

Version	3.2
Short description	A policy to provide guidance for academic and administrative staff, and students regarding how online learning at Avondale is facilitated and managed.
Relevant to	All academic and administrative staff, and students
Authority	Academic Board
Policy owner	Provost
Responsible office	Office of the Provost
Date approved	26 February 2021
Date effective	26 February 2021
Review due	June, 2019
Related Avondale documents	Assessment Policy & Procedure (HE Coursework) Attendance Policy: Virtual and On Campus Learning
Related legislation	
Key words	online learning, distance education units, on-campus units

1. PURPOSE

- 1.1 This document sets out Avondale University's (Avondale) policy on how online learning is facilitated and managed.

2. SCOPE

- 2.1 This policy applies to:
- All students
 - Academic and Administrative staff

3. REFERENCES

- 3.1 This policy should be read in conjunction with:
- Assessment Policy & Procedure (HE Coursework)
 - Attendance Policy: Virtual and On Campus Learning

4. DEFINITIONS

- 4.1 **Distance education units** - Students enrolled in distance education units are facilitated with their learning by methods other than attendance at on-campus modes of delivery such as face-to-face lectures. The offering of these units at Avondale is typically facilitated using Moodle. Students studying units in the distance education mode have ready access to academic staff by telephone, email and, where appropriate, video or audio conferencing, and to their peers through Moodle.
- 4.2 **Mixed Mode units** - Units offered by mixed mode delivery combine both on-campus face-to-face sessions and distance education. The face-to-face sessions may be offered in intensive class sessions, or they may be offered on a regular weekly basis. The distance education component typically uses Moodle.
- 4.3 **On-Campus units** - Students enrolled in on-campus units attend face-to-face class sessions and engage in some online learning activities.

5. RESPONSIBILITIES

- 5.1 Avondale lecturers must participate in appropriate professional development activities (that is, instructional models and technical aspects of online course design) for such delivery methods. The Research Office and the Centre for Advancement of the Scholarship of Teaching and Learning (CASTL) will provide information and facilitate professional learning opportunities for teaching staff on the topics of course development and teaching for online learning units.
- 5.2 The relevant academic staff member will develop the proposed units in the Curriculum Management System prior to the semester in which the unit is proposed to be offered with assistance from professional development staff from the CASTL.
- 5.3 In addition to the information required in a Unit Outline, the following information is regarded as a standard requirement for online delivery and is to be included in the Unit Information document:

- a) A schedule of content coverage that is adapted to reflect online learning and that references academic integrity;
 - b) A detailed description of how to submit assignments using Avondale's online systems;
 - c) A technical help page enabling students to access support when faced with technical problems with the unit to assist them with appropriate resources;
 - d) An institution-wide, web-based resource page offering links to Avondale resources to support students' online learning (including library resources);
 - e) Lecturer contact details which enable online access.
- 5.4 An online unit will normally provide multiple opportunities throughout the semester for student-to-student and student-to-lecturer interaction.
- 5.5 Online unit information needs to include a schedule of assessment tasks and submission dates to assist students with time management
- 5.6 All online units will be offered through an institutionally approved online learning management system (currently Moodle), as recommended by the Strategic IT Committee and Academic Board. Information about the minimum requirements in a Moodle site (including on-campus or distance units), are in the Moodle minimum requirements, located on the Moodle site, Moodle's little helper.
- 5.7 All online units and courses will be password protected.
- 5.8 Course convenors will have access to all units in the course/s they convene. Moodle officers will have access to all units within their School. Lecturers have access to the units they coordinate or teach in. Staff from the CASTL involved in professional development of teaching staff will also have access to all units.
- 5.9 All online units must include opportunity for student feedback through anonymous, web-based participation in the Student Academic Experience Questionnaire (SEA-Q).
- 5.10 Assessment tasks in online units are submitted via Moodle and/or PebblePad. Text-based assessment tasks in online units are submitted to via a Turnitin link in Moodle. PebblePad submissions are also processed through Turnitin.
- 5.11 Online learning activities are mandatory and many of these activities cannot be attended to at a date after they have been scheduled. Students are advised that they need to complete online activities associated with a unit by the published deadlines irrespective of the mode in which they are enrolled in the unit.

Table of amendments

Version Number	3.2	Replaces Version	3.1
Implementation Date	26 February 2021	Scheduled Review Date	Unknown
Approving Body	Academic Board	Approval Date	26 February 2021
Policy Owner	Provost	Date first introduced	11 June 2008
Short description of amendment	<p><i>April 2023: updated branding, nomenclature and position titles, as relevant.</i></p> <p>V3.1 Updated logo and titles in line with restructure. 4.10 included PebblePad as it has been introduced</p>		