

# How to Attend Online Classes

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# Agenda

- How to attend a class
- Professors need your help, too
- How I like you to behave in a class
- Google and Microsoft services

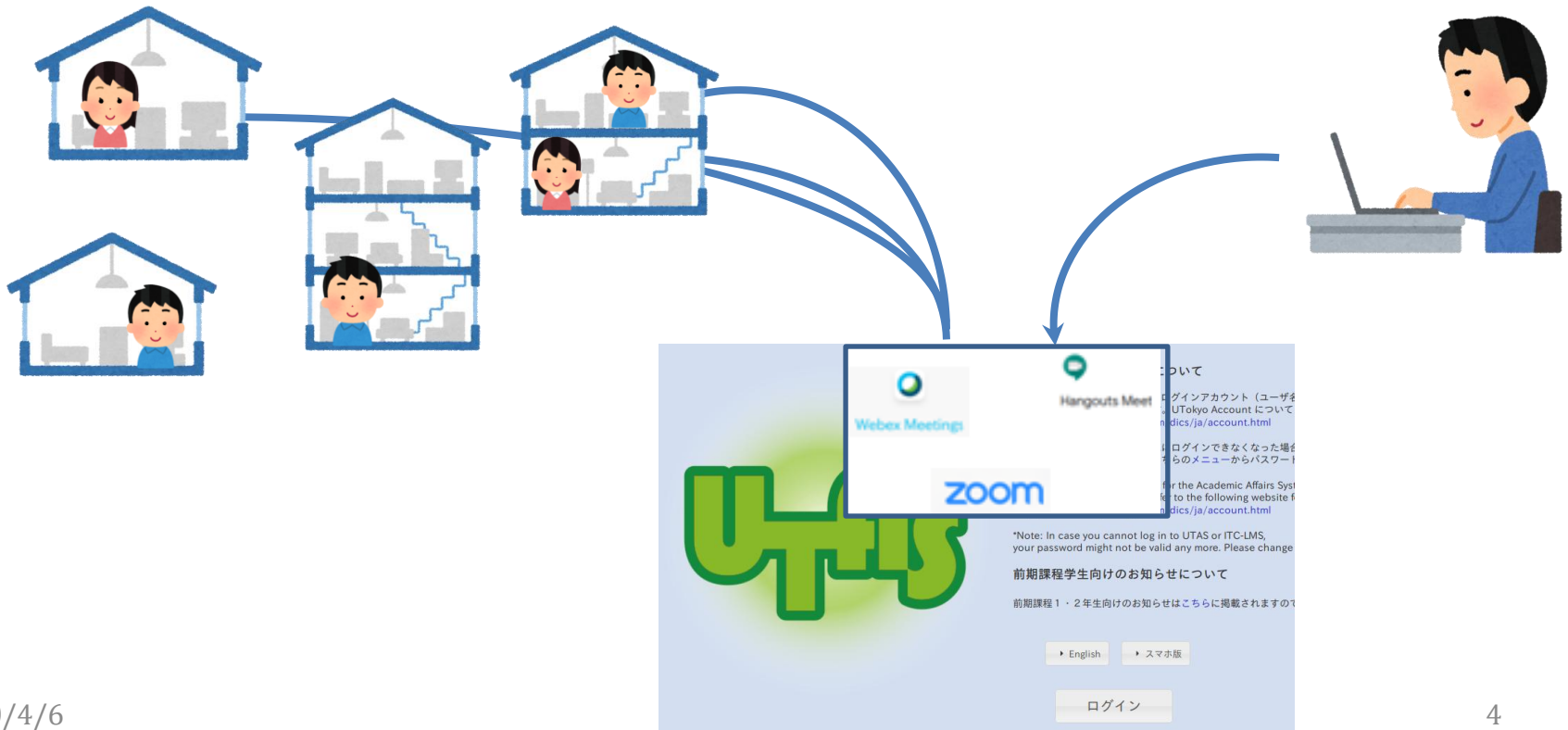
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# I want to attend a class, where is the URL, anyway?

- Ground rule:
  - **UTAS** is where we meet : “Promised Land”

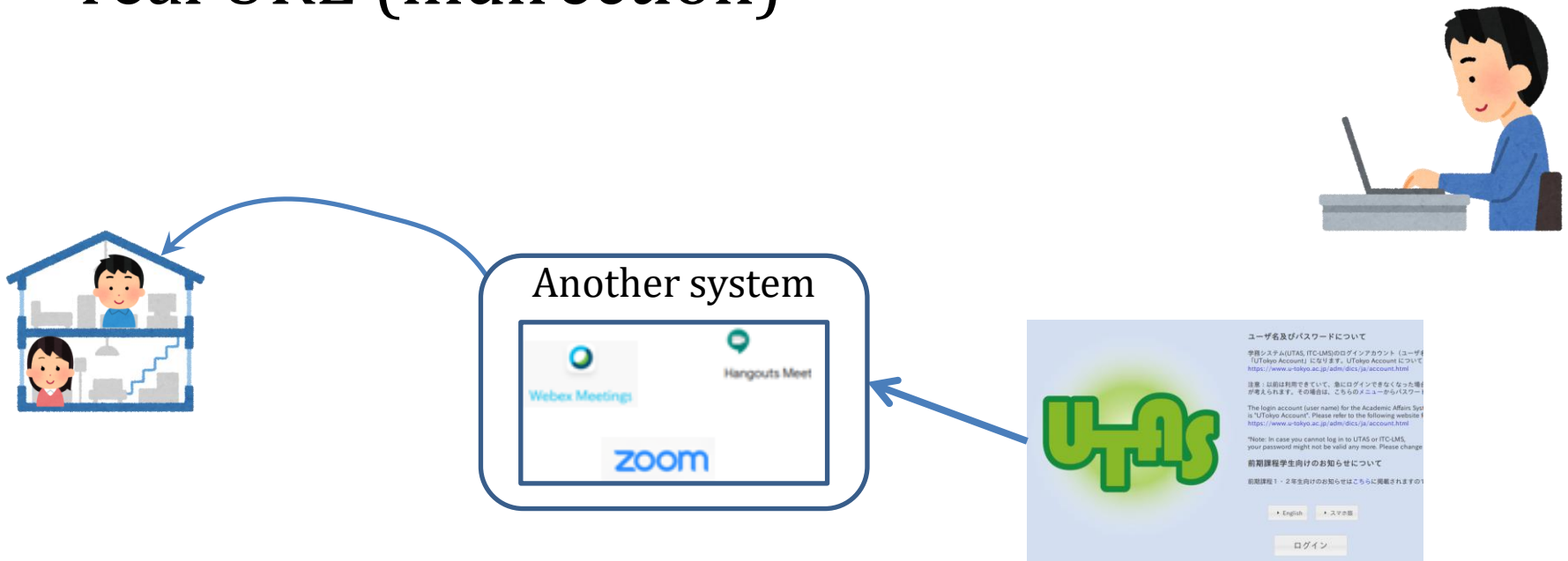


# The Promised Land UTAS

- More specifically,
  - Go UTAS
  - Visit the **syllabus** of the lecture of your interest
  - Open 「**詳細情報**」 (Detailed Information) tab and find a link at 「**オンライン授業URL**」  
“Online Class URL”
- <https://youtu.be/J9dnXmFilcl>

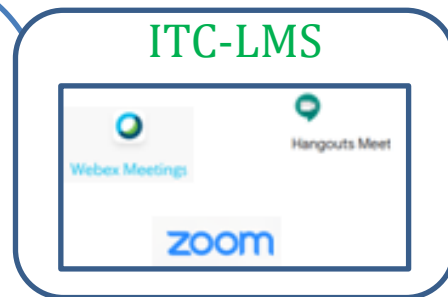
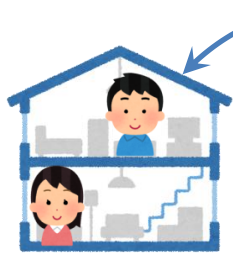
# Details may be different

- An URL in UTAS may as well be **a pointer to another system**, which then tells you the real URL (indirection)



# My lecture uses ITC-LMS

- I use ITC-LMS 「お知らせ」 notification for further announcements
- Turn Email/LINE notifications on in ITC-LMS



Poll

# If you need a help

- The university-wide policy: “leave nobody behind” due to a lack of equipments
- Implementation:
  - Your department listens to your problem and makes sure you are not left behind
  - A university-wide one-stop portal for technical assistance and consulting  
<https://utelecon.github.io/>

Poll



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# Professors need your help!

- Most professors (myself included)
  - do online lectures for the first time
  - started preparing for them in March
- Many difficulties lie in a fact that **we are alone in a room** and can't know what/if students see/hear



# Please help us by ...

- jumping in when you think students can't hear/see what the instructor says/shows
- not hesitating to do so! The instructor can't see your body language!



I can't hear you,  
professor



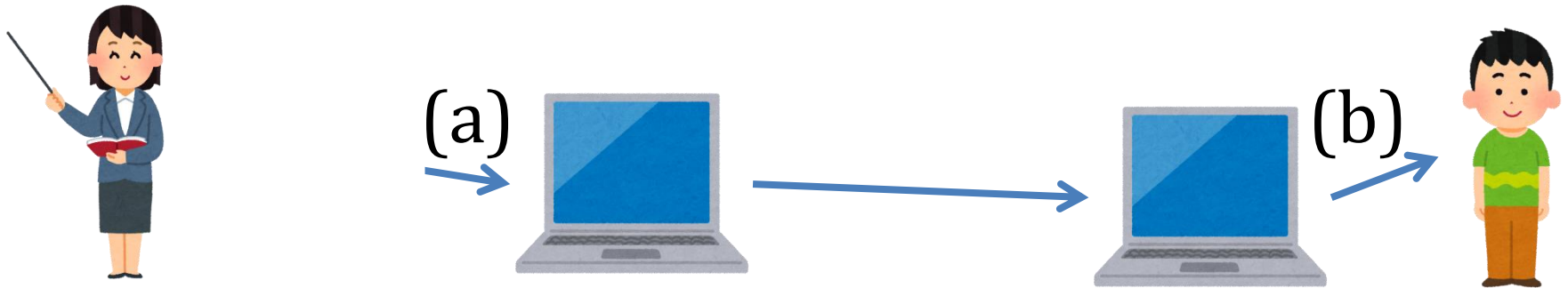
# Class supporter

- Lightweight TAs
- You don't have to be super familiar with web conference , IT, or course subject
- The main job is to **help an instructor prepare and perform an online lecture**
  - Connect and speak with an instructor over Zoom (or other systems) **prior to the lecture series**
  - Discuss class format with the instructor
  - Interrupt a lecture when troubles are obvious (e.g., “I can't hear you”)

Poll

# When you can't hear the instructor

- By far the most common situation
- Main causes
  - (a) Your PC/phone's audio output (speaker)
  - (b) The instructor's audio input (microphone)
  - (c) The instructor is far from the PC



# Should you jump in?

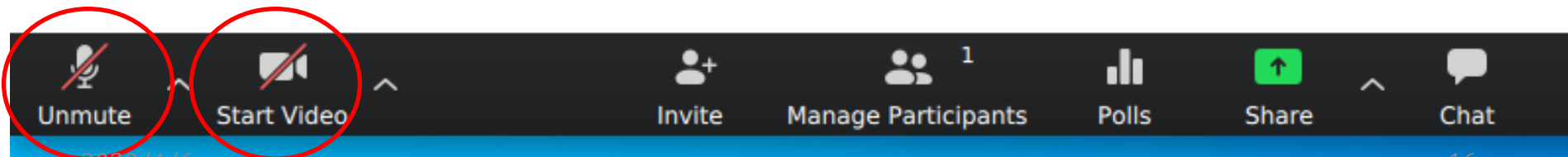
- Q: is it you or the instructor?
  - Often it is **obvious** that it is the instructor (e.g., the instructor moves around and the voice is too small when s/he is far from PC); don't hesitate
  - Use **chat** to see if others can hear him/her
    - I can't hear him/her, can you?
  - If it seems only you, check you audio output settings

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# Etiquette in a Class Room

- Mute (turn off your microphone) unless necessary
  - noise is very annoying
- Turn off your camera unless necessary
  - reduce traffic



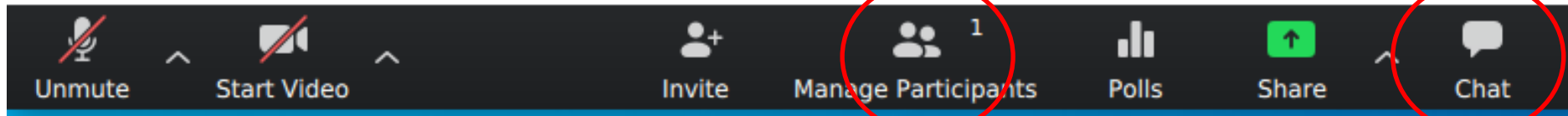


# Two don'ts

- **Don't tweet** lecture URLs (or put it in any publicly accessible place)
- **Don't upload** lecture videos to youtube (or any publicly accessible place)
  - We do record it and make it available to those who missed it by technical reasons

# Some useful features

- Chat
- See other participants
  - raise hand, yes, no (Zoom)



# Chat

- Chat is very useful to throw questions when you don't want to interrupt the lecture (especially in large class rooms)
  - It's a **lightweight interrupt**
- **I welcome questions both by voice and chat**
- I'll try to frequently pick questions in chat

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# Google and Microsoft services

- Microsoft Office 365 ProPlus
- ECCS Cloud Mail (G Suite for Education)
- Both are web services that allow us to create online documents (in the cloud) readable/writable only by UTokyo members

# Office 365 ProPlus

- It is Microsoft Office suite
  - Excel, Word, Powerpoint, etc.
- Offered in two forms
  - A package to download & install locally (optional)
  - **An online service**, used through web browser
- The only latter is important here
- <https://youtu.be/PcHlb-t2Dr8>

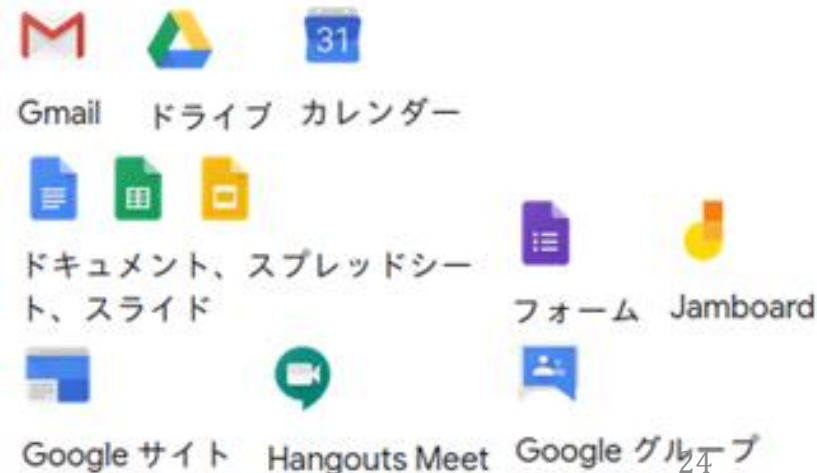
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# How to activate Office 365?

- Official page
  - <https://www.u-tokyo.ac.jp/adm/dics/ja/mslicense.html>
- Video
  - <https://youtu.be/OYl5P67mDYI>

# ECCS Cloud Mail (G Suite for Education)?

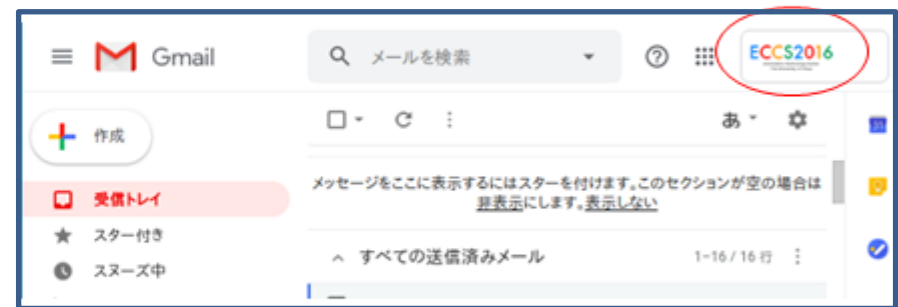
- “G Suite for Education” is a Google’s service suite, including
  - Gmail, Google Drive, Google Calendar, Google Hangouts Meet, etc.
- “ECCS Cloud Mail” is its name in UTokyo





# ECCS Cloud Mail

- From your perspective, it's an Email address [xxxx@g.ecc.u-tokyo.ac.jp](mailto:xxxx@g.ecc.u-tokyo.ac.jp) with which you can login Google
- [https://youtu.be/89\\_fjWDdzQ4](https://youtu.be/89_fjWDdzQ4)



# How to activate ECCS Cloud Mail ?

- text

- <https://hwb.ecc.u-tokyo.ac.jp/wp/literacy/email/initialize/>

- video

- [https://www.youtube.com/watch?v=89\\_fjWDdzQ4&feature=youtu.be](https://www.youtube.com/watch?v=89_fjWDdzQ4&feature=youtu.be)

# All you need to know is here

- <https://utelecon.github.io/>
- Esp. <https://utelecon.github.io/oc/>
- Check if you are ready with G Suite for Education and Office 365
- The former is going to be critical to secure Zoom classrooms

Please help your friends and your instructors

Your understanding and contribution are critical to bring our new challenge to success. Thank you!