

Notes on Bilateral web-meeting Class (For lecturers)

The bilateral on-line communication system enables us to provide a group chatting opportunity, which is not available in on-demand system. We ask for your attention to some basic regulations and guideline below.

1 Timing of the class

You have to operate the class on the same timing as in the original curriculum in order to avoid falling upon other classes. You need to instruct your students to prepare for the system on kyonet (Class profile) in advance.

2 To ensure data quantity to be transferred.

For all classes in May, we have recommended on-demand system considering that students might not be fully equipped with IT environment. If you try to use web-meeting system in May, you need to confirm that all the class students are ready for it. In addition, for those who are not ready for the system, you should prepare alternative solution instead.

Meanwhile, Kyoritsu organized support system on 30 April, providing cash benefit of ¥50,000 to all students in order that they acquire full IT or smartphone equipment to join web-meeting system. Basically, from June, all classes can be operated by web-meeting system only if you confirm that all attendants are ready for the system. Please note that those students who happen to fail in joining the class due to the network failure, should not be treated as “absent”. You are also requested to offer them alternative study task instead.

*※[「kyonet による授業実施方法」](#)

For further information on on-line system access the followings.

: On-demand system

(how to prepare the contents)

:Web-meeting system (record and delivery system) .

3 Teaching materials and Infringing of copyright

You are allowed to use a copy of published books for your teaching materials in the same manner as in the past years. But please refrain from copying and distributing any information property goods on the market (DVD etc.), which is restricted by Copyright Law. As for recording images of the class, its distribution should be strictly restricted and is allowed only for sharing among students in the class.

For further information please access the web site of SARTRAS which is a general incorporated foundation for rights of educational public transmission and also consult the Copyright Act 35 as well.

<https://forum.sartras.or.jp/wp-content/uploads/unyoshishin2020.pdf>

4 How to deal with sounds and images during lessons:

The whole class share the images and sounds during a lesson. Since the microphone collects all the sounds, each speaker should take turns to use the microphone and the listeners should keep silent. As for the images caught on the screen of the class, you need to get approval from attendants in advance, considering some might not be ready for the background setting or are not happy to be present their images on the screen.

In order to ensure a safe and efficient on-line class, we ask for all the students to put off both their audio and visual facilities in the first place. If you need audio and visual facilities for your class or you allow the class to record the lesson, you have to get approval from all attendants. Above all, we have to protect privacy and prevent harassment and we would appreciate your understanding these basic regulations.

5 Network failure

For those students who happen to fail in joining a class due to some network failure, the lecturer should offer alternative study task instead.

6 Class Procedures of web-meeting on-line system

In response to the University establishment standards, you are requested to follow the procedures below, which are in the same manner of on-demand system.

- ① Instruction of the contents of study
- ② Assessment of the academic achievement
- ③ Frequent Feed-back after class

The tele-teaching system of Kyoritsu is directed and supervised through kyonet on the whole. It is responsible to enhance educational environment, offering various services such as announcements, distribution of learning materials and collection of study tasks for all current on-line classes.

7 Tackling Measures against common nuisance

Web-meeting communication system has a risk of a third person's interruption during the network communication. In case of using "Zoom" you are advised to set a password in order to prevent the interference. If you happen to get in trouble, please inform Kyoritsu Information Center as soon as possible to solve the problem promptly.

8 Web-meeting system and its Support system

We recommend "Google Meet", which supplies Kyoritsu with the exclusive use. We would appreciate your cooperation to follow basic regulations under this support system. If you opt out for other on-line system, you have to take full responsibility for it.