Teaching and Learning Continuity
Preparedness

NUS e-Learning services to support the continuation of teaching and learning during periods when teaching and learning can be severely disrupted. More information on these services is available on CIT website at http://cit.nus.edu.sg

		Lectures, Seminars	Tutorials	Online Teaching	Contact

1	Create a module presence on LumiNUS with the following tools enabled.	a. Display a week by week lesson plan with Learning Flow.
		b. Post Announcements and notices to the students.
		c. Files
		  • To upload lecture slides and assignments.
		  • To allow students to submit their homework.
		d. Discussion Forum
		  To give students a space to clarify doubts and for instructor to clear up misunderstood points.
		e. Multimedia to host related video files.
		f. Quizzes
					LumiNUS Staff Helpdesk
					
					LumiNUS Guides:-
					https://wiki.nus.edu.sg/display/LumiNUSstaff/

2	Web Lectures	a. Request for your past web lectures to be uploaded to LumiNUS. b. Request for your lectures or seminars to be recorded.			**Web Lectures HelpDesk** **Web Lecture Request Form** https://srs.cit.nus.edu.sg/default.aspx

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3	Podcast or PowerPoint with Audio	a. Create an audio recording (from PC or mobile) of your lecture or tutorial (podcast) and upload audio with lecture slides or tutorial topics to LumiNUS. b. PowerPoint has an audio recording option to allow you to record and narrate slide by slide.			https://wiki.nus.edu.sg/display/cit/Screen+Recording+Alternatives
4	Screen Recording	Software can be installed at home and works on both Windows and Mac. a. Panopto https://wiki.nus.edu.sg/display/cit/Panopto Software will capture whatever is displayed on the computer screen and instructors can add narration as they navigate screen by screen. The screen recorded file is uploaded to LumiNUS. b. Ink2Go http://ink2go.org/static/help/Ink2Go_Help_Win.pdf Software will capture whatever is displayed on the computer screen and instructors can add narration and annotate as they navigate screen by screen. The screen recorded file is uploaded to LumiNUS.			Panopto HelpDesk http://www.cit.nus.edu.sg/ink2go/

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5	Online Teaching with Web Conferencing	Web Conferencing uses Zoom. Instructors can teach online and share their desktop, applications and annotations live to students locally and overseas. Instructors need is an internet connection, headset with microphone and a web camera (optional) to allow students to see the instructors. Instructors can schedule these sessions through LumiNUS.			Jummain citjmw@nus.edu.sg Web Conferencing HelpDesk
6	LumiNUS Chatroom Microsoft Teams		Instant, persistent messaging and file sharing one-to-one or with a group/class on case studies and project discussions.		LumiNUS Chat Microsoft Teams
7	Digital Assessments	Online continuous assessments, small and high-stakes examinations using a bring-your-own-device (BYOD) model in a proctored and non-proctored environment.			http://www.cit.nus.edu.sg/digital-assessments/
		CIT will provide instructors headsets with microphones if they do intend to audio record over their lecture slides or conduct virtual classrooms or tutorials.			Siti Hajar citsiti@nus.edu.sg

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