

# YNU Guide on Distance Learning

## Fall 2020

On Web

For Students, Ver. 2020-09-16

Given that the spread of new coronavirus infection has not halted, we have decided to continue our distance learning in the fall semester. We have compiled this guide based on the knowledge and reflection that we have gained from the spring semester. We hope the guide helps you to continue to learn effectively.

- Classes are generally offered **remotely** throughout the fall semester. Please make a feasible plan when registering for classes.

Executive Director & Vice President

Seiya NEGAMI



# ① Schedule for Fall Semester

学期・ターム・月			日	月	火	水	木	金	土
秋学期	第4ターム	10月					1	2	3
			4	5	6	7	8	9	10
			11	12	13	14	15	16	17
			18	19	20	21	22	23	24
			25	26	27	28	29	30	31
		11月	1	2	3	4	5	6	7
			8	9	10	11	12	13	14
			15	16	17	18	19	20	21
			22	23	24	25	26	27	28
			29	30					
	第5ターム	12月			1	2	3	4	5
			6	7	8	9	10	11	12
			13	14	15	16	17	18	19
			20	21	22	23	24	25	26
			27	28	29	30	31		
		1月	3	4	5	6	7	8	9
			10	11	12	13	14	15	16
			17	18	19	20	21	22	23
			24	25	26	27	28	29	30
			31						
	第6ターム	2月		1	2	3	4	5	6
			7	8	9	10	11	12	13
			14	15	16	17	18	19	20
			21	22	23	24	25	26	27
28									
3月			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
		14	15	16	17	18	19	20	
		21	22	23	24	25	26	27	
		28	29	30	31				

- We have classes on Nov. 2nd because the Tokiwasai festival is cancelled. Nov. 23 is a no-class day this year.
- **Sept 7th to 30th: Syllabus modification period.** Syllabi get adjusted to distance learning.
- **Mid-September: Textbook selling.** University Co-op starts to sell textbooks online. <https://www.univcoop.jp/ynu/index.html>
- **Sept 15th: Student Profile System opens.** Students need to fill in their Student Profile at the YNU Student Portfolio when registering for classes .
- **Sept 28th: Provisional LMS-registration starts.**
- **Oct 5th: Fall semester starts.**
- **Oct 5th to 16th: Class registration period**
- **Oct 21st to 23rd: Confirmation/correction period**
- **Nov 4th to 10th: Withdrawal (Drop) period**

- Given that the spread of new coronavirus infection has not halted, classes will generally be offered remotely in the fall semester.
- Some Colleges or Graduate Schools hold in-person meetings when necessary (e.g., for laboratory and practical classes required for graduation). For these classes, follow the instructors' guides.
- You don't have to fill all the timeslots of your *Jikanwari* timetable with classes. You need time to work outside class. Make a feasible plan.
- You can borrow books from the **University Library**. You are not allowed to stay there to work for long time. [http://www.lib.ynu.ac.jp/covid-19\\_index.html](http://www.lib.ynu.ac.jp/covid-19_index.html)
- To come to campus to attend in-person classes, you need check your health at home and register in advance.  
★ The campus entrance form is available through the URL or QR code on the right-hand side below
- You might receive important information on the university's new coronavirus responses via **LMS-messages** (***YNU COVID-19 Countermeasures***) or **campus-wide email announcements**. Be sure to read them when you receive them. Further information on the university's responses can be found through the URL or QR code shown on the left-hand side below.
- It is important to get up at your regular time and maintain regular work hours at home.

### Measures against the Infection Spread of the Novel Coronavirus

[https://www.ynu.ac.jp/about/president/message/message\\_03.html](https://www.ynu.ac.jp/about/president/message/message_03.html)



### Campus Entrance Form

[https://forms.office.com/Pages/ResponsePage.aspx?id=N\\_KtkmBGSEmCcj-q9IV0KSGz0myMmx1IreBl8zsTTotURjRKVTUyWkpTNk9IRldFMFRMVkczTDN NVy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=N_KtkmBGSEmCcj-q9IV0KSGz0myMmx1IreBl8zsTTotURjRKVTUyWkpTNk9IRldFMFRMVkczTDN NVy4u)



## ③ Using the Learning Management System

- Through LMS (Learning Management System), you can access class materials and submit homework assignments. In addition, the system has the following useful functions.
- **Q&A** You can ask questions to your instructor individually. The message you post is not accessible to other students. If you have problems or trouble related to classes, use *Q&A* to ask your instructors for support.
- **FAQ** This is used by the instructor to summarize the questions from students and answers to them.
- **Message Board** Both students and the instructor can post messages here if the instructor registers a *conversation thread*. It helps to share ideas and questions among the class members. Make sure to keep etiquettes when posting since everyone may read your message.
- **Discussion** This may be set up by the instructor on an individual class meeting basis. It looks like a chat room, where students can discuss what is taught in class and homework.
- **LMS-Messages** You may receive messages from the instructor through LMS. Messages have the instructor's email address in them. When emailing your instructor, you should give your name and write your question/request clearly.



<https://lms.ynu.ac.jp/>

YNU Learning  
Management System  
LMS

## ④ Make Friends Online

- Unfortunately, it is not easy at this moment to often come to campus physically and see your friends in person. There are, however, conceivable ways to reduce this inconvenience. Here are some of them.
- **LMS** LMS helps you to communicate with your course mates. As mentioned earlier, *Message Board* for example allows you to have conversations with your course mates on the class. Also, there are LMS-classes labeled “Message sending Only”, 【連絡専用】. Some of them are set up for students of certain departments or those of certain years so that they can communicate with each other.
- **Microsoft Teams** This online conferencing app is offered as part of Office365 by the university. **Professors can arrange online meetings to invite students there.** Note that when you attend online meetings via this app, your YNU email address will be known to the other participants.
- **Zoom** Its basic free version allows you to hold an under-40-minute online meeting. Participants need to know the meeting URL, although you don't have to make your email address open to the other meeting participants. Meeting URLs can be made available via LMS.



zoom



- ★ You should be very careful about personal information protection when using video-conferencing software.
- ★ Beware of phishing emails that are disguised as video conferencing requests.

- Some might be stressed with distance learning, and some might be faced with economic hardship under the pandemic. If you encounter difficulties, you shouldn't try to solve them by yourself. You should ask other people for support, instead. YNU has **support desks** including the following.
- **Class instructors** If your difficulties are related to classes, you should consult their instructors via LMS.
- **Contact professors and student-affairs-committee professors** Every undergraduate student is assigned a contact professor. Also, in many colleges or departments, there are student-affairs committee professors. You can ask these professors not only for academic advising but also for help with non-academic matters.
- **“Message Sending Only” Classes in LMS** There are **LMS-classes** labeled “Message Sending Only”, 【連絡専用】. Some of them are set up exclusively for students of a certain department or students of a certain year in a certain Education Program, and so on. One can make use of Q & A to reach the professors in the relevant program designated to help students with both academic and non-academic matters. They may also introduce you to your contact professor or other professors who are knowledgeable about your concern.
- **Nandemo Sodanshitsu** The Student Advisory Service is a good place to contact when you encounter student life issues whether academic or non-academic. Even if they decide that they cannot directly help you, they will inform you which support desk to go to. Call them at **045-339-3184** or email them at [navi@ynu.ac.jp](mailto:navi@ynu.ac.jp).
- **Health Service Center** The center helps students to cope with their physical and mental health concerns. It may be a good idea to go to *Nandemo Sodanshitsu* first (see above) and have them help to make an appointment with the center.



## Health Service Center

<https://www.hoken.ynu.ac.jp/>



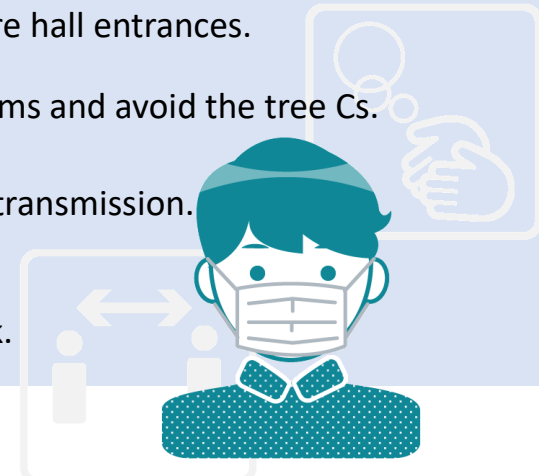
## Nandemo Sodanshitsu

<https://www.ynu.ac.jp/campus/navi/index.html>



## ⑥ Things to Remember When Entering the Campus

- We'd like you to pay attention to the points listed below when you need physically come to the campus to participate in face-to-face meetings, to check out books at the library, etc.
- **Daily health care** Do hand-washing and gargling and wear a face mask. Avoid the three Cs: closed spaces, crowded places, and close-contact settings. In particular, avoid having large group meals.
- **Quick health check-up before leaving home** Make sure to check every morning if you are not suffering from breathlessness, drowsiness, fever or a cold. Please keep a record in two weeks prior to your attendance. If you have such symptoms, do not come to campus.
- **Mask wearing and finger sanitizing** Wear a face mask on campus, wash your hands with tap water, and sanitize your hand fingers using the disinfectants made available at lecture hall entrances.
- **Socially distancing** Stay about 2 meters away from each other in classrooms and avoid the three Cs.
- **No loud speaking** Avoid speaking out loud to prevent splash and droplet transmission. Also, refrain from talking when eating.
- **No long stay on campus** Go home immediately after you finish your work.
- **Do not make unnecessary detours on your way to campus or home**
- **Avoid traveling in rush hour** Off-campus as well, make the best effort not to get infected or get involved in an infection cluster. It is also a good idea to keep your activity history.



★ **Your corporation is necessary for running in-person learning on campus.**

# ⑦ What if You Think You Might Have Got Infected?

## ■ If you feel sick and worry that you might have been infected ...

★ If you don't live in Yokohama, please look for your local call center.

General consultation on COVID-19 infection



City of Yokohama New Coronavirus  
Infection Call Center  
TEL 045-550-5530 9 am to 9 pm



Breathlessness (dyspnea)

Strong dullness (fatigue)

High fever



Call Center for Japanese Returnees and  
Potential Contacts  
TEL 045-664-7761 9 am to 9 pm

OR

Continuous cold symptoms

★ For further information, see:

<https://www.city.yokohama.lg.jp/kurashi/kenko-iryo/yobosesshu/kansensho/ncov-soudan.html>



## ■ When you get infected or become a close contact

1. Follow the instructions by your local public health center (*hokenjo*).
2. Reach the university's health service center to inform them of your situation precisely.
3. The university will never accuse anyone of testing positive. Your privacy is protected.
4. Class attendance will be suspended for a while. During that period, you will not be marked absent.



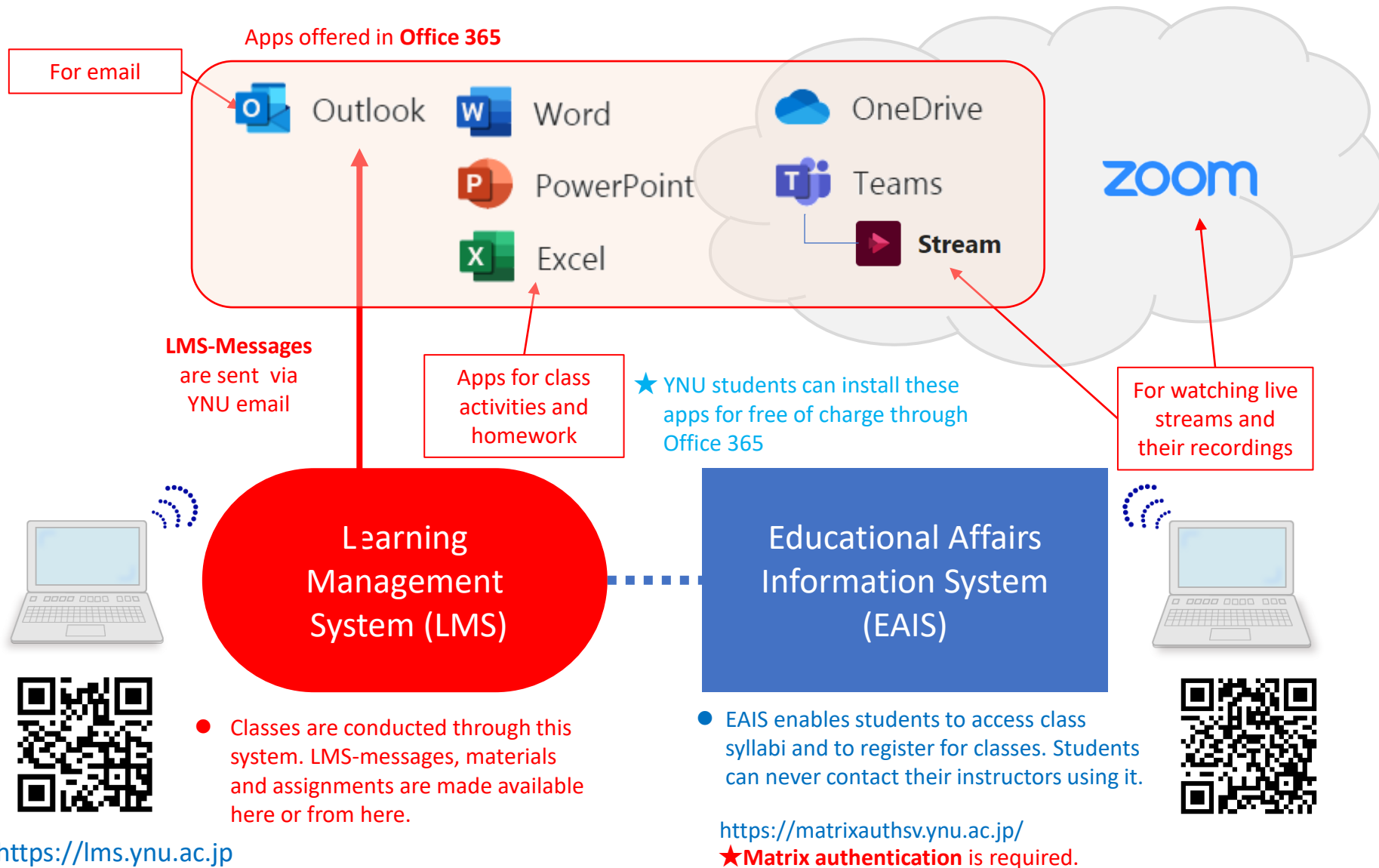
★ Use of the app "COCOA" is highly recommended to enhance safety for everyone. [https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa\\_00138.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html)





# ⑧ Overview of Distance Learning

- Online courses are mostly offered in the manner depicted below.



## ① Two-way live distribution (online meeting)

Participants may see each other's faces as in seminar-type courses. The instructor will further specify how to participate in this type of course.

## ② One-way live distribution (broadcasting)

You watch a live lecture in the specified time period. The instructor provides students with a URL or password to access the lecture.

## ③ Video recording distribution

You watch the pre-recorded video of a lecture. The instructor informs students of a URL or password to access the video.

★ Video conferencing apps like *Zoom* or *Microsoft Teams* are required.

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## ④ Slides with audio

Slides with audio are made available at **Learning Management System**. You see audio slideshows to study class materials.

★ Complete inside LMS

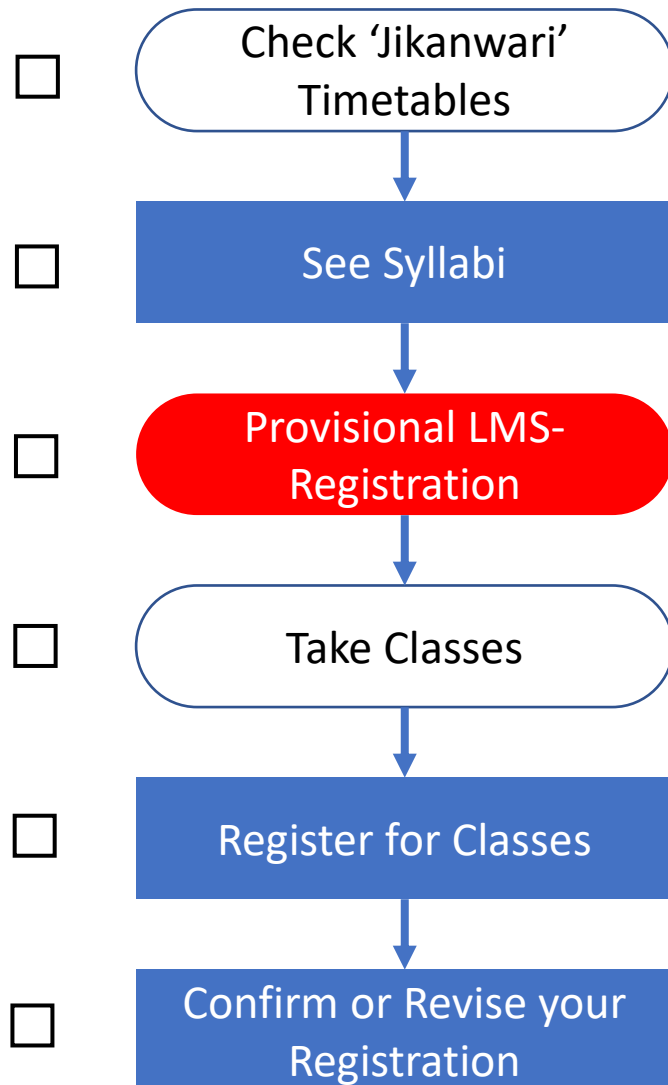
## ⑤ Course handouts and audio materials

You have handouts/reading materials and audio materials accompanied with them.

## ⑥ Course handouts only

No audio instructions. You work on class assignments while reading the materials.

- Please follow the process below to complete class registration.

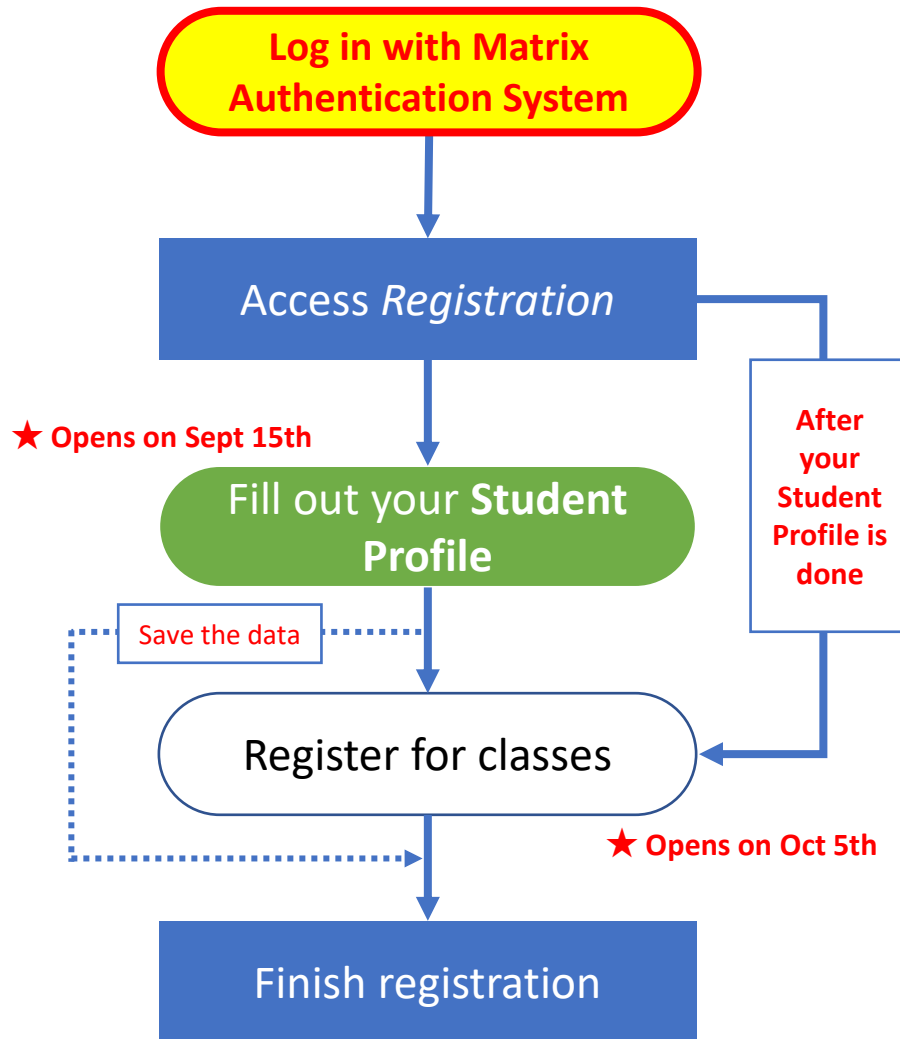


- Obtain the **Course Guide** (‘履修案内’) and **timetables** from your college/department’s website or **LMS**
- Syllabi are available at **Educational Affairs Information System**. To search for particular syllabi, please set “Year” and “Semester”.
- They provide course outlines, course requirements, grading methods, etc.
- To access the page of a class you plan to take in **LMS**, you can provisionally register for the class.
- If a class doesn’t have enough seats, a lottery may be held for those who have provisionally registered by 23:59 of the following day of its first class.
- Attend the first classes, following the instructions provided by the instructors through **LMS**.
- ★ The content of syllabi may be slightly changed until **Sept 30th**.
- Register for classes through **EAIS**.
- Registration must be completed **no earlier than Oct 5th and no later than 16th**.
- ★ Official registration must be done through EAIS. Your provisional LMS-registration is never synced to it.
- Double-check your registration at **EAIS** sometime **between Oct 21st and 23rd**.
- If you need to, you may also add or drop classes in this period.

See next page

# ⑪ How to Register for Courses, Fall 2020: Important

- Follow the following procedure and complete **your fall semester registration** by **Oct 16th**.



- To use **EIAS** from off campus, you need to log into **Matrix Authentication System** first.

<https://matrixauthsv.ynu.ac.jp/>



ユーザID、パスワードは半角英数字で入力して下さい。

ユーザID

パスワード

ログイン

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- To register, go to **regist record** in **EIAS**.
- When you register for classes for the first time, you will be asked to fill out your **Student Profile**.
- In **Student Profile** you have a look-back on your Spring semester, a self-check on your employability, and so on. This takes 60 minutes or so before you can start registration.  
★ Opens on Sept 15th.
- For further detail, you are referred to “[学生プロフィールの入力について \(On Student Profile\)](#)”.
- You can revise your registration as many times as you want to during the period **from Oct 5th to Oct 16th**.