



برعاية السيد رئيس جامعة ديالى المحترم

تقام دورة التدريب الاحترافي للتعليم الالكتروني المدمج لجامعة ديالى
بالتعاون مع الفريق الوزاري



الاستخدام الأمثل لمنصة التعليم الالكتروني

G-Suite for Education

لتطبيق التعليم المدمج



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كلية الطب البيطري

Step by Step to G Suite

Introduction

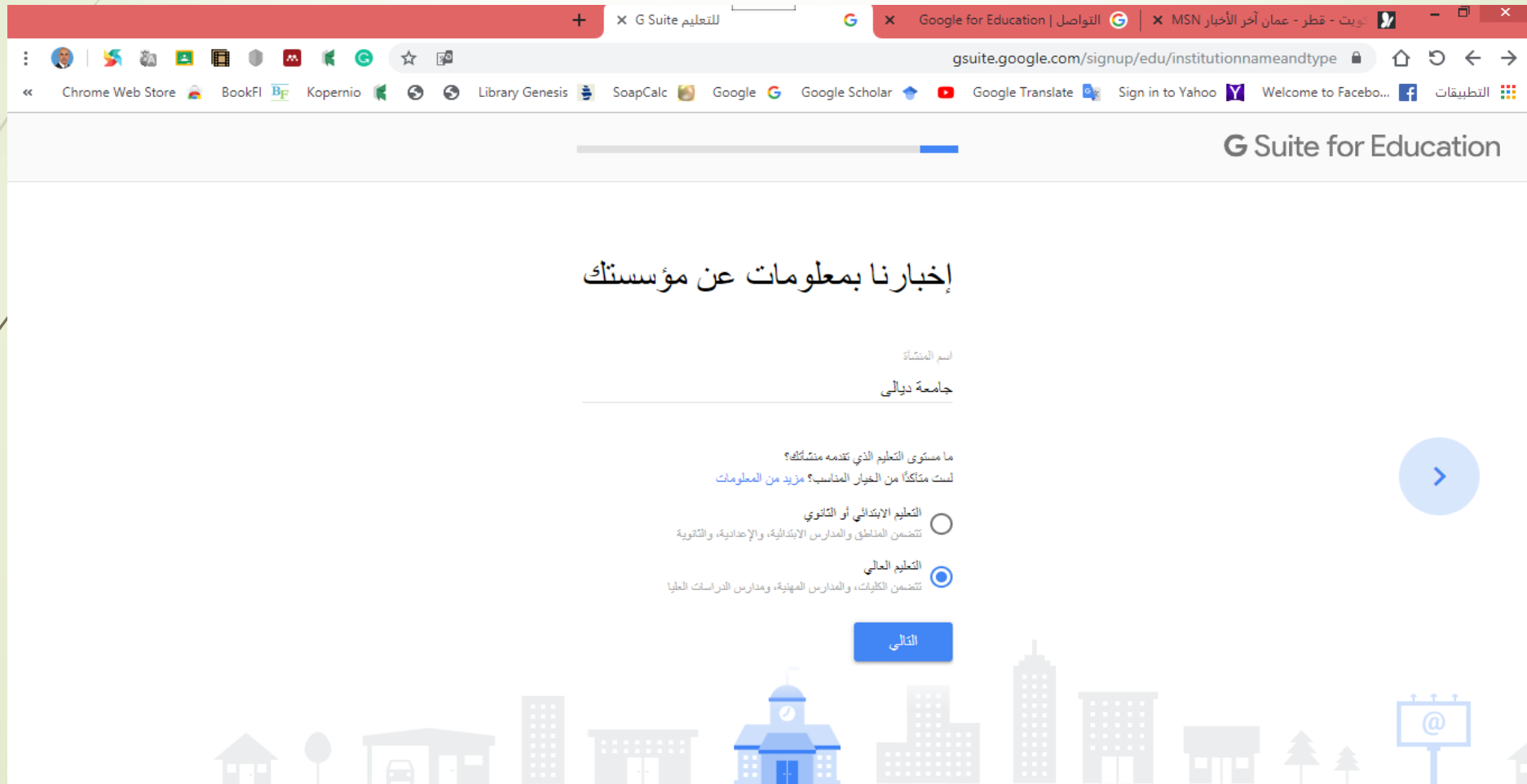
Definition : A professional platform provided from Google to manage e-learning in any educational institution and applying learning process remotely.

Features of G suite

1. A professional services provided for users
2. Many application attached with G-Suite for education
3. Includes an unlimited number of users
4. Organizing the relationship between teacher and learner
5. There are many types of platforms currently

Step by Step to G Suite

Google searcher\ G suite for education



The screenshot shows the Google Suite for Education sign-up page in Arabic. The browser's address bar displays the URL: `gsuite.google.com/signup/edu/institutionnameandtype`. The page title is "G Suite for Education". The main heading is "إخبارنا بمعلومات عن مؤسستك" (Tell us about your institution). Below this, there are two input fields: "اسم المنشأة" (Institution name) and "جامعة ديالى" (Diyala University). A question asks: "ما مستوى التعليم الذي تقدمه منشأتك؟" (What level of education does your institution provide?). The options are: "التعليم الابتدائي أو الثانوي" (Primary or secondary education) and "التعليم العالي" (Higher education). The "التعليم العالي" option is selected. A blue button labeled "التالي" (Next) is at the bottom. The footer features a row of icons representing various educational institutions and a blue arrow pointing right.

Google Suite for Education

إخبارنا بمعلومات عن مؤسستك

اسم المنشأة
جامعة ديالى

ما مستوى التعليم الذي تقدمه منشأتك؟
لست متأكدًا من الخيار المناسب؟ مزيد من المعلومات

التعليم الابتدائي أو الثانوي
تتضمن المناطق والمدارس الابتدائية، والإعدادية، والثانوية

التعليم العالي
تتضمن الكليات، والمدارس المهنية، ومدارس الدراسات العليا

التالي

Step by Step to G Suite

Google for Education | التواصل | MSN - قطر - عمان آخر الأخبار

gsuite.google.com/signup/edu/institutionwebsiteandsize

Chrome Web Store BookFI Kopernio Library Genesis SoapCalc Google Google Scholar Google Translate Sign in to Yahoo Welcome to Facebo... التطبيقات

G Suite for Education

مزيد من المعلومات حول مؤسستك

الموقع الإلكتروني للمؤسسة

www.uodiyala.edu.iq

مثال: example.edu

أُرجى التحديد

- 100 - 1
- 500 - 100
- 1000 - 500
- 2000 - 1000
- 5000 - 2000
- 10000 - 5000
- 10000+

Step by Step to G Suite

Google for Education | التوافق | MSN - قطر - عمان آخر الأخبار

gsuite.google.com/signup/edu/institutionaddress

Chrome Web Store BookFI Kopernio Library Genesis SoapCalc Google Google Scholar Google Translate Sign in to Yahoo Welcome to Facebo... التطبيقات

G Suite for Education

عنوان الشارع
طريق بحقوبة القديم

سطر عنوان الشارع 2

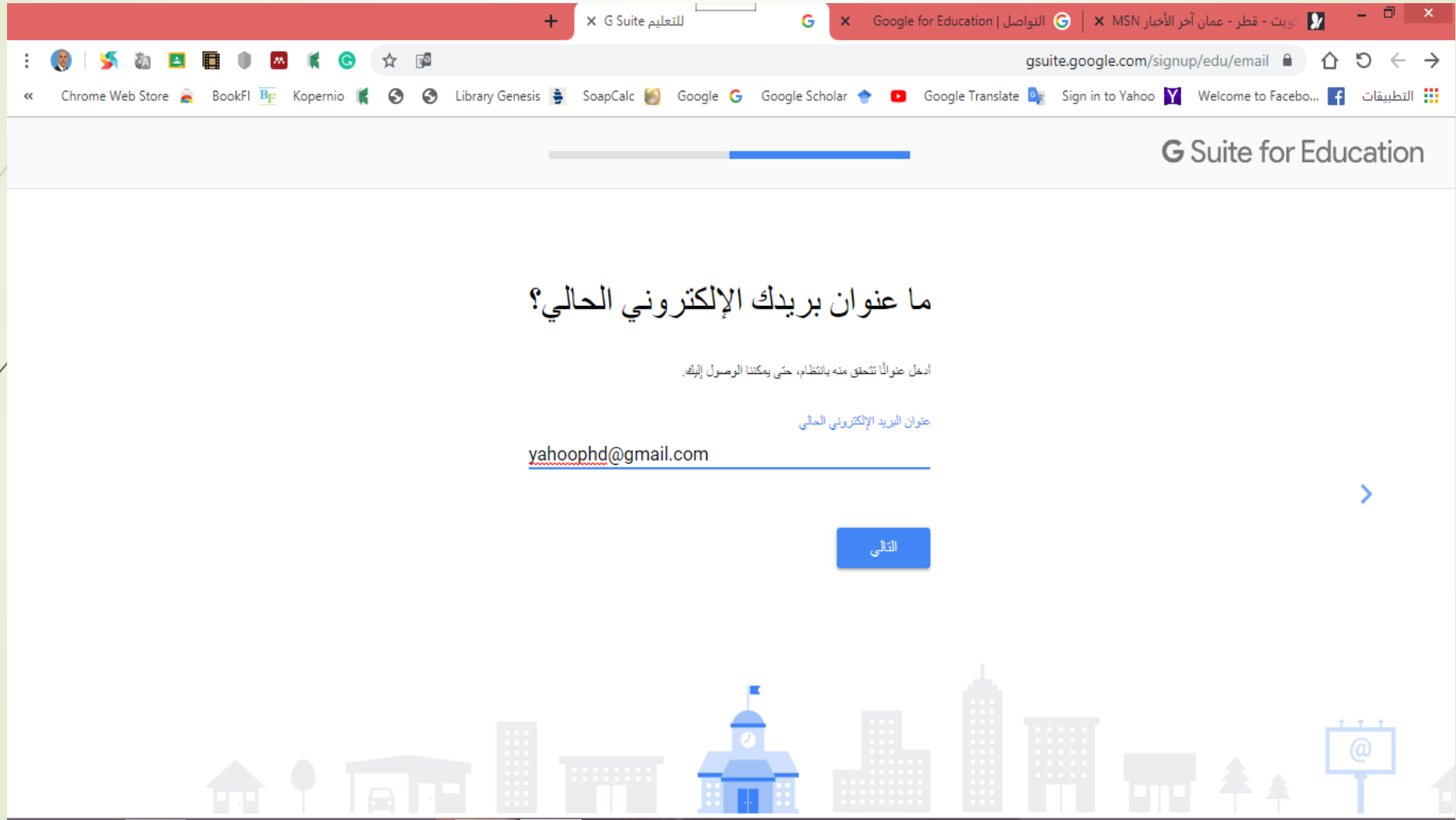
المنطقة
بحقوبة

الإقليم
ديالى

الرمز البريدي
32001

التالي

Step by Step to G Suite



The screenshot shows a web browser window with the URL gsuite.google.com/signup/edu/email. The page is titled "G Suite for Education" and asks the user for their current email address. The text is in Arabic:

ما عنوان بريدك الإلكتروني الحالي؟

أدخل عنواناً تتحقق منه بانتظام، حتى يمكننا الوصول إليك.

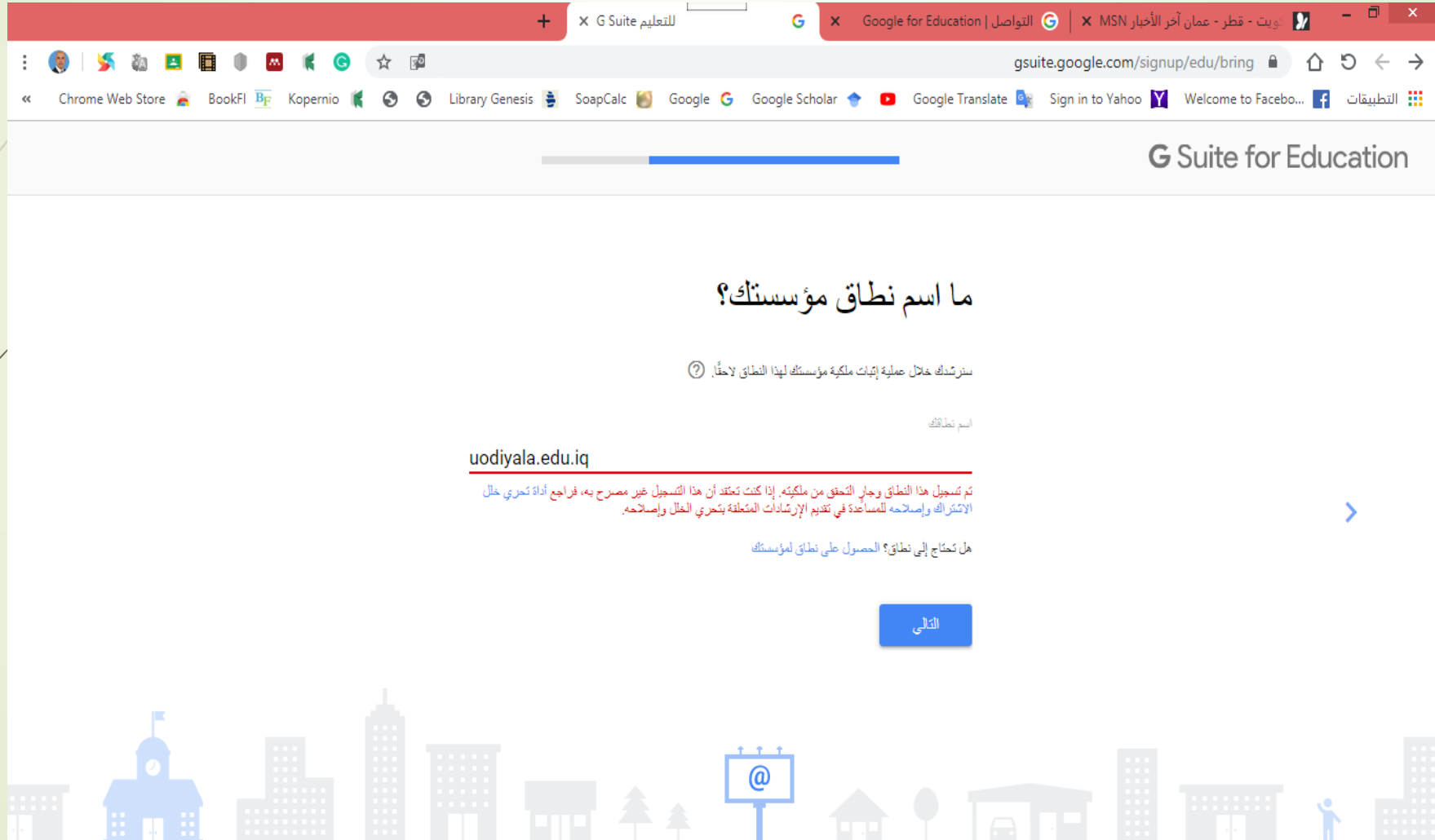
عنوان البريد الإلكتروني الحالي

yahoophd@gmail.com

التالي

The browser's address bar shows the URL and navigation icons. The page has a clean, white background with a blue header and a blue button. At the bottom, there is a decorative illustration of a city skyline with various buildings and a sign with an '@' symbol.

Step by Step to G Suite



The screenshot shows a web browser window with the URL gsuite.google.com/signup/edu/bring. The page title is "G Suite for Education". The main heading is "ما اسم نطاق مؤسستك؟" (What is your organization's domain name?). Below the heading, there is a question mark icon and the text "سنرتك خلال عملية إثبات ملكية مؤسستك لهذا النطاق لاحقاً." (We will contact you during the verification process of your organization's ownership of this domain later). A text input field contains "uodiyala.edu.iq". Below the input field, there is a blue arrow button. The page also features a decorative footer with icons of buildings and a person.

Google for Education | التواصل | Google | MSN - قطر - عمان آخر الأخبار

gsuite.google.com/signup/edu/bring

Chrome Web Store BookFI Kopernio Library Genesis SoapCalc Google Google Scholar Google Translate Sign in to Yahoo Welcome to Facebo... التطبيقات

G Suite for Education

ما اسم نطاق مؤسستك؟

سنرتك خلال عملية إثبات ملكية مؤسستك لهذا النطاق لاحقاً.

اسم نطاقك

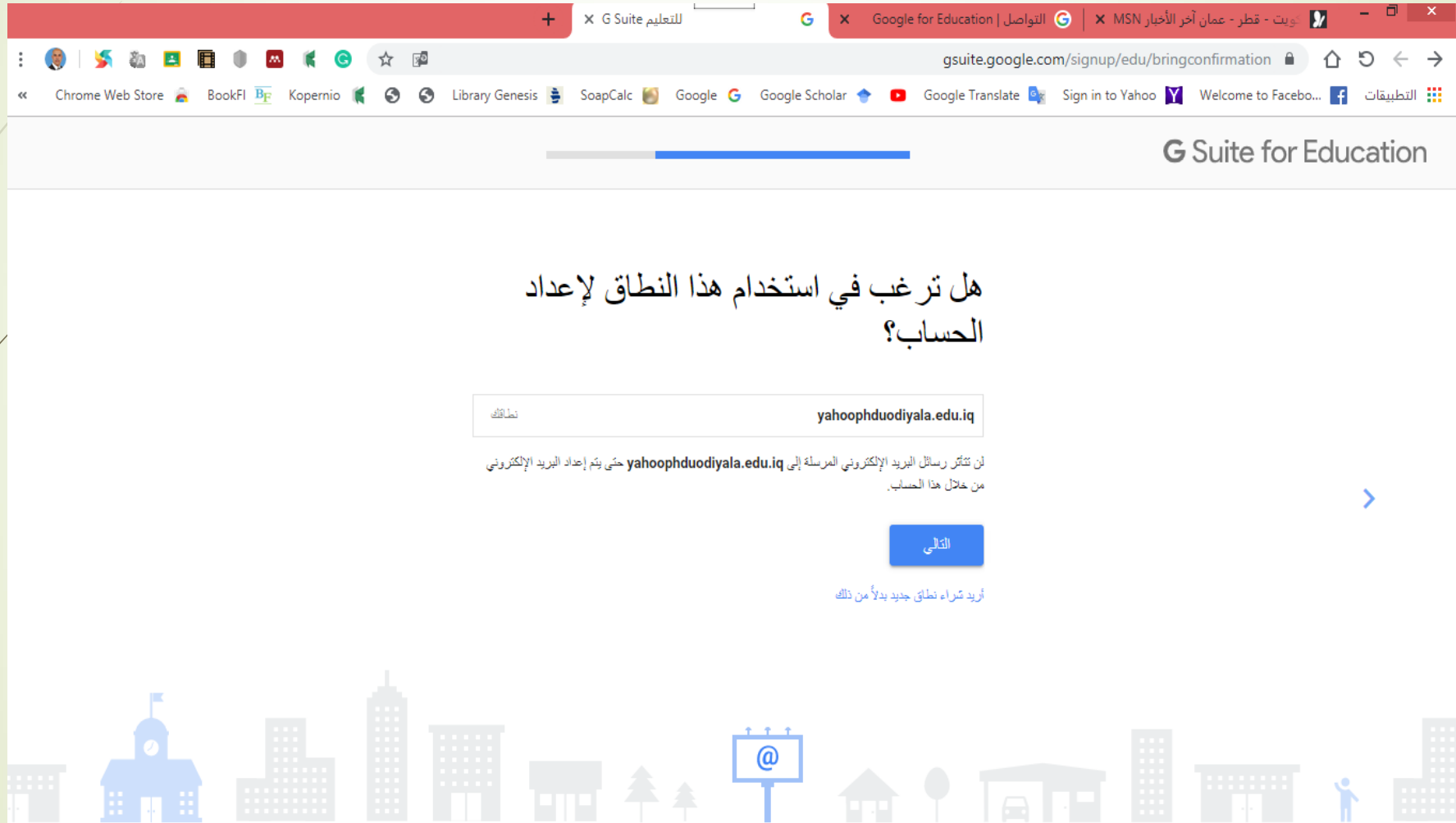
uodiyala.edu.iq

تم تسجيل هذا النطاق وجاري التحقق من ملكيته. إذا كنت تعتقد أن هذا التسجيل غير مصرح به، فراجع أداة تحري خلل الايثرانك وإصلاحه للمساعدة في تقديم الإرشادات المتعلقة بتحري الخلل وإصلاحه.

هل تحتاج إلى نطاق؟ الحصول على نطاق لمؤسستك

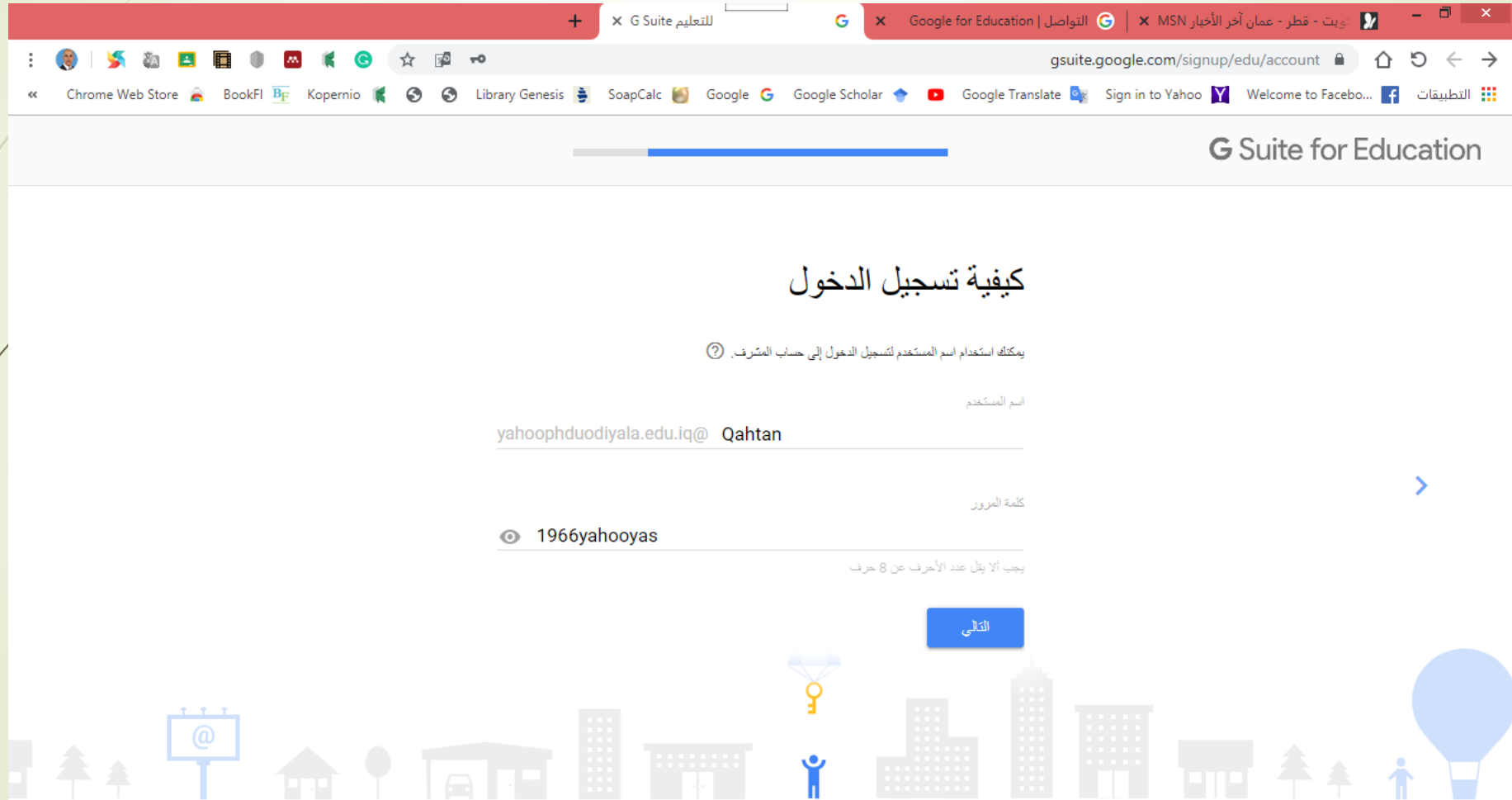
التالي

Step by Step to G Suite



The screenshot shows a web browser window with the URL `gsuite.google.com/signup/edu/bringconfirmation`. The page title is "G Suite for Education". The main heading in Arabic asks "هل ترغب في استخدام هذا النطاق لإعداد الحساب؟" (Do you want to use this domain to set up the account?). Below the heading is a text input field containing "yahoophduodiyala.edu.iq" and a label "نطاقك" (Your domain). A blue arrow points to the right, and a blue button labeled "التالي" (Next) is visible. Below the button, there is a note: "أريد شراء نطاق جديد بدلاً من ذلك" (I want to buy a new domain instead of that). The browser's address bar shows the URL, and the top navigation bar includes various service icons like Chrome Web Store, BookFi, Kopernio, Library Genesis, SoapCalc, Google, Google Scholar, Google Translate, Sign in to Yahoo, and Welcome to Facebook. The browser tabs show "G Suite للتعليم" and "Google for Education | التواصل".

Step by Step to G Suite



The screenshot shows a web browser window with the URL `gsuite.google.com/signup/edu/account`. The page title is "G Suite for Education". The main heading is "كيفية تسجيل الدخول" (How to sign up). Below the heading, there is a note: "يمكنك استخدام اسم المستخدم لتسجيل الدخول إلى حساب المشرف." (You can use the username to sign up for the administrator account). There are two input fields: "اسم المستخدم" (Username) with the value "yahoophduodiyala.edu.iq@ Qahtan" and "كلمة المرور" (Password) with the value "1966yahooyas". A blue button labeled "التالي" (Next) is positioned to the right of the password field. At the bottom of the page, there is a decorative illustration of a city skyline with a person holding a key and a hot air balloon.

Google for Education | التواصل | MSN - قطر - عمان آخر الأخبار

gsuite.google.com/signup/edu/account

Chrome Web Store BookFI Kopernio Library Genesis SoapCalc Google Google Scholar Google Translate Sign in to Yahoo Welcome to Facebo... التطبيقات

G Suite for Education

كيفية تسجيل الدخول

يمكنك استخدام اسم المستخدم لتسجيل الدخول إلى حساب المشرف.

اسم المستخدم

yahoophduodiyala.edu.iq@ Qahtan

كلمة المرور

1966yahooyas

يجب ألا يقل عدد الأحرف عن 8 حرف

التالي

Step by Step to G Suite

The screenshot shows a web browser window with multiple tabs. The active tab is an email interface for yahooophd@uodiyala.edu.iq. The email is from 'The G Suite Team' and is in Arabic. The subject is 'مرحبًا بك في G Suite للتعليم' (Welcome to G Suite for Education). The email content includes a heading 'حسابك في G Suite' (Your G Suite account) and lists the user's name as 'Qahtan@yahooophduodiyala.edu.iq' and the domain as 'yahooophduodiyala.edu.iq'. It also mentions that the user can manage all G Suite services and provides a link to 'https://admin.google.com'.

Step by Step to G Suite

The admin login in the site of G suite

Click here

The screenshot displays the Google Admin console interface. At the top, there is a navigation bar with the Google Admin logo, a search bar for users or settings, and user profile icons. Below this is a sidebar menu on the left with options: Home, Dashboard, Directory, Devices, Apps, Security, Reporting, Billing, Account, Rules, and Send feedback. The main content area features a grid of management tools, each with an icon and a brief description:

- Dashboard**: Get relevant insights about your organization
- Users**: Add or manage users
- Groups**: Create groups and mailing lists
- Organizational units**: Add, remove, rename, move or search for an organizational unit
- Buildings and resources**: Manage and monitor buildings, rooms and resources
- Devices**: Secure corporate data on devices
- Apps**: Manage apps and their settings
- Security**: Configure security settings
- Reports**: Monitor usage across your organization
- Billing**: Manage subscriptions and billing
- Company profile**: Update information about your company
- Admin roles**: Manage administrative roles
- Domains**: Manage your domains
- Data migration**: Manage migration
- Rules**: Creates rules to better manage your organization
- Support**: Talk to our support team

On the right side, there is a 'Tools' section with links for help, marketplace, status dashboard, data export, and a transfer tool. Below that, there are buttons for downloading the Google Admin console app from Google Play and the App Store, along with text encouraging users to get the app for Android and iOS devices.

At the bottom of the screen, a Windows taskbar is visible with various application icons and a system tray showing the time as 11:30 AM on 9/24/2019.

This page included all apps for G suite

Step by Step to G Suite

The admin uses organizational units to add all faculties of university with each departments and study stages which considered as a groups

The screenshot displays the Google Admin console interface. At the top, there's a navigation bar with the Google Admin logo and a search bar. Below this, the main content area is titled 'Organizational units'. On the left, a table lists existing units: University of Diyala, College of Science, Department of Biology, Department of Chemistry, and Department of Computers. A yellow circle with a plus sign and an arrow points to the '+ Add new unit' button. A blue box labeled 'Create new organizational unit' is positioned above a form. The form has a title 'Create a new unit' and fields for 'Name of organizational unit*' (containing 'Create a new unit'), 'Description', and 'Parent organizational unit*' (set to 'University of Diyala > College of Science'). A 'CANCEL CREATE' button is at the bottom of the form. On the right, a tree view shows the hierarchy: University of Diyala > College of Science. A context menu is open over the 'College of Science' unit, showing 'Edit' and 'Delete' options. A red arrow points from the 'Create new organizational unit' button to the 'Add' icon in the context menu.

Google Admin | Search for users or settings

Move organizational unit
Department of Biology

Organizational units

Manage organizational units | Showing 26 organizational units

Click to add new unit

Name	Description
University of Diyala	University of Diyala
College of Science	-
Department of Biology	-
Department of Chemistry	-
Department of Computers	-

Create new organizational unit

Create new organizational unit for users who need specific features and settings.

Name of organizational unit*

Create a new unit

Description

Parent organizational unit*

University of Diyala > College of Science

CANCEL CONTINUE

Edit

Delete

CANCEL CREATE

12:00 PM 9/24/2019

Step by Step to G Suite

Creation a new groups for each college in the university

The screenshot displays the Google Admin console interface for managing groups. The main content area shows a list of groups with columns for Group name, Email address, Members, and Access type. The 'Administration' group is highlighted, and a context menu is open over it, showing options like 'RENAME GROUP' and 'DELETE GROUP'. A red arrow points from the 'Add members' button in the group's action menu to a modal window titled 'Add members to Administration'. Another red arrow points from the 'More' button in the group's action menu to a 'Settings' modal window. Handwritten annotations include 'Admin can create new group' above the group list, 'Each admin can add new members' above the 'Add members' modal, and 'Click here' above the 'Settings' modal. A 'Delete group' callout points to the delete icon in the group's action menu.

Groups | Showing all groups [Create group](#)

Add a filter

<input type="checkbox"/>	Group name ↑	Email address	Members	Access type	
<input type="checkbox"/>	Administration	g_suite_administration@uodiyala.edu.iq	2	Public	View Add members Manage members Edit settings More
<input type="checkbox"/>	Agriculture	g_suite_agriculture@uodiyala.edu.iq	1	Public	
<input type="checkbox"/>	Al-mugdad Education	g_suite_al_mugdad@uodiyala.edu.iq	0	Public	
<input type="checkbox"/>	Basic Education	g_suite_basic@uodiyala.edu.iq	0	Public	
<input type="checkbox"/>	Classroom Teachers	classroom_teachers@uodiyala.edu.iq	0	Custom	
<input type="checkbox"/>	Engineering	g_suite_engineering@uodiyala.edu.iq	0	Public	

Rows per page: 20

Add members to Administration

New users are automatically set to All Email.

[Find a user or group](#)

Settings

Access type: Public

This access type determines the access settings below

Public Team Announcement Only Restricted Custom

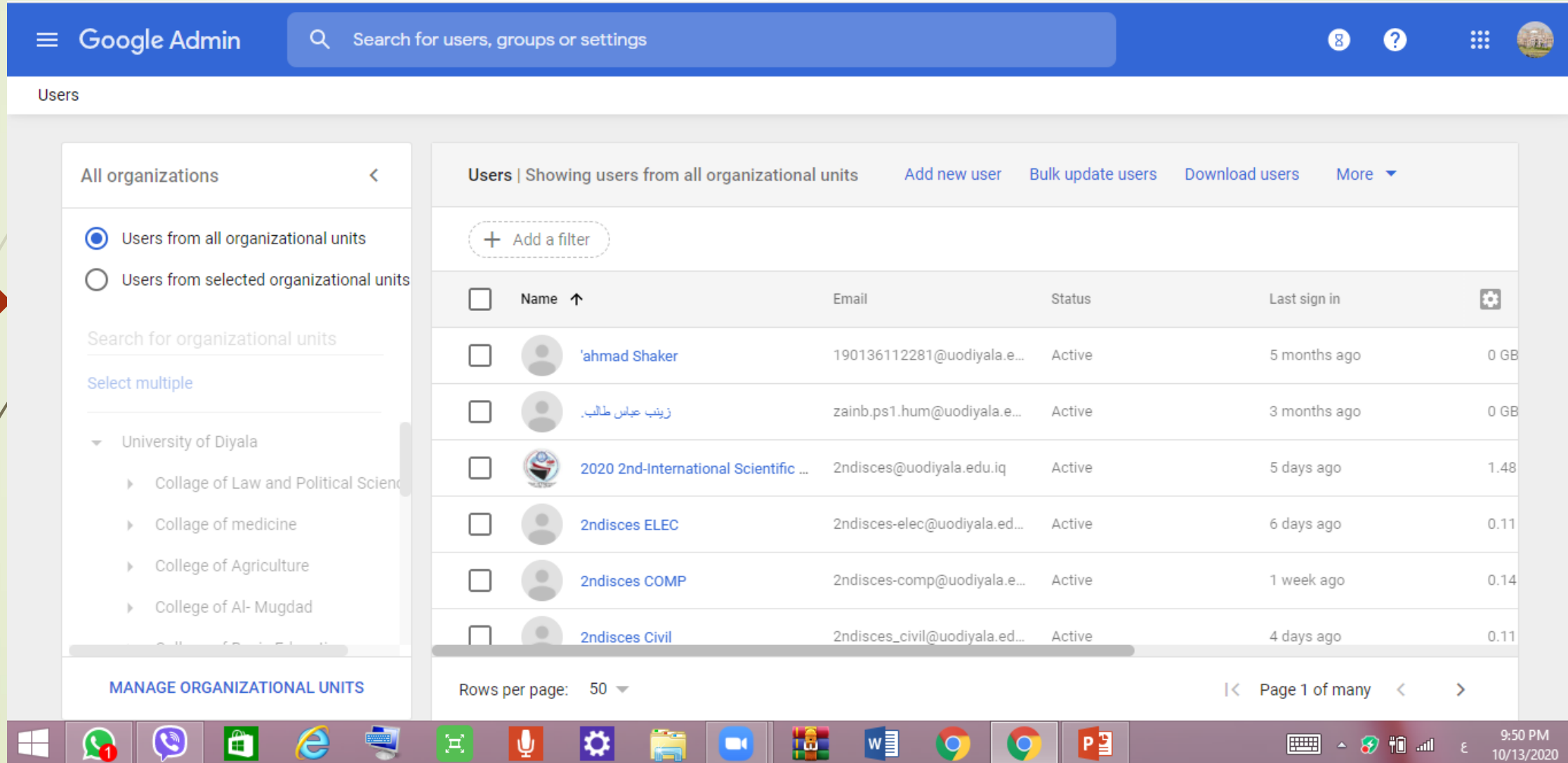
Access settings	Group Owners	Group Managers	Group Members	Entire Organization	External
Contact owners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View topics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Publish posts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Membership settings

Advanced CANCEL ADD TO GROUP

Step by Step to G Suite

All users appearance in the University



Google Admin Search for users, groups or settings

Users

All organizations <

Users from all organizational units
 Users from selected organizational units

Search for organizational units

Select multiple

University of Diyala

- Collage of Law and Political Science
- Collage of medicine
- College of Agriculture
- College of Al- Mugdad

MANAGE ORGANIZATIONAL UNITS

Users | Showing users from all organizational units [Add new user](#) [Bulk update users](#) [Download users](#) [More](#)

+ Add a filter

<input type="checkbox"/>	Name ↑	Email	Status	Last sign in	
<input type="checkbox"/>	'ahmad Shaker	190136112281@uodiyala.e...	Active	5 months ago	0 GB
<input type="checkbox"/>	زينب عباس طالب	zainb.ps1.hum@uodiyala.e...	Active	3 months ago	0 GB
<input type="checkbox"/>	2020 2nd-International Scientific ...	2ndiscses@uodiyala.edu.iq	Active	5 days ago	1.48
<input type="checkbox"/>	2ndiscses ELEC	2ndiscses-elec@uodiyala.ed...	Active	6 days ago	0.11
<input type="checkbox"/>	2ndiscses COMP	2ndiscses-comp@uodiyala.e...	Active	1 week ago	0.14
<input type="checkbox"/>	2ndiscses Civil	2ndiscses_civil@uodiyala.ed...	Active	4 days ago	0.11

Rows per page: 50

Page 1 of many

9:50 PM 10/13/2020

Step by Step to G Suite

Admin can add a new users

The screenshot displays the Google Admin console interface for user management. The main navigation bar includes the Google Admin logo and a search bar. The 'Users' section is active, showing a list of users from the University of Diyala. The 'Add new user' button is highlighted with a red arrow, and the 'Bulk upload users' and 'Download users' buttons are also highlighted with red arrows. The 'Add new user' modal is open, showing fields for First name, Last name, Primary email, and Organizational unit. The 'Bulk upload users' modal is also open, showing options to attach a CSV file or download a template. The 'Download user info' modal is open, showing options to select users and columns, and the format (Google Sheets or CSV).

Step by Step to G Suite

Super Admin granted all privileges for all co-admins

Types
of
admins

Admin roles

[CREATE A NEW ROLE](#)

System Roles ?

- Super Admin
- Services Admin**
- Groups Admin
- Help Desk Admin
- User Management Admin
- Mobile Admin

User Created Roles ?

Services Admin
Role to manage services/applications

Admins | Privileges

ASSIGN ADMINS | **UNASSIGN ADMINS**

Admins | Privileges

Admin Console Privileges ?

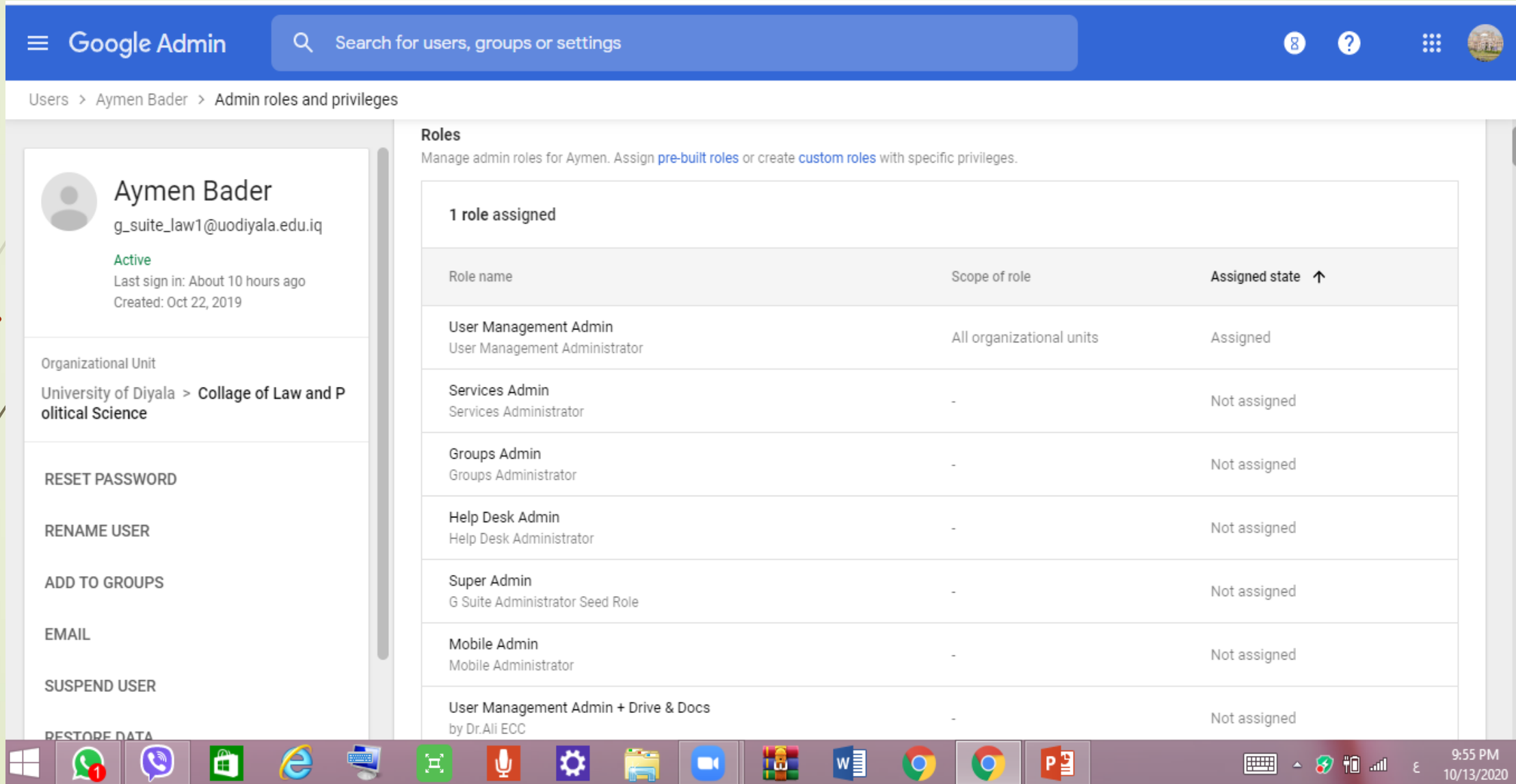
- Administrators
- Organizational Units
 - Create
 - Read
 - Update
 - Delete
- Users
- Security

Email	Admin right on
No administrators present.	

Windows taskbar: 6:54 PM 9/28/2019

Step by Step to G Suite

Specific privileges can be granted to the users to be co-admin



The screenshot displays the Google Admin console interface. At the top, there is a blue header with the 'Google Admin' logo, a search bar, and several utility icons. Below the header, the breadcrumb navigation shows 'Users > Aymen Bader > Admin roles and privileges'. On the left side, a user profile card for 'Aymen Bader' (g_suite_law1@uodiyala.edu.iq) is shown, indicating the user is 'Active' and listing their last sign-in and creation date. Below the profile are several management options: 'RESET PASSWORD', 'RENAME USER', 'ADD TO GROUPS', 'EMAIL', 'SUSPEND USER', and 'RESTORE DATA'. A red arrow points to the 'RESET PASSWORD' option. The main content area is titled 'Roles' and contains a table of assigned roles for the user. The table has three columns: 'Role name', 'Scope of role', and 'Assigned state'. One role, 'User Management Admin', is currently assigned to the user.

Users > Aymen Bader > Admin roles and privileges

Aymen Bader
g_suite_law1@uodiyala.edu.iq
Active
Last sign in: About 10 hours ago
Created: Oct 22, 2019

Organizational Unit
University of Diyala > Collage of Law and P
olitical Science

RESET PASSWORD

RENAME USER

ADD TO GROUPS

EMAIL

SUSPEND USER

RESTORE DATA

Roles
Manage admin roles for Aymen. Assign [pre-built roles](#) or create [custom roles](#) with specific privileges.

1 role assigned

Role name	Scope of role	Assigned state ↑
User Management Admin User Management Administrator	All organizational units	Assigned
Services Admin Services Administrator	-	Not assigned
Groups Admin Groups Administrator	-	Not assigned
Help Desk Admin Help Desk Administrator	-	Not assigned
Super Admin G Suite Administrator Seed Role	-	Not assigned
Mobile Admin Mobile Administrator	-	Not assigned
User Management Admin + Drive & Docs by Dr.Ali ECC	-	Not assigned

Windows taskbar at the bottom shows various application icons and system tray information including the time 9:55 PM and date 10/13/2020.

Step by Step to G Suite

Super admin can add all Google apps for each groups

The screenshot displays the Google Admin console interface. At the top, the browser address bar shows 'admin.google.com/u/1/ac/appslst/core'. The main header includes the 'Google Admin' logo and a search bar. Below the header, the navigation pane on the left shows 'Apps > G Suite'. The main content area is titled 'Showing status for apps in all organizational units' and features a table of services. A tooltip is visible over the 'Service Status' column, explaining the status options: 'ON for some', 'ON for everyone', 'Always ON', and 'OFF'. The table lists services such as Calendar, Classroom, Drive and Docs, Gmail, Google Chrome Sync, Google Hangouts, and Google Vault, all of which are currently 'ON for everyone'. The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 7:10 PM on 9/28/2019.

Google Admin

Search for users or settings

Apps > G Suite

G Suite

All users in this account

Groups

Organizational Units

Search for organizational units

University of Diyala

- Al Mugdad College
- Collage of Law and Political Science
- Collage of medicine
- College of Administration and Econo

Showing status for apps in all organizational units

Services	Service Status
<input type="checkbox"/> Calendar	ON for everyone
<input type="checkbox"/> Classroom	ON for everyone
<input type="checkbox"/> Drive and Docs	ON for everyone
<input type="checkbox"/> Gmail	ON for everyone
<input type="checkbox"/> Google Chrome Sync	ON for everyone
<input type="checkbox"/> Google Hangouts	ON for everyone
<input type="checkbox"/> Google Vault	ON for everyone

Service Status for all organizational units

- ON for some** : Service is enabled only for specific groups or organizational units
- ON for everyone** : Service is enabled for all users in your organization
- Always ON** : Service can't be turned off by administrators
- OFF** : Service is disabled for all users in your organization

ADD SERVICES

Page 1 of 1

7:10 PM 9/28/2019

Step by Step to G Suite

Super admin can download all charts for each group of collage

The screenshot shows the Google Admin console interface. The top navigation bar includes the Google Admin logo and a search bar. The main content area is titled 'Highlights' and contains three data cards. The first card, 'What's the status of different accounts?', features a horizontal bar chart with the following data: Active (2786), Suspended (1), Archived (0), and Blocked (0). The second card, 'What's the storage being used?', shows 'Storage used' as 9.79 TB. The third card, 'How are files shared externally?', shows 'Files shared externally' as 1.4M. A sidebar on the left lists various reports and apps, including Accounts, Gmail, Aggregate reports, App Maker, and Google Chat. A red arrow points from the sidebar to the text 'List of each type of reports'.

Google Admin

Search for users, groups or settings

Reports > Highlights

Highlights

Reports

- Apps Reports
 - Accounts
 - Gmail
- Currents
 - Aggregate reports
 - Communities report
- App Maker
- Apps Script
- Classroom
- Drive
- Google Meet
- Google Chat

What's the status of different accounts?

Status	Count
Active	2786
Suspended	1
Archived	0
Blocked	0

What's the storage being used?

Storage used
9.79 TB

[VIEW DETAILS](#)

How are files shared externally?

Files shared externally
1.4M

[VIEW DETAILS](#)

40K

12:14 PM
10/10/2020

List of each type of reports

Step by Step to G Suite

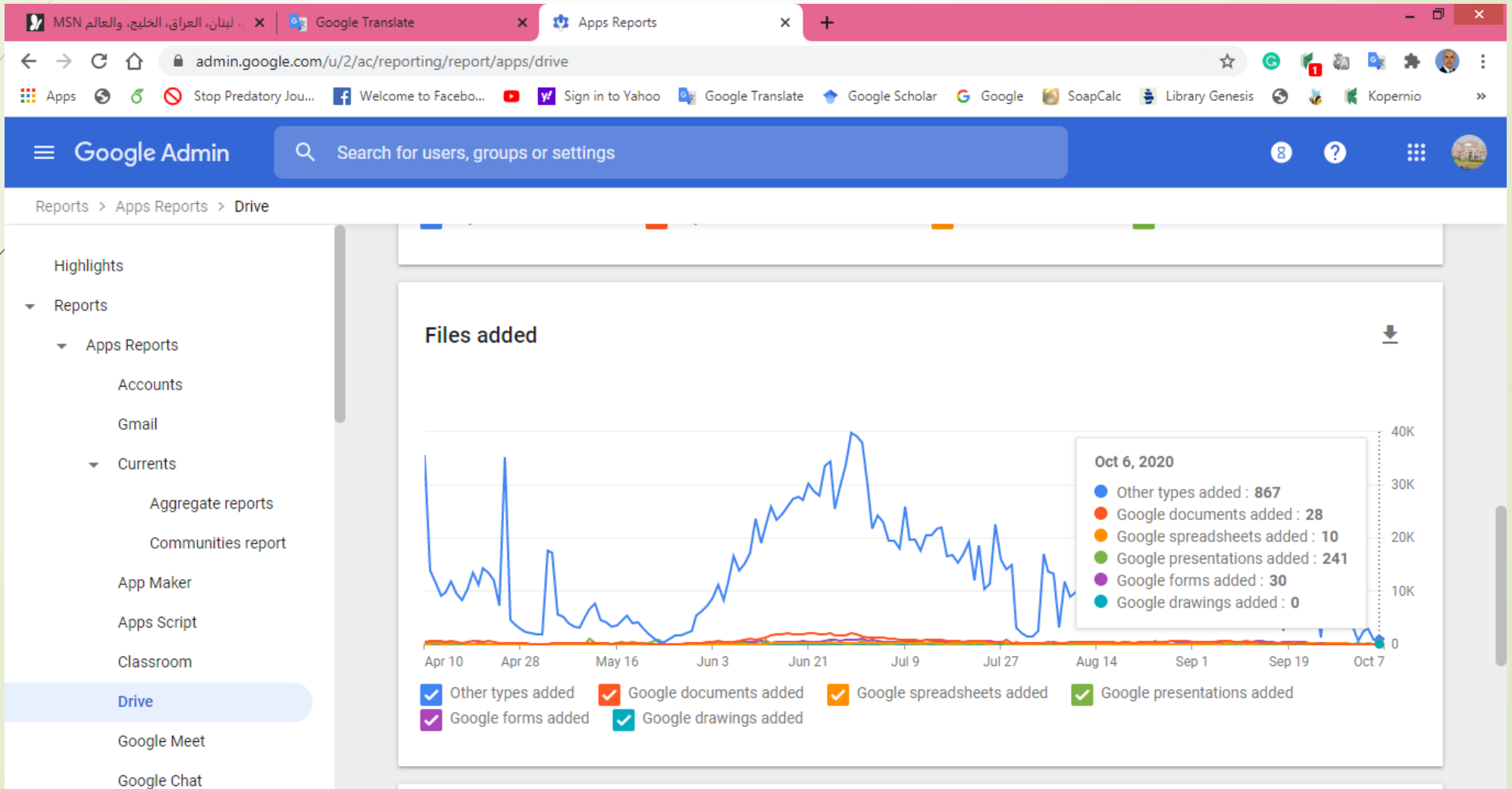
Downloading report for classroom app

The screenshot shows the Google Admin console interface. The browser tabs include MSN, Google Translate, and Apps Reports. The URL is admin.google.com/u/2/ac/reporting/report/apps/classroom. The page title is "Classroom" and it includes a "MANAGE REPORTS" link. The left sidebar shows a navigation menu with "Classroom" highlighted. The main content area features a line chart titled "Active classes" showing the number of active classes over time. The y-axis ranges from 0 to 6K, and the x-axis shows dates from April 10 to October 7. A "Download" button is visible in the top right corner of the chart area. Below the chart, there is a checkbox for "14-day active classes" which is checked.

Date	Active classes (approximate)
Apr 10	2.5K
Apr 28	2.5K
May 16	3.0K
Jun 3	4.0K
Jun 21	4.5K
Jul 9	4.5K
Jul 27	3.5K
Aug 14	2.5K
Sep 1	3.0K
Sep 19	2.0K
Oct 7	1.0K

Step by Step to G Suite

Downloading report for drive with different files



Step by Step to G Suite

Downloading report for organization unit

The screenshot shows the Google Admin console interface. The left sidebar contains a navigation menu with categories like Reports, User Reports, Accounts, Security, Devices, and Audit log. The 'User Reports' section is expanded, and 'Apps usage' is selected. The main content area displays the 'User Reports' page for 'Apps usage', with a table listing users and their Gmail storage usage. A dropdown menu is open over the 'Organizational unit' filter, showing a search bar and a list of units including 'University of Diyala', 'Collage of Law and Political Science', 'Dean Office', 'Department of Low', 'Department of Political Science', 'Examination committee - Preliminary', 'First Stage', and 'Collaqe of medicine'. The 'First Stage' unit is highlighted. To the right, a 'Download' dialog box is open, allowing the user to select columns and format. The 'Currently selected columns' option is selected, and 'Google Sheets' is chosen as the format. The dialog also indicates that the number of records exported will be limited to 100,000.

Search for organizational units

- University of Diyala
 - Collage of Law and Political Science
 - Dean Office
 - Department of Low
 - Department of Political Science
 - Examination committee - Preliminary
 - First Stage
 - Collaqe of medicine

CANCEL APPLY

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Google Sheets

Comma-separated values (.csv)

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محمد احمد	0
سجى عبد الصاحب مهدي طحمة	0
حسن مجيد عباس عبد علي خيكاني	0
عبدالله عبد الجبار سبع مطنى	0
علي حسين فليح	0
احمد محمد علي احمد	40

Step by Step to G Suite

Super adman can contact with Google team to solve different problems

The image shows a screenshot of a Windows desktop with two browser windows open. The left window is the Google Admin console, and the right window is the Help Assistant.

Google Admin Console (Left Window):
The browser address bar shows `admin.google.com/u/2/ac/home`. The page header includes the Google Admin logo and a search bar for users, groups, or settings. The main content area displays a grid of administrative tools:

- Dashboard:** See relevant insights about your organization.
- Users:** Add or manage users.
- Groups:** Create groups and mailing lists.
- Organizational units:** Add, remove, rename, move or search for an organizational unit.
- Buildings and resources:** Manage and monitor buildings, rooms and resources.
- Apps:** Manage apps and their settings.
- Security:** Configure security settings.
- Reports:** Monitor usage across your organization.
- Billing:** Manage subscriptions and billing.
- Account settings:** Update information about your company.
- Domains:** Manage your domains.
- Data migration:** Manage migration.
- Rules:** Creates rules to better manage your organization.
- Support:** Talk to our support team. A tooltip above this icon says "Talk to our support team".

Help Assistant (Right Window):
The browser address bar shows `apps.google.com/u/2/supportwidget/helphome?product_name=New...`. The page title is "Help Assistant".

- A message: "Hi! I'm your automated assistant. I'll help you find answers and contact support."
- A warning: "Before continuing, please review the following important alerts relevant to your account."
 - Google Workspace with education and nonprofit customers
 - Access to advanced Google Meet features
 - Set up Classroom for your school
- A list of help topics:
 - About the data migration service
 - Check Gmail through other email platforms
 - Add multiple domains or domain aliases
 - Give a user an additional "email alias" address (sales@)
 - Verify your domain for Google Workspace
- Buttons at the bottom: "Search for help" and "Contact support".

The Windows taskbar at the bottom shows various application icons including WhatsApp, Microsoft Edge, File Explorer, Settings, and Google Chrome. The system tray on the right shows the time as 12:42 PM on 10/10/2020.

Step by Step to G Suite

By writing a specific problem

The image shows a screenshot of a Windows desktop with two browser windows open. The left window is the Google Admin console, and the right window is the Help Assistant.

Google Admin Console: The browser address bar shows `admin.google.com/u/2/ac/home`. The page header includes the Google Admin logo and a search bar with the text "Search for users, groups or settings". The main content area displays a grid of 16 administrative tiles, each with an icon and a brief description:

- Dashboard:** See relevant insights about your organization
- Users:** Add or manage users
- Groups:** Create groups and mailing lists
- Organizational units:** Add, remove, rename, move or search for an organizational unit
- Buildings and resources:** Manage and monitor buildings, rooms and resources
- Apps:** Manage apps and their settings
- Security:** Configure security settings
- Reports:** Monitor usage across your organization
- Billing:** Manage subscriptions and billing
- Account settings:** Update information about your company
- Domains:** Manage your domains
- Data migration:** Manage migration
- Rules:** Creates rules to better manage your organization
- Support:** Talk to our support team

Help Assistant: The browser address bar shows `apps.google.com/u/2/supportwidget/helphome?product_name=New...`. The page title is "Help Assistant". It features a list of suggested help topics:

- Google Workspace with education and nonprofit customers
- Access to advanced Google Meet features
- Set up Classroom for your school
- About the data migration service
- Check Gmail through other email platforms
- Add multiple domains or domain aliases
- Give a user an additional "email alias" address (sales@)
- Verify your domain for Google Workspace

At the bottom of the Help Assistant window, there is a search bar with the text "Sure, what would you like to search for?" and a "Search for help" button. Below this, there is a text input field containing "How can added more users" and a "Send" button.

The Windows taskbar at the bottom of the screen shows various application icons, including WhatsApp, Microsoft Store, Edge, File Explorer, Teams, microphone, Settings, File Explorer, Teams, Word, Chrome, and PowerPoint. The system tray on the right shows the time as 12:44 PM on 10/10/2020.

Step by Step to G Suite

The Software provided various results for us to solve problems

The image shows a screenshot of a Windows desktop with two browser windows open. The left window is the Google Admin console, and the right window is the Help Assistant.

Google Admin Console (Left Window):

- Address bar: `admin.google.com/u/2/ac/home`
- Search bar: "Search for users, groups or settings"
- Admin Console navigation grid:
 - Dashboard:** See relevant insights about your organization
 - Users:** Add or manage users
 - Groups:** Create groups and mailing lists
 - Organizational units:** Add, remove, rename, move or search for an organizational unit
 - Buildings and resources:** Manage and monitor buildings, rooms and resources
 - Apps:** Manage apps and their settings
 - Security:** Configure security settings
 - Reports:** Monitor usage across your organization
 - Billing:** Manage subscriptions and billing
 - Account settings:** Update information about your company
 - Domains:** Manage your domains
 - Data migration:** Manage migration
 - Rules:** Creates rules to better manage your organization
 - Support:** Talk to our support team

Help Assistant (Right Window):

- Address bar: `apps.google.com/u/2/supportwidget/helphome?product_name=New...`
- Search bar: "Sure, what would you like to search for?"
- Search results: "Here's what I've found..."
 - Give a user an additional "email alias" address (sales@)
 - Verify your domain for Google Workspace
 - Add an account for a new user
 - Options for adding users
 - Add or update multiple users from a CSV file
 - Get more user licenses
 - Request additional Education accounts

The Windows taskbar at the bottom shows various application icons including WhatsApp, Edge, File Explorer, and Google Chrome. The system tray on the right shows the time as 12:44 PM on 10/10/2020.

Step by Step to G Suite

Different ways to contact with Google team if the results not enough for us

The image shows a screenshot of a Windows desktop with two browser windows open. The left window is the Google Admin console, and the right window is the Help Assistant.

Google Admin Console:

- Address bar: `admin.google.com/u/2/ac/home`
- Search bar: "Search for users, groups or settings"
- Admin Console navigation grid:
 - Dashboard:** See relevant insights about your organization
 - Users:** Add or manage users
 - Groups:** Create groups and mailing lists
 - Organizational units:** Add, remove, rename, move or search for an organizational unit
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 - Security:** Configure security settings
 - Reports:** Monitor usage across your organization
 - Billing:** Manage subscriptions and billing
 - Account settings:** Update information about your company
 - Domains:** Manage your domains
 - Data migration:** Manage migration
 - Rules:** Creates rules to better manage your organization
 - Support:** Talk to our support team

Help Assistant - Google Chrome:

- Address bar: `apps.google.com/u/2/supportwidget/helphome?product_name=New...`
- Section: **Billing and payments**
- Content:
 - **Flex Plan customers:** Adding user accounts automatically increases your monthly payment.
 - **Annual Plan customers (before you begin):** If you make payments on the Annual Plan, you must first purchase a user license for each account you plan to add. If necessary, [purchase more user licenses](#).
- Link: [Learn more: How G Suite Billing works](#)
- Button: **READ MORE**
- Text: "Add accounts for new users" (partially visible)
- Button: **This didn't help, continue to Support**
- Text: "How would you like to contact support?"
- Options:
 - Chat Recommended
 - Phone
 - Email

The Windows taskbar at the bottom shows the time as 12:45 PM on 10/10/2020. Various application icons are visible, including WhatsApp, Edge, File Explorer, and Google Chrome.

Step by Step to G Suite

An Importance of G-Suite in e-learning at the University of Diyala

1. It provided unlimited accounts for users (**30000 accents**)
2. It provided many services to the users(**teacher and Student**)
3. It included many apps, especially (**Google Classroom, Meet**)
4. Management of educational content(**G-Drive**)
5. Easy access to educational content (**Free Access**)
6. Provides updated reports on the progress of the e-learning process
7. The platform is scalable and extensible
8. It provided a direct communication service between the teacher and the student (**Investigation Synchronous learning**)
9. Evaluation and estimation of students by conducting exams online



**Thank you
for
your kind
attention**