

Guidelines for Planning Online Classes (Distance Learning)

In online classes (distance learning), it is required to ensure that the online classes can guarantee the same level and quality of learning as face-to-face classes. If we cannot guarantee it, it is impossible to give credits to students. Teaching (conveying information from faculty to students) and reaction and response from students to faculty are the two elements of face-to-face classes which need to be included also in online education.

Styles of Online classes

The following methods can be employed to include the above mentioned two elements in online classes.

Type of class	Interactivity	Examples of teaching from faculty to students	Examples of reaction and responses from students to faculty
Live streaming (Zoom)	simultaneous, two-way communication	Use zoom and show the English pronunciation and the mouth movement in the class hour.	Have students respond by zoom using microphone or encouraging students to post questions using chat function and the faculty answer them in the class hours.
	Non-simultaneous/ two-way communication	Students refer to the pre-posted materials on “Manabi no Izumi”. Faculty explain verbally about the materials in the class hours using Zoom.	Faculty have students to ask questions in advance on “Manabi no Izumi” before the classes, and answer the questions or add explanation in the class hours.
Recorded streaming (on-demand)	simultaneous, two-way communication	Faculty upload the pre-recorded video on YouTube (in “Unlisted” option*) and share the link on “Manabi no Izumi” during the class hours.	Faculty conduct questionnaire on “Manabi no Izumi” and answer questions during the class hours.

	Non-simultaneous/ two-way communication	Prepare in advance sets of “Class materials which can be read in 10-15 minutes with an explanatory text” and “quiz and questionnaire which can be answered in several minutes” and post them one by one at different release times during the class hours.	Faculty have students to ask questions in advance on “Manabi no Izumi” before the classes, and answer the questions or add explanation in the class hours.
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*“Unlisted”; Only those who know the URL can access the site. It cannot be searched.

Depending on the class type, number of students, and students’ IT environments, faculty members are expected to employ one or combination of the above methods (“live streaming & simultaneous/ two-way”, “live streaming & non- simultaneous/ two-way”, “recorded streaming & simultaneous/ two-way”, and recorded streaming & non-simultaneous/ two-way”). It is also important to consider what would be the most appropriate contents used for your classes. Video, audio only, PDF texts, or presentation, etc.

Important notes:

In order for online classes to be recognized as the same quality as face-to-face classes, the following must be taken into account.

- In online classes, it is necessary to secure 45 study hours per credit as prescribed in the Standards for Establishment of Universities, and secure the contents equivalent of face-to-face classes specified in the notice by the MEXT (Ministry of Education, Culture, Sports, Science and Technology). It is also important to consider students’ different IT environment. Please use the course pages on “Manabi no Izumi” and post contents for each class meeting separately.
- Each class needs to be composed with independent materials, lecture, and Q and As. Please make sure to create a separate folder for each class meeting. Even if you have more than one class with the same contents, the classes have to be treated as separate classes as the registered students are different. The contents which you created under “task” on “Manabi no Izumi” can be copied for another class.
 - When you use Zoom, please post the URL and password on the “Note” under “task” on “Manabi no Izumi” for registered students. Even when you use other tools such as LINE, please make sure to post information on “Manabi no Izumi” as a proof.

- In order for online classes to be recognized equal to face-to-face classes, please make sure to have two-way communication for each class meeting with students by such methods as explaining assignments/tasks, correcting essays, receiving questions in questionnaire format and answering them.
 - In “live streaming & simultaneous/ two-way” classes, two-way communication is guaranteed by conducting Q and As session with students during each class hour. If you cannot do that, it needs to be conducted on “Manabi no Izumi”.
- If you do live streaming using Zoom, please record it and post the recorded video on “Manabi no Izumi” so that students who could not see it because of some technical problems and other problems can review the contents. You can either use “Video” under “task” on “Manabi no Izumi” or use “YouTube” under “task” on “Manabi no Izumi”.

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”.
- Seisen will take care of the copyright matters if you can input the necessary information from the URL below.

<https://bit.ly/seisen2020copyright>

Necessary information is your email address, name, subject name, and details of the materials and the range (e.g. page numbers) that you are going to use. Please input the data by Friday, August 21. You can input all the data at one time or separately as you proceed on creating class materials.

- We have already registered names of students on “Manabi no Izumi” on April 12 for required classes and required elective courses. For elective courses, we will register students’ information on “Manabi no Izumi” after the registration period (the end of April). The number of registered students may change until mid-May when the registration is confirmed.

Tips for online classes at Seisen

- Please try to convey every week to students what is the purpose of the class as a whole and the purpose of this week’s class so that students become interested and motivated even in online classes.
- If you upload recorded videos or audio materials on “Manabi no Izumi”, please keep each content in about 10 minutes to keep students concentrated.
- Please conduct, for example, quizzes which require students to refer to a particular material, and check if the students have studied after referring to the material.

Please see below and set up “Manabi no Izumi”.

Equipment for online classes

Necessary equipment for “Manabi no Izumi”

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

Necessary equipment for using Zoom

Zoom can be used in the PCs, tablets and smart phones if they meet the above requirements. If microphones, speakers, and cameras are not already built in the devices, it is necessary to separately prepare external headsets and USB web cameras.

If you do not have necessary equipment and find it difficult to hold online classes, please consult Educational Support Center at help@seisen-u.ac.jp.

Initial set up on “Manabi no Izumi”

For details, please refer to the manual you can find under “遠隔授業支援:Online Class Support” on “Manabi no Izumi”. An English manual will be available by the end of the week of April 20.

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.

1. Log in to “Manabi no Izumi”, and click on the gear symbol at the top right and change the display language to “English”.
2. Confirm that all of your classes for this academic year are shown on the “Course list”.

3. Go to “course manager” and “Edit Basic Setting” to set up your email address. 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.
4. Please create 15 folders for each class meeting under “MaNavi” of your class. When you first open “MaNavi” and click on “Create a new folders” , there is a menu 「Add 15 lesson folders”. Click there and press “post” and you have 15 folders created. If you do not need “Default” folder, you can delete it as well.
5. If there is a change in your syllabi, please be sure to include a note explaining the change of the class content in the 1st class meeting folder.

After the initial set up, please upload materials, questionnaires, and access information of Zoom.

Trouble shooting

- We plan to provide support for students for online classes and solve problems under “[学生向け]オンライン授業相談室“ course on “Manabi no Izumi”.
- If students directly ask questions, please refer them to the above mentioned course or have them email help@seisen-u.ac.jp. We need the following information for email inquiries; student’s name, student number, name of the class, time when the trouble occurred, and IT environment.

We have a support course for faculty “遠隔授業支援:Online Class Support” which includes samples of online classes, manuals, reference materials and Q and As on Manabi no Izumi.

Educational Support Center will try our best in supporting faculty members who need to offer classes online. Please do not hesitate to contact us at help@seisen-u.ac.jp.