

INSTRUCTIONS FOR THE USE OF EDUCATIONAL PLATFORM AND DISTANCE LEARNING AT KSMA

Dear teachers and students!

In the situation prevailing in the context of the coronavirus infection epidemic, in the organization of distance learning, problems arose due to technical failures in the work of services and hosting under heavy loads (9602 users in total at KSMA: 8439 students, 1163 teachers), lack of knowledge and skills in working with information platforms and work on the Internet among individual teachers and students.

In this regard, we ask you to carefully read the information below and follow our recommendations.

1. REMOTE LEARNING MODES

There are two modes of organizing distance (remote) training using digital technologies:

1.1. Synchronous or live online communication, when at the appointed hour X, a video conference, webinar, chatting is organized. The advantage of this mode is the presence of visual contact in real time: at any time, the student can ask the teacher a chat or a direct video link and immediately get the answer. The disadvantage is the restrictions on the number of participants, sometimes the time limits for the session, the inability to interview all students and keep statistics on the lessons held, and also - document the classes.

1.2. Asynchronous distance learning, extended over time, when a digital platform is used, through which the teacher provides students with educational material for self-study and / or assignment / control questions. The student prepares in accordance with this task and sends the answer / homework to the teacher. The advantage of this mode is that the student studies independently in his spare time and plans his schedule himself, without adapting to the teacher's schedule. Another advantage is the receipt of statistics on the lessons held to track the educational process. The disadvantage is the lack of visual contact with the teacher and the inability to receive an immediate answer to the question on-line.

Note: the set of advantages and disadvantages of different information programs and platforms vary.

2. EDUCATIONAL PORTALS / PLATFORMS

KSMA organized and provided access to the use of various modes and information systems / platforms. Access is possible both through the KSMA website - <https://www.kgma.kg/ru/e-learning> (here instructions are given for entering portals and materials for independent work), and through direct links indicated below:

2.1. Educational portal "AVN" - <http://lms.kgma.kg:85/Index.aspx> is a specially created educational portal in a unified information system for managing the educational process in KSMA. This platform is tied to the student workflow sector (operational database maintenance for students, groups, deductions, transfers from course to course and from other universities, etc.), the personnel department (teachers), the teaching and methodological department (curricula and definition academic load), departments and deans (academic achievement, etc.)

on the KSMA's own server. This platform allows you to organize different training modes, conduct testing and questioning of students, generate statements for testing and reporting, as well as keep statistics on the lessons and document the implementation of the curriculum. Student binding is formed automatically by group and by teacher in accordance with the academic load.

2.2. "Webinar" - <http://avn.kgma.kg/WebinarRoom.html> is a specially created KSMA platform in the AVN educational portal for organizing and conducting synchronous training on-line using open source software for conducting web conferences - BigBlueButton (located hosting providers). In this platform, the link goes to the teachers in the departments. Teachers themselves are administrators (administrators) and themselves form a list of users / participants in the webinar, i.e. from students of their groups.

2.3. Distance learning on the MOODLE platform -<https://www.learning.kgma.kg> is a specially created educational portal of KSMA using the open-source software MOODLE (Modular Object-Oriented Dynamic Learning Environment - Modular Object-Oriented Dynamic Learning Environment). This platform also allows you to organize different training modes, but due to the limited technical capabilities at the moment (located at the hosting of providers), the binding is done only for faculties and courses. In this regard, this portal is more used for downloading electronic educational resources in PDF format (thematic plans, outline plans of practical classes, lectures, etc.) and informing students, in general, by faculty, course and subject, without individual lessons in groups.

2.4. KSMA electronic library - <http://library.kgma.kg/jirbis2/ru/> - KSMA website where access to electronic library resources is provided: textbooks, books, medical journals, etc.

2.5. For efficient communication of the teacher with students and for conducting synchronous online training, as well as for unloading the educational portals of KSMA, it is recommended to additionally use other platforms and systems that are freely available - ZOOM, Skype, WhatsApp, etc.

3. USE OF EDUCATIONAL PORTALS / PLATFORMS

In order to ensure the continuity of the process and duplication in the event of "freezing" of one of the systems due to the simultaneous entry into the system of a large number of users and the spreading of a large amount of educational material by teachers and homework by students, it is recommended to use educational portals / platforms / programs for the following purposes:

3.1. EDUCATIONAL PORTAL "AVN" - <http://lms.kgma.kg:85/Index.aspx> - used for individual work of the teacher with students in groups, in asynchronous distance learning mode.

3.1.1. The teacher should:

- in accordance with the frequency of conducting classes per week (according to the curriculum and schedule), go to your "personal account" for your subject and lay out the topic of the lesson, assignment (read, note out, etc.), and the necessary links to study materials in general group chat. Important: do not upload the copied large files of all educational material on the topic, this leads to system overload. Better give a link to the source, for example, if this is a training video, then give a link to an Internet resource (YouTube, etc.); if it is a textbook - give a link to the electronic library indicating the name of the textbook, authors and the pages

necessary for studying; if this is a lecture - give a link to the lecture posted on the Moodle platform in PDF format (after downloading the material there), etc .;

- to assess the knowledge and learned material (homework) by the student on the topic of the lesson, lay out also control questions or situational tasks on the given topic. Important: control questions (no more than 3-5 questions) or situational tasks (no more than 1), it is recommended that each student select and lay out individually;
- answer questions on the topic that students had that they asked in your personal account;
- Tell your students your Votsap number and email address to receive completed homework if you ask for them in the form of a photo or video report. Important: photo reports (abstract) or video reports of the completed task should be sent by e-mail or WhatsApp, do not overload the AVN platform. Do not forget that the system has more than 9,500 users! It is recommended to use the answer set in the window of the group chat itself (in your personal account) or by attaching a completed task in Word format;
- check the student's assignment before the next lesson and inform the student about the assessment in a personal message.

3.1.2. The student must:

- visit the AVN educational portal daily and complete the tasks received. The complexity of the study of disciplines is preserved, therefore, it is necessary to spend as much time studying the discipline as planned in the educational program, taking into account lectures, practical exercises and CDS. Important: each student must study daily for at least 8 hours a day, with the exception of a weekend (Sunday);
- observe the allotted time for his entry into the portal according to the schedule. This time is given for downloading the task and putting out the answer for those items that are on your schedule that day. Important: do not sit in the portal unnecessarily and do not take the time of other courses. Remember, overloading the system by simultaneously logging in and finding a large number of users leads to a system crash and freeze!

AVN Educational Portal Entry Schedule

Access time

Students

from 08.00 to 10.00

1st year students of all faculties

from 10 a.m. to 12 p.m.

Students of 2 courses of all faculties

from 12.00 to 14.00

Students of 3 courses of all faculties

from 14.00 to 16.00

4 year students of all faculties

from 16.00 to 18.00

5 year students of all faculties

from 18.00 to 20.00

6 year students of all faculties

- for each topic of a practical (seminar) to receive assignments posted by teachers in the student's personal account, which must be completed using materials posted on the portal "Distance Learning on the Moodle Platform" (<https://www.learning.kgma.kg>), website KSMA (<https://www.kgma.kg/ru/e-learning>) and on the "AVN Educational Portal", as well as in the

electronic library.

- attach the completed task to the “AVN Educational Portal” (in Word format) in the teacher’s personal account (by selecting it from the list) or, by agreement with the teacher, send it to his e-mail or WhatsApp on time - until the next lesson is scheduled. Important: photo reports (abstract, etc.) or video reports of the completed task to send only the e-mail or WhatsApp of the teacher, without overloading the AVN platform. Do not forget that the system has more than 9,500 users!

- observe academic honesty, since the textual coincidence of answers (decisions) of several students will lead to an unsatisfactory assessment for all students in the group;

- for completing tasks on each topic, receive an assessment that is taken into account when calculating the overall rating for the discipline;

- **IMPORTANT:** unethical behavior, insults of the teacher in the chat are not allowed. For such actions, the student will be expelled without the right to recovery. As well as for logging in under the wrong username and password.

3.2. “REMOTE TRAINING ON THE MOODLE PLATFORM” - <https://www.learning.kgma.kg> - is used in the asynchronous distance learning mode for independent study of a subject / discipline course. This portal is more used to download training materials, thematic lesson plans, an outline of practical lessons, lectures, presentations, and other teaching materials. This portal has the same capabilities as the AVN platform, but at the moment there is no breakdown into groups, the platform is being finalized.

3.2.1. Teacher:

- Must regularly go into this platform and replenish educational and methodological material in their subject, or transfer the head teacher of the department for placement on the portal;

- can use this platform not only for laying out the educational and methodological complex, but also in the same mode as the educational AVN portal, in the event of a temporary failure of the AVN portal.

3.2.2. Student should

- master all the subjects indicated on his course, in accordance with the posted thematic lesson plans and study all the material (lectures, outline plans of practical classes, assignments for the student’s independent work, IWS, CPV).

- regularly check the set material for subjects and posted teaching materials, as they will be supplemented and updated.

IMPORTANT: The portal "Distance Learning on the Moodle Platform" is available at any time. But remember that overloading the system by simultaneously logging in and finding a large number of users leads to a system crash and freeze! Do not forget to log out if not necessary.

3.3. "WEBINAR"

- <http://avn.kgma.kg/WebinarRoom.html> - is used to conduct synchronous training on-line, which can be organized in the form of video conferencing, webinar, audio conference, chatting. The choice depends on the technical capabilities of the participants’ equipment (availability of a webcam, etc.) The platform was created using BigBlueButton software, the capabilities and instructions for use of which can be found at <https://bigbluebutton.ru/>.

3.3.1. Teacher

- he is the administrator (admin) of his webinar room and he himself creates a list of users / participants of the webinar, ie from students of their groups;
- must inform students of his group in advance of the date and time of the webinar. It is recommended to record a small excerpt of the webinar (not more than 5 minutes) to document the fact of its holding. Important: the recording is stored on the server, so you must clearly choose which of the webinars should be fully recorded for subsequent demonstration, and which should be recorded in a small segment for reporting. For example, if a teacher demonstrates laboratory work or some technology (taking a cardiogram, etc.) at a webinar, then it makes sense to write it in the full version.
- as a moderator, you can upload presentations, documents, use a whiteboard, and also have the ability to mute / unmute any student's microphone, remove any student from the web conference, and pass the floor to any student to speak (make any student a speaker). The speaker can download presentations, use the whiteboard.

IMPORTANT: apply the workshop approach in cases where an online discussion is used based on a discussion of a specific topic known to all participants in advance, i.e. the teacher gives the task in advance to prepare on a specific topic and then a discussion is held in a chat or video conference.

3.3.2. Student

- enters the time appointed by the teacher as a spectator, can join a voice conference, use a web camera, raise his hand (ask for a word), ask / write a question to the teacher or presenter in a chat;
 - has the opportunity to speak as a speaker if the teacher gives him the floor to speak.
- IMPORTANT: unethical behavior during the webinar, insulting the teacher in the chat is not allowed. For such actions, the student will be expelled without the right to recovery.