



جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

E-Learning Guidelines

College of Engineering

تقدم هذه الوثيقة الدليل الاجرائي لاستخدام البانر لمنسوبي الكلية من أعضاء الهيئة التعليمية والادارية في كلية الهندسة في جامعة الأميرة نورة بنت عبد الرحمن.

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Introduction

Princess Nourah bint Abdulrahman University is committed to enhancing the quality of the educational process and providing all forms of support to improve the academic level of its students. Given the important role that e-learning plays for the faculty members and students in facilitating the educational process across various departments and programs of the college, the College of Engineering has developed organizational guidelines. These guidelines aim to structure and clarify the responsibilities of beneficiaries to ensure the quality of e-learning.

Objectives

The organizational guidelines aim to achieve the following:

- Establishing a legal reference for e-learning.
- Activating the e-learning system.
- Ensuring the quality of e-learning practices.
- Defining the mechanisms for applying e-learning.
- Developing the current e-learning systems in the college and assessing their impact on the learning environment.

Definitions

1- E-learning:

E-learning is an educational method that supports the learning process by utilizing technology and various electronic media. It involves the use of digital environments to present coursework, provide guidance, organize assessments, manage resources, and improve the learning process using communication technologies. Additionally, it includes virtual reality technology to enhance the quality of education, deepen understanding, and develop skills. E-learning can be applied in three levels: supported e-learning, blended e-learning, and full e-learning.

2- Supported E-learning:

This is a level of e-learning where students attend traditional classes, but electronic tools are used to support and facilitate the learning process.

3- Blended E-learning

In this model, a specified percentage of classroom attendance is replaced by online activities, conducted through the e-learning system and its tools.

4- Full E-learning

In this model, no physical classroom attendance is required. All learning activities take place online, using the e-learning system and its tools.

5- Learning Management System (LMS)

A comprehensive system that manages the educational process by providing a secure environment for each course, offering tools to facilitate teaching and learning. Instructors can upload content in synchronous or asynchronous formats, and learners can communicate using various tools like email and forums.

Access the e-learning system: [Click here](#)

6- Virtual Classrooms

These are online classrooms where teachers deliver content using interactive tools, monitor attendance, and record live lessons for later review. Teachers can also communicate with students synchronously or asynchronously via the LMS.



6- Electronic Activities

These are tasks assigned to students through the LMS, supervised by the instructor. They include interactive discussions, group work, and various assessments such as assignments and exams, tailored to the course's nature and objectives.

7- Microsoft Teams Platform

This platform enables easy communication and collaboration between university members, offering real-time meetings and creating a vibrant learning environment for synchronous, remote learning.

- Access Microsoft Teams: [Click here](#)
- Technical support:
Email: UCC@pnu.edu.sa
EXT: 555

8- Virtual Reality Lab

Virtual reality is a modern technology that enhances learning by allowing students to experience interactive, simulated environments. The lab provides:

- An immersive environment where students can interact with virtual scenarios.
- Improved engagement and understanding of scientific material.
- The opportunity to experience activities not possible in real life due to risk, cost, or other constraints.

College guidelines:

- Define the e-learning level for each course.
- Create course sections for all departments and programs.
- Assign courses to qualified faculty members experienced with the e-learning system.
- Activate the role of the Educational Technology Unit in the college.

Course-Level Guidelines

Course instructors must upload the following on the course site:

- Course description
- Schedule
- Assessments
- Lectures and learning materials
- Course references
- Instructor information, office hours, and contact details
- Announcements



- Organize electronic activities aligned with course objectives and student levels, ensuring variety.
- Upload students' grades throughout the semester.
- Regularly update the course based on scientific and technological advancements.

Student Guidelines:

- Students must actively participate in the learning process using the LMS during the semester.
- Submit all assignments and activities via the LMS by the designated deadlines.
- Attend fully online courses, with attendance considered equivalent to traditional classes, following attendance and absence regulations.
- Adhere to university instructions and guidelines related to e-learning.

Educational Technology Unit:

The College of Engineering aims to create a shift in education through the Educational Technology Unit, striving for excellence by integrating modern technology into teaching with high-quality standards, moving toward an advanced, fully integrated e-learning environment.

Unit Responsibilities:

- Track all courses and sections in the college's departments and programs.
- Provide the e-learning department with course data before the semester begins.
- Ensure the readiness of courses on the LMS.
- Promote awareness and culture around e-learning.
- Offer orientation and training sessions for first-year students.
- Conduct training sessions for new faculty members.
- Coordinate with the e-learning department to assess training needs.
- Provide ongoing support for faculty and students, directing them to official support channels for technical issues.
- Report recurring inquiries and issues to the e-learning department.
- Maintain a database of faculty members.
- Submit periodic reports to the e-learning department.
- Track multimedia and tools used in e-learning.
- Share user guides and visual aids to help faculty and students navigate the LMS.

- Provide support related to virtual reality-based education.
For inquiries, contact the Educational Technology Unit:
Email: CEN-EE-ELU@pnu.edu.sa
EXT. 38078

E-learning Technical Support :

The e-learning department at Princess Nourah bint Abdulrahman University, through the Systems Unit, ensures the provision of high-quality e-learning services to all university members. The following channels are available to facilitate communication and support:

- Instant messaging service
- Direct support through the e-learning system's website
- Electronic ticketing system for technical issues: [Click here](#)

E-learning User Guides:

- User guides for the LMS for faculty members : [Click here](#)
- User guides for the LMS for students: [Click here](#)



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