



Manual of Technology Services Unit



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Introduction

- Information technology is one of the basic elements that support universities in order to implement their main tasks, which are (scientific research - teaching and learning - community service and environmental development).
- Information technology is not a single thing or owned by a single entity, but rather a set of tools that facilitate the achievement of missions and goals at the university and faculty levels.

Vision

The unit seeks to raise the level of technological services to reach excellence, workmanship and quality in performance.

Mission

Activating the role of technological services by creating an effective educational environment that seeks to support the educational process

Unit objectives

- Raising the efficiency and improving the faculty's information network
- Developing the educational process by strengthening interaction between students and faculty members.
- Increasing the efficiency of using the digital library.
- Training faculty members, the supporting staff and students to create academic mail.
- Raising the rate of publishing electronic courses in the faculty, as well as activating the benefit from the services of the Knowledge Bank.

Functions of the technology services unit

- Work on the continuous development of the faculty website.
- Develop and implement controls for the use of information technology in the faculty.
- Training faculty members to create and modify websites.
- Planning and implementation to automate the faculty's administrative work.
- Provide periodic reports on development and progress in information technology.

Publication mechanism on the faculty website

- Deliberate announcements are published by the Prof. Dr., Dean of the Faculty, after being approved by the Head of the Department.
- The vision, mission and goals of the faculty are published and updated after being approved by the faculty council.
- The scientific department's data is published and updated at the request of the head of the department.
- Data on the page of education, students, postgraduate studies, research, community service affairs and environmental development are published and updated by a letter from the Vice Dean.

Work mechanism and duties of the e-learning officer

- Activate the use of information technology.
- Participation in competitive projects to publish academic courses.
- Sending the names of students in the four levels in the faculty to create a username and password for electronic courses.
- Holding workshops for students to introduce them to how to activate electronic courses.
- Coordinating with the heads of departments to sign a memorandum of understanding to allow the use of electronic courses.
- Determine special days to activate electronic courses.
- Helping students to activate electronic courses.
- Making a list of grades and percentages of activating courses to follow up on students.
- Communicate with the engineer in charge of the university's electronic courses production center to solve problems with student accounts.