

PROPOSED UNIPLUS TRAINING SCHEDULE

DATE	TIME	VENUE	TRAINING TYPE	MODULES	Facilitators
10 th – 12 th September 2018	09.00 AM 11.00AM	Boardroom	Deans and HoDs	Lecturer Management	CHARLES OGUK Roy obiero Odongo Odol Ben Odhiambo Josephine Anyonga Merab Shitemi Jane Aboge
	11.00 AM 11.30 AM	TEA BREAK			
	11.30 AM 13.30 PM	Boardroom	Deans and HoDs	Examinations	
	13.30 PM 14.25 PM	LUNCH BREAK			
	14.30 PM 17.00 PM	Boardroom	Deans and HoDs	Examinations	
13 TH – 17 TH September 2018	09.00 AM 11.00AM	Boardroom	Administrative assistants	Global Settings	CHARLES OGUK Roy obiero Odongo Odol Ben Odhiambo Josephine Anyonga Merab Shitemi Jane Aboge
	11.00 AM 11.30 AM	TEA BREAK			
	11.30 AM 13.30 PM		Administrative assistants	Lecturer Management	
	13.30 PM 14.25 PM	LUNCH BREAK			
	14.30 PM 17.00 PM		Administrative assistants	Examinations	
18 TH September 2018	09.00AM 12.00PM	POST GRADUATE ROOM	Lecturers- School of Education	Lecturers/Marks Entry	ROY OBIERO Odongo Odol Ben Odhiambo Josephine Anyonga Merab Shitemi Jane Aboge
	14.00PM 17.00PM	POST GRADUATE ROOM	Lecturers- School of Science	Lecturers/Marks Entry	
19 TH September 2018	09.00AM 12.00PM	POST GRADUATE ROOM	Lecturers- School of Business	Lecturers/Marks Entry	BEN ODHIAMBO Roy obiero Odongo Odol Josephine Anyonga Merab Shitemi Jane Aboge
	14.00PM 17.00PM	POST GRADUATE ROOM	Lecturers- School of infocoms	Lecturers/Marks Entry	

20 ST September 2018	09.00AM 12.00PM	POST GRADUATE ROOM	Lecturers- School of Arts	Lecturers/Marks Entry	ODONGO ODOL Roy obiero Josephine Anyonga Merab Shitemi Jane Aboge
	14.00PM 17.00PM	POST GRADUATE ROOM	Lecturers- School of Agriculture	Lecturers/Marks Entry	

Training curriculum

1. Global settings

a. Adding and editing Programmes

Programmes





-  Programmes Groups
-  Programmes Classes
-  Programmes
-  Auto PROG Sessions
-  Programme Sessions
-  Specializations




-  Specializations Opts
-  Major and Minors
-  Programme Loading
-  Catalogue Groups
-  Catalogue
-  Programme Capacity

b. Units

▪ Adding and editing of units

Units

-  Instruction Types
-  Unit Types
-  Unit Levels
-  Units

-  Master Units
-  Unit Class Size
-  Pre-requisites

2. Registration

Settings

 Units Being Offered

 Unit Registration

3. Examinations

a. Examination setup

Settings

 Global

 Programme Specific

 Classification

b. Marks Entry

Coursed based and unit based entry

Marks Entry

Course Based

 Course Types

 Course Categories

 Courses

 Exam Types

Unit Based

 Marks Per Unit

 Marks Per Student

















 Add Missing Unit

c. Processes

- 📁 Processes
 - 📁 Semester End
 - 📄 Exam Cards
 - 📄 Process & Release Sem End
 - ✅ Apply Recommendations
 - 📁 Year End
 - 📄 Process Year End
 - 📄 Release Results/Student
 - 📄 Process & Release End Yr.
 - ✅ Apply Recommendations
 - ⚙️ Classification








d. Reports

- 📁 Reports
 - 📁 General
 - 📄 Units/Dept
 - 📄 Unit Allocation
 - 📄 Progs/Dept
 - 📄 Catalogue List
 - 📄 Exam Registration List
 - 📄 Exam Attendance Register
 - 📄 Marks Sheet
 - 📄 Marks Sheet F.A
 - 📄 Exam Check List
 - 📁 Processing
 - 📄 Exam Check List
 - 📄 Marks Submitted
 - 📄 Marks Not Submitted




-  Compensated Units
-  Consolidated Mark.St
-  Incomplete units
-  Failed Units
-  Senate Captions/Pass List
-  Pass List (Semester)
-  Exam Summary
-  Grade Distribution
-  Result Slip
-  Progress Report
-  Transcript
-  Transcript (Batch)
-  Graduation List
-  Award List (Dean)
-  Award List (VC)
-  Completion Rates

4. Lecturer Management

-  Settings
 -  Categorizations
 -  Staff Category
 -  Lecturer Types
 -  Allocation Types
 -  Staff Responsibilities
 -  Staff Levels
 -  Workload Min/Max
 -  Part Time Lecturers
 -  Full Time Lecturers
 -  Part Timer Source
 -  Faculty Heads
 -  Department Heads
 -  Lecturers
 -  Import Lecturers

-  Academic Staff
-  Part Time Lecturers
-  Transactions
 -  Edit Classes
 -  Unit Allocation
 -  Class Attendance
 -  Absent Students

5. Lecturer portal

-  My Courses
-  External Examiner
-  Units Approval