



STUDENTS' HANDBOOK

SELECT COLLEGE
ADDIS ABABA, 2023

Handbook Introduction



HANDBOOK
INTRODUCTION

HANDBOOK INTRODUCTION

Dear Students,

Welcome to the Students' Handbook of Select College! This comprehensive handbook has been carefully crafted to provide you with all the essential information you need to navigate your academic journey at our esteemed institution. Whether you are a new student just beginning your college experience or a returning student seeking to enhance your knowledge, this handbook will serve as your go-to resource.

The Select College Students' Handbook is divided into seven sections, each designed to address specific aspects of your college life. Let's take a brief look at what each section entails:

1. **Handbook Introduction:** In this section, you will find a warm welcome and an overview of the purpose and structure of the handbook. It will help you understand how to make the most of this valuable resource.
2. **Navigating Our Website:** Here, you will discover a step-by-step guide on how to effectively navigate our college website. You will learn how to access important information, find course schedules, explore extracurricular activities, and much more.
3. **Admission Procedure:** This section provides a comprehensive overview of the admission process at Select College. It includes information on eligibility criteria, application procedures, required documents, and important deadlines. Whether you are a prospective student or a current student seeking to transfer, this section will guide you through the admission process.

4. Getting Student Support: College life can be both exciting and challenging. This section outlines the various support services available to you as a student at Select College. From academic advising and counseling services to career guidance and student organizations, we are committed to providing you with the support you need to thrive.

5. Using Our Learning Management System (LMS): In today's digital age, online learning has become an integral part of education. This section will familiarize you with our Learning Management System, which serves as a hub for accessing course materials, submitting assignments, engaging in discussions, and collaborating with your peers and instructors.

6. Using the Students' Information System: The Students' Information System is a powerful tool that allows you to manage your academic records, view your grades, register for courses, and access important administrative information. This section will guide you through the functionalities of this system, ensuring that you can make the most of its features.

7. Using the Digital Library: As a student at Select College, you will have access to a vast digital library filled with resources to support your academic pursuits. This section will provide you with tips and tricks on how to effectively navigate the digital library, access e-books and scholarly articles, and make the most of the available research tools.

We hope that this Students' Handbook will serve as a valuable companion throughout your time at Select College. It has been designed with your needs in mind, aiming to empower you with the knowledge and resources necessary to excel academically and make the most of your college experience.

Online Programs Coordinator
Select College

ORGANIZATION OF THE HANDBOOK

The Students handbook of Select Online Programs Office consists of seven interrelated sections. The book is organized so that to use it its logical order or according to your needs. As the handbook introduction gives yo a summary of the entire book, we recommend you start from the introduction.



HANDBOOK
INTRODUCTION



NAVIGATING OUR
WEBSITE



ADMISSION
PROCEDURES



GETTING STUDENT
SUPPORT



USING LEARNNG
MANAGEMENT SYSTEM



USING STUDENT
INFORMATION SYSTEM



USING DIGITAL
LIBRARY

Navigating our Website

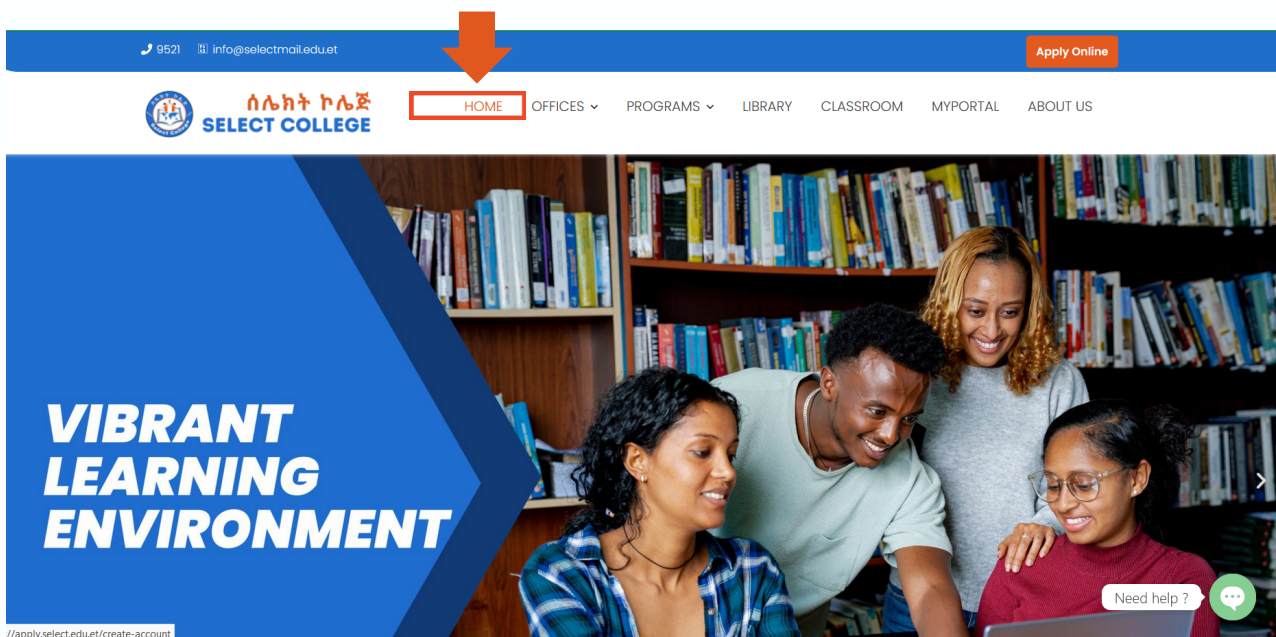


NAVIGATING OUR
WEBSITE



Navigating our Website

The Select College website, located at <https://select.edu.et>, provides a wealth of information and resources for students. The website is organized into several sections, including Offices and Academics, which can be accessed through the header and footer menus. Here is a summary of the main content you will find on each section:



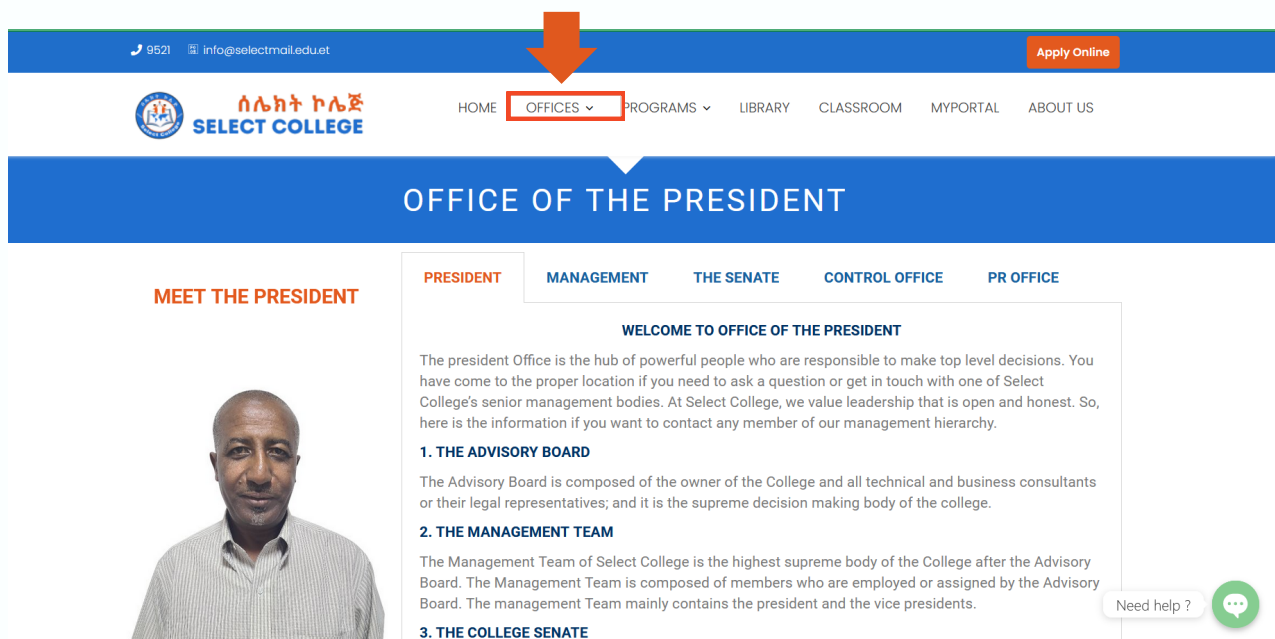
THE HOME MENU

The Home Page is the landing page of our official website where you begin your navigation. If you want to return to the home page click the HOME menu button or click the logo located at the top of our website.

THE OFFICES MENU

The Offices menu in our website is a location where you can find all kinds of information with regards to select College management. By clicking this menu you can visit one of the following administrative pages:

1. Office of the President
2. Office of the Administrative Vice President
3. Office of the Academic Vice President
4. Office of the Registrar
5. Office of the Campus Dean (Megenagna)
6. Office of the Campus Dean (Ayer-Tena)
7. Office of the Campus Dean (Online)
8. Office of the Quality Assurance
9. Office of the Research & Community Services



The screenshot shows the website's navigation bar with the 'OFFICES' menu item highlighted. Below the navigation bar, the 'OFFICE OF THE PRESIDENT' page is displayed. The page features a 'MEET THE PRESIDENT' section with a photo of the president and a 'WELCOME TO OFFICE OF THE PRESIDENT' section. The 'WELCOME' section includes a list of management bodies: 1. THE ADVISORY BOARD, 2. THE MANAGEMENT TEAM, and 3. THE COLLEGE SENATE. A 'Need help?' chat button is visible in the bottom right corner.

THE PROGRAMS MENU

The programs menu in our website is a location where it takes you to our academic programs. you can select the Postgraduate or Undergraduate sub-menus so that to navigate all the programs we run.

When clicking the PROGRAMS menu, you will get two other sub-menus namely: POSTGRADUATE & UNDERGRADUATE. When you further click the sub-menus you can land in one of the following program pages:

POSTGRADUATE PROGRAMS

1. Master of Business Administration
2. Master of Accounting
3. Master of Project Management
4. Master of Public Health (General)
5. Master of Public Health (Reproductive Health)

UNDERGRADUATE PROGRAMS

1. Bachelor of Computer Science
2. Bachelor of Management
3. Bachelor of Marketing
4. Bachelor of Accounting
5. Bachelor of Nursing
6. Bachelor of Pharmacy

THE FOOTER MENU

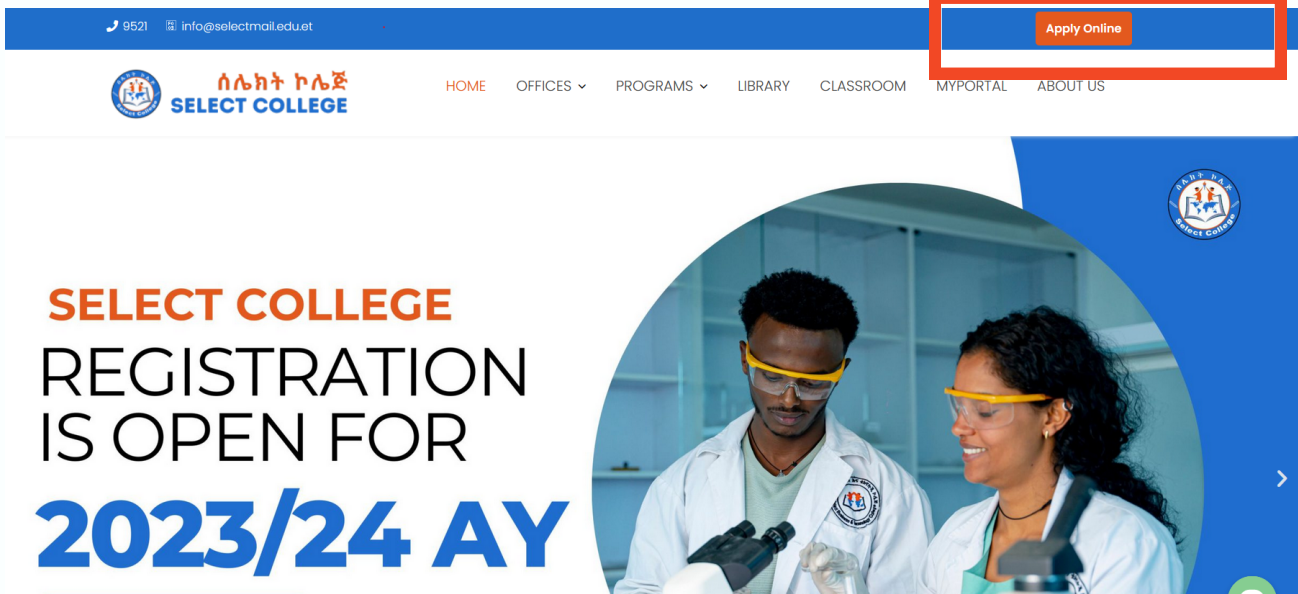
The Footer menu is located at the bottom of the website. It is a place where you can access important links, pages and resources such as Portals and job vacancy post. Just select one of the menu items to access the resources or pages.



POSTGRADUATE PROGRAMS	UNDERGRADUATE PROGRAMS	ADMINISTRATION OFFICES	IMPORTANT LINKS
Master of Business Administration	Bachelor of Management	President Office	MyPortal (Students' Portal)
Master of Accounting & Finance	Bachelor of Accounting	Academic Vice President Office	Classroom (LMS Portal)
Master of Project Management	Bachelor of Marketing	Academic Vice President Office	Faculty Portal
Master of Public Health (RH)	Bachelor of Pharmacy	Megenagna Campus Dean	Digital Library
Master of Public Health (MPH)	Bachelor of Nursing	Ayer Tena Campus Dean	Project Portal
	Bachelor of Computer Science	Apply to learn online	HRM Portal
		Registrar Office	Job Vacancy

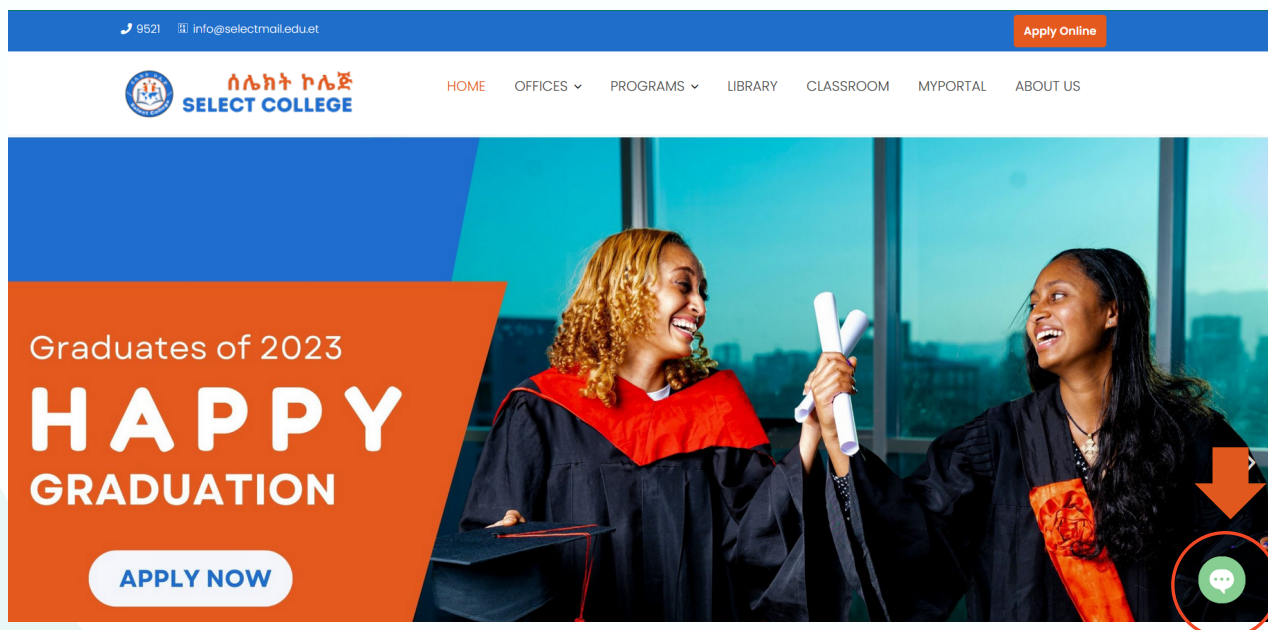
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THE ADMISSION BUTTON



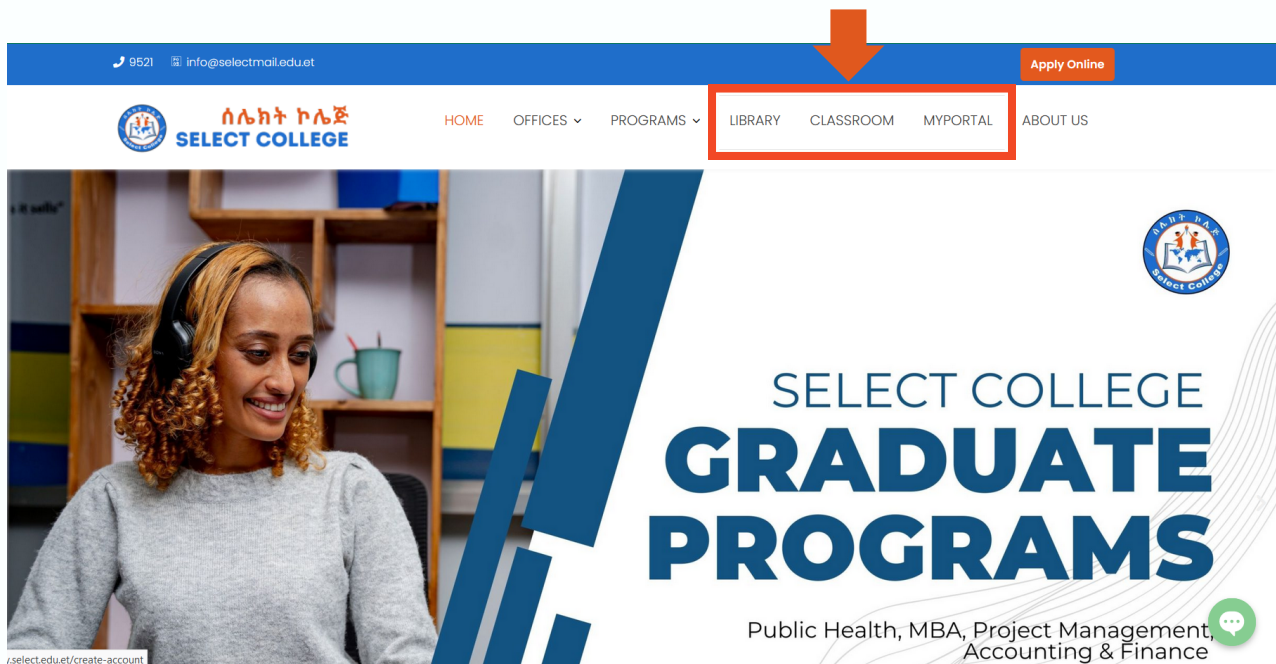
The Admission button is located at the top of the website. It is a starting point for all new students who would like to apply to any of the programs in our college. To apply, you can simply click the APPLY ONLINE button. If you need further information about the Application Process, please refer the Admission Process section of this handbook.

THE CHAT BUTTON



If you want to chat with one of our student support service, click the chat icon at the bottom of our website.

THE PORTAL MENU



9521 info@selectmail.edu.et Apply Online

HOME OFFICES PROGRAMS LIBRARY CLASSROOM MYPORTAL ABOUT US

SELECT COLLEGE

SELECT COLLEGE GRADUATE PROGRAMS

Public Health, MBA, Project Management, Accounting & Finance

The three menu items namely LIBRARY, CLASSROOM and MYPORTAL are located at the top menu. If you want to access any one of the services, select and just click. You will be taken to a new tab. You can close the tab when you are done.

Admission Procedures



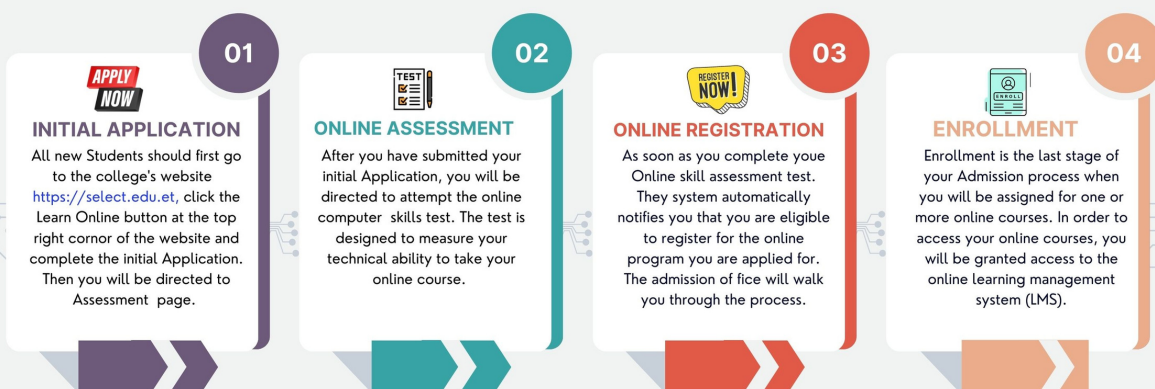


Admission Procedures

Online Admission Procedure

Select College

All new applicants for Online Graduate and Undergraduate Programs must follow the following procedures when admission and



WWW.SELECT.EDU.ET

INTRODUCTION

In order to apply for any programs at Select College you should complete the online Initial application form by clicking the APPLY ONLINE button on the top of the website or following the link: <https://apply.select.edu.et> The Application form has six parts. Please take a moment to read and complete all the parts.

Admission Procedures

Part 1: Create User Account

- Create an account or log in if you have one.

Part 2: Select mode of learning

- If you select online program the system will take you to computer skill test page. To learn more about the requirements of online program, Click [here](#)
- If you select regular program the system will take you to Application Form. N.B: Regular students are not required to take the skill test.

Part 3: Take Computer Skill Test

- If you are applying for online programs you must take the computer skill test and achieve a passing score of 60% or more.
- Before you start the test, you will be asked to verify your identity and Your PC system requirements.

Part 4: Complete Your Application

- Fill all the fields carefully and click the submit button.

Part 5: Make Your Application fee

- Make your application fee to the bank account indicated.
- Upload the image of your payment receipt.

Part 6: Check Your Email

- Check the email you gave us with your application form to make sure you receive the username and password for Select SIS Portal (Myportal), Select LMS Portal (Classroom).
- Use the link you receive with your email along with the username and password information to login to the Portals.

Note: if you have any problem in any stage of your application process please feel free to contact us at admission@selectmail.edu.et

Admission Procedures

STEP 1: INITIAL APPLICATION

The First Step for all new applicants who would like to join any online program should be free consultation on the nature and requirements for our online program to be given by our Admission Counselor. The consultation may be online or in person at our college Online Program Campus head quarter. Those who satisfy minimum requirements to join the program will be required to complete the Online Initial Application Form by following the link: <https://apply.select.edu.et/create-account> clicking or clicking the APPLY ONLINE button located on the top right corner of the college website <https://select.edu.et>.

STEP 2: COMPUTER SKILLS ASSESSMENT

If you are applying for online program you must take the free computer skills assessment test to determine whether you have the required technological skills that are essential to be successful in your online studies. To access the tests, you have to only start the initial application form. If you select the Mode of learning part of the initial application as Online, you will be automatically redirected to the Computer Skills Test page. When you complete the test and click the SUBMIT button, the system automatically score your test notify your results in no time. If you score 60% or more, you will be redirected to the next part of the initial application. If not, it requests you to retake the test. The next step is Completing the application and make the application fee.

Admission Procedures

STEP 3: REGISTRATION

Those online applicants who passed the computer skill assessment test (60% or more); or regular students who make the application fee will be automatically accessed by the office of Admission and Registrar for verification and approval. Those applicants who qualify for admission will be approved. When approved, the system automatically send you your letter of admission email. At this stage you have to check your email frequently to check if you have received the email from our office of Admission. The admission Letter shall contain credentials to login to the college Student's information System (SIS) called **MYPORTAL** <https://myportal.select.edu.et> where students get registered, upload supporting documents, get course schedules, make payments, view grade reports , and download transcripts and other related tasks.

STEP 4: ENROLLMENT

Enrollment is the last stage in the registration process where students are assigned to a course or courses and are ready to start their class. When regular students fully paid off their prescribed tuition fees, and online students pass their Computer skill test and make their application fee, the enrollment office shall assign him courses which the student has paid for, This process is called **enrollment**. At this point, regular students should show up to their classroom; where as Online students shall go to the college's LMS portal also known as CLASSROOM and access their enrolled courses. Alternatively, students can also follow the link: <https://select.edu.et/classroom> to open the course portal.

Getting Student Support





Getting Student Support

INTRODUCTION

Selecting the right department and navigating the admission process is one of the most challenging issue for freshman students who aspire to pursue their higher education endeavor. Select college has therefore established a dedicated student support office to support students not only with their admission process; but also with all kinds of concern students may face until they graduate from our college and beyond. The following are some of the support service areas our college provides for all students:

1. ADMISSION COUNSELING

Before registration, any applicant who submitted the initial application for admission will be added to the admission intent database and assigned a dedicated Admission Counselor to help him/her decide on the right academic specialization and study time that may fix to the applicant's academic and financial conditions. The counselor will follow up with the applicant, for the period of one year, reminding the application time every academic semester until he successfully admitted to the department of his choice. In case a student may not be assigned a dedicated Admission Counselor, he should contact the Admission office at admission@Selectmail.edu.et

Student Support

2. REGISTRATION SUPPORT

Registration to the program will be done online via the College's official website. <https://Select.edu.et> Alternatively students may visit our office in-person and get resisted. Students' registration to a program involves completing the online application Form and making payment. If there is any problem regarding payment, the applicant should contact the finance office at finance@selectmail.edu.et to get support.

3. ADMINISTRATIVE SUPPORT

Administrative support includes all kinds of support students may need from the college. This includes contacting office of the President, office of the Vice presidents, dean of online programs, office of Research and Community Development, office of Assessment and Examinations, office of Finance and other offices of the college. In order to contact with any of the college offices or get support of the office holders, call to the college phone number or contact the student support service team at support@selectmail.edu.et or chat with any of our social media accounts.

Student Support

4. ENROLLMENT SUPPORT

Enrollment is a term that indicates students' status of getting assigned to one or more courses of the program. Students shall be automatically enrolled to their respective courses by the college's admission office and get notified about their enrollment status via email. Also students can check their enrollment status from their online CLASSROOM portal. <https://classroom.select.edu.et> or by logging in to their MYPORTAL account at <https://myportal.select.edu.et>.

5. TECHNICAL SUPPORT

Technical support is a kind of support students or faculty members need when they encounter technical issues or difficulties during their use of any of the college's systems or sites. Technical issues may include requesting access to the systems, password reset, system slowdown, system down and so on. To get technical support, please call to our central student support office or email at support@selectmail.edu.et

6. GUIDANCE & COUNSELING

Guidance and Counseling support is another type of service the college provides for students free of charge. If students want to get professional guidance and counseling support regarding college life, study methods, exam techniques, stress management, alcoholism, drug abuse or any other academic or behavioral problems, our college psychologists is available for their service. Just email at counseling@selectmail.edu.et

Using Learning Management System



USING LEARNNG
MANAGEMENT SYSTEM



Using Learning Management System

INTRODUCTION

A Learning Management System (LMS) is a software application or platform that facilitates the management, delivery, and tracking of educational courses and training programs. It serves as a centralized hub where instructors can create and organize course content, interact with students, and assess their progress. LMS platforms are commonly used in educational institutions, corporations, and other organizations that offer online or blended learning experiences.

FUNCTIONS OF LMS

1. Course Management:

LMS platforms allow instructors to create and organize course materials, such as lecture notes, presentations, videos, and quizzes. They provide tools for structuring and sequencing content, setting up assignments, and managing course calendars.

2. Communication and Collaboration:

LMS platforms offer various communication tools, such as discussion forums, messaging systems, and video conferencing capabilities. These features enable instructors and students to interact, ask questions, and engage in collaborative activities.

3. Assessment and Grading:

LMS platforms provide tools for creating and administering assessments, such as quizzes, tests, and assignments. Instructors can track student progress, grade submissions, and provide feedback within the system.

4. Content Delivery:

LMS platforms allow instructors to deliver course content in various formats, including text-based materials, multimedia resources, and interactive modules. Students can access these materials at their own pace and from any location with internet access.

5. Tracking and Reporting:

LMS platforms offer tracking and reporting functionalities that allow instructors to monitor student participation, progress, and performance. They generate reports on attendance, grades, and completion rates, providing valuable insights for instructors and administrators.

6. Administration and Management:

LMS platforms provide administrative features that enable institutions to manage user accounts, enrollments, and course offerings. They often integrate with other systems, such as student information systems and authentication systems, to streamline administrative processes.

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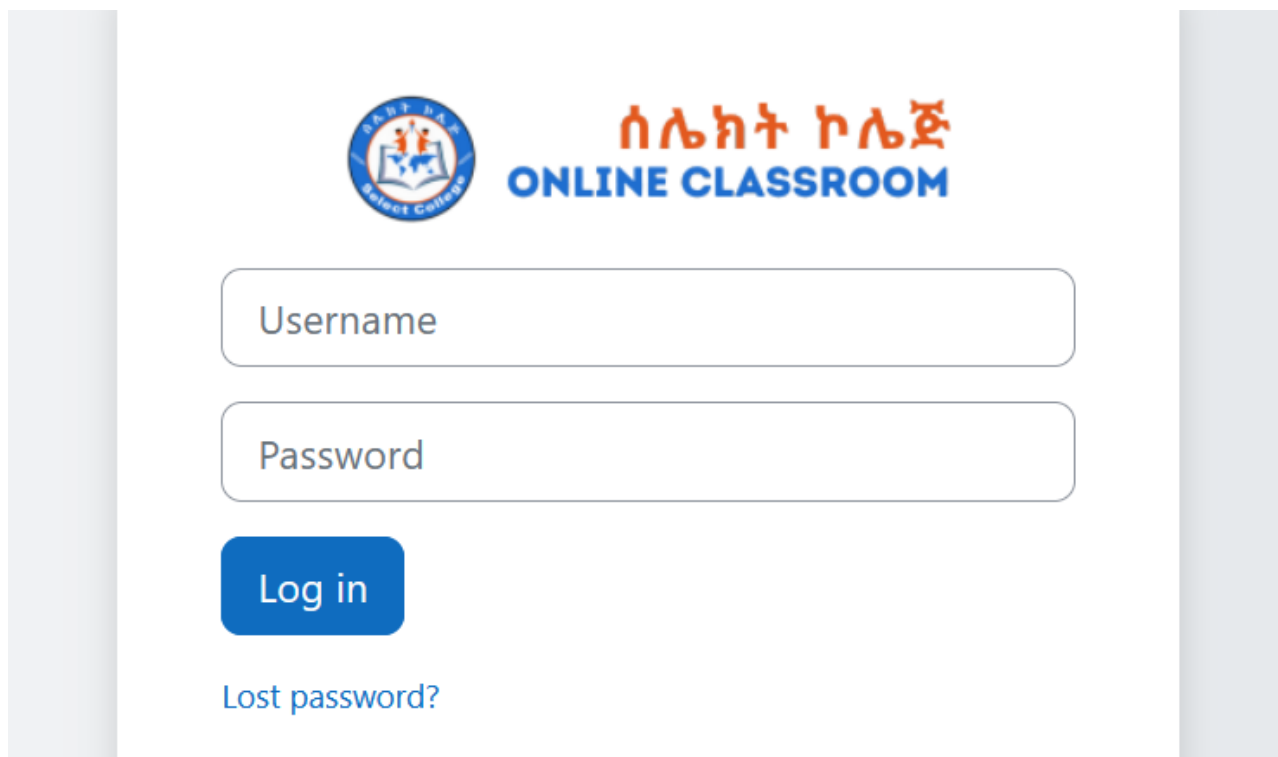
LMS platforms provide administrative features that enable institutions to manage user accounts, enrollments, and course offerings. They often integrate with other systems, such as student information systems and authentication systems, to streamline administrative processes.

LOGIN TO LEARNING MANAGEMENT SYSTEM (LMS)

The first thing you should find out to get your courses on our LMS is accessing the LMS portal <https://classroom.select.edu.et> and successfully login.

To do so, you have to make sure you have received via email your LMS also called CLASSROOM portal user credentials when you complete your registration. If you do not receive your LMS/CLASSROOM portal user name and password, please contact our office of admission and the registrar at admission@selectmail.edu.et.

Using your username and password, you can login to the LMS portal and access your LMS or Online Lessons. Look at the following image:



The image shows a login interface for the Select College Online Classroom. At the top left is the Select College logo, which includes a circular emblem with a book and a lamp, and the text 'SELECT COLLEGE' and 'Select College'. To the right of the logo is the text 'ሰሌክት ኮሌጅ' in orange and 'ONLINE CLASSROOM' in blue. Below this header are two rounded rectangular input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the input fields is a blue button with the text 'Log in' in white. At the bottom of the form is a link that says 'Lost password?'.

OUR LMS PORTAL LESSONS (ONLINE LESSONS)

Select College has implemented online instruction methods for its online and hybrid mode of learning. All e-learning courses are carefully designed by its Instructional design team and posted on its Learning Management System (LMS). The Online lesson is organized to be delivered on weekly basis. The whole course content is distributed in ten weeks within three months semester schedule.

In order to help students get enough study time over the weekends, a week at Select College shall begin on every Thursday morning; and ends on Wednesday mid-night. This means all the content resources, and activities must be started and completed within one week. Every course at Select College shall be completed within ten weeks; and the remaining two weeks are left for students' exam preparation, final examination, exam grading and a brief semester break. All online lessons should consist of the following three mandatory sections each consists of several resources and activities:

1. Course Introduction Section (Week 0)
2. The Weekly Lesson Section (Week 1-10)
3. Final Exam and Student Feedback Section (Week 11-12)

SECTION I: COURSE INTRODUCTION

The first activity you will come across on every online Course lesson of Select College's Learning Management System is the "Course Introduction" section. This section serves as a default static landing page of the LMS course page. All activities presented in this section shall not be graded. The the course Introduction Section of any online course always consists of the following four resources and activities:

The screenshot displays the LMS interface for a course titled "Project 5151". At the top, there is a navigation bar with the logo "ONLINE CLASSROOM" and menu items: Home, Dashboard, My courses, Site administration, My Portal, Main Website, and Digital Library. A notification bell and chat icon are on the right.

On the left, a sidebar menu shows "Course Introduction Section" as the active item, with sub-items for Topic 1, Topic 2, Topic 3, and Topic 4.

The main content area is titled "Project 5151" and includes a sub-menu with "Course", "Settings", "Participants", "Grades", "Reports", and "More". Below this, the "Course Introduction Section" is expanded, showing four items:

- General Course Announcements**: Represented by a red speech bubble icon.
- Course Syllabus**: Represented by a blue document icon, with a "Mark as done" button.
- Course Book**: Represented by a blue book icon, with a "Mark as done" button.
- Offline Resources**: Represented by a blue folder icon, with a "Mark as done" button.

1.1. GENERAL COURSE ANNOUNCEMENT

General Course Announcement is the first activity in the first section of the online lesson designed to help new students introduce themselves for their course instructor, the course and fellow students. To this end, the course Instructor shall introduce him/herself in a short 2 minutes video or initiate a forum discussions session by posting about himself and requesting his students to reply to the forum post by posting one paragraph about themselves. If students are already known each other, use this section to make important announcements about the course.



ACTIVITY MODULE TO BE
IMPLEMENTED:

FORUM

THE FORUM ACTIVITY MODULE

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post. Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely.

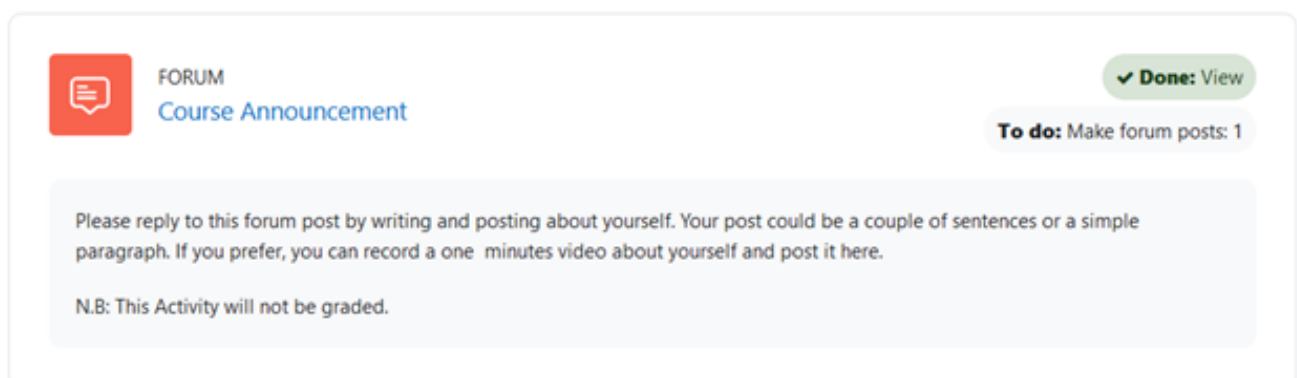
If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- For teacher-only discussions (using a hidden forum)
- A help centre where tutors and students can give advice
- A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student per group)

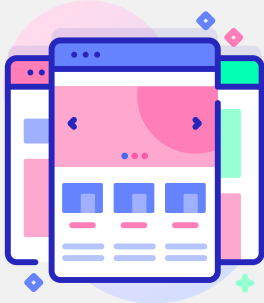
For extension activities, for example 'brain teasers' for students to ponder and suggest solutions to.



The screenshot shows a forum interface with a red speech bubble icon and the text "FORUM Course Announcement". In the top right corner, there is a green button that says "Done: View". Below this, a grey box contains the instruction: "To do: Make forum posts: 1". The main content area has a light blue background with the text: "Please reply to this forum post by writing and posting about yourself. Your post could be a couple of sentences or a simple paragraph. If you prefer, you can record a one minutes video about yourself and post it here." At the bottom of this area, it says "N.B: This Activity will not be graded."

1.2. COURSE SYLLABUS

The second activity and resource of the Course Introduction section of the LMS lesson is the Course Syllabus. The course syllabus that would be embedded here is the same document mentioned in Our Course Module Standard. The syllabus is usually designed by a team of curriculum experts and subject specialists based on the official program curriculum. It must contain the Course Title, Course Code, Credit Hour, ECTS equivalence, learning objectives, Course descriptions, detail contents, modes of delivery, assessment mechanisms and reference materials.



**ACTIVITY MODULE TO BE
IMPLEMENTED:**

PAGE

THE PAGE ACTIVITY MODULE

The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

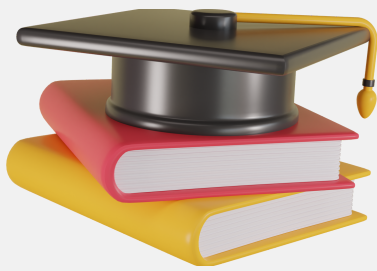
For large amounts of content, it's recommended that a book is used rather than a page.

A page may be used

- To present the terms and conditions of a course
- To embed several videos or sound files with some explanatory text

1.3. COURSE BOOK

The third resource and activity of the Course Introduction section of the LMS lesson is the Course Book. The Course book is the main text book of the course. It may be a single book or anthologies section of books, articles, website sources or other educational materials.



**RESOURCE MODULE TO BE
IMPLEMENTED:**

BOOK

THE BOOK RESOURCE MODULE

The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and sub-chapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

A book may be used

- To display reading material for individual modules of study
- As a staff departmental hand book
- As a showcase portfolio of student work

The Book resource allows you to have main chapters and sub chapters, but it goes no deeper. In other words, sub chapters cannot have their own sub chapters, as the module is intended to be a simple resource for teachers and students.

The Book resource is not interactive. You can, however, link to choices, forums etc., from within a book. Also, Flash movies and other multimedia may be included in a book

1.4. OFFLINE RESOURCES

The Offline Resource folder is a folder that contains essential course documents for students to download and work while offline. All the files in this folder must be in PDF format. The essential documents that must be uploaded in this folder are:

1. Course Syllabus
2. Course Book
3. Power-point Slides of all ten lessons



**RESOURCE MODULE TO BE
IMPLEMENTED:
FOLDER**

THE FOLDER RESOURCE MODULE

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

A folder may be used

- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

SECTION II: THE WEEKLY LESSON SECTION

The Weekly Online Lesson is the second section of Select College's LMS lesson. This section is the heart of the LMS where students actually learn. This section consists of eight e-learning lessons arranged across eight consecutive weeks. Despite the slighter differences caused due to the nature of courses and level of the study program, every online lesson at Select College's LMS must be designed following the standard given here in this section.

1. Lesson Topic

Every Online lesson must begin with a lesson topic designated for that academic week. Lesson topic is the main issue or theme of the lesson that the teacher intends to present in a given time (one week at Select College). A lesson topic is the topic taken from the course syllabus which is scheduled to be taught within one week. It could be a chapter of the course book or part of the chapter or more than a chapter depending on the scope and depth of each chapter of the course book. In some graduate level courses, a topic may be a whole article or topics compiled from several books, journals and other offline and online sources. Despite the indicated differences, every lesson topic must be derived from the Course Syllabus.

2. Lesson Objectives

Lesson objective are the section that we define the outcome of the lesson.

Specific lesson objectives shall be stated in measurable action verbs and must be written so as to show what would happen after students have completed the lesson. For example: At the end of the lesson students will be able of define, analyze, compare, describe, interpret... etc

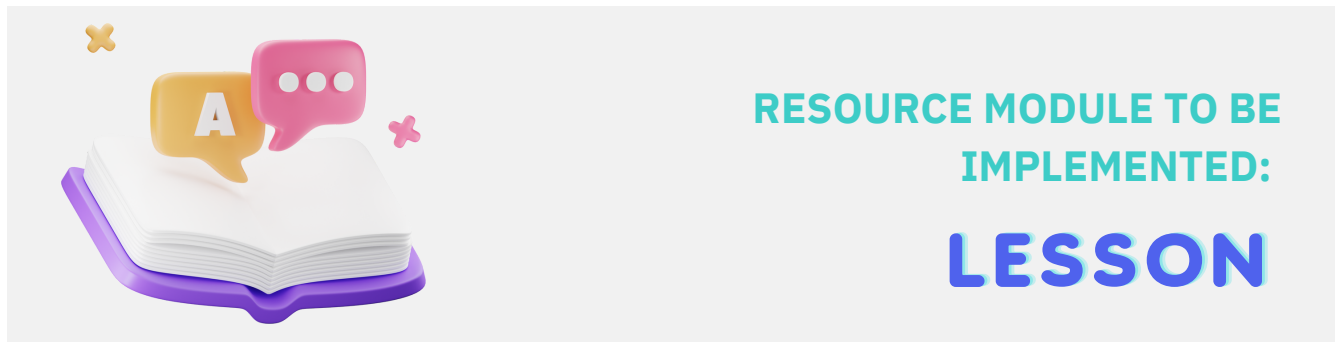
3. Lesson Contents

Lesson Contents are the detail contents that would be taught under the lesson topic indicated above. The list of contents must be presented in the most attractive and interactive way.

4. Self-check Questions

Self-check questions should be prepared and posted at the end of each lesson to help students consolidate the lesson taught and check themselves.

RESOURCE MODULE TO BE IMPLEMENTED: LESSON



The Lesson activity allows teachers to create 'branching' exercises where students are presented with content and then, depending on their responses, are directed to specific pages. The content may be text or multimedia.

How is it set up?

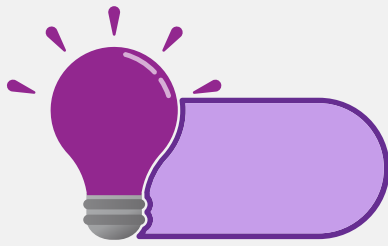
- In a course, with Edit mode enabled, choose 'Lesson' from the activity chooser.
- Give it a name and, if required, a description. (Remember this description will display on every page of the Lesson.)

- Expand the other sections to select the settings you want, including whether the Lesson is for practice or will be graded.
- Click Save and Display and add your first page. This will usually be a Content page (where you add information) or a Question page (where you can select a question type.)
- Make sure the 'Jumps' take you to the next page (if you want.) 'Jumps' direct the student to where they should go next. Once you have made all your pages, return and edit each Jump so it shows the correct page name
- When you have saved your first page, continue adding pages from the Collapsed tab > Actions menu.

5. WEEKLY VIDEO LESSON

Every lesson must contain one 30-45 minutes interactive video lesson that can introduce, present and summarize the major points of the course. The video should be professionally recorded in the College's Instructional Design Studio and should be edited to integrate the power point slides and other interactive tools. The video lesson should be presented in wide screen more edited with ispring tool and exported to the moodle with SCORM or H5T formats. In case the videos are not interactive, they can be published on loom video sharing portal and embedded to our LMS portal with the link.

RESOURCE MODULE TO BE IMPLEMENTED: LABEL



RESOURCE MODULE TO BE IMPLEMENTED: **LABEL**

The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

STANDARD GUIDELINE TO USE LABEL TO EMBED VIDEO

1. Insert add Activity or Resource button while editing on
2. Select the Label module and write the title of the video on the top of the Label Text box. Example: Week 1: Video Lesson
3. Copy the video embed code from your video hosting site such as Youtube or Loom
4. Click the Show More Buttons key from the text editor of the label module and select HTML icon to embed to post your embed code.
5. Click on a new line immediately below the title of the video; delete the default code and paste the embed code you copied.
6. Complete customization and click save and return to course button.

6. WEEKLY READING MATERIALS

Every weekly lesson must contain reading materials for students to study the contents allotted for the week. The material may be PowerPoint slide, book section, article, web documents, reports or other sources. The reading materials should be uploaded in PDF format. However, in some cases, other acceptable document or image formats may be uploaded or a website link may be given. In case, a website link has to be provided, it is important to use the label activity tool with image on the cover.

RESOURCE MODULE TO BE IMPLEMENTED: FOLDER



RESOURCE MODULE TO BE
IMPLEMENTED:
FOLDER

STANDARD GUIDELINE TO USE FOLDER TO UPLOAD READINGS

1. Turn the editing button on and click insert add Activity or Resource button.
2. Select the Folder module and write the title of the Folder on the top of the Folder under name. Example: Week 1: Reading Materials
3. Click display description on course page
4. Write a description about how students best use the materials uploaded and related instructing with the reading task.
5. On Content section, upload as many reading materials as you wish.
6. Complete customization and lick save and return to course button.

6. WEEKLY QUIZ

Weekly quizzes are another important part of the weekly online lesson section that aims at stabilization and assessing students' achievement of the weekly lesson in particular and the course in general. The quizzes must be presented individually with objective type of items that can be scored by the system itself. In order to reduce students burden, the teacher may present the quiz and assignment activity interchangeably. That means, depending on the nature of the subject, the quizzes and the Assignments may be scheduled every other week.

RESOURCE MODULE TO BE IMPLEMENTED: QUIZ



RESOURCE MODULE TO BE
IMPLEMENTED:

QUIZ

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the grade book.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

7. WEEKLY ASSIGNMENT

Weekly Assignments are another important part of the weekly online lesson section that aims at stabilization and assessing students' achievement of the weekly lesson in particular and the course in general. Assignments usually presented individually with subjective type of items that can be marked by the teacher. In order to reduce students burden, the teacher may present the quiz and assignment activity interchangeably. That means, depending on the nature of the subject, the quizzes and the Assignments may be scheduled every other week.

RESOURCE MODULE TO BE IMPLEMENTED: QUIZ



RESOURCE MODULE TO BE IMPLEMENTED: **ASSIGNMENT**

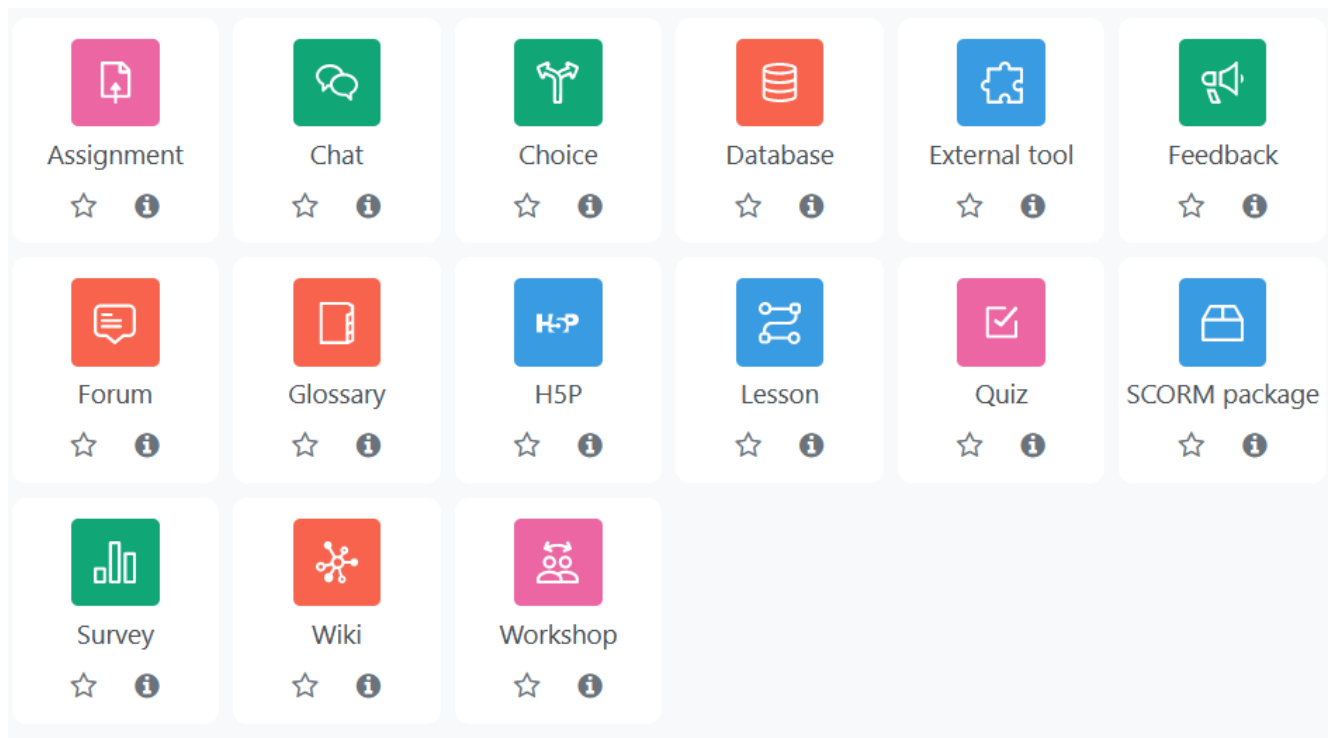
The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

OTHER ASSIGNMENT ACTIVITY MODULES

In addition to the assignment module, teachers and course creators may prefer to implement any of the activity modules. The selection of the modules shall be based on the nature of the topic and or the course.

OTHER ACTIVITY MODULES TO BE IMPLEMENTED



CHOICE ACTIVITY MODULES

The choice activity module enables a teacher to ask a single question and offer a selection of possible responses.

Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously (though teachers always see student names and their responses).

- A choice activity may be used
- As a quick poll to stimulate thinking about a topic
- To quickly test students' understanding
- To facilitate student decision-making

WORKSHOP ACTIVITY MODULES

The workshop activity module enables the collection, review and peer assessment of students' work.

Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor.

Submissions are assessed using a multi-criteria assessment form defined by the teacher. The process of peer assessment and understanding the assessment form can be practiced in advance with example submissions provided by the teacher, together with a reference assessment. Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required. Students obtain two grades in a workshop activity - a grade for their submission and a grade for their assessment of their peers' submissions. Both grades are recorded in the Grade book.

SURVEY ACTIVITY MODULES

The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

Note that these survey tools are pre-populated with questions. Teachers who wish to create their own survey should use the feedback activity module.

WIKI ACTIVITY MODULES

The wiki activity module enables participants to add and edit a collection of web pages.

A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

A history of previous versions of each page in the wiki is kept, listing the edits made by each participant.

Wikis have many uses, such as

- For group lecture notes or study guides
- For members of a faculty to plan a scheme of work or meeting agenda together
- For students to collaboratively author an online book, creating content on a topic set by their tutor
- For collaborative storytelling or poetry creation, where each participant writes a line or verse
- As a personal journal for examination notes or revision (using an individual wiki)

GLOSSARY ACTIVITY MODULES

The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.

A teacher can allow files to be attached to glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed alphabetically or by category, date or author. Entries can be approved by default or require approval by a teacher before they are viewable by everyone.

If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

A teacher can allow comments on entries. Entries can also be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Glossaries have many uses, such as

- A collaborative bank of key terms
- A 'getting to know you' space where new students add their name and personal details
- A 'handy tips' resource of best practice in a practical subject
- A sharing area of useful videos, images or sound files
- A revision resource of facts to remember

DATABASE ACTIVITY MODULES

The database activity module enables participants to create, maintain and search a collection of entries (i.e. records). The structure of the entries is defined by the teacher as a number of fields. Field types include checkbox, radio buttons, drop-down menu, text area, URL, picture and uploaded file.

The visual layout of information, when listing, viewing or editing database entries, may be controlled by database templates. Database activities may be shared between courses as presets and a teacher may also import and export database entries.

If the database auto-linking filter is enabled, any entries in a database will be automatically linked where the words or phrases appear within the course.

A teacher can allow comments on entries. Entries can also be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the grade book.

Database activities have many uses, such as

- A collaborative collection of web links, books, book reviews, journal references etc
- For displaying student-created photos, posters, websites or poems for peer comment and review.

CHAT ACTIVITY MODULES

- The chat activity module enables participants to have text-based, real-time synchronous discussions.
- The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.
- Chats are especially useful when the group chatting is not able to meet face-to-face, such as
- Regular meetings of students participating in online courses to enable them to share experiences with others in the same course but in a different location
- A student temporarily unable to attend in person chatting with their teacher to catch up with work
- Students out on work experience getting together to discuss their experiences with each other and their teacher
- Younger children using chat at home in the evenings as a controlled (monitored) introduction to the world of social networking
- A question and answer session with an invited speaker in a different location.

Final Exam & Student Feedback Section

SECTION 3: THE LAST SECTION

The Last section of Select College's Learning Management System (LMS) should contain the Final Examination and Course Feedback section. The purpose of the Final Examination section is to provide students with summative evaluation of their overall learning achievement. However, the course feedback sections dedicated to the collection of students' feedback on the production, management and assessment of the Online course under consideration.

RESOURCE MODULE TO BE IMPLEMENTED: QUIZ



RESOURCE MODULE TO BE IMPLEMENTED:

QUIZ

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the grade book.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

The background features several abstract, organic shapes in shades of blue and orange. A large orange shape is prominent in the upper right, while various blue shapes, including circles and teardrop-like forms, are scattered across the white background.

SELECT COLLEGE

THE END