PROCEDURES AND PRINCIPLES FOR THE USE OF COURSERA ONLINE LEARNING PLATFORM

SECTION ONE

Aim, Scope and Definitions

Aim and Scope

ARTICLE 1 – (1) The aim of this document is to regulate the procedures and principles on how to use the Coursera online learning platform at TED University.

Definitions and abbreviations

ARTICLE 2 – (1) Definitions of certain terms used in this document:

a) Coursera Course: Course that TED University students, academic and administrative staff and alumni benefit from the Coursera platform as licensed users.

b) C - TEDU Course: A credit-bearing TEDU course using content from at least one Coursera course,

c) TEDU Coursera Support Specialist: Educational technology assistant specialist at TED University Center for Teaching and Learning, who performs tasks such as assigning Coursera licenses to students, academic and administrative staff, providing support to all users on the use of Coursera, etc.

SECTION TWO

Determining Coursera Courses, Registration and Conducting Courses

Determining Coursera courses

ARTICLE 3 – (1) TEDU Coursera licenses can be used in four different periods: fall semester, winter break, spring semester and summer break. Coursera content can be used in appropriate courses in undergraduate and graduate programs. However, priority is given to undergraduate programs.

(2) For the use of Coursera licenses during the winter break, course requests are received from students who want to use Coursera. The list of Coursera courses to be made available is determined based on the number of Coursera licenses (910 student licenses) and the number of courses (100). Students benefit from these courses from the end of the fall semester until the start of the spring semester registration window. In the summer semester, similarly, requests for Coursera courses are received (from students, academic and administrative staff, alumni and Continuing Education Center) and necessary planning is made.

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(3) The distribution of Coursera student licenses to Faculties is to be made 8 weeks before the start of the course registrations for the relevant semester, based on the number of students. In this context, Faculties make their planning for the use of Coursera courses according to the number of student licenses given to them.

(4) Six weeks before the start of the academic semester, the list of TEDU courses that will use Coursera content and the Coursera courses to be used in these courses are determined. The TEDU-Coursera Course Pairing List Form is to be submitted to the Educational Activities Planning and Support Office by the Department Heads. When determining the TEDU courses where Coursera courses will be used, the compulsory courses of the 3rd and 4th year are prioritized. The use of Coursera in first-year courses is not recommended due to the English language level of the students. Only TEDU courses taught by full-time instructors are selected to be paired with Coursera courses. However, if there are hourly paid instructors in team-taught courses, all instructors teaching the course can use Coursera content in these courses.

(5) The exact quotas of TEDU courses that will use Coursera content and the distribution of licenses to be used by the Departments are to be finalized 5 weeks before the start of the academic semester in meetings attended by the faculty members, lecturers and instructors, the relevant Vice Rector, IT Manager, Educational Activities Planning and Support Office and TEDU Coursera Support Specialist.

(6) The Coursera course list is forwarded to the Coursera Competency Transformation Team to verify the Coursera content selected to support TEDU courses and to add alternative Coursera courses to the list, if any.

(7) Four weeks before the start of the academic semester, the finalized list of Coursera courses matching TEDU courses is sent to the Faculty Deans.

(8) Four weeks before the start of spring semester registration, Coursera licenses are to be assigned to the instructors who will use Coursera in their courses. After the license assignment, instructors examine the content, assessment and evaluation methods, etc. of the relevant Coursera course. They determine which weeks and how they will use these contents in their courses.

(9) In the syllabus of a TEDU credit course for which Coursera course content will be used, **C-TEDU** is written under the course name and code. More than one Coursera course can be included in a course, taking into account the limits on the number of Coursera courses to

be utilized. One of these Coursera courses can be chosen as the course that learners will receive a certificate or use as the basis for the course, the other course can be used as a supportive course and it can be left to the student's choice whether to receive a certificate or not. Instructors can also include "Guided Projects" in their courses (Guided projects are interactive projects that aim for students to learn a set of skills related to their professional field in a practical way in two hours or less).

(10)   Students who take a C-**TEDU** course in an academic semester will benefit from this course as well as other open Coursera courses and Career Academy. The TEDU Coursera Support Specialist informs students about the other courses they can take on Coursera and Career Academy in the week following the Add/Drop period.

(11)   The load of the Coursera course is calculated as 0.030 ECTS credits for a one-hour course. In this context, a 15-hour Coursera course will have an ECTS credit of 0.45. In C-**TEDU** courses where Coursera courses are used, this has to be taken into account when calculating the course load of the student.

Registration for Coursera courses

ARTICLE 4 – (1) On the first working day following the completion of the Add/Drop period, students in C-**TEDU** courses are assigned a Coursera license by the TEDU Coursera Support Specialist. Within two days following the license assignment, students are provided with an online "Coursera Usage Training" and are provided with the necessary user guides and video links.

(2) Students register for C-**TEDU** courses, which will be supported by Coursera content, according to the course registration guide on https://registrar.tedu.edu.tr/ders-kayitlari as in other TEDU courses. There is no quota increase in C-**TEDU** courses during registration periods.

(3) After the registration period, the number of students enrolled in C-**TEDU** courses and the number of Coursera licenses required for these courses are monitored by the TEDU Coursera Support Specialist. During the Add/Drop period, the need for quota increase in C-**TEDU** courses and the number of licences required accordingly are evaluated and forwarded to the relevant Vice Rector's Office.

Conduct of courses

ARTICLE 5 – (1) Students taking C-**TEDU** courses are to be informed in the first session of the course in detail by the instructor about how to use the Coursera content. This information must also be

given in the course syllabus. The instructor informs the students about the weeks in which Coursera content will be used, the teaching, assessment and evaluation methods to be applied in the courses, how to follow Coursera assignments and exams, the effect of the score and certificate obtained from Coursera courses on the student's grade.

(2) In the pilot implementation in the spring semester of 2023, Coursera content will be used as supporting material in C-**TEDU** courses. All class hours are to be conducted face-to-face by the instructor. However, during the weeks when Coursera contents are used, the course can be conducted using blended teaching method. In this case, students attend the face-to-face class having already learned the relevant parts of the Coursera course beforehand. During the class time, the faculty member/lecturer may give a brief summary of the topic covered in the Coursera course, in-class applications using active learning methods. If necessary, the instructor will provide additional topics and answer students' questions. During the weeks when Coursera content will be used, the instructor will explain the assignments that students need to complete before coming to the face-to-face class. (Valid for the Spring 2023 semester; this is a temporary article).

Measurement and assessment

ARTICLE 6 – (1) Students' progress and success levels in the Coursera course are monitored by the instructor assigned as "Admin" for this course. Only one instructor can be assigned as "Admin" for courses with more than one section.

(2) Provided that a Coursera course is to be used as a whole in a TEDU course, the student completes the course and receives a certificate. The instructor monitors whether the student has completed the certificate through the "Admin" role. In cases where only certain modules of the Coursera course are used in a TEDU course, the student completes the course modules and related assessments as instructed by the instructor. In this case, the student is not expected to submit his/her certificate. However, the student can receive a certificate if he/she wishes. The student's progress in the Coursera course is monitored by the course instructor in the "Admin" role. The instructor decides how much the Coursera course will affect the student's grade in the TEDU course depending on its features (duration, content, etc.) and how it will be used in the TEDU course (how many modules will be included in the course, whether a certificate will be obtained). This percentage varies between 5% and 20%.

(3) The learning outcomes obtained from the Coursera contents are also measured and evaluated by the instructor of the course. The method of assessment and evaluation within the content of the Coursera course is to be clearly stated in the course syllabus.

SECTION THREE

Miscellaneous and Final Provisions

Responsibility

ARTICLE 7 – (1) All Faculties and Departments are responsible for ensuring that the duties assigned to them by these Procedures and Principles are carried out effectively and in accordance with the legislation and that the necessary information flow is provided to the Vice Rector for Education.

(2) The Vice Rector for Education, IT Department, TEDU Center for Teaching and Learning and TEDU Coursera Support Specialist take part in the efficient and effective execution of the technical processes regarding the use of the Coursera online learning platform in courses.

(3) The effectiveness of the use of the Coursera platform and its contribution to the quality of education is ensured by TEDU Center for Teaching and Learning under the coordination of the relevant Office of the Vice Rector.

Enforcement

ARTICLE 8 – (1) These Procedures and Principles enter into force upon the decision of TEDU Senate.

Execution

ARTICLE 9 – (1) These Procedures and Principles shall be executed by the Rector of TEDU.

SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

DATE	DECREE NO.	EXPLANATION
16.02.2023	2023/7	Procedures And Principles For The Use Of Coursera Online Learning Platform