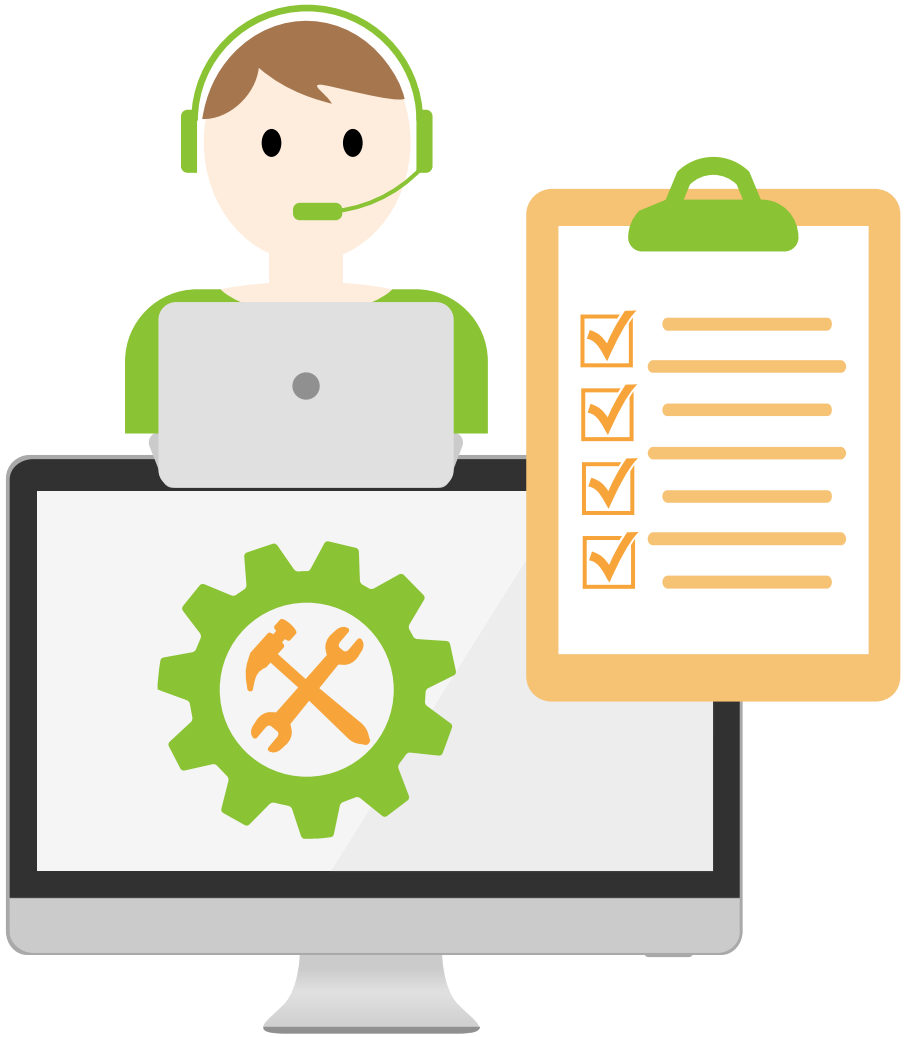
BASIC ONLINE LEARNING



https://olc.utm.my/

ONLINE LEARNING

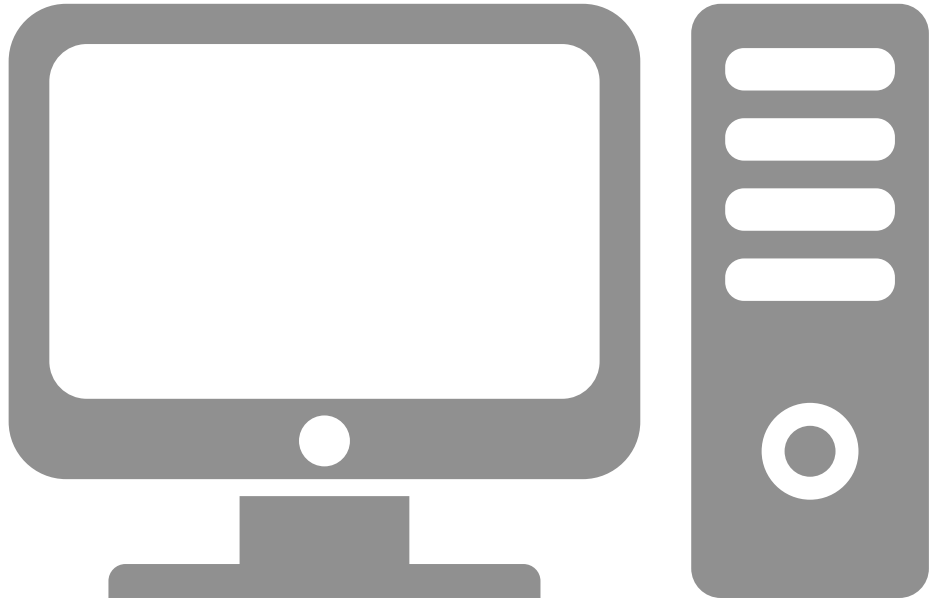
PLANNING

An online learning session

https://olc.utm.my/online-learning-platform/

https://olc.utm.my/

ONLINE LEARNING



Technical requirement

A computer/laptop
Microphone & head/earphone
Stable internet connection

UTM eLearning account

https://my.utm.my/iportal.php
http://elearning.utm.my/19202

Software

Install the necessary software
Example Zoom Meeting/
Webex Meeting

ONLINE LEARNING IMPLEMENTATION @ UTM

ALTERNATIVE 1 – ASYNCHRONOUS ONLINE LEARNING

ALTERNATIVE 2 – SYNCHRONOUS ONLINE LEARNING

ALTERNATIVE 3 – TASK-BASED ONLINE LEARNING

olc.utm.my

ONLINE LEARNING IMPLEMENTATION @ UTM

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.

Activity

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

Assessment

Example of Online Assessment Tool:

- **Online test : e-learning UTM Quiz Tool
  ** Online assessment guideline available at olc.utm.my

EXAMPLE FOR TWO HOURS LESSON :
SYNCHRONOUS ONLINE LEARNING

Step 1
Attendance
5 minutes

Step 2
Induction
10 minutes

Step 3
Lecture (Direct Voice) with PowerPoint Slide
10 minutes

Step 4
Students' Activity (Give ideas in e-learning forum)
10 minutes

Step 5
Lecture (continue) and students can ask questions
20 minutes

Step 6
Take a Break & Students can continue to do forum activity 15 minutes

Step 7
Short Questions
10 minutes

Step 8
Active Learning (Problem-solving, Scenario solving, etc)
10 minutes

Step 9
Presentation
15 minutes

Step 1: ATTENDANCE RECORD (5 minutes)

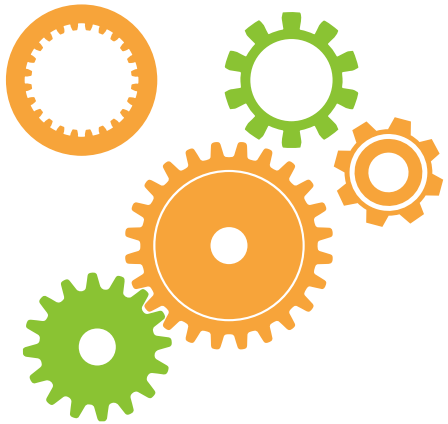
Join the video conferencing

https://my._utm.my/
Staff Portal

Attendance
(QR Code)

Step 2: INDUCTION (5-10 minutes)

Prepare
Use Youtube
Video (URL)



Students answer question Through Poll

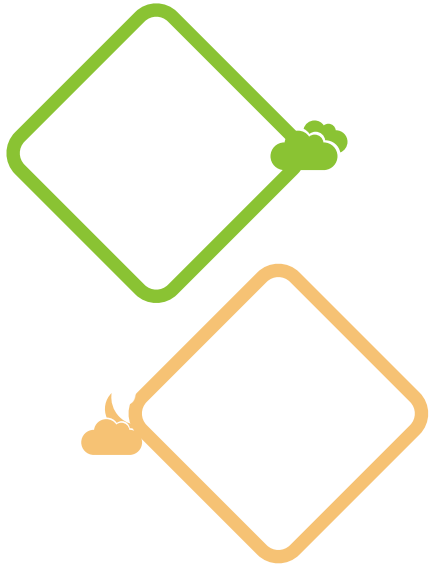
Ask question
Through Public Chat

Do you understand that video?

3: Lecture (10 minutes)

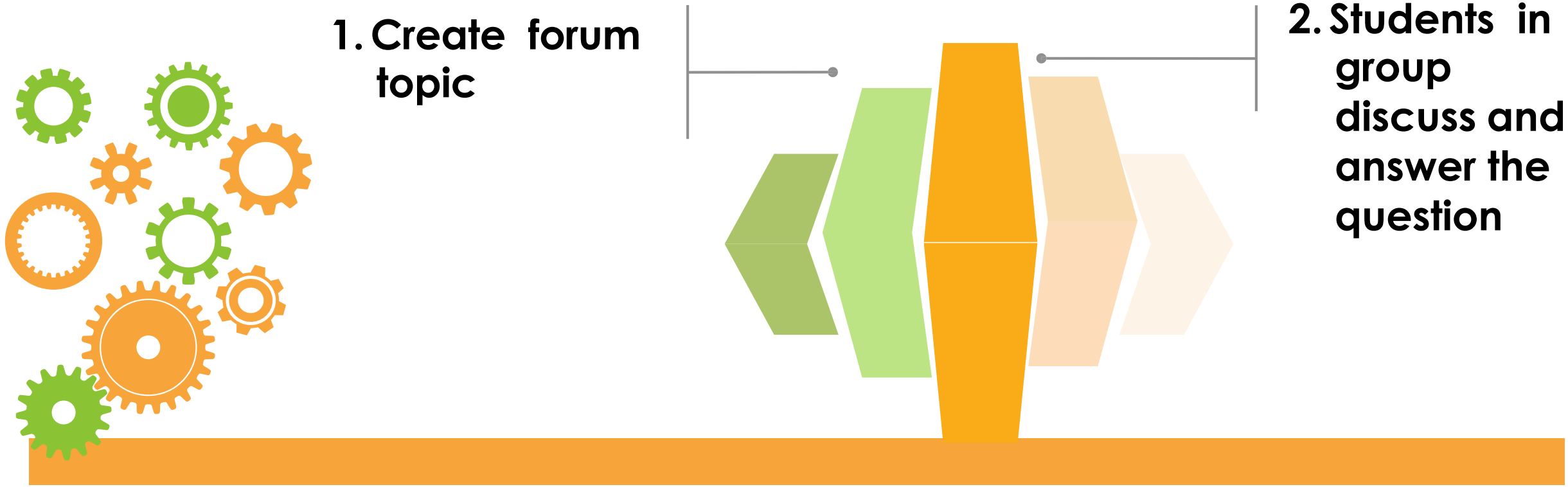
Lesson topic – (Direct Voice) with Presentation Slide

Open chatting for any questions from students



Step 4: Students' Activity(10 minutes)

- Give ideas in e-learning forum

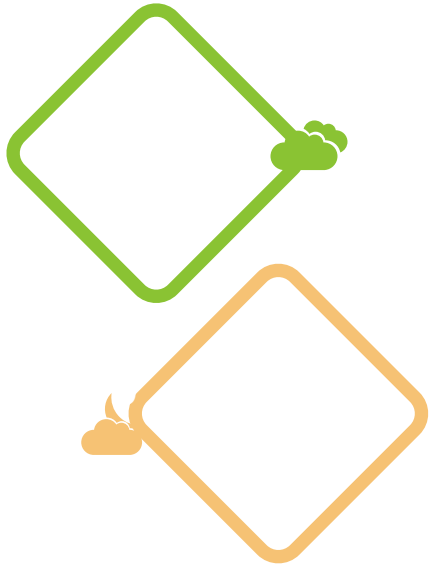


Step 5: Continue Lecture (20 minutes)

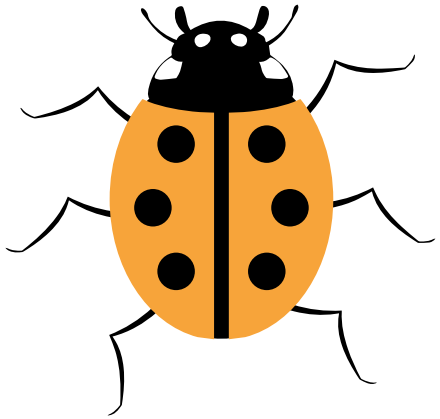
Lesson topic – (Direct Voice) with Presentation Slide

Open chatting for any questions from students

Students are allowed to give/answer questions – Direct Voice



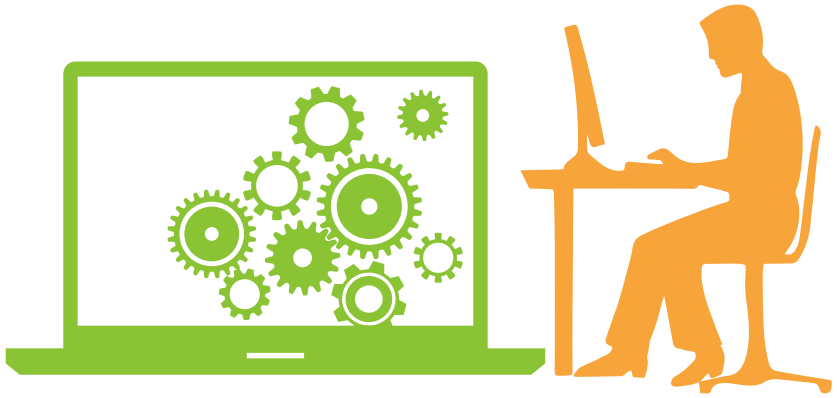
Step 6: Take a Break & Students can continue to do discussion in e-learning forum activity



15 minutes

Step 7: Short Questions (10 minutes)

- Prepare the questions in the slides
- Multiple Choice/ True or False



- Use Poll for students to answer the questions

Step 8: Active Learning (Problem- solving, Scenario solving, etc)

- E-learning forum
- Prepare discussion topic for students to do
- Discussion in group (Breakout room)
  - Format: Standard forum for general use

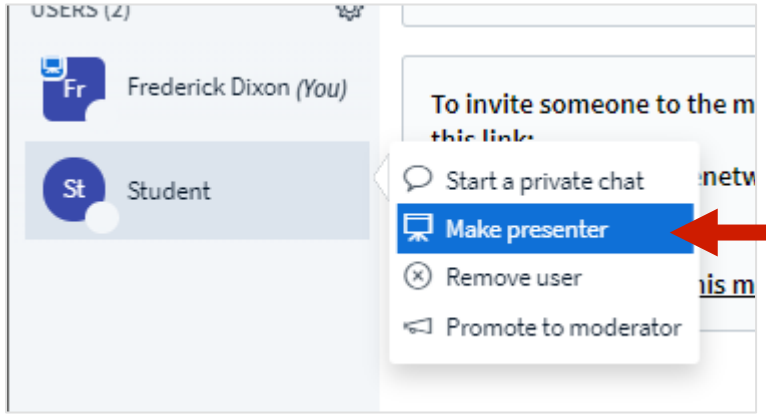
Step 9: Presentation (15 minutes)

BigBlueButtonBS

Randomly choose the presenters

Set presenter

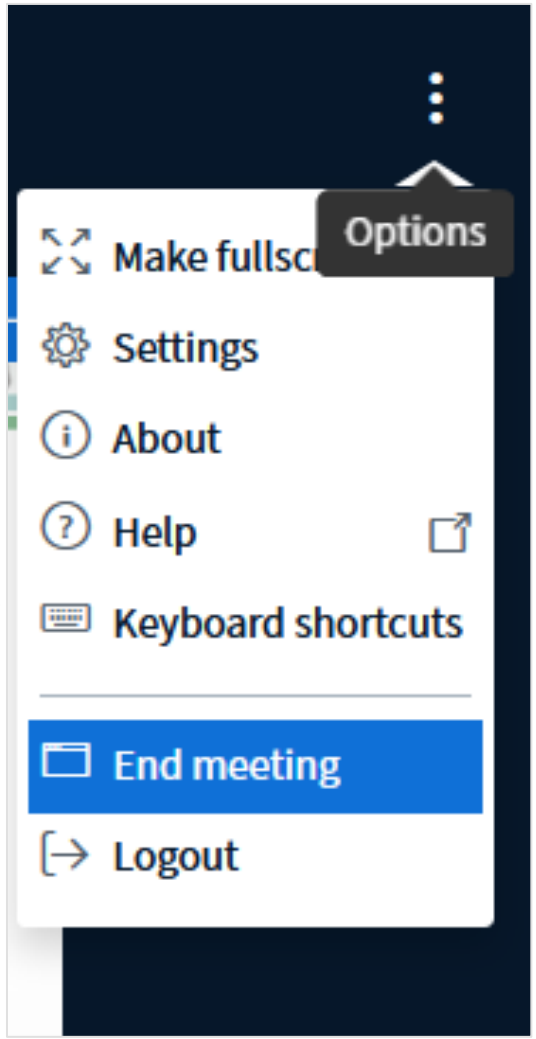
Present the ideas



Select student as presenter

CLASS ENDS

Click End Meeting




Q&A

ONLINE LEARNING IMPLEMENTATION @ UTM

ALTERNATIVE 1 – ASYNCHRONOUS ONLINE LEARNING

Technology as a supporting tool for learning online

Delivery

- 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

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

Assessment

Examples of Online Assessment Tools:

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

Quiz : Quiz e-Learning UTM, Quizizz, Socrative

EXAMPLE FOR TWO HOURS LESSON ASSUMPTION :
ASYNCHRONOUS ONLINE LEARNING

Step 1
Pre Recorded Lecture Video
20 minutes

Step 2
Reading materials
10 minutes

Step 3
Pre Recorded Lecture Video
20 minutes

Step 4
Browse Additional resource in 2 website (prepared by lecturer)
20 minutes

Step 5
Students' hands on activity (Self - Practice)
20 minutes

Step 6
Lecturer Feedback on Self-Practice
10 minutes

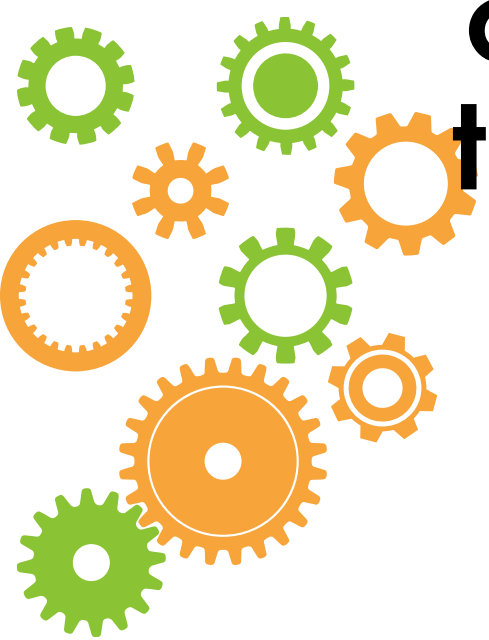
Step 7
Short Questions
15 minutes

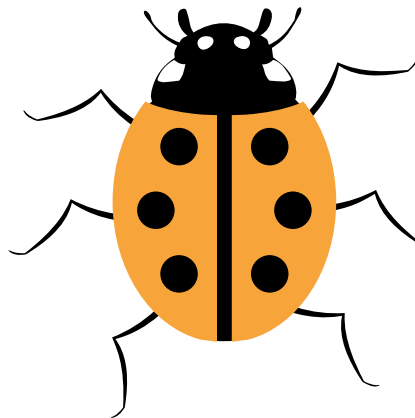
Step 8
Lecturer Feedback on Short Question
5 minutes

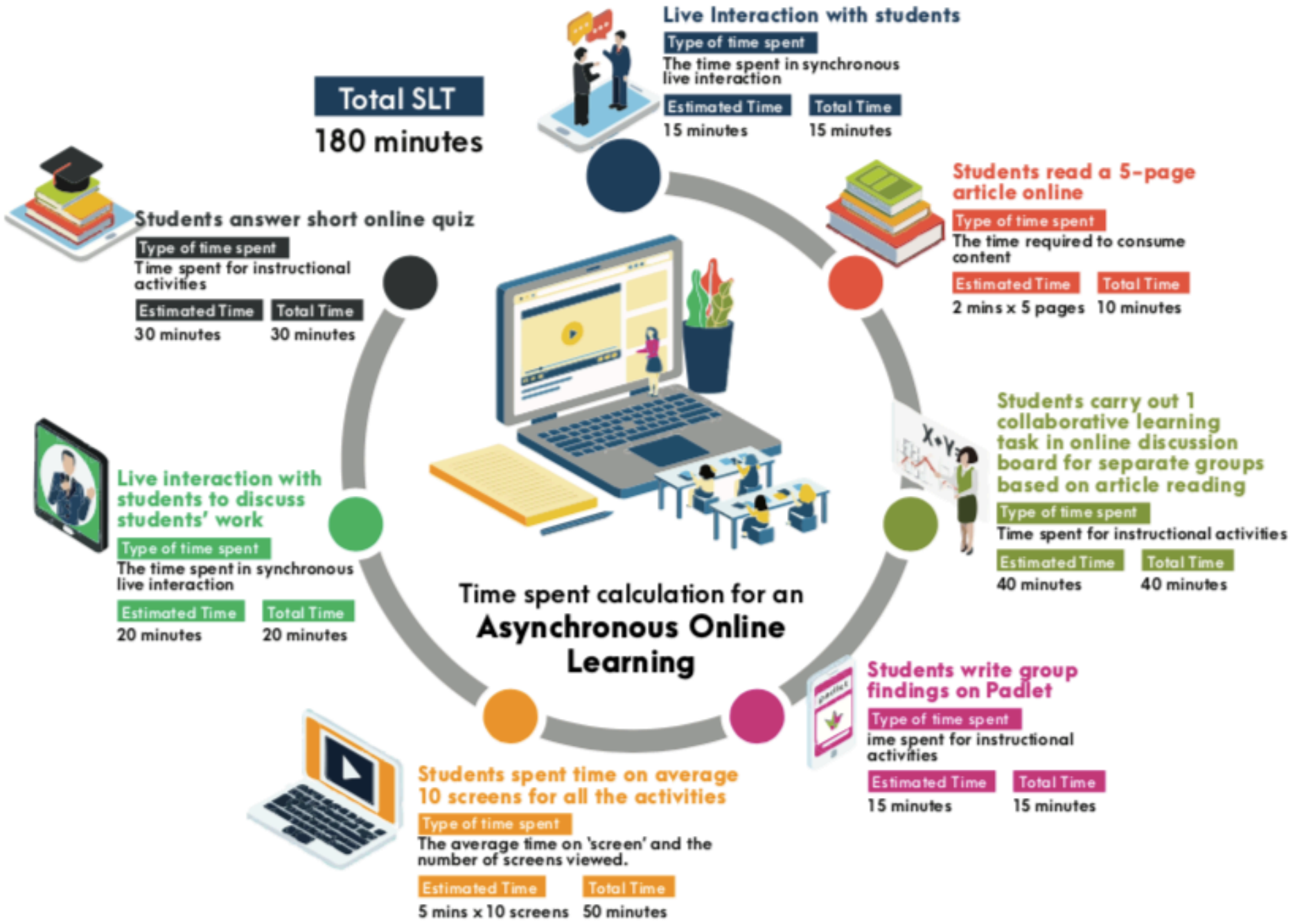
Online class should be designed to have a good balance between **synchronous** and **asynchronous** learning

Synchronous	Asynchronous
Mode: Live online session (relatively high bandwidth)	Mode: Learning on demand (relatively low bandwidth)
Online classes that require students and facilitator to be online at the same time (real time)	Students have access to the online class at anytime and learn at their own pace
Real time interaction occurs between students and facilitator during the online session	Designed mainly for self- directed study (facilitator not present)

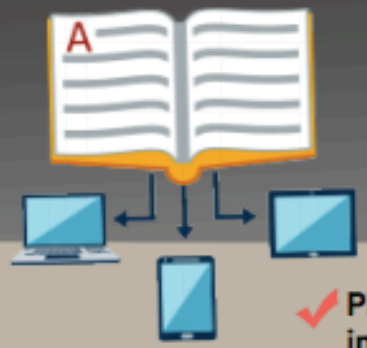
The choice of synchronous or asynchronous mode would depend on the bandwidth and devices accessible to the students and facilitators. The course facilitator should be able to decide which mode is best for a given situation.






Total SLT
180 minutes
Live Interaction with students
Type of time spent
The time spent in synchronous live interaction
Estimated Time
15 minutes
Total Time
15 minutes
Students read a 5-page article online
Type of time spent
The time required to consume content
Estimated Time
2 mins x 5 pages
Total Time
10 minutes
Students carry out 1 collaborative learning task in online discussion board for separate groups based on article reading
Type of time spent
Time spent for instructional activities
Estimated Time
40 minutes
Total Time
40 minutes
Students write group findings on Padlet
Type of time spent
ime spent for instructional activities
Estimated Time
15 minutes
Total Time
15 minutes
Students spent time on average 10 screens for all the activities
Type of time spent
The average time on 'screen' and the number of screens viewed.
Estimated Time
5 mins x 10 screens
Total Time
50 minutes
Live interaction with students to discuss students' work
Type of time spent
The time spent in synchronous live interaction
Estimated Time
20 minutes
Total Time
20 minutes
Students answer short online quiz
Type of time spent
Time spent for instructional activities
Estimated Time
30 minutes
Total Time
30 minutes
Time spent calculation for an
Asynchronous Online Learning

ONLINE LEARNING IMPLEMENTATION @ UTM



ALTERNATIVE 3 – TASK-BASED ONLINE LEARNING

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

Delivery

- 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

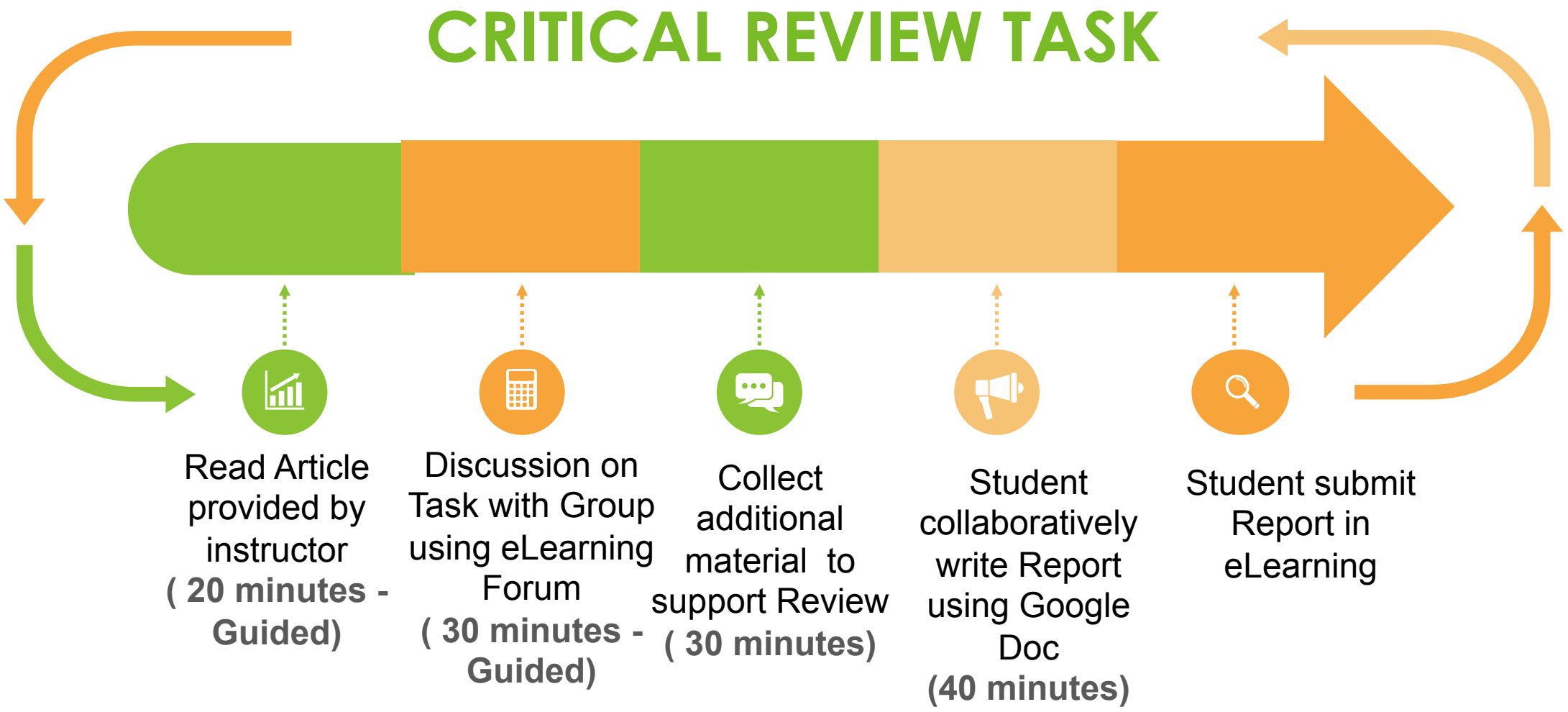
Collaborative writing in Cloud : e-Learning UTM Wiki, Google Doc, DropBox, Zoho

Assessment

Examples of Online Assessment Tools:

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

EXAMPLE FOR TWO HOURS LESSON :
TASK BASED ONLINE LEARNING



EXAMPLE FOR TWO HOURS LESSON :
SYNCHRONOUS ONLINE LEARNING

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20 minutes

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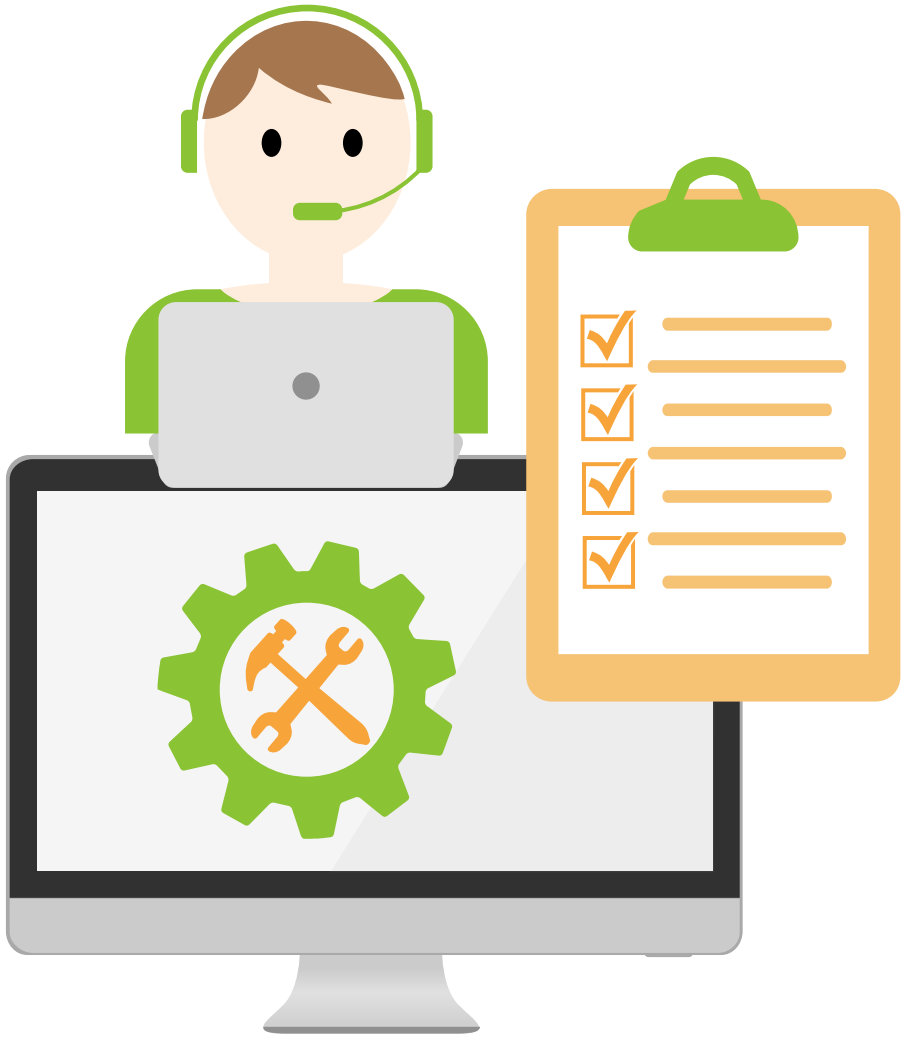
Take a Break & Students can continue to do forum activity 15 minutes

Step 7
Short Questions
10 minutes

Step 8
Active Learning (Problem-solving, Scenario solving, etc)
10 minutes

Step 9
Presentation
15 minutes

MANAGING ONLINE LECTURE TOOLS



https://olc.utm.my/

ONLINE LEARNING

USING

BIG BLUE BUTTON for online lecture

USING

ZOOM MEETING for online lecture

USING

WEBEX MEETING for online lecture

BIG BLUE BUTTON

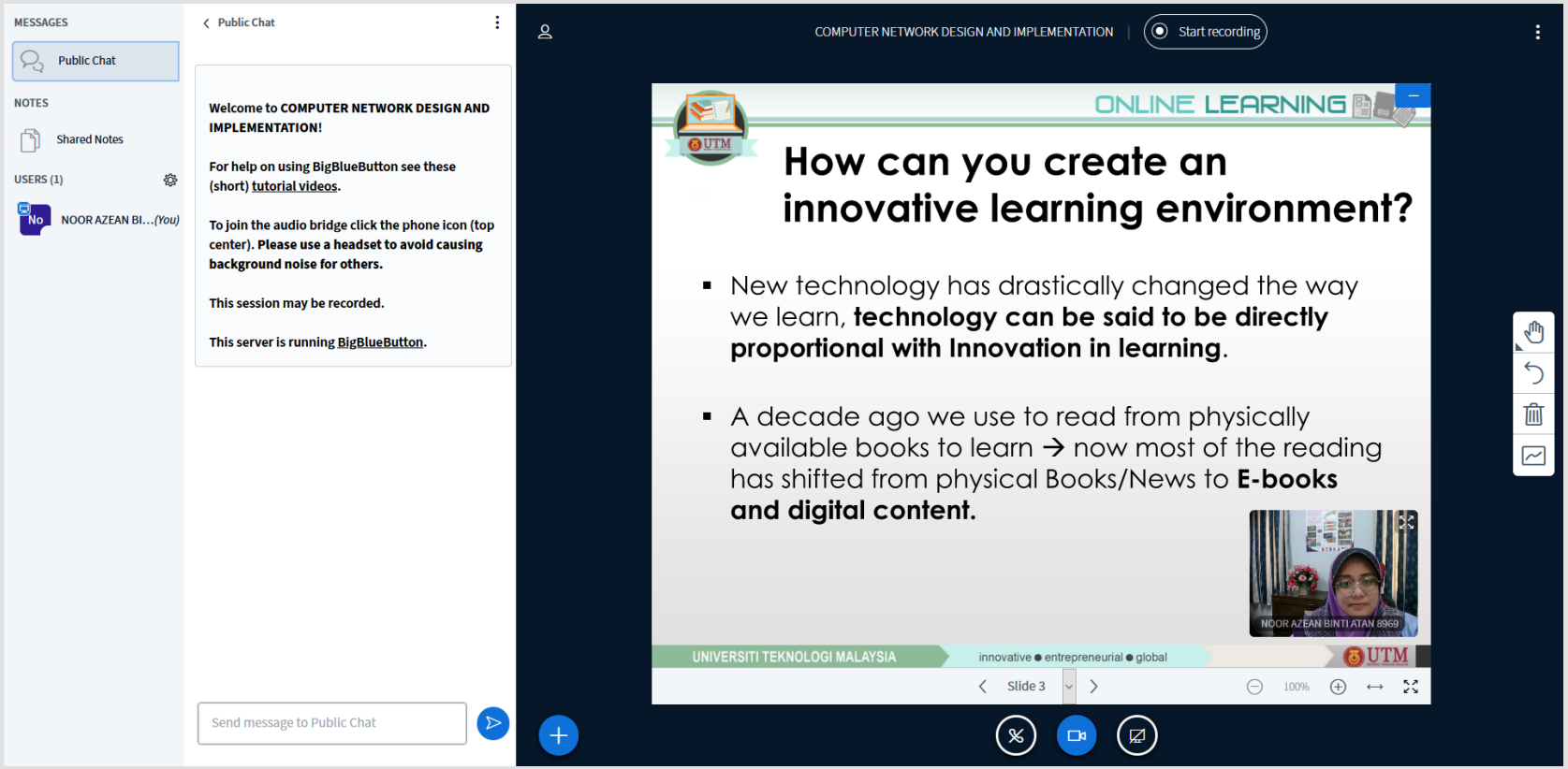
in e-Learning@UTM

live learning session with up to
100 number of students

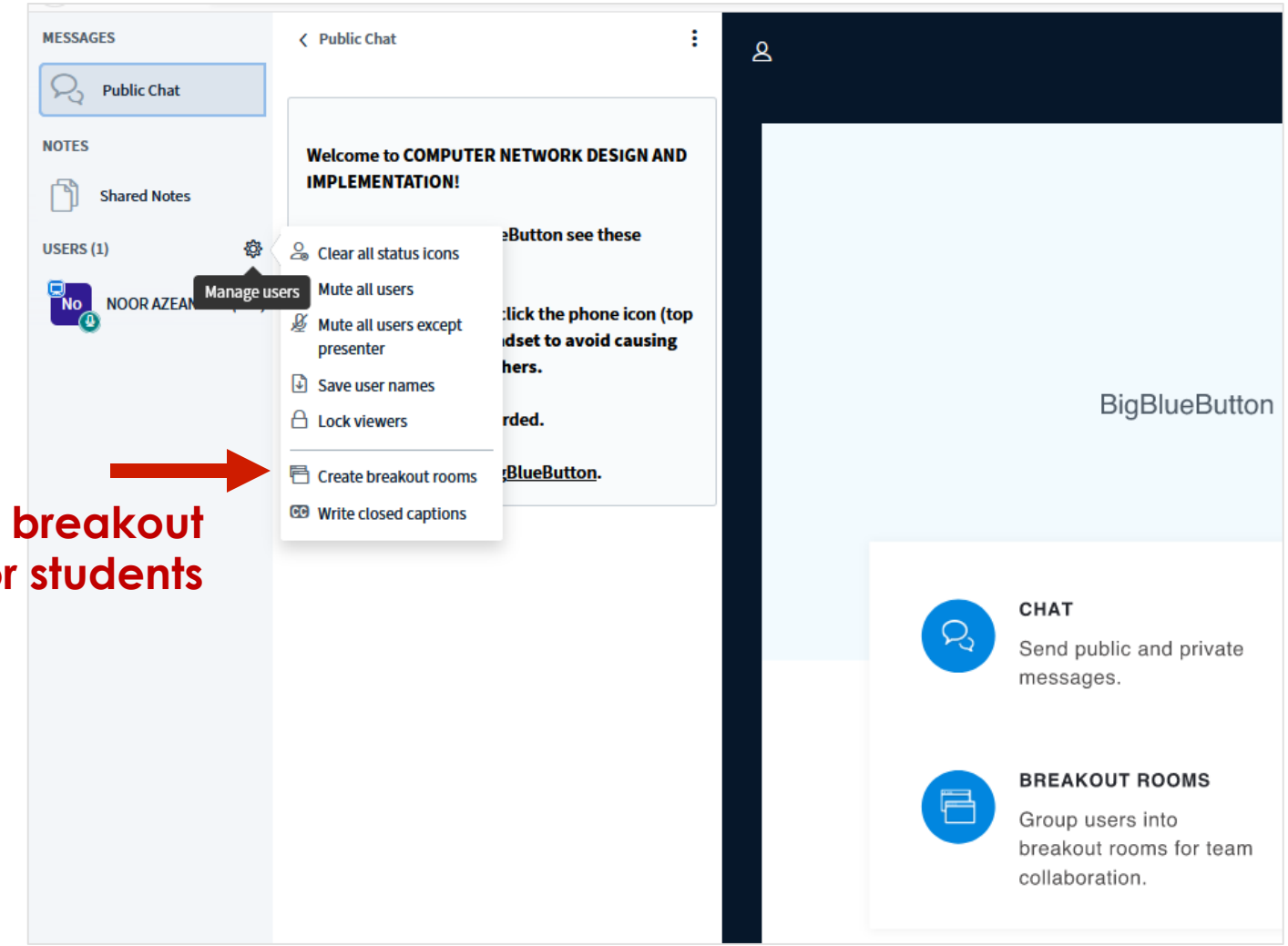
Allow screen sharing | Allow slide presentation upload
Allow break-out rooms | Allow live session to be recorded
Allow polling activities | online whiteboard

BIG BLUE BUTTON

An open source web conferencing system for online learning

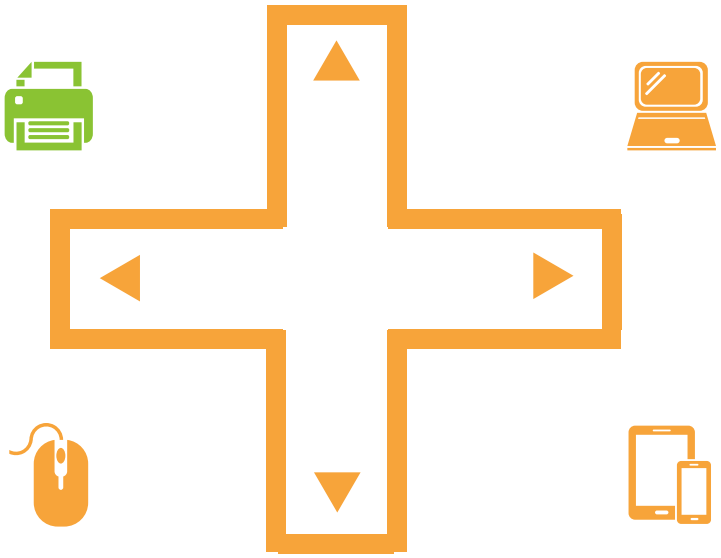


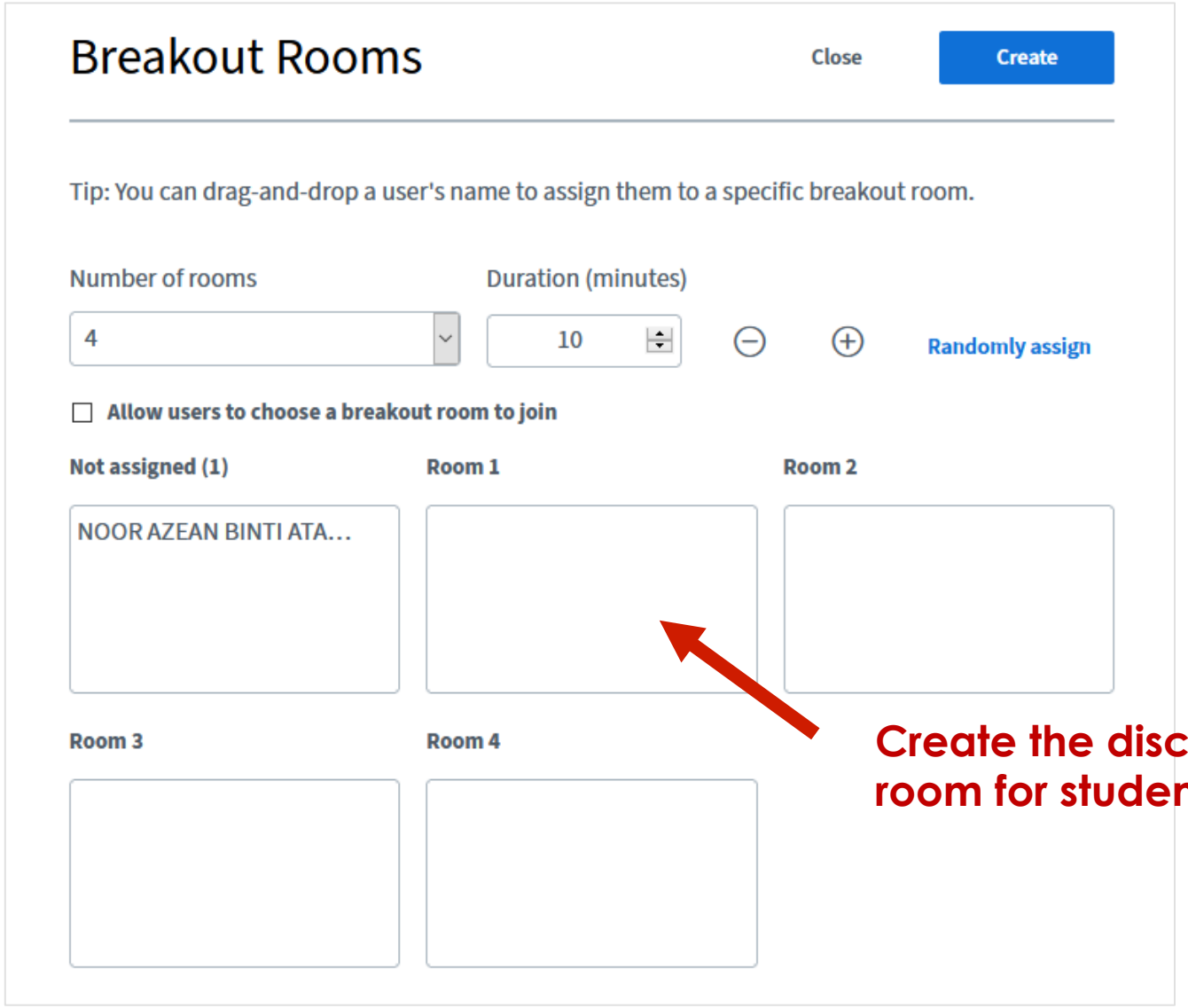
CREATE BREAKOUT ROOM in BBB



Create breakout room for students

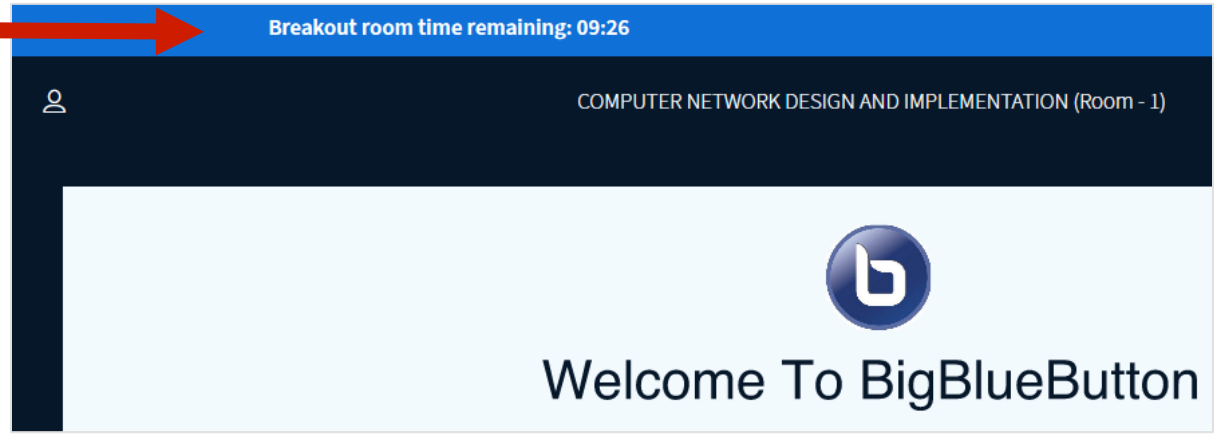
CREATE BREAKOUT ROOM



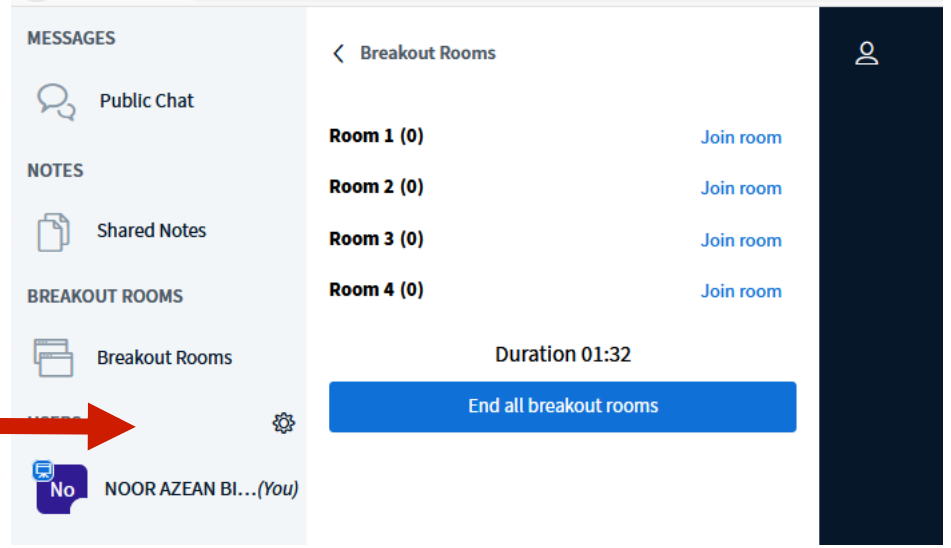


CREATE BREAKOUT ROOM

Breakout room time is shown to students



Lecturers can end the break out room at any time



https://olc.utm.my/

WEBEX MEETING

Up to 200 students

Allow live session to be recorded.

carry out live lecture with your students

Allow screen sharing | file sharing | polling

GUIDELINE WEBEX SCHEDULING ONLINE MEETING

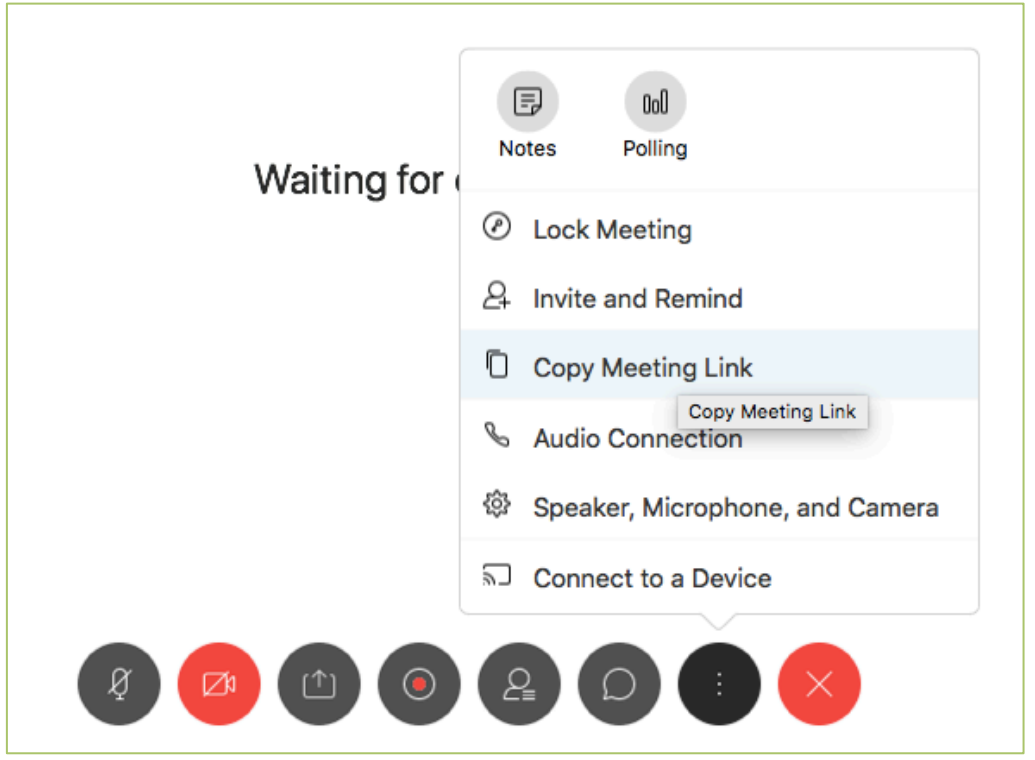
1 Schedule Instant Meeting

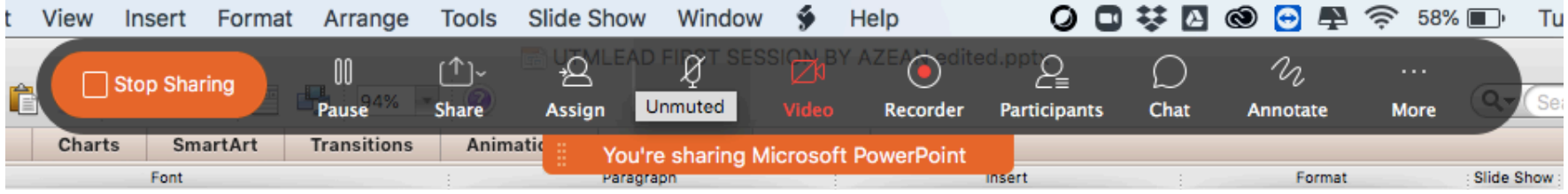
- Sign in to your Cisco WebEx Meeting Center.
- Select the Meeting Center tab and on the navigation bar select Host a Meeting > Schedule a Meeting.
- Enter a meeting topic and add your meeting invitees.
- Then select START NOW.

2 Schedule Future Meeting

- Sign in to Sign in to your Cisco WebEx Meeting Center.
- Select the Meeting Center tab and on the navigation bar select Host a Meeting> Schedule a Meeting.
- Enter a meeting topic, the date and time for your meeting, and add your meeting invitees.
- Then select SCHEDULE MEETING.

3 Copy your Meeting info and share it to your students via email / whatsapp and etc.





GUIDELINE WEBEX JOIN ONLINE MEETING

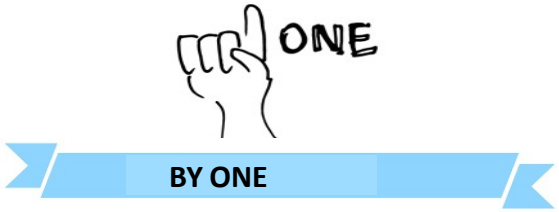
1 **Join Meeting** through email invitation via your official email or a shared Meeting Room link.

2 Register using your **real name** to allow other member to identify you

3 **Turn off microphone** when entering the 'Meeting Room'

4 Turn on microphone (unmute) and **speak when your turn is called @ when necessary**.

5 Only one person speaks at a time



6 Enable **Chat** features. If you have a technical problem, please **type your inquiry in the Chat area**. Secretariat/ technical member will assist you.

7 **Do not panic** if you are facing line/ technical disruption. You just need to **end the meeting and rejoin the online meeting** using the link as in number 1.

8 **Audio and video quality may vary** and **depends on a device specification and network level at your location**. Refer to the minimum online Webex meeting requirements.

MINIMUM SYSTEM REQUIREMENT FOR WEBEX ONLINE MEETING

1. **Windows**
    1. Intel Dual-Core CPU 2.XX GHz or AMD processor (2 GB of RAM recommended)
    2. JavaScript and cookies enabled on browsers
    3. Java isn't required for Mozilla Firefox and Google Chrome users.

2. **Mac OS X**
    1. Intel CPU-based (2 GB of RAM minimum)
    2. JavaScript and cookies enabled on browsers
    3. Oracle Java 6 to Oracle Java 8

BANDWIDTH CONSUMPTION FOR WEBEX ONLINE MEETING

1. Maximum bandwidth consumption of Sending and Receiving Video:

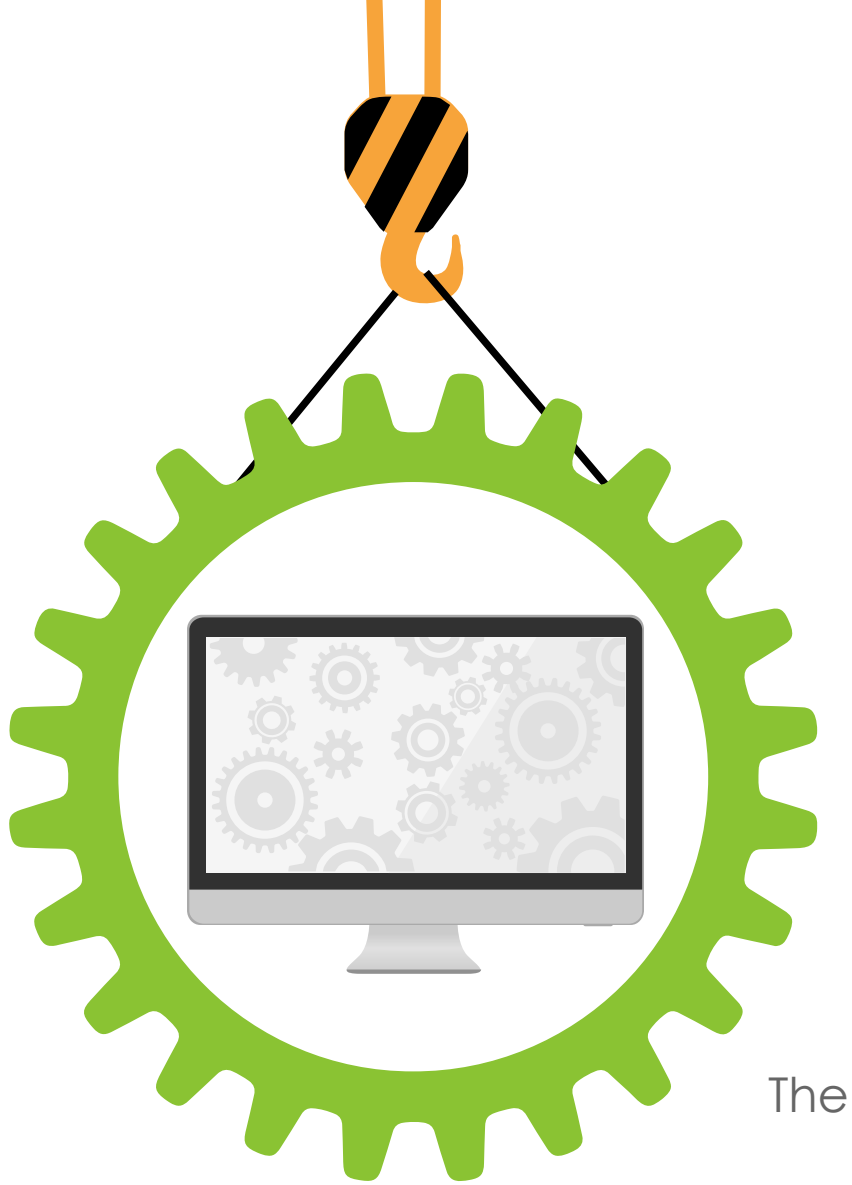
No	Video Quality	Receive/ Download	Send/Upload
1	High Definition Video	2.5 Mbps	3.0 Mbps
2	High Quality Video	1.0 Mbps	1.5 Mbps
3	Standard Quality Video	0.5 Mbps	0.5 Mbps

BANDWIDTH CONSUMPTION FOR WEBEX ONLINE MEETING

2. **The actual bandwidth requirements and utilization will vary based on multiple factors, including:**
    1. The make and model of the web camera used.
    2. The resolution setting of the camera.
    3. The frames per second (FPS) setting.
    4. How many cameras are activated in the meeting.
    5. How many active cameras are on the same network.
    6. How many users are actively utilizing the network.
    7. The bandwidth utilization of other meeting activities, such as screen or desktop sharing, Voice over IP (VOIP), etc.
    8. Whether or not the PC in question is transmitting video, or only receiving.

Request for Webex Meeting account UTM

https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials



Z O O M

M E E T I N G

The software has to be installed
in your local computer

Can support up to 100 students
during one live session

Z O O M M E E T I N G

01 Allow screen sharing

02 Allow live session to be recorded

03 Allow multiple user to share simultaneously

BANDWIDTH CONSUMPTION FOR ZOOM

1.For 1:1 video calling

No	Video Quality	Receive	Send
1	High Definition Video	1.8 Mbps	1.8 Mbps
2	High Quality Video	1.2 Mbps	1.2 Mbps
3	Standard Quality Video	0.6 Mbps	0.6 Mbps

2.For Group video calling

No	Video Quality	Receive	Send
1	High Definition Video	3.0 Mbps	3.0 Mbps
2	High Quality Video	2.5 Mbps	2.5 Mbps
3	Standard Quality Video	0.8 Mbps	0.8 Mbps

ONLINE ASSESMENT →
NEXT SESSION

SHARING SESSION