Preparing for Online Classes

（On-Demand Learning Material / Self-Study OPJLC）

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
Online schooling session	Suitable	Suitable	Suitable
View documents	Suitable	Suitable	Somewhat unsuitable *1
Submit assignments	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 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 schooling session, you will need to turn your camera on.

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.

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
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 to "Moodle for Online Japanese Learning Google" for contact, submitting assignments, and self-study

To log-in to the Moodle for Online Japanese Learning, use your username and password emailed to you.

- You need to be online when logging-in.
- You need to change your password when you log-in to Moodle for the first time.
- 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.