

全球虛擬教室課程 開課指引

Guidelines for Offering Global Virtual Classroom Courses

教務處網路大學辦公室

NTNU Online

2026 年 6 月

June, 2026

壹、全球虛擬教室課程開課指引

A. Guidelines for Offering Global Virtual Classroom Courses

全球虛擬教室

Global Virtual Classroom

本校教師與海外夥伴學校教師遠距合作教學，上課方式強調雙方師生互動討論、意見交流與合作學習，以提供本校學生與海外學生共同學習之經驗。

■ 海外夥伴學校

Overseas Institutions

- 線上學習

Online Learning

- 互動討論

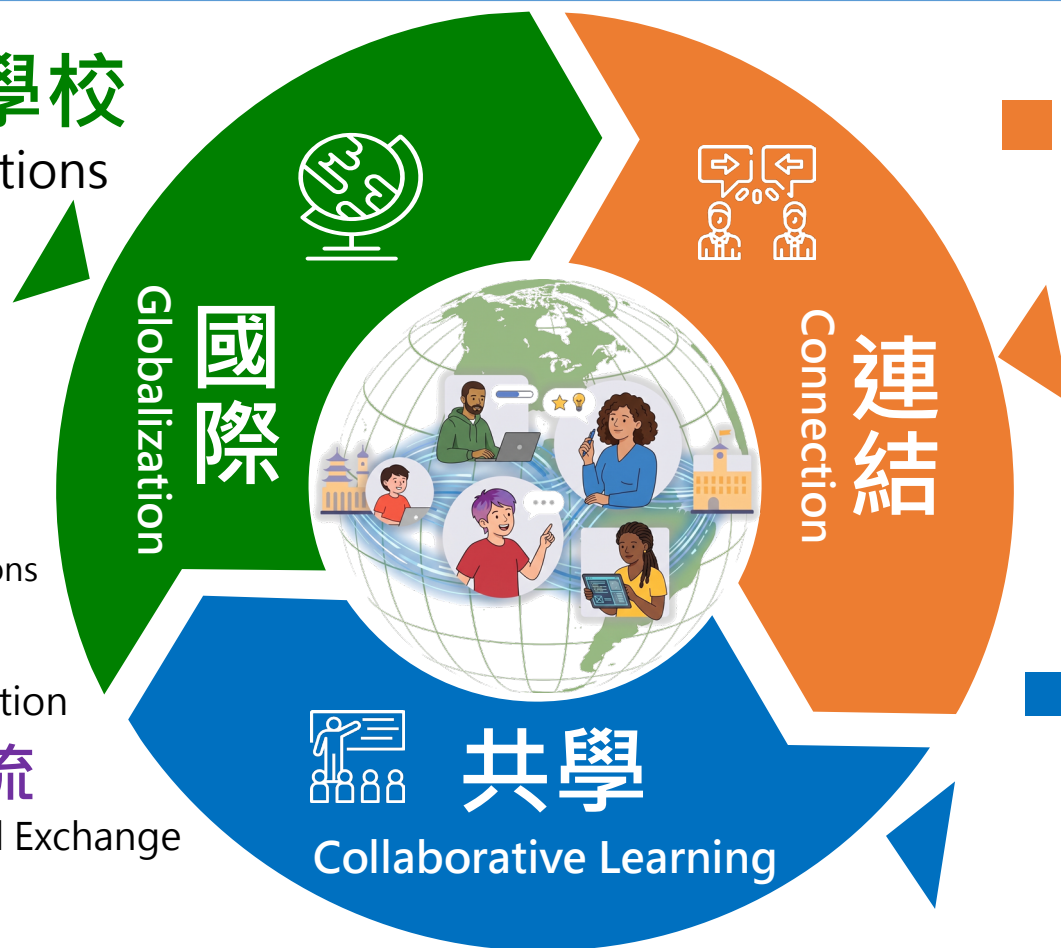
Interactive Discussions

- 分組合作

Group Collaboration

- 跨國交流

International Exchange



■ 學習新體驗

跨越時空、語言、文化

Learning New Experiences
Across Time, Language, and
Culture

■ 優勢領域課程

Courses in Specialized Fields
of Excellence

- ◆ 洽詢專線：分機5504 /
Email: ipeggy233@ntnu.edu.tw
- ◆ Inquiry hotline: Extension 5504

全球虛擬教室課程獎勵

Incentives for Global Virtual Classroom Courses

獎勵額度 Incentives

同步合作教學總時數

- ✓ 達 **3**小時，且連線至少**2**週次者，
新臺幣 **1萬** 元
- ✓ 達 **6**小時，且連線至少**4**週次者，
新臺幣 **2萬** 元
- ✓ Total synchronous collaborative teaching hours reaching **3** hours and the sessions span at least **2** weeks :
NT\$**10,000**
- ✓ Total synchronous collaborative teaching hours reaching **6** hours and the sessions span at least **4** weeks :
NT\$**20,000**

獎勵對象 Target Recipients

本校教師

(語言學習類、個別指導課程、
講座式課程不適用)

NTNU Faculty Members

(Language learning courses,
individual instructional
courses, and seminars are
not applicable.)

申請時間 Application Period

- ✓ 上學期：約**6-8**月
- ✓ 下學期：約**12-隔年1**月
- ✓ Fall Semester: around
June to August
- ✓ Spring Semester: around
December to January of
the following year

No Language Restrictions, 不限授課語言

No Partner Institutions, 不限海外姊妹校

No Reimbursement Required for Incentives! 獎勵金免核銷



規劃屬於您的全球虛擬教室課程

Planning Your Global Virtual Classroom Courses



與海外大學線上同步合作教學建議步驟

Suggested Steps for Synchronous Collaborative Teaching with Overseas Partner Institutions



與海外大學線上同步合作教學建議步驟

Suggested Steps for Synchronous Collaborative Teaching with Overseas Partner Institutions

事前準備

Preparation

與夥伴學校教師同步合作教學討論事項

To Discuss with the Co-teacher of Overseas Partner Institutions

1.課程主題/領域 Course Subject/ Areas

2.開課時間 Time

✓哪一學期開課？ Which semester?

✓同步合作教學幾週次？

How many times do you co-teach?

✓是否有時差問題？ Issue of time difference

✓每次連線日期及連線時間長度

Dates and time period for co-teaching

3.同步教學工具 Synchronous Teaching Tool

✓Google meet

✓Webex

4.設計教學活動 Design Teaching Activities

✓破冰活動 Icebreaker activities

✓分組討論 Group discussions

5.執行連線測試 Conducting Connection Tests

6.學生是否有程度上差異？

Variations in Student Proficiency Levels

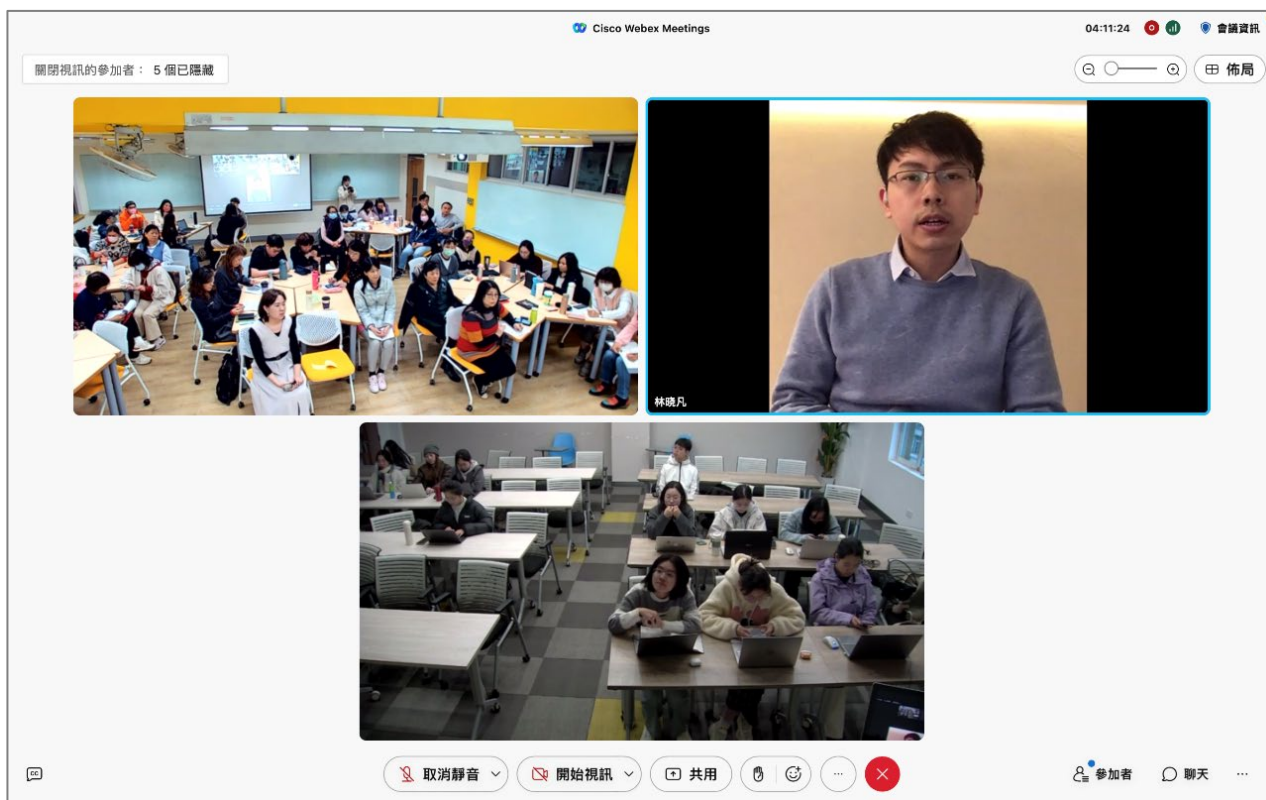
與海外大學線上同步合作教學建議步驟

Suggested Steps for Synchronous Collaborative Teaching with Overseas Partner Institutions

實際授課 Teaching

克服同步視訊軟體適用區域差異問題

Overcoming Regional Differences in the Applicability of Synchronous Teaching Software

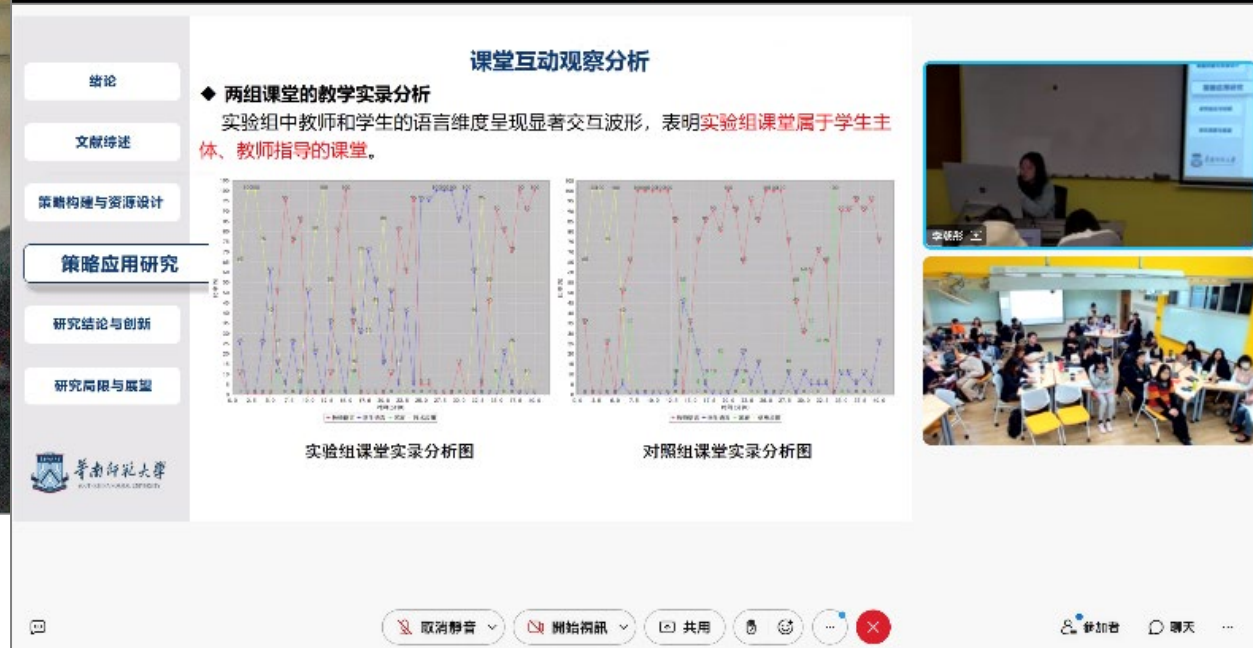


與海外大學線上同步合作教學建議步驟

Suggested Steps for Synchronous Collaborative Teaching with Overseas Partner Institutions

實際授課
Teaching

隨時滾動修正
Continuous Adjustments

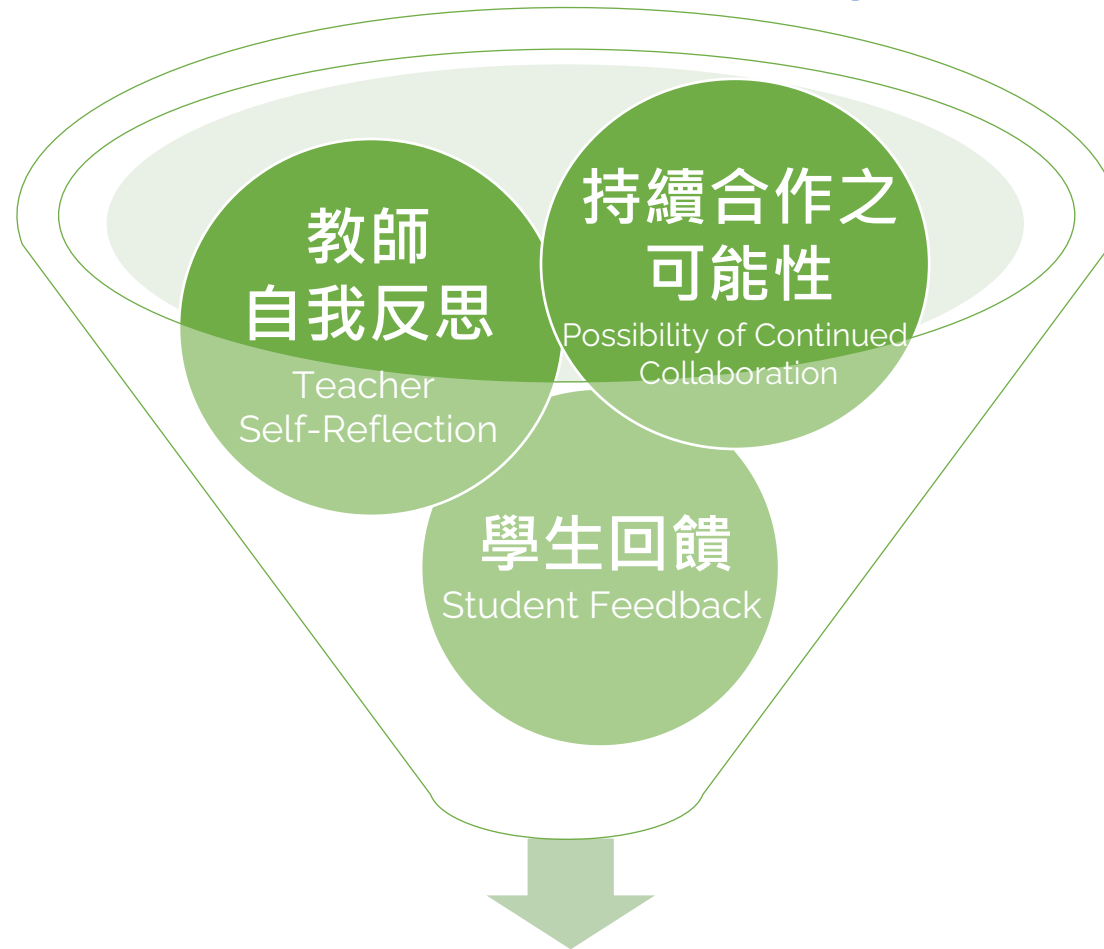


與海外大學線上同步合作教學建議步驟

Suggested Steps for Synchronous Collaborative Teaching with Overseas Partner Institutions

課後檢討

After-Class Self-Reflection



跨國線上教學開創全球化學習

Cross-Border Online Teaching Opens New Paths for Globalized Learning

貳、本校數位教學資源

B. Online Teaching Resources at NTNU

同步教學軟體

Synchronous Teaching Software



◆ 詳見網大辦公室網站
《同步教學工具》

◆ More information:
<https://www.co.ntnu.edu.tw/index.php/gcm/>

教師免費申請、線上操作手冊、專人諮詢服務

Free application for teachers, online manuals, dedicated consultation services

- ◆ 洽詢專線：分機5578
- ◆ Inquiry hotline: Extension 5578.



軟體 Software	Google Meet (upgrade version)	Microsoft Teams
帳號與登入 Account and login	教師：啟用並登入師大G Suite (錄製功能需申請進階版) 學生：須登入 Faculty: Enable and log in to G Suite for NTNU Students: Must login	教師：師大帳號@eduad.ntnu.edu.tw登入 ※透過Teams行事曆排程Teams會議(課程) 學生：不須註冊 Faculty: Teachers can log in their NTNU email account (...@eduad.ntnu.edu.tw) Students: No registration required
最大連線數 Maximum number of members	250p	300p

Moodle數位學習平臺 — 3.7版

Moodle LMS 3.7 Version

參與互動、自主學習
participate and interact, self-learning

互動交流與教材共享

- ✓ 討論區線上互動
- ✓ 教材共享更便利

Interactive Learning &
Resource Sharing

- ✓ Interaction through discussion forums
- ✓ Easy access to shared course materials

帳號建置與專業支援服務

- ✓ 協助建置師生帳號
- ✓ 專人操作諮詢服務

Moodle Account Setup & Support

- ✓ Account Setup for Teachers and Students
- ✓ Offering Moodle Support and Consultation



- ◆ 洽詢專線：分機5673 / Email: elearn@ntnu.edu.tw
- ◆ Inquiry hotline: Extension 5673.

數位教學設計協助

Online Curriculum Design Assistance

◆ 教學單元設計 (2或3小時) Curriculum Unit Design (2 or 3 hrs)

1

主要教材

Primary course materials

非同步 Asynchronous teaching

- 錄製講解影片(EverCam)
Filming of introductory video
- 教材簡報檔
Presentations
- 其他指定閱讀教材
Other designated reading materials
- 課程活動
Course Activities

同步視訊 Synchronous teaching

- 教師引導教學
Guided teaching
- 學生個人報告
Individual reports
- 引導式討論
Guided discussion
- 小組討論+師生回饋
Group discussion + Teacher and student feedback
- 即時評量或測驗
Real-time evaluations or tests

2

課後作業

After-school assignments

- 指定作業 (影音/文字檔案)
Designated assignments (audio, video, or text files)
- 課後討論區發表+師生互動
After-class discussion board posts + Teacher-student interactions
- 影片觀看心得感想
Video watching assignments
- 評量、小測驗
Evaluations and tests

- ◆ 線上辦公室時間 **Office Hour 1小時**
- ◆ 線上公佈欄發布訊息
- ◆ **Online office hours (1 hr)**
- ◆ **Posts on the online notice board**

3

補充教材

Supplemental learning materials

- 課後影片學習
Watching of supplemental videos
- 參考文獻閱讀
Reading of reference material

- ◆ 洽詢專線：分機5504
- ◆ Inquiry hotline: Extension 5504.

- ◆ 優秀作品觀摩
- ◆ 實體/同步課程檢討會
- ◆ **Mutual learning through student works**
- ◆ **Meetings for course evaluation**

- ◆ 洽詢專線：分機5577/ Email: eshozhao@ntnu.edu.tw
- ◆ Inquiry hotline: Extension 5577

全球虛擬教室 Global Virtual Classrooms

視訊器材借用服務
Video Equipment Loan Services



因文學院大樓進行耐震補強工程，全球虛擬教室空間暫停開放。為支援教師遠距教學及課程錄製需求，辦公室提供 USB 視訊攝影機出借服務，如有使用需求歡迎聯繫網路大學辦公室。

Due to seismic reinforcement works in the Liberal Arts Building, PBL Classrooms are temporarily closed. To support faculty members with distance learning and lecture recording, we are offering USB webcam loan services. If you require equipment, please contact the NTNU Online Office.

視訊攝影機 Webcam

— Logitech C930e Webcam —



功能說明 Features

- 支援 1080p Full HD 高畫質與 90 度廣角視野
Supports 1080p Full HD and 90-degree wide field of view.
- 內建雙全向麥克風，提供清晰的收音效果
Dual integrated omni-directional mics for crystal clear audio.
- USB 隨插即用，相容 Meet、Webex 及 Teams 等軟體
USB plug-and-play; compatible with Meet, Webex, and Teams.

歡迎踴躍加入開設全球虛擬教室課程行列😊

Welcome to Join the Ranks of Those Offering Global Virtual Classroom Courses!