**UNIVERSITY OF NAIROBI**

**ICT CENTRE**

**FIRST YEAR’S ONLINE TRAINING SCHEDULE SEPTEMBER 2021**

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| **DAY** | **TIME** | **PLATFORM** | **RESPONSIBILITY** | **SPEAKER/ TRAINEES** | **Training Link** | **TRAINERS** |
| Monday 27th Sept. 2021 | 8.00- 8.30AM | Opening Remarks & Expectations | Academic Registrar | DVC (AA) |  | **DVC(AA)** |
| 8.30- 9.00AM | Orientation of ICT Services | DD, USS&M | Director, ICTC |  | **Director, ICTC** |
| 9.00- 1.00 PM | General ICT Services support AD, Security, Help Desk system, ETC | DD, NIS | First Year & Post Graduate Students |  | **Lead Trainer: Joram,** Owino,  **Support Team:** All Support team |
| 2.00 – 4.00 PM | SMIS - (Student Portal) & email.  Telkom Bundles | DD, MIS | First Year & Post Graduate Students |  | **Lead Trainer Ms. Chebet,**  **Dr. Adero, Fintan**  Support MIS Team, Githaiga, Lumumba |
| Tuesday 28th Sept. 2021 | 9.00 – 11.00 AM | Google meet & Features | DD, USS&M | First Year & Post Graduate Students |  | **Lead Trainer:** Patricia  Support Team: Ngigi, Akomo |
| 11.00-1.00 PM | UoN Library Services | Director, Library | First Year & Post Graduate Students |  | **Library staff** |
| 2.00 – 4.00 PM | Zoom & Features | DD, USS&M | First Year & Post Graduate Students |  | **Lead Trainer:** Wasonga, Ndegwa  Support team: Jane Wairimu, Bob Ogolla, Mutangili |
| Wed 29th Sept. 2021 | 9.00 – 11.00AM | Microsoft Teams  (Group 1) | DD, NIS | First Year & Post Graduate Students |  | **Lead Trainer**: Clifford Support Team: Wahome, Nyangena**, Mboya** |
|  | 11.30 – 1.00PM | Microsoft Teams  (Group 2) | DD, NIS | First Year & Post Graduate Students |  | **Lead Trainer: Tuka**  Support Team: Gathoni, Mulonzya, Simon Mwangi |
|  | 2.00 – 4.00PM | SOMAS | DD, USS&M | First Year & Post Graduate Students |  | Lead Trainer: Dr. Ongaro  Support Team: Tom Zyuki, Laban |
| Thu 30th Sept. 2021 | 9.00 – 11.00AM | ECLASS | DD, MIS | First Year & Post Graduate Students |  | Lead Trainer: Lwande  Support Team: Kariuki, Faith, Mwaka Jerusha |
| 2.00-4.00 Pm | ECLASS | DD, MIS | First Year & Post Graduate Students |  | Lead Trainer: Angela Mbula  Support Team: Thiga, Cherry Tay |
| Friday, 31st Sept. 2021 | 9.00-11.00 Am | How to access online learning resources using UoN VPN Based  systems | DD, NIS , DD, USS&M | First Year & Post Graduate Students |  | Lead Trainer: Owino, Misigo  Support Team: Mutangili, Simon Mwangi, Anita |
| 2.00 – 4.00 PM | Post graduate Tracking system | DD, MIS | First Year & Post Graduate Students |  | Lead Trainer: Chebet  Support Team: Hellen Waithera, Nadasaba |
| 4.00-4.30 Pm | Evaluation Feedback Tool & Report | DD, USS&M | First Year & Post Graduate Students |  | Lead: Dr. Almaz, Ms Laureen Amateshe, Ojal |