

各位好：

- 一、本校 111 學年度第一學期將維持實體上課，提醒師生們注意各學系或開課單位網站及公告，隨時掌握各課程修課資訊，並須戴好口罩、做好個人清潔與消毒作業。
- 二、教育部函示：為維護無法如期來臺之境外學生受教權益，有關學校辦理安心就學及遠距教學相關事宜，請各校啟動安心就學措施，提供學生彈性修業機制，以即時因應協助。
- 三、依據本校防疫專區訊息：開學後無法如期到校實體上課者，如有特殊個案學生(例如：依規定無法入境之境外生、居家隔離學生.....等)，其所修讀之課程，將由授課教師自行考量「該生」之授課方式，採同步遠距或同步與非同步混合式遠距方式授課，並請通知該生調整後之上課方式，若無法聯繫上學生，也請務必通知開課單位協請全球處代為聯繫。
- 四、全球處協同註冊組將提供已註冊(或緩期註冊請假)但無法如期返校上課(含正入住防疫旅館、延遲返台等)之學生名單，以便課務組於第三階段選課截止(9/19 中午 12:00)後，整理選課清單，再轉請各開課單位通知該課程之授課教師，期間如有學生陸續選課，請各開課單位與授課教師聯繫相關事宜。
- 五、老師可在所授課程 portal 中檢視學生清單，於「國籍」欄位辨識修課學生是否為陸、港、澳、外籍生等，並請系所通知授課教師與導師。請授課教師(含實習或實驗課助教)協助落實點名記錄於 Portal，並於課堂宣達並主動關懷無法如期返校上課學生之近況。

教學方式說明：

同步遠距：

由教師以遠距即時影音方式直播授課，供所有修課學生觀看，學生可即時以語音、文字發問或進行互動討論，例如採用 Microsoft Teams 或參考教育部提供之[線上教學便利包](#)，所有課程教材及上課過程錄影或錄音皆需留存相關紀錄。

※Microsoft Teams 平台教學影片已放置於元智大學首頁/防疫專區/同步學習 / Teams 操作手冊

※相關諮詢問題可請系所技術人員或資服處網路媒體組協助。

非同步遠距：

錄製電腦畫面(例如 PPT、Word 檔或網頁)連同老師聲音等影音檔案供學生觀看，教服組備有免費軟體 OBS Studio，可協助錄製電腦畫面與聲音。

※OBS Studio 錄製軟體說明影片，請參考連結：

<https://drive.google.com/file/d/117Kg83X1uHYELxFGeRBeOKmNaqB5tQA7/view?usp=sharing> ,

或連結網頁：教務處首頁/教師專區/教室設備/OBS Studio 軟體安裝使用及相關設定說明，

※教師如有影片錄製相關技術或軟體支援問題，請洽詢教務處教服組。

感謝您的配合。

課務組敬上

Dear all,

1. The school will maintain in-person classes in the semester of 111-1. Please pay attention to the announcements from the departments, colleges, or education offices. Wear masks and practice personal hygiene.
2. Advised by the MOE, the university will provide flexible learning mechanisms to assist the international students who cannot arrive in Taiwan as scheduled.
3. If students cannot attend the in-person classes as scheduled (international students, home quarantine students, etc.), teachers can use the following teaching methods with these students: **(1) Synchronous Online Learning or (2) Blended Learning (Synchronous + Asynchronous Online Learning)**. Please inform these students of the adjusted class method. If you cannot reach these international students, please contact the GAO to notify them instead.
4. The GAO and the Registration Section will provide the list of students who have registered (or deferred registration) but cannot return to school as scheduled (staying in a quarantined hotel, delaying entry, etc.). The Curriculum Section will sort out the course selection list and forward it to the department secretaries to notify the teachers after the 3rd phase of Online Course Selection (12 p.m., Sep. 19th). If a student selects a course during this period, we kindly ask the department secretary to notify the teacher that there is a new student in his/her class.
5. The student's nationality can be found in the student list in Portal. We kindly ask teachers (or TAs) to take a roll call in Portal, and actively care for the students who cannot return to school as scheduled.

Description of teaching methods:

Synchronous Online Learning

Synchronous online classes run in real time. Students can ask questions and interact with teachers in a timely manner via voice and messaging. All course materials and lecture videos must be saved.

※[The instruction of Microsoft Teams](#) → 同步學習

※[The Ministry of Education, the instruction of online learning](#)

If you have any technical problems, please contact the Office of Library and Information Services.

Asynchronous Online Learning

Provide students with video recordings, including computer screen recordings (PPT, Word, web pages, etc.) and teacher's voice/image. Students can watch the video any time before the deadline. All course materials and lecture videos must be saved.

※[The instruction of the screen recording software, OBS Studio](#)

※YZU→Administration→Office of Academic Affairs→Resource for Teachers→Class Equipment

If you have any technical problems, please contact the Teaching Services Section of OAA.

We appreciate your cooperation.

Curriculum Section of Office of Academic Affairs