

Distance Learning (eLearning) Course Process

Distance Learning (eLearning) Delivery Formats

The different formats of eLearning class delivery are defined as:

1. Online Course – Classes which are totally delivered via the Internet are defined as online courses. Moodle, a course management system for course delivery will be utilized; that also involves the use of publisher and other online sites. All activities are primarily conducted online, including class discussions, homework assignments, and testing. On-campus visits may be required for an orientation meeting and testing. Date and time must be included on course syllabus. **(All Online courses will be assessed a \$35.00 Distance Learning Fee)**
2. Blended Course – Classes that combine face-to-face classroom instruction with computer-based learning. A significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced. Moodle course management systems are used for course delivery. Many activities are conducted online, including class discussions, homework assignments, and testing. On-campus visits may be required for an orientation meeting and testing. Date and time must be included on course syllabus. **(All Blended courses will be assessed a \$35.00 Distance Learning Fee)**
3. Web-Enhanced Course- Traditional face-to-face classes that are augmented with course web sites (Moodle). However, unlike blended courses, web enhanced classes continue to hold all of their meetings on campus.
4. Videoconferencing Course - A videoconference (also known as a compressed video) is a set of interactive telecommunication technologies which allow two or more locations to interact via two-way video and audio transmissions simultaneously. All activities are primarily conducted in the various videoconferencing suites located on campus and at remote campus sites. **(All Videoconferencing courses will be assessed a \$35.00 Distance Learning Fee)**

Distance Learning (eLearning) Course Approval Process

Courses that are proposed to be offered in an eLearning format must already exist as a traditional course. Any faculty proposing to develop an online or blended course must complete the Distance Learning Training.

The steps listed below are required for the development of online and blended courses:

1. Dean, Department Head, or Faculty identifies potential course(s) to be developed for Distance Learning (eLearning) delivery.
2. Faculty completes the GSU Distance Learning (eLearning) Course Application and has it approved by Dean or Department Head.
3. Upon receiving and approving the proposed course, Director of Office of Distance Learning email applicants confirming acceptance to participate in the **Distance Learning Quality Online Assurance Program (DLQOAP)**. The Office of Distance Learning Staff will train faculty and assist with course materials as needed.
4. Faculty develops the course and has it reviewed by the Office of Distance Learning staff and/or Course Review Panel. Each online course developed will adhere to the Quality Matters standards. These standards have been adopted by the Board of Regents.
5. Dean, Department Head, or Faculty will submit course to Registrar's office for the proper Distance Learning course locator.
6. Dean, Department Head, or Faculty will notify the Office of Distance Learning of the course locator assigned for particular course offering. The course offering will be posted on the following sites: The University schedule of Classes, the Office of Distance Learning webpage and Southern Regional Education Board (SREB).