



IBSH Online Instruction Guideline

Since the epidemic has been increased this week, if the CCEC announce to raise the epidemic warning, school may face to closure.

This “IBSH Online Instruction Guideline” is to help teachers, students and parents to understand how we will shift to online instruction.

[Online instruction mode]

If school closes, we still **follow our current class schedule. There will be NO morning quiet time and clean-up time. Lunch time will be 12:00-13:10. There is NO activity hour on Wednesday either. (Modified schedule please see page 4)**

For the online instruction, there are the guideline for Gr.1-2 and Gr. 3-12 teachers.

[Gr.1-2]

8:00-10:00 Google meet

Announce daily tasks at the beginning and the tasks include language art, social studies, math and science. Have the daily lesson and online activities.

To give about 70 online instruction, and the offline independent work is about 30 minutes.

10:10-11:00

Chinese

13:00-14:00 Google meet

Answering questions or checking assignments section in the afternoon.

[Gr.3-12]

There are two options for Gr. 3-12 teachers.

- Streaming via Google meet

Teachers who choose streaming methods please open your class according to your teaching schedule and provide 50 minutes lesson.

Please “record” the whole lesson when you do live instruction and upload the video to your Google classroom for the students who need to make-up the course or review the lesson.

- Video recorded in advance

Teachers who choose the video methods may record your course in advance.

According to the M.O.E online instruction guideline, teachers have to record the video by himself/herself, ***could not only use the published online resource for the**

whole video. *Teachers may use the published online resource when you edit your lecture videos.

IBSH time allocation for video mode:

A 50-minute-session should include lecture time (at least 60%) and classwork/individual work time (at most 40%). **Teacher’s lecture video should reach at least 30 minutes long.** Students can work on worksheets, or google classroom discussion and etc. for the rest of the time (off line).

To ensure the student’s learning progress, teachers who choose the video mode must meet with your students online (via Google meet) *1~2 times per week to check your students’ learning process and answer questions. When you plan the lesson plan to your students, please **mark the Google meet time on the lesson plan** (it should be followed the class schedule).

*Subjects which have 4-5 periods per week (such as Chinese, Math, science...) should plan 2 times Google meet per week.

*Subjects which have 2-3 periods per week (such as computer, cc, music, art....) should plan 1 times Google meet per week.

You may find the online instruction PD tool on IBSH digital library at this link:

<https://sites.google.com/ibsh.tw/digital-library/online-instruction?authuser=0>

[Teacher’s duty for online instruction]

- Teachers are responsible to take attendance.

If you choose streaming mode, please check attendance before starting the course.

If you choose video mode, we recommend you to use “EdPuzzle” to record your video, it is effective for you to check the reader’s status.

- Make clear announcement regarding how to make up the course (if the student miss

the Google Meet for streaming class) and the due date of your assignments. We recommend you to give at least 2 days to complete the assignment.

- All the online assessments should be conducted with various methods and grading should be flexible. (M.O.E.guideline)

[Teaching/Learning Schedule]

Currently, the M.O.E. school closure plan is two weeks, 8 instructional days.

Base on this time duration, here is the online instruction schedule for both teachers and students.

Day of Closure	Task
Day 1-2	<ul style="list-style-type: none"> ● Announce your lesson on Google Classroom ● Instruction for your online teaching to your students ● Record at least 3-days-video in the first two days (video mode) ● Checking Google meet effectiveness (streaming mode)
Day 3 (May 21, Friday)	<ul style="list-style-type: none"> ● Start online instruction—Stream instruction by Google Meet or upload course video and learning materials on your Google classroom. ● This is a checking point. If you use video mode, please have a Google meet, so you know the student’s learning progress. ● Record following week videos. (video mode) ● Checking assignment /monitor online discussion
Day 6-7 (Weekend)	<ul style="list-style-type: none"> ● Modify your week 2 lesson plan if it is needed. ● Record following week’s course video. ● Checking assignment /monitor online discussion
Day 8-12	<ul style="list-style-type: none"> ● Start online instruction—Stream instruction by Google Meet or upload course video and learning materials on your Google

(May 24-28)	<p>classroom.</p> <ul style="list-style-type: none"> ● Day 9 or 10 is a checking point. If you use video mode, please have a Google meet, so you know the student's learning progress. ● Record following week videos. (video mode) ● Checking assignment /monitor online discussion
Day 13-14 (Weekend)	<ul style="list-style-type: none"> ● Check School announcement for school opening. ● Reminders for returning to class to your students

Modified School Schuedle

[Gr.1-2 class schedule]

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-10:00	HRT Academic subject hours				
10:10-11:00	Chinese				
11:00-13:00	Lunch Break				
13:00-14:00	HRT Academic subject hours				

[Gr.3-12 class schedule]

	Monday	Tuesday	Wednesday	Thursday	Friday
8:10-12:00	1-4 periods, every period is 50 minutes.				
12:00-13:00	Lunch Break				
13:10-16:00	5-7 periods, every period is 50 minutes. The 7 th period starts at 15:10 Wednesday's class ends at 15:00.				