



TTII Policy for Online Course, or Programme Offerings

Purpose:

This purpose of this policy is to provide guidelines on alternative access to education at the TTII in various non-traditional ways.

Policy:

This Policy will ensure that the procedures to access a course, or programme offering online (i.e., Distance Learning, Hybrid/blended and other online formats) are properly defined and administered, as per class schedules.

Objectives:

- Provide informational resources and support services for students enrolled in online courses, or programme.
- Identify and address faculty needs in teaching and learning online.
- To provide technical support information for all online delivered courses, or programmes.

Types of online education

The following online education definitions shall be used to define the mode of delivery for course, or programmes offerings.

- E-Learning courses, or programmes are offered with all work being completed using electronic technologies. Learner access primary content and instruction from an e-learning environment using a variety of tools which include (but limited to) e-mail, chat or discussion boards, web pages and multimedia technologies. Course sessions may be synchronous (everyone meet online at the same time), or asynchronous (individuals, groups meet online at different times).
- An online course, or programme is an offering in which 100% of the course sessions occur online using Electa Live, or some other type of Learning Management System (LMS), or web presence (like Zoom Video Conferencing, for example).
- Distance learning is similar to online courses in its delivery, but is specific to students located outside of Trinidad and Tobago, like regionally, for example. Thus, this mode of delivery is more flexible for students hindered by travel and housing expenses, and/or acts of God like epidemic/pandemics, that can hinder student access to a geographical location in another nation.
- Hybrid/Blended course, or programme offering is a mode of delivery that facilitates both online and face-to-face (standard) teaching and learning, utilising a traditional classroom environment, as well as, Video Conferencing and/or a LMS. Students must attend both standard class instruction and log into a web presence like video conferencing courses, or their e-learning/ LMS environment during their class schedule.



Technical Requirements

Browser version:

Fire Fox v79 or above

Safari v10.11 or above

Google Chrome v84 or above

Edge v84 or above

Common Plugins

Abode Reader

Flash Player

Quicktime Player

Java

Secure Login and Password

Each student has their own assigned Elect Live (or LMS) student-generated password to log into the Learning Management System.

Proctored Examinations

The State Licensing Rules and Regulations on testing and proctored examinations are used as the official reference for proctored examinations. See the State Licensing Rules and Regulations in Appendix B of the TTII Assessment Policy for more information.

Privacy Protection

Personal identifiable information collected by the TTII will be used at the discretion of the Institute as the basis for identity verification. For example, resetting passwords in the LMS, or security verification for online (proctored) examinations.

Users

User are responsible for any and all use of their account. Students must **not** share their username and passwords with any unauthorised persons; and acknowledge that information contained in the LMS, or Video Conferencing recordings is not for “John Public’s use.



Review of this policy

This Online Course, or Programme Offering Policy shall be reviewed annually, or as required, for quality assurance purposes, or continuous improvement.

Approved by:

Edweena Newallo- Dottin
President-Council of Trustees

18/9/2020
Date

