



# TEACHING AND LEARNING CONTINUITY PREPAREDNESS

NUS E-LEARNING SERVICES TO SUPPORT THE CONTINUATION OF TEACHING AND LEARNING



# PREPAREDNESS - SOFTWARES FOR LECTURE, SEMINARS

	Tool		Guide/Tutorial
I.	Create a module presence on <b>LumiNUS</b> with the following tools enabled.	<ol style="list-style-type: none"> <li>a. Display a week by week lesson plan with <b>Learning Flow</b>.</li> <li>b. Post <b>Announcements</b> and notices to the students.</li> <li>c. <b>Files</b> <ul style="list-style-type: none"> <li>• To upload lecture slides and assignments.</li> <li>• To allow students to submit their homework.</li> </ul> </li> <li>d. <b>Discussion Forum</b> To give students a space to clarify doubts and for instructor to clear up misunderstood points.               <ol style="list-style-type: none"> <li>a. <b>Multimedia</b> to host related video files.</li> <li>b. <b>Quizzes</b></li> </ol> </li> </ol>	<a href="https://wiki.nus.edu.sg/display/LumiNUSstaff/LumiNUS+Staff+Guide">https://wiki.nus.edu.sg/display/LumiNUSstaff/LumiNUS+Staff+Guide</a>

# PREPAREDNESS - SOFTWARES FOR LECTURE, SEMINARS

	Tool		Guide/Tutorial
2.	<b>Web Lectures</b>	<ul style="list-style-type: none"><li>a. Request for your past web lectures to be uploaded to LumiNUS.</li><li>a. Request for your lectures or seminars to be recorded.</li></ul>	<a href="http://cit.nus.edu.sg/web-lectures/">http://cit.nus.edu.sg/web-lectures/</a>
3	<b>Podcast or PowerPoint with Audio</b>	<ul style="list-style-type: none"><li>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.</li><li>a. PowerPoint has an audio recording option to allow you to record and narrate slide by slide.</li></ul>	<a href="https://support.office.com/en-us/article/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316">https://support.office.com/en-us/article/add-or-delete-audio-in-your-powerpoint-presentation-c3b2a9fd-2547-41d9-9182-3dfaa58f1316</a>

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4.	<b>Screen Recording</b>	<p>Software can be installed at home and works on both Windows and Macintosh.</p> <p>a. 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.</p> <p>a. Ink2Go 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.</p>	<p><a href="https://wiki.nus.edu.sg/display/cit/Panopto">https://wiki.nus.edu.sg/display/cit/Panopto</a></p> <p><a href="https://wiki.nus.edu.sg/display/cit/Accessing+Panopto+via+LumiNUS">https://wiki.nus.edu.sg/display/cit/Accessing+Panopto+via+LumiNUS</a></p> <p><a href="http://cit.nus.edu.sg/ink2go/">http://cit.nus.edu.sg/ink2go/</a></p>

# PREPAREDNESS - SOFTWARES FOR TUTORIALS

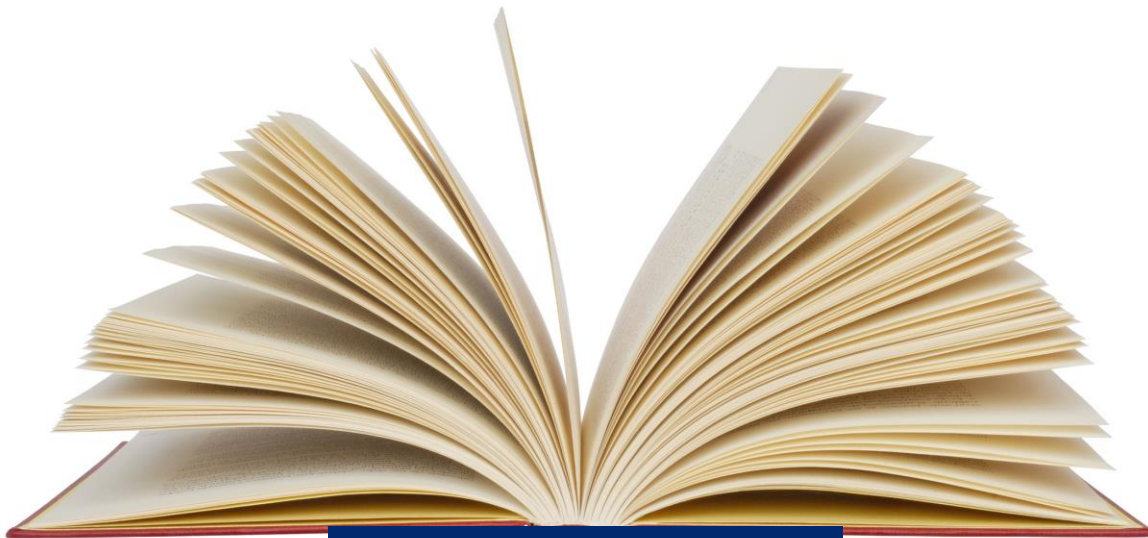
	Tool		Guide/Tutorial
1.	<b>Online Teaching with Web Conferencing</b>	<p>Web Conferencing uses Zoom. Instructors can teach online and share their desktop, applications and annotations live to students locally and overseas.</p> <p>Instructors need is an internet connection, headset with microphone and a web camera (optional) to allow students to see the instructors.</p> <p>Instructors can schedule these sessions through LumiNUS</p>	<a href="https://wiki.nus.edu.sg/display/LumiNUSstaff/Conferencing+Overview">https://wiki.nus.edu.sg/display/LumiNUSstaff/Conferencing+Overview</a>
2	<b>LumiNUS Chatroom</b>	<p>a. Communicate and exchange message and files on case studies live during chat sessions.</p>	<a href="https://wiki.nus.edu.sg/display/LumiNUSstaff/Chat+Overview">https://wiki.nus.edu.sg/display/LumiNUSstaff/Chat+Overview</a>

# PREPAREDNESS - SOFTWARES FOR TUTORIALS

	Tool		Guide/Tutorial
3	<b>Microsoft Teams</b>	a. A unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.	<a href="https://wiki.nus.edu.sg/display/cit/Microsoft+Teams">https://wiki.nus.edu.sg/display/cit/Microsoft+Teams</a>  <a href="#">LumiNUS Chatroom vs MS Teams</a>
4	<b>LumiNUS Discussion Forum</b>	a. It has a subscription feature where you can be notified by e-mail when someone posts or replies to your post.	<a href="https://wiki.nus.edu.sg/display/LumiNUSstaff/Forum+Overview">https://wiki.nus.edu.sg/display/LumiNUSstaff/Forum+Overview</a>

# PREPAREDNESS - SOFTWARE FOR ASSESSMENTS

## Open Book



### TOOLS

Announcements

Chat

Conferencing

Consultation

Files

Forum

Gradebook

Multimedia

Poll

Quiz

Survey

SCORM

Web Lectures

It supports the following question types:

- Multiple choice
- Multiple response
- Essay
- True or False
- Fill in the Blank
- Matching

# PREPAREDNESS - HARDWARE

- CIT will be able to provide all instructors headsets with microphones if they do intend to audio record over their lecture slides or conduct virtual classrooms or tutorials.
- New notebooks come in-built Microphone and Webcam
- Alternatively most of the NUS staff can use the JABRA headset microphone provided with Skype for business.





# LECTURE RECORDING

Venue	Description
NUS LTs (57)	All Webcast ready to record lectures
Seminar Rooms	Self recording of PPT + Audio via Panopto
Self- Recording Rooms	<ol style="list-style-type: none"><li>1. <a href="#"><u>Arts &amp; Social Sciences Self-Recording Room at AS4</u></a></li><li>2. <a href="#"><u>Centre for English Language Communication Self-Recording Room at CELC</u></a></li><li>3. <a href="#"><u>CIT Studio Lightboard Recording Room at NUS Libraries Annex</u></a></li><li>4. <a href="#"><u>Engineering Self-Recording Room at E2</u></a></li><li>5. <a href="#"><u>University Town, Education Resource Centre (ERC) Recording Booths at Multimedia Hub</u></a></li></ol>

# CONTACT POINTS FOR STAFF AND STUDENTS

Tools/Department	Contact
<b>1<sup>st</sup> Tier NUS ITCARE</b> <a href="mailto:itcare@nus.edu.sg">itcare@nus.edu.sg</a> 6516 2080	<b>For Phone &amp; Email Assistance Only</b> 7.30am – 7.30pm (Mon – Fri) 8.30am – 6.00pm (Sat, Sun & Public Holidays) <b>For Counter Walk-In Service</b> 7.30am to 7.30pm (Mon – Fri) 8.30am to 1.00pm (Sat) <b>Closed on Sun &amp; Public Holidays</b>
<b>Centre For Instructional Technology</b>	
LumiNUS	<a href="#">LumiNUS Staff Helpdesk</a>
Web Lectures	<a href="#">Web Lectures</a> HelpDesk Web Lecture Request Form <a href="https://srs.cit.nus.edu.sg/default.aspx">https://srs.cit.nus.edu.sg/default.aspx</a>

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Panopto	<a href="#">Panopto</a> HelpDesk
Ink2Go	<a href="http://www.cit.nus.edu.sg/ink2go/">http://www.cit.nus.edu.sg/ink2go/</a>
Zoom	Jummain <a href="mailto:citjmw@nus.edu.sg">citjmw@nus.edu.sg</a>  <a href="#">Web Conferencing</a> HelpDesk
LumiNUS Chatroom	<a href="#">LumiNUS Chat</a>
Microsoft Teams	<a href="#">Microsoft Teams</a>
Hardware and General enquiries	Siti Hajar <a href="mailto:citsiti@nus.edu.sg">citsiti@nus.edu.sg</a>



THANK YOU