How to prepare for online classes using "Manabi no Izumi"

When conducting online classes, it is required to post the information for each class on the "Course" (class in charge) on "Manabi no Izumi".
There are two purposes for this;

- To ensure learning opportunity for students who could not access the class during the class hours due to a computer or internet problem.
- Clearly to prove that the class was held.

If you have class materials on Google Drive, Dropbox, or if you use Zoom, etc., please be sure to post instructions for accessing these means on "Manabi no Izumi". Conversely, if these tools and materials are accessible from "Manabi no Izumi", you can use any means on your own responsibility.

Based on the above assumptions, this document summarizes the preparation procedures for online classes that should be conducted on "Manabi no Izumi".

Important note: "Manabi no Izumi" is not available from May 4 to May 6 for regular server maintenance. Classes start from May 7, so please complete the following set up by the end of April.

Important note: In order to use "Manabi no Izumi", you have to meet the following requirements and have PCs, tablets or smart phones connected to internet.
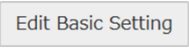
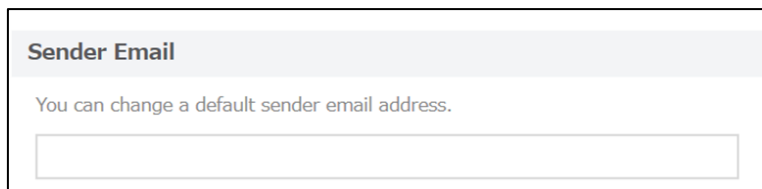| OS	version	browser
Windows	Windows 7 or above	IE 11 or above, Chrome latest version, Microsoft Edge latest version
Mac OS	Mac OS X 10.10 or above	Safari 10 or above
iOS	iOS 10 or above	Safari（Private browse mode cannot be used.）
Android	Android 5 or above	Chrome

Initial set up on "Manabi no Izumi"

1. Log in to "Manabi no Izumi". Your login ID and password are the same as those used for the Seisen Portal and the Seisen email address. If you have forgotten your password, please initialize it from this URL; https://idm.seisen-u.ac.jp/user/resetpassword.php. After logging in, click on the gear symbol at the top right and change the display language to "English".

2. Click **Course list »** or ⊟ in the upper left corner of the screen to confirm that all of your classes for this academic year are shown.

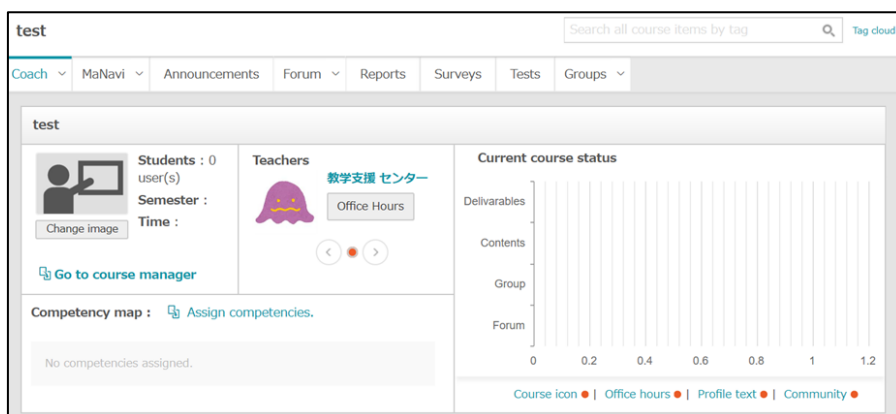3. Click ⚒ **Management** or ⚒ on the left side of the screen, then click ⚒ **Course Managr** or ⚒ to see all of your courses. Click the course name, click **Edit Basic Setting** that appears on the right side of the page, and set the email address that you can receive in the "Sender Email." This will allow you to receive error messages in case students do not receive your messages when you use the messaging function in the course. Make the same settings for all of your courses.

4. Click **Course list »** or ⊟ again and select one of your courses. The first page that appears is the "Coach" page, which shows the name of the course, the name of the teacher, and the number of registered students.

5. Click the tab $\overline{\text{MaNavi}}$ to display the following screen, and click "Create new folders" in the bottom right corner
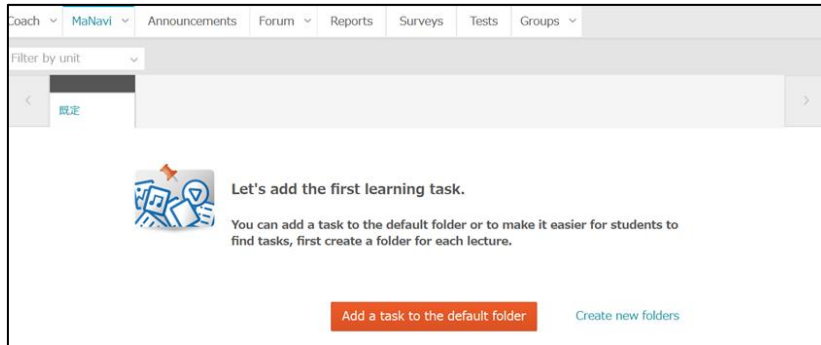
6. Click "Add 15 lesson folders" on the screen that pops up.
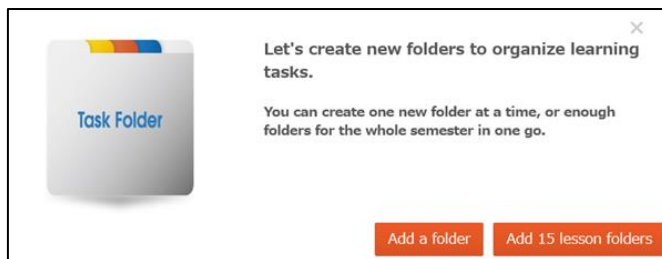
7. "Add maltiple folders" will appear on the right side of the screen. Click Post at the bottom of the screen.

8. You will see the "既定(Default)" folder above 15 folders you created. If it is unnecessary, please check the checkbox and click the "Delete" button at the bottom of the page. If you would like to use it as a temporary storage space where students cannot see it, click the "Hide" button instead of the "Delete."
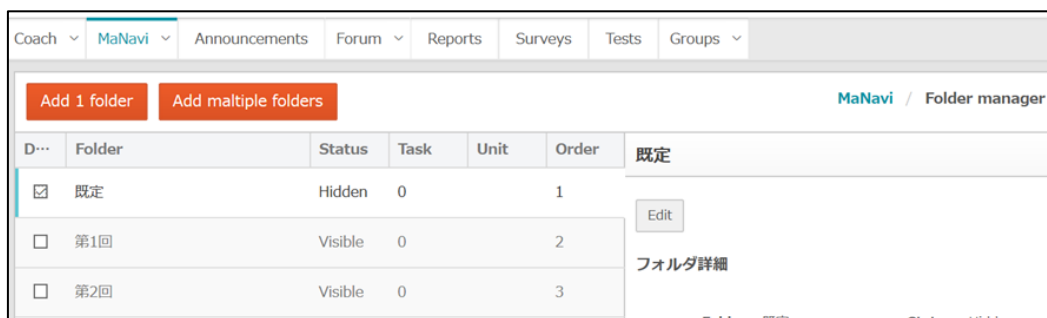
9. You can check the folders just created by clicking ⎡MaNavi⎤ again. Hidden folders are displayed with diagonal lines.
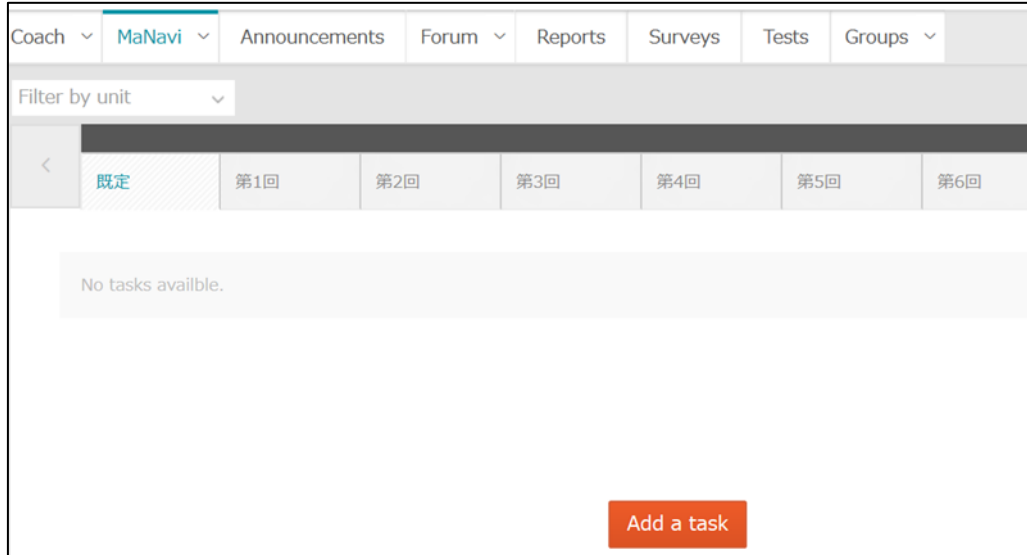
You are now ready for online classes using "Manabi no Izumi". Please upload materials such handouts, questionnaires and access information of Zoom in each class meeting folder.

Preparation for online classes

Online classes can be divided into the following four patterns: two types of lecture distribution methods and two types of Q&A methods with students.

	Live streaming	Recorded streaming (on-demand)
simultaneous, two-way communication	Faculty deliver lectures in real time via Zoom or other means in the class hours and have Q&A session with the students on the spot (or on the bulletin board, etc.).	Faculty publish the pre-posted videos and materials on "Manabi no Izumi" in the class hours. Q&A session with students is also conducted using questionnaires and bulletin boards in the class hours.
Non-simultaneous/ two-way communication	Faculty deliver lectures in real time via Zoom or other means in the class hours. Have students to ask questions outside the class hours, and faculty answer them in the next class hours.	Faculty publish the pre-posted videos and materials on "Manabi no Izumi" in the class hours. Have students to ask questions outside the class hours, and faculty answer them in the next class hours.

Here is contents and the corresponding types of "task" for what needs to be created in all patterns and what needs to be created in the case of live streaming and recorded streaming (on-demand). For more information on how to create specific task, please refer to the manuals on "Manabi no Izumi"; "遠隔授業支援:Online Class Support" course. An English manual will be available by the end of the week of April 20.

Necessary for all patterns

1. Information on changes to the syllabi and how to conduct classes, etc

Conducting online classes, if there is a change in your syllabi and the evaluation method, please explain it in "Note" under "task", or post it in "File" under "task" if you have prepared it in Microsoft Word or another format. It is also better to explain what students are likely to ask about, such as what to look out for when conducting the classes in Zoom (background images and cameras on and off) and how to answer questions.

2. Distributing materials and copyright

As the timing of textbook sales for the spring semester has not been decided, students do not have textbooks with them at least within the month of May. Please prepare necessary parts of textbooks in digital format (e.g. PDF files) and post them on "Manabi no Izumi" using "File" under "task". Seisen will take care of the copyright matters if you can input the necessary information from the URL below.

https://bit.ly/seisen2020copyright

In addition, because of the load on the network caused by the concentration of material downloads by students, please prepare necessary parts of textbooks and other materials as soon as possible.

3. The purpose of the class as a whole and the purpose of this week's class

To motivate your students even in online, be clear about what you would like them to understand and be able to do by learning during the class. Please describe them in "Note" under "task".

4. Quizzes, essays(reports), questionnaires, etc. for each class meeting

Conduct quizzes and essays(reports) to check students' understanding of the class contents using "Test", "Report" or "Survey" under "task".

Necessary for live streaming

1. Access information such as URL and password
   >> "Note" under "task"

2. Questionnaire for student questions for non-simultaneous/ two-way communication
   >> "Survey" under "task"

3. Recorded data of delivered classes (post after the class hours)
   >> "Video" or "File" under "task"

Necessary for recorded streaming (on-demand)

1. Use each task depending on the content you deliver in your online classes;
   MP4 video files >> "Video" uder "task"
   PPT and PDF >> "File" under "task"
   YouTube link >> "YouTube" under "task"
   When planning each class meeting (90 minutes), please combine some contents such as video or PPT materials that can be watched in about 10 minutes and quizzes in about 5 minutes to keep students concentrated.

2. Questionnaires to accept students' questions in and outside class hours
   >> "Survey" under "task"

FAQ for "Manabi no Izumi" use

Q1：I have materials that I've created and used so far on my website and Google Drive. Do I have to upload them on "Manabi no Izumi"?

➤ you don't have to upload them If you post a link to them in "Note" under "task" on"Manabi no Izumi".

➤ If you use Google Classroom, please post the link in "Note" under "task". If you do all of your online classes on Google Classroom, you don't need to create a folder for 15 times on "Manabi no Izumi". However, please do not delete the contents or users in Google Classroom and save them until the year of the students' graduation, in case you are asked for "proof that the class has been conducted" in the future.

Q2：I would like to show the students a video in about 40 minutes long. What should I do?

➢ If you would like to use it in your classes at other universities, or if you don't know much about the format of the video, please upload it to YouTube as a "Unlisted video" which can be seen and shared by anyone with the link. Then, please post the link to it in "YouTube" under "task" on "Manabi no Izumi."

➢ "Video" under "task" on "Manabi no Izumi" has a capacity limit (2GB), and the only supported file format is MP4. To avoid a heavy load on the server, please upload the video with a screen resolution of 240p to 360p, a bit rate of 500kbps to 1Mbps and dividing it into about 10 minutes. If you wouldn't like to upload a video on the "Manabi no Izumi" due to privacy concerns and you are not sure how to deal with this kind of video, please contact the Educational Support Center.

Q3：I'm going to handle one material in multiple class hours. Do I need to upload it on each class hours folder?

➢ You don't need to upload it to each folder as long as you specify which class hours it will be used in (e.g. during the spring semester, only the first four meetings) in the "File" under "task"

➢ Assignments to students and questions from students should be conducted or accepted at each class hours.

Q4：I'm not sure how "Manabi no Izumi" works. Is it okay to conduct classes by sending and receiving assignments via email?

➢ Email can cause problems such as "I should have sent it by the deadline, but it didn't arrive" and it is difficult to investigate the cause. For the sake of class fairness, please use the "Report" under "task" on "Manabi no Izumi".

If you have any questions, please contact us at help@seisen-u.ac.jp.