DIGITAL LEARNING

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DIGITAL LERNING

This book answers various issues regarding the use of digital media in learning. The understanding of digital media for the learning process will foster awareness of the importance of the current digital era. The discussion in this book is easy-to-read, straightforward, and wide-ranging. We appreciate all parties supporting this writing project and hope that this book contributes valuable information. We are aware this book bears many limitations; therefore, suggestions and criticisms are very welcome. Have a good reading.

Chapter "Basics of Zoom Cloud Meeting & Google Meet"

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Zoom Cloud Meeting Application

1. Zoom Cloud Meeting History

The Zoom Meeting application, founded in 2011 by Eric Yuan, has become a video communication-based company and has become a line of high-end companies. This is not surprising because it is currently a favorite of many people, especially for online meetings. The founder of Zoom himself is a billionaire who is on the Forbes list of the wealthiest people in the world. Eric Yuan has founded Zoom for nine years with a value of US $ 35 billion. (Pintar, 2021)

The Zoom has begun widely used by workers during the pandemic; Eric Yuan's wealth has risen by 112% to around US $ 7.57 billion. The founder of Zoom is born in China, in Shandong, 49 years ago, to be precise. His educational history is applied mathematics and engineering. Moreover, his initial creation of Zoom was inspired by his story with his girlfriend, who is currently his wife (Pintar, 2021).

2. The advantages of Zoom Cloud Meeting

2.1 Large space capacity

A virtual meeting application must certainly enable to accommodate many participants in one conference session. Also, it usually has a large number of participants.

2.2 Best video and sound quality

One of the Zoom Cloud Meeting advantages is that it enables a presentation of clear video and voice quality. Consequently, it makes easier when communicating.

2.3 Having various interesting features

The Zoom Cloud Meeting application provides a variety of exciting features. Users can record and save videos during the meeting, brighten their facial skin tone, change the background as desired, and schedule online meetings.

2.4 Supports presentations

By using the Zoom Cloud Meeting application, the users can present material files to other participants. Both participants and presenters can scribble on the presentation to make it easier to deepen the material.

2.5 Video on/off feature

If the users no longer need their appearance and voice, they can set video and audio to turn off. This advantage, of course, will maintain their privacy without disrupting the system of a meeting.

2.6 Available on a wide variety of devices

The Zoom Cloud Meeting application can be run on various devices, including Android phones, iPhones, PCs, or laptops.(Pulsa Seluler, 2021)

3. Disadvantages of Zoom Cloud Meeting

3.1 The Indonesian language is not available.

The Zoom Cloud Meeting application uses English to be pretty tricky for those who do not understand English. But it is not a severe problem because the users can realize English sentences well by utilizing Google Translate.

3.2 Wasteful quota

Usually, applications that display videos will consume more quotas. Likewise, at Zoom Cloud Meeting, it is not surprising if the internet package will decrease significantly after holding a video conference session.

3.3 Less safe

Recently, the Zoom Cloud Meeting application has become the centre of attention due to the leaking of user data to the public. Instead of storing its users' personal details, this application even disseminates sensitive data such as faces, user locations, and user login hours. (Pulsa Seluler, 2021).

4. How to Register for Zoom Meeting

The first step in using the Zoom application is to register for the Zoom application for free. Registration can be done via your cell phone or through the website.

    a. How to Register for Zoom Meetings through the Website

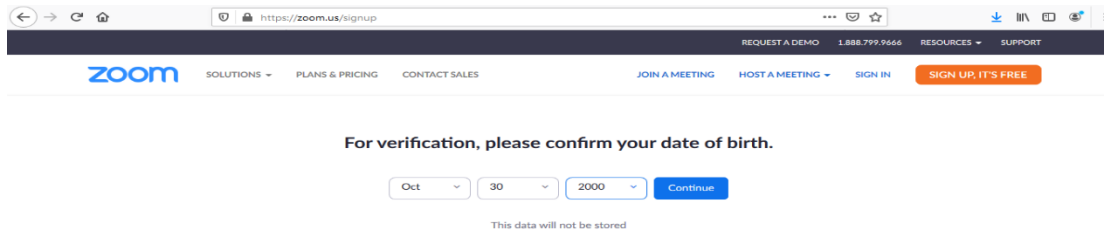Visit the https://zoom.us/ site, then click sign up and enter the date, month, and year of birth.

Figure 1. Initial Display

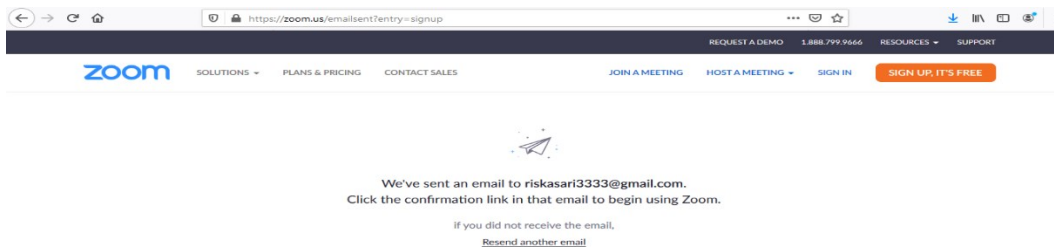Then, the users register by giving active email in the email column, then check the notification email from Zoom.

Figure 2. Registration Display

- Then click "Activate account." Then they will be directed to the browser to create a new password or password.

- Finally, the Zoom account can be used by selecting sign in then entering the email address and password you registered.

b. How to Register for Zoom Meeting via Cell phone / Mobile

It is almost similar to the registration through the website. Here is how to register Zoom via cell phone.

- First, download this application on the Google play store
- After the application is installed, open the application, then click sign up
- Then enter the email address, first name, and last name you want to display to other users.
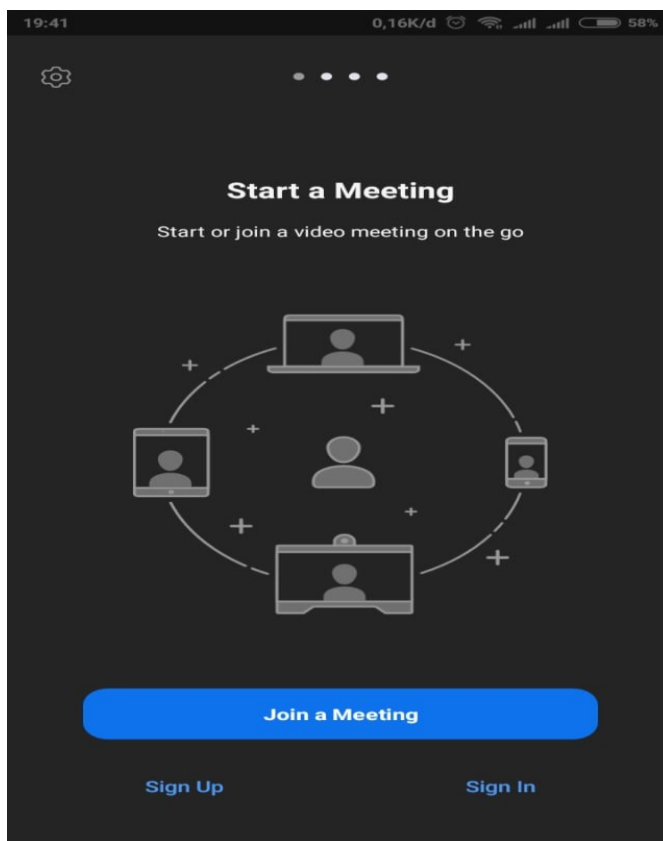

Figure 3. Zoom Display in Smart Phone

- Check the terms of service agreement if it appears. Then click sign up.
- Open the notification email sent by Zoom to email registered.
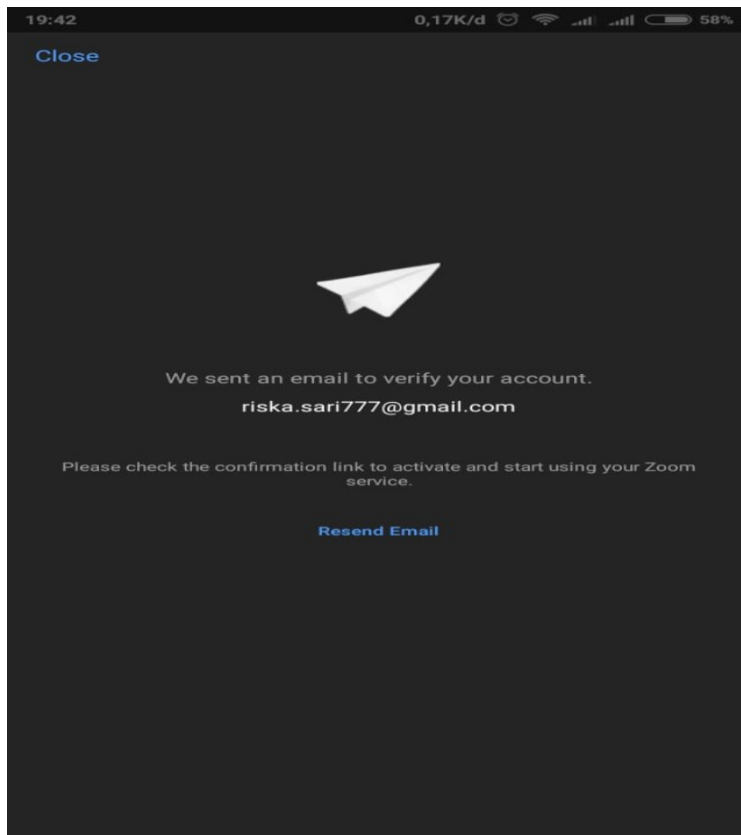
Figure 4. Registration Display in di Smart Phone

- Then click "activate account" on the email.
- In the next step, the users will be asked to create a password for your account.
- Finally, the Zoom account is already active. It can be used by selecting sign in then entering the email address and password that you registered.

5. How to Start an Online Meeting Using the Zoom Meeting Application

It is a tutorial on using the Zoom application to hold online meetings.

- After the Zoom application has been installed on laptop, PC, or mobile phone, log in to Zoom account.
- After logging in, the users will find three options: schedule, join and host the meeting in Zoom at the top of the screen.
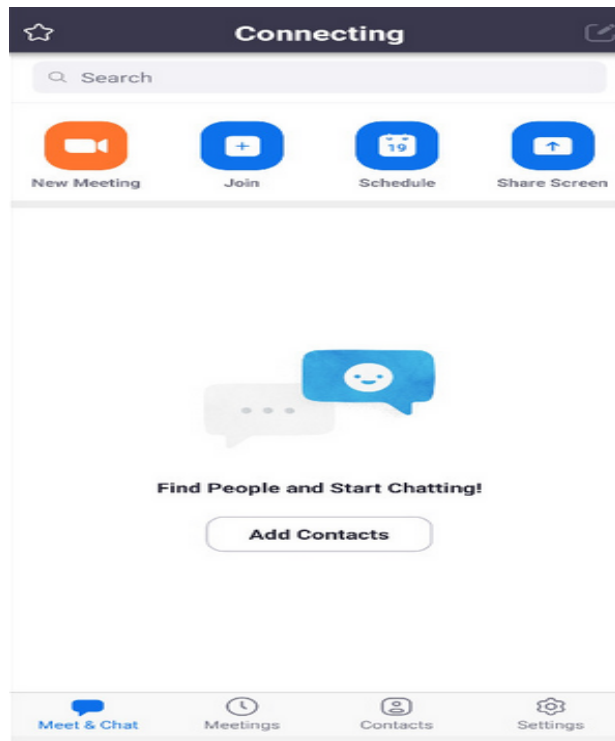
Figure 5. Display of Home Zoom on Smart Phone

- Choose according to the needs if they want to hold a meeting at that time select schedule. If they wish to join the meeting, click join.
- If they choose to join, they must have a "meeting ID" or include their name to join the meeting.
- If they choose the host, they must make a meeting room first because they can participate in the meeting.
- Done

6. How to Set a Zoom Meeting Schedule

The users can organize meetings more flexibly by using this application. It is how to schedule a meeting:

- Open the zoom application and sign in
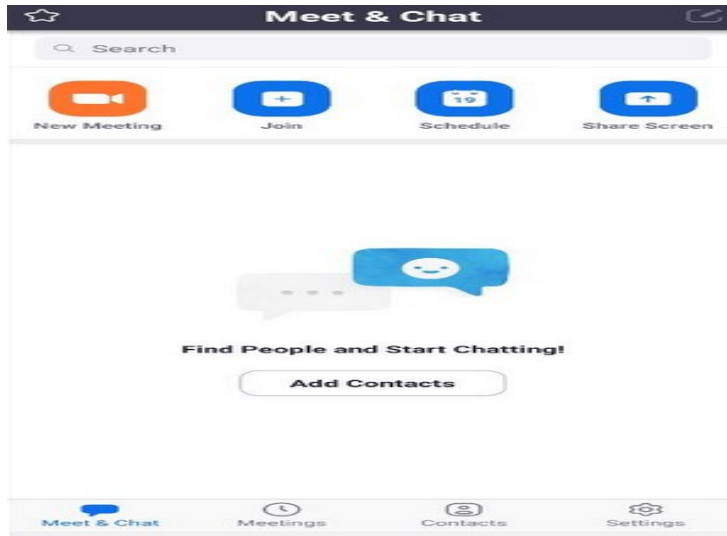- Then click the calendar icon

Figure 6. Display of Meeting Schedule Settings
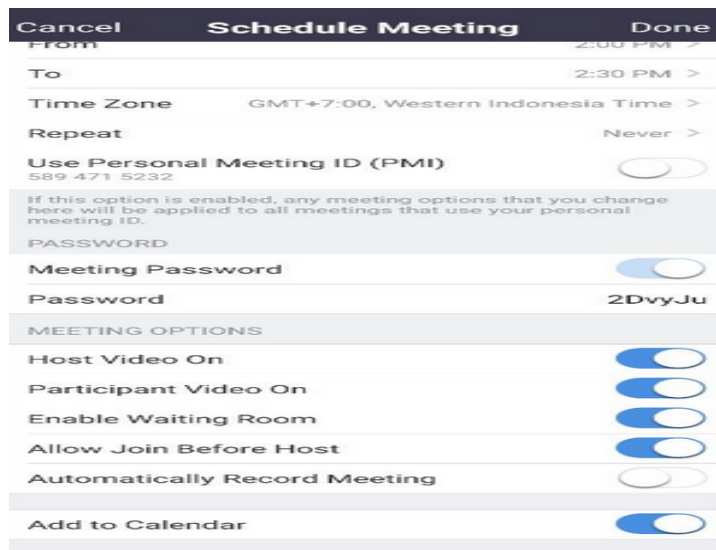
Then select the meeting settings.

Figure 7. Display of Meeting Schedule Settings (Continue)

The meeting schedule settings will appear, such as meeting topics, starting at what date and time the video can be seen by everyone and others
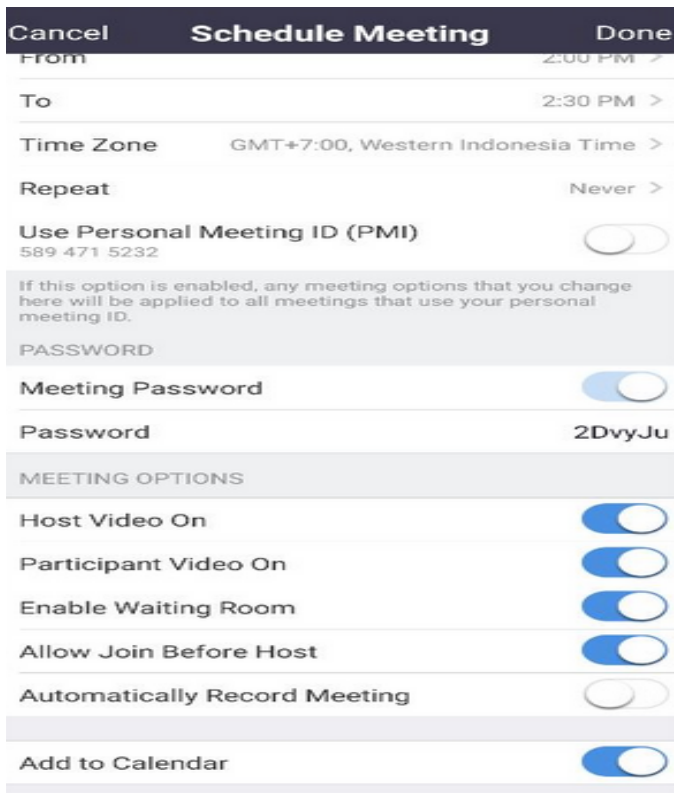
Figure 8. Display of Meeting Schedule Settings (Continue)

- If the meeting settings are in accordance, then click schedule.
- Done (Bambang Winarso, 2020).

Chapter 2
Google Meet

A. Google Meet History

Google Meet is a product of Google, which is a video communication service developed by Google. This application is one of two applications: a new version of the previous version; Google Hangouts and Google Chat. Google itself discontinued the classic version of Google Hangouts in October 2019.

Without being known by the public, Google Meet was released for iOS users only. But in February 2017, Google officially launched Google Meet. This application was established as a video-conferencing application that up to 30 participants could watch. The meet is a more robust version than its predecessor Hangouts because it can be displayed on the web, Android, and iOS applications (Serba Serbi, 2020).

B. Google Meet features

Google Meet offers many features that can help individual and corporate use even on a large scale. Here are the parts you can rely on from Google Meet:

1. It can invite up to 100 participants per call for G Basic Suite users, 150 people for G Suite Business users, and 260 people per meeting for users who purchased a G Suite Enterprise plan.
2. It can join meetings from the web or via applications installed by Android and iOS smartphone users.
3. It enables to conduct online meetings with dial-in numbers.
4. If a G Suite Enterprise edition user uses a dial-in number, the user's password will be protected.
5. It Integrates with Google Calendar to make one-click meeting calls.
6. It can share the screen to present documents, spreadsheets, or presentations.
7. Encrypted calls among all its users.
2. Closed text generated by AI. (Serba Serbi, 2020; Subiantoro & Sardiarinto, 2018)

C. Advantages of Google Meet

The creation and updating of Google Meet, which is much more exciting and offers the best features than its predecessor, the classic Google Hangouts, here are the advantages that Google Meet offers (Rianto, 2019):

- It assists workers and employees to hold meetings wherever they are by using video calls.
- It has a unique and functional interface with a light and fast size, prioritizing efficient management, easy to use (user friendly) that can be followed by all participants.
- The users can invite meeting participants and share features. (Serba Serbi, 2020)

D. Disadvantages of Google Meet

1. No data saving feature

- Conducting online meetings on the Google Meet application has drawbacks, which there are no data saving features.
- Indeed, features to save data will reduce data that will be wasted or even wasteful.
- The users have to be ready if the internet data is drained a lot while doing video conferencing or online using the Google Meet application.

2. Need a Stable Internet Network

- In video conferencing applications, the internet network is the primary key that makes it works smoothly as it should.
- It is possible and often happens when conducting video conferences with unstable internet, then the video often delays or pauses.
- However, this is not only felt when conducting online meetings in the Google Meet application, but also it may occur in other video conferencing applications.

3. Not All Features Are Free

- Google Meet is available for free, but not entirely facilities.
- To conduct a full-service video conference or online meeting on Google Meet, the users have to pay more.
- To use certain features, the users must pay and subscribe to or buy a Google Suite package with a fee determined by Google.
- After knowing the advantages and disadvantages of online meetings in the Google Meet application, the users should be wiser in choosing any application installed on their devices.
- Before installing any applications, the users should be selective of various aspects and features, especially security aspects, because personal data will be accessible. (Dianti Rahayu, 2020).
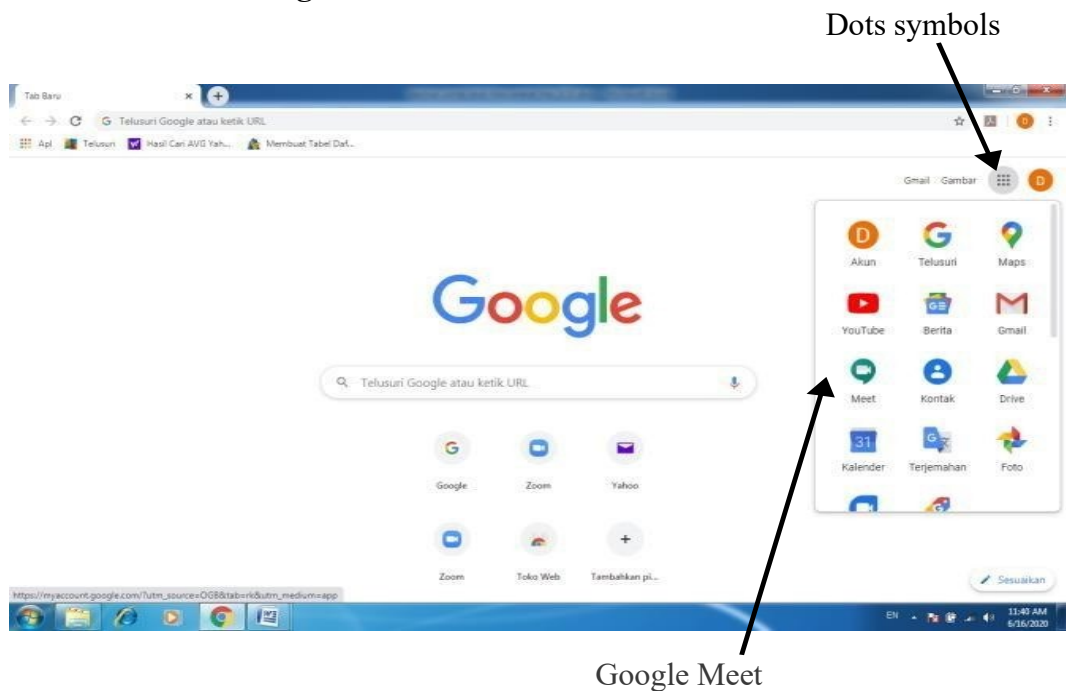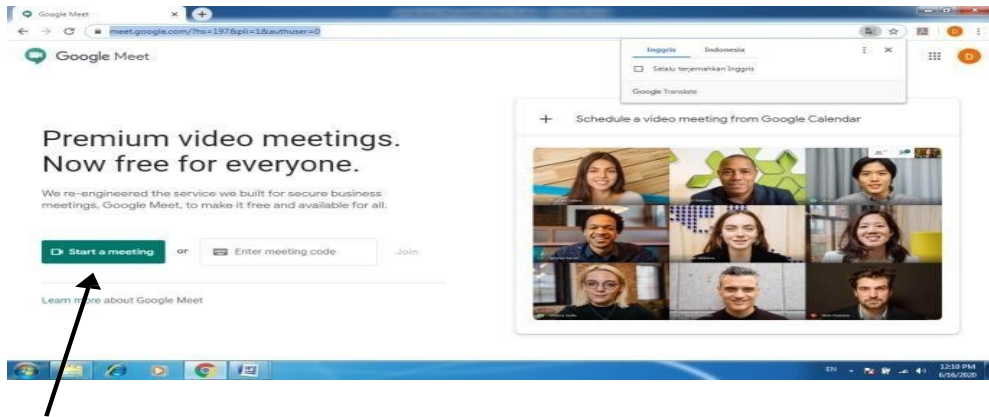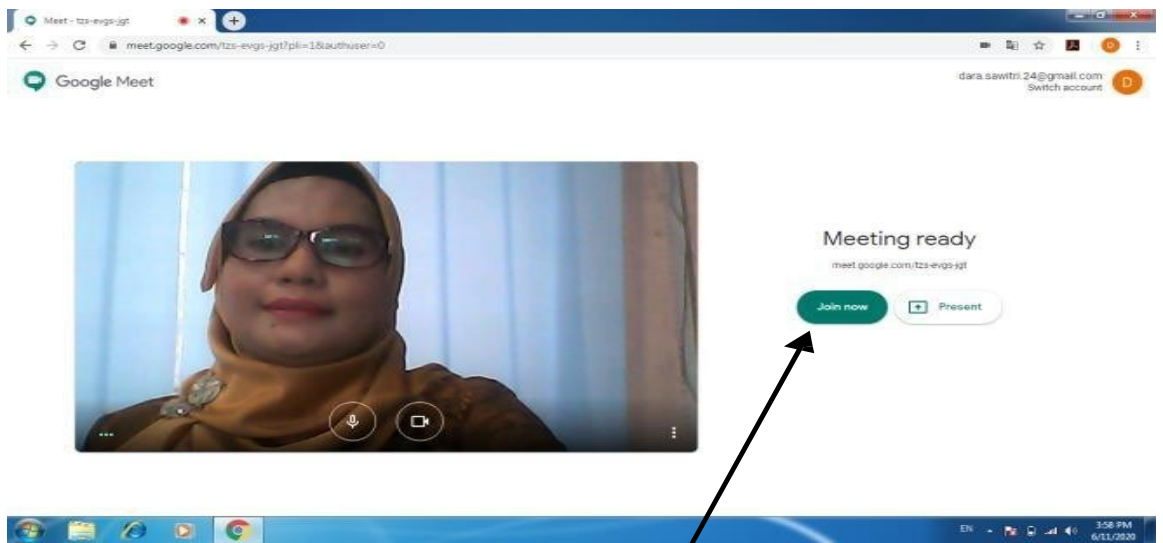
- **How to use Google Meet** :

Figure 9 Google Meet Application Display

Click Start Meeting

Figure 10. Start a Meeting Display

To join the video conference
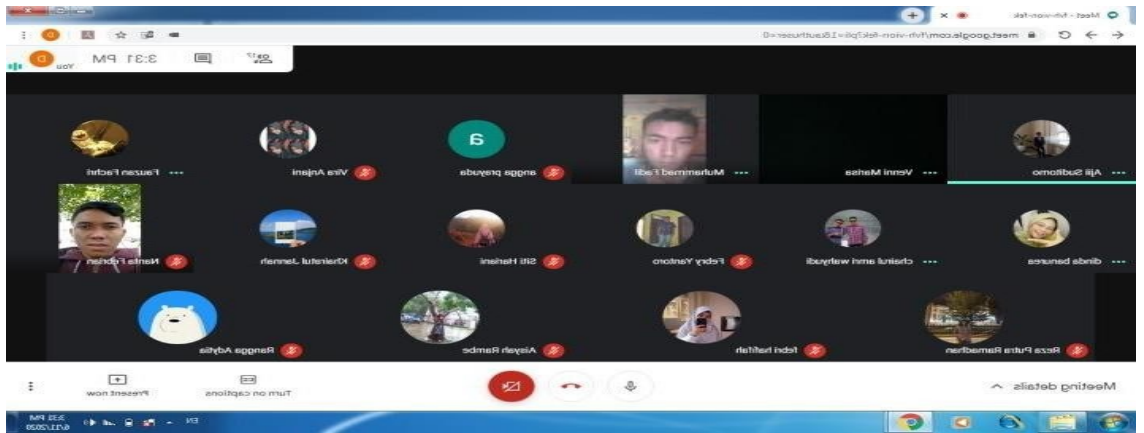

Click Join

Figure 11 Joint Video Conference Display

Figure 12. Display of Students after Joining the Video Conference

a) To mute the sound, press the microphone mark.
b) To turn off the speaker image display, turn off the camera mark.
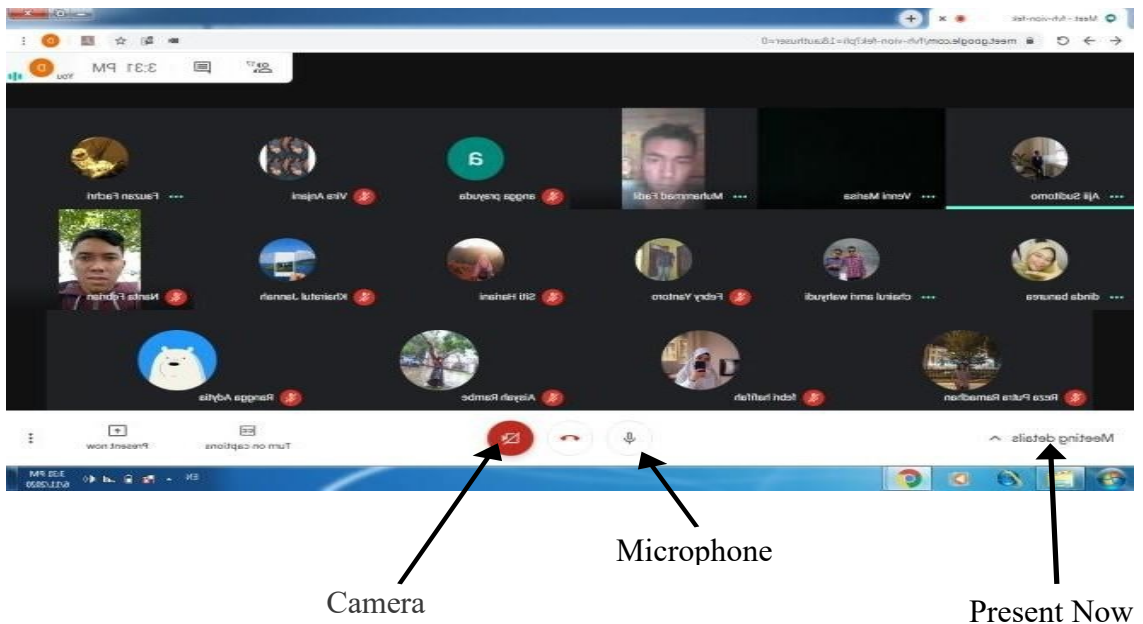c) To display the file to be presented, you can press the sign Present Now.
   (Sawitri, 2020)

Microphone

Camera

Present Now

Figure 13. Display of Microphone, Camera, and Present

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