



上智大学

SOPHIA UNIVERSITY

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University Guide (6)

Online Class

FD Committee, Sophia University

What is Online Class?

- 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

● On-demand class

- Moodle is 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

- 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

- 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

- 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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Other Information

FD Committee, Sophia University

Emergency response

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, My Sophia, 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

- ❧ 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

🔗 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

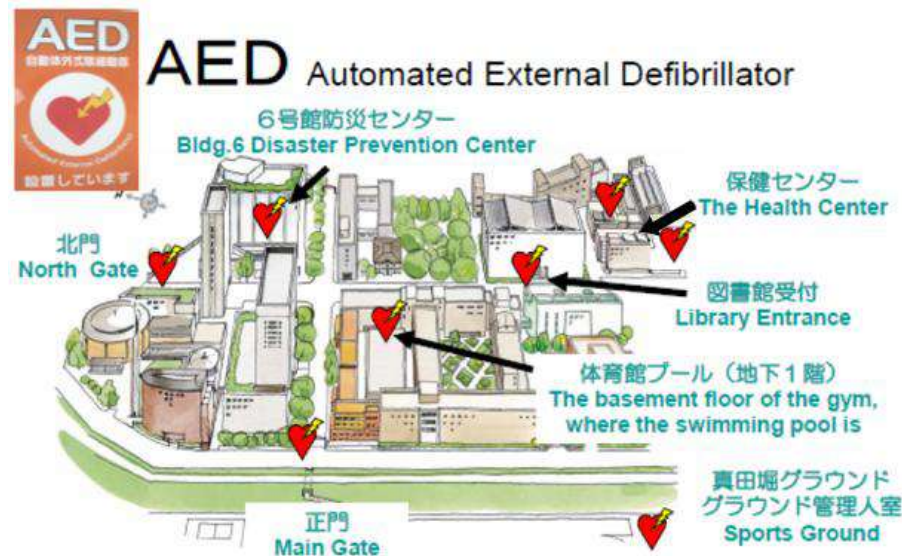
🔗 Evacuation

- 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

- ❧ 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

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

- 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
- Details are also available via the Sophia Bulletin Board.

Harassment

- ❧ 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

- ❧ 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

- ❧ 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

- 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
Office of Liberal Education & Learning (FD Committee)	1F, Bldg. 2	4600
ICT Office	3F, Bldg. 2	3101
Editing Room	B2, Bldg. 2	4615
ICT Office	1F, Bldg. 2	3112
ICT class support desk	1F, Bldg. 11	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

- 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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