

To:

March 27, 2024

Dear Sir/Madam,

**RE: INVITATION TO A 2 DAY EDU-ICT INTEGRATION AND WEBSITE PUBLISHING WORKSHOP  
ON SAT 4<sup>TH</sup> – SUN 5<sup>TH</sup> MAY 2024 AT SOROTI SS (TESO SUB REGION).**

A two-day ICT skills and resource sharing workshop has been organized at Soroti Secondary School (Soroti Town – Teso sub region). Teachers from across the country are welcome to visit and attend the workshop, in which digital skills and information will be shared to equip the teachers to support in ICT Integration in class and school management plus design and publishing of school websites. Below is the tentative program of the day.

Day 1 Morning	Arrival, Registration and Distribution of Workshop Resources & Installations
Day 1 Mid-Morning	Minds On: ICT Integration in Classwork, Project Work and Sch Administration
Day 1 Afternoon	Web Design fundamentals & HTML Basics with VS-Code Setting up a Localhost (XAMPP), WordPress, Essential Themes and Plugins.
Day 2 Morning	Customizing and Building a Dynamic School Website with WordPress
Day 2 Mid-Morning	Completing Building a Simple Website & Publishing it on the WWW
Day 2 Afternoon	Using Excel / Office Software for Managing Results and Preparing Report Cards

The workshop fee is only UGX 60,000 for two days or UGX 40,000 for those opting to attend only one of the two days as per the schedule above. These fees will cater for workshop materials, internet connectivity, certificates, resource DVDs, meals and refreshments. Members will commute / cater for own night accommodation.

The DVDs will contain vital software for report card preparation, schemes and resources for teaching website design to students as a topic on the S4 ICT syllabus this term. Free online hosting space will be provided for participants to publish their websites. Teachers are encouraged to come with ICT aids like flash disks, smartphones and/or laptops to aid hands-on practice and data shareability.

For reservations, register at [sharebility.net/trainings](https://www.sharebility.net/trainings) and call 0784917722 / 0701138719 latest Fri 3<sup>rd</sup> May 2024. Special consideration can be made for staff from same school seeking to register as a group.

Looking forward to meeting up and sharing with all colleagues in the spirit of 'Have to Give'.

Sincerely,

  
**Rogers Mukalele**  
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