

Learning Guide Unit 1

Unit 1 Introduction

The Online Classroom - Transcript for H5P

General Section

The General Section contains the most important information about the course. In the General Section, you will see the course syllabus, textbook information, and announcements.

- The **syllabus** is the most important document in a classroom.
- **Announcements** are where important information is posted and is one of the first places to check when entering the class. Announcements are also sent via e-mail to all participants in the course.

Learning Guide

In every course, there are eight weekly units and an exam preparation week. Every unit has its own Learning Guide. This provides students with an outline of the academic week ahead. In the Learning Guide your course instructor will give you an overview and lay out the objectives of the unit along with the tasks that are required for the week. This will give you the order in which you should study the material.

Discussion Forums

There are 3 types of discussion forums that may be used within a course.

- The **Course Forum** is for general course-related discussions, questions and responses posted by students and instructors. It is open to all students studying the course.
- The **Classroom Forum** is used for class-related academic discourse. This forum is where students in the same classroom or group can interact with one another.

- The **Discussion Forum** is an important activity module and participation in this forum is mandatory. For most units, there is discussion forum question to which you must respond. In addition, you must comment on at least three other students' answers and give them a rating between 1 and 10 for their work.

Assignments

In most units, you will be required to complete an assignment. Assignments generally are peer assessed, which is integral to the University of the People learning model. When the due date for the assignment has passed, the system will not allow any further submissions. During the week following the assignment due date, you will be expected to assess the assignments submitted by your peers. You will usually have three assignments to assess. Your assessment is part of the assignment grade.

Self Quizzes

Some units require students to take a weekly self-quiz. A self-quiz consists of various question types relevant to that week's study unit. Automatic feedback is offered in the self-quiz. You will be able to attempt a self-quiz multiple times. The grade attained will not be included in the overall grade and is for self-evaluation purposes only. Your instructor, however, will monitor to see that you have taken the self-quiz. Self-quizzes will help you develop test taking skills and are an excellent way to review the unit.

Graded Quizzes and Final Exams

UoPeople courses typically include two graded quizzes and one final exam. These can only be taken one time and within a specific time limit. The results are included as part of your final grade. In some classes, the final exam will be proctored.

Learning Journals

Learning Journals will help build your academic vocabulary and develop your time

management skills. Most Units require that you keep a daily log of your study activities and define at least 3 - 5 unfamiliar words from the reading materials. Additional tasks will be added in each Unit by your instructor. Participation is mandatory.