Online Training: Week of March 29- April 2, 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 March 29- April 2, 2020

Training Topic	Presenter	Targeted Audience
Video on "How to Simply Scan your Signature from your Phone App"	Reem Orfali	Faculty/Staff
Training "How to make your Zoom Meeting more Secured"	Dr. Dalal Al Abbasi	Faculty / Staff
Video on "Using Waiting Room to Verify Participants"	Reem Orfali	Faculty
Infographic on "How to Lock/Unlock the Meeting Room"	Ghada AlShareef	Faculty
Infographic on "Access to the DAH P&H Drives"	Maisa Al Afghani	Faculty/Staff
Infographic on "Managing Participants in the Waiting Room"	Maisa Al Afghani	Faculty
Infographic on "How to secure your personal Zoom Meeting Room"	Maisa Al Afghani	Faculty