

e-class

User Manual

v11 (Sep. 2017)

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Welcome to e-class!

e-class is designed to be easy to operate even those unfamiliar with PC's. Therefore, users can focus on the lecture. You can learn with e-class in home through OS, such as Windows, Macintosh, Linux and also through smart phones and tablets.

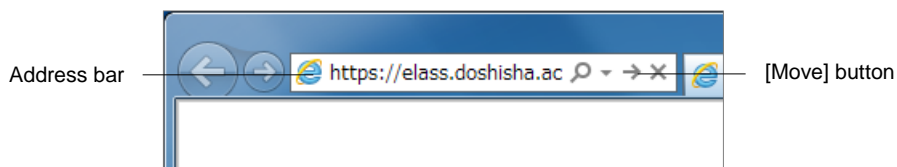
Before using e-class

In e-class, latest browsers and displays of resolution 1280 x 768 or higher are supported.

Please check whether environment required in order to use e-class first of all is ready. If environment is ready, let's actually begin e-class.

Login to e-class

This section explains how to log in to e-class and display "Course selection" screen.



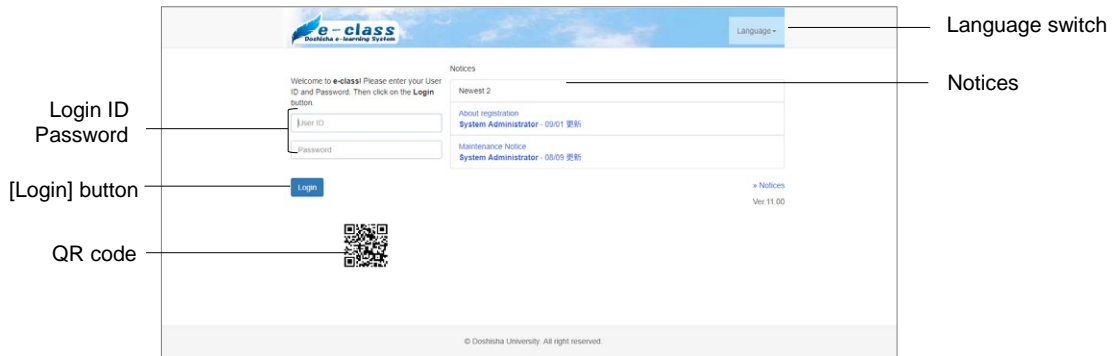
- 1 Input “https://e-class.doshisha.ac.jp” into an address bar (location bar). Next, press [Move] button on the browser or tap the [Enter] key.



- 2 The e-class top page will open. If you have User ID of Doshisha University, click “Login for students and teachers” link. If you have e-class ID, please refer next page to log in.

Login with e-class ID:

Click “Login for others” link on the e-class portal screen when you don’t have User ID of Doshisha University. Please login with e-class ID.



Enter your e-class ID and password, and click the [Login] button.

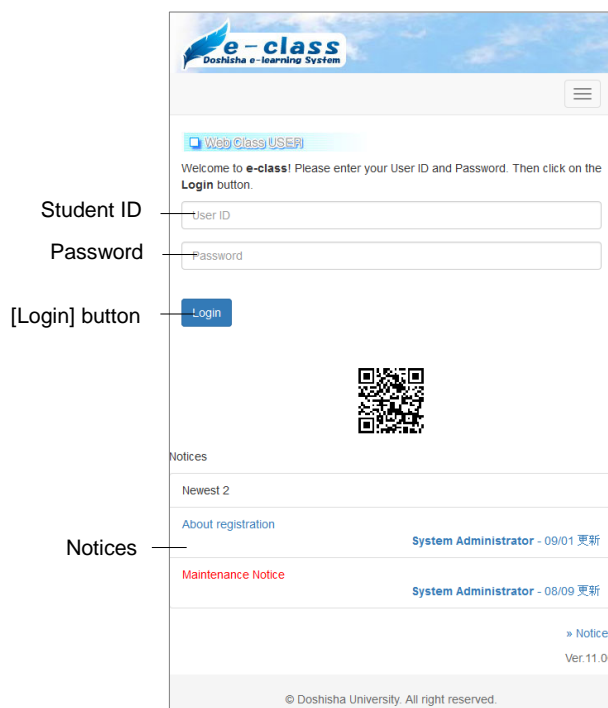
Change display language

Click “Language” at the upper right side of the login screen to select whether to display e-class in “Japanese” or “English”.

Login with smart phone

You can also login to e-class with Android, iPhone and iPad by the same operation as the time of logging in to e-class from a personal computer.

- Back, forward and close button of Browsers might break your session data, answers and grade. You should move a page with e-class navigation.



- 1 If you have access to e-class with an e-class ID, enter “https://eclass.doshisha.ac.jp/webclass/login.php” in the address bar. You can log in to e-class from the login screen for smart phone.
- 2 Enter User ID and password in the login screen, and tap the [Login] button.

Logout from e-class

Log out to end e-class. Click "Logout" link in “Course selection” screen or “Content List” screen upper right side.

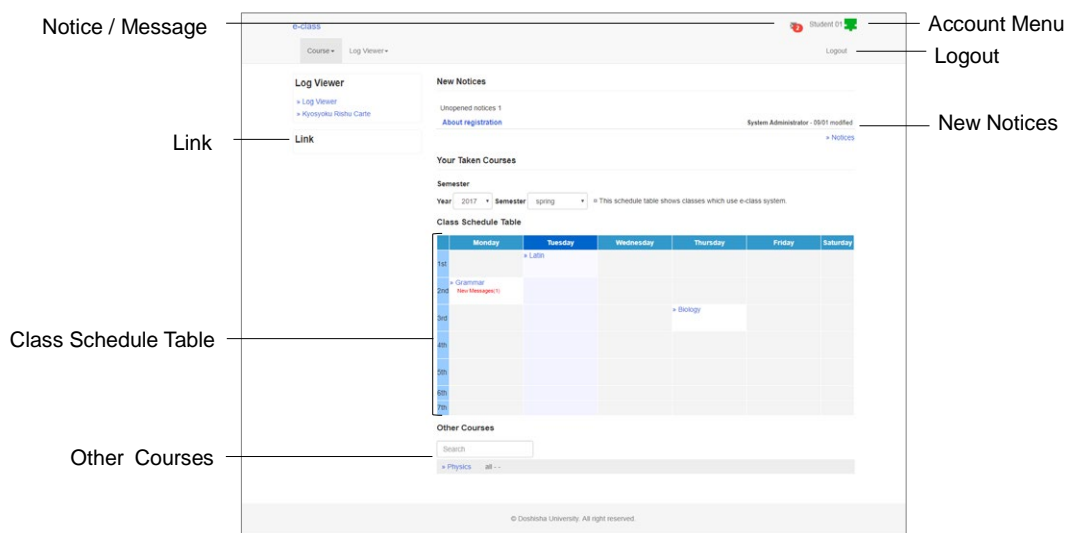
- If you end by [close] button on the browser, the answers and course scores data will not be saved correctly. Make sure to log off after saving data or ending the session.

Joining in courses

To take e-class sessions, you must be registered as a member. In this section, check the course which can join in and explain how to register as a course member.

About Course selection

When you log in to e-class, "Course selection" screen is displayed as shown in the figure below. In this screen, you can view information such as available courses and notification.



If you click the "Notice / Message" icon located at the upper right part of the screen, the "Notice / Message" screen will open. The number of unread notices / messages will be shown on the icon. If you place your mouse pointer over the icon, the list of unread notices / messages will be shown. Notices / messages sent from other courses will not be shown.

The course in which the timetable was decided is displayed on the Class Schedule Table. The Class Schedule Table can change a display by specifying a year and a term with a pull-down menu.

There are “Course” and “Log Viewer” in the menu. Courses that you are participating in that cannot be shown in the timetable will be shown under “Other Courses”, below the timetable. Courses that you can join will be shown in “Course” > “Available Courses”.

- For any course indicated by (Locked Course), users can view the course scores but cannot perform the materials.

To change your e-mail address, theme color, and character size, click "Account Menu" > "Setting Alteration".

By selecting either “Japanese” or “English” in the Account Menu, you can change the language to use. You can also download manuals by selecting “Manuals” in the Account Menu.

Changing account information

Click “Account Menu” > "Setting Alteration" to set the e-mail address to receive notices or to change theme color and character size.

Setting	Description
Student ID	You cannot change your Student ID.
Permission	You cannot change your Permission.
User Name	You cannot change your Username
Password	You cannot change Student ID's password. (Exclude e-class ID user)
email address	You can receive notification to your e-mail address.
Screen display	You can change e-class appearance such as theme color and font size.

Click [Update] button and re-login to apply the changed setting.

Change your mail address:

When the feature is activated by the system administrator, notice mail is sent in following cases.

- = When message is received
 - = To confirm the report is submitted
 - = When Study Card's message is updated
- To refuse notice mail, leave the entry form of “email address” blank.
- 1 Input a mail address. When you specify more than one mail addresses, divide by a comma.
 - 2 It can be checked by "Send test mail to this address" whether it is an effective mail address.
 - 3 Click the [Update] button.

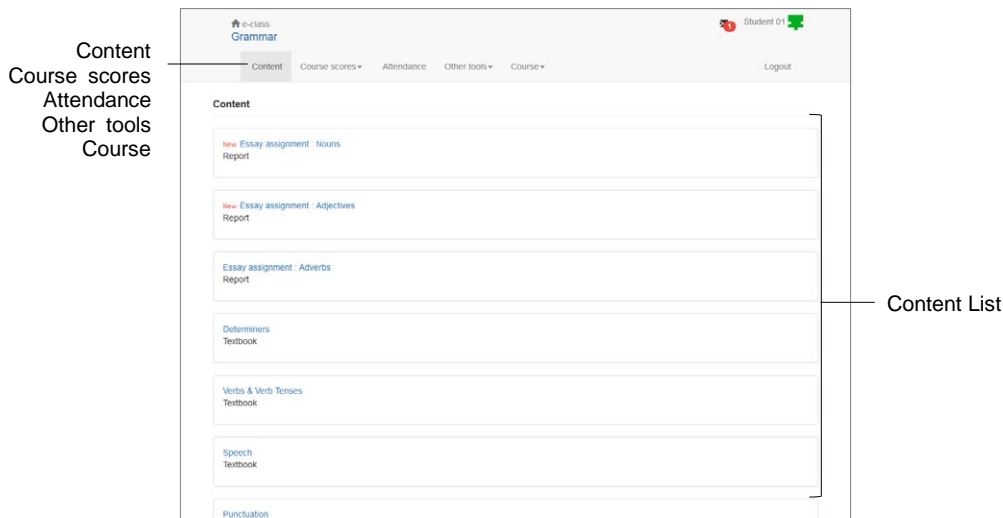
Taking Lessons

In e-class, lessons are carried out using the course material created for the course. This section explains information required by the user to take the lessons of the e-class.

About Content List

First, move to the course you wish to take. Click the course name in the “Course selection” screen. To return to the “Course selection” screen, click either the “e-class” link located at the upper left of the screen, or select “Account Menu” > “Course selection”.

When you move to the course, the “Content List” screen will be displayed as shown below. During lessons, the user will mainly use this screen to start various operations.



“Course scores” will allow you to check the result of Exercise/Report/Question that have been carried out during the lessons. “Reports” will display the list of the report submitted during the lessons.

“Attendance” will allow you to send the attendance data at the beginning of the lesson or check the previous attendance data.

In “Other tools”, there are “Study Card”, “FAQ / Glossary”, and “Notebook”. “Study Card” will allow you to keep your learning record and view it in the list. In “FAQ / Glossary”, you

can check frequently asked questions and meanings of keywords. However, it will not be displayed when the course manager has not set the feature effective. In “Notebook”, you can use about 50 KB of text data to keep memos.

Materials used in the session is displayed in “Content List”. In Communication Tools, there is “Wiki” where everyone can create and edit web pages, “Chat” for online conversation, and “BBS” to post question, an opinion, etc. By a Textbook, the slide for a session used by session and the inspection of a reference can be performed, and it can use as a text at the time of preparation and review, or a session. In Exercise/Report/Question, you can submit a report, answer a quiz / questionnaire, and take a periodic exam. A Class Number combines Communication Tools, Textbook, and Exercise/Report/Question materials and you can work on it step by step. When you click and open a content, you can check your History in Content Start screen.

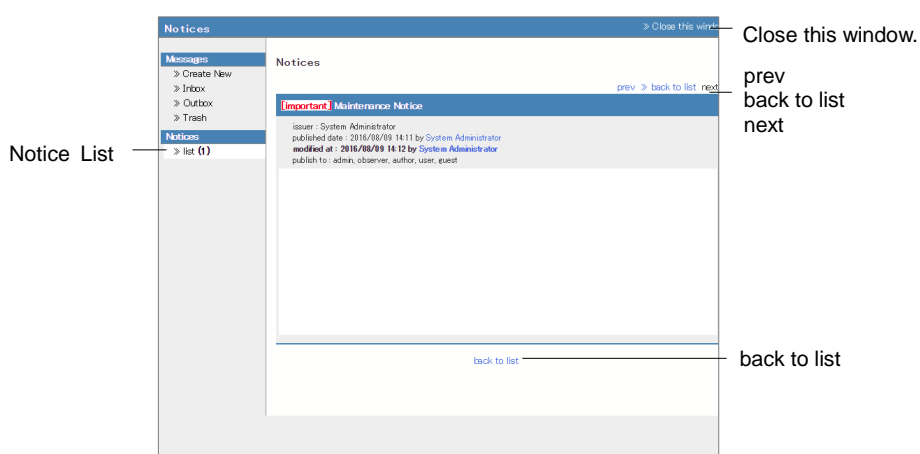
- ▶ In Content List, the material which ended the attendance period or it had not reached at available time has a black material name, and cannot start material. However, if the course name link at the upper left of screen is clicked when a lecture cannot be taken, even if start time comes, the refresh of the page can be carried out and material can be started.
- ▶ Following operations causes problems such as answer and score data not being recorded properly.
 - = Using [Back Space] key to return to the previous page / using [F5] key to reload / directly closing the browser: Warning such as “Do you wish to move out of this page? The data entered will not be saved” will appear.
 - = Opening multiple materials at the same time; Warning such as “The system’s session information is lost. Please do not start the course material while other material is open, since it may cause an error” will appear.

Checking Notices

Notice and message sent from the system manager and the Author regarding administration or school affairs can be checked from the login screen, “Course selection” screen or “Content List” screen.

Place your mouse pointer over the “Notice / Message” icon to show the list of unread notice / message. Click the title of the unread notice / message to open it. Click the “Notice / Message” icon to open the “Notice / Message” screen.

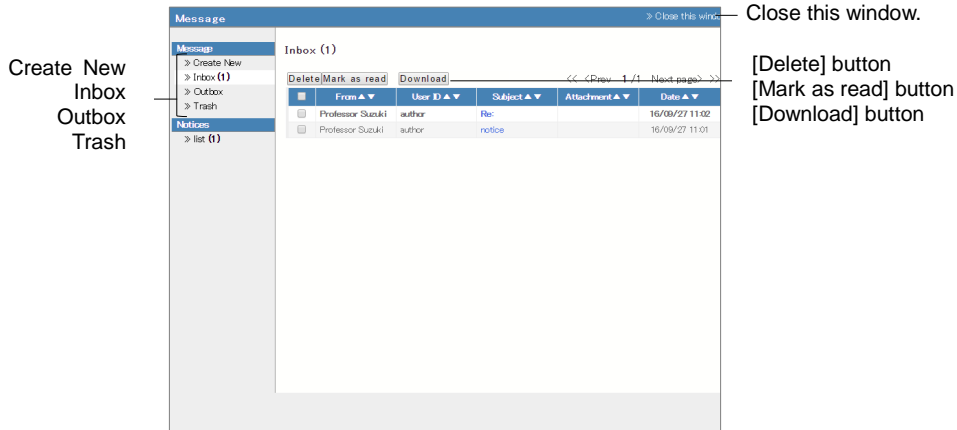
To close the “Notice / Message” screen, click "Close this window" link in the upper right of the screen.



Communicating by Message

You can communicate messages with other users just as easily as doing so by using e-mail software. Messages are downloadable.

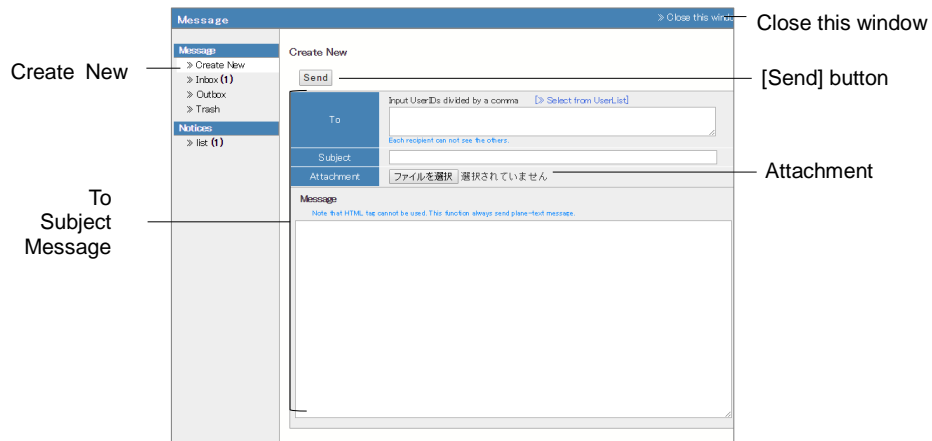
Click the "Notice / Message" icon. Then, the "Notice / Message" screen will be displayed. On this screen, you can create, send, receive and manage messages. To close the "Notice / Message" screen, click "Close this window." link at the upper right of the screen.



To change the message status to read, place the mouse pointer over the "Notice / Message" icon and open the notice / message from the list, or put a check mark in Inbox and click [Mark as read]. To delete a message, put a check in the checkbox and click [Delete] button.

Sending message

Click the “Notice / Message” icon and open the “Notice / Message” screen. In this screen, you can write, send, receive and manage the message. To close the screen, click “Close this window” link in the upper right of the screen.



- 1 Click “Create New” or “Reply” of the received message.
- 2 Fill in “To”, “Subject” and “Message”. When you don’t know the student ID to specify the address, use “Select from User List” and you can specify the address easily.
 - Any student ID other than the course member cannot be specified as the address.
 - According to the options set up by the Author, the User List doesn’t display course members have user permission.
 - Since the message is sent as text data, HTML tags cannot be used.
 - When a transmission error occurs by transferring mail to multiple destinations, mail transmission is interrupted.
- 3 You can also attach files.
- 4 Finally click [Send] button.

Sending attendance data

Click “Attendance” in the menu, and the “Attendance” screen will be displayed. In this screen, you can send the attendance data and check the attendance situation. To return the “Content List” screen, click the Content name link in upper left of the screen.

Send / View attendance data

Content Name	Access Limit	Password	IP Address Restriction	Start - End Time	Status	History
Roll call 14	1time(s)	-	-	No time limit		History[0]
Roll call 1	1time(s)	-	-	No time limit	Attend	History[1]
Roll call 2	1time(s)	-	-	No time limit	Attend	History[1]
Roll call 3	1time(s)	-	-	No time limit	Attend	History[1]
Roll call 4	1time(s)	-	-	from 27/09/2017 11:00 From to 27/09/2017 12:30 Tu		History[0]
Roll call 5	1time(s)	-	-	No time limit	Attend	History[1]
Roll call 6	1time(s)	-	-	No time limit	Attend	History[1]
Roll call 7	1time(s)	-	-	No time limit	Attend	History[0]
Roll call 8	1time(s)	-	-	No time limit		History[0]
Roll call 9	1time(s)	-	-	No time limit		History[0]
Roll call 10	1time(s)	-	-	No time limit		History[0]
Roll call 11	1time(s)	-	-	No time limit		History[0]
Roll call 12	1time(s)	-	-	No time limit		History[0]
Roll call 13	1time(s)	-	-	No time limit		History[0]
Roll call 15	1time(s)	-	-	No time limit		History[0]
Total	15 times	The Maximum Number of Attendance	10 time(s)		Attend:5 Late:0 Absent:0	

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- 1 Open a content and click [Start] button.
- 2 Select "Attend" and click [Send attendance data] button. When the result screen is displayed, confirm whether attendance data has been sent safely and click [Quit Results] button to complete the attendance check.
- 3 To check your past attendance, look at the status column of the “Attendance” screen. As you take sessions, check if your total attendance is more than the required attendance.

Doing study assignments

In e-class, you will use Content such as Communication Tools, reference, Exercise/Report/Question and Class Number. Among these, the material used during the session will be listed in the “Content List” screen. The blue-highlighted material is ready-to-use link. Please click the link and start your session.

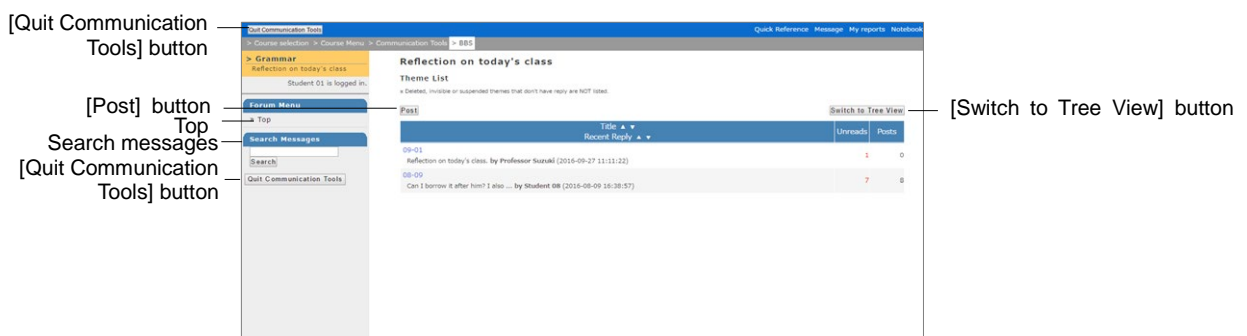
About Communication Tools

Using Communication Tools such as BBS, Wiki or chat, you can exchange and share information or discuss the lessons learned with another user to deepen your understanding.

To end Communication Tools and return to the “Content List” screen, click [Quit Communication Tools] button in the navigation of the upper left part of the screen.

Post to BBS

On BBS, you can post an article on a certain subject and reply can be made to the article. BBS is suitable for discussion, exchanging opinion or asking question as well as sending Notices concerning the course.



Select a BBS material in the “Content List” screen. Click [Start] in the “Start Content” screen, and the BBS Theme List will be shown. You can post new theme by clicking the [Post] button. Be sure to input "Title" and "Message." Click "Edit / Delete" to edit and delete the item you have posted.

- The e-mail address and URL in a message are displayed as a link. In addition, a HTML tag cannot be used.
- It may be garbled if languages other than special fonts, such as Emoji and half-width katakana, Japanese, or English are used.
- In parts of the Android and iOS 5-, you can't upload files. In iOS 6+ you can upload only image files. Also, you can upload some files on iCloud Drive, DropBox, Google Drive and OneDrive etc. in iOS 9+.

Viewing articles:

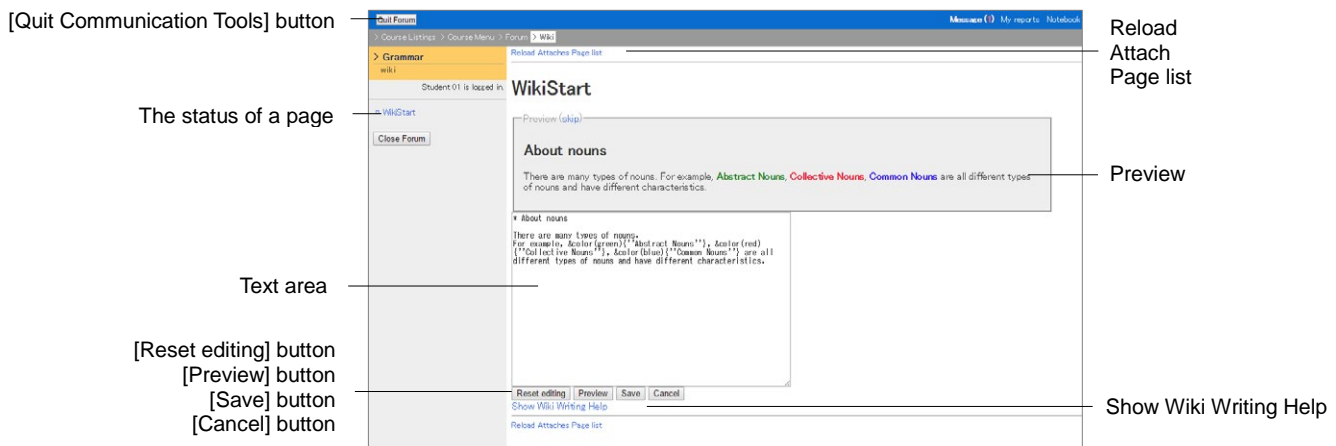
[Mark as read] button is displayed on the unread items. After reading an article, click the button so that you can distinguish unread articles from read articles. If you wish to attach a comment to any posted article, click "Reply to Message".

Searching articles:

As the number of posted articles increases, finding the article you wish to read will become difficult. "Search Messages" can help you to find the article easily.

Creating pages in Wiki

In Wiki, course members jointly create a web page. You can easily edit the page without knowledge of HTML.

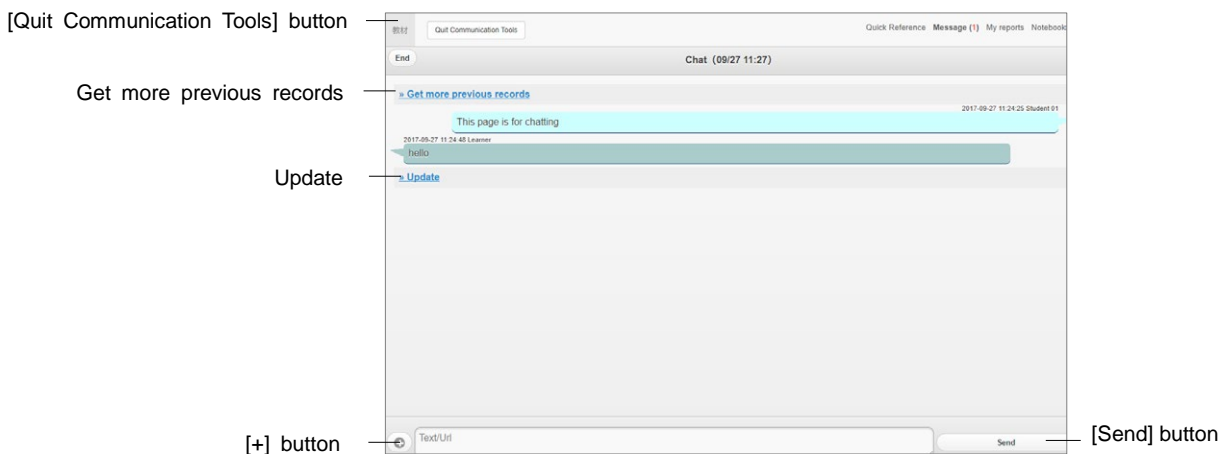


- 1 Select a Wiki material in the "Content List" screen, and click [Start] in the "Start Content" screen to start the Wiki material.
- 2 Click [Edit] button and edit the page by referring to the description on how to write Wiki page.
 - If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.

- To create a new page, enclose the page name in brackets as “[[page name]]”. Save the page, then you will be asked “Page name?”. Click “?” link and start editing the newly created page.
- 3** Click [Preview] button to check whether the text was fixed as you intended. If there is no problem, click [Save] button.
 - You can reset the change with [Reset editing] button before saving or previewing it. Click [Cancel] button to go back to where the change was saved last time.
- 4** To attach a file to a page, click “Attach”. Pictures or link can be displayed in the attachment file page by using "#ref (file name)".
 - With certain Android and iOS 5-, you can't upload files. With iOS 6+, only image files can be uploaded. With iOS 9+, you can upload files on iCloud Drive, DropBox, Google Drive and OneDrive etc.

Chat conversation

In Chat, a short text can be exchanged in real time at two or more users so that it may talk.



Select a Chat material in the “Content List” screen. Click [Start] in the “Start Content” screen and the Chat screen will open. When you enter message into the text box and click [Send] button, the sent message will be displayed on the screen. Also, by clicking [+] button, you can open the posting box to attach files.

About Textbook

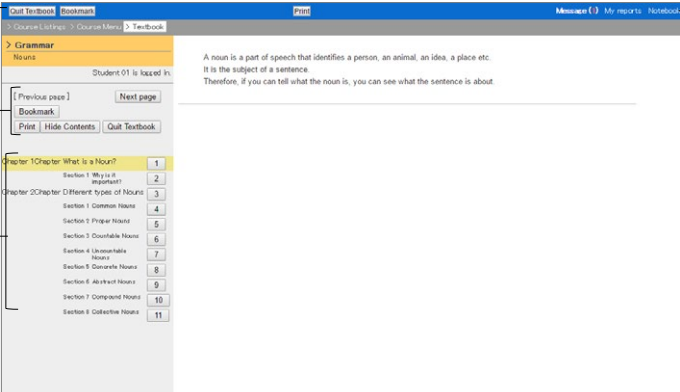
The course materials such as slide, text or reference material distributed in the session can be viewed in the reference material.

- When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.

[Quit Textbook] button
[Bookmark] button

[Previous page] button
[Next page] button
[Print] button
[Hide Contents] button

Table of contents
Attached materials



Notebook

The screenshot shows a web-based textbook interface. On the left, there is a table of contents with numbered links for chapters and sections. The main content area displays a page of text with a definition of a noun. At the top of the page, there are navigation buttons: 'Quit Textbook', 'Bookmark', and 'Print'. Below the text, there are buttons for 'Previous page', 'Next page', 'Print', 'Hide Contents', and 'Quit Textbook'. The interface also includes a 'Notebook' tab at the top right.

To move to another page, click [Previous page] button or [Next page] button or any button assigned to each subheading in the Table of Content. When the Table of Content is hidden, please click [Show Contents] button.

If printing out the material is permitted, the page on display can be printed by clicking [Print] button. When the file is attached, it is displayed on a table of Content as "Material". Click the link to download.

When you finish reading the reference material, please click [Quit Textbook] button. If you end it half way, click [Bookmark] button so that you can view from the bookmarked page when the "Content List" screen is reopened.

- A bookmark can be saved for each course. When you start the course, you will be asked whether to remove the bookmark. If you wish to continue, click [Remove bookmark and continue] button.

About Exercise/Report/Question

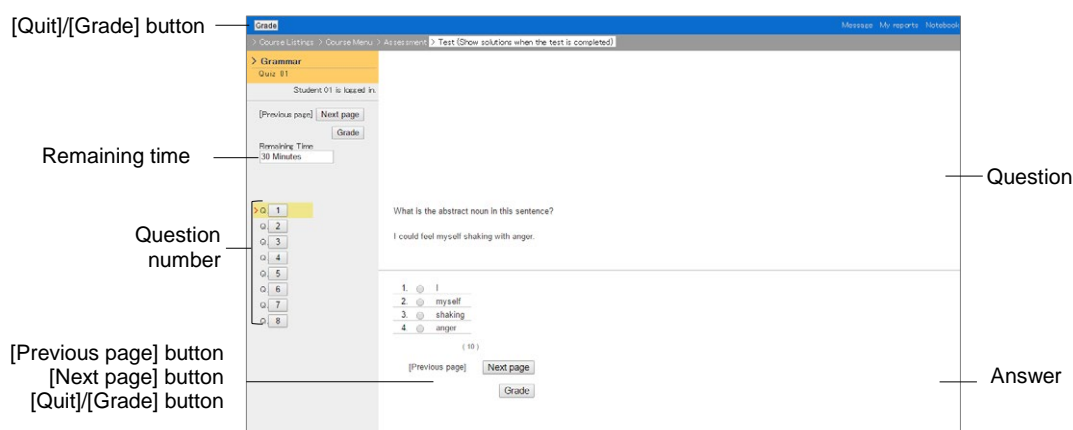
Please take Exercise/Report/Question including multiple choice questions and description type questions, Test material and submit report and questionnaire. The results will be marked and analyzed so that you can use it for your further study.

- When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.

Doing Test

Information such as the maximum number of trials, the time limit or passing score will be displayed in the start screen if applicable. Check these that before you start the test.

- If you use platform-dependent characters such as pictogram and single-byte katakana, or language other than Japanese and English, characters may turn garbled.
- On Description style answer, space, tab characters and line feeds are counted as characters.
- In Hot Potatoes materials, please quit it after clicking [Check] button.



- 1 Answer according to question form. Residual time is displayed when the time limit is set up.
- 2 After answering each question, click [Next page] button and move to the next question.
- 3 After completing the answer, click [Quit] button.

Checking your score:

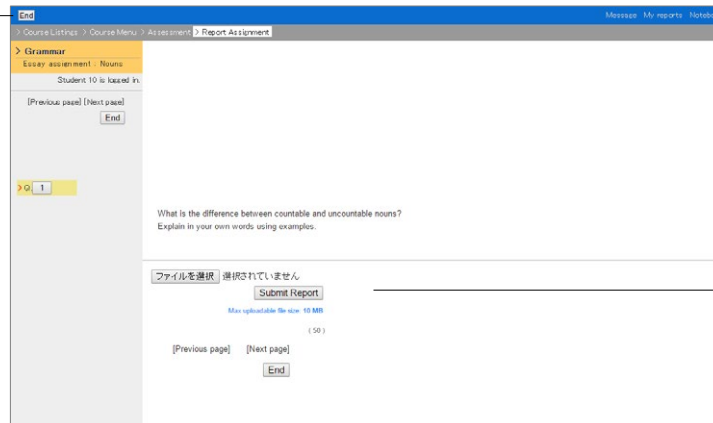
In Test material, there is [Grade] button instead of [Quit] button on the answer screen. After completing the answer, please click [Grade] button. Your course score, score allotted to each question, correct answer rate and interpretations will be displayed. For details of test results, please refer to "Checking detailed Test result".

Submitting report

Please submit your report file in the format (and the size) specified by the course manager.

- ▶ If you are directed to re-submit your report file, you need to answer all the questions again. Please check your answers and the teacher's comments before you start to rework your file
- ▶ If author didn't set, the number of submissions is not limited.

[Quit] button



[Submit file] button

- 1 Check the notes about format, size etc. for the file to be submitted.
- 2 Select the file to submit and click [Submit file] button.
- 3 After you submit the file and complete the questions, click [Quit] button.

Listing submitted reports by you:

Click "Course scores" > "Reports". Comments on your report, your course scores and the date of submission will be listed according to the subject.

Students evaluate paper mutually

e-class has a feature called “Peer Review” in which students can evaluate reports and answers of description-type questions submitted by other students. Since the user does not know whose report he/she is evaluating or who is evaluating his/her report, evaluation can be done objectively.

- After finishing the material, you can start “Peer Review”. If the available time has been set, you will see “Please evaluate other member's essays.” link in Start Content after the deadline.

[Grade] button

Grading	Course	User Name	User ID	Answer/Report Name	Tested at	Point
[Grade]	Grammar	--	--	Q.1 Student 06.essay.docx	2016-09-09 16:02:00	7
[Grade]	Grammar	--	--	Q.1 Student 07.essay.docx	2016-09-09 16:08:12	6
[Grade]	Grammar	--	--	Q.1 Student 05.essay.docx	2016-09-09 16:08:18	0

Detailed answers

Question

The submitted file

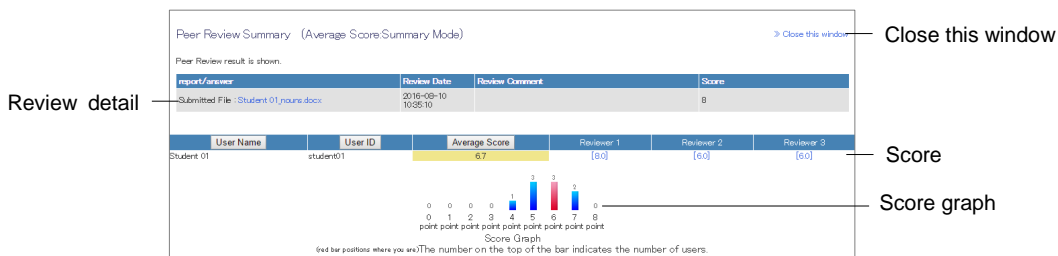
Comment

A rubric/point [Save] button

- Select the material to carry out peer review. In the “Start Content” screen, there will be a link saying "review other member's report". Click the link.
- Click evaluatee's [Grade] button to show the grading screen.
- Download the submitted file and check its material.
- Input the comment and point to the report and click [Save] button.
- Evaluate reports of the rest of the members.

Checking the result of “Peer Review” evaluation:

To check how your report was evaluated, click the “My report comments” link in the “Start Content” screen of the peer review material.



“Peer Review Summary (Average score: Summary Mode)” screen displays evaluated scores, evaluated scores by each reviewer and evaluated scores in graph. You can click the evaluated score to view the comment by the reviewer.

Recording your learning

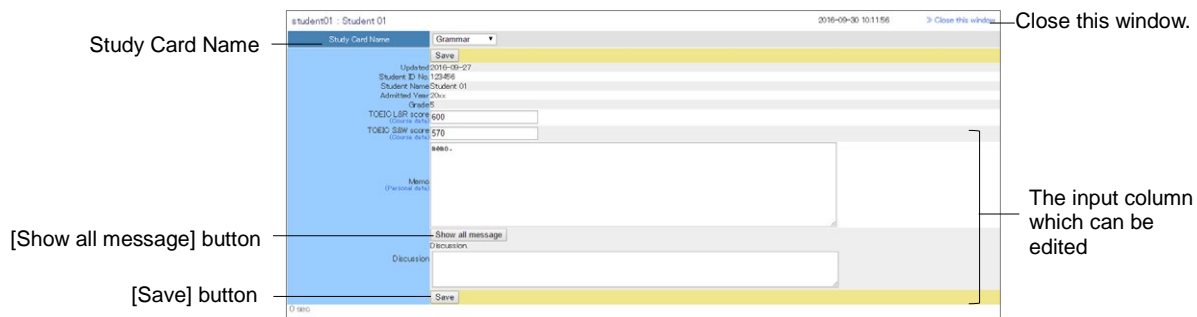
e-class has a feature called "Study Card" that can keep your activity records and notes or comments from teachers. Study card can be used to plan your study and future course or to create your entry sheet and resume.

About Study Card

Click "Other tools" > "Study Card" to open the "Card list" screen. If there are Study Card materials that have been created, it will be listed in the screen. Click the name of the Study Card to view or edit.

Editing Study Card

As shown in the figure below, user's profile, comment and course-score data are displayed in the list. After editing required items, click [Save] button to save in the Study Card.



- ▶ The items marked as "Personal data" can be viewed and edited only by the person who entered the data.
- ▶ If there is a mail server, whenever there is an update in descriptive item such as "Question" of students or "Message" of the administrator, a notice of update will be automatically sent to the e-mail address registered by the user of the administrator. For details of mail setting, please refer to "Changing account information".

- If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.
- With certain Android and iOS 5-, you can't upload files. With iOS 6+, only image files can be uploaded. With iOS 9+, you can upload files on iCloud Drive, DropBox, Google Drive and OneDrive etc.

Checking course scores

You can check the Exercise/Report/Question result at any time, provided the result is open to users. You can view your scores in a list or view detailed score and description according to the course material, which will be useful in understanding your strength and weakness. You can also check the progress of your course study.

About Course scores

Menu "Course scores" has "Summary", "Category Scores" and "Test Results". Click items in the menu to open each screen.

Checking all scores, access count and time

You can view your all assessment scores, access count and total time listed according to each content. Click "Course scores" > "Summary" in the "Content List" and open the Summary screen.

- [Average Score] button
- [Highest Score] button
- [Lowest Score] button
- [Total Score] button
- [Number of Access] button
- [Total Time] button
- Period
- [Reload] button

Contents Management	Score	Course Avg.
All about grammar		
Essay assignment - Adjectives	30	33.6
All about grammar Sum	30	33.6
All about grammar 2		
no contents		
Quiz		
Quiz 02	40	41.2
Quiz 01	45	36.7
Quiz Sum	85	77.9
Textbook		
In Addition	0	0.0
Reading	5	5.0
Textbook Sum	5	5.0
Exercise/Report/Question		
Essay assignment - Nouns	Not yet	6.3
Essay assignment - Adjectives	30	33.6
Essay assignment - Adverbs	Not yet	40.8
Grammar	Not yet	0.0
Quiz 01	45	36.7
Quiz 02	40	41.2
Quiz 03	50	37.5
Report Assignment (08/10 11:22)	70	0.0
Exercise/Report/Question Sum	165	196.1

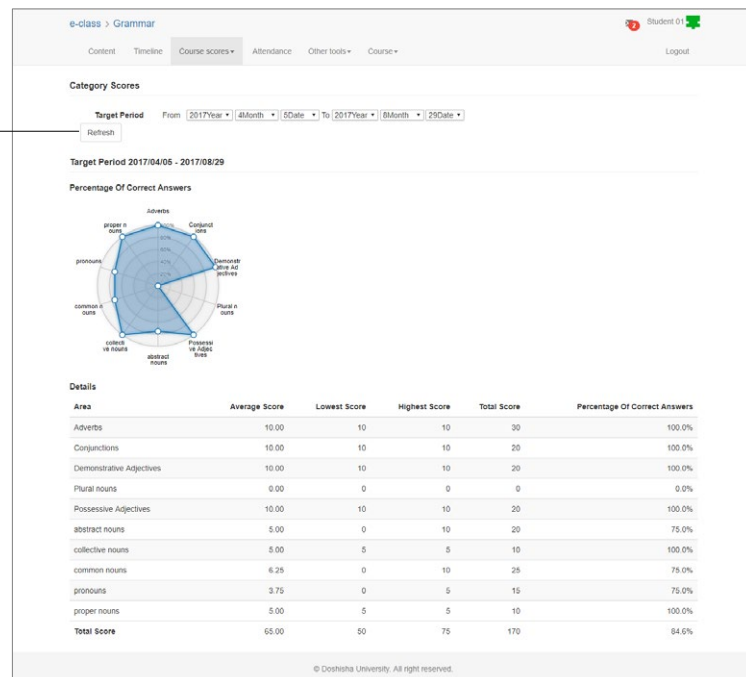
If you want to check Score, click [Average Score] button, [Highest Score] button, [Lowest Score] button or [Total Score] button. If you want to check Progress, click [Number of Access] button or [Total Time] button. In addition, you can set Period as search condition.

- When a score is lower than the border, it is displayed in the red.
- Ungraded a report and a description type reply are also calculated as zero point. Therefore, with the material containing the question style graded automatically, the score except un-grading is displayed as "*" 0" with the material of only a report question and a description type question. A score is updated after rating.

Analyzing scores for every category of questions

If there are categories set for questions in Assessment materials, you can check your strong and weak categories in the "Category Scores" screen. Click "Course scores" > "Category Scores" in the menu to show the "Category Scores" screen.

Target Period
[Refresh] button



In the "Category Scores" screen, the percentage of correct answers will be shown as a radar chart. Average score, lowers score, highest score, total score, and percentage of correct answers of each category will be displayed as a table. You can narrow down the period to show by specifying the target period.

Checking detailed Test result

To check your results of Examination or Test materials including score, score allotment and percentage score or to read description to each question, click "Course scores" > "Test Results" and open "Test Results" screen.

Enlarge explanation frame

Show bar graph

Score

The average, maximum, minimum score

Allotted points

Percentage

Results and the score for every question [Check] button

Question

Answer explanation

Your answer / correct answer

Question Area	Point	Correct Answer Rate
common nouns	10/15	66%
collective nouns	5/5	100%
pronouns	10/10	100%
abstract nouns	15/15	100%
proper nouns	5/5	100%

Q	Answer	Result	Point	Check	Correct Answer	Comments
1	1	Wrong	5/5	Check	common nouns	
2	2	Right	5/5	Check	collective nouns	
3	2	Right	5/5	Check	pronouns	
4	4	Right	10/10	Check	common nouns	
5	4	Right	10/10	Check	abstract nouns	
6	4	Right	5/5	Check	abstract nouns	
7	1	Right	5/5	Check	proper nouns	
8	1	Right	5/5	Check	pronouns	

6 Check your results including score, score allotment, average score, highest/lowest score and percentage score.

When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.

Close this window.

Number of students

Your score

Score range

Points	Number of students
0	0
5	1
10	1
15	1
20	1
25	1
30	1
35	1
40	1
45	1
50	4
55	1

Course member
Average Mark : 33.64
Max : 50.00
Min : 5.00

7 To check the score distribution, click "View bar graph". A score graph takes the number along a vertical axis, and takes the score range along a horizontal axis, and a user's own score exists on a blue bar graph. In order to close a score graph, click "Close this window".

8 Correct answer is indicated by "Correct" and incorrect answer is indicated by "Incorrect". Click [Check] button to check detailed description on the question. If you need to enlarge the description box, click "Enlarge description box".

- 9 After checking course score, click the Course's name link located at the upper left part of the screen to return to the "Content List" screen.

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We received cooperation from Professor Kikuo TANAKA of Graduate School of Law and Politics, Osaka University in development of the "peer review feature" which is a report peer assessment feature.

Improvement over the whole system, such as revision of terms used in the system and correspondence to SCORM1.2, LOM, etc., has been guided by The Center for Developing e-Learning of The University of Electro-Communications.

We received cooperation from Information Media Center and FD / ICT Education Promotion Room of Kanazawa University in the process of changing WebClass into a portal site, such as the message feature, timetable display feature, etc.

Data storage and year management method enabling students to look back on their study history has been guided by Tokyo Gakugei University.

We changed and used ELECOA Player (<http://elecoa.uj.ac.jp>) which is a product of the joint research by the Open University of Japan and the Faculty of Information and Computer Science of Chiba Institute of Technology in order to correspond to SCORM 2004.

e-class screens may differ from the actual product because e-class is under development.

This manual is translated by machine translation system.