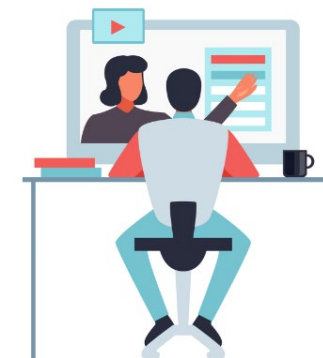




Ming Chuan University Online Course Tutorial

Presenter: Jessie Lin

Synchronous Course



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

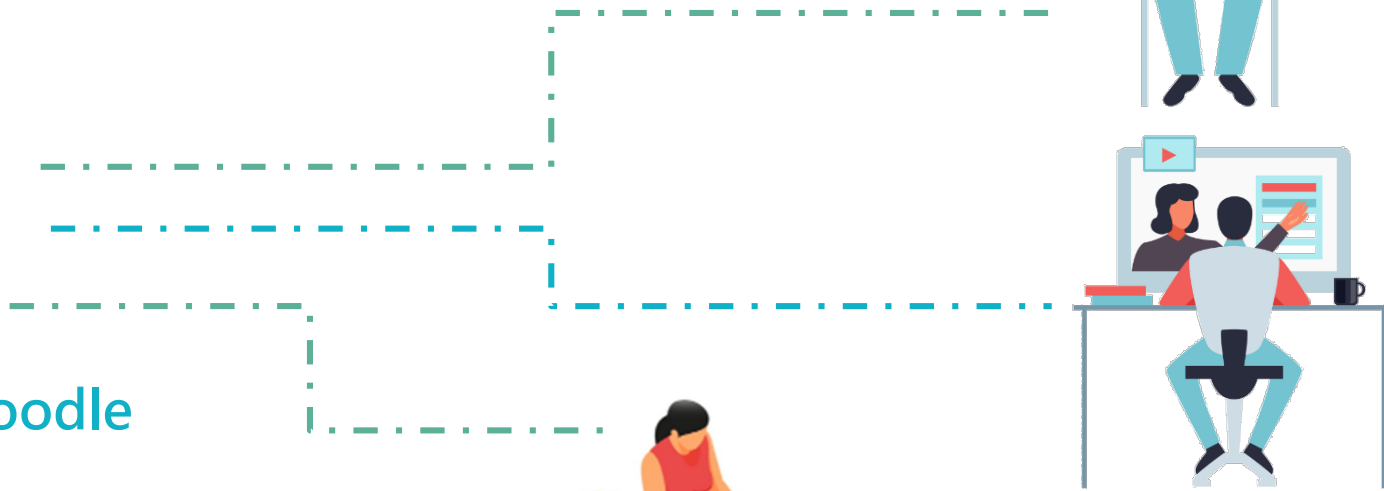


Asynchronous Online Courses

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



數位化 · 整合化 · 安全化

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



Adobe Connect



Many software applications are available for online synchronized courses.



What software can be used to record computer operations ?



Power Point



Microsoft Teams



zoom

Adobe Connect



Camtasia



Skype

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](mailto:ms1.mcu.edu.tw)

Faculty password: **last four digits employee ID + date of birth YYYYMMDD**

Student account: **student ID No.** [@ms1.mcu.edu.tw](mailto: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

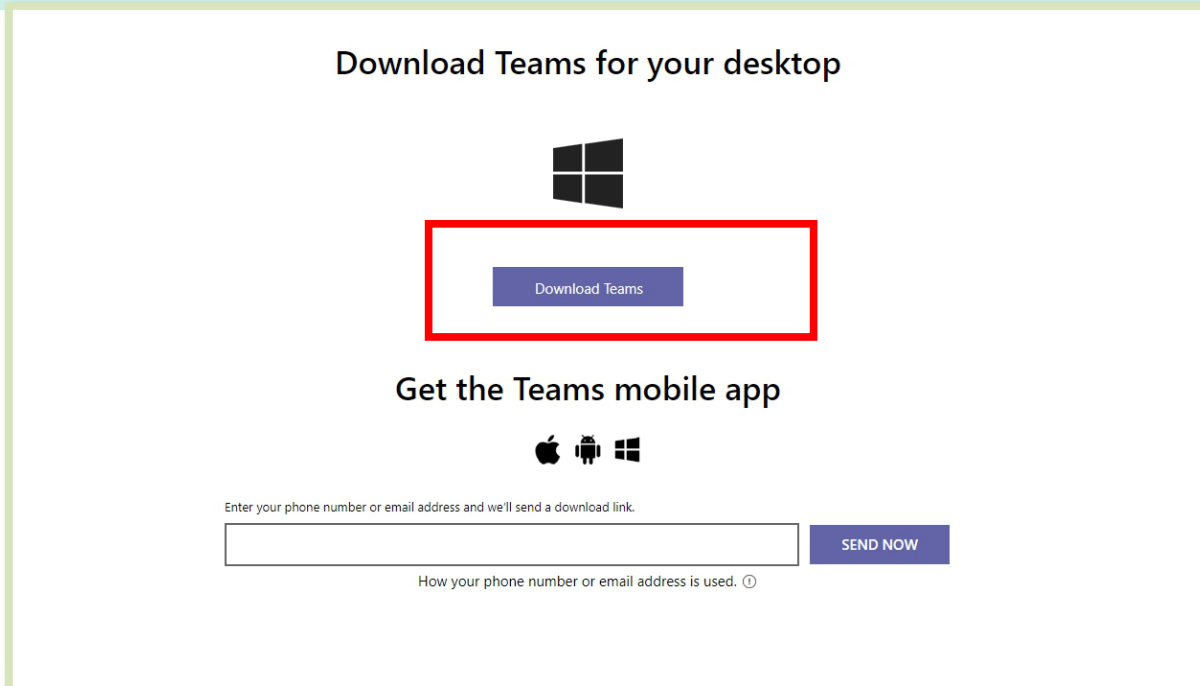
- Download:
 - <https://products.office.com/en-us/microsoft-teams/download-app#desktopAppDownloadregion>
- Log in to Office 365 (<http://ms1.mcu.edu.tw>) enter Teams to download
- Videos or sounds can be shared from the computer used in class
- Has been downloaded in E-classrooms and to faculty computers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

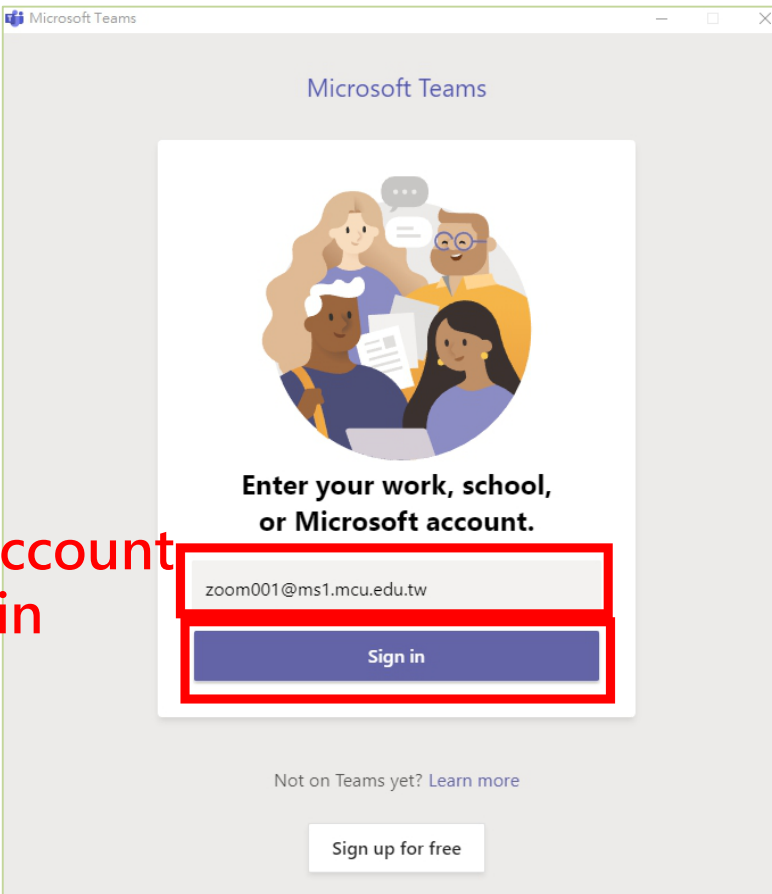


02



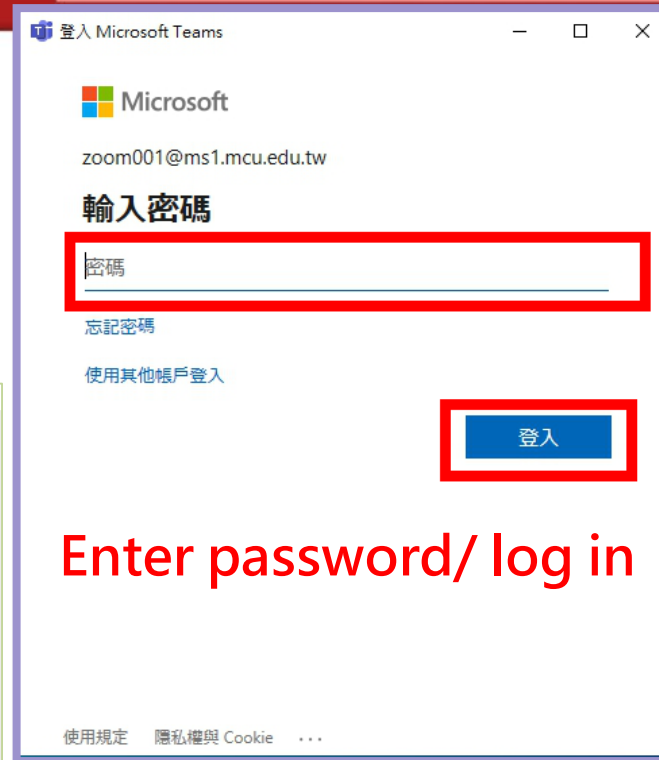
Open Teams

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

搜尋或輸入命令

搜尋團隊

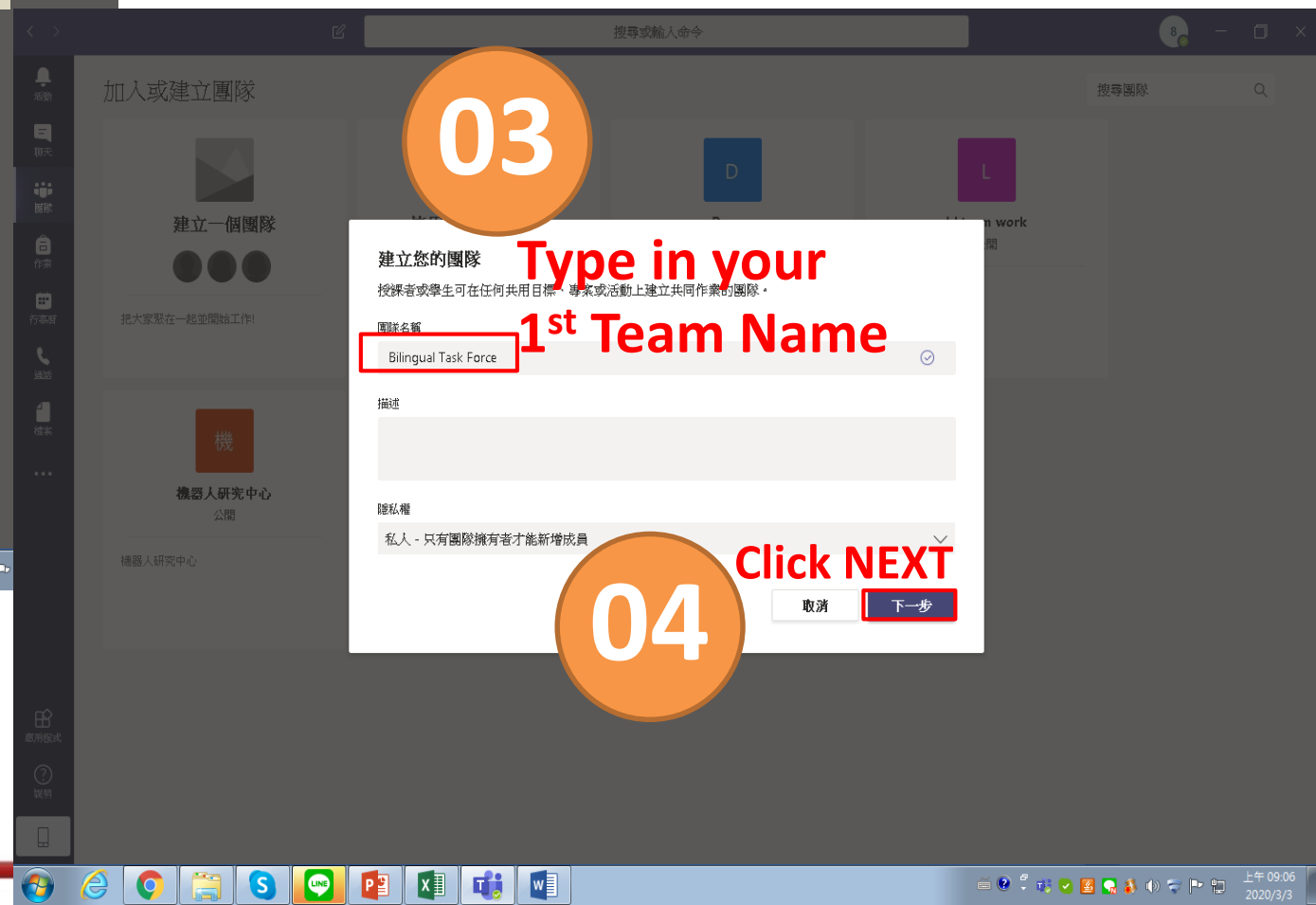
02

Click on this icon: Other

選擇團隊類型

- 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
社團、研究計畫、課後活動

取消



加入或建立團隊

搜尋或輸入命令

搜尋團隊

03

04

Click NEXT

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

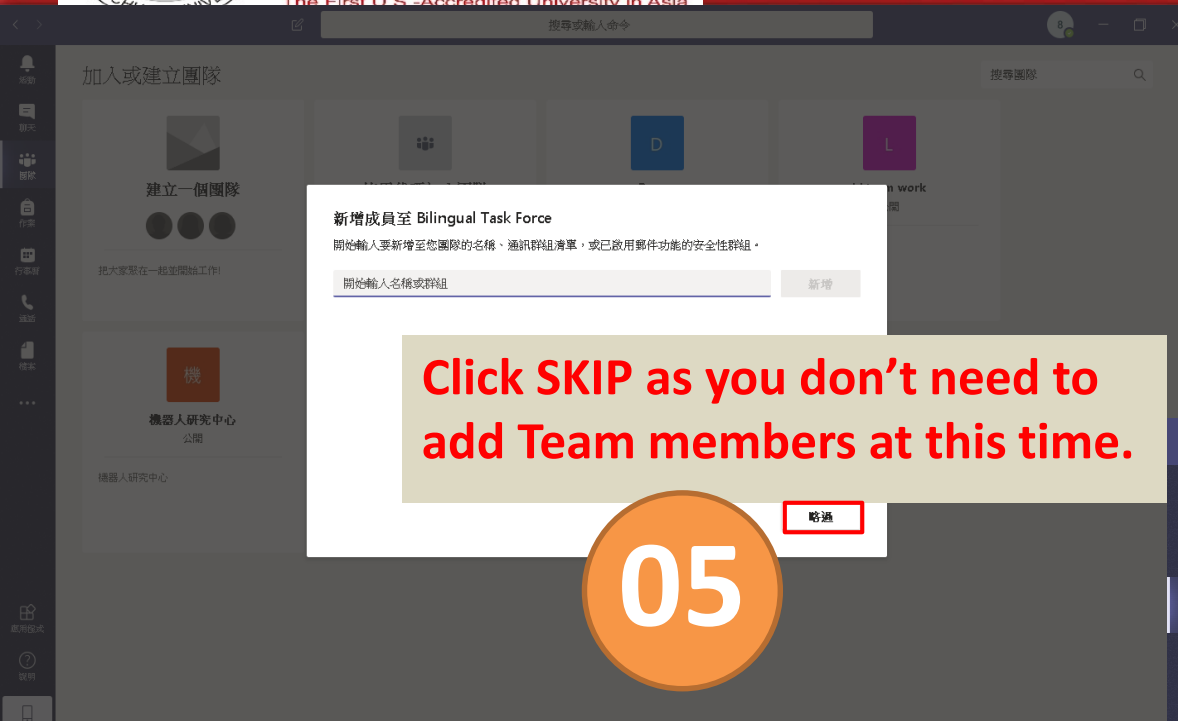
Bilingual Task Force

描述

隱私權

私人 - 只有團隊擁有者才能新增成員

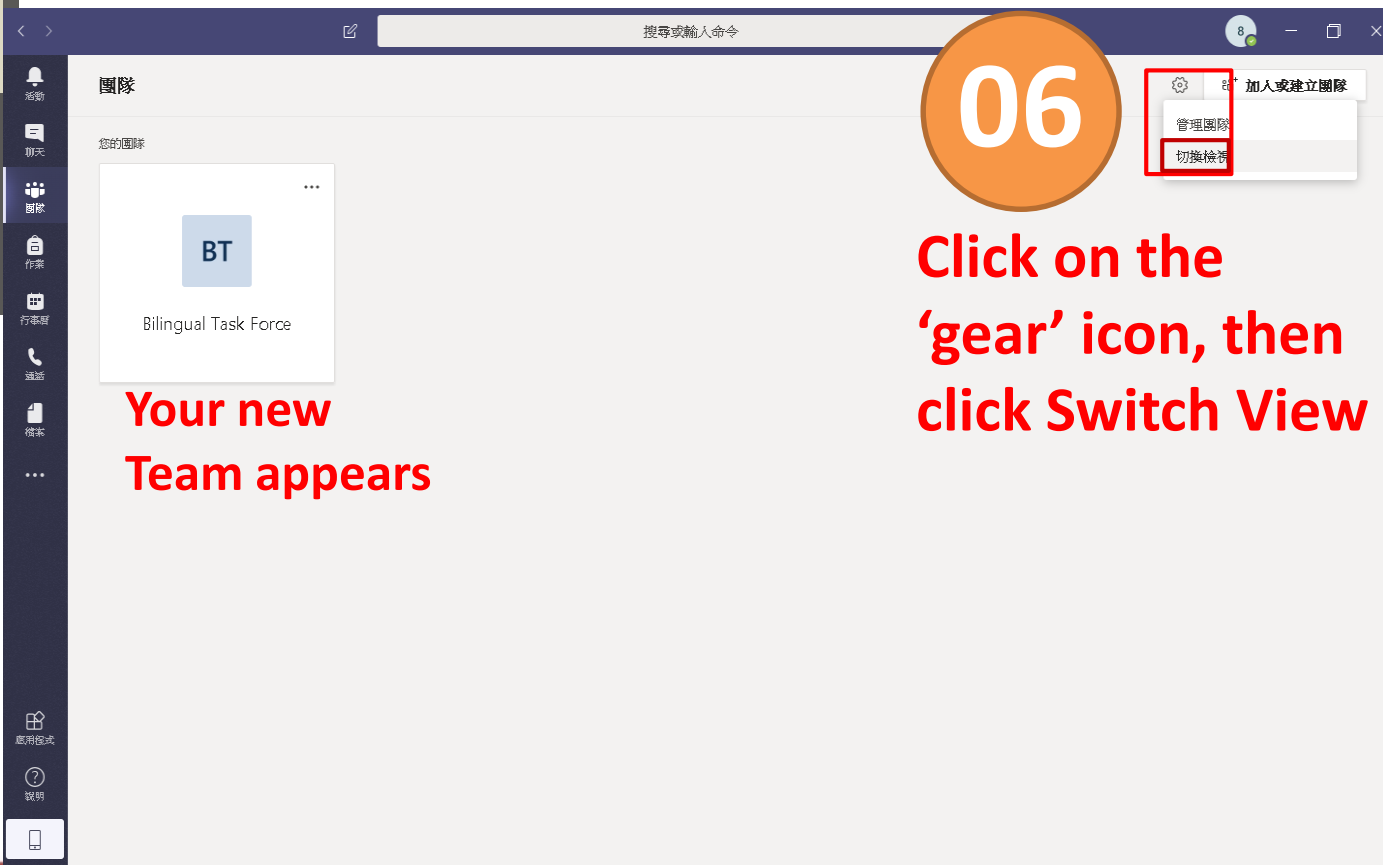
取消 下一步



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

05

略過

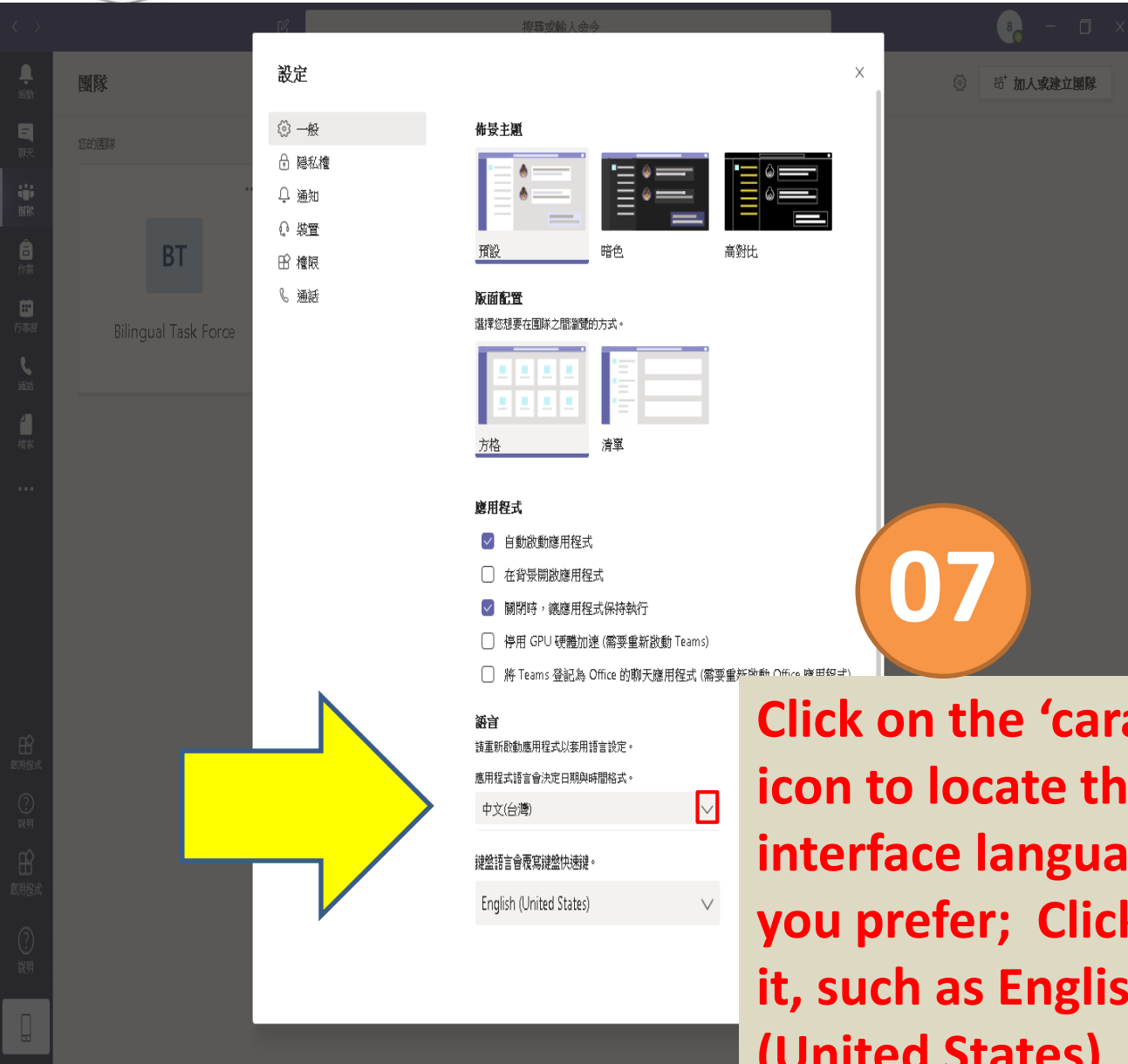


06

Your new Team appears

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

加入或建立團隊
管理團隊
切換檢視



設定

- 一般
- 隱私權
- 通知
- 裝置
- 權限
- 通話

佈景主題

預設 暗色 高對比

版面配置

選擇您想要在團隊之間瀏覽的方式。

方格 清單


應用程式

- 自動啟動應用程式
- 在背景開啟應用程式
- 關閉時，讓應用程式保持執行
- 停用 GPU 硬體加速 (需要重新啟動 Teams)
- 將 Teams 登記為 Office 的聊天應用程式 (需要重新啟動 Office 應用程式)


語言

請重新啟動應用程式以套用語言設定。

應用程式語言會決定日期與時間格式。

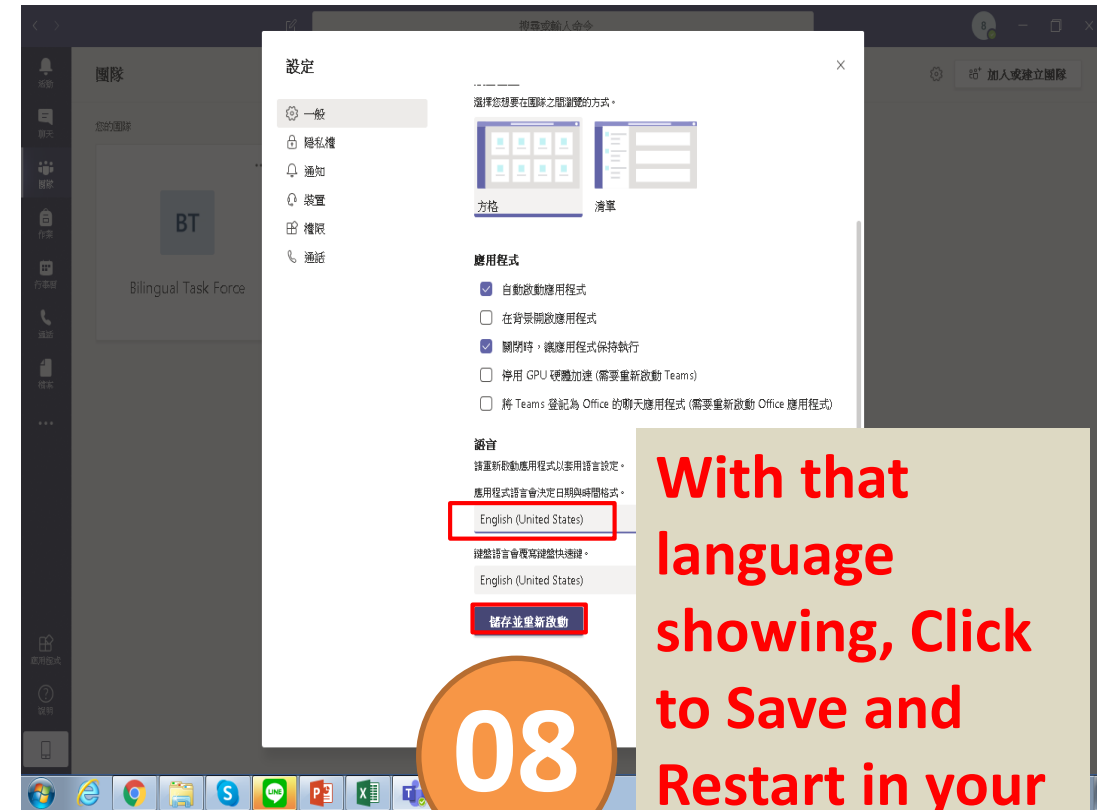
中文(台灣) 

鍵盤語言會覆蓋鍵盤快捷鍵。

English (United States) 

07

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



設定

- 一般
- 隱私權
- 通知
- 裝置
- 權限
- 通話

選擇您想要在團隊之間瀏覽的方式。

方格 清單

應用程式

- 自動啟動應用程式
- 在背景開啟應用程式
- 關閉時，讓應用程式保持執行
- 停用 GPU 硬體加速 (需要重新啟動 Teams)
- 將 Teams 登記為 Office 的聊天應用程式 (需要重新啟動 Office 應用程式)

語言

請重新啟動應用程式以套用語言設定。

應用程式語言會決定日期與時間格式。

English (United States)

鍵盤語言會覆蓋鍵盤快捷鍵。

English (United States)

儲存並重新啟動

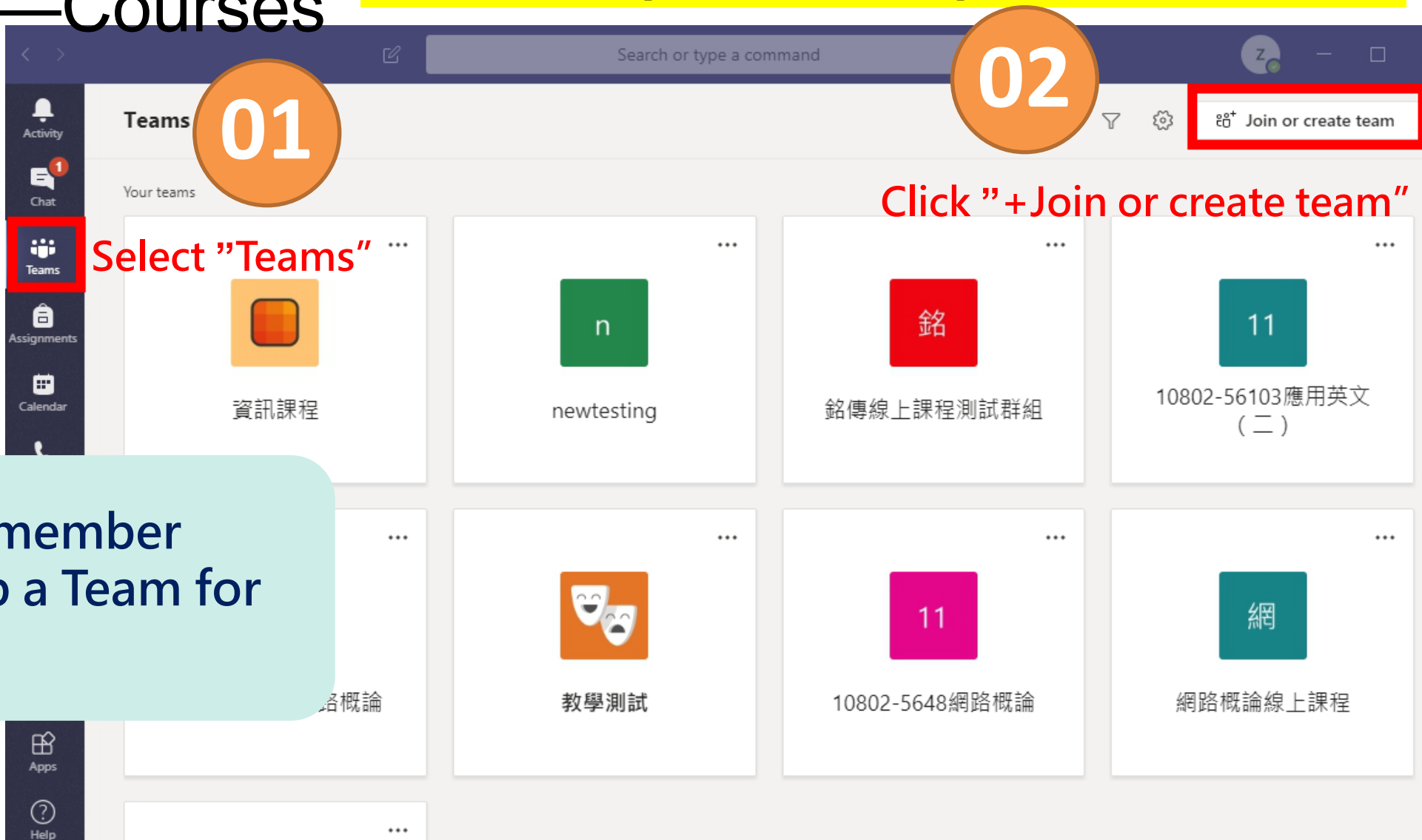
08

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



Steps to set up a Team

Set up Teams—Courses

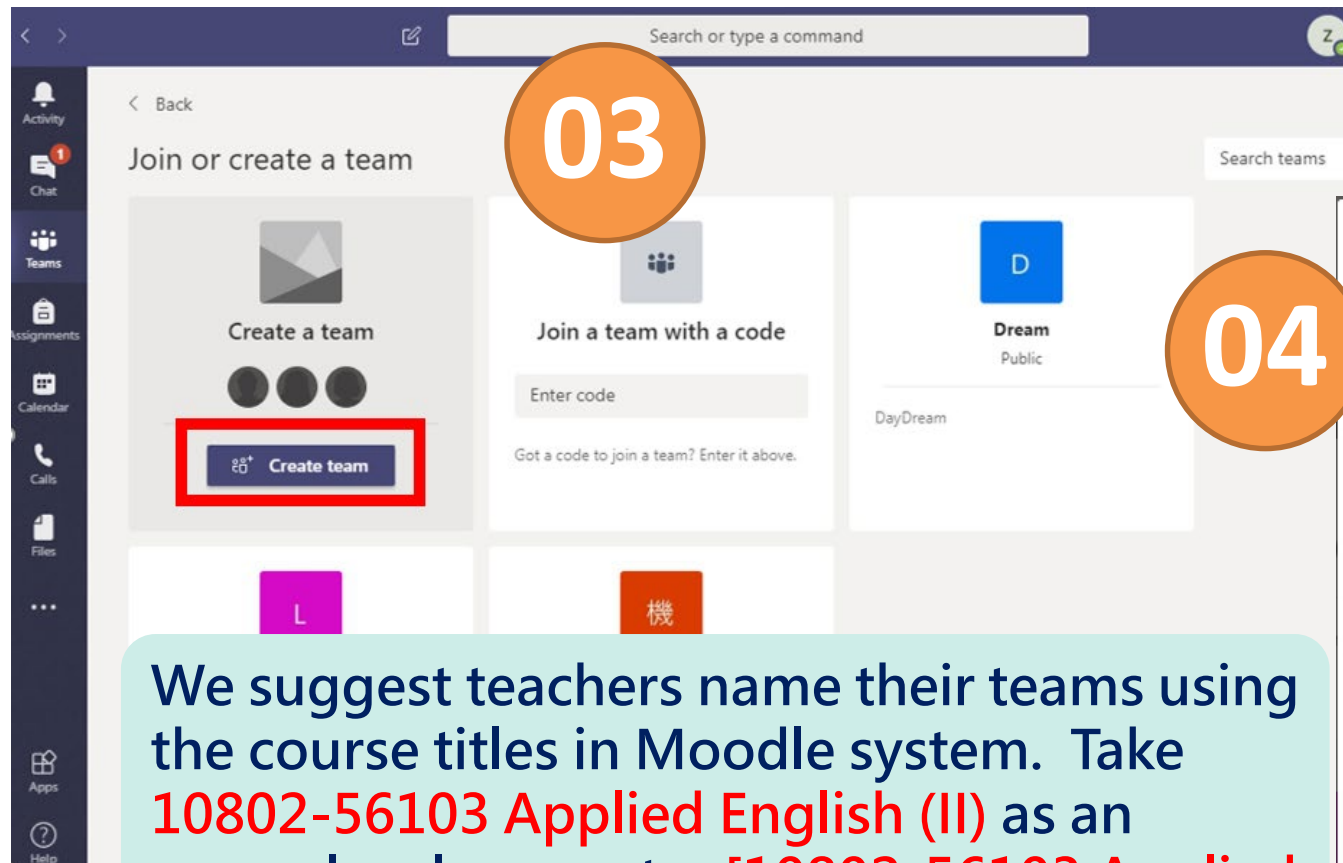


01 Select "Teams"

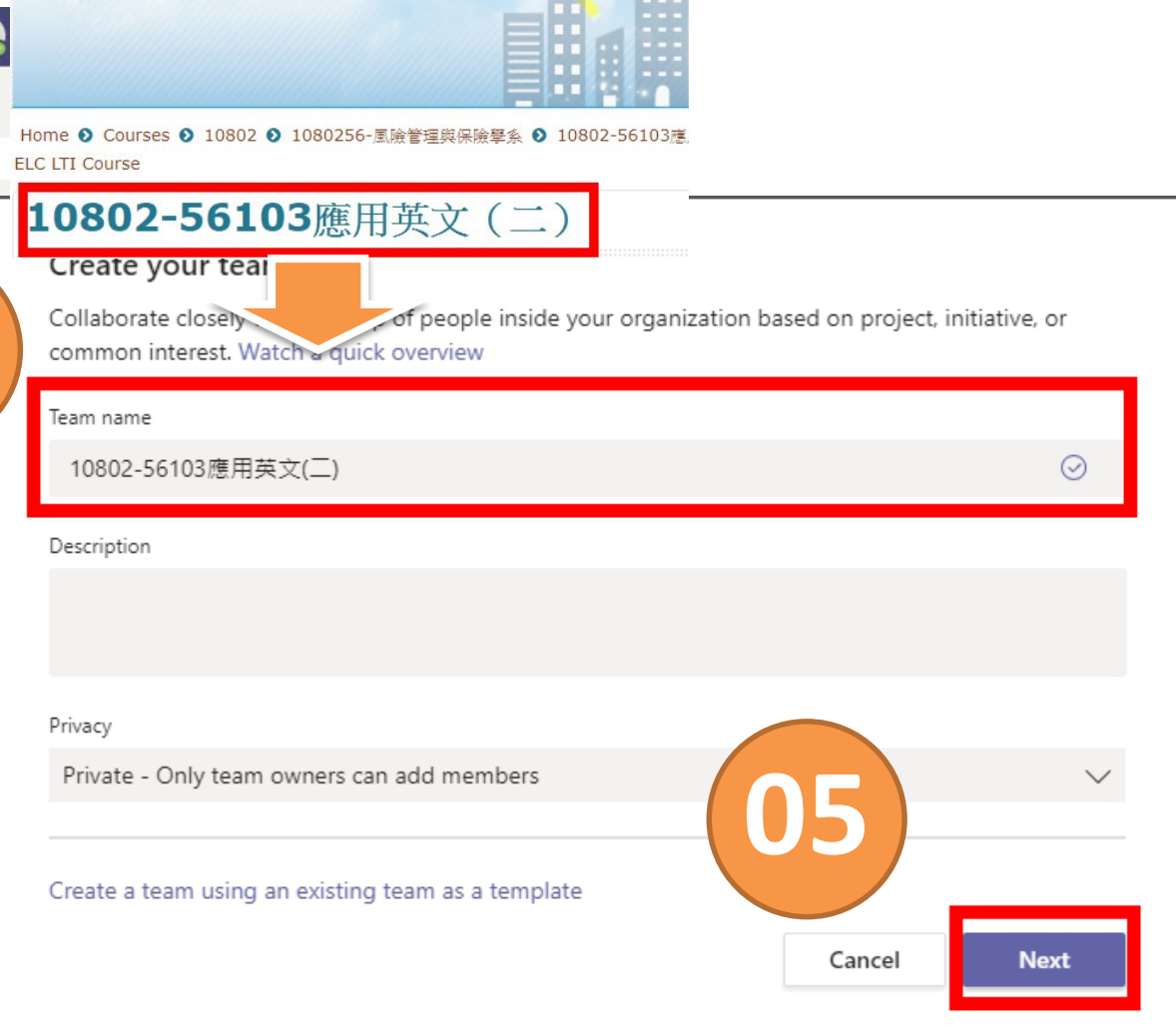
02 Click "+ Join or create team"

The screenshot shows the Microsoft Teams application interface. The left-hand navigation pane has the 'Teams' icon highlighted with a red box. The main area displays a grid of existing teams, including '資訊課程', 'newtesting', '銘傳線上課程測試群組', '10802-56103應用英文(二)', '教學測試', '10802-5648網路概論', and '網路概論線上課程'. The top right corner features a search bar and a '+ Join or create team' button, which is also highlighted with a red box. A large orange circle with the number '01' is positioned over the 'Teams' icon, and another orange circle with '02' is over the '+ Join or create team' button.

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



03



10802-56103 應用英文(二)

04

05

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



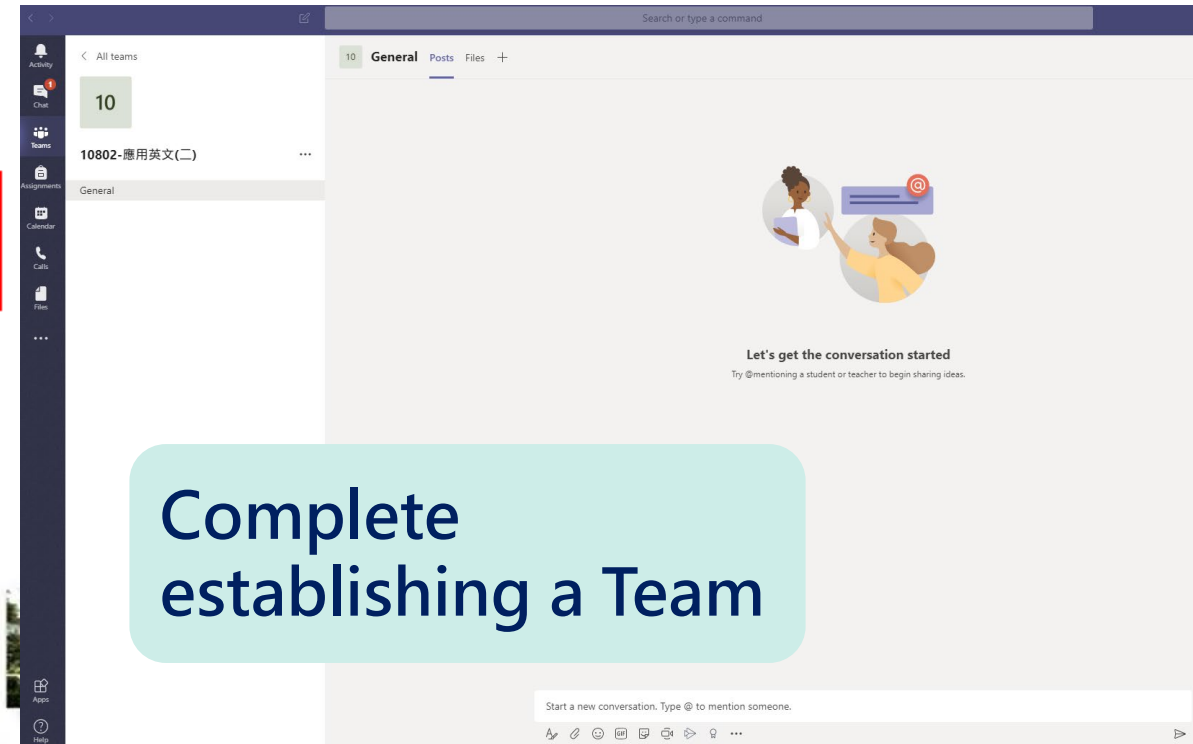
06

Add members to 10802-應用英文(二)

Start typing a name, distribution list, or mail enabled security group to add to your team.

- *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

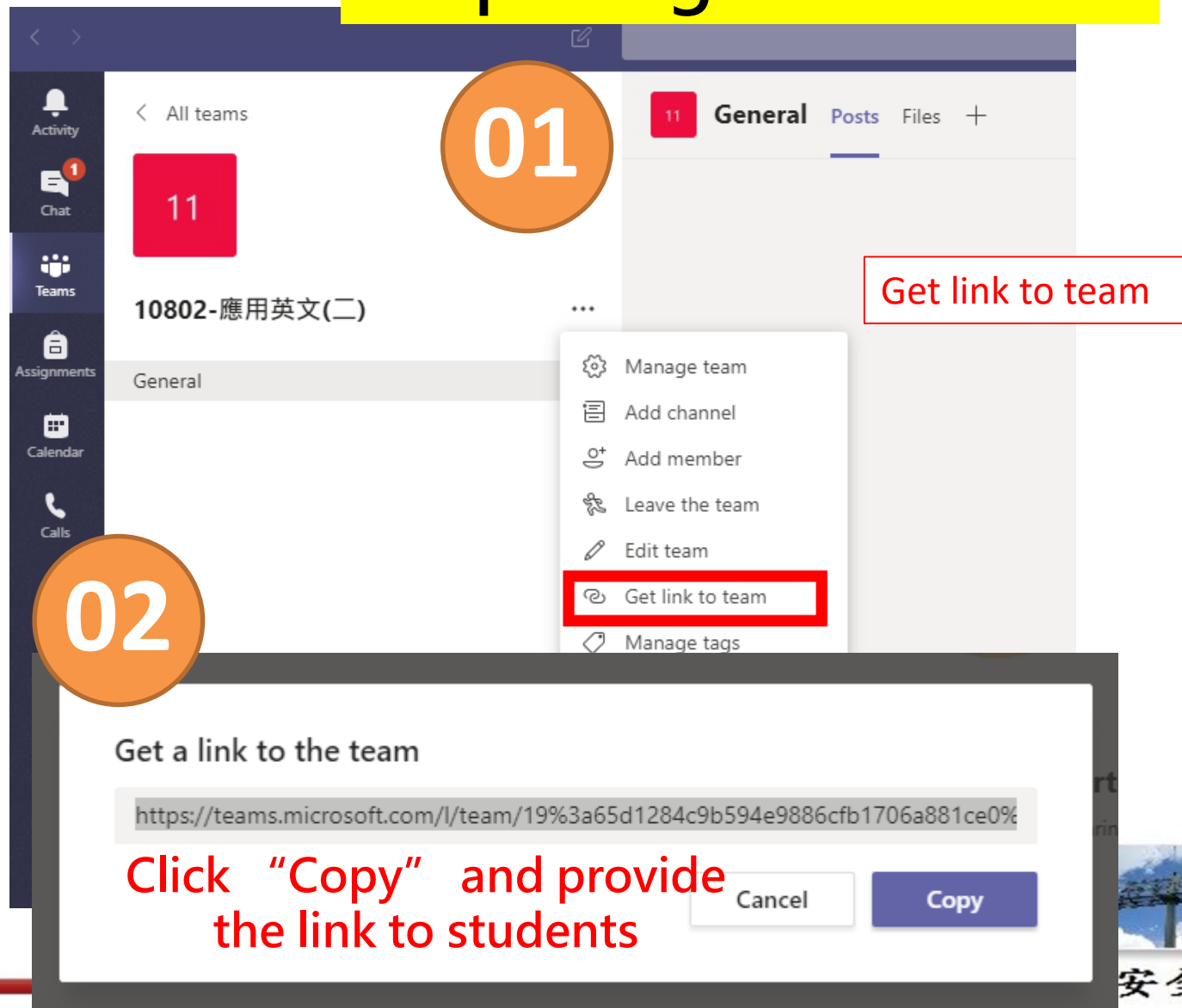
Add new member

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



The screenshot shows the Microsoft Teams interface. A yellow box at the top contains the title "Steps to get Team link".

01 A red box highlights the "Get link to team" option in the menu that appears when clicking the three dots next to the team name "10802-應用英文(二)".

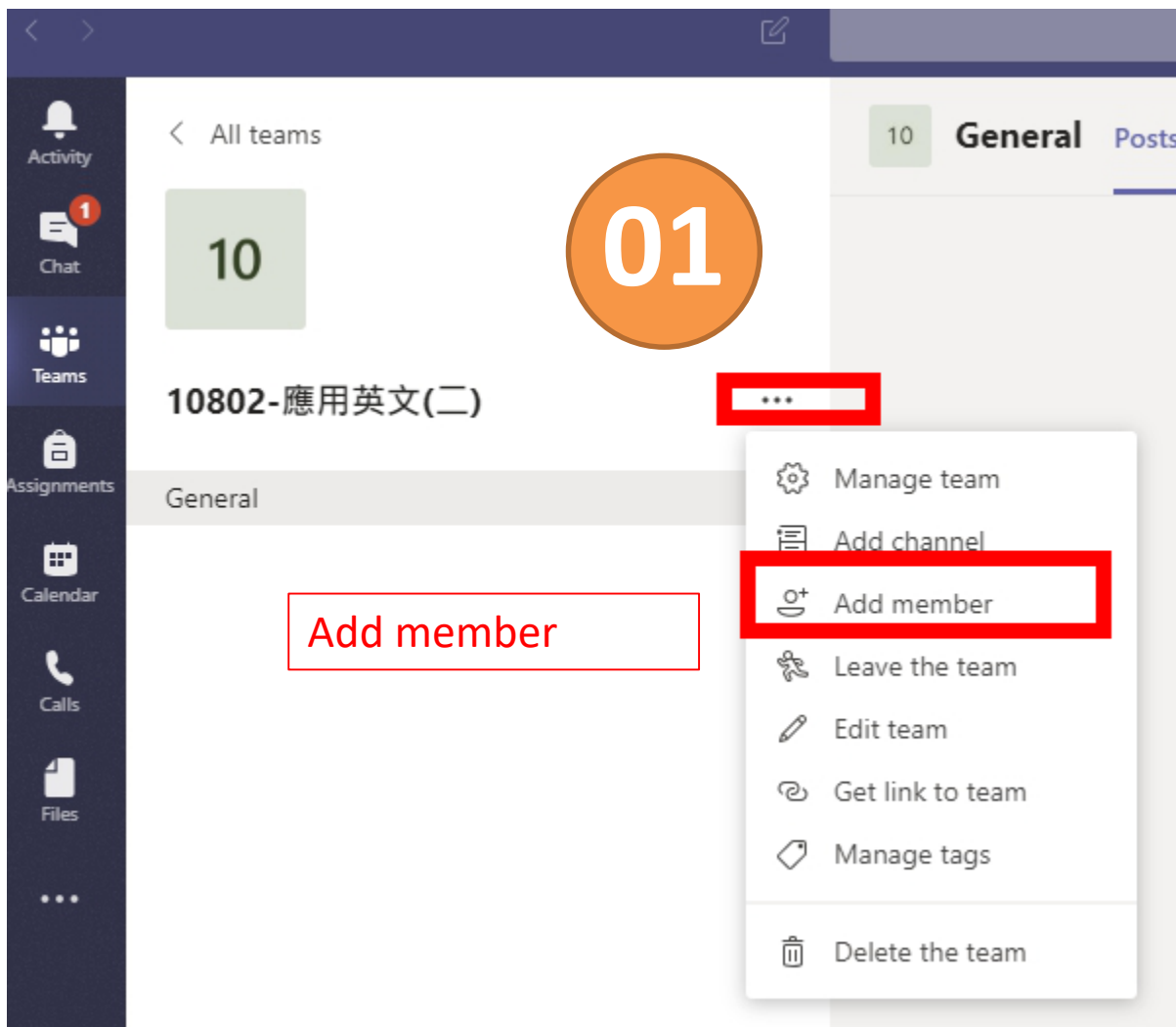
02 A red box highlights the "Get link to team" option in the menu that appears when clicking the three dots next to the channel name "General".

A dialog box titled "Get a link to the team" is shown at the bottom, containing a text input field with the URL: `https://teams.microsoft.com/l/team/19%3a65d1284c9b594e9886cfb1706a881ce0%`. Below the input field are "Cancel" and "Copy" buttons. A red text overlay says "Click 'Copy' and provide the link to students".



Steps to add student account

02



01

10802-應用英文(二)

General

...

Manage team

Add channel

Add member

Leave the team

Edit team

Get link to team

Manage tags

Delete the team

Add member

Add members to 10802-應用英文(二)

Start typing a name, distribution list, or mail enabled security group to add to your team.

z zoom071 ×

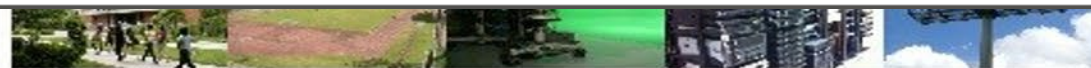
Add

*Enter the account ID that precedes @ms1, or Student ID No.

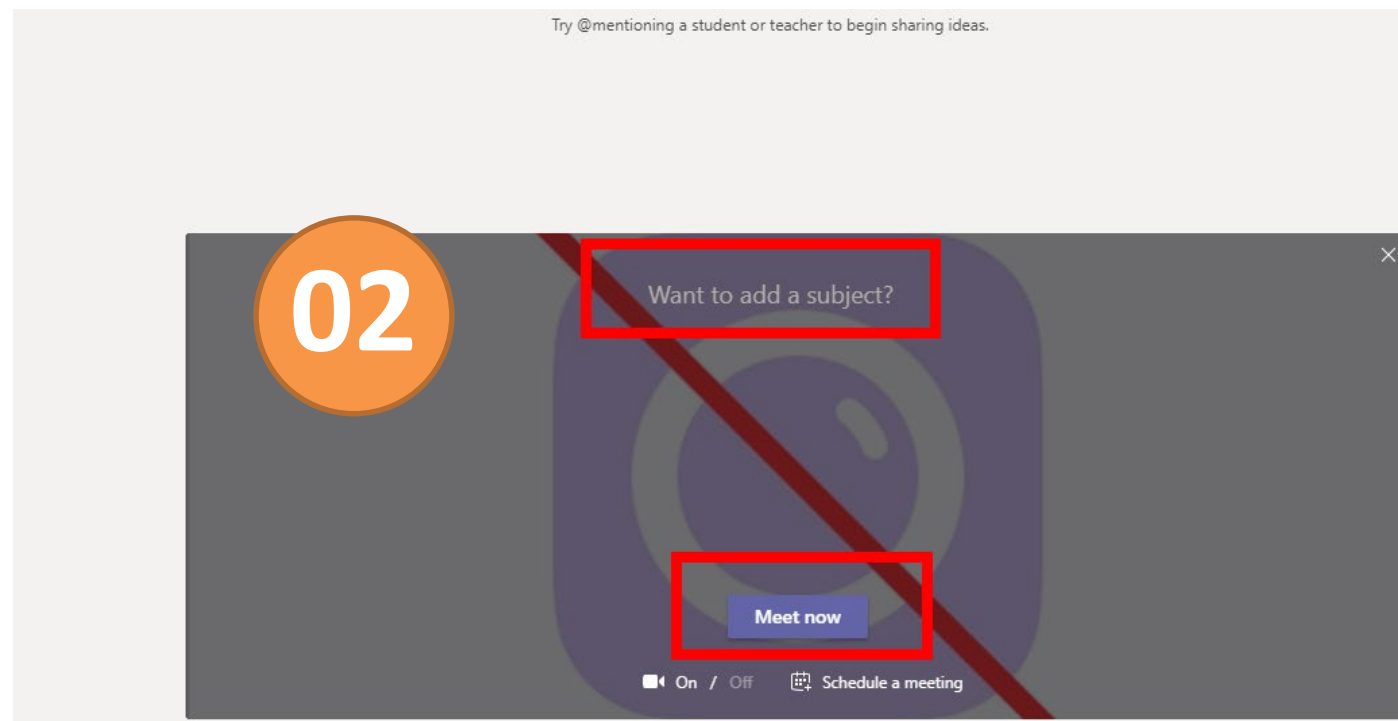
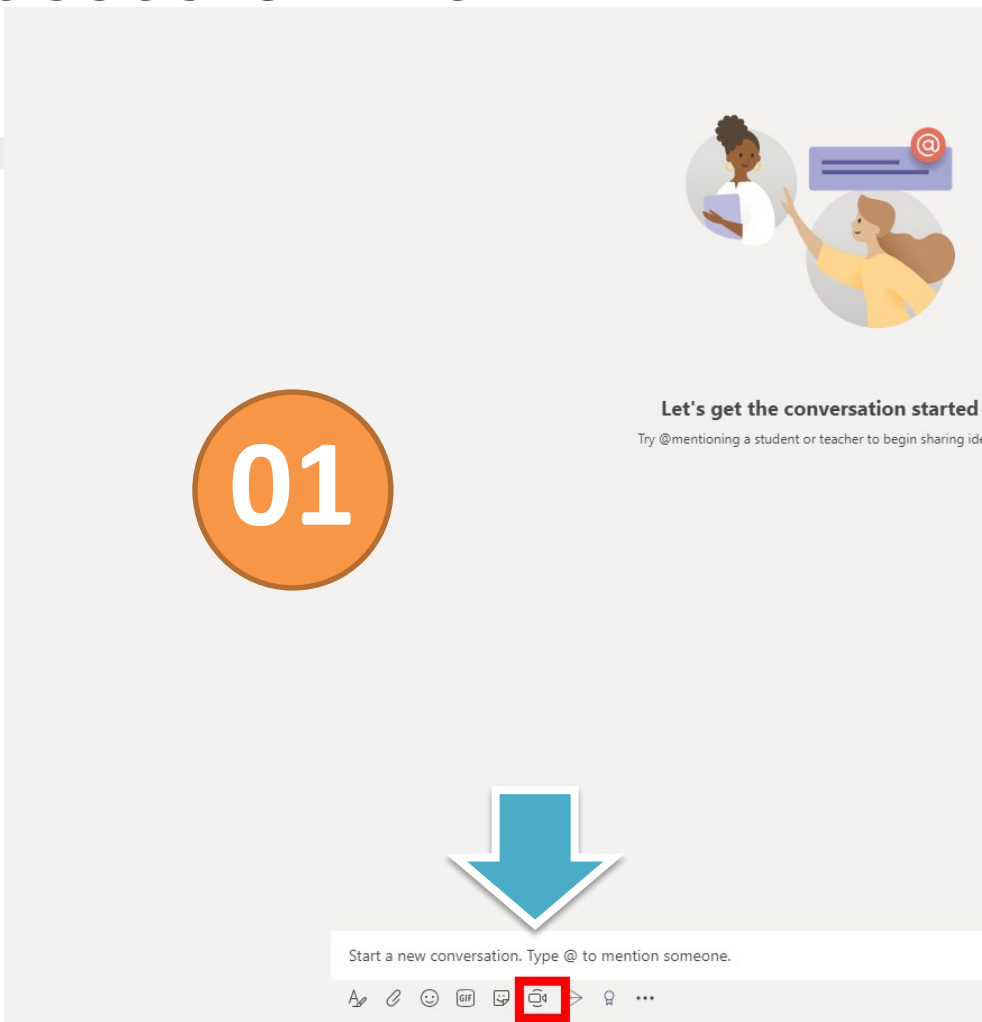
*Click Add

*Click Close after you're done entering

Close



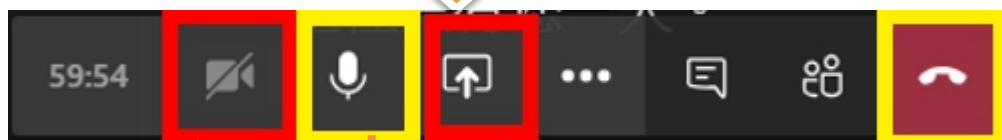
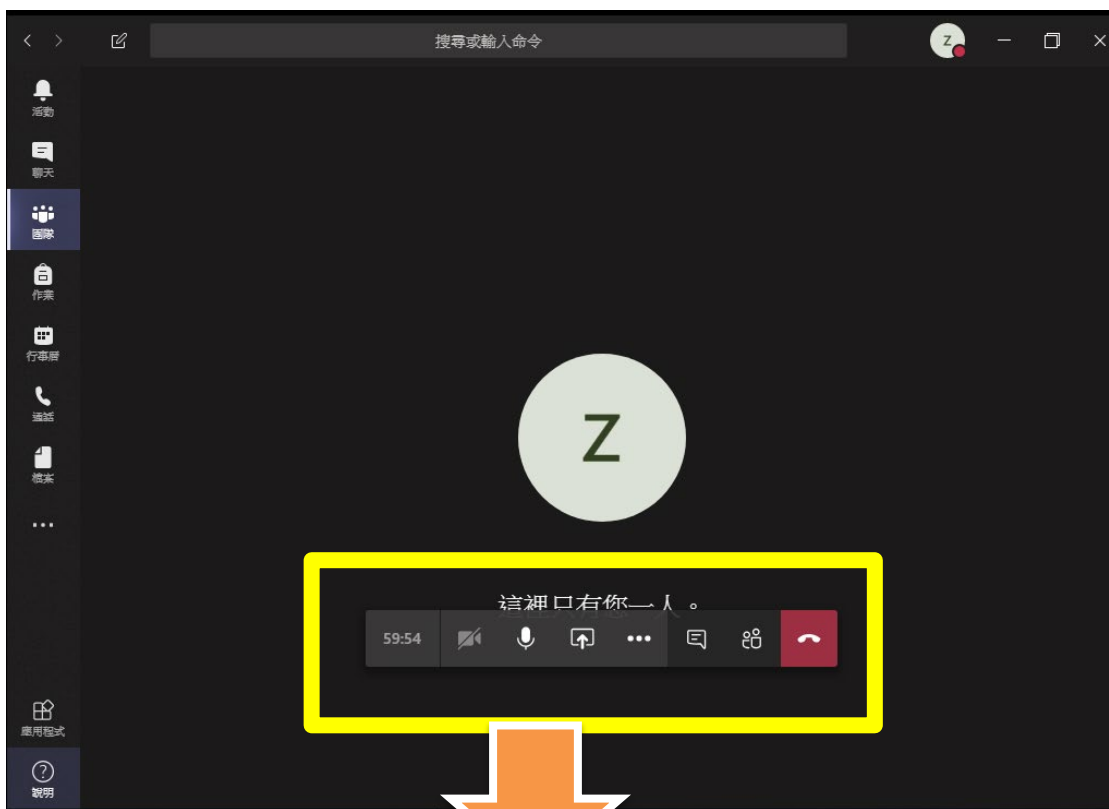
How to Synchronize Classes Online



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



Function Explanation

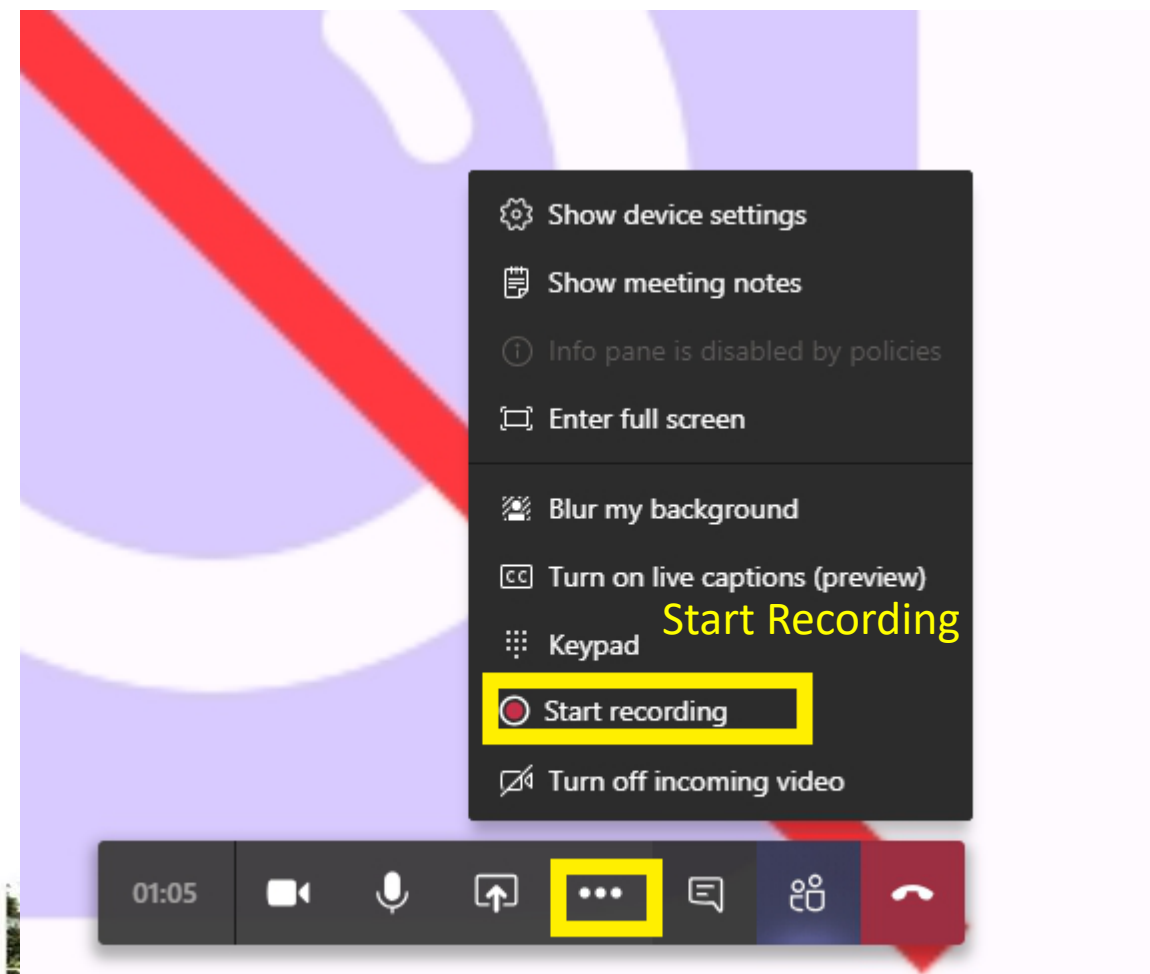


Open WebCam

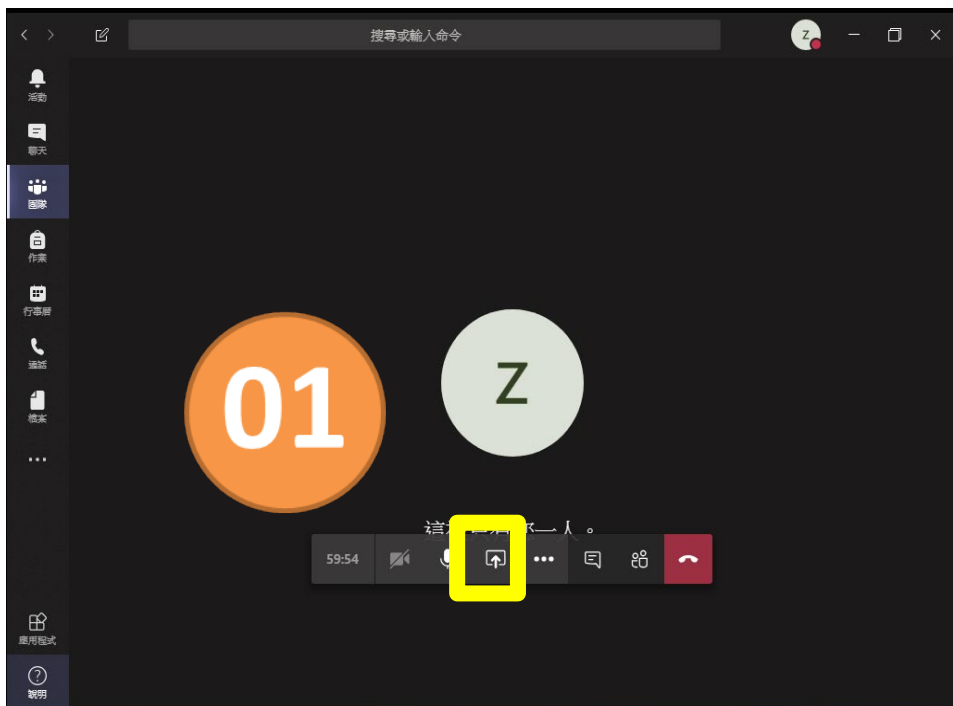
Start microphone

Start screen sharing

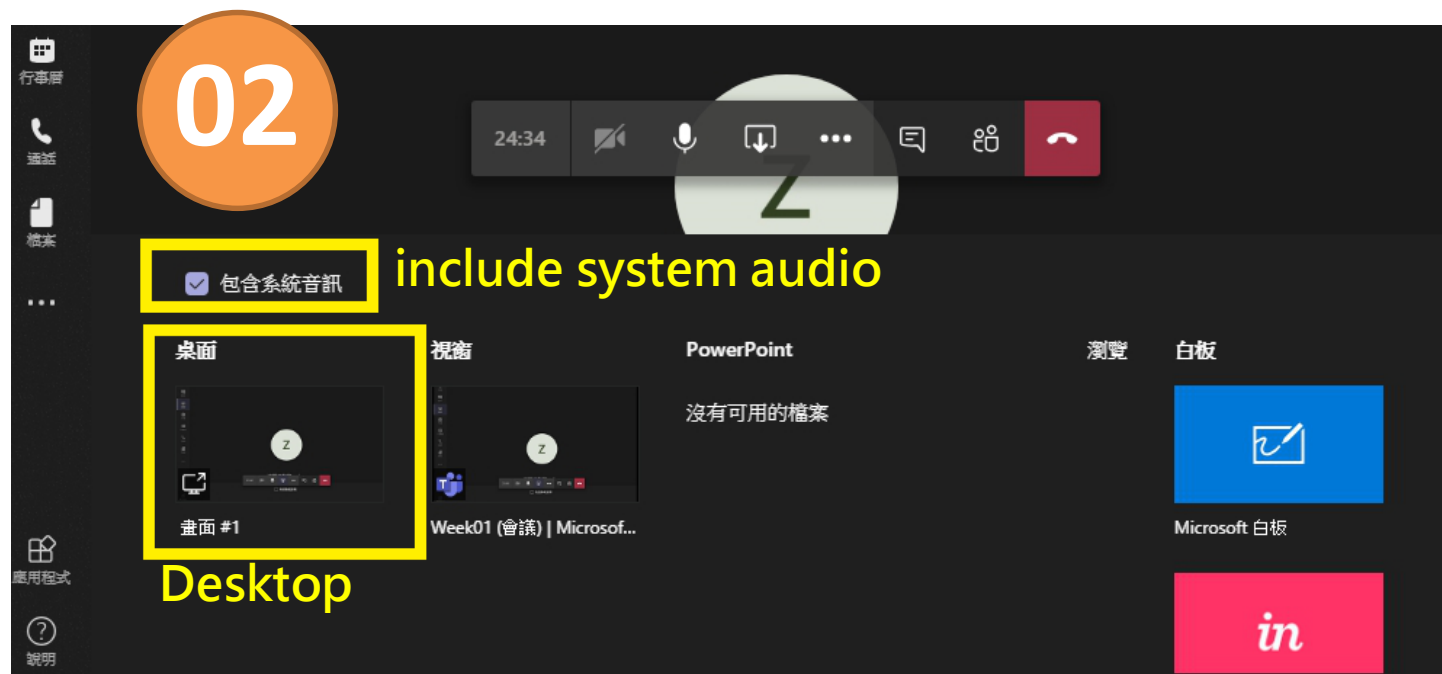
End meeting



Computer Screen Sharing (Computer Operation Steps)



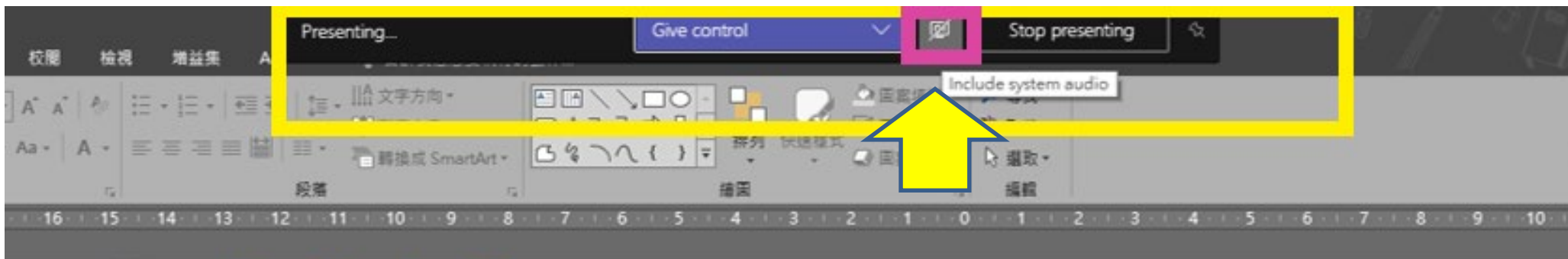
Complete these steps to share screen, but have not started to record teaching~~



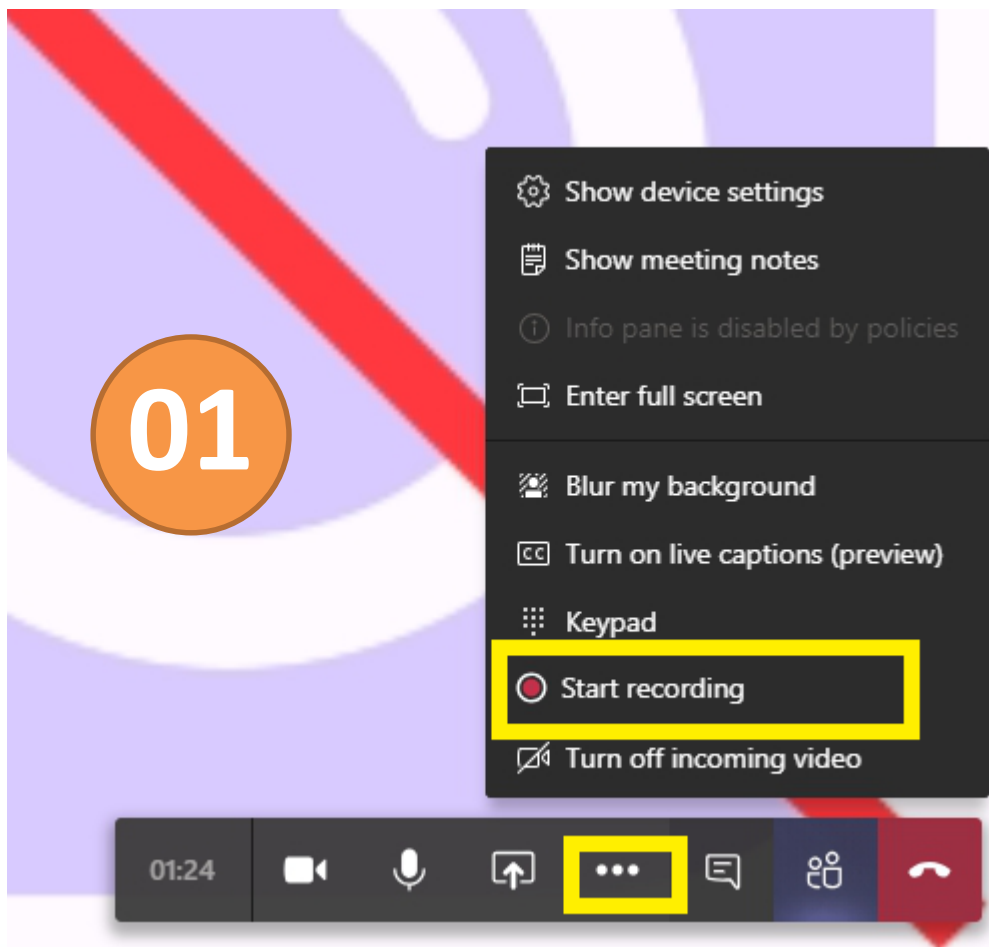
*If you want to transmit sound from your computer, make sure to select "include system audio"
*Select "Desktop"



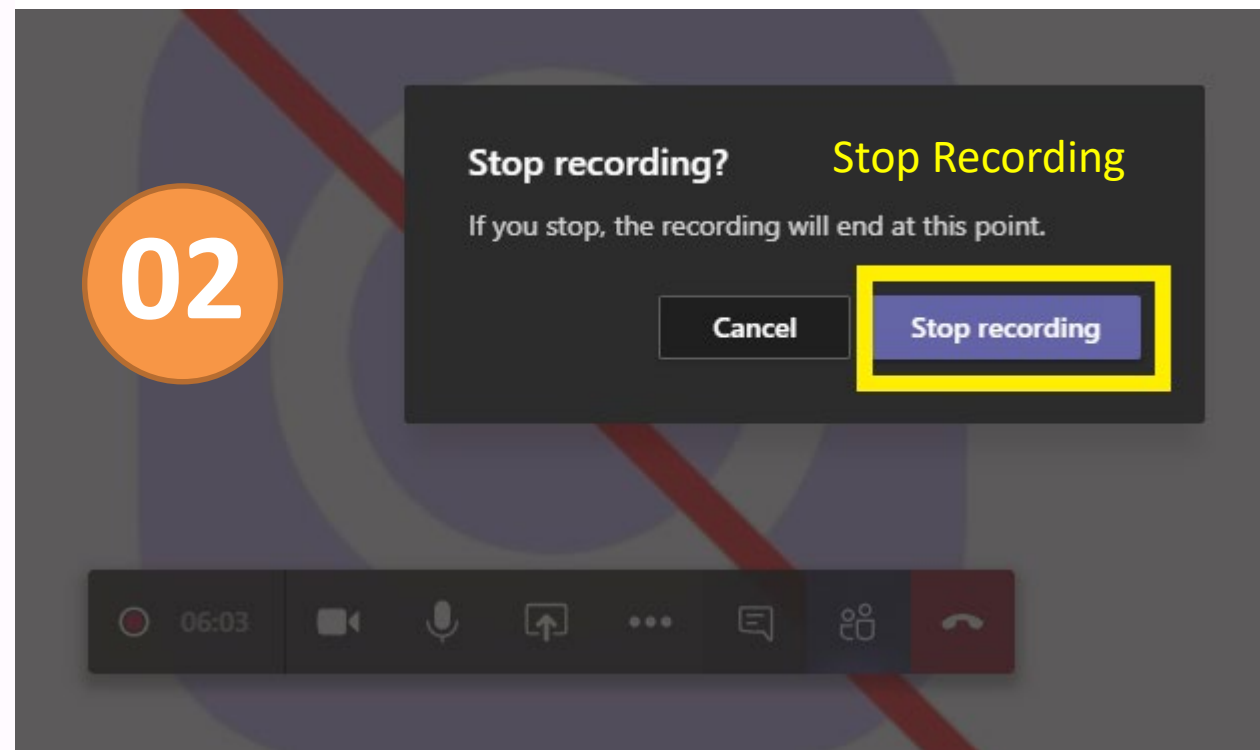
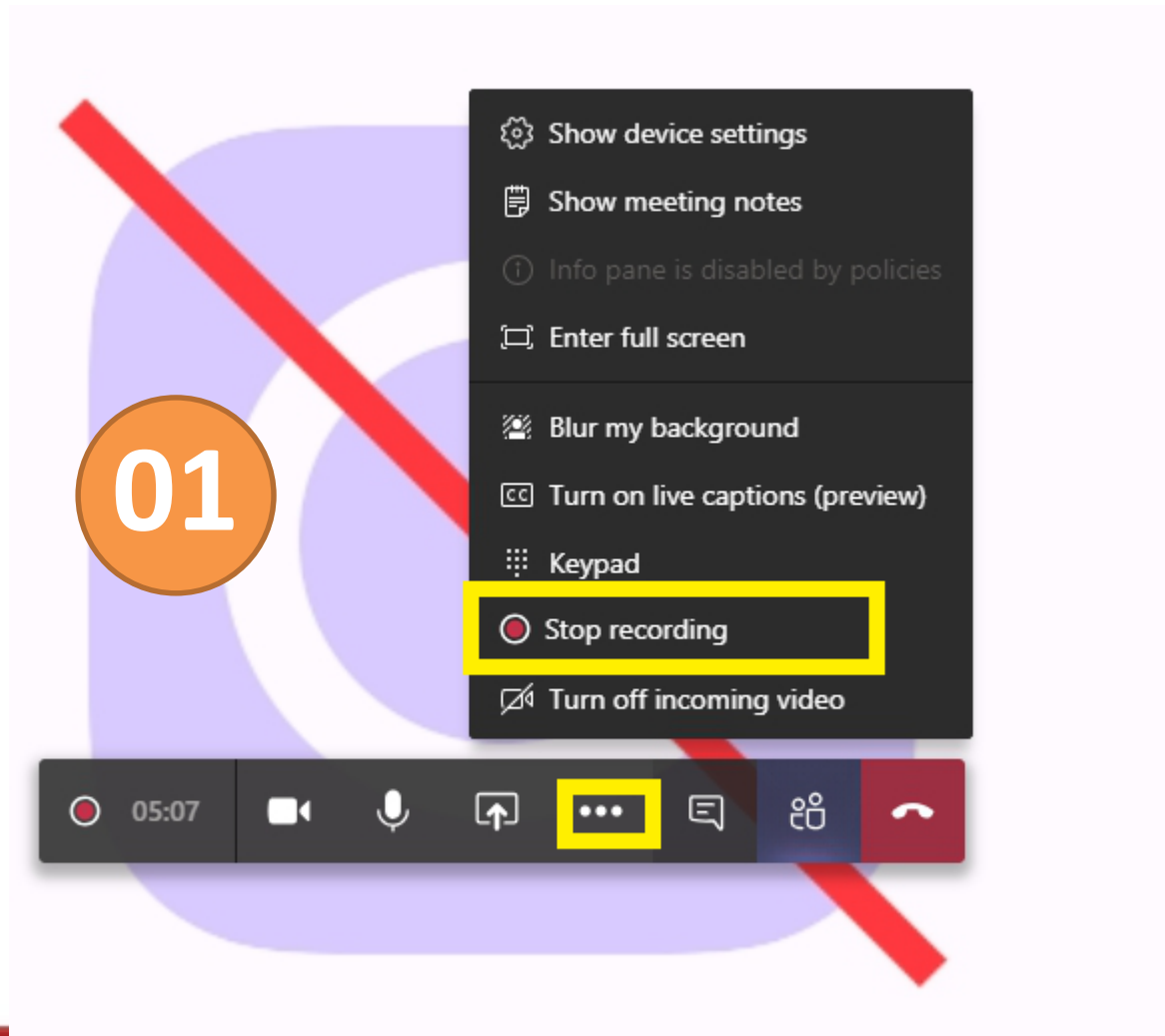
If you don't see the button "Include System Audio" on your screen, please move your mouse to the top of the screen and click on "Sharing System Audio "after you share your desktop screen.



Record your teaching

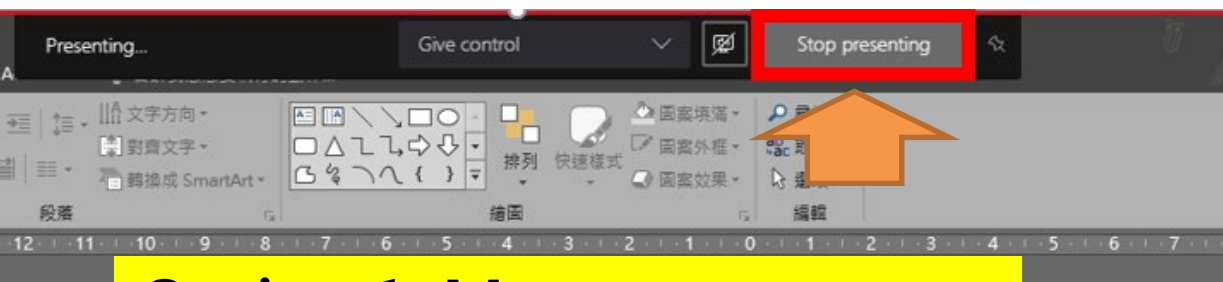


Stop recording



Stop Screen Sharing

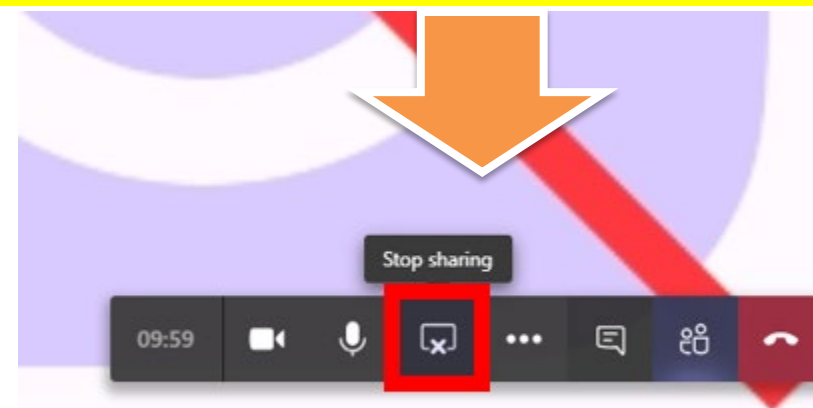
2 ways to stop screen sharing



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

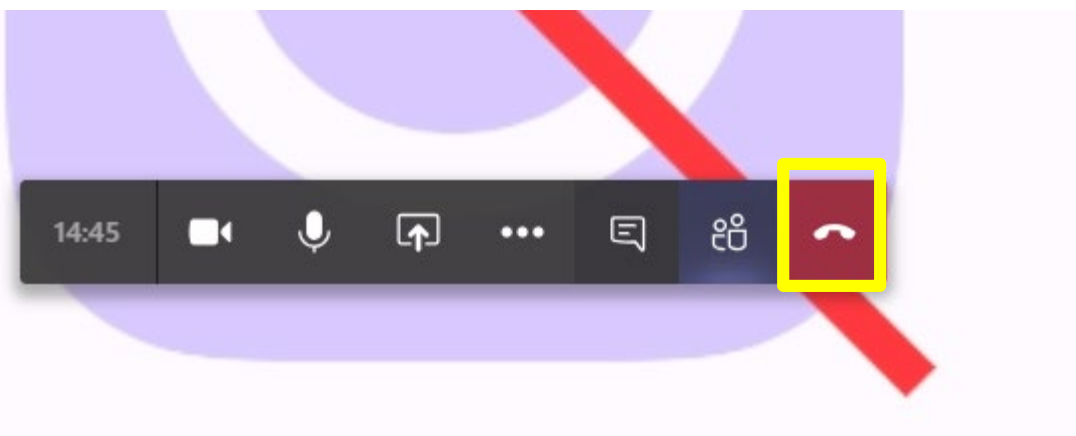
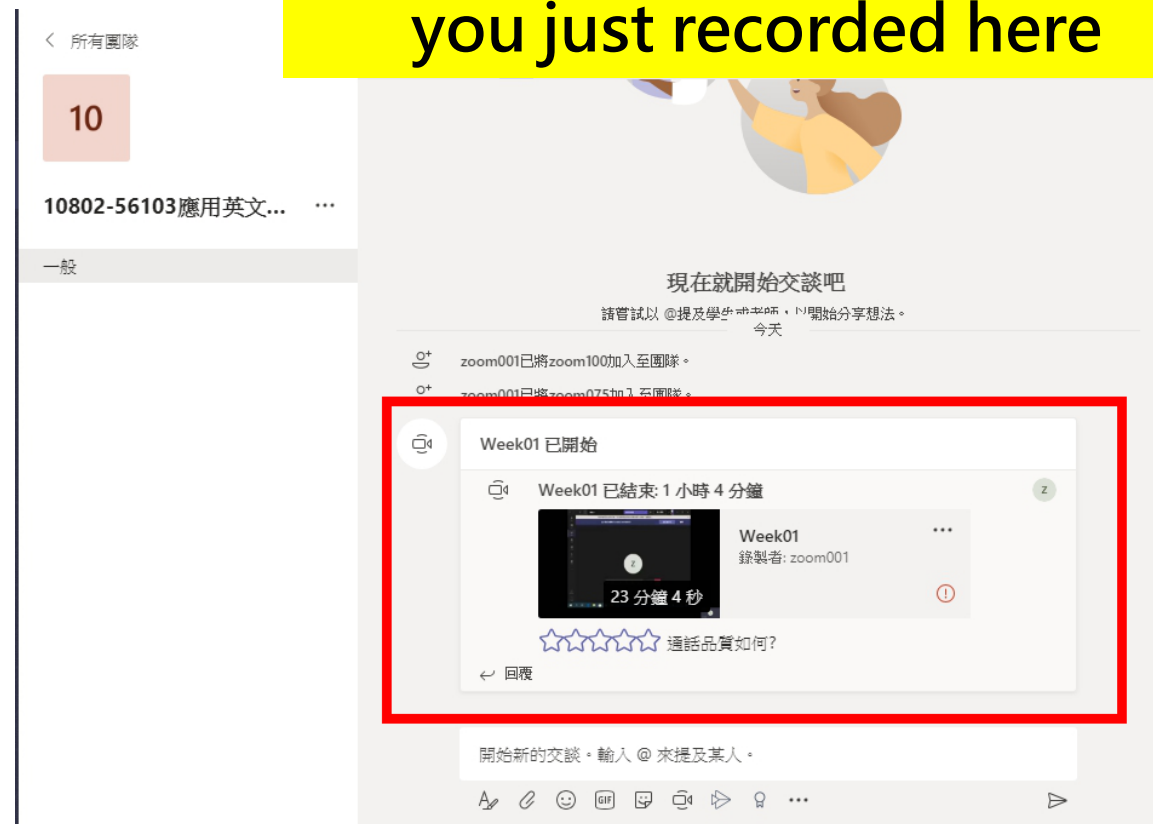
按一下以新增標題

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

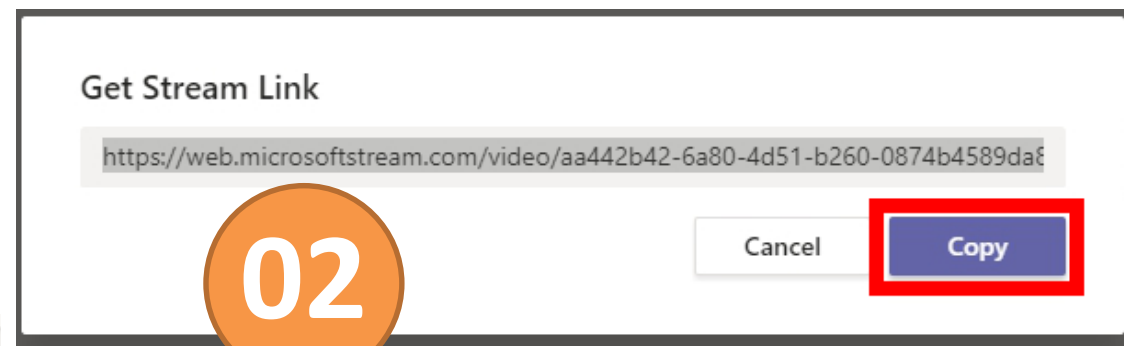
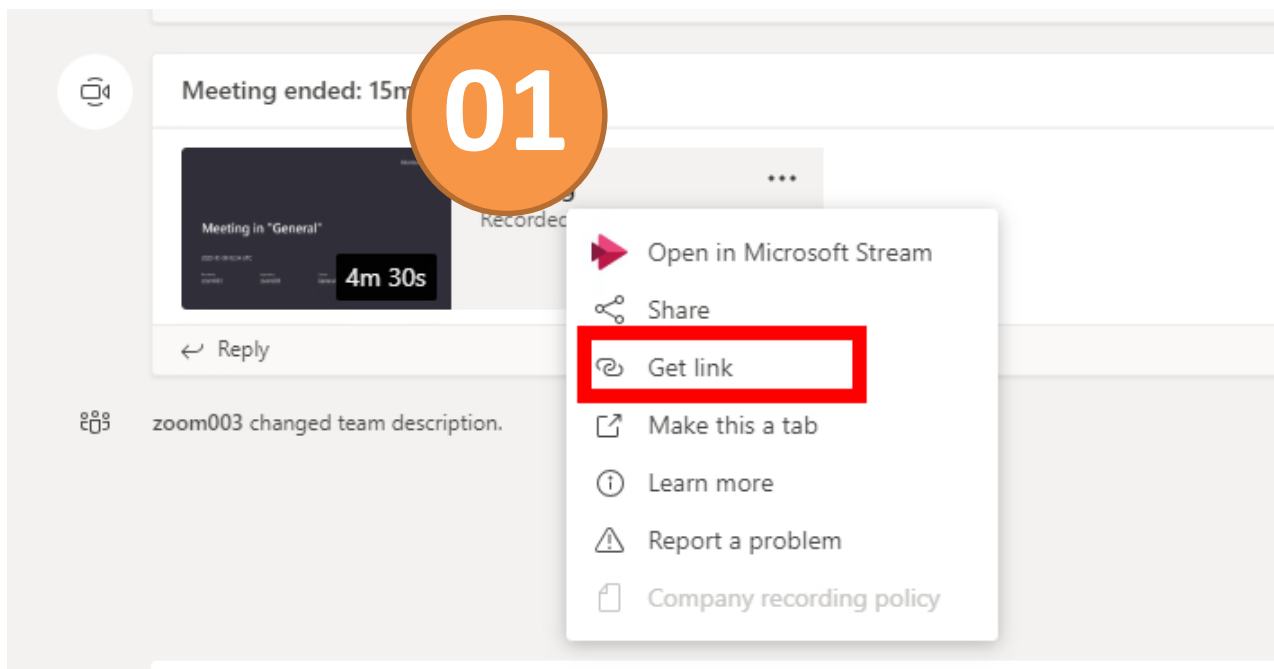


End Meeting (End Class)

You can see the class session you just recorded here



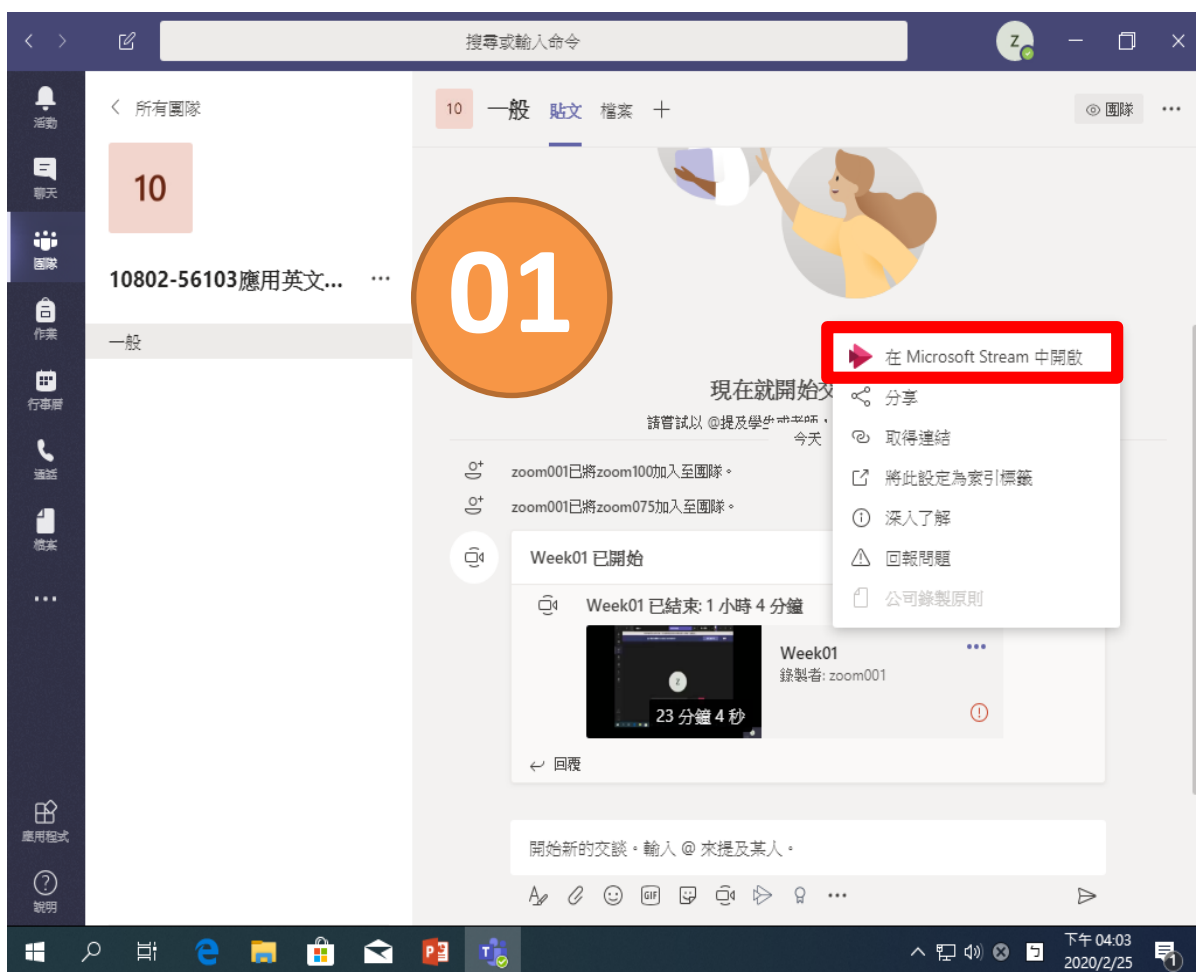
How to share video



Share the link with students~~

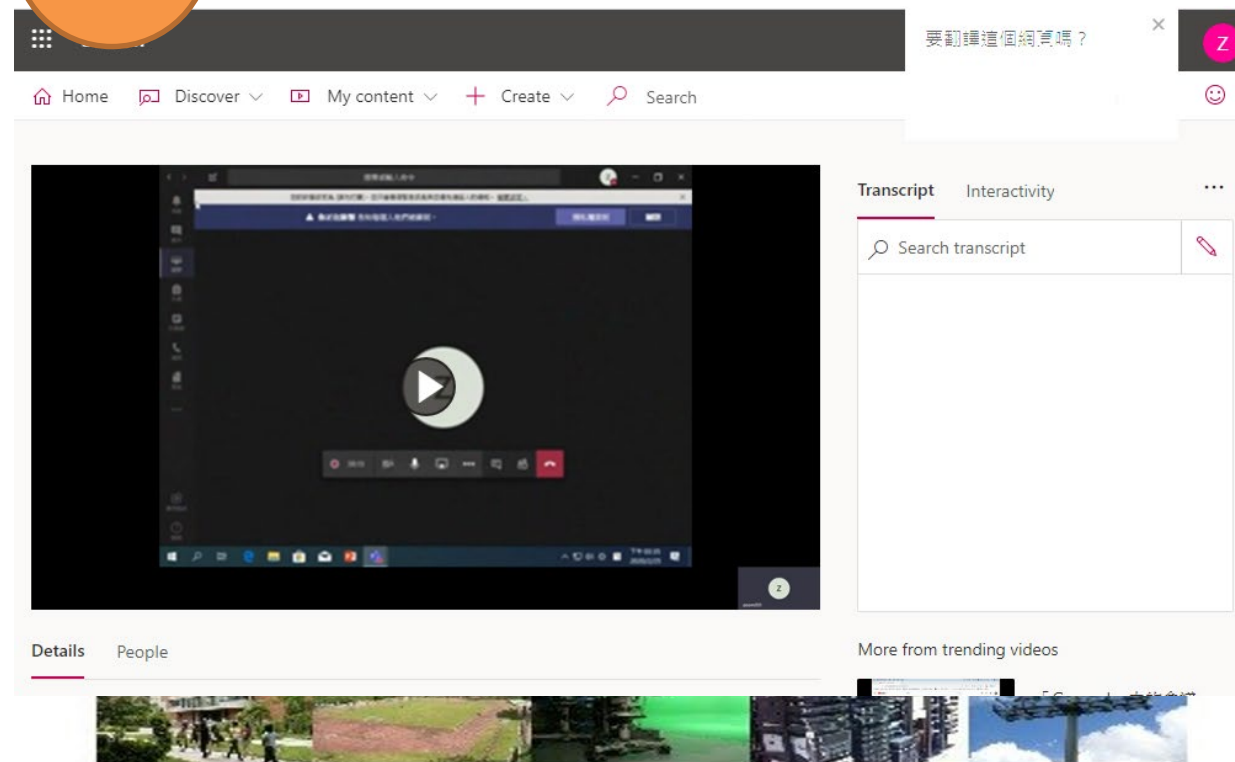


取得影片



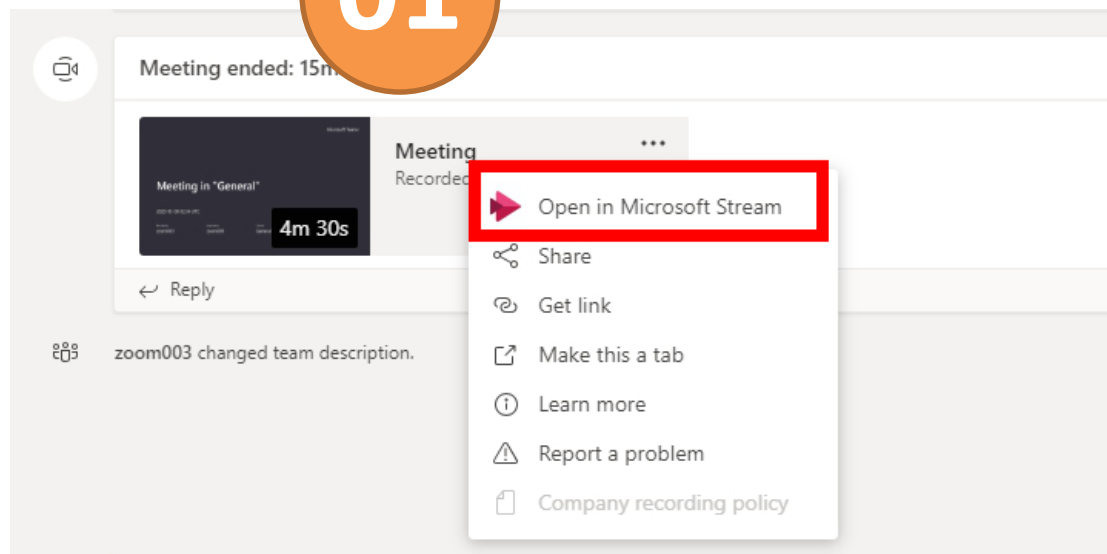
透過瀏覽器開啟Microsoft Stream
登入ms1帳號

02



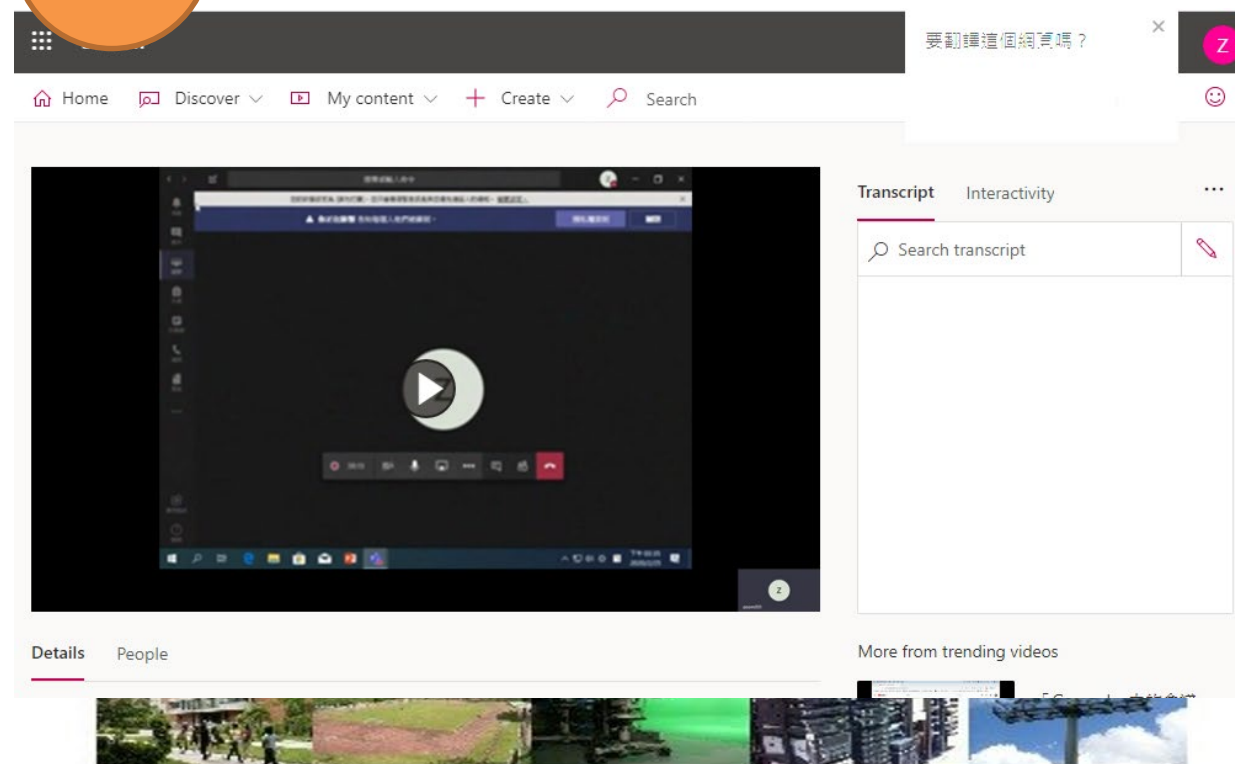
Export Your Video

01

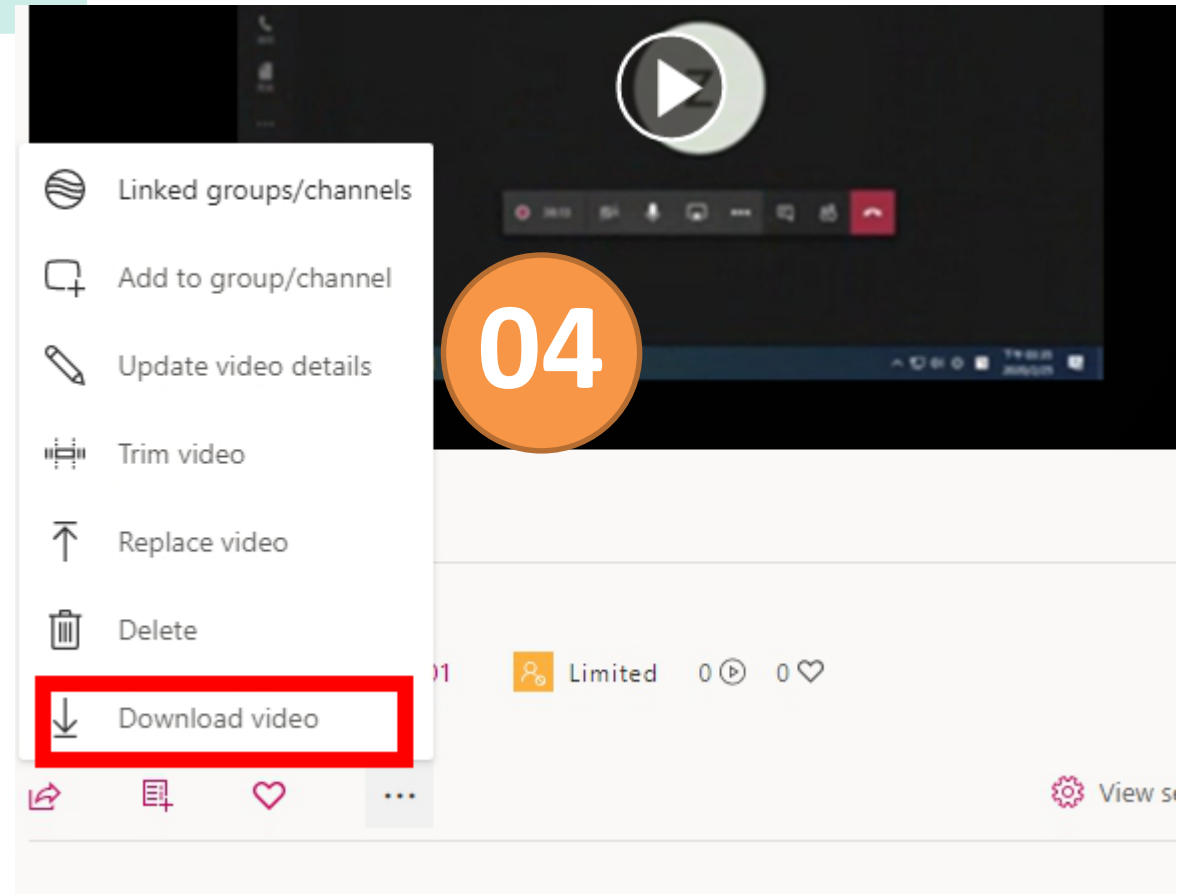
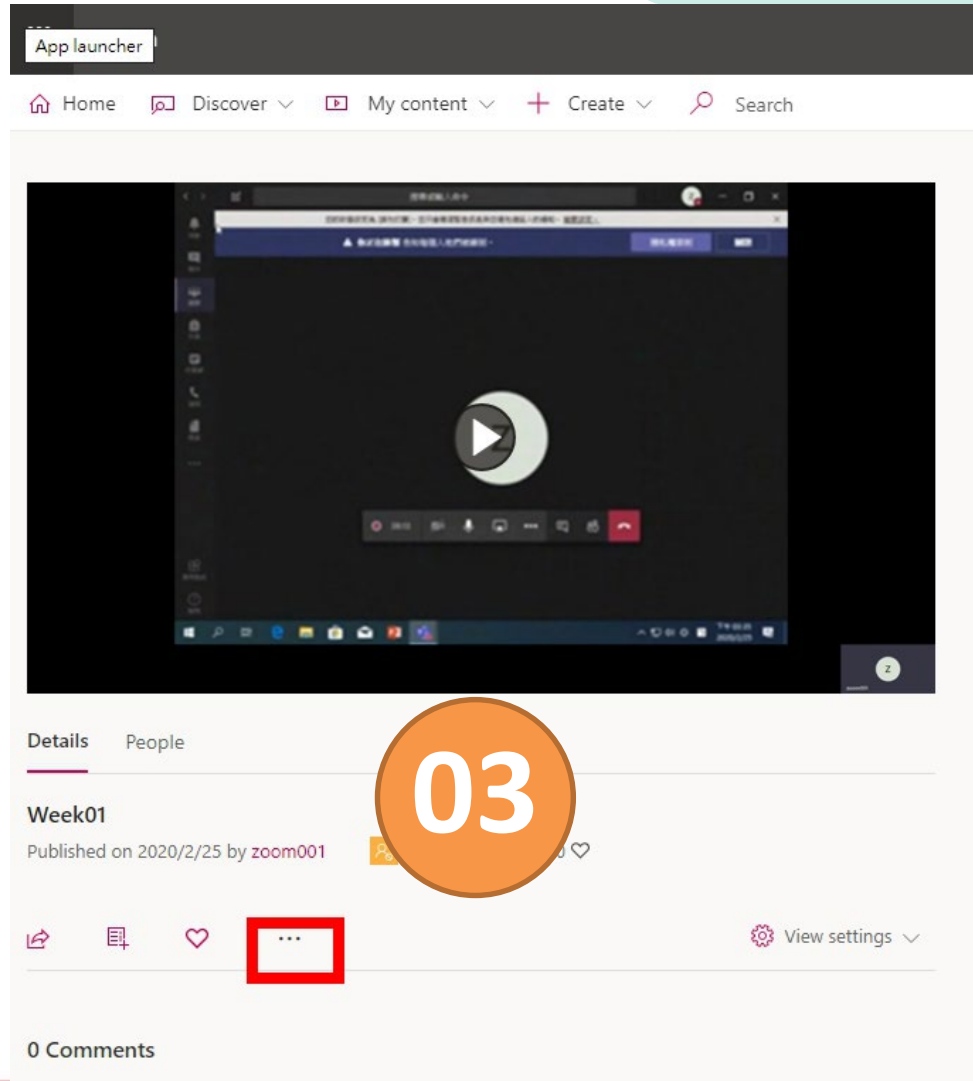


Open Microsoft Stream to log in to ms1 account through browser.

02



Download Video





Share Video

1:28 / 4:30

Details People

Meeting in "General"

Published on 3/6/2020 by zoom003 Limited 1 0

Share Add to watchlist Like ...

01

02

Direct link to video

<https://web.microsoftstream.com/video/aa442b42-6a80-4d51-b260-0874b4589da8>

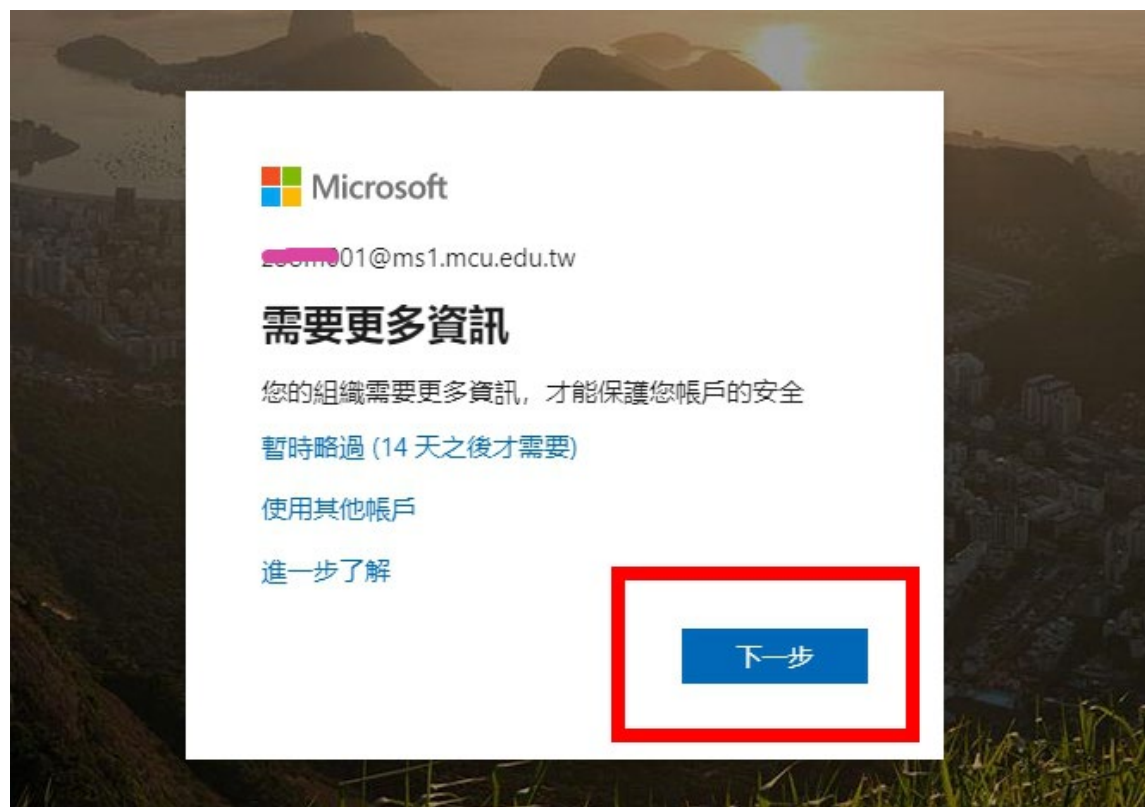
Copy



How to use Teams on web browser?

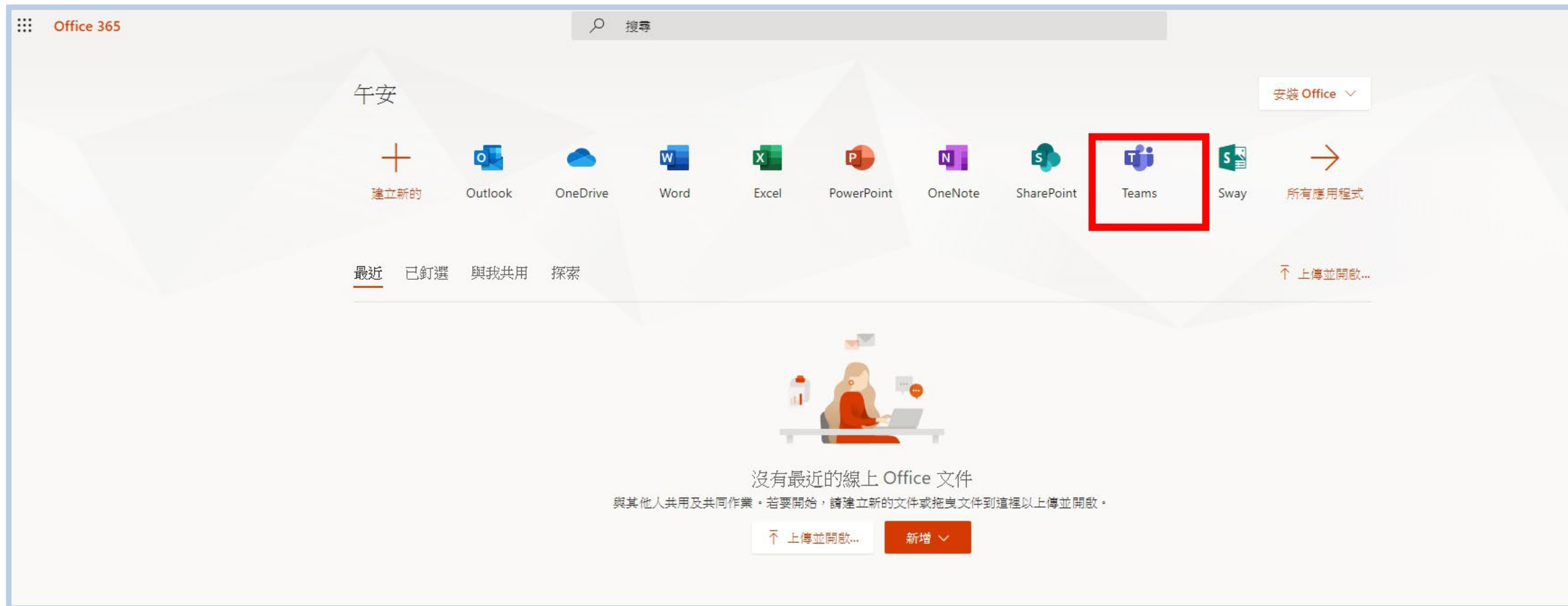
01

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





Select Teams after you log in to your account.





Select your Team

Microsoft Teams

Teams

Your teams

11

10801-12345English

Information Courses

Enter your selected course (your team)





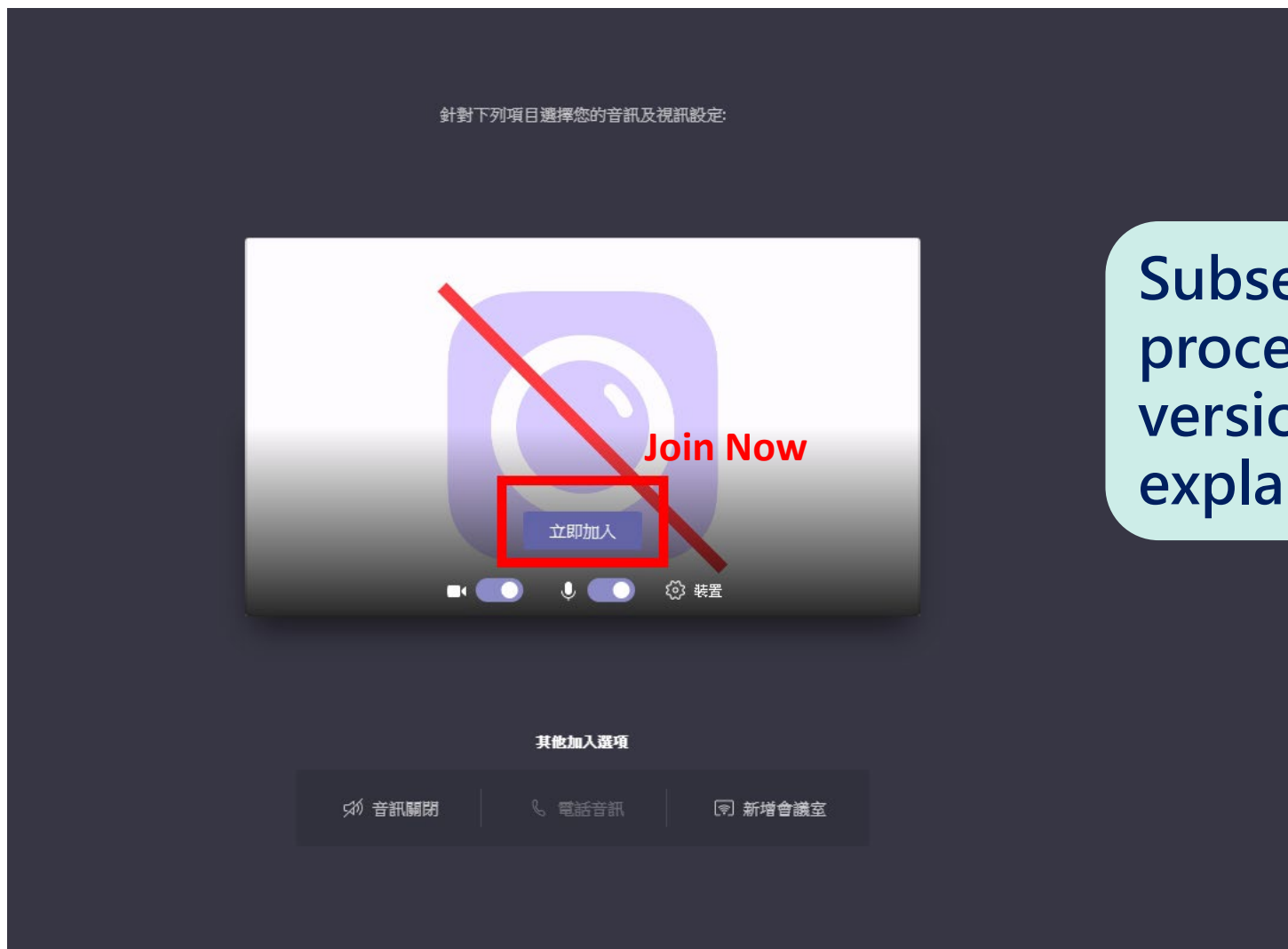
Participate in online course. Join, then Click Accept for permission to use your microphone device.

The screenshot shows the Microsoft Teams interface. On the left, there is a sidebar with navigation icons. The main area displays a meeting invitation for 'Information Course'. A red circle with the number '01' is overlaid on the '加入' (Join) button, which is also highlighted with a red rectangle. The meeting details show '會議已開始' (Meeting started) and '會議結束: 2分鐘 39秒' (Meeting ended: 2 minutes 39 seconds).

The screenshot shows a permission dialog box from Microsoft Teams. The dialog asks for permission to use the microphone and camera devices. The 'Accept' button is highlighted with a red rectangle. A red circle with the number '02' is overlaid on the dialog. The text in the dialog reads: 'teams.microsoft.com asks for following permission: Use your microphone device. Use your camera device. Accept Block'.



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





銘傳大學

亞洲第一所美國認證大學

MING CHUAN UNIVERSITY
The First U.S.-Accredited University in Asia

資訊網路處

Information and Network Division



SUGGESTIONS FROM INFORMATION AND NETWORK DIVISION



數位化 · 整合化 · 安全化



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>

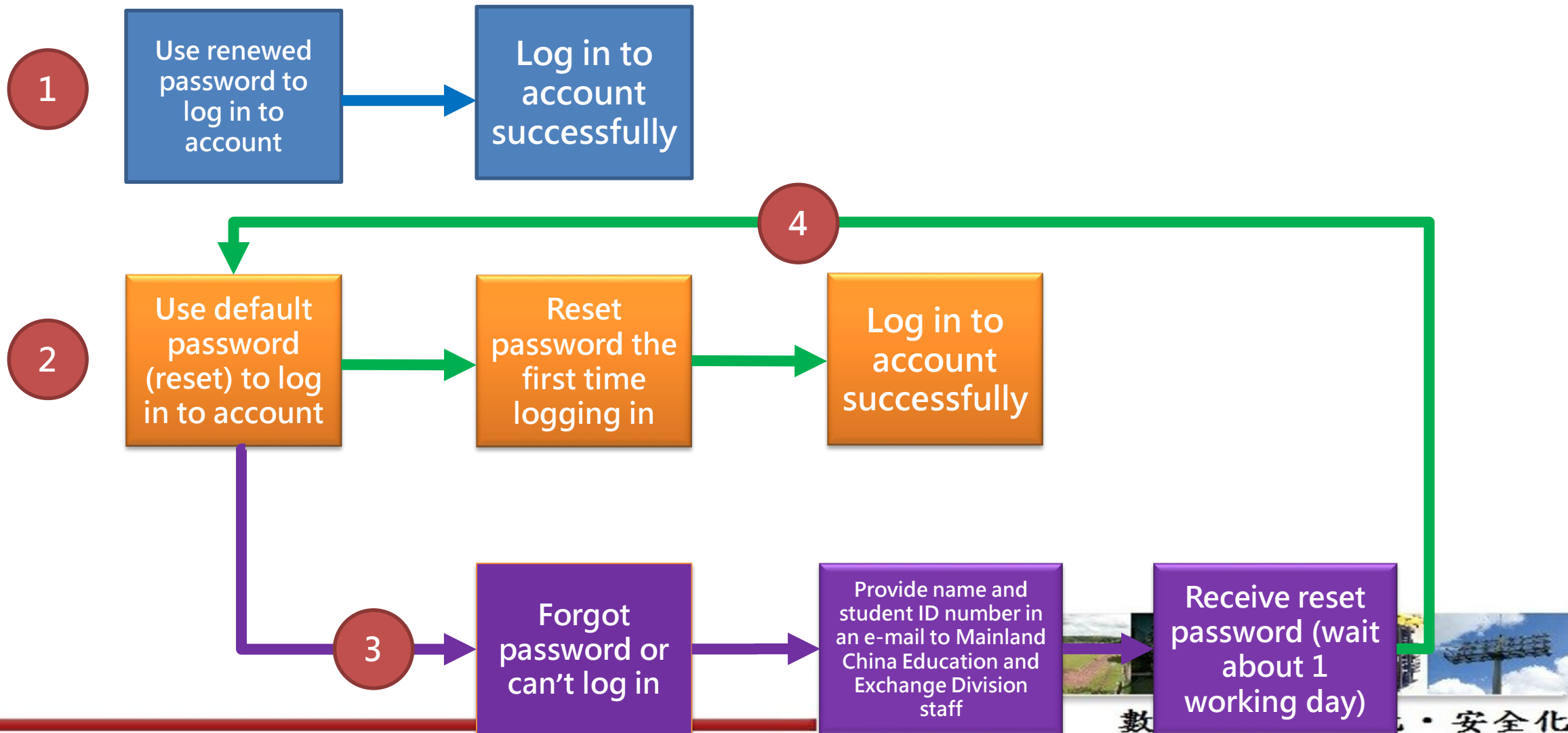
Be aware of microphone volume when you record videos at home.

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





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]36	蘇[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]36	蘇[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]36	蘇[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]36	蘇[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]36	蘇[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]36	蘇[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]36	蘇[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]36	蘇[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]36	蘇[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.



數位化 · 整合化 · 安全化



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.

銘傳大學
MCU' 雲端教室系統
Cloud Lab System

造訪人次：2367159

請使用 Moodle 帳號登入。
Please use moodle account to login.

帳號 - User Account

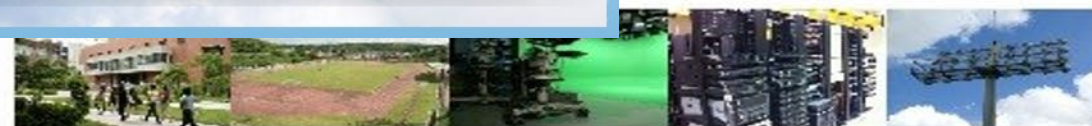
密碼 - Password

登入 Login

國際校園計畫
免費軟體下載
Free software for students

DreamSpark ORACLE CISCO

MCU Teaching Excellence
銘傳教學卓越計畫





The screenshot shows the 'Cloud Lab System' interface. At the top, it says '銘傳大學 MCU 雲端教室系統 Cloud Lab System'. Below this, there's a login area with a red box around a text input field. A message says '請按圖示選擇您要使用的雲端系統。 Please choose a cloud system that you want to use by clicking an ICON.' Below the login area, there are several sections: 'Cloud Labs' with a warning '重要提醒!雲端主機儲存空間僅提供暫存用!請勿存放重要資料!' and four lab options: 'Student Labs 學生雲端教室 MU:900', 'Student Lab 2 MU:100 CU:2 English System', 'Research Lab MU:100 CU:9', and 'Teaching Lab MU:100 CU:16'. Below that is 'Cloud TQC / Hosting' with a sub-header '雲端 TQC / Cloud 主機申請' and four options: '雲端 TQC 總數:202 可用:101', 'TQC Lab MU:100 CU:0 請改用 TQC Lab2', '申請及管理 雲端主機 TCH:26 BCH:3', and '申請個人專屬網頁空間'. At the bottom, there's a section '中港澳彈性授課雲端教室' with a red box around it, containing a button '彈性授課 雲端教室' and the text '您目前沒有課'. Below this is 'Definition of Terms' with a '術語解說' link. At the very bottom, there are definitions for Terminal Server, Virtual Machine, MU, TCH, and BCH.

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).



The screenshot shows the Moodle homepage with a navigation menu at the top. The '使用說明' (Instructions) menu item is highlighted with a red box. Below it, a dropdown menu is visible, listing various software instructions. The first item in the dropdown is '【網路教學方案軟體使用說明】' (Network Teaching Program Software Usage Instructions), which is the link mentioned in the text. Other items include 'Moodle 2.6平台相關操作說明', 'Moodle 5.5平台相關操作說明', '備份還原課程說明', '教學影片觀看軟體', '線上同步教學平台說明', '非同步遠距課程軟體需求', '聯絡我們', and '隱私權聲明'.

1. 本網站所提供之數位教材內容及使用，均應符合有關著作權規定，其有侵權情事，以免觸犯民事或刑事責任。
All online teaching materials provided and used by teachers should comply with copyright regulations; neither the creation nor the use of such materials should infringe upon the rights of any third party or result in a copyright violation.

2. 系統固定每日凌晨03:00~05:00暫停服務，進行系統定期維護。
Due to scheduled maintenance, Moodle will have system disruption everyday from 03:00am-05:00am.

網站平台登入網址：04-044-070



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.





銘傳大學

亞洲第一所美國認證大學

MING CHUAN UNIVERSITY
The First U.S.-Accredited University in Asia

資訊網路處
Information and Network Division



THANK YOU FOR YOUR ATTENTION



數位化 · 整合化 · 安全化