

## **[IMPORTANT] Start of Online Classes from Thursday, May 7**

Due to the government's State of Emergency declaration, campus was closed from Wednesday, April 22 to Wednesday, May 6, but online classes are planned to start as planned on Thursday, May 7.

The university would like to share important announcements regarding online lectures, so please read and understand the information shown below.

### **1. Downloading Course Materials from manaba**

manaba makes use of external servers, so if many students try to access it and download course materials at the same time then the servers may get overloaded, and system errors may occur. Online classes have already started at many universities, and we have received reports of materials taking more than 30 minutes to download, with some students unable to access manaba at all.

To prevent these kinds of issues from happening at APU, **settings have been changed so that you will be unable to download materials from manaba from 15 minutes before the start of class until just after class ends.** We have asked faculty members to upload materials to manaba early, so please make sure to give yourself enough time to download the course materials, for example by downloading them the night before class.

This adjustment is necessary to ensure all students can have stable access to manaba, so we ask for your cooperation.

### **2. Zoom Manners**

Online classes via Zoom require everyone to follow the Zoom rules and use the service properly. Even when taking classes from home or other places, you must speak and behave properly as an APU student, just as you would in a regular class. Inappropriate behavior or disturbing classes violates the educational rights of other students and may be subject to disciplinary action. In addition, recording zoom classes and sharing clips over SNS or other means violates the image rights of other students and is strictly prohibited.

If you do not want to share your video during class, it is possible to set a profile picture instead. However, in principle your profile picture should be a picture of yourself. If you do not want to display an image of yourself at all it may be possible to use another picture, but the picture should be both religiously and politically appropriate as befits an APU student.

### **3. Coming to Campus**

All students are prohibited from coming on campus. In principle, online classes should be taken from your current residence.

However, if there are issues with the internet connection at your current place of residence, you cannot secure access to the necessary devices for taking online classes, or you have other issues that make it difficult to participate in online classes you may be permitted to use classrooms on campus to take classes.

The classrooms available for use are shown below.

[Regular Classrooms: F101 – 106

[Computer Classrooms] IPS 1 – 6

You must follow the rules below to use the classrooms:

- Wear a mask (if you do not have a mask you will not be permitted in the room)
- Bring your own earphones
- Leave adequate space between yourself and other students (at least 2 meters)
- Periodically ventilate the classroom
- Follow the instructions of the staff regarding classroom use

In addition, it is possible to use the library for study purposes only, but to reduce crowding use of the library will be limited to one hour. Pangaea will not be open for use.

To help prevent the spread of the novel coronavirus, only a limited number of people at one time may be permitted to make use of the above classrooms and library facilities. If you would like to use these rooms, you must contact the Academic Office via email ([acssubmit@apu.ac.jp](mailto:acssubmit@apu.ac.jp)) in advance with the date, time, and purpose of your visit (classroom use, library use).

#### **4. Class Attendance**

Attendance will be handled in the same way as in regular classes. Please read the information on the Academic Office website\* in advance. If you are absent from a class, please contact your course instructor.

\*Academic Office Website – Class Absences

<http://en.apu.ac.jp/academic/page/content0016.html/?c=17>

#### **5. Zoom Connection**

Zoom relies on the internet to send and receive data, so it is possible errors may occur. These may be due to issues on the host side (course instructor), the user side (students), changes in the network quality, or even the PC being used. For example, it is also possible that the rapid increase in internet usage in Japan due to the expansion of online classes and meetings caused by the impact of the novel coronavirus could lead to overloaded networks throughout the country.

On the other hand, we have found that there are ways for students to improve their connections on the user side, so please read the information below and make the necessary preparations in advance.

(If you feel that your connection is unstable)

- During your Zoom class, please close applications which are not being used (YouTube, Word, internet browsers, etc.) (effective for low-performance PCs)
- Mute your Zoom microphone when you are not talking
- Turn off your own video (please follow course instructor's directions)
- Ask others using your internet connection (people you are living with) to refrain from doing network-heavy activities (online gaming, streaming video, etc.) while you are in Zoom class

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