



**KWAME NKRUMAH UNIVERSITY**

**DIRECTOR ODL**

**MEMORUNDUM**

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**TO : ALL Open and Distance Learning Students**

**FROM : Dr. Kasonde Mundende**

**DATE : Monday, 20<sup>th</sup> December 2024**

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**SUBJECT : Mandatory Moodle Training**

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Dear Students,

This is to inform you that there will be a **Moodle Training Session** scheduled as follows:

- **Date:** Sunday, 22nd December 2024
- **Time:** 14:00 hrs to 15:30 hrs
- **Venue:** New Lecture Theatre, West Campus

This training is essential for all Open and Distance Learning students to ensure proficiency in using the Moodle platform for your studies. Attendance is mandatory, and your cooperation is highly appreciated.

Please make the necessary arrangements to attend.

Thank you.

**Dr Kasonde Mundende**  
Director ODL



## **Moodle Training Program**

### **1. Welcome and Introduction**

- Overview of the Moodle/E-Learning System
- Presenter: Mulusa Kanyama/Isaiah Shibelesa
- Time: 14:00 hrs – 14:10 hrs

### **2. How to Access Moodle/E-Learning System**

- Step-by-step guide on accessing the platform
- Time: 14:10 hrs – 14:20 hrs

### **3. How to Log in to Moodle/E-Learning**

- Explanation of login credentials
- Time: 14:20 hrs – 14:35 hrs

### **4. How to Access Courses and Course Activities**

- Navigating the dashboard and accessing learning materials
- Time: 14:35 hrs – 14:55 hrs

### **5. How to Upload Assignments**

- Practical demonstration on submitting assignments
- Time: 14:55 hrs – 15:15 hrs

### **6. Questions and Answers**

- Open floor for questions and clarifications
- Time: 15:15 hrs – 15:30 hrs

We look forward to your active participation.