

Instructor
Guideline

E-LEARNING

Blackboard Ultra

Mechanism of Teaching
and Evaluation



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Overview

This guide is designed to clarify the mechanism of teaching and evaluation in e-learning courses at BMC. Moreover, It will explain the e-learning patterns that may use in your course according to your department aspirations. Furthermore, It will be mentioned the regulations for presenting lectures and adding course contents, and important instructions.

Mechanism of teaching and evaluation for 2nd semester 2024

Teaching and content

- Fill up all folders and items that have been created in your course from e-learning unit and don't change its sequence. e.g. (Welcome message, Instructor Information, Office hours, Course Headings, Learning Resources, Learning Outcomes, Course Index, 1st Lecture: Topic name).
- Follow the same manner for creating a new course content items. e.g. (2nd Lecture: Topic name, 3rd Lecture: Topic name, and so on until the end of lectures).
- Create a virtual session according to lectures scheduling in Student Information System (SIS) and the session should be recorded.
- Add a learning resource e.g. (Video, pdf, powerPoint, or link) as a self-study, This method should not exceed more than three lectures in the whole semester.
- Construct an assessment e.g. (Test: "It must be three to five questions", Assignment: "It must be three to five questions or one to two pages for essay"), or participation and engagement e.g. (Discussion, Journal) to measure students understanding for what has been introduced in the lecture.

Students evaluation

- Students evaluation will be managed according to each course specification which should be mentioned clearly in course headings (Distribution of grades).

- Student must show up the proof of identity to attend the midterm exam and final exam.
- Students attendance will be count automatically once instructor activates the attendance reporting and determines when students will be late, absence, and how long they must stay in virtual classroom. Regardless to session duration, students will be "Late after" 10 minutes and "Absent after" 15 minute whereas "Required time in session" is 70% as shown in figure 1. Session duration settings.

Attendance Reporting

Share attendance information with LMS

How late can attendees join before they're marked late or absent?

* **Late after**
 minutes

* **Absent after**
 minutes

Required time in session
 0% 100%

Attendees must be present for at least 70% of the session running time or they're marked as absent.

ⓘ Please type a session name before you save.

Figure 1. Session duration settings

- Student will be deprived if the total of absence exceed more than 25% of total course sessions (including laboratory and clinical sessions).
- Assessment, or participation and engagement tool is a good indicator to measure students understanding for what has been introduced in the lecture.

Course evaluation

- **Ev1:** Instructor must fill up all the courses' documents in blackboard that related to course specification in the first week of the semester.
- **Ev2:** Instructor should create a session via Blackboard Collaborate, record the session and add it to the content area as a link, or add a learning resource e.g. (Video, pdf, or powerPoint). Whatever mechanism will be used to introduce the lecture, It must follow the scheduling in Student Information System (SIS).
- **Ev3:** Instructor must construct an assessment e.g. (Test, Assignment), or participation and engagement e.g. (Discussion, Journal) for self-study lectures. One of them must be created at least after the lecture. Student will not be counted as attendant unless student submits the assessment or responses to discussion/journal.
- **Ev4:** Instructor should reply to students' responses in discussions and journals.
- **Ev5:** Instructor should send a reminder using an announcement tab in blackboard for the midterm exam and the final exam. The announcement should Include (Date, time, and venue) of the exam.

The evaluation will be related to (EV1,EV2,EV3, V4, and EV5) for the whole semester as shown in Figure 2.Course evaluation.

Program's name							
Instructor Name						Head of Program	
Course Name						Coordinator Name	
Course ID							
Week	Date	Evaluation Percentage					Total
		EV1 20%	EV2 40%	EV3 25%	EV4 10%	EV5 5%	
1		1	1	1	1	0	
2		0	1	1	1	0	
3		0	1	1	1	0	
4		0	1	1	1	0	
5		0	1	1	1	0	
6		0	1	1	1	0	
7		0	0	0	0	1	
8		0	1	1	1	0	
9		0	1	1	1	0	
10		0	1	1	1	0	
11		0	1	1	1	0	
12		0	1	1	1	0	
13		0	1	1	1	0	
14		0	1	1	1	0	
15		0	0	0	0	1	
Total		20	40	25	10	5	100%

Figure 2. Course evaluation

e-learning patterns

- **e-learning:** The method of teaching will be a traditional education in campus but the difference you would be able to use electronic resources such as smart board, virtual reality, and learning management system for supporting educational process.
- **Full Online:** The method of teaching, lectures, course contents, activities, and communication with students will be online via learning management system such as blackboard.
- **Blended learning/Hybrid learning:** The method of teaching is a combine between the traditional education and electronic learning. In this pattern 75% would be a traditional education which would be taken in campus whereas 25% would be online.

Regulations for presenting lectures and adding course contents

- Instructor should add the course contents weekly, or add the whole course contents at the beginning of semester but He/She needs to be sure the content will not be visible to students until the due date for the next content has arrived.
- Instructor must create a virtual classroom at least ten times through the whole semester.
- If an unplanned vacation or a long weekend, Instructor have to make up a lecture or add a content once vacation is over. The lecture name should be (a compensatory lecture: Topic name).
- The learning resources must be taken from trusted educational resources.
- Each activity should be corrected before constructing a new activity.

Important instructions to keep in mind

- The evaluation will be counted from the beginning of semester.
- The instructor needs to be committed by adding the course contents according to program plan.
- Academic advisor should notify students who are being deprived that they wouldn't be able to take the final exam because they have exceeded the allowed absence rate.
- The instructor should give student another attempt to submit the activity when there is an accepted excuse by the excuse committee in college.
- The instructor should change type of activities according to subject.
- Virtual sessions in e-learning courses are considered equivalent to traditional sessions conducted on campus.
- Use a font type (Open Sans) when you write in blackboard text editor.
- Font size should be 14 for a paragraph, 14 bold when you need students attention on something, and 12 for tables.
- Text style should be used according to the right formatting in your content (Title, Header, Subheader, Paragraph).
- The image attached in your content should be clear and readable.
- If you need to share any learning resources with students, don't forget to add the resource reference at the end.
- The percentage of virtual classrooms through the whole semester should be no less than 67% which roughly equal to ten weeks.

- The percentage of self-learning through the whole semester should be no more than 20% which roughly equal to three weeks.
- The percentage of midterm exam and final exam through the whole semester should be 13% which roughly equal to two weeks.
- The last date to present a lecture or adding a content (MM-DD-YYYY | 05-30-2024).
- Contents and activities will not be counted after (MM-DD-YYYY | 05-30-2024).