

2014
EDITION



Blended Learning GUIDELINES

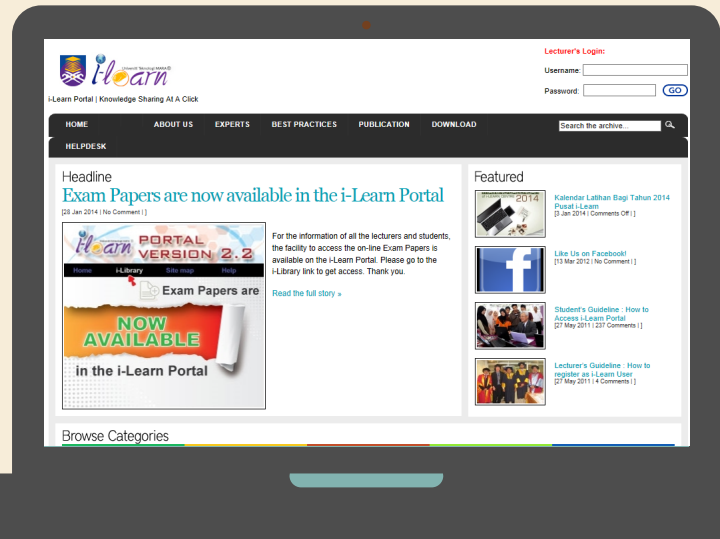
For
LECTURERS

What is Blended Learning

Blended Learning is the process of incorporating many different ways in which people learn (learning style) through the use of “blended” virtual and physical resources that include a variety of learning activities and the use of technology.

The Ministry of Education’s definition of Blended Learning is “ ***A mix of face to face and online learning mode where between 30 -80 percent of the course content and activities are delivered online*** “. A typical example of the delivery method of blended learning would be a combination of technology-based materials along with face-to-face instruction used in the content delivery. A lecturer can begin a

course with a well-structured lesson in the classroom, and then to follow-up with an online tutorial. The students then join the online tutorial to continue the learning experience. The integration of a Learning Management System and the traditional face-to-face instruction also befits the term blended learning.



Models of Blended Learning

MODEL A

Within
the same
week



2 hr F2F session
(Face to face)

2 hr Online session
(Online)

MODEL B

Alternate
week



4 hr F2F session
(Face to face)

week 2

4 hr Online session
(Online)

[Example for a four credit hour course]

Models of Blended Learning

MODEL C
by Topics



Topic 1 - 4
(Face to face)

Topic 5 - 6(Online)
etc

MODEL D
by weeks



8 weeks
(Face to face)

6 weeks (Online)

[Example for a four credit hour course]

MODEL E

by Tasks



Lectures (Online)

**Discussion and other
learning activities
(Face to Face)**

[Model E is an example of flipped learning]

Some advantages of Blended Learning

1. Flexibility of space and time. Reduce high requirement of space for classes.
2. All communication in the learning process are archived for future reference.
3. Individual time communication. Students are both required and guaranteed the opportunity to present their opinions without undue duress or influence from others who disagree or monopolize the discussion.
4. Students need to read and formulate their thoughts before writing it down thus taking responsibility in their self learning.
5. Learning occurs 360-degree (socialization) in the forum that helps promote a high level of learner interaction and accountability as the comment/ input / understanding of the subject matter viewed by many.
6. Interactive, constructive and cooperative engagement provides opportunity to share ideas and responsibility for researching and providing information about assignments.
7. Reduce inhibition of students by reserving their own judgments imposed by themselves.
8. Student involvement can be clearly and easily tracked by reviewing written interaction on particular topics and summarizing the times and dates of communication.

Flexibility of space

Flexibility of time

Individual time
communication

Self-learning
– self directed

Learning occurs
360-degree

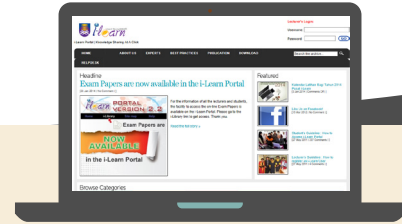
Interactive, constructive
and
cooperative engagement

Increase student
accountability of
their own learning

Reduce inhibition
of students

Student involvement
can be tracked

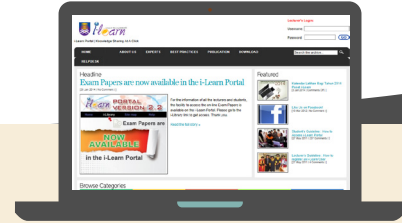
Guidelines For Lecturers



Lecturers are expected to

1. Actively use the interactive modules in the i-Learn Portal.
2. Design a minimum of 30% instruction to be conducted online.
3. Fulfill the online teaching hours which is equivalent to the actual in-class, on-location teaching.
3. Among the suggested online activities:
 - Video Lectures
 - Learning Material distribution
 - Discussion/guideline on coursework/ assignment
 - Conducting online quizzes
 - Weekly topical discussion prepared by lecturers
 - Group academic discussion.
 - Student's general Q&A session
 - Discussion on past quizzes, test answers and assignments.
 - Distribution or announcement of mark for quizzes, tests, and other evaluation
4. Queries or discussion require prompt responses within 48 hours.

Supervision and Quality Control Mechanism



1. The lecture's total online presence for the online session is tracked and calculated by the system.
2. The online presence report is viewable by the lecturer and the Deans of the faculties concerned.
3. The monitoring and control of student's participation is generated automatically by the system.
4. The final report for the continuous evaluation i.e. marks for the quizzes/ test, online commitment and participation, coursework/ assignment, is generated automatically by the system.

How to Use Group Forum

The Group Forum module displays the discussions that take place between the lecturers and the students under the categories of general and academics. There is also a display of main topics under each category.

The Group Forum is a closed discussion area limited to the users belonging to that particular group/ class/ privy to the lecturers and the students from other groups/classes

Lecturers have to initially create/ the main topic of discussion by clicking on the Add Discussion button before the students can join a discussion.

The following screen is displayed for the users to complete all the necessary details regarding the main topic created that will influence some of the features in the discussion thread.

List of Online Discussion

Group : AS2295B

Announcement Group Forum myDrawer Members

Main Online Discussion

Quick Search : Search View Other Group

	Topic(s)	Message(s)	Last Message Posted			
General						
General	Communication on schedules and other administrative matters	0	0	All Read	No forum posted	Modify Remove
Attendance Recorded Here	Check Your Attendance Snapshot Ere!	7	57	13 New	Re : Week 5 By ZURAIDAH BINTI MOHMED Posted on 02 Apr 2014 09:50:45 AM	Modify Remove
Lounge Berkenalan	Please introduce yourself...name, phone etc	2	19	13 New	Re : Re : Tolong perkenalkan diri By ILLIA IZZATUL ATHERAH BINTI MOHD ISNOMAR Posted on 26 Mar 2014 06:29:19 PM	Modify Remove
Project Discussion	Propose...plan...discuss...decide...submit...etc ere!	1	9	2 New	Re : Re : Project Guideline By FATIN HAJALAA BINTI ZULKRILEY Posted on 28 Mar 2014 03:36:34 PM	Modify Remove
Academic Discussion						
Week 2 First Homework		1	12	All Read	Re : Search and Report (SAR) By GELORJA KEMBAN ANAK NGUMBANG Posted on 26 Mar 2014 10:12:53 PM	Modify Remove
Week 3 Leisure Discussion...Virtual Class Ere		2	4	All Read	Re : Re : Project Plan	Modify Remove

Creating a Discussion (Main Topic)

How to Use Group Forum

List of Online Discussion

Group : AS2295B

Announcement Group Forum mydrawer Members Monitoring Group Forum

Add Online Discussion >> Group >> AS2295B

1 : Online Discussion Information

Title **1**

Description **2** Maximum 500 characters

Category General **3** Add Category Delete Category

Online Discussion Password Set password for this forum **5**

Online Discussion Settings

Allow file attachments **4**

Allow new topics

Submit Cancel

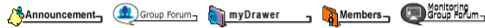
- 1 Title** - the title of the main topic
- 2 Description** - detailed description regarding the main topic
- 3 Category** - Lecturers can choose the appropriate category for the main topic created
- 4 Online Discussion Setting** - There are two options available Allow file attachments where users are allowed to upload or attach a file, and Allow new topic where users are allowed to created new subtopic in the main topic
- 5 Online Discussion Password** - Lecturers can set a password for the main topic discussion to allow access only to selected students in the same group

How to Use Group Forum

Creating a Subtopic

List of Online Discussion

Group : AS2295B



Online Discussion Message - View (Week 2)

[Add New Topic](#) | [Main](#) | [Print this page](#)

Main Topic

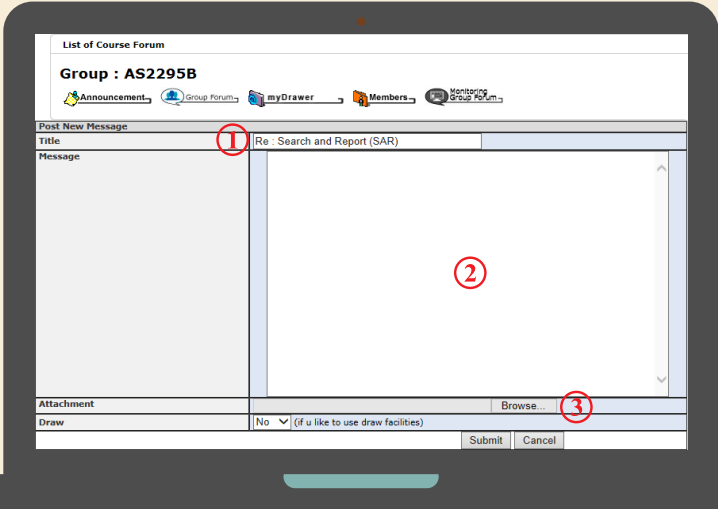
Topic	Author	Date Posted	Last Posted	Posts	View
Search and Report (SAR) Every group, search for terminology of a ...	ASSOC PROF DR HJ MOHD NOR MAMAT	16 Mar 2014 07:51:12 AM	26 Mar 2014 10:12:51 PM By GELORIA KEBBAN ANAK NGUMBANG	12 All Read	76

Users can also create a subtopic inside the main topic area as follows:

- ① Click the title of the main topic
- ② Click on the Add New Topic button on the top right hand side of the screen as shown below. This is to create a subtopic under the main topic selected.

How to Use Group Forum

Complete the necessary details as required



The screenshot displays a web interface for a group forum. At the top, it shows the group name 'AS2295B' and navigation links for 'Announcement', 'Group Forum', 'myDrawer', 'Members', and 'Monitoring Group Forum'. Below this is a 'Post New Message' form. The form has three main sections: 'Title', 'Message', and 'Attachment'. The 'Title' field contains the text 'Re: Search and Report (SAR)'. The 'Message' field is a large text area. The 'Attachment' section includes a 'Browse...' button and a 'Draw' dropdown menu set to 'No'. Three red circles with numbers 1, 2, and 3 are overlaid on the form to indicate the required fields: 1 is over the Title field, 2 is over the Message text area, and 3 is over the Attachments section.

Title - the title of the subtopic to be created

Message - the message or description regarding the subtopic created

Attachment - any attachment that complements the message / description

Posting or replying messages

The image shows a forum interface for the group 'AS2295B'. The main content is a message titled 'Search and Report (SAR)' posted by 'ASSOC PROF DR HJ MOHD NOR MAMAT' on '16 Mar 2014 07:51:12 AM'. The message text reads: 'Every group, search for terminology of any following terms okay :)' followed by a numbered list of terms: 1. Science, 2. Philosophy, 3. Ontology, 4. Epistemology, 5. Axiology, 6. Logics, 7. Aesthetics, 8. Ethics. Below the list, it states '* NO GROUP CAN CHOOSE THE SAME TERM!' and 'Attachment : No file attach...'. At the bottom of the message, the 'Reply To This Message' button is highlighted with a red box. A large black arrow points from the 'Search and Report (SAR)' link in the left-hand navigation menu to the main message content.

List of Online Discussion

Group : AS2295B

Announcement Group Forum myDrawer Members Monitoring

Main Topic

Topic Author

Search and Report (SAR)
Every group, search for terminology of a ...

ASSOC PROF DR HJ MOHD NOR MAMAT

List of Course Forum

Group : AS2295B

Announcement Group Forum myDrawer Members Monitoring Group Forum

Main Topic Main Print this page

View Message

Current Topic

Search and Report (SAR)

Posted by : ASSOC PROF DR HJ MOHD NOR MAMAT
Date Posted : 16 Mar 2014 07:51:12 AM
(77 read/s)

Every group, search for terminology of any following terms okay :)

1. Science
2. Philosophy
3. Ontology
4. Epistemology
5. Axiology
6. Logics
7. Aesthetics
8. Ethics

* NO GROUP CAN CHOOSE THE SAME TERM!

Attachment : No file attach...

Reply To This Message Edit Print Message Delete

Posting or replying messages

After that, the users get to see the discussion / posting regarding the subtopic. Click on the Reply To This Message to post a reply to that particular message and provide the necessary particulars such as:

- ① **Title** - the title for the message / reply
- ② **Message** - the message / reply
- ③ **Attachment** - any attachment that complements the message / reply
- ④ **Submit** button.

The screenshot shows a web forum interface for 'Group : AS2295B'. At the top, there are navigation links: 'Announcement', 'Group Forum', 'myDrawer', 'Members', and 'Monitoring Group Forum'. Below this is the 'Post New Message' form. The form has a 'Title' field containing 'Re : Search and Report (SAR)' (marked with ①), a large 'Message' text area (marked with ②), an 'Attachment' section with a 'Browse...' button (marked with ③), and a 'Draw' dropdown menu set to 'No' with a note '(if u like to use draw facilities)'. At the bottom right of the form are 'Submit' and 'Cancel' buttons (marked with ④).