Procedures to Prepare for Taking Online Classes

Kwansei Gakuin University Organization for Academic Affairs

関西学院大学
KWANSEI GAKUIN UNIVERSITY

🌙 About Online Classes

Class Structure

(1) On-demand classes

Saved course content is broadcast before a specified class time, and you may take the class according to your own schedule.

(2) Interactive classes

Course content is only broadcast at a specified class time, and students take the class at that time simultaneously.

*In either case, there is a possibility that assignment deadlines, etc. are designated individually, so be sure to check syllabi, LUNA and other sources to make sure that you do not miss instructions from teachers.

Broadcast Content

Some classes will broadcast class-related text documents and lectures online, while others will broadcast video and audio of teacher lectures.
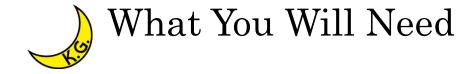
Broadcast Methods

Various apps and services are used for broadcasts, depending on course content. (YouTube, OneDrive, Teams, Zoom and others). For specifics about broadcast methods, follow your teacher's instructions.

Where Class Materials are Located

Various services within and outside the university (primarily the syllabus system and LUNA) are used to store the class materials which are sent out to students.

For specifics about broadcast methods, follow your teacher's instructions.

What You Will Need

(1) Computer (2) Internet setup

You will use a computer for online classes. If you do not have a camera or microphone (in the event that it is necessary for a class you are taking), you will need to prepare external devices separately.

*You can download and install Microsoft Office (Word, Excel, Powerpoint) for free via the Organization for Information Management and Communication website. Click here for information about how to install Microsoft Office.

For Those Who Already Own a Computer

Please be aware of the following points. Please do not use a computer with an unsupported OS.

Windows: Windows 10 and Windows 8.1 only

Mac: macOS 10.14 Mojave, macOS 10.15 Catalina

Do not use Windows 7, Windows 8 or other earlier versions

Do not use a macOS version earlier than macOS10.13 High Sierra

For Those Who Are Going to Buy a Computer

Laptops are comparatively more expensive than desktop computers. They are portable and can be used in various places.

There are also smaller models that cannot connect to wired LAN networks. Choose a model for your home LAN environment. Size criteria: 14 or 15.6 inches for a laptop you don't plan to carry around, 12 or 13.3 inches for a laptop you plan to take with you

Desktop PCs are comparatively cheap and can be used comfortably if you choose one with a large monitor.

Some models do not support Wi-Fi. Choose a model for your home LAN environment.

You will also need a monitor. Many models will not have web cameras and microphones included.

Common Points Between Laptops and Desktop Computers

CPU: Intel Core i3 or higher, or AMD Ryzen3 or higher

Memory: 4GB or higher

Capacity: 500GB for an HDD, 256GB or more for an SSD

OS: Windows 10 (Home Edition is acceptable)

You do not need your computer to have any software in particular. Microsoft Office is available through the university.

Please select a model with a webcam and microphone. As for the optical drive, any type is acceptable.

*The above are the minimum specs for taking online classes. If you can buy one, a higher-spec model (with a better CPU and more memory) will let you use it comfortably for a longer period of time.

Online classes involve data transmission.

Prepare a setup where you can connect to the Internet from home.

*We recommend an optical line or wi-fi.

*Be aware that mobile data transmission (LTE, etc.) on smartphones will use a large amount of data, which could lead to a data cap being placed on your phone and high usage fees.

*You can rent a mobile router, laptop PC from the KG Co-op.
Check the website [here](#) for more information.

Online classes also require a printer at home.

*We will offer net printing service.
  If you have difficulty to print your course materials, please read the notice in advance and make a reservation for use.
   Check the website [here](#) for more information. (※Currently in Japanese only)

What You Will Use

(1) The syllabus system – The class syllabus contains detailed information from the teacher about the class. The syllabus system will display course objectives, learning goals, topics, course formats, reference materials, grading rubrics and other class-related information.

For online classes, teachers will make announcements about course format and other topics via their syllabi. Make sure to check the syllabi thoroughly and follow teacher instructions.

Check here for the manual and other information.

(2) LUNA (Learning Unlimited Network for Academia) – LUNA is a class supplement for providing instructions for class prep and review, allowing students to submit assignments and reports and take tests, as well as receiving and answering class-related questions.

You will be contacted by your teachers regarding assignment instructions and communication. Check LUNA thoroughly.

*Check [here](#) for the manual and other information. *While you can view LUNA from smartphones, tablets and other devices, we cannot guarantee full compatibility for all models, OSes and browsers. LUNA may not work correctly or have display issues.

Copyright Issues

We have compiled the following list of key points we would like students to be aware of with regard to lecture materials uploaded to LUNA and other services, as well as copyright for audio and video recordings of online classes.

■ **What Should I Do If I Want to Record Audio and Video of Online Classes?**

If you would like to make audio or video recordings for academic purposes, please get permission from your teacher in advance. However, even if you have gotten permission to record audio and video, it is prohibited to redistribute that data without receiving approval.

■ **Dealing with Lecture Materials Uploaded to LUNA and Other Services**

1. PDFs and other texts that the teacher has created for class generally also include materials that have not been released to the public. **Teachers hold the copyrights, and it is illegal for students to share them via SNS or redistribute them by uploading them to other sites, etc., without approval from the teacher.**
2. Past articles that a teacher has written in a newspaper or journal are copyrighted by newspaper and magazine publishers. **Students are not authorized to redistribute or reupload these articles outside of class**.
3. For public YouTube videos and open access articles, while they are copyrighted by their creators, they have already been released to the public. Students may share links via SNS or distribute the URL on other sites. **Resale for profit is prohibited**.

AY2020 Spring Semester Class Schedule

For students	For teachers	Time and duration
Priority course registration period		3/24 8:50 - 3/25 16:50
Announcement of priority course registration application results		3/27
Course registration period		4/1 8:50 - 4/8 16:50
Announcement of course registration results (courses offered by Schools)		4/10 8:50
Announcement of course registration results (courses offered by Centers)		4/13 8:50
Second course registration period		4/13 8:50 - 16:50
Announcement of second course registration results		4/15 8:50
Start of spring semester	Start of spring semester	4/7
Temporary school closure	Temporary school closure	4/7 - 4/20
	Class prep and syllabus revision period	4/7 - 4/20
Trial period for online classes	Trial period for online classes	4/21 - 5/6
Registering for classes (Theology, Humanities, Sociology, Law and Politics, Economics)		4/21 8:50 - 4/23 16:50
Registering for classes (Business Administration, Science and Technology, Policy Studies, Human Welfare Studies, Education, International Studies)		4/22 8:50 - 4/24 16:50
Registering for classes (graduate schools other than the IBA and Law School)		4/13 8:50 - 4/15 16:50
When course registration can be revised		4/28 8:50 - 4/29 16:50
Start of full-scale online classes	Full-scale online classes begin	5/7 *On LUNA, there may be changes to the class roster.
When reference timetables become available		5/8 8:50
	Confirmation of grading methodology	**6/1-6/5**

When you can withdraw from registered courses	**6/10 8:50 - 6/16 16:50** **※Schedule changed**
	Undecided
End of spring semester classes	**7/15**
Make-up day for spring semester	**7/16**
[Unconfirmed] Spring semester exam period	**7/27-31, 8/5-6 (make-up exams)**

Other Information

Regarding Future Information

We will provide information about the university's COVID-19 response through the following media. Be sure to check them regularly.

Kyogaku Web Service ***You will need your system ID and PW**
University Website
Syllabus System
LUNA ***You will need your system ID and PW**

Useful Info for Taking Classes Online

PukiWiki