

Staff Guides

Welcome to the Tangaza University staff help center.

?? New here? Pick the system you need help with. Each one has a guide for lecturers and administrators, and a separate guide for ICT staff.

Tangaza University runs three systems that staff use day to day. One account signs you in to all three: your **tangaza.ac.ke** Google account.

?? Staff Portal Guide

staff.tangaza.ac.ke · for all staff

Logging in and resetting your password · your dashboard, bio-data and internal communications · HOD/Dean lists, vote book and allocated units · leave, purchase, store, imprest and staff-claim requisitions · appraisals, payslips and P9, and approvals.

[Open the Staff Portal Guide ?](#)

? LMS (Moodle) Guide

lms.tangaza.ac.ke · for lecturers, school administrators and programme leaders

Creating a unit in the right category and naming it properly · building the unit with files, folders, pages and release dates · opening enrolment, enrolment keys and group keys · managing your class list and reusing a unit next intake.

[Open the LMS Guide ?](#)

[ICT: Course & Enrolment Administration](#)

? Online Classes Guide

[Tangaza Web Conference](#) · for lecturers and school administrators

Creating a room for each unit and the settings that matter · keeping your classroom to Tangaza accounts only · scheduling the class in Google Calendar with wording you can copy · running the session, sharing slides and recording · managing and sharing recordings.

? All guides

Guide	System	Who it is for
TU Staff Portal Guide	Staff Portal	All staff
Adding Units and Enrolling Students	LMS	Lecturers, school administrators, programme leaders
LMS Course & Enrolment Administration	LMS	ICT staff
Running Online Classes with BigBlueButton	Online Classes	Lecturers, school administrators
BigBlueButton Administration	Online Classes	ICT staff

? Getting help

A personal Gmail account will not work on any of the three systems, and is the single most common reason a colleague or student cannot get in. Sign out of Google completely, then sign in again with the tangaza.ac.ke address.

LMS support and staff training come from the Institute Administrator in your department. Staff Portal and online-class problems go to ICT.

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