DPU E-learning System Coaching Guide dl

Brief introduction

Electronic Learning (E-learning) system is a model of teaching in higher education institutes using information and communication technologies to support the traditional learning system as a blended learning and not as distance learning. Due to the coronavirus pandemic, online learning systems have been shaped globally. In the Kurdistan Region, the Ministry of Higher Education and Scientific Research promotes universities to use e-learning system platforms in order to continue the educational system for this academic year (2019-2020). Therefore, Duhok Polytechnic University (DPU) has adopted the Moodle platform as the learning management system to perform the e-learning together with the google meet. In order to success this e-learning process, the following sections are surmise duties of lecturers, students, IT, head of departments, system administrators, registration and quality assurance at DPU.

Lecturers Duties

- ➢ Each academic staff (i.e. lecturers) must have Moodle account including user name and password. Click here.
- ➢ The course book with resources of each course shall be prepared by the staff who is going to teach such a course.
- ➢ All academic staff required to be familiar with Moodle system activities and procedures. This familiarization should be gained through workshops which are already organized for 4 days by IT staff and Moodle admins, as trainers, at DPU together with the Moodle lecturer guide on DPU web site. Workshops have been recorded and can be reached at any time by DPU academic staff through this link here. Visit College/Institute site for workshops Videos
- ➢ The lecturer shall prepare all required lectures with recorded voice that explain topics of each lecture as if in class. Please click here.
- ➢ The finalized lectures can be uploaded into the Moodle. In order to know how to upload a file into the Moodle.
- ➢ The course assessment shall be explained in the announcements for the students based on the university regulations which here have 20% for all course activities excluding a final exam.
- ➢ The lecturer needs to know how to create each course activity in Moodle for instance reports, seminars, case study and homework. All required activities

shall be taken by students during each semester. In order to know how to create these activities please click here.

➢ Students shall take at least one quiz online for each. Based on that, the lecturer also needs to have knowledge on how to create a quiz in Moodle. Please click here in order to know how to create a quiz in Moodle.

➢ In order to promote student's collaboration in the teaching process, the lecturer must have one meeting online session per week according to time table allocated by the department by using the google meet application. For more information please click here.

➢ To have more engagement by students, the lecturer must have Chat Room and Forum activities in order to interact direct or indirect with the students regarding the course topics and activities. Please click here in order to know how to create chat room and forum in Moodle.

➢ Each lecturer can evaluate the effective teaching of lecturers by creating a Feed Back activity in Moodle. Please click here in order to know how to create such activity.

➢ Moodle provides efficient communication tools between the lecturer and students as that conducted in the traditional class. These include chat, forum, badges and feedback activities.

✓ Chat take place in real time and direct with lecturer when face to face cannot be made.

✓ Forum used to post comments in the course.

✓ Badges are used to collect data for student's effectiveness.

✓ Feedback allowed to gather feedback on particular topic required.

Student Duties in Moodle

Students are responsible for attending class on Moodle and reading lectures together with the support materials and conducting assessment and assignments as proscribed by the lecturer.

➢ Read the student user's guide located on DPU web site. In this aspect, download and go through the student users guide video developed by DPU on the following links; Please click here

➢ Assure that you have your user name and password required to log in to Moodle. This will be sent to you from college/Institute admin.

➢ Use the student portal or E-learning site icon in your college or institute web site to login to Moodle. Click here.

➢ Having opened the Moodle site, you can see list of subjects you have been enrolled.

➢ The most important aspects that student should do is to download and read carefully course specification, calendar, time table, course grading, course textbook, support materials, and all the announcements that describe the course.

➢ Download all required material including the lectures that have been prepared by instructor with appropriate description.

➢ Every course has assignments such as report, seminar, homework, case study assigned by the course instructor. You need to go through it carefully especially assignment description. Remember that each assignment has a due date to be submitted and rubrics (how the assignment is assessed). DPU assigned 10% for assignment. Upload assignments required. Please click here to know how you achieved. Student can see the grading of their assignments with feedback.

➢ Every instructor asked to give online lecture according the weekly lecture timetable. Attendance is very important to learn and participate. Please click here to know how you attend and participate. Remember that attendance and interaction is important and assigned 5% by DPU.

➢ Quiz assessment will be conducted using Moodle and assigned 5% by DPU. Please click here to know how quiz can be taken in Moodle.

➢ Moodle provide chat activity with

E-learning System Management tasks

The e-learning system must be designed, implemented, supervised, monitored, supported and controlled by management team that includes, Information Technology department, College / Institute Moodle administrators, head of departments and Quality assurance and College / Institute registration. Each of these have specific tasks as follows;

1. Information Technology Department

➢ Providing a server and periodic maintenance for the e-learning system.

➢ Making appropriate systems or programs to support e-learning at the university.

➤ Publish on the DPU web site required documents and video that support e-learning.
➤ Directing and giving instructions to addicted colleges and institutes
➤ Review the system and make backup copies of the server and programs.

2. E-Learning Administrators
➤ Provide usernames and passwords of all the teaching staff and students.
➤ Assure that all classes in the weekly time table have been included in the system.
➤ Instruct students and teachers on using the system and arranging required workshops.
➤ Provide deans and head of department with required consultation on system operation and maintenance.
➤ Follow up and solve any technical problem in coordination with the Information Technology Directorate.

3. College / Institute Registration
➤ Providing a unified lists of student names between the department and the teacher.
➤ Assure that all students are enrolled in their subjects as listed in the weekly time table.

4. Head of Departments
➤ They supervise, follow up, evaluate the e-learning process and give directions required.
➤ Resolve all educational problems between students and the teachers.

5. Quality Assurance

The director of quality assurance at the university, together with quality assurance coordinators in each of the colleges and institutes, in coordination with the heads of departments should follow up the e-learning system implementation at the university through the following tasks:

➤ Quality assurance coordinators at the college and institute coordinate with the head of department to follow the content of each subject in terms of quality.

- Ensure that the teachers fulfill the online duty as well as the proportion of students according to the academic calendar with the submission of his (feedback).
- Make sure there are assignments by teacher to student's as per the course decision as specified by course specification and recommended by the department.
- Make sure to complete the required tests and assignments marking as per the academic decision.
- Assure that assessed assignments are assessed within (rubric) standards and rely on them.
- Follow-up on the activities of teachers to create the teacher's portfolio
- Follow-up of the teacher's overall (feedback) process by the student.
- Standardizing the methods of studying online and Feedback and the methods of making the teacher portfolio in all colleges and institutes.

On Line Meeting and Conferences

It is a software that helps you to conduct your online lecture (interactive meeting with your students), internal board meeting and other necessary elements required to host a tremendous virtual meeting with your students or board members on a frequent basis. With the software by your side, it takes only a few minutes to prepare a conducive environment for hosting an error-free meeting with the capacity to add as many delegates as you want. You can engage your audience with your content through virtual whiteboards, Polls & Surveys, etc. The Software is also helpful for analyzing and sharing the minutes of the meeting and recorded conversation with your team without any difficulty. There are many online meeting software, these include;

1. Google Meet :

Google Meet is part of the G Suite office productivity platform and aims to provide a first-class conferencing service. It is developed specifically for business needs, it can cater for a large number of users at once, and also uses smart participation and a fast interface to reduce the need to wait. Google Meet aims to make it easier to work with external clients. It does this first by providing a web app experience, which means there is no software to download. Secondly, it also provides a dedicated dial-in number, which not only means that employees on the go can join in, but this also ensure that line quality is maintained and that there are no drop-outs. As well as having dedicated apps available for mobile

users in the Apple AppStore and Google Play store for Android, Google Meet can also work with existing conferencing hardware. Another key advantage is that by being within the G Suite platform it's easy to use data from other applications, not least Google Calendar, to not just plan meetings but also set up event information as required when users do sign in. It is free that doesn't require any costs for hardware, making it especially accessible for businesses of any size.

2. Cisco Webex Meetings

This enables you to hold HD video meetings with up to 100 participants, and to take advantage of options such as screen sharing and private chat rooms. When you sign up for an account, you are assigned a personal URL that can be used to manage all of your meetings, schedule video conferences, and access the recording you have made. When it comes to holding a video meeting, you have the choice between using the Webex. There are also mobile apps available. The free package includes 1GB of cloud storage, unlimited meetings of unlimited length and the ability to make MP4 recordings of them. Security is catered for and backed by Cisco's networking know-how means performance is impressive

3. FreeConference Call

FreeConference Call online meetings with video conferencing and screen sharing are a powerful way to collaborate anywhere you are, from any device. Free Conference keeps things beautifully simple for users by not requiring any software to be installed. There are mobile apps available, but it is possible to take part in a video conferencing session from just about any device with a web browser installed. You can participant in text or video chats, and use features such as screen and file sharing. The maximum number of conference participants is five, which rules this out as a tool for many small businesses who may regularly want to host meetings for more people. A number of international dial-in numbers are available for conference calls, and you have the option of recording calls if you like. Configuring, managing and scheduling meetings is very simple with FreeConference – including from Outlook – and there are some nice touches such as being able to set up recurring meetings. Advanced security, video recording and transcriptions are only part of premium packages, but the free version is still pretty powerful.

4. Zoho Meeting

A web conferencing solution that empowers you to host interactive web meeting and organize engaging webinars to a wider audience. Users looking to host interactive web meetings with audio/video conferencing, screen/application sharing, change presenters. Host engaging webinars with audio/video, screen sharing, polls, recording.

5. Webinar Software

Short for web-based seminar, a webinar is a presentation, lecture, workshop or seminar that is transmitted over the web using video conferencing software. A key feature of a webinar is its interactive elements is the ability to give, receive and discuss information in real-time Webinar software allows companies to conduct and distribute interactive live and recorded promotional or educational video presentations to existing or potential customers. Joining a webinar is free and easy to attend, with these three simple steps. Watch, if you arrive before the organizer, you'll see a window confirming that you successfully connected. Register for the webinar by clicking on the link in the email invite and join.

6. Zoom

Zoom Meetings offers a video conferencing and messaging solution for desktop and mobile devices. It aims to be very quick and easy to set up, and offer a wide range of scalable features. It can support up to 1,000 participants at the same time, and up to 49 videos on a single screen, though such large gatherings are probably best suited to big-screen monitors. Meetings can be saved locally or to the cloud, along with transcripts that have searchable text to work with. Additionally, collaboration is built in with the ability for participants to share their screens and work together to provide their own notes as required. On top of this a team chat feature allows for file sharing, a searchable history, and a ten year archive. Meetings can also be escalated into one-on-one calls. Security is built-in for both meetings and shared files, and automated scheduling can be done from Gmail, Outlook.