

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>

April 24, 2020

April 27, 2020 (revised)

Office of Educational and International Cooperation

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

In the first quarter starting May 4, the Tokyo Institute of Technology will be conducting remote classes using Zoom. This is a first for this university and there is the possibility of various unexpected problems, however the faculties and lecturers of the university will utilize a wide range of techniques and provide support so that it is possible for all of you to learn properly. These are difficult times, but we expect that everyone will be able to engage in meaningful learning.

Following is the expected standard process for classes. Pay attention to the items marked with ☉, which indicates something that is mandatory.

### 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 kbps / 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 3 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 3 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/>.

## 2 days before starting a course of your choice

## 1. Submit the application for course registration (temporary application is OK) by 23:00 2 days before starting classes.

- ◎ The start date for applications for course registration is 13:00 on April 28 (Tuesday). Complete full registration by 23:59 on May 18.

Be sure to log onto the Web Services for Students and Faculty from the Tokyo Tech Portal and submit the registration application by 23:00 2 days (Sunday does not count) before starting the course you want to take. Only after you have registered for the course, the faculty can send email to the course participants and can notify you of the Zoom URL.

Example: To take a course that starts on May 4 (Monday), the registration application must be completed by 23:00 on May 1 (Friday).

In order to reduce congestion on the Web Services for Students and Faculty, please observe the following hours when submitting registration applications at least during the period from April 28 (Tuesday) to May 8 (Friday).

9:00— 13:00: Undergraduate course students

13:00— 17:00: Graduate school students

17:00— 9:00 the next day: Undergraduate course students, graduate school students

In particular with last-minute applications submitted 2 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 2 days in advance during the relatively uncongested time period starting from 17:00.

- ◎ To new undergraduate course students: Required courses and some elective courses have already been divided into classes and registration applications are reflected in the temporary saved state. Please check the courses that you are registered for.
- ◎ To those who have booked liberal arts courses: Regarding the liberal arts courses, the classes accepted by lottery are reflected in a temporary saved state. Please check the temporary saved classes.
- If you were unable to register for the course by 2 days (Sunday does not count) before starting the course, generally you cannot accept the Zoom URL for the lesson. From the next lesson, the instructor in charge of the lesson will distribute the Zoom URL, so please take the lesson accordingly.

## 1 day before starting a registered course

### 2. Receive the Zoom URL.

- ◎ 1 day (Sunday does not count) before starting the course, the URL for joining each Zoom meeting will be sent by email to the m addresses of the course participants by the instructor in charge of

the course. Alternatively, instructions may be given using Google Calendar or other means on the day before starting the course. After that, in principle, every week before the class (Sunday does not count), you will be notified of the URL to enter Zoom.

\* Please refrain from informing the URL to enter Zoom even among students of our institute.

- If you applied for registration by 2 days (Sunday does not count) before starting the course but did not receive the Zoom URL, check again that you applied for registration appropriately and then use OCW-i to mail the faculty directly.
- 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, copy and paste the attached pledge form sent with this notice into the text of the email, and write your student ID number, name, etc. and consult with the instructor in charge of the course in advance by email. In most cases, you will be given instructions on how to download the video file after class.

#### [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.



## On the first day of a registered course

### 3. Before starting a class: Check the class materials.

- ◎ Use OCW-i and check for class materials by the day before the class. If there are any materials, download them. 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.

### 4. Items to check before attending a class via Zoom

- ◎ 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 faculty. 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 classroom 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

### 5. Join within the time from 10 minutes before to immediately before class start.

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

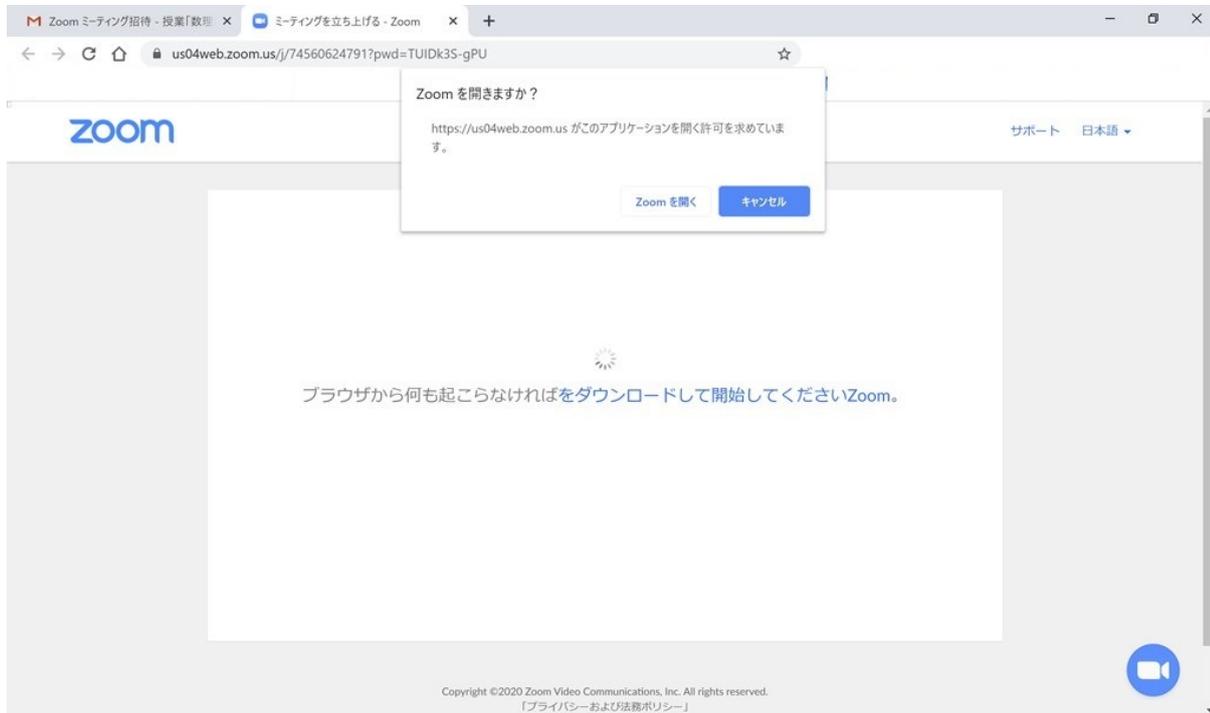
 Zoom ミーティング.ics ダウンロード

[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 faculty 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".

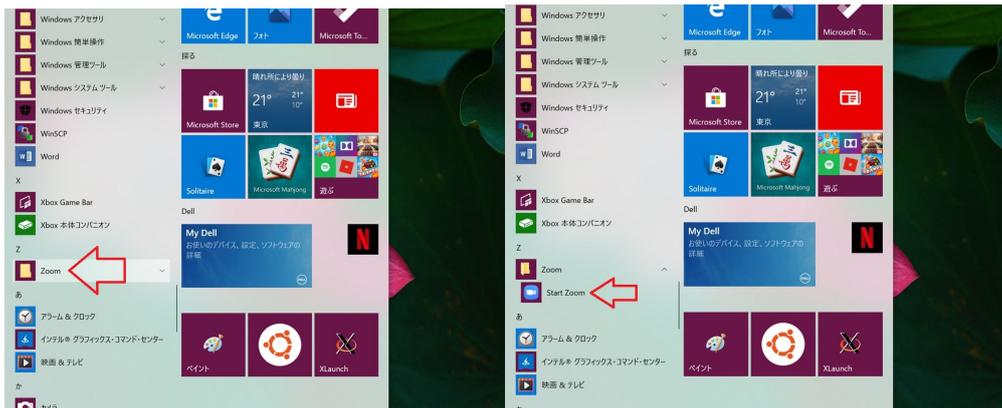


Click the [[Open Zoom Meetings](#)] button that appears as shown in the screen above. This launches the installed Zoom application. Skip Step (1b) below and proceed to Step (2).

### 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 (faculty) and participants (other students) during the meeting. If you received any instructions from the faculty 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].

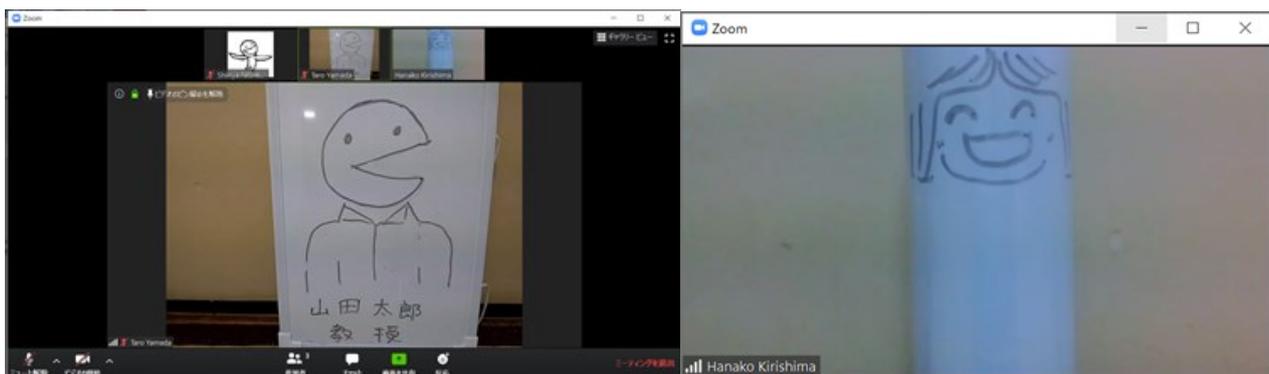


## Step (2): Joining the meeting

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.

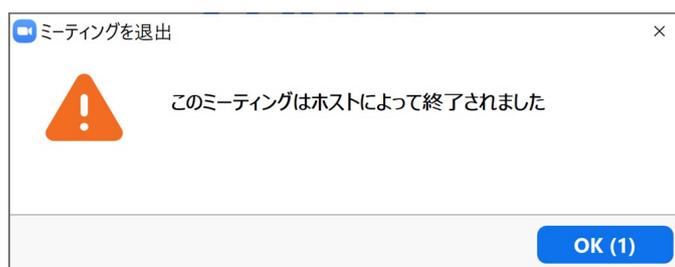
- ・ In some cases, you may see a Zoom waiting room screen after clicking the [Join Audio by Computer] button. If that occurs, keep waiting until you can join the meeting.
- ◎ After joining a Zoom meeting, check your speaker and microphone. To do this, click the [^] next to [Mute (microphone icon)] at 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

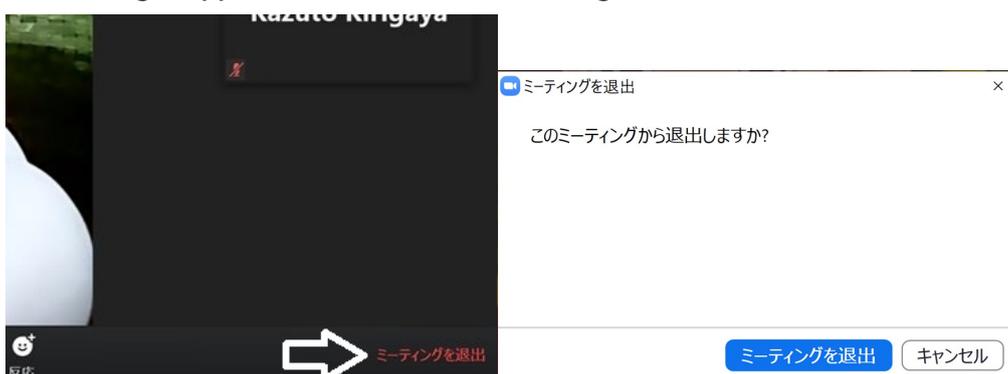
- ◎ Keep your microphone turned OFF when you do not want to ask a question. To turn ON your microphone, click [Mute (microphone icon)]. The red diagonal line through the microphone icon disappears and your microphone is turned ON.
- ◎ When you have a question, either use in-meeting chat or turn ON your microphone and begin by asking, "Can you hear me? I have a question."
- Follow the faculty'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 OCW-i to the faculty 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 (faculty) 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

### 8. After a class: Reviewing using recorded video, and other information

- ◎ 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 the university 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.**

Finally, 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>

[Application for download when internet environment is not sufficient]

For those who correspond to the third item of "2. Receive the Zoom URL" above, please copy and paste the following in an email, fill in the necessary information such as your name, and submit it to the faculty with the email subject " Video download request for the course title " ○○○○○○ " .

## 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】

(Course 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 “Handling Lectures, etc. in Light of the Novel Coronavirus Situation” (issued by issued by the Tokyo Tech executive vice president on March 31, 2020, updated April 22, 2020). 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: \_\_\_\_\_