

# Preparing for Online Classes

## 1. Preparing a system environment

The following equipment / environment is required to take online classes offered by Tokyo University of Foreign Studies (TUFS). TUFS does not provide Wi-Fi access or digital devices.

- Digital device such as a PC or tablet with internet connection
- Microphone
- Webcam
- Speakers, earphones or headphones

### 1) Digital device (any one of the following)

- Desktop PC
- Laptop PC
- Tablet device

	PC	Tablet	Smartphone
Attend class	Suitable	Suitable	Suitable
View documents	Suitable	Suitable	Somewhat unsuitable *1
Submit reports	Suitable	Suitable *2	Unsuitable *1

#### [NOTE]

\*1: It is recommended that you use a PC or tablet when taking an online course, as it is difficult to view documents or submit reports with a smartphone.

\*2: You need to access to the website for PC browsers to submit your report or assignments.

### 2) Webcam (any one of the following)

- PC with a built-in camera
- External camera
- Mobile devices with a built-in camera

\*When attending an online class, you will need to turn your camera on and your microphone off.

3) Microphone (any one of the following)

- PC with a built-in microphone
- USB headset with a microphone
- Plug-in-type headphones

4) Speakers, earphones or headphones (any one of the following)

- PC with built-in speakers
- External speakers
- Earphones or headphones

\*Headphones with a microphone delivers excellent audio and are best suited for taking an online class.

5) Internet access

You will need access to the Internet to take an online class. It is important to have a stable Internet connection because the online classes will consume a lot of data. Hence, we recommend that you use a LAN cable connection which is more stable than Wi-Fi.

\*TUFS will not be responsible for any difficulties or disadvantages caused by bad Internet connection on your side.

## 2. Install Zoom

Installation of Zoom (an application for video conference) is required before taking an online class.

On a PC

1. Access the Zoom website.  
[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)
2. Click [Client for meeting] and start downloading.
3. After that, click [ZoomInstaller.exe] and install the Zoom application.
4. Installation completed.

On a Tablet

1. For iPad, install from the App Store and for an Android tablet, install from Google Play: (Zoom Cloud Meeting)
2. Installation completed.

[Meeting Test]

Access the link below to test your audio and video before a class.

<https://zoom.us/test>

### **3. Logging in and setting up Google Classroom for contact, downloading documents, and submitting reports**

#### **1) Your Google account**

You will need a Google account, to access Google Classroom. If you do not already have a Google account, please make one.

- Your Gmail address will be shared with your professor. If you prefer, please make a separate Google account for that.
- Please note, we do not provide technical support for online classes.

#### **2) Logging into Google Classroom**

Use your Google account to log into Google Classroom.

- You will need to access to the Internet to log in.
- You must use your own Google account, not an account belonging to a family member or someone else. This is because we will need to identify you with your account.
- The first time to log in.
  1. Access the URL below and click [Classroom].  
Google Classroom URL: <https://classroom.google.com/>
  2. Enter your username and click [Next].
  3. Enter your password and click [Next].
  4. After the welcome message appears on the screen, check the contents and click [Agree].

#### **3) Entering the classroom**

- TUFs will send your class code via email.
  1. Log in to Google Classroom.
  2. Click [+] at the top of the page and click [attend].
  3. Enter your class code that appears in the pop-up window and click [Attend] to complete the registration.
- You are properly registered to your class if you can access to your classroom (Note: Your name will not appear in the list of students in your

class.)

- Students are not allowed to access to email addresses of their classmates and teacher.
- Please note that TUFS does not provide technical support for online classes.