Uploading Course Material on Moodle/LMS

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | Sat, Mar 14, 3:27 PM |  |  |
| |  | | --- | | to UMT, Ibrahim, Muhammad, DIRECTOR, Director, OFFICE, OFFICE, Saleem, Director, RECTORS | | | |

Dear Colleagues,

In connection with the suspension of classes and finding a possible solution for offering online education, **all faculty members are requested to ensure that 100% course material is made available on Moodle** which is a long-due task despite emphasised by the university's leadership numerous times. Ensuring the complete availability of all courses and subsequent material on LMS is the first building block of existing as well as emerging education system at UMT. In this regard, those colleagues who have not completed this activity already, are requested to kindly utilize today and tomorrow (the weekend) for uploading complete material for all courses on LMS.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email. | |

Urgent || Training Sessions for UMT Faculty

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | AttachmentsSun, Mar 15, 3:50 PM |  |  |
| |  | | --- | | to UMT, Ibrahim, Muhammad, REGISTRAR, OFFICE, Director, OFFICE, Director, CONTROLLER, Director, RECTORS, ELECTRONIC, DIRECTOR | | | |

Dear Faculty Members,

With reference to holding of online classes at UMT, Office of Technology Support is organizing training sessions for faculty members starting from today in a while. The texts messages have already been sent to your mobile phones. Soon you will receive invitation links through email for joining these sessions. I am sharing a school-wise schedule with you here for your convenience and reference. Please extend cooperation by joining these training sessions through your laptops/PCs/or even mobile phones.

These sessions will equip you with necessary skills and information for conducting online classes as per existing time table at UMT.

Regards

Attachments area

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | AttachmentsSun, Mar 15, 8:50 PM |  |  |
| |  | | --- | | to UMT, Director, CONTROLLER, Director, RECTORS, Ibrahim, Muhammad, REGISTRAR, OFFICE, Director, OFFICE, ELECTRONIC, DIRECTOR | | | |

Dear Faculty Members,

In continuation of earlier communication on holding the online classes and trainings/sensitization of faculty with the solution currently being deployed, we would like to thank all the faculty members who joined these sessions. however, a large number of our colleagues could not join due to various reasons. OTS has planned another session which is open for everyone who is willing to attend. The session will be held at 9:00 PM tonight. You can join this session by following the link below:

<https://zoom.us/j/284236313?pwd=UU4zSkk2UXdKUHVrRDFJS0djS2V4Zz09>

(if needed:

Meeting ID: 284 236 313  
Password: 872963 )

Furthermore, a video tutorial has also been prepared to help you with organizing your lectures online. The video tutorial can be accessed on the following link:

<https://www.youtube.com/watch?v=zpZ_cdjYW4I&feature=youtu.be>

You may also seek help from the attached documents which are a step-by-step guides for delivering online lectures.

UMT looks forward to your cooperation in this testing time.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email. | |

Mandatory Attendance of Online Classes

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | Tue, Mar 17, 6:32 PM |  |  |
| |  | | --- | | to UMT, UMT, RECTORS | | | |

Dear Faculty Members and Participants,

It is very encouraging to see that you have been making gradual progress with the online lectures. We have received record of many classes in which attendance was more than 90%. This speaks a lot about the determination of UMT’s participants and faculty members for continuing the process of knowledge acquisition in this difficult time.

However, some classes were not held on Monday and Tuesday, whereas, in some other classes the attendance was low. In this context, both the faculty members and students are requested to ensure maximum attendance in the class keeping in view that **holding of lectures and marking of attendance as per the timetable of Spring 2020 is Mandatory.**

Through the cooperation of Faculty, Students, and UMT’s Administration, we are moving towards a leadership position in Pakistan’s academia for offering online/live education using digital technologies.

This is a testimony of our resilience in fighting the global disaster through our collective resolve.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email. | |

Online Availability of Faculty Members for Counseling Hours

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | Thu, Mar 19, 11:44 AM |  |  |
| |  | | --- | | to UMT, Ibrahim, Muhammad, OFFICE, Director, Saleem, CONTROLLER, Director, Director, RECTORS | | | |

Dear Faculty Members,

UMT's leadership is appreciative of the efforts you are putting in to ensure continuity of education delivery in the time of this global disaster. Except for a few difficulties during the initial three days of conducting online classes, most of the classes are being conducted successfully. We hope that as we go through more iterations, the existing discrepancies will be removed and the system will keep improving at a rapid rate.

The purpose of this mail is to request **all faculty members to extend the counseling/advising services to students online (through Zoom) as per their routine counseling/advising schedule**. **The participants are in need of your counseling more than ever before**. You are therefore requested to ensure your online availability during your counseling hours. The same mechanism of scheduling the classes and inviting students by sharing the session link may be followed in the context of counseling hours as well.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email. | |

Daily Report of Classes Held Online

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | AttachmentsThu, Mar 19, 1:02 PM |  |  |
| |  | | --- | | to DEANS, CHAIRMAN, Ibrahim, Muhammad, DIRECTOR, UMT, Saleem, CONTROLLER, OFFICE, Director, Director, Director, RECTORS | | | |

Respected Deans,

Director SPA has shared a very good attendance Report for the classes held on a daily basis. You are also requested to utilize the same template for compiling the daily report of classes held online in your school/institute and keep the record in Dean's/Director's office for future reference as and when required by the Office of the Rector and other relevant offices. Respective CODs may be asked to compile the record at departmental level and then submit it to the Deans'/Directors' office.

Regards

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| --- | --- |
|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |

Daily Report of Classes Held Online

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | Sat, Mar 21, 12:58 AM (12 days ago) |  |  |
| |  | | --- | | to DEANS, CHAIRMAN, Ibrahim, Muhammad, RECTORS | | | |

Respected Deans/Directors,

With reference to my earlier email on the above subject, you are requested to advise your coordinating staff to compile a **consolidated** weekly report of classes held (and missed) in your respective schools/institutes, and share it with Office of the Rector by sending a soft copy of the said report at "[**rs@umt.edu.pk**](mailto:rs@umt.edu.pk)". The report of first week of online classes may kindly be shared by 9:00 PM tomorrow i.e. Saturday March 21, 2020.

Thank you for your cooperation.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email | |

FAQs Related to Online Classes (ZOOM) and SOPs for Controlling Online Classrooms

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | AttachmentsThu, Mar 26, 5:16 PM (7 days ago) |  |  |
| |  | | --- | | to UMT, Ibrahim, Muhammad, DIRECTOR, Director, Director, Saleem, CONTROLLER, OFFICE, Director, RECTORS | | | |

Dear Faculty Members,

The technical staff at UMT has developed two documents which are being shared with you to help conducting online classes in a more effective way.

The first document contains **Frequently Asked Questions (FAQs)** and their Answers related to conducting online lectures with ZOOM.

The second document is a guide on **how to control your online classroom** and prevent students from creating disturbance or negatively affecting the online teaching/learning experience. Please note that **faculty members must do all the settings as shared in this document before opening the session** as most of the features  are automatically disabled once the session starts.

We hope that these documents will provide you necessary support in teaching effectively. Should you have any questions, please do not hesitate to contact Office of Technology Support (OTS) and STAIRS (UMT Connected) teams.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email. | |

Reminder: Review of Transition to Online Classes in the wake of COVID-19 Outbreak

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| |  | | --- | | **DEPUTY PRINCIPAL SECRETARY THE OFFICE OF RECTOR <ps.orc@umt.edu.pk>** | | Mon, Mar 30, 1:07 PM (3 days ago) |  |  |
| |  | | --- | | to DEANS, Muhammad, PLANNING, SIALKOT, Director, cod, OFFICE, UMT, Ibrahim, DIRECTOR, CHIEF, REGISTRAR, CONTROLLER, Director, RECTORS | | | |

Respected Deans/Directors,

Reference to the subject email sent by worthy Rector on March 27, 2020, please refer to the Rector's instruction at point no.1 highlighted as under:

*1.      Each faculty member must upload all the course material including course outlines, lecture plans, presentations, quizzes, assignments, projects, reading materials, weblinks of recorded lectures etc. on LMS as a first and foremost priority.  
Deans / Directors must ensure 100% compliance and by March 31, 2020, should submit a report of the courses, which are not available on LMS with complete contents.*

All Deans/Directors are requested to submit the desired report (list of courses along with instructor names) which are not available on LMS with complete contents. The report should be submitted through email at "[**rs@umt.edu.pk**](mailto:rs@umt.edu.pk)" before the end of day on March 31, 2020.

Regards

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|  | **Muhammad Irfan Bajwa**  **Deputy Principal Secretary to Rector**  **Office of the Rector (ORC)** |
| Please consider the environment before printing this email. | |

LMS Usage

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| |  | | --- | | **RECTOR UMT** | | Tue, Mar 17, 11:52 AM |  |  |
| |  | | --- | | to UMT, Ibrahim, DIRECTOR, OFFICE, Director, Aneesa, CONTROLLER, Director, Ahmed, RECTORS | | | |

Dear Faculty Members

As you know, proper use of LMS for all of your classes is mandatory, particularly now that the campus has been shut down. **It has become absolutely essential and critical to use LMS in order to continue the educational process**. LMS should be used to post course material, weekly/calendar activities, assignments, quizzes and discussion forums.

Additionally, faculty is required to maintain their live schedule of classes as per the time table using [zoom.us](http://zoom.us/).

If you need technical help, you can always contact OTS team over [email](mailto:lms.support@umt.edu.pk) or you may call at +92 42 111 300 200 Ext. 3600, 3421.

I look forward to your cooperation in these testing times. May Allah protect us all.

Regards

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| --- | --- |
|  | **Dr. Muhammad Aslam, SI**  **Rector**  University of Management and Technology |

Review of Transition to Online Classes in the wake of COVID-19 Outbreak

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| |  | | --- | | **Dr. Muhammad Aslam** | | Fri, Mar 27, 10:19 PM (6 days ago) |  |  |
| |  | | --- | | to DEANS, PLANNING, SIALKOT, Director, cod, OFFICE, UNIVERSITY, UMT, Ibrahim, DIRECTOR, CHIEF, REGISTRAR, CONTROLLER, Director, me, RECTORS | | | |

Dear Colleagues,

First of all, we would like to express our sincere appreciation and gratitude to Deans / Directors, Chairpersons, Heads of UMO’s, Faculty Members and Staff Members for their invaluable collaboration and sincere support for continuation of teaching and learning activities at UMT despite all of the restrictions created by the outbreak of COVID-19.

Your hard work and resolve to ensure continuation of classes in these testing times is hallmark of professionalism associated with you as an invaluable member of the UMT Family. It was (is) not an ideal situation for us to work in, as educationists. However, it is the times like these, when we discover our latent strengths. This extraordinary situation has triggered us to come out of our comfort zones and we are confident that we will emerge from these difficult times with new skills and better realization of our potential.

The first ten days of online classes have been completed and with each new day, the teaching and learning experience has been improving. Some of our students have faced various difficulties and have expressed their concerns about the online classes. We are continuously upgrading the system and trying to eliminate the problems, which come with the ICT based solutions, which we are implementing. One crucial step in this direction is acquisition of the licensed version of the software being used to conduct the online lectures. Taking this step will solve most of the problems, which were faced by the faculty and students during the initial days.

In addition, we would like to share the following suggestions with you to improve the factors, which are well within our control, but somehow have been overlooked in the past. We are sure that by implementing these suggestions, most of the problems being faced by our faculty and students will get eliminated.

1.      Each faculty member must upload all the course material including course outlines, lecture plans, presentations, quizzes, assignments, projects, reading materials, weblinks of recorded lectures etc. on LMS as a first and foremost priority.  
*Deans / Directors must ensure 100% compliance and by March 31, 2020, should submit a report of the courses, which are not available on LMS with complete contents.*

2.      Each faculty member must attend the online training being provided by our technical teams round the clock. Faculty members should be in close contact with our technical staff for immediate resolution of their problems.

3.      All the guidelines, tutorials, and SOP’s prepared for helping faculty and students, and already shared through emails and other platforms, must be consulted frequently.

4.      Faculty members must be well prepared for delivering the lecture with lecture plans and related material.

5.      Delivery of lecture contents up to the satisfaction of the participants must be the primary goal of our online lectures. In this context, every query of the participants must be addressed properly during or immediately after the lecture. The Student Counselling hours must be conducted using the same platform as that used for lectures. Faculty members can also use the discussion forums in Moodle or the Chat function of ZOOM for this purpose.

6.      Conducting the classes as per the timetable of Spring 2020 is primary responsibility of resource persons, who should also ensure that maximum number of participants attend the classes.  
*Deans / Directors should submit a consolidated report of daily classes at the end of every week. The report must include the classes held, scheduled but not held, and attendance percentage of each held class. This weekly report must be submitted by the Deans / Directors through email at*[*rs@umt.edu.pk*](mailto:rs@umt.edu.pk)*every Saturday night. Reports being sent daily by the coordinators will not be considered.*

7.      Faculty members must ensure their presence online for their counseling hours. Each counseling session must be recorded for future reference.  
*Deans / Directors must submit a weekly report of counseling hours completed by each faculty member. The report must be submitted by the Deans / Directors every Saturday night through email at*[*rs@umt.edu.pk*](mailto:rs@umt.edu.pk)*.*

8.      All academic activities must be conducted according to department’s, school’s, and UMT’s academic calendar. COD’s and Deans must also hold regular online meetings with respective faculty.  
*Minutes of these meetings and video recording must also be saved for future reference.*

9.      All faculty members must check their emails at least three times a day so that no important email from the management or participants gets missed.

10.  Deans / Directors must also ensure that visiting faculty members are also taking classes in the same manner as done by the regular faculty. The courses of those visiting faculty members, who have left or cannot take online classes as per expected standards must be allocated to regular faculty members to avoid interruption of classes. Office of Human Resources (OHR) must be consulted for this matter. *Contracts of those visiting faculty members, who fail to take classes as per our expectations must be cancelled.*

We know that being organized and following of SOPs are keys to delivering better results under these complex conditions.  
We are confident that with you resolve and Grace of Almighty, we would manage through this difficult period successfully.

Please stay home, stay safe, and keep educating our next generation for a better future!

Thank you!

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|  | **Dr. Muhammad Aslam, SI**  **Rector** |