IT Training | August 2020

American University of Sharjah — الجـامعـة الأمـيـركـيـة فـي الـشـارقـة / AUS

August	Time	Topic	Link	Objectives	Content
16	10–10:50 a.m.	AUS IT Services	Click here	This session will offer an overview of key administrative and academic services and applications. It will teach students how to access, navigate and interact with services and the IT department.	- The role and objectives of the IT Department - How to access and utilize services such as AUS VPN, Network Drive Folder - How to access and utilize applications such as Banner, iLearn, Apps Anywhere - How to manage accounts and security - How to gain work experience with the IT Department
	3–3:50 p.m. 5-5:50 p.m.	iLearn (AUS Learning Management System)	Click here	This session will provide students with an understanding of the university's learning management system (iLearn). Students will learn how to navigate iLearn and perform the most common tasks/activities in order to have a successful academic year.	- How to submit an assignment - How to take an online test - How to check your grades - How to control your system notifications
17	11–11:50 a.m.	AUS Collaboration Tools	Click here	This session will offer an overview of Google Collaboration Tools available as part of the AUS G-suite account. Students will learn how to access, navigate and use these applications for a better and more efficient online learning experience.	- Use filters and labels to organize your inbox - Access calendar, notes and tasks on Gmail - Schedule events and create reminders on Google Calendar - Start and join video meetings on Google Meet - Access, upload and share files on Google Drive - Create, edit and collaborate on Google Docs
	4–4:50 p.m. 5-5:50 p.m.	Respondus LockDown Browser and Respondus Monitor (AUS Secure Browser and Online Exam Proctoring Tool)	Click here	This session will offer students an overview on using Respondus LockDown Browser and Respondus Monitor, which provide secured environments for online exams at AUS. Students will understand what and what not to do in order to have a successful online exam experience.	- Understanding the tool - Downloading and installing Lockdown Browser - Taking sample tests that require webcams - Troubleshooting issues during an online exam
18	10–10:50 a.m. 5-5:50 p.m.	Blackboard Collaborate Ultra (AUS Virtual Classroom Tool)	Click here	This session will offer students an introduction into the university's video conferencing tool used for online classes. Students will learn how to navigate the tool in order to have the best online learning experience.	- Understand Blackboard Collaborate Ultra interface - How to participate in an online class session - How to present your screen/content to an online class
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	4–4:50 p.m.	IT Enquires/Support for Students (Drop-In Session)	Click here	Students will be able to drop-in to the Blackboard Collaborate session, receive one-to-one assistance from IT specialists, and express any questions/concerns regarding setting-up or technical issues, and gain some self-troubleshooting tips for emergencies.	- Content is specific to each student, and based on inquiries and concerns
26	9–9:50 a.m.	iLearn (AUS Learning Management System)	Click here	This session will provide students with an understanding of the university's learning management system (iLearn). Students will learn how to navigate iLearn and perform the most common tasks/activities in order to have a successful academic year.	- How to submit an assignment - How to take an online test - How to check your grades - How to control your system notifications
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28	2–2:50 p.m.	iLearn (AUS Learning Management System)	Click here	This session will provide students with an understanding of the university's learning management system (iLearn). Students will learn how to navigate on iLearn and perform the most common tasks/activities in order to have a successful academic year.	- How to submit an assignment - How to take an online test - How to check your grades - How to control your system notifications
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