



This process ensures that Birchwood University maintains high standards of academic quality and student achievement in a fully online learning environment.

TECHNOLOGY AND EQUIPMENT REQUIREMENTS

Birchwood University students must have access to the following basic technology to participate in online courses:

1. A personal computer or laptop
 2. Reliable high-speed internet access
 3. A web browser compatible with the Moodle Learning Management System (LMS) (e.g., Chrome, Firefox, Edge)
- Basic software such as PDF readers, word processing tools (e.g., Microsoft Word, Google Docs), and multimedia playback tools

Once a student is registered, they are issued a unique username and password, granting access to their personal learning space within Moodle, the university's online learning platform. All course materials, communications, submissions, and assessments take place within this secure portal.

ONLINE INSTRUCTIONAL PHILOSOPHY AND INTERACTION

Birchwood University's online learning model is designed to promote flexibility while ensuring accountability and connection between students, instructors, and peers. Key features of the instructional approach include:

1. **Instructor Preparedness:** Faculty members are trained in online instructional technology to deliver content effectively and assist students with technical or navigation issues.
2. **Student Flexibility:** Students may complete coursework on their own time, within the structure and deadlines set in the course syllabus, allowing for flexibility in distance and time management.
3. **Enhanced Learning Opportunities:** Students benefit from a combination of self-directed study and interactive components, such as discussion forums, web conferencing, and collaborative assignments.
4. **Guided Progress:** While learning is self-paced within the structure of each course, students must adhere to the agenda provided by the instructor and remain accountable for all assignments and participation throughout the term.



LEARNING MANAGEMENT SYSTEM (LMS) USED

Birchwood University utilizes the Moodle Learning Management System as the primary platform for course delivery. Moodle replaces the traditional classroom, providing a digital space where students can:

- Access the course syllabus and weekly agendas
- Participate in discussion forums to interact with peers and instructors asynchronously
- Engage in real-time chats when scheduled or necessary
- Submit assignments via a document upload portal
- Track important due dates and exams using the integrated calendar feature
- Receive and respond to feedback and grades

This consistent structure across all courses helps ensure a smooth and intuitive learning experience for every student.

STUDENT TRAINING AND ORIENTATION OF ONLINE SYSTEMS

Prior to the start of classes, all new students and returning students who have not been enrolled for one or more academic terms are required to complete an online orientation program. This orientation covers:

- University policies and academic expectations
- Technical navigation of the Moodle LMS
- Communication guidelines and etiquette for online learning
- Use of the e-Library and digital student services