

# Procedural Manual for Online and Blended Learning



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Commission for Academic Accreditation

الإمارات العربية المتحدة وزارة التربية والتعليم

Annex 15 of the 2019 Standards



Average time: 200-500 hours, depending on the amount of support, length of course and type of delivery.

# Quiz

On average, how much time do faculty need to build an online course?

True or false: Teaching F2F is always better than a Online Teaching in terms of successful achievement of learning outcomes

False

## True or false Teaching online is easier and requires less time than teaching F2F courses.

### False

- More time is spent answering emails, managing chats,
  - preparation and online courses have more
    - assessments and grading.

# Annex 15 eLearning

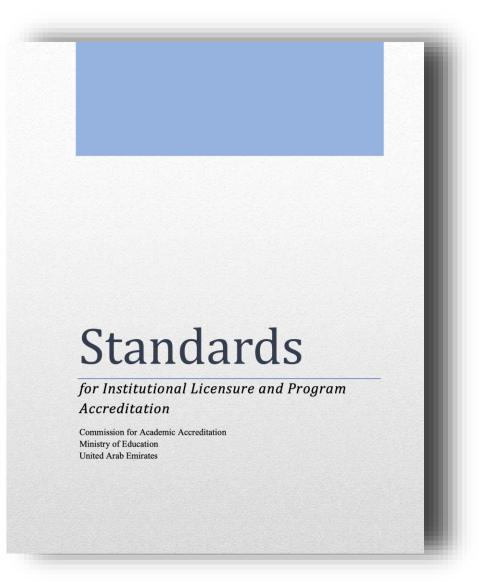
المعايير

الترخيص المؤسسي واعتماد البرامج مفوضية الاعتماد الأكاديمي وزارة التربية والتعليم الإمارات العربية المتحدة

ديسمبر 2019



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# University-wide Readiness













## Core Definitions

#### Face to Face (F2F) Sessions

are courses in which faculty and students are compresent\* in one classroom during course delivery. This is the traditional type of instruction in non-virtual, in-person classroom delivery. Synchronous class sessions are not F2F learning.

#### Blended/Hybrid Courses

Courses in which F2F sessions are mixed with online delivery. A course is considered a blended course when less than 50% of the course's credit hours are delivered online and the remaining is delivered in F2F sessions.

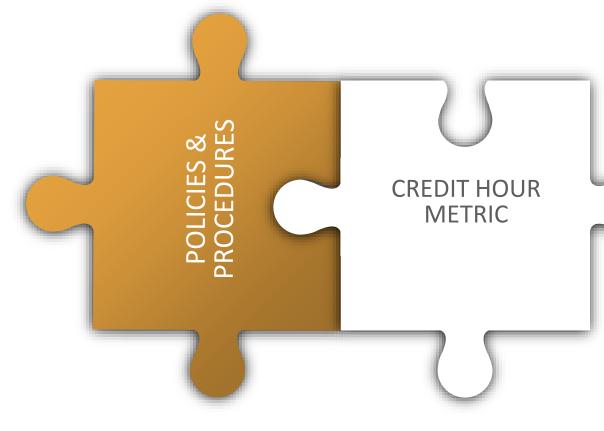
#### Online Courses

Courses with 50% or more of credit hours delivered online



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\*Compresent: to share location and time. Professor & students are compresent when in the same classroom at the same time











## Example 1: Traditional 4CH F2F Courses

Type	Monday	Tuesday	Wednesday	Thursday	Friday
Lecture		09:00-10:50 F2F Class Session		09:00-10:50 F2F Class Session	
Lab	09:00-10:15 Lecture	09:00-10:15 Lecture		13:00-15:50 Lab	



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## 4CH Courses as a **Blended** Courses

	Monday	Tuesday	Wednesday	Thursday	Friday
Lecture	Online Delivery = 1 CH Either Synchronous or Asynchronous	09:00-10:15 Student active session (PBL/Assessme nt/RI)		09:00-10:15 Student active session (PBL/Assessme nt/RI)	
Lab	Online Delivery = 1.5 CH Either Synchronous or Asynchronous		09:00-09:50 (Assessment. Review Session)	13:00-15:50 Lab	



https://www.researchgate.net/publication/346071338\_A\_Comparison\_of\_Two\_Forms\_of\_Instruction\_Pre-Recorded\_Video\_Lectures\_vs\_Live\_ZOOM\_Lectures\_for\_Education\_in\_the\_Business\_Management\_Field

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## Example 2 4CH Online Course

	Monday	Tuesday	Wednesday	R	F
Lecture	Online Delivery = 1 CH Either Synchronous or Asynchronous	Online Delivery = 1 CH Either Synchronous or Asynchronous		9:00-10:50 F2F student- active (PBL/RI/Assess ment)	
Lab	Online Delivery = 1 CH Either Synchronous or Asynchronous	Online Delivery = 1 CH Either Synchronous or Asynchronous		13:00-15:50 Lab	

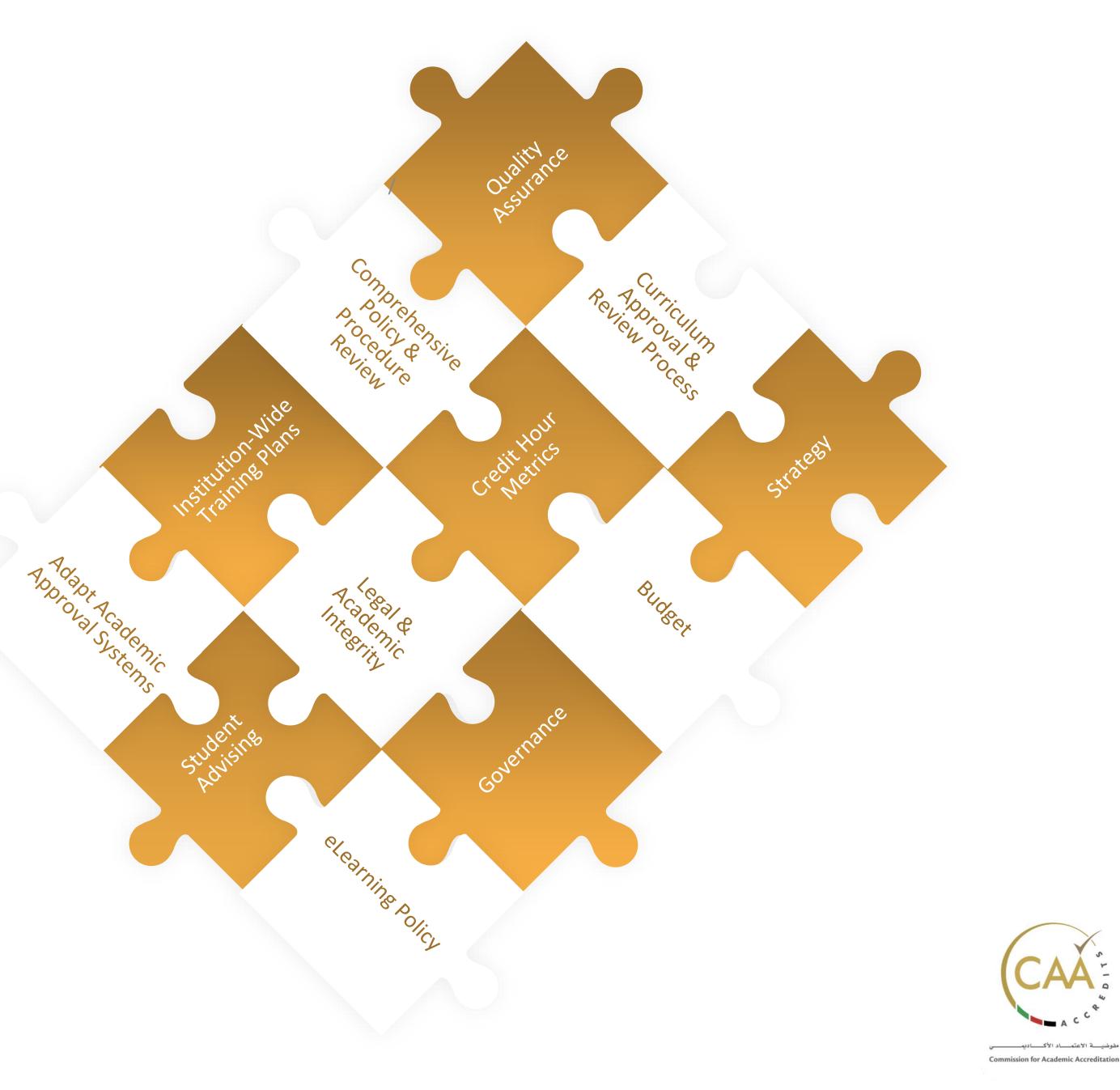


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Demonstrating University-wide Readiness





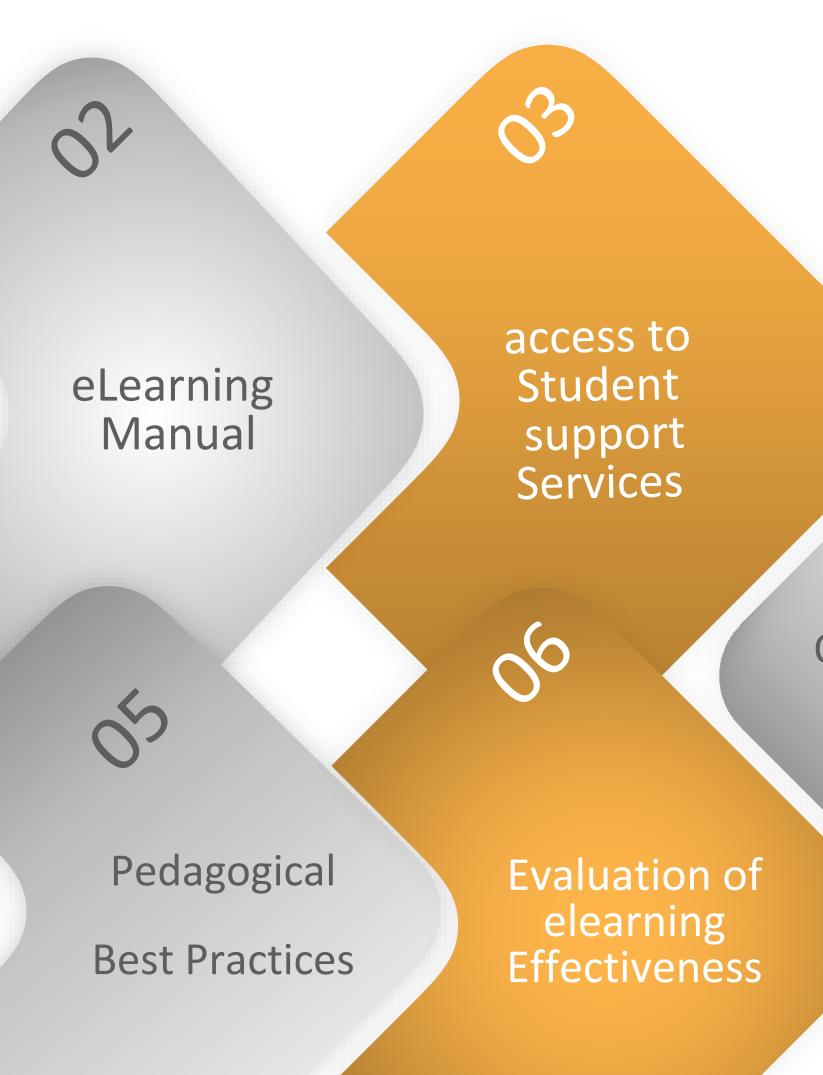


#### Adaption of Course Design

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### Program & Course Delivery

Academic Integrity Systems



Quality Digital Learning Objects

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Time & Workload

## Faculty Staffed Software & Recording Facilities

#### IT Support

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Course Design Support

> Multimedia & Graphic Design Support

# TA Support (Digital and technical )

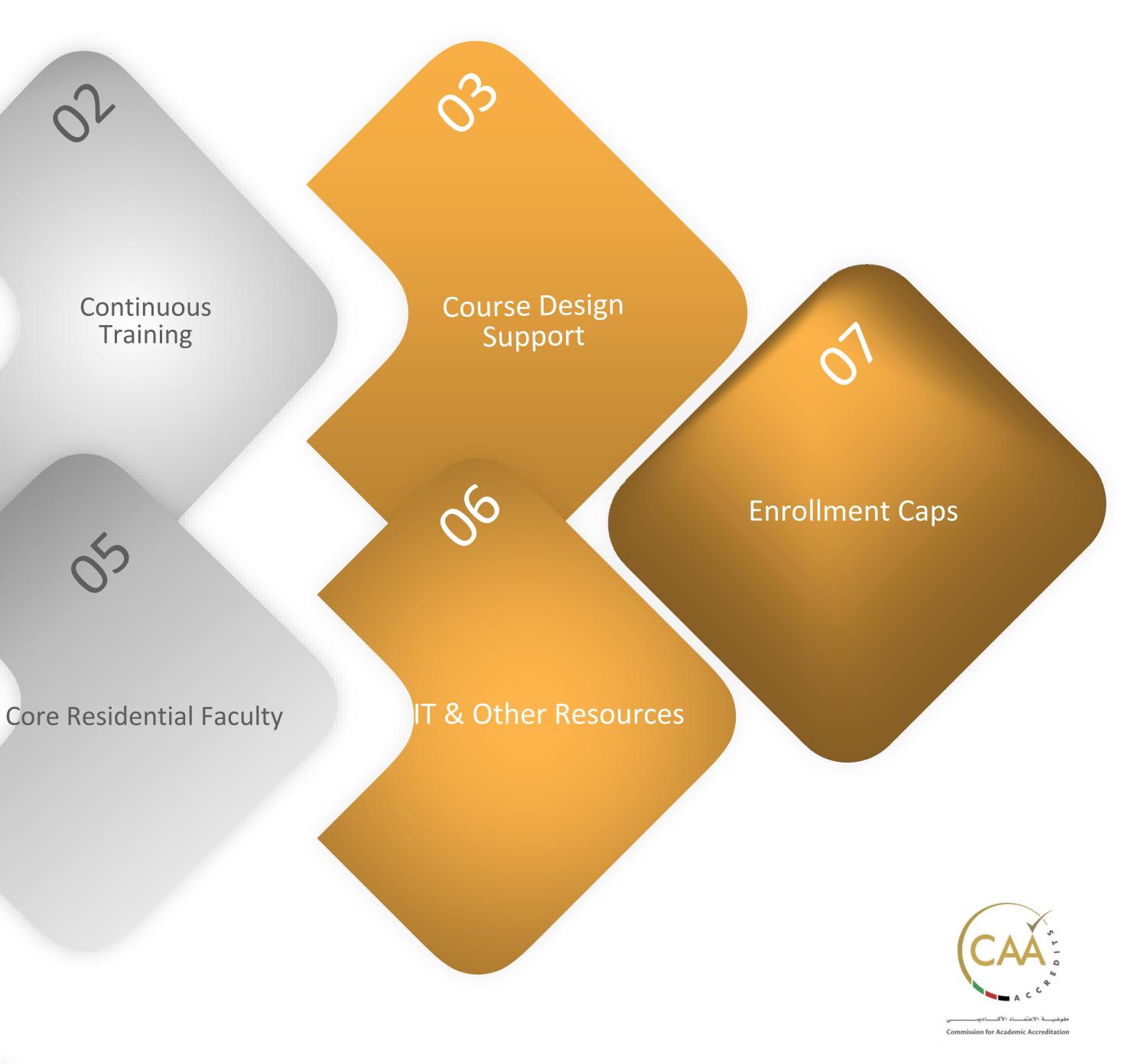
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#### Workload & Compensation

# Faculty

Qualifications & TA Support



#### Training

### **Student Readiness**

Clear guidelines for student data, communication and course privacy

#### **Devices & Software**

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Admissions

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**Course Information** 

Student Access to Student Services

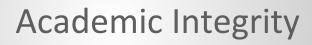


#### Student & Faculty Privacy

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#### Legal & Academic Integrity

#### Third-party Distribution of Course Content



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Clear Intellectual Property Rights Policies

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IT Security

Social Media Distribution





