Introduction:

E-learning is a method of learning using modern technology such as computers, multimedia, audiovisual aids, e-libraries, and websites in order to convey information to learners with the least effort in the shortest time. The Deanship of Prep Year has been making every effort to develop and keep in line with all advancements in higher education. The Deanship looks forward, by implementing E-learning in its program, to making a huge change to the academic education at University of Dammam; and leading the university from a conventional one using traditional teaching methods up to a modern university that aspires to advancement and excellence in terms of teaching methods, utilizing technology in education, and reaching a high position of quality towards accomplishing the continuous advancement and modernization that go along with the university's prestigious position and history.

E-Learning Benefits:

One of the E-learning objectives is to extend the learning process outside classroom. This type of learning helps reducing class load to students by decreasing contact hours and substituting it with interactive means that students can use wherever and whenever they want. Whether students are on-campus or at home, they can make use of their free time in E-learning, which is flexible enough to add interaction to learning by using modern technologies that attract all students nowadays. In addition, E-learning helps students having self-dependence in gaining experience and knowledge and getting active learning tools

Systems:

- Blackboard: the university's official system for managing courses, E-learning and distance learning.
  Students are registered automatically on the system, and they can use their university accounts to log in.
- Oxford (iQ) the online system that comes with the Q Skills for Success: Special Edition series, which are the adopted books by the Prep Year. Students can access the website via a link on Blackboard (no registration needed). Teachers will demonstrate to students how to use the site, and more tutorials will be available on Blackboard too.

Contact Hours:

Two contact hours are allocated for E- Learning in the first and the second semester. Students are responsible for completing their E-Learning tasks during their free time provided that they meet deadlines set by their teachers.

- As for the Humanities Track, E-Learning hours are not contact hours.

Assessment:

The E-learning assessment is based on student's participation, access, and interaction. Therefore, students have to do what they are required to within the specified times and dates. Otherwise, carelessness and lack of participation will reflect negatively on the final grade and academic future.

Grade Distribution:

- 5% is allocated for E-learning in each of the two English courses. 2.5% of the attendance is allocated to participating in Practice Tests, which give students the opportunity to practice a mock test on Blackboard and revise information before taking the real one.

- Grade distribution in the General English course (101) as follows:

Blackboard (1.5%)	Oxford iQ (1.5%)	Recorded Presentations (1%)	Discussions (1%)
Grammar Quizzes	Reading Comprehension	Semester One (0.5%)	Semester One (0.5%)
Vocabulary Quizzes	Listening Comprehension	Semester Two (0.5%)	Semester Two (0.5%)

- Grade distribution in the ESP course (102) as follows:

English for Academic and Specific Purposes	
Quizzes	3%
Discussions	0.5%
Practice Tests	1.5%

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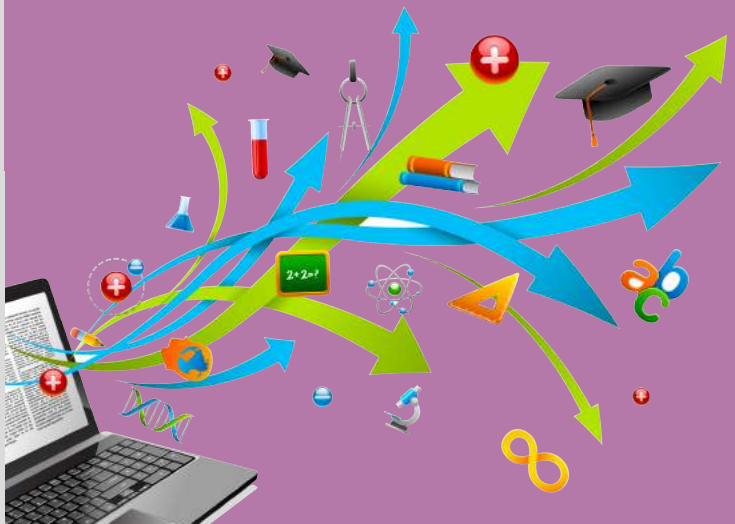
E-Learning Guide

English Language Department