

通告

编号 : N20/AA/GE/022

日期 : 2020年3月21日

敬致 : 全体教职员

居家学习模式实施配合事项

本校在防疫期间的居家学习政策已经实施一周，此间注册处（教务组）收到不少反馈，故在此提出以下事项请各位老师配合：

1. 授课过程中请务必使用录制功能或预录的方式，将教学过程保存下来。教学影片建议上传至 YouTube 或其他云端媒介，再将连结放到 ELP 平台，供学生随时观看、复习。
2. ELP 操作方式请见：
<https://drive.google.com/a/newera.edu.my/file/d/1WWpdy9ChC7vq2y-wFYNYmeq63hrY9SHb/view?usp=sharing>
3. ZOOM 录制功能操作方式请见：shorturl.at/hkxC1
4. 与全班学生建立通讯群组，保持紧密联系，有效传送学习、授课资讯。
5. 不实施点名与计算出席率。
6. 3 月份学期取消考试，改以布置可供居家学习的作业。唯布置作业时需考量个别学生的客观条件。
7. 禁止布置任何即时性/短暂限时提交的作业。（除非是曾预告并且能确保同学具备客观参与条件者）

若造成不便之处，敬请见谅。

谨此告知。谢谢。

新纪元大学学院
注册处（教务组） 敬启



NOTICE

Ref. No. : N20/AA/GE/022

Date : 21 March 2020

To : All Lecturers

Matters that Require Attention Regarding Homebased Learning

We have been implementing homebased learning for a week. Since then, we have been receiving lots of feedback, here are some messages to all lecturers:

1. **Lecturers must utilize the recording function during the online lecture**, make sure your lecture content is being recorded properly. Please upload the recorded video to YouTube or other Cloud platforms, attach the link in ELP so that students can view and revise anytime.
2. Please refer to the following link for ELP online tutorial (Lecturer):
<https://drive.google.com/a/newera.edu.my/file/d/1WWpdy9ChC7vq2y-wFYNYmeq63hrY9SHb/view?usp=sharing>
3. Please refer to the following link for online tutorial on ZOOM: shorturl.at/hkxC1
4. Create a communication group with all students from your class, always keep close contact with the students to ensure effective learning.
5. Student's attendance should not be considered.
6. The final examination for March semester 2020 will be cancelled and replaced with a variety of homebased assessments. The condition of each student should be taken into consideration when assigning homebased assessments.
7. Do not assign any assignments that require immediate or short-term submission date, except for those assignments that was given out earlier to students with the condition that all the students have adequate time and equipment (e.g. laptop, Wi-Fi) to do so.

We apologize for any inconvenience caused.

Thank you.

Registrar's Office (Academic Affairs Unit)
New Era University College

