

# Taklimat Garis Panduan Pembelajaran dalam Talian semasa COVID-19

UTM Academic Leadership, UTMLLead

(1 April – 27 Jun 2020)



# Latar belakang

- Pekeliling Pentadbiran Universiti Bil 15/2020,
  - Perkara 6: menangguhkan aktiviti pengajaran dan pembelajaran 18-31 Mac 2020.
  - Perkara 7: Universiti akan melaksanakan pembelajaran dalam talian bagi 1 -19 April 2020.
- Jabatan Pengajian Tinggi (20 Mac 2020) :
  - menyokong pembelajaran dalam talian bagi Universiti yang mempunyai program *Online Distance Learning*
  - pelajar yang secara keseluruhannya mempunyai akses kepada internet.

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

# Garis Panduan Pembelajaran Dalam Talian semasa Pandemik COVID-19

Seksyen	Perincian
Rekabentuk Pembelajaran dalam Talian (ms 2)	<ul style="list-style-type: none"> <li>Keperluan melengkapkan template tambahan CI bagi pembelajaran dalam talian (ms 2)</li> <li>Pengumpulan template oleh Sekolah/Fakulti untuk tujuan audit</li> <li>Keperluan Sekolah/Fakulti mengenalpasti kesesuaian pelaksanaan makmal/hands on activities (ms 2)</li> <li>Pemakluman kepada UTMLead bagi pelaksanaan PnP dalam talian (18-31 Mac 2020) (ms 3)</li> </ul>
Penyampaian Pembelajaran dalam Talian (ms 3)	<ul style="list-style-type: none"> <li>Pelaksanaan penyampaian menggunakan 3 alternatif.</li> <li>Pemilihan <b>penyampaian tak segerak (asynchronous)</b> sebagai alternatif utama.</li> <li>Penyampaian menggunakan <i>Community of Inquiry</i>.</li> </ul>
Pentaksiran dalam Talian (ms 4)	<ul style="list-style-type: none"> <li>Fokus utama kepada pentaksiran formatif.</li> <li>Pentaksiran sumatif (peperiksaan akhir) berdasarkan situasi semasa rujuk <b>Kenyataan Pejabat TNCAA 28 Mac 2020 (Perkara 5)</b>.</li> </ul>
Perkakasan Pembelajaran dalam Talian (ms 4)	<ul style="list-style-type: none"> <li>Mengambil kira capaian internet pelajar (100% mempunyai akses).</li> <li>Pelajar dan pensyarah perlu mempunyai pengetahuan tentang perkakasan.</li> </ul>

## 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

### 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

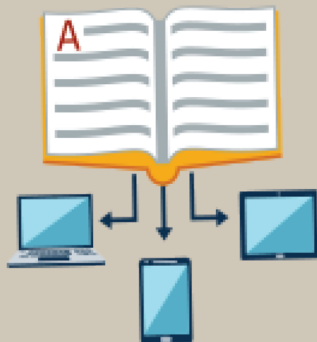


Activity

### 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 2 – SYNCHRONOUS ONLINE LEARNING

Delivery

Online learning as a delivery tool for virtual learning between students and lecturer

- ✓ Live learning session
- ✓ Online learning activities and interaction occurs in real-time but only at different geographical location
- ✓ Lecturer and students interact in specific virtual space through specific online medium and at a specific time
- ✓ It includes video conferencing, teleconferencing, live chatting or live streaming lectures.



### Examples of Student-centered Activity Tools:

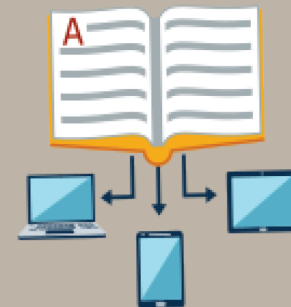
- ✓ Schedule chat room time for student to share information and ideas on the subject : e-Learning UTM forum, Whatsapp or Telegram
- ✓ Video conferences & Live stream lecture : Big Blue Button, Google Meet, Zoom, Webex

Activity

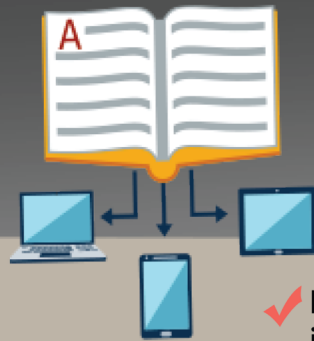
Assessment

### Example of Online Assessment Tool:

- ✓ \*\* Online test : e-learning UTM Quiz Tool
- \*\* Online assessment guideline available at [olc.utm.my](http://olc.utm.my)



ONLINE LEARNING  
IMPLEMENTATION @ UTM



## 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

# Templat Perancangan Aktiviti PnP mengambil kira *online learning*

## Semasa pandemik COVID-19 :

- Meliputi *Time Spent*.
- Menggantikan *contact hour*.
- Dikepulkan bersama CI sedia ada dan **BUKAN** bina CI baru.
- Tidak perlu mengubah CI. Hanya ubah CI **JIKA** mengubah jenis pentaksiran yang **mungkin** akan mempengaruhi SLT.
  - Contoh:
    - CI asal mentaksir menggunakan peperiksaan akhir
    - Peperiksaan akhir ingin diubah kepada penghasilan portfolio
    - Maka, SLT perlu diubah dalam CI asal.



# Kategori *Time Spent* dalam *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.*

# Kategori *Time Spent* dalam *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.*

# Kategori *Time Spent* dalam *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.*

# Kategori *Time Spent* dalam *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.*

# Kategori *Time Spent* dalam *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.*

# Rujuk Templat: ms 6

- Hanya isi aktiviti bagi CLO yang **BELUM dicapai secara bersemuka**.
- Jika *contact hours* = 3 jam seminggu, isikan aktiviti dalam talian yang dilaksanakan bagi 3 jam pertemuan dalam talian (*asynchronous, synchronous, task-based* atau campuran mana-mana mod).

# Cadangan bagi Pentaksiran dalam Talian

**Langkah 1:** Kaji kesediaan capaian internet & persekitaran pembelajaran pelajar dalam kursus masing-masing oleh pensyarah.

(Jika sebilangan kecil pelajar tidak boleh menjalani *online assessment*, jalankan pentaksiran melalui kaedah lain – *case by case*; yg penting CLO dapat dinilai).

(Beri pilihan kepada pelajar: setuju dinilai secara jarak jauh, atau setuju untuk *drop*).

**Langkah 2:** Rujuk Kenyataan Pej TNCAA (28 Mac 2020)

**Langkah 3:** Kenalpasti jenis pentaksiran yang sesuai (ms 12)

- *Online Traditional Assessment*
- *Online Alternative Assessment*

**Langkah 4:** Kenalpasti *risk* bagi jenis *online assessment* (ms 16)

**Langkah 5:** Kemahiran anda mengendalikan *tools* (ms 15)

**Langkah 6:** Rujuk Fakulti masing-masing (untuk kelulusan JKA) atau Kelulusan Senat (jika perlu).

# Viva Voce (ms 20)

- Tiada *viva voce* semasa MCO.
- *Online viva voce* hanya berlaku apabila keadaan sangat mendesak (rujuk ms 20).
- Perlu mengambilkira kesediaan pelajar dan penilai luar.



# Latihan dalam Talian @ olc.utm.my

Date	Time	Learning Tools	Instructor's name	Zoom Link
<b>Activity &amp; Assessment</b>				
29/03/2020 Sunday	9 am-11am	Interactive online learning activities <b>(H5P in e-Learning UTM)</b>	Assoc. Prof. Dr Jamalludin Harun	<a href="https://zoom.us/j/554038481">https://zoom.us/j/554038481</a>
	11.30 am-1pm	Using discussion board <b>(forum in e-Learning UTM)</b>	Assoc. Prof. Dr. Mohd Nihra Haruzuan	<a href="https://zoom.us/j/373652836">https://zoom.us/j/373652836</a>
	2.30pm-4.30pm	Social media group interaction <b>(Padlet)</b>	Sr Dr. Zuhaili Mohamad Ramly	<a href="https://zoom.us/j/701682697">https://zoom.us/j/701682697</a>

# Latihan dalam Talian @ olc.utm.my

30/03/2020 Monday	9am-11.00am	Recording video presentation <b>(Jing)</b>	Assoc. Prof. Dr. Mohd Nihra Haruzuan	<a href="https://zoom.us/j/711363835">https://zoom.us/j/711363835</a>
	11.30 pm-1pm	Using available online resources <b>(MOOC, OCW, OER)</b>	Dr. Nurbiha	<a href="https://zoom.us/j/434807636">https://zoom.us/j/434807636</a>
	2.30 pm - 4.30 pm	Clinic to Fill in Online Learning Plan Template	Dr. Nurbiha	<a href="https://zoom.us/j/421314664">https://zoom.us/j/421314664</a>
31/03/2020 Tuesday	9 am-11.00 am	Creating Online Alternative Assessments	Dr. Adibah & Dr. Nurbiha	<a href="https://zoom.us/j/493636313">https://zoom.us/j/493636313</a>
	11.30 - 1 pm	Teaching with Webex	Dr. Norah	<a href="https://zoom.us/j/324058675">https://zoom.us/j/324058675</a>
	2.30pm-4.30pm	Collaborative writing in the cloud <b>(Google Docs)</b>	Assoc. Prof. Dr. Mohd Nihra Haruzuan	<a href="https://zoom.us/j/251778381">https://zoom.us/j/251778381</a>

# Latihan dalam Talian @ olc.utm.my

Online Alternative Assessments				
1/04/2020 Wednesday	9 am-11 am	Clinic to Fill in Online Learning Plan Template	Dr. Nurbiha	<a href="https://zoom.us/j/156563999">https://zoom.us/j/156563999</a>
	11.30am-1pm	Quiz <b>(Quiz in e-Learning UTM)</b>	Assoc. Prof. Dr. Mohd Nihra Haruzuan	<a href="https://zoom.us/j/780479642">https://zoom.us/j/780479642</a>
	2.30pm-4.30pm	Quiz <b>(Socrative, Quizizz)</b>	Dr. Ana Haziqah	<a href="https://zoom.us/j/823948352">https://zoom.us/j/823948352</a>
Live(Synchronous) & Asynchronous Lecture				
2/04/2020 Thursday	9 am-11.00 am	Teaching using Webex	Dr. Norah	<a href="https://zoom.us/j/167217410">https://zoom.us/j/167217410</a>
	11.30 am-1pm	Teaching using BigBlueButton	Assoc. Prof. Dr. Mohd Nihra Haruzuan	<a href="https://zoom.us/j/457318856">https://zoom.us/j/457318856</a>
	2.30 pm - 4.30 pm	Teaching using WhatsApp	Assoc. Prof. Dr. Jamalludin Harun	<a href="https://zoom.us/j/444470029">https://zoom.us/j/444470029</a>

# TERIMA KASIH

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)

Hotline: Hanin – 012-6763987 | Nurbiha – 017-3745760 |  
Nihra- 012-7127140