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Report on Preparation of Schedules and Educational Rooms for the Summer Semester of 2024 / 1445

Here is Report No. (02) providing statistics on the educational rooms established during the Summer semester of 2024 / 1445, as follows:

The classroom unit started the semester with the following:

1. Preparation of Study schedules using Google tools:

- Google tools were utilized to send preliminary schedules to department heads through Google Docs. This approach prevented file dispersion and excessive file quantities. The shared schedules were automatically delivered to the unit without the need for file downloads and sending them to multiple recipients. Modifications were made, and the completed schedules were notified and approved.

- The schedules were also uploaded to Google Drive, and the links were shared with relevant parties such as departments secretaries and department heads. This approach facilitated the review and distribution of schedules to faculty members. Secretaries were able to easily access the schedules and effortlessly send them to students. The schedules were sent as image or PDF files.

* This method helped reduce the issue of multiple files and facilitated faster access to the files.

- The schedules were prepared as PDF files with links attached to each subject. Clicking on the subject's name directly led to the lecture.
- Playlist links for each department were prepared to enable easy daily access to lectures (both audio and video). There were a total of 50 video playlist links and 50 audio playlist links, which were sent to departments secretaries.
- Zoom links were prepared for each course individually, with a continuous link throughout the semester. The total number of Zoom links was 120, which were sent to the secretaries.
- Daily schedules for the summer semester were prepared. The number of lectures per 5. day is as follows:

Saturday = 26	Sunday = 22	Monday = 23
Tuesday = 15	Wednesday = 18	Thursday = 15
- Two groups were created to receive requests from departments secretaries:
 - Group for compensatory lectures requests.
 - Group for missing lectures requests (dependent on departments secretaries' review of uploaded materials).

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