Instructions for Setting up and taking part in a Remote Confirmation Review via Google Meet.

The University’s priority is to ensure that guidance on undertaking oral examinations remotely remains in line with University regulations and procedures to maintain appropriate rigour and fairness. Confirmation Review Vivas must adhere to the normal requirements, as set out in the Code of Practice; however, where approval has been given to hold a viva via Google Meet the guidance on the approval form must also be followed. Below is a step by step guide to setting up and attending the virtual viva.

1) Arranging the Google Meet Viva

The normal departmental procedure for the scheduling of the confirmation review viva should be followed – with the person responsible for setting the time and date doing so via Google Calendar (info on the Google Suites can be found here https://www.sheffield.ac.uk/it-services/google).

Add the event to the google calendar as normal – giving it the name “Student name and Department CR Viva”, select “Add Video Conferencing” under location and select Hangouts Meet. Add as guests the student, examiners and the departmental or Faculty PGR office.

Once the event is created, link to the “Hangouts Meet” can also be copied and sent to the student and examiners.
**Accessing the Google Meet**

At the time of the viva – click on the link using Google Chrome (other web browsers may encounter problems) and click the “Join now” green button to join the meeting. It is also advisable to use either a desktop or laptop for the CR viva as this gives you better functionality.

Once in the meeting the controls are either on the ribbon at the bottom of the screen, or the top right hand corner.

Microphones can be muted and unmuted via the buttons. The “Present now” function lets you share either your entire screen or a specific window.
Be careful when sharing your entire screen that you don’t share the google meet window – as this results in a to infinity tiling effect! Also, be conscious this is an assessment and so emails or other communication apps should be off to prevent pop-ups from appearing.

**Sharing a Powerpoint Slide Show**

To effectively share a slide show and as the presenter, in order to be able to see both the Google Meet window AND the *Powerpoint Slide Show* you should NOT use Normal or Full screen views for your presentations. These views can make it challenging for you and your attendees to see everything. Instead, share your slides in a resizable window as follows:

In PowerPoint open the Slide Show menu and select Set Up Show. Select Browsed by individual (window) and select Ok. Start your presentation. Resize the presentation window to the size you want. You’re now ready to share your slides in Collaborate. Select Share application and the PowerPoint application or screen you want to share.

**Other Functions available in Meet:**

**Chat Function**

From the menu in the top right hand corner you can select the Chat function and use it if you have issues with sound or video connections.

**Changing Layouts**
From the “More options” menu in the bottom RHS you can change the layout of the attendee “windows” in the meeting.