OFF- SITE LEARNING REPORT

COLLEGE OF APPLIED MEDICAL SCIENCES- JEDDAH

ACADMIC YEAR 2019-2020

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INTRODUCTIONS

COVID 19 pandemic is a global health disaster that mandates certain precautions to minimize the risk of spreading the infection among the population. Ministry of Health in alignment with World Health Organization recommended social distancing that includes working and education.

Accordingly, On March 2020 the Ministry of Education initiated the directive of distant learning as an implementation of the of this national directive, **KSAU-HS** launched the off-site learning immediately. In order to execute the university mission, **COAMS- J** together with other two colleges in the other campuses come up with a unified plan of conducting the learning materials efficiently in a timely manner followed by the proper assessment tools.

The initial step at **COAMS-J** was formulation of a Taskforce Committee led by the college leaders formulated serving a clear mission and came up with an action plan. As part of committee mission is The Close monitoring of conduction of the teaching sessions, facilitating all the necessary needs to achieve that goal.

In this report we summarized the whole process of online teaching for the eight programs as well as a summary formative & summative assessments till we concluded the semester & the academic year of 2019-2020.

It has been a great experience despite a continuous work around the clock and the tremendous effort done at all the levels.

We would like to express Our sincere gratitude to the University leadership for their continuous, unlimited support and guidance that we always had and more prominent during this exceptional situation.

we would like to thank the Dean , Associate and Assistant Deans, Program Directors, Academic, Students and Administrative Affairs staff, and the IT department for their great teamwork spirit which contributed to the success of this unique mission.

COAMS-J Top level Management has met on 8th of March, 2020 and came up with the following:

Task Force:

Initiate a task force team led by the Dean, Associate and Assistant Deans, Program Directors, Academic Affairs, Students Affairs Supervisors and IT Supervisors

Action plan :

Set an action plan consists of the following:

1. Work on implementation the university leaders directives of using the Blackboard system to deliver the teaching sessions.
2. Ensure the availability of the required resources for the students, faculty and admin staff.
3. Initiate immediate virtual Blackboard collaborate sessions with IT and academic affairs support. To be conducted to the faculty and admin staff.
4. Request BB access for all the teaching part time faculty and Distribute the instruction videos to students, faculty and admin staff.
5. Each program director will work with his team on the curriculum distribution to ensure proper objective coverage for the theoretical parts conducted as lectures , avoid duplication and redundancy, minimize the time for the lectures (example if its 2 hours lecture make it 1 instead). Use the virtual labs, videos, case based discussion for specific practical sessions. For clinical /practical sessions that requires hands on practice and competencies will be deferred till further notice.

6. Continuous Assessment will be decided later.
7. All the new blocks should be started immediately, to ensure it will finish completely in end of March beginning of February, 2020.
8. Launching all the lectures starting March 10th, 2020.
9. Males and female students will join the virtual classrooms together.
10. Have a hotline contact number by students affairs for all the students.
11. Have a hotline IT for any technical support.

Off-Site learning Committee:

Initiate Off-Site learning Committee that will monitor, supervise and facilitate the implementation of all changes related to the conduction of the virtual classes.

COAMS *Jeddah, Riyadh and Alahsa* Top level Management has met on 19th of March, 2020 to decide the Student Assessment Method.

The meeting resulted in the following agreements:

Task force:

Initiate a task force team led by the Dean, Associate and Assistant Deans, in the three campuses to study the unification of the assessment method for the students in the three campuses for all COAMS programs.

Action plan:

1. Unified Program committee should meet on Sunday 22nd of March, 2020 and submit a unified assessment plan.
2. Divide the COAMS eight programs among the three campuses, each campus will be responsible of supervising the assessment plan of the assigned three programs.

Transition To Online Classes, Was A New Experience Full Of Challenges But Proudly We Can Say:

"That COAMS-J with Its Eight Programs (CLB-CLNS-OT-RAD-RT-EMMS-ANTC -ECVT) In Collaboration With The Other Departments Had Made A Great Job And Successful Implementation Of The Virtual Classes."

COAMS-J Departments and Programs action plan:

Academic Affairs Department.

The following actions have taken:

1. A meeting was conducted with the college Dean, Associate deans, and all Program Directors to define the best action plan to activate remote learning with special attention to potential challenges and possible solutions.
2. A workshop was conducted to train all program directors, faculty, and admin assistants on how to effectively activate virtual classes.
3. All admin assistants requested to provide a list of Joint Appointment faculty to provide them with access to Blackboard and provide them with a university email. All program requested to submit updated academic plan for approval.
4. The Academic Affairs created an educational video for the students on how to access their virtual classes and has distributed to the students before the start of the actual virtual classes on March 10th, 2020.

   As a result, all virtual classes of COAMS- Jeddah, have started March, 10th, 2020.

Although that the college faced some technical challenges and connection difficulties, but by the end they came over it
IT support was available all of the time, and COAMS-J faculty and staff reflected high level of collaboration by sharing some of their own technical resources.

Due to the global health situation (COVID-19) all COAMS staff have been requested to work from home. The key to working from home is clear communication with colleagues – and knowing exactly what's expected of the employee.

- **Therefore, all Admin Assistants were requested to perform the following:**

1. Send the weekly schedule to all concerned departments i.e. Students Affairs, IT department.
2. Work on the shared Microsoft Excel file.
3. Prepare the virtual classes for the faculty on a timely manner
4. Add the Students Affairs members to all virtual classes used in Blackboard, Microsoft Teams, and Zoom to facilitate the student's attendance process.
5. Provide the continuous assessment grades to the assessment unit by Tuesday the 17th of March, 2020.

Assessment Unit

The following actions have taken:

1. Stopped all on site exams immediately.
2. Task force initiated immediately with regular and frequent update about the current situation
3. Contacting all the blocks\ course coordinators via email.
4. Claiming exams MCQ's, continuous assessment and exam reviewing via email.
5. Implementing the task force requirements and assist the upcoming needs.
6. Communicated with the other campuses in **Riyadh** and **Alhasa** on a regular basis to ensure that all the processes are aligned and for any update or new plan for assessment process.
7. Provide the management with the required data of the blocks and courses exam status.
8. Worked continuously with the other departments.
9. Ensuring the highest level of quality, compliance with KSAU high standards.

Student Affairs Department:

The following actions have taken:

1. A group was created in Microsoft Teams to communicate with the Student Affairs team daily.
2. Department administrators are constantly in touch with the Student Affairs team on updates and changes upon the schedules.
3. Student Feedback obtainment through social media and E-mail
4. Student attendance and lecture schedules are delivered to IT to form progress analysis reports.
5. Student attendance of CAMS411 lectures was taken by the Student Affairs team interchangeably.

Research Unit

Following the student's attendance suspension on Monday the 9th of March 2020 and in the Research Unit commitment to play its role in the activation of remote learning through online courses, the following actions have taken:

1. Virtual class training was conducted on the 9th of March, 2020 and all research team has attended the training.
2. Lectures were delivered via Microsoft Teams.
3. Lecture time was reduced to one hour daily with the cooperation of assigned research assistant as lecture coordinator, student affairs officer to track the students' attendance and an IT member to oversee any technical issue.
4. The research unit head is in contact with other campuses for the essential changes to the course assessment.
5. The research unit members are coordinating with KAIMRC to facilitate the final submission process virtually.
6. The students can be advised to modify their projects to electronic surveys to maintain their safety and enable them to complete their projects with no effect on the project.

Information Technology Department:

- Technical Support

1. Reset Passwords for more than 145 accounts.
2. Conducting on line lectures for joint appointees inside IT department through blackboard and Microsoft team.
3. Providing technical support on personal laptops for COAMS-J faculty.
4. Providing and testing 36 headsets and 2 webcams.
5. Send PGF to all staff explaining the configuration guideline.

- Training

1. Training on how to use Blackboard Collaborate Ultra, Microsoft Teams, Zoom.
2. PDF file has been sent to students explaining how to reach the virtual sessions.

- Technical Issues

1. The blackboard collaborate Ultr does not show up in students page so, we check the courses options and creating the Blackboard Collaborate Ultra option and make it: Available to Users.
2. Providing all IPs and sent them to ITS (Jeddah & Riyadh) to solve the Intranet issue, and coordination with ITS is still in progress.

PLAN

1. The medium of instruction will be as agreed by all faculty members to be through Blackboard or Zoom if technical difficulties have occurred.

2. Sessions to be live with students unless clashes occurred on instructors' schedules. In case of clashes, lectures will be recorded and uploaded on time scheduled.

3. All theory and practical sessions will be given as theory.

4. All sessions' duration will be one hour.

Challenges

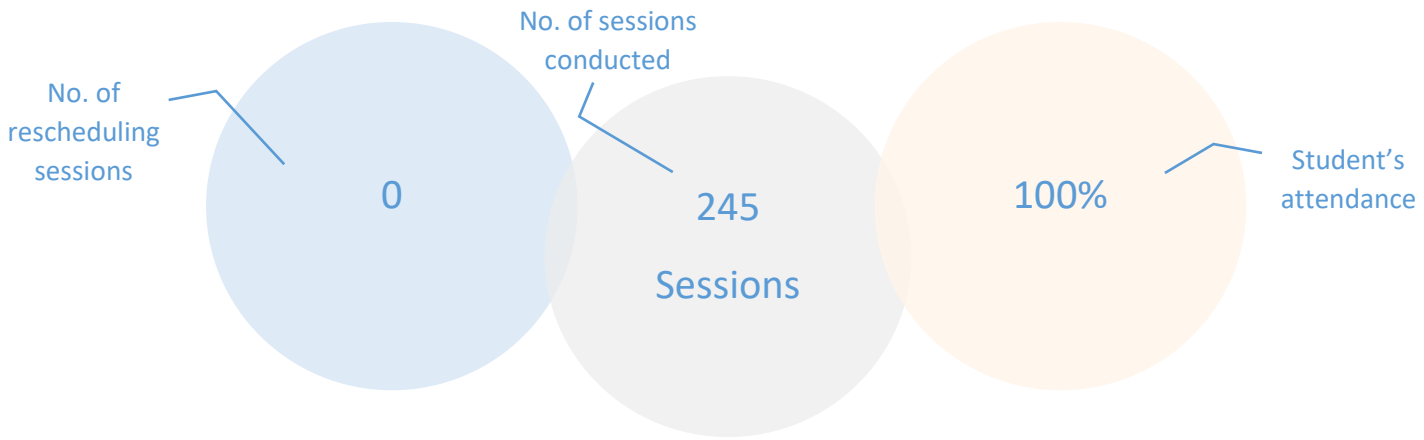
N\A

Action taken

N\A

Results

All courses will be covered 100 %. No session for 3rd or 4th year students has been cancelled or scheduled



PLAN

1. Conduct the virtual classes on Tuesday (10th of March 2020.
2. Classes are to end by 2nd of April 2020.
3. Update schedules of all blocks / courses accordingly and to be sent to the Associate Dean for approval.
4. All virtual classes in the Radiological Sciences to be delivered via blackboard.

Challenges

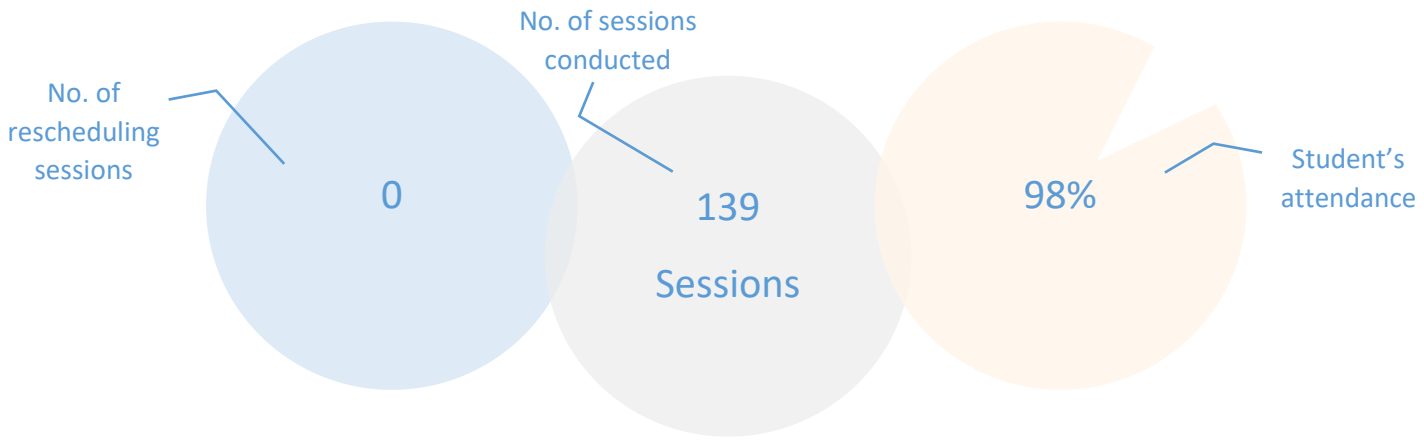
Fulltime instructors easily adapted and got acquainted to the use of blackboard system and to conducting classes virtually; however, some of the joint appointee instructors had some difficulties getting familiar with the blackboard system.

Action taken

1- Program director provided them with the needed technical tools, and assigned an office in the radiological sciences department to facilitate conducting their classes smoothly.
2- Upload for them all needed materials

Results

All sessions have been conducted successfully



CLINICAL NUTRITION PROGRAM

PLAN

Conduct the virtual classes using Blackboard and Zoom

Challenges

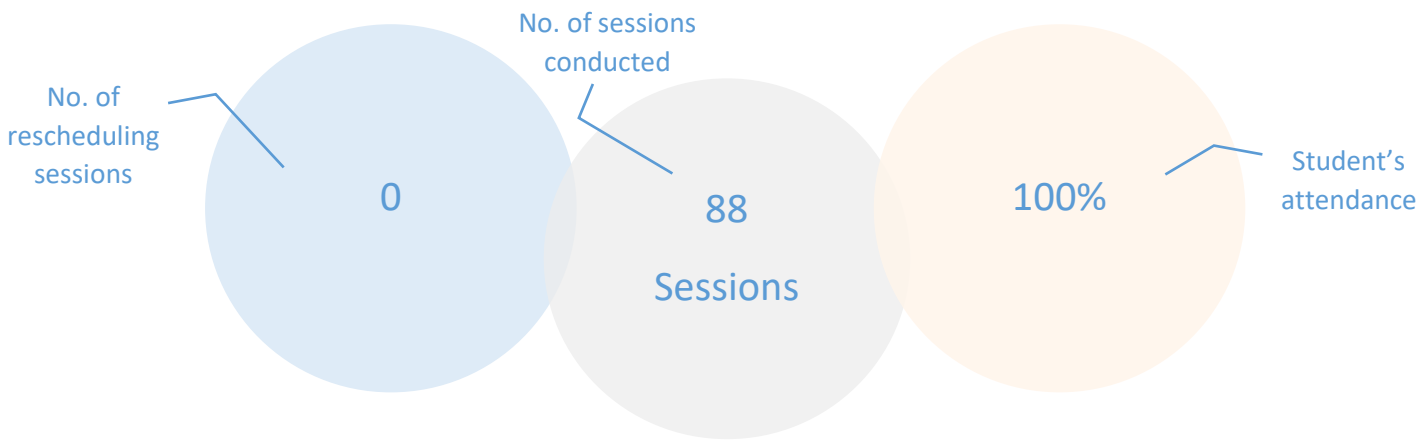
User activation access and/or technical issues

Action taken

Support provided by IT helpdesk

Results

All sessions have been conducted successfully



PLAN

Conduct the virtual classes using Blackboard

Challenges

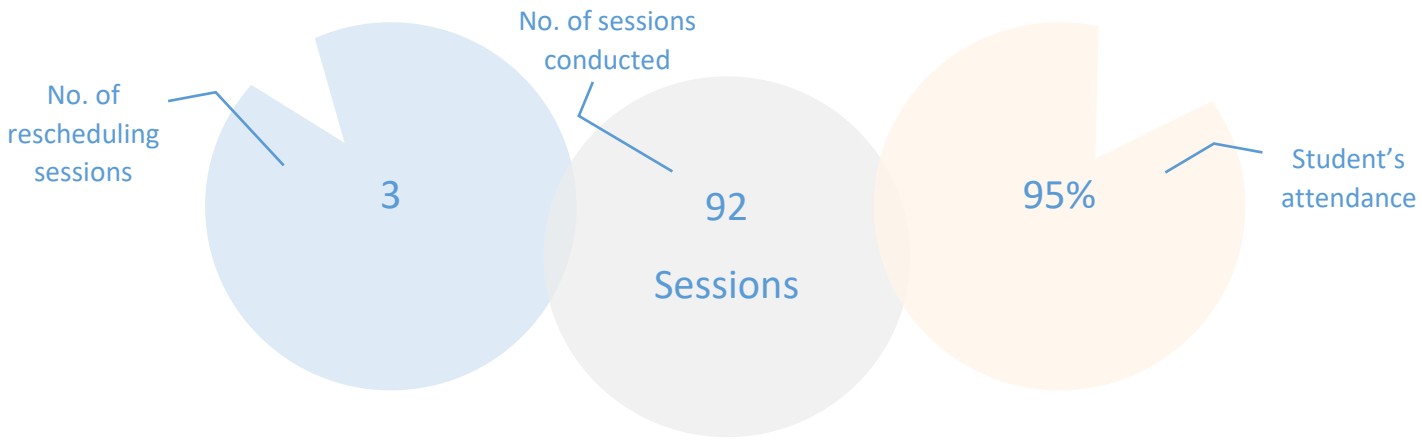
Some of the joint appointee instructors had some difficulties getting familiar with the blackboard system

Action taken

Deliver the sessions using Zoom or Microsoft-Teams

Results

All sessions have been conducted successfully



RESPIRATORY THERAPY PROGRAM

PLAN

1. Squeeze the semester within three weeks starting from 10th-26th of March
2. Conduct the classes through: blackboard- Microsoft team application.
3. Train the students& Faculty (how to deal with online sessions) through tutorial videos.

Challenges

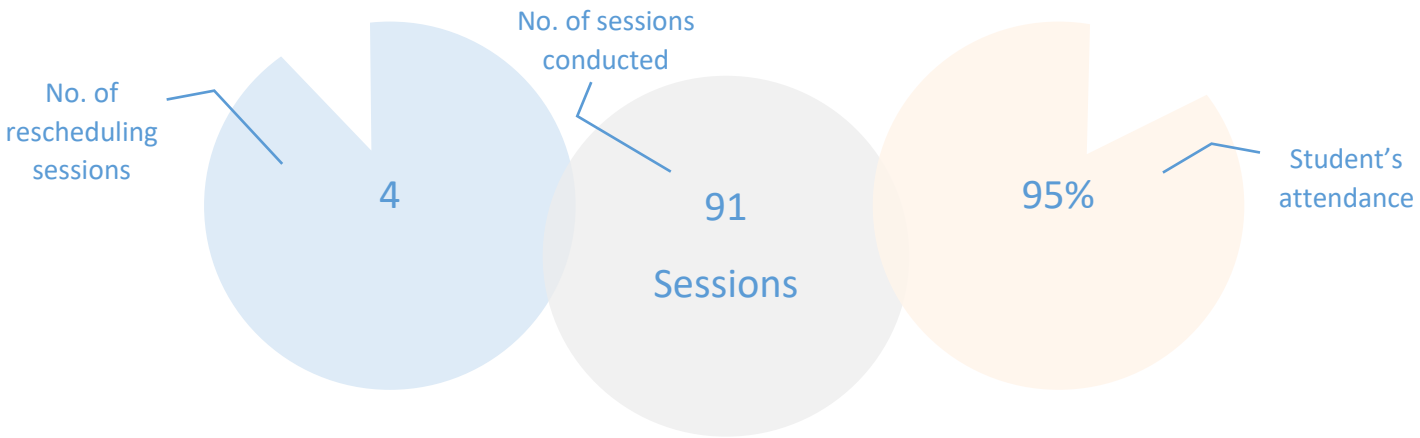
Joint appointee's faculty members (JA), in regards of their busy schedules & their lack of technology skills.

Action taken

1- Rescheduling some sessions.
2- Explain to JA how to use the blackboard system through phone or guiding videos.

Results

Problems were solved successfully.



PLAN

Conduct the virtual classes using Blackboard

Challenges

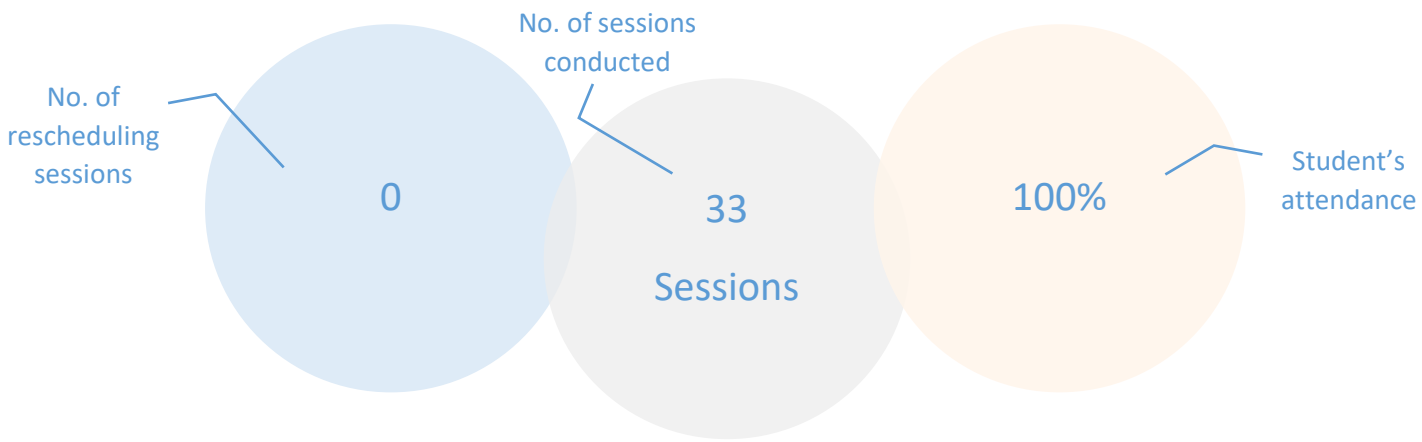
Technical issue, the size of the PPt's were too large for uploading in blackboard , there for the instructor solved this issue through sharing the screen with the students (faced only in 2 lectures)

Action taken

1- Sending the lectures to students by email.
2- Monitoring students' progress.

Results

Problems were solved successfully.



PLAN

1

Preparing an E- learning room in COAMS-J building.

2

Conduct the classes through Microsoft team.

Challenges

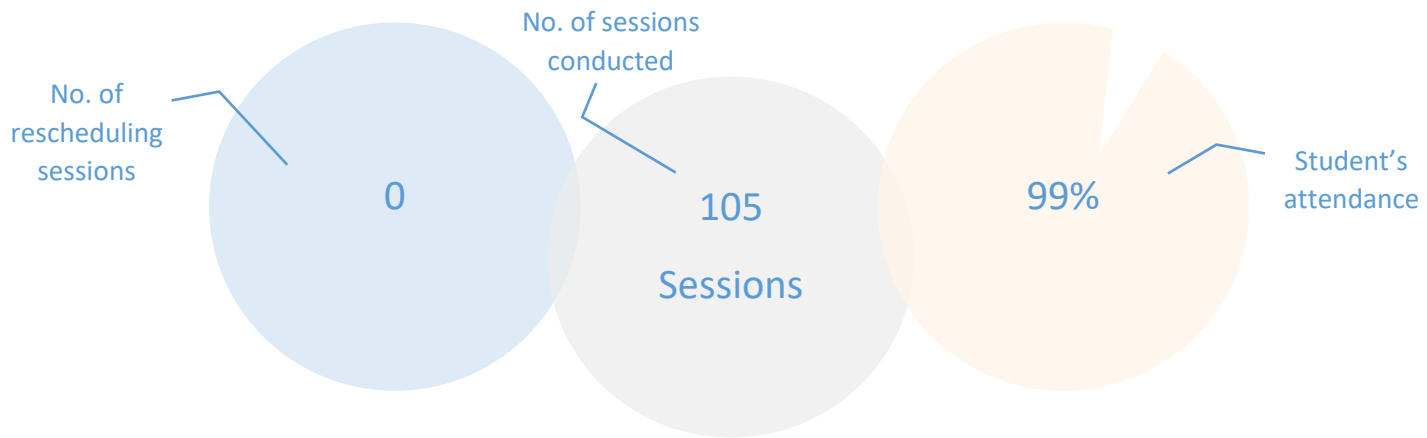
N\A

Action taken

N\A

Results

N\A



PLAN

1

Workshop was conducted for the Faculty on how to run virtual classes

2

Conduct the classes through blackboard, Microsoft team & Zoom.

Challenges

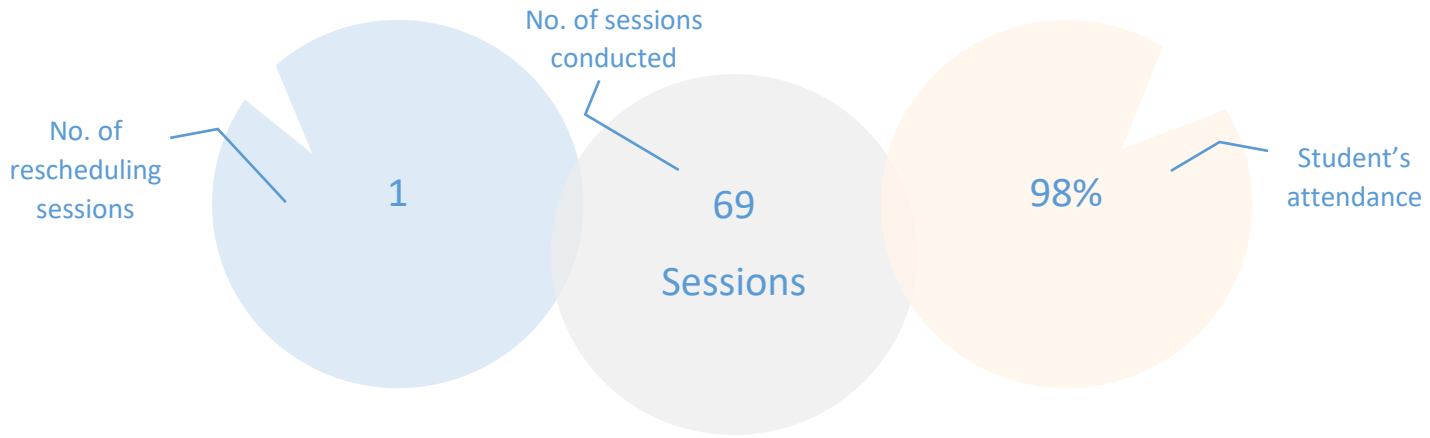
1- The expiration of student's password on BB.
2- Cannot view the PPT's or hear the instructors sound.
3- The delay of answer questions or write a comment
4- BB does not provide an accurate attendance report.
5- Student Affairs had faced an issue taking attendance on Microsoft team.

Action taken

1- Communicate with IT and SA.
2- Close all applications or pages running at the same time.
3- Use the microphone for faster communication.
4- Take a screenshot of all attendees then send it to SA officer.
5- Students were required to write "attending" in the chat area.

Results

Problems were solved successfully.

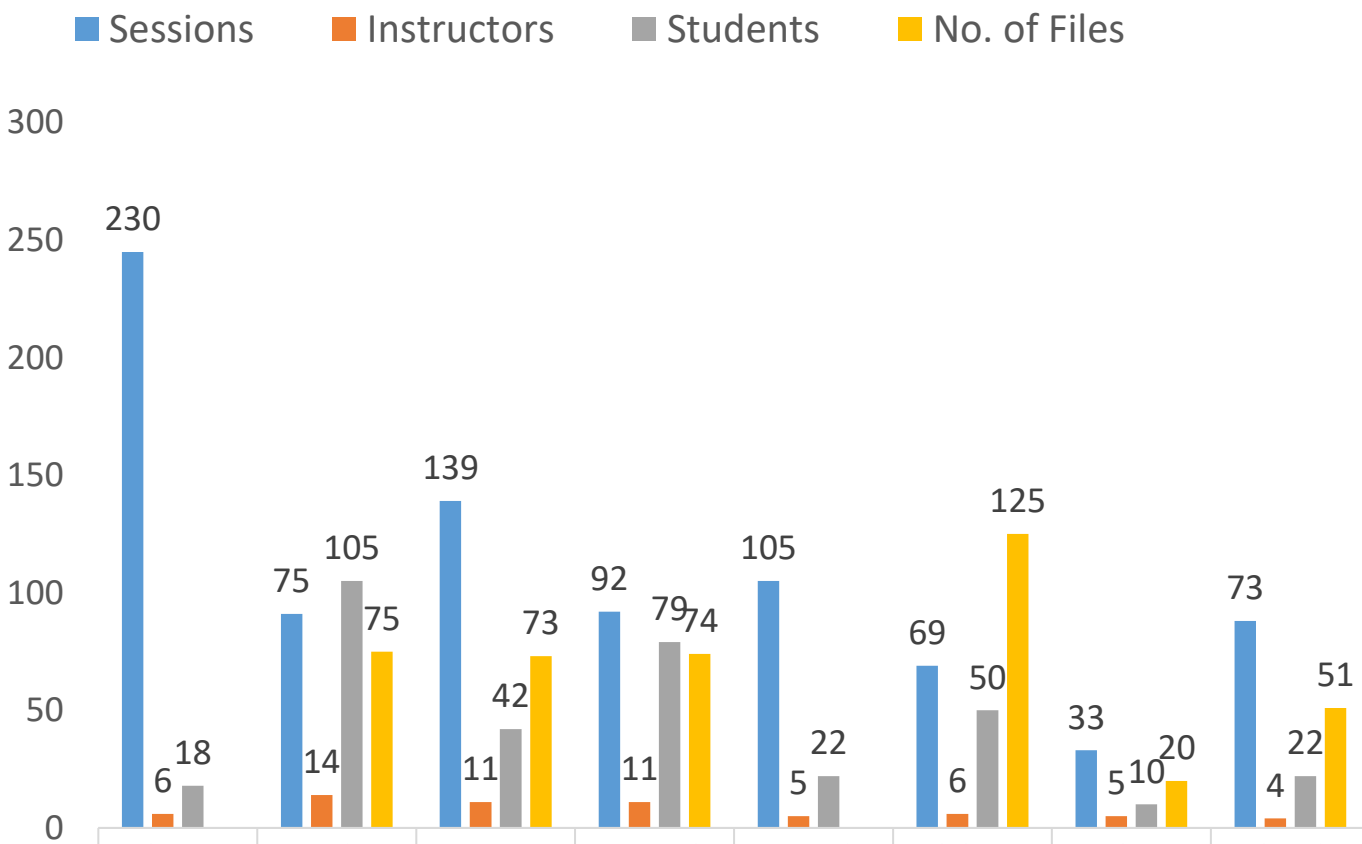


جامعة الملك سعود بن عبدالعزيز للعلوم الصحية

KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES

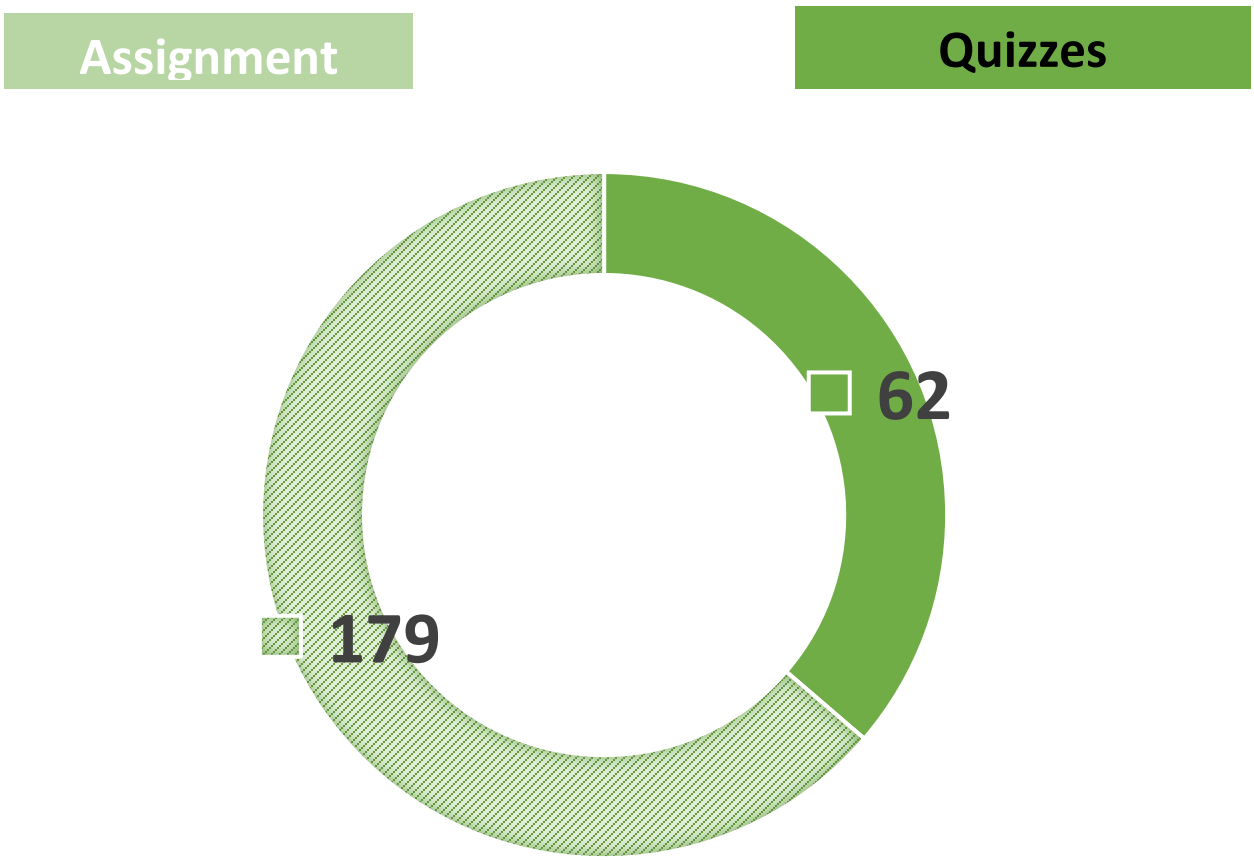
College of Applied Medical Sciences – Jeddah

Data analysis of COAMS-J Eight programs in terms of;



	CLAB	REST	RAD	EMMS	ANTC	OCTH	ECVT	CLNS
Sessions	245	91	139	92	105	69	33	88
Instructors	6	14	11	11	5	6	5	4
Students	18	105	42	79	22	50	10	22
No. of Files		75	73	74		125	20	51

TOTAL ONLINE ASSIGNMENTS AND QUIZZES



Summary of Total Analysis

8 Programs

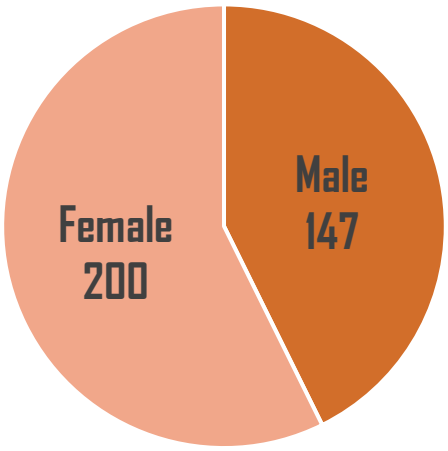
347 Students

756 Seasions

55 Instructors

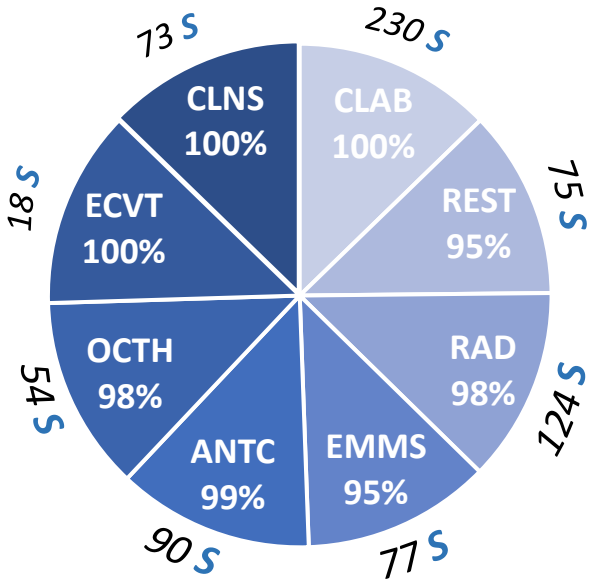
1% Tecincal Issues

Students Number

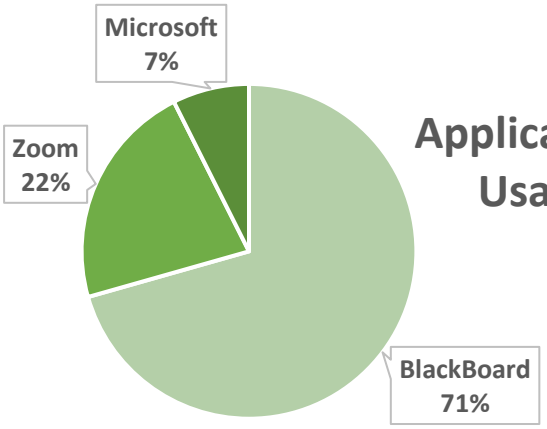


Attendance Ratio

S= Sessions



Applications Usage



STUDENTS FEEDBACK

Online survey was sent to the students, (63) feedbacks were collected and sorted according to the problems that were monitor

Slides

The sessions was great, no issues was happened. Thank you

It is good but the slides disappears sometimes

Network

Good

A bit of connection problems

Audio

It was a good session also the Quality of the sound was clear

There were some issues in the sound but not any more

Application

Sound quality is better on Microsoft teams

We moved to zoom and it was good

Time

All the classes were given on time. All technical issues resolved

Time period isn't enough for the lecture

Faulity

Lectures were clearly explained and short break was a good idea

Thank you for your effort.

The teacher was at time with high professional use for blackboard

Online survey was sent to the students, (200+) feedbacks were collected and sorted according to the problems that were monitor

technical issues

- Everything went smooth
- No error
- Network issue

Blackboard experience

- Fast and convenient
- Everything was working great
- It was good experience. No tech issue

Suggestions

- It would be appreciated if the font size for the questions is bigger
- To improve the website design
- Make the student able to go back to the previous question

Review Committee:

"The purpose of this committee is to review questions that will be used on the Final Exam; all ***MCQs***, ***OSP***, ***Short Answer questions*** and ***Short Cases***. Staff reviews and edits the questions. Before questions are posted on the BB and used on the exam, they must be reviewed by the subject content experts to ensure that the answer is correct, that the question is clear and appropriate "

Process and regulation of the Assessment Unit Committee

* *GRADING PROCESS STARTING FROM BB UP TO POSTING THE GRADES IN SAMS AND SIS FOR BOTH CAMPUSES AND FOLLOWING UP WITH THE HIGHER AUTHORITY FOR APPROVAL*

Faculty Training " How to Write Online Exam Questions"

By end of April, an online training session was offered for COAMS-J staff and faculty for proper exam implementation and preparation, the workshop "Blackboard Online Training" was conducted online with the collaboration of the IT department and the BB team from Riyadh.

All workshop materials were sent afterward to the attendees. a Mock exam has been conducted in order to test the efficiency of the process, as a result the Mock exam went smoothly and proficiently with no major concerns.

Numbers of The Conducted Online Exams

EMMS 07 Exams	REST 11 Exams	RAD 12 Exams
OCTH 08 Exams	ANTC 09 Exams	CLAB 15 Exams
CLNS 07 Exams	ECVT 07 Exams	

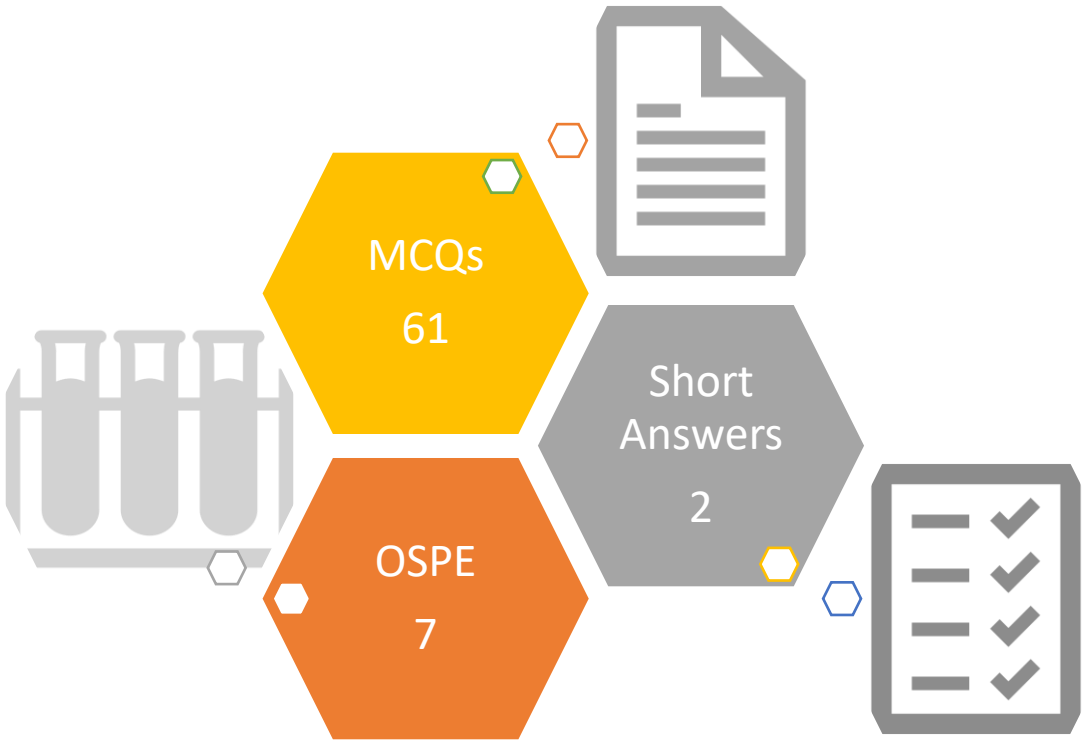
Total exams for COAMS-STUDENTS:

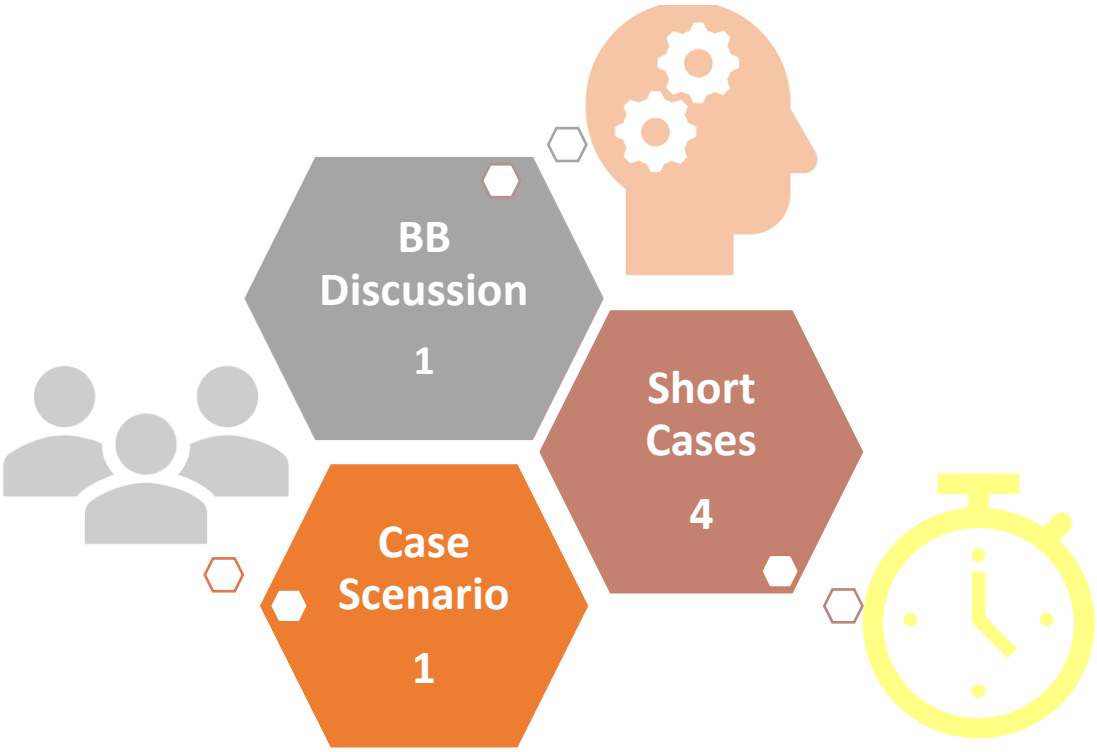
76

Total exams for PRE COAMS-STUDENTS:

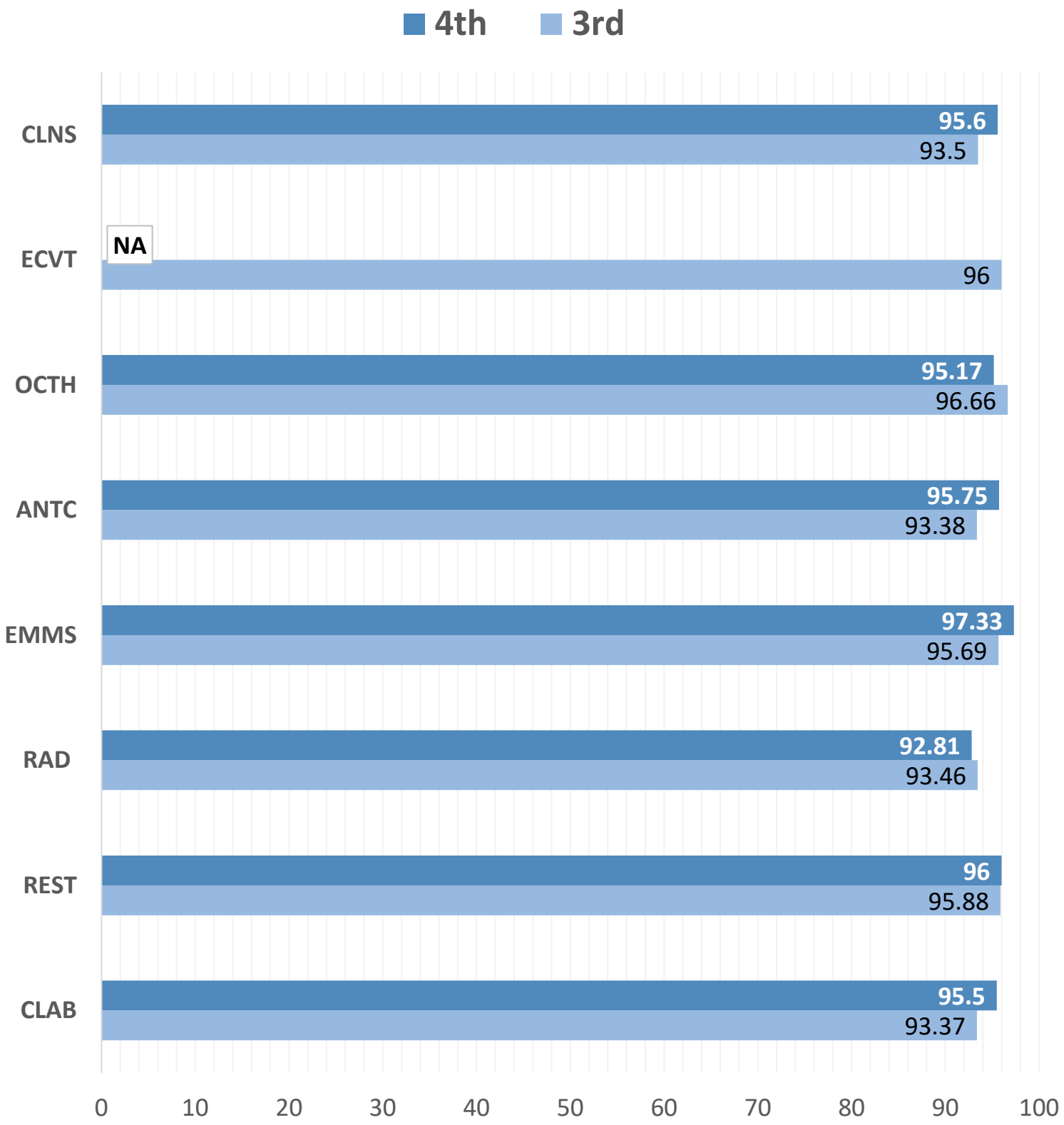
12

* Exam Type and Number





Average Grade of Final Exams



	CLAB	REST	RAD	EMMS	ANTC	OCTH	ECVT	CLNS
4th	95.5	96	92.81	97.33	95.75	95.17	0	95.6
3rd	93.37	95.88	93.46	95.69	93.38	96.66	96	93.5

COLLEGE OF APPLIED MEDICAL SCIENCES
JEDDAH - IT Department

Summary of COAMS-J Final Exams Technical Issues

Semester 2 - 2020

Preparation Phase

5 Apr - 23 Apr

01

Lack of Knowledge
in how to build, deploy, and conduct online exams on BlackBoard

- Conducting three training session through EDUTECH to explain the best practice method.
- Conducting two mock exams for all COAMS-J Students.
- All IT technicians reviewed all COAMS-J final exams settings according to the best practice settings.

Conduction Phase

26 Apr - 14 May

02

Internet connectivity
issues from the students side

REST 416 – EMMS 315 – OCTH 322 – RADS 411 – REST 411 – RADS 319 – REST 419 – EMMS 416 – CLAB 417 – OCTH 201 – CLNS 319

- General announcement on internet connection preperation.
- Providing technical assistance to students by IT reps and helping troubleshooting internet connection issues.
- All students managed with help to complete their attempts smoothly.

03

links visibility
issue with some students in 1 exam

EMMS 415

Updating the content to make all links visible and clear.