



## **E-Learning Action Plan for First Semester 1445 H** **Faculty of Languages & Translation**

### **Introduction**

The Faculty of Languages & Translation has decided to adopt and integrate E-Learning tools and technologies into the academic programs of the Faculty of Languages and Translation, with the aim of achieving learning outcomes of its programs and courses, improving teaching effectiveness, and course satisfaction. The university's learning management system- Blackboard will be used in all the programs. The Faculty will implement the E- Learning at the *supportive level*.

At the level of supportive mode, it is the responsibility of each faculty member:

- to make the course materials/ learning resources available for students online on the Blackboard.
- to motivate students and ensure their participation in E-Learning activities.
- to improve the learning process following the learner-centered approach.
- to facilitate the interaction among the students using the Blackboard.

**Note:** The Blackboard must not be used as a replacement of the face-to-face classroom. It must be used as a supportive tool for giving students more opportunities to practice English language in the form of various online activities or contents. **Conducting online classes and mandatory classroom quizzes/assignments on the Blackboard are not allowed under any circumstances.**

| <b>Proposed Weekly Distribution of the Online Activities/Tasks<br/>for the Supportive Mode of E-Learning</b> |   |
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| Week 1   | Orientation   |
| Week 2   | E-Learning training for students  |
| Week 3   | Posting a welcome message on the Blackboard Announcements/ Start Here   |
| Week 4   | Course syllabus may be uploaded in Start Here page. <ul style="list-style-type: none"><li>• It may include course description, course objectives, course learning outcomes, course contents, assessments, and the required learning materials.</li><li>• An announcement may be created informing students about the availability of the course syllabus in Start Here.</li></ul> |
| Week 5   | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement, a course message, and a new topic for discussion in Discussions Folder.   |
| Week 6   | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an   |

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|         | announcement and a course message about the classroom quiz/assignment/presentation/project (as required by the course specification) mentioning date and time. And the results of the classroom quiz/ assignment/presentation/project should be published on the Blackboard Announcement. Feedback of the classroom quiz/ assignment/presentation/project result may be received and timely responded through course message.  |
| Week 7  | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement, a course message, and a new topic for discussion in Discussions Folder.  |
| Week 8  | The postings in this week may include course materials/ learning resources (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement and a course message about the midterm exam in the classroom mentioning date and time of the midterm exam.  |
| Week 9  | The result of the midterm exam should be published on the Blackboard Announcement.<br><br>Feedback of the midterm exam result may be received and timely responded through course message.   |
| Week 10 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement, a course message, and a new topic for discussion in Discussions Folder.  |
| Week 11 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement and a course message about the classroom quiz/ assignment/presentation/project (as required by the course specification) mentioning date and time. And the results of the classroom quiz/ assignment/presentation/project should be published on the Blackboard Announcement. Feedback of the classroom quiz/ assignment/presentation/project result may be received and timely responded through course message. |
| Week 12 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement, a course message, and a new topic for discussion in Discussions Folder.  |
| Week 13 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement and a course message about the classroom quiz/ assignment/presentation/project (as required by the course specification) mentioning date and time. And the results of the classroom quiz/ assignment/presentation/project should be published on the Blackboard Announcement. Feedback of the classroom quiz/ assignment/presentation/project result may be received and timely responded through course message. |
| Week 14 | Vacation   |

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| Week 15 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement, a course message, and a new topic for discussion in Discussions Folder.  |
| Week 16 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement and a course message about the classroom quiz/ assignment/presentation/project (as required by the course specification) mentioning date and time. And the results of the classroom quiz/ assignment/presentation/project should be published on the Blackboard Announcement. Feedback of the classroom quiz/ assignment/presentation/project result may be received and timely responded through course message. |
| Week 17 | The postings in this week may include course materials/ learning resources in Lectures (in the form of PPT, PDF, or a YouTube video as per the requirement of the course), an announcement, a course message, and a new topic for discussion in Discussions Folder.  |

Note: If you need any help/support, you can contact Mr. Mohsin Raza Khan, E-Learning Unit Supervisor.

Thank you,

Dr. Ibrahim Alasmari  
Vice Dean of Educational Affairs & Development  
Faculty of Languages & Translation  
King Khalid University