**公 告**

**因應COVID-19授課防疫演練，本校擬實施遠距教學(線上教學)演練**

發佈單位：教務處課務組、進修教務組

發佈日期：2022-05-09

本土學生確診數日益成長，大學防疫量能逐漸稀缺，配合中央疫情指揮中心防疫措施，教育部針對校園實施授課方式進行滾動式調整，自111年5月5日起，開放大專校院可行防疫授課演練，本校將於**111年5月11日~5月22日**啟動小規模、漸進式遠距授課，兼任行政主管者仍需到校辦公。請各系所督促所屬專兼任教師做好遠距教學，以維護授課品質，後續教學模式將依照中央流行疫情指揮中心及教育部相關規範指引公告實施並進行滾動式調整。

說明：

1. 依據教育部5月5日通知及本校防疫工作小組111年5月9日臨時會議決議辦理。
2. 本校111年5月11日~5月22日啟動防疫授課演練。請授課教師做好準備，並於TronClass教學平台公告線上教學方式，並請教師在維持教學品質下，善用教學平台實施遠距教學。
3. 請各位老師將授課進行方式(含使用軟體)提早公告於本校TronClass數位學習平台，並於上課前將教材、影片連結、評量方式等上傳至本校TronClass系統。同步課程請善用TronClass系統之數字點名功能。
4. 有關勞教、實作、實驗、體育等課程請以替代課程配套實施，課程規劃相關資料請繳交開課單位主管備查。
5. 遠距教學(線上教學)相關資源請教師參考教務處提供之聯結網站。
6. 請各系所轉知所屬專兼任教師配合事項：
   1. 同步課程結束後請至【教職員資訊服務系統】輸入點名資料，以掌握學生出缺勤情形。
   2. 遠距教學實施方式建議說明與教學請參閱本校技術服務組及教學發展中心網頁，另課程教學影片請上傳於外部空間後，再行提供連結至課程。
   3. 為確保學生學習成效，進行遠距教學時應注意學生線上出席狀況、觀課與討論情形、評量方式等各面向情形，並保留相關紀錄以利日後查驗。

**各開課單位請注意：**相關注意事項請詳閱附檔；為因應COVID-19防疫演練遠距教學(線上教學)授課，請惠填檢核表，由各教學主管備查教師所提線上教學教案及學習內容，以利各教學主管抽查及檢核，並敬請回報教務處。

教務處敬啟  111/5/9

Announcement

In response to COVID-19 teaching and epidemic prevention drills, our school plans to implement distance teaching (online teaching) drills

Issued by: Academic Affairs Office

Release date: 2022-05-09

The number of local students diagnosed is increasing day by day, and the epidemic prevention capacity of universities can gradually become scarce. In line with the epidemic prevention measures of the Central Epidemic Command Center, the Ministry of Education has made rolling adjustments to the implementation of teaching methods on campus. From May 5, 2022, open colleges and universities are available for epidemic prevention courses. For the drill, our school will start small-scale, progressive distance teaching from May 11 to May 22, 2022. Those who are concurrently administrative supervisors still need to come to the school for office. All departments are requested to urge their full-time and part-time teachers to do a good job in distance teaching to maintain the quality of teaching. The follow-up teaching mode will be implemented and adjusted in a rolling manner in accordance with the Central Epidemic Epidemic Command Center and the relevant regulations and guidelines of the Ministry of Education.

Guidelines:

1. According to the notice of the Ministry of Education on May 5 and the resolution of the temporary meeting of the school's epidemic prevention working group on May 9, 2022.
2. From May 11 to May 22, 2022, the school will start the epidemic prevention teaching drill. Teachers are requested to prepare well and announce the online teaching method on the TronClass teaching platform, and ask teachers to make good use of the teaching platform to implement distance teaching while maintaining the teaching quality.
3. Teachers are requested to announce the teaching method (including the use of software) on the school's TronClass digital learning platform in advance, and upload the teaching materials, video links, assessment methods, etc. to the school's TronClass system before class. For synchronous courses, please make good use of the digital roll call function of the TronClass system.
4. Courses related to reeducation through labor, practice, experiment, physical education and other courses should be implemented as alternative courses. Please submit relevant information on course planning to the supervisor of the unit where the course is offered for reference.
5. For resources related to distance teaching (online teaching), teachers should refer to the link website provided by the Academic Affairs Office.
6. All departments are requested to inform their full-time and part-time teachers of the cooperation matters:
7. After the synchronization course is over, please enter the roll call information in the [Faculty and Staff Information Service System] to keep track of student absences.
8. Please refer to the website of the Technical Service Team and Teaching Development Center of the school for the suggested description and teaching of the distance teaching method. In addition, please upload the teaching video of the course in the external space, and then provide a link to the course.
9. In order to ensure the effectiveness of students’ learning, when conducting distance teaching, attention should be paid to students’ online attendance, class observation and discussion, and evaluation methods, and relevant records should be kept for future inspection.

Please note to all units that offer courses: Please read the attached files for relevant precautions; in response to COVID-19 epidemic prevention drills for distance teaching (online teaching), please fill in the checklist, and each teaching supervisor will check the online teaching plan proposed by teachers and The learning content is for the convenience of random inspection and inspection by the teaching supervisors, and please report back to the Academic Affairs Office.

Sincerely,

Academic Affairs Office, May 9, 2022