This notice may be updated in due course. For the latest version, see:
http://www.itpro.titech.ac.jp/video/
http://www.itpro.titech.ac.jp/video/lecture.html

<div align="right">

April 24, 2020
April 27, 2020 (revised)
September 8, 2020 (revised)
February 22, 2021 (revised)
Office of Educational and International Cooperation

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Procedures and Important Points for Remote Classes Using the Tokyo Institute of Technology Version of Zoom

In this notice, we will explain the procedures and important points for remote classes using the Tokyo Tech version of Zoom in the AY2021 spring semester.
Although newly enrolled students may encounter various unexpected problems, the Tokyo Tech course instructors will utilize a wide range of techniques to provide support that allows all of you to learn properly. These are difficult times, but we expect that everyone will be able to engage in meaningful learning.
We assume that current students have become used to remote classes as they have taken them in AY2020, and expect them to continue learning in a productive way.
   Following is the expected standard process for classes. Pay attention to the items marked with ◎, which indicates something that is mandatory. (Changes from the AY2020 version of this notice are written in blue.)

Preparing the environment
1. Prepare a device that includes a private web camera and microphone, meaning a smartphone (such as iPhone or Android), tablet (such as iPad or Android), or PC (such as Windows or Mac). If possible, you should prepare a PC. If you are using a PC, a headset that includes a microphone is recommended.
2. At your home or boarding place, prepare an Internet environment with communication speeds of 600 kpbs / 1.2 Mbps (upload / download) or higher and where you do not have to worry about data usage (50 GB may be required per month). Fiber-optic and other land-line connections are the most stable. If you are using a mobile WiFi router (such as WiMAX2+), be sure to check the data usage limit and speed restrictions. (Speed restrictions are applied when usage exceeds 100 GB per month or 10 GB in three days.) As a general guide, a 100 minute class will require around 500 MB or up to 800 MB in some cases. Because you will ordinarily attend four 100 minute classes per day, if you use your bandwidth carefully, you should be able to clear the limit of 10 GB in three days.

Precautions concerning measures to address Zoom vulnerabilities
1. Check that you are using **the latest version of Zoom**.
2. Check that the Zoom meeting URL which was sent to you **starts with https://zoom.us/** before clicking it. For details, check http://cert.titech.ac.jp/news/2020/04/03/1585891860/.

Two days before starting a course of your choice

1. Submit the application for course registration (if it is during the course registration period, temporary application is OK) by 23:00 two days before starting classes.
◎ The start date for applications for AY2021 spring semester course registration is 9:00 on Monday, April 6. Complete full registration by 23:59 on Friday, April 23.
Be sure to log onto the Web System for Students and Faculty from the Tokyo Tech Portal and submit the registration application **by 23:00 two days (excluding Sundays) before starting the course you wish to take**. Only after you have registered for the course, the course instructor can send email to the course participants and can notify you of the Zoom URL.
Example: To take a course that starts on Monday, April 12, the registration application must be completed **by 23:00 on Friday, April 9**. The registration could be on a temporary status

until April 23.
For April 6, the first day of the course registration period, **in order to reduce access concentration on the Web System for Students and Faculty**, please **observe the following hours**:

    9:00 – 14:00:   Undergraduate students
    14:00 – 19:00:   Graduate students

In particular with last-minute applications submitted two days before starting a course, **there may be the risk of being unable to connect due to congestion**. It is recommended that you allow extra time and **submit your application at least two days in advance, and access the Web System during the relatively quiet hours after 19:00**.

◎ **To undergraduate students** (21B): Registration of the following required courses has already been reflected in a temporarily saved state: English 1, English 2, Tokyo Tech Visionary Project, Linear Algebra I / Recitation, Fundamentals of Mechanics 1, Fundamentals of Mechanics 2, Basic Inorganic Chemistry, Basic Organic Chemistry, Fundamental Life Science 1-1, Fundamental Life Science 1-2, and some electives (see the remarks column on the affiliated class notification (所属クラス通知書).) Please **check the list of your temporarily registered courses**.

◎ **Pre-registration of liberal arts courses**: Regarding liberal arts courses, the classes for which you pre-register and are accepted are reflected in a temporarily saved state. Administrative staff in charge of liberal arts courses will notify you separately of how to pre-register for the courses. (You cannot pre-register 300-level bachelor's degree program courses and 600-level doctoral degree program courses. You must register for those courses in the same way you do for other courses.) As for 100-level courses that are scheduled to be held in 2Q or after, we plan to make it possible for you to pre-register the courses, starting from May, 2021.

○ If you were unable to register for the course by two days (excluding Sundays) before starting, generally you cannot receive the Zoom URL for accessing the course. From the next class, the course instructor will distribute the Zoom URL, so please take the class accordingly.

○ The Zoom URL will be distributed from Tokyo Tech's learning management system T2SHOLA or OCW-i. The instructor in charge of the course decides on which system should be used. Please check the email sent to you regarding the system to be used.

One day before starting a registered course

2. Receive the Zoom URL.

◎ **Classes to be held during the period from Saturday, April 10 to Monday, April 26: In each course, the instructor in charge will send emails to participating students' "m address"** to inform them of matters related to Zoom **on the day before the class (excluding Sundays).** During this period, for each class, the same information such as the URL for joining the Zoom class will be sent to participants to make sure that newly registered students receive the information.

◎ Classes to be held on April 27 and after: The information on matters related to Zoom remains the same as before. Still, please note that the information may change for each class depending on the course. Also, as information such as the URL for joining the Zoom class may change on very short notice for security reasons, make sure to check emails and other information sent to you from the instructors in charge of the courses you participate in on a regular basis.
(Please note that additional information on matters related to Zoom will not be sent to you when the URL and password for joining the Zoom class remain the same throughout the course.)

   * Please refrain from sharing the URL to enter Zoom, even with other Tokyo Tech students.

○ If you applied for registration by two days (excluding Sundays) before starting the course but did not

receive the Zoom URL, check again that you applied for registration appropriately and then directly make an inquiry by email to the instructor in charge of the course after acquiring contact information from T2SCHOLA or OCW-i syllabus, or Tokyo Tech STAR Search website (https://search.star.titech.ac.jp/titech-ss/lang.act?forward=search.act&lang=en&).

○ **If you register an additional course on or after April 27 that uses the same URL and password consistently, you will not receive the relevant URL and password**. In this case, make sure you have completed the course registration properly, go to the web page of the additional course you registered and click on the "notification" tab if you use OCW-i, or go to the home page and click on the notification bell icon in the top right if you use T2SCHOLA, and **find the relevant URL information from past postings**. You can also **ask the instructor in charge of the course by directly sending an email**. Note that the additional course registration becomes visible on T2SCHOLA and OCW-i the following day, at the earliest, following approval on the Web System for Students and Faculty.

○ **If you do not have an Internet environment** that is sufficient to attend live courses using Zoom, or **if for some reasons it happens that you cannot receive the Zoom during the lecture**, **consult the instructor in charge of the course in advance** by email in accordance with the following. In most cases, you will be given instructions on how to download the video file after class.

When you send an email：

・Use your "m address"

・Write "Video download request for course title 'XXXXX'" in the subject line

・Copy and paste the attached pledge form into your email, and complete the required information within

[About OCW-i]
Sign in from the Tokyo Tech Portal and click OCW-i to view the list of the courses that you are enrolled in. For details, refer to the operation manual indicated by the arrow in the figure below.

【T2SCHOLA】

T2SCHOLA is a new learning management system that will be fully introduced in the AY2021 spring semester. After logging in to the Tokyo Tech Portal, click on T2SCHOLA to check the list of courses for which you registered.
You can find a step-by-step guide on T2SCHOLA:
"T2SCHOLA Guide (for students)"
https://docs.google.com/document/d/11tZpeuFUcE1n1qONsIaQydWS9TCNvRa8v3TmTRdMTVc/edit#heading=h.uu0sf6myxci0

On the first day of a registered course

<u>3. Before starting a class: Check the class materials.</u>
◎ Use T2SCHOLA or OCW-i and check for class materials **by the day before the class**. If there are any materials, download them. **T2SCHOLA or OCW-i will be congested immediately before a class starts** and you may not be able to obtain the class materials at that time. Be sure to **obtain the class materials well in advance of the class**.
○ In other cases, follow the instructions of the instructor in charge of the course.
○ When undergraduate students have to join Zoom classes on campus because they have other classes before or after, they must do so in the lecture rooms or other places designated for the class on the timetable.

<u>4. Items to check before attending a class via Zoom</u>
◎ When attending a class via Zoom, be sure to **join using your own name (do not use nicknames or other names)**. Be aware that the names of all persons attending the class will be displayed on the screen.
◎ When you join a class, [Start Video] is turned OFF by default. During the class, turn [Start Video] ON/OFF according to the instructions from the course instructor. Be aware that when video is ON, images of everyone's faces will be displayed.
· When using the "virtual background" function so that the scene behind you is not shown, please select a background that is appropriate for participating in the class.
◎ In general, **remote classes that are streamed live are recorded**. The recordings are prepared in case you experienced Internet disruption during a class and were unable to attend the entire class, or if you were unable to hear something clearly and want to view the class again. It is possible that the recorded class will contain the faces and names of the participating students. Be aware that even though these are remote classes conducted online, you should consider the class environment to be the same as that of an ordinary lecture room and understand that you will be visible to others. In particular when asking a question or speaking for another purpose, persons who are willing to have their image recorded should leave [Video Start] ON. Persons who do not want to have their image recorded should turn [Video Start] OFF before speaking. **Recordings will not be made available to you if you simply failed to attend the class**.

Immediately before starting and during the class

<u>5. Join within the time from 10 minutes before to immediately before class start.</u>
In accordance with Zoom terminology, **"classes" are below referred to as "meetings"**. Students who applied for registration in the course should receive the following "invitation" information by email or other means. There are two ways to participate in a meeting.

Yamada Taroさんがあなたを予約されたZoomミーティングに招待しています。

トピック: 授業「数理論理学」第1回
時間: 2020年4月19日 02:30 PM 大阪、札幌、東京

Zoomミーティングに参加する
https://us04web.zoom.us/j/74560624791?pwd=TUIDk3S-gPU

ミーティングID: 745 6062 4791
パスワード: 6UZH3c

📄 Zoom ミーティング.ics ダウンロード

[**What if I am unable to join?**] Due to network trouble or a variety of other reasons, you may be unable to join a meeting or may suddenly leave a meeting while it is in progress. If this occurs, check the meeting URL when you joined and **try joining again**. It is possible that you were not able to join due to technical reasons. Even if this occurs, you will be able to attend the class by viewing the recording afterwards. Please **inform the course instructor of the situation by email** with your request for streaming (if the Internet environment is sufficient) or download (if the Internet environment is weak).

Step (1a): Using a URL (web address)
Click the URL (web address) underneath "**Join Zoom Meeting**".

Click the [Open Zoom Meetings] button that appears as shown in the screen above. This launches the installed Zoom application. Skip Step (1b) below and proceed to Step (2).

### Step (1b): Entering the meeting ID and password
Due to the PC settings, there are cases when the Zoom application does not start when the URL is clicked. There are also cases when the URL itself cannot be clicked. Moreover if you were unable to receive the email and are asking about meeting information by phone, reading out a URL can be extremely difficult. In cases such as these, the following method can be useful.

First **launch the Zoom application**. Press the Windows key and find the "Zoom" item and **click the [Start Zoom] item**. If finding it is difficult, enter "Zoom" in the [🔎 Search] field to find [Start Zoom] and click it.
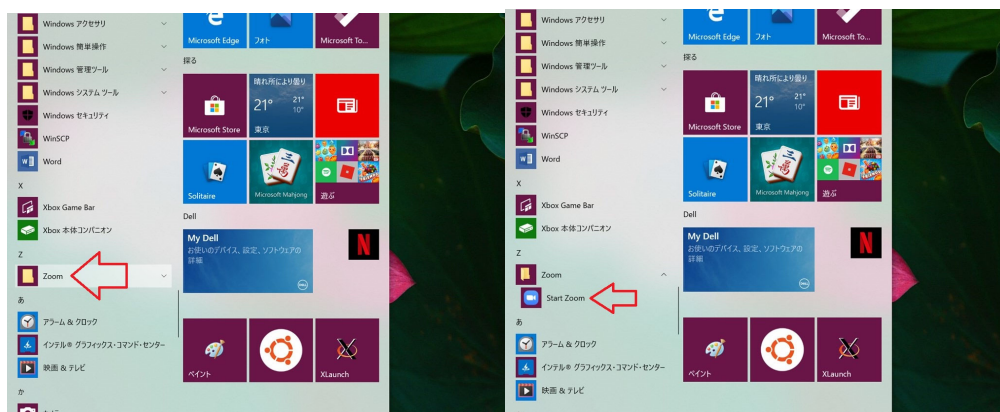
A new window will appear as shown on the left. **Click the [Join a Meeting] button**. This displays the window shown below at right. **Enter the "Meeting ID"** in the first input field and **enter your name** in the second input field. (You must **enter your name** because it will be used for attendance and other purposes.) This "Name" will be shown to the host (course instructor) and participants (other students) during the meeting. If you received any instructions from the course instructor in advance, follow those instructions and enter your name appropriately.

You can place a checkmark ☑ next to "Remember my name for future meetings". Leave the other items unchanged. Then **click the [Join] button**. You will then be requested to enter the meeting password. In this example, you enter "6UZH3c". The password is displayed in the input field as *. When you have entered the password, **click [Join Meeting]**.
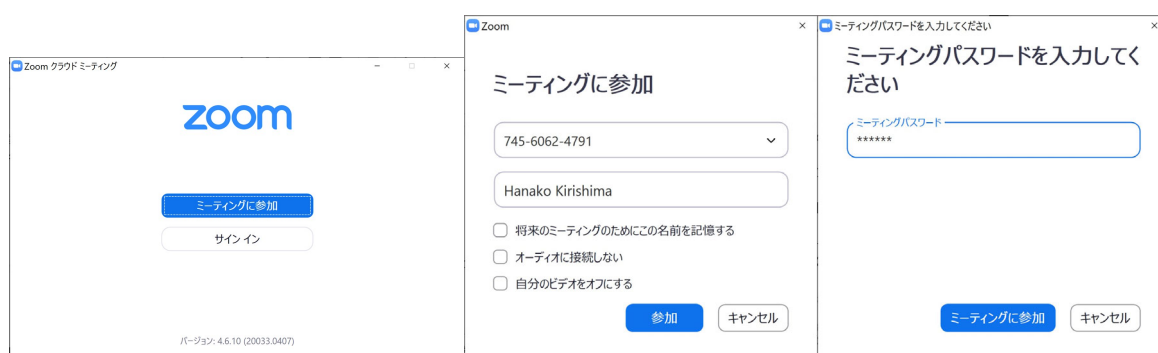
Step (2): Joining the meeting
When you start to join a meeting by either the method in (1a) or (1b), a window such as the following appears.
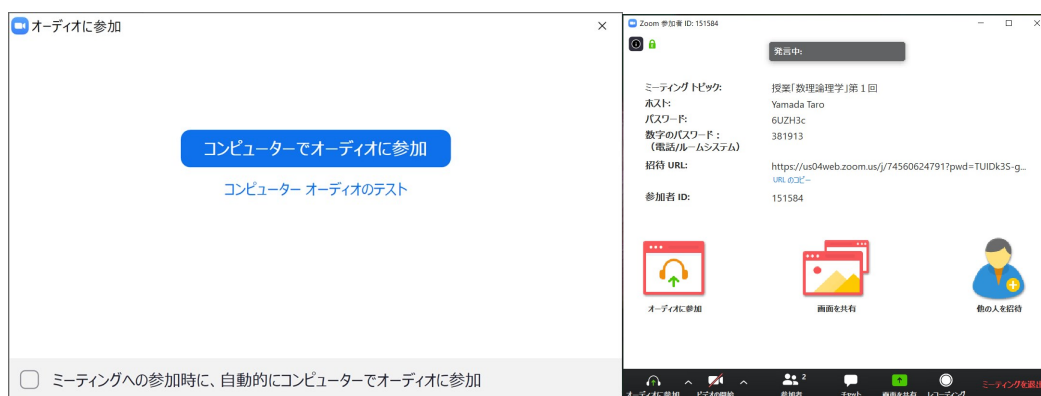
Next, two windows such as those shown above appear. Look at the window above at left. This window has two buttons. After the application was installed, the buttons [Test Computer Audio] and [Join Audio by Computer] appear. Because you should have completed [Test Computer Audio] in advance, **click the [Join Audio by Computer] button**. Even in a lecture where there are no plans for the students to speak, press the [Join Audio by Computer] button. The phrase "Join Audio by Computer" is a bit strange and the meaning is unclear but do not worry about that. When you click this button, two windows appear. The first window shows the image from your camera. The other window shows the host or other participants, and is also used to perform various operations.
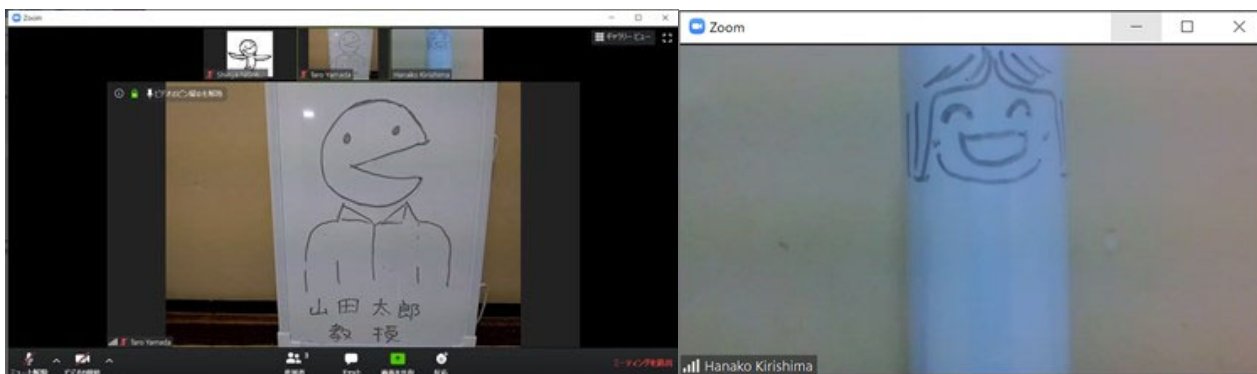
(In this example, the left is the host "Yamada Taro sensei" and the right is the student "Hanako Kirishima".)

Some important points are collected below.
· In some cases, you may see a Zoom waiting room screen after clicking the [Join Audio by Computer] button. If that occurs, keep waiting until you can join the meeting.
◎ After joining a Zoom meeting, **check your speaker and microphone**. To do this, **click the [^] next to [Mute (microphone icon)]** at the bottom left of the screen and **select the appropriate speaker and microphone**. "Mute" means turning OFF a microphone. The PC internal speaker and microphone should be turned ON in advance.
◎ When you are ready for standby, **click the microphone icon** to turn OFF your microphone. When there is a **red diagonal line through the microphone icon**, the microphone is muted.

6. During a class

◎ **Keep your microphone turned OFF** when you do not want to ask a question. To turn ON your microphone, **click [Mute (microphone icon)]**. The red diagonal line through the microphone icon disappears and your microphone is turned ON.
◎ When you have a question, either use in-meeting chat or turn ON your microphone and begin by asking, "Can you hear me? I have a question."
· Follow the course instructor's instructions regarding turning video ON and OFF.
· For blackboard lectures and exercises, prepare a notepad.
· If you **suddenly left Zoom**, **try joining the meeting again**. If you still cannot rejoin the meeting, send mail from T2SCHOLA or OCW-i to the course instructor and request class streaming (when your Internet environment permits) or download (when your Internet environment is inadequate for streaming).
· For explanations of other icons, refer to " How to use Zoom application (For Windows users)" on the following page: http://www.itpro.titech.ac.jp/video/.

7. Ending a class

◎ When the class (meeting) ends and the host (course instructor) ends the meeting, the following window appears. **Click the [OK] button**.
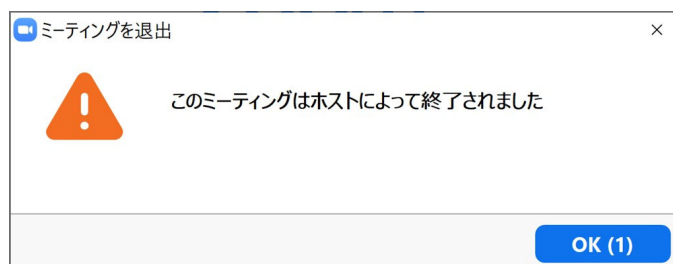
· If the host left the meeting first, **click the [Leave Meeting] button** at the bottom right of the operation window (bottom right of the image). When this button is clicked, a window such as that shown below at right appears. **Click the [Leave Meeting] button**.
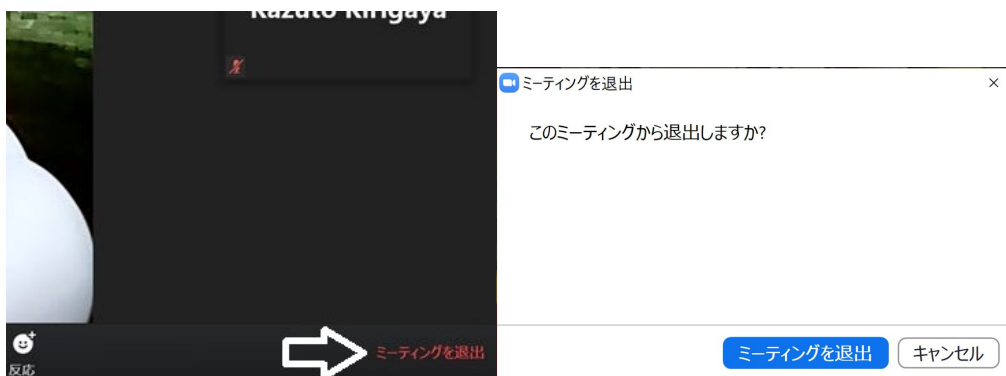
The meeting is now finished. **Click [x]** at the top right of the window to exit the application.

After the end of a registered course class

<u>8. Reviewing using recorded video, and other information</u>

◎ In most cases, you will **receive a URL for viewing the class video** by email or other means after the class. Click the URL to view the class by streaming.

· Review the class by watching the class video in cases when you lost the connection due to a poor internet environment.

· Review the parts of the class which you did not understand the first time.

· Be aware that the recording is only available for a limited period of time.

· The following acts constitute violations of copyright: **uploading the class video file to YouTube or other sites without permission**, **giving the URL or other information for viewing the class video to another person** (including students of this university), and **directly sending the video file to another person**. In some cases, these acts will result in large liability for damages. **These acts are also prohibited by Tokyo Tech and will be subject to punishment.** In addition to the case of the class video, **all the materials provided in the class are treated in the same way.**

９．Things to remember in everyday life

Please refer to the following and pay attention to your health when attending classes via Zoom.
· "Smartphone Syndrome" https://eonet.jp/health/healthcare/health84.html

Form 1

Pledge regarding the Download and Use of Recorded Lectures

To: Director, Office of Education and International Cooperation, Tokyo Institute of Technology

This is to request permission to download and use videos of remote lectures for my coursework as detailed below, as I do not have internet access or a device that meets the conditions required to access livestreamed remote lectures (via Zoom, etc.) provided by Tokyo Institute of Technology.

【Information about recorded lectures】

(Couse title)＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

(Instructor) ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

(Day and period)＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

I hereby pledge to abide by the following requirements and understand that, for any failure to do so, Tokyo Tech may impose sanctions against me. I also understand that I will be held solely responsible for causing any legal issues such as copyright infringement and that Tokyo Tech will not be liable for any such issues.

【Requirements】

1.   I have read and understood "Tokyo Tech Guide to Remote Lectures Using Zoom" (issued by the Office of Education and International Cooperation) and "Classes during AY 2021 spring semester (1Q and 2Q)" (issued by issued by the Tokyo Tech executive vice president on March 24, 2021). I agree to comply with the guidelines in said documents and use videos of remote lectures solely for my coursework and in a proper manner.

2.   I will not make comprehensive or partial modification to videos of remote lectures. I also agree that I will not post or upload videos of remote lectures to any website or social media site, or share them with anyone including other Tokyo Tech students.

3.   I will abide by Institute regulations, the Copyright Act, and other relevant laws and regulations.

Date: (year, month, date)

Student ID no.: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Tokyo Tech email address (@m.titech.ac.jp):＿＿＿＿＿＿＿＿＿

Name:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

If you suffer inconvenience or have any questions regarding remote classes using the Tokyo Tech version of Zoom, send your inquiry with your name and student ID number to the contact address below.

【Contact】

Email: zoomclass@jim.titech.ac.jp

Please note that it may take some time to respond to your inquiry.