Good Morning, Everyone!

Our Term 1 evening class will start soon.

**Not all classes will be conducted online** so please make sure you check your timetable via associate portal and select the correct semester to view your class venue for those having F2F classes.

**Please note that our seminars are recorded so please ensure you use and turn on your microphone in class.**

**For those teaching Online class via Zoom, please remember to setup your Zoom link and share it prior to class and also ensure session is recorded.**

Please make sure you setup your Zoom links in advance following the Zoom guide from LS Support.

<https://canvas.suss.edu.sg/courses/24851>

I have also sent you an email regarding the setup – for your easy search, the email is titled ”*Important Points for using Zoom to conduct Online Teaching*“ sent on 6 July.

**For instructors who will be teaching for the first time**, please do not hesitate to ask if you are unsure.

We will send out quite detailed instructions prior to assignment due dates so please make sure you read up the information given though they are lengthy - you will find most of your questions already addressed in the email.

Course Leaders, please send me your lesson plan if you have not done so.

**Please remind your own students to attempt their Pre-Course Quiz (PCOQ):**

Here is the Term1 PCOQ start date:

       Monday 19Jul : ANL252 / ANL321

       The following Monday 26Jul: ANL203 / ANL303 / ANL351

Here is the Term2 PCOQ start date:

       Monday 6Sep : ANL312

       The following Monday 13Sep: ANL305

Please login to your associate portal to check on the timetable and the venues (for Full-time Faculty, please check via SIMS).

If you are unsure on how to check the timetable, I have included a basic screenshot to guide you.

       Timetable – you will be able to see the dates and also venues (**please check after 19 July 2021, 5pm**) - you will know if you will be teaching Online or F2F.

       Class list – you will be able to see the list of students in your T-Group with all their essential contacts.

For those of you who taught last semester, please check your eCE results via your Associate Portal. Please note the feedback given and see what you can do to improve for your next round of teaching.

**If this is your first time teaching,** please familiarise yourself with the other services in the portal and also with Canvas as you will be using it extensively throughout your teaching semester. Please do not hesitate to consult your Course Leader / Course Coordinator.

If you are deployed as the Course Leader, please login to Canvas to ensure the Quiz questions are all in order and also your teaching materials ported over are still up-to-date.

In the event that you need to get in touch with SUSS personnel after office hours (from 5.30pm to 7.30pm) on matters regarding late arrival or cancellation of class on a particular day, they should contact the Resource & Scheduling (LS) department at 62489799. RS department will then make the necessary follow-up arrangements and notify the affected students.

Associates should NOT call 62489111 as there would be no logistical or scheduling support available to them.

Thank you.

Regards,

Hello Everyone (especially those teaching for the first time)

Please read this important message from LS Support regarding your Zoom seminar recording.

A copy has also been sent to you via Canvas messaging.

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This email regards the **use of Zoom for online teaching**.

As we are approaching the start of July 2021 semester, LSA would like to highlight 4 important points that will help ensure a safe and pleasant online learning experience for our students.

**1.**Set the session to be**recurring with no fixed time. Failure to do so will result in students not able to view any recording after 30 days.**

**2.**When you schedule an online class within Canvas -> Virtual Class/Online Seminar, the topic (title) of your online class will be **populated automatically** with the coursecode\_semesteryear\_group.

**DO NOT DELETE** the portion highlighted in blue below. You can type in anything thereafter.

An automation is in place to save storage space whereby meetings not related to online classes will be deleted on a monthly basis. This course code naming convention will prevent your Zoom (class) recordings from being deleted.

**3.**Starting July 2021 semester, security has been further enhanced to prevent Zoombombing. When you schedule an online class, please select “**Only Authenticated users can join meeting**”.

Students would need to login to their SUSS account to join your online class. The above option would prevent unauthorised access to your class.

**Note:** If you have an external guest speaker, checking on this option will prevent them from joining your online class. Keep it unchecked if you have external attendees.

**4.**Please **DO NOT CREATE** your online classes outside of Canvas. You must always do it via your Canvas course -> Virtual Class/Online Seminar. Your students have been informed to attend online classes and access recordings of these classes in Canvas.

Do follow this quick guide for a smooth online teaching experience with your students.  
<https://d2jifwt31jjehd.cloudfront.net/LSA102/others/LSA102_Zoom%20Set-up%20for%20Teaching%20Purposes.pdf>

*A copy is sent to associates via Canvas messaging.*

Should you need technical support for the above, please reply to this email [lssupport@suss.edu.sg](mailto:lssupport@suss.edu.sg) and a colleague from Learning Services Support (LS Support) will assist you.