

Guidelines for Implementing Online Classes using a Variety of Media

Chuo University

As a measure to prevent the spread of the new coronavirus, we have set a ‘special pre-term period’ of 2 weeks from the class start date on the academic calendar, and a ‘special measures period’ after that for a certain length of time. During the special measures period and beyond when we are not able to conduct face-to-face classes, we are advancing our abilities from an institutional, technical and practical perspective to carry out classes remotely using a variety of online media.

Below are guidelines for the smooth implementation of classes using a variety of media. Please keep them in mind when conducting classes.

1. Types of online classes using various media and their institutional positioning

(1) Types of classes

At this university, ‘individual classes using various media’ will be referred to as ‘online classes’. They include the following types (1) to (4). Research guidance in graduate schools may also be provided in these four forms. The classes given in these four forms will be counted towards the required number of classes for credit approval, and no make-up classes will be required at a later date.

- ① Interactive class: A class in which teachers and students are connected via the Internet in real time using audio and video.
- ② Video delivery class: A class in which a user watches a video recording of a class and asks questions or discusses it by others means (email, bulletin board, etc.).
- ③ Material distribution class: A class in which the user watches or listens to narrated lecture materials (PowerPoint, etc.) and asks questions or discusses them by other means (email, bulletin board, etc.).
- ④ Self-directed learning class: A class in which questions and discussions are conducted by other means (email, bulletin board, etc.), with a focus on self-study and exercises using textbooks.

When conducting an Interactive class (Type 1), you do not need to maintain a simultaneous interactive state for all hours of the relevant class, so for example, it is acceptable to conduct lectures through a video conference at the beginning and end of a 100-minute class, and in the middle make use of teaching materials such as presentation slides while conducting questions and answers by e-mail, bulletin board, etc.

Also, in (4), when conducting self-study and exercises using textbooks, it is inappropriate to simply send the texts and have the students read them. It is important to clarify the purpose of the class and the

points students need to keep in mind when reading the book. In this way, the class can be considered as ‘instruction for self-study’ with more qualitative contents than merely ‘instructions for preparation’, which is considered a prerequisite for all types of class (1) to (4). Students need to study to a degree equivalent to a normal class. Please take particular care over this point.

(2) Institutional Positioning

Generally, classes for the school are divided into ‘face-to-face classes’ and ‘distance classes (recently called media classes)’. As specified in the school rules, if distance courses (media courses), in which whole classes are taught solely through distance learning methods, do not exceed 60 credits out of the total needed for graduation, this fulfills the graduation requirements (for graduate schools, the limit is 30 credits).

In addition, if only part of the face-to-face course is conducted by distance learning (media class), it is considered to be a face-to-face course and does not count within the upper limit of 60 units. However, in this case, it is premised that the course as a whole is mainly conducted face-to-face with the overall educational effect obtained by a face-to-face course. Therefore, if most of the individual classes are given as distance classes and the number of individual face-to-face classes is extremely small, it cannot be said that the course has been conducted face to face.

With regard to this point, we plan to discuss necessary revisions to the school rules at faculty meetings in April.

For these reasons, at our university, if the classes during the special measures period currently set are implemented as distance classes (media classes), and then the situation improves and group-type face to face classes can be conducted, the course can be treated as a face-to-face course. However, if the situation does not improve over a long period of time and the number of face-to-face classes is extremely small, the course will be treated as a distance course, and under the current system, will count toward the maximum 60 units of distance courses. In this regard, in the implementation of online classes, discussions will continue to be necessary with the Ministry of Education, Culture, Sports, Science and Technology regarding the range and number of face-to-face classes necessary for the course to be treated as a face-to-face course.

2. Methods of conducting online classes

(1) Methods and means of conducting classes

As a general rule, we will use the following tools for each type of online class offered at our university:

- ① Interactive class: Webex + manaba
- ② Video delivery class: Webex (Zoom, Google Hangouts)+ manaba
- ③ Material distribution class: PowerPoint materials etc. + manaba
- ④ Self-directed learning class: PowerPoint materials etc. + manaba

For Webex, we sent an invitation email (ID / password notification) to all faculty members (including

part-time faculty members) to their university email addresses (@g.chuo-u.ac.jp domain address). Particularly for teachers who are planning to conduct interactive classes and video delivery classes, please check your university email. For those who have not received a university email address, we will automatically assign it. Please refer to the special site below for how to confirm your own email address and how to obtain it if you forget the address.

Webex will also be used as a video conference system for implementing telework for faculty and staff. At the Career Center, we have started individual interviews for humanities students via Webex. Students do not need a Webex ID to take interactive classes, but they can use it for various events and activities themselves, so we plan to distribute it at a later date while monitoring the situation.

We have opened the 'Chuo University online class / video conference portal site' and posted information necessary for online classes, including the use of manaba. We will continue to regularly update the site contents. Please visit the site below:

<https://web701.kc.chuo-u.ac.jp/wordpress/> (please use Google Chrome / Firefox)

(2) Places and times for conducting classes

Classrooms and laboratories are the usual venues for classes, but online classes can be conducted from the home or office depending on the situation. As a general rule, classes should not be held in other places. In addition, online classes should be held on the days and times that are assigned in that year's timetable.

Due to unforeseen circumstances such as concentrated access, it may be difficult to conduct online classes, and the environment on the student side may suddenly become unstable. Please consider this when doing your classes.

For interactive classes, please instruct the students to obtain the information necessary to participate in the class by the day before. For video delivery classes, material distribution classes, self-directed learning classes etc., arrange it so that the students are able to view videos and obtain materials on the days and times when they would normally take the class according to the timetable. That said, however, students should be advised that access is not necessarily required during the time slot, and a sufficient grace period should be set when setting the deadline for submissions, etc. Please try to avoid the students all accessing the submission site at the same time.

Discussions with students using email or bulletin boards may be held outside the lecture hours, but please avoid doing so in the early morning, late night, and holidays.

Please note that it may be difficult to conduct online classes due to unforeseen circumstances. If an accident occurs when you are conducting an online class at home etc. and the Labor Standards Inspection Office determines that it is an occupational accident, you will be covered by the workers' compensation insurance benefit.

(3) Points of attention when conducting classes

1) Copyright and personal information

Regarding copyright and personal information handled in online classes, we have summarized the minimum necessary points to note in the attached sheet, so please check it in advance before creating materials and conducting classes.

2) Dealing with the syllabus

If there are any changes to the syllabus due to the introduction of the online system, please inform the students of the changes and inform the office of your faculty / graduate school. In particular, please be sure to inform the students of any changes in the grade evaluation method.

Please note that the office of each faculty / graduate school may specify the method of reporting or notifying.

3. Necessary preparations by students for online classes

(1) Internet connection

We plan to ask all students to improve their PC environment when introducing online classes. The Ministry of Education, Culture, Sports, Science and Technology is also planning to develop the necessary environment for conducting distance learning, such as the use of mobile communication devices for students.

(2) Purchasing textbooks

Regarding textbook purchase, we are considering to accept orders through the Internet from Monday, April 13th. Details will be announced as soon as they are decided.

(3) Class registration

With the manaba self-registration function, students can register as a manaba course student with the permission of the instructor, even for courses for which registration or changes have not been completed.

※ For FY2020, for the faculties of Law, Commerce, Science and Engineering (excluding some subjects), Letters, Policy Studies, Global Management, Global Informatics, plus inter-faculty subjects, teaching license courses, and the Graduate School of Science and Engineering, students will be able to self-register by Monday, April 13th. (For some courses in the Faculty of Economics, Faculty of Science and Engineering, and the graduate schools of the humanities faculties, only those courses approved by the instructor can be self-registered by students).

(4) Use of the library

Regarding the use of the library and the use of electronic materials, we will inform you of the service for home study on the database related page of the library within the official website of the university.

<https://www.chuo-u.ac.jp/library/database/>

A VPN connection is required to use library services at home. You can check the connection method on the page below:

<https://www.chuo-u.ac.jp/library/news/2020/04/48870/>