Report on Classrooms and Educational Rooms for the Second Semester of 2023/2024

Here is Report No. (01) providing statistics on the educational rooms established during the second semester of 2024 AD / 1445 AH, from December 2nd, 2023, to February 27th, 2024, as follows:

The classroom unit started the semester with the following:

1. Preparation of class schedules using Google tools:

   - Preliminary schedules were sent to department heads through Google Docs to avoid file scattering and excessive files. The schedules were interactive and automatically delivered to the unit without the need for file downloading and sending to various parties. Modifications were made, and the completion and approval of the schedules were reported.

   - The schedules were also sent via 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. Departments secretaries were able to access the schedules easily and 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.

2. The schedules were prepared as PDF files with links attached to each subject. Clicking on the subject's name directly led to the lecture.

3. Playlist links for each department were prepared to enable easy daily access to lectures (both audio and video). There were a total of 85 video playlist links and 85 audio playlist links, which were all sent to departments secretaries.

4. Two groups were created to receive requests from departments secretaries:

   (1 Group for compensatory lectures requests.

   (2 Group for missing lectures requests (dependent on departments secretaries' review of uploaded materials.

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Statistics for the second semester of the academic year 2023/2024:

***Number** of primary classrooms: **325** rooms, each lecture having its own dedicated room.

***Number** of compensatory and additional classrooms: **384** rooms.

***Number** of required modifications: **220** modifications.

***Number** of recorded video lectures: **3200**. | ***Number** of recorded audio lectures: **3200**.

***Number** of attendance sheets files: **3100** files.

***Number** of training course links: **45**. | ***Number** of recorded video training courses: **28**.

***Number** of public discussions and seminar session links: **28**.

***Number** of recorded public discussions and seminar sessions: **25**.

***Number** of meeting links for departments, colleges, or units: **35**.

***Number** of language center links: **25 for Spanish and English language courses at the second level.**

Total number of uploaded files in the second semester of the academic year 2023/2024: **9600 files.**

Total number of established links in the second semester of the academic year 2023/2024: **1025 links.**

The classroom unit also **conducted "07" training workshops** for new departments secretaries and members in colleges to provide comprehensive and practical training on Zoom software, including its usage on laptops or computers and mobile devices, as well as complete Zoom management.

The Classroom Unit conducted two extensive meetings during this period:

* Meeting with the new Academic Affairs Unit Manager, Dr. Osama Abdulrahman.

* Meeting with the new Educational Affairs Unit Manager, Dr. Jumana.

These meetings were held to coordinate joint activities and establish effective collaboration between the units.

Additionally, a meeting was held with the new members of the College Secretariat to provide a detailed explanation of the tasks related to the Classroom Unit.

The Classroom Unit commenced preparations for the upcoming summer semester by sending preliminary schedules to all colleges for instructor nominations and scheduling of courses.

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<u>Contributions and efforts of each team member in the Classroom Unit:</u>

i. **Created educational rooms and registration links:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

- Fares Abdulkhaliq (Member) | - Haya Al-Saydawi (Member)

- Hajer Al-Faqih (Member) | - Majeda Al-Hamid (Member) | - Rania Hussein (Member)

ii. **Created substitute classrooms:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

- Fares Abdulkhaliq (Member) | - Haya Al-Saydawi (Member)

- Hajer Al-Faqih (Member) | - Rania Hussein (Member)

iii. **Created missing registration links:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

- Fares Abdulkhaliq (Member) | - Haya Al-Saydawi (Member)

- Hajer Al-Faqih (Member) | - Badour Al-Hashimi (Member)) | - Rania Hussein (Member)

iv. **Created study schedules and daily timetables:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

- Hajer Al-Faqih (Member) | - Majeda Al-Hamid (Member)

v. **Uploaded and shared audio and video recordings from educational rooms:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

- Fares Abdulkhaliq (Member) | - Haya Al-Saydawi (Member)

- Badour Al-Hashimi (Member) | - Rehab Sultan (Member)

- Omar Ikhlas (Member) | - Fatima Al-Ghawth (Member)

vi. **Archived video and audio lectures:**

- Maryam Al-Khawli (Member) | - Rehab Sultan (Member)

vii. **Created and shared required links from the Training Unit and uploaded their recordings:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

- Hajer Al-Faqih (Member) | - Haya Al-Saydawi (Member)

viii. **Created and shared required links from the Graduate Studies Deanship and uploaded their recordings:**

- Mohammed Abd EL-Gawad (Unit Supervisor)

إدارة وحدة الغرف الصوتية
م. محمد عبدالجواد