

**Department of Quality Assurance**

**Center of E-Learning**

---

**E-Learning Instructions**

**The Concept of e-Learning**

The concept of e-learning refers to the process of teaching and learning using electronic media, including the computer and its multiple software, networks, the Internet, electronic libraries, and others, all of which are used in the process of transferring and delivering information between the teacher and the learner and prepared for specific and clear educational goals. It is considered a pattern of learning that takes place in the procedures of the educational learning situation electronically, and it is possible to provide scientific content and deliver skills and concepts to students using information and communication technologies and multimedia in a way that makes the learner able to interact with the electronic educational environment, and be positive and active, whether synchronously or asynchronously.

**Role of Faculty Member (Teacher)**

**First: The role of the Teacher in distance education**

- 1) Create an appropriate and engaging learning environment using active learning. Active learning is a method of teaching based on engaging students in the content of learning. Here, the teacher assumes the role of facilitator rather than the traditional role of indoctrination, in other words, it represents a "student-centered approach" that aims to enhance the student's contribution and efforts.
- 2) Provide constructive feedback and reviews and ensure continuous interaction. The teacher should prioritize providing feedback and reviews of the work and activities carried out by students so that they feel part of the mutual learning journey.

Department of Quality Assurance

Center of E-Learning

---

**Second: The role of the faculty member in blended education**

A single course instructor in this type of e-learning must combine face-to-face meetings in classrooms or laboratories on campus with distance e-learning (partial e-learning). In other words, blended learning has two parts or components that a faculty member must understand and apply, namely:

- 1- Face-to-face learning that takes place on campus at the time of the lecture as usual.
- 2- Distance e-learning (a type of **asynchronous e-learning**) that takes place off-campus or outside the classroom without the student's presence in the classroom or laboratory.
- 3- The teacher is keen to maintain the appearance completely in the simultaneous meetings as if the lecture is held on campus, although he is keen that students deal with the simultaneous meetings with the same serious and official character.

**Forms and implications of distance learning**

The Jadara University uses the (1+1) model, which represents one concurrent weekly meeting and one asynchronous weekly meeting.

1. Contents of synchronous learning: The teacher adheres to the following contents:
  - I- Explanations from the teacher of some aspects of the subject.
  - II- Questions and answers from students and teacher.
  - III- Short presentations by the teacher or students.
  - IV- Short discussions and exercises.
  - V- Any other components that the teacher sees.

**Department of Quality Assurance**

**Center of E-Learning**

---

2. Asynchronous Learning Contents: The faculty member must adhere to the following components:

- I- Short educational videos ready or prepared by the teacher are uploaded weekly on the platform for students to watch, answer questions about them, and then discuss them in the simultaneous meeting.
- II- Exercises
- III- Quizzes
- IV- Tasks related to the material
- V- Projects (individual or group)
- VI- Conversations on topics for discussion
- VII- Additional Readings
- VIII- Reports or Research
- IX- Any other components.

**Forms and contents of blended learning:**

- Jadara University adopts in the practice of blended learning, which the course instructor must apply model 1 + 1 (one weekly face-to-face meeting + asynchronous electronic activities equivalent to one weekly meeting, i.e. half by half).
- In light of the above model to be followed, the course instructor must clearly document this in the course plan and adhere to this in teaching the course and in evaluating students.
- Face-to-face meetings on campus should be interactive based on modern classroom management grafted with modern teaching methods such as flipped learning and project-based learning.

## Department of Quality Assurance

## Center of E-Learning

## Forms of Education Adopted at Jadara University

Contents (components)	Method of implementation	Shapes prototype	Style
<ul style="list-style-type: none"> <li>- Explanations from the teacher of some aspects of the course</li> <li>- Questions and answers from students and teachers</li> <li>- Short presentations by the teacher or students</li> <li>- Short discussions and exercises</li> </ul>	Simultaneous learning (weekly meetup)	1+1	1- Full e-learning distance
<ul style="list-style-type: none"> <li>- Short educational videos prepared or prepared by the teacher, uploaded weekly on the platform, are watched by students, answer questions about them, and then discuss them in the simultaneous meeting.</li> <li>- Exercises</li> <li>- Quizzes</li> <li>- Tasks related to the material</li> <li>- Individual or group projects</li> <li>- Dialogues on topics for discussion</li> <li>- Additional readings, reports or research</li> </ul>	Asynchronous learning (weekly meetup)		

Department of Quality Assurance

Center of E-Learning

<p>- The same components of face-to-face education, in addition to the components of asynchronous education.</p>	<p>Face-to-face education meeting</p>	<p>1+1</p>	<p>2- Blended e-learning</p>
<p>- The same components of face-to-face education, in addition to the components of asynchronous education.</p>	<p>E-Learning Meeting</p>		

- The course instructor should alert students that asynchronous activities carried out through the electronic educational platform are the responsibility of the student himself in order to enhance his self-learning skills, self-reliance skills and develop his creative abilities.
- The teacher's task in (asynchronous e-learning) is limited to planning, organizing and following up on these activities, and providing feedback to ensure that the student achieves learning outcomes.
- The contents of blended (asynchronous) learning consist of the same components that are explained in distance learning (asynchronous learning).

Department of Quality Assurance

Center of E-Learning

---

**E-Course Design**

Designing teaching content is the most important step to ensure the effectiveness of education, as it includes several steps that must be adhered to, which are as follows:

**1. Course Information**

The faculty member puts all the information about the teaching material so that it is easy for the student to obtain any information, and this information includes:

- ❖ **Short Welcome Video** : The teacher introduces himself and gives a simple summary of the course so that we ensure that the student communicates with his teacher and is available at the beginning of the semester
- ❖ **Teaching plan for the course in full**: The teacher develops the course plan and adheres to the required form
- ❖ **Weekly teaching plan**: The teacher develops a weekly plan and adheres to the required form
- ❖ **Opening activity** : It can be a short question, an opinion poll, or opening the door for discussion on chat aimed at motivating students at the beginning of the semester

**2. E-Course Contents**

The faculty member designs the course on the e-learning page to include the following:

- ❖ **Course Structure**: The course content is organized into appropriate units or topics so that they are sequential within weekly plans and according to the approved model
- ❖ **Interactive methods and activities**:  
The faculty member uses learning tools suitable for the course content so that the student can use them easily and encourages continuous student participation through the use of a number of interactive means for both synchronous and asynchronous courses.

**Department of Quality Assurance**

**Center of E-Learning**

---

❖ **Communication with students**

- Commitment to the lecture date as approved by the Admission and Registration Department for concurrent courses
- Make an appointment to communicate and answer students' inquiries through an approved website such as e-mail, Thames Chat
- Encourage communication between students using appropriate learning tools as mentioned earlier

❖ **Course Evaluation by Students**

Students' evaluation of the educational material so that it helps the faculty member to know the weaknesses of students and work to improve the learning process .

**Instructions for offering an e-course:**

- The course instructor submits an electronic request to the head of the concerned department, to offer the course electronically or integrated, and the application must be submitted in the semester preceding the semester in which the course is to be offered, and the course cannot be offered in the current semester. The time lag between submitting the application and starting the course must not be less than four months in the case of offering the course for the first time.
- The name of the course is displayed in the academic schedule as an electronic or merged course, and a hall is reserved for lectures and practical lessons in the event that it is presented as a combined course and in coordination with the Deanship of Admission and Registration.

**Department of Quality Assurance**

**Center of E-Learning**

---

- The course is designed and supervised in cooperation between the teacher and the e-learning center for the quality of electronic content as well as compliance with property and copyright rights, and to ensure the availability of the necessary technical support.
- The course instructor is fully responsible for creating and selecting the content of the online course, and must consider the copyright, quality of the content and adhere to the e-course guidelines set by the Center.
- Regarding the teaching of part of the lectures of the electronic course simultaneously with the students, the course instructor has the right to do so in line with the nature of the course and the evaluation mechanism and in coordination with the center to provide the appropriate mechanism for that.
- Students must attend synchronous lectures with the instructor in the synchronous online course or the combined course, and they must comply with the attendance and absence instructions issued by the university, which depend on the number of concurrent lectures.
- The center and the faculty have oversight responsibility for the quality of the design of electronic courses, and for this purpose, a globally agreed mechanism is adopted.
- The Center issues guidelines for the launch of e-courses and their content.
- The content of the course becomes the property of the university, and the academic department that offered the electronic course has the right to re-launch it and the center has the right to market it according to the need and instructions of the university.
- The e-course is offered as a single unit and is distributed to the divisions at the end of the registration period, provided that the number of enrolled in any division does not exceed 100 students.



**Department of Quality Assurance**

**Center of E-Learning**

---

- The combined course is offered in the form of classroom sections so that the capacity of the reserved hall for the course corresponds to the nature of the course and the instructions of the university.
- The course instructor is obligated to prepare and organize the contents of the course into units of study according to the approved course outline, and to collect them in the electronic course file on the electronic platform, provided that the electronic course folder, after being approved by the concerned academic department, contains the following:
  - I- The course plan including the course description, the educational platform used, the expected learning outcomes, the teaching methods used in the course and the educational material are carefully distributed at the level of each educational meeting.
  - II- A presentation for each lesson (lecture).
  - III- Samples of jobs, meals, short exams, interactive construction, and pre- and post-questions for each lesson (lecture)
  - IV- At least three recorded videos for each lecture of no more than (5) minutes each.
  - V- Periodic reports from the electronic platform on the progress of each student in the educational process showing the communication between the teacher and students.
  - VI- The names of the students registered in the course on the virtual platform before the start of teaching.
  - VII- Forms of short tests and all electronic assignments and activities, provided that the number of electronic assignments and activities and the effort expected to be devoted to them by students are commensurate with the credit hours of the course and the average number of other courses taught by the student.
  - VIII- The topics of the educational material are logically divided in a way that facilitates individual learning so that it focuses on the development of learning skills,

**Department of Quality Assurance**

**Center of E-Learning**

---

dialogue , discussion, analysis, problem solving and other modern learning management methods.

- IX- The date of the electronic lecture that was previously uploaded to the virtual platform.
- X- The electronic questionnaire for the course designed to obtain feedback from students for the purposes of improvement and development.
- XI- Records of attendance, absence and participation of students in lectures.

**Department of Quality Assurance**

**Center of E-Learning**

---

**Duties and tasks of the head of the department:**

According to the regulations and legislation in force, the head of the academic department is directly responsible for stimulating the teaching process, and accordingly he is entrusted with the following duties and tasks in the context of e-learning:

1. Ensure that the study plan for the course is updated and uploaded according to the model approved by the university during the first week of the semester at the latest, and that the study plan for the courses must include the forms and contents of e-learning.
2. Ensure that faculty members are committed to uploading the course's educational material to the e-learning platform.
3. Ensure that faculty members adhere to the contents and components of e-learning forms. Approved in the study program.
4. Ensure that faculty members adhere to the date and place of the lecture as stated in the study program.
5. Ensure that the faculty member displays the educational material during the lecture so that it is visible to students.
6. Ensure that lectures are recorded and uploaded to the e-learning platform, and not to use any means other than Microsoft Teams.
7. The head of the department enters the electronic courses and ensures that the faculty member adheres to the above permanently to ensure access to all courses in the program.
8. A periodic report is submitted every week on the level of commitment of faculty members to e-learning instructions.

**Department of Quality Assurance**

**Center of E-Learning**

---

**Duties and tasks of the Dean of the Faculty:**

The Dean of the Faculty is entrusted with the following duties and tasks in the context of e-learning:

1. Spreading the culture of e-learning and distance education and its practices in the faculty .
2. Identify the needs of faculty members from workshops and training courses related to e-learning.
3. Access to some courses on the e-learning platforms of the various departments and programs of the faculty to ensure that faculty members adhere to the requirements of e-learning.
4. Analyze the weekly reports submitted by the heads of departments and address any defects in a timely manner.
5. Submit the integrated weekly report of the faculty's programs to the President of the University.
6. Coordination with the Director of the E-Learning Center regarding the provision of technical support to faculty members.