Guidelines for Students on Remote Teaching & Learning

Online learning is an opportunity to learn in so many interesting ways. It is also a challenge that will require from you self-motivation, planning, and being engaged in an active learning ways to succeed in your studies. These guidelines will serve to help you achieve that.

Definitions and General Guidelines:

- Synchronous Online Teaching/Assessment is where the instructor asks all students to be present for a lecture or exam or quiz at the same time.
- Asynchronous Online Teaching/Assessment is where a lecture or exam or a quiz is posted online, and the students work through them at their own time.
- All academic regulations will be implemented with no exceptions during Fall 2020 semester online teaching including mandatory attendance. For the synchronous lectures, attendance is taken for those who joined the online session. For asynchronous lectures, attendance shall be taken by checking the viewers of the lecture in the online platform (Moodle or Google classroom).
- Remote Teaching (RT) will be in both modes: Synchronous or asynchronous - (e.g., recorded lectures).

Getting Started with Online Courses

- Ensure that you have consistent and reliable Internet access, some of you may consider moving to Muscat (if possible) to make that possible.
- Most instructors will be using Moodle for posting their class notes, video lectures and assignments. Some will have forums embedded or separate form Moodle. Get familiar with the ways that your instructor will use to deliver his/her course.
- Refer to the syllabus and course materials frequently to become familiar with the objectives, assessments, announcements and deadlines.
- Beside the class materials that will be posted make sure that you prepare your own notes.
- Virtual office hours will be announced by your instructor(s) as well as other proper ways of communication, please make sure that you contact your instructor only during working hours and expect replies as well during working hours.
- Online learning requires self-motivation. Take some time to develop habits that work for you, specifically when it comes to time management and study practices. Review your assignments and get started on the work as soon as possible. Starting early on your tasks will ensure that you have time to study properly and succeed in your online courses.

Study Tips[1]

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[1] Most of the info here are an adaptation from this site: https://onlinebusiness.northeastern.edu/master-of-business-administration-mba/resources/the-student-guide-to-successful-online-learning/

- Set up a dedicated workspace that is distraction-free, and comfortable.
- Close all distractions on the computer, including email, social media sites, games and chat programs.
- Take breaks to maintain focus and avoid fatigue. Studying for 30-45 minutes and then take a short break away from the computer. This will help you stay focused and retain the information you're learning.
- Offline study tactics such as writing notes down or creating visual aids can help you retain the information covered during your classes.
- Make a plan by creating a weekly schedule of your deadlines and study hours to make sure you have time set aside to complete your assignments on time.
- Make sure that you listen to the posted lectures before attending the live session on the same topic. This will help you to remove all your doubts during the live session.

Effective Communication[2]

- **Be respectful**. Online communication can easily create misunderstandings, since it removes facial expressions, gestures, and tone of voice and replaces them with textual information. Remember to say "Please" and "Thank you" when asking for help from your classmates or instructors.
- **Be clear and direct:** Sarcasm and humor may not translate well when used in online discussions, and it's easy to come off as rude on the Internet, so use proper language and be clear and direct in your questions, remarks or answers.
- **Respect online privacy,** including your own. Do not post personal information in a public forum.
- **Participate in online group discussions.** Becoming a member of the community can make you feel less isolated and help you learn more than what is covered in the syllabus.
- **Reach out to your instructor** if you have any questions/issues. They are still there to help, even virtually, but respect their own time.
- **Do not communicate with your instructor outside working hours (08:00 am to 06:00 pm)**: Due to the asynchronous nature of online communication, it's important to not assume that a lack of a response is intentional.

Guide to Online Assessments
During Fall 2020 semester most of your exams and assessment will be online (Final will be in-person for most courses).
- Check the format of your assessments. Is the exam an online Multiple Choice Question (MCQ) exam? Is it a 24 hour open-book exam? …
- Are you allowed to see all questions at once or do you have to work on your questions sequentially seeing one question at a time, and not being allowed to go back to previously

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solved and submitted answers and questions? (both forms of online exams are possible and allowed by the College of Engineering)

- Make sure of the format in which your submitted work should be, is it a PDF file or MS Word file?
- Check precise details regarding online assessment dates and times.
- Make sure that you avoid academic misconduct. Examples of acts that constitute an academic misconduct include but are not limited to:
    a) Cheating, attempting to cheat or assisting someone else to cheat
    b) Committing plagiarism or self-plagiarism
    c) Colluding with other students, which is defined as the unauthorized collaboration by two or more students on any assessment
    d) Contract Cheating, which is a form of academic dishonesty in which students pay others (or web sites) to complete their coursework/exams/quizes.