

CALIFORNIA ARTS UNIVERSITY

Distance Education Handbook for Student

2022-2023

Effective Date: July 1, 2022 – June 30, 2023

The Board reviewed and approved. Copyright © 2021 / All Rights Reserved.

Table of Contents

Methods of Instruction Delivery	3
Distance Education & Correspondence Education	4
Distance Education Policy	5
Verification of Student Identification	12
Student Privacy	12
Moodle Manual for Student	13
Moodle Website Address	13
1. Login	14
2. Account	15
3. Course - Structure	16
3. Course - Activity	17
Contact Information	28

Methods of Instruction Delivery

California Arts University offers BA, MA, and DMA degree programs through the three different delivery method of instruction as follows: traditional (face-to-face) format, online format, and hybrid (face-to-face and online combined) format.

Traditional (Face-to-Face) Format

This delivery method allows learners and faculty to meet in person or as a group for regularly scheduled class sessions on campus. Face-to-face format can bring about synchronous student-instructor and student-student interaction.

Online Learning Format

Instruction is provided via the Internet and no face-to-face instruction is required. This format is a virtual classroom where course instruction, course content, and external resources such as academic links are provided to learners who are physically separated from the instructor. Instructions are provided electronically and asynchronously. Students in online courses watch and listen to lectures and complete assignments sent to them electronically. Students can always attend by participating in discussion boards or chat sessions, and turning in their work on time.

With regard to distance education, California Arts University follows the regulation and guideline by the U.S. Department of Education as follows:

“An institution which offers Distance Education (DE) must be able to provide documentation that it has approval to offer its DE programs/courses in each state and/or location where it has enrolled students. The institution must identify the states and/or locations where it has been approved to offer DE programs/courses or has been exempted from such approval. This requirement is based on 34 CFR §600.9. The U.S. Department of Education has provided guidance to institutions regarding compliance with the regulation.”

Hybrid Format

The hybrid format incorporates both face-to-face delivery and online delivery formats. The hybrid format incorporates both face-to-face delivery and online delivery formats. Students can freely choose between traditional classes and online courses for each term. This hybrid format offers advantages both from traditional classes and from online learning; namely, person to person instruction and convenient electronic learning environment.

Distance Education & Correspondence Education

The institution demonstrates that programs and courses offered via distance education and correspondence education are in compliance with the Federal definition of distance Education and correspondence Education:

Distance Education:

Education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, if used in a course in conjunction with any of the technologies listed above.

Correspondence Education:

Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; correspondence courses are typically self-paced; and correspondence education is not distance education.

NOTE: This definition for Correspondence Education is provided to ensure that the institution's distance education meets the definition of distance education and does not fall to the level of correspondence education. Correspondence education is not reviewed by TRACS and is not included in an institution's scope of recognition with TRACS.

Distance Education Policy

Distance education at California Arts University is defined as a formal educational process in which the majority of the instructional interaction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education includes computer technologies. This policy shall apply to all credit-bearing courses and programs offered through distance education by the California Arts University.

The following basic principles have been articulated:

1. While the California Arts University ensures academic freedom and wishes to encourage innovation in instruction, the faculty also has a collective responsibility to ensure the academic quality and integrity of the University's courses, programs, and degrees. This responsibility extends to those courses and programs offered through distance education.
2. Faculty and students have a right to know the modes of delivery and technological requirements of each course, program, and degree offered by the University. Students shall have access to this information before enrolling in a course or program.
3. Distance education programs and courses shall be consistent with the educational mission of the University.
4. Courses, which are offered as distance education shall provide the opportunity for substantial, personal, and timely interactions between faculty and students.
5. Students in the distance education program shall have adequate access to library and student services.
6. The University shall provide appropriate support services to faculty who teach distance education courses.
7. Distance education program in the University is an optional mode of instruction. Nothing in this policy shall imply that distance education is a preferred or required mode of instruction in the school curriculum.

Curriculum and Instruction

In the curricular review process, distance education programs shall demonstrate that they provide the opportunity for substantial, personal, and timely interactions between faculty and enrolled students.

The director of the distance education program assumes responsibility for and exercises oversight over the program, ensuring both the rigor of the courses and the quality of instruction. This includes:

- The selection and evaluation of formally approved adjunct and/or part-time faculty.
- Ensuring that the technology used suits the nature and objectives of the distance education program.

- Ensuring the currency of materials, courses, and program.
- Ensuring the integrity of student work and the credibility of the degrees and credits the University awards. It is the responsibility of the director to ensure that reasonable safeguards are in place to prevent academic dishonesty.
- Ownership of materials, faculty compensation, and copyright issues shall be agreed upon by the instructor and the University prior to the initial offering of a course.
- No individual, program, or department shall agree in a contract with any private or public entity to deliver distance education courses or programs on behalf of the University without prior approval from the university.

Evaluation and Assessment

Faculty Committee shall review all distance education courses, even if the curriculum is largely derived from existing campus-based courses and shall continue to ensure that the educational program offered through distance education is appropriate for delivery through distance education methods.

The method of delivery for new courses shall become part of each curriculum proposal, to be reviewed under the normal curricular process.

Any significant change in the method of delivery for existing courses or programs shall be submitted as a course change proposal, to be reviewed by the director of the distance education.

The academic review process by the committee shall be used to evaluate the educational effectiveness of distance education courses (including assessments of student-based learning outcomes, student retention, and student satisfaction), and when appropriate, determine comparability to campus-based programs. This process shall also be used to assure the conformity of distance education courses to prevailing quality standards in the field of distance education.

A review and approval of all distance education courses, including those initially approved by the Academic Dean, shall begin immediately and conclude within two years of the implementation of this policy. This review shall follow the normal process specified in the policy file.

The University shall maintain clear standards for satisfactory academic progress.

The University shall ensure the completion of student evaluation of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used and evaluated by duly qualified faculty.

Facilities and Finances

The program administrators shall provide evidence in the curricular proposal that:

- The University standards are followed in setting course-loads per instructor and/or academic unit.

- The program possesses or has access to the equipment and technical expertise required to deliver distance education courses and programs.
- Any distance education program has received resource approval prior to commencing operation.

Calendar and Course Credits

Distance education courses will be offered according to the general University academic calendar. Courses are offered on a semester calendar, however, if appropriate, shorter cycles are permitted with the permission of the Academic Dean.

Final examinations will be scheduled according to the designated examination period for the semester or cycle, unless otherwise approved by the Academic Dean.

California Arts University operates under a semester hour system. For all courses bearing academic credit, “one semester hour of credit” is, at a minimum, one hour of classroom or direct faculty instruction and two hours of out-of-class student work each week for approximately 15 weeks. For example, a 3 semester-credit course would require at a minimum 45 hours of academic engagement and 90 hours of preparation for a total of 135 hours. A credit hour is assumed to be a 50-minute (not 60-minute) period.

As with any transfer coursework, academic credit may be transferred from a distance education course offered by other colleges or universities that are accredited by recognized agencies.

Course Integrity

Distance education courses will comply with all related the University policies, including but not limited to: academic integrity, code of ethics, student code of conduct, discipline policy and policy on discrimination and harassment

Courses will reflect good practices relating to: Well-articulated learning goals and expectations, Course procedures (e.g. communication, assignment submission), student assessment, program and course assessment, University disciplinary policy, University policy on discrimination and harassment, and the inclusion of well-articulated learning goals, course expectations and requirements, and methods of communication with instructor, on the course syllabus.

Transcripts

Student transcript for distance education courses will be handled as traditional face-to-face course. Transcripts will not reflect the modality of courses.

The Family Educational Rights and Privacy Act (FERPA)

References to personal traits such as race, ethnicity, disabilities, age, and gender may be made public in accordance with the FERPA regulations.

Instructor’s Responsibility

Instructors in distance education program have responsibility for the quality of all program curricula. Ultimately, it is the instructor who is responsible for ensuring the integrity of the distance education offerings.

Faculty Support Policy

The program administrators shall ensure that:

The California Arts University shall employ a sufficient number of faculty to assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog.

The University shall maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.

The University shall ensure that the materials and programs are current, well organized, designed by faculty competent in distance education technique and delivered using readily available, reliable technology.

The University standards are followed in assigning course loads to instructors and awarding incentives to instructors teaching courses in distance education programs.

The Academic Dean possesses or has access to equipment, software, technical/ design/ production expertise, training, and technical/administrative support for effective and proficient delivery of distance education courses and programs, including potential changes in the technology or course structure.

The University ensures its long-range planning, budgeting, and policy development processes reflect the staffing, equipment, facilities, and other resources essential for the viability and effectiveness of distance education courses and programs.

Library and Learning Resources

The program administrators shall ensure that:

1. Students have adequate access to and support in the use of appropriate library resources.
2. Students have access to laboratories, facilities, and equipment appropriate to the courses.
3. Students are provided with an adequate means for developing the necessary knowledge, skills, and abilities to use effectively any technology required for distance education courses.
4. Students are provided with necessary technical support, during evenings and weekends as well as "regular" operating hours, to resolve hardware and software problems encountered while enrolled in distance education courses.

Student Services

The program administrators shall ensure that:

1. Students are provided with accurate and timely information about the University, its distance education courses and programs, costs, and related policies and requirements.
2. Students are provided with an adequate means for developing the necessary knowledge, skills, and abilities to use effectively any technology required for distance education courses.
3. Students are provided with necessary technical support, during evenings and weekends as well as "regular" operating hours, to resolve hardware and software problems encountered while enrolled in distance education courses.
4. Students are provided with adequate access to the range of student services including enrollment/registration, academic advising, tutoring, career counseling and placement, personal counseling, and disability services.
5. Students are provided with an adequate means for resolving student complaints and grievances.
6. Students are provided with meaningful interaction with faculty who are qualified to teach using distance education methods.

Technology Support

California Arts University makes sure about technology support as follows:

1. The University assesses each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment.
2. The University shall provide adequate support services for the instructor and students participating in distance education courses, including necessary equipment, personnel and training.
3. The University designates the Academic Dean for technology support regarding the distance education program.
4. The Academic Dean handles administrative systems, equipment maintenance and general user support.
5. The Academic Dean also handles faculty support including instructional application and pedagogical issues involving technology.
6. The Academic Dean shall provide guidance and manuals for student training for the program.
7. Personal technology support is provided via zoom telephone or email (zoom room and/or Moodle in addition)

Intellectual Property Rights

Ownership of materials, instructor compensation, and copyright issues shall be agreed upon by the instructor and the University prior to the initial offering of a distance education course. Unless otherwise agreed by the University and the instructor and specified in writing, the University claims the intellectual property rights on the educational contents and materials in the course so that the University can use the intellectual property and its future potential for the University.

Faculty Duties and Responsibilities

We have makes sure about faculty duty and responsibility as follows:

1. A faculty of distance education must participate in distance education orientation. He or she also must participate in regular distance education workshop or seminar to learn to use distance education platform, and be familiar with distance education policy and procedures.
2. A faculty of distance education must create and submit a syllabus that is feasible for distance education including elements such as title, course description, education objectives, sequence and frequency of lesson or class sessions, length of the class, complete citations of textbook and other required written materials, sequential and detailed outline of subject matter and list of learning outcomes and skills, instructional modes, or methods, etc.
3. A faculty of distance education must be able to use distance education platform that is adopted by the University.
4. A faculty of distance education must participate in faculty meeting and share input and feedback to improve the quality of distance education program, teaching effectiveness, and student success.
5. A faculty of distance education must collaborate with the director of the distance education or the one who is qualified to supervise distance education in conducting distance education class and collaborate the director of institutional research to collect student evaluation of the class.
6. A faculty of distance education must be able to verify student's identification in conducting distance education class. A faculty must communicate meaningfully and timely with students in commenting their work or assignment. This can be done through verifying student's login and password, their regular access to the class through platform and communicating with them through email and message. A faculty must collaborate with the director of distance education to verify their login and password if needed.
7. A faculty of distance education must verify and ensure that a student participates in distance education orientation and can use online platform to take the class.
8. A faculty of distance education must design a distance education course that contains meaningful interaction between faculty and student. Meaningful interaction between faculty and students can be stated in the course planner through syllabus reading, textbook

reading, lecture note reading, lecture watching, quiz taking, essaying writing and comment, faculty responding to the questions and essay, forum participation, and threaded discussion and giving grading. And meaningful interaction must be appropriate and in timely manner. For instance, when the students submit course assignment or homework, a faculty must comment and respond within 10 business days.

9. A faculty of distance education must employ threaded discussion between faculty and students and/or among students whereby students and/or faculty can exchange review, research, and opinion through threaded discussion that is available in class, session and assignment. A faculty must create a forum in that students can make comment on the debate and discussion subject that is assigned by the faculty to share their input. Multiple students must be able to respond to each subject and students can share their opinions in threaded manner.
10. A faculty of distance education must continue to develop and improve distance education capacity and effectiveness by learning to expand knowledge of online technology and subject matter. Such effort must include but is not limited to taking online webinar class, reading of books that are related to online training and teaching guide, and be thoroughly familiar with Moodle program manual.
11. A faculty of distance education must be able to use educational resources and technology that is available to faculty on campus and on-line.
12. A faculty of distance education must continually monitor student's progress by evaluating their work, assignment and grade by using scoring rubrics in timely manner.

Verification of Student Identification

An institution offering distance education as stated in Federal definitions must have a process to verify that the student who registers for a distance education course is the same student who participates in, completes, and receives credit. Methods to verify the student include but are not limited to a secure login or passcode, proctored examinations, or new or other technologies and practices that are effective in verifying the identity of the student.

University must notify the student at the time of registration of any additional charges associated with the verification of student identity.

Student Privacy

The California Arts University is committed to protecting student privacy for students enrolled in all courses. All of the University policies regarding student privacy and information security apply to distance education courses. Faculty teaching distance education courses are expected to uphold these policies and follow these procedures:

- Teach distance education courses using Moodle, the University's learning management system, in order to ensure security of student work and grades.
- Use the University's secure learning management system site to report student grades.
- Use Moodle or the University's email system for all official, confidential communication such as providing feedback on student work, releasing grade information to students, etc.
- Keep student work, scores or grades confidential. Students in the course should not have access to other students' work or grades.
- Keep your Moodle or email account information secure. Do not share your login information with anyone, give anyone unauthorized access to the Moodle course or assign a student the role of instructor or graduate assistant in Moodle.
- Follow the University's guidelines for sharing student educational record information with other faculty, staff, parents or others outside the University.

Moodle Manual for Student

Moodle Website Address

<http://moodle.cauniv.edu>

1. Click Login

2. Type your Username and Password

The screenshot shows the login interface for California Arts University Distance Education. At the top, the text "California Arts University Distance Education" is displayed in a light gray header. Below this, there are two input fields: "Username" and "Password". To the right of the "Username" field is a blue link that says "Forgotten your username or password?". Below the "Password" field is a checkbox labeled "Remember username". A blue "Log in" button is positioned below the "Remember username" checkbox. To the right of the "Log in" button, there is a gray "Log in as a guest" button. Above the "Log in as a guest" button, there is a message: "Cookies must be enabled in your browser" followed by a question mark icon, and below that, "Some courses may allow guest access".

※Initial Username and Password = Student ID number

Click a gear to edit your account

The screenshot displays a user profile interface. At the top, the page title is "California Arts University Distance Education". The user's name is "Site Owner" with a "Message" button. A gear icon for settings is visible. Below the profile information, there are two buttons: "Reset page to default" and "Customise this page". The main content area is divided into two columns. The left column, titled "User details", includes an "Edit profile" link and lists the user's email address as "librarian.cau@gmail.com", country as "United States", and city/town as "Los Angeles". The right column, titled "Reports", lists several report categories: "Today's logs", "All logs", "Outline report", "Complete report", "Browser sessions", "Grades overview", and "Grade".

California Arts University Distance Education

Site Owner Message

Dashboard / Profile

Reset page to default Customise this page

User details Edit profile

Email address
librarian.cau@gmail.com

Country
United States

City/town
Los Angeles

Reports

- Today's logs
- All logs
- Outline report
- Complete report
- Browser sessions
- Grades overview
- Grade

3. Course - Structure

California Arts University Distance Education

MUS531

Participants

Badges

Competencies

Grades

General

April. 13.

April. 27.

May. 4.

May. 18.

Home

Dashboard

MUS531 Advance Sight Singing

Home / Courses / 2020 Spring / MUS531

Announcements

MUS 531 Syllabus

Course Materials

April. 13.

Advance Sight Singing class A

Lecture Videos

-  Assignment
-  Quiz
-  Forum Discussion

- 3-1. Course Materials**
- 3-2. Assignment**
- 3-3. Quiz**
- 3-4. Forum**

3-1. Course Materials

The screenshot shows a Canvas LMS interface for the course "MUS531 Advance Sight Singing". The top navigation bar includes the university name "California Arts University Distance Education", a notification bell, a chat icon, and the user name "Site Owner" with a profile dropdown arrow. The left sidebar contains a navigation menu with the following items: "MUS531" (highlighted), "Participants", "Badges", "Competencies", "Grades", "General", "April. 13.", "April. 27.", "May. 4.", "May. 18", "Home", and "Dashboard". The main content area features a header for "MUS531 Advance Sight Singing" with a settings gear icon. Below the header is a breadcrumb trail: "Home / Courses / 2020 Spring / MUS531". A large green callout box with a bracket on the left contains the text "Click the course material and save it" and a checkmark icon. Underneath, the date "April. 13." is displayed, followed by a document icon and the text "Advance Sight Singing class A" with a checkmark icon. At the bottom of the page, there is a video player showing musical notation and a video call interface with three participants.

3-2. Assignment 1

California Arts University Distance Education

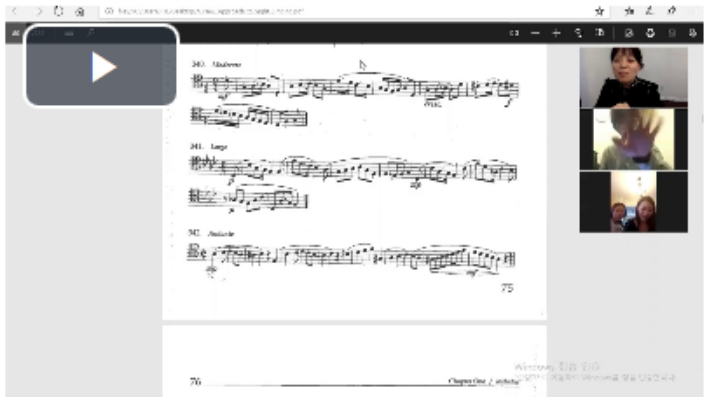
Site Owner

MUS531

- Participants
- Badges
- Competencies
- Grades
- General
- April. 13.
- April. 27.
- May. 4.
- May. 18
- Home
- Dashboard

May. 4.


Class B



Assignment Work ← **Click the assignment**

May. 18

Class A



3-2. Assignment 2

Assignment Work

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

Submission comments ▶ [Comments \(0\)](#)

Submit

Add submission

You have not made a submission yet.

MUS531 Advance Sight Singing

[Home](#) / [My courses](#) / [MUS531](#) / [May. 18](#) / [Assignment Work](#) / [Edit submission](#)

Assignment Work

File submissions

Maximum file size: 32MB, maximum number of files: 5

Upload

Files

You can drag and drop files here to add them.

Save changes Cancel

Save

3-2. Assignment 3

California Arts University Distance Education




Site Owner
You are logged in as Devorah Kim

- MUS531
- Participants
- Badges
- Competencies
- Grades
- General
- April. 13.
- April. 27.**
- May. 4.
- May. 18
- Home
- Dashboard

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Friday, 29 May 2020, 5:52 PM

File submissions

 Recording 133200-050420.mp3	29 May 2020, 5:52 PM
 Recording 133345-050420.mp3	29 May 2020, 5:52 PM
 Recording 133547-050420.mp3	29 May 2020, 5:52 PM

Submission Complete!

Submission comments [▶ Comments \(0\)](#)

Edit

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

3-2. Assignment 4 (Score)

California Arts University Distance Education

Site Owner
You are logged in as Devorah Kim

MUS531 Advance Sight Singing: View: User report

[Home](#) / [My courses](#) / [MUS531](#) / [Grades](#) / [Grade administration](#) / [User report](#)

User report **Check your score point**

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
MUS531 Advance Sight Singing						
Assignment Work	0.00 % (Empty)	-	0-5	-		0.00 %
Assignment Work	0.00 % (Empty)	-	0-5	-		0.00 %
Assignment Work	0.00 %	-	0-100	-		0.00 %

3-3. Quiz 1



Test



Quiz

Click!!

Quiz

퀴즈 테스트입니다.

채점 방법: 최고 점수

퀴즈 풀기 시작

Start!

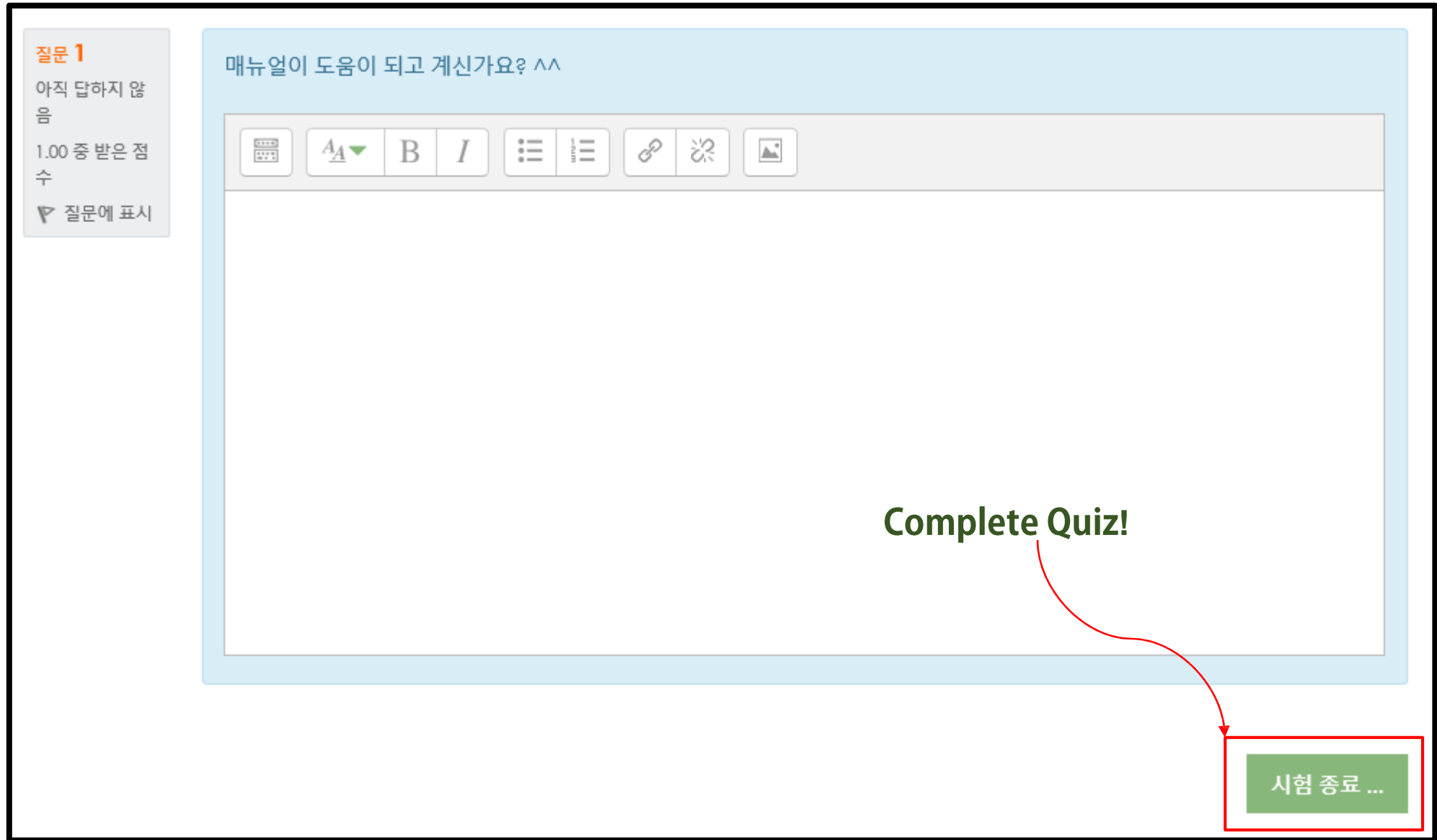
3-3. Quiz 2

질문 1
아직 답하지 않음
1.00 중 받은 점수
▶ 질문에 표시

매뉴얼이 도움이 되고 계신가요? ^^

Complete Quiz!

시험 종료 ...

The image shows a quiz interface. On the left, there is a sidebar for '질문 1' (Question 1) with status '아직 답하지 않음' (Not answered), '1.00 중 받은 점수' (Score received out of 1.00), and a '▶ 질문에 표시' (Mark question) option. The main area has a light blue header with the text '매뉴얼이 도움이 되고 계신가요? ^^'. Below this is a rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, and image. The editor area is mostly empty, containing the text 'Complete Quiz!' in green. A red arrow points from this text to a green button labeled '시험 종료 ...' (End Exam ...).

3-3. Quiz 3

시작	2019년 3월 2일, 토요일, 오후 3:57
상태	종료됨
완료됨	2019년 3월 2일, 토요일, 오후 4:02
걸린 시간	5 분 29 초
성적	아직 채점되지 않음

질문 1
완료
1.00 중 받은 점수
▼ 질문에 표시

매뉴얼이 도움이 되고 계신가요? ^^

짱짱! 도움됩니다!!

짱짱! 도움됩니다!!

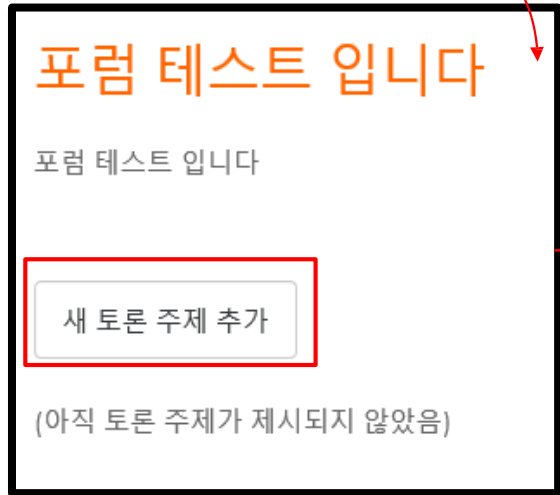
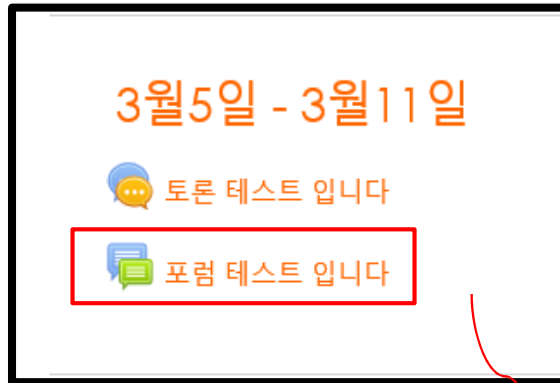
짱짱! 도움됩니다!!

짱짱! 도움됩니다!!

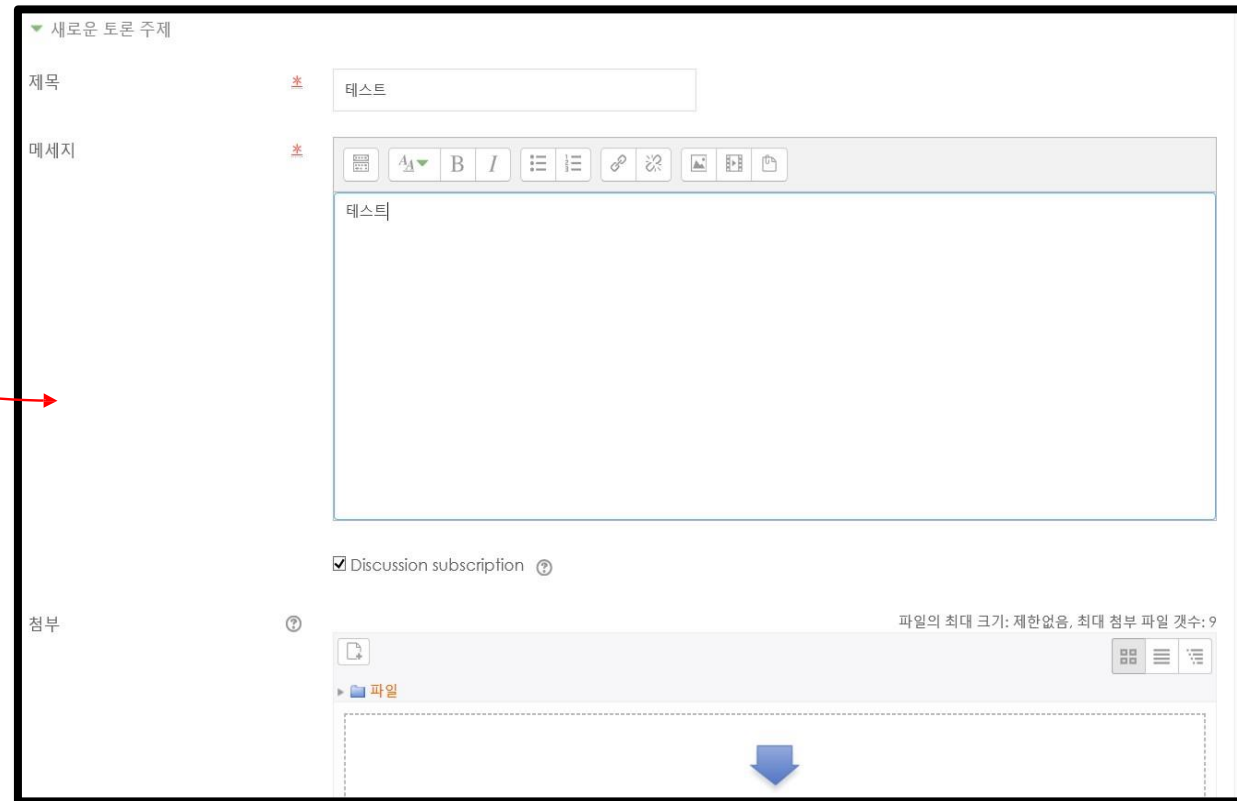
검토 마침

Check your score and review the quiz


3-4. Forum Discussion 1




1. Click the forum and add the topic
2. Write a subject and message
3. Attach e-files as needed
4. Save



3-4. Forum Discussion 2

성공적으로 글이 추가되었습니다. 

30 분 분 내에는 글을 수정할 수 있습니다. 

Admin User will be notified of new posts in '테스트' of '포럼 테스트 입니다'

포럼 테스트 입니다

포럼 테스트 입니다

새 토론 주제 추가

테스트
2019년 3월 3일, 일요일, 오후 11:38 에 Admin User 씬

테스트

[Permalink](#) | [수정](#) | [삭제](#) | [답글](#)

※Click the topic and add a reply for the discussion

Contact Information

Director of Distance Education

E-mail: distance@cauniv.edu