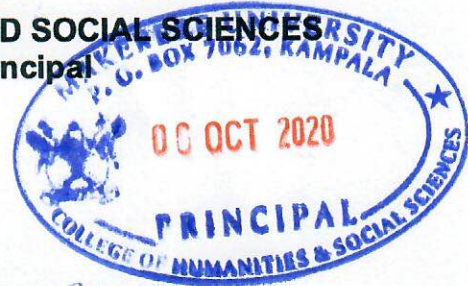




**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**  
**Office of the Principal**



**Date:** 6<sup>th</sup> October 2020  
**To:** Staff and Students  
**From:** Ag. Deputy Principal  
**Subject:** Resumption of teaching and learning under emergency ODEL mode

As we enter into the reality of new teaching mode, many questions will continue to come from different sides. However, as we continue to guide students and ourselves in the new era, here some clarifications and suggestions.

1. All courses for continuing students have been uploaded on the MUELE platform
2. Academic staff are urged to upload all the remaining content for the courses they teach on MUELE as soon as possible.
3. For academic staff: All the learning tasks, coursework assignments schedules and how they will be assessed should all be spelled out on course platform to guide the students
4. The time tables are being adjusted to accommodate the blended nature of teaching and learning in an emergency IODEL mode. School leadership (Deans, HoDs) should provide support to the college TT Coordinator (Dr. Gilbert Gumoshabe).
5. Meanwhile academic staff should utilize the MUELE platform to indicate which content will be delivered via real time interaction with students. The is the time that will be allocated on the time table.
6. HoDs and School e-Learning coordinators working with the college ICT support team (Farouq & Eric) should support students who need to activate their accounts on MUELE.
7. For issues related to how the remaining content will be completed, students should contact the individual lecturers concerned.

Here below are some more useful guidelines as you guide students regarding opening accounts on MUELE

1. In order to open up an account on [muele.mak.ac.ug](http://muele.mak.ac.ug), you need a University email address.
2. For you to acquire a University email address, register with your school/departmental coordinator requesting for one (the template for registering is attached). Include your name, registration number, department, programme, year, etc. who will send a list to the college ICT support team (Farouq & Eric) to open up an account for you and he will send your login details to your email address.
3. Always try to check your spam folder on your Gmail account, most times the email that includes login details is filtered to the spam folder
4. Having obtained login in details, login into [webmail.mak.ac.ug](http://webmail.mak.ac.ug) to confirm that your University email address is active and working.
5. Finally, go to [muele.mak.ac.ug](http://muele.mak.ac.ug) and create a new account using your University email address.

6. You will not be successful in creating an account on MUELE in case you use an email that is not a University email address
7. MUELE has a mobile application on Google play store that you can download.

#### **SAMPLE MUELE ACCOUNTS CREATION REGISTRATION TEMPLATE**

<b>FIRSTNAME</b>	<b>LASTNAME</b>	<b>STUDENT NO.</b>	<b>REG. NO.</b>	<b>EMAIL</b>
John Bosco	Mutawe Isingiro	19203421	19/U/2030/PS	<a href="mailto:johnbmutawe89@gmail.com">johnbmutawe89@gmail.com</a>