

# To Students (Notice and Request)

April 17, 2020

Toyo University

In order to prevent the spread of the novel coronavirus, we would like to ask all students for their understanding and cooperation in the following:

## No entry to campus

Due to the state of emergency, all campuses, are closed to students except in the case of an emergency.

## Change of the starting date of classes and course content in the spring semester

Spring semester classes begin on Monday, April 27. In order to prevent the spread of infection, courses will be taught online. In-person classes on campus may resume if the situation significantly improves. For more information, please check the University's website.

Regarding changes to course contents and/or class delivery method, please check ToyoNet-Ace or ask faculty members during the classes. .

## Get ready for online classes

Please see the "Notice of Preparation for Online Classes" on the back for information on how to get ready for online classes.

## Continue your studies and take precautions against the virus

In order to ensure the health and safety of all students, please follow the action guidelines (see University website) and take preventative measures. Although we are now facing a very difficult situation, we hope that you will proceed with your studies in accordance with the philosophy of independence and perseverance, the founding principles of Toyo University, while doing what you can to prevent infection.

## All faculty and staff are here to support you.

All faculty and staff of Toyo University will work together to support you so that you can continue your studies in a safe and secure manner.

For more information, please visit the Toyo University website: <https://www.toyo.ac.jp/en/>





To all students

Get ready for online classes!

April 17, 2020 Toyo University

Spring semester of AY 2020 starts on Monday, April 27. In order to prevent the spread of new coronavirus infections, classes will be held online for the time being. Students are encouraged to make the following preparations in advance. Textbooks can be ordered online from the University Co-op .

### 1. Two types of online classes

Which type of online classes is used will be decided depending the status of the spread of the virus in the future as well as on the courses you registered. Please prepare for both so that you can take courses either way.

#### 1) Classes via ToyoNet-Ace

With this type of class, you may take classes outside of the period indicated on the timetable (Classes may also be held as scheduled on the timetable). Although the contents of classes will differ depending on the course, classes via ToyoNet-Ace may include but not be limited to the following:



- Presentation and submission of reports/essays
- Delivery of lecture materials (in Microsoft PowerPoint or other formats)
- Delivery of lecture materials (video and/or audio files)
- Quizzes
- Questions and answers on the bulletin board (for each subject), discussion among students
- Other components

#### 2) Classes using Webex (video conferencing application)

This is an interactive class where lectures are delivered via live streaming. Classes will be held on the day and time as scheduled on the timetable and followed by a quiz using ToyoNet-Ace.

### 2 Five things you can do to prepare for online classes

#### (1) ID and password

Please confirm the information systems ID and password provided by the University.



## (2) Devices

Please prepare devices, such as a computer, tablet or smartphone that has internet, a camera and a microphone. A computer or tablet is more suitable than a smart phone.



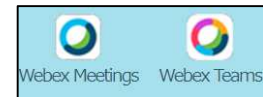
## (3) Internet connection

In order to participate in online classes, you'll need expanded capacity for data transaction. Please upgrade your data plan or use a flat-rate Wi-Fi service at home to avoid high data fees. The major mobile companies are offering special discounts for students who are taking online classes.

In order to prevent the spread of infection, please avoid using the free Wi-Fi in stores/cafes or sharing Wi-Fi with friends, especially during times when people are asked to refrain from going out.

## 4) Install Webex (video conferencing application)

If instructed by a faculty member, you may use a program called "Webex meetings" or "Webex teams" from CISCO.



You can find out more about it here.

[https://www.toyo.ac.jp/news/toyonet/20200420\\_webex/](https://www.toyo.ac.jp/news/toyonet/20200420_webex/)

## (5) How to use ToyoNet-Ace

You can log in to ToyoNet-Ace with your student account. ToyoNet-Ace offers a lot of useful features. Please check the manual and the web page that explains how to use it.

<https://www.ace.toyo.ac.jp/ct/login?lang=en>