

Procedures to Prepare for Taking Online Classes

(For Fall Semester 2020)

Kwansei Gakuin University Organization for
Academic Affairs





About Course format Fall Semester 2020

Class Structure



(1) Face-to-face classes

(2) Online classes: on-demand

(3) Online classes: simultaneous and two-way

※The specific format for each course (face-to-face classes or real-time interactive classes/on-demand classes conducted online) will be clearly displayed in the Course Format section of syllabuses, so please confirm before registering for courses (after Thursday, September 3).



About face-to-face classes



- Face-to-face classes will be conducted for seminar courses, courses involving experiments, hands-on training and practicums, language courses (compulsory and compulsory elective courses), some teacher-training courses, postgraduate courses, and courses designated by each School.
- As a general rule, students registered for face-to-face classes must attend the classes in the classroom. However, if for any of the following reasons students are unable to attend the face-to-face classes, please go to your School's office and follow their instructions:
 - International students unable to enter Japan
 - Students with underlying medical conditions that may increase risks for severe illness
 - Students registered for (simultaneous/two-way) online courses before and/or after a face-to-face class
- In order to ensure educational equity, most face-to-face courses will be offered online. However, please note that some select courses may not be offered online.
- For details on attending face-to-face courses, please go to your School's office and follow their instructions

※If the level for restrictions on university activities reaches level 4, we will shift from conducting face-to-face classes to conducting them in an online format. The level is posted on the top page of Kwansei Gakuin University's HP.



Measures for Preventing Infection in Face-to-Face Classes



About Classrooms for Face-to-Face Classes

In order to prevent the 3 Cs outside of the classroom, such as during students' commutes and during break time, the number of students physically on campus will be adjusted to approximately 25% of enrollment. Classroom schedules may have been modified from the timetable 2020 (published in March 2020).

Be sure to confirm the classroom to be assigned for face-to-face classes by browsing the syllabus or information on Academic Web Service.



Measures for Preventing Infection in Face-to-Face Classes



Maintain social distance

Students must be seated one seat apart from each other in all four directions (diagonal seating arrangement).

Please ensure you do not sit in seats that have been marked with “unavailable” signs.

Wearing masks and using hand sanitizer

All students, faculty and staff members are strongly advised to wear masks.

- Hand sanitizers will be placed at the entrance of each building and classroom.

*Contact-tracing app COCOA

Users can quickly receive support from public health centers, such as testing, by knowing that they were in contact with an infected person. It is expected that an increase in users will lead to preventing the spread of infection.

MHLW website: https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html



About Online classes



Online classes: On-demand

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

As a general rule, students are advised to attend classes from home. However, if students wish to attend classes on campus, students may use the designated computer rooms or Academic Commons.

Online course: Simultaneous and two-way

Course content is only broadcast at a specified date/time, and students must attend the class at that date/time simultaneously. (Also offers on-demand format for unavailable students) As a general rule, students are advised to attend classes from home. However, if students wish to attend classes on campus, students may use the designated computer rooms or Academic Commons if they are not required to speak during attendance. If students are required to speak during attendance, students must attend classes in an empty classroom using a portable WiFi device.

Please confirm the contents of online classes (pdf files of class notes, video files, Teams links, etc.) by browsing Syllabus, “Study Required outside Class” fields. (These information will be open at the noon of the day before session.)



About Online classes



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 the instructions.



About Online classes

Question-and-answer sessions

LUNA bulletin boards, etc. for each online class have been set up so that students can have question-and-answer sessions with teachers. The methods will vary from class to class, so follow the instructions of the teacher regarding the details. If the method for question-and-answer sessions is not clear, contact the department offering the class (the School or Center, etc.).



Class Cancellation

Online classes will generally not be canceled due to release of storm warning and weather warning.

However, if your area of residence is subject to an evacuation warning/advisory or an evacuation order, instructors are required to make alternative arrangements such as conducting make-up classes and/or examinations for the student in question so that he/she will not be disadvantaged as a result.



What You Will Need

< All course formats >

Text books, Reference books

Text book shop will be open during the mid of September until early October unless the ban on entry to campus premises is continued.

Book Delivery service will be also available.

<Inquiry: KG-CO-OP Book center 0798-53-5233>

KG CO-OP Book center HP <https://www.kgcoop.jp/book/>



What You Will Need <for online class format>

(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, and 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.



About Internet settings

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.



About Internet settings

Starting on Wednesday, September 23, the Commons facilities on each campus, as well as some computer rooms, will be made available as individual study spaces. If you wish to take online classes on campus, you may use the Commons or designated computer rooms. (There is a limited number of computers.) Note that the university network is experiencing heavy traffic. Refrain from using the university network (through wired/wireless connections) in places other than the Commons and designated computer rooms, and avoid sending/watching videos that are unrelated to your classes, even if you are in the Commons and designated computer rooms. It may cause disruptions to online classes.

*** Please use headphones when taking online classes to avoid disturbing other students. We will not lend out headphones, so please bring your own.**



About Printers

Online classes also require a printer at home.

*We will offer net printing service as spring semester 2020.

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, instructors will make announcements about course format and other topics via their syllabi. Make sure to check the syllabi thoroughly and follow instructions.

Confirm course format: from Sep. 3 (Thu.) ~

Confirm the course materials: from the noon of the day before session day

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 instructors 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 Fall Semester Class Schedule (Under Graduate)

For students

	Time and duration
Priority course registration period	9/7 9 : 00-9/8 16:00
Announcement of priority course registration application results	9/10 9:00
Course registration period	9/10 9:00-9/11 16:50
Announcement of course registration results (courses offered by Schools)	9/15 8:50
Announcement of course registration results (courses offered by Centers)	9/16 8:50
Second course registration period	9/16 8:50 – 11:30
Announcement of second course registration results	9/17 8:50
Start of classes in the fall semester	9/23
Registration (Theology, Humanities, Sociology, Law and Politics, Economics)	9/23 8:50 – 9/25 16:50
Registration (Business Administration, Science and Technology, Policy Studies, Human Welfare Studies, Education, International Studies)	9/24 8:50 – 9/26 16:50
Start of Timetable Inquiry	10/6 8:50
Registration cancellation Period	11/16 8:50-11/20 16:50
End of classes in the fall semester	2021/1/12
Supplementary classes for fall semester	2021/1/13
Fall semester exam period	2021/1/14-1/28※
Preparation Day for fall semester regular exam	2021/2/8※
Fall semester additional exam	2021/2/12-2/15※

※Schedule may be changed due to COVID-19 situation.



AY2020 Fall Semester Class Schedule (Graduate School)

For students

Registration

(All graduate schools except Lang. Com& Cul., Law and Business Administration)

Time and duration

9/7 9:00-9/9 16:00

Registration confirmation period

9/10 9:00-9/11 16:50

Registration correction period (Theology, Law and Politics, Science and Technology, Policy Studies, Education)

Registration (Lang. Com& Cul.)

9/14 8:50-9/15 16:50

Timetable Inquiry (Theology, Law and Politics, Science and Technology, Policy Studies, Education)

Registration correction period (Lang. Com& Cul.)

9/16 8:50-9/18 15:00

Start of classes in the fall semester (Law School only)

9/21

Start of classes in the fall semester (All graduate schools except Law School)

9/23

Registration (Law School and Business Administration)

Registration correction period (Lang. Com& Cul.)

9/23 8:50-9/30 16:50

Timetable Inquiry (Lang. Com& Cul., Law School and Business Administration)

10/1 8:50-10/5 16:50

End of classes in the fall semester

2021/1/12

Supplementary classes for fall semester or exam term

2021/1/13-1/28



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