



KAIMOSI FRIENDS UNIVERSITY COLLEGE

(A Constituent College of Masinde Muliro University of Science and Technology)

Office of the In-Charge, Open, Distance and e-Learning (ODEL)

TO: All Students

DATE: 30th March, 2021

FROM: In-Charge, ODeL

REF: KAF/COR:548004 Vol.1 (67)

SUBJECT: ODeL Training on Google Meet for 2nd year and 3rd year students

Following the Covid-19 measures and suspension of physical learning, the Open Distance and e-Learning Department at KAFUCO has organized for an online training session on e-Learning to be conducted via the Google Meet Platform on Thursday the 1st of April 2021. On the agenda will be an overview on how to use Google Meet for online learning, a brief session on etiquette while attending online classes and some tips and tricks for making the most of your time online.

The training schedule will be as follows:

Day	Time	School	Trainers
Thursday- 1/4/2021	10:00-11:30	SCIT/SoSci	Eugene/ Boris
Thursday- 1/4/2021	11:30am- 1:20pm	SESS	Dr. Omieno/Mercy
Thursday- 1/4/2021	2:30pm- 4:00pm	SOBE	Eugene/ Boris/Mercy

The links to the various trainings are as follows:

1. SCIT/SoSci Google Meet: <https://meet.google.com/arh-rgdp-ein>
2. SESS Google Meet: <https://meet.google.com/qkp-odtr-qdf>
3. SOBE Google Meet: <https://meet.google.com/rqh-wowu-urp>

Please note that you can join the meeting using two methods:

1. Via your internet browser on a laptop or desktop computer. Recommended browser for this would be Google Chrome or Mozilla Firefox.
2. Via mobile app which can be downloaded at the Google Play store

Please ensure that you have downloaded the application before the meeting begins to ensure that we start and finish on time.

Thank you.

A handwritten signature in black ink, appearing to read 'Eugene M. Odanga', with a large, stylized flourish at the end.

Mr. Eugene M. Odanga

In-Charge, ODeL

Eo/mmb