



網上課程教師指引 Important Notes for Online Course (for Teachers)

A.) 行政程序 Administrative Procedure

- 1.) 網課前約一星期學園會以電郵傳送網課登入資料（包括連結、帳號及密碼）、工作紙、點名紙及網課需知。
The information for online course, including login (zoom link, meeting ID, password), student worksheet, student attendance record template and guidelines for online course for teachers will be sent by email to the teacher concerned one week before it is held.
- 2.) 請將網課登入資料（連結、帳號及密碼）及工作紙交予參與課程的學生。
Please send online course login information (zoom link, meeting ID, password), and worksheet to students.
- 3.) 課程前請向參與課程的學生簡介網課課題及守則。
Please introduce the topic and explain the guidelines for online course to students in advance.
- 4.) 切勿將網課登入資料（連結、帳號及密碼）給予第三方。
Please do not share online course login information (zoom link, meeting ID, password) with third parties.

B.) 課程中設有互動元素，為確保課程順暢及質素，請負責老師：

Interactive elements are designed for the course. To ensure smooth and effective conduction of the course, please:

- 1.) 須與學生一同出席網上課堂，以了解學生學習內容及協助管理課堂秩序。
participate with students in order to have a thorough understanding on their learning and maintain classroom discipline.
- 2.) 提醒學生以下事項
remind students on the followings:
 - a.) 課程開始前的預備
before course commencement:
 - i.) 預備基本文具及課程工作紙
prepare necessary stationery and worksheet
 - ii.) 穿合適衣著
dress properly.
 - iii.) 課堂開始前 5-10 分鐘登入 ZOOM，課程會準時開始
login to Zoom 5 to 10 minutes before the course starts which will be

commenced on time

- iv.) 請參與課程的學生以全名/班別/學號登入以作識別
use full name/Class/Student ID number for registration

- b.) 於課程期間，提醒學生需要遵守以下網上課堂禮儀：

During the lesson, remind students to observe the below etiquettes:

- i.) 保持鏡頭開啟
keep the camera on;
- ii.) 積極參與課堂
participate actively ;
- iii.) 不可飲食
no eating or drinking ;
- iv.) 舉手發問（請善用聊天室）
raise hands before asking questions (please make use of chat room) ;
- v.) 當別人說話時，請將收音咪調至靜音
mute the microphone while other is speaking

- c.) 預備合適的硬件

Prepare suitable hardware :

- i.) 如網課在校內進行，請確保每位參與課程的學生有一部可進行網課的器材（一人一機）
if the course is conducted on campus, please make sure that each student has his/her own equipment (BYOD)
- ii.) 為避免器材干擾，請參與課程的學生自備耳機
to prevent interference, students should prepare their own headsets
- iii.) 如參與課程學生在家中進行課程，請提醒參與課程學生(i)及(ii)
if the course is conducted at home, please remind students (i) and (ii) of the above.

- C.) 教材涉及版權，課堂期間不准錄影

Recording during the lesson is prohibited to protect the intellectual property rights.

- D.) 課程完結後，請老師交回學生出席記錄，以及課程問卷

Return Student Attendance Record and course evaluation after the course.

- E.) 課程期間如有突發情況，請以電話聯絡郊野學園老師（技術支援電話號碼）

Contact our technical support (phone number) for any contingency during the lesson.