

E-LEARNING GUIDELINES

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References & Legislation:	Copyright Act 1968		

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1. Purpose

- 1.1 E-Learning is essential for engaging students in a medium that is relevant to contemporary learning styles and is fundamental to our future success. The purpose of this guidelines is to outline UOW College's commitment to E-Learning quality by providing a framework to guide employee use of E-Learning systems.

2. Definitions

Word/Term	Definition
Course	A program of study that includes those courses leading to higher education and vocational awards and non-award courses.
Course Coordinator	A staff member with nominated responsibility for the coordination of a course/s.
E-Learning <i>Also referred to as:</i> <ul style="list-style-type: none"> • <i>Learning Management System,</i> • <i>Learning Platform, and</i> • <i>Online Learning.</i> 	Comprises all forms of electronically supported learning and teaching, and the information and communication systems that serve as specific media to implement the learning process.
Head of Program	Refers to the Academic Program Manager, English Language Centre Manager, English Language Coordinator, Academic Support Coordinator, and Relevant Vocational Program Coordinator of UOW College
Subject	A self-contained unit of study in any course or program offered at, or in conjunction with, UOW College. A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College.



Subject Coordinators	A staff member with nominated responsibility for the coordination of a subject/s.
Teacher(s)	A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of Program, Course Coordinator or Subject Coordinator.

3. Scope

- 3.1 This guidelines applies to all UOW College employees who use the e-learning system.

4. Guidelines Principles

- 4.1 Teachers should maintain a minimum standard of e-learning presence for each subject delivered.
- 4.2 If a subject forms part of a course/program that has other subject(s) of competence available on e-learning, then all components should endeavour to achieve a similar level of e-learning presence.
- 4.3 Each subject/course must provide students with the following minimum standard of online resourcing:
- Subject/ course outline,
 - Assessment details,
 - Assessment criteria/rubric,
 - General course/lecture notes, and
 - Links to relevant support material and/or services (where deemed appropriate).
- 4.4 Each subject/course is encouraged to provide students with the following additional online resourcing:
- Peer to peer communication (for example, discussion forum), and
 - Online assessment submission.
- 4.5 A higher minimum standard of online resourcing may be determined by the UOW College General Manager to suit the needs of a particular course or delivery mode.
- 4.6 Teachers in each subject/course are encouraged to negotiate their own processes for the use of e-learning systems, in conjunction with their subject/course coordinator.

- 4.7 Teachers should be mindful of the design and useability of their subject(s) e-learning environment.
- 4.8 Teachers should be aware that the e-learning environment can potentially integrate with Social Media and as such the Social Media Guidelines would apply to those portions of the e-learning environment. Teachers should take every effort to encourage the use of UOW social media (for example blogs on UOW Moodle).
- 4.9 Students' digital artefacts (such as assessments) must not be submitted to electronic systems which do not form part of UOW Enterprises' approved IT infrastructure. Use of private or external servers could potentially breach the UOW Enterprises Privacy Guidelines as well as place undue risk on UOW College or UOW Enterprises if a student's assessment is lost on a private or external server.
- 4.10 The minimum standard of online resourcing, outlined in 4.3 must be hosted on UOW Enterprises' approved IT infrastructure. The use of private or external servers for core content is not condoned, such servers may however be linked to within the core e-learning environment to form part of the additional supporting material of a subject/course.
- 4.11 Assessment tasks that take place on or are submitted to the e-learning environment must be easily locatable and clear instructions must be communicated to students in advance of the task.
- 4.12 Materials made available through the e-learning environment must comply with the Copyright Act 1968. Fair usage rights can be found in Part-VB Reproducing and communicating works etc. by educational and other institutions of the Act.

5. Version Control and Change History

Version Control	Date Approved	Approved By	Amendment
1	08/03/2012	Julie Renwick	New Policy
2	05/12/2013	UOW College Academic Board	Migrated to UOW College template. Modified scope to reflect restructure of schools and colleges. Updated minimum and recommended standards.
3	11/06/2015	UOW College Academic Board	Scheduled review, amendments include update on minimum and recommended standards of online resourcing in line with



			UOW, and the inclusion of vocational courses.
4	23/11/2017	Academic Board	Re-classification as guidelines as part of the transitional arrangements to implement the Academic Quality Standards.