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In order to accomplish "teachers keep teaching and students keep learning", the undergraduate teaching staff of the whole university have recently overcome difficulties, unified understanding, and worked hard to promote the undergraduate teaching work of Wuhan University during the "epidemic" period. Recently, the undergraduate college launched the "Simple Operation Process for Virtual Classroom Classes" to serve teachers to carry out online teaching. During this period of preparation for online teaching, all teachers constructed online courses, shared resources and actively responded to the challenges brought to classroom teaching during the special periods.

Most of the colleges (departments) in the university have set up teaching groups, and timely issue relevant notices of undergraduate teaching and operating instructions of the teaching platform. Teachers are encouraged to work together on multiple platforms, actively explore the use of LuoJia Online, QQ Group Video, Tencent Classroom, Rain Classroom, iCourse and other online platforms, and implement undergraduate teaching with the help of the above platforms, QQ and QQ Group, WeChat and WeChat Group. At present, all courses in the university have been set up QQ or WeChat groups by teachers, which are submitted by colleges, collected by undergraduate colleges, and then notified by departments. At present, most undergraduates have joined the groups and established contacts with teachers. Some teachers have already sent the materials to students in advance.

With the increasing presentation of teachers' teaching preparation materials, what impressed about is not only the teachers' skillful and excellent production level of various online resources, but also the rigorous style of immersion, which is the spirit of studying science and their enthusiasm for undergraduate teaching.

Wang Xiaofeng, a teacher from the Institute of Physical Science and Technology, recorded a blackboard writing video, presenting the derivation process of the formula step by step to the students, greatly enhancing the teaching effect and reflecting the teaching style. There are also many teachers who record videos and audio repeatedly in solitude, denying themselves and updating themselves again and again, constantly challenging new fields. Many teachers, overcoming the difficulty of being in distance and lacking information around them, use their memory and profound grasp of the curriculum to make maximum use of resources to collect information and prepare lessons again. Some teachers, while taking care of sick relatives, insist on preparing lessons, which makes people deeply moved and grateful.



**Wang Xiaofeng, a teacher from the Institute of Physical Science and Technology, is recording a blackboard video**



**Tong Xin, a teacher from the School of Mathematics and Statistics, is making teaching audio.**

Organizers of undergraduate teaching in the university have shown a strong sense of responsibility during this special period. The main leaders mobilized one by one to improve the class opening rate. On the one hand, the deputy deans and deputy directors in charge of undergraduate teaching strengthen their understanding of the implementation methods of online teaching, on the other hand, they are responsible for publicizing, mobilizing and training the teachers

of the college. Zou Jingui, the deputy dean of the School of Surveying and Mapping, in order to facilitate teachers and allow students to study in an orderly manner, explore as early as possible, test the results of the operation several times, and write instructions of the online platform for teachers and students to share . The academic staff uphold the spirit of research, cooperation, and mutual assistance, carefully examine all possible situations from the teacher and student sides, and put forward opinions and suggestions to promote the smooth development of the teaching and learning process. A lot of time, patience and determination have been spent behind the implementation of every work and teaching plan. Behind the scheduled beginning of each course is the joint efforts of the whole team.

## **Optimize the Construction of Online Courses, Make Full Use of Online Platforms to Carry Out Teaching**

After the undergraduate colleges issued the notice of teaching arrangements before the start of the term, the journalism colleges contacted the teachers with undergraduate courses in the new semester, formed undergraduate course groups, notified teaching matters and answered teachers' technical questions. Teachers of various courses have set up QQ groups and are actively studying the operation procedures of Luojia online platform and online platforms such as Xuexitong, and are carefully preparing the course materials.

In their opening letter to the students, the teachers of Foreign Languages and Literature institute said that in view of the brand-new environment of online teaching, the teachers are exploring whether they can make a different way of thinking and telling, discover new possibilities, and inspire students to look at and solve problems from a new perspective.

The Academy of Arts requires teachers to provide students with the syllabus, teaching materials, audio and video of the course in advance to preview, so as to improve the teaching effect and ensure the teaching quality. Some art practice

courses are planned to be carried out simultaneously through theoretical explanation, students' independent practice and students' online video training, combined with teachers' online explanation and analysis.

School of Economics and Management has 209 courses in the first week of this semester. The school has a unified understanding, practical and realistic, flexible and diverse, and actively plans. Set up a communication platform to connect students with teachers, so that students can study at home with guidance .

Undergraduate administrators in law schools believe that it is their duty to do a good job in teaching services. They do their best to ensure the teaching order according to the requirements of the school. First, each course is required to be equipped with a teaching assistant. Second, it is stipulated that teachers can choose various online platforms such as Superstar and QQ , but each teacher must prepare an alternative plan. Third, in order to solve the problem of lack of teaching materials, the college requires teachers to provide teaching materials (including PPT, teaching syllabus, difficult issues etc.) to facilitate students' targeted learning. Fourth, teachers are required to complete the test class before February 15. Fifth, to communication with students.

The Marxist Institute changed the teaching platform of the three courses of "Introduction to the Basic Principles of Marxism", "Outline of Modern Chinese History" and "Theory and Practice of Sinicization of Marxism (II)" from LuoJia Online to " iCourse"; In the absence of MOOC resources, the course group of "Introduction to Xi Jinping's Socialism with Chinese Characteristics in the New Era" actively prepared course resources by PPT recording screen and other means to better ensure the smooth opening of the course.

The School of Politics and Public Administration reminds its teachers that there are tens of millions of roads, and the first one should be prepared in advance. They have compiled various notices of undergraduate teaching and the

introduction of software operation methods for teachers' reference and study.

At present, the Institute of Information Management is actively implementing online teaching, offering online classes except for experiments. Teachers are encouraged to use the combination of LuoJia Online + Learning Pass + QQ Group, i.e. Using LuoJia Online and Learning Pass to share materials, etc., and using QQ Group to interact and broadcast live; Encourage teachers to record videos in advance for courses with strong operability and share them among the course groups; The virtual classroom and teaching are being tested one week before the start of university according to the corresponding schedule for next week.

The School of Mathematics and Statistics has vigorously promoted the application of the existing MOOC in teaching, and has promoted the "Linear Algebra" built by Mr. Huang Zhenghua throughout the university, providing students with timely learning resources.

Teacher Shen Huangjin, director of the College Physics ,Teaching Center of the Physical Science and Technology college, made every effort to build the online course " Physics-Mechanics" and provide it for all teachers in the college to use in teaching.

The Institute of Water Resources and Hydropower has issued a brief description of QQ group teaching steps, which make teachers' early exploration into clear guidance documents , to guide teachers in the Institute to master the operation methods.



According to the requirements of the university, the Computer Institute has formulated an online teaching plan, trained and investigated the use of various online teaching platforms. It believes that platforms such as QQ and Tencent conferences are relatively stable, sets QQ group teaching as a guaranteed plan, and compiles a guide for use. Guide teachers to carry out online teaching in diversified teaching methods, such as online teaching, Q&A, inquiry, question-driven, cutting-edge technology guidance, etc. Graduation design students have selected instructors and asked them to strengthen their guidance through QQ and WeChat.

The Ministry of Physical Education has formulated a series of implementation measures for teaching work during the postponement of the semester and distributed them to every faculty member. Most of the courses in this semester of physical education are optional advanced classes, which are a continuation of the elementary classes last semester. The student list has been imported into the system, and each class has established a WeChat group or QQ group. Teachers and students maintain close contact. Students who withdraw classes and re-select primary classes are now registering according to their needs



on the platform of the Ministry of Sports. After summarizing, the Ministry of Sports will build class heads and class groups to meet the needs of students as much as possible. The Department of Physical Education has organized the production of small home physical fitness exercise videos in the early stage. The teacher instructs the students to exercise, and conducts consultation and interaction simultaneously. The students provide practice videos once a week to the teacher for feedback.

## **Make Careful Arrangements, Set Up Online Teaching Plans and Backups**

The School of Mathematics and Statistics conducts training to help teachers familiarize themselves with platform operation methods, and link with students to test the effect. Due to the influence of many factors (such as network congestion, etc.), teachers are reminded to make a good record in advance, just in case. Advanced Mathematics, Linear Algebra, Probability Theory and Mathematical Statistics, the three public mathematics courses in the whole university, have been recorded and send to teachers and students in a timely manner as teaching materials. They are also the final records of the three major public mathematics courses.

Considering the phenomenon of online teaching jam, the Institute of Physical Science and Technology requires all courses to adopt various available methods to distribute electronic learning materials (such as PPT) and teachers' lecture audio to students through any effective means (such as QQ group) before each class time. And assign homework, answer questions and discuss in any effective way during class time.

The College of Electrical and Automation has fewer majors, more students and many compulsory courses, so it has set up an online teaching plan. The knowledge points of each course are uploaded by PPT + recording, shared in QQ group, updated regularly according to the teaching calendar arrangement, and then online tutoring is conducted by class head. Each course does not require all

the teachers in the beginning to record all the content. Instead, the course group is used as a unit to break down the knowledge points of each course, and the teacher who undertakes the teaching task of this course takes the recording task respectively. On the one hand, this will reduce the workload of teachers' recording; On the other hand, it will ensure the consistency of students' learning resources and learning progress in different classes.

In order to prevent the jam of online teaching , the Institute of Civil Engineering and Architecture asked all teachers to send the course materials to the QQ group in advance and asked students to download them for study during next day's class. Teachers will also answer questions online and organize discussions, assign homework and make corrections.

The Institute of Remote Sensing Information Engineering has made sufficient teaching plans: adopting a combination of online and offline methods, dividing the course content into subsections in advance and using a combination of PPT and audio to record learning materials (about 15 minutes for each file). And send it to students via QQ group one day in advance. Students are asked to download in advance. In case of network congestion, the teacher will organize students to watch the video files offline, then spend about 5 minutes for discussion and interaction to deepen the understanding of the teaching content in time.

## **Pay Attention to Teaching Feedback and Ensure Teaching Order**

The university supervision team are very concerned about the orderly development of online classroom's teaching and supervision. Many teachers from the school supervision team, including Tai Baojun, Peng Hua, Zheng Jiansheng, Yao Lan, Song Jian, Cheng DongE and Yang Jing, took the initiative to participate in the online platform test, and actively responded to the problems found in the system test. Teachers Pan Yingchun, Song Jian and Hua Xianghong

put forward constructive suggestions on how to effectively carry out classroom teaching activities during the epidemic period.

The training institute of Civil Engineering and Architecture uses the relevant online course platform to supervise the operation, and asks them to do a good job in supervising the classroom teaching at the beginning of the term.

The Cyber Security College requires teachers to complete the teaching tests and feedback the situation, the supervisory members of the college are distributed to various groups to collect the teaching information in time.

The Department of Printing and Packaging, considering that most of the students in the 2016 graduation design are involved in experiments, it is recommended that the instructor should strengthen communication with the students, appropriately adjust the content of the graduation design, and evaluate and optimize the experimental scheme.

At the same time, all departments and colleges overcame all difficulties during the holidays. The leaders of the colleges and departments took the lead in person and urgently summoned all relevant persons in charge. After careful study, they worked out a training plan for the 2020 Strong Foundation Plan to ensure that the undergraduate enrollment work of the university quickly placed. The enrollment teams of the university are also closely united in special times. when united as one, fights the epidemic together, they never forget the enrollment publicity work, continue pass the university's comfort to senior high school students in person, do their duties as the "last mile road" to promote the enrollment.

During the special period of online teaching, Vice President Zhou Yezhong thanked the teachers of all units for their great efforts in carefully planning online teaching. With the hope that teachers will not only make preparations as perfect as possible in advance, but also calmly deal with the students when encountering emergencies, and handle them properly. He encouraged the teachers in the university to understand and support each other, to think in others's shoes, and to overcome all kinds of difficulties with one mind!

On February 17, the online teaching of Wuhan University's undergraduate courses in the new semester will officially begin. Both teaching and learning subjects will experience novel experiences on the online platform. This is a good opportunity to test and explore. After this battle, we will be better equipped to overcome difficulties and have a strong will .