Flexible Learning Faculty of Education, UiTM During Covid-19 Outbreak
Prepared by: Cheong Tau Han
INTRODUCTION
Flexible Learning EDU, UiTM

01
Website
Where to click?

02
Flow
What to input?

03
Output
What is the output?
A flexible learning system is designed to capture the online learning information of members of Faculty of Education, UiTM.

Every lecturer must fill up the form after they have completed their online lesson.
Lecturers who are conducting classes with EDU students **MUST** fill up this form when they have completed their online classes during the Covid-19 outbreak.

Click [here](http://bit.ly/tteduitm) to fill up the form.
03: Flow

For EDU staff:
• Make sure you have updated your email address in the
time table system or

For PTFT or Servicing lecturers
• You must register your particulars in the

Important notes
1. Every lecturer **MUST** fill up this form once they have completed their lesson.
2. All lecturers responsible to fill up this form for every slot in the time table.
3. For example:
   • Dr. A teaches students ED2491A for MAT421. His slot is scheduled as 3+2. This means that he need to fill up this form twice.
   • Dr. B teaches student ED2472A for BIO567. His slot is scheduled as 1+1+1. He need to fill up the form three times.
03: Flow

Lecturers need to enter the details of the subject and program.

Lecturers may select platform(s) that were used.
Lecturers need to enter the date and time of the online lesson.

Lecturers MUST upload ONE compulsory evidence of the online learning. For example: Screenshot, document, video etc.

Lecturers can upload additional evidence:
- Max 10 screenshots (100MB)
- Max 10 documents (100MB)
- Max 1 video (1GB) or paste the video link at the respective fields.

Enter the details:
- Link(s) or ID(s) of your online platform(s)
- Online Learning Class Data *
  - Date: dd-mm-yyyy
- Starting Time *
  - Time: __ AM
- Ending Time *
  - Time: __ AM
- Compulsory Evidence (maximum 100MB)
  - Add file
- Additional evidence (if applicable) - Maximum 10 files per section
  - Screenshots (Image only)
  - Documents
  - Video or audio (Maximum 1GB)
    - Your video link
    - Your answer
• Upon submission, lecturers and their immediate KPs will receive an email regarding the flexible learning.
• Daily report will be generated and sent to all KPPs and TDA.
• Weekly report will be generated and sent to all KPPs, TDA and Dean.
Lecturers who have updated their telegram will also receive an instant notification.
Thank you