To all Faculties, Graduate Schools and Students

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Implementation of Remote Classes in the First Term of the 2020 Academic Year

As notified on the University website and other media on April 28, 2020, Meikai University will conduct remote classes using a new system, manaba, from May 25, 2020.

In this notice we explain a number of points you will need to know at the start to study via the remote classes. These include how to use manaba, how to receive the remote classes and how to prepare.

In principle, we assume that remote classes will continue until the end of the first term. However, this plan is subject to change, depending on changes in factors such as COVID-19 infection rates. Be sure to check the Web Portal System regularly for the latest updates.

1. manaba User's Manual

manaba enables you to attend classes without going to the University in person, using a PC or smartphone. You will be able to conduct all of the following procedures using manaba:

- Receiving materials from instructors
- Studying according to directions
- Submission of assignments and taking quizzes
- Receiving comments from instructors

The manaba user's manual is available from the official University website, the Urayasu Campus website and the Web Portal System. Please be sure to download and use the user's manual.

2. How to Attend the Remote Classes

（1）Getting Ready

To get ready to study using manaba, confirm that you have made all of the following preparations.

- Have you prepared the recommended environment for manaba on your PC, smartphone, etc.? (Refer to the manual.)
- Have you confirmed that you are registered for the courses in question and confirmed your personal timetable (student timetable) for those courses, using the Web Portal System?
- Have you completed the procedures for purchasing the necessary textbooks?

（2）Connect Week (period for confirming your PC and other connections)　Monday, May 18 to Saturday, May 23, 2020

This period will be used to **confirm that students and instructors can communicate with each other reliably using manaba. You can perform this confirmation anytime during Connect Week regardless of timetable,** so be sure to use manaba on your PC, smartphone, etc. during this time to perform the following tasks.

1. For all courses you are registered to attend in the first term, read the instructions from your instructors, which you will find in the Connect Week content.
2. Following the instructions, post something on the Discussion Board to the effect of "Communications are

working fine."

3. If an instructor asks you a question about your attendance environment, post a description of that environment for the instructor.

If you connect to a class using manaba and you see no instructions posted, wait a little while or try again the next day. Your instructors are also preparing and posting content at various times during the week regardless of timetable. If instructions are posted, connect to the class several times to make sure you can perform the procedure reliably.

（3）Classes in the First Term　Monday, May 25 to Saturday, August 15

Attend on-demand type classes using manaba as follows.

1. No later than the day before each class, the instructor posts assignments.
2. Students complete and submit assignments (or take a quiz), if possible within three days of attending the class.

   Note: The deadline for completion of assignments is set by the instructors' responsibility for each class.
3. Instructors grade assignments no later than the next time they post an assignment.

From the fourth week of classes (week beginning Monday, June 15), if all attending students have their communication environments in order, the University may begin presenting courses using a video conferencing system (simultaneous bi-directional type classes), which will enable students and instructors to communicate in real time. Please follow the directions issued by your instructors.

（4）Questions and Consultation Regarding Remote Classes

If you have any concerns or questions about attending classes using manaba, please inquire with the instructors responsible in the appropriate departments.

Department	Instructors to Contact for Consultation	Contact Information
Department of Japanese	Prof. Jin Nakagawa	jin318@hotmail.com
Department of English	1st year: Instructor responsible for Fresh Person Seminar 2nd year: Instructor responsible for Introduction to British and American English 3rd and 4th 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	1st year: Instructor responsible for Fresh Person Seminar (in charge of class) 2nd year: Instructor responsible for Pre-seminar (in charge of class) 3rd and 4th 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	Mon.–Fri. 10:00 AM to 6:00 PM Tel: 047-355-5169
Department of Oral Health Science P & P Education Center	1st year: Prof. Rei Takeshita	takesita@dent.meikai.ac.jp
	2nd year: Prof. Yukiko Yamamura	yamamura.yukiko@meikai.ac.jp
Teacher-Training Support Center	Prof. Hiroaki Yamagishi	hyamagishi@meikai.ac.jp
Department of Japanese	Prof. Yoshitaka Kaneko	ykaneko@meikai.ac.jp

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

3. Prohibited Actions in Remote Classes

The following actions are prohibited when attending remote classes. Please be aware that if problems arise as a result of people committing these actions, penalties may apply based on University rules.

- Discriminatory speech or slander directed at other students or at instructors
- Posting class information on social media or sharing it with (sending it to) friends
- Disseminating information that violates privacy (including reflections from behind the camera)
- Sharing or borrowing user IDs

Note: Please refer to the separately distributed Prohibited Actions in Remote Classes.

4. Managing Attendance

For on-demand type classes, instructors will judge attendance based on participation, such as completion of assignments assigned in each class and taking quizzes. Instructors will post the attendance on the Web Portal System.

5. Changes to Grading Standards and Methods

Dates and times for scheduled exams and additional (repeated) exams will not be specified. In place of exams, performance will be evaluated based on quizzes, assignments and other results during class periods. For courses whose grading standards and methods change from those posted in the lesson overviews currently published, due to the switch to remote classes, each instructor will explain the changes during the first class, so be sure to read the explanations.

6. How to Attend the Classes

If you have a PC or smartphone, you can access remote classes anywhere, anyplace. However, the instructors responsible for each class take the normal timetable into account when setting up each class.

- Time required to attend classes: 90 minutes per class
- Time required to complete assignments and other activities outside class time: 2–4 hours per class

All students will need to identify and set aside clearly the time they will require for studying, preparation, reviewing, preparing assignments and so on, managing their own studies in a planned manner.

For that purpose, students are advised use the normal class timetable as a guide to the amount of study each class will require each day.

It is vital that you monitor how you approach each class, so that you do not fall into situations such as being unable to submit assignments because you haven't finished studying for the class.

7. Setting Up the Communication Environment

You will need to set up the necessary communication environment at home to attend classes using manaba. To ensure that everyone can attend classes with the best possible communication environment, the University has established a system of the Bursary for Enhancement of the Study Environment. This bursary is provided to defray the costs of setting up an online connection, purchasing a PC, etc. For details, please refer to the notice posted on the official University website.

- If possible, prepare a PC or tablet.
- Enrollees in the School of Hospitality & Tourism Management (HTM) are asked to follow the instructions for their respective courses regarding communication equipment.
- If you are unable to obtain the above items, use a smartphone.

Note: If you are subscribed to a major mobile carrier (docomo, au, SoftBank) and are 25 years old or younger, you should be able to use up to 50GB per month free of charge. (However, periods of use and other conditions vary by carrier.)

If you check the communication status of your smartphone, PC, etc. during Connect Week (beginning May 18) and find that you are unable to communicate, due to broken communication equipment or other factors, or if you have applied for the Learning Environment Setup Bursary but need more time to set up the necessary communication environment, please contact the Urayasu Campus Media Center by e-mail for advice. (If you are unable to send e-mail, you may consult with them by telephone instead.)

    E-mail address and telephone number

        E-mail: toshoura@meikai.ac.jp   Telephone: 047-350-4996 (10:00 AM to 4:00 PM)

    Include the following information in your e-mail:

        Heading: Name and student number   Note: This is a dedicated e-mail address, so just your name and student number in the heading will be fine.

        Body text:

        1) Address and postal code

        2) Contact telephone number

        3) Reason why you cannot implement the learning environment and other details

    Deadline for e-mail and telephone consultation

        Noon Thursday, May 21, 2020

Note: the deadline for confirmation of your communication environment is the last day of Connect Week, Saturday, May 23. However, consultations will close early to allow time to prepare for the start of classes on Monday, May 25. For this reason, you are advised to confirm your communication environment as early as possible in Connect Week.