April 22, 2020

Bunkyo Gakuin University
Faculty of Business Administration

FAQ: About classes in the spring semester, 2020

Q1: Are all 13 classes conducted in the spring semester conducted as online classes?
From May 7th to June 4th, on-line classes will be held, and after the 6th week, it is still undecided. We may ask you to continue online lectures to prevent new coronavirus infection during the whole semester.

Q2: The guide from the university states that "there will be 13 weeks of online lessons and two extra lessons which will be covered by report assignments". How should the two assignments be implemented?
During the 13 week semester, please make a good adjustment and give students an extra two lessons. Although a supplementary class schedule will be set, students may be off-campus during the spring semester.

Q3: I am preparing for online classes, but I am not sure where to start.
First of all, please prepare online teaching materials for five lessons. The university recommends an on-demand method of preparing a PowerPoint with narration and providing it as a video file. In addition to PowerPoint + narration, you can consider distributing the lesson contents as PDF, PowerPoint slides, audio files, and shooting videos of your lectures.

Q4: I have no knowledge or experience of creating online teaching materials. Are there any opportunities for university-sponsored workshops and preparation support?
Please refer to the following explanation video. This is an approximately 1-hour video prepared by the Information Education Center. The first half explains how to create online teaching materials and how to conduct online lectures using Microsoft Teams, and the second half explains cautions regarding copyright. Please click after logging in to Office 365 with your browser. Although it is a "TEAM" that appears in the video explanation, the TEAM of your classes has already been set. Sorry, the video is in Japanese.
https://web.microsoftstream.com/video/7c32265f-6510-4b40-bd25-b85725364c34
We are considering an online workshop and online teaching material support, but the language used is Japanese.

Q5: Is there any information that can be used as a reference when preparing for online classes?
Various explanatory videos are stored at the following URL. Sorry, the explanations are in Japanese.

https://web.microsoftstream.com/channel/7b074791-09fa-4814-b30e-f4e35badc78a

The following URL captures and explains the screen where the Chairperson of Information Education actually operates the computer.
https://web.microsoftstream.com/channel/277dcd41-280f-43d0-868b-ceaa52bd575e

Q6: I want to assign an audio file submission to my students. I would like to know the method.
Please contact the staff of the Information Education Center.

Q7: How do I communicate my online materials to my students?
We have decided to conduct online classes using Microsoft Teams in principle. Part-time faculty members can also use Teams by logging in to MS Office365. Regarding how to log in to Office365, the university has already sent you a notification. At the following URL, the chairperson of Information Education explains how to upload online teaching materials, submit and collect assignments, and record attendance while operating the computer. Sorry, the explanation is in Japanese.

How to ask questions to confirm attendance
https://web.microsoftstream.com/video/7e15b7c8-ddf4-4166-a957-62937e10340d

Q8: Is live streaming possible?
You can do live streaming using meeting features built into the Teams app, but keep in mind the following: Depending on the time of day when traffic is concentrated, students may be disconnected during live classes. Please take into consideration such things as uploading recorded files of live lessons on Teams and/or preparing text materials. Live streaming communicates at 1-2 Mbps. Some students do not have unlimited digital communications or WiFi. BGU does not support Zoom.

Q9: Do I have to prepare 90 minutes of online materials each time?
In online lessons, it is important to provide the equivalent content of a 90-minute face-to-face lesson, which does not mean that you have to provide 90 minutes of online materials. For example, lecturers can provide on-demand teaching materials in advance of 2 to 3 teaching materials for 10 to 15 minutes each, and students learn those online materials and submit assignments. For reference, if you narrate PowerPoint and make a 20-minute video, the file size will be about 100MB. It is recommended to stream from one 30-minute video to three 10-minute videos in a class.

Q10: Do I need to give students orientation for my online classes?
Please be sure to carry out orientation from the first week to the third week. Please fully explain the changes in the syllabus such as lesson plans, lesson methods, contact methods with you, and grade evaluation methods. The explanation can be made by uploading an orientation PDF file to the Teams channel.

Q11: What must I do in my online class?
Keep in mind that uploading materials is not enough for an online lesson. Please be aware of these two points: provide sufficient guidance through question, answer and correction, and provide the opportunity for students to exchange opinions regarding the lesson. It does not have to be an opportunity for an immediate two-way discussion.

Q12: If I need to communicate with students regarding online classes, what should I do?
BGU is making sure that students always check B's Link. Therefore, it is the student's responsibility to check B's link and they will be considered at fault if they do not confirm any announcement on B's Link. If you use a contact method other than B's Link, it is your responsibility to make sure that the students understand the method of contact and can easily follow it.

Q13: I want to know the environment for students to take online classes. Is it possible to get this information from the Educational Affairs Department?
BGU students have free access to Microsoft Office365 PC, iPhone and Android versions. They can use the latest versions of Word, Excel, PowerPoint and Teams. However, please be aware that about 20% of students have no personally-owned PC, and about 10% have only smartphones. Also, some students have poor WiFi environments. Classes should be based on the assumption that some students are taking classes on a smartphone instead of PC. The Educational Affairs Department staff does not check the learning environment of students for each subject.

Q14: What are the rules regarding the time for live distribution?
If you decide to offer real-time live streaming lessons, be sure to start live streaming on the day and time that the class is scheduled to meet.

Q15: Please tell me the timing and interval for uploading online teaching materials.
On-demand materials should be uploaded by you to the Teams channel before the scheduled class time. Please upload new materials every week.

Q16: I'm worried about uploading digital materials to the internet. How should I consider copyright issues?

The Agency for Cultural Affairs of the Japanese government has provided special guidelines regarding the use of copyrighted works in university classes, but not all use in classes is permitted. There is no problem with the original materials created by yourself. Please be careful when using external materials as online materials. For example, instead of presenting the book's content itself to students, it is possible to present the page number and/or present the URL. Although the correspondence varies depending on the publishing firms, the website has an inquiry form about the guidelines of the Agency for Cultural Affairs. Some textbook publishers offer digital materials that can be used online.

The last 30 minutes of the following explanation video is about copyright.

https://web.microsoftstream.com/video/7c32265f-6510-4b40-bd25-b85725364c34

Q17: What should I do if my student complains about not being able to access the materials or submitting the assignment?

Please do your best to deal with it. For example, instruct the student to provide materials, present, and submit assignments on B's Link. B's Link is a surefire way.

Q18: Is it okay to limit the number of students enrolled in elective classes? How can I select?

Student names will be added to your courses on the B's link by April 27th. Students will have to register themselves on Teams during the first week of May.

You can limit the number of students registered in elective courses. After the registration period (April 27th), you should check the number of students enrolled on B's Link, and then select for yourself in your own way. Be sure to contact the Educational Affairs Department by April 30th with your selection results (student ID number and name). Please note that if you do not contact, all registered students will be confirmed as registered.

Based on your selection results, the staff of the Educational Affairs will post the list of students allowed to register for your course on B's Link. The B's Link registration and Teams membership registration cannot be automatically synchronized. There may be cases where a student who has not registered for your course will enroll themselves as a member of your Teams. Students cannot cancel Teams membership, but you can.

Q19: Is there an unlimited number of students who can take online classes?

On April 27th please check the number of registered students on B's Link, and select for yourself so that the number of students does not exceed 100. We think that there is a limit of about 100 students so that you can fully correct issues in online classes each time.

Q20: Can I limit the number of students enrolled to the capacity of the classroom?

Yes, you can. Be prepared for social distance when face-to-face lessons are resumed. Please check the number of students enrolled by yourself on B's Link and then select and transmit the results to the Educational Affairs Department staff.

Q21: What should I do if there is a student who participates in the second and subsequent class on Teams despite my having not selected that student in order to limit the number of students enrolled?

You can remove a student from Teams without the student's permission. Even if this student attends online classes and submits some assignments, he/she cannot receive credit. Additional registration is not allowed for any reason. Since the list of registered students (selection results) is disclosed on B's Link, it will be the responsibility of the students who fail to confirm it.

Q22: Will students already have a textbook by May 7th, when the online class starts?

Until the third week, we have to ask that you conduct your online lesson on the assumption that your students do not have a textbook. Textbooks will be delivered in late May or early June.

Q23: I think that the grade evaluation method for online classes is different from that for regular face-to-face classes. What should I do? If the face-to-face lesson is resumed during the semester, or if the entire semester is an online lesson, is it okay to change the evaluation method?

Regarding grades, please give orientation to the students again and again and give them sufficient explanation. Teams app has a function to manage grades by assigning points to each task, and a function to perform a selective test or a descriptive test. The following video shows how to manage the grades. A faculty member of the Business Administration explains while operating a computer.

Grade confirmation and Excel export

https://web.microsoftstream.com/video/c4cabf72-782a-4704-b67e-65c1df4a6a2d

Q24: Do I need to check attendance during the online class?

Be sure to record attendance every week. 'Attendance' means that the students should view the materials for a class and do the assignments every week. You can use the function of Teams app (submission deadline setting) to submit a quiz and/or small assignment in order to check attendance.

Q25: How should I manage attendance for students who are eligible for the Japanese government's special study support program?

The list of eligible students will be sent from the Education Affairs Division after the class starts. If this student is absent twice in a row, please contact the Educational Affairs Department staff.

Q26: I need to rewrite the syllabus. What should I do? Change from 15 lessons to 13 plus two assignments, change from face-to-face lessons to distance lessons, and resume face-to-face lessons during the spring semester, these are all related to the syllabus.

We will not replace the syllabus that is already open to students, however be sure to hold the class orientation up until the third week of your online class. Please inform your students sufficiently about the lesson plans, lesson methods, and grade evaluation methods. Please inform the students in advance that there will be a change in the syllabus when face-to-face classes are resumed. At this time, please make a lesson plan assuming all 13 lessons will be online during this semester. Please consider uploading lesson orientation information to Teams in PDF format. Let us know the syllabus changes at a later date.

Q27: It seems that students can take duplicate courses at the same period of time. Can I accept that?

Students register for courses with B's Link, so duplicate registrations are not possible because of the system structure. This is the same condition as regular face-to-face lessons.

Q28: I often go to campus to use a scanner to PDF my materials. I will have trouble if there are restrictions on entering the campus.

Currently, campus block-outs are for students only. The campus block-out does not apply to faculty members, and teachers may enter the campus. For reference, Word app and PowerPoint app have a function to output as a PDF directly without using a scanner. Please be aware of the copyright protection when scanning some pages of a book and converting them into a PDF file for on-demand distribution.