



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICAL SCIENCES

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PROCESS FOR BUILDING E-LEARNING COURSES

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PROCEDURES FOR MONITORING STUDENT SELF-STUDY

I. OBJECTIVES AND SCOPE OF APPLICATION

To promote innovation and improve teaching effectiveness. To standardize quality management. To ensure the development of e-learning courses in accordance with regulations.

This procedure applies to all units within Thai Binh Medical College.

II. DEFINITION AND WRITING OF THE TERM

1. D E-learning is an effective and feasible method that leverages advancements in electronic media and the internet to deliver knowledge and skills to learners, both individuals and organizations, anywhere in the world, at any time. With its rich training tools, online learning communities, and online discussions, e-learning expands access to courses and training while reducing costs.

2. T

Teacher

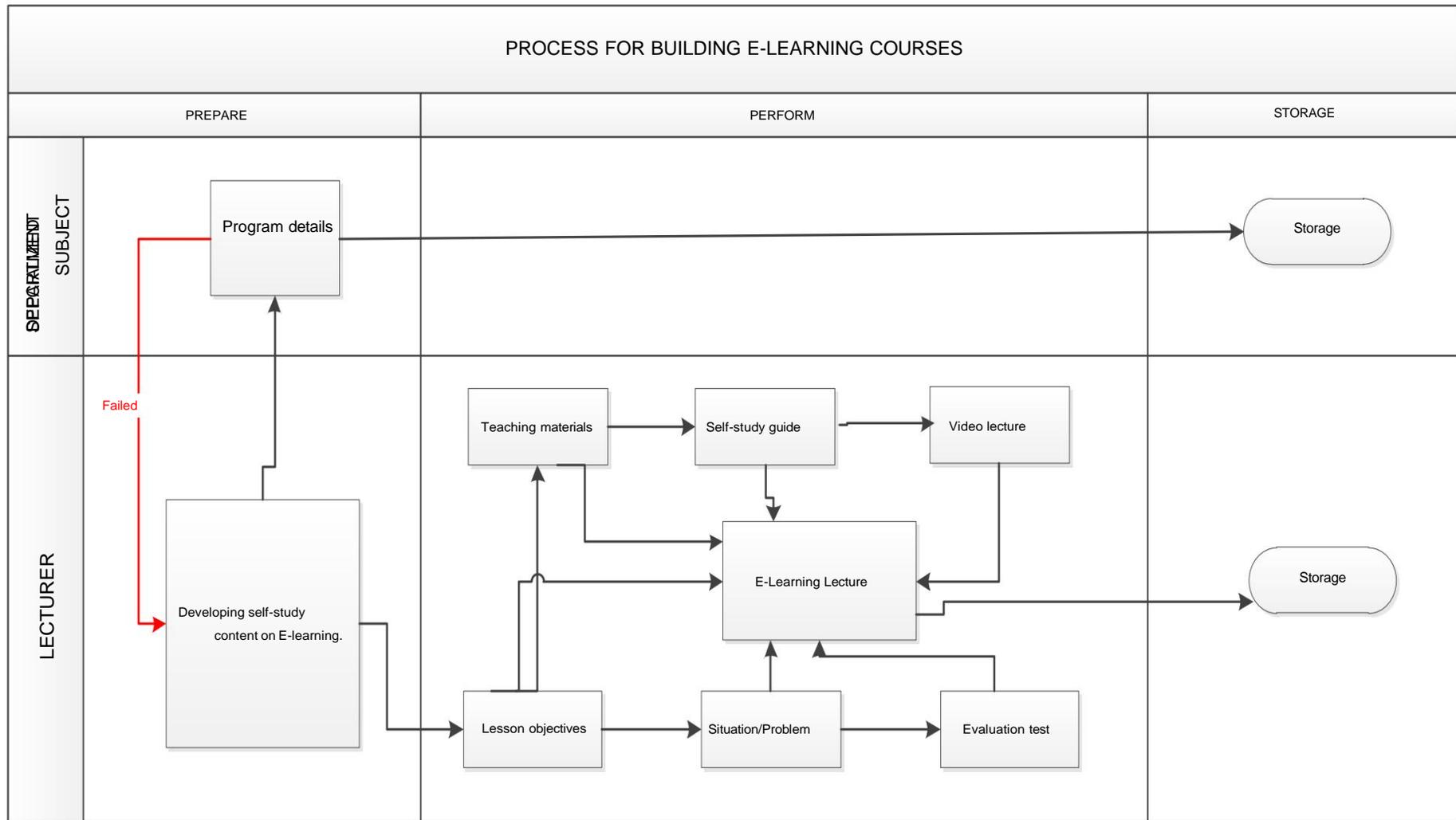
Academic Advisor

Head of Department

Student

III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-5)



SPECIFICATION OF THE PROCESS FOR MONITORING STUDENT SELF-STUDY

No.	Number of work	Specification	Department/Unit responsible for implementation	Coordinating Department/Unit	Results achieved	Deadline	Chart sample
1	Establishing lesson objectives	<ul style="list-style-type: none"> - Number them in order 1, 2, 3, ... - Objectives begin with action verbs, are clear, and quantifiable. - The objectives are broken down into percentages relative to the total lesson. 	Teacher	Department	Write objectives that comply with regulations.	Two weeks before the lecture schedule is announced.	
2	Develop self-guided instructions. learn	<p>Self-study guides need to specify the content.</p> <ul style="list-style-type: none"> - Target - Main content of the lesson - Individual work methods, teamwork methods - Specific requirements before attending class <p>The slides are clearly presented, and the audio and video recordings are well-done.</p>	Teacher	Department	There are self-study tutorial videos.	Two weeks before the lecture schedule is announced.	
3	Video lectures	<p>Deliver the prescribed theoretical lectures, including:</p> <ul style="list-style-type: none"> - Target - Definition, general overview - The order of content in the lesson according to objectives <p>Proceed with video and audio recording.</p> <p>The slides are clearly presented, and the audio and video recordings are well-done.</p> <p>Analyze the content in the slides in detail, minimizing the need to reread them.</p>	Teacher	Department	There are video lectures.	Two weeks before the lecture schedule is announced.	
4	Teaching materials	<p>Lesson 1 materials include:</p> <ul style="list-style-type: none"> - Target - Content meets objectives and is up-to-date. 	Teacher	Department	There are teaching materials.	Before the schedule is set	

		<p>- References Present in PDF format, font Time New Roman, font size 14</p>				2 weeks of teaching										
5	Teaching situations/ problems	<p>The situation/problem is clear and has sufficient information. Students can answer the question. The reported situation includes: - General information - The circumstances surrounding the situation/problem - Content of the situation/problem The question is clear and meets the objective.</p>	Teacher	Department	There are teaching situations.											
6	Self-study evaluation test	<p>Each lesson includes at least 10 knowledge assessment questions, weighted according to the learning objectives.</p> <table border="1"> <thead> <tr> <th>Target</th> <th>Weight</th> <th>Number of questions</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Self-assessment time: 5 minutes, 5-8 questions</p>	Target	Weight	Number of questions							Teacher	Department	The test suite was developed.	Five days before the lecture.	
Target	Weight	Number of questions														
7	Upload lectures to the E-system. ...	<p>Visit el.caodangytb.edu.vn Log in to your teacher account. Select your assigned subject. Create a new week, and change the week name to the subject name. Set your goals higher by creating a page. Submit the document by creating a file. Upload the video by creating a page. Submit the exam by creating an exam.</p>	Teacher	Department	Lecture E Learning is being uploaded to the system.	Five days before the lecture.										