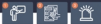# Announcement of Mahidol University

Guidelines for Teaching/ Learning Management due to the COVID-19 Outbreak in the Event of the University Closure

Mahidol University, Salaya Campus cancels all in-person classes, Online Teaching and Learning is providing.

1 Teaching/ Learning through Lectures, Demonstrations and Practicum

1. Online Teaching and Learning System to organize lectures or live demonstrations

can be conducted through Webex. Teaching schedules will be based on the normal time slots and student attendance should be observed. The system will record the teaching sessions and store them within 3 days. Lecturers can download teaching and learning materials.

2. Pre-recorded Teaching Sessions and Teaching Demonstrations

will be utilizing Mahidol University Extension (MUx) or other Learning Management System (LMS) provided for students by the faculties/ institutes and colleges.

- For pre-recorded teaching sessions, the time limit for students to enter the systems should be specified and student attendance should be observed.
- For teaching demonstrations, lecturers are encouraged to record those sessions in advance and store them in MUx or other LMS, so that the students can access the teaching and learning materials at their convenience.
  Class rescheduling can also be organized thereafter when the situations return to normalcy.

2 Teaching and Learning Evaluation

The Formative Evaluation

Lecturers are required to provide pre-tests and post-tests with answers and to store and distribute for students to test themselves in MUx or other LMS
provided for students by the faculties/ institutes and colleges.
The summative evaluation can be scheduled
after the emergency situation has ended.

3 Preparation before an Emergency Situation

Faculties/ Institutes and Colleges are required to inform students about the online teaching and learning system via the internet that the faculties/ institutes and colleges opt for in order to test-run the system between students and lecturers.

For Live Teaching,
When an emergency situation occurs, the teaching and learning session can be conducted according to regular class schedules.

Faculties/ institutes and colleges are advised to record the compulsory materials in advance and store them in MUx or other LMS, so that students can make use of the teaching and learning materials as needed, without the time limit.

02-849-4600
02-849-4552-3

In the event that lecturers need to use the services, equipment, and facilities for online teaching and learning through Webex/ need tests with answers to be collected and published in MUx, please contact the Unit of Educational Technology, Division of Academic Affairs for reservation one day in advance.

In case lecturers need to conduct live teaching from home via Webex meeting, the instruction manual is provided at https://it-portal.mahidol.ac.th