The guideline for preparation and conducting of Fall semester classes (for Students)

Improving Learning Activities in the Fall Semester

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1 Managing your assignments

Know how the classes you take will be conducted, and where to receive and submit assignments. Figure out how to check new assignments and their deadlines as needed or regularly.

2 Establishing a routine

Make a one-week regular routine including time for taking classes, working on assignments, time to refresh yourself (e.g. workout) and extracurricular activities like a part time job.

3 Checking your learning environment and improving it

For watching lecture videos and working for the assignments in a suitable environment, consider electric devices such as PCs, tablets, smart phones. If you cannot prepare a good enough learning environment, improve it by borrowing an electric device from the university or using a PC in the university.

4 Know who to contact in case of a problem

Know information about who you can contact or consult with in case you have any problems, unclear things or concerns.

Where you can get information about classes
1, Webpage for classes and campus life at Nara University of Education (for students)
https://jisedai.nara-edu.ac.jp/open/netcommons/htdocs/?page_id=771(We gather information from the university's official website, Gakumu-joho bulletin, and Emails, but it isn't updated at the same time as the originals are. There are also basic instructions explaining how to use each system used in classes.)

2. Gakumu-joho bulletin
https://www.nara-edu.ac.jp/PRIVATE/KYOUMU/gakumuindex.htm

You can reach the bulletin from the Gakumu-joho system (campus square). You need to access the system with a VPN because it is available on the university's intranet only, but you also get notifications by email when the bulletin is updated. Check your inbox regularly. These emails are sent from noreply@morganite.nara-edu.ac.jp.

Information exchange

Comprehensive desk for remote campus life

https://elearn.nara-edu.ac.jp/mod/forum/discuss.php?d=783

(This link connects you to the Education Affairs Section, the Student Affairs Section, student counseling room and the library. When you are not sure who to contact for your matter, you can submit your inquiry to the "campus life consultation bulletin for any problems (学生生活なんでも相談ボード)" or the "campus life consultation box for any problems (学生生活なんでも相談箱)". This desk also gets updated with information about extracurricular activities, and you can connect with these activities or senior students through this desk.

1.Managing your assignments

In the Fall semester, we will use various systems and means for conducting classes just as we did in the Spring semester. From the Fall semester, part time teachers will also have university Microsoft teams accounts and all classes will be able to be conducted by Teams. Therefore, the situation has changed a little from spring semester as we used Zoom or Skype instead of Teams.

However, we are not planning to unify all these systems, because there are different functions and purposes in each system*. You might be requested to submit your assignments by Email or post, and since some classes will be conducted in-person from the beginning of the Fall semester, you need to manage assignments from in-person classes too. As with the Spring semester, keep the following points in mind and figure out a way to manage your assignments appropriately on the assumption that you will need to receive and submit the assignments in more than one way.

Point 1: Know how your classes are conducted, and how you receive and submit their assignments for each class.
(e.g. : make a one week schedule of classes as you can check it easily)
Point 2: Decide how you will check assignments and their deadlines for each system
(e.g. : check assignments and their deadlines by "jugyou no kadai wo teishutsu suru (授業

の課題を提出する)" in University's portfolio (全学ポートフォリオ) and "dashboard(ダッシュボード)" in Moodle.

　: Check your inbox once a day to see if you have a new assignment or any information about an assignment.)

Point 3: Decide how to view all your assignments and how to check their progress.
(e.g.: Make a TO DO list by using a schedule management app or memo function on your smartphone.)
　　*University's portfolio is the (course management) system which was made for accumulating student scholastic records" and Moodle is the (course management) system which was made for "sharing class activities such as handouts, giving assignments and submitting assignments with other participants on the Internet"
The choice of the systems depends on which purpose is more important for the class.

2. Establishing a routine

In the Fall semester, we will still have Live and on-demand (including by postal mail) non in-person classes. We will also conduct in-person classes at the same time. Establish a routine based on classes you need take at specified times. Sitting and using a PC all day is not good for your health. If you take many remote classes, make time to refresh yourself with some exercise in your schedule.
We received student feedback that having many assignments was a burden in terms of time (taking long hours) as well as mental reasons in the Spring semester. The university credit system writes" as a standard, a class for one credit must be constructed with contents which needs 45 hours of learning". It stipulates that a class for 2 credits needs 6 hours of learning in a week including the time you are attending the class, (i.e., when you attend class for 2 hours a week, there are still 4 more hours of required learning outside class time.　Teachers are giving students assignments based on this standard.
However, we also understand that if you have too many tasks, it's hard to complete the Fall semester. We will take the feedback you gave us through the class evaluating questionnaire, and will share them with the teachers teaching in the Fall semester and improve classes as needed. Although, we know some of our students said, because of financial distress, they need to spend more time working a part time job and it is therefore difficult to do many assignments, but we are unable to adjust the amount of assignments to ensure time for part time jobs. Please consult with us to try to solve these problems with different way.
These are some points below. Check the syllabuses of your classes, and establish a routine

for the Fall semester.

Point 1: Confirm the schedule of your classes and assignments, make your one-week rough schedule

(e.g.: make your own schedule based on the table of classes for a week, so you can manage assignments one by one.

Point 2: When you have many remote classes, plan when and how to exercise or refresh yourself.

(e.g.: stand up and stretch at least once an hour, look out of windows or take a rest for your eyes so that you don't ruin your eyes after classes.

Point 3 When you feel life isn't going well, please consult with us first.

(e.g.: talk about receiving an extension for an assignment with your teachers

: ask at the Student Affairs Section if there is further financial support you can take advantage of)

3. Checking your learning environment and improving it

Before the Fall semester starts, check your learning environment for taking classes again. Do you think to yourself "watching lecture videos on my smartphone was hard, but got used to it. I'll be fine."? It is fine if you truly adapted yourself to the learning environment and are able to study well, otherwise think again about the situation of reading documents, working on assignments and attending online classes in real time including participating in discussions, and if you feel your learning environment was insufficient, make a plan to improve it.

We also began preparation during the Spring semester, and now we have a certain number of PCs and tablets for lending. You can also use the "information processing facilities (情報館)", although only a limited number of people can use it at the same time. In addition, from the Spring semester, the Education Affairs Section has been offering a documents delivery service. When it is necessary to print out documents to use them for classes, you can use the service. When you receive documents as data, but have no printer at home, you can print it out at a convenience store or use the university's PCs and printers.

Some students gave us feedback through the class evaluating questionnaire that printing out documents at a convenience store or buying ink cartridges for their own printer costed a lot. We will share your feedback with teachers teaching in the Fall semester, but please talk to your teachers and desks in the university by yourself too.

Points for improving your remote learning environment are given below.

Point 1: Improve your remote learning environment as much as you can

(e.g.: purchase a bigger tablet as you can see documents better, purchase a printer, etc.)

Point 2: Consider and consult about taking advantage of the university's services such as borrowing electronic devices or receiving some support.

(e.g.: borrow a PC or tablet from the university, use a PC at the university, etc.)

Point 3: Consult with your teachers, and ask them to consider your insufficient learning environment.

(e.g.: consult with your teacher at the beginning of the course about your learning environment, consult with the Education Affairs Section, etc.)

4. Know who to contact in case of a problem

Having less chance to get into university, or even if you are on campus, communication between other people are minimized. In such a situation, it is hard to solve your problem naturally. When we still had in-person classes normally, you could get information about assignments or how to work for assignments in short conversations at breaks or during the time before class. As we don't have such time anymore, you might notice your problem when it is too late or too serious to solve.

From the Spring semester, the university has been offering some means to solve problems. Main examples are listed below. Please use them when you have problems.

1: Consult with your teachers or service desks (Education Affairs Section, Student Affairs Section, the library, etc.)

Example situation: When you have problem at a specific class, please consult with the teacher first. When you have the same problems in more than one classes, and you know which service desk is in charge of the problem, please consult with the desk. You can ask about reports in library too which is opening for limited hours.

2: Consult the head teacher of your grade

Example situation: for problems about your major, please consult with the head teacher of your grade first. They will support you when it is possible, otherwise they will help you connect with the right desk.

3: Consult with the student counseling room

  (https://www.nara-edu.ac.jp/HOKENKANRI/counseling.html)

Example situation: When you have mental problem, please talk to the student counseling room. People in your age are thinking and worried for a lot for various reasons and growing. You might have various problems which are not limited to remote classes, please don't

hesitate to use the service.

4: Posting your problem to the "campus life consultation bulletin for any problems(学生生活なでも相談ボード)"or the "campus life consultation box　for any problems (学生生活なんでも相談箱)"

Example situation:　When you are not sure who is in charge of your matter, or when you know who is in charge but are not able to consult with them, use the "consultation for any problem　（なんでも相談）" on the page of "Comprehensive desk for remote campus life (遠隔での学生生活 に関する総合窓口)" on Moodle. The person in charge of the problem will help you.

Contact information

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