

# 靜宜大學教務處 通知

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受文者：暑修下期各授課教師

發文日期：中華民國 111 年 7 月 26 日

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速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[列印教師授課時間表注意事項](#)、附件二-[修課名單查詢及列印說明](#)、附件三-[教師課程點名作業系統操作說明](#)

主旨：本校 110 學年度暑修下期各課程全面實施遠距教學及教師授課時間表相關事宜，敬請查照。

說明：

- 一、110 學年度暑修下期授課期間：111 年 8 月 1 日至 9 月 2 日(各課程排課 5 週)。
- 二、**暑期各課程請教師依各週次教學進度，以 Teams 進行線上教學，務必掌握線上所有學生確實學習，並請保存線上課程相關紀錄，以供日後外部查核。**
- 三、**暑修課程於上課前將完成 Teams 開課及修課名單建置，老師無須另建課程及學生名單。進入課程後請按上方啟用，學生才能看到課程。Teams 操作說明請至教學發展中心『[放心教 X 安心學-靜宜大學線上教學資源專區](#)』查詢。**
- 四、各授課教師「暑期授課表」請登入 e-校園服務網→各類系統功能→教務→「教師授課時間表」列印，相關操作步驟請詳閱[附件一](#)。
- 五、「學生點名計分單」煩請於**8 月 8 日**後上網列印。操作步驟：登入 e 校園服務網→教務→「點名計分單」；臨時修習學生名單，**8 月 1 日**後即可登入 e 校園服務網→教務→「各學期修習學生名單」功能中先行列印，列印步驟煩請參閱[附件二](#)。
- 六、煩請確實點名詳對名單，如修習學生與點名計分單所載不符者，請惠填「勘誤表」(進入系統點名計分單旁)，並於**8 月 15 日**前擲回綜合業務組。
- 七、請利用 e 校園服務網『課程點名系統』進行學生線上點名，各班課程每週至少點名二次，以利查核，操作手冊如[附件三](#)。
- 八、請配合五週教學進度上課，切勿縮短課程或提前結束，以維教學品質與學習成效。
- 九、**8 月 17 日(三) 18:00 至 8 月 24 日(三) 08:00 因資訊處機房機電改善工程施工作業，期間 Teams 系統仍維持正常運作，惟玩課雲/網路學園(E-learning)停止服務，暑期「期中考」建請於 8/10(三)-16(二)舉行，「期末考」則於第五週最後兩節課舉行，請轉知修習學生週知。期中(末)隨堂考試及期中(末)考試以線上測驗、報告或其他非進入教室實體測驗等方式進行，敬請教師事前佈達方式並請留意考試公平性。**
- 十、本校學則已刪除學生扣考相關規定，針對學生出缺席課程情形，請教師反映於學生該科成績。
- 十一、教材上傳新增玩課雲(WowClass)教學平台，課程資料亦已轉入平台中。在任一平台上傳講義皆列入統計，**操作說明請登入 e 校園服務網→多元教與學→玩課雲(WOW Class)→進入系統後，點選『幫助』查詢。**操作諮詢請洽教學發展中心黃馨儀小姐，分機 11136；系統功能諮詢洽教學資源中心鄭慧菁小姐，分機 11710。
- 十二、教師使用教材及講義請參閱「智慧財產權」相關規定，並請轉知學生不得非法影印、重製他人著作，以免觸法；著作合理使用範圍及資訊，請參閱[靜宜大學智慧財產權專區](#)。
- 十三、其他有關教師請假調課及補課，以及學生請假等事宜，請參閱本校相關規定辦理。
- 十四、暑期行政上班時間及業務聯絡：
  - (一)6 月 28 日(二)至 8 月 31 日(三)止，每週上班四日(週一至週四)，上班時間 09:00~16:00，中午 12:00~13:00 休息 1 小時。
  - (二)9 月 1 日(四)起恢復週一至週五上班，上班時間 08:00~17:00。

正本：暑修下期各授課教師

副本：各學院、學系(所、學位學程)、中心、室、國際暨兩岸事務處、教務處、綜合業務組、教學資源中心、網路系統組

教務長 鄭志文

# Providence University Office of Academic Affairs Notice

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Liao, Yu-Tzu

e-mail: ytliaw@pu.edu.tw

Phone: 886-4-26328001 ext. 11112

To: Faculty of Summer Session Term 2

Date: July 25, 2022

Ref. No.: Jing-Jiao-Jung No.11100050

Priority: Regular

Classification: Regular

Attachments: 1. [Notice on printing faculty class schedule](#); 2. [Enquiry and printout of student class enrollment list](#);  
3. [Instructions on faculty roll call system](#)

## **Subject: Distance Learning implemented for all courses in 2021-22AY Summer Sessions Term 2; faculty class schedule**

Descriptions:

1. **The period of 2021-22AY Summer Sessions Term 2: August 1 – September 2, 2022 (5-week classes for all subjects).**
2. **All faculty handling summer session courses are required to follow the weekly schedule and conduct online teaching through Teams. Please make sure all students actually attend the online classes and please keep the relevant records of online teaching for future external inspection.**
3. **The Teams start-up and student enrollment lists will be completed before the classes start. The teachers do not need to make additional versions. After entering the course, please click “Start” so that students can see the course. For the instructions of Teams, please go to [“Assured Teaching and Learning” of Teaching Development Center](#).**
4. For the respective faculty’s Summer Course Schedule, please log on to e-Campus → Systems → Academics → Faculty Class Schedule. Please refer to [Attachment 1](#) for detail instructions.
5. For Students Roll Call List, please make the printout online after **August 8**. To operate: Log on to e-Campus → Academics → Roll Call List. To print the temporary RC List, after **August 1**, log on to e-Campus → Academics → Student Roll Call List for the current semester. Refer to [Attachment 2](#) for print instructions.
6. Please be sure to take the roll call and check against the list. If the students in your class are not consistent with the list, please fill in the errata form (next to the roll call list) and return it to the Div. of R&C before **August 15**.
7. Please use the “Course Roll Call System” of e-Campus to conduct online roll-calling. Each course should roll-call at least twice per week for verification. The instructions are as [Attachment 3](#).
8. Please follow the 5-week teaching schedule. Do not shorten the course or end it early to maintain teaching quality and learning effectiveness.
9. **A construction project is scheduled from 18:00, August 17 to 08:00, August 24 at the Office of Information Technology Services. The Teams system will remain to operate as usual during this period; however, WOW Class and E-learning will be suspended. It is thus necessary for the Midterm exam to be held between Wednesday, August 10 and Tuesday, August 16; the Final Exam is scheduled to be held in the last two class hours of Week 5. Please inform the attending students of the above exam dates. The in-class quizzes and Midterm/Final Exams are conducted in the forms of online testing, turning in reports, or any other non-physical present assessments. Teachers are kindly requested to announce the exam methods in advance and please pay special attention to the fairness of evaluation.**
10. The PU Academic Regulations has deleted the provisions for barring students from taking exams. Students’ absence should be reflected in their final score of the course.
11. The new WowClass platform has been installed for teaching materials upload. Your course materials are also transferred to the new platform. You can use any platform to upload your materials. **For instructions, please log on to e-Campus → Diversified Teaching & Learning → WOW Class → enter the system and click HELP.** Contact Ms. Huang at Teaching Development Center, ext. 11136; for system consultation, contact Ms. Cheng at Teaching & Learning Resource Center, ext. 11710.
12. Please refer to the relevant regulations on Intellectual Property Rights for teaching material and handouts. Please also advise students it is illegal to make photocopies or reproduction of others’ publications. For the scope and information on using others’ publication, please refer to [PU Intellectual Property Rights \(IPRs\)](#).
13. Teachers’ leave taking, class rescheduling, and make-up classes, as well as students’ leaving taking, are subject to the relevant regulations of the University.

14. Summer Office hours and contacts:

- 1) 4-day work weeks (Mondays to Thursdays) from June 28 to August 31. The office hours are 09:00-16:00; the office is closed 12:00-13:00.
- 2) Effective Thursday, September 1, regular office hours will resume from 08:00-17:00, Monday to Friday.

Original: Faculty of Summer Session Term 2

Copies: all Colleges, Departments (Institutes, Degree Programs), Centers, Offices, OIA; Office of Academic Affairs; Div. of R&C; Teaching and Learning Resource Center; Div. of Network and Systems

**PROVOST**

A handwritten signature in black ink that reads "Chih-Jen Chang". The signature is written in a cursive, flowing style.