

# Guidelines for Viewing Recorded Classes (For Students)

Academic Office  
February 28, 2022

# Introduction

In principle, APU classes should be attended in real time. However, if attendance is difficult due to times difference or other reasons, it may be possible for students to attend selected classes through 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 among the courses you have registered in. These courses should also be listed in the “Subjects eligible to attend via recorded classes list.”

### Course Registration Period B

#### ■Declare subjects that you wish to attend via recorded classes (New Enrollees and Reinstated / Readmitted Students)

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

#### ■Revising applications to attend via recorded classes(Current Students)

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

Email: [recorded@apu.ac.jp](mailto:recorded@apu.ac.jp) Subject title: Notice of changes to courses to be attended via recordings

### Start of Semester

#### ■Start of Class Recordings

URLs for viewing 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 course registration corrections as usual.

#### ■Revising applications to attend via recorded classes

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

Email: [recorded@apu.ac.jp](mailto:recorded@apu.ac.jp) Subject title: Notice of changes to courses to be attended via recordings

### Course Correction Period 2

Please do course registration corrections as usual.

#### ■Revising applications to attend via recorded classes

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

Email: [recorded@apu.ac.jp](mailto:recorded@apu.ac.jp) Subject title: Notice of changes to courses to be attended via recordings

## ② How to view recordings via manaba+

- All those who apply and are approved will be registered in a manaba+ course to view class recordings (Fig. 1). Please note that this course is for viewing recordings only and is different from the regular manaba+ course for the class.
- Please submit all assignments and written comments in the regular manaba+ course for the class. Any assignments submitted to the manaba+ course to view recordings will not be considered a submission and in principle will not be accepted or graded.

### 【About manaba+】 (To new students)

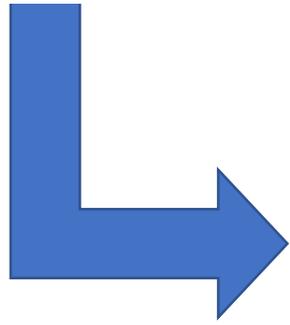
APU provides the learning management system [manaba+] to everyone as a tool to support learning. For details of how to log in and use manaba+, please refer to the New Student Orientation.

Fig.1



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

- The subject titles of courses being taken via recordings are shown as **\*\*Subject title\*\***.
- If the subject titles are different for the 2017 and 2011 curriculum, both titles 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  
Threads  
> Threads  
Resources (latest first)  
\*\*科目名\*\* 第一回...  
2020-09-28 16:58  
> Resources

**【Note for viewing recordings】**  
The university will not announce each new upload.  
Please check each course by the deadlines shown for updates.

**Please do not write or post anything in this manaba+ course.**

**You can find the URLs to view recordings here.**  
Please contact the Academic Office if the class recording is not available even after its scheduled publication date.

## Fig.2 How to View Recordings

When you click on the 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, etc..” 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.



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 at 23:59 on the seventh day after the class. However, as deadlines for assignments, etc. may be earlier than the end of this deadline, we recommend watching the recordings 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 after the make-up class.
- The viewing period may also vary depending on the instructor or special conditions for the recordings. In this case, an explanation of such conditions will be provided during the first class meeting.

< Start Times for Available Viewing Periods >

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

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

### 【Example: End of Viewing Period】

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

## ④ **Classes Making Use of Breakout Rooms**

Please note that if a class has used Breakout Rooms, the content will not be recorded and only a black screen will be shown during the Breakout Room time.

## ⑤ **Classes with Different Viewing Methods**

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**

Once an application has been submitted, in principle all approved classes should be attended via recordings. If you wish to change your status to attending real-time classes midway through the semester, or if you would like to attend real-time classes on days that align with your schedule, please 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 recorded classes, please contact your course instructor via email, etc. with your inquiry.

## ⑧ **Viewing Restrictions**

Only approved students may view class recordings. The URLs for recordings should not be shared with other students or third parties. The university will regularly check each viewer’s viewing record.

# 2. Notes for Taking Recorded 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 time differences that make it difficult to attend class in real time. Therefore, we recommend taking as many classes as possible in real time and using this system only when it is absolutely necessary.

It is also possible to use this system for some classes only.

For example, students can apply to watch recordings for 1st and 2nd period classes and participate in classes from 3rd period in real time. However, if a class is taken in real time, it will not be possible to view the class' recording afterwards.

(Example)

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

## ② Declaring subjects to attend via recordings

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

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

## ③ Applying for a post-enrollment leave of absence (for students with issues such as unstable environments for online classes)

New students: Please confirm the details [here](#).

Current students: Please refer to “[Deadline Extension for 2022 Spring Semester Leave of Absence Application](#)” posted on Campus Terminal and follow the necessary procedures.

(Inquiries related to taking a leave of absence)

Student Office

[apustu1@apu.ac.jp](mailto:apustu1@apu.ac.jp)

#### **④ If there are differences between your registered courses and your chosen recorded courses**

Please contact the Academic Office if there are any differences between the courses in which you registered and your chosen recorded courses, including courses you have registered for which do not appear on your manaba+ page and courses that you are not registered in but 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**

Some parts of classes may not be recorded due to technical problems. We cannot provide the recordings in such cases and therefore recommend taking classes in real time as much as possible.

### 3. Revocation of Permission to Take Recorded Classes

If any of the following points are discovered, permission to take recorded classes will be revoked. Disciplinary action may also be taken in some cases. Please make sure to follow the rules.

- Not meeting the requirements
- Improper use of recorded data, such as sharing recording URLs with others or recording the recording using another device
- Taking real-time classes without informing the instructor in advance or taking classes in methods other than the method assigned
- Failing to follow the required procedures or taking courses deemed unsuitable to attend via recording
- Other actions deemed inappropriate

# (Inquiries)

Please contact the Academic Office staff below with any inquiries or if you wish to make changes to the subjects you wish 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](mailto:recorded@apu.ac.jp)