



TOKYO METROPOLITAN UNIVERSITY

東京都立大学

Using Zoom for online classes

(April 14, 2020 guidance)

TMU EDUCATION CENTER

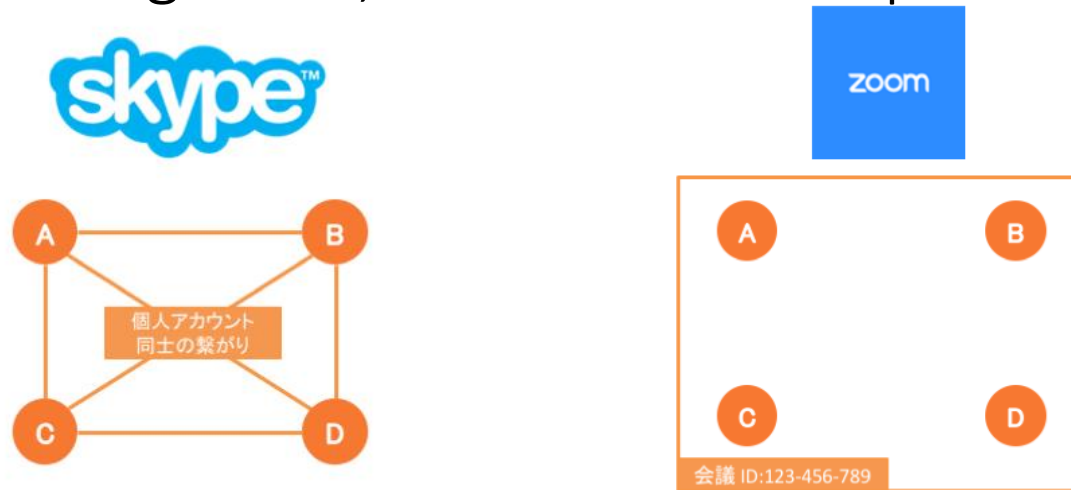
Prof. MATSUDA Takeshi



What is Zoom?

It is an application that enables you to hold online seminars, meeting etc., using your computer, tablet or smart phone

Compared with Skype, Zoom is specifically designed as an online meeting room, not as a tool for private video conversations



Figures source: Kurita (2018) Turbo Blog, <https://www.turbine.co.jp/blog/201808-zoom-skype-difference>

Pros and cons of Zoom

PROS

- it is not necessary for participants to share their IDs
- participants can join a session any time
- it is possible to record the session
- using the function “breakout” it is possible to create groups (for group work etc.)

CONS

Security concerns: risk of class disturbance etc.
(newer versions have improved security features)

For those who already have a Zoom account

In early May (after TMU purchases a license), teaching faculty will be contacted with the details of their Zoom accounts to be used for classes

- If you already have a free account:

The private account you already created can be used to practice Zoom with students etc.

- If you have a paid license:

You can switch over to the account provided by TMU and terminate the previous account

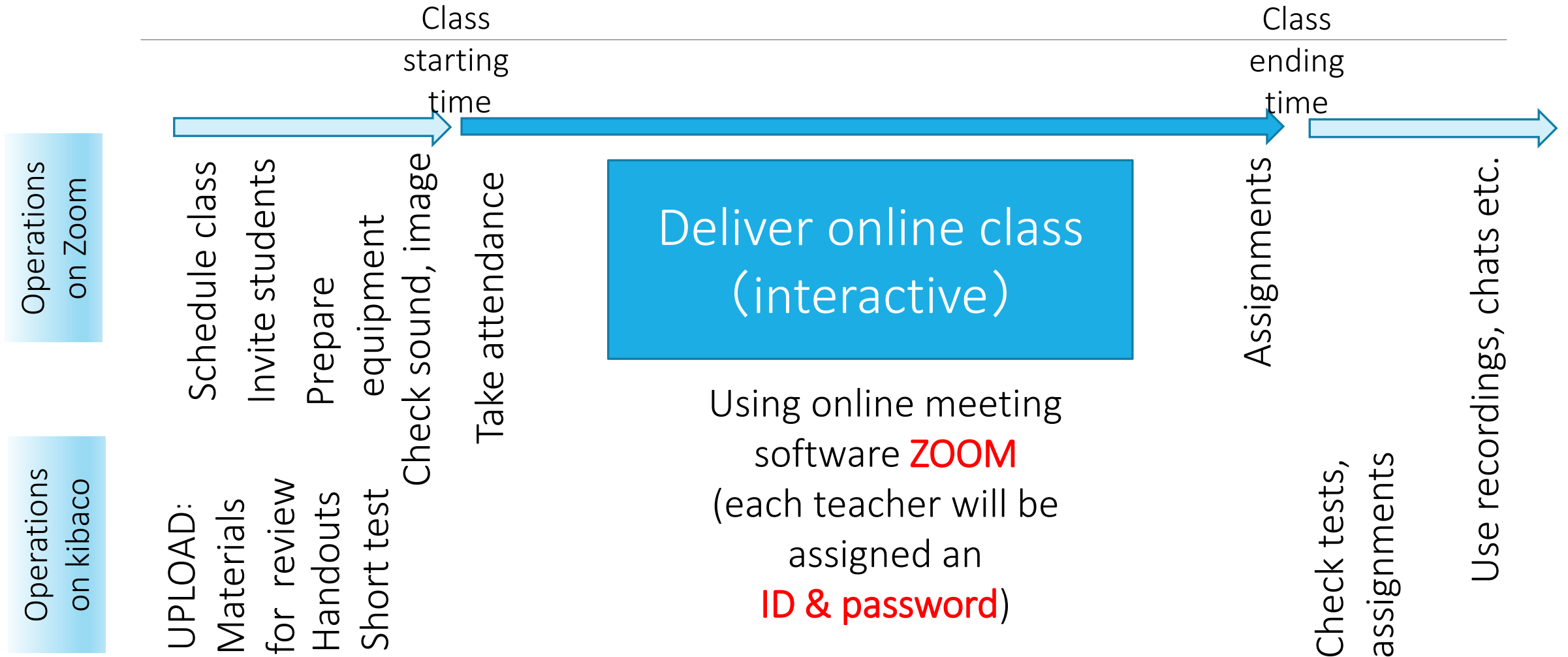
For online classes combine Zoom + kibako

kibako = TMU e-learning system → <https://kibaco.tmu.ac.jp/>

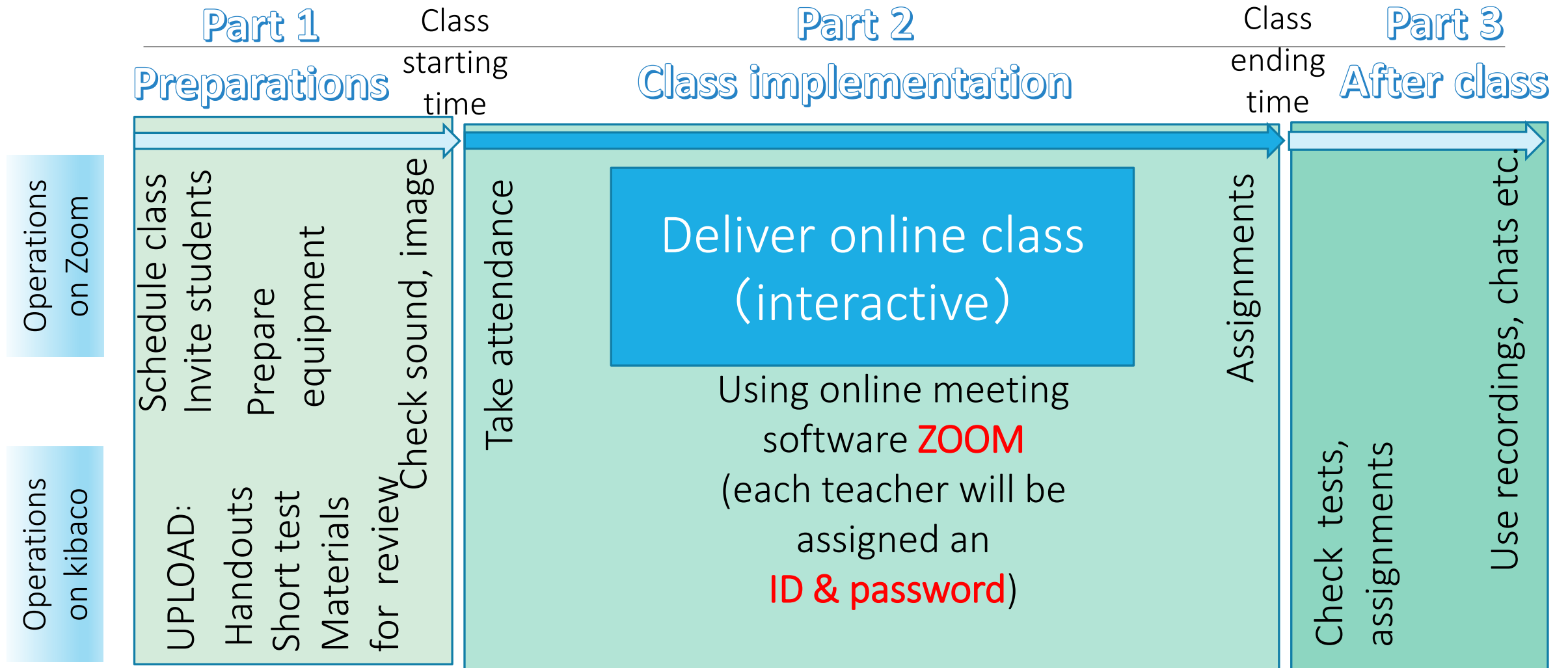
Use:

- *Oshirase* お知らせ: to schedule next class, invite students to Zoom online lectures etc. (students registering for your course automatically receive the announcement via email)
- *shiryo* 資料: to upload syllabus, PowerPoint slides of your lectures, reading assignments, etc.
- *kadai* 課題: to post quizzes, tests etc.
- *meibo* 名簿: to check attendance
- *keijiban* 掲示板: to take student questions and give feedback

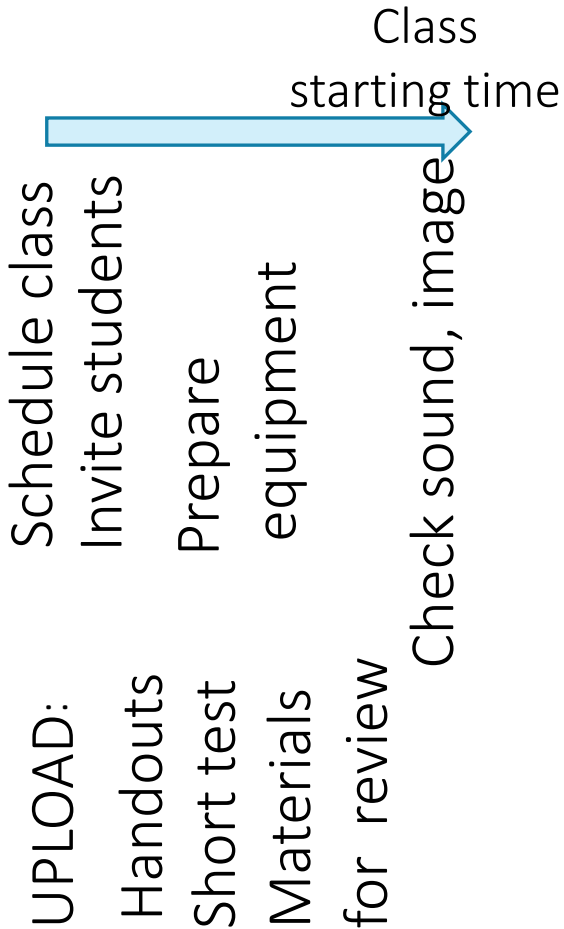
Flowchart of a live online class (example)



Flowchart of a live online class (example)



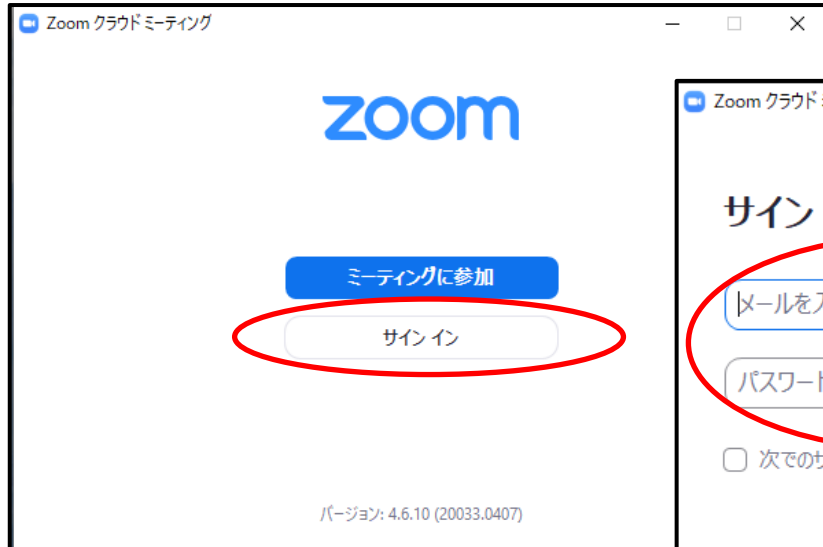
Part 1 Preparations before class



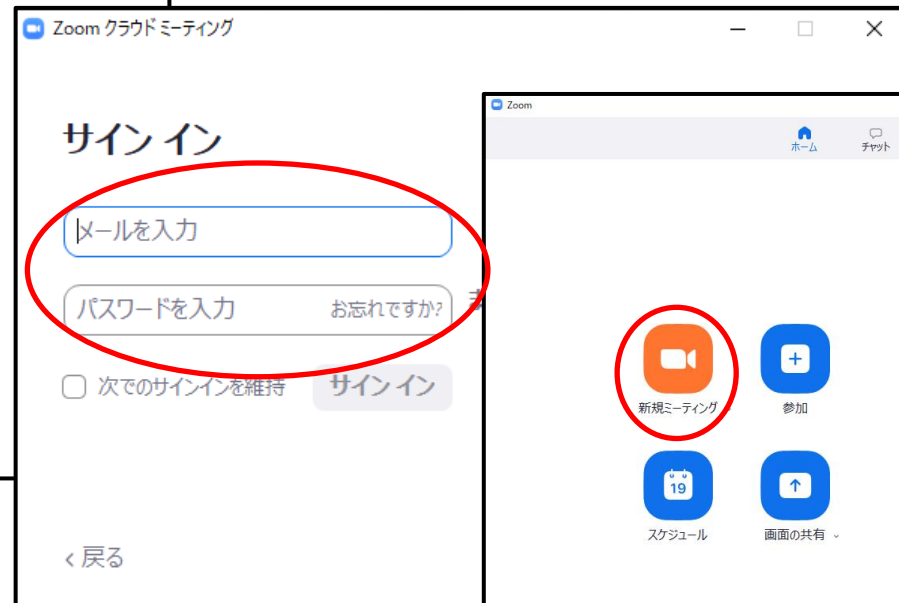
■ Main points:

1. For operations not possible on Zoom → use **kibaco**
2. Send students class schedule and invitation (URL link) → otherwise, **they can't join class**
3. Send invitation well in advance to allow students to prepare
4. Prepare necessary equipment for class

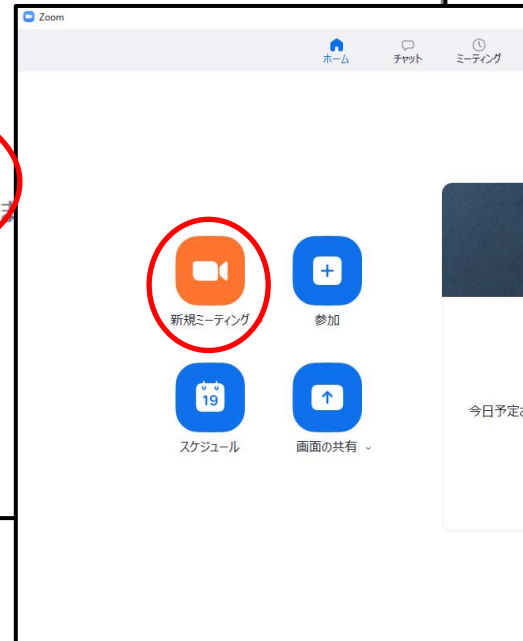
Preparations before class: Class time setting



Sign in



ID
Password



Click Schedule a meeting



Time settings

Changing Zoom settings

The image shows two overlapping windows from the Zoom desktop application. The background window is the main Zoom interface, featuring a top navigation bar with icons for Home, Chat, Meetings, and Contacts, and a search bar. Below the navigation bar, there are four large buttons: 'New Meeting' (orange), 'Join' (blue with a plus sign), 'Schedule' (blue with a calendar icon), and 'Share Screen' (blue with an up arrow). A central card displays the time '18:54' and the date '2020年4月12日', along with a message: '今日予定されているミーティングはありません' (There are no meetings scheduled for today). A green box with the text '設定' (Settings) and a red circle around the settings icon in the top right corner of the Zoom window is labeled 'Settings button'.

The foreground window is the 'Zoom 設定' (Zoom Settings) window. It has a left sidebar with various settings categories: '一般' (General), 'ビデオ' (Video), 'オーディオ' (Audio), '画面を共有' (Share Screen), 'チャット' (Chat), 'バーチャル背景' (Virtual Background), 'レコーディングしています' (Recording), 'プロフィール' (Profile), '統計情報' (Statistics), 'フィードバック' (Feedback), 'キーボードショートカット' (Keyboard Shortcuts), and '接近性' (Proximity). The '一般' (General) tab is selected. The main area of the settings window contains several options with checkboxes:

- ☐ Windows 起動時に Zoom を起動
- ☒ 閉じると、ウィンドウが最小化され、タスクバーではなく通知エリアに表示されます。
- ☐ デュアル モニターの使用
- ☐ ミーティングの開始または参加するときに、自動的に全画面を開始
- ☐ ミーティングの開始時に招待のURLを自動的にコピー
- ☒ ミーティングの退出時に確認をとるために問い合わせる
- ☐ 接続時間を表示
- ☐ 次回ミーティングの数分前に 5 お知らせください
- ☐ ディスプレイがオフになっているかスクリーンセーバーが起動しているときにマイビデオとマイオーディオをオフにする

Below these options, there is a section for '反応スキントーン' (Reaction Skintone) with a row of six thumbs-up icons in different skin tones. At the bottom right of the settings window, there is a link that says 'さらに設定を表示' (Show more settings).

1 credit = 45 hours of study

- 1 credit = 45 hours of study (university-set standard)
That means ... 90 hours for 2 credits
- One class (2 hours) /week × 15 times = 30 hours
→ the total of out-of-class learning time (preparation, review, etc.) should be double = 60 hours



This semester is shorter (less than 15 classes),
but the standard will not be relaxed
→ Students' study time outside class should be increased
accordingly

Preparations before class: invite students by sending the URL link using kibako

The image displays three sequential screenshots of the TMU kibako system interface, illustrating the steps to send a URL link to students via email.

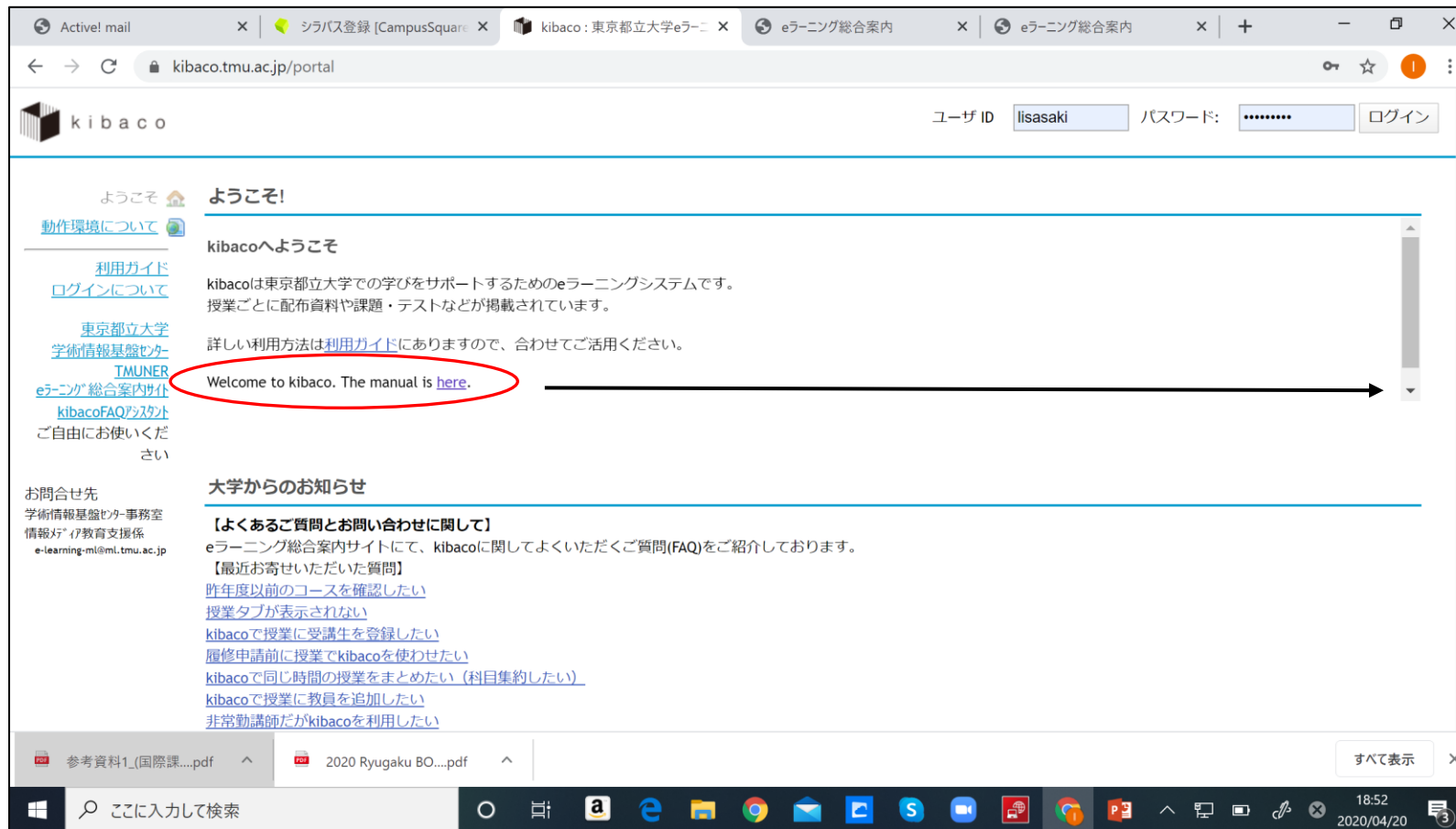
Screenshot 1 (Left): The main menu is visible. The "お知らせ" (Notice) link is circled in red. The left sidebar contains navigation links such as "マイページ", "基礎ゼミナール", "総合ゼミナール", and "学びのデザイン：理論と実践".

Screenshot 2 (Middle): The "お知らせ" (Notice) page is shown. The "お知らせ" link is circled in red. The page displays a table for scheduling and a section for "お知らせ" (Notice) with options to "追加" (Add), "メール" (Email), "オプション" (Options), and "権限" (Permissions).

Screenshot 3 (Right): The "お知らせ" (Notice) page is shown with the "メール" (Email) option selected. The "メール" option is circled in red. The page displays a form for sending a notice via email, including fields for "件名" (Subject) and "本文" (Body). A large blue arrow points to the "Send" button, which is also circled in red.

TMU kibako

Using kibako in English



Go to: <https://kibaco.tmu.ac.jp/portal>

Welcome to kibako. The manual is [here](#)
(Click)

kibako – User's manual English version

http://www.comp.tmu.ac.jp/e-learning/kibaco_guide_en.html

Active! mail x シラバス登録 [CampusSquare x kibaco : 東京都立大学eラーニング x eラーニング総合案内 x eラーニング総合案内 x + - 0 x

← → 保護されていない通信 | comp.tmu.ac.jp/e-learning/kibaco_guide_en.html ☆ ! :

東京都立大学

トップ 初めての方へ 利用ガイド ニュース kibaco ログイン

kibaco User Manual

To Change the Language on kibaco to English

Please change your language preference of kibaco when reading in English because kibaco's login screen is always in Japanese by default setting, see the following guide:

- [To Change the Language on kibaco to English](#)

For Course Instructors

- [User Manual for Course Instructors \(Version 4.0\)](#)

For Students

- [User Manual for Students \(Version 3.1\)](#)

東京都立大学

初めての方へ ニュース 関連リンク

参考資料1_(国際課...pdf 2020 Ryugaku BO...pdf

すべて表示

Instructions on
how to change the language to English

Instructions on
how to use kibaco for classes

Preparations before class:

Preparing and checking equipment

- ✓ Check audio/video settings and make sure students are able to hear/see you
- ✓ In classroom, when using the blackboard/whiteboard make sure you rehearse in advance

(Zoom has a whiteboard function→you can choose it from the screen sharing button.)

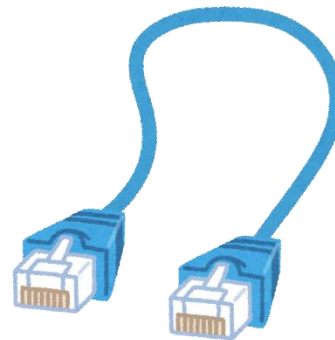
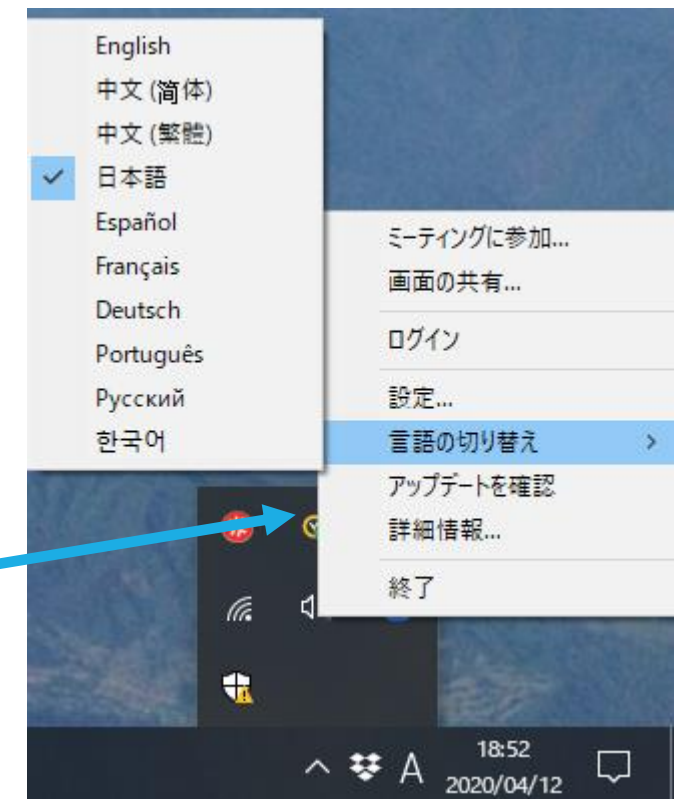
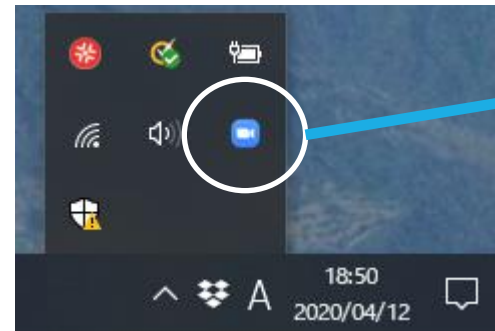


イラスト Copyright © いらすとや

Preparation tips

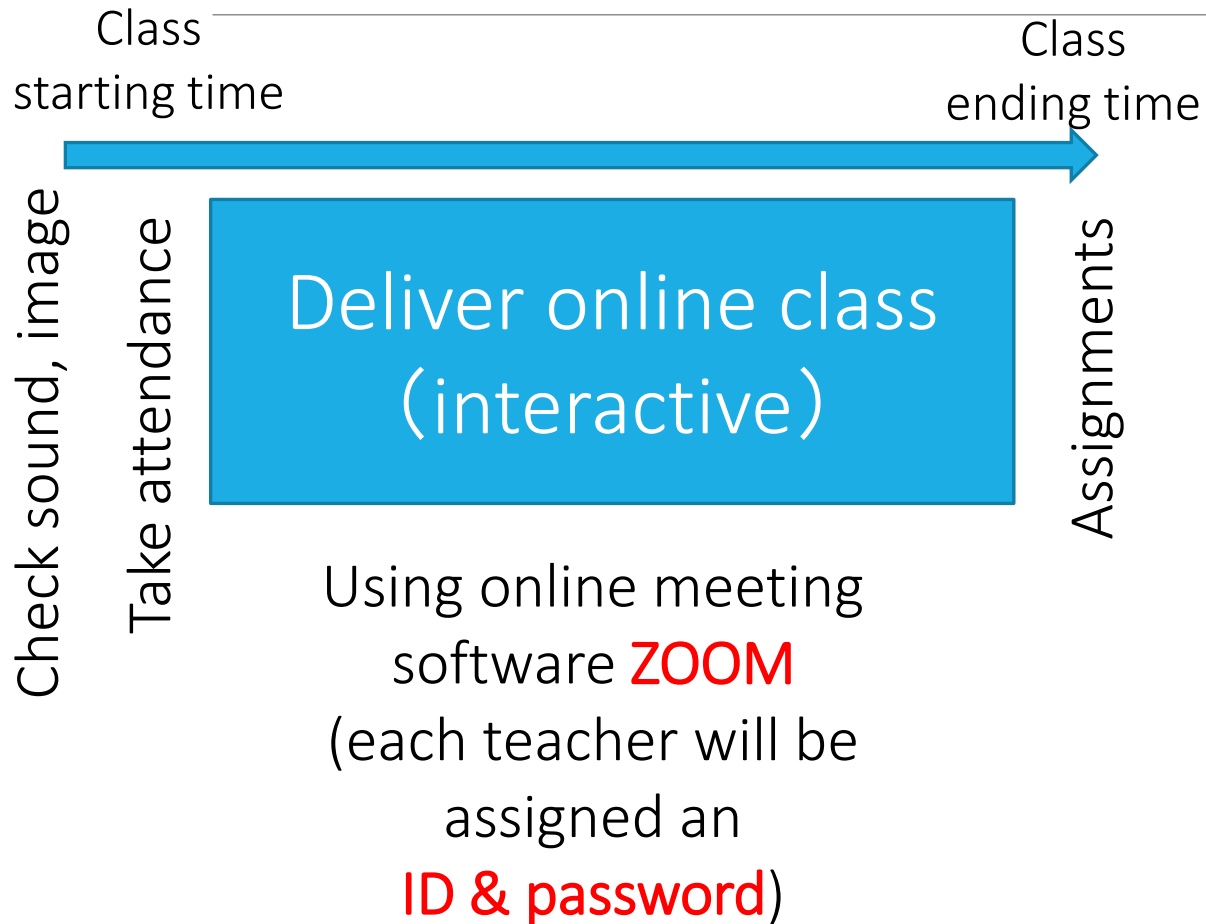
- ✓ Is it possible to switch Zoom languages?
 - Possible → use the lower right indicator
- ✓ Do I need a password?
 - Required (embedded in the URL itself)
- ✓ What is the role of the "waiting room"?
 - Only those who are accepted by the host are able to participate



Important points

- ✓ Some students use smartphones
 - PPT font size should be "24 or more"
- ✓ Not all students has a WiFi environment
 - Do not use high-definition video, etc. unless necessary
- ✓ Students take similar classes many times a day
 - Settings may differ slightly for each teacher – let students know your preferences
- ✓ **First-year students** have no experience of university classes
 - Clarify “rules” (eg: attendance, how to ask questions, syllabus location, etc.)

Part 2 Class implementation



■ Main points

1. Let students know the “rules” of your class (settings etc.)
2. Check if students can see / hear
3. Use two-way communication (for interactive classes)
4. Do not exceed class ending time

授業中の操作1

Operations during class 1



Default settings :

Audio: muted

Video selected when joining

→ Be sure to **instruct students on how to use settings**

Default settings:

Students can freely use the chat function

Chat stream is automatically saved

Participant list: make sure students sign with their real names

→ you can use it to take attendance and questions

Operations during class 2

The image shows a Zoom meeting interface with several callouts explaining key operations:

- Use screen sharing**
Teacher decides :
→ what screen to show
→ whether to let students use it
- When recording, check the available capacity**
- "End of meeting" ≠ end of Zoom conference**

The Zoom interface includes a top toolbar with icons for: ミュート解除 (Unmute), ビデオの停止 (Stop Video), セキュリティ (Security), 参加者の管理 (Manage Participants), チャット (Chat), 画面を共有 (Share Screen), レコーディング (Recording), and 反応 (Reactions). A red text overlay on the right says "ミーティングの終了" (End of Meeting). Below the toolbar is a sidebar with a search bar, a user profile for 松田 岳士 (Matsumoto Takashi) with email mat@tmu.ac.jp, and a settings menu. The settings menu includes options like 設定 (Settings), ヘルプ (Help), アップデートを確認 (Check for updates), ポートレートビューに切り替え (Switch to portrait view), アカウントの切り替え (Switch account), and サインアウト (Sign out), which is circled in red.

Important points

- ✓ It is difficult to perform various operations while teaching
 - design learning activities in advance and use functions accordingly
- ✓ Include interaction with students
 - use available means (audio, video, chat, screen sharing ...)
 - plan which Zoom function to use for such interactions
- ✓ Observe the end time
 - at home or in the laboratory, you may run out of time
- ✓ Let students know the assignments for next time
 - unlike face-to-face classes, there is no way for students to contact each other

Part 3 After class

Class
ending
time



Operations
on Zoom

Operations
on kibaco

Check
test, assignments

Use chats,
recordings, etc.

■ Main points

1. Check and use recorded data (session recordings, chats)
2. Prepare answers to questions and other feedback
3. Check if absentee students need assistance
4. Find methods to solve technical troubles (if any)

Important points

- ✓ Find means to answer questions, offer consultations
 - Set office hours
- ✓ Always use the newest version of Zoom
 - There are frequent updates due to security concerns
- ✓ Do not leave system troubles unsolved or unclear points unanswered
 - Zoom's official website is the most reliable, but you can also contact TMU consultants
- ✓ Online classes tend to be less interactive
 - Give feedback to students in the next class

Be creative

Make sure you master the basic operations... for the rest, be creative!

- × You have to keep talking using Zoom for 90 minutes
 - State the learning content and methods at the beginning of class and confirm students' understanding at the end
- × For online classes you can only use Zoom and Kibaco
 - You are free to use any other teaching tools
- × You have to deliver a live lecture every time
 - No problem if asynchronous (on-demand) means are used in parallel
- × Zoom is for live lessons only
 - Can be also used for virtual office hour, students group study etc.

Adapt teaching means and methods suitable to your style

Further training...

- ✓ Participate in a simulated class using Zoom
April 21st, 22nd, 24th (starting at 14:00)
- ✓ Watch "How to use Zoom" series (1-minute video clips in Japanese) available on TMU's FD Committee website
<http://www.comp.tmu.ac.jp/FD/index2.html>
- ✓ Zoom tutorials (Zoom official website)
<https://support.zoom.us/hc/en-us>

Useful links (Zoom official website)

Basics: create a Zoom account, host a meeting, schedule a meeting, invite students to join etc.:

- <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_b0c98dfa-d90f-486d-9617-71ab7b41a273

Zoom tutorial for teachers (“Zoom meetings for education” 45 minutes)

- https://zoom.us/rec/play/up0kl7uhqzl3GdDGtgSDUfF8W46-ePmsgylWq_QMxEaxBnlVMAWvN7IWNNOd-zZfZbOz7n_Dq4uq4-Ejq?continueMode=true