



GOOGLE MEET: CRIAR SALAS E CONVIDAR ALUNOS

Tutorial nível básico

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GOOGLE MEET: CRIAR SALAS E CONVIDAR ALUNOS

Tutorial nível básico

Acessar o google agendar

<https://www.google.com/intl/pt-BR/calendar/about/>

google Agenda

FAZER LOGIN

FAZER O DOWNLOAD

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Google Agenda

DISPONÍVEL NO Google play

Baixar na App Store

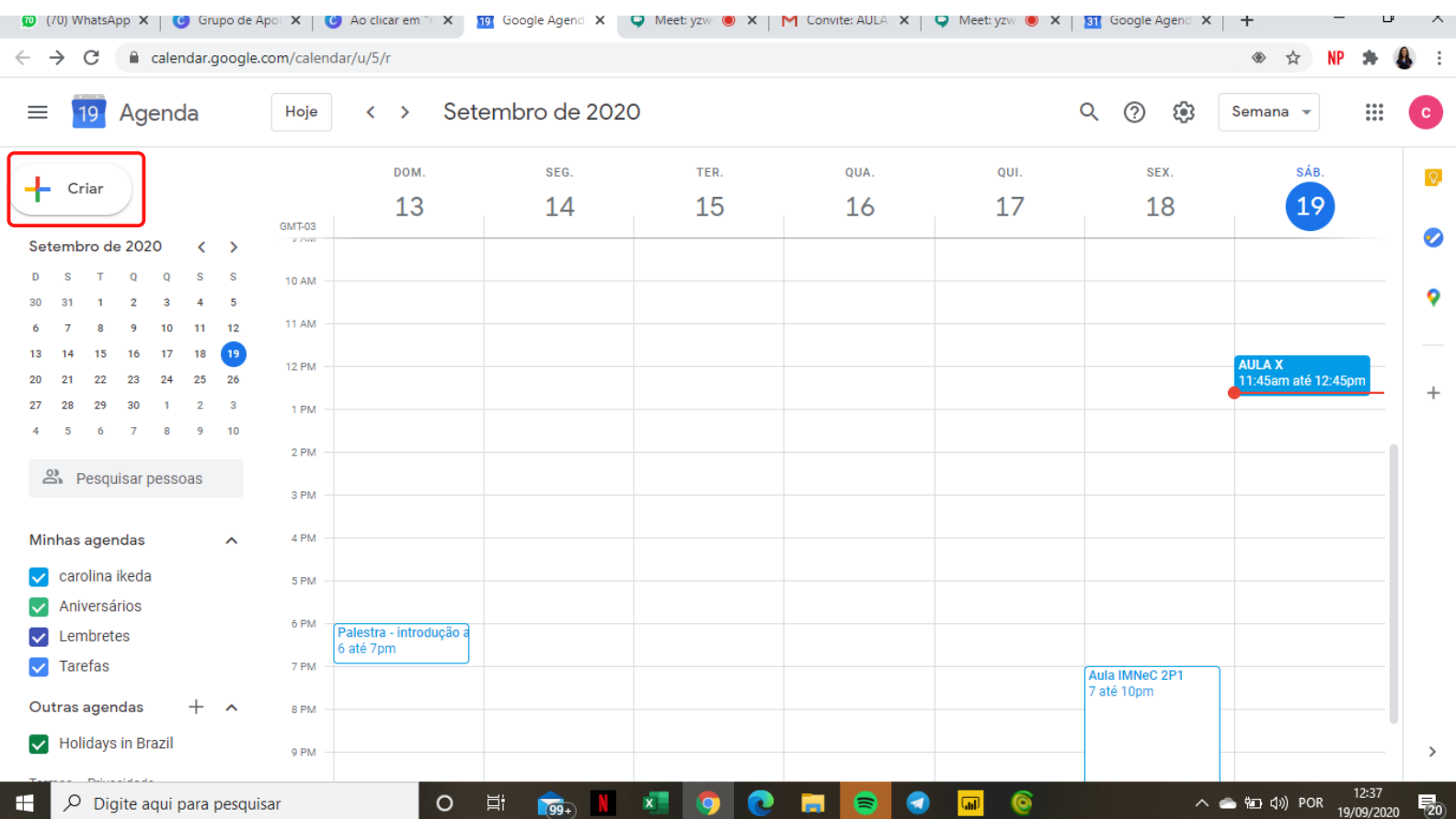
Assistir ao vídeo

Digite aqui para pesquisar

99+

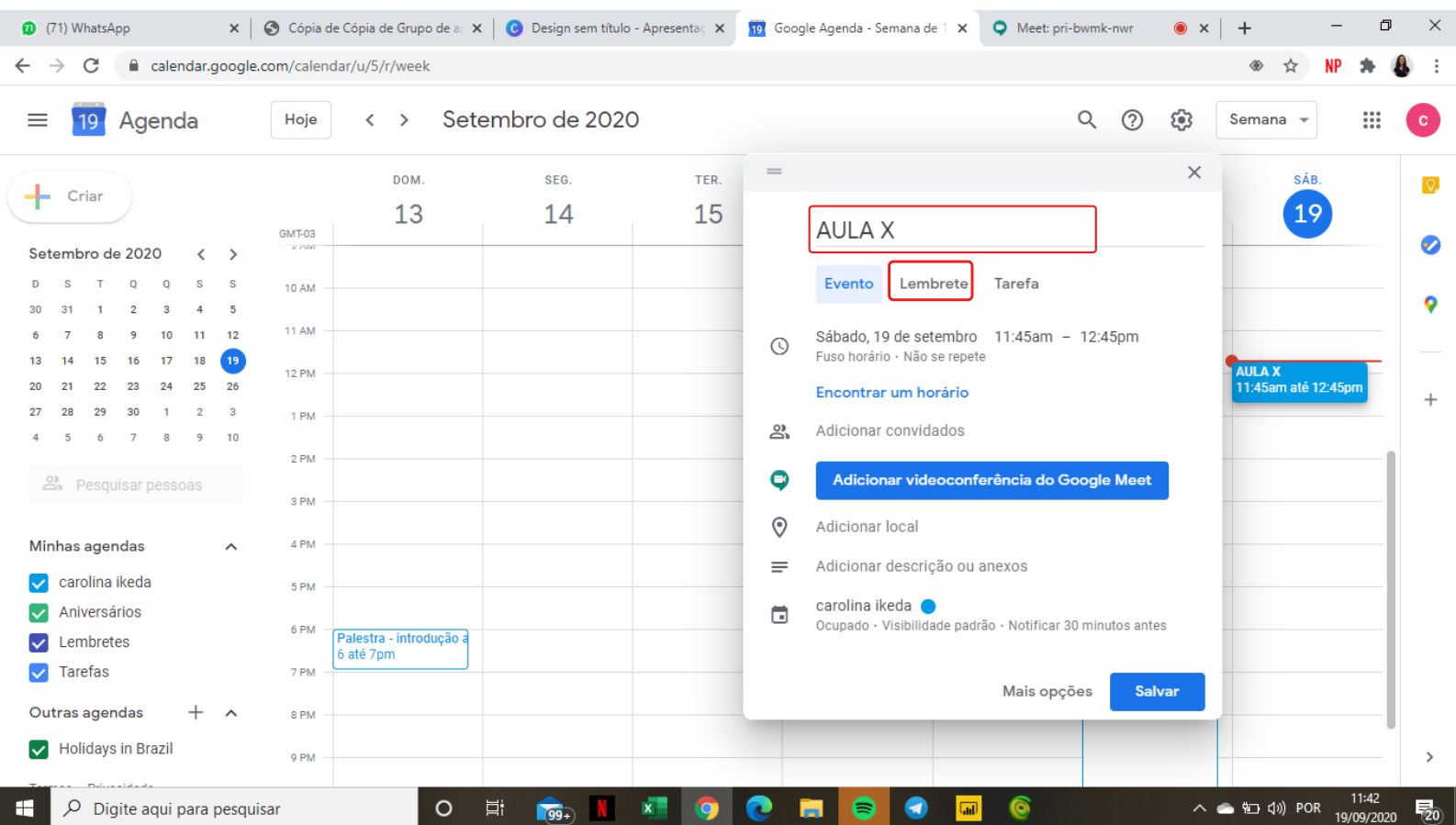
11:30 19/09/2020

Ir em fazer login



The screenshot shows the Google Calendar interface in a weekly view for September 2020. The top navigation bar includes the date '19' and 'Agenda', along with navigation arrows and a search icon. The main calendar grid displays days from Sunday (13) to Saturday (19). A red box highlights the 'Criar' button in the top-left corner. The calendar shows several events: 'Palestra - introdução a' on Sunday, 6 PM to 7 PM; 'Aula IMNeC 2P1' on Saturday, 7 AM to 10 PM; and 'AULA X' on Saturday, 11:45 AM to 12:45 PM. The left sidebar contains a calendar overview for the month, a search bar for people, and a list of calendars including 'carolina ikeda', 'Aniversários', 'Lembretes', 'Tarefas', and 'Holidays in Brazil'. The Windows taskbar is visible at the bottom, showing the time as 12:37 on 19/09/2020.

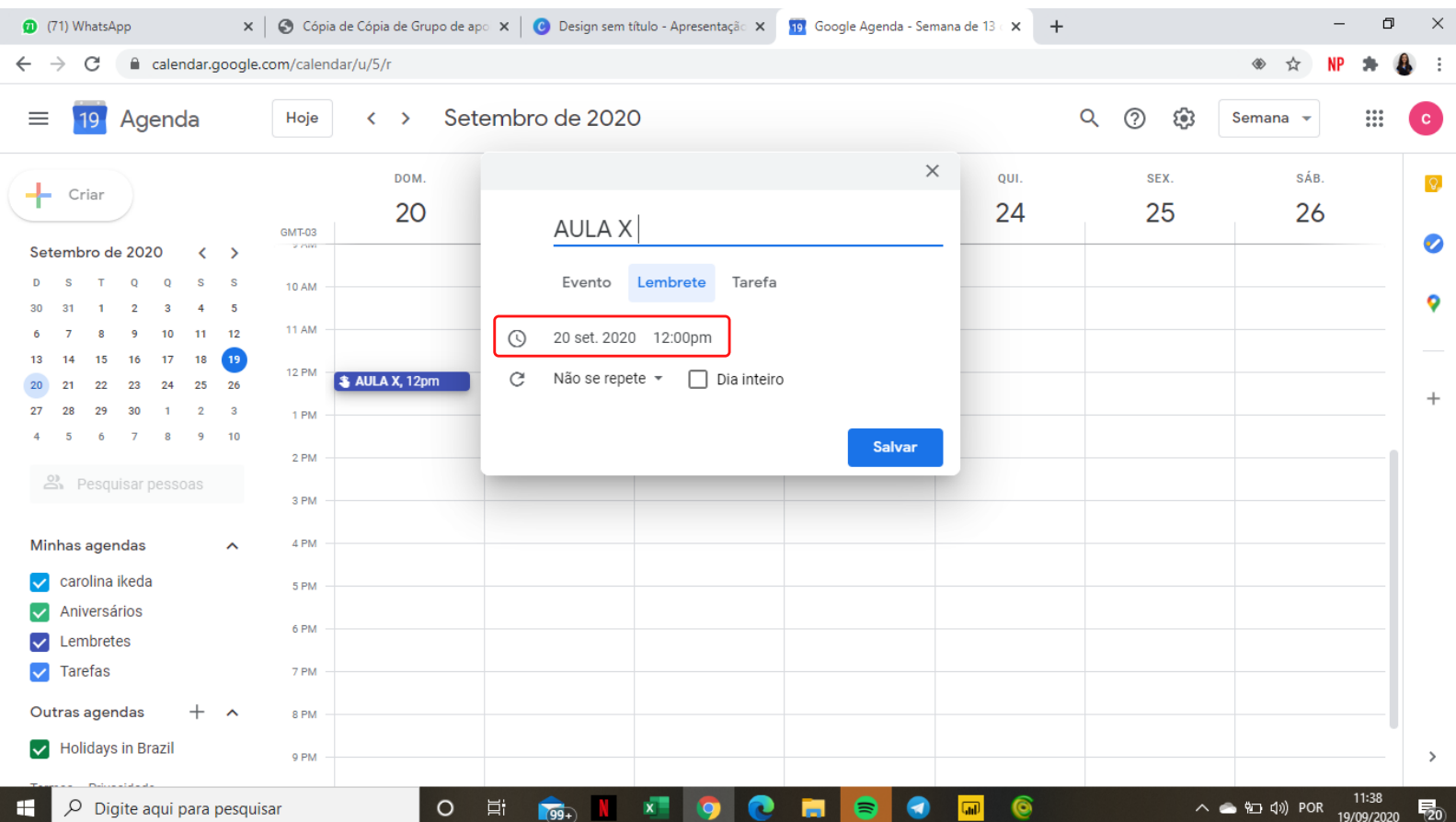
ir em "criar" no canto superior esquerdo da tela



The screenshot shows the Google Agenda interface. The main calendar view displays the week of September 13-15, 2020. A modal window is open for creating a new event. The event title is "AULA X". The date is set to Saturday, September 19, 2020, from 11:45am to 12:45pm. The "Lembrete" (Reminder) option is selected. The "Adicionar videoconferência do Google Meet" button is highlighted. The calendar also shows a "Palestra - introdução à" event on the 16th and "AULA X" on the 19th.

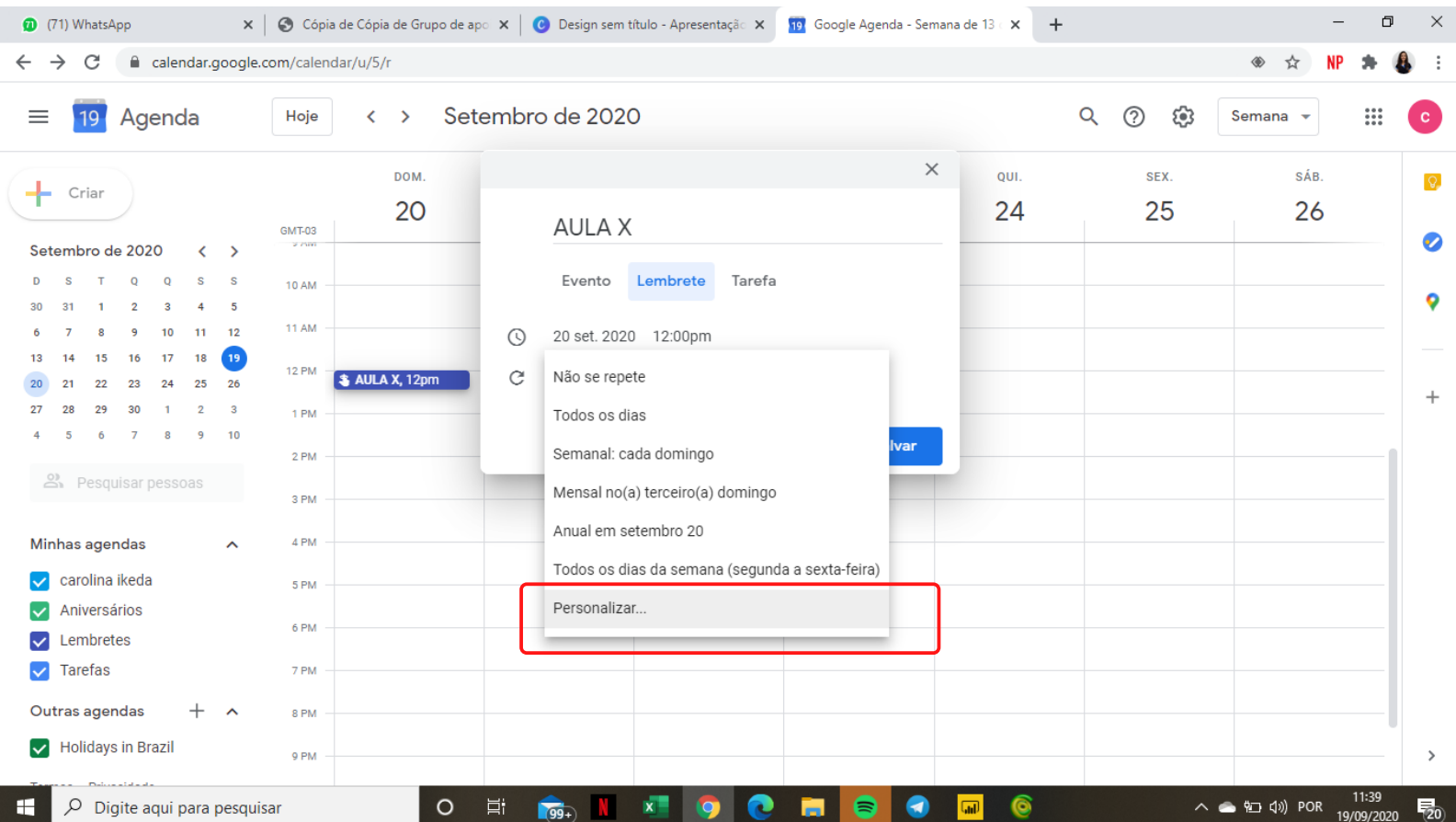
Primeiro vamos dar um nome para a aula, no caso será "aula x"

Depois vamos em "lembretes"



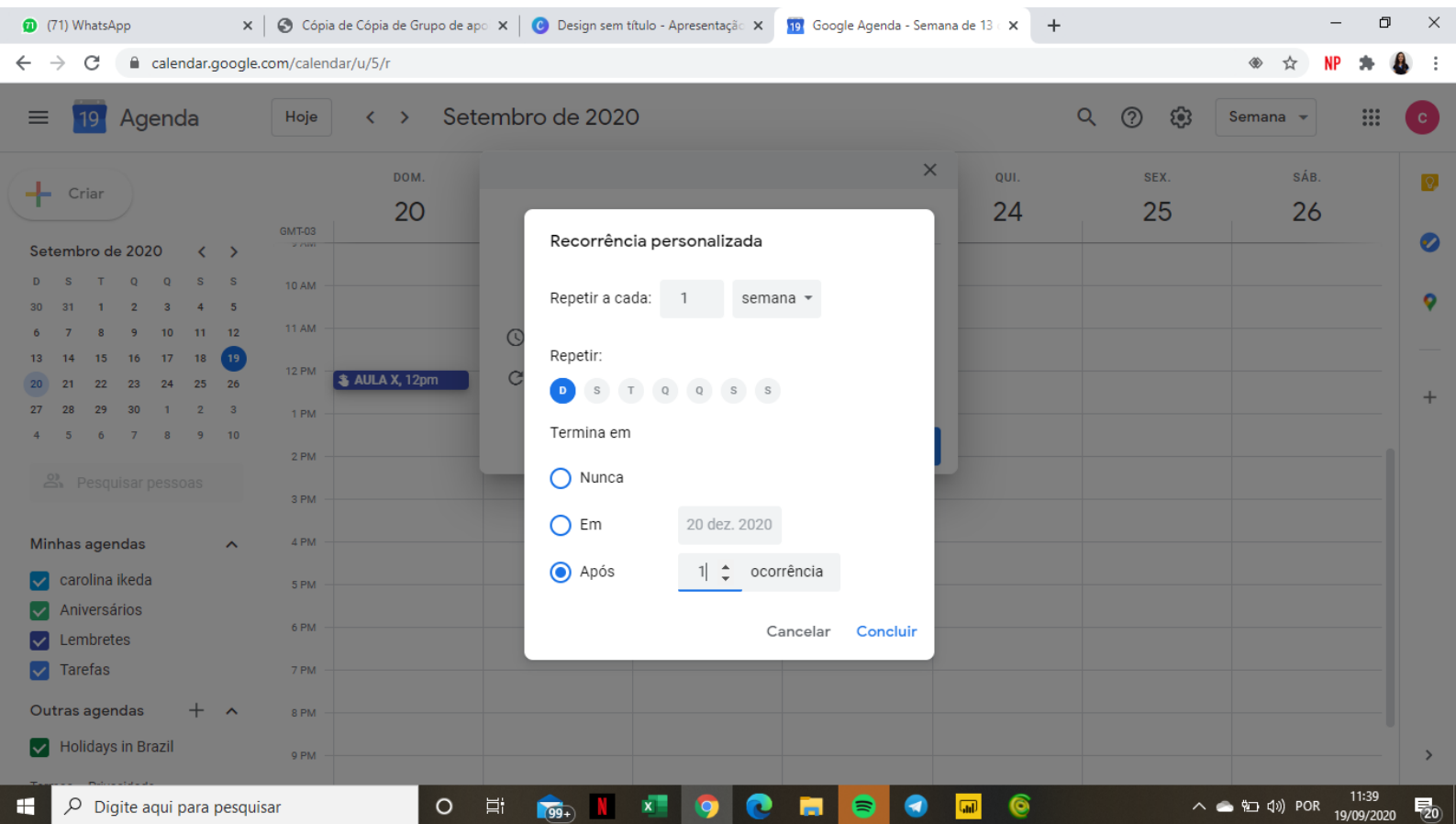
The screenshot shows the Google Agenda interface. The main calendar view is for September 2020, with the 20th highlighted. A modal window is open for creating a reminder for 'AULA X'. The reminder is set for 20th September at 12:00pm. The reminder is highlighted with a red box. The interface includes a sidebar with 'Minhas agendas' and 'Outras agendas', and a taskbar at the bottom.

Vamos inserir o dia e a hora do lembrete, que será o dia e a hora da aula



Ao clicar em "não se repete" vamos definir a frequência das reuniões

Irá abrir várias opções, como podemos observar na imagem acima, clicamos em personalizar

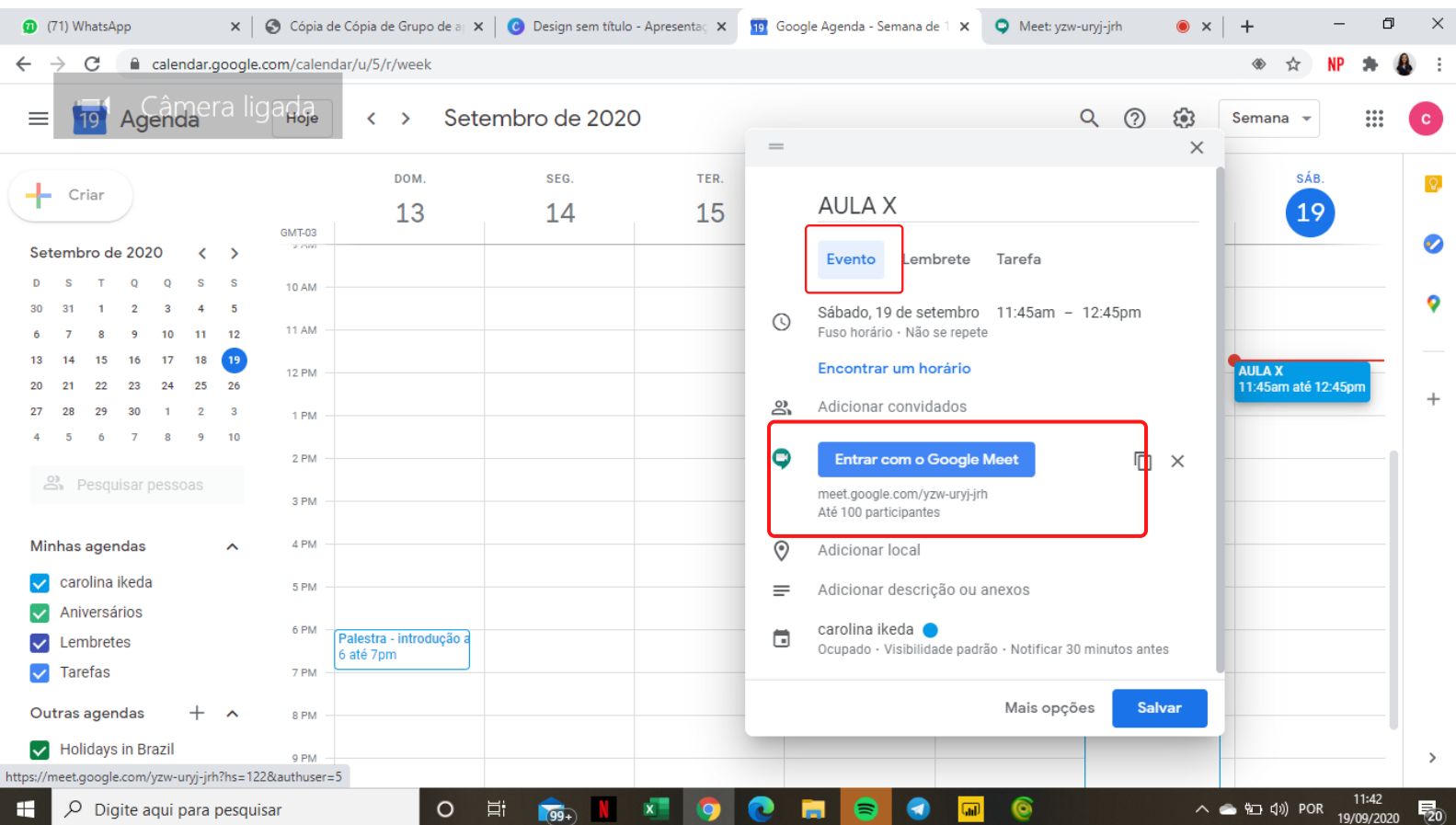


The screenshot shows the Google Agenda web interface. A dialog box titled "Recorrência personalizada" (Custom recurrence) is open over a calendar grid. The dialog has the following fields and options:

- Repetir a cada:** 1 semana (dropdown)
- Repetir:** A row of seven radio buttons representing days of the week: D (checked), S, T, Q, Q, S, S.
- Termina em:** Three radio button options: "Nunca", "Em" (with a date field "20 dez. 2020"), and "Após" (with a field "1" and "ocorrência").
- Buttons:** "Cancelar" and "Concluir".

The background calendar shows a weekly view for September 2020, with a specific event "AULA X, 12pm" on the 20th.

Escolhemos os dias que esse lembrete vai se repetir e quando vai terminar, e então clicamos em concluir

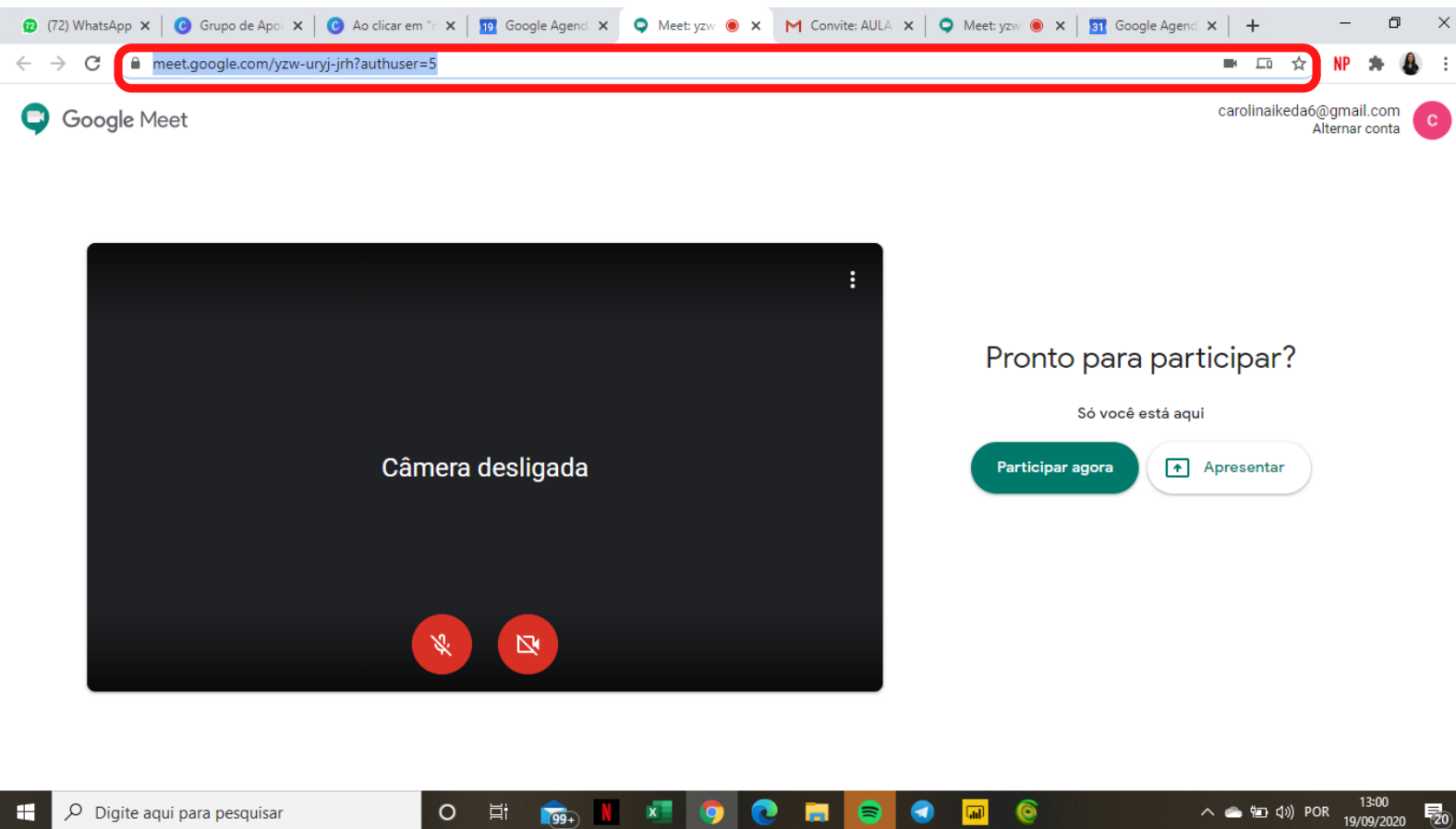


The screenshot displays the Google Agenda web interface. The main calendar shows the week of September 13-15, 2020. A pop-up window for an event titled "AULA X" is open, showing details such as the date (Saturday, September 19, 11:45am - 12:45pm) and the Google Meet link. Two red boxes highlight the "Evento" tab and the "Entrar com o Google Meet" button.

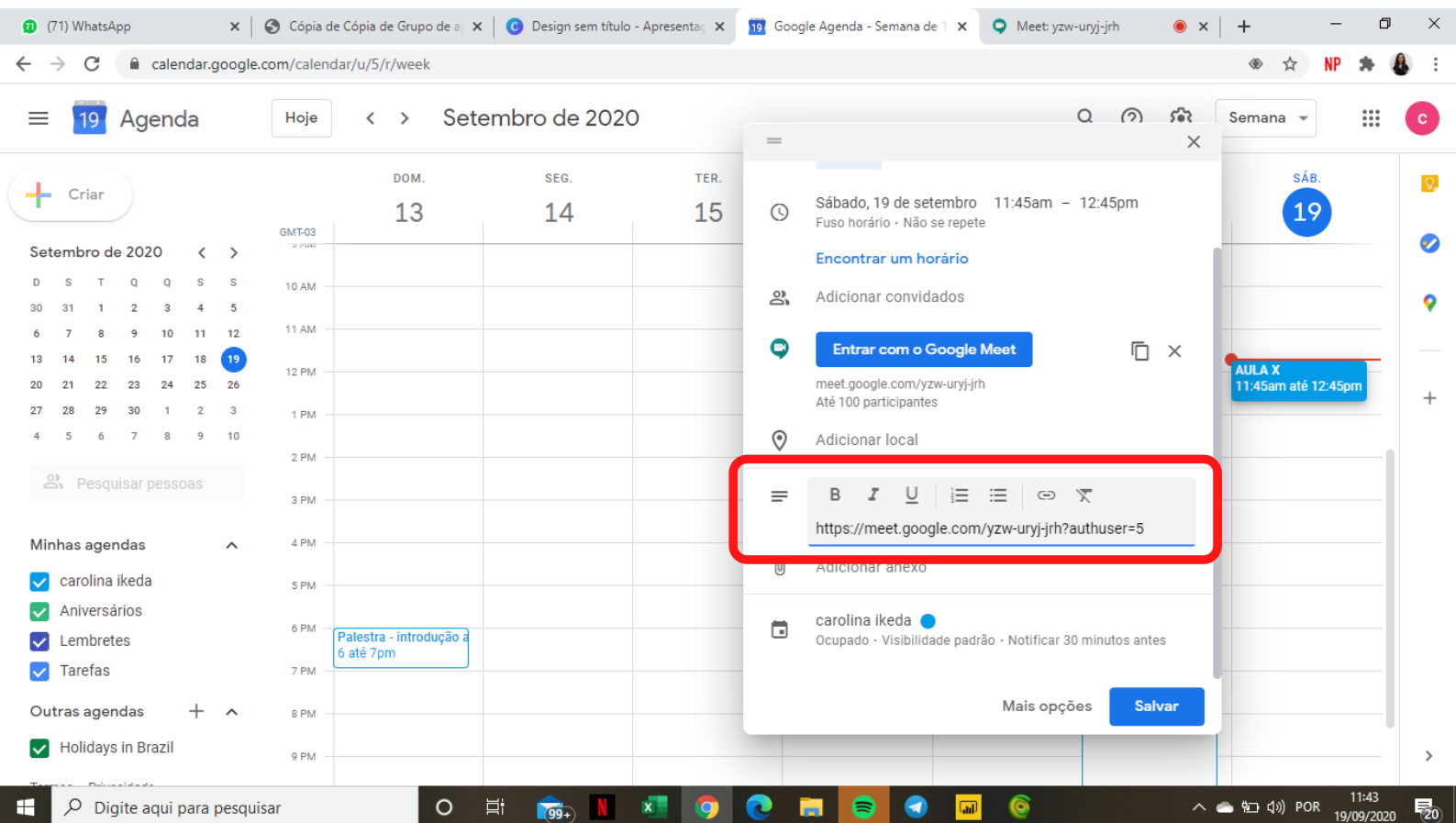
Calendar view: Setembro de 2020. Days: DOM. 13, SEG. 14, TER. 15. Event: Palestra - introdução a 6 até 7pm.

Event details: AULA X. Tipo: Evento. Horário: Sábado, 19 de setembro 11:45am - 12:45pm. Fuso horário: Não se repete. Link: Entrar com o Google Meet (meet.google.com/yzw-uryj-jrh). Mais opções: Salvar.

Voltamos em eventos, clicamos primeiro em "adicionar conferência no google meet" e depois em "entrar com o google meet"

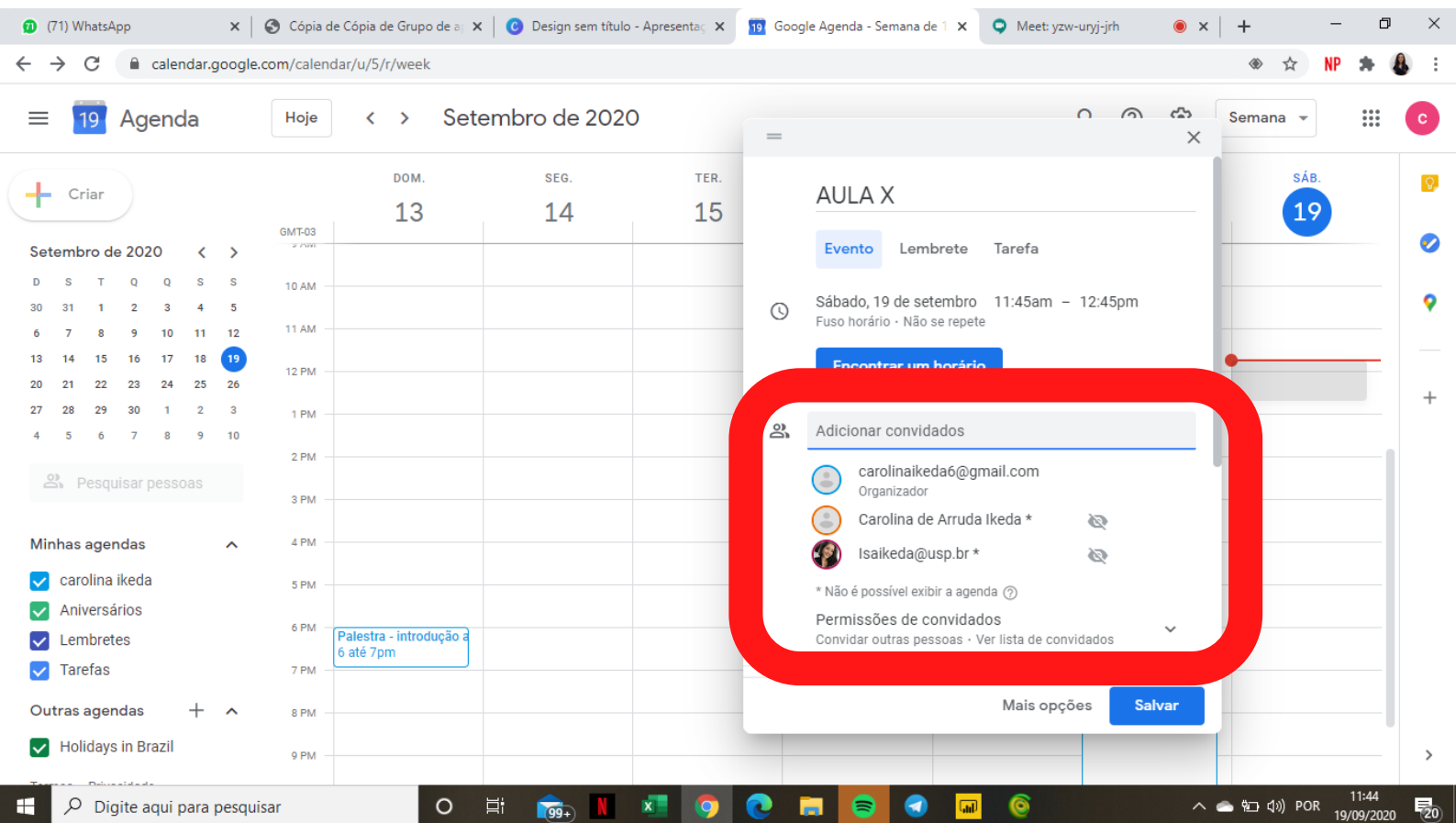


Entramos no google meet e copiamos o link da barra de pesquisa na parte superior da dela



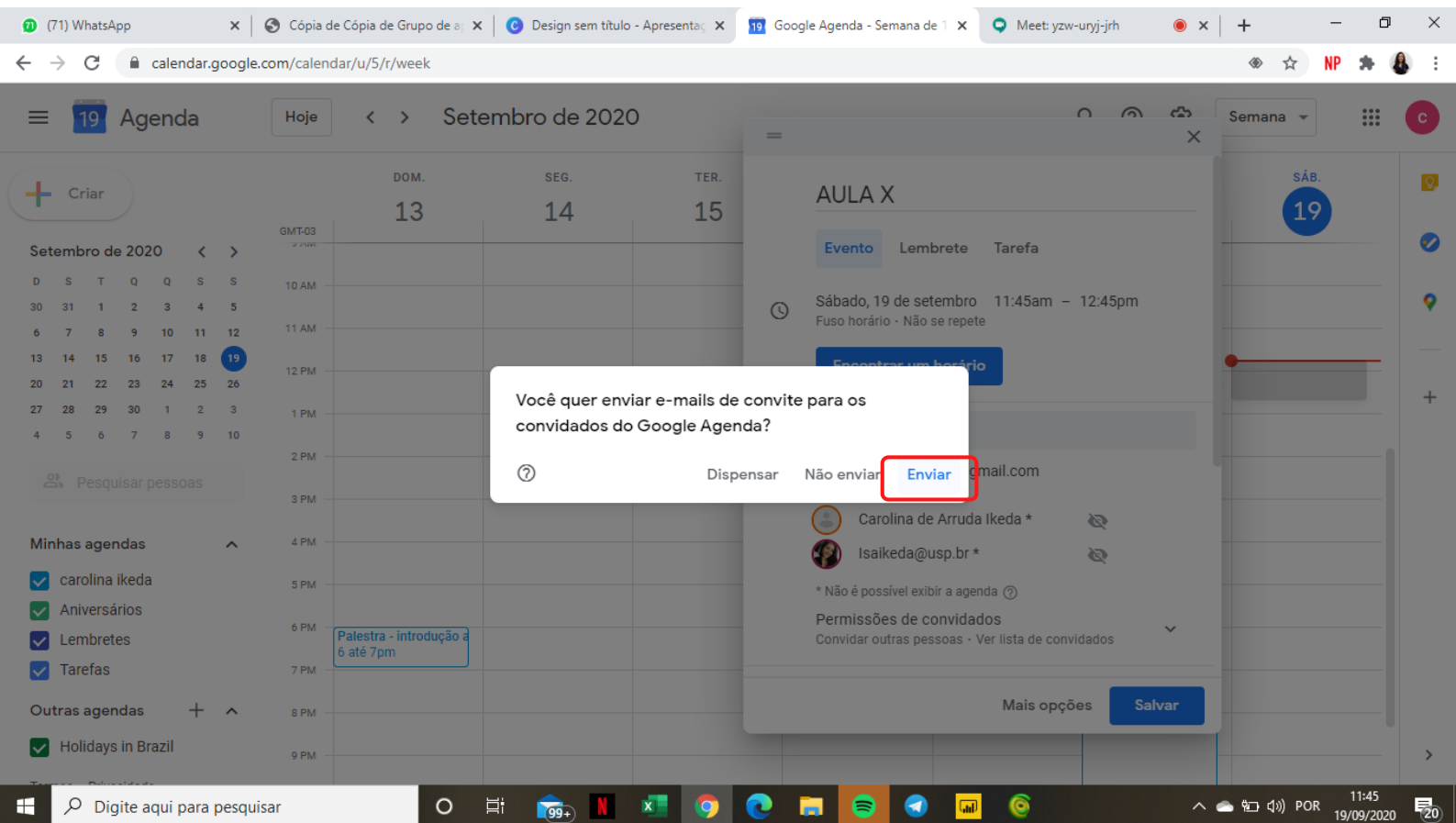
The screenshot shows the Google Agenda interface for September 2020. A calendar event titled "AULA X" is scheduled for Saturday, September 19, from 11:45 AM to 12:45 PM. A modal window is open over the event, displaying options to "Entrar com o Google Meet" and "Adicionar convidados". A red box highlights the "Adicionar descrição ou anexo" field, which contains the Google Meet link: <https://meet.google.com/yzw-uryj-jrh?authuser=5>. The interface also shows a sidebar with "Minhas agendas" (My calendars) including "carolina ikeda", "Aniversários", "Lembretes", "Tarefas", and "Holidays in Brazil".

Cole o link em "adicionar descrição ou anexo"



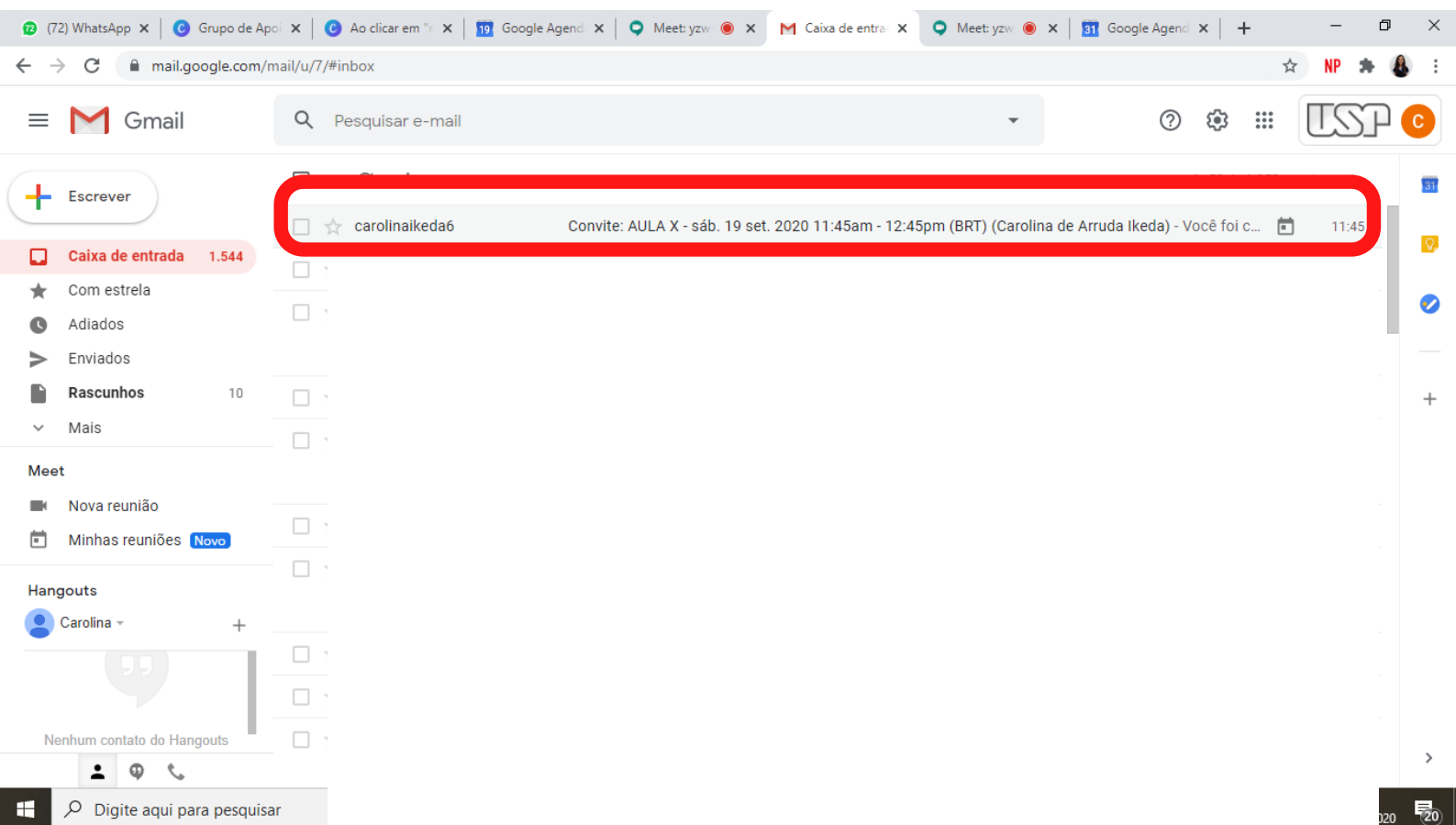
The screenshot shows the Google Agenda web interface. The main calendar view displays the week of September 13-15, 2020. A pop-up window titled "AULA X" is open, showing the event details: "Evento", "Lembrete", "Tarefa", "Sábado, 19 de setembro", "11:45am - 12:45pm", and "Fuso horário - Não se repete". A red box highlights the "Adicionar convidados" section, which lists the organizer "carolinaikeda6@gmail.com" and two guests: "Carolina de Arruda Ikeda *" and "Isaikeda@usp.br *". Below the list, there is a note: "* Não é possível exibir a agenda ?" and a section for "Permissões de convidados" with the option "Convidar outras pessoas - Ver lista de convidados". The "Salvar" button is visible at the bottom right of the pop-up.

Adicione o email usp dos alunos em "adicionar convidados"

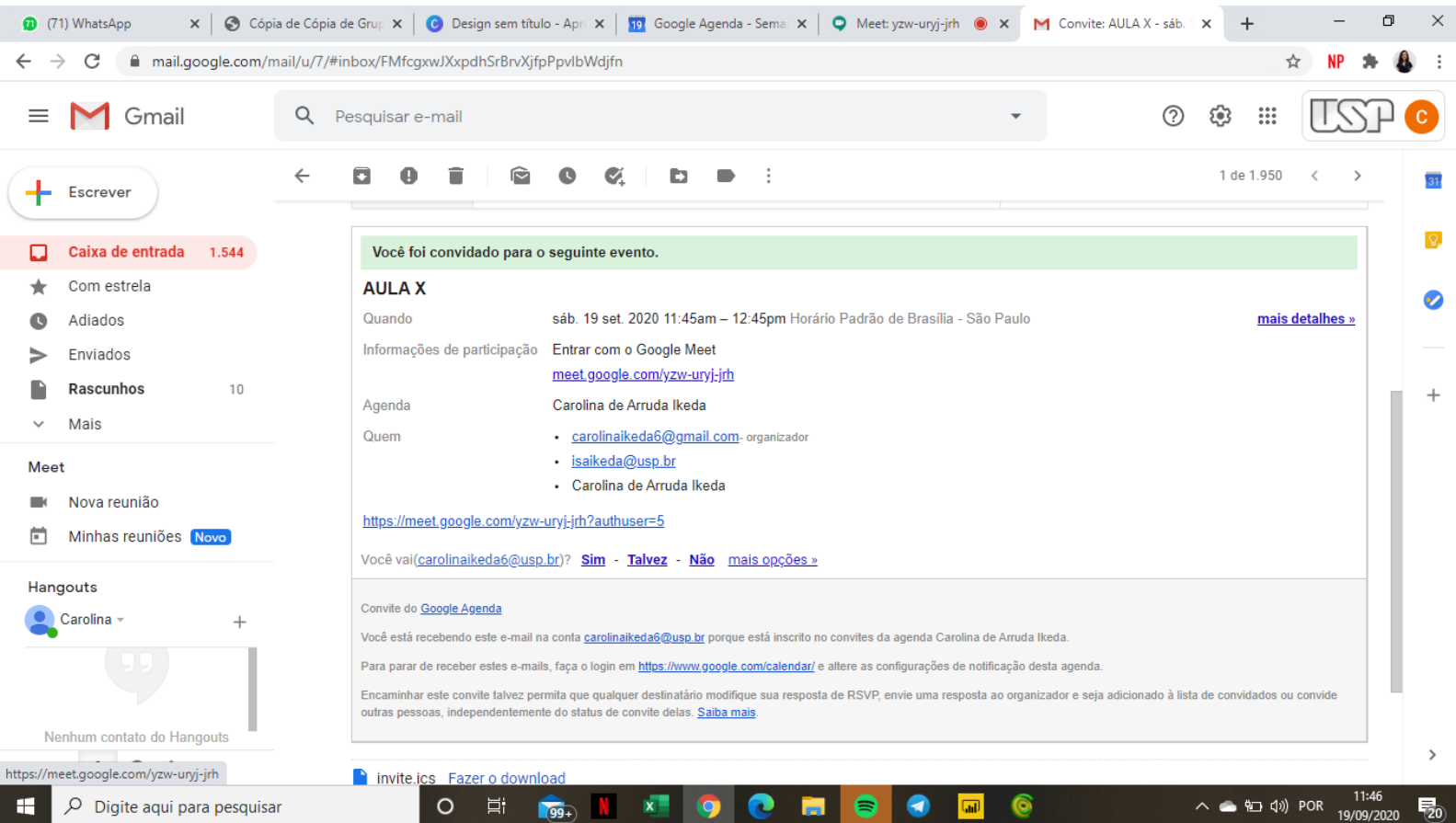


The screenshot shows the Google Agenda web interface. The main calendar view displays the week of September 13-15, 2020. A modal window for an event titled "AULA X" is open, showing details for Saturday, September 19, from 11:45am to 12:45pm. Below the event details, there are options to "Enviar" (Send), "Não enviar" (Do not send), and "Dispensar" (Dismiss). The "Enviar" button is highlighted with a red box. A confirmation dialog box is overlaid on top of the modal, asking "Você quer enviar e-mails de convite para os convidados do Google Agenda?" (Do you want to send invitation emails to the Google Agenda guests?). The dialog has three buttons: "Enviar" (Send), "Não enviar" (Do not send), and "Dispensar" (Dismiss). The "Enviar" button in the dialog is also highlighted with a red box. The background calendar shows a grid with dates and a search bar on the left. The Windows taskbar is visible at the bottom of the screen.

Clicar em "salvar" e depois "enviar"



No email dos alunos aparecerá um convite, exatamente como o da imagem acima



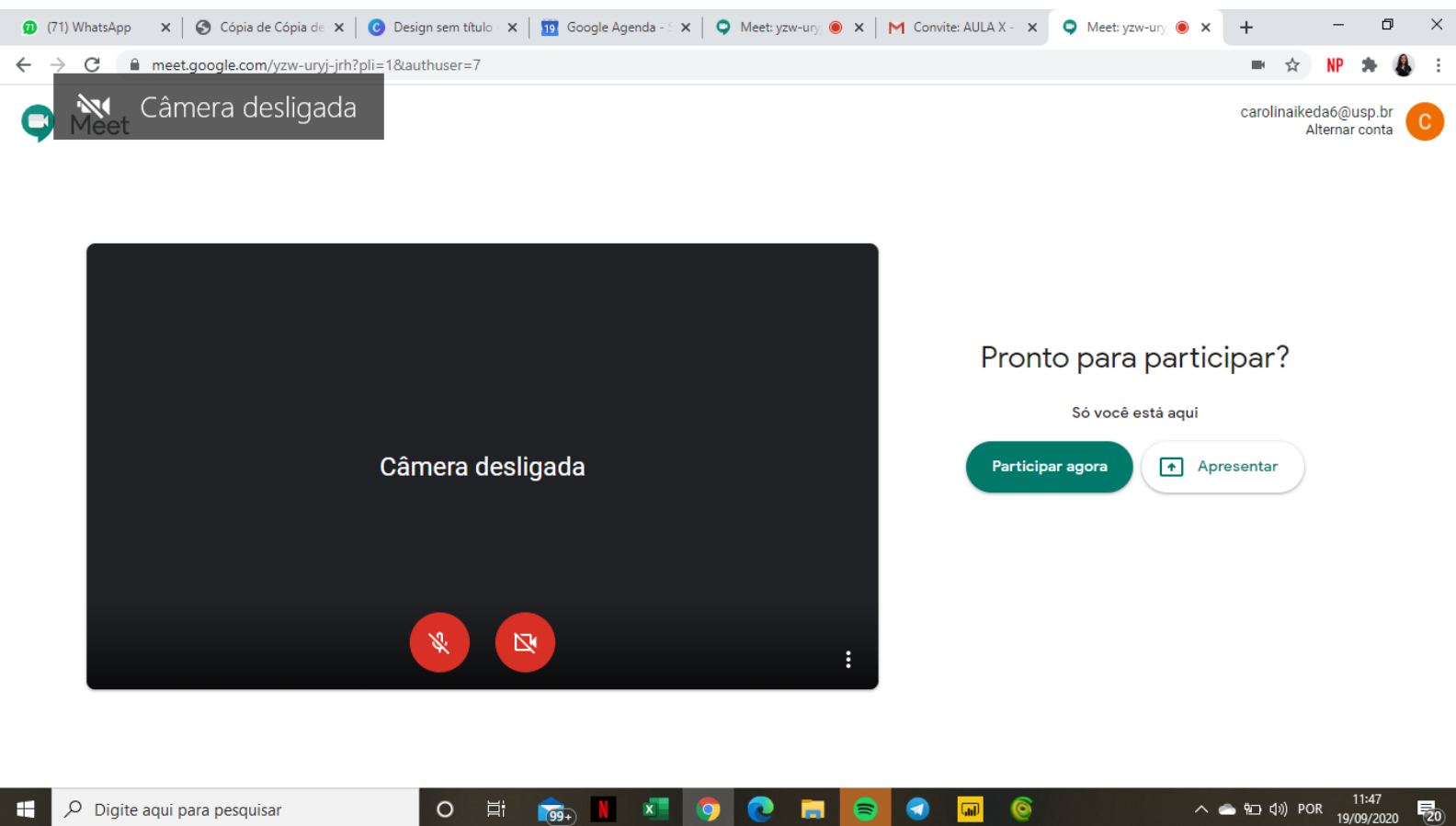
The screenshot shows a Gmail interface with a browser window open to mail.google.com. The email being viewed is an invitation for an event titled "AULA X". The event details are as follows:

- Quando:** sáb. 19 set. 2020 11:45am – 12:45pm Horário Padrão de Brasília - São Paulo
- Informações de participação:** Entrar com o Google Meet meet.google.com/yzw-uryj-jrh
- Agenda:** Carolina de Arruda Ikeda
- Quem:**
 - carolinaikeda6@gmail.com - organizador
 - isaikeda@usp.br
 - Carolina de Arruda Ikeda

Below the event details, there is a section for RSVP: "Você vai(carolinaikeda6@usp.br)? **Sim** - **Talvez** - **Não** [mais opções >](#)".

At the bottom of the email, there is a "Convide do Google Agenda" section with the following text: "Você está recebendo este e-mail na conta carolinaikeda6@usp.br porque está inscrito no convites da agenda Carolina de Arruda Ikeda. Para parar de receber estes e-mails, faça o login em <https://www.google.com/calendar/> e altere as configurações de notificação desta agenda. Encaminhar este convite talvez permita que qualquer destinatário modifique sua resposta de RSVP, envie uma resposta ao organizador e seja adicionado à lista de convidados ou convide outras pessoas, independentemente do status de convite delas. [Saiba mais](#)".

O aluno, ao abrir o email, terá o link da aula



E poderá assistir a aula ao clicar em "participar agora"