

**UNIVERSITY OF NAIROBI**

**DIRECTORATE OF ICT**

**FIRST YEAR'S ONLINE TRAINING SCHEDULE 2023/2024 ACADEMIC YEAR: 2<sup>nd</sup> to 6<sup>th</sup> OTOBER 2023**

DAY	TIME	PLATFORM	RESPONSIBILITY	SPEAKER/ TRAINEES / GROUP	LINK	TRAINERS
Monday 2 <sup>nd</sup> October 2023	8.00- 8.30AM	Opening Remarks	Academic Registrar	DVC (AA)	<a href="https://us02web.zoom.us/j/84561234567">https://us02web.zoom.us/j/84561234567</a>	Academic Registrar  Host: Eliud Ayiro
	8.30- 9.00AM	Orientation of ICT Services	DD, USS&M	Director, ICTC		Director, ICTC Host: Directors office Isaac Wasonga
	9.00- 1.00 PM	General ICT Services support AD, Security, Help Desk system, ETC	DD, NIS	First Year & Post Graduate Students		Lead Trainer: Martin Fintan Support Team: Tom Makau Jane Chelule  Host: Raphael Okello
	2.00 – 4.00 PM	SMIS - (Student Portal) & email. Telkom Bundles	DD, MIS DD, Communications	First Year & Post Graduate Students		Lead Trainer :Benard Mutisya Support Team: Caroline Chebet  Host: Edwin Wahome
	<b>Co-coordinator : Mr. Joseph Muchina</b>					
Tuesday 3 <sup>rd</sup> October 2023	9.00 – 11.00 AM	Google meet & Features	DD, USS&M	First Year & Post Graduate Students	<a href="https://us02web.zoom.us/j/84561234567">https://us02web.zoom.us/j/84561234567</a>	Lead Trainer: Humfrey Misigo Support Team: Peter Juma  Host – Bob Lameck
	11.00-1.00 PM	UoN Library Services	Director, Library	First Year & Post Graduate Students		Library staff Host:Rop
	2.00 – 4.00 PM	Zoom & Features	DD, USS&M	First Year & Post Graduate Students		Lead Trainer: Michael Mboya Support Team: Laban Ndegwa  Host:Margaret Lumumba
	<b>Co-coordinator: Ms. Hada Oketch</b>					

Wednesday 4 <sup>th</sup> October 2023	9.00 – 11.00AM	Microsoft Teams (Group 1)	DD, NIS	First Year & Post Graduate Students	<a href="https://us02web.zoom.us/j/84461212693">https://us02web.zoom.us/j/84461212693</a>	<b>Lead Trainer: Geodfrey Tanui</b> <b>Support Team: George Michiri</b>
	11.30 – 1.00PM	Microsoft Teams (Group 2)	DD, NIS	First Year & Post Graduate Students		<b>Lead Trainer: Cliff Nderi</b> <b>Support Team: Geodfrey Tanui</b>
	2.00 – 4.00PM	SOMAS	DD, USS&M	First Year & Post Graduate Students		<b>Lead Trainer: Dr Ongaro</b> <b>Support Team: Peter Oluoch</b>
	<b>Co-coordinator: Mr. Nicholus Owino</b>					
Thursday 5 <sup>th</sup> October 2023	9.00 – 11.00AM	ECLASS /Mithani system	DD, MIS	First Year & Post Graduate Students	<a href="https://us02web.zoom.us/j/84461212693">https://us02web.zoom.us/j/84461212693</a>	<b>Lead Trainer: Jerusha Kimani</b> <b>Support Team: Angela Mbula</b>
	11.00 - 1.00 PM	Big Blue button	DD, NIS	First Year & Post Graduate Students		<b>Lead Trainer: Cliff Nderi</b> <b>Support: Geodfrey Tanui</b>
	2.00-4.00 Pm	ECLASS/ Mithani system	DD, MIS	First Year & Post Graduate Students		<b>Lead Trainer: Samuel Mwangi</b> <b>Support : Simon Thiga</b>
<b>Co-coordinator : Ms. Patricia Gitonga</b>						
Friday, 6 <sup>th</sup> October 2023	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	<a href="https://us02web.zoom.us/j/84461212693">https://us02web.zoom.us/j/84461212693</a>	<b>Lead Trainer: Martin Fintan</b> <b>Support : Jane Chelule</b>
	2.00 – 4.00 PM	Post graduate Tracking system	DD, MIS	First Year & Post Graduate Students		<b>Lead Trainer: Caroline Chebet</b> <b>Support : Benjamin Kimele</b>
	4.00-4.30 Pm	Evaluation Feedback Tool & Report	DD, USS&M	First Year & Post Graduate Students		<b>Leader: Dr. Almaz,</b> <b>Host: Cherry Tay</b>
	<b>Co-coordinator : Paul Mulonzia</b>					

