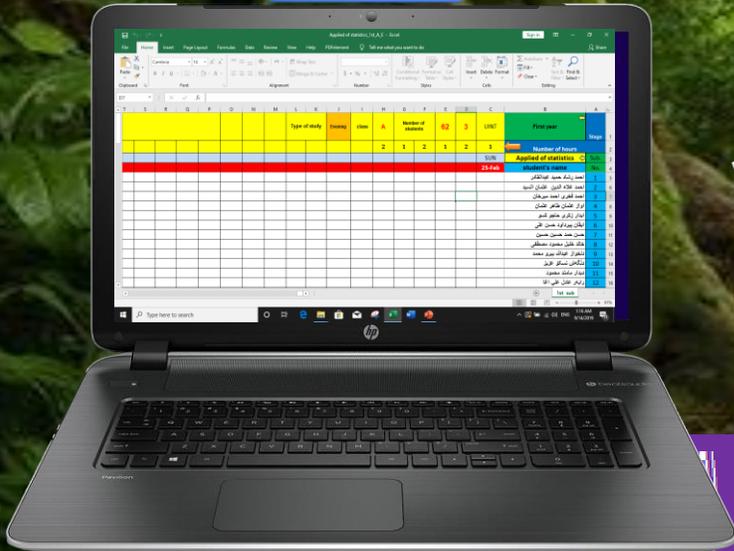




**Cihan
University**

Department of Business Administration

How Can We Use Google Drive To Improve The Functions of The Electronic Absences System (EAS)



Dr. Ahmed Abd Aoun





**Cihan
University**

Most of the academic departments in the university suffer from the problem of registering students absenteeism and managing this administrative part in an appropriate way to save time and effort. This seminar aims to learn how to employ Googol Drive to help by solving the problem of registering the absences as a link between the lecturer and the department to provide information on the absences of students and to help print weekly absences reports



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How this can be done???

What are the procedures??



Google sheets



Google Drive



Open google sheet



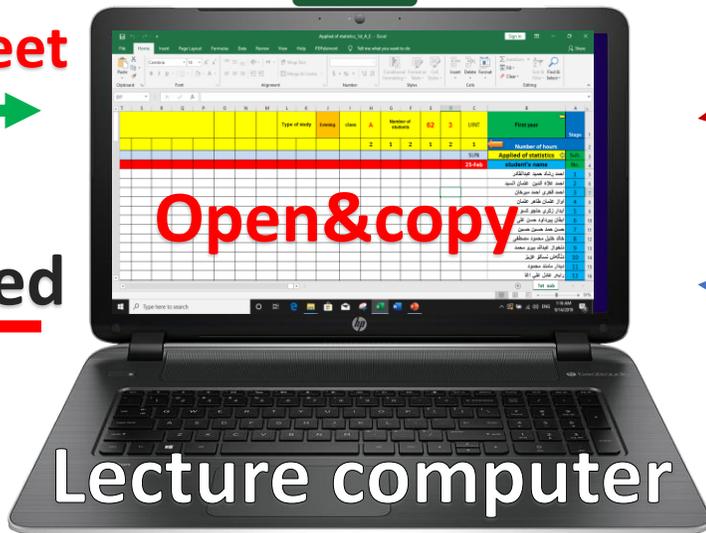
Paste&closed



Download



Department



Open©

Lecture computer

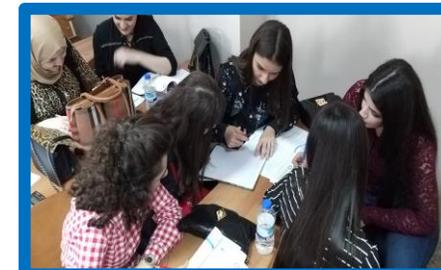
Class A



Class B



Class C



Printing





Getting An E-mail From Department



Principles of Accounting II_1st_A_M.xlsx

Dr. Ahmed Abd Aoun ALm... (via Google Drive) <drive-shares-noreply@google.com> 10:00 minutes ago

ahmed.aoun@cihanuniversity.edu.iq has shared the following spreadsheet:

[Principles of Accounting II_1st_A_M.xlsx](#)

Open

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E-mail will be private just for subject lecture



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X Principles of Accounting
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Shared in Drive

Or click on the file icon

Reply Forward

Free to choosing the way to opining the file



Now you are in google drive

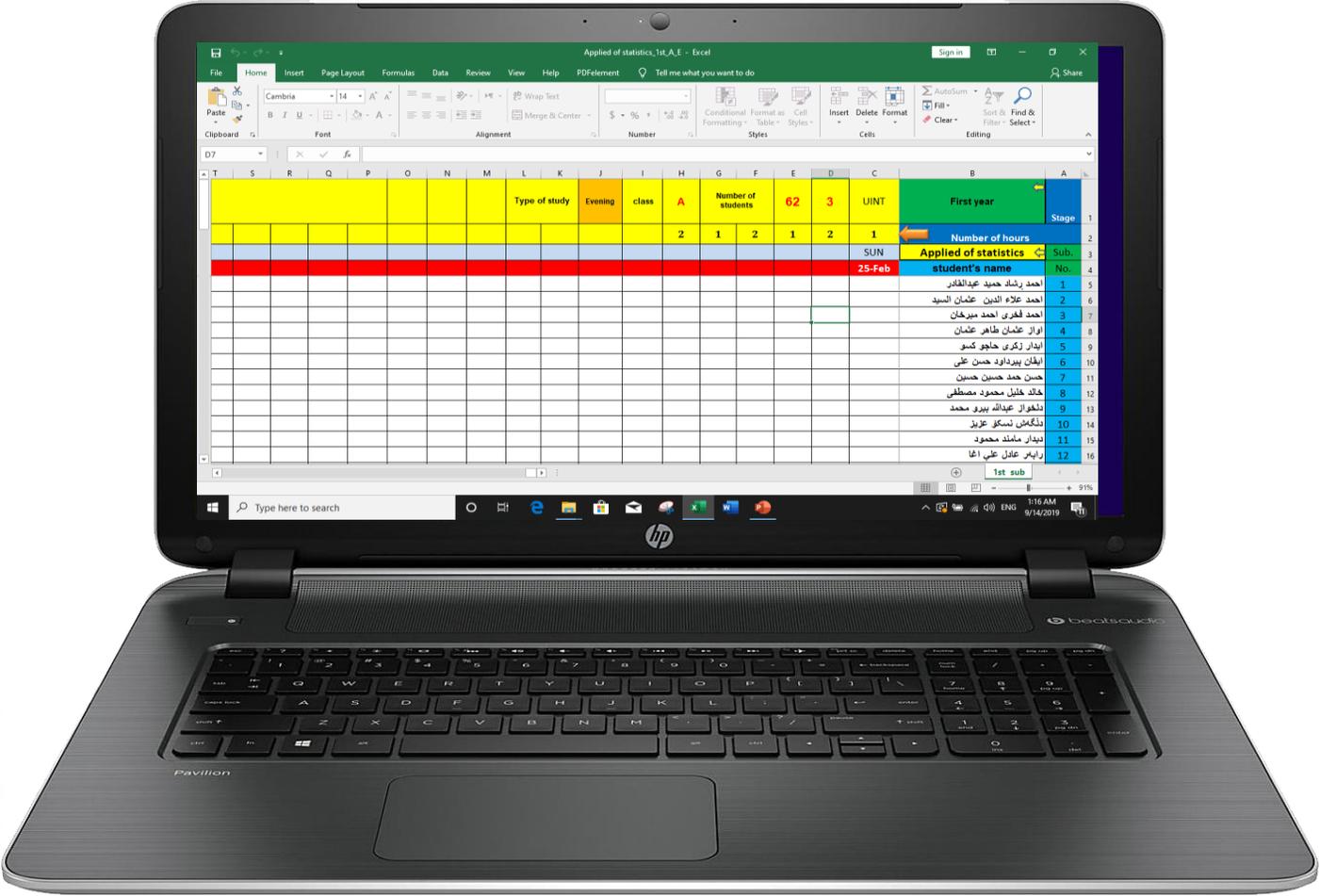
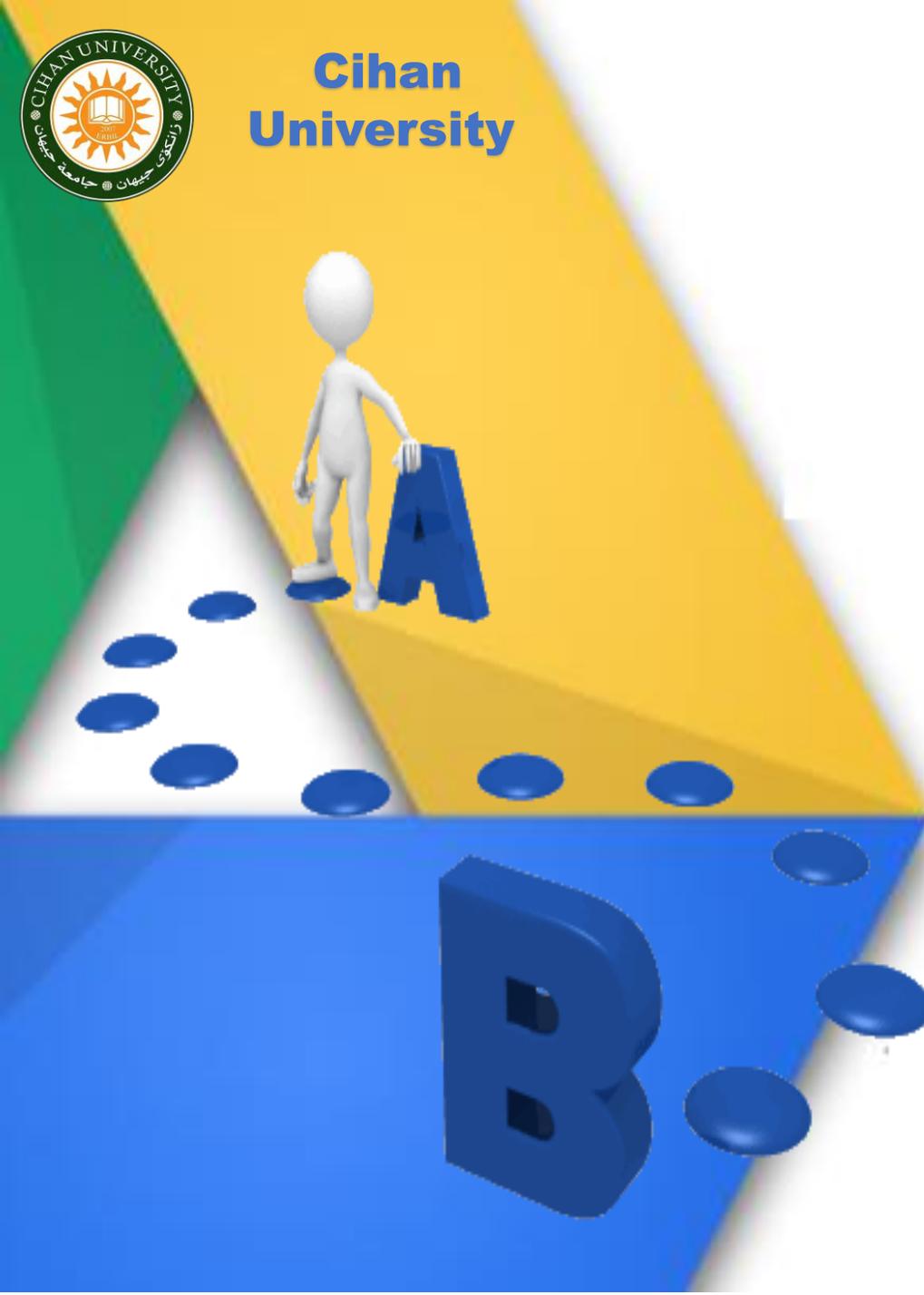
Principles of Accounting II_1st_A_M.xlsx

Open with Google Sheets

Q	P	O	N	M	L	K	J	I	F	E	D	C	B	A
Type of study					morning	class	A	Number of students		53	2	Unit	First year	Stage
							2	1	2	1	2	1	Number of hours	
												Sun	Principles of Accounting II	Sub.
												25-Feb	student's name	No.
													ابوبكر رعد عليوي حسين	1
													احمد سلطان احمد سلطان	2
													احمد عبد السلام ياسين	3
													اسعد اغا	4
														5
														6
														7
														8
														9
														10
														11
														12
														13
														14
														15
														16
													حوراء مازن زور	12
													دهريا سيروان عثمان حسن	13
													رائف صبري يوسف مصطفى	14

Download a copy & save it on your laptop to use in daily registering





Open Excel file



SET THE FOLLOWING INFO.

ETUDENT NUMBER

UNIT NUMBER

Type of study		morning	class	A	Number of students		44	3	Unit	First year	Stage
				2	1	2	1	2	1	Number of hours	
Tue	Mon	Sun	Sat	Fri	Thu	Wed	Tue	Mon	Sun	math	Sub.
10-Oct	9-Oct	8-Oct	7-Oct	6-Oct	5-Oct	4-Oct	3-Oct	2-Oct	1-Oct	student's name	No.
0	0	0	0	0	0	0	0	0	0	x1	1
0	0	0	0	0	0	0	0	0	0	x2	2
0	0	0	0	0	0	0	0	0	0	x3	3
0	0	0	0	0	0	0	0	0	0	x4	4
0	0	0	0	0	0	0	0	0	0	x5	5
0	0	0	0	0	0	0	0	0	0	x6	6
0	0	0	0	0	0	0	0	0	0	x7	7
0	0	0	0	0	0	0	0	0	0	x8	8
0	0	0	0	0	0	0	0	0	0	x9	9

CLASS

DAY

DATE

HOUERS NUMERS

STUDENT NAME

Zero here represents the default state of the student (no absence)



Additional information about the contents of the file

Status	sum	Tue	Mon	Sun	Sat
		20-Feb	19-Feb	18-Feb	17-Feb
Normal	0				
Normal	0				
Normal	0				
Normal	0				
Normal	0				
Normal	0				
Normal	0				

Total student absences

Student Status



you are Still in google drive

Principles of Accounting II_1st_A_M.xlsx

Open with Google Sheets

Type of study	morning	class	A	Number of students		53	2	Unit	First year		Stage
			2	1	2	1	2	1	Number of hours		
								Sun	Principles of Accounting II		Sub.
								25-Feb	student's name		No.
									ابوبكر رعد عليوي حسين		1
									احمد سلطان احمد سلطان		2
									احمد عبد السلام ياسين		3
									اسعد اغا فريدون اسعد رسول		4
									الند جعفر انور صالح		5
									امين عصام جعفر مهدي		6
									اوميد علي ملو بيروت		7
									بلند عبدالسلام محمد		8
									بيوار بيستون مجيد سعيد		9
									بيوار شيرزاد كاكه رهن		10
									حرير جمال مصلح الفارس		11
									حوراء مازن رزوقي محمد		12
									دهريا سيروان عثمان حسن		13
									رائف صبري يوسف مصطفى		14

click to open



We will get the following windows

Principles of Accounting II_1st_A_M .XLSX

File Edit View Insert Format Data Tools Help All changes saved

100% \$ % .0_ .00 123 Cambria 14 B I A

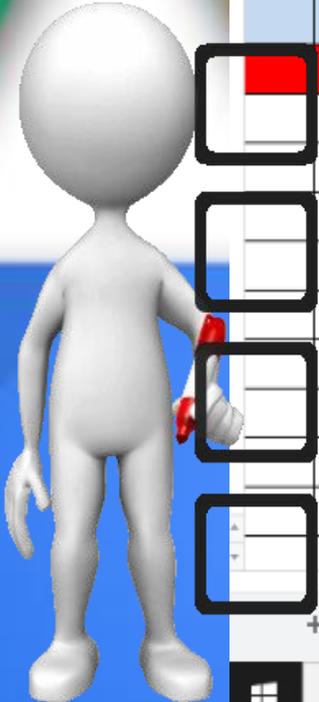
Stage	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Number of hours	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Unit	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Number of students	53	2	1	2	1	2	1	2	1	2	1	2	1	2
class	A	2	1	2	1	2	1	2	1	2	1	2	1	2
morning	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Type of study	1	2	1	2	1	2	1	2	1	2	1	2	1	2
First year	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Sub.	Principles of Accounting II	student's name	ابوبكر رعد عطوي حسين	احمد سلطان احمد سلطان	احمد عبد السلام ياسين	اسعد اغا فريدون اسعد رسول	الند جعفر انور صالح	امين عصام جعفر مهدي	اوميد على ملو پيرقت	بلند عبدالسلام محمد	بيوار بيستون مجيد سعيد	بنوار شيرزاد كاكه ر دش		
No.	1	2	3	4	5	6	7	8	9	10				

25-Feb

9th sub

9:56 AM 9/14/2019

You can write directly with 0 or 1 and then close the file or transfer information from the original file on your laptop(copy & paste)





Put the cursor here and press Control + A

Now minimize this window and return to the file in Google Drive

Principles of Accounting II_1st_A_M - Excel

Q	P	O	N	M	L	K	J	I	H	G	F	E	D	C	B	A
					Type of study		morning	class	A	Number of students		53	2	Unit	First year	Stage
									2	1	2	1	2	1	Number of hours	
														Sun	Principles of Accounting II	Sub.
														25-Feb	student's name	No.
													0	1	ابوبكر رعد عليوي حسين	1
													0	1	احمد سلطان احمد سلطان	2
													0	1	احمد عبد السلام ياسين	3
													1	1	اسعد اغا فريدون اسعد رسول	4
													2	1	الند جعفر انور صالح	5
													2	1	امين عصام جعفر مهدي	6
													2	1	اوميد على ملو پيرروت	7
													2	1	بلند عبدالسلام محمد	8
														1	بيوار بيستون مجيد سعيد	9
														1	بيوار شيرزاد كاكه رهش	10
														1	حرير جمال مصلح الفارس	11

9th sub

Then Press Control + C



Put the cursor here and press Control + V

Principles of Accounting II_1st_A_M

File Edit View Insert Format Data Tools Help All changes saved in Drive

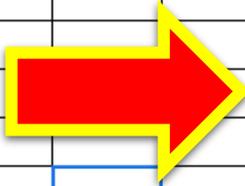
100% \$ % .0 .00 123 Cambria 14 B I S A

Stage	1
Type of study	morning class A
Number of students	53
Unit	2
Number of hours	1
Sub.	Principles of Accounting II
student's name	No.
25-Feb	
0	1
0	1
0	1
1	1
2	1
2	1
2	1
2	1
1	1
1	1

abu bkr rcd aliwi husain
ahmed سلطان احمد سلطان
ahmed عبد السلام ياسين
اسعد اغا فريدون اسعد رسول
الند جعفر انور صالح
امين عصام جعفر مهدي
اوميد على ملو پيرۆت
بلند عبدالسلام محمد
بيوار بيستون مجيد سعيد
بته ا شد ا اد كاكه د ش

9th sub

Wait a few seconds to see that the information is now in the file on Google Drive. Now you can close the file and it will save automatically



System Interface

**After
downloading
files from
Google Drive
to the
system**



Cihan University

College of Administrative and Financial Sciences

Department of Business Administration

Absence Reports



**Evening
Study**



**Morning
Study**



Reports Window



Now the system is ready to print the reports

This information link to this page of the information page

Stage			First year			Number of students	Faculty			Faculty of Administration and Financial sciences	
Class			A				Department			Department of Business Administration	
Type of study			morning			64	Semester			Second semester	
3	3	3	3	3	3	3	3	3	3	:Unit	
10th SUB	9th SUB	8th SUB	7th SUB	6th SUB	5th SUB	4th SUB	3rd SUB	2nd SUB	1ST SUB	student's name	
0	0	0	0	0	0	0	0	0	0	x34	34
								0	0	x35	35
								0	0	x36	36
								0	0	x37	37
								0	0	x38	38
0		0	0	0	0	0	0	0	0	x39	39
0	0	0	0	0	0	0	0	0	0	x40	40

The first report reads the student's absences automatically for each topic (total absences)



Stage			First year			Number of students	Faculty			Faculty of Administration and Financial sciences	
Class			A				Department			Department of Business Administration	
Type of study			morning				Semester			Second semester	
3	3	3	3	3	3	3	3	3	3	:Unit	#
10th SUB	9th SUB	8th SUB	7th SUB	6th SUB	5th SUB	4th SUB	3rd SUB	2nd SUB	1ST SUB	student's name	
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x1	1
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x2	2
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x3	3
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x4	4
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x5	5
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x6	6
Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	Normal	x7	7

The second report automatically reads the student's status for each topic and the default status here is **Normal**



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