

## AUD Online Learning Guidelines for Faculty

**AUD's policies outlined in the faculty handbook are applicable in both e-learning and face-to-face teaching environments.**

### **A. Courses and Communication with Students**

- Post updated and accurate course syllabi on Blackboard before the first day of class, with office hours, class timings, assessments, weekly schedule, e-platform used, and other standard components included.
- Maintain consistent, clear, punctual and documented communication with students about remote courses and faculty expectations
- Meet at regularly scheduled class times as indicated in the course schedule published online by the Registrar's Office.
- Cover the course material with the same level of assessment (mapped to existing learning outcomes) as if the course were delivered in a traditional format.
- Hold regular office hours per week via phone and/or through one of the university's electronic learning platforms
- Track student participation, engagement and attendance. Students must understand that they are accountable for attending and participating in their virtual classes. Faculty must provide them with clear guidelines on attendance.
- Post all grades on Blackboard in a timely manner and provide meaningful feedback to students on their course assessments.
- Remote classes should incorporate interactive, real-time direct instruction (synchronous learning). While it is important and necessary to include asynchronous experiences in an online class (learning through set tasks), this is not enough. Faculty should not only be using Blackboard to post lecture videos, readings, assignments, and tasks. They must also run interactive class sessions through Blackboard Collaborate Ultra, Microsoft Teams, or Zoom, with their cameras enabled. Students are also expected to have their cameras enabled during these real-time, video-conferencing classes, as highlighted in the [Online Learning Guidelines for Students](#).
- The Office of Institutional Effectiveness will administer student course evaluations before the end of term, according to standard university practice.

### **B. Technical Assistance**

- Should faculty require any technical assistance, IT staff can be reached via phone, email or through Microsoft Teams at:

Email: [ithelpdesk@aud.edu](mailto:ithelpdesk@aud.edu)  
Phone: IT Help Desk General Phone: 043183480  
Roobi P Baby: 043183125  
Fakhruddin Ali Ahmed: 043183488  
Nikhil Rao: 043183482  
Mohamed Saleem: 043183489  
Microsoft Teams: [ithelpdesk@aud.edu](https://teams.microsoft.com/join/ithelpdesk@aud.edu)

- The Office of the Provost runs a discussion board on Microsoft Teams for all faculty that addresses questions and comments related to the various aspects of teaching and learning.