



上智大学  
SOPHIA UNIVERSITY

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# University Guide (6)

## Online Class

FD Committee, Sophia University

# What is Online Class?

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- It refers to online classes using the teacher's PC, students' PCs, Loyola, Moodle, etc., instead of face-to-face classes in a classroom
  - Hy-flex classes include face-to-face lessons
- Its necessity and feasibility became apparent during the COVID-19 pandemic in 2020
  - It may also be used during natural disasters such as typhoons.

# Variations of Online Class

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## ● On-demand class

- Loyola or Moodle are used to post lecture materials (e.g., PDF) and have the students submit assignments and reports
- PowerPoint with voice over are posted on Loyola or Moodle
- Lecture videos are recorded and posted, putting links on Loyola or Moodle

## ● Real-time online class

- Faculty staff and students are connected via Zoom to conduct a dialog-based class

## ● Hy-flex class

- A face-to-face class and a real-time online class are conducted in parallel simultaneously

# Preparing an Online Class

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- Obtain basic information
  - Sophia’s [“Online Class Portal”](#)
    - Also accessible from “Online class related” on the upper side of the menu in Loyola
    - It lists “On-demand Class,” “Hy-flex Class,” “Zoom Class,” “Secondary Use of Copyrighted Material,” “Understanding Student Comprehension,” and “FAQ”
- PCs, AV recording equipment, peripheral equipment, etc., used for preparation and implementation should be paid for from “Individual Education and Research Expenses”
- “ICT Class Support Desk” set up at ICT Office handles questions and provides support

# Key Points of Online Class Structure

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- Put all the information students should refer to in one centralized location
  - Loyola and Moodle are easy to use
- Clarify “What” should be done by “When”
  - “Read the material posted in xx by xx o’clock, on xx (date)”
  - “Upload a reaction paper about xx by xx o’clock, on xx (date)”
  - “Access Zoom at xx:xx, on xx (date)” “Meeting ID is xx, and the password is xx”
- Decide how to contact and respond in case of trouble beforehand
  - Especially in a real-time class situation via Zoom, etc., the lesson does not progress if the faculty staff troubleshoot
  - “Contact xx if you cannot access Zoom (needs to be considered)”
  - Decide how to deal with students who attend late

# Use of Copyrighted Works of Others

- Preconditions
  - “Public transmission”: Transmission to a specific/unspecified number of people through broadcasting or Internet transmission (Article 2.1 and 5 of the Copyright Act)
  - “Reproduction, etc. in educational institutions”: Copyrighted works can be reproduced for classroom use (Article 35 of the Copyright Act)
  - If a work is transmitted to the public pursuant to the provision of Article 35.1, a person that establishes an educational institution referred to in that paragraph must pay the copyright owner a reasonable amount of compensation (Article 35.2 of the Copyright Act)
- Sophia School General Affairs has paid remuneration to the Society for the Administration of Remuneration for Public Transmission for School Lessons ([SARTRAS](#)) since AY2021
  - Including others’ copyrighted works in online class materials (slides, distributed PDFs, etc.) is legal
- In this case, clearly indicate the work’s bibliographic information (author, title, publisher, year of publication, etc.) when it was first mentioned; From the second time on, clearly state “quoted from xx” each time
- For Type 0 to Type 3, please clearly indicate the bibliographic information for each file when you make secondary use of the work in a different file; For Type 4, please clearly or explicitly indicate the bibliographic information for each connection
- Clearly distinguish between your work and the work of others (as with citations in books and articles)

# When Implementing Online Classes

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- Whether the subject in charge should go on-demand/Hy-flex or not depends on the university's class implementation policy
  - Refer to instructions and policy given by the university



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# University Guide (7)

## Other Information

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# Emergency response

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## When public transportation is halted

- 🔗 Special measures such as canceling classes and setting makeup test days
  - Natural disasters (typhoon, heavy rain/snow, etc.)
  - Train service disruption due to an accident or a strike
- 🔗 Measures are announced on the University website, Loyola, official Facebook/X(old Twitter)
- 🔗 In case of class cancellation: Make-up classes will be held at a later date (as instructed by the university)

# Earthquake Response

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- 🔗 At the time of an earthquake, secure your safety first
  - Keep low (under a desk, etc.). Protect your head
- 🔗 After an earthquake has calmed down, take your time and check the situation
- 🔗 Evacuate following the University's emergency broadcasting, etc.
- 🔗 All buildings in Yotsuya Campus satisfy the nation's seismic resistance standards, and therefore, they will not collapse easily

# Fire Response

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If you find a fire nearby:

- Scream “Fire!” and make others aware of the danger



Reporting

- Push the start button of a nearby indoor fire hydrant
- Call emergency contacts: Main gate guard station (03-3238-3000), Disaster Prevention Center (03-3238-3119)



First-aid fire fighting: If possible, try to use a fire extinguisher

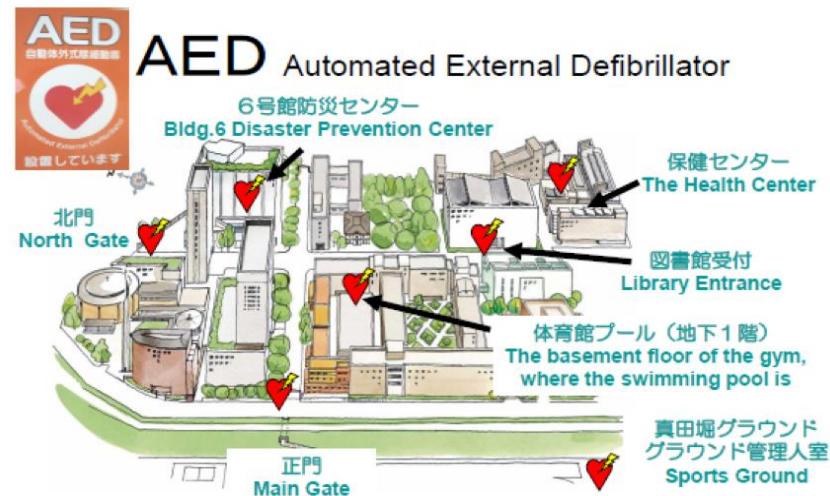


Evacuation

- Evacuate without caring about clothes or belongings. Never go back
- Cover your mouth with a towel to avoid inhaling smoke
- Keep a low posture. Never use elevators

# If You Find an Unconscious Person

- 🔗 Speak to the fallen person first. If there is no response, call the emergency contact number
- 🔗 Use the first-aid: Automated External Defibrillator ([AED](#))



# Personal information protection

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- 🔗 Personal information: Student IDs, names, etc.
- 🔗 Personal Information Protection Law
  - “Personal information must not be used outside of the scope that is necessary to achieve a purpose”
- 🔗 Faculty members and TAs are bound by confidentiality obligations as they handle personal information
- 🔗 Behaviors subject to disciplinary action
  - Leak to a third party, disclosure on Internet, taking out of the University
- 🔗 After use
  - Paper media: Shred, E-media: Delete

# Personal Information Protection: Sophia School Corporation Policy

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🔗 Points to note on “taking personal information out of school for educational and for research activities”

- Posted in July 2018
- In principle, taking personal information out of school is prohibited
- Allowed only when necessary to conduct classes and to carry out legitimate education activities
- When taking out, security measures incl. password and encryption must be applied to the media and the files
- In case of information leak (or possibility), report to the head of department without delay

# Harassment

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- ✧ Harassment occurs when words or behaviors make others uncomfortable, hurt their dignity, and/or give them disadvantage or threat
  - Regardless of the harasser's awareness or intention
- ✧ Sexual harassment
- ✧ Academic harassment
- ✧ Power harassment
- ✧ Harassment over pregnancy, childbirth maternity and/or child/elderly-care leaves

# How to avoid Engaging in Harassment

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- 🔗 Even the same words and behaviors can be taken differently by different people
- 🔗 Be sensitive to whether the others are feeling uncomfortable or not
- 🔗 Build trust so honest talk can be exchanged
- 🔗 Understand that a power balance exists where “no” cannot be said as an answer as it implies a situation of poor communication



# When Encountered Harassment

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- 🔗 When you feel subjected to harassment, tell the harasser clearly on the spot that the words/behavior made you uncomfortable and that you would like to ask the harasser to stop immediately
- 🔗 Report to the assistance desk when there has been no effect of your speaking-out or speaking-out does not seem like an option (use QR on the right)
- 🔗 Record harassment incidents (dates, location, circumstances, witnesses, etc.)



# Registering Research Achievements

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- Register to Researchmap
  - Papers, conference presentations, social activities, etc.
  - Employment history, education, degrees, licenses, etc.
  - Please refer to “Request for Reflection (Input) of Research Achievement Information to Researchmap” on the Sophia Bulletin Board
- Inquiry: Center for Research Promotion & Support

# Information on Related Offices

Adm. Offices	Location	Extension
Center for Academic Affairs	1F, Bldg. 2	Academic Services: 3515, Record: 3519 FD Secretariat: 4241
ICT Office Editing Room	3F, Bldg. 2 B2, Bldg. 2	3101 4615
ICT Office ICT class support desk	1F, Bldg. 2 1F, Bldg. 11	<del>3112</del> → 4311 4195
Library	1F, Central Library	General: 3055 Borrow/return: 3510
Kinokuniya Sophia University Store	B1, Bldg. 2	3092

Calling from outside:  
Press “03-3238”  
before the extension

# Introduction of FD Activities

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- FD Committee
  - Class surveys, Good Practices (based on class surveys), various seminars and lectures
- Your active participation is encouraged
  - [University-wide FD lectures](#), lectures hosted by departments and graduate studies, FD workshops of other universities
- [FD Committee Website](#)

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