



General Education Department

Miss Malakeh Itani, Faculty member at the General Education Department, gave two lectures on ways to use technology to support the educational process.

The first lecture, entitled "Google Drive for Teachers" took place on April 21. The highlights were on how to use Google for distance learning by using the Zoom platform covering the following topics:

- Google Documents
- Google Sheets
- Google Slides
- Google Forms

She also explained how to use Google in teaching, share documents with students, modify those documents, and edit them.

The second lecture, entitled "Preparing the PDF Document of the Course File", took place on April 22. The points discussed were:

- Preparing the course file using the PDF format.
- Using the PDF format for editing and signing documents.
- Possibility of introducing Word documents and sharing information included in the course file.