

# UNIVERSITY OF NAIROBI

## ICT CENTRE

### FIRST YEAR'S ONLINE TRAINING SCHEDULE SEPTEMBER 2021

DAY	TIME	PLATFORM	RESPONSIBILITY	SPEAKER/ TRAINEES	Training Link	TRAINERS
Monday 27 <sup>th</sup> Sept. 2021	8.00- 8.30AM	Opening Remarks& Expectations	Academic Registrar	DVC (AA)		<b>DVC(AA)</b>
	8.30- 9.00AM	Orientation of ICT Services	DD, USS&M	Director, ICTC		<b>Director, ICTC</b>
	9.00- 1.00 PM	General ICT Servicesupport AD, Security, Help Desk system, ETC	DD, NIS	First Year & Post Graduate Students		<b>Lead Trainer: Joram, Owino, Support Team: All Support team</b>
	2.00 – 4.00 PM	SMIS - (Student Portal)& email. Telkom Bundles	DD, MIS	First Year & Post Graduate Students		<b>Lead Trainer Ms. Chebet, Dr. Adero, Fintan Support MIS Team, Githaiga, Lumumba</b>
Tuesday 28 <sup>th</sup> Sept. 2021	9.00 – 11.00 AM	Google meet& Features	DD, USS&M	First Year & Post Graduate Students		<b>Lead Trainer: Patricia Support Team: Ngigi, Akomo</b>
	11.00-1.00 PM	UoN Library Services	Director, Library	First Year & Post Graduate Students		<b>Library staff</b>
	2.00 – 4.00 PM	Zoom & Features	DD, USS&M	First Year & Post Graduate Students		<b>Lead Trainer: Wasonga, Ndegwa Support team: Jane Wairimu, Bob Ogolla, Mutangili</b>
Wed 29 <sup>th</sup> Sept. 2021	9.00 – 11.00AM	Microsoft Teams (Group 1)	DD, NIS	First Year & Post Graduate Students		<b>Lead Trainer: Clifford Support Team: Wahome, Nyangena, Mboya</b>
	11.30 – 1.00PM	Microsoft Teams (Group 2)	DD, NIS	First Year & Post Graduate Students		<b>Lead Trainer: Tuka Support Team: Gathoni, Mulonzya, Simon Mwangi</b>
	2.00 – 4.00PM	SOMAS	DD, USS&M	First Year & Post Graduate Students		<b>Lead Trainer: Dr. Ongaro Support Team: Tom Zyuki, Laban</b>
Thu 30 <sup>th</sup> Sept. 2021	9.00 – 11.00AM	ECLASS	DD, MIS	First Year & Post Graduate Students		<b>Lead Trainer: Lwande Support Team: Kariuki, Faith, MwakaJerusha</b>

	2.00-4.00 Pm	ECLASS	DD, MIS	First Year & Post Graduate Students		Lead Trainer: Angela Mbula Support Team: Thiga, Cherry Tay
Friday, 31 <sup>st</sup> 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, MsLaureenAmateshe, Ojal

Registration Link:

[https://us02web.zoom.us/webinar/register/WN\\_AzIEi53uQIeKFzFhFvNA4w](https://us02web.zoom.us/webinar/register/WN_AzIEi53uQIeKFzFhFvNA4w)