



Pre-Class Checklist

Check the following:

- [1] Quiet room?
- [2] Environment?
- [3] Devices?
- [4] Preparation?
- [5] Other platforms?
- [6] Online class rules?

[1]

Quiet room? 静かな部屋

Find a quiet room

Make sure to check all the items below:

You are alone and there are ...

(一人になれて下記のものがない、静かな部屋を見つけよう...)

- ☐ **NO** barking dogs (ワンワン吠える犬)
- ☐ **NO** crying babies (泣き出す赤ちゃん)
- ☐ **NO** open windows (開いた窓 (外の騒音が入る!))
- ☐ **NO** attacking zombies (ゾンビ〜も!)

[2]

Environment? 良い環境

Set up your environment

Make sure to check all the items below:

Your room is clean and your ...

- ☐ chair is **comfortable** (座り心地のいい椅子)
- ☐ room has **a lot of light** (十分な光)
- ☐ materials are **in front of you** (材料や筆記用具は目の前に)

Materials = books, handouts, paper, pens, pencils, dictionary, etc.

[3]



Devices? 機器の充電とスタンバイ



Check your devices

Make sure to check all the items below:

You have charged your devices beforehand and checked ...

- ☐ your **camera** is on (カメラON)
- ☐ your **microphone** is on (マイクON)
- ☐ you are connected to the **Internet** (ネットを接続)
- ☐ your webpages (Google, online dictionary, etc.) are **open**
(ウェブページを開いた状態)

All social media notifications should be turned off.
(SNSはすべて通知OFFに！)

[4]

Preparation?

心の準備

Prepare yourself for class

Make sure to check all the items below:

You have a drink near you (don't spill!) and are ...

- ☐ willing to learn (学習意欲)
- ☐ willing to be patient (忍耐力)
- ☐ willing to avoid distractions (集中力)

Make sure you go to the restroom before class.

Unless sick, do not wear a mask.

(授業前にお手洗いに行くこと。マスクは病気の時のみ。)

[5]

Other Platforms? 他のアプリ



Check your other platforms
Make sure to check all the items below:

You have your ID# and passwords ready for ...

- ☐ your university system
- ☐ your online class system (example: Moodle, Zoom)
- ☐ your accounts (example: Gmail, Google Drive, Dropbox)

All the programs above should be open and ready to use.
(すべてのアプリを開き、ID番号とパスワードは手元にメモしておく。)

[6]

★ Online Class Rules? ★

オンラインクラスルール

Follow online class rules

Check that you understand the rules below:

- ☐ Become familiar with online systems to be used for class
- ☐ Follow your teacher's instructions carefully
- ☐ Ask questions when you do not understand
- ☐ Print material (like this checklist) beforehand if possible
- ☐ Check your university online system messages and email often
- ☐ Show respect to your classmates and teachers online
- ☐ Take no photos or screenshots of classmates or teachers
- ☐ Be careful with account passwords (no sharing or posting)
- ☐ Work together with classmates (they can help you!)