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## MECA PROJECT

**Training workshop for teachers and administrators on the use of the  
MECA system for administration of students and teaching activities**

**8th – 9th October 2018**

organized by

**Saints Cyril and Methodius University of Skopje  
Skopje, FYR Macedonia**

Website: <http://www.ukim.edu.mk/>

**Trainer:** Martin Klossek

**Objective:** To train the teachers and administrators on the use of MECA system for administration of teaching/learning processes

**Target group:** teachers and administrative staff from all partner institutions.

**Background:** knowledge and skills in electronic administration of the academic process at the university.

**Learning outcomes:** After the training workshop, the trainees should be able to use the system for enrolling students, organisation of on-line group sessions, of tutoring and distant support of students, evaluation and final reports.

**Evaluation:** Peer review and evaluation by the experts in cloud systems and academic administrative systems.

## AGENDA

### **Monday 08, October 2018**

- 10h00-10h15      Opening by Prof. Dr. Dimitar Tashkovski, Dean of the Faculty of Electrical Engineering and Information Technology
- 10h15-12h30      Training of teachers and administrative staff on the use of system for administration
- 12h30      Lunch
- 14h00-18h00      Practical training of teachers and administrative staff on the use of system for administration
- 20h00Dinner

### **Tuesday 09, October 2018**

- 09h00-12h30      Training of teachers and administrative staff on the use of system for administration of the pilot test
- 12h30      Lunch
- 14h00-16h00      Practical assignment on the use of system for administration of the field trial, statistics, survey analysis
- 16h00-17h00      National and regional knowledge alliances (All)
- 17h00-17h30      ToDo list and planning the last tasks during the project lifetime.