



King Fahd University of Petroleum and Minerals

e-Learning Center
DEANSHIP OF ACADEMIC DEVELOPMENT

KFUPM ONLINE COURSES:

A Guide for Progress Report Preparation



1. INTRODUCTION

The goal of the progress report is to give the e-learning Center in the Deanship of Academic Development an idea about the achievements of the online course development team in the reported period and to ensure that the online course developed in that period contains all aspects of an effective online course. These aspects have been spelled out in another document titled “KFUPM Online Courses: A Guide for Course Developers”. Therefore, the progress report should be brief, concise and should **NOT** concentrate on the technical aspects of the online course.

2. REPORT FORMAT

The progress report should address the following points clearly:

Statement of Work: This section should provide a description of all the major tasks that has been accomplished during the reported period. Special attention should be given to describe accomplished tasks in the following components of the online course:

- ☐ COURSE CONTENTS
- ☐ COMMUNICATIONS
- ☐ ASSESSMENT and FEEDBACK
- ☐ MANAGEMENT

If there is a change in the approach that the team planned to use in developing the online course, it should be addressed here. In addition, the contribution of each investigator should be briefly described in this section **only** if it is different from the original plan.

Copyright Issues: It is expected that appropriate written permissions are sought and acknowledgements or references are given to all material for which the author is not the originator. In this section, the authors should address briefly the originality of the material in their online course. All materials which do not have appropriate permissions should be listed here.



Schedule: This section should address the time management issues of the project in the reported period versus the original schedule. The team should make sure that they should submit all the items and documentations that will make the course complete and ready to be taught fully online by the end of the project period.

Interactivity and Multimedia Elements: In this section, the online course development team should give a general description on the implementation of interactive and multimedia elements in their online course.

Problems and Difficulties: Problems or difficulties that prevented the team from carrying out tasks in the original plan should be reported in this section.

3. DELIVERABLES

The team should submit, along with the progress report, to the e-learning Center a CD containing all items and documentation that will enable reviewers to access and examine the online course that has been developed in the reported period. A course pack in WebCT format is preferable. Please provide three copies of the report and the CD.