



## MEMORANDUM

**No: AMC/005/2020**

To : Students of DRB-HICOM University

Cc : Vice Chancellor  
Deputy Vice Chancellor  
Registrar  
Dean, Faculty of Business and Management  
Dean, Faculty of Engineering and Technology  
Students Activity Centre  
Students Representative Council

From : Norlianah Binti Mohd Shah  
Dean, Centre of Academic Management

Date : 29 Mar 2020

Subject : Implementation of Online Learning Methodology Starting 1<sup>st</sup> April 2020 Until  
End of Semester 3 Session 2019/2020 Due to Movement Control Order

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Dear All Students,

- 1.0 A nationwide Movement Control Order (MCO) has been imposed by the Government effective from 18th Mar 2020 until 31st Mar 2020 to curb the spread of coronavirus pandemic (COVID-19) that is currently plaguing the country. This Order is enforced under the Control and Prevention of Infectious Diseases Act 1988 and the Police Act 1967, and encompasses few items including closure of all public and private institutions of higher learning nationwide, including skills training institutes. However, the progress of recovery rate is still unsatisfactory, resulting in the extension of the period to 14th April 2020 instead.
- 2.0 As approved by the Senate of DRB-HICOM University, circular Ref No. Senate Paper No. 2/2020(23)(15), full online learning methodology is to be opted to ensure teaching and learning continues formally at the University as the formal mode.
- 3.0 The implementation of full online learning methodology will commence from 1st April 2020 until the end of Semester 3 Session 2019/2020. Hence, all face-to-face class in campus and off campus will convert to 100% of the online learning class.
- 4.0 The uniformed online platforms for the online learning methodology are as shown in Table 1.

Table 1: Online Platforms and Functions

No	Online Platform	Function
1	Microsoft Teams	Live/recording online classes, sharing teaching materials, notes, quizzes, tests, and assignments.
2	Microsoft Stream	Storage of recorded videos of lectures, tutorials, practical sessions from Ms Teams or offline recordings.
3	Microsoft Forms	Class attendance, constructing quizzes, tests, etc.
4	MOODLE	Uploading teaching materials, constructing quizzes, tests, assignments, etc.

5.0 All students are required to follow the following instructions in order to run the online learning methodology smoothly:

#### 5.1 Pre-Online Class

##### 5.1.1 Timetable for online class

5.1.1.1 Follow the existing timetable.

##### 5.1.2 Students' Attendance

5.1.2.1 Students will receive invitation link to join Microsoft Teams a day before class starts.

##### 5.1.3 Teaching Materials

5.1.3.1 Academic staff will upload teaching materials in Microsoft Teams.

5.1.3.2 Academic staff will share teaching materials such as lecture notes, tutorial, self-assessment etc. in advance, so that the students will have reference before join the online class.

#### 5.2 Live-Recorded Online Class

##### 5.2.1 Students' Attendance

5.2.1.1 Students are required to join the class before class starts.

5.2.1.2 Students will receive the attendance link during online class in Microsoft Teams. The link will be different for each session.

5.2.1.3 Students are required to submit the attendance form before the live-recorded class ended.

5.2.1.4 If the students are not able to join the class, then they are compulsory to justify to the academic staff for record purpose.

##### 5.2.2 Teaching Materials

5.2.2.1 Academic Staff will provide self-assessment for each session in order to ensure students' understanding during the class.

5.2.2.2 Share your feedback to the respective academic staff regarding the live-recorded session for continuous improvement.

##### 5.2.3 Duration of Live-Recorded Online Class Using Microsoft Teams

5.2.3.1 One (1) hour lecture:

5.2.3.1.1 10 minutes of pre-recorded presentation.

5.2.3.1.2 20 minutes of interactive session (i.e. chatting, forum, etc.).

5.2.4 Ethics and IT Policy During Live-Recorded Class

5.2.4.1 Wear an appropriate attire.

5.2.4.2 Mute all (simplex method, one speaker at a time).

5.2.4.3 No video unless required.

5.2.5 Student Engagement

5.2.5.1 Engagement can be made during the interactive session as in item 5.2.3.1.2.

**5.3 Post Online Class**

5.3.1 Online Recorded

5.3.1.1 Academic staff will upload live-recorded online class in Microsoft Streams or Moodle.

5.3.1.2 Academic staff will share the link to the students.

5.3.2 Student Engagement

5.3.2.1 Continue the engagement through WhatsApp, Telegram, email, etc.

6.0 ITD staff will assist accordingly for online learning classes. Should you have any technical problems pertaining this exercise, please contact the PICs as follows:

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Prepared by:	Approved by:
	
Norlianah Mohd Shah Dean, Centre of Academic Management Date: 29 Mar 2020	Prof. Dato' Sr. Dr. Haji Omar bin Haji Osman Vice Chancellor Date: 29 Mar 2020