



**Methodical instructions for the organization of the educational process in
DET mode at "Astana IT University" LLP.**

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Terms and definitions

Educational portal - a system-organized, interconnected set of information resources and services of the Internet, containing administrative, academic and educational information, allowing to organize the educational process on DET.

Digital educational resources (hereinafter referred to as DER) are didactic materials for the disciplines and/or modules that provide interactive learning: photographs, video clips, static and dynamic models, virtual reality objects and interactive simulation, sound recordings and other digital learning materials.

Learning outcomes - the amount of knowledge, skills acquired, demonstrated by the learners to master the educational programme and the values and attitudes formed.

Digital content - information content of digital learning materials (texts, graphics, multimedia and other information significant content).

Network technology - technology that includes the provision of teaching and learning materials, forms of interactive interaction between students and teachers and with each other, as well as administration of the learning process based on the Internet.

1. Basic regulations

1.1 Methodological instructions are developed in accordance with normative documents: Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of mandatory governmental standards of education at all levels of education" on October 31, 2018 № 604; "Rules for the organization of the educational process on credit technology of education", approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20 April 2011 № 152 (as amended on October 12, 2018 № 563); "Typical rules for the activities of educational organizations that implement educational programs of bachelor and (or) master's degree education", approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595; "Rules for the organization of the educational process on distance education technologies", approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated 05.06.2019 № 259; Academic policy of "Astana IT University" LLP approved by order of the Rector of Astana IT University LLP dated 28 November 2019; Rules of academic honesty of "Astana IT University" LLP approved by order of the Rector of Astana IT University LLP dated 28 November 2019; Regulations on verification of written works for plagiarism of "Astana IT University" LLP approved by order of the Rector of Astana IT University LLP dated 28 November 2019; Regulations on organization and conduct of interim assessment of students of Astana IT University LLP approved by Order of the Rector of Astana IT University LLP dated 28 November 2019; Regulations on the system of evaluating students of Astana IT University LLP approved by Order of the Rector of Astana IT University LLP dated 28 November 2019.

1.2 In accordance with the approved Academic Policy of "Astana IT University" LLP the transfer to mass distance learning is carried out in the conditions

of emergency situations that may arise as a result of a natural hazard, catastrophe, pandemic, natural or other disaster and may cause human casualties, damage to human health or the environment, significant material losses and violation of human living conditions.

1.3 In accordance with the Protocol of the Interdepartmental Commission under the Government of the Republic of Kazakhstan on Non-Proliferation of Coronavirus Infection of March 12, 2020, Astana IT University provides implementation of educational programs using distance learning technologies (hereinafter - DET).

1.4 Astana IT University provides PTS and students with access to DET, digital repositories, systems for conducting online classes, systems for performing and submitting tasks in electronic form, checking the work of students for borrowing.

1.5 The entire online learning process is conducted according to the academic calendar, class schedule and consultation schedule.

1.6 Astana IT University ensures that DET is filled with discipline materials, students' work is checked in a timely manner and online classes are conducted. The content of online courses is presented in the discipline syllabus.

1.7 Astana IT University provides timely technical support to the educational process, including the possibility of using synchronous and asynchronous approaches to take into account the situation of students in situations that limit their synchronous participation in online learning. Lessons are held in synchronous and asynchronous mode: in the form of video lectures / conferences, demonstrations of presentations, business projects, SWOT-analysis, etc.

2. How to organize training sessions in the DET regime

2.1 The procedure of transfer to mass distance learning is determined by the Academic Policy of "Astana IT University" LLP.

2.2 When organizing and planning training activities, a digital training schedule is generated using the Microsoft Teams software tool, which is part of the Microsoft Office 365 product line. Using this platform, all online meetings with trainees are defined and assigned, which can see the meeting data in the integrated Microsoft Calendar. Meeting notifications are sent to the cloud-based corporate email of a Microsoft Outlook student.

2.3 Online classes provide a process of learning interaction in real time (streaming) using digital technologies (webinars, video conferencing, Internet messaging and other modern technologies of interaction between student and instructor).

2.4 Off-line classes envisage the process of learning interaction, in which the interaction between the teacher and the student is asynchronous (e-mail, work with the textbook by the instructor's assignment with the subsequent passing the boundary and/or final control).

2.5 When organizing lectures, the Microsoft Teams tool is used, where the instructor shows his screen with the presentation to the students in the created online meeting (online session), and if the students have questions, they can write their question as a comment or voice the question. Given the specifics of online meetings,

teachers place great emphasis on students' questions, as it is important to make sure that they have understood the material. Also, during the lecture class, a recording is made, and students can return to this recording if necessary, when performing the task, or in case they want to repeat and consolidate the material passed. Lecture materials, including presentation slides, are posted on the Moodle portal before the lecture, and students can come to the class with ready-made questions.

2.6 During the workshops, an online meeting is also organized in Microsoft Teams, and all the assignments are similarly uploaded to the Moodle portal. In this case, the instructor accompanies the seminar or practical class by answering students' questions and organizing a discussion on various issues. If a student has questions or fails to complete an assignment, he or she has the opportunity to share his or her screen with all the participants in the online meeting and ask a question. The instructor will see what the student is failing and can suggest the direction in which to work. The advantage in this case is that other participants will also see a solution and if they have similar problems, they will be able to solve it instantly.

2.7 Self-study with teacher (office hours) are aimed at additional counselling sessions on academic topics. Self-study with teacher is conducted according to the approved schedule. The forms of consultation vary from traditional to interactive. Both chat rooms and forums are used in the remote format.

2.8 All information concerning the organization, time, form of distance learning in LMS system <http://moodle.astanait.edu.kz/>.

2.9 All course materials (sillabus, lecture notes, presentations, practical exercises, etc.) are uploaded to Moodle <http://moodle.astanait.edu.kz/>.

2.10 Consultation with instructors is carried out via Microsoft Teams and/or Moodle's chats <http://moodle.astanait.edu.kz/> and corporate e-mail.

2.11 Questions in time for synchronous online lessons are available through the Microsoft Teams chat box.

2.12 University PTS can use a variety of additional digital content such as Kahoot, Nearpod, Coursera, etc.

2.13 Correspondence relating to course materials, attendance and other class-related issues between the instructor and the student should be maintained via e-mail in Outlook.

2.14 The number of students in a group is determined by the EP Coordinator. Introduction of students to the Microsoft Teams and Moodle database and technical support is provided by the Registrar's Office and the IT Department.

2.15 The Academic Department monitors online sessions/occupations according to the schedule/ schedule of classes.

2.16 The Dean's Office monitors the quality of online sessions/occupations.

3. Responsibility of subjects of the educational process in the DET regime

3.1 University management:

- ensures that PTS and students are informed about the measures taken, including through available communication channels, the organization's Internet resources;

- creates conditions for the organization of the educational process using DET;
- Provides feedback to the PTS and students;
- Organizes the work of the PTS and other workers of the organization;
- is responsible for the organization of the learning process through the DET.

3.2 PTS:

- conducts online (synchronous) classes;
- assesses the performance of students;
- provides personalized feedback to students;
- develops all necessary teaching and learning materials;
- puts the full material into the system of accompaniment, records all conducted classes and places the link in LMS Moodle, in accordance with the "Methodological instructions for the organization of the educational process in the mode of DET at "Astana IT University";
- using the Microsoft Teams platform, identifies and assigns all online meetings with trainees that are available in the integrated Microsoft Calendar;
- lay out exam requirements as well as instructions on how to take the exam.

3.3 Student:

- must read all academic rules before the beginning of the academic period;
- attends online classes. Attendance is important even if all materials and assignments are provided. Only valid passes approved by the dean's office (health problems, family reasons, business trips, etc.) are accepted.
- provides appropriate technical preparation for classes (microphone, camera, etc.).
- performs and sends the discipline assignments on time in the form of applications to Moodle. (Students are not allowed to submit work performed after the deadlines specified in the discipline syllabus).
- does not distribute course materials with anyone outside the group or on social networks.
- not allowed to move from one section (group) to another.

2. Navigation of Microsoft Teams, Moodle and Outlook platforms

- questions related to technical troubleshooting should be sent to helpdesk@astanait.edu.kz.
- questions related to the online work schedule should be addressed to the Registrar's staff Sayazhan Nakipova (sayazhan.nakipova@astanait.edu.kz) and Ainur Bakenova (ainur.bakenova@astanait.edu.kz).
- discipline instructor is not responsible for issues related to navigation, technical support and troubleshooting, and WIFI quality.