

自攜設備

不論你的課堂是以哪種形式進行，老師均有可能運用不同軟件輔助教學，增進彼此之間的互動。為了讓你有更好的課堂體驗，我們建議你準備有關設備——包括一部配備內置攝像鏡頭的手提電腦，及用於獲取更好音頻通訊效果的耳機。你亦可以按需要使用手提電話或平板電腦作為互補。如有需要，可到圖書館或位於 C 座低層平台 20 室的資訊科技支援站借用設備。教學科技中心 (LTTC) 亦有提供短期的平板電腦借用服務。

Bring your own devices

No matter which modes of classes you are in, your teacher might use various teaching applications to facilitate your learning as well as in-class interactions. We recommend that you bring your own devices – including (but not limited to) a laptop equipped with a built-in camera, and a headset for better audio communication. You might wish to use a smartphone or a tablet as complementarity. If needed, you might borrow a device from the Library or the IT Help Desk located at C-LP-20. LTTC also offers short-term loans for tablets.

不同教學模式下的注意事項

Reminders on different teaching modes

面授課堂

部分人數較少的課堂，可能將會恢復面授。屆時，大家記得在課室內佩戴口罩和保持適當的社交距離，並在觸摸課室公物，例如電腦、咪高峰後，用酒精搓手液消毒雙手。

Face-to-face

classes

Some classes with small class sizes may resume face-to-face teaching. When you are in the classroom, please remember to wear a mask, maintain appropriate social distances and sanitise your hands with sanitiser after using classroom facilities, such as computers and microphones.



網上課堂

大部分 100 人以上的課堂，將會採用線上同步模式進行授課。屆時大家可以找一個適合的地方用 Zoom 上課。若要進行小組討論，你們將會在 ZOOM 分組討論室進行，並透過 Zoom 分享屏幕功能進行小組報告。

Online

classes

Most classes with more than 100 people will be delivered in the online synchronous mode. Please find a suitable place to use Zoom to join the class. Group discussions will be held in breakout rooms, and group presentations will be conducted through the screen-sharing function on Zoom.

混合式實時課堂

鑑於課室可容納人數減少，你可能在一個課堂裏面，看到部分學生在校園的課室 / 演講廳上課，而其餘學生正在同步加入 Zoom。學生將能夠透過屏幕看到彼此，我們鼓勵使用 Zoom 的學生打開你的攝像鏡頭以促進課堂互動。

Hybrid

classes

Given the reduced classroom capacities, it is possible that you will join a class where some students are physically in the classroom/ lecture theatre on campus, and some students are joining on Zoom synchronously. Students will be able to see each other through the screens. We encourage that students on Zoom turn on your camera to facilitate in-class interactions.



進行小組討論時，請聽清楚老師的指示，有時可能在班上討論，亦有可能在 ZOOM 分組討論室。

When conducting a group discussion, please follow the teacher's instructions clearly. Sometimes you may conduct your group discussion in class; sometimes, in the Zoom Breakout Room.



進行小組報告時，面授的學生可以用講台上的咪高峰，讓線上的學生都能聽見和跟上你們的報告。

When conducting group presentations, the presenters in the classroom on campus need to use the microphone on the teacher's desk or stage so that students joining on Zoom can hear and follow the presentation.



學習平台/工具

同學們可以在 Moodle 平台上查看與課程相關的宣布和下載課堂筆記，亦可點擊預先上傳的 ZOOM 連結進入線上課堂。除了 Moodle，你們亦可以運用其他教學軟件，例如 Mentimeter 和 Padlet，與老師及其他同學進行互動，以及 / 或完成課業。

Learning platforms/ tools
On Moodle, students can read class announcements, download class notes, and click the pre-set Zoom link to enter the online classroom. Apart from Moodle, you will use other educational applications, such as Mentimeter and Padlet, to interact with teachers and classmates, and/or complete assessments.



Moodle

小貼士

- 留意 Moodle 及電郵有關教學模式安排的宣布
- 檢查你們使用的 ZOOM 是否已升級到最新版本
- 確保攝像鏡頭、耳機和咪高峰運作正常
- 在 ZOOM 設定虛擬背景，以保障你的私隱
- 找個安靜和光線充足的地方上課
- 遵守公共衛生預防措施

Tips

- Pay attention to the announcements on Moodle or e-mail related to the arrangement of teaching modes
- Make sure the Zoom you used is the latest version
- Make sure that the camera, headset and microphone are working properly before class
- Use virtual background on Zoom to protect your privacy
- Find a quiet place with sufficient lighting for your online classes
- Follow the public health precautionary measures

上網課好去處

有時候不同的課堂模式、個人時間表，以及不同的環境原因，令我們需要在校園內進行在線課堂。到底校園哪些角落適合大家呢？以下讓我們給你一些推介。

Soundbooth

位置：C 座低層平台

房間數量：3 個

建議人數：2 人

備註：經 iBooking 預約優先使用。



學習共享——小組討論室

位置：C 座低層平台

房間數量：5 間

建議人數：2-4 人

備註：經 iBooking 預約優先使用。



學習共享 (Learning Commons)

位置：B4、C 及 D1 座低層平台

建議人數：每桌 2-4 人

備註：學習共享較多人流，配戴耳機上課較好。



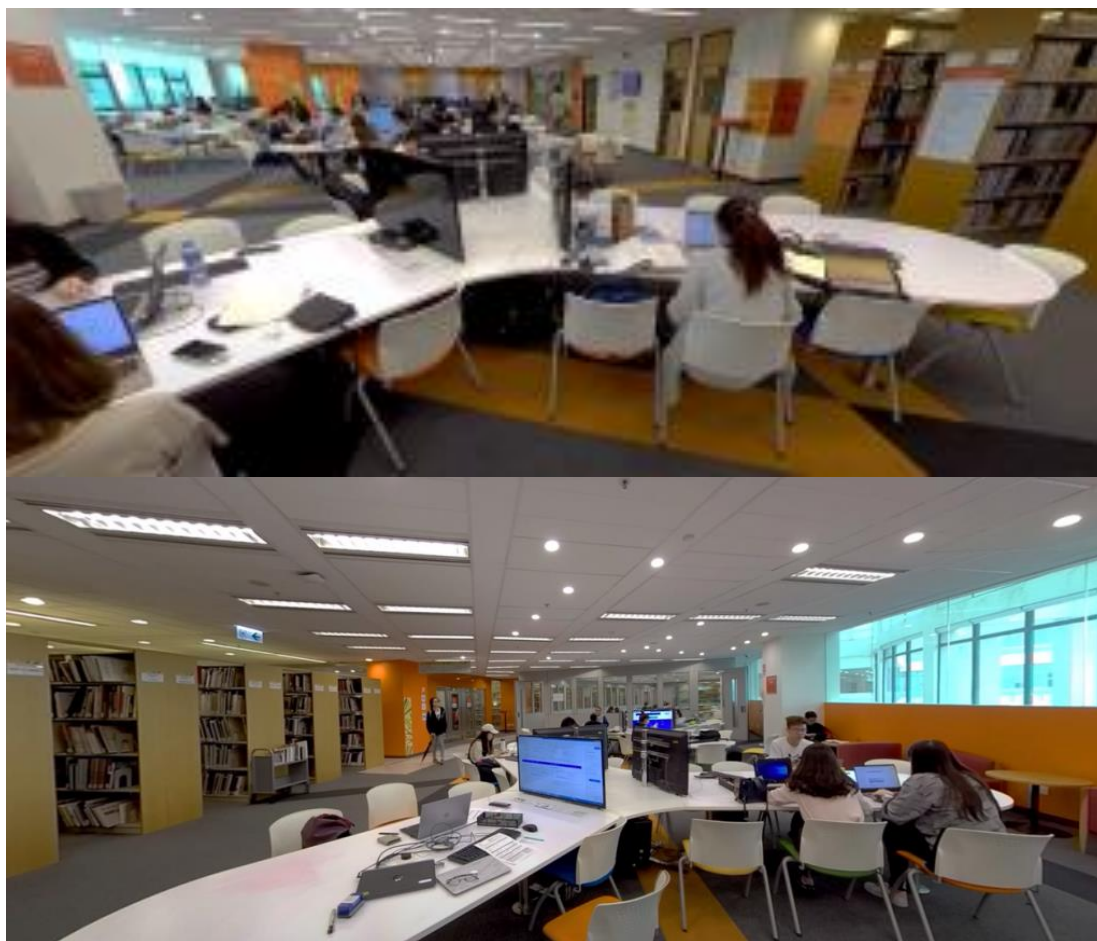
圖書館討論區

位置：蒙民偉圖書館一樓

房間及討論桌數量：5 間討論室及 24 張討論桌

建議人數：每桌 / 房 2-4 人

備註：經圖書館預約網站預約優先使用，使用小組討論桌時請輕聲談話，並配戴耳機。圖書館其他樓層為寧靜區，因此並不建議在其他樓層上課。



初創基地小組工作間及會議室

位置：蒙民偉圖書館底層平台

房間及桌子數量：1 間房 + 4 張桌子

建議人數：2-4 人

備註：經圖書館預約網站預約優先使用，使用工作間時請輕聲談話，並配戴耳機。圖書館其他樓層為寧靜區，因此並不建議在其他樓層上課。



Best spots for online classes

We might need to have our online classes on campus due to different class mode, your personal schedule, or other issues. Where are the best spots for online classes? We have some suggestions for you.

1. Soundbooth

Location: Lower Podium, Block C

Number of rooms: 3

Capacity: 2 people per room

Remarks: Reservations can be done through iBooking.



2. Learning Commons – Group Discussion Rooms

Location: Lower Podium, Block C

Number of rooms: 5

Capacity: 2-4 people per room

Remarks: Reservations can be done through iBooking.



3. Learning Commons

Location: Lower Podium, Block B4, C and D1

Capacity: 2-4 people per table

Remarks: Bring your headset or earphone for better learning experience.





4. Discussion Zone on MMWLibrary

Location: 1/F, MMW Library

Number of rooms and tables: 5 rooms and 24 tables

Capacity: 2-4 people per room or table

Remarks: Book for it through Library Website. Please speak softly even in the discussion zone. We do not recommend you to have your lesson on other levels of the library as they are quiet zones where silence is expected





5. [Group Working Spaces and Meeting Room at EI Hub](#)

Location: LP/F, MMW Library

Number of rooms and tables: 1 room and 4 tables

Capacity: 2-4 people per room or table

Remarks: Book for it through Library Website. Please speak softly even in the discussion zone. We do not recommend you to have your lesson on other levels of the library as they are quiet zones where silence is expected that you cannot join the discussion.

