Ming Chuan University Online Course Tutorial

Presenter: Jessie Lin

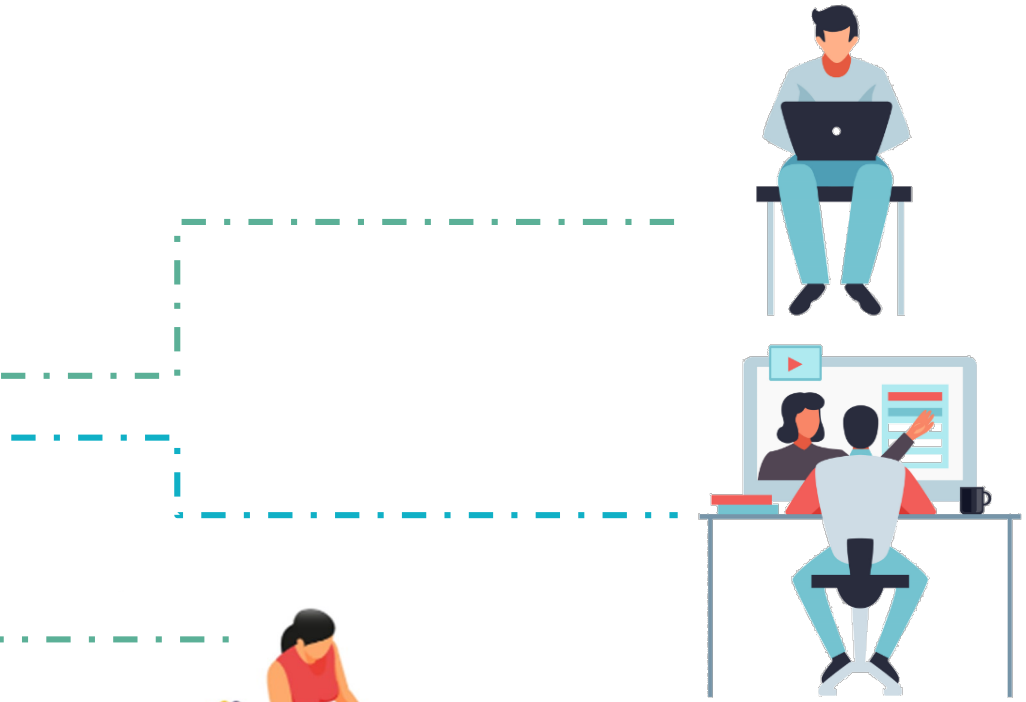
Synchronous Course

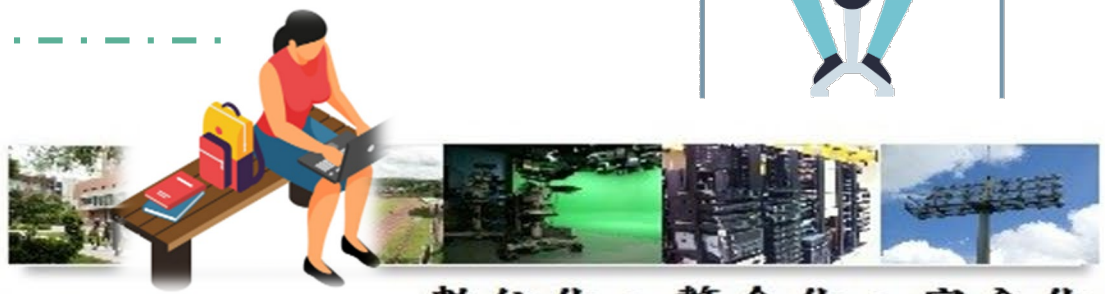
Conduct online courses in different places via Internet at the same time

Asynchronous Online Courses

Teachers upload recorded videos, sounds, documents on Moodle Platform so that students can learn online anytime and anywhere they want

Upload teaching materials on Moodle





Pros and Cons of Synchronous and Asynchronous Courses

	Synchronous Courses	Asynchronous Courses
	Sound/Video/Screen Sharing	Document/Sound/Video/Screen Sharing
Pros	Live	Can be obtained online at all times
	Able to raise questions immediately	Asynchronous interaction via WeChat or Moodle
		Not easily affected by Internet stability (smaller files are better)
Cons	Easily affected by Internet stability and may be disconnected at any time	Live interaction not possible on Moodle (live interaction is possible via WeChat); function mainly used for discussions
	Not able to watch if student misses the time	

What software can be used for Synchronous Courses?

Skype

Microsoft Teams

Google Meets

YouTube

zoom

钉钉

Joinet

Cisco webex

Adobe Connect

Many software applications are available for online synchronized courses.

What software can be used to record computer operations ?

Power Point

Microsoft Teams

EverCam
© 2003-2015 FormosaSoft Corporation

Adobe Connect

Camtasia

Skype

zoom

Cisco webex

oCam Screen Recorder

Many software applications are available for recording computer operations.

Which software are we recommending in today's presentation?

Microsoft Teams

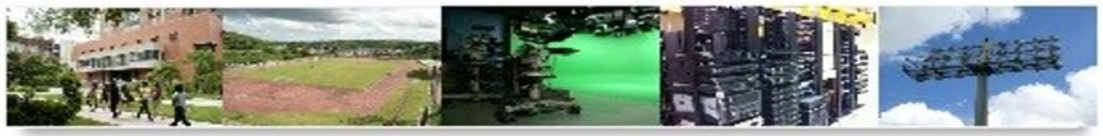
Pros of Microsoft Teams

- Every teacher and student can have their own account
- Free software
- Can be accessed in China, Hong Kong and Macau
- Can be used to record video and download the recorded videos
- Screen Sharing is possible
- Soundtrack of video clips from a computer can be shared

Teams Account = Office365 Account of the University

Faculty account: ms+employee ID number @ms1.mcu.edu.tw
Faculty password: last four digits employee ID + date of birth YYYYMMDD

Student account: student ID No.@ms1.mcu.edu.tw



What can you do if you don't know or forget your Office365 (ms1) account?

Faculty:

- Please contact Mr. Huang, Chung-Yan of Information and Network Division
  Ext.: 2551

Taiwanese Student:

- Please fill out「e-form」
- Please contact Mr. Huang, Chung-Yan of Information and Network Division
  Ext.: 2551

Student from China, Hong Kong and Macau:

- Please provide your "Name, Student ID No. and valid email" to staff in Mainland China Education and Exchange Division & International Education and Exchange Division.

HOW TO USE TEAMS

2 ways to conduct/participate in classes via Teams

Website Version

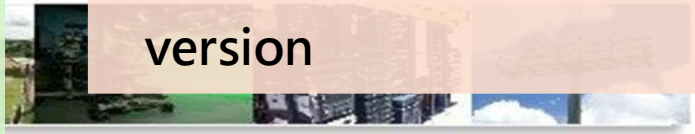
- Recommend to use Google Chrome
- If you want to share videos or sounds from the computer used in class, this version is not recommended.
- Students can use this version

Desktop Version

- Download:
  - https://products.office.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion
  - Log in to Office 365 (http://ms1.mcu.edu.tw) enter Teams to download
- Videos or sounds can be shared from the computer used in class
- Has been downloaded in E-classrooms and to faculty computers in computer labs

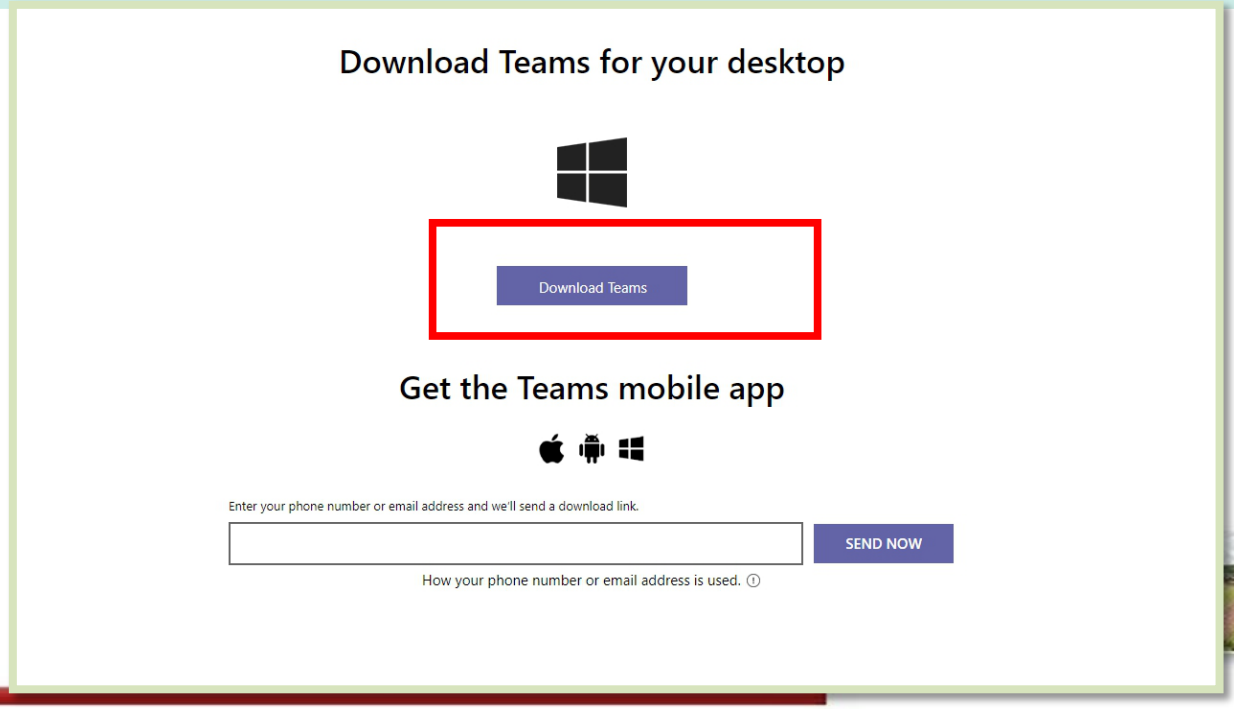
Tablet/Cell Phone Version

- IOS: Please download from APP Store
- Android: Please download from Play Store
- Faculty members are not recommended to use this version
- Students can use this version



How to log in to Teams desktop version

01 Please download Teams desktop version on your computer and install https://products.office.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion

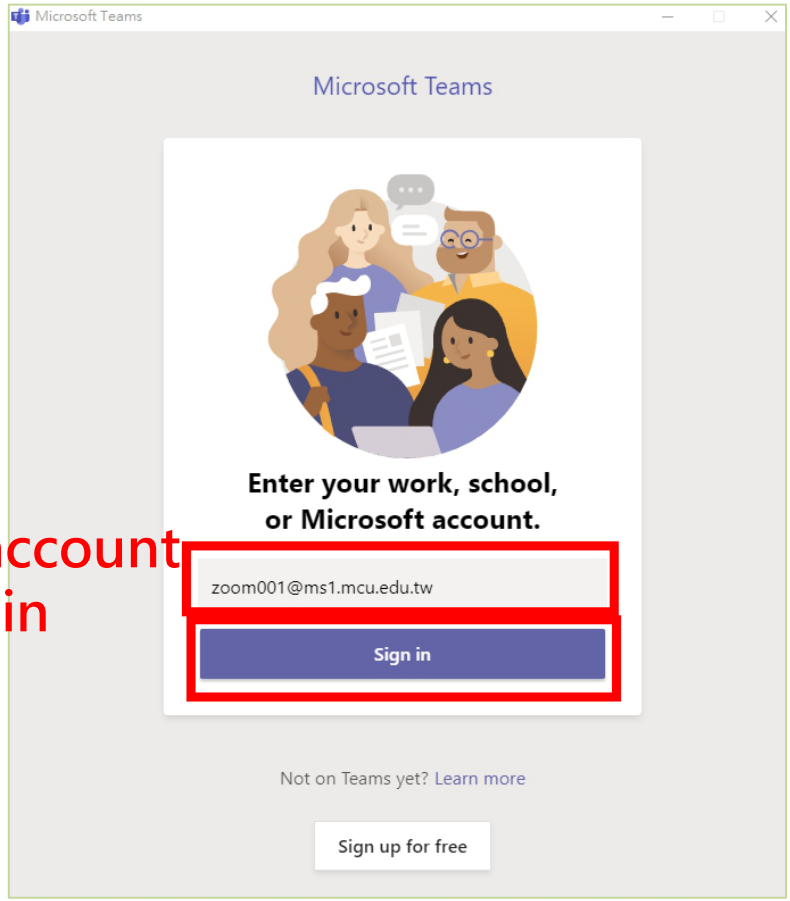


02

Microsoft Teams

Open Teams

03



Enter ms1 account / Sign in

04

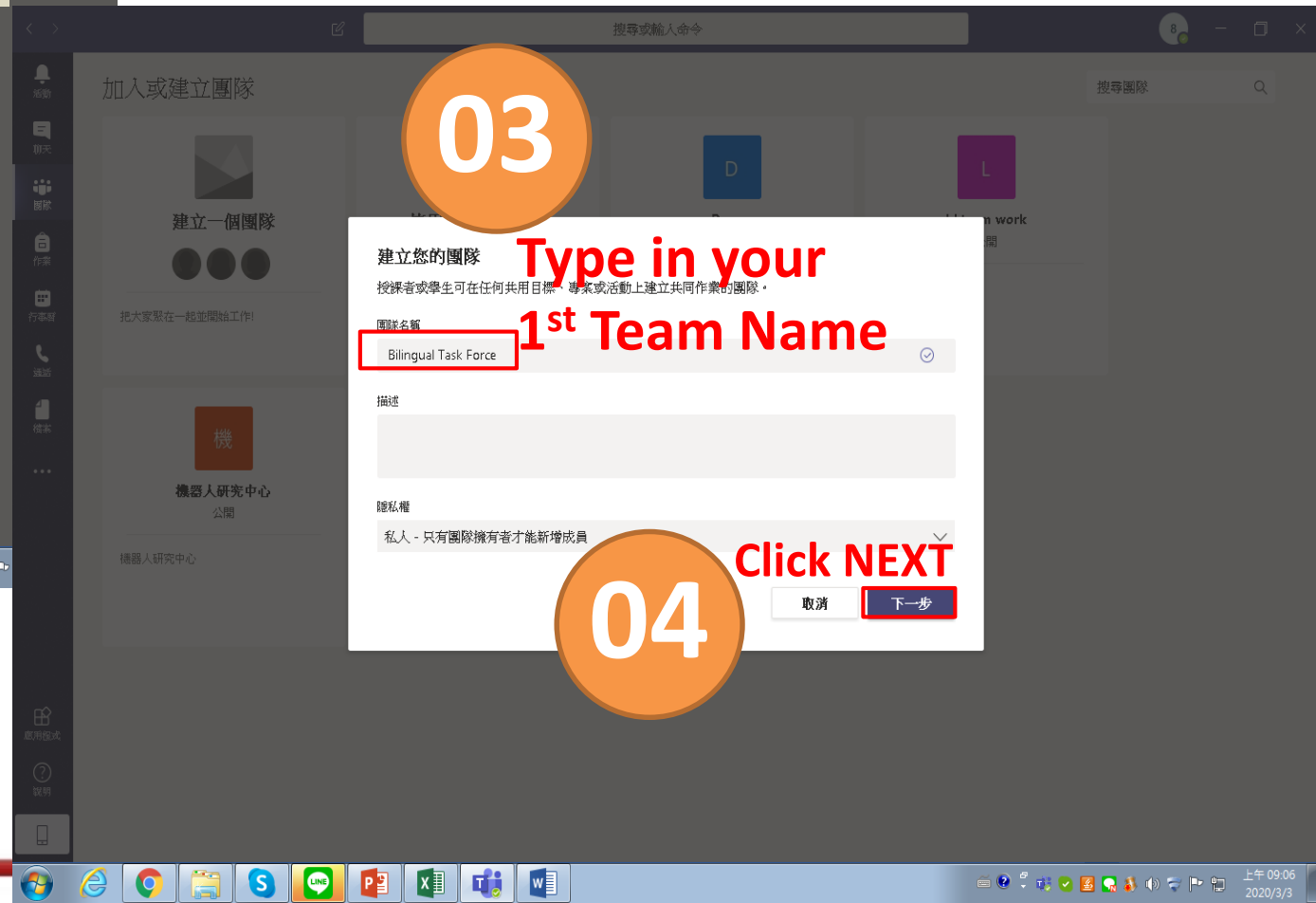
Enter password/ log in

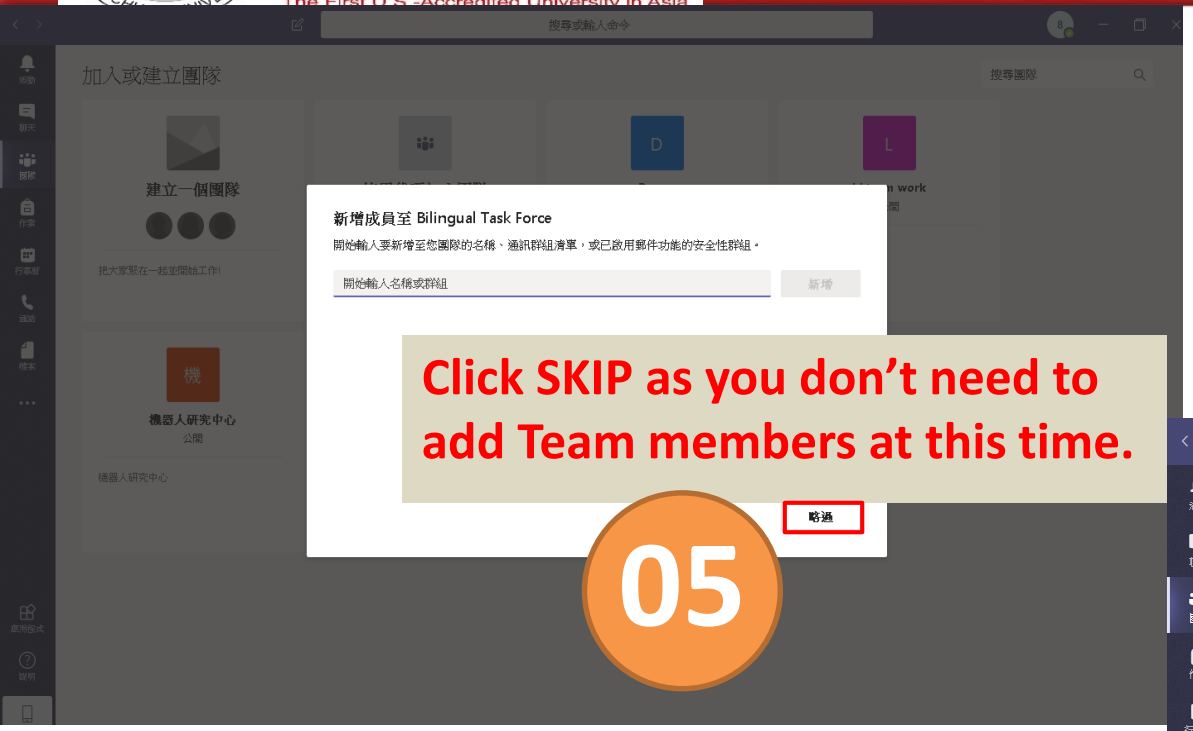
For your first log in to Teams, you will be directed to create a new password.

- 1st line: Type in the current (automatically set password)
- 2nd line: Type in a new password
- 3rd line: Re-type the new password

If your computer operating system is Chinese, upon logging into Teams, you will see this interface. In order to switch to English interface, you have to go through a few simple steps to set up your first Team.

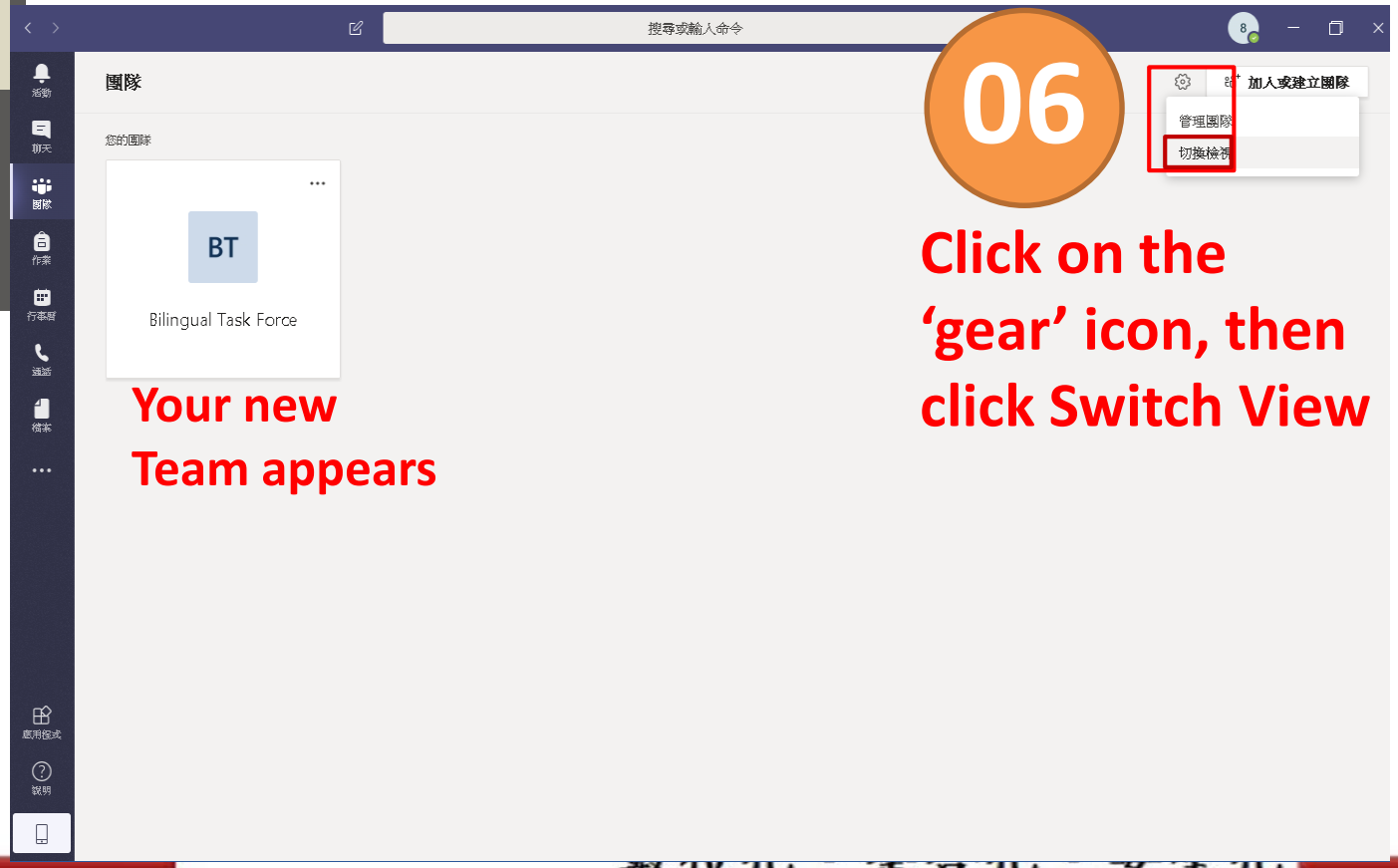
加入或建立團隊
建立一個團隊
使用代碼加入團隊
02
Click on this icon: Other
選取團隊類型
班級
討論區、群組專案、作業
專業學習社群 (PLC)
授課者工作群組
教職員
學校管理與開發
其他
取消


加入或建立團隊
建立一個團隊
03
Type in your 1st Team Name
建立您的團隊
授課者或學生可在任何共用目標、專案或活動上建立共同作業的團隊。
團隊名稱
Bilingual Task Force
描述
隱私權
私人 - 只有團隊擁有者才能新增成員
Click NEXT
04
取消
下一步



Click SKIP as you don't need to add Team members at this time.

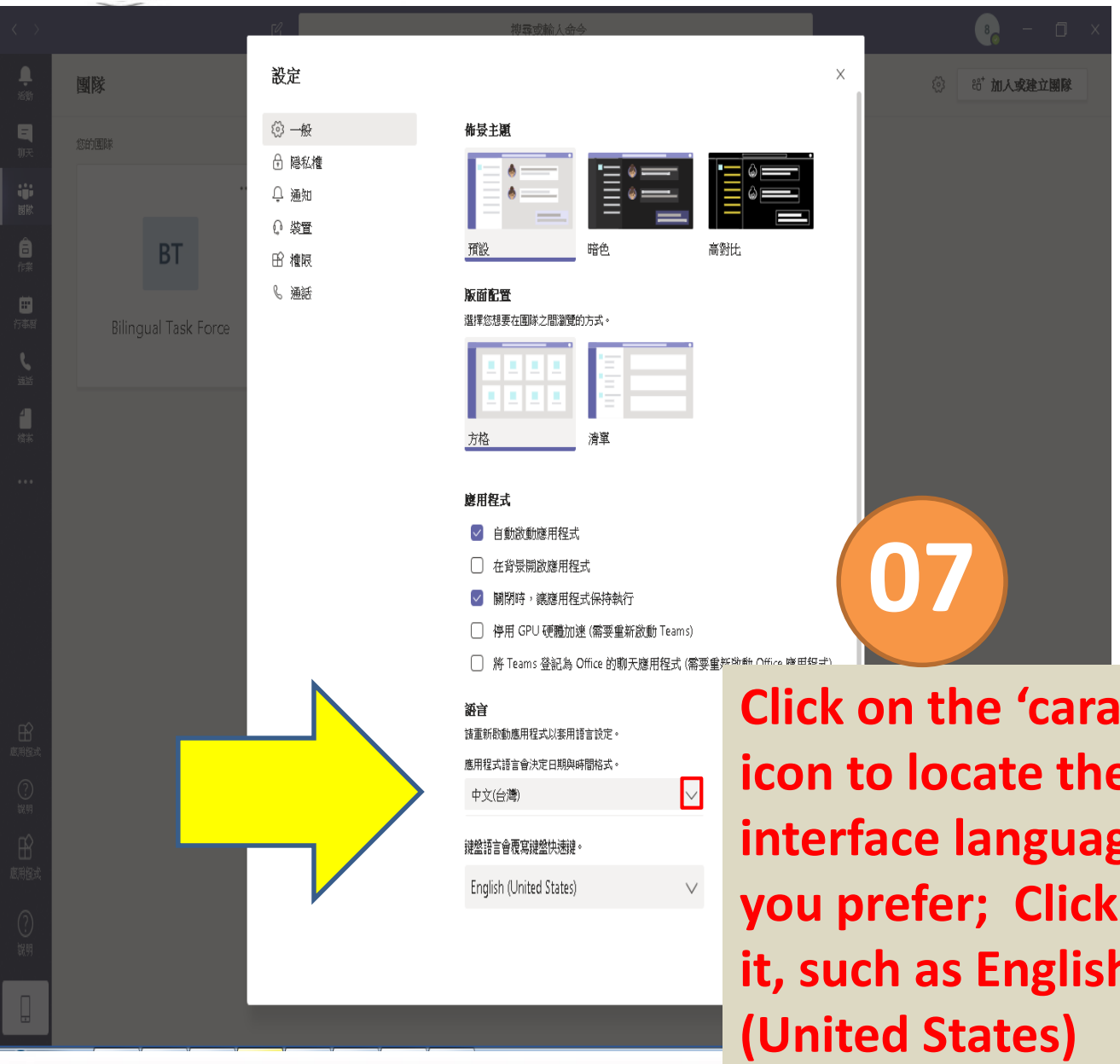
05



06

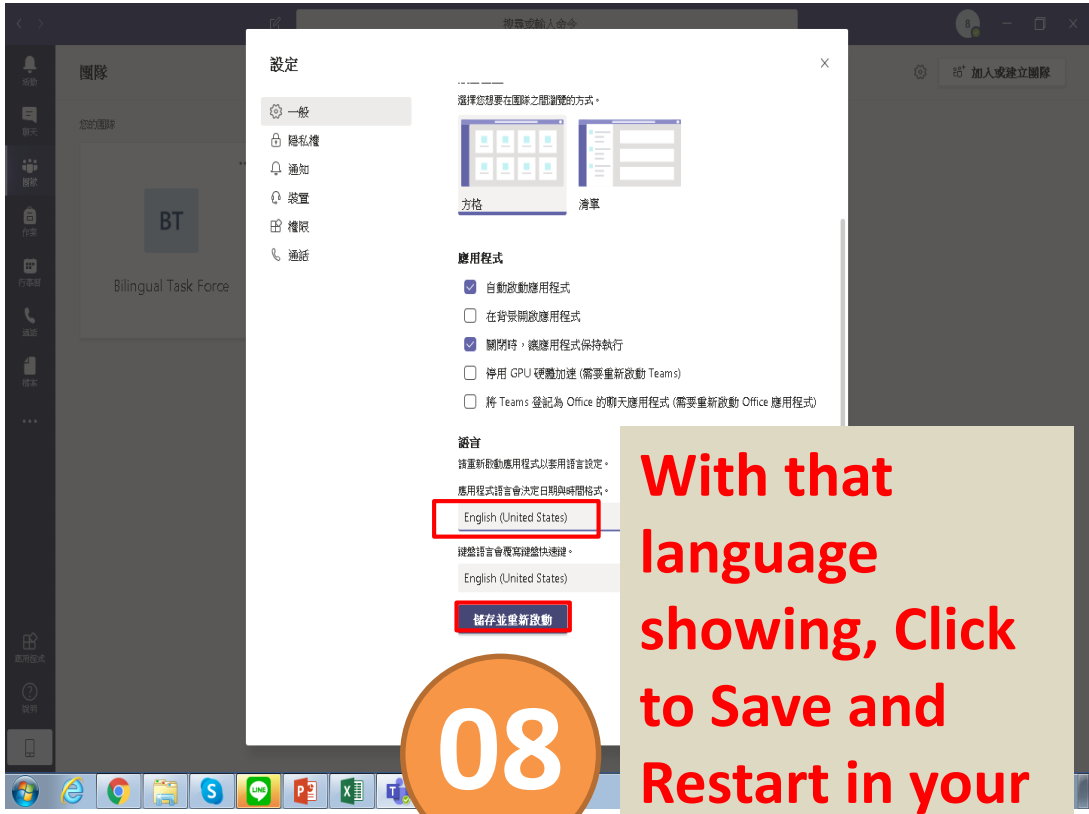
Click on the 'gear' icon, then click Switch View

Your new Team appears



07

Click on the 'carat' icon to locate the interface language you prefer; Click on it, such as English (United States)

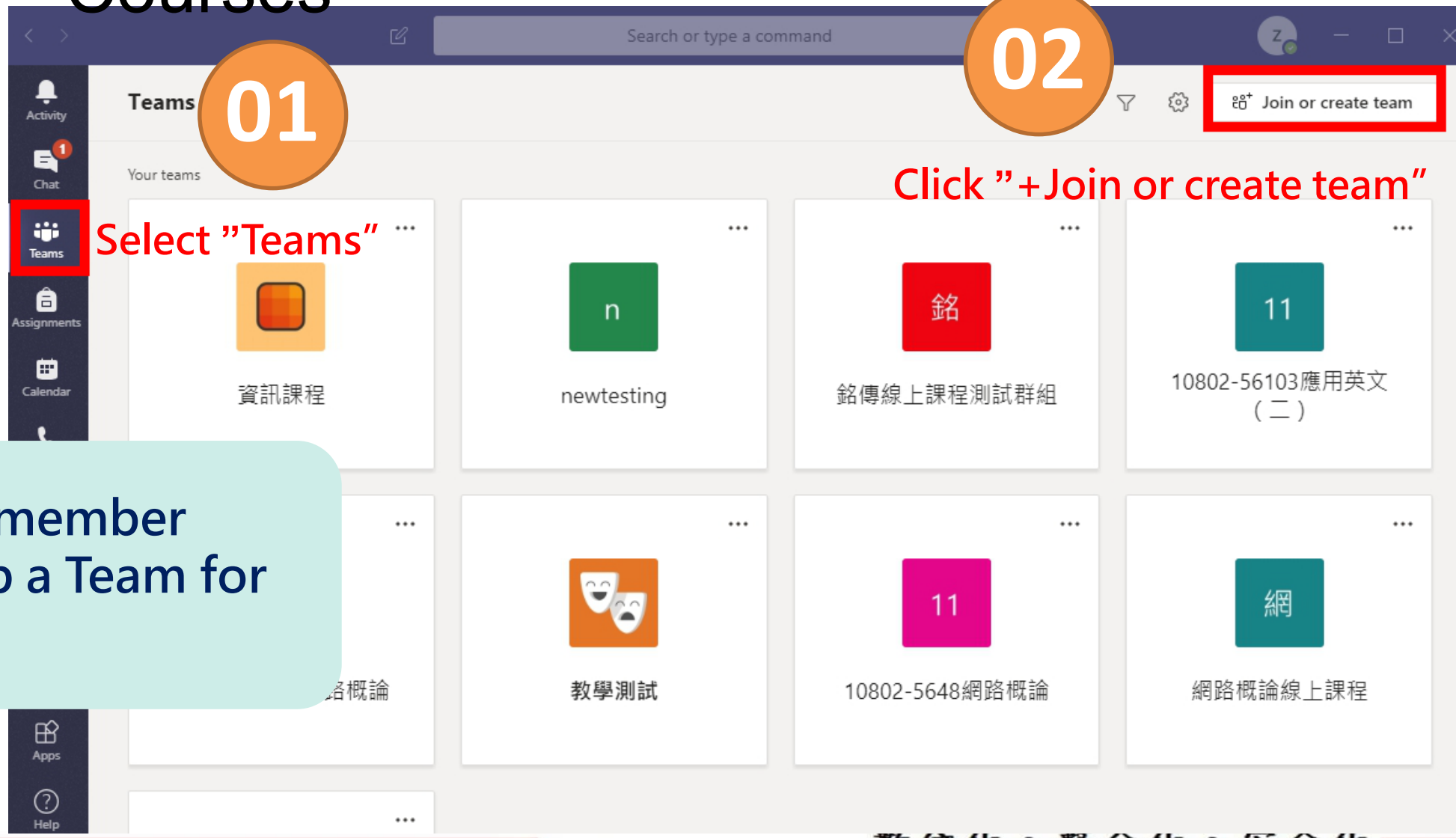


08

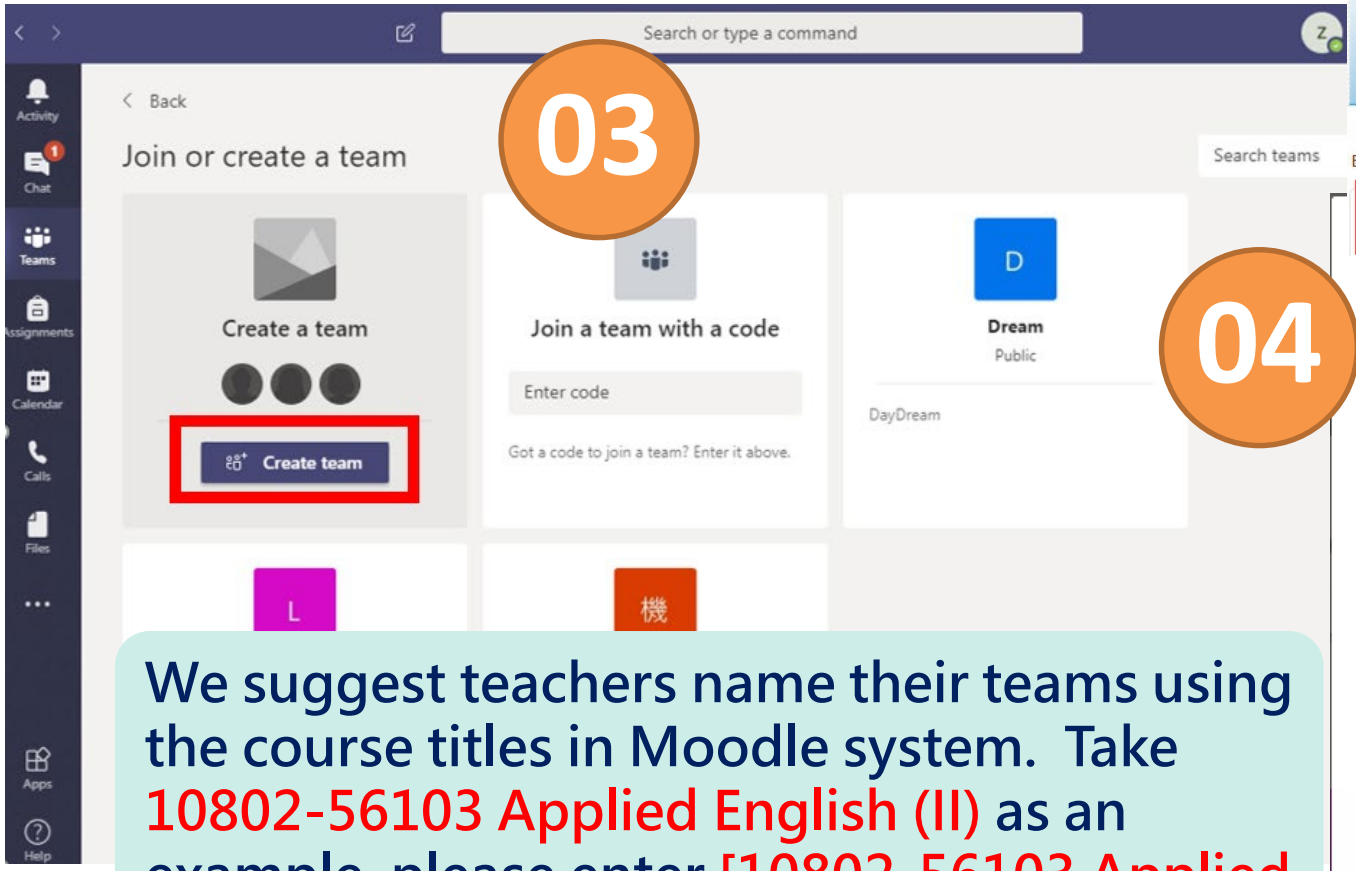
With that language showing, Click to Save and Restart in your new interface language

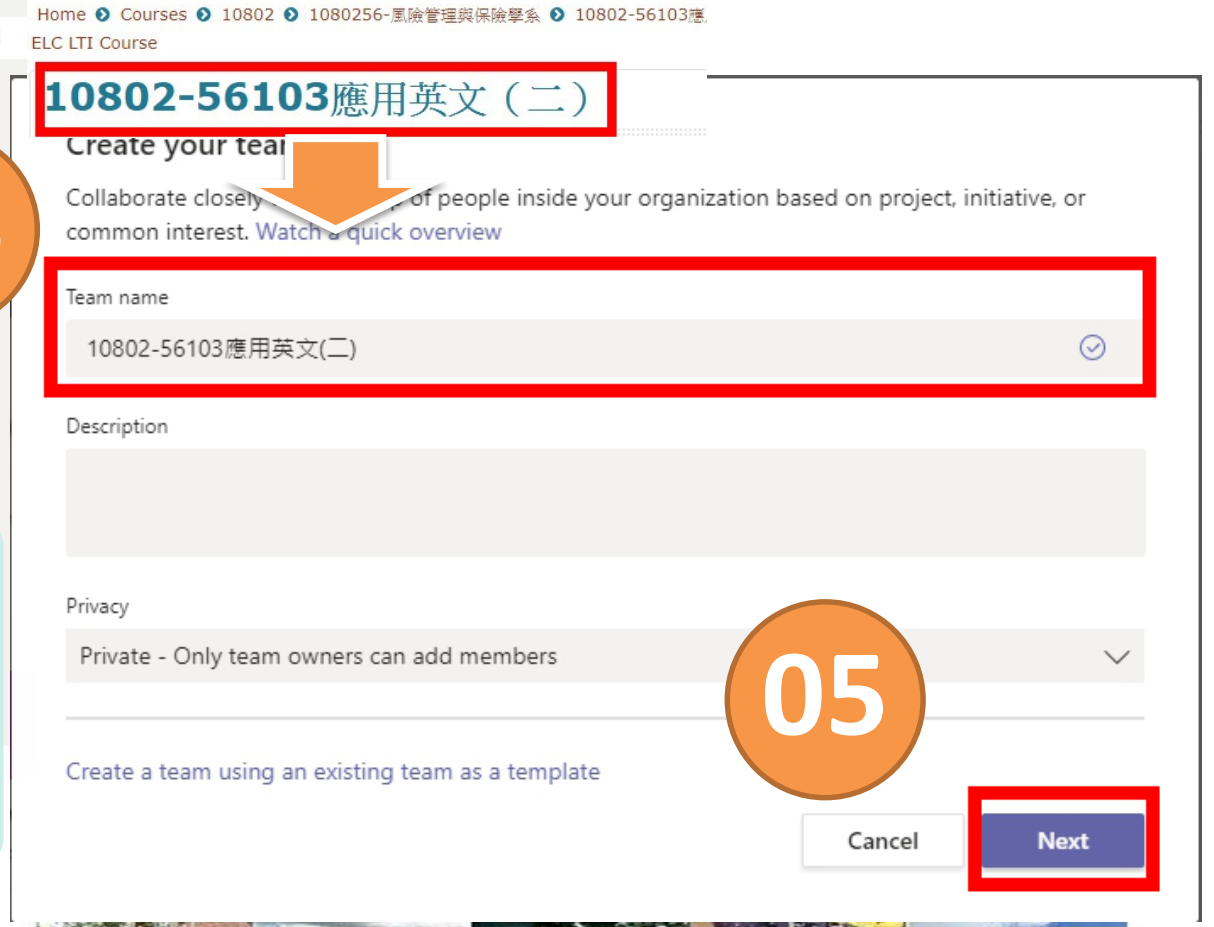
Set up Teams—Courses

Steps to set up a Team

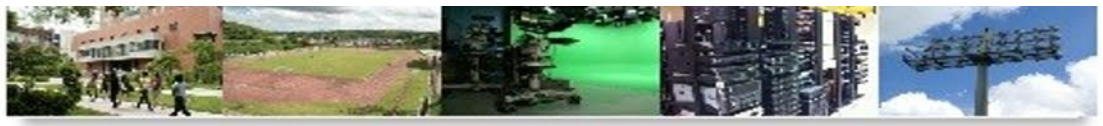


Each faculty member should set up a Team for each course.



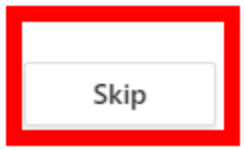


We suggest teachers name their teams using the course titles in Moodle system. Take 10802-56103 Applied English (II) as an example, please enter [10802-56103 Applied English (II)] when setting up the Team

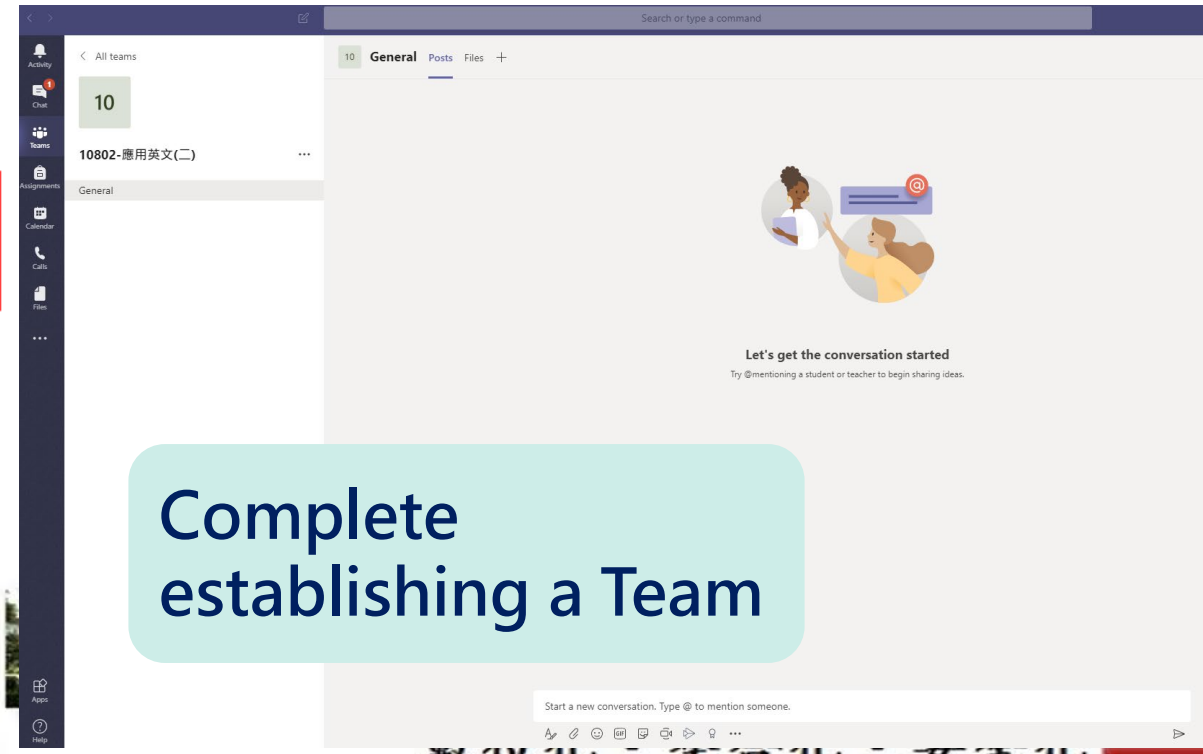


06

*Enter student ID No. directly
*Click "Add" button
*If you would like to add faculty or staff into the Team, please enter account name for their @ms1 email account



You can click Skip if you are not sure about students. You could send the Team link to students for them to add in later.



Complete establishing a Team

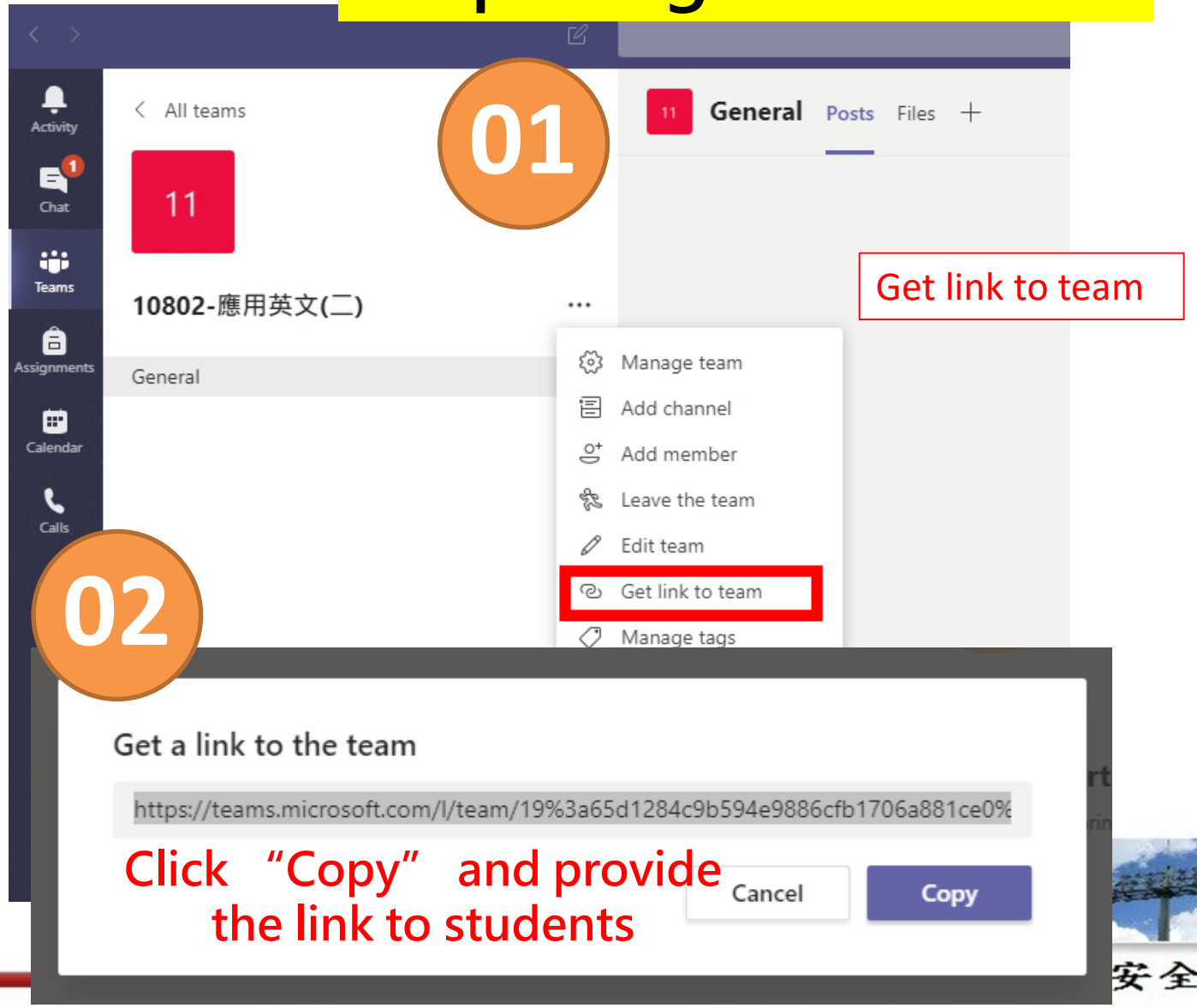
Add new member

There are 2 ways to add new members

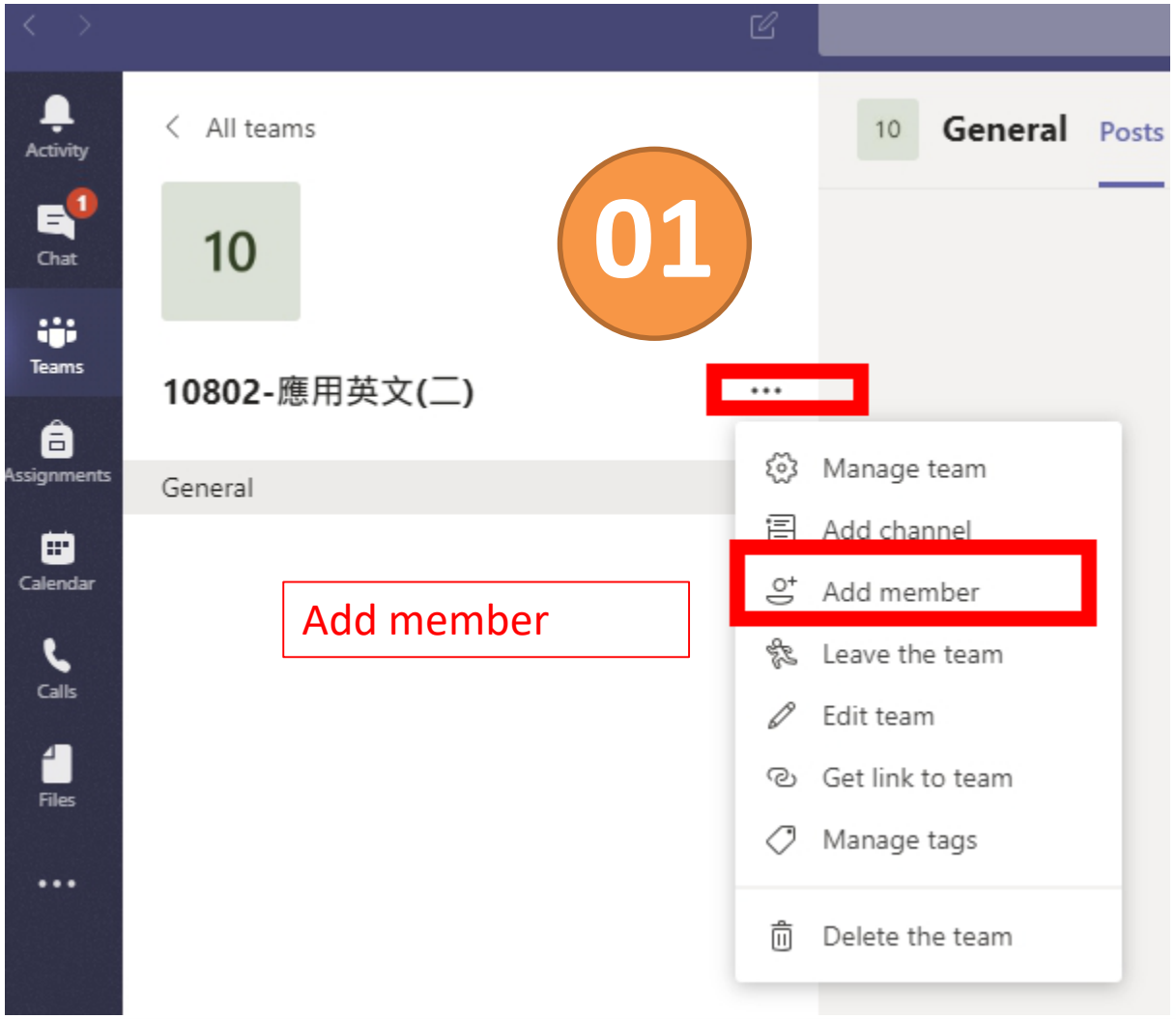
Provide Team link to others

Add student's account ID on your own

Steps to get Team link

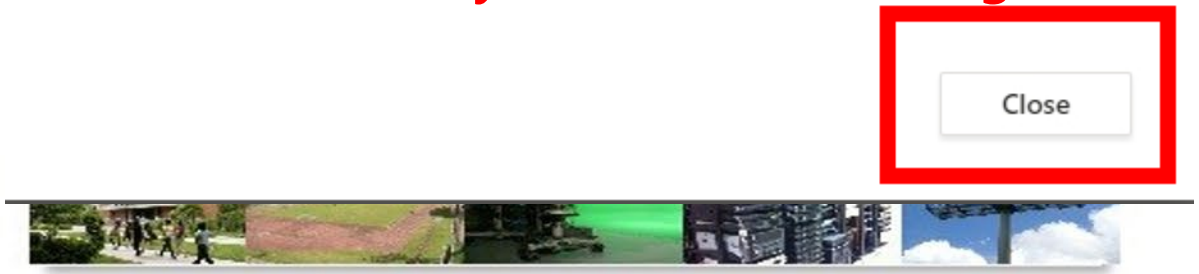


Steps to add student account

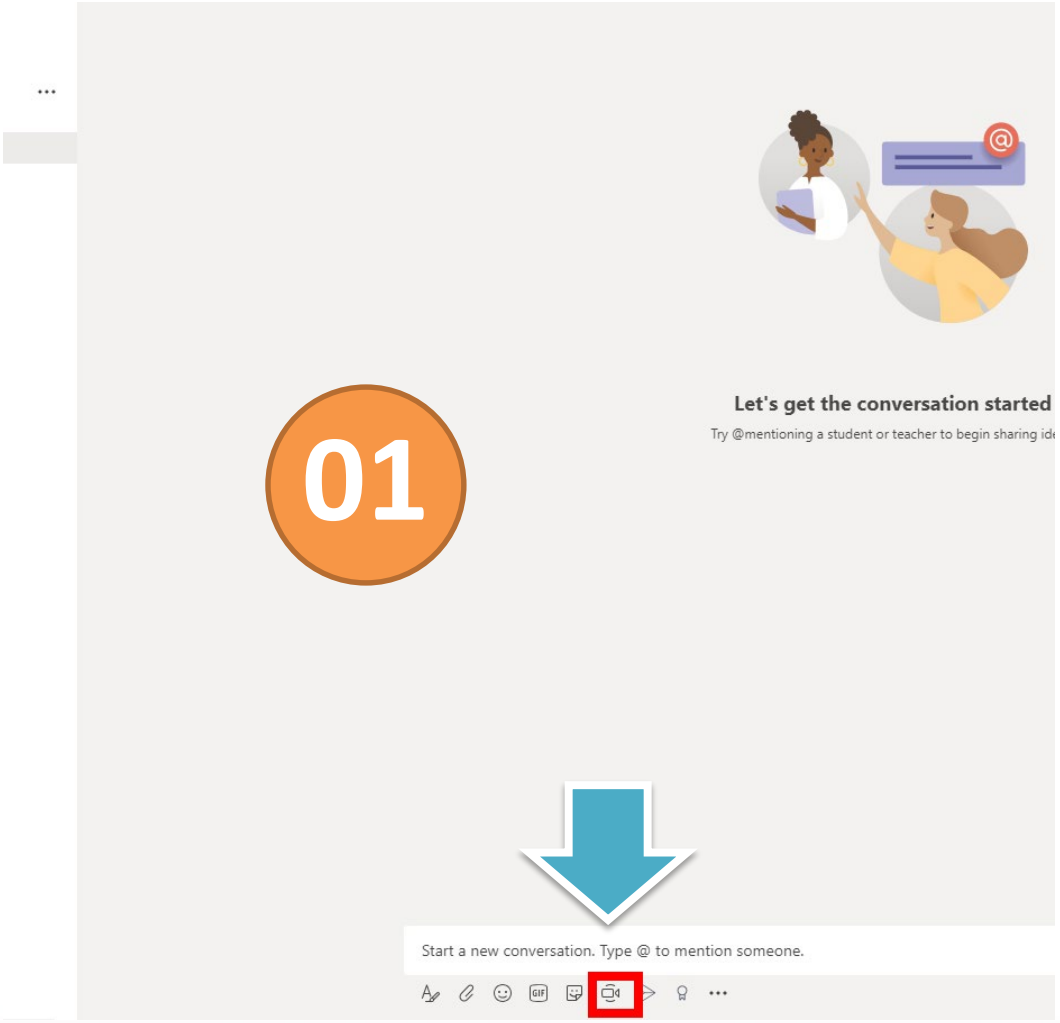


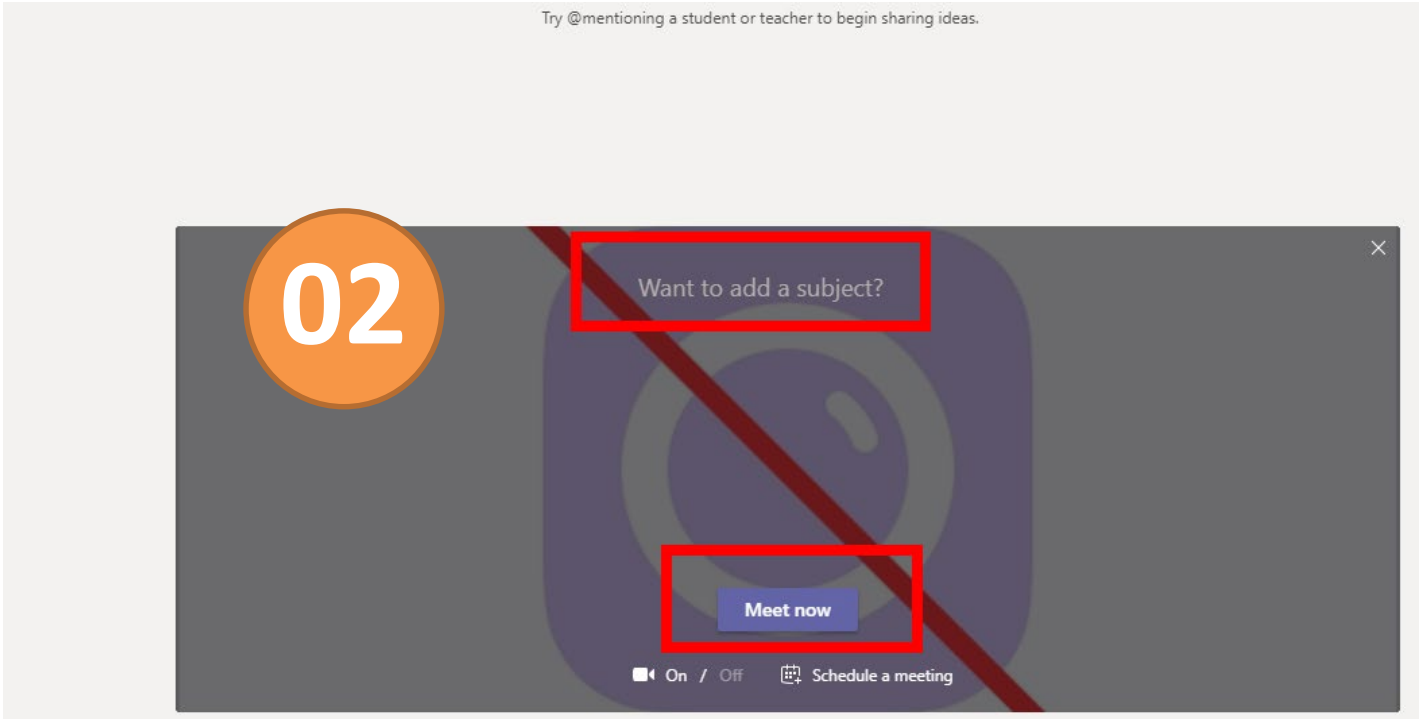
02

*Enter the account ID that precedes @ms1, or Student ID No.
*Click Add
*Click Close after you're done entering

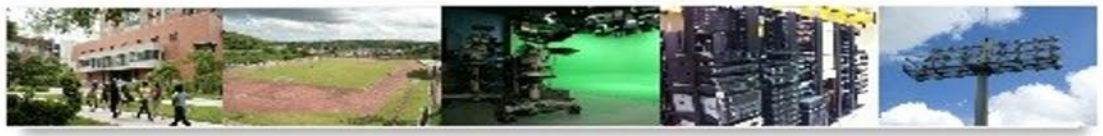


How to Synchronize Classes Online

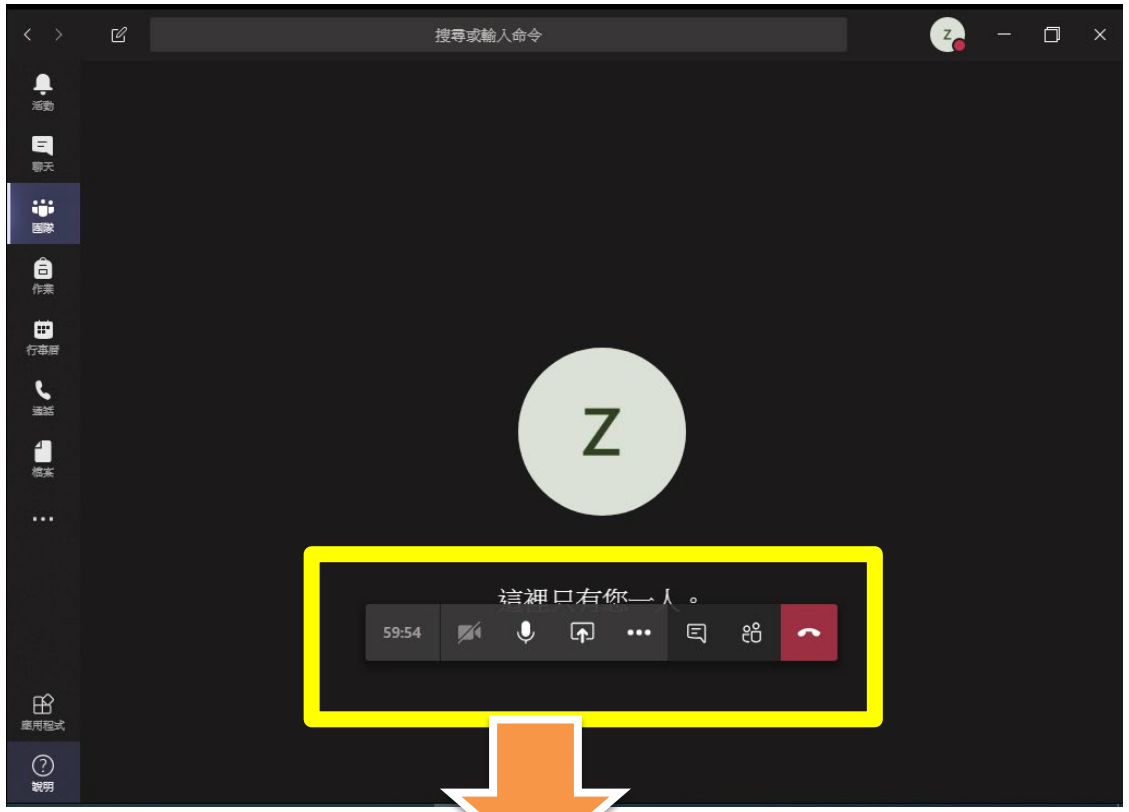


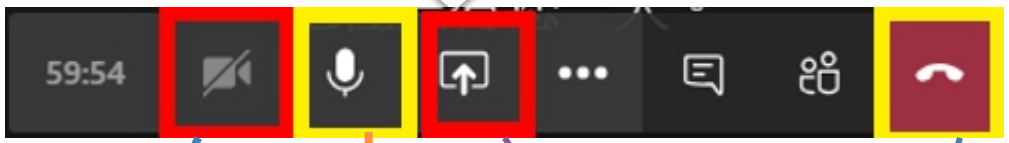


Type in Subject (such as Week01) and click [Meet Now]



Function Explanation



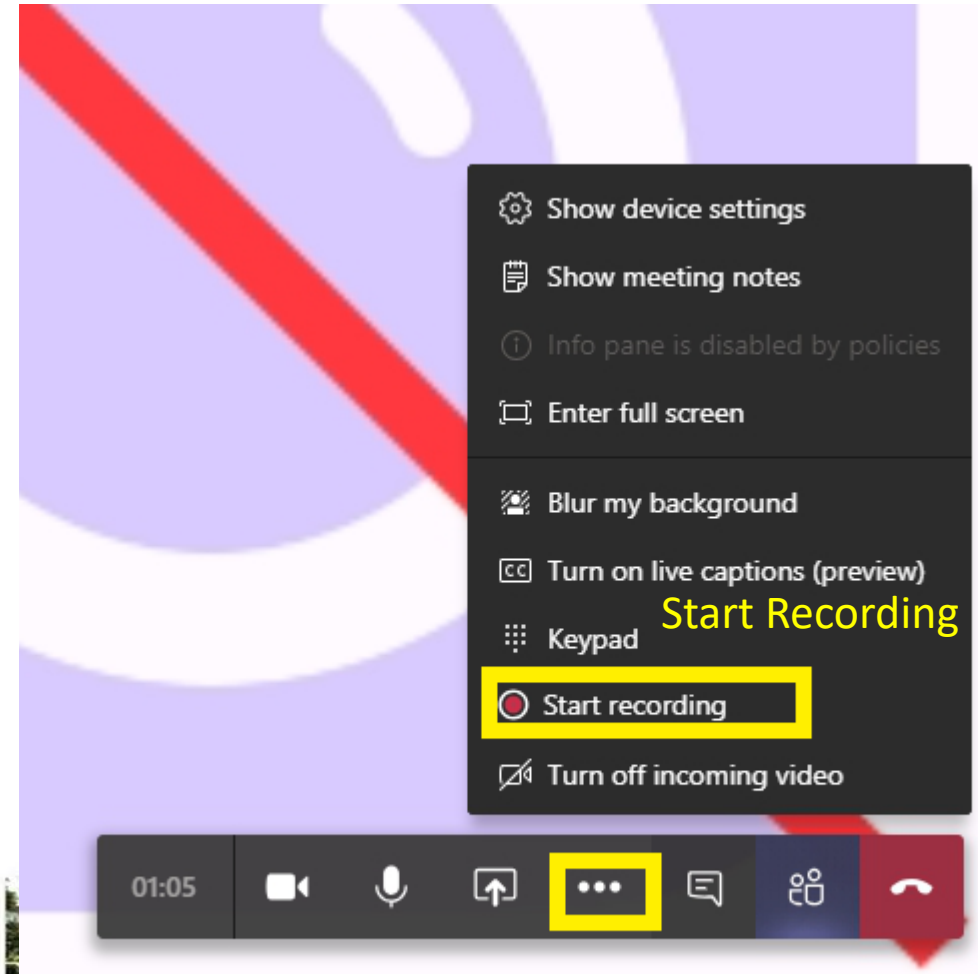


Open WebCam

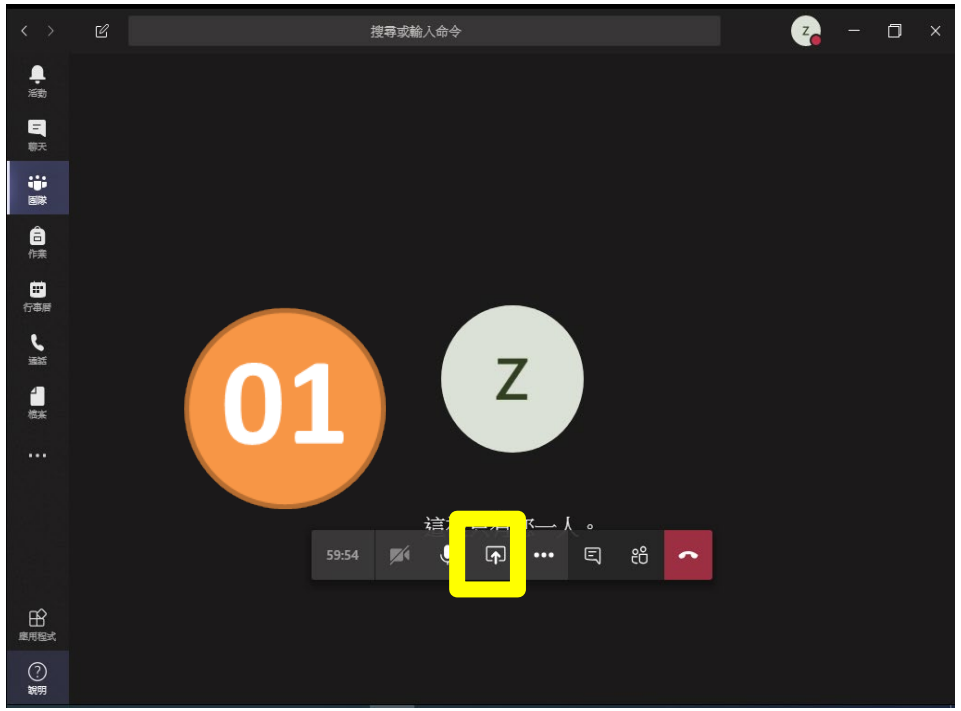
Start microphone

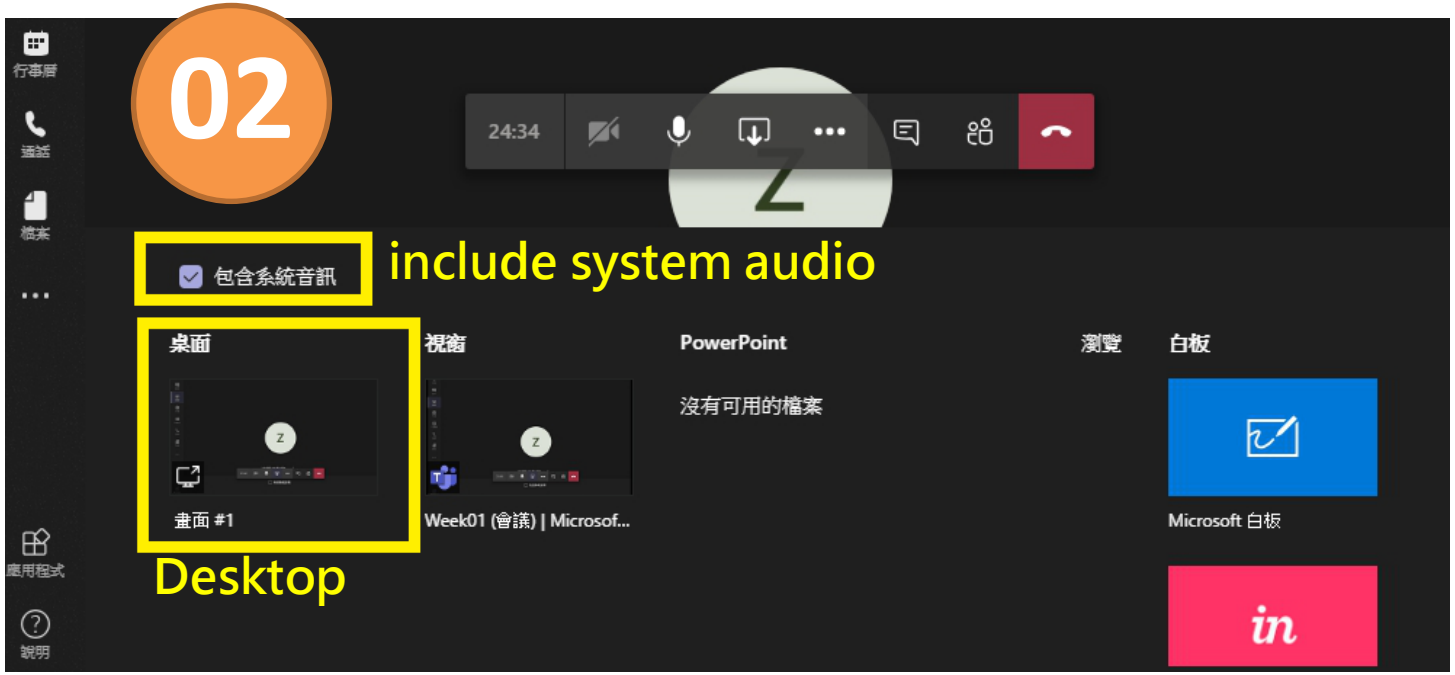
Start screen sharing

End meeting



Computer Screen Sharing (Computer Operation Steps)

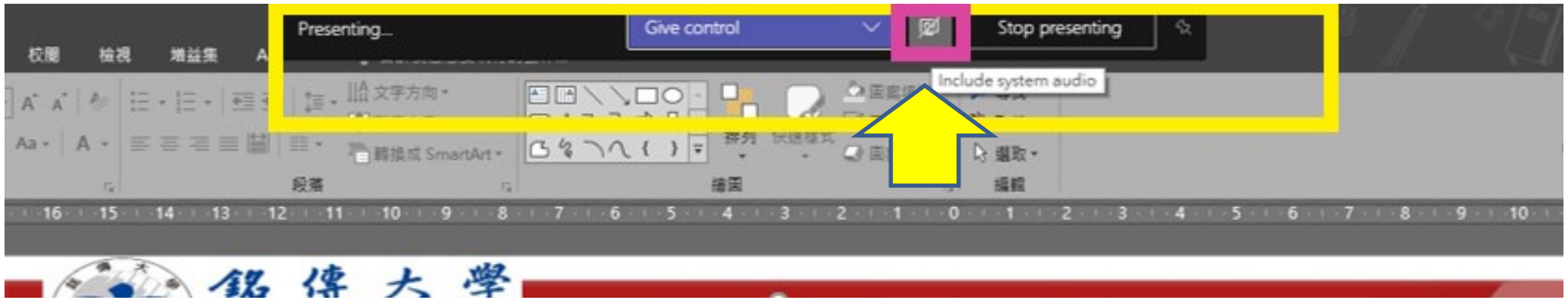




*If you want to transmit sound from your computer, make sure to select ”include system audio”
*Select ”Desktop”

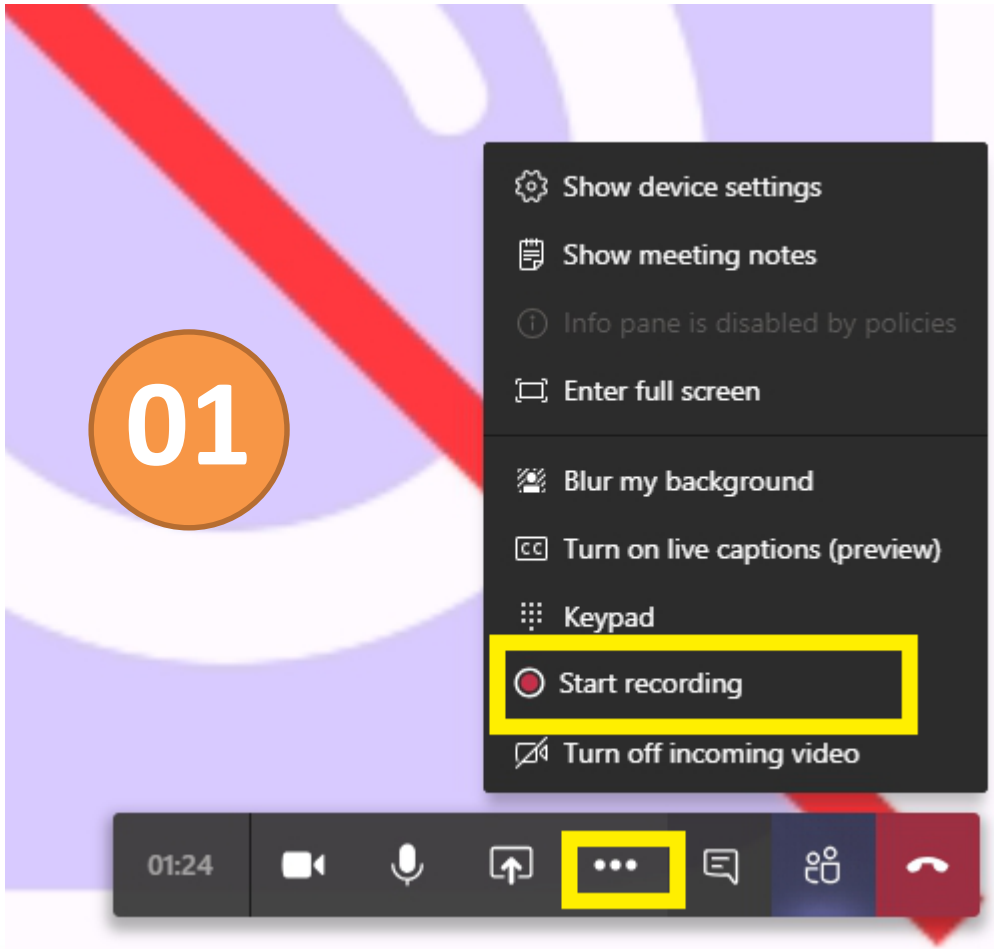
Compete these steps to share screen, but have not started to record teaching~~

If you don’t see the button “Include System Audio” on your screen, please move your mouse to the top of the screen and click on “Sharing System Audio "after you share your desktop screen.



Record your teaching

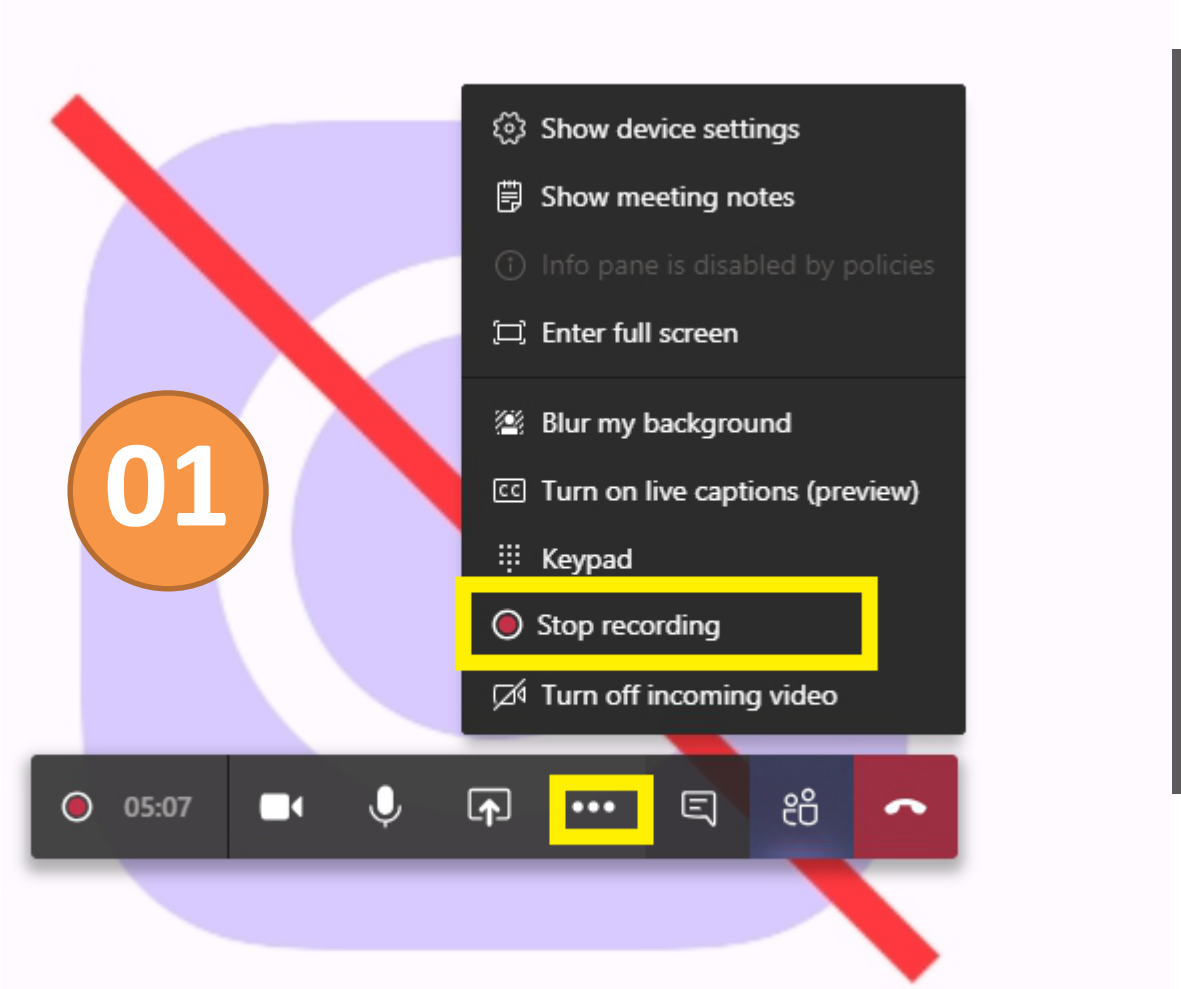
01

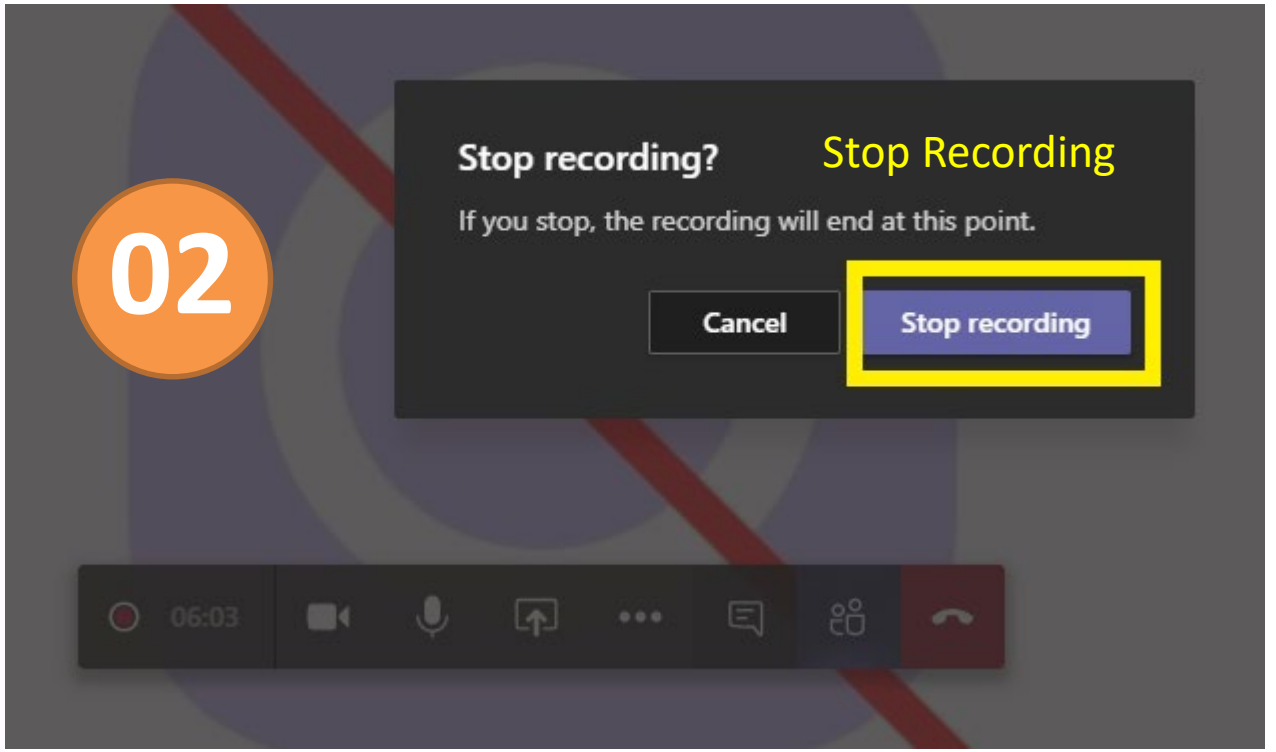


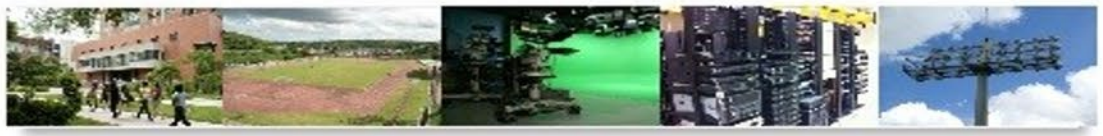
02

When you select Start Recording, the system will inform all participants that Recording is on

Stop recording







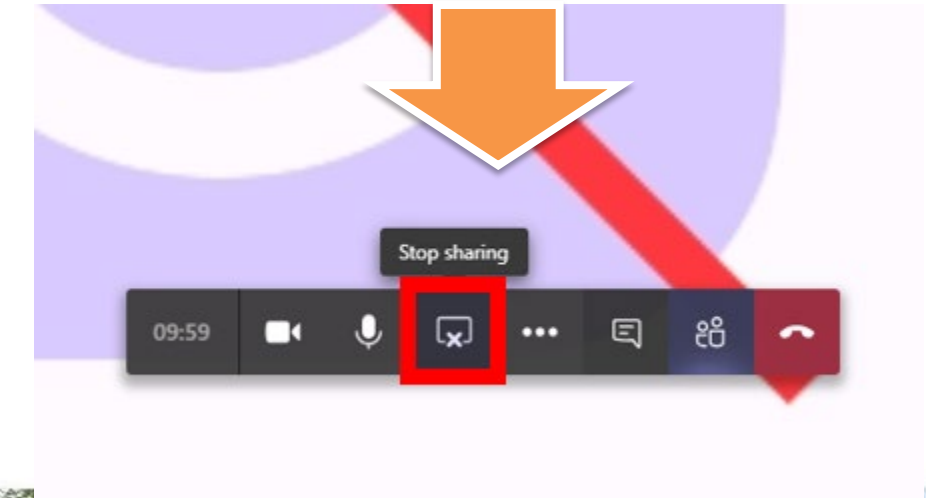
Stop Screen Sharing

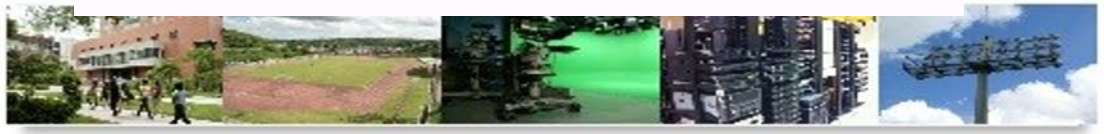
2 ways to stop screen sharing

Option 1: Move your mouse to the top of your screen; you will then see the button for “Stop sharing”

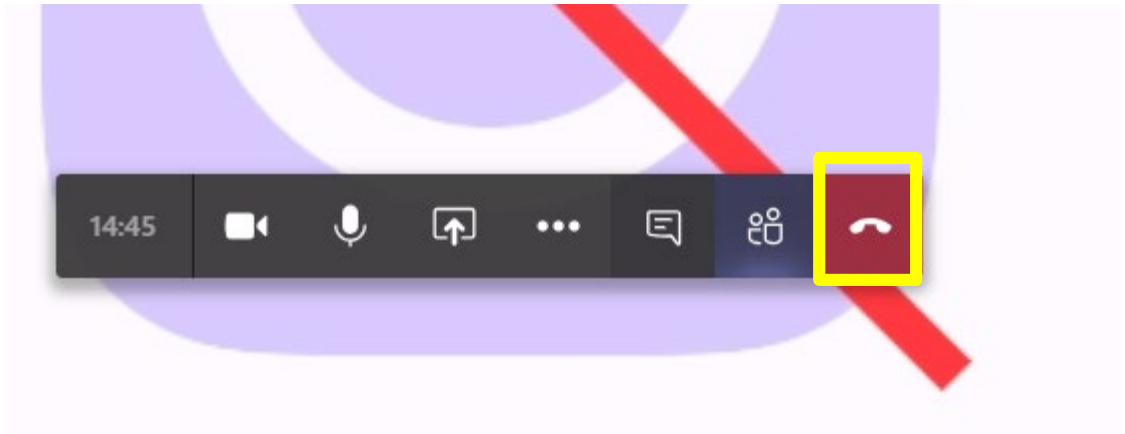
按一下以新增標題

Option 2: Open Teams from the bottom toolbar and click on [Stop sharing] icon

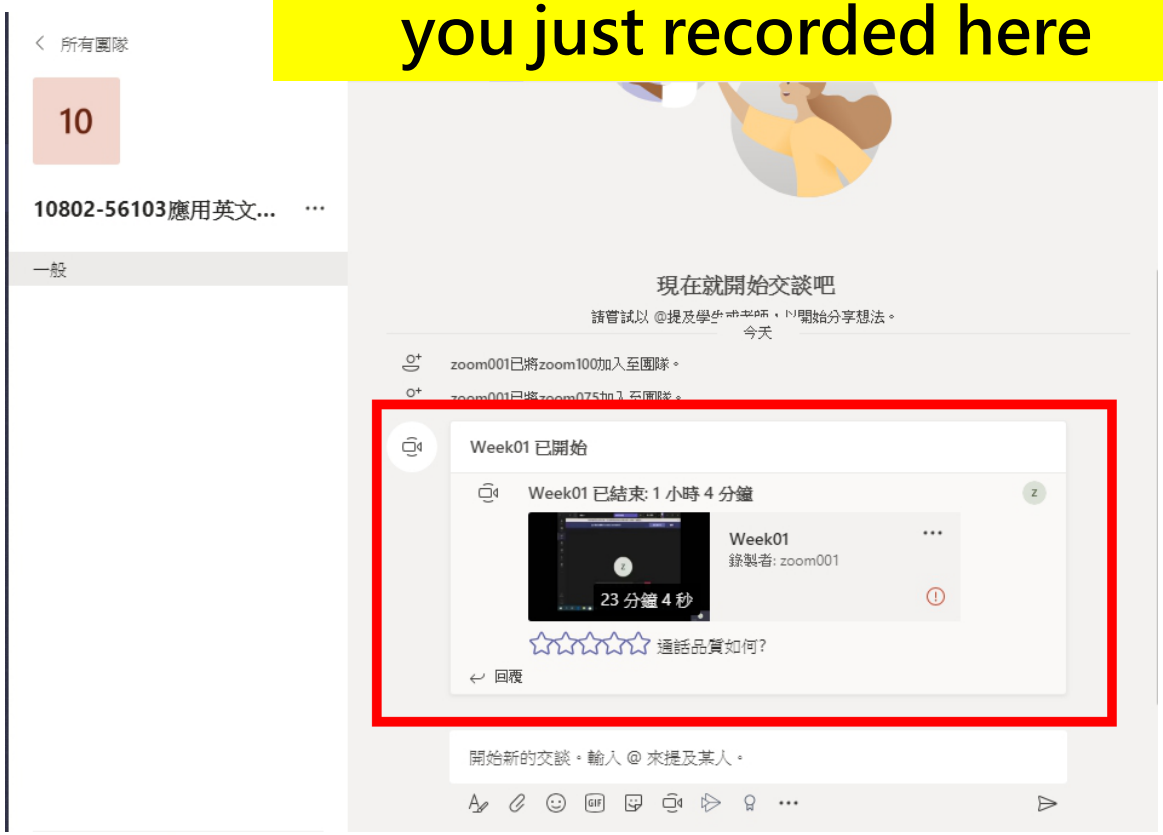


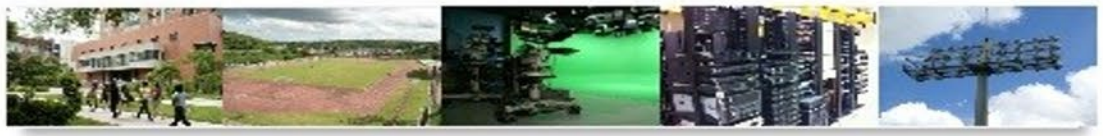


End Meeting (End Class)

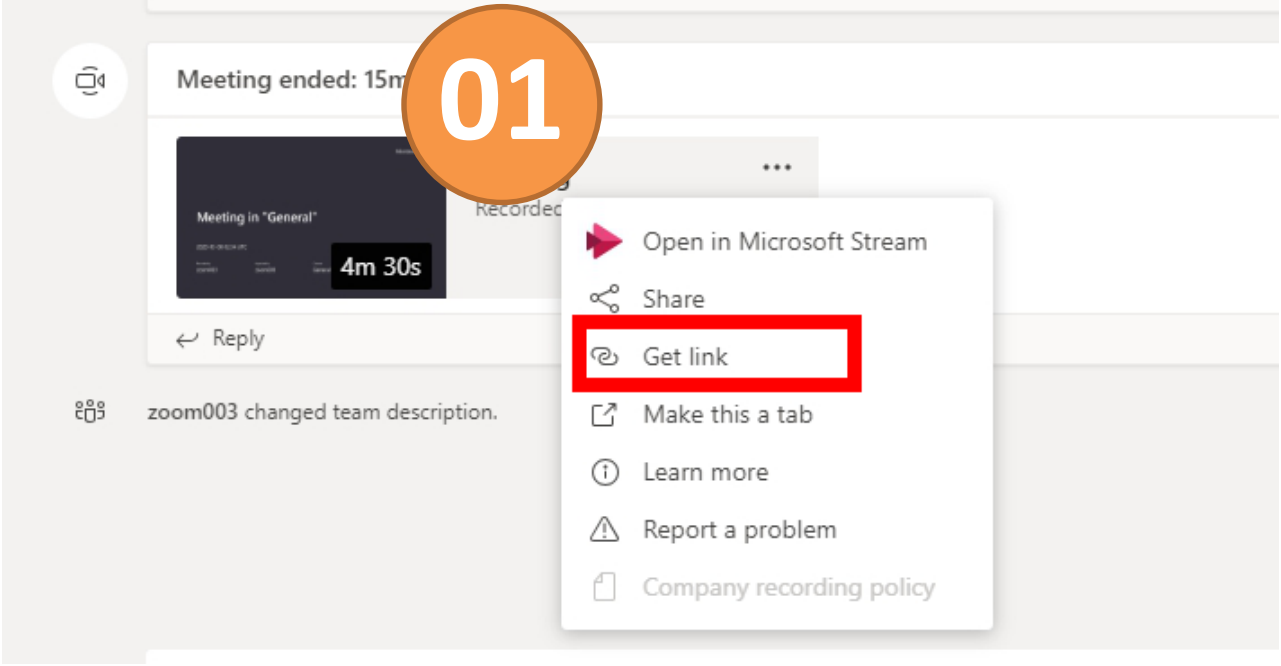


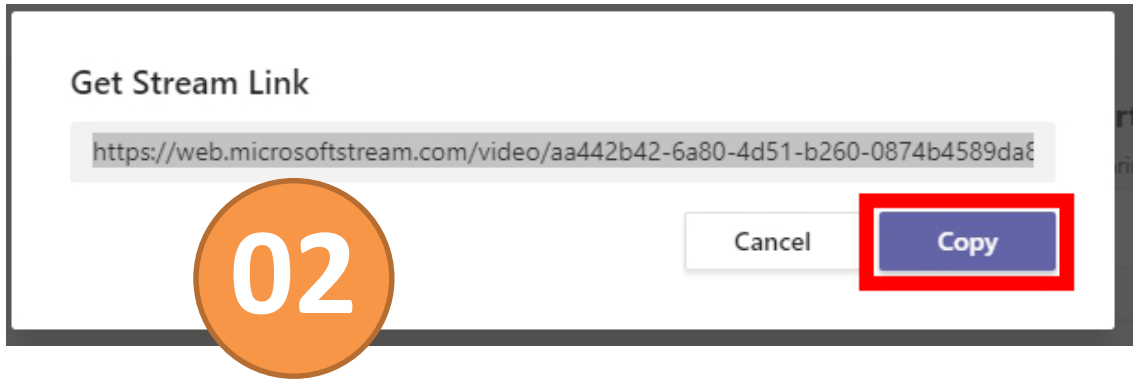
You can see the class session you just recorded here



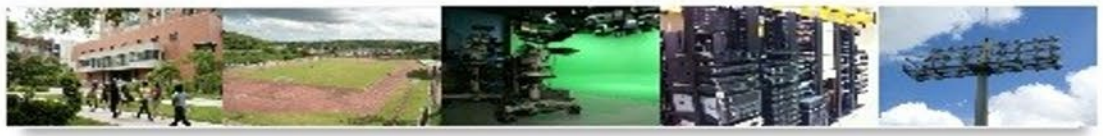


How to share video



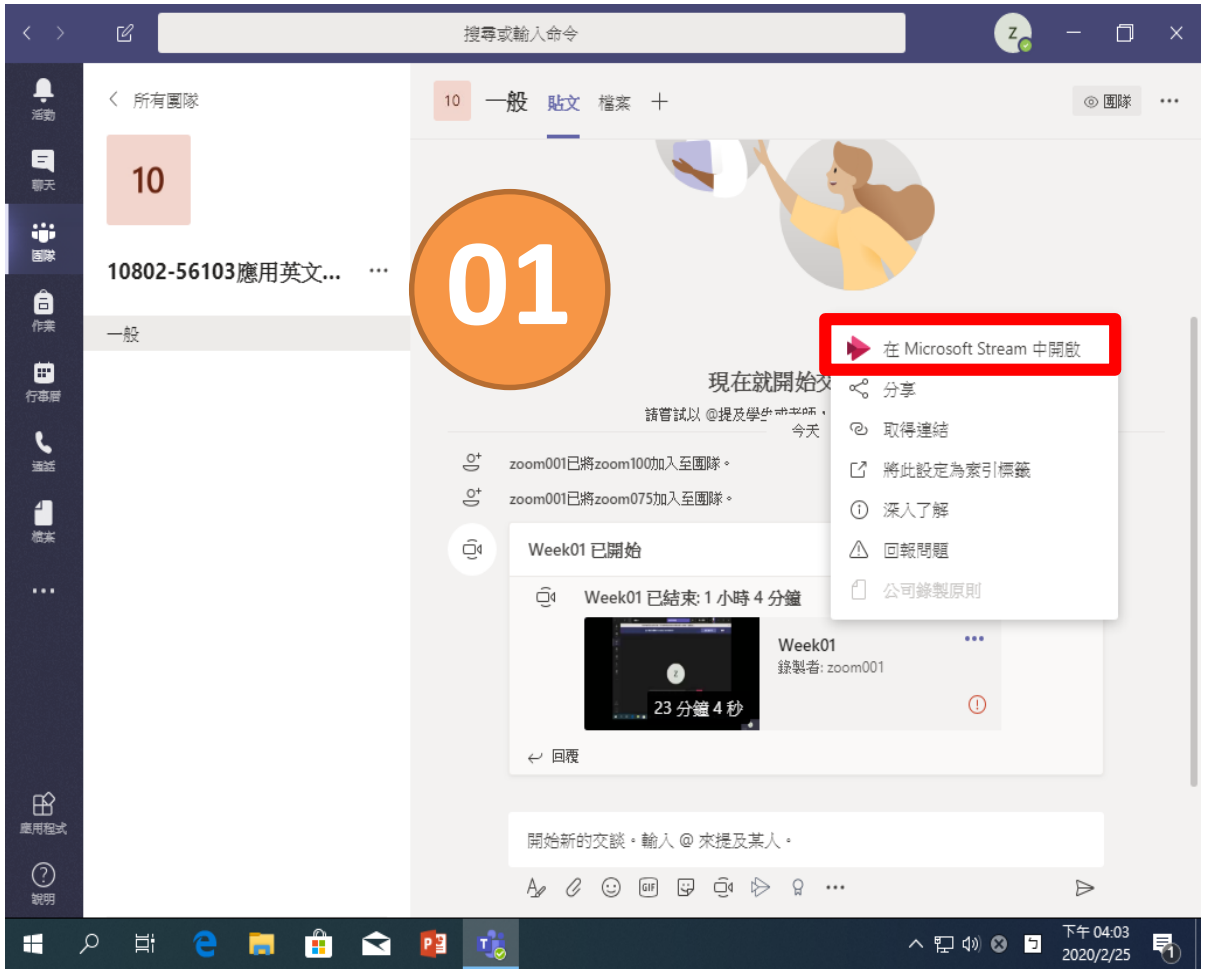


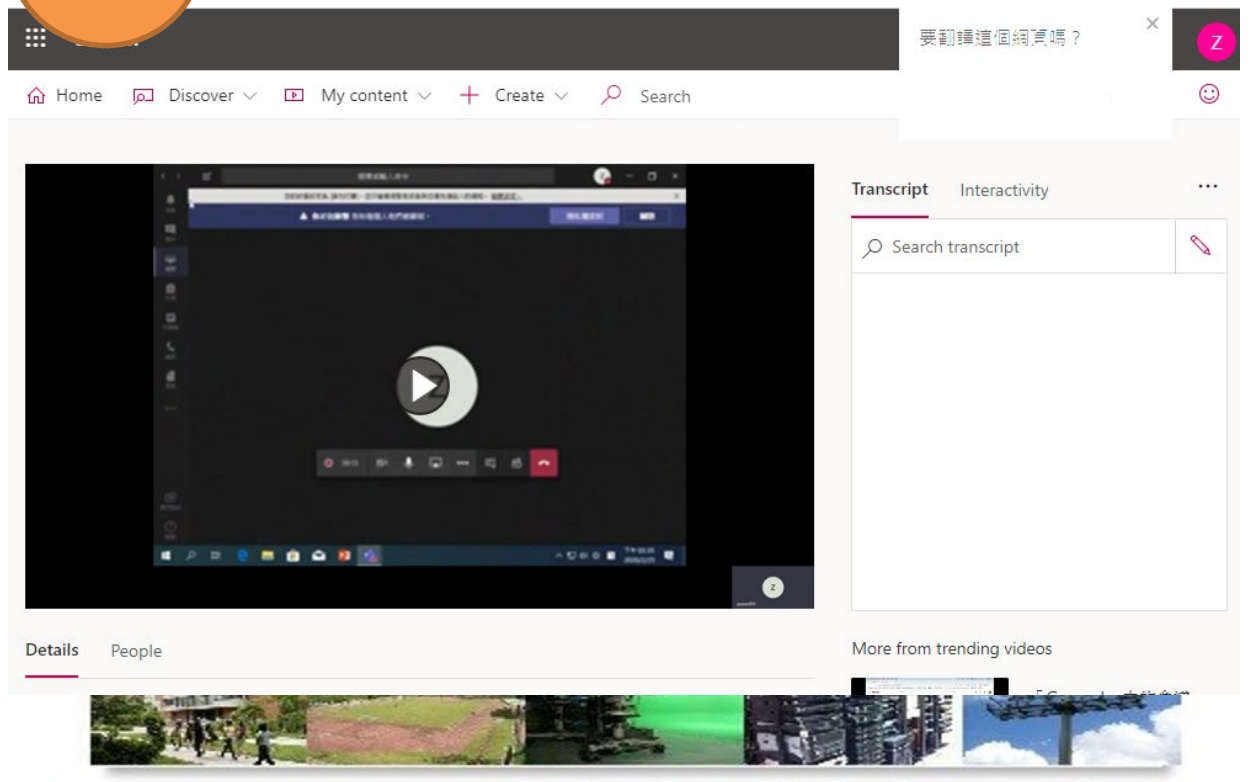
Share the link with students~~



取得影片

透過瀏覽器開啟Microsoft Stream
登入ms1帳號

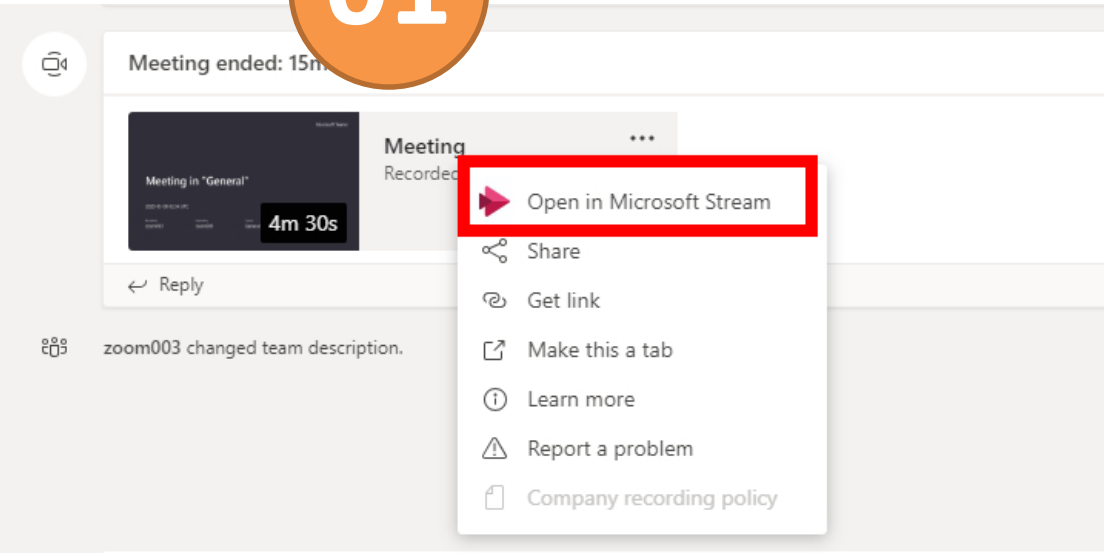




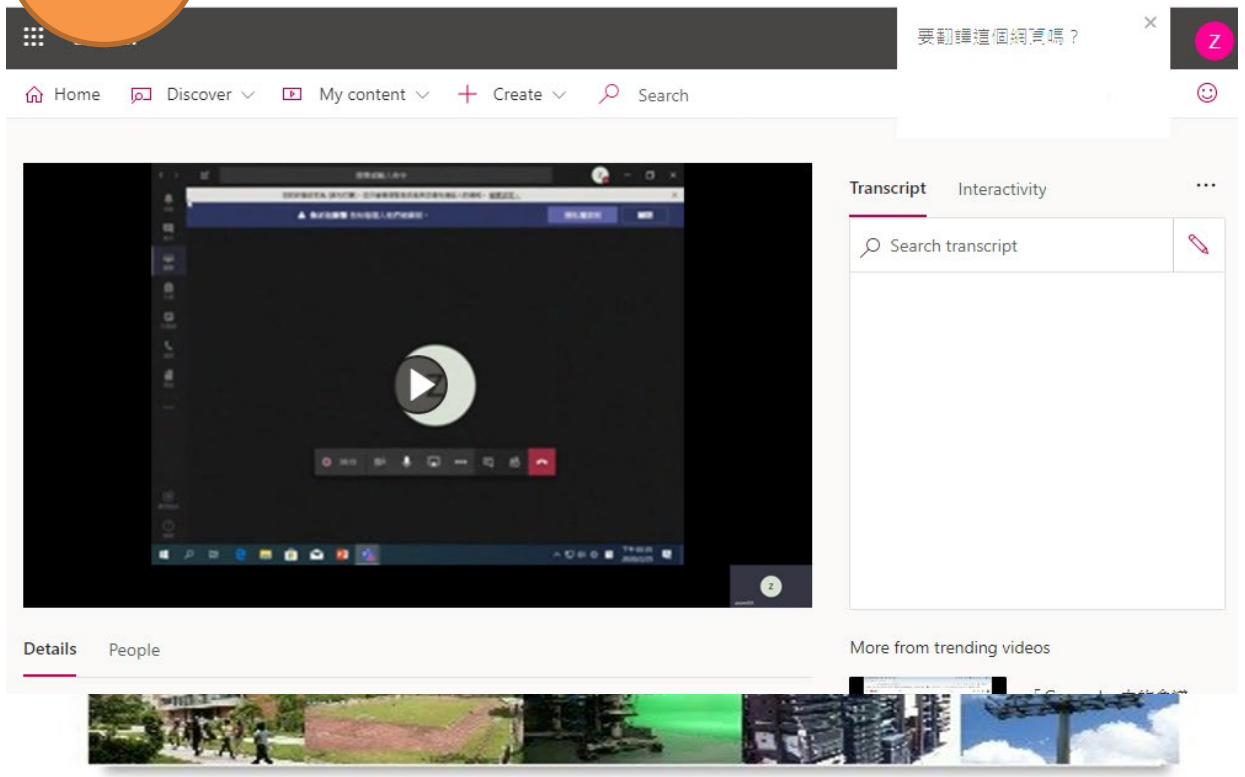
Export Your Video

Open Microsoft Stream to log in to ms1 account through browser.

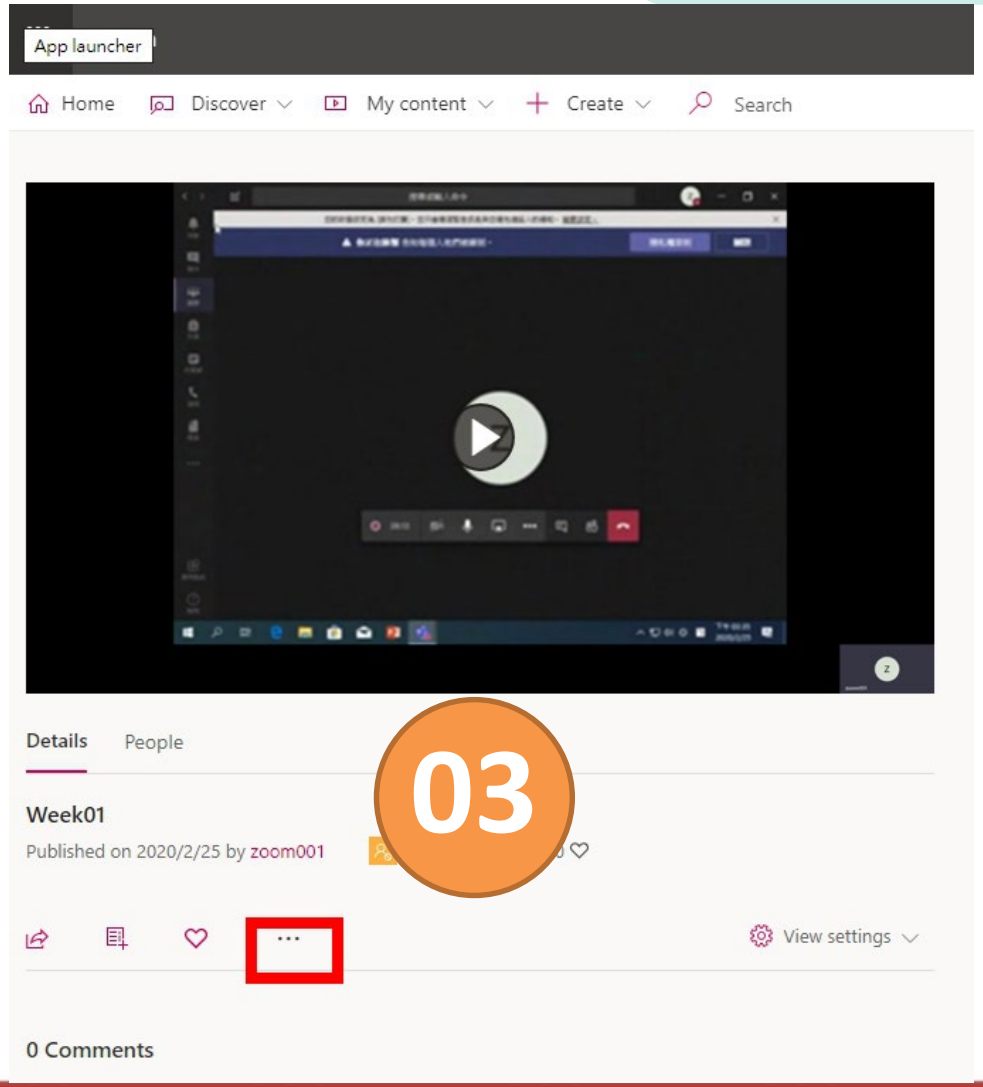
01

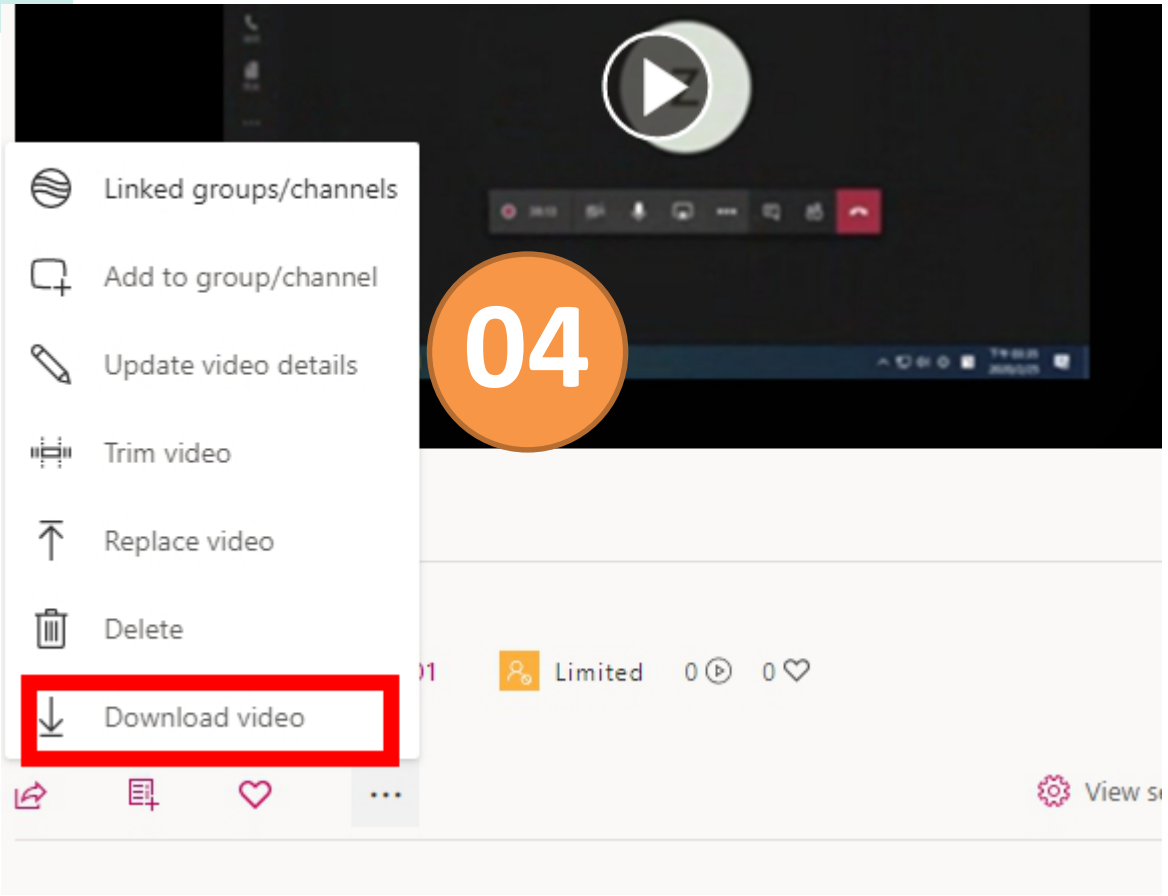


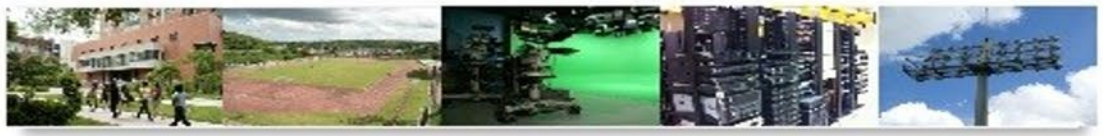
02



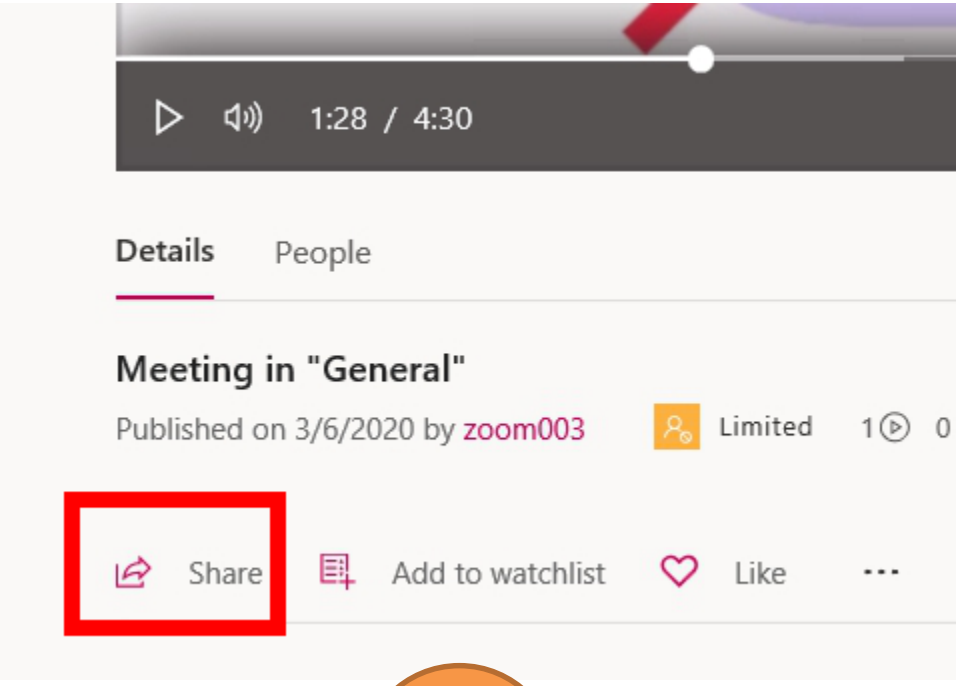
Download Video







Share Video



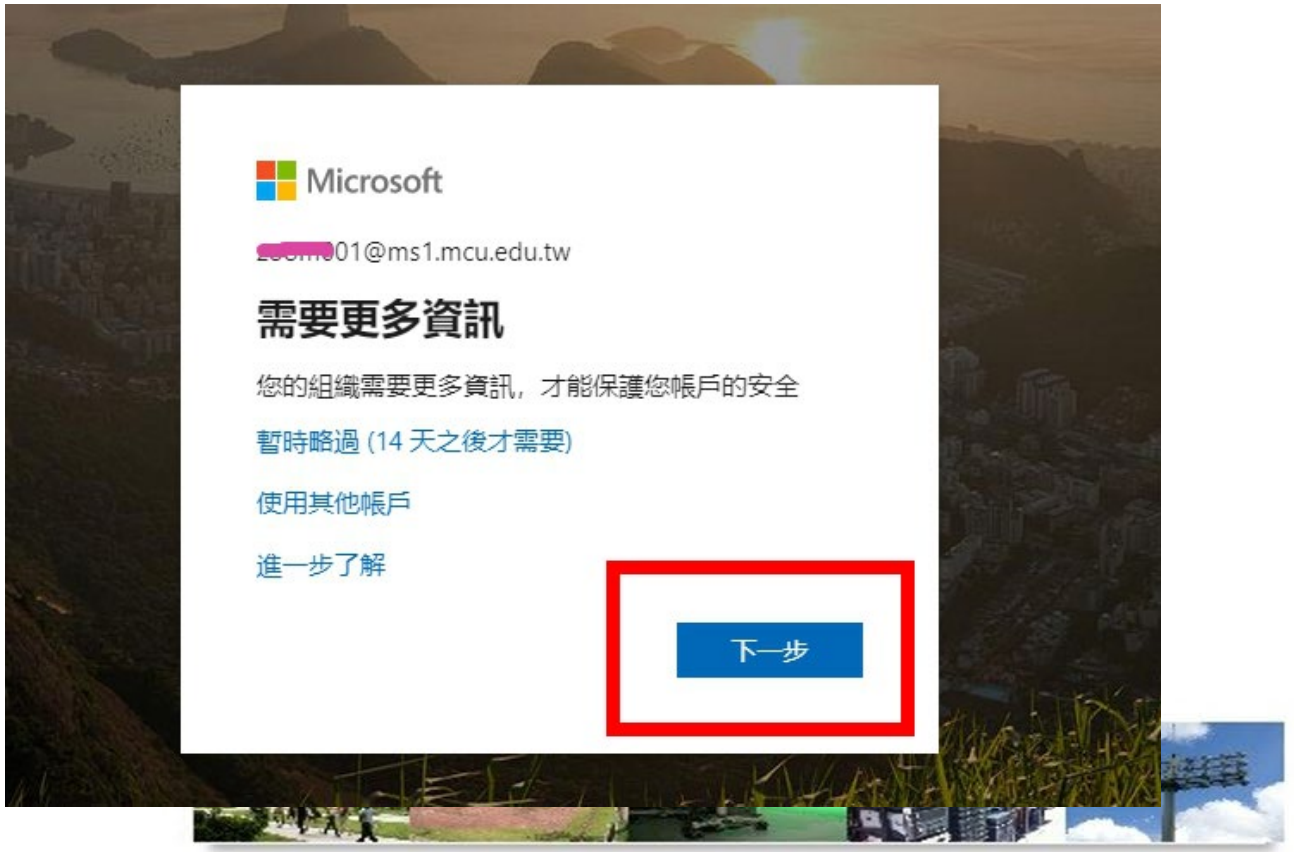
01

02

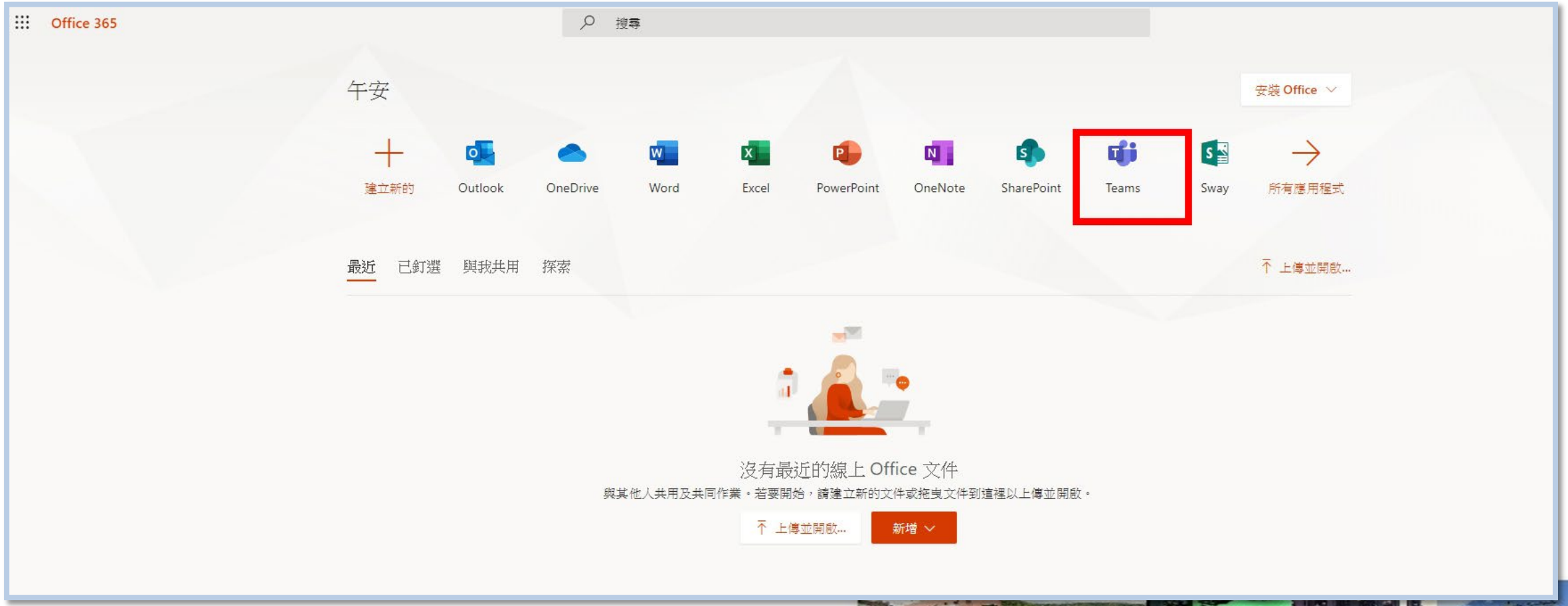
How to use Teams on web browser?

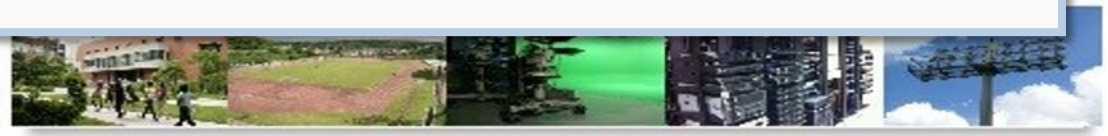
01

Please enter following URL：
http://ms1.mcu.edu.tw

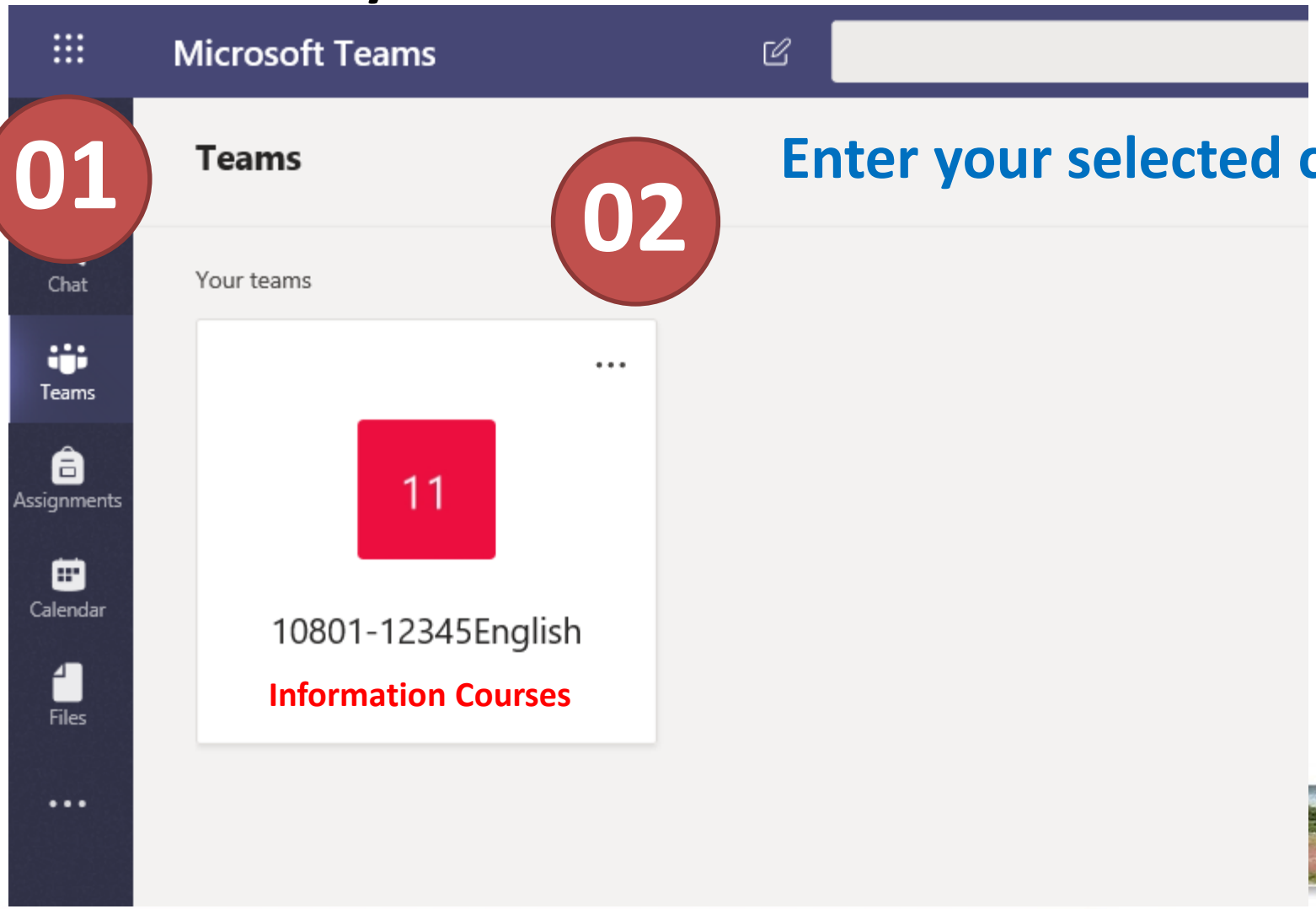


Select Teams after you log in to your account.



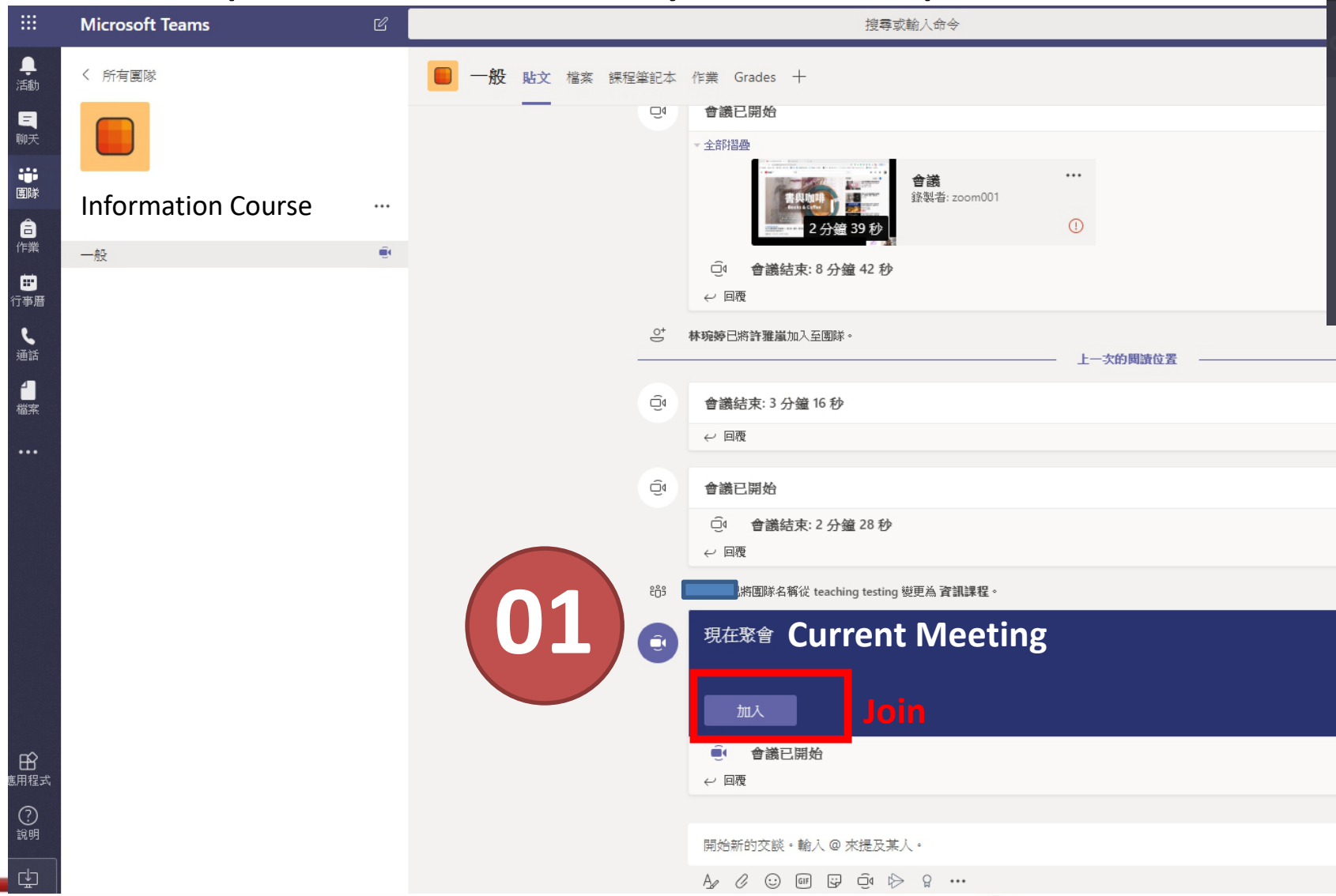


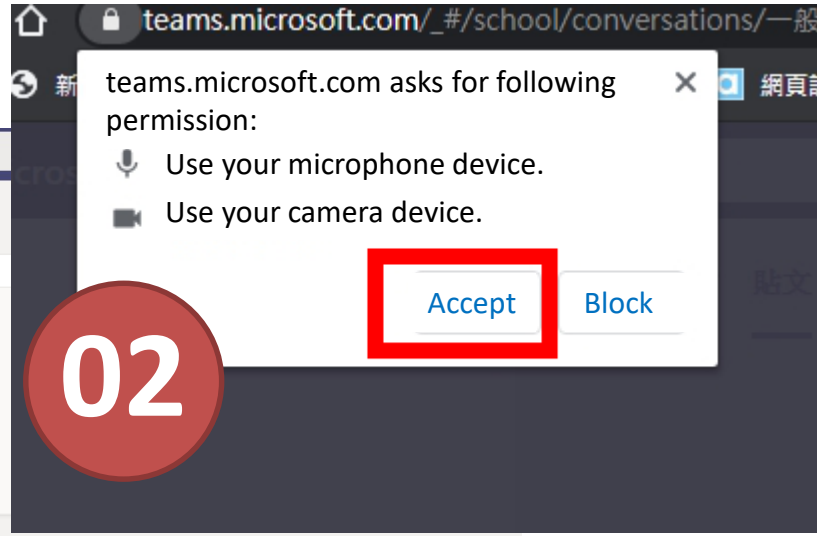
Select your Team



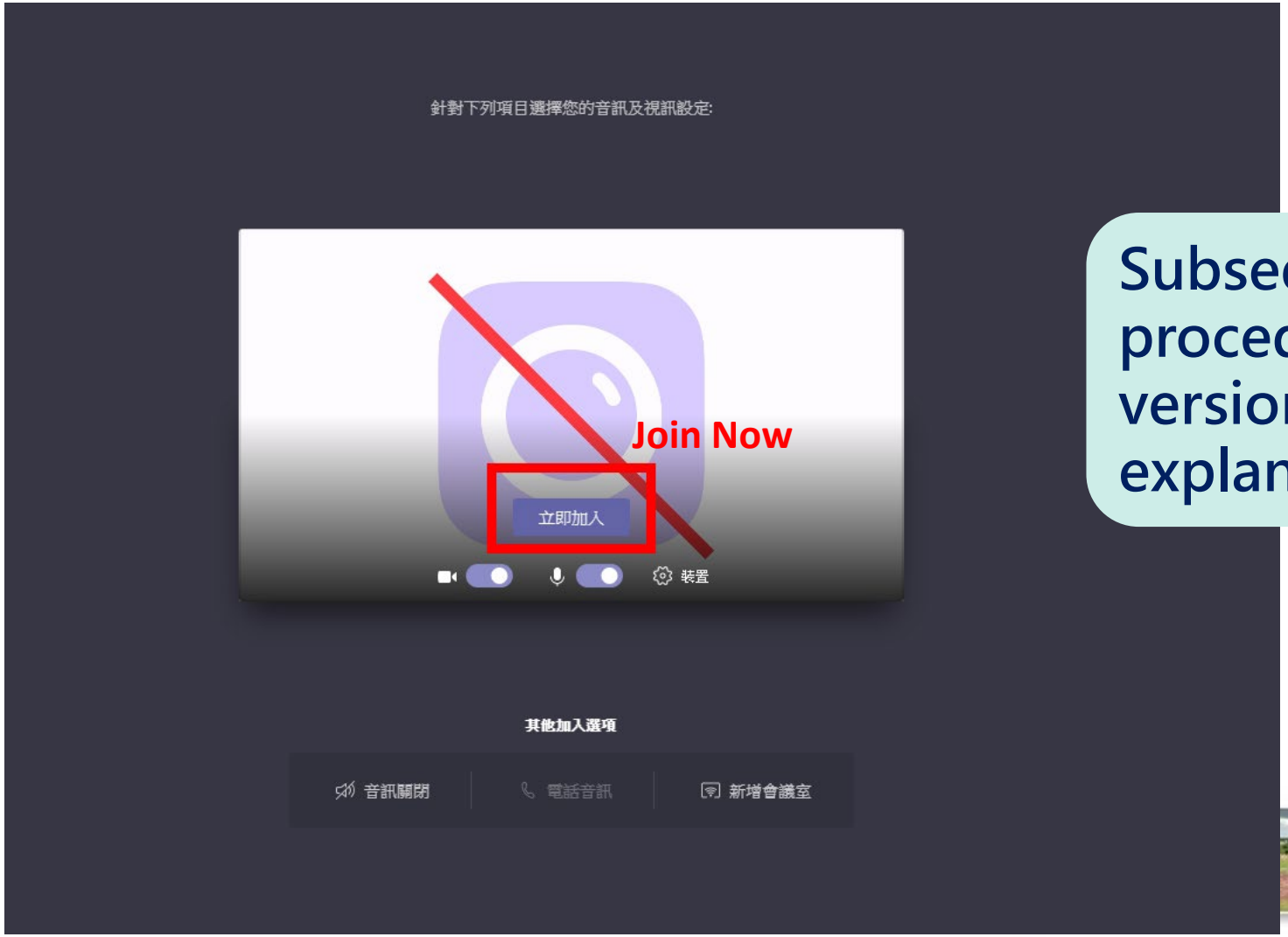
Enter your selected course (your team)

Participate in online course. Join, then Click Accept for permission to use your microphone device.





Participate in class right away.



Subsequent operation procedures are the same as PC version; no additional explanation.

DESCRIPTION OF NETWORK CONDITIONS

Description of Network conditions for online teaching

The Network is like transnational oil pipeline; if the gauge is thick (bandwidth), then the volume of oil transported is large (data); oil transport will cease when the valve is closed.

- Teaching content file should not be too large.

The Great Wall of China network (official name is Chinese National Firewall)

- Monitors all communication through international gateways, and blocks all information that does not meet official transmission criteria
- Blocks websites containing unsuitable contents
- All website content such as text, voice, pictures, and videos is reviewed by government officials.
- Subject to direct administrative intervention by government officials.

Cross-strait network condition- the actual network connection

TWNIC bandwidth investigation result of Taiwan network for 2019 3rd Q

- United States (1,574,292Mbps)
- Japan (659,154Mbps)
- Hong Kong (537,987Mbps)
- China (300,092 Mbps)
- Singapore (207,618Mbps)

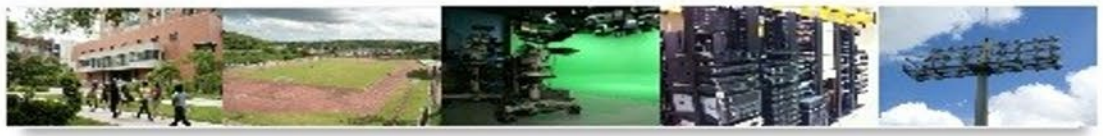
Network bandwidth to China (https://map.twnic.net.tw/main_map.html)

- Chunghwa Telecom Co., Ltd.→133Gbps+29Gbps
- Taiwan Fixed Network Co., Ltd.→80Gbps

Network bandwidth to Hong Kong

- Chunghwa Telecom Co., Ltd.→174Gbps+67Gbps

SUGGESTIONS FROM INFORMATION AND NETWORK DIVISION



Suggestions - 1

Remember to record contents of every class.

Users only can save videos in Teams for 7 days; all videos will be saved under Microsoft Stream after that.

Recommended to download and save all the recording files on your own device(s).

Be aware that the maximum size recording file for uploading to Moodle cannot exceed 500M.

Suggested video recording length is 20 minutes or less for faculty members who are considering online courses accreditation in the future.

Suggestions - 2

Faculty members should be aware of their class language to prevent Internet blocking.
https://news.ltn.com.tw/news/world/breakingnews/3074511

Be aware of microphone volume when you record videos at home.

Be aware of voice cracking if your microphone volume is too high and of hard-to-hear video if your microphone volume is too low.

Try not to use whiteboard when you are operating online courses.

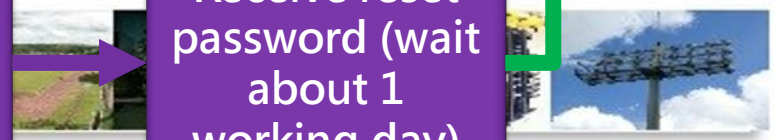
If students from China, Hong Kong, or Macau don't know their ms1 account, they can provide their name and student ID number in an e-mail to Mainland China Education and Exchange Division staff for assistance.

SOP for Students from China, Hong Kong, and Macau Who Can't Use Ms1 Account

1
Use renewed password to log in to account
Log in to account successfully

4
2
Use default password (reset) to log in to account
Reset password the first time logging in
Log in to account successfully

3
Forgot password or can't log in
Provide name and student ID number in an e-mail to Mainland China Education and Exchange Division staff
Receive reset password (wait about 1 working day)



Suggestions - 3

Faculty members should be familiar with Teams before semester starts.

Faculty members should receive e-mail with subject of 2019 Feb. Information on Flexible Lecturing for Students from China, Hong Kong, and Macau from Academic Affairs Division, with an attachment titled 2019 Feb. Flexible Lecturing for Students from China, Hong Kong, and Macau (Faculty Member's Name).xlsx. Faculty members can follow course names in the form to build Teams and add students (search by student ID number) into their teams.

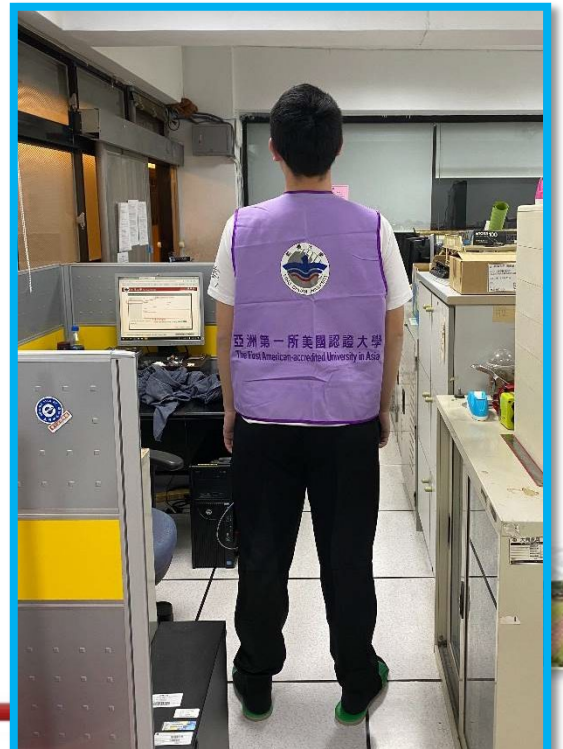
Example form is shown below:

10802陸港澳生彈性授課(蘇[redacted]老師).xlsx　選擇開啟工具

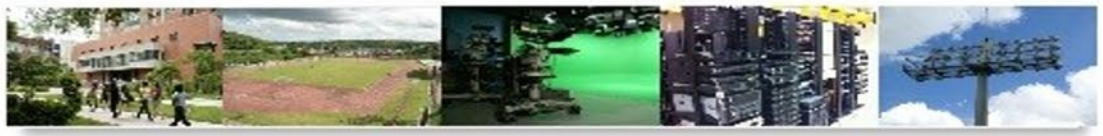
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
教師系所	教師代號	教師姓名	任課比例	班級代號	科目代號	科目名稱	學分數	正/實習課	學號	姓名	系代號	系名稱	原班代號	原班名稱	總學分數
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00909	設計思維與創新方法	2	正課	06[redacted]	劉[redacted]	09	數位媒體設計學系	093[redacted]	數媒[redacted]	15
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00909	設計思維與創新方法	2	正課	06[redacted]	廖[redacted]	19	餐旅管理學系	193[redacted]	餐旅[redacted]	24
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00909	設計思維與創新方法	2	正課	07[redacted]	謝[redacted]	09	數位媒體設計學系	092[redacted]	數媒[redacted]	21
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00909	設計思維與創新方法	2	正課	07[redacted]	梁[redacted]	19	餐旅管理學系	192[redacted]	餐旅[redacted]	14
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00909	設計思維與創新方法	2	正課	07[redacted]	王[redacted]	37	電子工程學系	372[redacted]	電子[redacted]	20
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00909	設計思維與創新方法	2	正課	08[redacted]	史[redacted]	13	資訊管理學系	131[redacted]	資管[redacted]	21
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00910	AI人工智慧基礎	2	正課	05[redacted]	高[redacted]	14	觀光事業學系	144[redacted]	觀光[redacted]	14
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00910	AI人工智慧基礎	2	正課	05[redacted]	彭[redacted]	24	建築學系	243[redacted]	建築[redacted]	23
31	8[redacted]6	蘇[redacted]	[redacted]	00[redacted]	00910	AI人工智慧基礎	2	正課	07[redacted]	巫[redacted]	23	商品設計學系	232[redacted]	品設[redacted]	21

Suggestions - 4

During the first week of the new semester, Information and Network Division will arrange staff members with purple vests to patrol each teaching building on both Taipei and Taoyuan Campus. Faculty members who have problems with online courses operations can ask them for assistance.



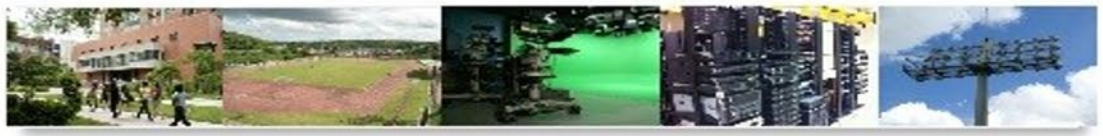
Q&A



Q1：Do I still need to record course videos if I already share desktop screen with students?

Faculty members still need to record video since the university cannot 100% make sure that every student's local network situation is stable. They can watch videos after class hours if they cannot use online course function normally.

If faculty members are interested in digital course accreditation, they can apply for asynchronous distance learning next academic year and undergo the accreditation.



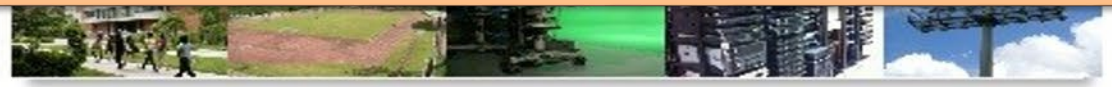
Q2：Why Teams Is Recommended for Online Courses?

1. Every faculty member and student already has a Teams account.

2. Every user has 1T free storage.

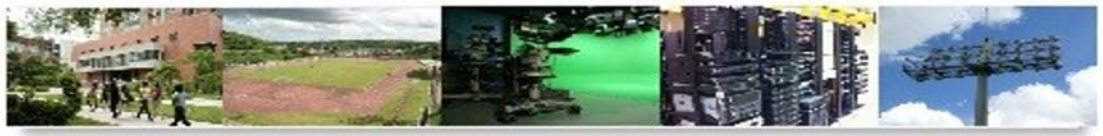
3. Students from China, Hong Kong, and Macau can all connect to Teams.

4. According to statistics, there are more than 60 courses that need to be concurrently taught online for students from China, Hong Kong, and Macau; not many software applications can support this load.



Q3：What to do if students from China, Hong Kong, or Macau don’t have related software?

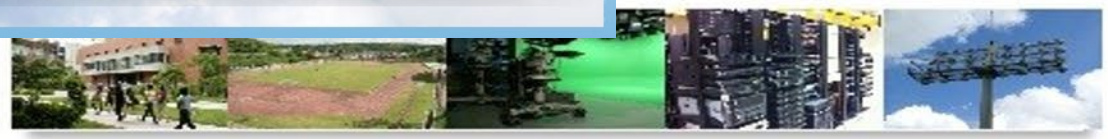
For this issue, the Information and Network Division has plans to use Cloud Lab System to help students use campus computer software through remote connection.



Instruction for Students from China, Hong Kong, and Macau on Using Cloud Lab System

http://www.cloud.mcu.edu.tw/

Please use Moodle account to log in.



According to the flexible lecturing student roster provided by Curriculum Section of Academic Affairs Division, students who are on the roster will see the button of “Cloud Classroom for Students from China, Hong Kong, and Macau Flexible Lecturing” in their Cloud Lab System.

1. The button will appear as grey color if there are no class sessions at the time students log in to their account.
2. If students have class, they will see the cloud classroom button shows on their account after they log in.
3. Students can download RDP at first; after they log in to the account again, they can watch course content in process on their computer, synchronized at the same time.

Students need to contact Overseas and Mainland Chinese Students Service Section of Student Affairs Division or Mainland China Education and Exchange Division if they can’t see the button for cloud classroom in their account. The related unit will re-check student roster. If student is already on the roster, then related affairs will be handled by Information and Network Division. If student is not on the roster, then Overseas and Mainland Chinese Students Service Section of Student Affairs Division or Mainland China Education and Exchange Division need to provide student information to Curriculum Section of Academic Affairs Division, and Information and Network Division will add student to the roster after Curriculum Section collects all student information.

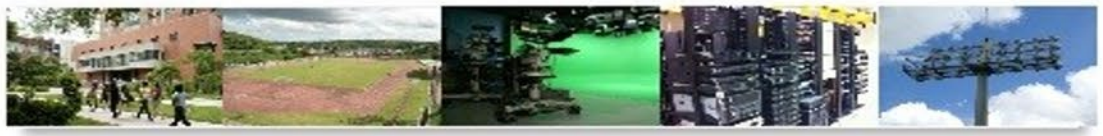
Q4：Does Information and Network Division Provide Teaching Handbook Download Link for Students?

All the download links can be found on Moodle homepage; students can find Software Instruction for Online Teaching Program under the Instruction section (Chinese Web Page Only).

Q5：Do you have other recommended software beside Teams?

The Information and Network Division conducted online testing with students via Teams, Skype, and Wechat at 13:30 on Feb. 19, 2019. The online testing was assisted by Overseas and Mainland Chinese Students Service Section of Student Affairs Division and Mainland China Education and Exchange Division.

There were 14 students who participated in the online testing at the same time.



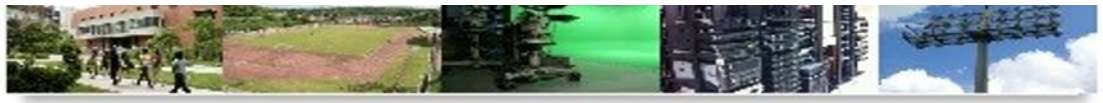
Test Result and Suggestion 1

WeChat

- Student Review: 2.7 points (5 points as top score)
- The software is not suitable for sync audio teaching with more than 8 students.
- The software doesn’t provide desktop sharing function.
- Faculty members need to add students as Wechat friends before they start sync teaching.

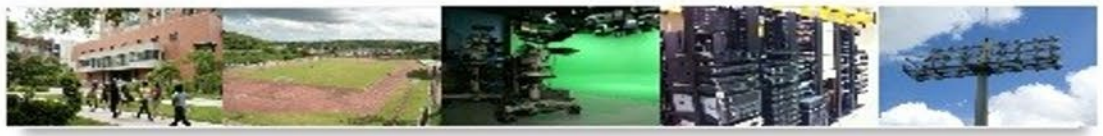
Skype

- Student Review: 3.1 points (5 points as top score)
- Internet quality in different places affects video transmission, so learning result may not be good.
- If faculty members want to record teaching videos through Skype, the suggested video recording length is less than 20 minutes. They need to restart recording video to make another new file every 20 minutes.
- If faculty members find that the recording length is too long and the file is bigger than 500M, then they need to edit the video; otherwise they cannot upload to Moodle.



Test Result and Suggestion 2

Teams

- Student Review: 3.8 points (5 points as top score)
- If faculty members want to use Teams on web browser, Google Chrome is recommended to use.
- Faculty members can use functions on Teams to share audio file or video, such as YouTube video, rather than students directly opening YouTube in web browser.
- If faculty members want to record teaching videos through Teams, the suggested video recording length is less than 20 minutes. They need to restart recording video to make another new file every 20 minutes.
- Teams provides video sharing links, but some students in China may not be able to watch video smoothly. The Information and Network Division suggests that faculty members can download such videos and upload them to Moodle for student learning.

THANK YOU FOR YOUR ATTENTION