

Digital Learning (Remote Learning) Handbook



British Applied College
الكلية البريطانية التطبيقية

1. Introduction

Welcome to the Digital Learning (Remote Learning) Handbook for British Applied College, Umm Al Quwain. This handbook provides essential information on policies, procedures, and guidelines for digital learning to ensure a consistent and high quality educational experience for all students.

This handbook provides a comprehensive overview of policies, procedures, and guidelines for digital learning, ensuring that British Applied College, Umm Al Quwain, delivers a top-tier educational experience to its students.

2. ELearning:

BACU provides e-learning as an alternative mode of learning. This applies to students and faculty members to implement e-learning as situations demand.

The College does not offer eLearning as a regular mode of learning. However, in emergencies such as COVID19, e-learning will be implemented as per the guidelines of the Ministry of Education. Annual professional training for faculty on eLearning tools and software will be conducted. Smart learning platforms and guidelines will be provided to students and faculty.

3. Remote Learning Principles:

Create and Maintain Learning Conditions: Faculty members will lead and monitor student progress through a blend of synchronous and asynchronous instruction.

Emphasis on Wellbeing: Support for student wellbeing and provision of social-emotional support will be prioritized.

IT Platforms and Resources: Quality IT resources and continuous professional development for staff will be provided.

Support Staff Wellbeing: Remote learning expectations will consider the home-life situations of staff.

4. Information on hardware and software to support Digital Learning

Microsoft Teams will be used as the main learning platform for online classes.

Teaching Materials, assignments and resources will be clearly organized, and shared online.

At BACU, our faculty members leverage the Moodle platform to enhance the learning experience by managing various aspects of their courses. This includes taking attendance, uploading videos, lecture notes, presentations, and other learning materials for each unit or module. Additionally,

Moodle is used to create and administer assessments such as quizzes and assignments, feedback and grading, facilitating interactive and comprehensive learning environments for our students.

5. Scheduling:

Digital Learning (Online) classes will be scheduled:

- In case of any adverse weather conditions or any other as announced by the UAE's Ministry of Interior made to ensure the safety and well-being of our students, faculty and staff.
- In case of any special request by a group of learners.
- In case of any special request by a faculty member.
- Students will follow regular timetables.
- Each class will begin with a morning meeting and direct instruction at the start of core lessons.
- Teachers will be available for support during independent work.

Communication:

Clear communication channels will be established. Microsoft Teams Classroom meeting links will be shared with the students, and also uploaded on Moodle page of each unit/module taught. Ongoing updates will be provided to learners, faculty and staff.

Online Class Expectations for Students

- Use the Digital Learning Online Class link you receive from your respective faculty members for the units/modules you study in any given semester.
- If you encounter any issues or have concerns, please do not hesitate to reach out to your faculty members or the Student Affairs office by Email: Sao@acuq.ae for support and guidance.
- If you have any ICT issues, you can contact the ICT Support Officer of the college by email: ict@acuq.ae for support and guidance.
- Students are expected to be kind and respectful.
- Attendance in classes with materials ready is required.
- Distracting backgrounds and noise should be avoided.
- Online etiquette and classroom courtesies should be followed.
- Engagement in all learning with academic honesty is essential.

6. Essential Agreements

Academic Director will:

- Establish clear communication channels to all concerned students for period of Online Classes. The units/module.

- Provide ongoing updates to students, and faculty/staff.
- Support all students in moving to the continuing learning plan.
- Provide guidance, models, and examples of strong distance learning units, lessons, feedback, and projects.

Faculty Members Will:

- Collaborate with other team and department members to design distance learning instruction.
- Foster a sense of community and connectedness among students.
- Send the Digital Learning Online Class link for the units/modules you study in any given semester by them.
- Will copy their Head of School, Academic Director, and Director of Institutional Effectiveness the digital Learning Online Class links for random Quality Assurance Check.
- Will support any student if they encounter any technical issues or have concerns in joining the classes online.
- Begin each class with a meeting and direct instruction at the start of core lessons.
- Teachers will be available for support during independent work.
- Provide students with timely communication and feedback.
- Take attendance, record absences, and maintain student files.
- Create assessments that gauge student progress during distance learning.
- Collect information and provide feedback for any online assessments.

Learners will ensure:

- Establishing routines and expectations for remote learning.
- Defining a distraction-free study space for their child.
- Setting up a school space at a table with a wall behind them, if possible.
- Monitoring communication from faculty members.
- Beginning and ending each day with a check-in.
- Taking an active role in learning.
- Establishing times for quiet and reflection.
- Effective use of online time.
- Keeping control over social media interactions.
- Engaging in all learning with academic honesty.
- To comply with College internet safety policies and online etiquette.

7. Annual Operational and Improvement Plan

BACU will aim to:

- Increase professional development opportunities for online teaching.
- Enhance student support and mentoring programs.
- Upgrade digital learning platforms and resources.

To achieve the aims, BACU will:

- Organize workshops and training sessions for faculty.
- Implement a mentoring program for students.
- Allocate budget for digital resource upgrades.

8. Assessments and verification of authenticity

BACU does not conduct any assessments using Digital Learning Environment. Students Assessments are either Assignments or Controlled Assessments in the classrooms proctored by the Assessors. Students will submit their assignments long with a plagiarism report, and Student assessment submission and Declaration.

Conclusion

The Digital Learning (Remote Learning) Handbook for British Applied College, Umm Al Quwain, is designed to ensure a high quality, consistent, and engaging educational experience for all students. This handbook highlights our commitment to excellence in digital learning and outlines our strategies for continuous improvement.