



**DIRECTORATE OF ACADEMIC PLANNING,
ENTREPRENEURSHIP & QUALITY ASSURANCE
KWARA STATE
COLLEGE OF ARABIC AND ISLAMIC LEGAL STUDIES,
P.M.B 1579, ILORIN.**

TRAINING ON ENHANCING DIGITAL PROFICIENCY FOR COLLEGE ACADEMIC STAFF

PROGRAMME OF EVENT

1. REGISTRATION

2. OPENING REMARKS

Opening Prayer: **College Imam**

Welcome address: **Acting Provost**

Introduction to the workshop objectives and agenda: **Ag. Director DAPEQA**

3. DISCUSSION: Eng Taofik Abdulkareem Babaita

SESSION 1 - USING THE STAFF PORTAL

Introduction to the Staff Portal

Navigating Key Features and Sections

Updating Personal Information

Accessing Resources and Documents

SESSION 2 - USING THE RESULTS PORTAL

Overview of the Results Portal

Uploading and Accessing Student Grades and Records

Providing Feedback to Students

Generating Reports

Security and Data Privacy Guidelines

SESSION 3 - SETTING UP EMAIL

Introduction to College Email System

Configuring Email on Various Devices

Best Practices for Email Management

Troubleshooting Common Email Issues

4. INTERACTIVE WORKSHOP ACTIVITY

Group discussions and hands-on exercises related to the topics covered

Sharing best practices and experiences

5. WORKSHOP CONCLUSION

Closing Remarks: Deputy Provost Academic

Closing Prayer: Dean School of Arts & Islamic Studies

FACILITATORS: Mr Jamiu Olanipekun

Mrs Lateefah Aremu-Jamiu