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# UNIVERSITY

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## RETOOLING TRAINING FOR KAB STAFF IN RESEARCH OUTPUT MANAGEMENT, LIBRARY, E-LEARNING, AIMS AND COMMUNICATION

26<sup>th</sup> September – 1<sup>st</sup> October 2022

### 1.0 INTRODUCTION

#### 1.1 *Research Output Management*

All matters relating to Research and Publications at Kabale University are managed under the Directorate of Research and Publications. Research is one of the core areas of the University's mandate. Kabale University has positioned itself as research-based institution. To this end, the Directorate has conducted several community transforming researches. It has also hosted several global researchers in furtherance of the mandate in the foregoing.

#### 1.2 *e-learning*

Kabale University has embraced digital education where teaching and learning continue to thrive amidst the Covid-19 pandemic in the past two (2) years. Because of our eLearning resources, more than 94% of our students continued learning online even as the country went through two sessions of Covid-19 induced lockdown.

In 2019, the University Management advocated for e-learning and subsequently approved an e-Learning policy. E-learning system (available at <https://elearning.kab.ac.ug/>) was rolled out in December 2019 and has since been modified, updated, patched, and fine-tuned to match the learning (students and teachers), institutional and technology needs. The e-learning system has amplified open and distance learning which was previously in place with capabilities to render both synchronous and asynchronous online learning. Several training sessions on e-learning have been previously conducted for over 305 teaching staff and their administrators. This has equipped the staff with technical and pedagogical skills of teaching online. The students have been also trained (hands-on and in phases) how to use technology in learning.

Kabale University formulated an e-Learning policy to guide the University Management on issues of e-Learning. The policy document has a provision for continuous improvement, and awareness and training strategy to ensure that teachers and students are continuously retooled

on the basic principles and use of e-learning in teaching and learning activities within the university. The planned training will fulfill the strategic provisions of the policy and overall Management direction.

### **1.3 Library**

The University library is a strong support center for teaching, learning and research, any advances in the library systems require to be continuously introduced to users to create awareness and advance their understanding and research skills for their diverse information needs. It's a mandate of university library staff to keep abreast with rapid changes in technology systems affecting information seeking and use and ensure value for money by making it easy for university electronic information users achieve what they want. The university invests in e-resources and library systems to facilitate access and use of those resources. It would defeat the purpose when the users of these resources are not frequently refreshed in the use of the information systems so that they can maximally utilize these resources for their academic and career growth. This can be achieved through frequent trainings like this one mounted jointly by Kabale University Library Service (KABLS) and Kabale University Directorate of Information Communication Technology (KADICT).

### **1.4 AIMS**

In 2018, Kabale University started using an Academic Information Management System (AIMS). The system has gone through successful evolution stages of adoption and currently, many workflows of the university are being conducted effectively. The operations include; admissions, enrolment & registration, finance collection, exams & results management, graduation, ID production, etc. Considering the evolutionary nature of AIMS, it's necessary that the University carries out continuous training to reinforce the usability experience.

### **1.5 Communication**

University Communications and Branding extends into the external and internal publics of the University. Maintaining a healthy relationship between the University and its stakeholders is a vital role played by all the University staff. Communications is key facilitating tool that is used by all staff in execution of their tasks at Kabale University. A 21<sup>st</sup> century University thrives on successful digital communication strategy. In their choice of a University, many students globally value online brand visibility as key in managing the University reputation. The contemporary trends create a great need for the university academics to have an understanding of the current media relations, brand management, research, outreach, strategic marketing, digital communications, community and public relations.

## **GENERAL OBJECTIVE**

Strengthening the use of best practices in research output management, adoption of e-learning and advancements in library resources management, digital communications and effective exam results management.

## **2.0 TRAINING OBJECTIVES**

By the end of this two-day training, the participating academic staff should be able to:

### **2.1 Research Output Management**

1. Be able to open and manage their online research profiles

2. Keep an updated online research profile

## **2.2 Library**

1. Equip University Staff with the modalities of online resources access and usage
2. Equip staff with reference management technologies in research
3. Equip staff with modalities of uploading their publications onto Kabale University Digital Repository (KABDR)
4. Train University Staff in Turn-tin software operations in anti-plagiarism activities

## **2.3 e-Learning**

1. Acquire digital education literacy skills
2. Learn digital education instructional design
3. Access Open Educational Resources
4. Train in e-content development, delivery and management.
5. Use Kabale University Learning Management System

## **2.4 AIMS**

1. Explain the steps of results submission in AIMS
2. Identify errors in results submission and justify error correction procedures
3. Demystify the importance course assignment and revocation from lectures
4. Generate results reports for different audiences

## **2.5 Communications**

1. Correctly Open and update their website profiles
2. Be able to discuss the possible roles they can play the brand building process
3. Have a correct explanation of the advantages of improved online brand presence

## **3.0 TRAINING OUTCOMES**

### **3.1 Research Output Management**

1. Creating research profiles on online academic databases
2. Updating published research articles on the University website & IDR
3. Dissemination of the research output

### **3.2 Library**

1. Access and use digital resources
2. Raise concerns related to library, information access, use and quality assurance
3. Use of reference management technologies in research
4. Upload publications onto Kabale University Digital Repository (KABDR)
5. Use Turn-it-in software to control anti-plagiarism

### **3.3 e-Learning**

6. Lecturers will acquire digital education literacy skills necessary to foster continuous education beyond the school premises.
7. Lecturers will be trained in e-content development, delivery and management.
8. Lecturers will acquire new and improved techno-pedagogical approaches to teaching thus improving the quality of education acquired by their learners

### **3.4 AIMS**

1. Structured management of secured students' exam results, results entry, approvals and publications of results to students' portals.
2. Error identifications and corrections of students' results.
3. Generation of various system-generated results' reports.

### 3.5 Communications

1. Branding and brand building
2. Building a positive personal web presence
3. Building an excellent Customer Service
4. Digital Communication as a tool of for the 21<sup>st</sup> Century University Academician
5. Customer focused process orientation

### 4.0 TRAINING METHODOLOGY AND VENUE

As part of the onboard program and continuous improvement, all staff will attend the training. This will be conducted face-to-face, comprising of presentations, demonstrations, case studies, illustrations and practical trials.

The training will be conducted physically at Main campus (New Computer Lab) with all the practical sessions being done using computers. The specifications of the training venue are highlighted in the subsequent texts.

### 4.1 REQUIREMENTS

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

### 4.2 TRAINING STRUCTURE

*Table # 1: Research Output Management Training Activity Plan*

Activities	Method and Tools	Overall Outcome
<ol style="list-style-type: none"><li>1. Creating profile on online academic databases</li><li>2. Updating published research articles on the website &amp; IDR</li><li>3. Dissemination of the research output</li></ol>	<ol style="list-style-type: none"><li>1. Presentation, Demonstrations</li></ol>	Use the online tools to show case research output.

*Table # 2: Library & e-Resources Training Activity Plan*

Activities	Method and Tools	Overall Outcome
<ol style="list-style-type: none"><li>1. Accessing and using online resources</li><li>2. Raising that concern library, information access, use and quality assurance</li><li>3. Reference management technologies in research</li><li>4. Uploading publications onto Kabale University Digital Repository (KABDR)</li><li>5. Using Turn-it-in software to control anti-plagiarism</li></ol>	<ol style="list-style-type: none"><li>1. Presentation, Demonstrations, illustrations, case studies, Practical trials</li></ol>	Use library resources to improve quality of research and improve the university visibility

**Table # 3: e-Learning Training Activity plan**

<b>Activities</b>	<b>Method and Tools</b>	<b>Overall Outcome</b>
6. Instructional design for online teaching & Learning (digital education) 7. Introduction to Course Administration (Login and profile update, Course settings & Structure, Navigation and administration, Enrolling and Managing Users) 8. Adding Resources to the LMS (Content Resources, Learning Activities, Groups) 9. Teaching Online (synchronous sessions) 10. Assessment and Results management in LMS (Setting up assignments, setting up quiz and Adding questions to the quiz question bank, Overview of the question bank design and Setting questions in the questions bank, Importing question into assessments from the question bank) 11. Open educational resources (OERs) 12. End of Year Procedure (Migration of content from previous courses) 13. eLearning Reporting Tool (eLeRT)	1. Presentation, Demonstrations, illustrations, case studies, Practical trials  2. Working with Activities and Resources (Content Resources, Learning Activities, Mobile App; Download; Access)  3. Assessment / Results / PRAC (Handing in assignments, Attempting a quiz, Chat session, Grade book, Login out)	Use Learning Management System (LMS) in the learning process

**Table # 4: AIMS Training Activity Plan**

<b>Activities</b>	<b>Method and Tools</b>	<b>Overall Outcome</b>
1. Staff Portal Access, Navigation 2. First time Login and account activation 3. Navigation through the Results Submission Manager 4. Upload & submit student marks 5. Correction of errors in results through Post Submissions 6. Generating Results submission reports 7. Navigation through of Results & Course Unit Manager	Facilitator led Presentations, Demonstrations, illustrations, Case studies, Practical trials,       The KAB brand and building a positive staff web presence	Use AIMS to manage students' results

**Table # 5: Marketing and Digital Communication that works**

Activities	Method and Tools	Overall Outcome
1. Branding and brand building 2. Building a positive personal web presence 3. Building an excellent Customer Service 4. Digital Communication as a tool of for the 21 <sup>st</sup> Century University Academician 5. Customer focused process orientation	Facilitator led Presentation, Demonstrations, Case studies, hands-on trials	- Increase in: staff web presence, cross media communication by staff, digital visibility and stakeholder engagement  - A brand asset recognition and visibility

#### 4.3 TRAINING DURATION

The training will be conducted in groups as shown in the table below.

**Table # 6:** Training for Faculties

Group #	Duration	Faculties
1	<b>Day 1 &amp; 2</b> 26 <sup>th</sup> - 27 <sup>th</sup> September 2022	Faculty of computing, library and information science Faculty of Engineering, Technology, Applied design and Fine art Faculty of Science Faculty of Arts & Social Sciences
2	<b>Day 1 &amp; 2</b> 28 <sup>th</sup> - 29 <sup>th</sup> September 2022	School of Medicine Faculty of Education
3	<b>Day 1 &amp; 2</b> 30 <sup>th</sup> – 1 <sup>st</sup> September / October 2022	Faculty of Economics and Management Science Faculty of Agriculture and Environmental Sciences Institute of Language Studies School of Postgraduate Studies

#### 5.0 TRAINING SESSIONS

DAY 1		
AIMS, eLearning & Digital Communication		
Duration	Session	Facilitators
8:30-9:00 AM	Registration	Natukunda Peter
09:00-09:30 AM	Opening Remarks	Members of the University Management
09:30 - 11:00 AM	Research Output Management	1. Directorate of Research 2. ICT staff
11:00 - 11:30 AM	Health Break	Natukunda Peter
11:30 - 13:00 PM	Research Output Management	1. Prof. Natal Ayiga 2. ICT team 3. Directorate of Research
1:00 - 2:00 PM	Lunch Break	Natukunda Peter
2:00 - 3:30 PM	E-Resources Access	1. Library Staff
3.30- 5.00 PM	Marketing and Digital Communication that works	1. Godfrey Sempungu 2. Judith Atukunda
DAY 2		
AIMS, eLearning & Digital Communication		
Duration	Session	Facilitators
8:30 - 9:00 AM	Registration	Atukwase Sandra

09:00 - 10:00 AM	IDR repository	1. Michael Mutebi & Ninsiima Clare
10.00 – 11.00AM	e-Learning/Digital Education	2. ICT Directorate Staff
11:00 - 11:30 AM	Health Break	Atukwase Sandra
11:30 -1:00 PM	e-Learning/Digital Education	1. ICT and e-learning team
1:00 - 2:00 PM	Lunch Break	Atukwase Sandra
2:00 - 5:00 PM	Academic Information Management System (AIMS)	ICT and e-learning team
5:00 – 5:00 PM	Closing Remarks	Members of the University Management