UNIVERSITY OF NAIROBI

ICT CENTRE

FIRST YEAR'S ONLINE TRAINING SCHEDULE SEPTEMBER 2021

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 **Host:** Misigo/Hada
	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 **Host. Dr. Almaz/Isaac**
	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 Host: Simon Mwangi/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 **Host: Laban/Wahome**

	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 **Host: Jane Wairimu/ Makau**
	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