

# Clinic: How to Fill in OL Plan Template ?

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In reference to the YAB Prime Minister's Special Announcement on the extension of the Movement Control Order from 1<sup>st</sup> April 2020 to 14<sup>th</sup> April 2020 throughout the country.

UTM has agreed :

**1** 1<sup>st</sup> April - 26<sup>th</sup> June 2020  
(until end of Sem 2 2019/2020)

Implementation of distance and online learning.

(Reference: Academic Calendar Session 2019/2020 Session 2)

**2** Learning during 1<sup>st</sup> April - 26<sup>th</sup> June 2020



• The use of distance/online learning methods is given priority to lectures, assignments, projects, presentations;

• Alternative distance/online methods are preferred for practical TnL activities, service learning and assessment which includes final exams and so forth.

**3** Roles of Faculty and Lecturer



Provide distance learning methods which are:

- Inclusive
- Appropriate

• Taking into consideration students who have no internet access to fully participate in online learning.

**4** Students' Role



Remain at home or at their respective accommodations to follow distance and online TnL activities for the entire semester.

#stayathome

**5** Workshops, Lab Works, Studio, Service Learning, Final Examination and etc.



TnL activities which cannot be completed during Semester 2, especially those that require students' physical presence:

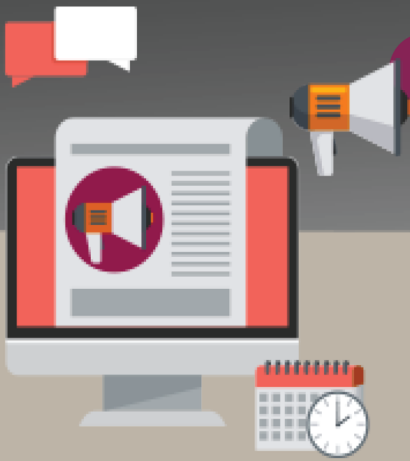
- Will be carried out at the end of Semester 2 and/or in Semester 3 as required, provided that the Faculty obtains approval from the UTM Senate.

• The implementation of face-to-face TnL activities is also subject to the government's decision on Movement Control Order.

Kenyataan Pejabat  
TNCAA: 28 Mac 2020

## ALTERNATIVE 1 - ASYNCHRONOUS ONLINE LEARNING

Technology as a supporting tool for learning online



✓ No live session

- ✓ Lecturer will provide materials, lectures and assignment
- ✓ Should include self-guided lesson modules, streaming content, pre-recorded video, and interactive asynchronous activities

Delivery

Activity

### Examples of Student-centered Activity Tools:

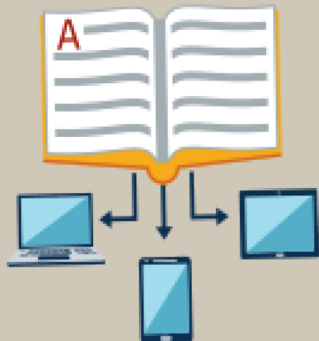
Course presentation : H5P in e-learning UTM, NearPod, EdPuzzle

Discussion board : forum e-Learning UTM

Social media interaction : Padlet, Trello, FlipGrid

Recorded presentation : Jing, MOOC videos

Collaborative writing in Cloud : e-Learning UTM Wiki, Google Doc, DropBox, Zoho



### Examples of Online Assessment Tools:

Self-reflection : Online Wiki, Blogs Entries in e-Learning UTM, Wordpress, Blogger

Quiz : Quiz e-Learning UTM, Quizizz, Socrative

Assessment



## ALTERNATIVE 3 - TASK-BASED ONLINE LEARNING



Online learning as a monitoring tool for student's assignment and activities

- ✓ Plan your lesson where you upload these plans (in the form of tasks) in e-Learning UTM
- ✓ Require your students to access e-Learning@UTM to upload the product of learning based on the tasks that you gave online.
- ✓ Carry out activities such as Project-based Learning, Problem-based Learning, Collaborative Learning and other Active Learning activities

Activity

Examples of Student-centered Activity Tools:

Course presentation : H5P in e-learning UTM, NearPod, EdPuzzle

Discussion board : forum e-learning UTM

Social media interaction : Padlet, Trello, FlipGrid

Recorded presentation : Jing TechSmith, Screen-O-Matic, Camtasia Studio, PowerPoint and WPS Presentation

Collaborative writing in Cloud : e-Learning UTM Wiki, Google Doc, DropBox, Zoho



Delivery



Examples of Online Assessment Tools:

Students submission at : e-Learning UTM/ Youtube/Padlet/ Trello

Assessment

# Template Teaching and Learning Plan that Include *online learning*

## During COVID-19 :

- Covers *Time Spent*.
- Replace *contact hour*.
- Attach to original CI and **NOT** develop new CI.
- **NO** changes in CI UNLESS you **change type of assessment** that might affect SLT.
  - Example:
    - Original CI assess using final exam.
    - Wants to change Final exam producing portfolio change
    - So, SLT has to be changed in original CI.

# *Time Spent in Online Learning*

- **The time spent in synchronous live interaction** (eg. Big Blue Button, Webex, Zoom, Whatsapp Video Call). This is calculated equivalent to face-to-face meeting.
- *For example, 60 minutes synchronous live interaction = 60 minutes face-to-face meeting = 60 minutes.*

# *Time Spent in Online Learning*

- **The average time on ‘screen’ and the number of screens viewed.** Average time spent on ‘screen’ is generally calculated as being between 3-5 minutes per screen.
- *For example, students have to view 30 lecture slides online. One slide is considered as one screen = 30 slide / screens x 5 mins (average) = 150 minutes.*

# *Time Spent in Online Learning*

- **The run-time for required media-based assignments.** This run-time is for activities such as viewing pre-recorded videos, audio, simulation or animation. Refer to the actual length and estimate the expected multiple viewings of media.
- *For example: Students have to view an 8 mins video 2 times = 16 minutes.*



# *Time Spent in Online Learning*

- **The time required to consume content.** This includes online activities where students read articles, watch a video. Lecturer has to make a reasonable estimation. On the average, university students spent 2 minutes to consume an A4 length article.
- *For example: Students have to read a 10-page article (Assuming that one page has around 500 words) = 2 mins x 10 pages = 20 minutes.*

# *Time Spent in Online Learning*

- **Time spent for instructional activities.** This covers activities such as interacting in group discussions, online collaborative activities, interactions among students online. Lecturer has to make a reasonable time estimation for the number of hours calculation. Time estimated for online interaction is similar to face-to-face interaction (Brown & Green 2009).
- *For example: Students have to debate during online discussion for 1 task = 40 minutes face-to-face interaction = 40 minutes.*

# Refer to Template: pg 6

- Only fill in activities for CLO that has **not been covered during contact hour face-to-face**.
- If *contact hours* = 3 hours a week, fill in activities that you plan to carry out for 3 hours of online learning (*asynchronous, synchronous, task-based* or mix of modes).

# Thank You

Ideas for online training? [olc@utm.my](mailto:olc@utm.my)

Slides: <https://olc.utm.my/updates>

Help about online learning: <https://olc.utm.my>

Email: [olc@utm.my](mailto:olc@utm.my)

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