Socialization of Utilization of Google Facilities to Support Administration in Bletok Situbondo Village

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Abstract— *Every day we must use technology, and technology continues to grow and become more sophisticated. There are many technologies that we can easily use to support human activities. A very easy example is the presence of mobile phones as a means of communication and information retrieval. Indonesia has the largest technology users in the Asian region, according to Google Indonesia, in 2021 there will be an additional 21 million users, it proves that technological developments have spread widely throughout Indonesia, one of which is in the field of village administration. Google Drive, Google Forms, are applications to simplify performance in the Village administration system. Bletok Village is one of the villages where most of the staff members are not familiar with Google Drive, Google Forms. Therefore we want to provide training to employees in the village, with the aim of improving the quality of Human Resources (HR) by using training methods through direct practice, so that later it is expected that village government employees are able to use Google Drive, Google Forms, Google Spreat applications. Sheet, and Google Docs properly. With the target achievement, being able to make administrative data storage of letters and other documents on Google Drive and create a form for filling out a community data collection survey using the Google form*

Keywords—*paper publishing, instructional technology, paper styles*

1 Introduction

At present technology is developing very fast, this is marked by a shift in activities. Every day we definitely use technology, which continues to develop and become more sophisticated. It is undeniable that every human being cannot be separated from the use of technology. There are many technologies that we can easily use to support human activities[1]. A very easy example is the presence of mobile phones as a means of communication and search for complete information at this time. Technology, which is always developing over time, cannot always be seen as having a negative or positive impact on society. Technology can also be seen as a positive thing when we bring great benefits and help human activities. But all of that depends on the use of the technology itself [2].

Indonesia as a developing country that is developing its economy in the Southeast Asia region has so many technology users, even the largest in the Asian region, according to a survey conducted by Google Indonesia in 2021 there will be an additional 21 million internet users coming from non-metro or outside urban areas, that proves Technological developments have spread widely throughout Indonesia, one of which is in the field of village administration [3]. Google Drive, Google Forms, Google Sheets, and Google Docs are applications that are commonly used to facilitate performance in the village administration system[4]. For example, in storing letters and archive files. reports can use the google drive application, making data collection a population survey very fast with google forms, but in reality not all villages use the application due to limited

knowledge and several constraints, usually only developed villages and have i good internet facilities can use the application [5].

Bletok Village is a village located in Bungatan sub-district, Situbbondo district, which is one of the villages where most of the staff members are not familiar with what Google Drive, Google Forms, Google Spread Sheets, and Google Docs are, even though the environment around the village can be said to be advanced. . Because in that area there is already a lot of internet access available in the form of wifi in the homes of local residents. According to a survey we conducted in the village, almost 100% of the residents have accessed the internet network, but have not been able to take advantage of all the service features that have been provided by Google.

2 Method

2.1 Implementation Stages

In the service activities carried out to improve human resources for government employees in Besa Bletok which will be carried out by lecturers and students at Nurul Jadid University to support this activity, the details of the implementation stages are listed as follows:
1. Observation

   In this observational method, all members are directly involved in recording village government employees and activities that occur at the Bletok village office, as well as the impact of implementing the Field Work Lectures that are implemented. The data needed in this observation method is the number of employees, as well as the knowledge of village government employees in operating computers
2. Stages of Computer Practice

   In this practical method, some government employees from Bletok Village are targeted for implementing the Real Work Lecture program. Meanwhile, the implementation is carried out through introduction, training, and hands-on practice on how to operate a computer as well as learning the Google Drive, Google Forms, Google Spreadsheet, and other applications. Google Docs This research activity was delivered through several two stages which included:
   - The first stage of the activity was carried out by providing a little material about Microsoft Word, Excel and Power Point and then proceeding with giving a pretest to Bletok Village Government Officials. This was to see the level of knowledge of the description of the application usage that would be implemented later
   - The second stage includes training, hands-on practice and field tests which will be directly guided by fellow students of Nurul Jadid University Real Work Lecture
3. Evaluation

   At this stage we collect reports on the development of Bletok Village government officials by collecting data from students involved in the service.

2.2 Partner Participation

Starting from the village head, village secretary and all Bletok village officials, they were very enthusiastic and supported the course of the Community Service Program that we were holding.

2.3 The division of roles

For the sake of the success of the activities carried out during the Real Work Lecture program, we divide tasks among fellow students whose names and duties are listed below:
1. The Google drive training activity was carried out by Rizqi alif Yanuar, Muhammad Shodiq, and Muhammad Gufron
2. The Google Form Training activity was carried out by Rifki Fasya, Triadi Setiawan, Deny Arianto

3   Findings And Discussion

3.1   Finding

Based on the observations made by the team that the number of village officials who have the ability in the field of technology is still small, out of 15 village employees only 5 have the ability. The results of the observations can be seen in the following table:

Table 1. Table of employee capabilities

Capability	Qty
Microsoft Word & Excel	5
Does not have the ability in the field of technology	10
Total	15

From the table above we can conclude that the ability of village employees in the technology field is very low. Therefore, it is necessary to have training on using Google facilities so that village employees are better at completing their work.

3.2   Discussion

1. Google drive training
   The first plan, we suggest training Google Drive On Bletok Village Employees due to the need for backing up documents and administrative archive of letters because this is a very important thing in an institution, especially in a government agency. our goal is employees Bletok village administratio can understand and create backup folders can use Google Drive.
2. Google form training
   The second solution plan, we suggest for Google Forms training To Bletok Village Government Officials because of the large population the number and area of the Village area is quite large resulting in difficulties for Record If you want to do a relief activity or the like then from that it is very important to master google form to make it easier get information results. our goal is government employees of Bletok Village can understand the procedures for making registration forms on google forms.
3. Output
   - Increasing knowledge of employees in the field of computers in particular running the Google Drive and Google Forms application programs
   - Add insight into students to be more literate in technology.
   - Empowering human resources in Bletok Village, especially Employees towards more useful technology fields.

   After conducting the training, we expect the Employees Bletok village government could have additional knowledge as well develop properly and can accelerate performance in the field administration in Bletok Village.

Fig. 1. Photos of Google facility training outreach activities

4   Conclusion

This Google Drive and Google Form training ran smoothly thanks to the help and support of many parties. The Bletok Village Officers or Devices were very happy and felt assisted by the Google Drive and Google Form training. Some citizens those who have been interviewed about the Google Drive and Google Form training also feel this way happy and helped get information about data storage and manufacture online-based registration forms easily through the Google Drive application and Google Forms. It is hoped that the results of this community service activity will be useful especially for village apparatus and Bletok village cadets in data storage and Create an online registration form.

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