



OFFICE OF THE ACADEMIC REGISTRAR

TRAINING FOR ACADEMIC STAFF IN UNIVERSITY DIGITAL SYSTEMS

27TH JANUARY- 05TH FEBRUARY 2026

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.

Furthermore, recognising that a number of staff have recently joined the University, this training is especially important to equip new colleagues with the essential digital competencies required for teaching, research, and administration. By integrating both new and existing staff, we aim to foster a cohesive, skilled, and confident academic community fully supported by our digital infrastructure.

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

The purpose of the training is to strengthen effective use and adoption of the university's digital systems to support teaching, research, administration and service delivery.

3.0 EXPECTED OUTCOMES

- Improved staff digital literacy and technical competence.
- Increased adoption of AIMS workflows including marks entry, registration and graduation processes.
- Enhanced utilization of the E-Learning platform for blended teaching, assessments and learner engagement.
- Improved digital research presence through effective use of Google Scholar and research profiling tools.
- Increased awareness and responsible use of Artificial Intelligence for teaching, research and productivity.
- Improved navigation and utilization of the E-Library and institutional research resources.
- Strengthened internal digital communication and branding practices.
- Enhanced efficiency in digital finance-related workflows (where applicable).

4.0 JUSTIFICATION FOR THE PROGRAM

The training addresses observations from previous training cycles and aligns with the growing digital transformation agenda within higher education. Key justifications include:

- Faculty-specific digital needs require tailored training.
- Smaller targeted groups improve participation and hands-on practice.
- New academic staff appointments require induction into the digital ecosystem.
- Digital systems continue to evolve, necessitating refresher training.
- Improved utilization of systems enhances academic service delivery and institutional efficiency.

5.0 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.

6.0 REQUIREMENTS

- Laptop/PC
- Active Institutional E-mail Login
- AIMS Credentials
- E-Learning Credentials
- Google Account (for Scholar)
- E-Library Access Credentials
- Internet Connection
- Notebook & Pen
- Updated Web Browser (Chrome/Firefox)

7.0 TRAINING SCHEDULE BY GROUP

Group	Faculties	Dates
Group 1	Faculty of Education (FOE), Institute of Language Studies (IOLS) & Faculty of Social Sciences (FSS)	27 th & 28 th January 2026
Group 2	Kabale University School of Medicine (KABSOM), Faculty of Computing Library and Information Science (FOCLIS) & Faculty of Agriculture and Environment Sciences (FAES)	29 th & 30 th January 2026
Group 3	Faculty of Engineering Technology Applied Design and Fine Art (FETADFA) & Faculty of Science (FOS)	02 nd & 03 rd February 2026
Group 4	Faculty of Economics and Management Science (FEMS), Institute of Tourism and Hospitality (IOTH) & Faculty of Law (FOL)	04 th & 05 th February 2026

8.0 TRAINING SESSIONS

DAY 1		
Duration	Session	Facilitators
8:30-9:00 AM	Registration	
09:00 - 9:10 AM	Opening Remarks	A member of Management
09:10 - 9:40 AM	Introduction to the University digital systems	Jones Murangira
09:00 - 10:20 AM	University Communications, Website, Email, Media & Branding.	Sempungu Godfrey & Nowamani Collins
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 - 3:30 PM	AI in Research & Turnitin	Mabirizi Vicent
3:30 - 5:00PM	E-Library	Odong Patrick
DAY 2		
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
3:00 - 4:30 PM	Google Scholar Profile Management	Mabirizi Vicent
4:30 - 5:00PM	Closing Remarks	Academic Registrar

9.0 MONITORING, EVALUATION & FOLLOW-UP

- Attendance tracking and compliance reporting.
- Post-training feedback and evaluation surveys.
- Faculty champions to help support sustainability.
- Utilization analytics for E-learning and AIMS per semester
- Support follow-up for new staff as needed will be arranged