Guidelines for E-Learning Data Archival

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1.0 Introduction

According to the new MOHE decisions, a course can be taught according to one of the following three learning models:

- **Face-to-Face Course (وجاهي):** All course lectures are taught in class face-to-face.
- **Online Course (عن بعد):** All course content is offered online in both formats: synchronous online and asynchronous online as follows:

    - The synchronously online content represents online lectures that take place when both the instructor and students meet at the same time through one of the online meeting platforms, such as MS Teams.
    - The asynchronously online content represents the online materials and tasks that the professor prepares before the actual delivery and posts at the university online platforms (MyGJU or Moodle). The students access the asynchronously online content after the content delivery through the university online platforms (MyGJU or Moodle). The asynchronously online content includes rich web pages that may contain interactive materials that are prepared using authoring tools such as iSpring and H5P.

- **Blended Course (مدمج):** Part of the course classes is offered asynchronously online, and the other part is delivered in class face to face.

GJU offers three platforms to support delivering online content either synchronously or asynchronously as follows (see Figure 1 below):

- **MyGJU (<u>to be used</u> for online teaching that does not include rich and interactive content)**: The official university portal that is considered the First-Point-of-Contact (FPOC) for the course materials, including: course sections, schedules, course portfolios (containing course description, objectives, learning outcomes, references, topics, exam assessment, slides, files, and links to recorded lectures), attendance, grades, evaluation, email, study plans, and registration.
- **Moodle (<u>to be used</u> for online teaching that includes rich and interactive online content)**: GJU's Learning Management System (LMS) that should be used to host the course materials that include **rich or interactive online content** and to conduct online exams. The interactive content can be developed using authoring tools such as iSpring and H5P.

- **Microsoft Teams (<u>to be used</u> for online synchronous learning)**: A service within the Microsoft 365 family of products that is primarily utilized to broadcast live lectures to students.

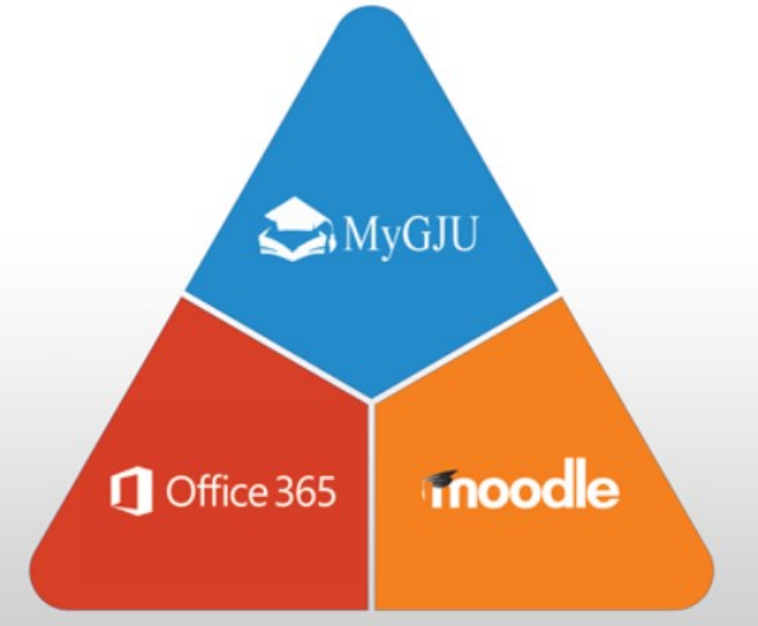


Figure 1: The teaching platforms supported by the GJU.

2.0 E-Learning Data Archival in MyGJU

Based on that, different types of information have to be regularly updated by instructors in MyGJU as illustrated in the table below.

	Feature	Host Platform			Update Frequency
		MyGJU	Moodle	MS Teams	
	Course Sections	Host	Auto Sync. with MyGJU	Auto Sync. with Moodle	Per semester
	Contact Information	Host			As needed
	Course Coordinators	Host			Per semester
	Attendance	Host		Auto check	Per lecture
	Grades	Host			Per exam
Course Portfolio	**Course Description**	Host			As needed
	Course Objectives	Host			As needed
	Course Learning Outcomes	Host			As needed
	Course Topics	Host			As needed
	Course References	Host			As needed
	Exam Assessment	Host			Per semester
	Course Materials [1-3]	**All course materials should be delivered to students through one of the university online platforms (MyGJU or Moodle). MyGJU should host as minimum a link for each topic covered in the course. Please refer to the flow chart in Figure 2**			Per lecture (if any)
	Online Exams/Quizzes		Host		As needed

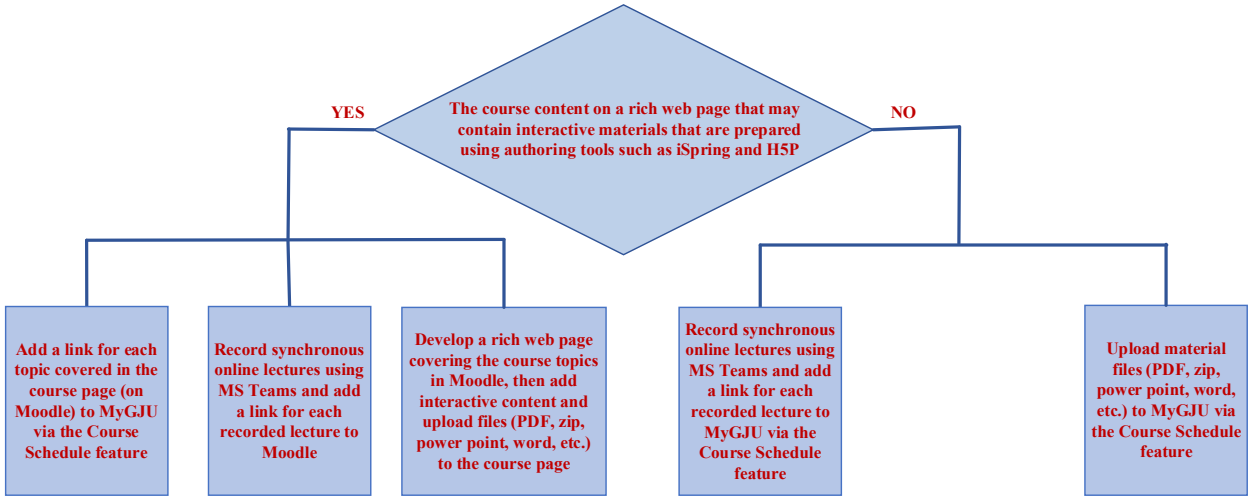


Figure 2: Delivering all course materials to students through the university online platforms (MyGJU or Moodel).

3.0 Course Materials Quality Assurance

The following rules should be followed to ensure the quality of the archived course materials offered to students:

- MyGJU is the official university portal that is considered the First-Point-of-Contact (FPOC) for the course, including the course portfolio as well as the course materials or the location of the course materials.

- The course should be structured as topics. Hence, the instructor is required to update the Course Portfolio in MyGJU to list the course topics and update the Course Schedule to indicate the topics covered in each lecture. To do this, you need to refer to the following tutorial (pages 8-16):

  http://www.gju.edu.jo/sites/default/files/mygju_course_topics.pdf

- The course materials should be delivered to students under of the Single-Point-of-Delivery (SPD) concept to avoid disturbance to students. As explained in Figure 2, there are two scenarios depending on the nature of the course content as follows:

  - If the course materials do not include interactive content, then the Course Schedule in MyGJU should be used as the SPD to deliver all course materials as explained in the following document:

    http://www.gju.edu.jo/sites/default/files/mygju_course_topics.pdf

- If the course materials include interactive content, then Moodle should be used as the SPD to deliver all course materials. The course materials in Moodle should be structured as topics. Moreover, the link for each topic covered in the course should be copied from Moodle and posted to MyGJU via the Course Schedule with a clear statement clarifying that Moodle is used to deliver the course materials. Below is an example for this scenario:

  A. If the course includes rich and interactive content, then Moodle should be used to deliver the course materials, which are structured as topics:

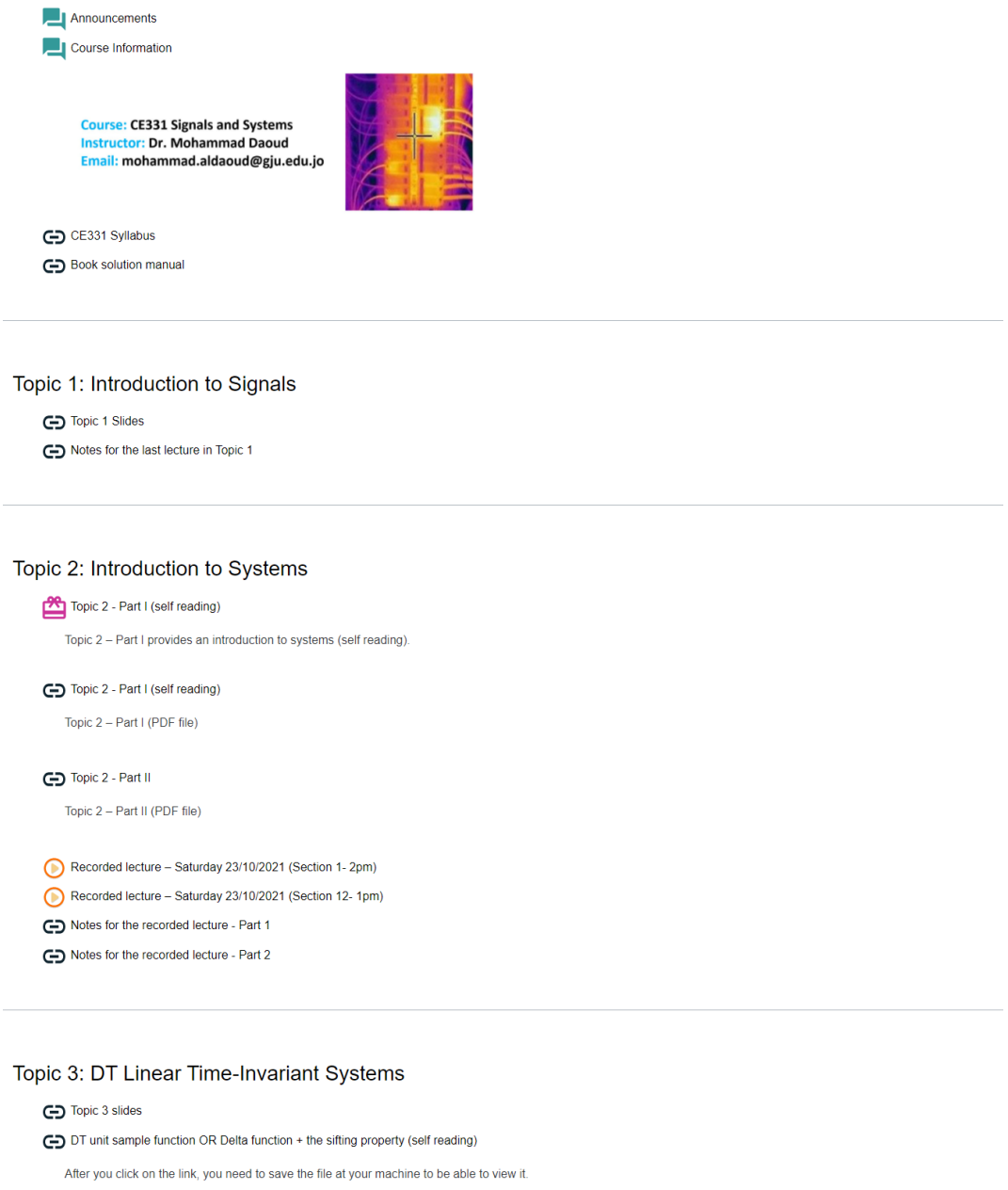
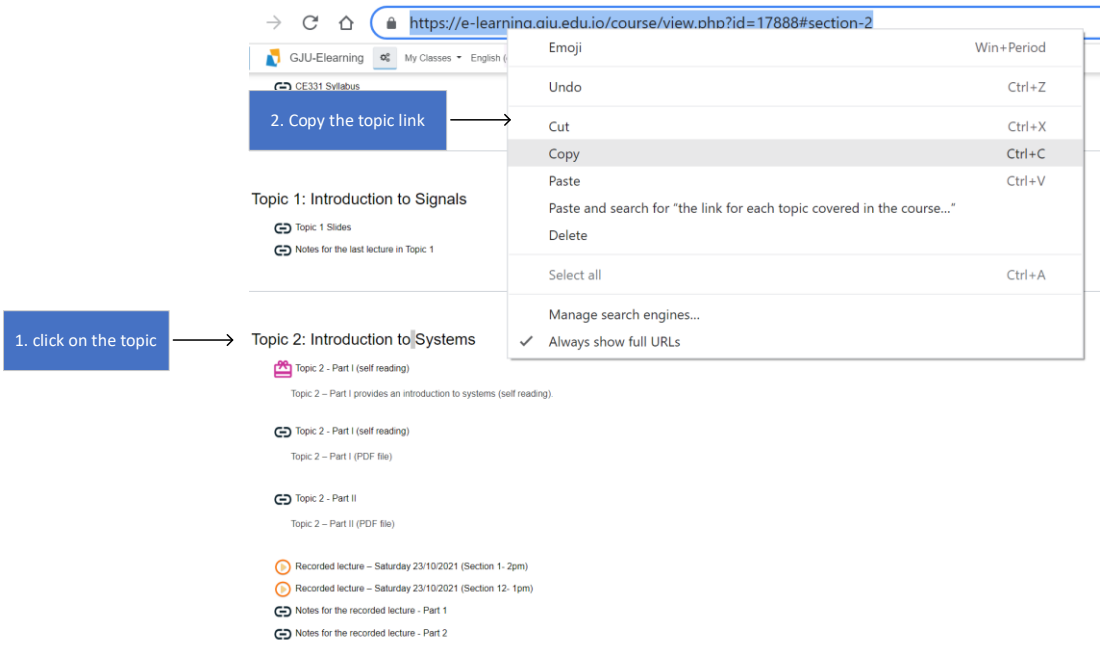


Figure 3: Moodle should be used as a SPD to deliver all course materials that include rich and interactive content.

B. The link for each topic covered in the course should be copied from Moodle and posted to MyGJU via the Course Schedule with a clear statement clarifying that Moodle is used to deliver the course materials:

In Moodle:



In the Course Schedule - MyGJU:

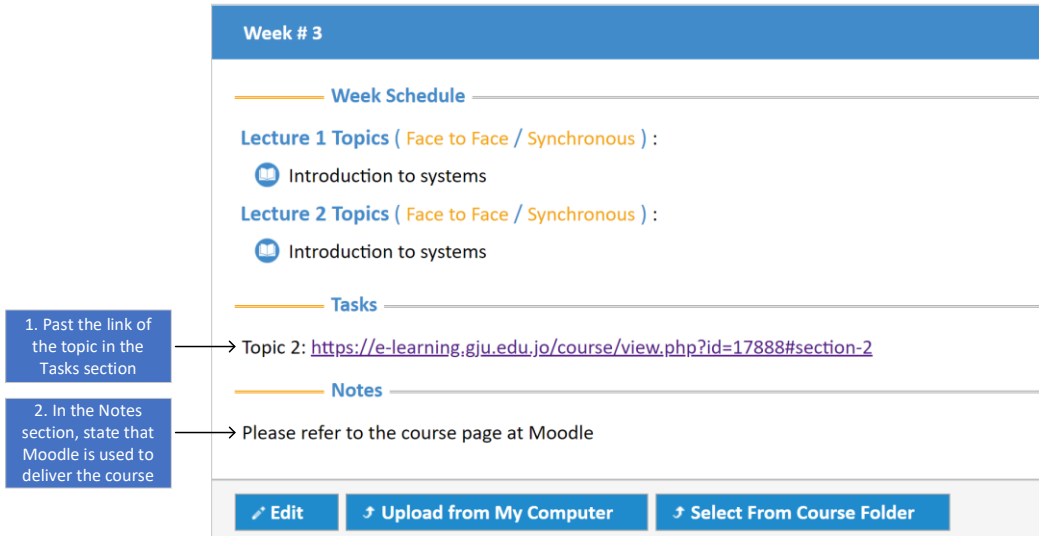


Figure 4: Copying the link of each topic covered in the course from Moodle to the Course Schedule in MyGJU.

- All other online tools and platforms, including MS Teams, should not be used as a SPD for the course materials. Only MyGJU or Moodle should be used as SPD for all courses offered at GJU.

- All online quizzes and short exams should be conducted through Moodle.

4.0 References

[1] Course Learning Models/Types & Topics in MyGJU

[2] Course Folders & Schedule Coordination in MyGJU

[3] Course Portfolios in MyGJU