

On Conducting Online Classes: An Overview

Hokusei Gakuen University
IT Systems Center
jouhou@hokusei.ac.jp

Introduction

- In order to prevent the spread of COVID-19, three conditions (enclosed spaces, congested areas, close scenes) must be avoided.
- In order to avoid these three conditions in the classroom, we will respond by limiting the number of students according to the classroom, but online classes are also an effective method.
- Even if you can no longer take classes in the classroom due to restrictions such as going out from your home or school closure, you can provide classes online.
- This Overview outlines how to use the lecture videos to conduct online classes.

[Reference] The Hokusei Gakuen University "E-Learning Class Standards" (decided at the 2011 Kyogaku Kaigi) stated that face-to-face classes were limited to two out of 15 online classes. This time, even if the number increases, it will be treated as a face-to-face class.

How to be recognized as a class?

- In the case of ① or ②, online classes are recognized as “classes”

① Simultaneous and two-way.

- Synchronous (simultaneous with class time) lessons using Zoom, Skype, etc.

② Sufficient guidance including question-and-answer, correction guidance, and question-and-answer sessions are provided promptly after the end of each class, and opportunities for students to exchange opinions are secured.

- Asynchronous class (some classes may be taken at a different time from class time) utilizing Moodle, YouTube, etc.
- Showing only the video and ending is not recognized as a class.

[Reference] Partial amendment of 2001 Ministry of Education, Culture, Sports, Science and Technology Notification No. 51 (specifying classes that universities can take based on the provisions of Article 25, Paragraph 2 of the University Establishment Standards) (2007) Ministry of Education, Culture, Sports, Science and Technology Notification No. 114)



Online Class Quality Assurance

- Regardless of the method, it is important to clarify the goal of each class, measure the degree of achievement, and provide feedback from teachers.
 - First of all, it is important to clarify the goal of each session time.
 - Encourage externalization of learners' cognition, such as "can explain XX", and set goals that can be measured and evaluated.
 - Ambiguous expressions that cannot be measured and evaluated as "understand XX" are no good.
 - Use tests, reports, etc. to check student achievement.
- Instructors need to devise actual lessons, such as the method of confirming attendance and the content of assignments.
 - Students come first, care is needed to avoid disadvantaging students.
 - Online procedures are different from that of regular classes (the syllabus may change).

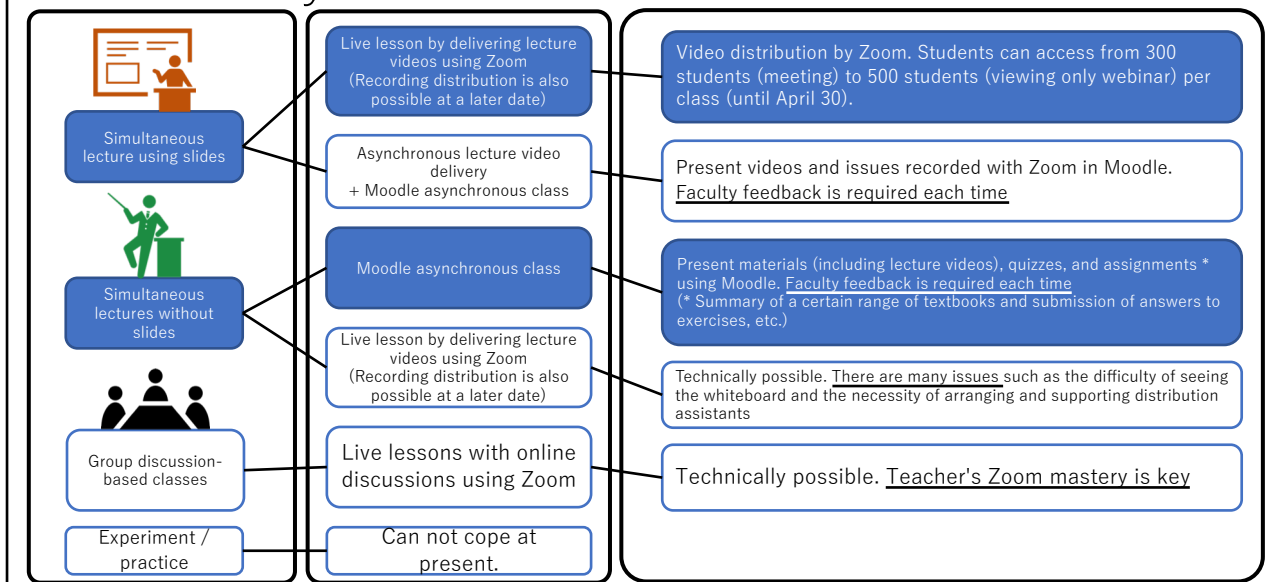
Other notes

- Necessity for consideration of students.
 - Confirmation and maintenance of student environment.
 - Student data communication capacity (Zoom is about 0.5GB data communication capacity in 90 minutes).
 - Dealing with students who do not have a PC.
 - No solution has yet been found for these points ...
 - Checking the amount and content of the issues.
- Beware of copyright.
 - Posting the copyrighted work of another person on the Internet violates the public transmission right.
 - The Agency for Cultural Affairs has published a document requesting consideration of the copyright holder on March 4, but its legal effectiveness is questionable.

About the system

- Zoom 
 - Services for online seminars and conferences.
 - Multi-person meetings, chats, file sharing, etc.
 - No registration required for participation only: Host (host) needs an account.
 - 500 students can access each class, unlimited time, unlimited times.
 - Free until 4/30 (Manatome program). 20 licenses are available (can be increased).
 - Pay after May. In the free version, meetings of 3 to 100 people can be held for up to 40 minutes.
- Moodle 
 - Online Learning Management System (Hokusei Official LMS).
 - Upload and share videos, PDFs, PowerPoint and other files.
 - Perform tests, submit assignments, post on bulletin boards, etc.

Class style and online class method



Supplement: Simultaneous lecture without slides (Moodle asynchronous class)

- Online distribution of blackboards has high technical barriers
 - Asynchronous lessons using the learning management system Moodle are easy to do.
- Check whether each student has achieved the goal by imposing quizzes and assignments on Moodle, and carefully checking the student's answers and submissions by the professor.
 - (Example) Read the specified range of the textbook, show the teacher's explanation video, and submit a file containing a summary of the content and a question.
 - Accept questions from students in the moodle forum. However, it is not always necessary to answer individually, but it is also possible to present materials that answer similar questions collectively.
 - Present the exercises and submit them as a report, then provide quick feedback.
- There is no need to stick to video distribution.
 - Audio (like a radio show), text instructions, etc., are also available.

In Conclusion

- Although there is no prospect of an end to COVID-19, we and faculty members need to consider how they can continue their learning so as not to disadvantage the students.
- The Comprehensive Information Center is ready to hold workshops on online lessons using Zoom and moodle.
- This document is a material prepared by the University Education Center, University of Yamanashi Educational International Promotion Organization, adapted to the University.
- If you have any questions or comments, please let us know.