JEI SmartTree Learning Center

「網上教室」簡介：

鑑於目前武漢肺炎疫情嚴重，我們深感明白家長各方面的憂慮。因此，中心會推出「網上教室」。小朋友可以遙距在家學習，保持學習進度，為未來復課作最充足準備。請參閱以下簡介知道更多關於「網上教室」事宜：

1. 首先，請家長跟我們中心職員**商討及預約上課時間**，好讓我們可以妥善安排及準備教學材料。

2. 在上課日前，家長可以從以下**兩種途徑**獲取該堂的教學材料：

   i. **親自蒞臨**本中心獲取教學材料及功課；或

   ii. 家長可要求本中心**提供電子版教學材料及功課**，我們會**經電郵或 WhatsApp 短訊**發送給家長。家長需**自行打印**教學材料。

3. 在課堂**當日**，我們會使用網上軟件 **"Zoom"** 來進行「網上教室」。我們會在上課前**發送網址**給家長，讓學生可以進入「教室」。請參閱**附錄 1 及 2**，了解如何使用電腦或手提電話來進行「網上教室」並做好準備。

4. 在「網上教室」，導師及學生可以「**面對面**」進行課堂，而且在課堂中，他們亦可以有不少**互動**，增加上課樂趣。透過「網上教室」，導師不但可以**教授知識**外，而且可以**即時解答學生疑問並指導**他們。學生亦可以好像平時上課一樣，**即時**可向老師發問問題。完成課堂後，導師亦**會提供功課**，讓學生在線下完成。

5. 完成「網上教室」課堂後，導師會透過 WhatsApp 短訊或電郵形式向家長匯報當日學生的上課情況及學習進度。家長亦可透過「網上教室」向老師詢問學生平時上課情況及清楚了解學習進度。

6. 學生需完成並遞交功課。家長可使用**以下其中一種**遞交方式來遞交功課：

   i. **親自蒞臨**本中心遞交功課；或

   ii. **拍攝功課內容**並使用**電郵或 WhatsApp 短訊**發送給我們

   收到功課後，導師會批改功課，並根據家長的意願來發還功課。家長可以選擇以實體版或電子版收取功課。

如家長對「網上教室」有任何疑問，歡迎隨時用以下途徑與我們聯絡：

電話：26346101 / 26346102　　WhatsApp：56196687　　電郵：info@smarttree.com.hk

JEI SmartTree Learning Center

<u>Introduction of "Online Classroom"</u>

In view of the imminent risk of health impact caused by the Wuhan coronavirus, we are going to provide you "Online Classroom". Children can learn and attend classes at home alternatively, which help them to be well-equipped before the schools resume. Please read the following detail to know more about "Online Classroom":

1. First, please **schedule** a time for the class with us to let us prepare the teaching materials and homework.

2. Before the class day, there are **two ways** to get the teaching materials and homework:

    i. You can **come to our Center directly** to get the **hard copy** of teaching materials and homework before the class; or

    ii. You can get a softcopy. We will send the **softcopy** to you **by email or WhatsApp message** on that day. You **need to print it out** at home.

3. On the day of the class, we will use the software **"Zoom"** to have the "Online Classroom" and **send the URL** to you to let student join the class. Please **read Appendix 1 and 2** to know how to prepare to use your computers or mobile phones to access "Online Classroom".

4. In the "Online Classroom", our teacher and student can have a **"face-to-face"** a class on the Internet and **interact** in the "Online Classroom". Teachers not only **share their knowledge** to students in online classroom, but **also instruct and guide** students to solve their mistakes and problems. Students can ask teachers questions **immediately**, just like having a class in our Center. At the end of class, teachers will **provide homework** to students and they need to **finish their homework** when offline and hand it in next class.

5. After the "Online Classroom", teachers will send an email or WhatsApp message to report the class performance and academic progress. Besides, parents can ask teachers to know more about your children.

6. Students need to finish their homework before the next class. There are also **two methods to hand in homework**:

    i. You can **hand in** homework to **our Center**; or

    ii. You can **take the photos of homework** and then **send WhatsApp message or email** to us.

    Teachers will mark the homework and give it back to students. You can decide to receive the homework either in hard copy or softcopy.

JEI SmartTree Learning Center

If you have any question when you use "Online Classroom", please use following contact methods to contact us:

 Tel: 26346101 / 26346102   WhatsApp：56196687   Email：info@smarttree.com.hk

JEI SmartTree Learning Center

<u>附錄 **1** - 使用電腦**:**</u>

1. 預備桌上電腦/手提電腦、視像鏡頭及話筒

2. 瀏覽 " **https://zoom.us** "

3. 詢問 JEI Smart Tree 獲取會議網址並按下網址

4. 加入會議有兩種方法：

    a. 下載並執行 "**Zoom**"

    b. 或按 "**透過瀏覽器加入**" 直接加入會議

5. 若你選擇下載 Zoom，會有**兩種**方式加入會議

    a. 在下載程式及按下會議網址後，程式會自動加入會議

    b. 或由以下方式加入會議：

        i. 在 "開始" 選單中按 "**Start Zoom**"

        ii. 按 "**加入會議**"

        iii. 輸入在網址中 "**9 位數字會議 ID**"

        iv. 完成後按 "**加入會議**"

<u>**Appendix 1 - Using Computer:**</u>

1. Prepare Desktop/Notebook computer, Camera and Microphone

2. Visit " **https://zoom.us** "

3. Ask JEI Smart Tree to get the meeting URL and then click it

4. There are **two methods** to join the meeting:

    a. Download and Run "**Zoom**"

    b. Or click "**Join from your browse**" to join meeting **directly**

5. If you choose "download Zoom", there are also **two ways** to join meeting:

    a. After you download software and click the meeting URL, it will help you to join the meeting **automatically**

    b. Or Follow below steps

        i. Click "**Start Zoom**" from "Start" menu

        ii. Click "**Join Meeting**"

        iii. Enter "**9-digit Meeting ID**" which is including in the URL

        iv. Click "**Join Meeting**"

JEI SmartTree Learning Center

附錄 **2 -**使用手提電話**:**

1. 在 App Store (iOS) 或 Google Play Store (Android) 搜尋並下載 "**Zoom**"

2. 詢問 JEI Smart Tree 獲取會議網址並按下網址

3. 會有**兩種**方式加入會議：

    a. 按下網址後，系統會**自動**打開程式並加入會議

    b. 或由以下方式加入會議：

        i. 按 "**加入**"

        ii. 輸入在網址中 "**9 位數字會議 ID**"

        iii. 輸入後按 "**加入會議**"

4. **允許**程式使用相機及咪高風。在「**為了聽到他人請加入音頻**」選項中，選擇 "**使用設備音訊**"

Appendix 2 - Using Mobile Phone:

1. Search and Download "**Zoom**" from App Store (iOS) or Google Play Store (Android)

2. Ask JEI Smart Tree to get the meeting URL and then click it

3. There are **2 methods** to join the meeting

    a. After you **click the URL**, it will open the app and join the meeting **automatically**

    b. Or following below steps:

        i. Choose "**Join**" in the App

        ii. Enter "**9-digit Meeting ID**" which is including in the URL

        iii. Click "**Join**"

4. **Allow** camera and microphone when join the meeting. For "**to hear others please join audio**", choose "**call using Internet Audio**"