



جامعة خليفة
Khalifa University



Online Course Guidelines for Students



01 **General Guidelines**

- Fall 2020 semester courses might involve distance learning.
- KU attendance policy is applied to online classes.
- Attendance is required as per your Banner schedule.
- You will be marked absent if you join late an online class.
- Online learning requires more discipline
- It is your responsibility to be self-motivated to keep up with your courses.
- You need to check your KU email regularly for updates.

02 **Virtual Classroom**

- You need to be respectful during the online sessions.
- You must observe online etiquette and decent behavior.
- No video/audio and photos are allowed during the class.
- You must follow all KU policies & procedures.
- You must follow KU Code of Conduct & Academic Integrity Policy.



03 Available Support & Resources

- Contact servicedesk@ku.ac.ae for technical support.
- For course related issues, contact registration.office@ku.ac.ae
- Contact bb@ku.ac.ae for Blackboard support.
- To learn about Blackboard, please visit <https://help.blackboard.com/>

04 **System Requirements for Desktop or Laptop Users**

The following settings are recommended for all users connecting to Blackboard collaborate (Virtual classroom) via desktop or laptop device:

- You will need a laptop or desktop computer with (at least) 2G of memory and a 1 GHz processor (any computer bought in the last five years should be fine).
- For bandwidth, we strongly recommend you to connect with LAN cable and you must have at least 0.5 Mbits/second upstream and 1 Mbits/second downstream.

To check bandwidth use, <https://speedtest.net/>

- For more information on browsers, click on [support](#)
- For [video audio setup](#), we strongly recommend using a headset.
- Make sure that you have the system requirements, and internet connection available.
- For device settings, we recommend closing all other Apps/Windows that are not essential.



05 **System Requirements for Mobile Device Users**

- We do not recommend connecting through mobile devices, but if this is your only option, then these settings are recommended:
- For the data network, we recommend 4G LTE for best results or minimum 3G Network.
- For connection via wireless, we recommend private networks.
- Reduce device usage while connecting to Blackboard Collaborate.
- Close all other applications.

06 Watch Student Overview Video

To learn more about Blackboard Collaborate, the tool used for the online courses, please watch this

YouTube video: <https://youtu.be/6SKSODqUeWg>

07 How to join the Online Class through Blackboard?

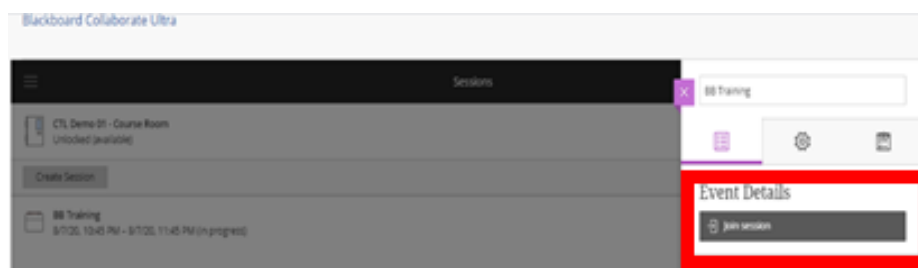
01 Login in to Blackboard at <https://elearn.ku.ac.ae>



02 From your course select Tools and Blackboard Collaborate Ultra.



03 Click





08 Steps for Taking Online Exams

Install Lockdown Browser student version to better understand the tool.

Install/download the Lockdown Browser student version using the link [Clicking on the link](#) (You need to have local admin privilege to install & run).

Take the Practice Test designed for Students to better understand the tool.

Take the Practice Test by [Clicking on the link](#) and pressing enroll me (you self-enroll as a student) and follow the step-by-step process to complete the practice test.

1. All Final Exams should use the Moodle Quiz module with Respondus Lockdown Browser and Respondus Monitor tools.

2. All About Moodle Quiz

- Quiz [Quick Guide](#)
- How to [set up the Quiz?](#)
- How to set up the [Quiz Questions?](#)
- How [to access the Quiz?](#)
- Quiz [Report](#)
- Quiz [FAQ](#)

3. You are required to set the quiz settings as follows:

- For Time setting,
 - enter the starting time in the "Open the Quiz"
 - enter the finishing time (2.5 hours after the start time) in the "Close the Quiz"
 - enter the exact exam time (2.0 hours) in the "Time limit "
 - Select "Open attempts are submitted automatically" and inform your students that all their answers are saved and graded automatically, even if they do not submit them.
- For Layout setting,
 - Create a new page for every question.
- For Grade Setting,
 - Make sure that only ONE attempt is allowed.
- For Review Options setting,
 - Do not share any answers or scores during the exam time.

All About Respondus

- Preparing a Quiz for [Use with LockDown Browser \(Video\)](#)
- Respondus [Monitor Knowledgebase](#)
- Respondus [Lockdown Browser Knowledgebase](#)
- Training [Webinars](#)

Common Issues

- There is a problem with the [LockDown Browser settings for this exam](#)
- Accessing [external web domains in LockDown Browser](#)
- Allowing [students to exit early from an exam](#)
- How does an instructor prepare a test for use [with Respondus LockDown Browser?](#)
- Saving settings for an [exam results in "Please wait" message](#)

09 Academic Integrity Online

Khalifa University of Science and Technology is committed to the principles of truth and academic honesty. It is the responsibility of all community members to promote academic integrity. Every student admitted to KU, agrees to uphold an honor pledge affirming that they will fully comply with the University's Academic Integrity Policy, as follows:

I, as a Khalifa University student, pledge not to lie, cheat, steal and practice any form of academic dishonesty that will undermine the very foundations of higher education and the UAE societal norms and expectations. I pledge on my honor that I will not give or receive any unauthorized assistance on any course assessments including assignments, projects and examinations.

I will fully comply with the Honor Code Academic Pledge, uphold the highest standards of ethics and academic integrity, and affirm that I have read the Academic Integrity Policy ACA 3500, which may be viewed at:

<https://portal.ku.ac.ae/Policy/KU%20Poliy%20and%20Procedure%20Library/ACA%203500%20Academic%20Integrity.pdf#search=academic%20integrity>

I understand any academic integrity violation will not be tolerated by the University and may result in serious repercussions.