

## Announcement of distance learning is extended to the end of this semester

By NFU Academic Affairs Office

Revised on May 25<sup>th</sup>, 2021

1. Due to the COVID-19, NFU follows the announcement of CDC and Ministry of Education. All students should avoid all unnecessary moving in case of being exposed in risk of COVID-19. The instruction as follows.
2. The instruction of epidemic prevention announced on May 15, 2021, taking distance learning (synchronous or asynchronous) till May 30, is extended to the end of this semester.
3. Based on the announcement on May 15, those courses such as practice (experiment) class which are postponed, can be online / distance learning or other alternative flexible teaching plan in principle. However, if online class is impractical, experiment on-site required course for learning shall be assessed by instructors of necessity, safety of epidemic prevention for students, and management of epidemic prevention for experiment site, etc.. Make preparation strict and perfection, implement under the respect for students' will. Instructors may deduce practical lesson, separate schedule, separate group, make-up lessons or other flexible way to do on-site practical teaching.
4. Students who are taking "service learning course II" without completing partial credits of "practical service learning", shall take "distance learning online course" to complement "research and study credits". The assignment form and reflection report shall submit online. Emergency measure for related course: <https://nfuosa.nfu.edu.tw/educate/download.html>
5. All instructors should announce their ways of teaching adjustment on e-Campus to inform all course-taking students. All students should pay attention on course adjustment information from e-Campus. Distance learning to refer to "Instruction of Distance learning implement procedure".
6. All instructors shall inform students the assess measure of final exam and semester evaluation in advance. Contact with students closely, reduce doubt of students. Student shall pay attention to adjustment. Response to instructors with questions as early as possible. The teaching and evaluation plan of distance learning can be flexible and diverse. The NFU will prove in principle of tolerant identity. Even though, it must be in distance learning.
7. All courses' deadline of final grade submission will be postponed 2 weeks till July 19<sup>th</sup>. In order to protect the rights of students, instructors must complete activities related to all courses before the deadline of grade submission. Master and PhD oral exams may extend to August 31<sup>st</sup>. It may take distance oral defense.
8. The graduates' grades submission deadline maintains on June 16<sup>th</sup>.
9. The summer school will start as scheduled on July 19<sup>th</sup>. NFU is either taking distance or not will depend on spreading of COVID-19, and will be announced before June 30<sup>th</sup>.
10. Instructions (document/video) on software/system manual for distance learning are available at (<https://nfucc.nfu.edu.tw/?p=18485>). See appendix 1 for other resources about distance learning. Instructors may also use their own systems to do distance teaching.
11. At classroom building 2, there are 4 classrooms equipped with DV systems for instructors who take asynchronous distance learning. There are 32 general classrooms equipped with WebCAM systems for instructors who take synchronous distance learning (Contact Mr. Wang via phone 631-5243)
12. All students should avoid all unnecessary going out, and use computers/smart phone for distance learning at home or in the dorm. Students who went home should avoid all unnecessary going out.

13. Since May 26<sup>th</sup>, the Hinet connect between NFU and outside has been speeding up from two-way 1 Gbps to 2 Gbps, requested by the added distance learning.
14. The limitation of network flow in dorm, will be upgraded per day per person from 12GB to 18GB. The flow limitation will be modified in according to whole NFU entire network quality.
15. NFU will follow the announcement from CDC and Ministry of Education and make course adjustment. All instructors and students please pay attention to new announcement from academic affairs office.
16. The contact office related to distance learning:
  - (1) Distance learning software and system operation problem, please contact T&L Center Mr. Chen/phone 6315925
  - (2) Software and system technical problem: Computer Center Mr. Hsu/phone 6315066
  - (3) Course information: Please contact Academic Administration Division
  - (4) Mr. Yang/phone 05-6315112 (College of Management, Department of Aeronautical Engineering, Department of Materials Engineering and Science)  
Ms. Lin/phone 05-6315113 (College of Applied Arts and Sciences, Department of Mechanical and Computer-Aided Engineering, Department of Vehicle Engineering, Center for General Education, Language Teaching Center)  
Ms. Wang/phone 05-6315114 (College of Electrical and Computer Engineering, Department of Automation Engineering, Department of Power Mechanical Engineering, Department of Mechanical Design Engineering, Office of Military Training, Office of Physical Education)

## 附件一、遠距教學軟體資源

同步遠距教學建議軟體：

軟體名稱	會議數	人數/時間	使用說明
E3教學平台 (Adobe Connect)	現有 20間	100人/不限	eCampus教學平台內當期課程「遠距教學工作坊」有使用說明
Google Meet <a href="https://meet.google.com/">https://meet.google.com/</a>	不限	300人/不限 (6月底之前) 100人/不限	1.eCampus教學平台內當期課程「遠距教學工作坊」有使用說明 2. <a href="https://reurl.cc/MvZkAm">https://reurl.cc/MvZkAm</a>

非同步教學建議軟體：

軟體名稱	形式	使用說明
Microsoft PowerPoint 2016 以上版本	將電腦桌面螢幕錄影檔上傳至 eCampus 教學平台教材管理區	1.eCampus教學平台內當期課程「遠距教學工作坊」有使用說明 2. <a href="https://reurl.cc/j7qg7q">https://reurl.cc/j7qg7q</a>
E3教學平台 (Adobe Connect)	將教學錄影檔上傳至 eCampus 教學平台教材管理區	eCampus教學平台內當期課程「遠距教學工作坊」有使用說明
Google Meet <a href="https://meet.google.com/">https://meet.google.com/</a>	將會議錄影檔上傳至 eCampus 教學平台教材管理區	1.eCampus教學平台內當期課程「遠距教學工作坊」有使用說明 2. <a href="https://reurl.cc/MvZkAm">https://reurl.cc/MvZkAm</a>


# 因應「嚴重特殊傳染性肺炎」疫情教師遠距教學實施程序指引


一、本指引目的在提供教師進行遠距教學(同步與非同步)時之準備與參考。

二、實施時機：因應「嚴重特殊傳染性肺炎」疫情提升，學校宣布課程改採遠距教學時實施。

三、適用課程：適用全校所有依防疫規定進行遠距教學之課程。

## 四、實施方式：

 **非同步遠距教學**：授課教師可以使用非同步遠距教學建議軟體(如桌面錄影軟體)，課前事先錄製課程內容，並且將教學錄影檔案與教材上傳至 E-Campus 網路數位學習平台，以供修課學生非同步瀏覽及自主學習。

 **同步遠距教學**：請先至 E-Campus 網路數位學習平台公布線上直播時間及採用軟體，請每位學生於課前預先完成相關軟硬體之安裝，並於授課時間經即時互動軟體參與課程。

## 五、實施步驟：

### **非同步遠距教學：**

- 1 **教材與教學影音檔製作**：製作教學影片，建議每一節課至少錄製 30~40 分鐘教學錄影檔，可採用任何影音製作程式，若不熟悉可參考學校建議使用軟體之校內遠距教學操作手冊連結網址 <https://nfucc.nfu.edu.tw/?p=18485>。
- 2 **上傳教材與教學影音檔**：將教材與教學影音檔上傳至 E-Campus 平台中 (<https://e3.nfu.edu.tw/EasyE3P/LMS2/login.aspx>)，先登入 E-Campus 平台->當期課號中選擇該課程->教材管理->新增文件中上傳
- 3 **修課學生通知**：讓學生知道何時影片與教材會上傳 E-Campus，建議至少在原訂上課時間前一日通知學生，例如於 E-Campus 公告列表中公佈：「5 月 27 日(四) 第三、四節工程數學之授課影片與教材，將於 5 月 27 日(四) 10:00 前上傳至於 E-Campus 系統中，請同學於當日 12:00 前下載觀看與自主學習，上課期間請同學遵守防疫相關規定，不可隨意外出」。
- 4 **課程學習追蹤**：於課程結束後可透過 E-Campus 中，追蹤學生是否已完成下載。
- 5 **成績/期末考評量**：提供以下方式作為成績評量之參考，並非必須全部採用，教師得依各課程教學之實況，調整及採用下列或其他適當的方式進行成績評量。
  - (1)學生學習紀錄(如 E-Campus 登入次數和時間、教材下載次數及使用時間)。
  - (2)線上作業、書面或影音報告。
  - (3)小組討論活動紀錄(含書面或影像，例如請同學透過 Google Meet 進行小組討論，並錄製活動過程影片上傳至 E-Campus 存查，以作為評量之依據)。
  - (4)線上簡報或口試(類似同步，建議有分組報告設計之課程可採用)。
  - (5)線上測驗(例如採用 Google 表單)。
  - (6)書面考試(可定時間公告題目，限時間內掃描/拍照回傳答案卷)。

### **同步遠距教學：**

#### 1. 以現場直播方式，可採用軟體如下：

- (1)E3 的同步教學(Adobe Connect)：採預約制，同一時間可以支援 20 門課(會議)，每門課可以容納 100 人連線。
- (2)Google Meet：需使用 Google 校園帳號 @gs.nfu.edu.tw 開啟會議，每個會議可以容納 100 人連線，每位老師都可以開遠距會議。建議老師可以搭配 Google 日曆功能，新增一個遠距課程行程，將全班同學 E-mail 複製到「參與人員」，邀請全班同學加入該會議，並且可以開啟錄影功能。

#### 2. 成績/期末考評量：提供以下方式作為成績評量之參考，並非必須全部採用，得依各課程教學之實況，調整及採用下列或其他適當的方式進行成績評量。

- (1) 學生學習紀錄 (如 E-Campus 登入次數和時間、教材下載次數及使用時間)。
- (2) 線上作業、書面或影音報告。
- (3) 小組討論活動紀錄 (含書面或影像，例如請同學透過 Google Meet 進行小組討論，並錄製活動過程影片上傳至 E-Campus 存查，以作為評量之依據)。
- (4) 線上簡報或口試(類似同步，建議有分組報告設計之課程可採用)。
- (5) 線上測驗 (例如採用 Google 表單)。
- (6) 書面考試 (可定時間公告題目，學生登入系統，並開影像紀錄，限時間內掃描/拍照回傳答案卷)。

**六、教學品質維護：**應保留學生學習過程相關紀錄，以做為未來稽查及考核之依據。

1. **確保教師授課品質：**實體課程調整為遠距教學，應依照「專科以上學校遠距教學實施辦法」規定，須符合授課品質、學分採計、教學設備與師資等相關規定。
2. **確保學生學習成效：**進行遠距教學時(無論同步或非同步)，應留下相關影音、教材紀錄，並收集、掌握與紀錄學生線上出席狀況、觀課與討論情形、評量方式等各面向的實施情形，以做為未來課程稽查、考核與相關核銷之依據。