

## Online Learning Guide

### Prologue to Online Teaching and Learning

Internet learning is the freshest and most mainstream type of separation instruction today. Inside the previous decade it has majorly affected postsecondary instruction and the pattern is just expanding.

In this workshop we will investigate what the experience of web based learning resembles for understudies and how it has changed the job of the educator.

### What is Online Learning?

Web based learning is training that happens over the Internet. It is frequently alluded to as "e-learning" among different terms. In any case, internet learning is only one sort of "separation learning" - the umbrella term for any discovering that happens crosswise over separation and not in a conventional study hall. Separation learning has a long history and there are a few sorts accessible today,

#### Counting:

- Correspondence Courses: led through ordinary mail with little cooperation.
- Tele-courses: where substance is conveyed by means of radio or transmission.
- CD-ROM Courses: where the understudy collaborates with static PC content.
- Online Learning: Internet-based courses offered synchronously or potentially no concurrently.
- Mobile Learning: by methods for gadgets, for example, phones, PDAs and advanced sound players (iPods, MP3 players).

By a wide margin the most famous methodology today is web based learning. As indicated by the Sloan Consortium, online enlistments keep on developing at rates quicker than for the more extensive understudy populace and establishments of advanced education anticipate that the pace of development should keep expanding. A portion of the key

#### Discoveries:

- Over 1.9 million understudies were concentrating on the web in the fall of 2003.
- Schools anticipate that the quantity of online understudies should develop to over 2.6 million by the fall of 2004.
- Schools anticipate that online enlistment development should quicken — the normal development rate for online understudies for 2004 is 24.8%, up from 19.8% in 2003.
- most all things considered (53.6%) concur that online training is basic to their long haul system.
- A dominant part of scholastic pioneers accept that web based learning quality is as of now equivalent to or better than eye to eye guidance. (The "no noteworthy distinction" wonder.)

## How It Works

In years past, educators needed to make their "virtual study halls" without any preparation which was troublesome and frequently prompted poor outcomes. Today, a whole industry has risen to do this for us. Course Management System (CMS) programming is used by pretty much all schools today. CMS enable educators to plan and convey their courses inside an adaptable system that incorporates various devices to empower learning and correspondence to happen.

We offer functionality which allows instructors to deliver course content, enable communications, and conduct evaluations.

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|----------------------------|---|
| <b>Schedule</b>            | For posting and viewing deadlines, events, etc.                   |
| <b>Announcements</b>       | For posting current information to all students.                  |
| <b>Syllabus</b>            | For creating and posting the course syllabus.                     |
| <b>Modules</b>             | For publishing and viewing course content in sections.            |
| <b>Assignments</b>         | For posting, submitting, and grading student work.                |
| <b>Discussion Board</b>    | For asynchronous discussions, group work, and collaboration.      |
| <b>Private Messages</b>    | For private communication between students and/or the instructor. |
| <b>Chat</b>                | For real-time, synchronous conversation in written form.          |
| <b>Tests &amp; Quizzes</b> | For authoring and administering exams, quizzes, surveys, etc.     |
| <b>Gradebook</b>           | For posting and managing student grades.                          |

## Benefits of Online Teaching and Learning

Why online separation learning and why now? Online separation learning addresses the issues of a consistently developing populace of understudies who can't or incline toward not to take an interest in customary study hall settings. These students incorporate those incapable to go to conventional classes, who can't locate a specific class at their picked organization, who live in remote areas, who work all day and can just investigation at or after work, and the individuals who basically want to adapt freely.

### Some of the main advantages of online learning include:

- **Convenience:** 24/7 access from any online computer; accommodates busy schedules; no commuting, no searching for parking.
- **Enhanced Learning:** Research shows increased depth of understanding and retention of course content; more meaningful discussions; emphasis on writing skills, technology skills, and life skills like time management, independence, and self-discipline.
- **Leveling of the Playing Field:** Students can take more time to think and reflect before communicating; shy students tend to thrive online; anonymity of the online environment.
- **Interaction:** Increased student-to-teacher and student-to-student interaction and discussion; a more student-centered learning environment; less passive listening and more active learning; a greater sense of connectedness, synergy.
- **Innovative Teaching:** Student-centered approaches; increased variety and creativity of learning activities; address different learning styles; changes and improvements can translate to on-ground courses as well.

- **Savings:** Accommodate more students; increased student satisfaction = higher retention and fewer repeats.

## **Online Learning FAQ**

Those new to online learning are often unclear about what to expect. Below are some answers to frequently asked questions about online classes.

### **Is an online class the same as a self-paced class?**

Answer: No. While some online classes are similar to independent study, most online classes are not self-paced classes. The due dates for documents and class participation reflect those of a "regular" campus class. Homework, other activities, and online class participation must be completed by preset dates and times.

### **How much time do I have to spend online?**

Answer: You should plan to spend at least the same amount of time you would spend on a face-to-face class. And probably more, at least at first, as you get oriented to the online CMS.

### **Do I have to log on to class at a particular time?**

Answer: No. You will have deadlines by which to post your work, but when you complete that work is up to you. You should try to do your work on a daily basis so as to avoid being overburdened at the end of each unit.

### **Is taking a class online easier than a "regular" class?**

Answer: No. The course content in an online class is usually identical to that of a face-to-face class on the same topic. Some people think the workload is even more demanding than a regular face-to-face class in that you have to be a self-directed learner, stay motivated, and stay on top of your workload independently. It has been shown that the most successful online students/teachers tend to share the following characteristics:

- Self-motivation/self-starter
- Good organization and time-management skills
- Familiar with computers and the Internet
- Resourceful and actively seek answers and solutions to questions and problems