Guide to Take Online Classes in the Summer 2020 Semester in The Departments of Biological Sciences, Biophysics and Biochemistry, and Bioinformatics and System Biology

Department of
Biological Sciences
Graduate School of Science, The University of Tokyo

Last updated April 14th

■ Notification

Although we formerly announced the Departments to offer online classes through the video conference application “Cisco Webex” in the document entitled “Information for online classes”, we have decided to also use the video conference application “Zoom”.

The interface and use of Zoom does not differ a lot from those of Webex. Please kindly note that the application used may differ on a class-by-class basis. Thank you for your understanding.

■ Transition to Online Classes in the Summer 2020 Semester

In order to avoid an outbreak of COVID-19 patients and to maintain a safe environment for research and education on our campuses, the departments of biological sciences, biophysics and biochemistry, bioinformatics and systems biology have decided to shift all classes to an online format for the summer 2020. The first two weeks of April (from April 3rd until the 16th) will be used as a preparatory period for transitioning to the online format, during which you can test the online environment*.

*The Graduate School of Frontier Sciences will start online classes from April 6th without a preparatory period. Please contact the academic affairs office in charge for classes shared with other departments.

The above plan is open to modifications depending on future circumstances and developments.

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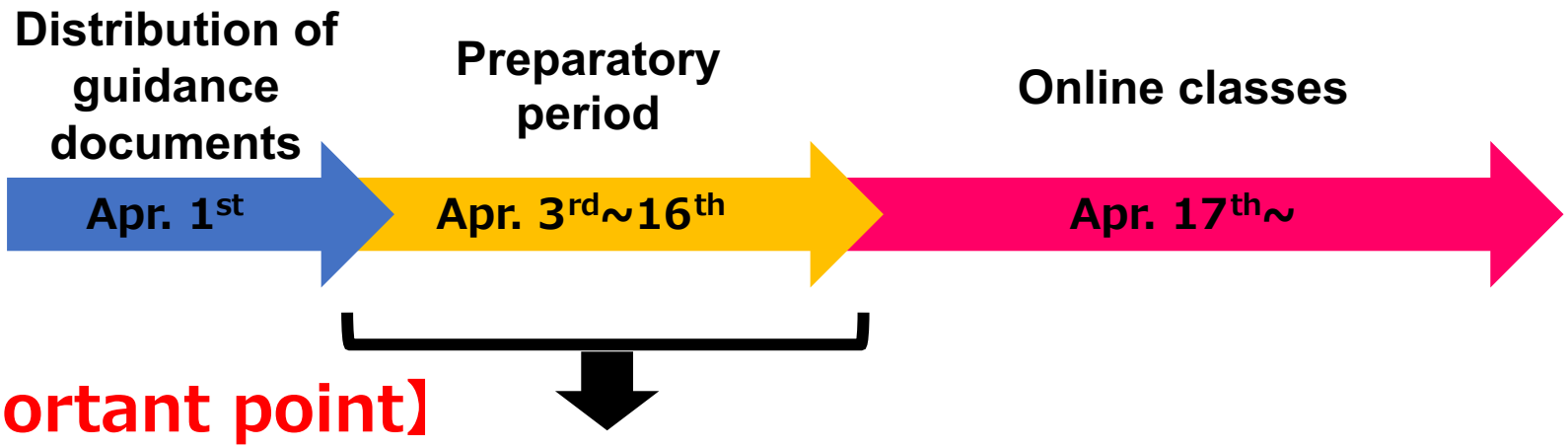
■ In case you can not have proper internet connection to take online classes



【Important point】

If you can not set up proper internet connection during the preparatory period

- Please inform the teacher in charge of the class of your situation.
- The contact information of the teachers can be found on UTAS.

■ How to take online classes (1)

You can find a detailed guide for taking online classes by visiting the webpage entitled “online class / Web conference portal site @ The University of Tokyo” (https://utelecon.github.io/) and “preparing to take online classes for new students and current students” (https://utelecon.github.io/oc/).

Online class / Web conference portal site
@ The University of Tokyo
(https://utelecon.github.io/)

Preparing to take online classes for new students and current students
(https://utelecon.github.io/oc/)

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■ How to take online classes (2)

Please visit these websites well in advance to be prepared for taking online classes. These websites are frequently updated and include contact information in case of connection problems. Following the instructions on the website, you can test the connection to take online classes (https://utelecon.github.io/oc/). Please check them as necessary.

オンライン授業を受ける準備ができているかのチェック

- この, Microsoft Excel のシート が見られるかどうか, リンクをクリックして確かめてみてください.
  3/22更新: もし東京大学「サインイン」と書かれた窓が出てきて, "メール, 電話番号, Skype"などと聞かれたら,

  `UTokyo Accountのアカウント番号@utac.u-tokyo.ac.jp`

  と記入して先へ進んで下さい. UTokyo Accountのアカウント番号は10桁の数字です. なお詳細はわかりませんがこの窓が出てこないこともあります. 次にUTokyo Accountのアカウント名とパスワードを入力する画面が出てきたら, 自分で設定したUTokyo Accountのアカウント名とパスワードを入力して下さい. それで無事見られれば, UTokyo Accountの設定ができています (手順動画).
- この, Google スプレッドシートが見られるかどうか, リンクをクリックして確かめてみてください. このときもし,
  - **パターン1:** 今回作った大学のアカウント(xxxx@g.ecc.u-tokyo.ac.jp)でGoogleにログインしている場合は直ちにアクセスできます
  - **パターン2:** Googleに別のアカウント(例えば自分が普段使っているyyyy@gmail.com)でログインしている場合は「権限が必要です」という窓が出てきます.
    - PC/Macの場合: 右にある, **アカウントを切り替える**を選んで, 大学のアカウントでログインして下さい. 「アクセス権限のリクエスト」**ではありません.** すでに何人かの人が「アクセス権限のリクエスト」を送っているようですが, 気にせずもう一度上記からアクセスして, **「アカウントを切り替える」**を選び直して下さい(この場合の手順動画).
    - **(3/27追加)** Androidの場合: Gmailの受信トレイ -> 右上のアイコン -> 「別のアカウントを追加」 -> Google を選び, ログイン画面で今回作ったメールアドレス (xxxx@g.ecc.u-tokyo.ac.jp) でログインしてください. (手順動画)
  - **パターン3:** そもそもGoogleにログインしていない場合は「ユーザ認証に失敗しました」と表示さ ンして下さい

Checking to see if you are ready to take online classes
(https://utelecon.github.io/oc/)

ウントを
cc.u-

- どうでもよい無事見られれば, G Suite for Education (ECCクラウドメール)の有効化ができています. ただし, 現在中国にいる人はこのシートにはつなげません. Microsoft Excelの方だけ確認してください

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■ Specific tools required for taking online classes

1. Internet environment
2. Personal Computer, Mac or tablet-type device
3. UTokyo account
4. Meeting room link

■ Finding the meeting room link of a class

＜How to find a meeting room link＞

1. Log in to UTAS by using your UTokyo account
2. Select the syllabus of your class of interest and click on it
3. Select the tab “Detailed Information”

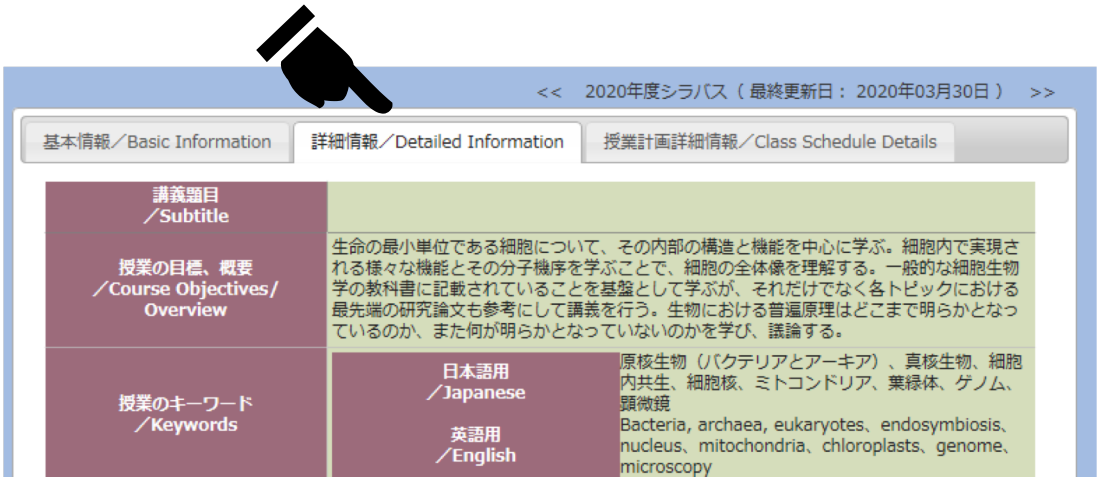
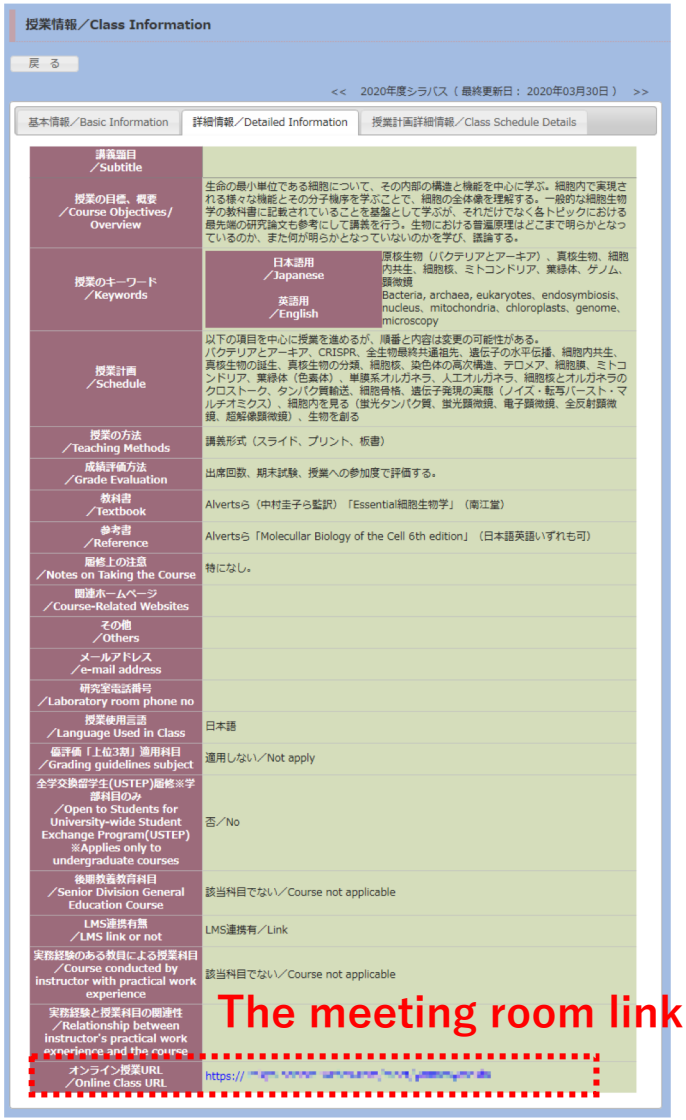


Image of a syllabus displayed in UTAS
（https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do）



※Some courses provide a link to ITC-LMS. Please jump to ITC-LMS and get URLs there.
Ref: utelecon website

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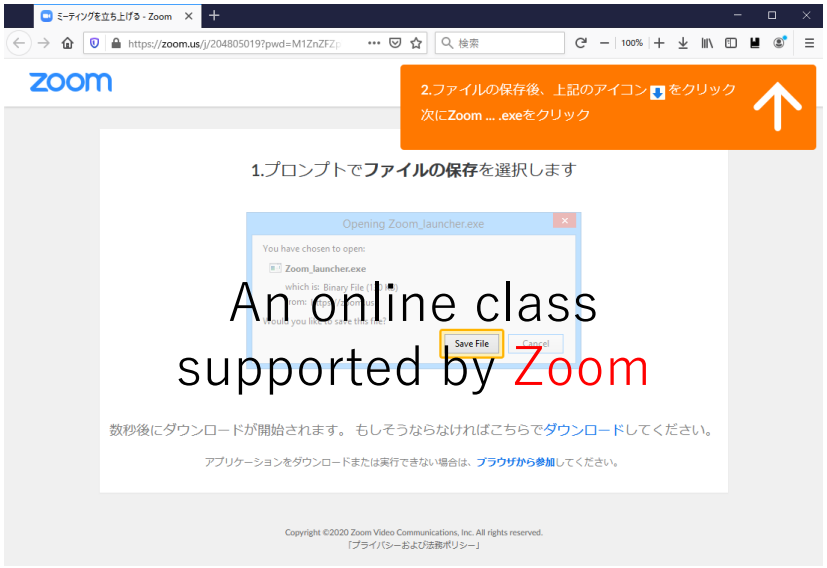
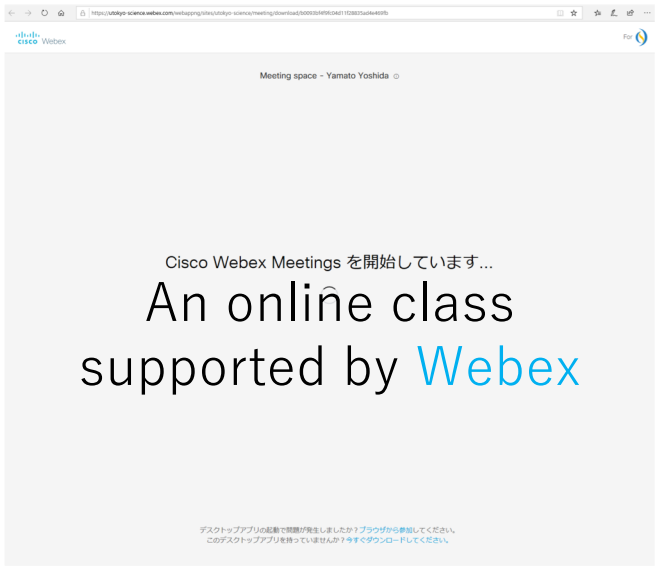
■ How to join a meeting room

Click on the meeting room link in the syllabus

Automatically opens the Zoom or Webex website according to the type of link



An online class supported by Zoom



An online class supported by Webex

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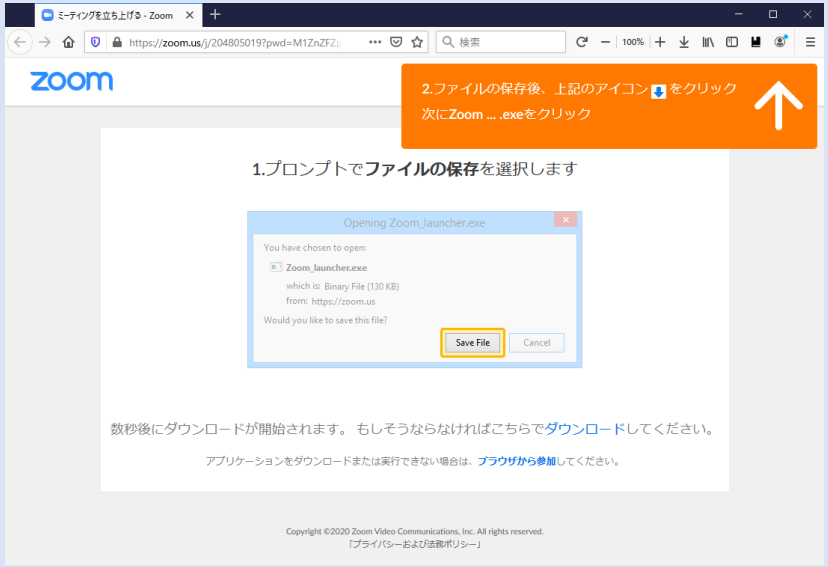
■ How to join a meeting room: Zoom（1）

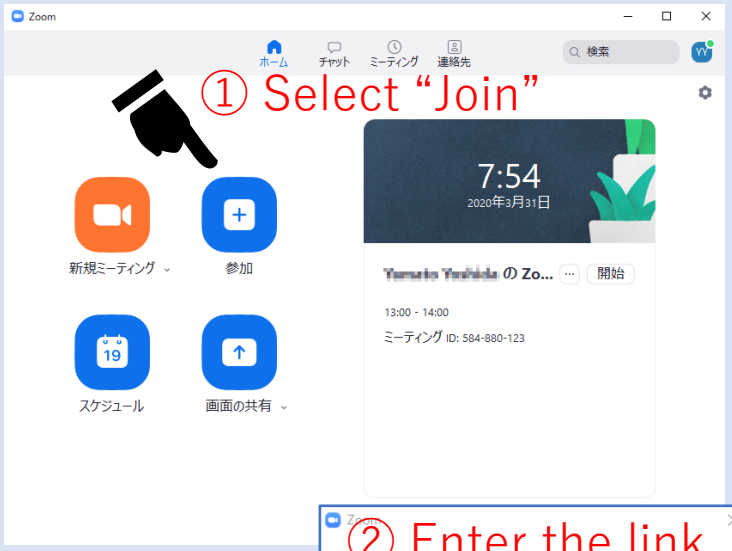
Enter the meeting room link into a web browser such as Google Chrome

Select “Client Download ” or “Open Zoom Meeting”

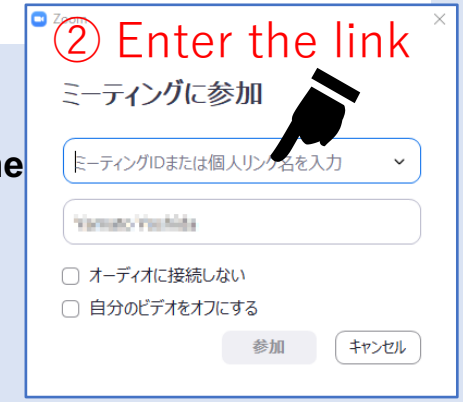


or

Start Zoom application



Enter the link or the meeting ID (9-10 digits)



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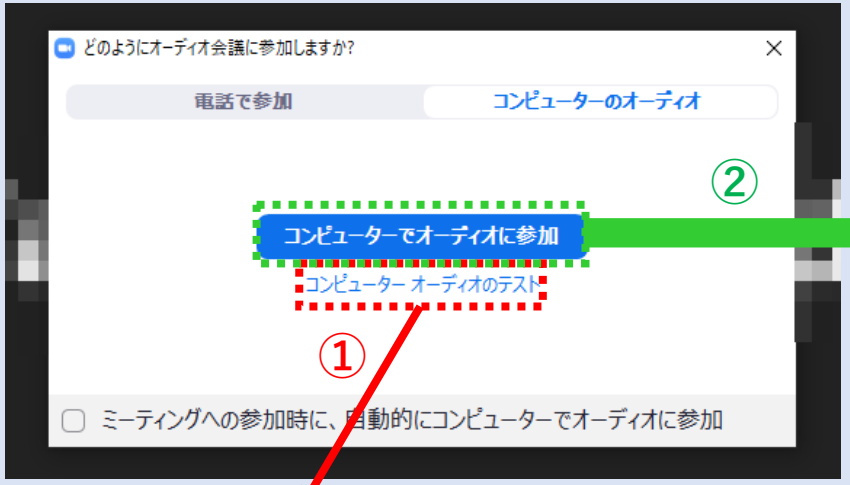
- **Please note that meeting room links might be changed occasionally.**
- **Make sure to use the latest versions.**

■ How to join a meeting room: Zoom（2）

After “testing your speaker and microphone”, select “joining via computer”



“microphone”, “speaker”, and “volume setting”

You can choose to Mute/Unmute the microphone and Start/Stop the video anytime

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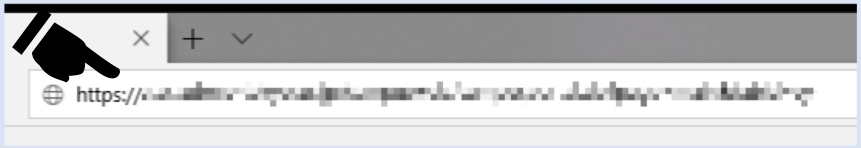
https://utelecon.github.io/zoom/

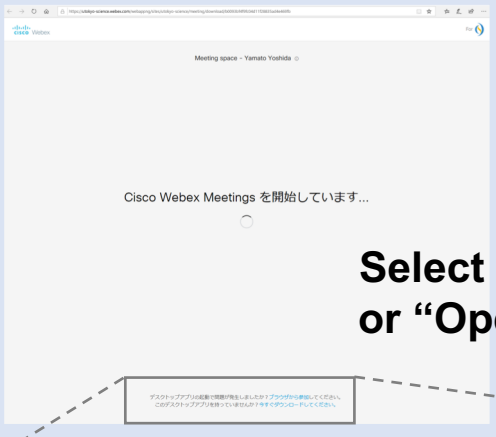
■ Further information about Zoom

Please visit the website https://utelecon.github.io/en/zoom/join.html

■ How to join a meeting room: Webex

Enter the meeting room link into a web browser such as Google Chrome





Select “Client Download ” or “Open Webex Meeting”

or

Start Webex application

Enter the link or the meeting ID

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- **Please note that meeting room links might be changed occasionally.**
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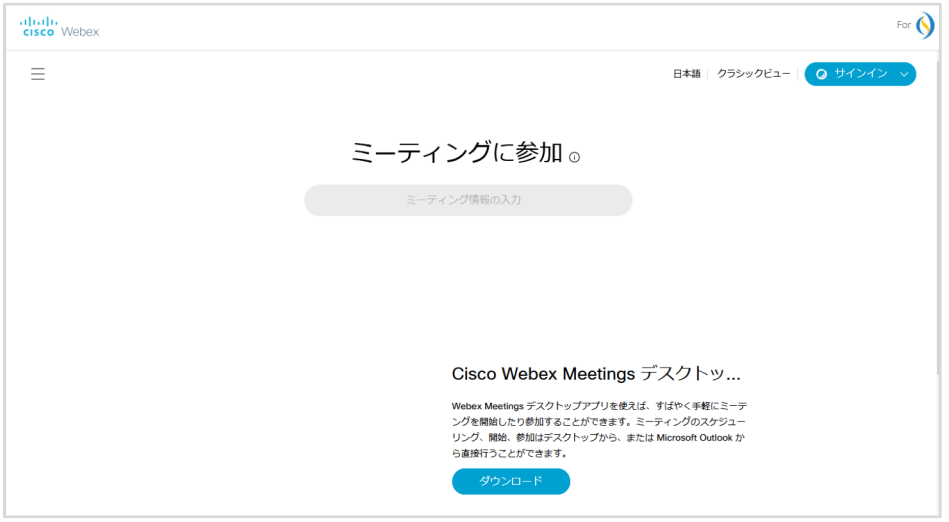
■ Further information about Webex

Please visit the website of Information Technology Team for further details about Webex
http://jimubu.adm.s.u-tokyo.ac.jp/public/index.php/Collaboration_tool

The website of Information Technology Team

You can obtain the application for PC and smartphone from the website https://utokyo-science.webex.com/



Ciso Webex Meetings
（https://utokyo-science.webex.com/）

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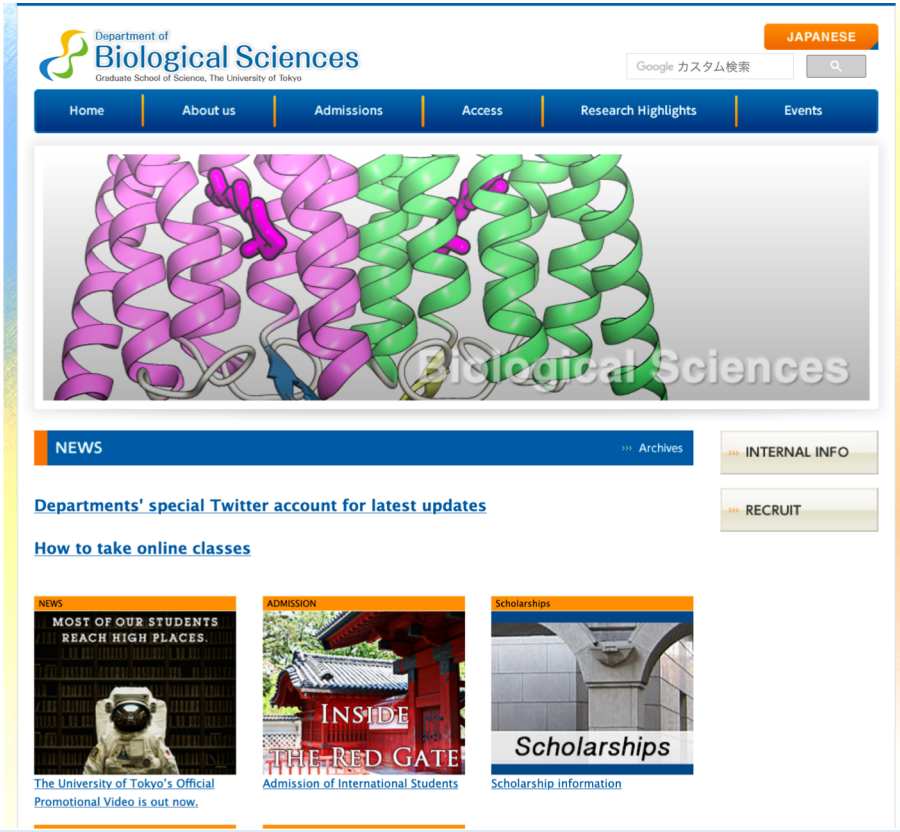
■ Updating information about online classes

The office of academic affairs will let you know the latest information regarding online classes via email, the official Biological Sciences webpage and twitter.



We appreciate your understanding and cooperation

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