

Preparing for Online Classes.

1. Preparing a system environment

You will need the following equipment to take online classes. (Please note that you cannot borrow Wi-Fi access or digital devices from the university.)

- 1.1 A digital device such as a PC or tablet
- 1.2 Microphone
- 1.3 Webcam
- 1.4 Speakers, earphones or headphones
- 1.5 Internet connection

1 Digital devices. Note that you may not use university facility Wi-Fi or digital devices.

- Desktop
- Laptop
- Tablet

(Any of the above will do)

| | PC | Tablet | Smartphone |
|----------------|----|--------|------------|
| Attend class | ○ | ○ | ○ |
| View documents | ○ | ○ | △ 1 |
| Submit reports | ○ | ○ 2 | × 1 |

(1) We recommend that you use a PC or a tablet as it will be difficult to view documents or submit reports with a smartphone.

(2) When you hand in your report by a mobile devices, you have to access the website by the pc browsers.

2 Webcam

- PC with a built-in camera
- External camera
- Mobile devices with a built-in camera

When attending an online class, you will need to turn the camera on and the microphone off.

3 Microphone

- PC with a built-in microphone
- USB headset with a microphone
- Plug-in-type headphones
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4 Speakers, earphones or headphones

- PC with built-in speakers
- External speakers
- Earphones or headphones

With a microphone, you will be able to listen and speak clearly.

5 Internet access

You will need access to the Internet to take an online class. It is important to have a stable Internet connection because the online classes will consume a lot of data. Hence, we recommend that you use a LAN cable which is more stable than Wi-Fi.

Note: We cannot refund your tuition because of any difficulties you may have with the Internet connection.

2. Install Zoom

You have to install Zoom beforehand to take an online class.

On a PC

1. Access the Zoom website.
https://zoom.us/download#client_4meeting
2. Click [Client for meeting] and start downloading.
3. After that, click [ZoomInstaller.exe] and install the Zoom application.
4. Complete the installment.

On a Tablet

1. For iPad, install from the App Store and for an Android tablet, install from Google Play: (Zoom Cloud Meeting)
2. Meeting Test
Access the link below to test your audio and video before a class.
<https://zoom.us/test>

3. Logging in and setting up Google Classroom for contact, downloading documents, and submitting reports

1. Your Google account

You will need a Google account, to access Google Classroom. If you do not already have a Google account, please make one.

- Your Gmail address will be shared with your professor. If you prefer, please make a separate Google account for that.
- Please note, we do not provide technical support for online classes.

2. Logging into Google Classroom

Use your Google account to log into Google Classroom.

- You will need an Internet connection to log in.
- You must use your own Google account, not an account belonging to a family member or someone else. This is because we will need to identify you with your account.
- The first time to log in.
 1. Access the URL below and click [Classroom].
Google Classroom URL: <https://classroom.google.com/>
 2. Enter your username and click [Next].
 3. Enter your password and click [Next].
 4. After the welcome message appears on the screen, check the contents and click [Agree].

3. Entering the classroom

- You will find the class-code in the email sent to you after your tuition payment was completed.
 1. Log in to Google Classroom.
 2. Click [+] at the top of the page and click [attend].
 3. Enter the class-code that appears in the pop-up window and click [Attend]. Complete the registration.
- You will have entered the class when you can view the class information. Note, however, that you will not be able to see the names of the other participants.
- Students will not be able to see the addresses of their classmates or their professor.
- Please note, we do not provide technical support for online classes.