Purpose

To set out principles and procedures to ensure that eLearning is used to enhance learning for on campus students.

Scope

This document applies to all face to face accredited courses run by IHM.

Responsibility

The IT and LMS Manager is responsible for ensuring that the technologies and systems are in place to support the implementation of this policy. Lecturers and Course Coordinators are responsible for implementing this policy through their teaching and learning activities.

Definitions

eLearning

The use of technology to contribute to or enhance the learning undertaken by students enrolled in a course of study.

Principles

Learner engagement

eLearning is used to increase the level of engagement and interaction and engagement between students, lecturers and support staff. eLearning may include resources and materials to facilitate individual contemplation and study, thereby making a valuable contribution to a
student’s learning. Where individual study and contemplation are undertaken, subsequent discussion and communication, including written communication such as blogging and discussion forums, will be used to provide opportunities for students to engage with one another and with their lecturer and discuss the content examined.

**Standard layout**

While materials and activities will vary in complexity and may be designed in innovative ways, the processes for locating and accessing those materials and activities will be similar for all units and courses and will align with the conventions of eLearning best practice. This will minimise the cognitive load dedicated to the use and navigation of the LMS and CMS and maximise that dedicated to content and discussions.

**On campus units supported online**

Each on campus unit of study will have a course page in the LMS, a discussion forum and electronic versions of all course materials and documentation will be made available wherever possible.

**Online student support spaces**

Online student support spaces will be used to promote interaction between students and between students and staff. They will provide both a means of communication and a learning resource. They will be available to students studying both on campus and online.

**Content standards**

Postgraduate units will include:

- A downloadable course guide;
- Weekly topics;
- Citation information for all required reading and links to eReserves wherever they can be provided under copyright restrictions;
- Guide questions for each weekly topic;
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• Some form of teacher generated content such as a recorded lecture, set of notes, video presentation etcetera;
• A timetable or calendar showing weekly schedule, dates and times of any consultations, real time activities, meetings, deadlines for assessment etcetera. This will need to be unique to each intake group for each unit;
• Details of all assessment tasks and downloadable assessment handouts;
• At least six pieces of content in a medium other than writing. These may include videos, images, sound files, animations, interactive virtual objects etcetera.

Interactivity standards

Each unit of study will include the following forms of interactivity:

• At least one discussion forum, accessible to all students and regularly moderated by the contract academic;
• At least one activity that involves synchronous communication between students and the lecturer;
• At least two affordances by which students can interact bilaterally with their lecturer in real time (for example, instant messaging and voice over internet protocol);
• Clearly identified consultation hours during which students may contact and interact with their lecturer synchronously;

Each unit must also include ‘virtual classroom’ based activities in which students interact with academics and with each other in real time while sharing content. Ways in which this can be achieved include Second Life, a virtual classroom application, teleconferencing, Skype conference calls or any such means as may become available through future technological advancement.

Supplementary Information

Related policies/procedures: Academic honesty and integrity policy
                                 Copyright policy for students
Disability policy
Graduate Attributes
Staff recruitment, selection and appointment policy
Student support service policy
Student assessment policy
Student complaints and grievances policy
Student misconduct policy
Student progress policy

Benchmarking:
Not applicable

Supporting research and analysis:
http://www.ucl.ac.uk/isd/staff/e-learning/tools/moodle/policies/minimum-requirements
http://teaching.unsw.edu.au/moodle-system-requirements-students
http://ppl.app.uq.edu.au/content/6.40.01-minimum-presence-blackboard

Related documents:

Related legislation:
Disability Discrimination Act –Education Standards 2005
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Guidelines: Not applicable

<table>
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<th>Name of Document</th>
<th>eLearning Content and Interaction Requirements for IHM Units of Study Delivered Fully Online</th>
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<td>Approval Committee</td>
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<td>Responsibilities for Implementation</td>
<td>Senior Academic Team</td>
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| Key Stakeholders | CEO  
| | Director of Studies  
| | Chair of the Academic Board  
| | Course Coordinator  
| | Librarian and eResource Coordinator  
| | IT and LMS Manager  
| | Contract Academics |
| Date for Next Review | 22/02/2016 |
| Policies Superseded by this Policy | None |

### Table of Amendments

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