

ONLINE ACADEMIC TRAINING GUIDELINES



ONLINE ACADEMIC TRAINING GUIDELINES

These guidelines provide the necessary information to implement online academic training for training sessions that are coordinated by CALM.

1.0 DEFINITION OF ONLINE TRAINING

An online training is when all the content, materials, and instructions that would be made available to participants during training in face-to-face (F2F) instruction is made available online.

The training is conducted in real time (synchronous) and entirely online. The instructor or speaker can interact with the participants during or after the training session. Participants will be required to evaluate the training session after completing the training.

2.0 METHOD OF DELIVERY

The following are the recommended virtual conferencing tools that can be used for online training:

Facebook Live

A feature in the Facebook social network that allows users to broadcast live video using the camera on a computer or mobile device. Live broadcasters can decide who (on Facebook) can see their video and use this content to engage their audience during the live broadcast.

Microsoft Teams is a unified communication and collaboration platform that provides workplace chat, video meetings, file storage (including collaboration on files) and applications integration. It is available and accessible to all UNIMAS staff.

Skype facilitates free or low-cost communication between Skype users, as well as between Skype users and phones. Skype connects people all over the world via chat, voice and video. It is available for both computers and mobile devices.

Zoom provides a platform that brings HD video conferencing, mobility and web meetings together as a free (limited features) or paid cloud service. Users can have crystal-clear video conversation and high-quality screen sharing, anytime, from anywhere.

*References: <https://www.nl.edu/media/nlu/downloadable/lits/zoom-userguide.pdf>
function of zoom; <https://blog.hubspot.com/marketing/facebook-live-guide> function of
FB Live; <https://itstillworks.com/functions-skype-8457962.html>;
https://en.wikipedia.org/wiki/Microsoft_Teams*

3.0 HONORARIUM RATES FOR SPEAKERS

The honorarium rate for a speaker remains the same for both face-to-face and online training.

4.0 ROLES AND RESPONSIBILITIES

Secretariat

- a. Promote and disseminate a training announcement
- b. Provide a registration link for participants
- c. Ensure the speaker has a good internet connection, microphone and video system (camera) prior to the online training session
- d. Able to manage/coordinate the online training
- e. Moderate the online training session
- f. Record the participants' attendance to the online training
- g. Prepare and provide the online training evaluation form to participants
- h. Provide links to access the online resources after training (such as recording of the training, slides and notes from the speaker)
- i. Process the payment of honorarium to the speaker
- j. Prepare a training report after the training is completed

Speaker

- a. Ensure having a good internet connection
- b. Ensure the microphone and video system (camera) are functioning well before the online training
- c. Able to manage/coordinate the online training using the chosen virtual conferencing tool
- d. Prepare resources/content that can be clearly shared online (such as power point slides, infographics, word documents, etc.)
- e. Use other web tools (if applicable) to support the online training
- f. Provide opportunities to interact with participants
- g. Share resources/content/slides after the training with the training secretariat

Participant

- a. Register to an online training session
- b. Ensure having a good internet connection
- c. Ensure the microphone and video system (camera) are functioning well before the online training
- d. Able to manage the online training using the specified virtual conferencing tool
- e. Scan or click the attendance link provided by the secretariat
- f. Participate actively
- g. Submit the online training evaluation form after completing the training

5.0 ETHICS OF ONLINE TRAINING

- a. Contribute to society and human well-being
- b. Avoid harm to others
- c. Be honest and trustworthy
- d. Be fair and take undiscriminating action
- e. Honour property rights such as copyrights and patents
- f. Provide proper credit for intellectual properties
- g. Respect the privacy of others
- h. Honour confidentiality

Reference: <http://www.acm.org/about/code-of-ethics>

6.0 ONLINE ACADEMIC TRAINING EVALUATION FORM

The template for the online academic training evaluation form is available at https://is.gd/online_training_evaluation.

7.0 CHECKLIST FOR AN ONLINE TRAINING IMPLEMENTATION

The following provides a checklist for on online training implementation.

BEFORE ONLINE TRAINING
<ul style="list-style-type: none">• Identify and communicate with the speaker regarding the online training• Suggest the appropriate tool and platform for the online training• Create a link for the online training registration• Prepare the online academic training evaluation form• Obtain the speaker's permission to record his/her online training session• Promote and disseminate the training announcement to potential participants
DURING ONLINE TRAINING
<ul style="list-style-type: none">• Set up the online training platform• Ensure the speaker is able to reach all participants and vice versa• Provide a QR link to record participants' attendance• Inform the speaker and participants that the training will be recorded for record and sharing purposes• Provide accessible resources to participants for their reference• Provide a link to the online academic training evaluation form for the participants to fill after completing the training

AFTER ONLINE TRAINING

- Share training materials (if applicable)
- Process the honorarium payment for the speaker
- Prepare a training report that comprises the following:
 - Attendance record
 - Analysis of the evaluation form

Online Academic Training Guidelines

Prepared by:

Academic Training Unit
Centre for Applied Learning and Multimedia (CALM)

Prof. Dr. Ahmad Hata Rasit	Deputy Vice Chancellor (Academic and International) - Advisor
Prof. Dr Chen Chwen Jen	Senior Director
Dr Kartini Abd Ghani	Deputy Director (Learning Advancement)
Dr Nor Mazlina Ghazali	Academic Training Unit Coordinator
Siti Lydiawati Sahmat	Senior Assistant Registrar