

Guidelines for Viewing Recorded Classes (For Students)

Academic Office

August 30, 2021

Introduction

In principle, APU classes should be attended in real time, but if this is difficult due to a time difference or other reason, it may be possible to attend selected classes by viewing recordings. These guidelines contain information on steps to take, important notices, and other rules that students attending class via recordings should know and follow. Please read these guidelines carefully before the start of classes.

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1. Class Flow

① Future Schedule

Course Registration Period A(Current Students only)

■Declare subjects you wish to attend via recorded classes

*Please choose the courses you wish to attend via recordings from the courses you have registered in and which are listed in the “Subject list eligible to attend via recorded classes”.

Course Registration Period B

■Declare subjects you wish to attend via recorded classes(New Enrollees, Reinstate and Readmit Students)

*Please choose the courses you wish to attend via recordings from the courses you have registered in and which are listed in the “Subject list eligible to attend via recorded classes”.

■Corrected Applications to attend via recorded classes(Current Students)

If you make any changes to previously submitted applications for courses, please contact us at the email address below.

Email: recorded@apu.ac.jp Subject title: Notice of alteration for courses to attend via recorded class

Start of AY2021 Spring Semester

■Start of Class Recordings

The URLs for viewing the class recordings will be shared via manaba+. For details on how to view recordings on manaba+, please check: “2 How to view recordings via manaba+.”

Course Correction Period 1

Please do your own course registration corrections as usual.

■Corrected Applications to attend via recorded classes

If you make any changes to previously submitted applications for courses, please contact us at the email address below.

Email: recorded@apu.ac.jp Subject title: Notice of alteration for courses to attend via recorded class

Course Correction Period 2

Please do your own course registration corrections as usual.

■Corrected Applications to attend via recorded classes

If you make any changes to previously submitted applications for courses, please contact us at the email address below.

Email: recorded@apu.ac.jp Subject title: Notice of alteration for courses to attend via recordings

② How to view recordings via manaba+

- Everyone who applies and is approved will be registered for the manaba+ course to view class recordings (Fig. 1). Please note that this course will be a course for viewing recordings only, and will be different from the regular manaba+ course for the class.
- Please submit assignments and write comments in the regular manaba+ course for the class. Any assignments submitted to the manaba+ course for sharing recordings will not be considered legitimate submissions and in principle will not be accepted or graded.

【About manaba+】 (To new students)

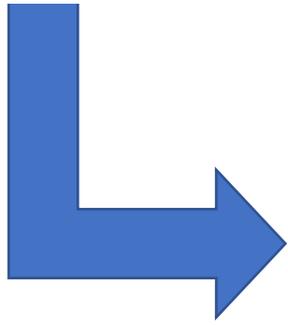
APU provides the learning management system [manaba+] to everyone as a tool to support their learning. For details of how to login and use manaba+, please check out the New Student Orientation.

Fig.1



You will find the courses for viewing recordings only at the top of manaba+.

- The subject title of the subjects you will be taking via recording will be shown as ****Subject title****.
- If the subject has different names in the 2017 curriculum and 2011 curriculum, both subjects names will be shown.



My Page Courses Library Memos 日本語

[Class Recordings] ****Subject title**** Subject title is shown

Academic Office (Class Rec...
2020

Tests Surveys Assignments Projects Grades Forum Resources

Submission History

Course News
There are no news.

Threads (latest first) New Thread
The...
Threads

Resources (latest first)

****科目名** 第一回...**
2020-09-28 16:58

Resources

MEMO

【Notes for Viewing Recordings】
The university will not notify you of each new upload.
Please check each course by the deadlines shown for updates.

Please do not write or post anything in this manaba+

You can find the URL to view class recordings from here. Please contact the Academic Office if the class recording is not available even after the publication date of the recording.

Fig.2 How to View Recordings

When you click the recording URL, a screen like the one below will be displayed.



Subject Name → ■◇学JB / kkkk Recording 1 Speaker view ←

If the class is recorded in several parts, several files will be created. In such a case, the files will be numbered as “recording 1, 2...”. You can see the total number of files from where the ★ is. If the recording you are watching ends part way through the class, the following file will contain the continuation so please check the next file.



Total number of files

③ Viewing Period

The available viewing period for a recording is within 7 days of the class date. The data will be erased after 23:59 on the seventh day after the class. However, as deadlines for assignments, etc. may be earlier than this, we recommend that you watch the recording as soon as possible after the end of class.

- If a class is cancelled and a make-up class is held, the deadline will be within 7 days of the make-up class.
- In addition, the viewing period may differ by course instructor or there may be special conditions set on the recordings. If so, an explanation of these settings will be given in the first class meeting.

<Planned Viewing Period Start Times >

Period	Time
All Courses	①Period 1 – 3 Classes by 17:00 on the day of class (JST) ②Period 4 – 6 Classes by 11:00 am the day after class (JST) *Only period 4 – 6 Classes on Friday by 11:00 am the following Monday after class (JST) For details, please check 【Example: End of Viewing Period】 below.
Make-up Classes	by 11:00 am the following Monday after class (JST)

*The upload time may change without warning due to class cancellations, power outages, or other issues.

<End of Viewing Period >

By 23:59 on the 7th day after the class date (JST) *Including the class day

【Example: End of Viewing Period】

- ① Monday 1~3rd period: from 17:00 on the day of class ~by 23:59 (JST) following Sunday
- ② Monday 4~6th period: from 11:00 am the day after class ~ by 23:59 (JST) following Sunday
- ③ Friday 4~6th period: from 11:00 am the following Monday after class (JST) ~ by 23:59 (JST) Thursday

④ **Classes Making Use of Breakout Rooms**

Please note, if a class uses Breakout Rooms during class, the content will not be recorded and only a black screen will be shown.

⑤ **Classes with Different Viewing Methods**

It is possible that some course instructors may choose alternative viewing methods to the ones shown here for their classes. These courses will have the note: “Please check with instructors on how to view class recordings.” In this case, please follow the course instructor’s directions. If the course instructor does not share any instructions, please contact your instructor directly for details on how to view the recordings.

⑥ **How to change your attendance status from viewing to attending real-time classes**

Once an application has been submitted, in principle all approved classes should be attended via recording. If you wish to change to attending in real-time in the middle of the semester, or if you would like to attend in real-time only on dates that match your personal schedule, you must contact your course instructor and the Academic Office [in advance](#).

⑦ **When you have questions about recordings**

If you have a question about the content of a recorded class, please contact your course instructor via email, etc. with your inquiry.

⑧ **Viewing Restrictions**

Only permitted students may view class recordings. It is not permitted to share the URL of the recordings with other students or third parties. The university will regularly check each viewer’s viewing record data.

2. Notes for Taking these Classes

① The purpose of this system

In principle, classes should be taken in real time. This system has been introduced to help students with circumstances such as large time differences that make it difficult to attend class in real time. As such, in principle we recommend that you take as many classes as possible in real time, and use this system only when absolutely necessary.

It is possible to make use of this system for only some of your classes as well. For example, you can apply to watch recordings of your 1st and 2nd period classes, and participate in your classes from 3rd period in real time. However, if you take the class in real time, it will not be possible to view the class recordings after.

(Ex.)

1 st Period	Recorded Class (Class Recording ○, Real Time Class ×)
2 nd Period	Recorded Class (Class Recording ○, Real Time Class ×)
3 rd Period	Real Time Class (Class Recording ×)
4 th Period	Real Time Class (Class Recording ×)

② Declaring subjects to attend via recordings

If you are approved to view the class recordings, you must notify the Academic Office of the courses you intend to watch. If you apply to watch class recordings, in principle it will be assumed that you will continue to attend the class via recordings.

If you plan to begin attending the classes in real time mid-semester, you must notify the course instructor and the Academic Office in advance.

③ Course Registration Results/If you could not register for the desired number of credits (New Enrollees only)

Not all classes in the AY 2021 Fall Semester will be available via recording. If, after the course registration period, you find that you have not registered for enough credits, it will be possible to register for a leave of absence.

If you decide to apply for a leave of absence, please contact Student Office by email.

Deadline to contact Student Office: Monday, October 11, 2021

Send an email to: apustu1@apu.ac.jp

*For details, please check [HERE](#).

④ If there are any differences between your registered courses and your recorded courses

Please contact the Academic Office if there are any differences between the courses in which you registered and the recorded courses. This includes courses you have registered for which do not appear on your manaba+ page, or courses for which you have not registered but which appear on your page. If you have not registered for the course you will not receive a grade or credits.

⑤ In case some classes could not be recorded

There are possibilities that some parts of the classes cannot be recorded due to technical problems. In such cases, we will not be able to provide you with recordings, and we therefore recommend that you take classes in real time as much as possible.

3. Revocation of permission to take these Classes

If any of the following points are discovered then your permission to take these classes will be revoked.

In addition, disciplinary action may be taken. Please make sure to follow the rules.

- It is discovered that you do not meet the requirements.
- The recorded data is used in an improper manner such as sharing the URL of recordings with others or recording the class recording using other devices.
- You have started taking real-time classes without informing the instructor in advance, or you are taking classes in a different method other than the assigned one.
- Failure to follow the required procedures, or taking courses judged inappropriate to attend via recording
- Other circumstances judged to be inappropriate

(Inquiries)

Please contact the Academic Office staff below for any inquiries, or if you wish to change the subjects you want to take via recordings.

*Please contact your course instructors directly for inquiries related to class contents.

Academic Office

Recording Team

E-mail: recorded@apu.ac.jp