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## **OFFICE OF THE ACADEMIC REGISTRAR**

### **TRAINING FOR ACADEMIC STAFF IN UNIVERSITY DIGITAL SYSTEMS**

**4<sup>TH</sup> FEBRUARY - 13<sup>TH</sup> FEBRUARY 2025**

#### **1.0 INTRODUCTION**

To enhance the effective utilization of university digital systems, we are conducting a two-day training program. The systems include E-learning platforms, Academic Information Management Systems (AIMS), E-library, Google Scholar and Artificial Intelligence. The training is to address the inefficiencies noted in previous training sessions, by grouping academic staff by faculties for tailored and focused sessions. This approach will ensure participants can directly relate the training to their faculty-specific needs and enhance overall effectiveness.

#### **1.1 TARGET GROUP**

The groups to be trained are all full time and part-time academic staff in faculties.

#### **2.0 PURPOSE OF THE TRAINING**

To strengthen the effective use of the digital systems.

#### **3.0 JUSTIFICATION FOR THE PROGRAM**

This training program addresses the observed inefficiencies in previous sessions, by grouping participants by faculties. This approach ensures:

1. Content is tailored to specific faculty needs.
2. Smaller groups facilitate better engagement and interaction.
3. Staff gain practical, hands-on experience in using digital tools effectively.

#### **4.0 TRAINING METHODOLOGY & VENUE**

The training will be conducted face-to-face, consisting of presentations, demonstrations, case studies, illustrations and practical trials. The training will be conducted at the Main campus (New Computer Lab) with all the practical sessions being done using computers.

#### **5.0 REQUIREMENTS**

1. Laptops/PCs
2. Internet Connection
3. Notebook & Pen

## 6.0 TRAINING SCHEDULE BY GROUP

Group	Faculties	Dates
<b>Group 1</b>	Faculty of Education (FOE), Institute of Language Studies (IOLS) & Faculty of Social Sciences (FSS)	4 <sup>th</sup> & 5 <sup>th</sup> February 2025
<b>Group 2</b>	Kabale University School of Medicine (KABSOM), Faculty of Computing Library and Information Science (FOCLIS) & Faculty of Agriculture and Environment Sciences (FAES)	6 <sup>th</sup> & 7 <sup>th</sup> February 2025
<b>Group 3</b>	Faculty of Engineering Technology Applied Design and Fine Art (FETADFA) & Faculty of Science (FOS)	10 <sup>th</sup> & 11 <sup>th</sup> February 2025
<b>Group 4</b>	Faculty of Economics and Management Science (FEMS), Institute of Tourism and Hospitality (IOTH) & Faculty of Law (FOL)	12 <sup>th</sup> & 13 <sup>th</sup> February 2025

## 7.0 TRAINING SESSIONS

<b>DAY 1</b>		
Duration	Session	Facilitators
8:30-9:00 AM	Registration	
09:00 - 9:20 AM	Opening Remarks	A member of Management
09:20 - 9:50 AM	Introduction to the University digital systems and the support system	Jones Murangira
9:50 - 10:20	University Communications, media & branding	Sempungu Godfrey
10:20 - 11:00 AM	Tea Break	
11:00 - 01:00 PM	Academic Information Management System (AIMS)	Tweterane Isaac
1:00 - 2:00 PM	Lunch Break	
2:00 - 3:00 PM	University Website	Nowamani Collins
3:00 -4:00 PM	Google Scholar Profile Management	Mabirizi Vicent
4:00 -4:40 PM	Artificial Intelligence	Mabirizi Vicent
<b>DAY 2</b>		
Duration	Session	Facilitators
8:30-9:00 AM	Registration & Recap	
09:00 - 10:30 AM	Finance	Osinde Micheal
10:30 - 11:00 AM	Tea Break	
11:00 - 1:00 PM	E-learning	Tumusiime Robert
1:00 - 2:00 PM	Lunch Break	
2:00 - 3:00 PM	E-learning	Tumusiime Robert
3:00pm - 4:30pm	E-Library	Mutebi Micheal
4:30pm - 5:00pm	Closing Remarks	Academic Registrar