Administrative Processes of eLearning Courses in a Nationwide Polytechnic Network

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Administration Issues
in Nationwide eLearning Network

- **How to introduce courses to the students?**

- **How a student enrols on a course?**

- **How to choose students to a course?**

- **How to communicate the marks to the students and their home polytechnics?**

- **How to arrange the invoicing between the polytechnics?**

- **Who pays the lecturer's salary?**

- **Who has the copyright of the studying material that is usually in digital form?**

Tietie Cooperation -
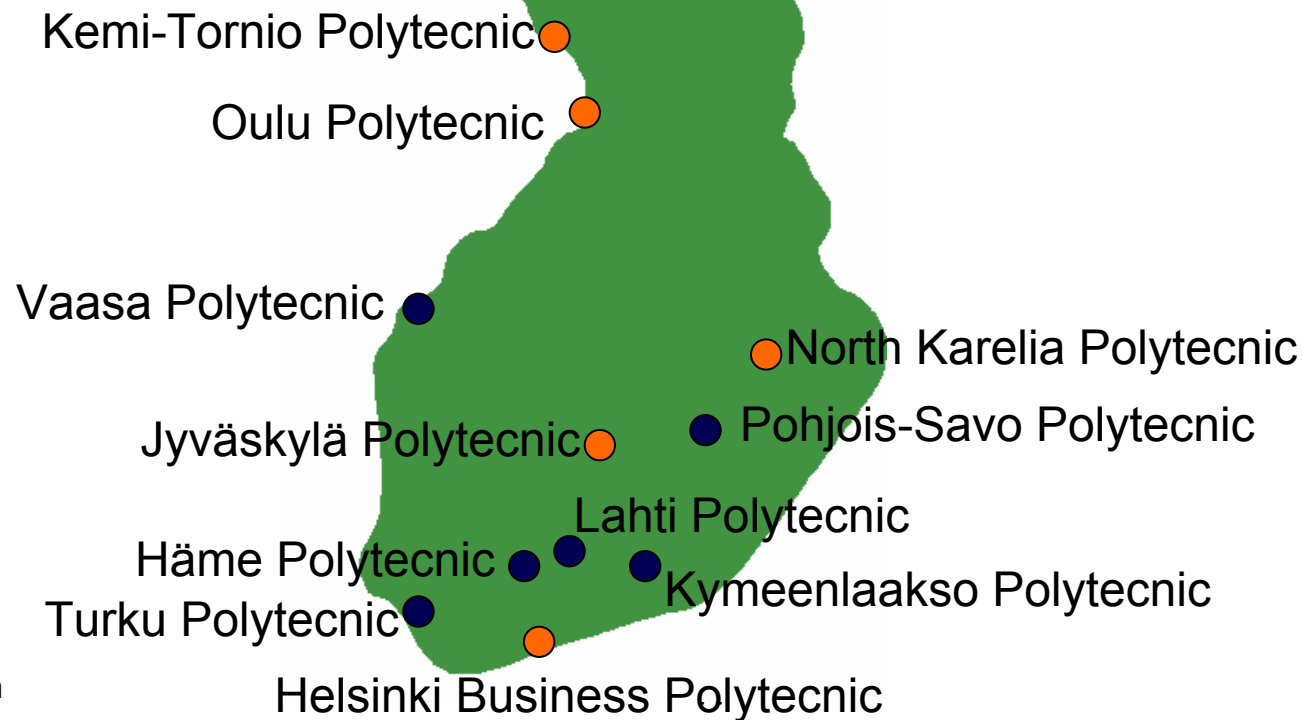## Information Technology Education Using Information Technology

- **The participants are students and lecturers in degree programmes of Business Information Systems in bachelor level education.**

- **Project, duration 6/1995 - 12/1998 funded by the Ministry of Education**

- **Cooperation since 1/1999 -**

- **Year 2002 Tietie cooperation was awarded with the Ministry of Education and National Board of Education Online Learning Development Quality Prize.**
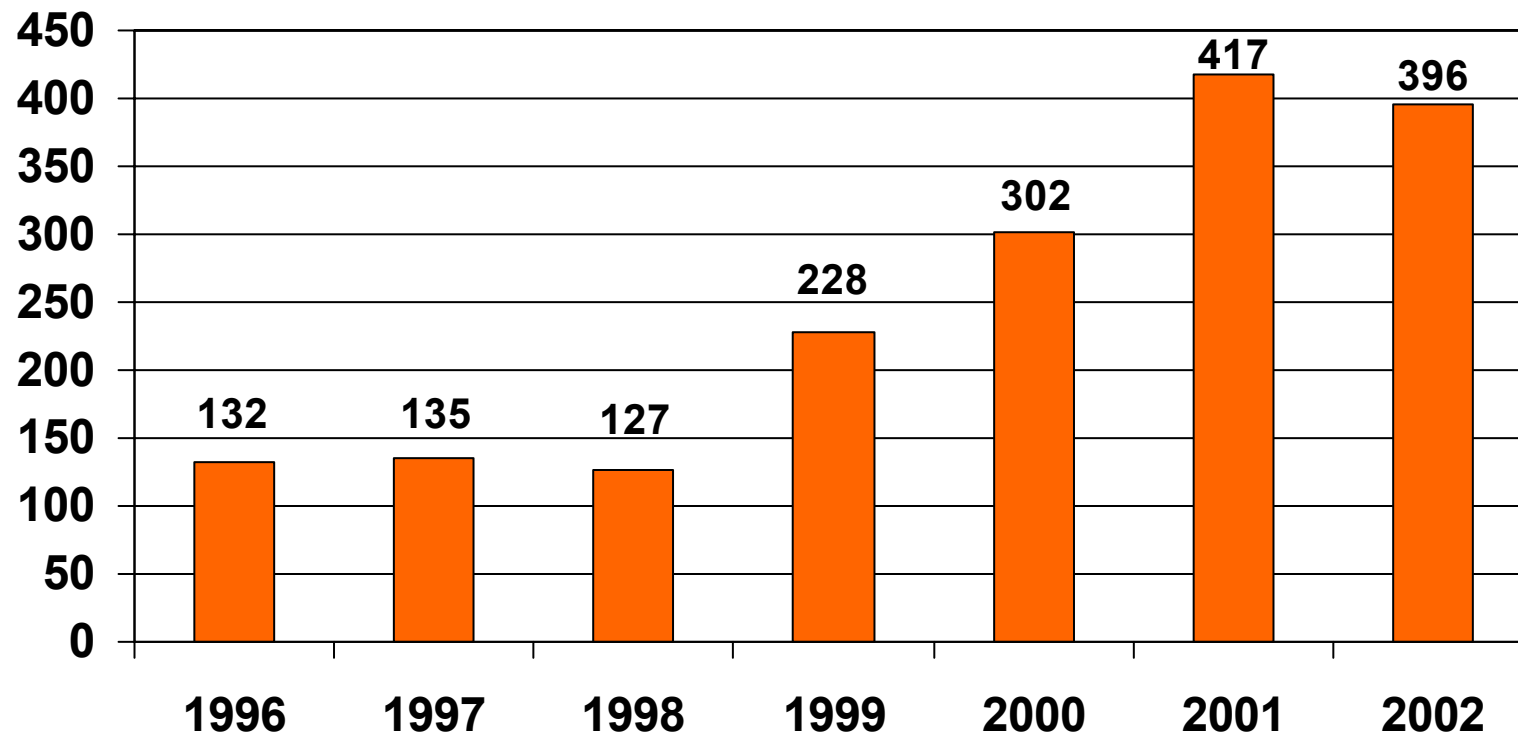
Cooperation Partners

🟠 **during the project (still partners)**

🔵 **partners since 2000**

There are about 3000 Business Information Systems students in the partner polytecnics.

Kemi-Tornio Polytecnic 🟠

Oulu Polytecnic 🟠

Vaasa Polytecnic 🔵

🟠 North Karelia Polytecnic

Jyväskylä Polytecnic 🟠

🔵 Pohjois-Savo Polytecnic

Lahti Polytecnic

Häme Polytecnic 🔵

🔵 Kymeenlaakso Polytecnic

Turku Polytecnic 🔵

🟠 Helsinki Business Polytecnic

Tietie Courses Completed Yearly

Bar chart showing Tietie courses completed yearly: 1996 = 132, 1997 = 135, 1998 = 127, 1999 = 228, 2000 = 302, 2001 = 417, 2002 = 396.

Studies, Students and Lecturers

- **Tietie courses**

  - **elective courses in the field of information technology**

  - **distance courses based on web technology**

- **Information technology students and lecturers**

⬇

- **Familiar with the Information Technology**

- **Interested in learning and using new technologies**

Independency of Participants

- **The independency of the participating polytechnics has been respected all the time**

  - **the participants have trusted each other both in administration and teaching**

  - **the cooperation has not required the copyrights of the learning materials**

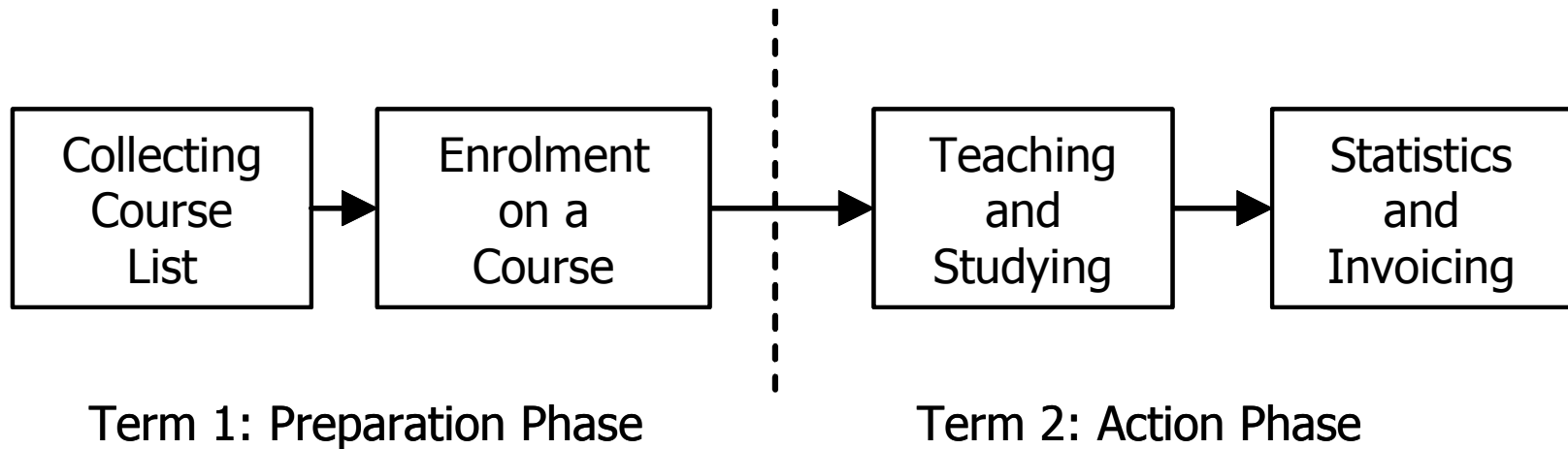 - **lecturer's home polytechnic pays the salary**

Administration

Roles

- **A network coordinator - one in the whole network**

- **a local coordinator – one in each polytechnic**

- **a lecturer – several in each polytechnic**

- **a student – several in each polytechnic**

Information

- **A course list**

- **A course description**

- **Students who has enrolled on a course**

- **Passed students and their marks**

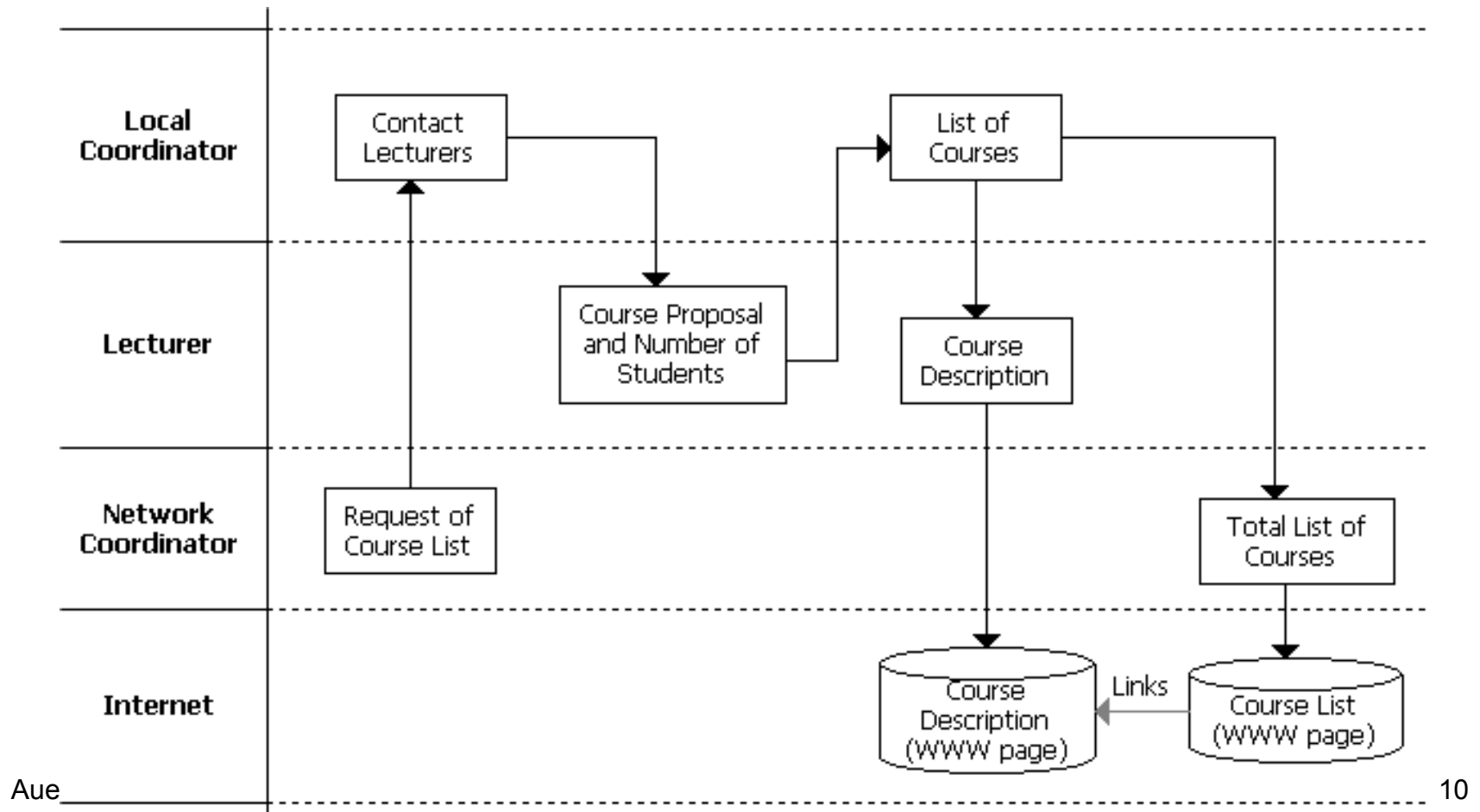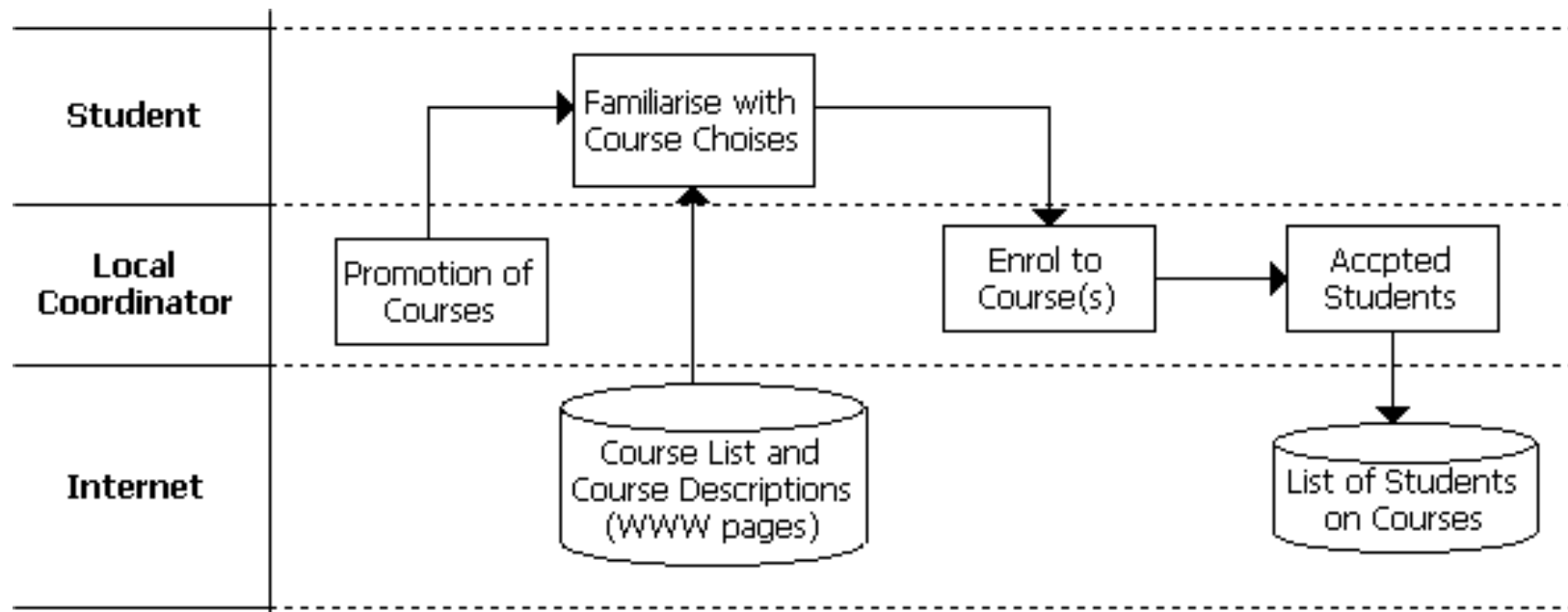- **The home polytechnic of each student**

Processes and Terms

Collecting Course List	→	Enrolment on a Course	→	Teaching and Studying	→	Statistics and Invoicing

Term 1: Preparation Phase   Term 2: Action Phase

Collecting the Course List for the Next Term

Local Coordinator	

Local Coordinator
- Contact Lecturers
- List of Courses

Lecturer
- Course Proposal and Number of Students
- Course Description

Network Coordinator
- Request of Course List
- Total List of Courses

Internet
- Course Description (WWW page)
- Links
- Course List (WWW page)

Aue

Enrolment on a Course

Teaching and Studying Process

Student

Lecturer

Local Coordinator

Network Coordinator

Internet

Data System

- Confirm Participation (eMail)
- Start of Course
- eMail to Students
- List of Course Students
- Teaching and Studying
- Preparation to Exam
- Exam Information
- Exam
- Marks
- Evaluation and Marks
- List of Course Students
- Organisation of Exam
- Marks
- Number of Students from each Polytechnic in each Course
- Invoicing
- Number of Students Passed each Course from each Polytechnic
- List of Students on Courses
- Student Management System in each Polytechnic

Why Administration Process has Succeeded

- **The participants have trusted each other both in administration and teaching.**

- **For this reason administration became light, although the administrative processes are complicated.**

- **The administrative model is distributed.**

- **All the participants have access to all information in Tietie cooperation.**

Considerations of eLearning

- **Students prefer contact cources.**

- **eLearning is attractive, if**

  - **a corresponding contact course is not available**

  - **the student is not able to participate in a contact course**

  - **the student is very self-directed and he/she wants to have a strong control of one's life**

  - **the student's life situation pushes him/her to choose courses that are not dependent on time and place**

Finally

- We assume that the mainstream of education in the future will be contact teaching and learning, but this will be enriched by eLearning.

- A successful implementation of eLearning requires also new kind of administrative processes to be developed, especially if several independent institutions are involved.