



24th December, 2020

Deans/HoDs/Examination/Officers/Graduate Coordinators

Dear Sir/Madam,

LEARNING MANAGEMENT SYSTEM (MOODLE) ORIENTATION FOR ALL LECTURERS

In line with Management's directive to use the blended approach (face-to-face and online modes) for all teaching and learning activities during the 2020/2021 academic year, all lecturers are invited to participate in a comprehensive LMS workshop and training programme from 4th-8th January, 2021 in Winneba.

The focus of this workshop is to expose academic staff to some online teaching methods and strategies using the tools available on LMS Moodle. This is to enhance effective roll-out of the blended or hybrid mode as the dominant approach for teaching and learning for the 2020/2021 academic year.

All Lecturers are advised to come along with their laptops to the programme in order to facilitate hands-on practical training during the workshop.

Please, find attached the programme outline.

Thank you

SIGNED

REGISTRAR

cc: *Vice-Chancellor*
Pro-Vice-Chancellor
Principal, COLANG

Programme Outline for LMS Orientation

Date	4th January, 2021		5th January, 2021		6th January, 2021		7th January, 2021	
Session	Teaching Online with Moodle	Setting Assignments	Setting Quizzes	Managing your Moodle courses	Teaching Online with Moodle	Setting Assignments	Setting Quizzes	Managing your Moodle courses
Faculty	Faculty of Educational Studies				Faculty of Home Economics Education			
	Faculty of Ghanaian Languages Education				Faculty of Foreign Languages Education and Communication			
	School of Creative Arts				Faculty of Social Science Education			
	Faculty of Science Education				School of Business			

Venues

Faculty	Venue
Faculties of Educational Studies & Home Economics Education	FES Computer Laboratory
Faculties of Ghanaian Languages Educ. & Foreign Languages	Department of Geography Lab *
School of Creative Arts & Faculty of Social Science Education	School of Creative Arts Conference room
Faculty of Science Education & School of Business	South Camps Main ICT Laboratory

Time

9.00 a.m. each day