



How to Start Remote Classes

This slideshow provides a simple explanation of how to take classes.

Please confirm additional details in the “Implementation of Remote Classes in the First Term of the 2020 Academic Year.”

Meikai University Urayasu Campus

2020 First Semester

What are remote classes?

There are 2 types of remote classes taken without going to the campus using your computer or smartphone.

On-demand type ← The majority of classes are this type.

Read materials → Study → Submit assignments → Read comments from the instructor.

Simultaneous bi-directional type ← Some classes will be conducted using this type.

Conducted using a video conference system (such as Zoom) with two-way conversation during the class.

Roles of the New manaba System

The manaba system serves 2 purposes.

☆Communication tool for the instructor and students

Instructor: Post materials



Students: Receive materials

Write comments



Submit assignments

Answer questions



Ask questions

☆Record of your studies

Class materials, notes, submitted assignments, question and answer records, grades, etc.

1) How do you start a remote class?

[Items to prepare]

Communication device: A computer is best, then goes tablets. Smartphones can also be used.

Internet connection: Unlimited WiFi is best, but limited WiFi can also be used.

*Although efforts will be made to ensure classes can be taken using smartphones, subjects such as statistics and information technology may pose difficulties. For more details, ask your instructor during Connect Week.

*For classes using Zoom and other conferencing software, unlimited WiFi is highly recommended as data usage fees with limited WiFi may be quite high.

⇒ **Please use the “Bursary for Enhancement of the Study Environment” (50,000 yen) provided by the university.**

2) How do you start a remote class?

[Try using manaba during Connect Week (5/18 - 5/23)]

- (1) Using the manaba manual distributed via the web portal system as a guide, login to manaba.
- (2) Select a course from “My Courses” on “My Page” and click (or tap) on it. *Course refers to classes.
- (3) Click on “Connect Week” in the “Resources” column.
- (4) Read the content and follow the instructions to comment on the “Discussion Board (Thread).”
- (5) Repeat steps (2) through (4) above, and write comments on the Discussion Boards (Threads) **for all of the classes you are taking.**

*If any of your classes have no instructions provided, wait a while and check again.

***Complete this process by 5/23.**

3) How do you start a remote class?

[1st Week (5/25 - 5/30)] Classes are finally starting!

- (1) Resources for your classes will be available on manaba by the day before the class start date.
- (2) Confirm the Course News and Resources for your classes on manaba on the class start date.
- (3) Confirm the **12-week syllabus** and **evaluation criteria** in the Course News section.
- (4) Read the Resources and follow the instructions to study the material for the 1st session.
- (5) Follow the instruction and submit the assignment or complete the designated quiz. **← Be careful of the deadlines!**
- (6) Confirm comments from the instructor and other new materials prior to the next session.

*Classes last for **12 weeks**. Confirm self-study content for the next 3 sessions (or the next 6 sessions for classes on a twice-weekly schedule) in the Course News section.

*Make sure to confirm the **evaluation criteria** for each of your classes.

4) How do you start a remote class?

[Attendance and lateness]

○ For **on-demand type** classes, attendance will be determined based on whether students have submitted the assignment or completed the designated quiz for each session.

○ For **on-demand type** classes, lateness is generally not considered. However, if assignments, etc. are not submitted by the deadline, you will be considered absent from the applicable session. **←Be careful of deadlines!**

*For on-demand type classes, the deadline for submitting the associated assignments is generally 3 days after the session date.

○ For **simultaneous bi-directional type** classes which use software such as Zoom, students who do not join the session at the scheduled time will be considered absent or late.

*Read the Course News section carefully and confirm the scheduled times for your **simultaneous bi-directional type classes**.

If you're having trouble

handling courses on manaba, [contact the questions and counseling office for the applicable department, center, etc.](#)

Department	Counseling supervisor	Contact address and contact method
Department of Japanese	Prof. Jin Nakagawa	jin318@hotmail.com
Department of English	1 st year: Instructor responsible for Fresh Person Seminar 2 nd year: Instructor responsible for Introduction to British and American English 3 rd and 4 th years: Instructor responsible for seminars	Contact information for each class will be announced when the first session materials become available on manaba.
Department of Chinese	Prof. Masako Kawamura	kango@meikai.ac.jp
Department of Economics	1 st year: Instructor responsible for Fresh Person Seminar (in charge of class) 2 nd year: Instructor responsible for Pre-seminar (in charge of class) 3 rd and 4 th years: Instructor responsible for seminars Students repeating a year and others: Director and department in charge	meikai-econ@mbr.nifty.com
Department of Real Estate Science	Prof. Yusaku Sugiura	yusaku@meikai.ac.jp
Department of Hospitality & Tourism Management	Telephone reception at faculty office	Monday - Friday, 10:00 a.m. - 6:00 p.m. Tel: 047-355-5169
Department of Oral Health Science	1 st year: Prof. Rei Takeshita	takesita@dent.meikai.ac.jp
	2 nd year: Prof. Yukiko Yamamura	yamamura.yukiko@meikai.ac.jp
P & P Education Center	Prof. Hiroaki Yamagishi	hyamagishi@meikai.ac.jp
Teacher-Training Support Center	Prof. Yoshitaka Kaneko	ykaneko@meikai.ac.jp

*Graduate students, please contact your research supervisor if you have questions.

Be careful of the following

[Be mindful of your physical condition!]

- Especially for **on-demand type** classes, take care to maintain a rhythm in your studies and lifestyle in general.
- Avoid sitting and staring at your screen for long periods of time. ⇒ Take breaks at reasonable intervals.
- Pay attention to your mental health. For remote counseling, please use the student counseling room (https://www.meikai.ac.jp/news/post_181.html).

[Prohibited Actions]



- During remote classes, comply with the appropriate rules and manners. Violations will be subject to social punishment and on-campus penalties.

See the separate document “Prohibited Actions in Remote Classes” and ensure you read and understand this material thoroughly.

In Closing

Until the COVID-19 pandemic situation settles down, the class environment will be restricted in this fashion, but all instructors will extend their full effort to ensuring the quality of education provided to all students is maintained and complete support is provided to all who need it.

If you have any problems with your classes or the remote class system, do not give up. Seek out support through questions and counseling and achieve a fulfilling study experience.

We look forward to seeing all of you back at the Urayasu Campus as soon as possible.