



**E-LEARNING STANDARDS DEVELOPED BY TALTECH EDUCATIONAL TECHNOLOGY CENTRE**

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## INTRODUCTION

"E-learning" means studies carried out fully or partially by using tools of digital technology. An e-learning environment (preferably TalTech Moodle) is used to support studies.

A course description shall include reference to the support in the e-learning environment. A course description must contain information on whom to contact if the e-learning environment supporting studies requires registration for the course and a password/key or any other explanation is required for registration.

The e-learning environment supporting studies must contain back references to the course description in the study information system ÕIS.

Support for studies is provided in a single e-learning environment.

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## RESPONSIBILITY

The head of the department must make sure that tuition in the courses taught at the department is supported in the e-learning environment.

The programme director must monitor that teaching of the courses in the study programme he/she is responsible for is supported by the e-learning environment and, if necessary, draw the attention of the head of the department to the shortcomings.

The Educational Technology Centre assesses compliance of a course to the e-learning levels.

The basic level (minimum support) of e-learning must be ensured in the compulsory courses in I and II level curricula by the academic year of 2020/2021.



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## THREE-LEVEL E-LEARNING STANDARD

At TalTech, a three-level e-learning standard has been developed to enhance digital learning. The Educational Technology Center provides assistance in the planning and development of e-learning.

E-support is the reflection of the learning process of a course presented in the e-environment, which supports the acquisition of learning outcomes related to the course and includes the following components:

Organizational aspects of the course (references to learning outcomes, action plan, assessment criteria, feedback)

Learning materials (e.g., summary, links to textbooks/sources)

Self-assessment tools (e.g., tests, review questions, problem-solving tasks)

Feedback opportunities with the instructor (announcements, interim assessments) and fellow students (e.g., forum, chat, etc.)

The course information system (ÖIS) should include a link to the e-support along with registration information (password/key). The e-support, in turn, should have a link to the course information system.



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## E-SUPPORT FOR COMPULSORY COURSES

One of the objectives outlined in the "Development Plan of TalTech 2020" was to establish e-support for all mandatory courses in the first and second-level study programs.

## LEVEL I – BASIC LEVEL – MINIMUM E-SUPPORT

Basic e-support for a course shall include:

Description of the course;

Introduction to the course;

A link to the course description in the study information system ÕIS;

An extended course description or a learning tutorial + an action plan;

The comprehensive structure of the course;

**LEVEL I – BASIC LEVEL – MINIMUM E-SUPPORT (CONTINUED)**

Feedback regarding the course;

Lecture notes, a presentation, an educational video and other illustrative material;

A possibility for the learner to constantly test his/her knowledge (tests, review questions, thinking tasks);

A possibility for the learner to submit his/her assignments through the e-learning environment;

The option to display the learning outcomes (select the gearwheel in Moodle -> Grades);

Messages from the lecturer (a forum or any other tools, e.g. Moodle Chat, Fleep, Teams, Discord, etc.);

The student's questions/answers (a forum or any other tools, e.g. Moodle Chat, Fleep, Teams, Discord, etc.).



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**LEVEL II – ADVANCED LEVEL - A QUALITY LABELLED E-COURSE**

The advanced level can be applied for twice a year – in autumn via TalTech's level 2 quality label application round and in spring via EKKA quality label application round. At least once used in the learning process and receiving positive feedback from students, it is possible to apply for the level II e-support.

A quality-labelled e-course includes level 1 components and meets the following conditions:



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## LEVEL II – ADVANCED LEVEL - A QUALITY LABELLED E-COURSE (CONTINUED)

### Organizational information:

The objectives and learner-centred learning outcomes are formulated (e.g., familiarity with strategic marketing terminology).

The necessary prerequisites and skills for participating in the course are provided to learners (the target audience is described).

The learning materials and activities correspond to the course volume.

A comprehensive and complete learning guide or extended syllabus is included, providing an overview of both e-learning and classroom instruction.

The (planned) schedule is followed.

Technical and pedagogical support is provided (contact persons are specified in the course).



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## LEVEL II – ADVANCED LEVEL - A QUALITY LABELLED E-COURSE (CONTINUED)

### Assessment:

The learning activities and assessment principles align with the course learning outcomes.

Principles of assessment and feedback are provided to learners.

Systematic feedback is given to learners throughout the course regarding their overall progress and strengths and weaknesses in the course.

Learners are informed of the learning outcomes (grades, points) using the Moodle grading sheet.

Active learner participation in the learning process is supported, encouraging communication among learners and instructors (e.g., chat, Fleep, Teams, Discord, etc.).

The development of learning skills is supported (learners are guided in reflecting on their learning, developing time management skills, etc.).



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**LEVEL II – ADVANCED LEVEL - A QUALITY LABELLED E-COURSE (CONTINUED)****Learning materials:**

Appropriate media (e.g., text, images, animations, audio, video, etc.) are used in presenting the learning materials.

The learning materials adhere to good practices in creating digital learning materials (links work, outdated software is not used).

Technological tools support the implementation of the learning process.

The learning materials reference works by other authors that have been used for illustrating the course and developing the learning materials.

**LEVEL II – ADVANCED LEVEL - A QUALITY LABELLED E-COURSE (CONTINUED)****Technical aspects and structure:**

The course is well-structured and user-friendly.

The course is technically functional (links open, necessary tools work, online literature referenced is accessible).

Learners are not required to purchase additional paid software.

The course includes a feedback survey on e-learning, the responses of which will be used to improve and develop the course. Valid for 3 years.

The quality label of a course needs to be applied for once every three years.

**LEVEL III - TALTECH DIGITAL E-COURSE**

A TalTechDigital e-course shall include components of levels 1 and 2 and meet the following criteria:

The course can partially or fully be completed in the e-learning environment;

The course includes various multimedia solutions such as educational videos, lecture recordings, interactive educational materials, etc.;

The learner's knowledge is assessed in the e-learning environment;

**LEVEL III - TALTECH DIGITAL E-COURSE (CONTINUED)**

The average score given by the learners to the course is higher than 4.0 (based on student feedback in the study information system ÕIS);

Valid for 3 years. Awarded on an ongoing basis based on the applications submitted to the Educational Technology Centre. Feedback of the previous year provided in ÕIS is taken into account.

Based on the TalTechDigital level e-learning materials and online assignments you can create 100% online continuing education courses (incl. MOOC, LOOC) later on.

## COMPONENTS AND CORRESPONDING LEVELS

### E-learning components at different levels

Criterion/level	1*	2**	3**
Introduction of the course	x	x	x
Introduction of the lecturer	o	o	x
Reference to the course description	x	x	x
Learner-focused learning outcomes	o	x	x
Learning tutorial	x[1]	x	x
Action plan	x[1]	x	x
References to textbooks, articles (linked in case published online)	x	x	x
The study materials (slides, articles, photos, audio files, etc.) are available to learners	x	x	x
The study materials are presented in a universal format[2] (e.g. PDF)	x	x	x



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## COMPONENTS AND CORRESPONDING LEVELS (CONTINUED)

Criterion/level	1*	2**	3**
A communication environment is ensured for learners	x	x	x
Educational videos (concise original videos.) [3]	o	o	x
Self-evaluation tools (e.g. tests, review questions)	x	x	x
Online examination or mid-term assessment	o	o	x
Studying in the e-learning environment is technically and organizationally supported	x	x	x
One style is used throughout the e-course	x	x	x
The course can be completed on all (including mobile) multimedia devices	o	x	x
Availability of the learning outcomes	x	x	x
Feedback on the learning process is provided in the online environment	x	x	x



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## COMPONENTS AND CORRESPONDING LEVELS (CONTINUED)

x- mandatory, o- optional

[1] Can be presented as an extended course description

[2] It must be possible for a learner to work with the study materials without having to install any special software (for a fee). Use of specific software files (e.g. MS Office Word, Excel) in support of studies is allowed if these constitute a logical part of studies and the learners have access to the corresponding software

[3] Specially designed videos for presenting a specific topic, with a recommended length of 6-10 minutes

## FUTURE OUTLOOK

For the past two years, the university's Moodle platform has offered the MOIS integration solution (Moodle-ÕIS integration) to all interested users. In the future, this solution will consolidate all integrations between Moodle and ÕIS.

Starting from autumn 2025, the university will fully transition to the MOIS solution.

This means that Moodle courses can only be created for students via the MOIS integration.

This ensures that students who have registered for a course in ÕIS will also gain access to the corresponding Moodle course—provided the instructor has activated the relevant setting in Moodle.

A student is added to the Moodle course once the subject has been registered in ÕIS and the instructor has approved the student's registration.

Data synchronization from ÕIS takes place once a day, meaning the course will always include only those students who should have access—new students will be added, and those who have dropped the course will be marked as Suspended.

## FUTURE OUTLOOK (CONTINUED)

The implementation of MOIS is based on:

the university's regulations for personal data processing and protection,  
the university's academic policy (ÕKE), and the  
Moodle course archiving policy.

With MOIS, students are guaranteed access to the Moodle courses they have taken during the nominal duration of their studies.

At the same time, the introduction of MOIS ensures data exchange between Moodle and ÕIS (for example, grade export from Moodle to ÕIS in the future), which reduces the administrative burden on instructors.

The new solution also enables the archiving of old courses and, where applicable, the deletion of unnecessary courses in the future.

## FUTURE OUTLOOK (CONTINUED)

### DEFINITIONS OF PERSONAL DATA

**Personal data** – any data concerning an identified or identifiable natural person, regardless of the form or format in which such data have been submitted.

**Sensitive personal data** – the following data concerning a natural person:

- data revealing political opinions (except data relating to being a member of a political party);
- data revealing religious or philosophical beliefs;
- data revealing ethnic or racial origin;
- data on the state of health or disability;
- data on genetic information (genetic data);
- biometric data (above all fingerprints, palm prints, eye iris images);
- information on sex life;
- information on trade union membership;
- information concerning commission of an offence or falling victim to an offence before a public court hearing, or making of a decision in the matter of the offence or termination of the court proceeding in the matter.

**Private personal data** – personal data the disclosure of which may materially breach the inviolability of the private life of a natural person.

**THANK YOU!**

Relevant Links:

<https://taltech.ee/en/e-learning>

