QUALITY ASSURANCE AND
ACCREDITATION CENTER

STUDENTS GUIDE
TO ONLINE LEARNING

UNIVERSITY OF BAHRAIN

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Contents

Introduction

Although online learning provides the students with the ability to study and review course materials during their own time, it also requires students to be self-motivated and engaged, and to have a plan to keep themselves on track.

In the online environment, there are additional rules and expectations regarding online etiquette in place in order to protect all students and all staff members.

This guide contains general information and study tips to help students succeed in their online courses; in addition, a list of general netiquette expectations for online courses is presented.

Getting Started

BlackBoard

lackboard (BB) is the official Learning Management System (LMS) adopted at UoB. The BB portal can be accessed through https://blackboard.uob.edu.bh/

The E-learning Centre provides a number of tutorial on the use of BB features located at https://uob.edu.bh/our-centers/e-learning-students/

For support request, the E-learning Centre can be contacted by email at elearningc@uob.edu.bh

Library Resources

General library resources can be accessed via the University Library website https://www.ac-knowledge.net/uobv3/language/en-US/Login.aspx

In addition to the printed books collection, the Digital Library provides access to over 170,000 e-books, 25,000 e-journals and over 2.5 Million full-text e-theses. The Digital Library is available to students and faculty 24/ 7 and can be accessed from within and outside the campuses. The Digital Library can be access through the Digital Library Portal.

The library provides a number of guides in how to use library resources. These guides can be accessed online from link https://www.ac-knowledge.net/uobv3/language/en-US/Help.aspx

Technical and Administrative Support

A comprehensive list of all the e-services offered at UoB can be found at: https://uob.edu.bh/faculty-2/

Student Information System (SIS)

The SIS is an electronic system that helps the student in several tasks including: 1. Registering Courses. 2. View their ow schedule. 3. View exam results and transcripts. 4. Help system. 5. GPA Simulator.

Student Service Centre

The Students Service Centre is an interactive service for university students for all administrative procedures, as well as questions and proposals. The service operates using the following channels :Voice Contact Channel; Live chat Channel : Live chat available on Both websites (SIS & official website); Email Channel; WhatsApp Channel.

Study Tips

The following are some tips to help students develop lasting strategies for academic success:

• Understand Course Requirements and Instructor Expectations
To be successful in their course, students need to clearly understand the standards required to pass the course and the expectations of the instructor. Students should read through the syllabus carefully and seek clarification from their instructors when needed.

• Ask for Help
Students should keep in mind that the University wishes to see all students succeed in their studies. There are three important resources available to help students through academic and personal issues that could negatively impact their college experience: *the instructors, the academic advisors and the Guidance and Counseling Services.*

The instructors are the first point of contact for issues related to individual courses. Students that have any question related to course content, course assessment, etc. should contact the instructor immediately.

Academic Advisors provide guidance to curriculum and course selection, support students through withdrawals, leaves of absence, and academic dismissal/probation, address students to the services and support available within the University.

The Guidance and Counseling Services offered by the Deanship of Students Affair help students to cope with study demands by offering social, behavioral and psychological guidance.

• Be an "Active Learner"

To be successful in an online course, it is important that students become active learners. The active learners have the motivation to learn and choose to seek out information.

Some quick tips on how to become an active learner can be found at
https://www.mcgill.ca/osd/files/osd/active_vs_passive_learning.pdf

• Be "Self-disciplined"

Being Self-disciplined may be the most important, but also the most challenging, demand for a successful online experience. Being self-disciplined requires planning and efficient time management. Here are some tips to help students:

- Check the Course Syllabi to know when assignments are due and prepare the assignments   timeline.

- Make a weekly schedule of tasks, deadlines and study hours to make sure there is sufficient time to complete the assignments. It is better to break complex assignments into smaller tasks.

- Regularly check the assignments progress against the schedule. If there is any delay, this should be acknowledged and addressed immediately.

- Establish a daily study routine and follow it.

- Minimize distractions while attending online lectures and studying.

Code of Conduct

The University expects students to demonstrate personal and intellectual honesty and academic integrity and to conform to all published UoB rules and regulations. Failure to do so may result in initiation of formal disciplinary action, as defined in the [Regulations of Professional Conduct Violations](#). In particular, the University expects students to adhere to:

Academy Integrity

Academic integrity means being honest in the academic work, even when no one is looking or watching you!

On the contrary, dishonesty includes plagiarism, unproper collaboration and cheating.

To avoid academic dishonesty students must:
- Complete each assessment on their own, and not purchase it or have it done for them.

- Avoid any form of plagiarism: plagiarism means copying ideas or words from other students, or other sources (Internet, books etc.) and presenting them as their own without credit others or citing the sources.

- Collaborate with other students on projects or assignments only in accordance with the instructor's directions.

- Avoid copying answers from other students.

- Do not allow students to copy their answers on assessment.

- Avoid changing graded assessment and ask the instructors to re-grade.

Copyright

The material provided in the online courses are property of the instructors and the University. They are provided to the students for educational purposes only.

Students are allowed to view, copy, and print the material contained within courses for their own educational use only and are not allowed to change the material set by the owner of material.

Students will not distribute, publish, or reuse the teaching material, audio files or images for any commercial or noncommercial purpose.

Attendance

In accordance with the attendance policy set in the [Study and Exam Regulations](#), students are expected to maintain class attendance on a regular basis.

Students should be aware of the guidelines and expectations about attendance set by the instructors at the beginning of the courses.

Repeated absences from the online lectures will cause failure to participate in online discussion and activities, and this will impact the success in the course.

If unexpected situation - such as problems with Internet connectivity, illness, etc- should arise, students should promptly report their problems to the instructors and discuss remedial actions to take for course completion.

Discipline

All students are subject to the rules and restrictions described in the [UoB Guide to Students Rights and Duties](#) .

Netiquette

All students participating in online courses are expected to follow "netiquette", i.e. conduct their communications in a professional, respectful manner. Below are some basic netiquette rules:

- Use chat boxes and discussion groups appropriately; do not ask questions irrelevant to the discussion, or to talk about an unrelated topic; take some time to read through each of the previous discussion post before writing your own to avoid repeating questions or answers.

- Submit assignments as instructed; follow the guidelines set by the instructors for file assignment submissions, like naming conventions or acceptable file formats.

- Keep formality when communicating with instructors; when communicating with instructors via e-mail, introduce yourself (name, student ID, Course) at the beginning of the email. If you do not use the email address provided by the University, create a professional email address using variations of your first, middle, and last name (e.g. john.smith@hostname, jsmith@hostname). Avoid email addresses that use nickname (e.g. sleepingbeauty@ hostname).

- Be kind and respectful in your comments—even if you do not agree with someone. Avoid making offensive remarks and inappropriate comments.

- Never send spam and post irrelevant material in the course portal.