



**SALT University College**

**MySALT eCAMPUS eLEARNING POLICY**



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### 1. Introduction

The mission of SALT University College (SUC) is to develop a new vibrant breed of servant leaders for Africa and the World. Information technology is a fundamental tool and resource channel contributing to the realisation of this noble mission.

The effective and efficient use of the online environment depends on the fulfilment of other strategies such as integrating web-based components into curricula and equipping students and staff with up-to-date relevant knowledge and skills.

### 2. Policy Statement

SALT University College will adopt online teaching and learning as a strategic tool to enhance the quality of education delivery. Online platforms contribute towards the provision of student-centred learning experiences that meet the needs of all learners and partners and are flexible, responsive, and effective. This policy document specifies guidelines and broad policies to promote and inform the development of and use of eLearning at SALT University College. The policy provides a basis for a standardized and structured approach for using this medium.

### 3. Definitions

**eCampus** refers to the website and collection of resources available at this website used by SALT University College for its eLearning delivery.

#### **eLearning (or E-Learning or Electronic Learning)**

**eLearning** refers to the delivery of education and training through digital resources, using the Internet and related technology to connect learners with learning resources and qualified facilitators. eLearning enables individuals to access courses anytime, anywhere, making it a flexible and efficient approach to learning.

**MySALT eCampus** is the homepage name for the eCampus website.

#### **4. Rationale of Policy**

The following factors informed the development of these policy guidelines:

- 4.1 The interactive nature of the online environment encourages collaboration, and provides an opportunity to enhance the quality of teaching, learning, and research.
- 4.2 Resources are available at any time therefore enabling a self-paced approach for educators and students.
- 4.3 The 'trackable' nature of online work encourages transparency and accountability.
- 4.4 Learning materials are readily re-useable, and open sharing helps to maximise the use of Faculty resources.
- 4.5 Cost effectiveness is a key feature of online engagement.
- 4.6 A verifiable method of continuous learning that is easily impacted by global incidents such as a pandemic.

#### **5. Principles and Objectives of this policy**

These principles and objectives, based on Stanford University, University of Cape Town, and other universities' ELearning policies, are outlined and explained below.

##### **5.1 A. Systems and Infrastructure**

Systems and infrastructure exploit new delivery mechanisms, including networked workplace and eLearning, to the benefit of a wider range of students both on and off campus. Systems and infrastructure maintain and enhance, as appropriate, the physical and IT infrastructure to ensure fitness for purpose which will allow the faculty to meet the needs of a wide range of learners, drawn from diverse contexts, with very different learning requirements. This will provide opportunities for staff development in the appropriate skills and professional capabilities.

SUC will ensure that Faculty working practices, policies, processes and responsibilities are appropriately aligned. SUC will strive to create a technical and infrastructural system that supports and adapts to online teaching and learning while maintaining a robust effectively managed network. This will include the provision of an effective and increasingly individualised learning environment encompassing all aspects of students' experiences in each program of study.

Systems and infrastructure facilities ensure that, as far as possible, the Faculty's resources are easily accessed from point of need for staff and students. The use of managed repositories will ensure that content and resources owned by SUC are

readily available for repurposing and reuse by those entitled to do so. To this end, SUC will actively encourage Faculty collaborations across various disciplines.

## **5.2 Needs of Staff and Students**

SUC will investigate and, where necessary, develop different forms of flexible learning, assessment, awards and recognition of success to meet the demands of new and diverse student constituencies.

SUC will provide cost-effective, customer focused, targeted delivery of our services to meet the needs of specific groups of students. The policy helps ensure that practice, policy, and strategy are responsive to lessons learned and agile in respect of new opportunities, and will actively seek to remove barriers that impede or restrict effective eLearning. SUC will monitor and evaluate the use of all systems and practices contributing to its educators and learners' online experiences.

## **5.3 Teaching and Innovation**

SUC's academic planning processes need to be both robust and flexible enough to enable responses that are timely and able to embrace new opportunities emerging with technological developments. We will ensure that quality assurance policies and procedures align with this E-Learning policy to provide high quality online teaching and learning delivery for an effective and engaging experience.

SUC will exploit the range of technologies available in the eLearning context to promote relationships, within and out of the community, to facilitate independent and lifelong learning and continuing professional development for educators and students.

SUC will actively encourage research, scholarship and development in all aspects of eLearning. This will help meet the needs a diverse range of learners. In addition, it will, via appropriate staff development, ensure all management, administrative, support and teaching staff have the skills, and understanding required to play their part effectively in the provision of eLearning.

The planning processes will also encourage visible cataloguing of all course materials. This will raise the awareness of students to engage with reliable new resources.

## **5.4 Collaboration and Communication**

SUC seeks to retain existing partnerships and to form new collaborations with educational institutions and agents to support the expansion of international student enrolment at SUC and in its partner organisations globally.

SUC also seeks to develop effective methods of internal communication, collaboration, and consultation, and to disseminate best practice.

### **5.5 Quality Assurance**

Quality assurance ensures that eLearning provisions of SUC meet the expected standards set by the Regulator(s) and the University authorities. It also ensures that the relevant legislation and quality processes are respected. SUC will ensure that its online courses are accessible, educationally sound, engaging, and appropriate to the students' needs. Course developers and eLearning Facilitators will be at liberty to innovate and fully employ their expertise, professional skills, and judgement. It also ensures that SUC's resources required to support eLearning, in human, technical, and infrastructural aspects, are appropriate and fit for purpose. This will provide students with realistic levels of service meeting their expectation. Regular monitoring and evaluation will ensure quality and control.

### **5.6 eLearning and Research**

eLearning provides a working environment where all staff members are valued and encouraged to reach their full professional potential. SUC will develop the means to encourage and promote these skills while ensuring that the output of this work is effectively embedded in practice across the university, not just disseminated. Sharing the value of lessons learnt may be most effectively achieved if this is embedded in the development process along with appropriate staff development. A practice of active development of all groups of staff in their part of the eLearning context would be essential if effective working practices and delivery are to be maintained and further enhanced.

## **6. Requirements**

MySalt eCampus is accessed through a web browser on various devices, such as laptop, PC, tablet, or smartphone. The minimum system requirements for using MySalt eCampus are modest: a reliable internet connection and a reliable web browser on your device.

### **6.1 Basic Computer Skills Required**

- ✓ Basic familiarity with the Zoom cloud meeting and video conferencing application.
- ✓ Saving of documents in various file formats, e.g. .pdf, .docx, .csv, .ppt, etc. and locating files and folders on your computer or smartphone;
- ✓ Copy, cut, and paste functions.
- ✓ Using a word processing application, such as Microsoft Word;
- ✓ Attaching and uploading documents and assignments;
- ✓ Sending and receiving email;

## 6.2 Device and Operating System

The use of a laptop or desktop computer is highly recommended for a satisfying and effective eLearning experience. A smartphone may be used as a second choice.

A reliable laptop or PC running Windows or iOS (Apple)

A smartphone running Android or iOS

## 6.3 Internet Connection and Browsers

- ✓ Internet broadband connection, wired or wireless, is recommended.
- ✓ Recommended Browsers: Google Chrome or Mozilla Firefox.
- ✓ We recommend that the following be enabled: Cookies, Pop-ups (in both Internet browser and security software) and JavaScript. Your device may prompt you to install other plug-ins that may be required for optimum performance while using the eLearning platform.
- ✓ We recommend the use of the latest version of Adobe Flash Player or Apple QuickTime, as may be applicable to the user's system.

## 6.4 Resource Viewing

We recommend that you use the latest version of the free Adobe Acrobat Reader DC. (<https://get.adobe.com/reader/>) **uncheck** the two optional offers boxes before download (McAfee Security Scan Plus and McAfee Safe Connect)

To view all the resources uploaded to eCampus, you will need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.

## 6.5 Security

The following system security guidelines are recommended:

- ✓ Users must ensure they have a good, reliable, and updated antivirus software installed on their devices.
- ✓ It is recommended that Windows users must regularly update their Windows Security.
- ✓ Windows users must view their security status regularly using the Windows Security feature.
- ✓ Note that SALT University College cannot be held responsible for any upgrades in software or hardware that may be required when enrolling onto a course. Furthermore, SALT University College cannot be held liable for any damages resulting from malicious software acquired as a result of downloading or uploading files from our server. Whilst all the files uploaded by eCampus and/or SALT University College are checked for malicious software eCampus and/or SALT University College is not responsible for content uploaded by malicious third parties or legitimate users.
- ✓ We will do our best to apply the relevant National Data Protection and Privacy guidelines to ensure protection of information.
- ✓ Technical support will be made available 24/7 to assist promptly all users who may encounter any challenges.

- ✓ We will utilise automatic cloud storage and local or manual database backup tools to effectively and efficiently restrict information access, and promote data security and data integrity.

## **7. Conclusion**

This MySALT eCampus policy has been prepared to provide guidelines that will facilitate an enjoyable and fruitful eLearning experience. Users are expected to apply the provisions herein with the requisite diligence. This will contribute towards the creation of a vibrant and growing university community.