

بيان خاص بكلية الهندسة جامعة عين شمس

بشأن تصور خطة الإمتحانات للعام الأكاديمي ٢٠٢٠/٢٠١٩

في ضوء قرارات المجلس الاعلى للجامعات بجلسته المنعقدة في ١٨ ابريل ٢٠٢٠م وبناءً على الخطط المستقبلية لنظام الدراسة والإمتحانات بالفصل الدراسي الثاني للعام الجامعي ٢٠٢٠/٢٠١٩م في إطار تطورات الوضع العالمي لإنتشار فيروس كورونا المستجد.

وبعد الإطلاع على قرارات مجلس جامعة عين شمس المنعقد في ٢٣ ابريل ٢٠٢٠م في هذا الإطار ، فإن الكلية تلتزم بالتعليمات والتوصيات التالية :

بالنسبة لمرحلة البكالوريوس :

أولاً : إستكمال المناهج الدراسية بنظام التعليم عن بعد عبر منصات التعلم الإلكتروني حتى يوم الخميس الموافق ٣٠/٤/٢٠٢٠م.

ثانياً : لا يتم احتساب درجات لأعمال السنة لفرق النقل للفصل الدراسي الثاني ربيع ٢٠٢٠ أو درجات لامتحان منتصف الفصل الدراسي الثاني من العام الأكاديمي ٢٠١٩/٢٠٢٠م.

ثالثاً : يتم تقييم أداء الطلاب لمقررات فرق النقل للفصل الدراسي الثاني على أساس رسالت بحثية مقبولة (مقالة بحثية - مشروع بحثي - بحث مرجعي)

وسوف يعلن عن تفاصيلها قبل ٧ مايو مع عدم اللجوء إلى الامتحانات الإلكترونية.

رابعاً : تأجيل امتحانات السنوات النهائية ومقررات التخلفات لحين الانتهاء من تعليق الدراسة.

بالنسبة لمرحلة الدراسات العليا :

أولاً: إستكمال المناهج الدراسية بنظام التعليم عن بعد عبر منصات التعلم الإلكتروني حتى يوم الخميس الموافق ٢٠٢٠/٤/٣٠م.

ثانياً: تأجيل امتحانات المقررات الدراسية لحين الانتهاء من تعليق الدراسة

ثالثاً : إسقاط فترة تعليق الدراسة بسبب الأوضاع الحالية من المدة المقررة للباحثين سواء فى التسجيل أو التشكيل أو مناقشة الرسائل.

رابعاً : يمكن عقد حلقات المناقشة لطلاب الماجستير أو الدكتوراة بالكلية عند الضرورة مع الالتزام بالقواعد الصحية وبأن يكون عدد الحضور أقل من ١٠ افراد بالقاعة و يسمح للممتحن الخارجى باستخدام تقنية الفيديو كونفرانس فى المناقشة.

وسوف تصدر الكلية لاحقا المزيد من التفاصيل بخصوص الحالات المختلفة سواء للدراسات العليا أو البكالوريوس.

القائم بأعمال عميد الكلية



أ.د/ ضياء عبد المجيد خليل



Plan for Distance Learning @ENG-ASU

Faculty of Engineering, Ain Shams University, version 201017, based on version 200317
Applies to both Specialized and Interdisciplinary Programs, Bylaws 2003, 2013 and 2018

On-Campus Lectures with high number of students

- For course groups with high number of students (more than 175), the lecture will be recorded and uploaded to Faculty YouTube Channel and the link should be put in the course LMS page.
- Lecture Halls A-B-C-D-1-2-3-4 will be equipped with Professional Cameras to record these lectures.

Use of Learning Management System (LMS) - Moodle

- The Faculty LMS can be accessed through the following link: <https://lms.eng.asu.edu.eg/>
- Login using Faculty Email (.....@eng.asu.edu.eg) and its password
- Introduction Instructions to use LMS
https://www.youtube.com/watch?v=Ud4hxI7kqk&list=PLspqN9KGwudUTVoDRIwgDe-tkchSo1hYo&ab_channel=TeacherSupport%26DevelopmentCenter
Courtesy of TSDC: This playlist includes:
 1. [Introduction to LMS @ eng.asu.edu.eg](#)
 2. [Backup and Restore](#)
 3. [Add Resource files](#)
 4. [Create Assignments](#)
 5. [Perform Quizzes & Exams](#)
- You can also download Moodle as Apps
 - Google Play
https://play.google.com/store/apps/details?id=com.moodle.moodlemobile&hl=en_AU
 - App Store <https://itunes.apple.com/au/app/moodle/id633359593?mt=8>
 - Moodle Desktop App for Windows and macOS
<https://download.moodle.org/desktop/>
 - Please make sure to use (lms.eng.asu.edu.eg) as Site Address when prompted to within the App
- In case of problem: cannot access platform or cannot find a course you are not registered in.
 - Instructors contact advisors or program coordinator; advisors make troubleshooting
 - Students cannot login, visit <https://eng.asu.edu.eg/requestLogin>

- Student cannot find a registered course, contact academic advisors or program coordinator
- Each course will be assigned an Academic Advisor for follow up on the activities.

Minimum To Do

1. Upload all lecture notes, Exercises, Lab Sheets, References, any helpful supporting materials.
2. Open Discussion Forum for each lecture https://docs.moodle.org/38/en/Forum_activity
3. Place links for recorded lectures and online lectures

Produce a Video for your Lecture / Tutorial / Lab

PowerPoint

- This is the easy way using PowerPoint. You can find instructions at the following link: <https://www.youtube.com/watch?v=bFOnhxXPAuc&feature=youtu.be>, Courtesy of ASU e-Learning Center

Camtasia

- This is a more advanced option. You can find instructions at the following links, Courtesy of TSDC.
- How to record a video using Camtasia
https://www.youtube.com/watch?v=MQht4FNqNfQ&list=PLspqN9KGwudX9DpJXpQp_pLN99tt2wwpz&index=1&ab_channel=TeacherSupport%26DevelopmentCenter
- How to Edit a video using Camtasia
https://www.youtube.com/watch?v=pWUF4b7oWfA&list=PLspqN9KGwudX9DpJXpQp_pLN99tt2wwpz&index=2&ab_channel=TeacherSupport%26DevelopmentCenter

Screen Recording Software

- After preparing PowerPoint or a PDF file with the lecture material, it is possible to record the computer screen as the instructor explains the material. There are easy programs to use to record the screen with voice such as: apowersoft version 3.0.6 which is free, or Snagit. Instruction to use apowersoft through:
https://www.youtube.com/watch?v=ttTtE4MF_4&list=PLspqN9KGwudU7Sd2pw26iQBkYoMLc1dIJ&index=1&ab_channel=TeacherSupport%26DevelopmentCenter
- To reduce Video size:
 1. You can use VLC as instructions through:
https://www.youtube.com/watch?v=nx3HkVWAGY4&list=PLspqN9KGwudU7Sd2pw26iQBkYoMLc1dIJ&index=4&ab_channel=TeacherSupport%26DevelopmentCenter
 2. You can use FormatFacotory free tool as instructions through:
https://www.youtube.com/watch?v=EIOK79cSchY&list=PLspqN9KGwudU7Sd2pw26iQBkYoMLc1dIJ&index=2&ab_channel=TeacherSupport%26DevelopmentCenter

Tablet or 2-in-1 Laptop and Pen

- If you have access to a tablet or laptop with touch screen and a special pen to write, you can record the lecture using a board style method. You need a Samsung Note, Microsoft Surface, iPad, or a laptop with touch screen which enable writing (some touch screens are not suitable for writing).
- A screen recording software is also needed. For Samsung note, you can install "mobizen" for free.

- If you would like to use this technique but do not have access to such hardware and software, you can use one of the Tablets at the Examination Office
- For more information, send an email to examinationoffice@eng.asu.edu.eg
- To book a slot to use one of the tablets, click on this link:
- <https://docs.google.com/spreadsheets/d/1fU9TyuKOjQQYpLOmXhFpfFoADJYGxAupe2jfWOrtmyo/edit?usp=sharing>

Record Video with Video Camera

This can be easily done using several options:

- Use a high-quality Video Camera or Mobile Phone with high quality camera. This can be done in any lecture hall.
- Use the Faculty Smart Classroom for high quality recording, to book a slot, you can visit the following link <https://scrvarr.youcanbook.me/>

Reducing Video size:

- You can use VLC as instructions through:
https://www.youtube.com/watch?v=nx3HkVWAGY4&list=PLspqN9KGwudU7Sd2pw26iQBkYoMLc1dIJ&index=4&ab_channel=TeacherSupport%26DevelopmentCenter
- You can use FormatFacotory free tool as instructions through:
https://www.youtube.com/watch?v=EIOK79cSchY&list=PLspqN9KGwudU7Sd2pw26iQBkYoMLc1dIJ&index=2&ab_channel=TeacherSupport%26DevelopmentCenter

Smart CLASSROOM

- To use the smart classroom, kindly reserve a slot for recording
- Introduction Instructions to use smart classroom
<https://www.youtube.com/playlist?list=PLspqN9KGwudXw1Zu8iGWuudE-SiDC5hv8>
Courtesy of TSDC: This playlist includes:
 1. [Introduction](#)
 2. [Smart Classroom Management](#)
 3. [Smart Board](#)
 4. [Teach Helper](#)
 5. [MicroClass Helper](#)
 6. [WeClass LMS](#)
 7. [Lecture Recording](#)

Coursera

Teachers can also use the ready-made lectures and materials available on Coursera. We are currently in contact with them to get access for our students. For more information, visit <https://www.coursera.org/>

Upload the Videos on the Internet

Please remember to Put the link inside the course page in Moodle.

Faculty YouTube Channel

- The Faculty of Engineering has a YouTube Channel
<https://www.youtube.com/channel/UC8z9Mc9dGhd17z0W2LFxgIQ>
- For more information and to get the password, contact the Teacher Support and Development Center TSDC tsdc@eng.asu.edu.eg
- Make sure that you don't have any Copyright issues in the uploaded video.
- The upload instructions are available in the following link, Courtesy of TSDC
https://www.youtube.com/watch?v=z3emIL1HKOo&list=PLspqN9KGwudX9DpJXpQp_pLN99tt2wwpz&index=3&ab_channel=TeacherSupport%26DevelopmentCenter
- You need to use one of these accounts according to your course code:

ARC ARC.FoE.ASU.eg@gmail.com

CEI CEI.FoE.ASU.eg@gmail.com

CEP CEP.FoE.ASU.eg@gmail.com

CES CES.FoE.ASU.eg@gmail.com

CSE CSE.FoE.ASU.eg@gmail.com

ECE ECE.FoE.ASU.eg@gmail.com

EPM EPM.FoE.ASU.eg@gmail.com

MDP MDP.FoE.ASU.eg@gmail.com

MCT MCT.FoE.ASU.eg@gmail.com

MEA MEA.FoE.ASU.eg@gmail.com

MEP MEP.FoE.ASU.eg@gmail.com

PHM FoE.ASU.edu@gmail.com

UPL UPL.FoE.ASU.eg@gmail.com

Microsoft Videos

- You can use your Faculty Email to upload the Video on Microsoft Videos using the following instructions, Courtesy of ASU e-Learning Center. The YouTube channel is Preferred. You can only use this method if you have any doubts about the copyright of any material used in the Video.

<https://www.youtube.com/watch?v=cClir8aWgfA&feature=youtu.be>

Online Lecturing

Make Sure you Enable Recording during the online lecture so that it is available later on and put the link on the course page in Moodle

Microsoft Teams

ASU subscription of Office 365 includes full-feature access (for both students and teachers) to the software Microsoft Teams, which leads to the following benefits:

1. Dedicated online classrooms for education with recognition of students and teaching staff roles.
2. The ability to create assignments and quizzes with due dates.
3. Integrated with Microsoft Whiteboard to write on a whiteboard during the online lecture so that all the participants can see what the instructor is writing.
4. Special integration with MS PowerPoint to play any presentation while the students can take a glance at any other slide than that of the instructor.
5. Specific Window sharing is also possible during the online lecture to let the students watch other stuff I have on my screen.

For instructions how to set online lectures with features, visit the following link, https://www.youtube.com/watch?v=2Gh642pOjLU&list=PLspqN9KGwudW_8jfXqppQHKP7_xh4UYUw&ab_channel=TeacherSupport%26DevelopmentCenter , Courtesy of TSDC: This Playlist includes:

1. [Creating Team](#)
2. [Adding members to Team](#)
3. [Adding Large number of members](#)
4. [Creating Assignments](#)
5. [Delivering Lectures](#)
6. [Sharing lectures with students automatically using Teams & Streams](#)
7. [Linking LMS & Streams to Microsoft Teams](#)

Virtual Advisor for 2018 Bylaw

Advisors for s2018 bylaw students are encouraged to forward this chatbot for common inquiries:

https://powerva.microsoft.com/canvas?cci_bot_id=5bb1a1b9-b469-4ccd-ad16-2b84d2cb638a&cci_tenant_id=ad2a8324-bef7-46a8-adb4-fe51b6613b24

Other Resources

You can find other resources and approaches in

- TSDC youtube channel playlists:
https://www.youtube.com/c/TeacherSupportDevelopmentCenter_ENG_ASU/playlists
- Distance Learning @ ENG-ASU Channel on Strams through:
<https://web.microsoftstream.com/group/bfc2fb66-424b-434b-8054-e393053b24ba>

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Online Teaching @ KIS




Objective Responsibility Expectation Organization

Do This



Not That



 <p>Asynchronous learning Teachers create learning experiences for students to work at their own pace and take time to absorb content</p>	 <p>Synchronous learning Teachers and students meet online in real time through videoconferencing or live chatting</p>
<p>Less is more Assignments likely take twice as long to complete at home because of different factors; prioritize and be realistic</p>	<p>Being unrealistic Assign "class work" and "homework" every day and request students to complete according to short timelines</p>
 <p>Give explicit instructions Outline deliberate instructions and specify the length of time to complete the session of learning</p>	 <p>Being unclear and vague Communicate in lengthy paragraphs with instructions that may be difficult to follow or tasks that are overly vague</p>
 <p>Specify expectations Specify task requirements and length clearly (e.g. 2 minute audio recording with a bulleted checklist)</p>	 <p>Being too open-ended Assign tasks that are too open ended (e.g. make a video about the moon; write an essay about pollution)</p>
 <p>Be empathetic Assign a reasonable workload; encourage students to balance online with offline and connect with one another</p>	 <p>Be overly task-oriented Assign online classwork followed by extra homework without a clear focus on student wellbeing</p>
 <p>Communicate consistently All instructions and assignments must be communicated via ManageBac, our online hub</p>	 <p>Mixed communication Use multiple platforms inconsistently (e.g. email followed by Google Classroom w/ MB submission)</p>
 <p>Be online for office hours Be online during office hours to provide support, answer questions, or clarify confusion via a system.</p>	 <p>Stand by at all times Respond to every email right away and leave no break for yourself (unless it's urgent, it can wait until office hours)</p>
 <p>Seek student feedback Seek student feedback about their workload, emotional state, learning preferences, and learning pace</p>	 <p>Use the same approach Teach in a way that does not give students voice and/or choice, leaving them feeling overwhelmed</p>
 <p>Boost learning retention Curate multimedia materials to boost learning retention and use digital tools to create interactive lessons</p>	 <p>Try new & unused tools Trying new tools that you've never used may lead to technological difficulties and increase challenge</p>
 <p>Identify lesson objectives Be intentional and identify clear learning objectives and assessment outcomes (formative and summative)</p>	 <p>Give random activities Keep students busy doing online activities and do not think about the lesson objectives and assessments</p>

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