

St. Paul's University



E-LEARNING POLICY GUIDE

(JAN 2017)

NB: All distance learning students are e-learners

Enrollments.

Students will be automatically enrolled into the LMS as a result of registered units from the Student Information Management System according to the university registry and finance policies.

Users obligation

Users will buy and use their own gadgets to access the E-learning services (Bring Your Own Device principle).

Printing and Downloading

Students will be allowed to print and make copies of some documents in the LMS that are not copyrighted as per the copyright policy. Other documents that are copyrighted will be protected from printing and copying.

Library Resources

The library shall provide equivalent support for e-learning courses and programmes.

Assessment

Online course work assessment will be undertaken for e-learners with a view to provide feedback to students. E-learning assessment will encompass the use of photos, videos, online tests and student-produced products as well as using a range of e-learning technology to support the assessment process.

Plagiarism detection

An anti-plagiarism software is integrated with the LMS in use. All works should be submitted on the e-learning portal to ensure the spread of best practice in the detection of plagiarism.

Learning Management System (Moodle)

The official support lines to the LMS will be via email to the directorate.

Interactions

- a) Students will be expected to spend at least 3 hours a week actively on the E-learning System for every unit.
- b) Interactions will be monitored.

User Dormancy

Users on the LMS will be expected to maintain an active profile and where a user remains dormant for more than a two weeks without communication to the directorate, the account will be suspended. In order to lift the suspension, the user will notify the directorate of the intention to use the LMS in writing and have supportive arguments to have their status reinstated.

Training

- a) Users shall continue to be trained on how to use the LMS. This will be necessitated as need for training arises.
- b) Training will involve a hands on approach and trainees will be required to carry their own gadgets.
- c) Users of the system are expected to be computer literate and will be subjected to a compulsory assessment of their computer skills during secondment to the directorate.
- d) New students will be trained on the LMS as part of their orientation.

Content Upload

- a) Content to be uploaded on the LMS shall be less than 1GB and where the file size is more than, users will be required to look for alternate storage space such as google drive, or drop box.
- b) Content to be uploaded on the LMS will be of the following file formats: docx, doc, pdf, mp4, mpeg, jpeg, jpg, png, txt, html, mp3, 3gp, among others as will be advised by the directorate.

Virus Detection.

Users of the LMS are expected to upload virus free content on the portal and in cases where the viruses are detected and the origin identified, the user will be notified and access revoked.