

How to Create Teaching Materials

This FAQ is based on the FireFox browser; if you use a different type of browser, what you see may be slightly different.

[1] Basic Settings for Teaching Materials

1. After logging in to e-class, select the course you would like to edit.

Class Schedule Table			
	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			» test 2020

2. Click the [Create Material] button and then click [Textbook].

Material List

Course Material ▾

Grades ▾

Attendance ▾

Other tools ▾

User Management ▾

Course Option ▾

共通

No materials. This empty label is not shown on user's view.

Create Material

[Reorder/Labeling Materials](#)



Create Material

[Textbook](#) Create a textbook. You can also import SCORM teaching materials from here.

[Essay](#) Create an assignment for File submission.

[Test](#) Create a test. You can also import Hotpotatoes teaching materials from here.

[Survey](#) Create a survey.

[BBS](#) Create a BBS. It is suitable as a place for posting opinions and questions along a theme, and for discussion.

[Wiki](#) Create a wiki. You can create/edit pages with other persons.

3. In the [General Options] window, fill in the mandatory boxes.

General Options

You can select from among [共通(Common)] and [第 1 回~第 15 回(1st -15th)].

Label ?

(required) Title ? 'New' sign ☒ ?

Access Restrictions ?

Open to the Course Members ▾

Description, notes, etc ?

•[Open to the Course Members] → Displayed on student's
•[Hide from the Course Members] → Not displayed on student's

4. Define [教材実行時の制限 (Restrictions When Working on Teaching Materials)] (optional).

[-] User Access Options

Date & Time Restrictions ? ☐ Yes ☒ No from February 25 2021 12 : 54 until February 25 2021 12 : 54

Access Limit ? times

Time Limit ? minutes

Member Limitation ? Select from course member list

※ Please enter Student ID of members who can work on the material with a comma ",".
※ Pattern matching: Wild card * any single character ?
»Download Sample CSV

参照... ファイルが選択されていません。 Load

IP Address Limit ?
※ e.g. 192.168.1.*, 192.168.2.*

Password to start material ?

If you would like only designated students to work on the material, please select from among the options.

*If all the students need to work on the material, this box can be left blank.

5. Define [ページ表示の設定 (Page Display Settings)] (optional).

[-] Page Presentation Options

Display format ? Display Table of Contents Display menu bar

Show bookmark button ? ☐ Yes ☒ No

Show print button ? ☐ Yes ☒ No

Please note if you change the setting to [Hide Content], the table of contents will not appear on the PC screen, preventing anyone from downloading attached materials.

Thus, please be careful in choosing this option.

6. Define [Author Access Options] window(optional).

[-] Author Access Options

Lock password ?

This is a useful function when multiple persons are overseeing the same course.

7. Click the [Create Textbook – Standard Mode] button.

Create Textbook - Standard Mode Create Textbook - Batch Import / SCORM

Cancel

If you select [Open to the Course Members] in the [Access Restrictions] box in the [general Options] window, the following message will be displayed. If you click the [OK] button, it will be made open to the students. If you do not want to show the material to the students, select [Hide from the Course members] in the [Access Restriction] box.

These materials will be open to users now. Is it OK?

To hide this content from users until you finish editing, set 'Access Restrictions' option in 'General Options' to 'Hide from the Course Members'.

OK キャンセル

* If you select [Hide from the Course Members], the message above will not be displayed.

[2] Detailed Settings for Teaching Materials

You can upload materials by either **importing** or **attaching files**.

Please choose one of these options depending on the contents of the material.

<How to Import a File>

- You must convert the files to be uploaded to either HTML or PDF format.
- If you do not want to let your students download the file, you need to convert the file to HTML format. Then, your students will not be able to download it. Please note that the PowerPoint files are automatically converted to PDF format due to security reasons, and thus are downloadable.
- When converting Office files to HTML format, the layout may be disrupted. After uploading the file, make sure to confirm the layout using the preview function.

1. Click the [参照] button at the side of [File Conversion] to select the relevant file.

The screenshot shows the 'Textbook 1 Page' editing interface. On the left is a sidebar with navigation links like 'test 2020', 'Textbook Create New/Edit/Delete', and 'test'. The main area is divided into sections: 'Section1 Title', 'Text', 'File Conversion', and 'Attached File'. In the 'File Conversion' section, the '参照...' (Refer) button is highlighted with a red box. Below it, there is a checkbox for 'Use as a attached file' and some explanatory text. In the 'Attached File' section, there is another '参照...' button. On the right side of the main area, there is a 'Save' button highlighted with a red box. A red arrow points from this 'Save' button down to the 'Save' button in the next screenshot.

* What is meant by [Use as a attached file]?

If you want to upload the file to be imported also as an attached file, place a check mark in this box. Then, you need not go through the process of uploading an attached file.

2. When you click the [Save] button, the preview screen will appear.

Confirm that the data is properly displayed.

The screenshot shows the 'Textbook 1 Page' preview screen. The 'Save' button on the right is highlighted with a red box. A red arrow points from the 'Save' button in the previous screenshot to this 'Save' button. Below the main content area, there is a green-bordered box titled 'Sample of Preview Screen' containing text about the e-class system.

Textbook 1 Page

Section1 Title ? [Change to Chapter Title]

Text ?

File Conversion ? ☐ Use as a attached file
* If you updated mp4 (H.264) file, it will be played by streaming.
Please note that the video will not be saved on the server.

Attached File ? 参照... ファイルが選択されていません。

Save

If there are problems viewing here, open in [a new window](#) .

About e-class

Sample of Preview Screen

e-class is a class support system that supports your daily classes. Teachers can easily create tests, reports, class materials and manage grade data. Students can check their understanding of the course on the screen of each subject and ask the instructor if they have any questions.

<How to Attach a File>

1. Click the [参照...] button at the side of [Attached File] to select the relevant file and save it.

The screenshot shows the 'test_2020' textbook creation page. On the left is a sidebar with navigation links like 'Previous page', 'Next page', 'Add New Page', 'Delete', 'Save Changes & Exit', and 'Display Format'. The main area has a 'Section1 Title' field and a 'Text' box. Below the text box is the 'Attached File' section, which includes a '参照...' button (highlighted with a red box) and a message 'ファイルが選択されていません。' (No file is selected). To the right of the text box are 'Convert To' options (HTML selected, PDF unselected) and a 'Save' button.

2. The [Attached File] will be shown at the bottom left as a preview.

This screenshot shows the same interface as the previous one, but now the 'Text' box contains the text 'This page contains attachment file.' and the 'Attached File' section shows a preview of the file 'About e-class.docx'. A yellow callout box with a blue border contains the text: 'If you click the [Save] button without entering anything in the text box, a phrase [This page contains attachment file] will be displayed.' The 'Material' button in the sidebar is highlighted with a red box.

3. If you would like to include multiple documents in a single teaching material, click the [Add New Page] button to display a new page for editing. Repeat the procedure above (1. and 2.).

This screenshot shows the 'test_2020' textbook creation page with the 'Add New Page' button in the sidebar highlighted with a red box. The 'Text' box still contains 'This page contains attachment file.' and the 'Attached File' section shows the same file preview. The 'Material' button is also highlighted with a red box.

<Can I upload a file as both an imported file and an attached file?>

Yes, you can. The same file is uploaded both as imported file and attached file.

<How to Delete or Replace Files>

If you would like to delete or replace an uploaded file, you can delete it by clicking the [Clear] button at the side of the name of the file. In the case of replacement, after deleting a file, upload a new file using the [参照] button.



[3] How to Save Teaching Materials

- Once you have completed creating teaching materials, click the [Save Changes & Exit] button to finish.

- After that, be sure to confirm that the materials have been properly uploaded.
- Please note that the administration office cannot recover lost data.

<FAQ>

Q. Where can I copy and paste URLs of Zoom cloud recordings or shared links of OneDrive/Forms to share them with my students?

A. You can copy and paste URLs and links in the **text box** to share them with your students. The box may look very small, but it allows line breaks and you can enter many words.

Q. Can I upload audio files and video files?

A. If you would like to stream audio or video, upload files by **importing** them. Please note that the maximum size of files to be uploaded is **300 MB**.

* You can upload the files by attaching them as well. However, please note that this method allows your students to download these files.

End

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