

JEI SmartTree Learning Center

有關暫停面授課堂措施(2022年1月14日起生效)

鑑於新一波的疫情影響，以及教育局宣佈所有學校由 2022 年 1 月 14 日開始至 2022 年 2 月 7 日，暫停所有面授課程，並為所有學生轉為「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，中心職員會與家長**確認上課時間**，好讓我們可以妥善安排及準備教學材料。如家長有其他上課時間需求，可與職員商討。
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. 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。

本中心在停課期間會照常開放，如家長對「網上教室」有任何疑問，歡迎隨時在辦公時間內用以下途徑與我們聯絡，感謝家長的支持及體諒。

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

JEI SmartTree Learning Center

Class Arrangement (with effect from 14th January 2022)

According to the latest directive from The Education Bureau (EDB), please be informed that the face-to-face classes for learning centers will be suspended from 14th January 2022 until 7th February 2022. All students will be transited to “Online Classroom” on Zoom. Children can learn and attend classes at home alternatively, which help them to be well-equipped before the schools resume. Please read the following details to know more about “Online Classroom”:

1. First, please **discuss and confirm** 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 may visit **to our Center directly** to get the **hard copy** of teaching materials and homework before the class; or
 - ii. You may obtain a softcopy. We will send the **softcopy** to you **by the means of email or WhatsApp message** on that day. You will **need to print the required materials out** at home.
3. On the day of the class, we will use the software “**Zoom**” for “Online Classroom”. A **valid URL** will be sent to you for your child(ren) joining 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 teachers and students can have a “**face-to-face**” class on the Internet and **interact**. Not only will teachers strengthen students’ knowledge through Online Classroom, but teachers will **also instruct and guide** students to solve their mistakes and problems. Students can ask teachers questions **immediately** as well. At the end of class, teachers will **provide necessary homework** to students, and they need to **accomplish their homework** when offline and hand it in before next class.
5. Students need to finish their homework before the next class. There are also **two methods to hand in homework**:
 - i. You can **submit** 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 choose to receive the homework either in hard copy or softcopy.

JEI SmartTree Learning Center

Our Center will operate as usual during this period. If you have any questions when you are operating “Online Classroom”, please use following contact methods to contact us during our business hour. Thank you for your support and consideration.

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

JEI SmartTree Learning Center

附錄 1 - 使用電腦:

1. 預備桌上電腦/手提電腦、視像鏡頭及話筒，並提前 5 分鐘準備進入會議
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，然後輸入密碼，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 “**10 位數字會議 ID**”及密碼
 - iv. 完成後按 “**加入會議**”

Appendix 1 - Using Computer:

1. Prepare Desktop/Notebook computer, Camera and Microphone before lesson starts
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 “**10-digit Meeting ID**” which is including in the URL and password
 - iv. Click “**Join Meeting**”

JEI SmartTree Learning Center

附錄 2 -使用手提電話或平板電腦:

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，然後輸入密碼
 - b. 或由以下方式加入會議：
 - i. 按 “加入”
 - ii. 輸入在網址中 “10 位數字會議 ID”
 - iii. 輸入密碼
 - iv. 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 or tablet:

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 “**10-digit Meeting ID**” which is including in the URL
 - iii. Enter password
 - iv. Click “**Join**”
4. **Allow** camera and microphone when join the meeting. For “**to hear others please join audio**”, choose “**call using Internet Audio**”