



محاضرة برعاية

الاستاذ الدكتور سعد شاهين/رئيس جامعة البصرة

واشراف

أ.م.د. سلمى عبد الباقي/عميد كلية علوم الحاسوب وتكنولوجيا
المعلومات

أ.د. ميثم ابو الهيل/مساعد العميد العلمي
أ.م.د. رائدة سالم / رئيس قسم نظم المعلومات الحاسوبية

اعداد

أ.م. اسعد عبدالكريم الحجاج



جامعة البصرة

كلية علوم الحاسوب وتكنولوجيا المعلومات قسم نظم المعلومات الحاسوبية

اعداد تطبيق

Google Meet

لمراقبة للامتحانات الالكترونية النهائية

1-اعداد متصفح Google Chroma

□ جعل Google Chroma متصفح وندوز الافتراضي

□ فتح ايميل الجميل Gmail

□ الفرق بين الايميل الرسمي والشخصي

2-اعداد جلسة Google Meet

□ تهيئة الجلسة من قبل المشرف

□ تثبيت رابط الجلسة في قاعات الامتحانات (الصفوف)

□ توزيع الرابط للمراقبين

□ التهيئة لموعد بدء الامتحان

□ اخذ الحضور من خلال تطبيق Meet Attendance

□ تسجيل الجلسة Recording

□ دخول مباشر دون اذن السماح Meet Auto Admit

1-اعداد متصفح Google Chroma

الدخول بالايمل الشخصي

The screenshot shows a Google Chrome browser window with a new tab open. The address bar displays "Search Google or type a URL". The Google logo is prominently displayed in the center. Below the logo is a search bar with the text "Search Google or type a URL". To the right of the search bar, a user account menu is open, showing a profile picture of Asaad Alhijaj and the email address "zenhaja@gmail.com". The menu includes options to "Manage your Google Account", "Add another account", and "Sign out of all accounts". The background of the browser window shows a grid of shortcuts to various websites, including "Classes", "Asaad A. A...", "YouTube", "الصفحة الرئيسية", "جامعة البصرة", "Scimago Jour...", "Stop Predator...", "Google", "Sci", and "Add shortcut". The Windows taskbar is visible at the bottom, showing the time as 2:47 PM on 7/3/2020.

New Tab x +

Search Google or type a URL

Apps الرئيسية - الموقع الر... جامعة البصرة- صفح... Gmail Asaad Alhijaj - Goo... Asaad Al-hijaj ORCID Publons Scimago Journal &... List of Predatory Jo... Other bookmarks

Gmail Images

Google

Search Google or type a URL

Classes (5) Asaad A. A... (167) YouTube الصفحة الرئيسية جامعة البصرة

Scimago Jour... Stop Predator... Google Sci Add shortcut

Asaad Alhijaj
zenhaja@gmail.com

Manage your Google Account

Examination Commi... Session expired
examinationcomitte220@gmail.com

Asaad A. Alhijaj
asaad.abdulhassan@uobasrah.edu.iq

Add another account

Sign out of all accounts

Customize

https://accounts.google.com/SignOutOptions?hl=en&continue=https://www.google.com%3Fhl%3Den-US

2:47 PM
7/3/2020

فتح اعدادات المتصفح والتأكد من كونه الافتراضي Default

The image shows a Google Chrome browser window with the 'Settings' page open. The 'Default browser' section is circled in red, and a red arrow labeled '1' points to the 'Settings' menu. Another red arrow labeled '2' points to the 'Settings' option in the menu. A third red arrow labeled '3' points to the 'Default browser' option in the left sidebar.

Settings

Search settings

You and Google

Autofill

Safety check

Privacy and security

Appearance

Search engine

Default browser

On startup

Advanced

Default browser

Google Chrome is your default browser

On startup

☒ Open the New Tab page

☐ Continue where you left off

☐ Open a specific page or set of pages

New tab Ctrl+T

New window Ctrl+N

New incognito window Ctrl+Shift+N

History

Downloads Ctrl+J

Bookmarks

Zoom - 100% +

Print... Ctrl+P

Cast...

Find... Ctrl+F

More tools

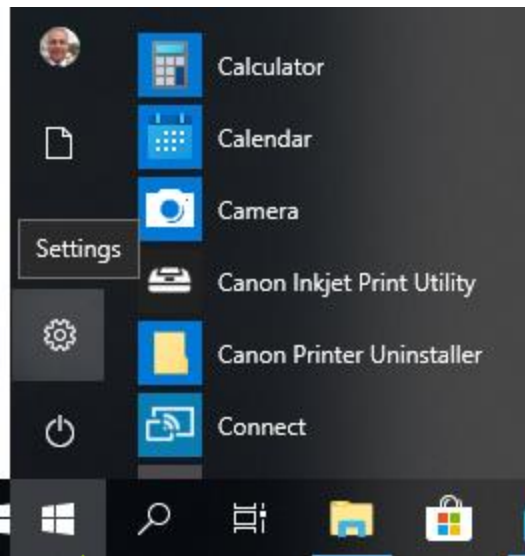
Edit Cut Copy Paste

Settings

Help

Exit

تغييراعدادات متصفح Windows الى الافتراضي Default



Windows Settings

Find a setting

System
Display, sound, notifications, power

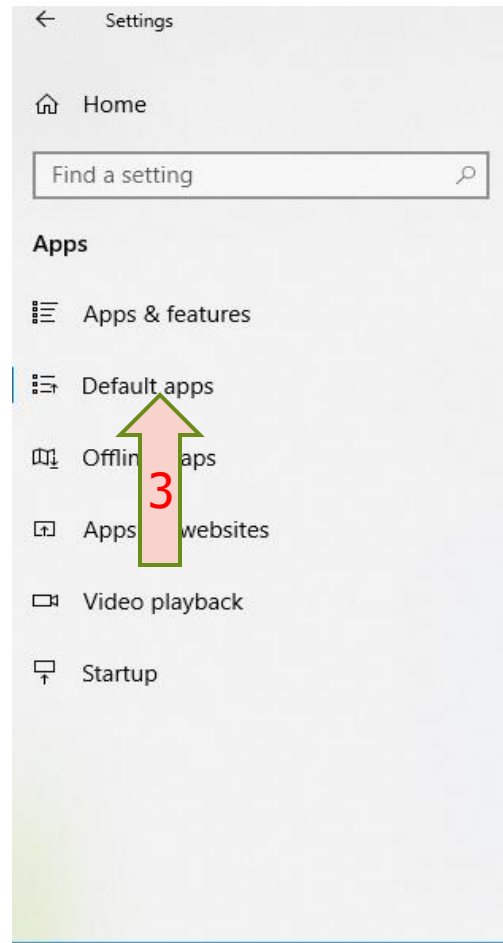
Phone
Link your Android, iPhone

Personalization
Background, lock screen, colors

Devices
Bluetooth, printers, mouse

Network & Internet
Wi-Fi, airplane mode, VPN

Apps
Uninstall, defaults, optional features



Default apps

Photo viewer

Photos

Video player

Movies & TV

Web browser

Google Chrome

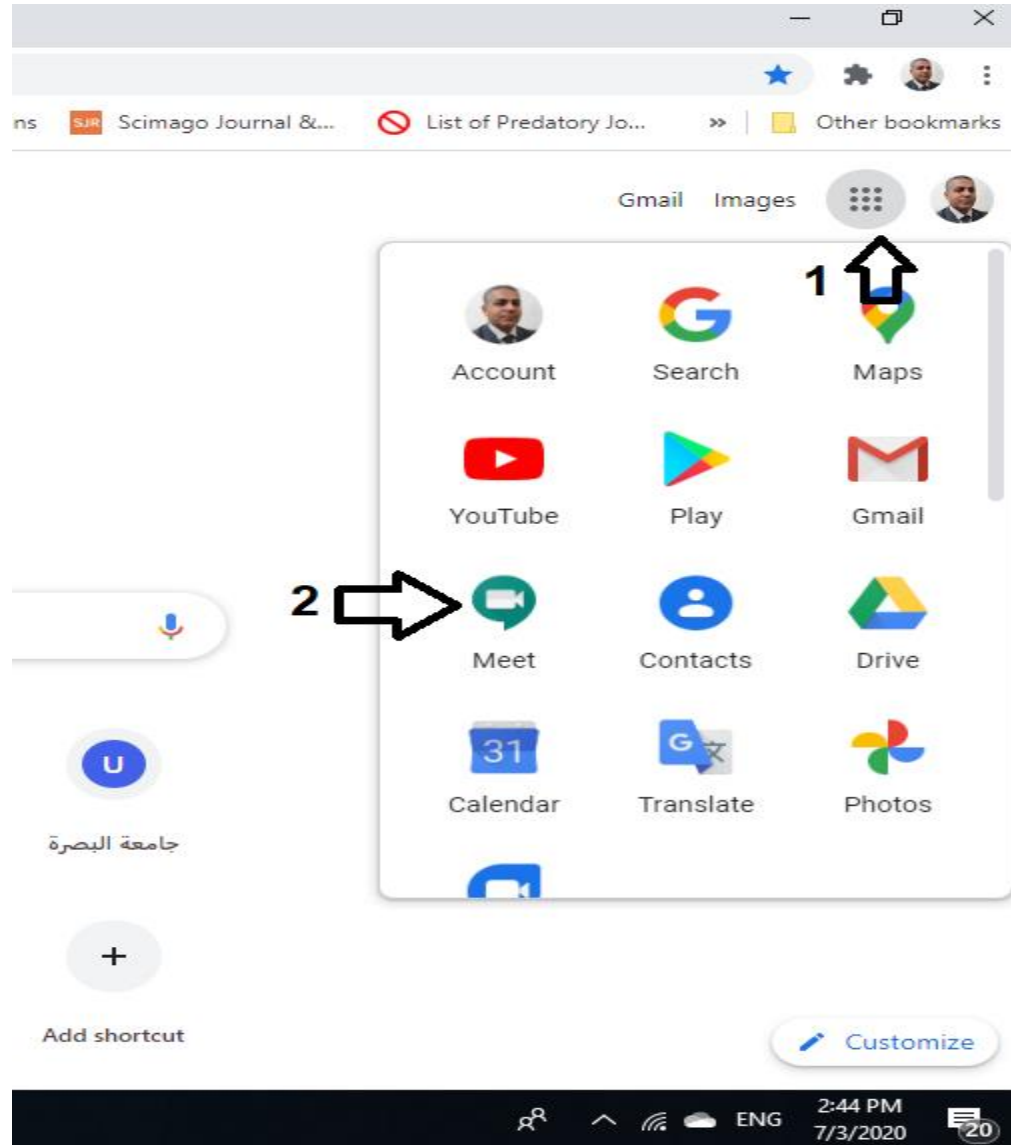
Reset to the Microsoft recommended defaults

Reset

[Choose default apps by file type](#)

[Choose default apps by protocol](#)

فتح تبويب تطبيقات Google واختيار Meet



تهيئة الجلسة من قبل المشرف

اختيار Start a meeting لانشاء جلسة لأول مرة

Google Meet

meet.google.com/?hs=197&pli=1&authuser=0

Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

Start a meeting or

Enter meeting code **Join**

Schedule a video meeting from Google Calendar

2:56 PM 7/3/2020

غلق الكامرة و المايكرفون والانضمام للجلسة

Meet - mwe-ojkc-zof

meet.google.com/mwe-ojkc-zof?pli=1&authuser=0

Google Meet

zenhjaj@gmail.com
Switch account

Camera is off

1

2

Meeting ready
meet.google.com/mwe-ojkc-zof

Join now

Present

Windows taskbar: 3:00 PM 7/3/2020

دخول الجلسة وظهور رابط الجلسة للنسخ والتعميم

The screenshot shows a Google Meet interface in a web browser. The address bar displays the URL: meet.google.com/mwe-ojkc-zof?pli=1&authuser=0. The top bar shows the meeting duration as 00:05, the time as 3:07 PM, and the user's profile. A dialog box titled "Add others" is open in the center, containing the text "Share this info with people you want in the meeting" and the URL <https://meet.google.com/mwe-ojkc-zof>. A green arrow points to the "Copy joining info" option, which is represented by a document icon. Below this option is the "Add people" option, represented by a person icon. The bottom bar of the meeting interface includes buttons for "Meeting details", "Turn on captions", "Transcribe Chat", and "Present now". The Windows taskbar is visible at the bottom of the screen.

امكانية الدعوة للاشتراك بالجلسة عن طريق ارسال ايميل

The screenshot displays the Google Meet interface. A 'Meeting details' sidebar on the right shows 'People (1)' and 'Chat'. The 'Add people' button is highlighted with a red arrow labeled '1'. The 'Add people' dialog box is open, showing the 'Invite' button circled in red. Below the 'Invite' button is a text input field labeled 'Enter name or email' with a red arrow labeled '2' pointing to it. Under the 'Suggestions' section, four email addresses are listed: zenhjaj@gmail.com, zenhjaj@yahoo.com, emadalshawi@gmail.com, and COMP106_IT_Essential_N_teachers_c05713cc@classro... (truncated). A red bracket groups the first three suggestions. The Windows taskbar at the bottom shows the time as 3:11 PM on 7/3/2020.

تحديد ايميلات المشاركين وارسال الرابط

The screenshot shows a Google Meet interface with the 'Add people' dialog box open. The dialog box has a title bar 'Add people' and a close button. Below the title bar, there is an 'Invite' button with a plus icon. A list of added email addresses is shown, with 'zenhjaj@yahoo.com' highlighted by a red circle. Below this list, there is a 'Suggestions' section showing 'zenhjaj@gmail.com'. At the bottom of the dialog box, there is a 'Send email' button, which is highlighted by a red arrow. The background shows the 'Meeting details' panel with 'People (1)' and 'Chat' tabs. The 'People (1)' tab is active, showing a profile for 'Asaad Alhijaj (You)'. The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying '3:13 PM 7/3/2020'.

Meet - mwe-ojkc-zof

meet.google.com/mwe-ojkc-zof?pli=1&authuser=0

Meeting details

People (1)

Chat

Add people

Asaad Alhijaj (You)

z zenhjaj@yahoo.com X

Suggestions

zenhjaj@gmail.com
zenhjaj@gmail.com

Sending email as Asaad Alhijaj (via Google Meet) <meetings-noreply@google.com>
Asaad Alhijaj is inviting you to join a video meeting happening now

Send email

Windows taskbar: 3:13 PM 7/3/2020

امكانية نسخ الرابط من تبويب Meeting details وارساله عن طريق الواتساب او التلكرام

The image shows a Google Meet interface in a web browser. The address bar displays the URL: meet.google.com/mwe-ojkc-zof?pli=1&authuser=0. The top right corner shows the time as 3:19 PM and the user's profile. A 'Details' tab is open, showing the 'Joining info' section with the URL <https://meet.google.com/mwe-ojkc-zof> and a 'Copy joining info' button. A red arrow labeled '2' points to this button. At the bottom left, a 'Meeting details' button is visible, with a red arrow labeled '1' pointing to it. A WhatsApp chat window is overlaid on the right side of the screen, showing a message from 'زين اسعد' (Zain Asad) with the text: 'البحث عن دردشة أو البدء بدردشة جديدة' (Search for a chat or start a new chat). Below this, there is a green bubble containing the text: 'اجتماعات في الوقت الفعلي بواسطة Google، باستخدام متصفحك، شارك فيديو هاتك وسطح مكتبك وعروضك التقديمية مع زملاء الفريق والعملاء.' (Real-time meetings by Google, using your browser, share your video, your screen, and your presentations with team members and clients.) and the URL meet.google.com. The WhatsApp interface also shows a list of contacts and a search bar.

تغيير طريقة عرض المشاركين بالجلسة على الشاشة

The screenshot shows a Google Meet window in a web browser. The address bar displays the URL: `meet.google.com/mwe-ojkc-zof?pli=1&authuser=0`. The top bar includes a grid icon, the time 14:37, a person icon, a chat icon, the time 3:22 PM, and a profile picture labeled 'You'. A green arrow labeled '1' points to the 'Change layout' option in the top right menu. A second green arrow labeled '2' points to the 'Tiled' layout option in the 'Change layout' dialog box. The dialog box shows three layout options: 'Auto', 'Sidebar', and 'Spotlight'. The 'Tiled' option is highlighted with a blue border. The bottom bar contains icons for 'Meeting details', 'Turn on captions', 'Transcribe Chat', and 'Present now'. The Windows taskbar is visible at the bottom of the screen.

Meet - mwe-ojkc-zof

meet.google.com/mwe-ojkc-zof?pli=1&authuser=0

14:37

3:22 PM

You

1

Change layout

Full screen

Turn on captions

Settings

Report a problem

Report abuse

Help

Change layout

Auto

Sidebar

Spotlight

2

Tiled

Meeting details

Turn on captions

Transcribe Chat

Present now

Windows taskbar

تم المغادرة من زر Leave Call للحفاظ على إمكانية الرجوع للجلسة حتى من قبل المشرف

The screenshot displays a Google Meet window in a web browser. The address bar shows the URL meet.google.com/mwe-ojkc-zof?pli=1&authuser=0. The top status bar includes icons for video, search, star, and settings, along with the time 21:14, a participant count of 1, a chat icon, and the current time 3:29 PM. The main video area shows a circular profile picture of a man in a suit. Below the video, the bottom toolbar contains several icons: a red circle with a white slash (mute), a red circle with a white telephone handset (leave call), and a red circle with a white square and a diagonal line (exit). A blue arrow points to the 'Leave Call' button. To the right of these icons are buttons for 'Turn on captions', 'Transcribe Chat', and 'Present now'. The Windows taskbar is visible at the bottom, showing various application icons and the system clock indicating 3:29 PM on 7/3/2020.

تبقى الجلسة مستمرة مادام فيها مشاركون
وحتى عند خروج المشرّف

Meet - mwe-ojkc-zof

meet.google.com/mwe-ojkc-zof?pli=1&authuser=0

You left the meeting

Total time: 25:37

الرجوع للجلسة

Rejoin

Return to home screen

مغادرة للشاشة الرئيسية

Submit feedback

3:33 PM 7/3/2020

Google Chroma 1-اعداد متصفح

الدخول بالايمل الرسمي

Google Meet

meet.google.com/?authuser=0

Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

[Start a meeting](#) or

Enter meeting code [Join](#)

[Learn more about Google Meet](#)

Schedule a video Calendar

Asaad Alhijaj
zenhjaj@gmail.com

[Manage your Google Account](#)

E Examination Com... *Session expired*
examinationcomitte220@gmail.com

A Asaad A. Alhijaj
asaad.abdulhassan@uobasrah.edu.iq

[Add another account](#)

[Sign out of all accounts](#)

[Privacy Policy](#) • [Terms of Service](#)

3:38 PM 7/3/2020

بمجرد اختيار الايميل الرسمي تتغير شاشة الدخول لل Meet

Meet 2:41 PM • Fri, Jul 3

+ Join or start a meeting

Nothing scheduled today

Join or start a meeting

Enter the meeting code or nickname. To start your own meeting, enter a nickname or leave blank.

Collective • CS IT College Meeting

Learn how to schedule a meeting

Continue

يمكن اعطاء اسم معرف للجلسة او ترك الحقل فارغا

الدخول الى الجلسة Join Now بعد غلق الكامرة والمايك

The screenshot shows a web browser window with the Google Meet interface. The address bar displays the URL: `meet.google.com/vgy-gnkt-bnv?authuser=2`. The page title is "Meet". The main content area shows a large black rectangle with the text "Camera is off" in white. Below this rectangle are two red circular buttons: one with a white slash and a camera icon, and another with a white camera icon. To the right of the main content area, the meeting ID "csitcollegemeeting" is displayed. Below the ID, it says "No one else is here". There are two buttons: "Join now" (green) and "Present" (white with a green border). Below these buttons, it says "Other options" and "Join and use a phone for audio" with a phone icon. The top right corner shows the user's email "asaad.abdulhassan@uobasrah.edu.iq" and a "Switch account" button. The bottom of the screen shows a Windows taskbar with various application icons and the system clock displaying "3:51 PM 7/3/2020".

□ توزيع الرابط للمراقبين

Google Meet

Meet - vgy-gnkt-bnv

meet.google.com/vgy-gnkt-bnv?authuser=2

00:06

3:52 PM

You

csitcollegemeeting

Meeting nickname (Can only be used within University of Basrah)

Share this info with people you want in the meeting

<https://meet.google.com/vgy-gnkt-bnv>

Dial-in: (US) +1 573-667-3074 PIN: 280 933 630#

Copy joining info

Add people

هذا المعرف يستخدم ضمن نطاق إيميل جامعة البصرة

نسخ معلومات رابط الجلسة

دعوة اشخاص عن طريق الايميل

csitcollegemeeting

Turn on captions

Transcribe Chat

Present now

Windows taskbar icons: File Explorer, Microsoft Store, Mail, Edge, Chrome, Task View, Camera, Zoom, PowerPoint, Paint, etc.

System tray: Network, Sound, ENG, 3:52 PM 7/3/2020, 20

❑ تثبيت رابط الجلسة في قاعات الامتحانات (الصفوف)

وضع رابط
الجلسة على
واجهة الصف

nahla flayh posted a new assignment: Final Exam of (Democracy and Human Rights)
Jul 1

Computer Information Systems
Jun 30
د. رائدة سالم خضير م
<https://meet.google.com/ewy-tmof-xa>

Class video meeting
<https://meet.google.com/ewy...>

Add class comment...

Google Classroom

الامتحان التكميلي الثاني - المرحلة
College of Computer Science and Information Technology
Department of Computer Information Systems
د. رائدة سالم خضير عبد علي
...n Systems

الصفوف التي تم
انشائها مسبقا
لكل مرحلة
دراسية

Journal &... List of Predatory Jo... Other bookmarks

Gmail Images

AODocs Asana ASSISTme...

Awesome ... Banckle C... Classcraft

Classroom Cloud Print Copper C...

Dialpad Digication DocuSign ...

Flat for Ed... Freshdesk Google Ap...

1 تطبيق
الكلاسروم

ميزة تسجيل الجلسة Record Meeting تتوفر فقط مع الايمل الرسمي

The screenshot shows a Google Meet window with a dark background. In the top left corner, there is a red button with a white circle and the text 'REC'. A green arrow with the number '2' points to this button. In the top right corner, there is a menu icon (three dots) and a green arrow with the number '1' points to it. The menu is open, showing options: 'Record meeting', 'Change layout', 'Full screen', 'Turn on captions', 'Settings', 'Use a phone for audio', 'Report a problem', 'Report abuse', and 'Help'. In the center of the screen, there is a circular profile picture of a man. Below it, there is a white dialog box with the text 'Stop recording this meeting?' and 'The recording will be saved in Asaad A. Alhijaj's Google Drive.'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Stop recording'. At the bottom of the screen, there is a taskbar with various icons and a system clock showing 4:00 PM on 7/3/2020.

REC

07:29 4:00 PM

Record meeting

Change layout

Full screen

Turn on captions

Settings

Use a phone for audio

Report a problem

Report abuse

Help

Stop recording this meeting?

The recording will be saved in Asaad A. Alhijaj's Google Drive.

Cancel Stop recording

csitcollegemeeting

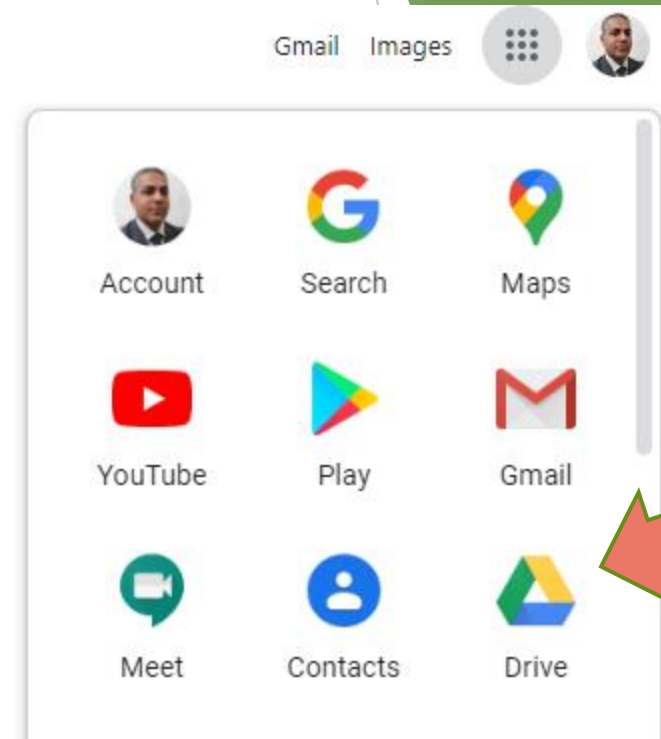
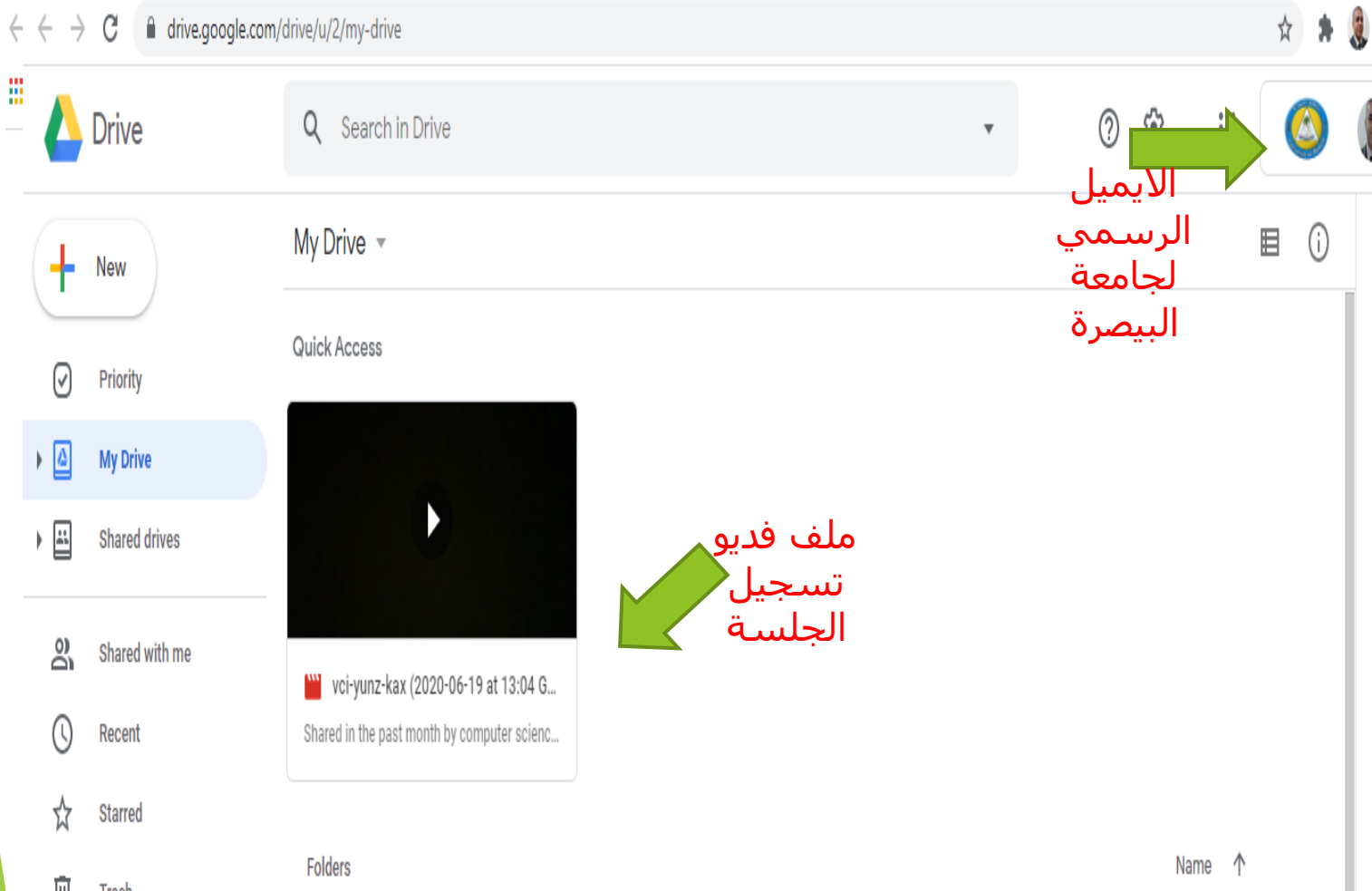
Turn on captions

Transcribe Chat

Present now

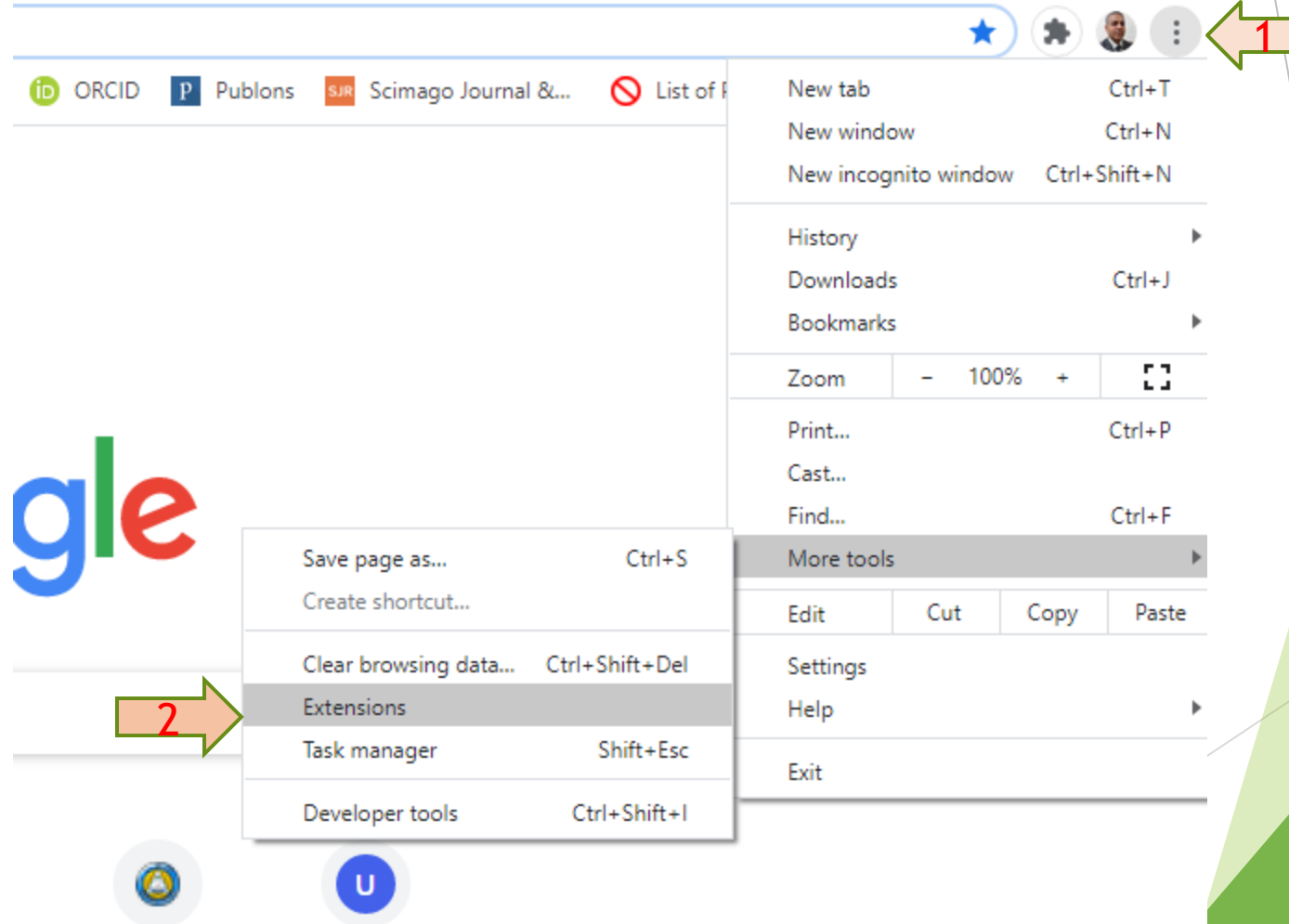
4:00 PM 7/3/2020

❑ ملف تسجيل الجلسة يحفظ في Google Drive الخاص بالايمل

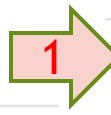


إضافة تطبيقات مساعدة للمتصفح:

- تسجيل الحضور Meet Attendance
- دخول مباشر دون اذن السماح Meet Auto Admit



➤ إضافة Meet Attendance و Meet Auto Admit للمتصفح



Extensions

Extensions

Keyboard shortcuts

Google Meet Grid View

Adds a toggle to use a grid layout in Google Meets

Google Meet Presenter Mode

Choose whether you can be muted while presenting in Google Meet

Meet auto admit

It admits automatically users from outside the organisation!

Details Remove

Details Remove

Details Remove

Open Chrome Web Store

4:43 PM 7/3/2020

chrome web store

meet atten

meet attendees

meet attendance

meet attendance collector

meet attendees hall

meet attendance m

Staying at Home

Be productive, stay in touch, and relax

NP

More extensions

Meet Attendance

Offered by: claycodes.org

Collect attendance in a Google Sheet from a Google Meet.

★★★★☆ 32 Productivity

Rate it

Meet auto admit

Offered by: laszlo.terray

It admits automatically users from outside the organisation!

★★★★★ 1 Productivity

Rate it

بحث عن
تطبيق

3

تطبيق تسجيل
الحضور

4

تطبيق الدخول
المباشر

5

فتح سوق
تطبيقات
Chroma

2

➤ تسجيل الحضور Meet Attendance

The screenshot shows a Google Meet interface with a class list and a Google Sheet for attendance tracking. The class list is on the left, and the Google Sheet is on the right. The Google Sheet has columns for date, time, and names. The Google Meet interface shows a list of participants and a chat window.

1 زر مشاهدة المشتركين

2 زر تحويل قائمة المشتركين الى تطبيق Excel Sheet

3 اسماء الحضور لكل الجلسات عمود لكل يوم

The screenshot shows the 'File' menu of the Google Sheet. The 'Download' option is highlighted, and the 'Microsoft Excel (.xlsx)' format is selected.

File Edit View Insert Format Data Tools Add-ons

Share

New

Open Ctrl+O

Import

Make a copy

Download

Microsoft Excel (.xlsx)

امكانية
تنزيل ملف
الحضور
للحاسوب

4



محاضرة برعاية

الاستاذ الدكتور سعد شاهين/رئيس جامعة البصرة

واشراف

أ.م.د. سلمى عبد الباقي/عميد كلية علوم الحاسوب وتكنولوجيا
المعلومات

أ.د. ميثم ابو الهيل/مساعد العميد العلمي
أ.م.د. رائدة سالم / رئيس قسم نظم المعلومات الحاسوبية

اعداد

أ.م. اسعد عبدالكريم الحجاج