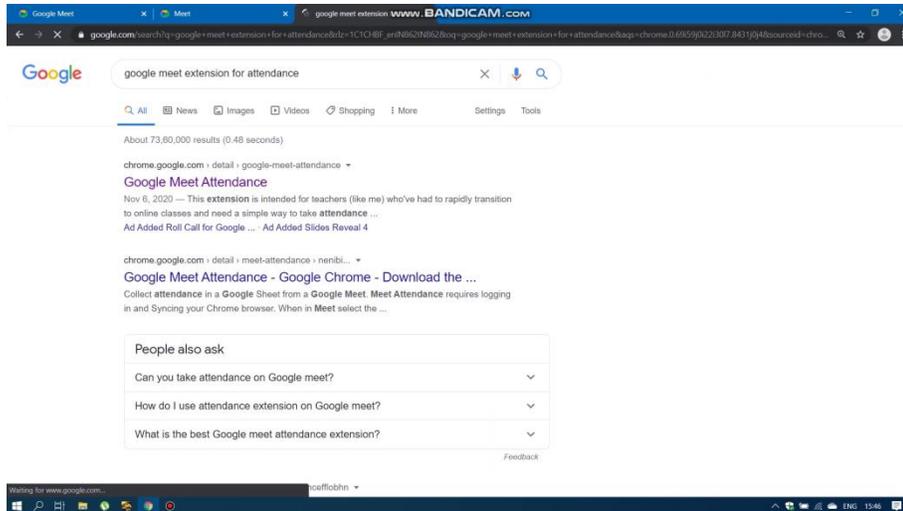


Google Meet Attendance

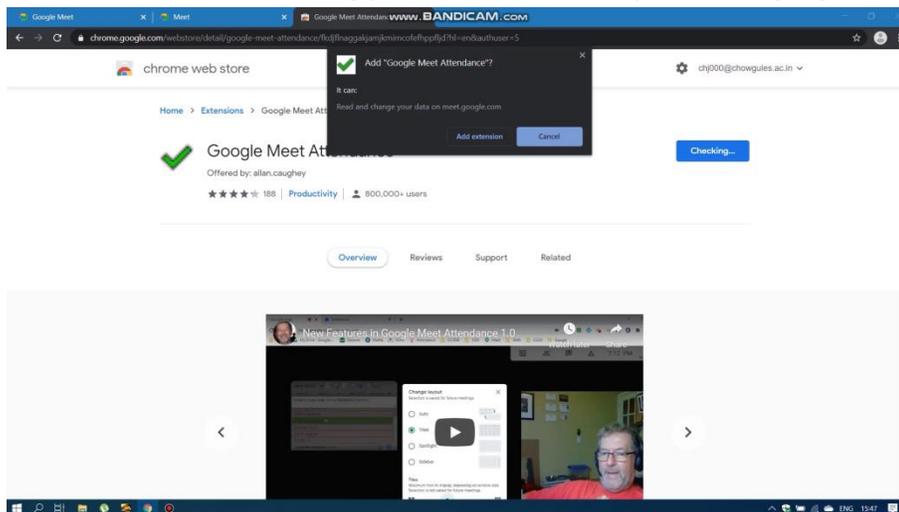
Steps to record attendance on google meet. As google meet does not have an in-built function to record the attendance in a meet we have to download an extension for it.

- 1) Go to your browser search for google meet attendance extension.

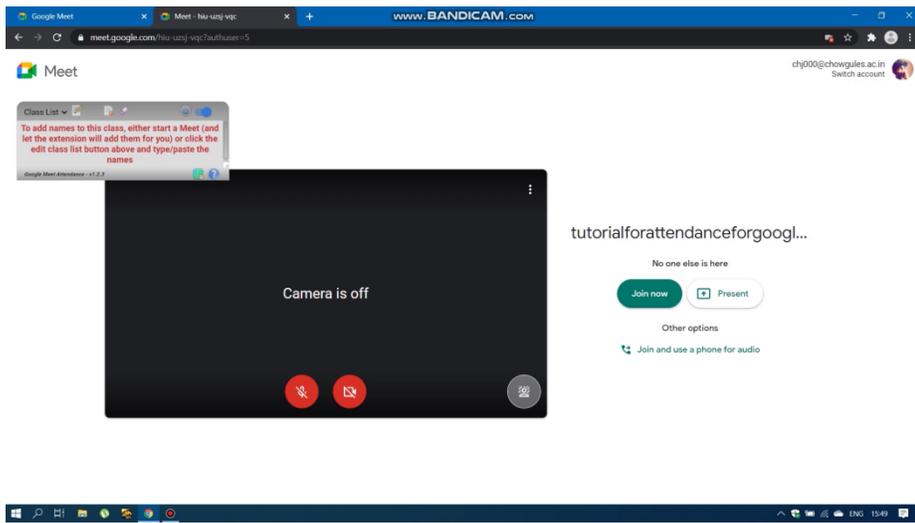
<https://chrome.google.com/webstore/detail/google-meet-attendance/fkdjflnaggakjamjkmimcofefhppfljd?hl=en>



- 2) Download the extension using your desired ID which you use for google meet login.

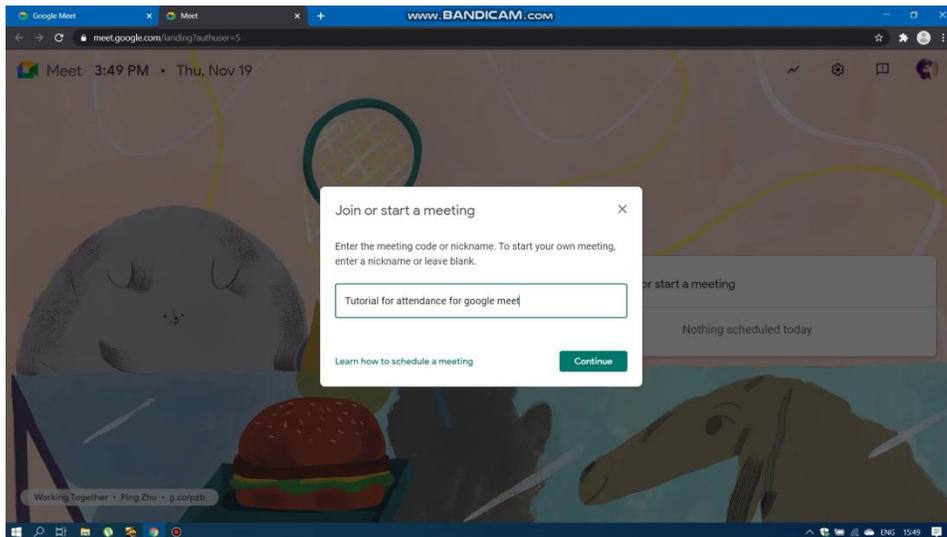


- 3) After downloading this extension on the desired ID your browser will automatically show the attendance list when you join a meet or when others join your meet.

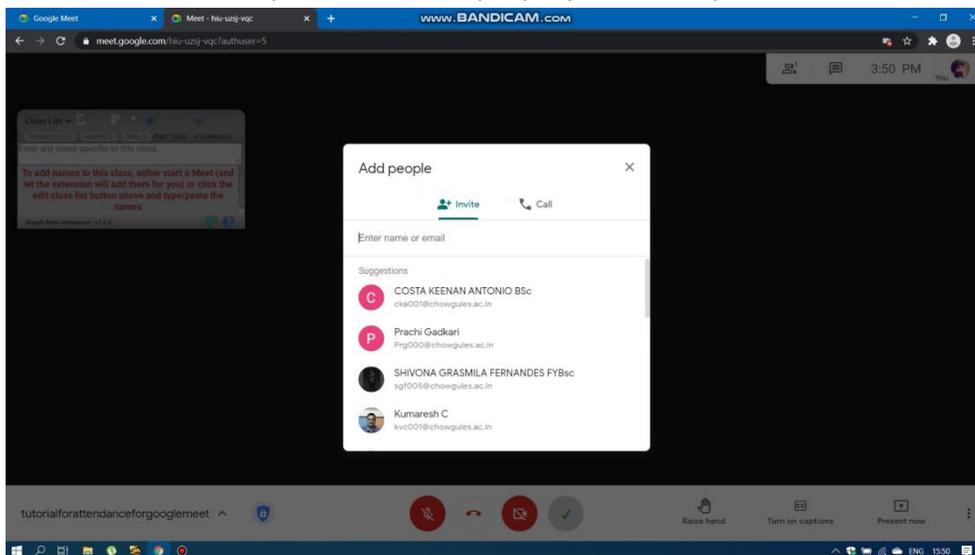


- 4) Now go to google meet and create a meet (class).

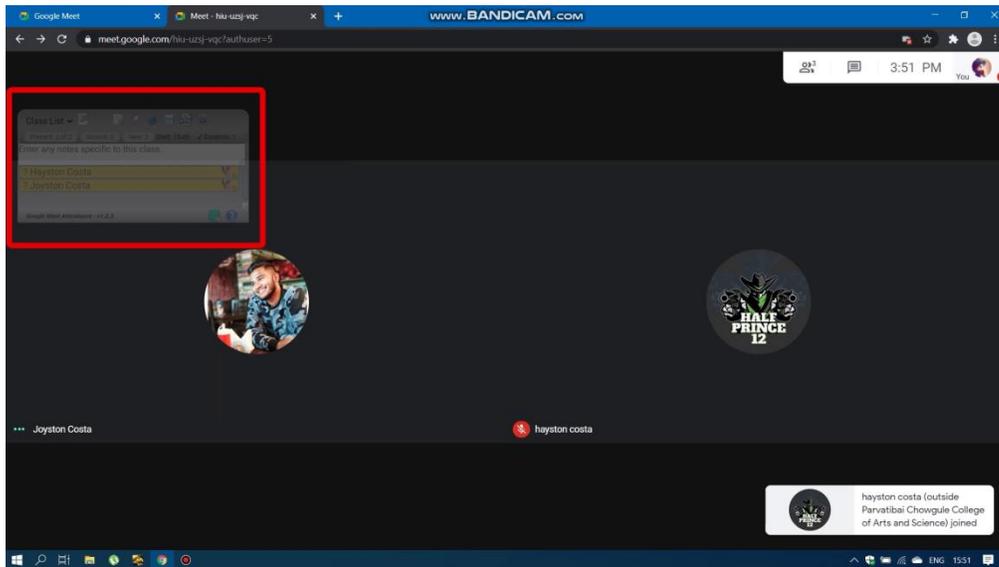
<https://meet.google.com/>



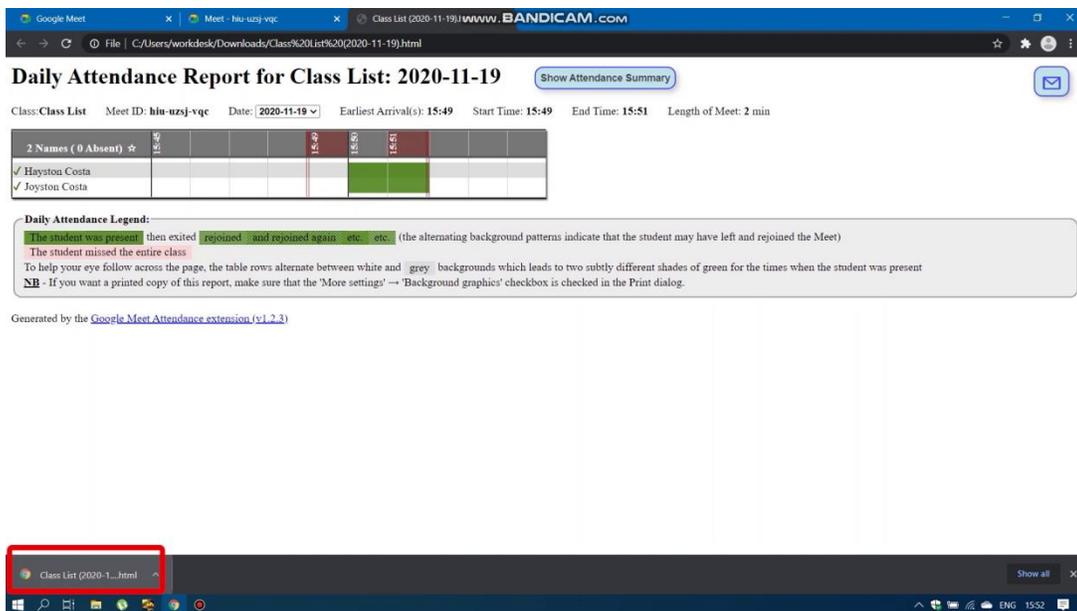
- 5) Add the participants by sending the link generated by google meet to join your meet or you can also share the code of your meet to the people you want in your meet.



6) As people join the meet the list keeps on updating in the extension.



7) When your meet is done, you close google meet and google meet will automatically download the attendance sheet in html format



8) You can then upload this sheet to your google classroom or just save it in a file for future reference.

THANK YOU!!