COLLEGE OF COMPUTER SCIENCE AND ENGINEERING
VICE DEAN'S OFFICE FOR RESEARCH AND INNOVATION
LABORATORIES & INFORMATION TECHNOLOGY UNIT

LABORATORY MANUAL

2026 Edition

رؤيـــة جامعـــة جــدة
الجامعة السعودية الحديثة
NEW SAUDI UNIVERSITY VISION

Prepared by
Laboratories and Information Technology Unit

Contents

Introduction

This manual is designed to ensure that computer lab facilities are used appropriately by all CCSE students and staff, to ensure availability and maintain a positive user experience, and to know about the safety features and recommendations for safe work practices inside the CCSE Labs.

The use of computer labs may be monitored at any time to ensure compliance with this manual. Use of student computer labs implies consent to the rules and the CCSE computing resources acceptable use policy. Violation of any of the rules mentioned in this manual may result in disciplinary action and the loss of lab privileges.

The manual is reviewed from time to time on account of regular developments. For more information, please contact the Laboratories & Information Technology Unit through the following email: it.ccse@uj.edu.sa [for male section] | it.ccseg@uj.edu.sa [for female section].

Computing Resources

The College of Computer Science and Engineering (CCSE) at University of Jeddah (UJ) has 28 computer labs (14 labs are located at the main campus for male branch and another 14 labs are located at Al-Faisaliah campus for female branch). Laboratories are reasonably spacious and well-equipped for practical training of students according to courses requirements and to facilitate the delivery of student learning outcomes for each program.

Laboratories also are adequately equipped with educational electronic media such as video projector with WiFi connection, Internet access point, white board, and desktops with updated hardware and software.

Qualified lab technicians are available for Labs management. Their office for the male branch is located in S5-12, while the female branch technicians' office is located in Room 207, second floor.

The Lab Policies
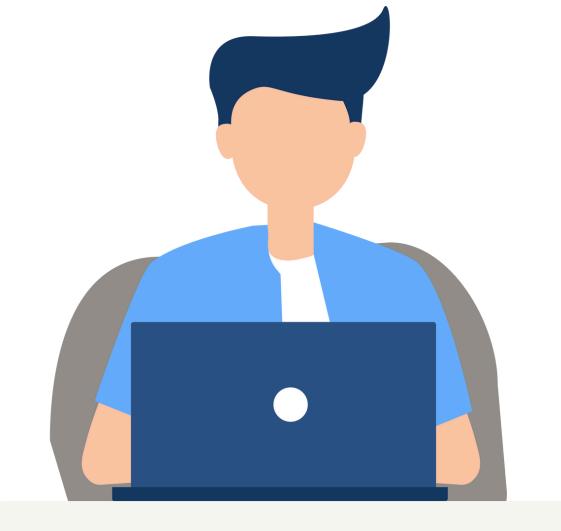
- **Don'ts**

- **Policies and Rules for CCSE Computer Labs Use**

- **Good Practices for Conducting Lab Work**

Don'ts
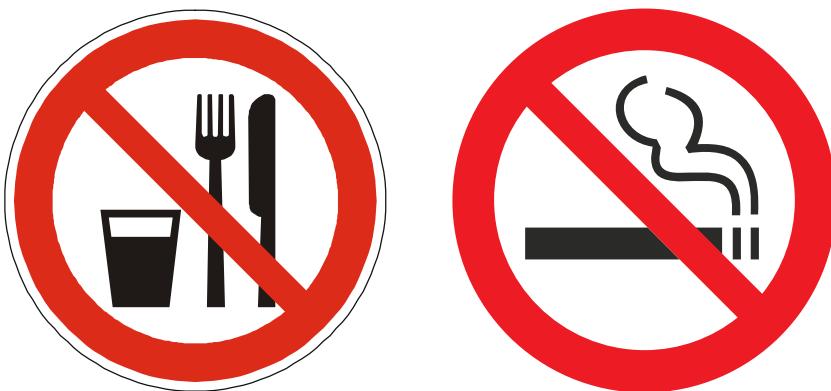
- Do not open any irrelevant internet sites on lab PC.
- Do not play computer games on the lab PC.
- Do not upload, delete or alter any software on the lab PC.
- Do not wander around the lab, distract other students, and always keep quiet.
- Do not remove or damage equipment of lab or cause any sort of disruption to other users.

Policies and Rules for CCSE Computer Labs Use

- IT resources provided by the CCSE (labs equipment, software, services etc.) must only be used for academic purposes.

- Use of labs for gaming, hacking, cracking, spamming, scamming or any action that may lead to criminal charges is strictly prohibited.

- Downloading, copying or communicating illegal or copyright protected material is strictly prohibited.

- No hardware, software, equipment or manuals are to be removed from any computer lab.

- If you have a question regarding specific software that you need to use, contact the Laboratories & Information Technology unit.

- Behavior and activities that disturb other users or disrupt the operations of the lab are not allowed.

- Lab equipment are only be changed or replaced by the lab technicians.

Good Practices for Conducting Lab Work

- Come into the lab quietly and go to your assigned computer.

- Please operate the lab PCs with respect and care.

- Lab users must login and logout of the lab.

- Keep your password to yourself.

- Keep your personal devices clean, scan removable media regularly.

- Perform only those lab activities authorized by your lab instructor.

- Lab PCs will not save your work if it restarts or logs off. Please save your work regularly on the cloud storage like OneDrive or send your work to your email.

- If you notice any equipment malfunctions please report them immediately to the lab technician.

- Practice safe browsing habits, stay away from malicious and untrusted website.

- Make sure you leave your work area neat and organized.

Lab Safety
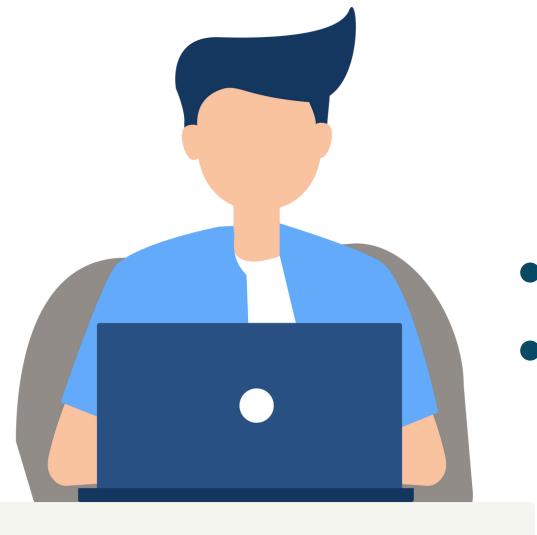
- **Rules and Guidelines**
- **Recommendations for Lab Safety**

Rules and Guidelines

- Students are not allowed to work in lab alone or without presence of the instructor.

- Do not switch-off electricity sockets and do not move PCs or any other lab equipment.

- Know where the emergency exit and where the fire distinguishers.

- Learn how to use a fire extinguisher.

- In the event of an emergency:
  - Get out of immediate danger.
  - Report situation to the instructor.

- If fire or smoke is discovered anywhere on or about the lab:
  - Leave the area where the fire or smoke is located.
  - Do not attempt to retrieve valuables.
 - Do not use elevators /lifts.
  - Call for help.

Recommendations for Lab Safety

- Be aware that you are setting in appropriate pose to relax your back.
- Avoid printing on keyboard for long time because it could make your hand get pain.
- Look away of the screen periodically, staring at the screen for long time causes eyes fatigue.
- If the screen settings cause eyes fatigue, tell the lab technician to modify screen color, brightness, font size.
- Use a fire extinguisher in the event of fire.

HOW TO USE A FIRE EXTINGUISHER

PULL THE PIN
AIM AT BASE OF FIRE
SQUEEZE THE LEVER
SWEEP FROM SIDE TO SIDE

windows & Linux User Guide
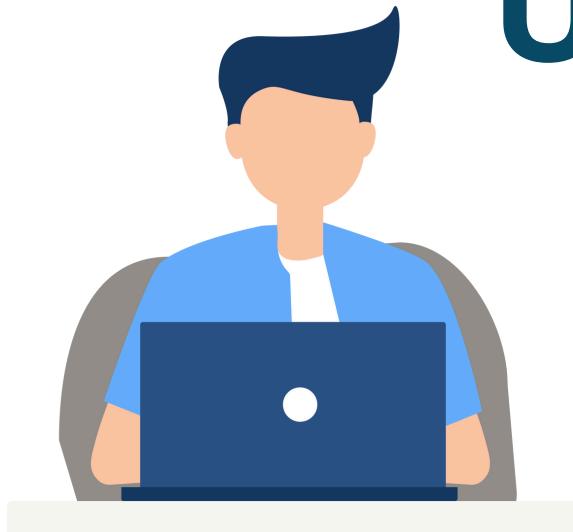
- **Login to Windows**
- **Login to Kali Linux and Linux**

Login to Windows

- **Step 1:** Turn on the lab PC (VDI device) and wait for the desktop to appear. Click on VDI .
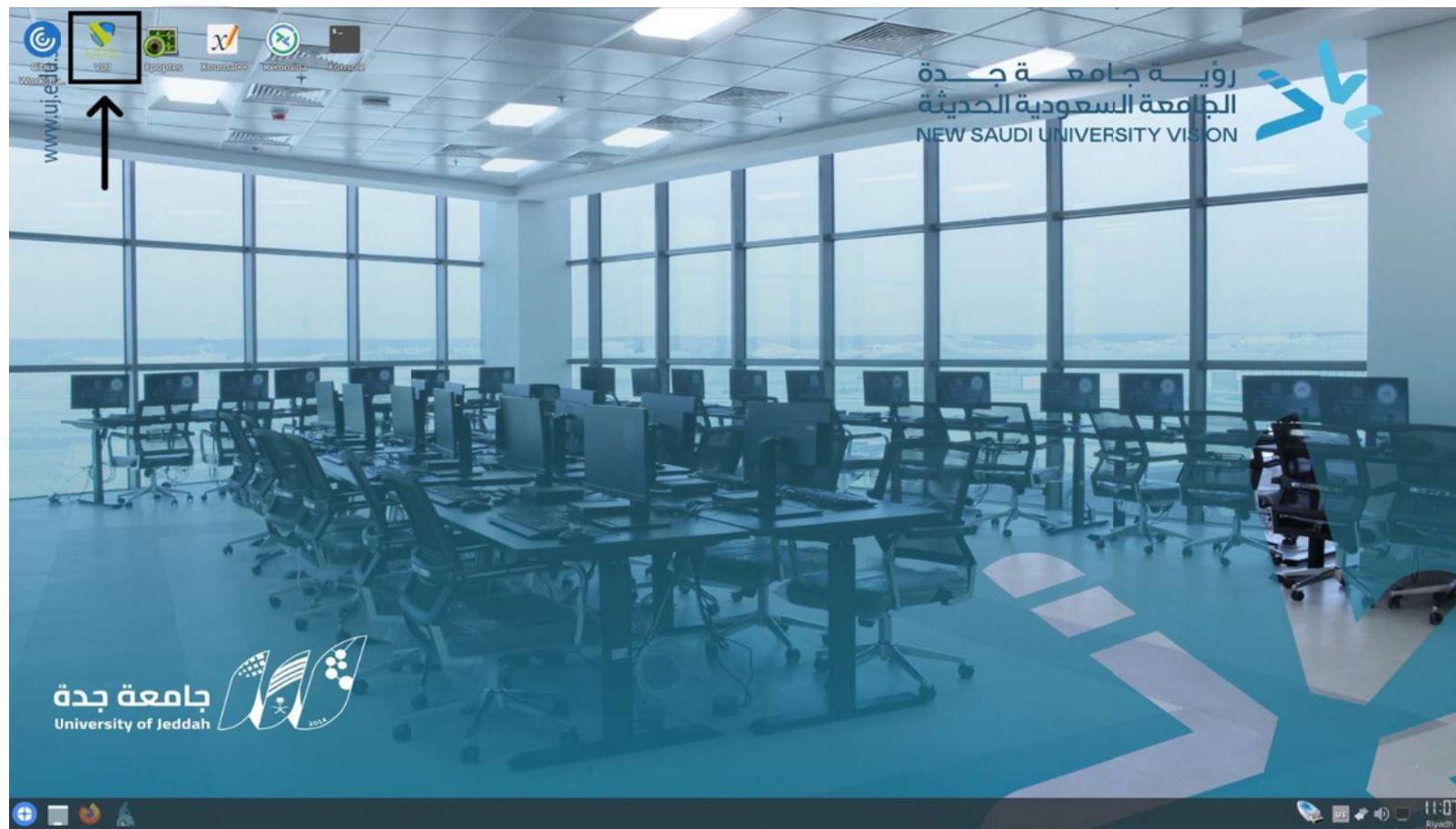
Login to Windows

- **Step 2:** Login to VDI Server:
 - o For student: Enter the ODUS login information.
  - o For faculty member: Enter the UJID and password.

Login to Windows

- **Step 3:** The operating systems (desktops) page will appear. click on the appropriate desktop operating system to start the system.
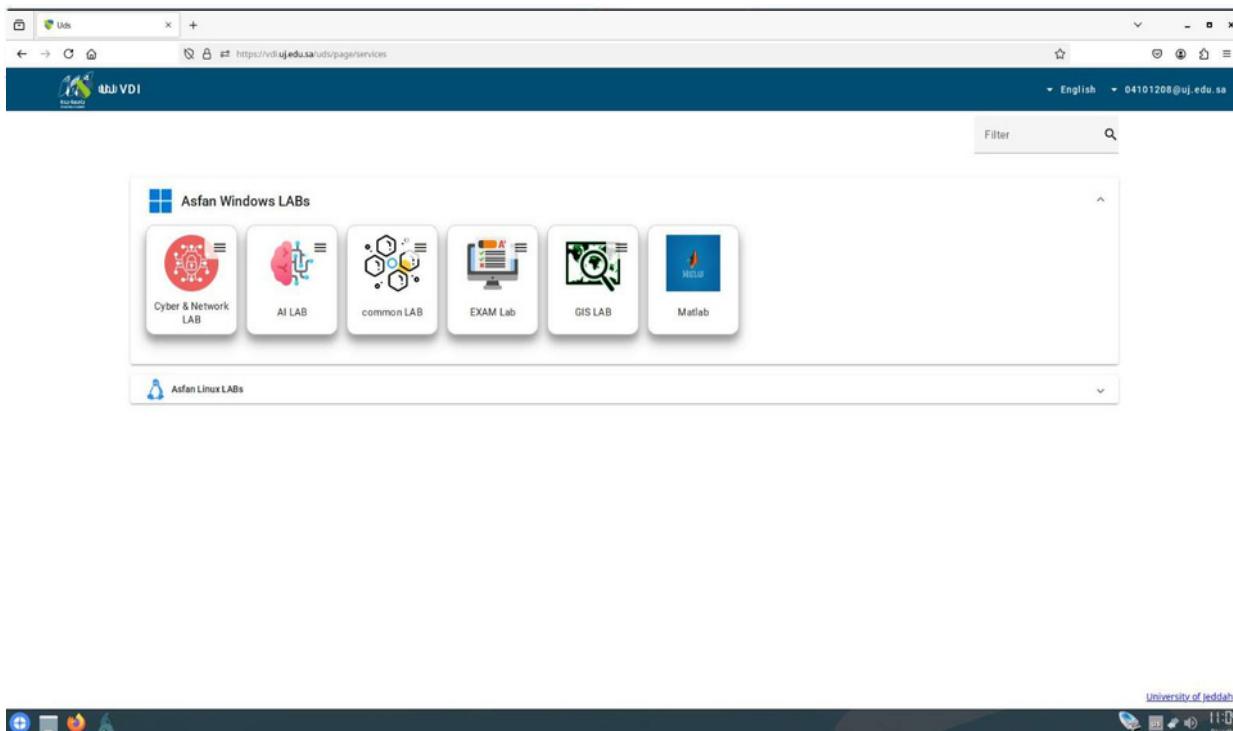
Note: Use your university email to sign in to Microsoft Office and Visual Studio to access the services.

Login to Linux & Kali Linux

- Follow the same steps to enter the Windows system (step 1.2) and click on Asfan Linux LABs to open it. Then, double-click the system you want to enter (Linux or Kali Linux).
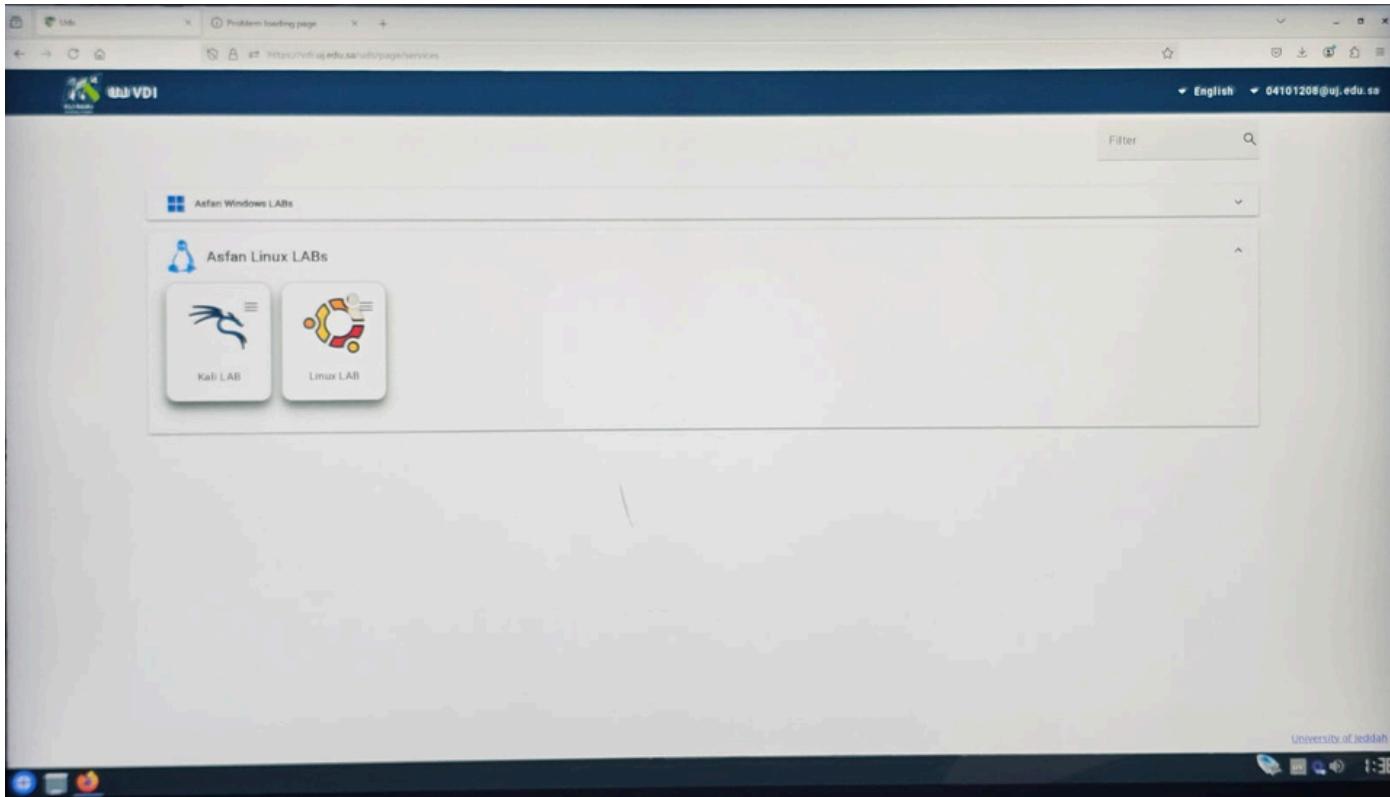
Equipment in Labs
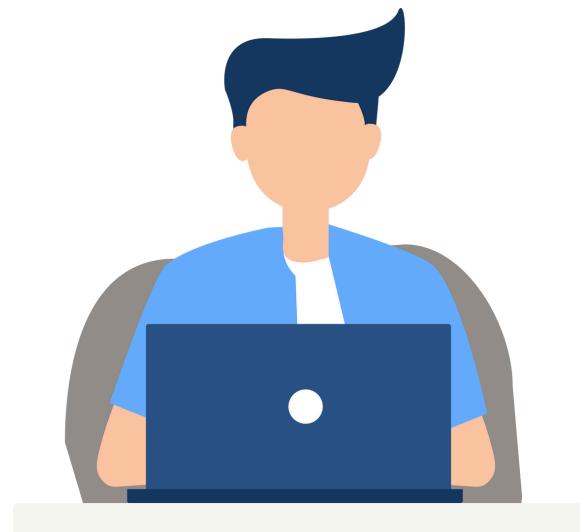
- **Male Branch**
- **Female Branch**

Male Branch

#	Lab No.	Area (m^2)	Equipment	#	Lab No.	Area (m^2)	Equipment
1	S1-14	~80 m^2	• VDIs (Lenovo think center M625Q). • Video-projector. • White board. • WiFi connection. • Teacher's chair and table.	8	S1-48	~120.9 m^2	• VDIs (Lenovo think center M625Q). • Video-projector. • White board. • WiFi connection. • Teacher's chair and table.
2	S1-20	~62.65 m^2		9	F1-4	~80 m^2	
3	S1-24	~84 m^2		10	S3-18	~116.64 m^2	
4	S1-27	~81 m^2		11	S3-20	~131.22 m^2	
5	S1-32	~81 m^2		12	S3-22	~120.9 m^2	
6	S1-44	~116.64 m^2		13	S3-6	~78.12 m^2	
7	S1-46	~131.22 m^2		14	S6-1	~110.88 m^2	

- For more information, please contact the Laboratories & Information Technology Unit through the following email: It.ccse@uj.edu.sa [for male section].

Female Branch

#	Lab No.	Area (m²)	Equipment	#	Lab No.	Area (m²)	Equipment
1	102	~130 m²	• VDIs (Lenovo think center M625Q). • Video-projector. • White board. • WiFi connection. • Teacher's chair and table.	8	111	~130 m²	• VDIs (Lenovo think center M625Q). • Video-projector. • White board. • WiFi connection. • Teacher's chair and table.
2	103	~130 m²		9	112	~130 m²	
3	118	~54 m²		10	113	~130 m²	
4	106	~54 m²		11	115	~54 m²	
5	107	~130 m²		12	116	~130 m²	
6	108	~130 m²		13	117	~130 m²	
7	109	~54 m²		14	104	~130 m²	

- For more information, please contact the Laboratories & Information Technology Unit through the following email: it.ccseg@uj.edu.sa [for female section].

جامعة جدة
University of Jeddah