

「統籌全校網上學習策略2.0—中學篇」 網上研討會

Constructing Online Learning in a Whole-school Approach for Secondary School

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CCC Ming Yin College

中華基督教會銘賢書院



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Microsoft Innovative Educator (MIE)

Google Certified Educator (Level 1 and 2)

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CUHK-JC AI for the Future Project – Teacher Advisor of
“Artificial Intelligence Curriculum for Junior Secondary Students in
Hong Kong - Teaching and Learning Pack”



規劃混合式教學下的 全天候時間表及相關行政工作





Administrative Works & Timetable



Timetable(s)...

- Full Day 8am-3:40pm?
- Half Day 8am-1:30pm?
- Lunch time arrangement?
- PM, tutorial? ECA? Activities?
- Mixed? Junior Form / Senior Form?
- Online + F2F?



F2F vs Online Lessons

- 8 Lessons, 30 mins each, 3-Recess
Time: 0800-1325
- Lessons in PM will be arranged for S5-S6
Time: 1430-1730
- Simply change to online directly
- No transition period



F2F vs Online Lessons

Normal Timetable		Half-day Timetable	
Roll Call	0810-0815	Roll Call	0750-0800
Reading	0815-0830		
1	0830-0910	1	0800-0835
2	0910-0950	2	0835-0910
Recess	0950-1005	Recess	0910-0925
3	1005-1045	3	0925-1000
4	1045-1125	4	1000-1035
Lunch	1125-1235	Recess	1035-1050
5	1240-1320	5	1050-1125
6	1320-1400	6	1125-1200
Recess	1400-1415	Recess	1200-1215
7	1415-1455	7	1215-1250
8	1455-1535	8	1250-1325
		9-10	1330-1430



School-based IT Background

- No computer in classroom
- Whole-school WiFi for 15+ years
- 1-NB-1-Teacher
- 1-iPad-1-Teacher (coming soon)
- 100+ iPad for students



Teacher-based Meeting

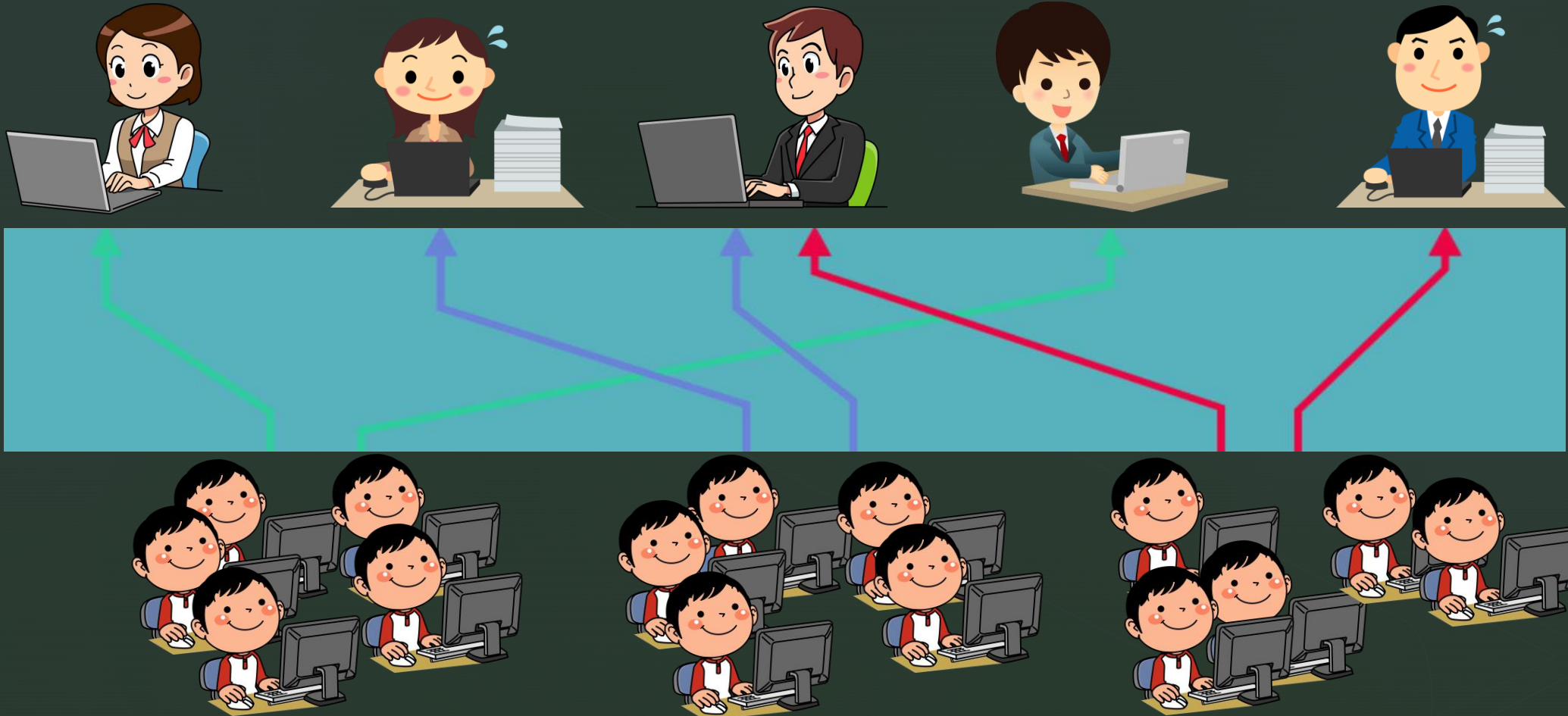


Image: <https://creazilla.com/>

Class-based Meeting



Class A



Class B



Class C



Image: <https://creazilla.com/>

Mode of VC

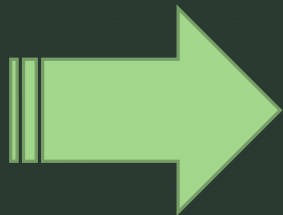
■ Teacher-based vs Class-based

Teacher-based Meeting ID	Class-based Meeting ID
Meetings in accordance with Teachers	Meetings in accordance with Class
Students swap into different links	Students retain in same meeting
Teachers retain his/her own meeting	Teachers swap into different classes
Meeting ID created by teachers Links shared by teachers via LMS	Meeting ID created by admin Links shared by school / teachers
End Meeting by teacher	End Meeting by Host (School)
Recording by teacher	Recording by Host (School)



Centralized VC

- Primary Objectives:
 - Minimize students' on-and-off thru VC
 - Centralized support by TSS/IT Team
 - Centralized settings for VC (Security)



Centralized Class-based VC Control
(S1-S4)

Centralized VC



- S1-S4 Class-based Meeting ID (16 machines)
- Computer Room works as control room (Host)
- S1-S4 Classroom PCs works as Teacher (Host)

MYC Class-based Setting

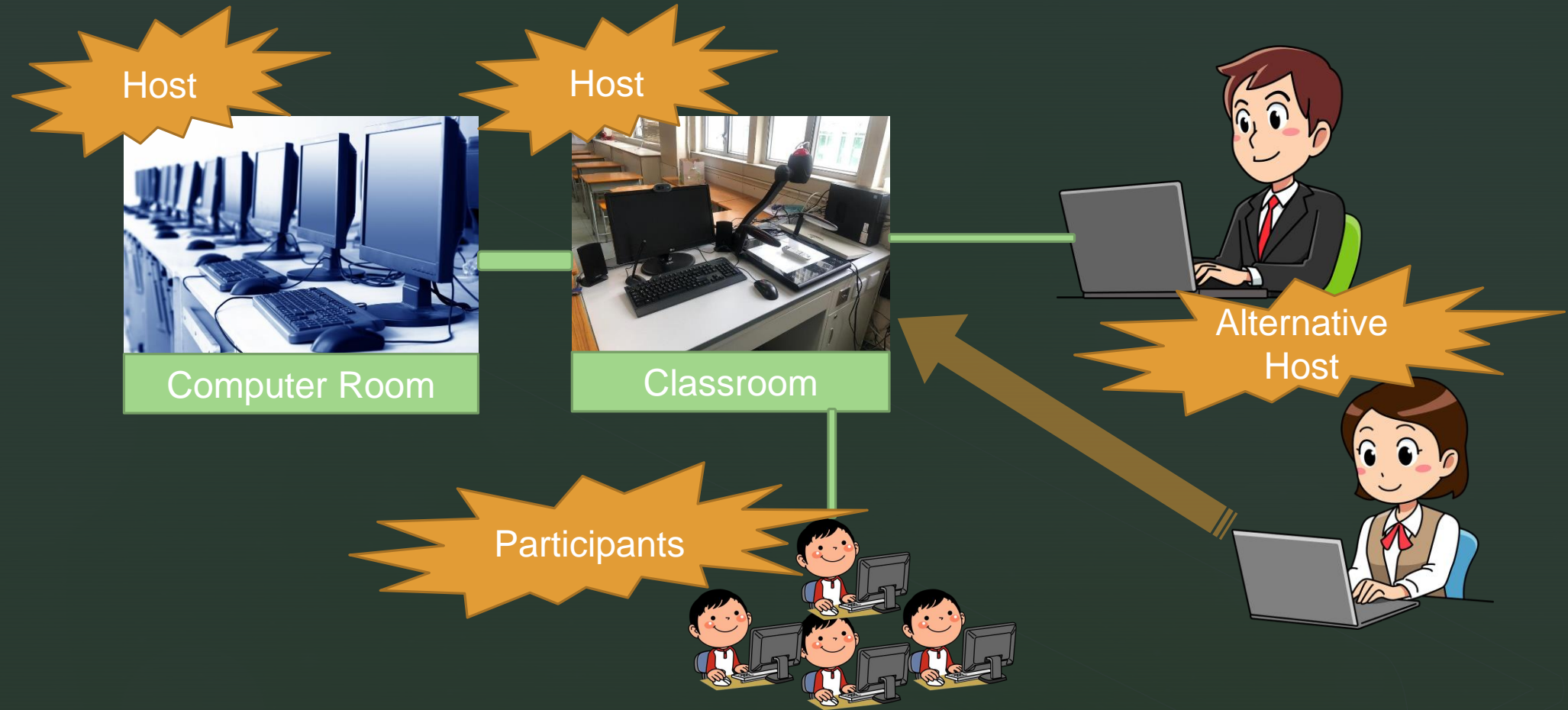


Image: <https://creazilla.com/>

Image: <https://milhostech.com/computers-as-well-as-their-importance/>

Centralized VC

- Class-based Meeting ID (S1-S4)
- Junior: Special Rooms → Classroom base room
- All teachers set to be “Alternative Hosts”
- Teachers can join and leave VC anytime
- Students can retain in VC throughout lessons

Zoom Co-Host:

<https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host>

Zoom Alternative Host:

<https://support.zoom.us/hc/en-us/articles/208220166-Designating-an-alternative-host>



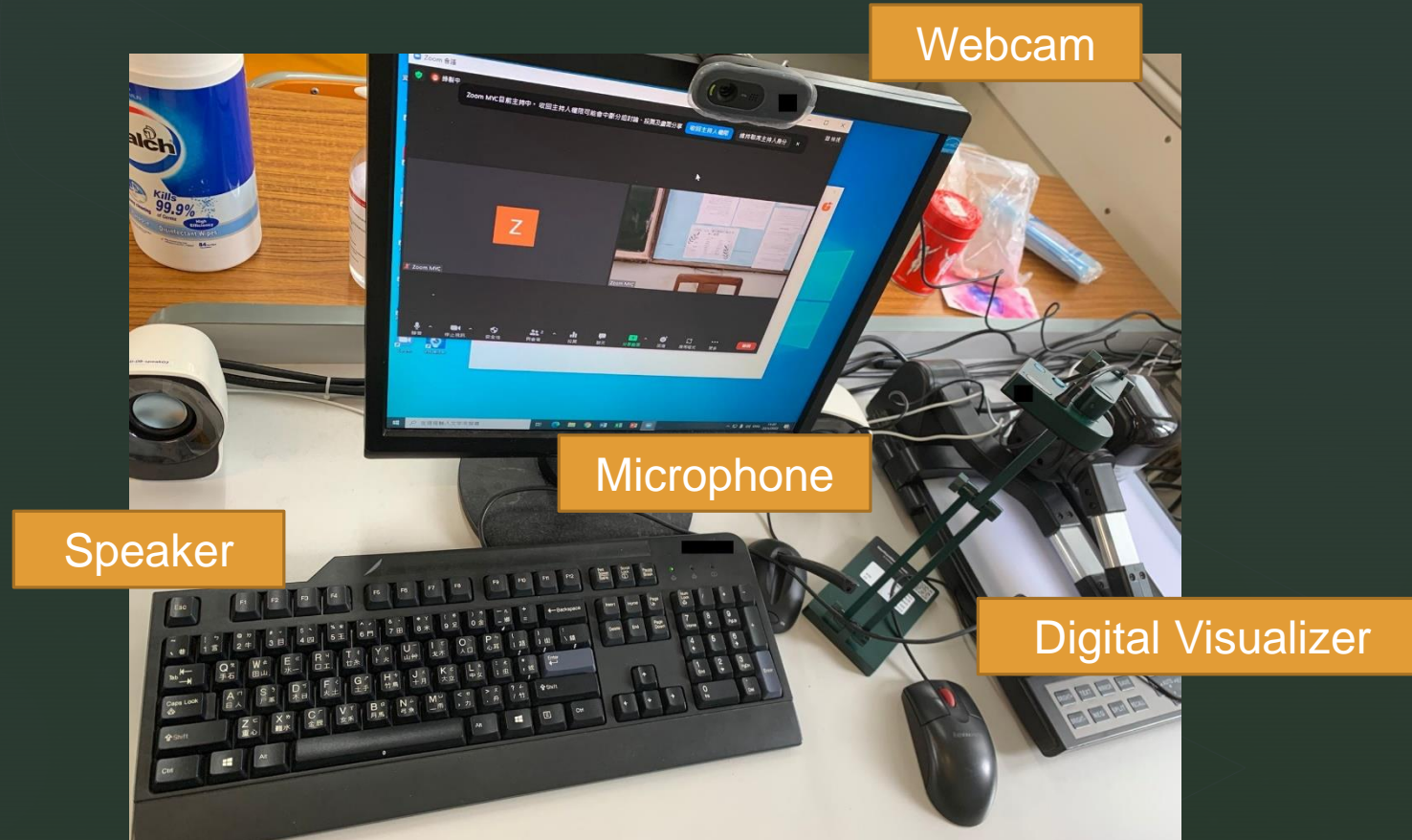
Classroom Setting

- **S1-S4 classrooms** are equipped computer to support online lesson
- WiFi supported in classrooms/special rooms (Separated Network)
- Ad-hoc: **Digital Visualizer**
Can swap with webcam through VC



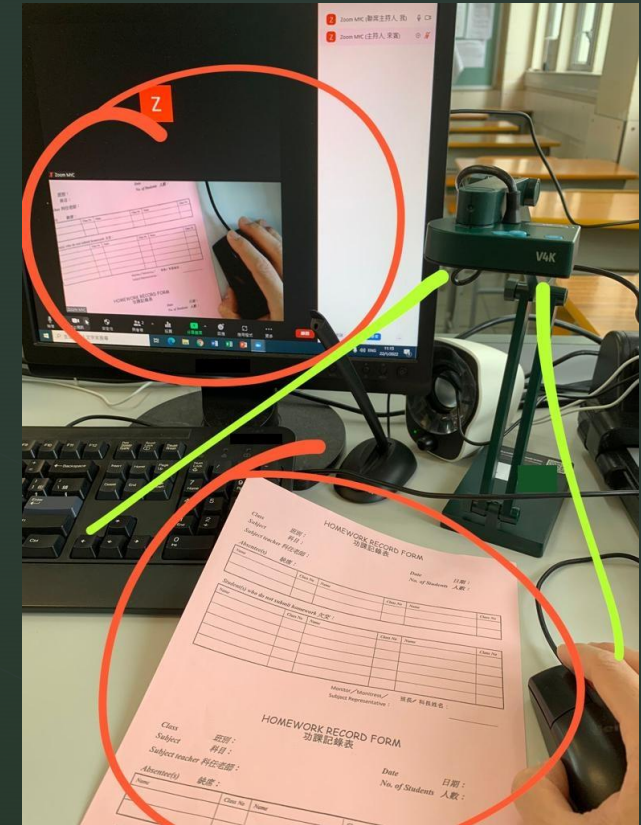
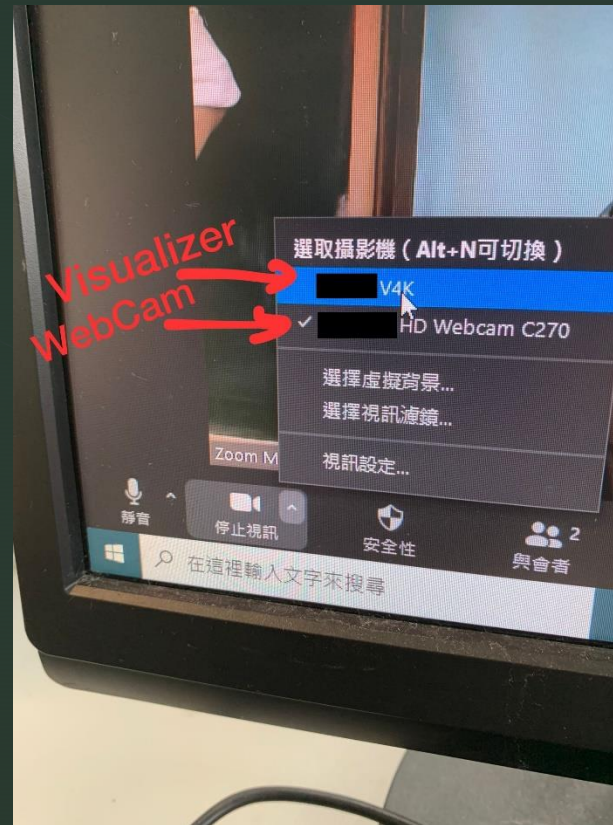
Classroom Setting

- Classroom Equipment for S1-S4



Classroom Setting

- Digital Visualizer (USB)



Classroom Setting

- Teachers can use VC via:
 - Classroom, PC
 - Classroom, NB
 - Special Room, PC or NB
 - WFH



IT Support

- **Google Sites** for all VC links (Teachers)
- **Google Forms**
- **eLogistics** in school admin
(<https://formapprovals.com/>)



IT Support – Google Site for All VC Links (Teachers only)

MYC (Google Forms) General Office Zoom Lessons (21-22) Discipline Committee Academic Committee IT Committee

Zoom Lessons (2021-2022)

(Last updated: 21-Jan-2022 10:45am)

Demo Meeting

[Class 1A \(F.T / Normal Lessons / Eng Remedial\)](#)

[Class 1B \(F.T / Normal Lessons / Eng Remedial\)](#)

[Class 1C \(F.T / Normal Lessons / Chi Remedial\)](#)

[Class 1D \(F.T / Normal Lessons / Chi Remedial\)](#)

[Class 2A \(F.T / Normal Lessons / PE\)](#)

[Class 2B \(F.T / Normal Lessons / PE\)](#)

[Class 2C \(F.T / Normal Lessons / Chi Remedial / PE\)](#)

[Class 2D \(F.T / Normal Lessons / Chi Remedial / PE\)](#)

[Class 3A \(F.T / Normal Lessons / PE\)](#)

[Class 3B \(F.T / Normal Lessons / PE\)](#)

[Class 3C \(F.T / Normal Lessons / Chi Remedial / PE\)](#)

[Class 3D \(F.T / Normal Lessons / Chi Remedial / PE\)](#)

[Class 4A \(F.T / Chi / Eng / Math / LS / RE\)](#)

[Class 4B \(F.T / Chi / Eng / Math / LS / RE\)](#)

[Class 4C \(F.T / Chi / Eng / Math / LS / RE\)](#)

[Class 4D \(F.T / Chi / Eng / Math / LS / RE\)](#)

[F.4 Electives](#)

MYC (Google Forms) General Office Zoom Lessons (21-22) Discipline Committee Academic Committee IT Committee

[Class 5D \(F.T / Chi / Eng / Math / LS\)](#)

[F.5 Electives](#)

[Class 6A \(F.T / Chi / Eng / Math / LS\)](#)

[Class 6B \(F.T / Chi / Eng / Math / LS\)](#)

[Class 6C \(F.T / Chi / Eng / Math / LS\)](#)

[Class 6D \(F.T / Chi / Eng / Math / LS\)](#)

[F.6 Electives](#)

Demo Meeting

[https://zoom.us/j/ \[REDACTED\]](#)

Class 1A (F.T / Normal Lessons / Eng Remedial)

ROLL CALL / F.T. PERIOD: [https://zoom.us/j/ \[REDACTED\]](#)

Normal Lessons: [https://zoom.us/j/ \[REDACTED\]](#)

English Remedial (OSC): [https://zoom.us/j/ \[REDACTED\]](#)

PE (LKW): [https://zoom.us/j/ \[REDACTED\]](#)

Class 1B (F.T / Normal Lessons / Eng Remedial)

ROLL CALL / F.T. PERIOD: [https://zoom.us/j/ \[REDACTED\]](#)

Normal Lessons: [https://zoom.us/j/ \[REDACTED\]](#)

English Remedial (LYVU): [https://zoom.us/j/ \[REDACTED\]](#)

PE (Boys): [https://zoom.us/j/ \[REDACTED\]](#)

PE (Girls): [https://zoom.us/j/ \[REDACTED\]](#)

Class 1C (F.T / Normal Lessons / Chi Remedial)

① ROLL CALL / F.T. PERIOD: [https://zoom.us/j/ \[REDACTED\]](#)



IT Support – Google Site and Google Form

MYC (Google Forms) General Office · Zoom Lessons (21-22) · Discipline Committee · More

IT Committee

Google Form - [Collection of Zoom ID/Pwd \(2022-Jan-20\)](#)

Google Form - [School Album Submission 2021-2022](#)

Google Form - [Student Achievements Record Data Collection Form 2122](#)

Google Form - [Request of Temp Google Account for Subject Tutoring 21-22](#)

Google Form - [Report on Failure of AV and IT Equipment](#)

Google Form - [Nomination of IT Prefects](#)

Google Form - [Installation of iOS App](#)

Collection of Zoom ID/Pwd (2022-Jan-20)

Suggestions on Zoom Meeting Creation:

1. Generated ID is preferred instead of Personal Meeting ID.
2. Select "Recurring Meeting" and "No Fixed Time"
3. Beware of Password Policy from Zoom (8 characters of above, no consecutive digits, no pattern or dictionary word should be used.)
4. Check the option: "Require authentication to join: Sign in with Google (School Google Account)"
5. Check the option: "Allow participants to join 5 minutes before start time"
6. Check the option: "Mute participants upon entry"

New option: "Enable focus mode when meeting starts"

[lhw@cccmyc.edu.hk](#) [Switch accounts](#)

Your email address will be recorded when you submit this form

*Required

Teacher Initial: *

Your answer

Form: *

- ☐ F1
- ☐ F2
- ☐ F3
- ☐ F4
- ☐ F5
- ☐ F6

銘賢書院2021-2022: 暫停面授課堂期間 「在家網上學習」支援計劃 - 學校流動電腦裝置借用申請

各位家長 / 同學:

教育局今日 (一月二十四日) 宣布全港中學 (包括提供非本地課程的學校) 須在下星期一 (一月二十四日) 或之前暫停面授課堂及所有校內活動, 與現時全港小學、幼稚園及幼稚園暨幼兒中心的安排一樣, 直至學校農曆新年假期。

鑒於暫停面授課堂及活動安排, 網上學習成為平日教學的重要替代方案而電腦硬體對流暢的網上學習起着重要的作用。有見及此, 學校推出暫停面授課堂期間「在家網上學習」支援計劃 - 學校流動電腦裝置借用申請, 希望能夠協助電腦設備不足的同學, 解決問題。

註:

- 中一至中五級皆可申請
- 學校會將支援教學的 iPad 借出, 供有需要的同學借回家中使用, 直至復課, 名額 10 名。
- 學校另備有支援教學的無線網絡路由器 (WiFi 蛋) 借出, 供有需要的同學借回家中使用, 直至復課, 名額 10 名。
- 學校另備有少量流動數據 SIM 卡, 供有需要的同學先作出申請, 數量有限, 以合資格同學優先處理。

校方將於收集資料後, 個別聯絡學生是否獲借出相關設備, 以及安排借還日期與相關事宜。如對本計劃有任何疑問 請致電 27784512 向校務處查詢。

[Switch accounts](#)

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班別 *

Choose



Supports to Teachers



Devices and WiFi for VC/WFH

- Procurement of NB
 - 14" FHD Monitor
 - Light-weight (1.4kg or below)
 - With Cam Shutter
 - WLAN: 2x2AC + BT5.0+ support



Devices and WiFi for VC/WFH

- Procurement of Desktop
 - Tiny Size
 - WiFi 6 AX (dual band) + BT5.0+ support
 - Tiny Machine Mount



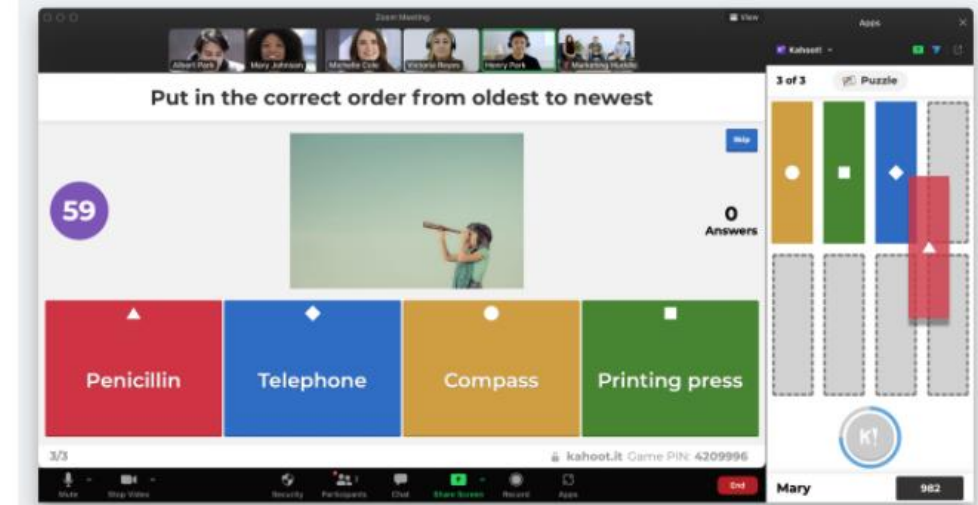
EdTech Solutions

- Unify commonly used EdTech Solutions (Google Classroom, Kahoot, Kami App, etc)
- Training Sessions for Staff Development
- **Zoom App Marketplace** (Kahoot, Slack, Microsoft Teams, Mentimeter, etc)



Zoom App Marketplace

- Kahoot



<https://marketplace.zoom.us/apps?category=zoom-apps>

<https://marketplace.zoom.us/apps?category=education>

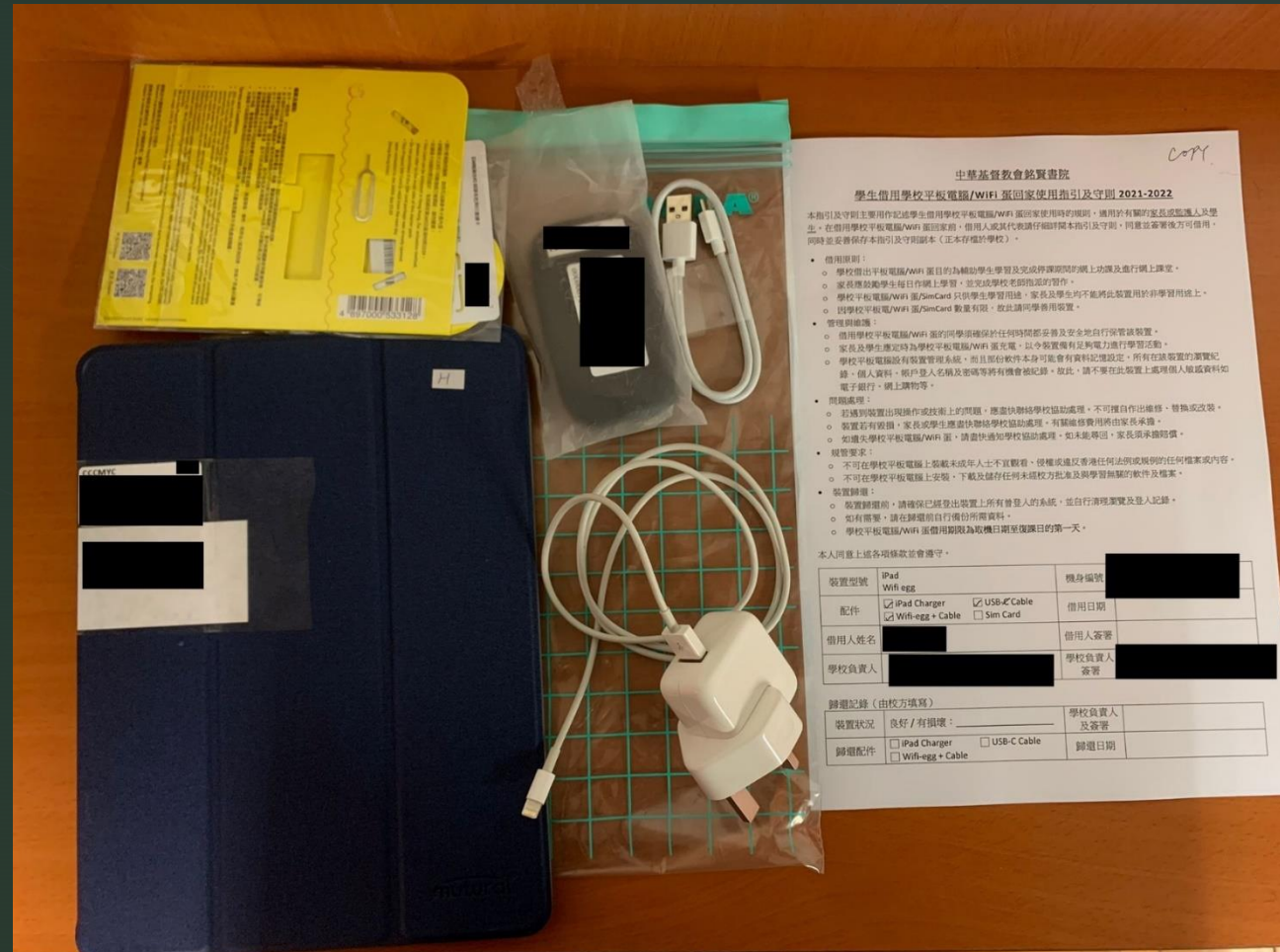


Supports to Students



Students-in-need

- Loan out iPad
- Loan out WiFi-Egg
- Provision of Sim Card



Workflow

■ Application by Google Form

■ Loan out Form

銘賢書院2021-2022: 暫停面授課堂期間 「在家網上學習」支援計劃 - 學校流動電腦裝置借用申請

各位家長 / 同學:

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- 學校另備有支援教學的無線網絡路由(WiFi)借出,供有需要的同學借回家中使用,直至復課,名額 10 名。
- 學校另備有少量流動數據SIM卡,供有需要的同學先作出申請,數量有限,以合資格同學優先處理。

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如對本計劃有任何疑問,請致電 27784512 向校務處查詢。

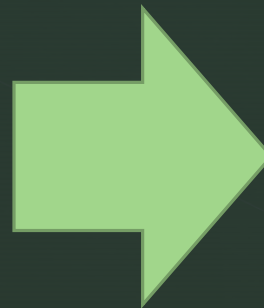
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班別 *

Choose



中華基督教會銘賢書院

學生借用學校平板電腦/WiFi 蛋回家使用指引及守則 2021-2022

本指引及守則主要用作記錄學生借用學校平板電腦/WiFi 蛋回家使用時的規則,適用於有關的家長或監護人及學生。在借用學校平板電腦/WiFi 蛋回家前,借用人或其代表請仔細詳閱本指引及守則,同意並簽署後方可借用,同時並妥善保存本指引及守則副本(正本存檔於學校)。

- 借用原則:
 - 學校借出平板電腦/WiFi 蛋目的為輔助學生學習及完成停課期間的網上功課及進行網上課堂。
 - 家長應鼓勵學生每日作網上學習,並完成學校老師指派的習作。
 - 學校平板電腦/WiFi 蛋/SimCard 只供學生學習用途,家長及學生均不能將此裝置用於非學習用途上。
 - 因學校平板電腦/WiFi 蛋/SimCard 數量有限,故此請同學善用裝置。
- 管理與維護:
 - 借用學校平板電腦/WiFi 蛋的同學須確保於任何時間都妥善及安全地自行保管該裝置。
 - 家長及學生應定時為學校平板電腦/WiFi 蛋充電,以令裝置擁有足夠電力進行學習活動。
 - 學校平板電腦設有裝置管理系統,而且部份軟件本身可能會有資料記憶設定,所有在該裝置的瀏覽紀錄、個人資料、帳戶登入名稱及密碼等將有機會被記錄。故此,請不要在此裝置上處理個人敏感資料如電子銀行、網上購物等。
- 問題處理:
 - 若遇到裝置出現操作或技術上的問題,應盡快聯絡學校協助處理。不可擅自作出維修、替換或改裝。
 - 裝置若有毀損,家長或學生應盡快聯絡學校協助處理。有關維修費用將由家長承擔。
 - 如遺失學校平板電腦/WiFi 蛋,請盡快通知學校協助處理。如未能尋回,家長須承擔賠償。
- 規管要求:
 - 不可在學校平板電腦上裝載未成年人士不宜觀看、侵權或違反香港任何法例或規例的任何檔案或內容。
 - 不可在學校平板電腦上安裝、下載及儲存任何未經校方批准及與學習無關的軟件及檔案。
- 裝置歸還:
 - 裝置歸還前,請確保已經登出裝置上所有曾登入的系統,並自行清理瀏覽及登入記錄。
 - 如有需要,請在歸還前自行備份所需資料。
 - 學校平板電腦/WiFi 蛋借用期限為收機日期至復課日的第一天。

本人同意上述各項條款並會遵守。

裝置型號	iPad Wifi egg	機身編號	
配件	<input checked="" type="checkbox"/> iPad Charger <input checked="" type="checkbox"/> USB-C Cable <input checked="" type="checkbox"/> Wifi-egg + Cable <input type="checkbox"/> Sim Card	借用日期	
借用人姓名		借用人簽署	
學校負責人		學校負責人 簽署	

歸還記錄(由校方填寫)

裝置狀況	良好 / 有損壞: _____	學校負責人 及簽署	
歸還配件	<input type="checkbox"/> iPad Charger <input type="checkbox"/> USB-C Cable <input type="checkbox"/> Wifi-egg + Cable	歸還日期	



Lesson Time

- Request students to switch on Webcam
- Application for approval if opt not to switch on due to personal matters





“Luck is where preparation
meets opportunity.”



Randy Pausch (The Last Lecture)





Thank you.

Horace Luk

Head of IT Committee & TEKLA

CCC Ming Yin College

