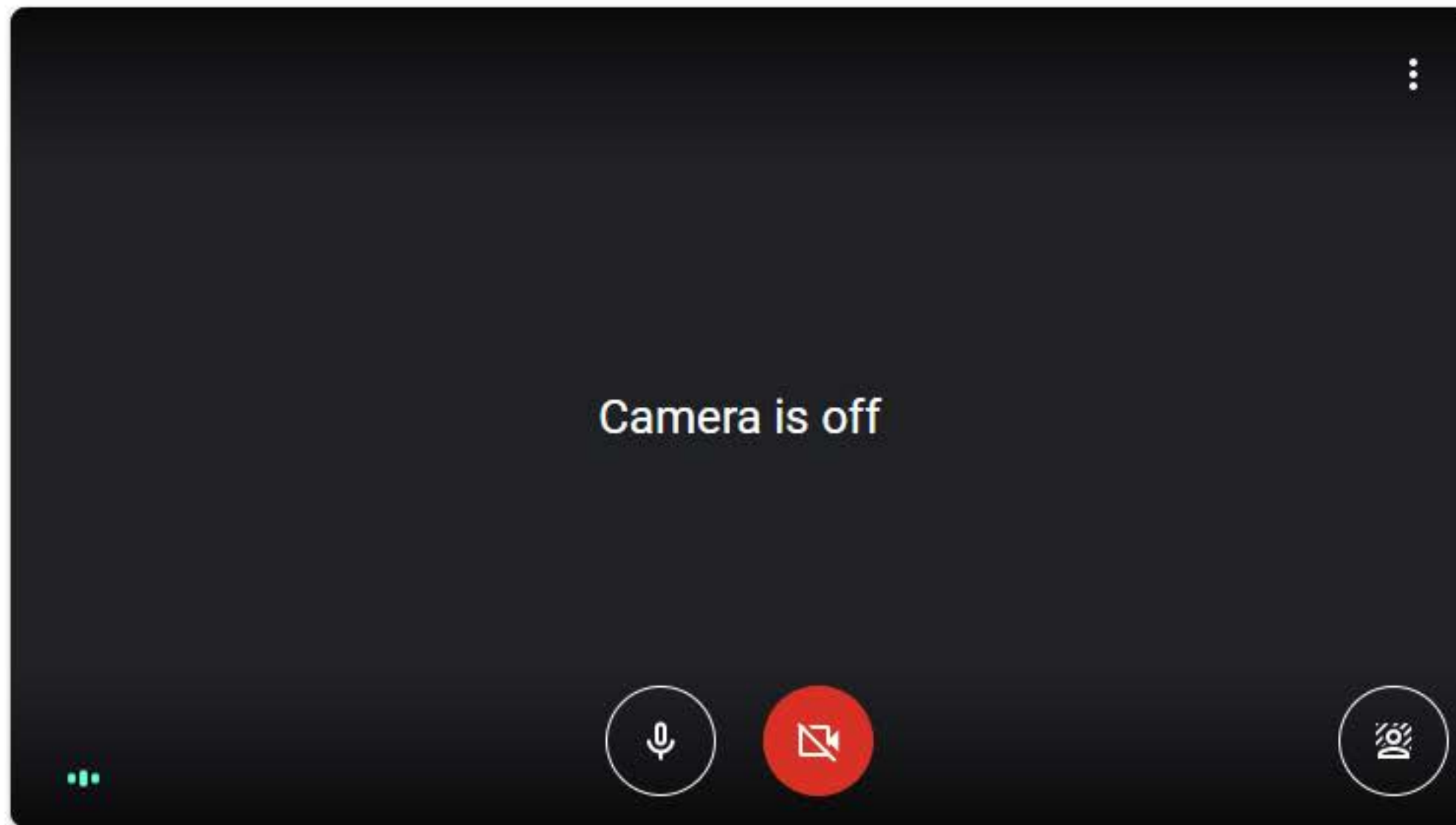
Na ovom mestu se nalaze svi  
vaši zakazani sastanci



Kada uđete na sastanke tog  
dana, pojaviće vam se  
predavanje koje ste zakazali.  
Kliknite na predavanje



# Pristup sastanku (Meet-u)



Engelski jezik\_prva grupa

No one else is here

Join now

Present

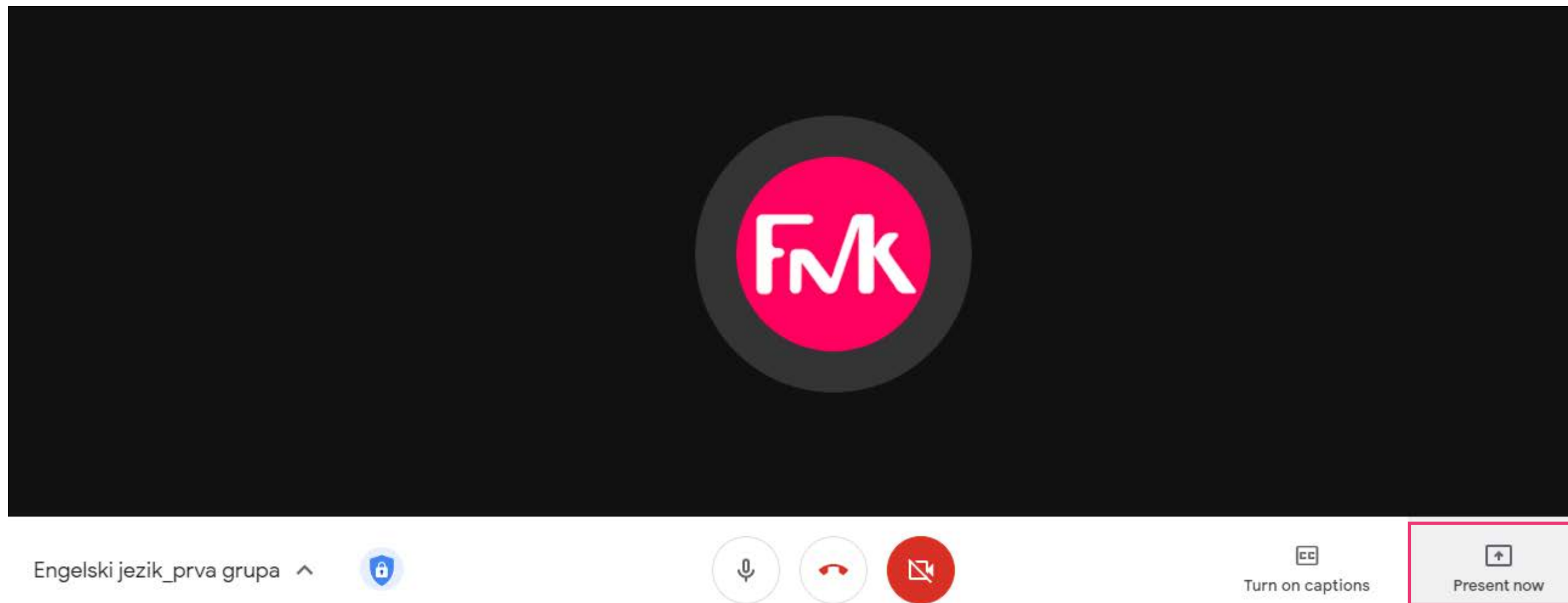
Other options

Join and use a phone for audio

Cast this meeting

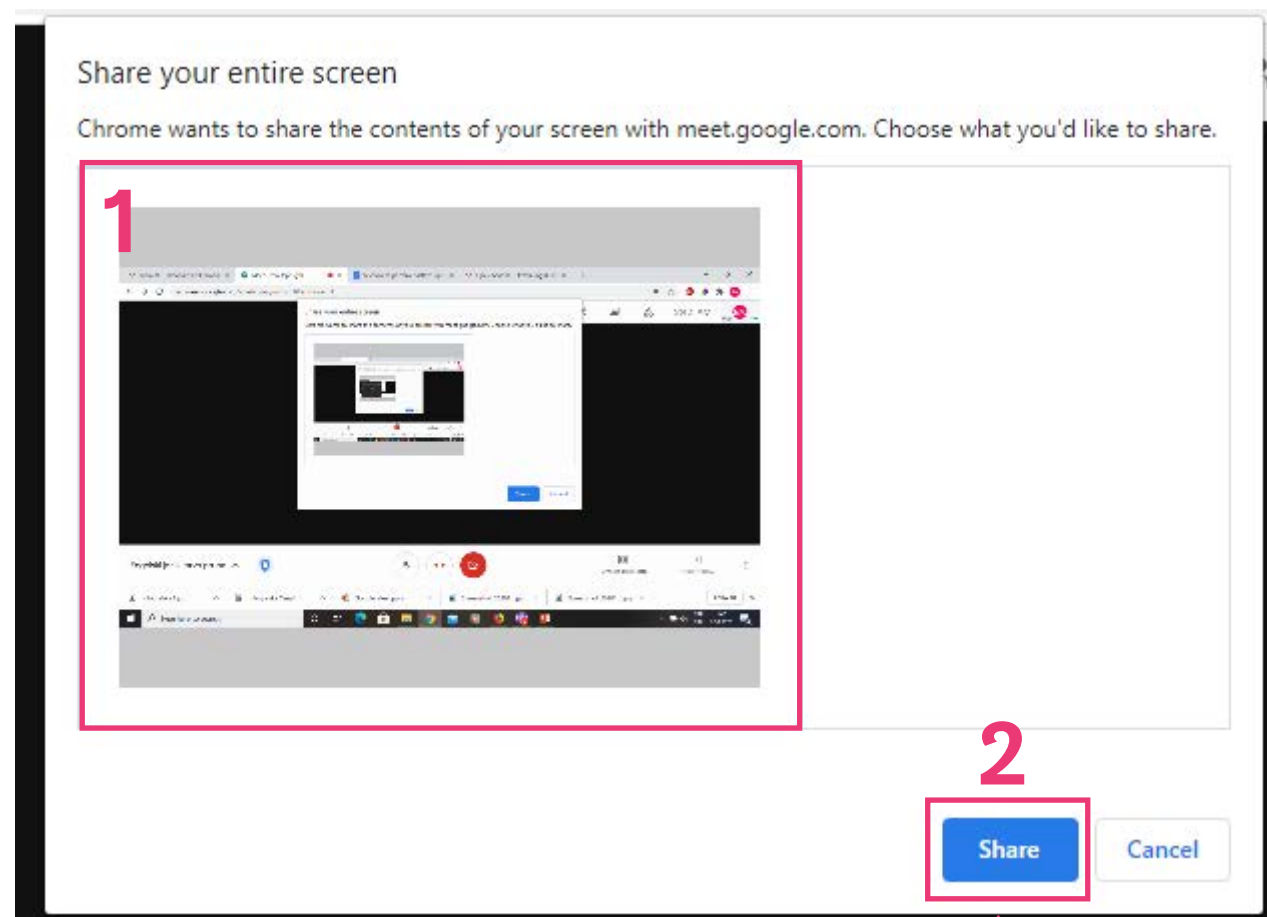
Pristupite sastanku

# Prikazivanje ekrana (Prezentacije)



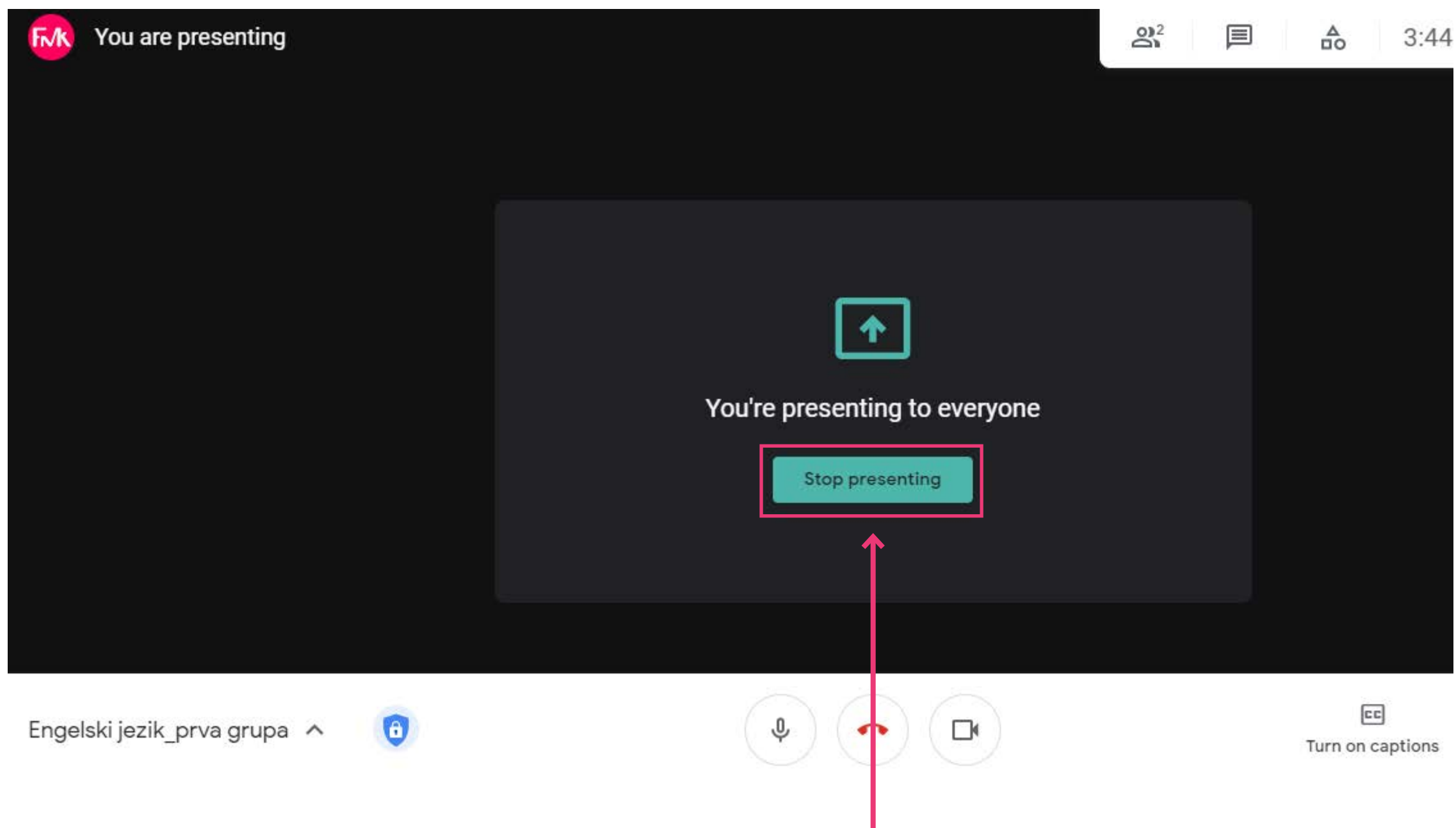
Prezentaciju, video ili drugi fajl možete prikazati klikom na

# Prikazivanje ekrana (Prezentacije)



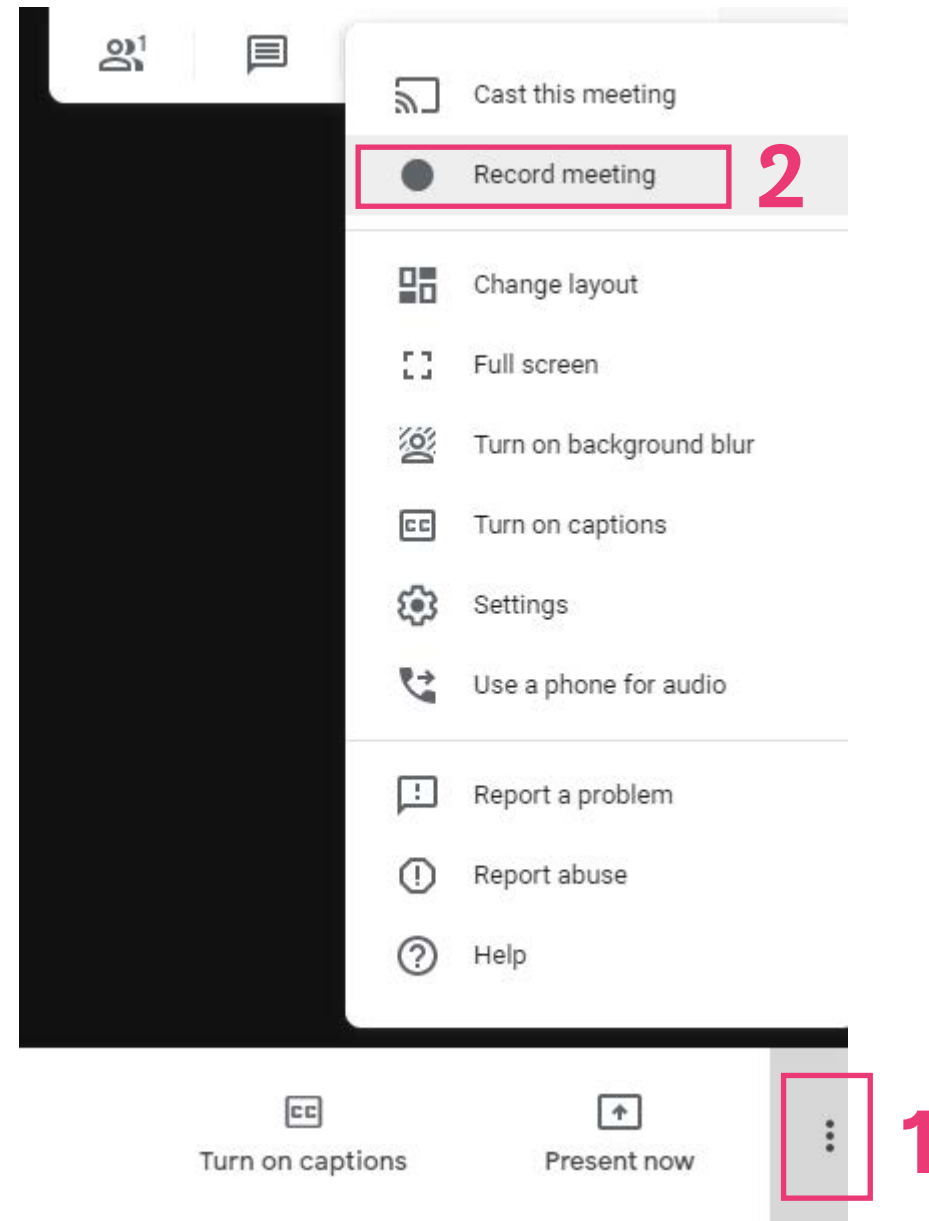
Vaš ekran možete da podelite sa korisnicima sastanka i prikazete prezentaciju, video ili drugi fajl

# Zatvaranje prezentacije

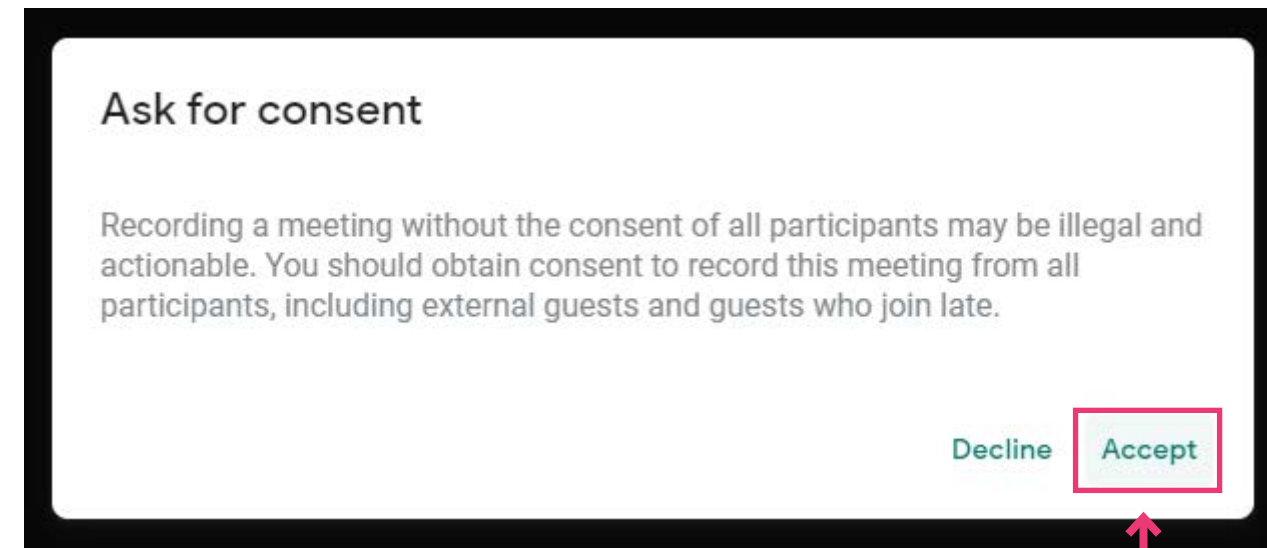


Kada želite da završite deljenje ekrana kliknite na

# Snimanje sastanka (Meet-a)

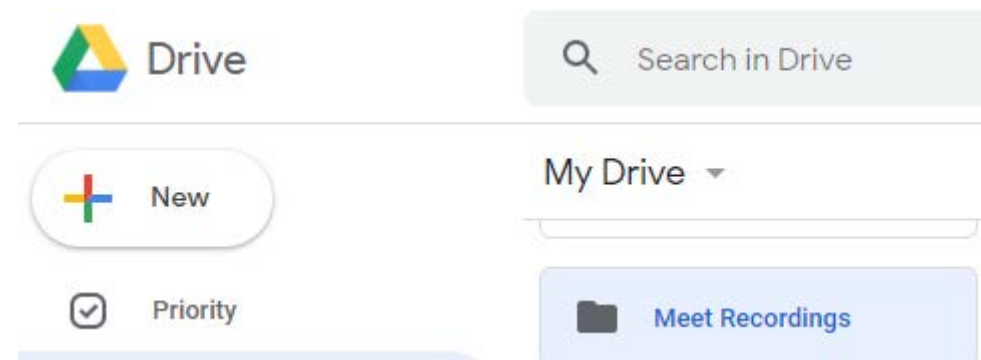


Ukoliko želite da snimate predavanje pritisnite u donjem desnom uglu tri tačkice (1) i kliknite na (2)



I pritisnite da prihvatate snimanje

# Deljenje snimka sastanka



Mesto na kojem se nalaze snimci na vašem Google drajvu

# Deljenje snimka sastanka

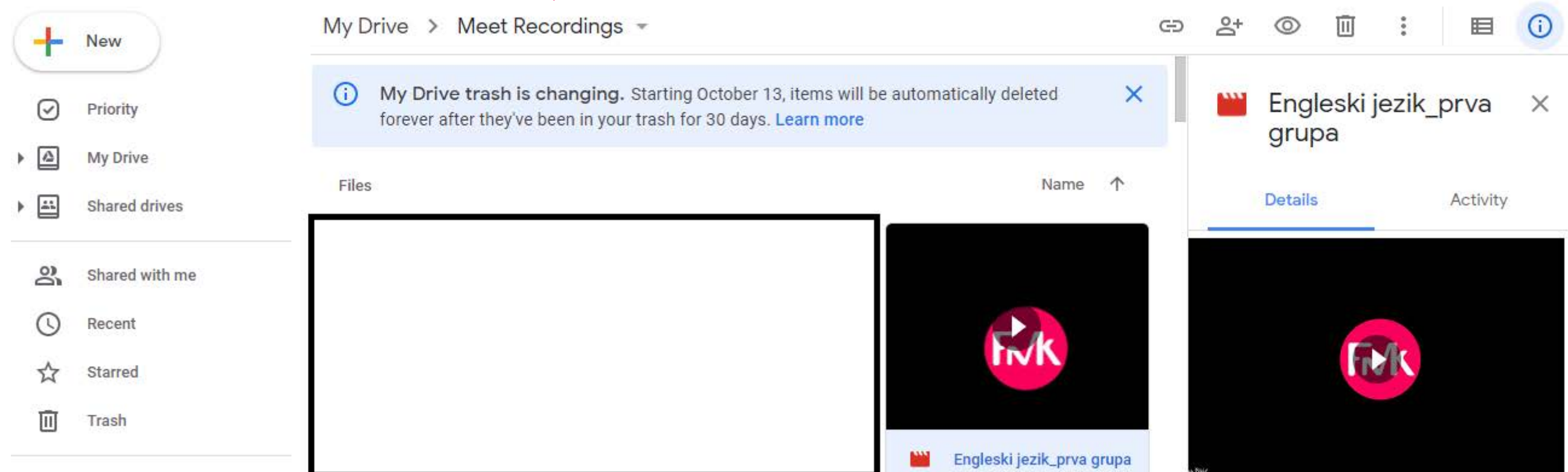


Na imejl će vam stići obaveštenje da je snimak sačuvan na Google drajvu



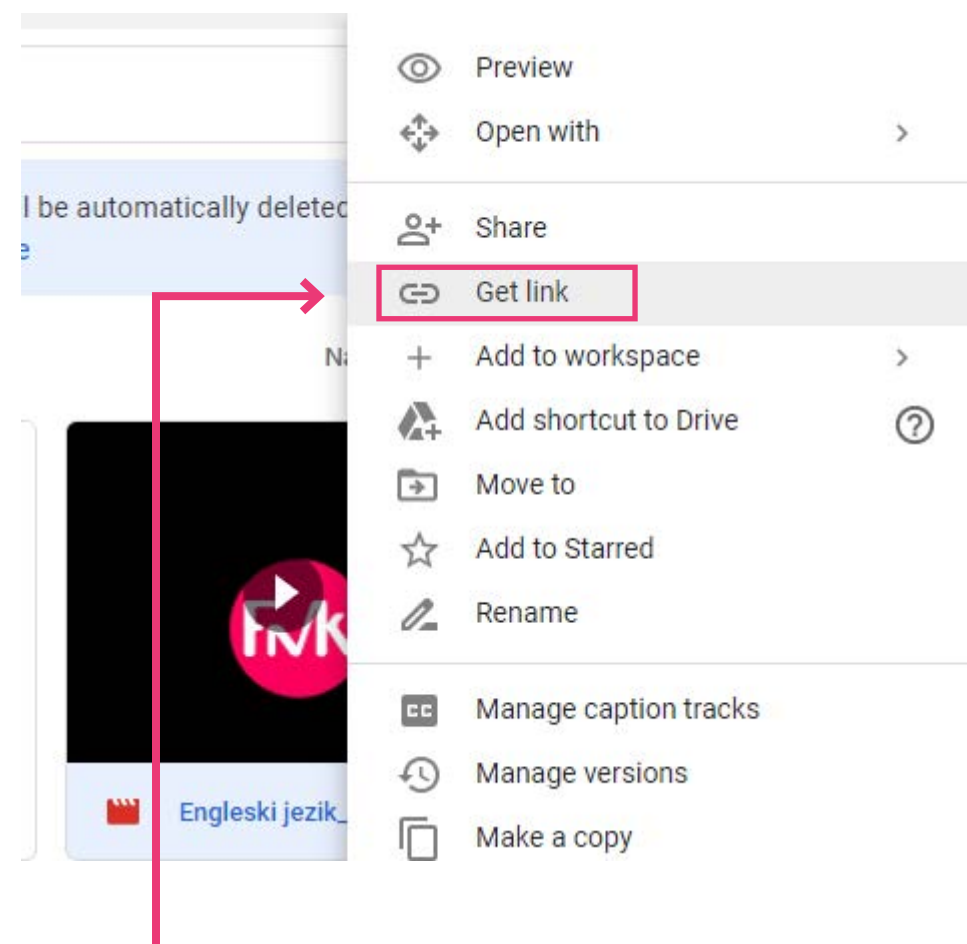
# Deljenje snimka sastanka

Folder u kojem se nalaze  
snimci sastanaka



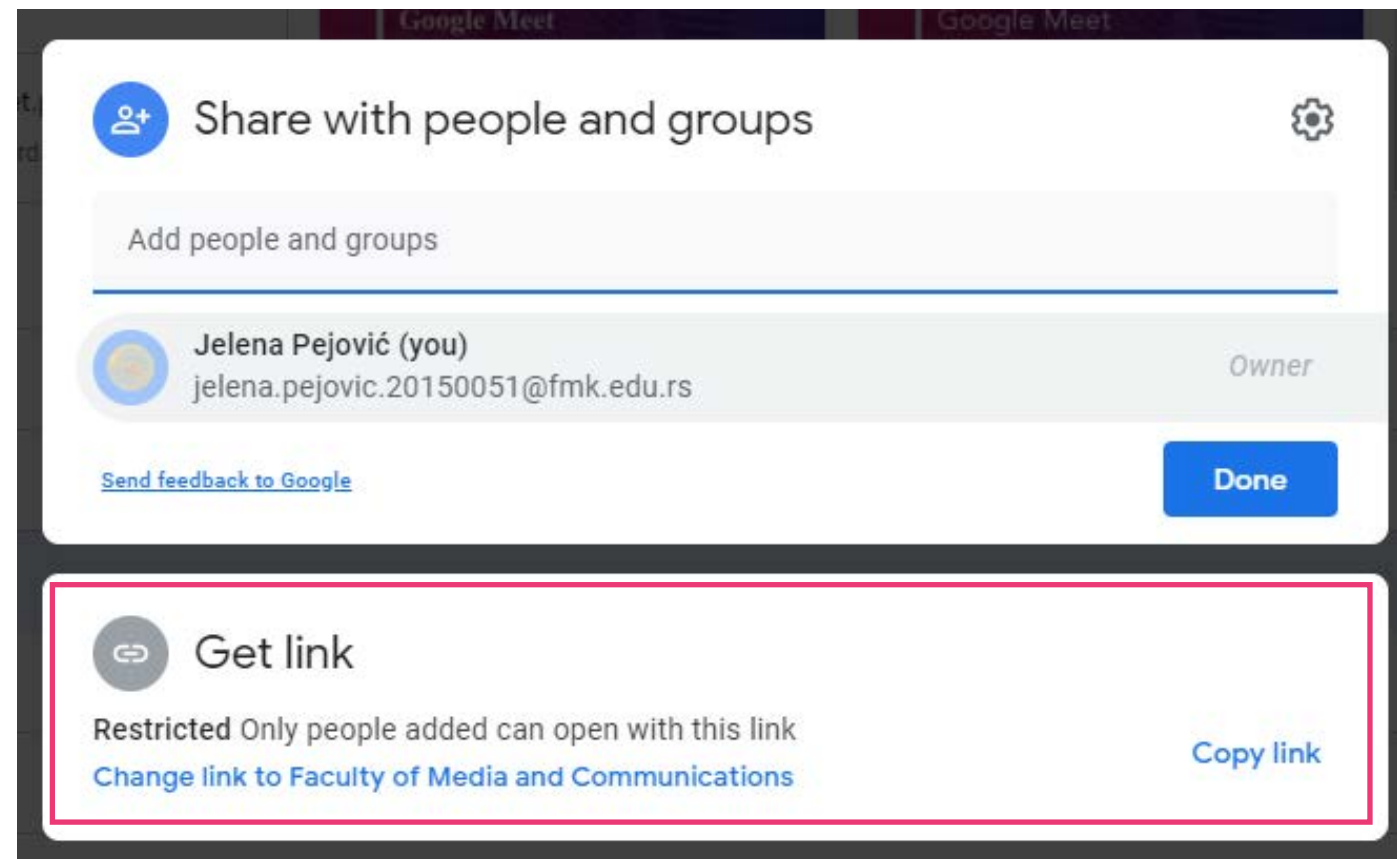
Ovako izgleda fajl u folderu  
na Google drajvu

# Deljenje snimka sastanka

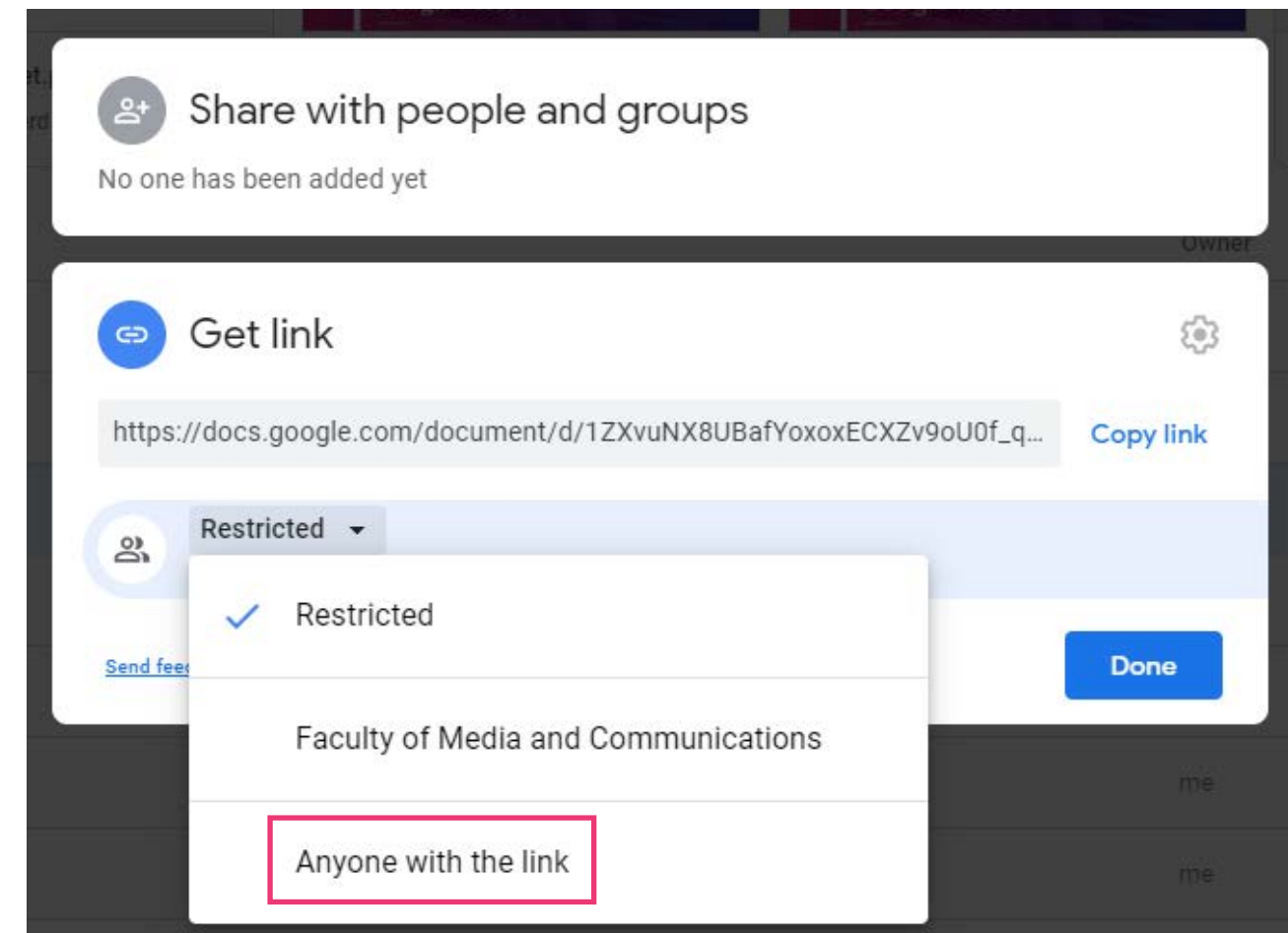


Pristupite linku za deljenje snimka

# Deljenje snimka sastanka

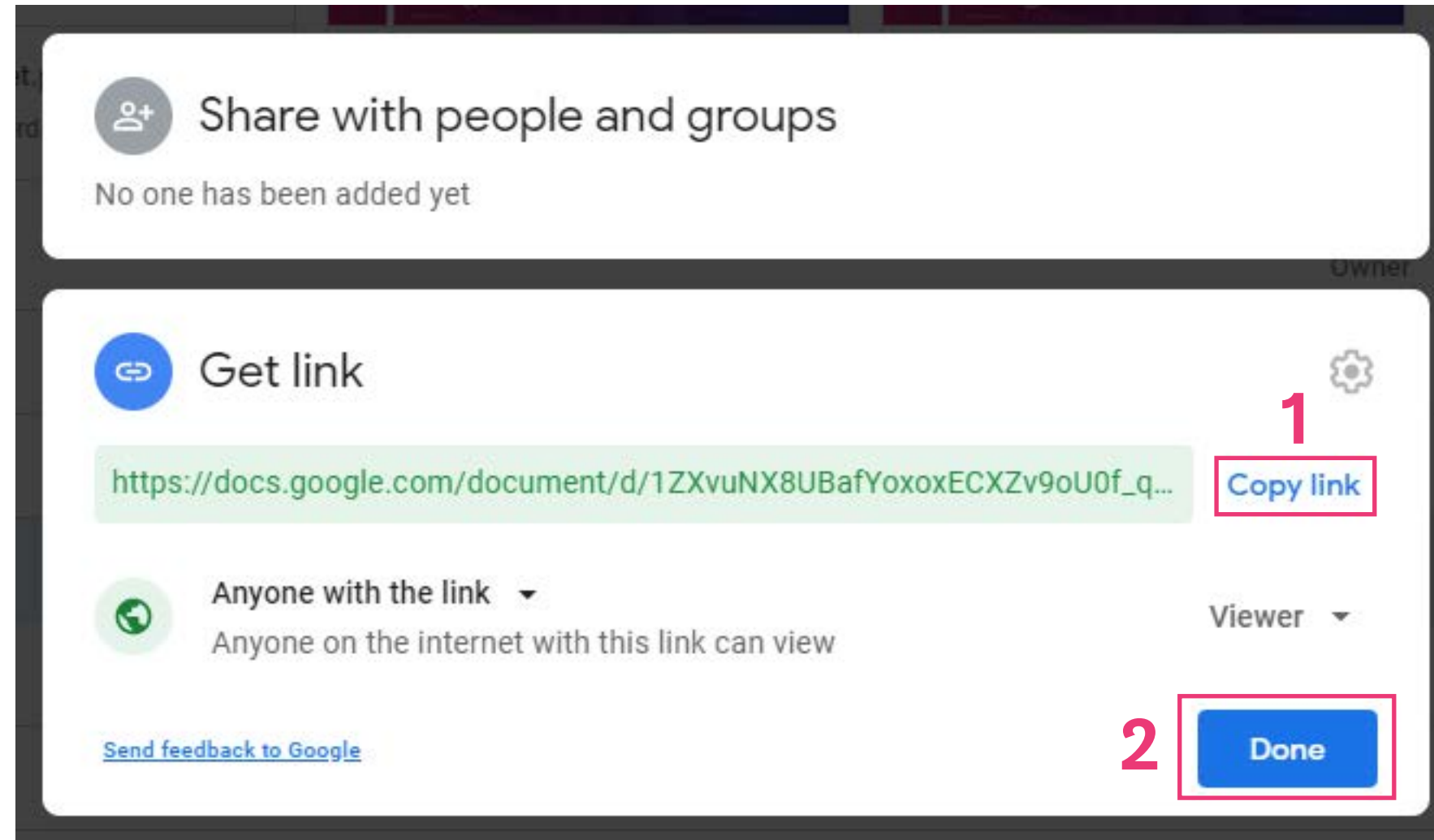


↑  
Kliknite na drugo polje



↑  
Umesto *Restricted* kliknite  
na *Anyone with the link*

# Deljenje snimka sastanka



Kliknite na Copy Link (1), a zatim na Done (2). Zatim podelite link na stranici predmeta