



## Online Training: Week of April 5- 9, 2020

Dar Al-Hekma University responded to the request of the Ministry of Education to transfer all lectures and learning to virtual platforms for the safety of the students, faculty, and staff. The University activated an emergency plan to implement the transformation in a timely manner with the highest quality possible. Two IT platforms were used; namely: Blackboard and the Student Information System (SIS). The University management decided to use the Zoom platform as well for the virtual classrooms. This report, showcases all the online training that was given to Faculty and Staff during the week of April 5- 9, 2020.

Training Topic	Presenter	Targeted Audience
The Automation of the Process of Communication Between the Advisors and the Registrar when offering the course schedule and modifying it.	Yasmeen AIOsaimi	Faculty/Staff
Created an IT resource web page on the DAH website containing the most important developed video tutorials and infographic by the IT department for Faculty, students and staff.	Maisaa Al Afghani	Faculty/Staff/Students
Created a <b>Video</b> for <b>One Drive</b> User Guide	Reem Orfali	Faculty/Staff/Students
Created a <b>Video</b> for <b>Dropbox</b> User Guide	Ghada AlShareef	Faculty/Staff/Students
Created a <b>Video</b> for How to Combine Files using <b>ADOBE Combine</b>	Renad AlNunu	Faculty/Staff/Students
Created an <b>Infographic</b> for (إدارة المشاركين في غرفة الانتظار) <b>Managing Participants in the Waiting Room</b>	Maisa Al Afghani	Faculty
Created an <b>Infographic</b> كيفية تأمين غرفة زوم الخاصة بك How to secure your personal Zoom Meeting Room	Maisa Al Afghani	Faculty/Staff
The IT managed to get free license for Endpoint protection in mobiles and personal computers for all DAH employees.	Shahzeb Asif Jamilah Moulalim	Staff/Faculty
طرق تقويم حديثة للطلاب في التعليم الإلكتروني Modern Assessment Methods for Students in Distance Learning & Teaching	Dr. Dalal AlAbbasi	Open training to DAH faculty and outside participants

