

LRC

March, 2021
Newsletter

New Services and Facilities



New Color Photocopiers for Printing/Photocopying/Scanning

In the Academic Year 2020-21, six new color photocopiers with Octopus consoles had been installed in providing printing, photocopying and scanning services. Users can make use of mobile phones to submit print jobs and receive scanned copies.

New "Print Quota" Printing Service

Three new "Print Quota" printers had been installed at the LRC Complex in the Academic Year 2020-21. Students can enjoy free printing of black-and-white materials with papers provided. For A4 and A3 printing, 2 quotas per page and 4 quotas per page will be deducted respectively.



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Borrowing Service of Laptops and Tablets

Over 200 sets of laptops and tablets had been provided for borrowing service. They include 14-inch laptops, 10.5-inch iPads and 10.2-inch Android tablets. The borrowing periods include one-day loan, short term loan (2 weeks) and long term loan (by referral only). Through the Notebook Computer Loan Scheme, students with financial needs can apply to borrow notebook computers on long-term loan. After assessment by Student Development Office (SDO), the eligible students can borrow notebook computers on 6-month loan.

Replacement of PCs in V-Shape Area

For enhancement of the computing facilities in V-Shape of LRC Complex, over 80 sets of old PCs and LED monitors had been replaced by PCs in small form factor and 21.5" LED monitors in 16:9 scale respectively in February 2021.




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WhatsApp LRC/IVE(ST)

The WhatsApp LRC/IVE(Sha Tin) platform is in service now. Students and staff can contact us through the platform on their mobile phones.  WhatsApp us at 2256 7623.



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Enhancement on Multimedia Facilities in Hall

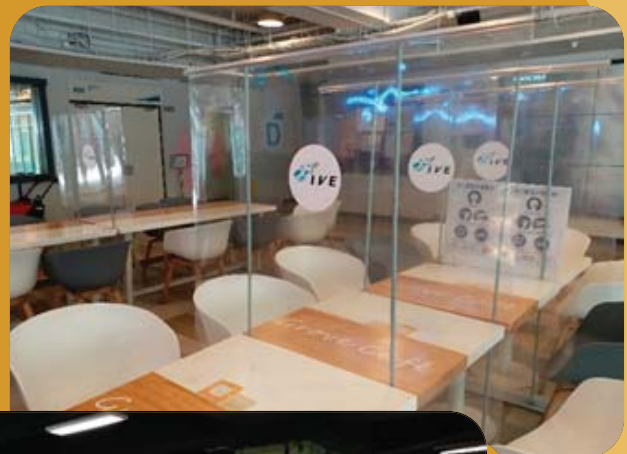
For enhancement on the multimedia facilities in Hall, installation of the new projector and projection screen had been performed in early September 2020. Laser technology had been adopted in the new projector to provide higher image quality and the projection screen had been extended to create larger viewing area for presentation.

Pull-up Banners in Canteen and Café

To minimize the risk of COVID-19 spreading, new pull-up banners made of transparent materials had been designed and installed at Canteen and Café in June 2020.

New Software and Hardware in Teaching Venues

In response to the change of face-to-face classes to online lessons since February 2020, webcams and Microsoft Teams had been newly installed in teaching venues such as classrooms, tutorial rooms, seminar rooms and lecture theatres for delivery of online teaching activities.



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Online Lessons and Video Recording in Meeting Rooms

To provide additional facilities for online teaching and video recording/production, new equipment items such as LED ring lights and external microphones had been newly installed in the Meeting Room 418, 507 and 505B since November 2020. User guide can be found in the venues or at the following webpage:

<http://st.vtc.edu.hk/LRC/OnlineTeachingResources/Guideline%20on%20using%20Equipment%20for%20Online%20Lessons%20&%20Video%20Recording%20in%20Meeting%20Rooms.pdf>

To use the facilities, staff are recommended to reserve the venues by Departments via the online booking system at:
<http://stcc.vtc.edu.hk/mrbs/day.php>



New Services and Facilities



Resources for Online Teaching/Digital Workplace

Regarding the resources and support to teaching staff, information updated from CLT and ITSD has been consolidated. Details can be found via the links and videos on the new web page "Resources for Online Teaching / Digital Workplace" at:
<http://st.vtc.edu.hk/LRC/OnlineTeachingResources/>

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Enhancements in the LRC Computer Rooms

The computers in Room 107A and 439 had been upgraded in January 2021 to enhance the learning experiences. Also, Microsoft Teams and webcams had been installed in all LRC computer rooms to facilitate online teaching.



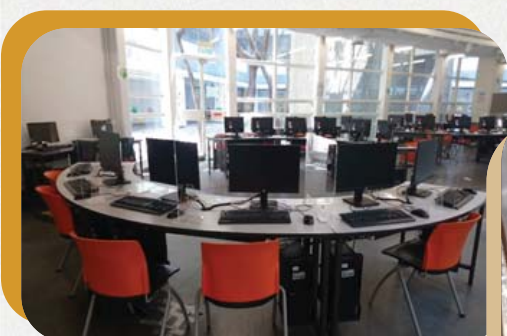
Improvement on Campus Wi-Fi Network

Enhancement of Campus Wi-Fi network coverage had been extended to classrooms in 2020, and some of the access points had been upgraded to WiFi 6 (802.11ax). We would keep improving the coverage of the classrooms in year 2021. The setup procedures could be found at:
<http://wlan.vtc.edu.hk/Setup.html>

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Special Arrangement of LRC during COVID-19

In view of the development of COVID-19 pandemic in 2020 onwards, LRC had implemented the following arrangement and preventive measures:

- Installation of acrylic partitions in the LRC Complex and all computer rooms;
- Provide hand sanitizers at service counters, main entrance and staff area;
- All users must wear face masks inside LRC;
- Discussion rooms are kept closed;
- Limit the seating capacity and to keep social distancing;
- Limit the number of patrons inside the LRC Complex;
- Use of the GULU system to control queuing and prevent crowding at the main entrance of the LRC Complex;
- Adhere to social distancing and personal hygiene in public areas and staff area;
- Frequent sanitizing and cleaning of facilities in public areas;
- Provide 10 sets of Online Learning Cubicles;
- Extension of due date of books and laptops introduced to prevent unexpected fines during LRC temporary closure

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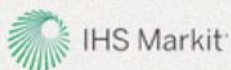
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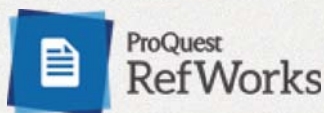
Online LRC e-Resources Workshop

In October 2020, a series of online e-Resources workshops had been organized for staff and students including admanGo, AV-DATA (Aviation Regulatory Data), BSOL (British Standards Online Library), Construction Information Service, EBSCOhost, Emerald Management 175, ProQuest Central & RefWorks, and World Global Style Network.

admanGO



< Engineering Workbench



bsi.

BSOL
Standards Online



emerald insight
Discover Journals, Books & Case Studies

WGSN[^]
BY ASCENTIAL

News and Events



Law Collection Enhanced

In summer 2020, over 1,000 law books had been transferred from IVE (Tuen Mun) campus in which the HD programme in law and administration was provided. They are now located in front of the reference books on 2/F of the LRC Complex.

Briefing Sessions for New Staff

Two identical briefing sessions on using multimedia equipment including projection system, PA system, visualizers and online teaching facilities (such as webcam and Microsoft Teams) had been conducted in end of August 2020. The guiding materials and relevant information had been uploaded to the ST Intranet web page at:

<http://st.vtc.edu.hk/LRC/StaffBriefing/index.asp>

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Graduate Trainees for Teaching and Learning Support

With the arrangement proposed by the Digital Future Office, two part-time Graduate Trainees, Chloe and Lisa, had been recruited in November 2020. Under the supervision of LRC, they would support digital learning/teaching and assist staff in multimedia production during the Academic Year 2020-21. For any enquiry, staff are welcome to contact them at the Multimedia Zone in the LRC Complex or via the phone number **2256 7645**.

LRC Student Helper Project

The LRC Student Helper Project is continued for the Academic Year 2020-21. A total of 13 students from various Disciplines had been trained to assist in PC trouble shooting, technical assistance, helpdesk support and shelving of the LRC materials such as books and audio-visual items since November 2020.



Chloe



Lisa

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Leganto – New Reading List Tool in Moodle

The new reading list tool Leganto had been available in Moodle already. It integrates seamlessly with library catalogue to help teaching staff in creating reading lists that include both library materials and internet resources. With Leganto's reading lists, students can search and review module references within Moodle courses much easier. For enquiries in creating the reading lists, please contact write to our Assistant Librarian, Mr. Ira TAM at: iratam@vtc.edu.hk or call 2256 7636


ExLibris
Leganto

New Services and Facilities

Internal Training on Digitalization

For internal staff development, a half-day seminar on digitalization and information security had been successfully held for the LRC staff on 9 January 2021. The trainer Mr. Keith KO from Infocan Training Limited had presented various topics and examples to illustrate how to apply digital technology in our workplace.



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Microsoft Teams as a Student Learning Services

Microsoft Teams is part of the Microsoft Office 365 suite of cloud-based software applications. It offers an extensive range of utilities that can help streamline communication and preserve collaborative workflows. It is a shared workplace where you can chat, meet, share files, teach, learn and work. Microsoft Teams can be downloaded by accessing the links below.

- For Apple devices:

<https://products.office.com/en-us/microsoft-teams/download-app>



- For Android devices:

https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=zh_HK



- For Window devices:

<https://products.office.com/en-us/microsoft-teams/download-app>



Useful Links

- General introduction of the LRC:
<http://st.vtc.edu.hk/LRC/LRC%20Information%20Sheet.pdf>
- Opening hours of the LRC:
http://st.vtc.edu.hk/LRC/opening_hours.htm
- Multimedia facilities in teaching venues supported by the LRC:
http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia_teaching_facilities.pdf
- Multimedia equipment user guide :
http://st.vtc.edu.hk/LRC/LRC-MM/images/multimedia_equipment_user_guide.pdf
- VTC Library Catalogue :
<https://vtc.summon.serialssolutions.com>
- Briefing for new campus staff :
<http://st.vtc.edu.hk/LRC/StaffBriefing/index.asp>



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• IT Services

Office location: Room 041 (G/F of the LRC)
Enquiry telephone no.: 2694 7655 / 2606 9742
Fax no.: 2601 6354
E-mail: st-lrc-it@vtc.edu.hk

• Library Services

Office location: Room 041 (G/F of the LRC)
Enquiry telephone no.: 2256 7623
 WhatsApp: 2256 7623
Fax no.: 2256 7643
E-mail: st-lrc-lib@vtc.edu.hk

• Multimedia Services

Office location: Room 041 (G/F of the LRC)
Enquiry telephone no.: 2256 7645 / 2256 7642
Fax no.: 2256 7643
E-mail: st-lrc-mm@vtc.edu.hk

Contact Information