Rules for e-Learning
at King Khalid University

Recognizing the importance of the role of e-learning as an integrated environment in improving the educational process, developing students capable of constructive interaction and integration with their surroundings, and supporting and enhancing educational outcomes in general, the rules of e-learning in King Khalid University have been prepared to cover related basic operations and transactions.

And these rules came in four main axes, namely: the deanship of e-learning, instructor, student, and course in a system that seeks the integration of the rules with the learning environment to achieve University goals by providing e-learning for all, and merging it into the daily practices of teaching and learning.

Goals

E-learning rules in King Khalid University aim to achieve the following:
1. Achieving the vision of the University in applying the plans of the Ministry of higher education for developing education
2. Establishing organizational reference to e-learning in King Khalid University.
3. Building standard system that facilitates the application of e-learning in University and establishing the mechanisms for the application of e-learning for all concerned in the University; the administration, faculties, departments, faculty members and students.
4. Building standard system that facilitates the application of e-learning in University and establishing the mechanisms for the application of e-learning for all concerned in the University; the administration, faculties, departments, faculty members and students.

Rules for e-learning at King Khalid University

Definitions

University
King Khalid University

Deanship
E-Learning Deanship at King Khalid University

College
One of King Khalid University Colleges.

e-Learning
It is a pattern of learning in which the internet and other learning techniques are used for the delivery of the teaching process, and for managing the interaction between instructor and student, among students themselves, and between students and sources of learning, It is considered to be both face-to-face and electronic learning.

Student
One of the university students enrolled in the deanship of admissions and registration, and is identified in e-learning systems with a user name and password linked to the user system of the General Directorate of information technology.

Instructor

The faculty member, lecturer, demonstrator or teacher adopted on the academic system as a teacher, and identified in e-learning systems with a user name and password. This definition is applied to officials of the groups and communities regardless of their particular career.

Supportive e-Learning
One of the levels of using e-learning at the University in which all classes are taken face-to-face in classrooms, and the e-learning systems, tools and environment are used to support and facilitate the learning process.

Blended e-Learning
One of the levels of using e-learning in the University in which some of the face-to face sessions in classrooms are replaced by e-activities on the course site using the e-learning systems, tools and environment.

Full e-Learning
One of the levels of using e-learning in the University in which all the face-to-face sessions in classrooms are replaced by e-activities on the course site using the e-learning systems, tools and environment with the exception of the final exam and the limited face-to-face sessions decided by the faculty and the teacher.

e-Attendance
It is of two types: synchronous and asynchronous. It substitutes the face-to-face classes by using the e-learning systems, tools and environment. Attendance is calculated on the basis of student's participation in learning activities and achievement of required tasks, in addition to using the electronic log in records. E-attendance is used only in blended and full e-learning.

Synchronous Attendance
A learning pattern that is done through a synchronous contact between the instructor and learner using the internet or any electronic network.

Asynchronous Interaction (e-activities)

A learning pattern in which a student participates in the learning process of through the interaction with the content, the instructor, or the students themselves. This is done though the employment of suitable software applications for the management of the educational process in a way that makes it possible to communicate and do the activities related to the course. (This could be in the form of assignments, discussions, researches, applications or any other activities using the available tools individually or in a groups.)

Electronic/Online Course

A course posited by the university on the learning management system. It includes the instructor or instructors, students enrolled in the deanship of admissions and registration, and anyone whose participation is needed, in addition to activities, content, assessment and tools whether they are a part of the learning management system or attached to it.

Open Courses

Courses from the university or other universities published on a particular site on the internet to be accessible for everyone without password. They are made available for whoever wants to make use of it within the copyright and policy given on the site.

Learning Management System

A central system on the internet that includes all the university courses. It is associated with a set of other learning tools. Only the allowed

persons can log into the system using log in information provided by the university.

e-Learning Unit

It is the e-learning unit in the faculty or academic complex that performs the tasks that are required for the development of e-learning.

Rules for e-Learning at the Deanship Level

1. The e-learning in the University is at three levels. These are

    *   Supportive e-learning
    *   Blended e-learning
    *   Full e-learning
2. The application of the supportive e-learning is obligatory for all the University courses with no exception.
3. The blended and full e-learning are applied to the courses selected by the department and approved by the faculty. The university represented by its administration or the deanship has the right to decide the shape and size of the application of the blended and full e-learning.

First: The Supportive e-Learning

In the learning management system, the course should include the following elements as a minimum:

1. Course syllabus that includes course description, objectives, distribution, activities and assessment.
    - Instructor›s personal information
    - Activating the course announcements
    - Activating the discussion board.
2. Course materials, namely; references, slides, documents, recordings, or any other materials that support learning.
3. 15% of the total marks of the course is allocated for e-learning activities.
4. The course site in the learning management system is a center for interaction and activities, and using the course site and tools for announcements, assignments, grades and whatever can be done through the site

is obligatory.

5. This pattern of e-learning is to be applied to all the university courses except the blended and full courses.

Second: Blended e-Learning

1. The selection of a course as a blended course is approved by the head of the department and the dean, or coordinated by the university or the deanship.

2. The instructor fills the form of teaching a blended course and gets it approved by the head of the department and the dean. This is to be taken into consideration while preparing the schedule in coordination with the deanship of admissions and registration.

3. The instructor should have enough technical and teaching experience in dealing with a blended course. The faculty is responsible for verifying it and it can consult the deanship in this regard.

4. The e-sessions are scheduled by agreement between the instructor and his students provided that this does not violate the rules for e-attendance.

5. The proportion allocated to the e-learning from the actual teaching hours is decided in advance at three levels: 25%, 50%, 75%, and the proportion approved in the application form of the blended course should be adhered to.

6. 25% of total marks of the course is allocated to the e-learning activities.

7. The instructor should add e-learning activities to the course once a week as a minimum to make the students access the course page for participating and responding.

8. All the rules applied to supportive e-learning are automatically applied to blended e-learning except if it contradicts with one of the rules for blended e-learning.

Third: Full e-Learning Courses

1. The full e-learning courses should be approved by the chairman of the department and the dean of the college or by the coordination of the university or the e-learning deanship.

2. The instructor of the full e-learning course has to fill out the form of such courses and submit it to the Head of the Department. If approved, it is submitted to the Dean for approval. This has to be linked with the teaching schedule in coordination with the Deanship of the Admission and Registration.

3. The instructor of the full e-learning course must have the adequate teaching expertise to deal with such courses, the college is responsible to make sure of such expertise, and it can consult the e-learning deanship.

4. A synchronous meeting between the instructor and the students is held in which the course plan is explained and how it would be implemented.

5. The first two weeks of the beginning of the semester are allocated to check the basic required skills of the students to deal with such courses like the proper use of the different tools of the course and how to communicate with the instructor and other classmates.

6. 40% of the total marks of the course is given to the e-learning activities.

7. Not less than 25% of e-learning course should be taught by el-luminative.

8. Not less than 50% should be taught through e-learning activities.

9. The full e-learning course can not be cancelled after the students register it. The college is responsible to find a substitute instructor in case of the usual instructor can not finish his duties.

10. The instructor has to provide the students with two e-learning activities weekly to be done within limited period to oblige them to log in, reply and participate.
11. Whatever is applicable to the supportive e-learning courses is automatically applied to the full e-learning courses, if it does not contradict with other course of this type.

Fourth: Technical Support

The e-learning deanship provides technical support related to systems and their uses to the instructors and the students during the days of the week including the holidays throughout the academic year.

- A recoded and live support based on data base is offered via the website of the e-learning deanship.
- A personal and telephonic support is given in case of emergencies.

Rules at the Instructor Level:

First: e-Learning Teaching

1. The instructor has to design the e-learning courses according to the quality standards approved by the university.
2. The instructor is obliged to motivate the students and activate their participations to improve the learning process following the learner-centered approach.
3. The instructor is committed to facilitate the interaction and the communication between him and his students and between the students themselves.

4. The student contributes in the evaluation of the e-learning courses to enhance the learning process for the purpose of the constant advancement.
5. The instructor has to create the environment that stimulates constructive and critical thinking, analysis and problem-solving in the e-course.
6. The instructor has to review and update his courses and work to adopt and innovate new practices in e-learning that are useful to the learning outcomes.
7. The instructor is committed to follow up his different courses: supportive, blended or full. He has to reply to questions and queries of students not later than 36 hours for the full e-courses and not later than 72 hours for the blended courses.

Second: Intellectual Property Rights
1. The university has officially all the rights of the e-course content being developed at the university except for the commercial use of this content. In this case, it is according to the agreement between the university and the course designer.
2. The instructor has to observe the laws of the intellectual property rights while designing and developing e-course contents. This provision makes the university not liable to any legal consequences due to property rights violation.

Rules at the Student Level:

First: The Student Privacy
1. The personal information such as the students' phone or email are only used for the academic purposes and not to be published

without his permission.

2. In case of publishing any contribution or discussion out of the scope of the course prior permission is required by the student. This can be done by filling out the form for this purpose.

Second: Code of Conduct Rules

1. The student is obliged to follow the university instructions concerning the e-learning, in case of failing any of these instructions, he is subject to the university punishment rules.
2. The student is personally responsible for the confidential information of his own log in.
3. The university disciplinary regulations are applicable to all e-learning courses: supportive, blended and full courses.
4. The student is compelled to the rules of e-learning and other disciplinary rules and regulations at the university. In case of cheating, scientific theft or violating the e-learning rules, punishments are applicable according to the university disciplinary rules and government regulations concerning information security.

Rules at the Course Level:

First: Course Design

1. The course should be designed and developed according to e-learning quality standards approved by the University.
2. The student is the center of learning process in all activities and evaluation.
3. Students of special needs, especially the blind, should be taken into consideration by providing supportive tools and programs for them in cooperation with the e-Learning Deanship.

Second: e-Attendance

In case of Blended Courses:

1. The percentage of the e-attendance should be explained to students in the first meeting during the first two weeks at the beginning of the semester.
2. The percentage of students' absenteeism in the classroom lectures is calculated as per the rules of the Admission and Registration Deanship.
3. The student is considered absent if he does not do any online activity of the course within the limited period.
4. The student is deprived from taking the final exam, if his absenteeism is 25% of the credit hours of the course.

In case of Full e-Learning Courses:

1. The work unit is considered on weekly basis regardless of the credit hours of the course or the number of lectures, if it were face-to-face.
2. The student is considered to be absent if he does not do any online activity within the limited period; and his mere log in to the course does not deem him as present.
3. The student is deprived from final exam if his percentage of absences is 25% of the number of the course weeks.
4.

e-Attendance can be taken by the following ways:

- Synchronous attendance
- Asynchronous interaction

-Synchronous attendance must be clearly mentioned in the course description and should be confirmed through advertisement banner in not less than 36 hours from commencement.

- The student must personally attend midterm tests and final exam of the course. He should ably provide what proves his identity to the exam invigilators.

Third: Online Exams

1. The instructor has to get the approval of the Head of the Dept. and the Dean of the College to administer an online final exam.
2. The instructor has to try the exam before conducting it to avoid any error that may occur due to improper setting.
3. The instructor has to coordinate with the online exam coordinator to schedule his exams and allocating the appropriate labs in at least a week before the exam.
4. The instructor is responsible to provide the invigilators according to the number of his students and the reserved labs.
5. It is the responsibility of the instructor or the invigilator to verify the student's identity, his attendance, his log in and his log out of the system.
6. The instructor is responsible to submit the exam marks as per the university rules and regulations.
7. The instructor is responsible for any error that may occur during the exam such as wrong multiple choices or any other errors that may lead to unacceptable results.
8. The e-Learning Deanship is only responsible for technical support during exams.
9. The instructor should have at least one hard copy of the exam to be used in case of any emergency.