Online Training: Week of April 12- 16, 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 12- 16, 2020.

Training Topic	Presenter	Targeted Audience
Created a document on How to Insert a PDF inside a PDF.	Reem Orfali	Faculty
Created an Infographic on "How to Allow Remote access to MAC".	Ghada AlShareef	Faculty/Staff/Student
A New Feature was added to Blackboard for sending WhatsApp alerts to students.	Rasha AlMalik	Faculty /Students
Organized a training session, presented by ConnectYard Company, on how to send WhatsApp messages to students.	Rasha AlMalik	Faculty
Created a video on How to Create a Workflow for Approval	Reem Orfali	Faculty/Staff
Created an Infographic on How to Create a Workflow for Approval	Reem Orfali	Faculty/Staff/Students
Created an Infographic on How to Create a Workflow for Approval	Ohood AlReefi	Faculty/Staff
Blackboard Best Practices: a topic added to a mobile App	Abeer AlHottami	Faculty/Staff