CHUKA UNIVERSITY

Knowledge is Wealth *(Sapientia divitia est)* **Akili ni Mali**

OFFICE OF THE CHAIRMAN, DEPARTMENT OF COMPUTER SCIENCE AND ICT

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REF: CU/DCOM/TRAG/1   **1ˢᵗ Sept, 2020**

To: First Years and Teaching Staff

RE: Orientation on Virtual/Online Classroom (Big Blue Button and Moodle) Platforms

This follows the University adoption of **Moodle** and **Big Blue Button** webconferencing platform for elearning and eteaching.

The Computer Science and ICT department has organized a schedule of orientation geared towards enabling the Students and Lecturers to effectively and efficiently use the above mentioned platforms for virtual classroom teaching and learning during September to December 2020.Invitation links will be communicated to you prior to the scheduled date.

You are requested to attend.

S/N	TRAINEES	TRAINER	TRAINING OBJECTIVE	WHEN SCHEDULED	Online Channel to be Used
1.	First Years 2020	Rose Muchemi	To enable students to login and use **Big Blue Button** webconferencing platform to attend and participate in virtual/online real time classes.	**Monday** 7/9/2020 **2.00 pm-3.00 pm**	Big blue button, official facebook, you tube channel
		Victor Mwenda	-To enable students to login to **Moodle** and read/access/download content (notes, assignments, virtual class links) uploaded by lecturers. -To enable students	**Monday** 7/9/2020 **3.00 pm -5.00 Pm**	Big blue button, official facebook,youtube channel

			to access assignments sent by lecturers and submit assignments to back using **Moodle.**		
2.	First Years 2020	Rose Muchemi	To enable students to login and use **Big Blue Button** webconferencing platform to attend and participate in virtual/online real time classes.	**Tuesday** 8/9/2020 **2.00 pm-3.00 Pm**	Big blue button, official Facebook, official youtube channel
		Victor Mwenda	-To enable students to login to **Moodle** and read/access/download content (notes, assignments, virtual class links) uploaded by lecturers. -To enable students to access assignments sent by lecturers and submit assignments to back using **Moodle.**	**Tuesday** 8/9/2020 **3.00 pm -5.00 Pm**	Big blue button, official facebook,official youtube channel
3.	All Lecturers	Rose Muchemi	To enable lecturers to use Big **Blue Button** platform for creating classes, sending class invitation links to students, and to lecture/teach in real time including recording a class on session.	**Wednesday** 9/9/2020 **2.00 pm-3.00 pm**	Big blue button
		Victor Mwenda	To enable faculty lecturers to use Moodle for entering content, interacting with students, sending assignments to students, accessing submitted	**Wednesday** 9/9/2020 **3.00 pm -5.00 pm**	Big blue button

			assignments after students have done them and uploading marks of assignments after marking.		

Yours faithfully,

Dr. David G . Mwathi
Chairman: Department of Computer Science and ICT
Cc: Vice-Chancellor, DVC (ARSA),Ag DVC (AFPD)