

# BISHOP STUART UNIVERSITY

P.O.BOX 9 MBARARA

Tel: 0485-433222

Mob: 0707200703



Website: [www.bsu.ac.ug](http://www.bsu.ac.ug)

Email: [ar@bsu.ac.ug](mailto:ar@bsu.ac.ug)

## OFFICE OF THE ACADEMIC REGISTRAR

04/11/2021

### PROGRAMME FOR ROLLING OUT ODeL TO FIRST YEAR STUDENTS AY-2021/2022

To;

- + Deans
- + Heads of Departments
- + Academic Staff
- + ICT Systems staff
- + ODeL Officer
- + Students

Christian Greetings

Please receive the programme for rolling out ODeL to first year students; both undergraduate and post graduate

- Our ODeL model is a hybrid / blended model. A combination of Internet-based, teleconference-based and offline teaching and learning
- ODeL roll out will be streamed live via zoom and face book while practicing VLE
- There shall be Mandatory Covid 19 training activities

S/N	Date/TIME	Department	Activity/Activities	Location and Electronically	Responsible persons
1	8 <sup>th</sup> – 13 <sup>th</sup>	All Faculties	Registration for student port, vle, etc	<ul style="list-style-type: none"><li>• ICT offices</li><li>• Chapel</li><li>• Computer Lab C</li></ul>	<ol style="list-style-type: none"><li>1. Kalema Job</li><li>2. Amany Cohen</li><li>3. Aine Mark</li><li>4. Owen Owesiga</li><li>5. Muhwezi Arthur</li><li>6. Kakoni Barnette</li><li>7. Turyabamukama Gramel</li><li>8. Alfred Kamanyire</li><li>9. Muwanguzi David</li><li>10. Anthony Beingana</li><li>11. Kansiime Boniface</li><li>12. Ian Mulindwa</li><li>13. Norman Mugumya</li></ol>



					Mugumya
2	8/11/2021		Navigation and security in VLE		
	9am-10:30am	<ul style="list-style-type: none"> <li>Economics, Statistics and Tourism Management</li> <li>Public Administration and Governance</li> </ul>	<ul style="list-style-type: none"> <li>Login Security, Password, &amp; Password recovery</li> <li>Emails</li> <li>Course works, Tests &amp; Exams</li> <li>Zoom</li> <li>Moodle app</li> </ul>	Main Hall	<ol style="list-style-type: none"> <li>Deans</li> <li>All Hods</li> <li>Muwanguzi David</li> <li>ODEL Officer</li> </ol>
		<ul style="list-style-type: none"> <li>Law and Ethics</li> </ul>		Law Faculty	<ol style="list-style-type: none"> <li>Hod</li> <li>Dean</li> <li>Turyabamuka ma Gramel</li> </ol>
	11am-12:30pm	<ul style="list-style-type: none"> <li>Secretarial, Records and Office Management</li> <li>Business and Entrepreneurship</li> </ul>		Main Hall	<ol style="list-style-type: none"> <li>Deans</li> <li>All Hods</li> <li>Mugumya Norman</li> <li>ODEL Officer</li> </ol>
2	9/11/2021		Navigation and security in VLE		
	9am-10:30am	<ul style="list-style-type: none"> <li>Social Work and Social Administration</li> <li>Public Health and Biomedical Sciences</li> </ul>	<ul style="list-style-type: none"> <li>Login Security, Password, &amp; Password recovery</li> <li>Emails</li> <li>Course works, Tests &amp; Exams</li> <li>Zoom</li> <li>Moodle app</li> </ul>	Main Hall	<ol style="list-style-type: none"> <li>Dean (Team Leader)</li> <li>All Hods</li> <li>Amanya Cohen</li> <li>ODEL Officer</li> </ol>
	11am-12:30pm	<ul style="list-style-type: none"> <li>Humanities and Performing Arts</li> <li>Languages, Literature and Media studies</li> <li>Foundations, Distance &amp; Lifelong Learning</li> </ul>		Main Hall	<ol style="list-style-type: none"> <li>Dean (Team leader)</li> <li>Anthony Beingana</li> <li>ODEL Officer</li> </ol>
	9/11/2021				
4	9am-10:30am	<ul style="list-style-type: none"> <li>Science Education</li> <li>Visual Arts, Design and Technology</li> </ul>	Navigation and security in VLE		<ol style="list-style-type: none"> <li>Dean (Team Leader)</li> <li>All Hods</li> <li>Kansiime Boniface</li> <li>ODEL Officer</li> </ol>
	11am-12:30pm	<ul style="list-style-type: none"> <li>Computing, Library and Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>Emails</li> <li>Course works, Tests &amp; Exams</li> </ul>		<ol style="list-style-type: none"> <li>Dean (Team Leader)</li> <li>All Hods</li> <li>Ian Mulindwa</li> </ol>



*[Handwritten signature]*

		• Agriculture, Agribusiness, and Environment	• Zoom • Moodle app		4. ODeL Officer
3	10/11/2021 1 10am-11am	Faculty of Agriculture Environmental Sciences & Technology & Faculty of Nursing & Health Sciences Faculty of Education Arts & Media Studies & Faculty of Law Faculty of Business Economics Governance	Classroom interaction & activities • Reading materials / notes • E-books/ reference books • Course work • Practices • Tests • Exams Conference rooms (Live classes)  Classroom interaction & activities • Reading materials / notes • E-books/ reference books • Course work • Practices • Tests • Exams Conference rooms (Live classes)	Main Hall Main Hall Main Hall	1. Kyamugambi Annette 2. Christopher Twesigye
4	11/11/2021	10am-12pm	<b>Handling inquires on;</b> Payment and financial statements Registration Examination permits Student welfare	Director Finance Academic Registrar Dean of Students	Systems Admin. Ass System Admin DAR DQA ODeL Officer



*Handwritten signature in blue ink.*

5	12/11/2021	11:00am – 5:00pm	Review of the training and generation of a report by departments showing: <ul style="list-style-type: none"> <li>i. Students who attended</li> <li>ii. Students who never attended</li> <li>iii. Department's readiness</li> <li>iv. Conclusion and recommendations</li> <li>v. Any other relevant information</li> </ul>		<ol style="list-style-type: none"> <li>1. Deans (Team leaders)</li> <li>2. Hods</li> <li>3. Respective ICT staff</li> <li>4. ODeL Officer</li> </ol>
6	12/11/2021		Rolling out ODeL		<ol style="list-style-type: none"> <li>1. HoD ODeL (Team leaders)</li> <li>2. Deans</li> <li>3. Hods</li> <li>4. ODeL Officer</li> </ol>
7	12/11/2021		Evaluation of ODeL roll out		<ol style="list-style-type: none"> <li>1. DQA (Team leader)</li> <li>2. HoDs</li> <li>3. ODeL Team</li> <li>4. ODeL Officer</li> </ol>

Inquiries to; DQA, Sytems Admins, Deans, HoDs, DAR, ODeL Officer, ODeL Team assigned to each faculty

Thanks for your cooperation

Yours faithfully,



**JACQUILINE KYOMUHENDO**

**DEPUTY ACADEMIC REGISTRAR**

Cc: Vice Chancellor, Academic Registrar, University Secretary, Finance Director, SPR

