

STUDENT GUIDE TO VIRTUAL LEARNING

UNIVERSITI
TENAGA
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The Energy University



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Introduction

This document is intended to serve as a guideline for students attending VIRTUAL LEARNING (VL) at UNITEN. Due to the current COVID-19 situation, VL has been introduced at UNITEN to cater to the needs of students and academics alike. As and when it is being implemented, Virtual learning is a great option for many students and can be a very effective way to learn. Because taking virtual courses is quite different from taking courses in your traditional face-to-face classroom, it is good to know what you are getting into and what kind of support you will need to be successful.

To fully understand the terms and concepts related to how courses are being handled and conducted, it is important especially for students to read this guide.

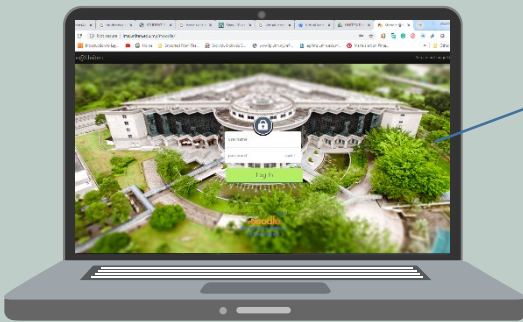


It will help for students to able to:

- ✓ describe what is VL
- ✓ explain TWO (2) approaches to VL
- ✓ identify their roles and responsibilities for VL

Virtual Learning (VL) @ UNITEN

Classes are conducted virtually via the **UNITEN's Moodle Learning Management System (LMS)** and other educational tools and technologies, through synchronous and asynchronous approach. Face-to-face approach may be applicable for certain courses, as part of the overall programme accreditation requirements. As a UNITEN students, you will have full access to the LMS, which can be accessed using your student ID and password.



<http://lms.uniten.edu.my/moodle/>

Login : your StudentID

Password: your studentinfo password

Virtual Learning

Virtual learning is a learning experience that is enhanced through utilizing computers and/or the internet both outside and inside the facilities of the educational organization. The instruction most commonly takes place in an online environment.

The teaching activities are carried out online whereby the teacher and learners are physically separated (in terms of place, time, or both).

BASIC CHARACTERISTICS AND BENEFITS

- ✓ Remote access to an unlimited array of educational services (topics and tutors)
- ✓ Individualized learning process that takes into consideration the personal level of competence, individual needs, and different learning styles
- ✓ Safe and secure learning environment
- ✓ Flexible learning in terms of time, location, and pace
- ✓ Cost-effectiveness, time-effective, easily scalable



Adapted from Vedamo, 2020

Approaches to Virtual Learning

You will be involved in **TWO (2)** basic approaches to Virtual Learning: **Synchronous** or **Asynchronous**. Your lecturer might be using either of these two approaches or even a hybrid, depending on the class limitations and requirements. Please find out from your lecturer about the approaches used.

Synchronous vs. Asynchronous

Synchronous

Asynchronous

Mode of Delivery

Live online session (relatively higher bandwidth required)



Learning on demand (relatively lower bandwidth required)

Engagement Time

Online classes require students and facilitator to be online at the same time (real time)



Students have access to the online class at any time and learn at their own pace

Interaction

Real time interaction occurs between students and facilitator during the online session



Designed mainly for self-directed study (facilitator not present)

Activities & Tools Involved

Synchronous

Asynchronous



Live video session
(e.g Teams/Webex)



Student presentation / discussion



Collaborative group work
(e.g. Padlet, Coggle)



Interactive learning activities
(e.g. Mentimeter, Kahoot!)



Live chat session
(e.g Telegram / WhatsApp)



Problem-based learning activities



Coaching, consultation



Recorded lecture
(e.g. Panopto, YouTube)



Guided discussion forum
(e.g on Moodle, Facebook)



Interactive content
(e.g H5P, Quizziz, Kahoot)



Formative assessment, research, e-portfolio



Email, podcast, e-book, blog, social media

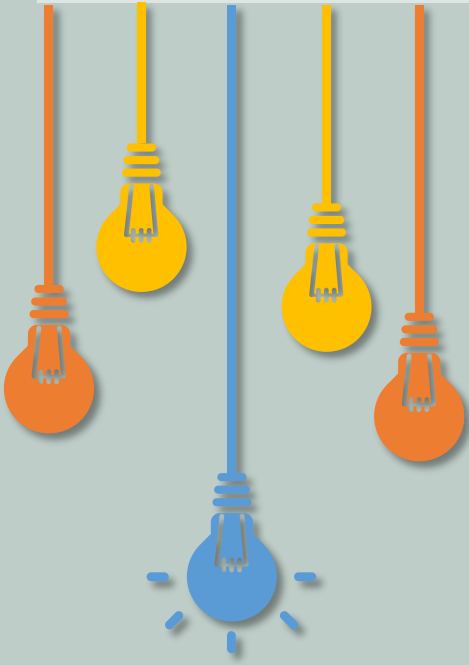


Problem-based learning activities



Collaborative document
(Google suite – drive, docs, sheet, etc.)

Preparing for Virtual Learning



Are you ready to take a class online, virtually? Before you start, there are a few basic skills and knowledge that you need to be familiar with, like how the classes will be delivered, what kind of technology the classes require, or how assignments and tests will be handled.

Virtual Learning is a very different experience and takes different skills than learning in a face-to-face classroom, but virtual courses are just as important. Different courses have very different structures, content, and assessments; and the student-instructor and student-student interaction can also be very different. Regardless of whether the approach use for your course is Synchronous or Asynchronous, you will need to be prepared for the following:



Knowing What To Expect

There will be NO face-to-face classes, or in some cases, a few times will be necessary for the course. You are going to learn, communicate, participate and assessed virtually by your course instructor. Your presence, visibility and participation in a virtual course is very important as part of continuous assessment



Technical Skills You Will Need

You need to gear up your knowledge and skills in using software (*video conferencing, google suite, Microsoft Office Suite, etc.*) and hardware (*mobiles, tabs, headphone, microphone, etc.*)



Learning Skills You Will Need

You need to aquire or polish all the basic learning skills necessary to venture into virtual learning: *Listening and Observing, Information Retrieval, Reading, Skimming, Filtering, Organizing and Presenting , etc.*



Managing Day-to-Day

You need to be responsible for your own LEARNING time! Make a schedule, be alert on notices and messages in your course communication channel. Attend your virtual live class session. Do your assignment. Do not wait till the last minute.

Are **YOU** ready for VL?



Essential Tips for Virtual Learners

1. Planning

- ✓ Review syllabi and plan for the entire semester
- ✓ Create daily and / or weekly schedule and stay organized
- ✓ Lead by example by following it rigorously

2. Get Connected

- ✓ Connect with course instructor early through the course group WhatsApp / Telegram etc.
- ✓ Stay in contact throughout the semester
- ✓ **ASK THEM** if you have questions/problems
- ✓ PM them personally if you need to
- ✓ Socialize during virtual activities and online discussions with your colleagues

3. Daily Tasks

- ✓ Login daily to UNITEN's portal / LMS Moodle to ensure you don't miss anything
- ✓ Look for new info and task posted for the week
- ✓ Define and discuss daily, weekly and overall course goals with your lecturer

8. Stay Safe & Hygienic

- ✓ Always practice strict precaution as advised by the Ministry of Health Malaysia where ever you are (both at home and campus)
- ✓ Practise self hygiene all the time
- ✓ Be aware of your surrounding



4. Know Yourself

- ✓ Do you like to procrastinate?
- ✓ Are you a perfectionist?
- ✓ Are you a last minute person?
- ✓ Know yourself so you can work better toward balance and achieving target for the semester

7. Stay Active & Socialize

- ✓ Have an open line of communication with your friends and course instructor
- ✓ Collaborate and work in group
- ✓ Participate in Virtual Learning Communities

6. Resources Utilization

- ✓ Utilize resources provided by UNITEN
- ✓ Digital Library & Databases
- ✓ Learning platform (Moodle LMS)
- ✓ Subject Matter Expert (course instructor)
- ✓ The internet

5. Reality Check

- ✓ Set realistic expectations for yourself
- ✓ Keep the end goal of a completed degree in mind
- ✓ Works towards it
- ✓ Encourage yourself by celebrating small wins and accomplishments along the way
- ✓ Stay motivated and be accountable to your course requirements

image: Freepik.com
Adapted from <https://www.regisupdates.com>

Support for Virtual Learners

What kind of support does UNITEN provide for its Virtual Learners?

Course Instructor

- The lecturer who is teaching your virtual course is the first one to go to when you have questions about assignments or resources.

Peers

- Classmates in your online course can also show or tell you about course features, tasks, assignments and assessments.

Support for Virtual Learners

Course Instructor

Peers

Main Support Group

Others

Main Support Group

- **VIOLERT group** consists of
 - Teaching & Learning Centre (TLC)
 - IT & Multimedia Services (ITMS)
- technician, helpdesk support, committee who oversees:
 - computer labs
 - learning tools, technology & platform and may be able to help with any technology questions or problems you have.

Others

- UNITEN provides additional support for our online learners:
 - [Student Info System](#)
 - [Student Affairs Dept \(e.g. Guidance & Counseling\)](#)
 - [Information Resources Centre \(IRC\)](#)
 - [Registrar Office](#)
 - [UNITEN Customer Centre \(UCC\)](#)
 - [UNITEN APPS](#)

IMPORTANT!!!

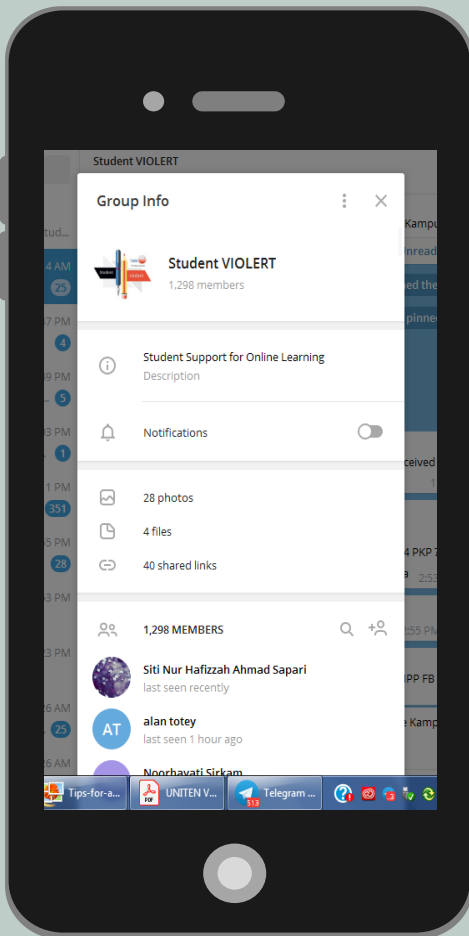
- When you learn VIRTUALLY, you ARE responsible for creating your own **DEDICATED LEARNING SPACE** at home.
- You also need to know how to contact and ask for help from the people involved in your VIRTUAL LEARNING
- You must be willing and able to contact your online **COURSE INSTRUCTOR**. Many students are afraid to do this, but your success depends on it.

VIOBERT

A **VIRTUAL & ONLINE LEARNING EMERGENCY RESPONSE TEAM (VIOBERT)** telegram group related to teaching and learning has been set up to provide quick assistance to students in the event of technical issues during Virtual Learning sessions.

You can join the group via the following link:
<https://bit.ly/studentviolert>

- ✓ Response will be active during **office hours** only except for urgent matters.
- ✓ Please keep the group for matters related to teaching and learning **ONLY**.



E-Mail Us!

Students are also advised to consult the Deputy Vice-Chancellor (Academic and Research), the Dean, the Deputy Dean (Academic & Quality Assurance) or the Head of Department at their respective colleges via the email listed below:

- ✓ College of Engineering: engineering@uniten.edu.my
- ✓ College of Computing & Informatics: CCIHelpdesk@uniten.edu.my
- ✓ College of Business Management & Accountancy: coba.helpdesk@uniten.edu.my
- ✓ College of Energy Economics & Social Sciences: Helpdeskces@uniten.edu.my
- ✓ College of Graduate Studies: cogshelpdesk@uniten.edu.my



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