

## **Online Teaching and Learning Arrangements for Staff**

Task Force on the Delivery of Online Teaching

2020-01-31 16:30

Dear Colleagues

Further to the notice from the President dated 27 January 2020 announcing the online teaching arrangements, the implementation details have been worked out after thorough consideration of the comments from students and staff. You are advised to take note of the following important dates and detailed arrangements:

### **Important Dates in Semester 2, 2019/20**

- Online teaching starts: 10 February 2020
- Teaching ends: 9 May 2020
- Add/Drop period: 10 - 22 February 2020

### **Detailed Arrangements**

#### **I. From Now till 9 February 2020**

1. There will be no face-to-face classroom teaching activities organized by the University in Hong Kong and Mainland China.
2. Subject teachers are requested to prepare online teaching materials for Semester 2. Videos and interactive elements should be included as much as possible using online teaching tools such as Blackboard, Panopto, and Microsoft Teams. For details, please refer to the document '[The Basic Standards for Online Teaching \(Trial Version\)](#)' sent out by AVP(LT) dated 16 January 2020. Please consult your Head of Department if you encounter any problem.
3. The Educational Development Centre (EDC) and Information Technology Services Office (ITS) will provide briefings and conduct workshops to help subject teachers prepare online teaching materials, especially in using tools such as Blackboard, Panopto and Microsoft Teams. Separate emails will be sent out from relevant offices soon. Meanwhile, you may wish to have a quick access of the related

information from the following websites:

EDC: <https://edc.polyu.edu.hk/>

ITS: <https://www.polyu.edu.hk/its/online-learning>

Colleagues from EDC and ITS, and Departmental Computer Liaison Officers (CLO) will offer assistance when staff encounter difficulties and have queries about the tools for preparing online teaching materials.

4. Subject teachers should conduct preparatory online activities to familiarize themselves with the mode of online teaching they are going to use. It is strongly recommended that the first session materials be pre-recorded as a contingency in case there are technical hiccups during the live session.
5. Some students commented that they would like to sit in a subject during the add/drop period without prior registration as in the past. To accommodate such requests, please consider allowing students to sit in your class online. We will inform students to seek your permission for adding their names to your online class list and they are reminded that they have to formally register for the subject on or before the end of the add/drop period if they want to take the subject in the semester on a first-come-first-served basis as you may have quota restrictions to your class. However, the University would encourage you to relax your quota as far as possible to accommodate the interests of the students.

## II. **During 10 February - 1 March 2020**

1. All subjects in the forms of lecture and tutorial should be conducted by means of online teaching (plus e-learning) instead of face-to-face classroom teaching in Hong Kong and Mainland China.
2. All online teaching and learning should be held at the scheduled class times promulgated by the Academic Registry to avoid class timetable clashes for students.



3. Colleagues are recommended to come to campus to conduct their online teaching in order to take advantage of the network facilities on campus.
4. Teaching and learning activities in the form of practicum, experiment and training will be suspended.
5. The University discourages all face-to-face activities in Hong Kong and Mainland China. Should there be requests from students to meet with academic staff, the staff concerned may exercise their discretion.
6. Students who would like to gain access to campus for essential activities should abide by the University's precautionary measures, e.g., wearing surgical masks and/or glasses/goggles, and undergoing body temperature screening at the entrance before entering the campus.

### III. **2 March 2020 and beyond**

1. Senior management will announce the teaching arrangement from 2 March 2020 onwards in due course.
2. Guidelines on conducting practicum, experiment and training will be prepared and announced if necessary.
3. In order not to affect students' schedules in undertaking clinical training, internships and exchange activities in the Summer Term of 2019/20, the examinations for the students concerned would be scheduled in the first week of the examination period.
4. The assessment methods and arrangement will be discussed and announced in due course.

I take this opportunity to wish all of you a healthy and prosperous Year of the Rat!

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Chairman, Task Force on the Delivery of Online Teaching

Vice President (Research Development) & Deputy President and Provost designate