



CJKU

Online Course Instruction

109.04.09



APP下載
掃一下!

即可下載安裝 CJKU Learn APP
或於 Google Play / App Store 搜尋
「長榮大學 CJKU GO-LEARNING」

android ios

Organizer : Teacher Professional Development Section

Precautions & Preparation

Official school closure

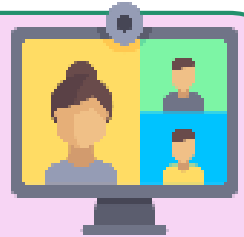
2 confirmed Cases 

The Whole School

At Least 14Days

According to The
Epidemic Situation

Drill



Drills

Partial

The Whole
School

7Days

14Days

Return to Normal

The Precautions of Distance Learning (From Ministry of Education)

一、學校因應指揮中心指示、確診病例之停課復課，以及授課方式因應防疫之調整及演練，應以防疫為優先，並掌握師生動向以保護社區，避免造成防疫破口為最重要原則，這也是大學的社會責任。大專校院因應疫情而停課或進行授課防疫演練，均須審慎規劃，並妥為公告說明，同時請確實掌握學生學習情形，避免出入公共場所。

Schools in response to the command center instructions, confirmed cases of suspension of classes, as well as the teaching methods in response to the adjustment and exercise of epidemic prevention, should be given priority to epidemic prevention, and master the movement of teachers and students to protect the community, to avoid the cause of epidemic prevention as the most important principle, which is also the university's social responsibility. Colleges and universities in response to the outbreak or to conduct teaching and epidemic prevention drills, must be carefully planned, and properly stated, at the same time, please really grasp the student's learning situation, avoid going to public places.

The Precautions of Distance Learning

(From Ministry of Education)

- (3) 授課防疫演練應避免學生在周遭社區或四處群聚而形成防疫破口，因此學校進行授課方式調整後，應掌握學生動向。爰請學校提醒學生在授課防疫演練期間，誠實記錄課後旅遊、聚會與其他集會活動，以利日後可能須配合疫情調查之用，如因隱匿而造成日後校園防疫破口，將依校內獎懲規定追究其責任。

Teaching and epidemic prevention drills should prevent students from gathering in surrounding communities or in groups to form epidemic prevention, so the school should master the movement of students after the adjustment of the way the school conducts the teaching.

Please remind students to keep an honest record of after-school travel, parties and other assembly activities during the course of the epidemic prevention exercise, so that they may be able to cooperate with the investigation of the epidemic in the future, if hidden and caused by future campus epidemic prevention, will be held accountable in accordance with the school reward and punishment provisions.

The Precautions of Distance Learning (From Ministry of Education)

- (4) 雖然授課方式調整，但學生在學期間之健康維護仍是學校責任，請學校在授課防疫演練期間，須關注學生每天量測體溫並上傳學校通報系統，並關懷學生身心健康。必要時應與學生連繫確認學習情形，確保學習成效。

Although the mode of instruction is adjusted, the health maintenance of students during the school year is still the responsibility of the school, please the school during the teaching of anti-epidemic drills, should pay attention to the students daily temperature measurement and upload the school notification system, and care for the physical and mental health of students. If necessary, contact the student to confirm the learning situation and ensure the effectiveness of the study.

The Precautions of Distance Learning (From Ministry Of Education)

(一)學校授課方式因應防疫之調整及演練

(9) 為確保學生學習成效，授課防疫演練如採遠距教學時，須注意學生線上出席狀況、觀課與討論情形、評量方式等各面向情形，並善用輔助軟體

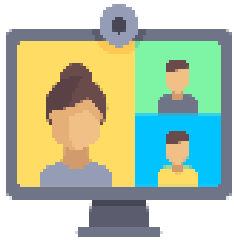
保留相關紀錄，以利未來稽考。



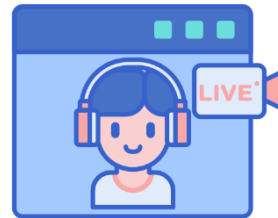
In order to ensure the student's learning effectiveness, teaching and epidemic prevention drills such as distance teaching, the school and teachers must pay attention to the students online attendance status, participation and discussion situation, evaluation methods, and making good use of multiple software to keep relevant records for the course quality assurance evaluation in the future.



Precautions & Preparation



Attendance



Class
Participation



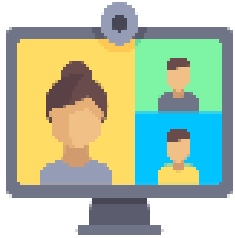
Discussion



Learning
Assessment

Online
Teaching
4 Steps

Precautions & Preparation



Attendance

1

2

3

4

teacher learning hu

黃衛中 Switching into the Office Switching into the classroom

Course Management User Management Classroom Management Assignment Management Peer Assignment

Attendance Stats Email and Call the Roll | 手動點名/紀錄查詢 Use of space (87.65 MB/800 MB)

Attendance

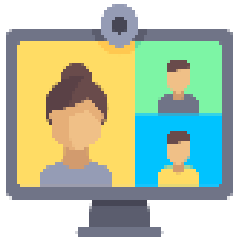
The last updated time of the rank is :2020-04-10 00:06:28

Select All Select Access: Enrolled Student Email the selected people Export data on this page XML HTML

Number	Username	First Name	Number of Logins	Last Login	Course Attendance	Last Entry	Tally of Posts	Discussion Participation	Total Study Time	Reading Times	Action
1	000...	果	52	2019-09-25 14:07:38	33	2019-09-16 09:56:46	3	0	00:26:56	8	View
2	000...	婷	61	2020-04-10 09:53:33	19	2020-04-01 11:10:33	5	0	0	0	View
3	000...	國	7	2019-02-26 09:34:08	3	2019-02-20 17:52:59	0	0	0	0	View
4	000...	軫	314	2020-04-10 11:44:06	36	2020-04-06 11:02:06	7	0	00:02:37	6	View
5	000...	中	620	2020-04-10 12:37:17	235	2020-04-10 12:37:30	8	0	04:06:40	87	View
6	i145...	黎	553	2020-04-10 10:33:09	208	2020-04-06 13:33:28	2	0	02:14:30	115	View

Select All Select Access: Enrolled Student Email the selected people Export data on this page XML HTML

Precautions & Preparation



Attendance

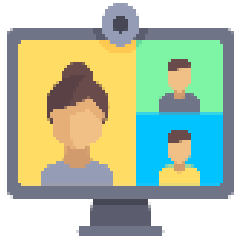
Students can sign in here

The recorded videos will be saved in your Cloud drive and the access link will be sent to your email synchronously.



The screenshot shows an email interface with a search bar at the top. The main content is an email notification for a meeting recording. The email text includes: "你現在可以查看錄製內容和即時通訊文字記錄了。" (You can now view the recording content and instant messaging text records.), a link "eug-phtt-tp (2020-04-08 at 22:25 GMT-7)", and a button "在雲端硬碟中開啟" (Open in Cloud Drive). Below the email, there are two attachments: a document icon and a video player icon, both labeled "eug-phtt-tp (202...". To the right of the email, there is a sidebar with a "聯絡人 (6)" (Contacts (6)) section and a "即時通訊" (Instant Messaging) button. The contact list includes: "陳鈺雯 上午11:17 陳鈺雯 到課", "陳好婷 上午11:17 陳好婷簽到", "教發組_黃婉婷 上午11:18 黃婉婷簽到", and "胡家鈺 上午11:19 胡家鈺 簽到".

Go Ahead of Government



Attendance

Roll Call During the Class

1

Choose the students who you want to call.

聯絡人 (7) 即時通訊

新增成員

- 秦兆達 (你)
- 宜榮 李宜榮
- 長榮 長榮教師發展組
- 教師發展組1818
- 教師組_黃婉婷
- 好婷 陳好婷
- 陳鈺雯

3

固定在畫面上

It will pin on your screen if you click it.

4

Precautions & Preparation



Class Participation

1

2

3

4

teacher learning hu

Course Management User Management Classroom Management Assignment Management Peer Assignment

Attendance Stats Email and Call the Roll 手動點名/紀錄查詢 Use of space (87.65 MB/800 MB)

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1	0002040333	施慧果	52	2019-09-25 14:07:38	33	2019-09-16 09:56:46	3	0	00:26:56	8	View	
2	0002050369	陳好婷	61	2020-04-10 09:53:33	19	2020-04-01 11:10:33	5	0	0	0	View	
3	0002060440	施慧國	7	2019-02-26 09:34:08	3	2019-02-20 17:52:59	0	0	0	0	View	
4	0002070493	胡家軫	314	2020-04-10 11:44:06	36	2020-04-06 11:02:06	7	0	00:02:37	6	View	
5	0002870114	黃衛中	620	2020-04-10 12:37:17	235	2020-04-10 12:37:30	8	0	04:06:40	87	View	
6	i14562045	王筠絮	553	2020-04-10 10:33:09	208	2020-04-06 13:33:28	2	0	02:14:30	115	View	

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Precautions & Preparation



Discussion

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teacher learning hu

Course Management User Management Classroom Management Assignment Management Peer Assignment

Attendance Stats Email and Call the Roll | 手動點名/紀錄查詢 Use of space (87.65 MB/800 MB)

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4	0002070493	胡家軫	314	2020-04-10 11:44:06	36	2020-04-06 11:02:06	7	0	00:02:37	6	View
5	0002870114	黃衛中	620	2020-04-10 12:37:17	235	2020-04-10 12:37:30	8	0	04:06:40	87	View
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Select All Select Access: Enrolled Student Email the selected people Export data on this page XML HTML

Precautions & Preparation



Learning Assessment

Teacher learning hub

Peer Assignments | Test Management | Questionnaire Management | **Grade Management** | Personal Area

Grade Management | Grade List

Grade Management

Select All | Add New Grades | Modify | Delete | Send | Export | ↑ | ↓ | Save Order | 21 grades in total / Total Percent: 173.60000002384186 %

Grade Title	Source	Weight	Publish Date	Manually Push
<input type="checkbox"/> 10702 test	Import from Tests	1 %	FromNow ToAny Time	Push
<input type="checkbox"/> 教發測試版	Import from Tests	3 %	Do not publish	Push
<input type="checkbox"/> 20190227	Import from Assignments	5 %	Do not publish	Push
<input type="checkbox"/> 測試	Import from Tests	1.5 %	Do not publish	Push
<input type="checkbox"/> 107-2 期中考	User Define	10 %	From2019-06-24 08:09 ToAny Time	Push
<input type="checkbox"/> 107-2 期末考	User Define	10 %	From2019-06-24 08:10 ToAny Time	Push
<input type="checkbox"/> 20190402	Import from Tests	3.5 %	Do not publish	Push
<input type="checkbox"/> 2019_0402	Import from Tests	3 %	Do not publish	Push
			FromNow	Push

Precautions & Preparation



Learning Assessment

teacher learning hub

Peer Assignment Management Questionnaire Management Grade Management Personal Area

Grade Management Grade List

1

2

3

Switching into the Office

Switching into the class

Sended grade

Whether to open the student preview

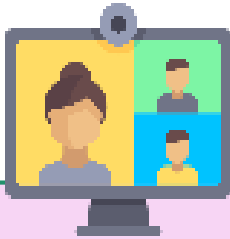
Grade Spreadsheet

Input Direction Disable Save Update Export CSV

Student	10702	教發測	201902	測試	107-2	107-2	201904	2019_0	201904	201903	201904	小組互	期末報	108-1	108-1	繳交期	123	1126	1128	影片心	20
	1 %	3 %	5 %	1.5 %	10 %	10 %	3.5 %	3 %	2.5 %	3 %	3 %	3 %	10 %	10 %	3 %	0.5 %	1.1 %	0 %	0 %	0.5 %	1 %
	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-	+/-
施 (0333)	100	100													80						
陳 (0369)	100	50													80						
施 (0440)	100	100													80						
胡 (0193)	100	50													80			100			
黃 (014)	100	10					0	60							80	90		100		0	
王 (015)	100	100	100	40			100	100	40	100	0	91.85	95	76	80	80	0		100		
Higher Standard Score	100	100	33.33	13.33			33.33	33.33	33.33	33.33		30.62	31.67	25.33	80	56.67		66.67	33.33		
Lower Standard Score	100	68.33	16.67	6.67			16.67	16.67	16.67	16.67		15.31	15.83	12.67	80	28.33		33.33	16.67		
Interval Diagram																					

4

Precautions & Preparation

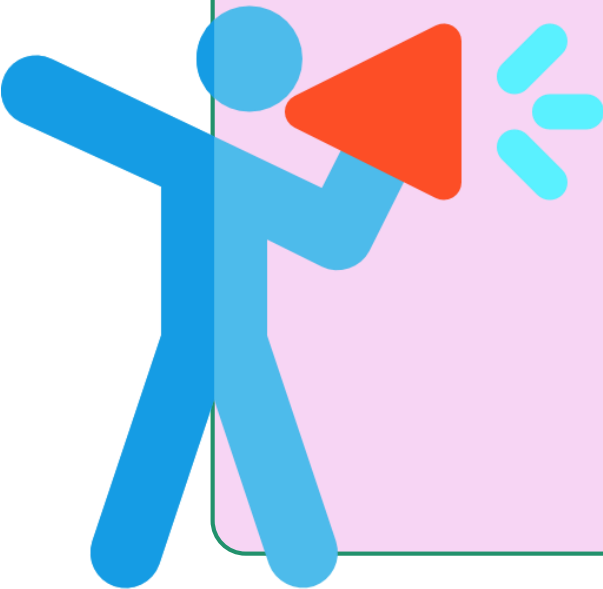


Attendance

Online teaching is **NOT** a holiday or break.

Be in class on time.

Conduct like the real-classroom classes.



Teaching Methods



Online Teaching SOP

1

design teaching method



Live
(Synchronous)



Record
(Asynchronous)

2

announce all the details to Ss



Teaching materials



Grading & Assessments



Learning records

3

Save and keep all the records anytime



Live
(Synchronous)
Google 雲端硬碟



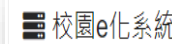
Record
(Asynchronous)

4

Grading & Assessments



Grade Calculation



Upload

Platforms used at CJCUC: Go-learning & Google MEET

1


Tell teaching method clearly




Live(Synchronous)



Record(Asynchronous)

Use  Platform/Time
Grading & Assessments
Subsidiary online

Use  Study byself
Grading & Assessments
Subsidiary online

軟體/平臺	可錄影	直播互動方式
 Adobe connect 視訊會議系統	0	雙向影音(課堂討論、學生發問管理) 線上共檔 學生無法下載錄影檔
 Google Hangouts Meet	0	雙向影音(課堂討論、學生發問) 線上共檔

Contact Us

暫定
視實際情況調整

Platform	Contact Person	Extension
CJCU Go-Learning	黃衛中/王筠絜/李宜蓁/秦兆瑋	1818/1819/1815
Adobe Connect	黃衛中/李宜蓁	1818/1819/
Microsoft Teams	陳妤婷/胡家軫	1822/1816
Google Hangouts Meet	黃衛中/秦兆瑋	1818/1815
SKYPE	李宜蓁/	1819/
FB 私人社群直播	陳妤婷/陳鈺雯/劉鈺亭	1822/1821/1825

Before the Class

Offering MEET Link and learning materials at CJCU Go-Learning.

Setting up at MEET Live Platform

Setting Video Equipment.

Setting Upload Way.



CJCU Go-Learning Setting

課程管理 人員管理 教室管理 作業管理

一般教材上傳 | 影片資源庫 | 教材檔案管理 | 課程管理

學習路徑

teacher learning hub(檔案拖曳至此，可建立學習路徑)

- 課程直播教室 2020-03-23 至 2020-03-23
- Week 1 即日起 至 無限期
- 1020試卷 2019-05-14 至 2019-11-14
- Week 2 即日起 至 無限期
- Desert 即日起 至 無限期
- 常用實現方法 即日起 至 無限期
- Week 3 即日起 至 無限期
- youtube3 即日起 至 無限期
- Week 4 即日起 至 無限期
- 中文目錄測試 即日起 至 無限期
- Week 5 即日起 至 無限期
- Amazing sights and reflections 即日起 至 無限期
- 第六週 即日起 至 無限期

週次	授課內容	備註
1	課程介紹	
2	媒介與社會	
3	誰擁有媒體：媒體產業經濟學（一）	
4	誰擁有媒體：媒體產業經濟學（二）	✓
5	政治與媒體的關係：政治對媒體的影響	
6	媒體組織與專業人員	
7	為何媒體總是強調某些形象和想法：媒體與意識形態（一）	
8	為何媒體總是強調某些形象和想法：媒體與意識形態（二）	
9	期中考試（面授）	✓

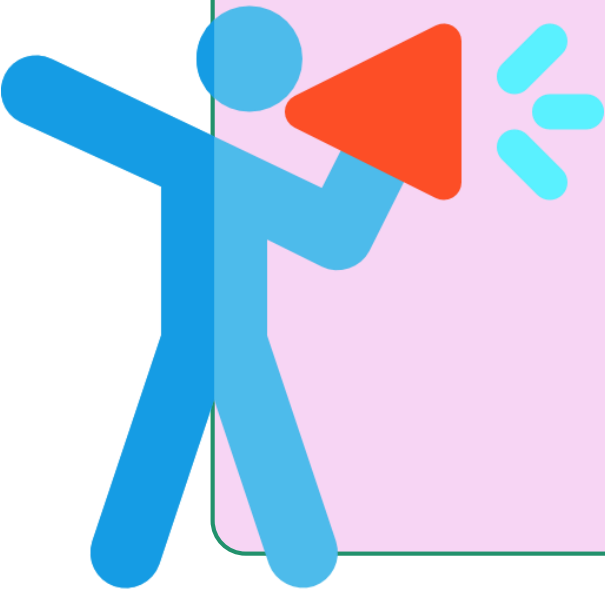
set up by weeks

Preparation Before Meet

Make sure to use CJCU email.

So use CJCU email to log in, too .

Update your Chrome.



Open Meet from Gmail of Google Chrome

The screenshot shows a Gmail inbox in a Google Chrome browser window. The browser's address bar displays 'mail.google.com/mail/u/2/#inbox'. The Gmail interface includes a search bar and a list of emails. A floating application menu is overlaid on the right side of the screen, containing icons for various Google services. A pink circle with the number '1' highlights the application menu icon in the top right corner of the Gmail page. A pink circle with the number '2' highlights the Google Meet icon within the floating application menu. A dashed pink arrow points from the application menu icon to the Meet icon.

Remember to Use
CJCU's Gmail to Open
Google Chrome

1

2

Meet

最近未進行任何即時通訊
發起新的即時通訊

https://myaccount.google.com/?utm_source=OGB&tab=mk1&authuser=2&utm_medium=app

下午 09:53
2020/3/19

Create a meeting (Class) from Meet

【Notice】

Many teachers reflected that they **can't record the meeting** by using **name** or **password** in recently.

Please copy the **meeting web address** to Go-learning to **confirm you are the host of the class.**



Please don't enter any password or code.
Just continue and get into the meeting.

Copy the web link to node

The screenshot shows the 'teacher learning hub' interface. The main menu includes '課程管理', '人員管理', '教室管理', '作業管理', and '同儕作業管理'. Below the menu, there are options for '一般教材上傳', '影片資源庫', '教材檔案管理', '課程設定', '教材統計', and '學習路徑'. A list of nodes is displayed, with 'Week 1' selected. A dialog box titled '節點內容' (Node Content) is open, showing options for '一般教材檔案', '影片資源庫', '作業', '測驗', '問卷', '議題討論', '討論板', and '討論室'. The 'URL' field is filled with 'https://drive.google.com/file/d/1iAqaY31VOXhXz...', and the '瀏覽' (Browse) button is highlighted. The '新開視窗' (Open in new window) checkbox is checked. The 'URL' field is highlighted with a pink dashed box. A pink circle with the number '1' is placed over the 'Week 1' node, and another pink circle with the number '2' is placed over the 'URL' field. A dashed pink arrow points from the 'Week 1' node to the 'URL' field.

1

2

teacher learning hub

課程管理 人員管理 教室管理 作業管理 同儕作業管理

一般教材上傳 | 影片資源庫 | 教材檔案管理 | 課程設定 | 教材統計 | 學習路徑

學習路徑

teacher learning hub(檔案拖曳至此, 可建立節點)

1. 課程直播教室 2020-03-23 至 2020-04-06

2. Week 1 即日起 至 無限期 ... ∞

3. 1020試卷 2019-05-14 至 2019-11-30

4. 第二週 即日起 至 無限期 ... ∞

5. Desert 即日起 至 無限期 ... ∞

6. 常用實現方法 即日起 至 無限期

7. 第三週 即日起 至 無限期 ... ∞

8. youtube3 即日起 至 無限期

9. 第四週 即日起 至 無限期 ... ∞

10. 中文目錄測試 即日起 至 無限期

11. 第五週 即日起 至 無限期 ... ∞

12. Amazing sights and reflections

節點內容

一般教材檔案(如:office系列檔案、或使用Youtube分享網址)

影片資源庫

作業

測驗

問卷

議題討論

討論板

討論室

節點狀態 隱藏 可用

標題: 正體中文 第一週課程錄影

URL: <https://drive.google.com/file/d/1iAqaY31VOXhXz...> 瀏覽 新開視窗

應完成期間: 至

應完成閱讀時間: 分鐘 清除閱讀期間設定

完成 取消

Equipment

A



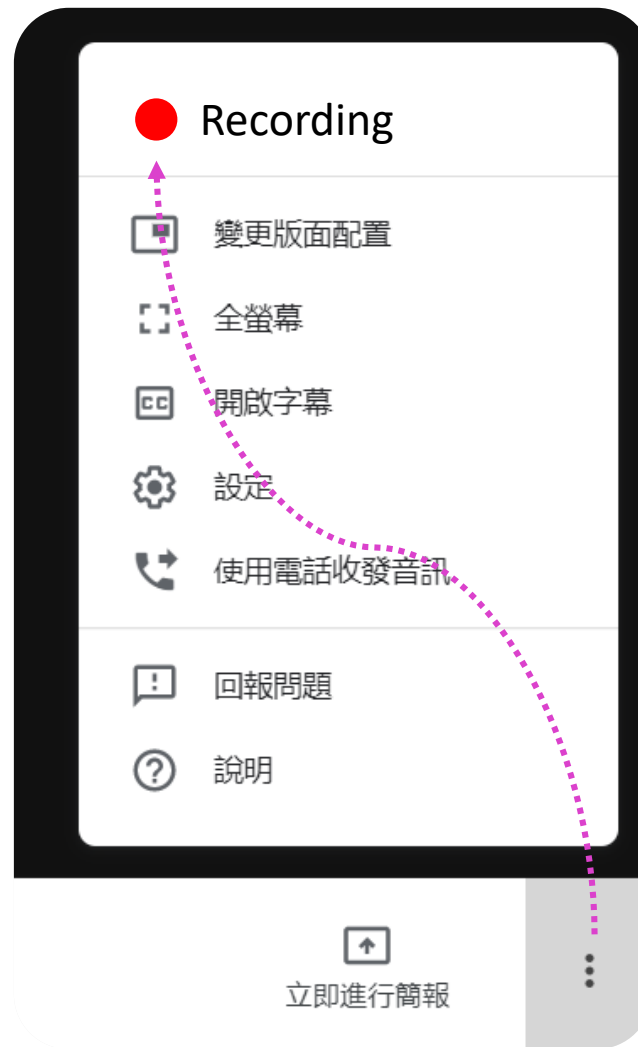
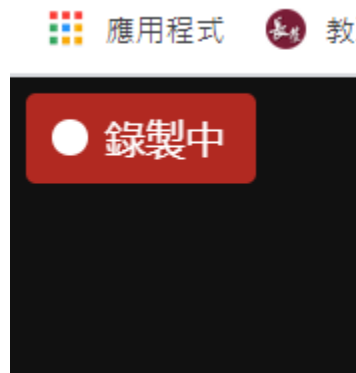
B



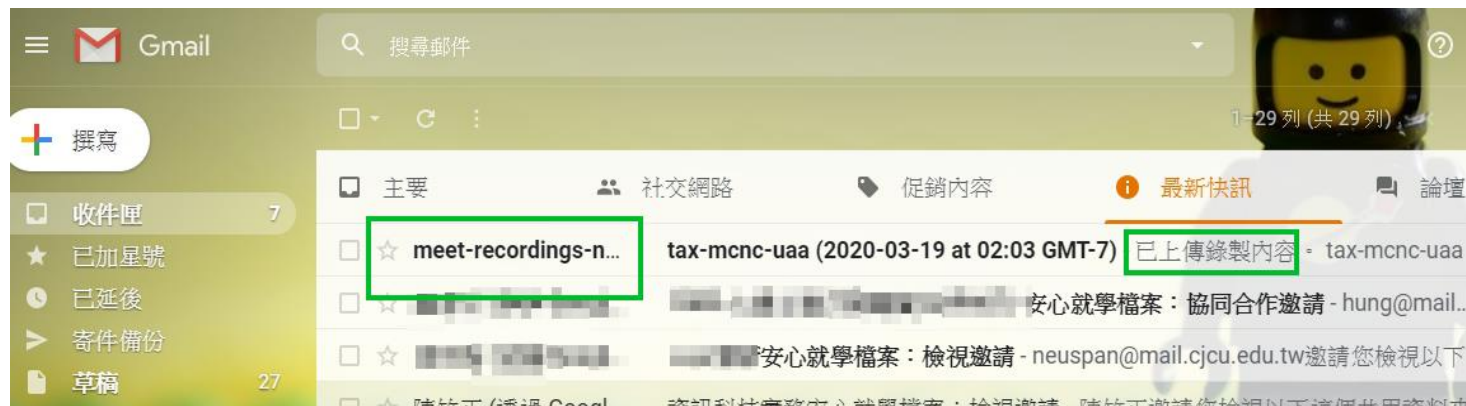
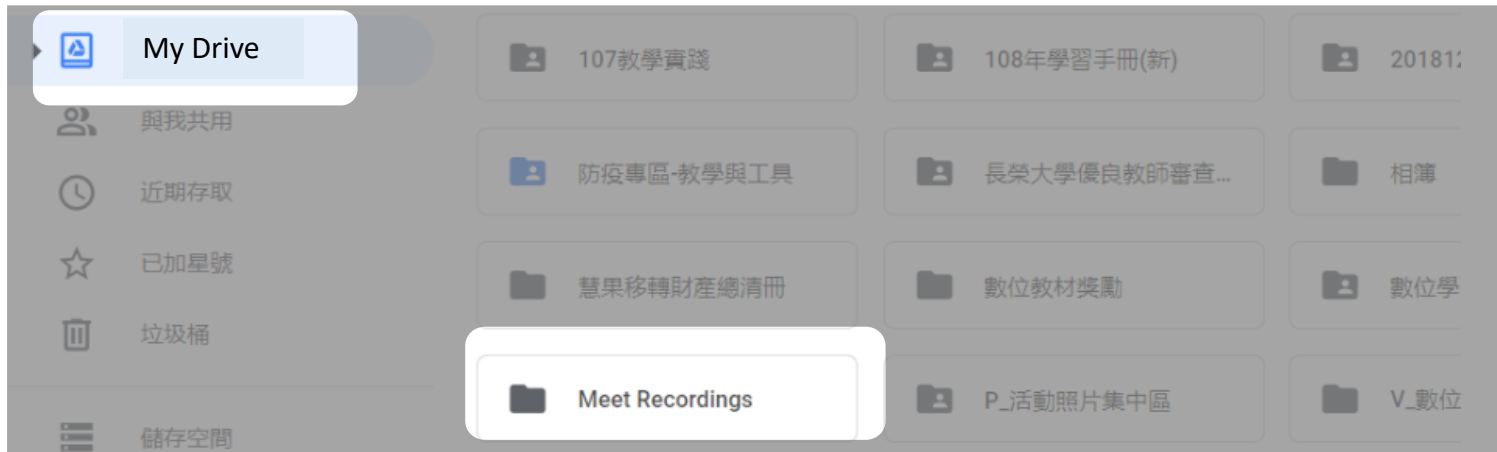
C



Press recording first before the class starts



The recording will be saved into My Drive automatically



Get the video link

The screenshot shows the Google Drive interface. The breadcrumb path is "My Drives > Meet Recordings". A video recording file is selected, and its context menu is open. The menu items are: 預覽 (Preview), 選擇開啟 (Select to open), Share, Link, 新增至工作區 (Add to workspace), 移至 (Move), 新增至「已加星號」專區 (Add to 'Starred' area), 重新命名 (Rename), 顯示詳細資訊 (Show details), 管理字幕軌 (Manage subtitles), 管理版本 (Manage versions), and 建立副本 (Make a copy). A pink circle labeled 'B' highlights the '預覽' and '選擇開啟' items. A green circle labeled 'A' highlights the 'Share' and 'Link' items. A dashed green box encloses the 'Share' and 'Link' options. A dashed pink box encloses the 'Share' option. A semi-transparent grey box with the text "Share the video link" is overlaid on the bottom left of the interface. The left sidebar shows navigation options like "新增" (New), "優先專區" (Priority areas), "我的雲端硬碟" (My Drive), "與我共用" (Shared with me), "近期存取" (Recent), "已加星號" (Starred), and "垃圾桶" (Trash). The bottom left shows storage usage: "儲存空間 已使用 105.7 GB".

新增

My Drives > Meet Recordings

檔案

預覽

選擇開啟

Share

Link

新增至工作區

移至

新增至「已加星號」專區

重新命名

顯示詳細資訊

管理字幕軌

管理版本

建立副本


Share the video link

儲存空間
已使用 105.7 GB

Copy the link to node

Choose the option that you want to share with

與他人共用

開啟連結共用設定 

1

連結共用設定已開啟 [瞭解詳情](#)

長榮大學 中任何知道連結的使用者都可以檢視

複製連結

<https://drive.google.com/file/d/1iAqaY31VOXhXzwnqmG1obmtD333ASDzq/view?us>

Share with everyone, share with CJCU, or you can just share with

Registration and Curriculum Section
register@mail.cjcu.edu.tw

Teacher Professional Development Section
faculty@mail.cjcu.edu.tw

2

連結共用

-  開啟 - 公開在網路上
網際網路上的所有人皆可尋找和存取 (無需登入)。
-  開啟 - 任何知道連結的使用者
知道連結的使用者皆可存取 (無需登入)。
-  開啟 - 長榮大學
長榮大學 中的任何使用者皆可尋找及存取。
-  開啟 - 長榮大學 網域中任何知道連結的使用者
長榮大學 中任何知道連結的使用者都可以存取。
-  關閉 - 特定使用者
與特定使用者共用。

存取權 長榮大學 中的任何人 [可以檢視](#)

這個檔案的檢視者可以查看註解和建議。 [瞭解詳情](#)

注意：不論您為項目指定了任何連結共用設定選項，仍可在網路上發布項目。
[瞭解詳情](#)

儲存

取消

[進一步瞭解連結共用設定](#)

Finish & Save

The screenshot shows the 'teacher learning hub' interface. At the top, there are navigation tabs: '課程管理', '人員管理', '教室管理', '作業管理', and '同儕作業管理'. Below these are sub-menus: '一般教材上傳', '影片資源庫', '教材檔案管理', '課程設定', '教材統計', and '課程'. A '學習路徑' (Learning Path) section is visible, listing various course items with checkboxes and dates. A blue starburst tooltip is positioned over the '存檔' (Save) option in the '工具列' (Toolbar) on the left. Overlaid on the center of the image are the words 'Make sure to Save Save Save' in large, colorful letters.

teacher learning hub

課程管理 人員管理 教室管理 作業管理 同儕作業管理

一般教材上傳 | 影片資源庫 | 教材檔案管理 | 課程設定 | 教材統計 | 課程

學習路徑

teacher learning hub (檔案拖曳至此 可建立節點)

- 1. 課程直播教室 2020-03-23 至 2020-04-06
- 2. 第一週課程錄影 即日起 至 無限期 ...
- 3. 2020試卷 2019-11-30 至 2019-11-30
- 4. 第二週 即日起 至 無限期 ...
- 5. Desert 即日起 至 無限期 ...
- 6. 常用實驗方法 即日起 至 無限期
- 7. 第三週 即日起 至 無限期 ...
- 8. youtube3 即日起 至 無限期
- 9. 第四週 即日起 至 無限期 ...
- 10. 日文目錄瀏覽 即日起 至 無限期
- 11. 第五週 即日起 至 無限期 ...
- 12. Amazing sights and reflections from 30 years of wildlife
- 13. 第六週 即日起 至 無限期

工具列

存檔

備份還原

新增

插入

修改

刪除

剪下

複製

貼上

顯示或隱藏

左移

右移

上移

下移

Make sure to Save Save Save

Get Ready Before Hand



Meet

Demo