

PROCEDURE FOR STARTING CLASSES CONDUCTED WITH THE USE OF DISTANCE LEARNING EDUCATIONAL METHODS AND TECHNIQUES AT THE WSB UNIVERSITY IN DĄBROWA GÓRNICZA

The guide for employees contains the most important practical information related to conducting classes at WSB University using the distance learning methods and technologies.

Certificate

In order to conduct classes with the use of distance learning methods and techniques, the instructor should obtain appropriate qualifications confirmed by a certificate. The certificate is issued by the Centre for Modern Educational Methods and Technologies upon completion of the certification training. The certification training consists of a series of basic and advanced training sessions. The schedule of certification trainings for employees is announced by CNMiTE in October. In special cases, it is possible to start e-courses before obtaining the certificate, but only after the training cycle has already started.



Obtaining consent to conduct classes

A certified academic teacher submits a proposal to conduct a course with the use of distance learning methods and techniques to the Dean using **the application form**. The application is subject to an opinion and approval by the Dean. The teacher submits the approved application to the CNMiTE together with the **syllabus** containing the original program of the classes.



E-course launch

After obtaining the Dean's consent, the employee orders the e-course on the OnlineWSB platform using the form: **order the course**, and then proceeds to its implementation in accordance with the assumptions of the WSB University E-learning Standard.

After ordering the e-course, the teacher prepares **an e-course scenario** based on the syllabus and the subject's proprietary program. The scenario is approved by the Centre's methodologist. After approving the scenario, the teacher, with the support of the Centre, prepares materials which constitute the individual parts of the course posted on the e-learning platform. Before the course starts, the correctness of the e-content and technical settings of the course are approved by the Centre's methodologist.





**CENTRE OF MODERN
EDUCATIONAL METHODS
AND TECHNOLOGIES**

For courses containing the same content, only one e-course in a given semester / academic year is launched, without division into groups according to teaching schedule. Student management, including division into groups, is possible inside the e-course.

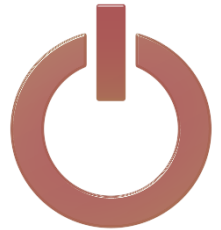
Activating an account on the University's OnlineWSB e-learning platform

All employees and students who have accounts at the Virtual University also have an account at OnlineWSB. It is also possible to open an account for an employee without the account at Virtual University. In this case, please contact the CNMiTE Coordinator by e-mail.

Each employee is assigned a default course author role, which allows them to create and deliver courses within the OnlineWSB framework.

CNMiTE support

- at the stage of submitting the e-course preparation: individual consultations regarding tools and methodology of work with the use of distance learning methods and techniques,
- at the stage of conducting e-courses: evaluation and monitoring of the course
- providing instructions for self-study in the field of e-learning platform tools,
- conducting certifying training
- conducting improvement trainings,
- production of e-courses to order.



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