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eLearning Preparation Guide

> (i) This guide is for use:
>
>   - in situations where classes cannot be held on campus (e.g. quarantine, severe haze), and
>   - in preparation for eLearning Week.

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eLearning Week

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A university-wide eLearning Week (eLW) will be held in **AY 2014/15 Semester 2**, **Week 8**, **Mon 9 March to Fri 13 March 2015**.

The exercise will include all Faculties/Schools and Residential Colleges in the University Town, and involves all undergraduate and graduate full-time and part-time modules, covering all lectures, tutorials, seminars and other learning activities.

The Centre for Instructional Technology (CIT), Computer Centre (CCE) and the Centre for Development of Teaching & Learning (CDTL) together with the respective Faculty/School AV/IT Units, will be managing the preparations and conduct of eLearning Week, under the direction of the Office of the Provost.

Staff training will be provided by CIT and the Centre for Development of Teaching and Learning (CDTL).

eLearning Week Faculty Contacts

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eLearning Week Training (CDTL)

Click eLearning Week 2015 training schedule

Why eLearning Week?

The threat of a pandemic situation leading to campus zoning or home quarantine is real.[1]

Other emergencies or accidents may also necessitate temporary measures that require students and staff to stay at home. During these times, eLearning can be instituted so that the University can continue a certain level of teaching and learning.

In 2009, the University's first campus-wide eLearning Week focused on lectures. Subsequently, several Faculties and Schools have conducted comprehensive eLearning Weeks which included tutorials and seminars online.

The upcoming eLearning Week will involve lectures and tutorials across the entire campus. This will pose challenges to:

  - faculty and students, who will have to adapt to online methods of conducting tutorials and seminars, and
  - IT infrastructure, as there will be increased load on software and hardware.

The Office of the Provost hopes that you take this exercise as an opportunity to pick up new skills and to prepare yourself for emergency situations.

Contents

Previous eLearning Weeks

University's Objectives

- Encourage faculty to familiarise themselves with technology for teaching online.
- Stress test the University's ability to carry on teaching during major disruptions without seriously affecting students' study plans.

Outcomes

Through eLearning Week, CIT hopes that faculty staff:

- Learn about the options available to them for eLearning.
- Learn at least one method of delivering a lecture and conducting a class online.

Briefing sessions

In order to ensure a successful eLearning Week, CIT will begin briefing sessions detailing the available eLearning services. You will be informed of these sessions by email.

Early preparation is vital

CIT encourages staff and students to start preparing early for the eLearning Week, particularly if using Web Conferencing, as this will involve two-way communication tools which require installation and some hands-on experience.

Online Lecture Tools

View the comparison chart of Online Lecture Tools.

- Previously recorded Webcast
- Screen Recording

Online Tutorial & Seminar Tools

View the comparison chart of Online Tutorial & Seminar Tools.

- IVLE Chat
- IVLE Discussion Forum
- Web Conferencing

Footnotes

1 Refer to Preparing for a Human Influenza Pandemic in Singapore, pp. 30-31, MHA, 2009.