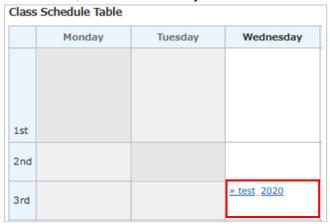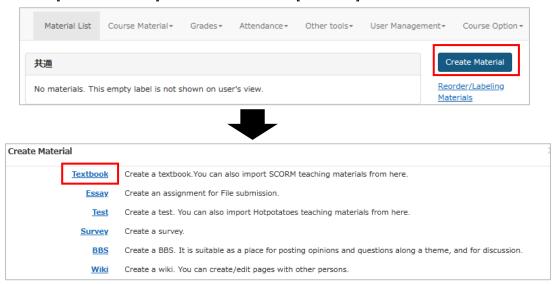## How to Create Teaching Materials

This FAQ is based on the FireFox browser; if you use a different type of browser, what you see may be slightly different.
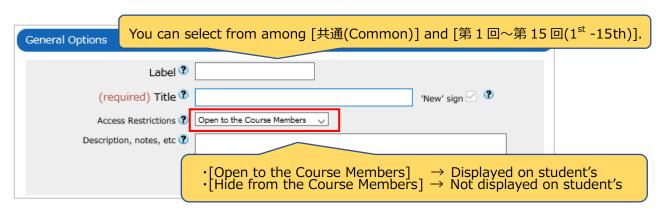
[1]   Basic Settings for Teaching Materials
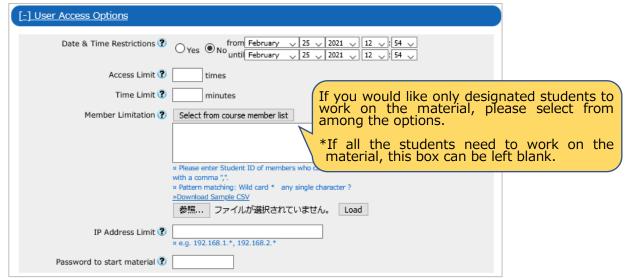1.   After logging in to e-class, select the course you would like to edit.

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   Create Material

No materials. This empty label is not shown on user's view.   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 c[...] 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 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 form 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.
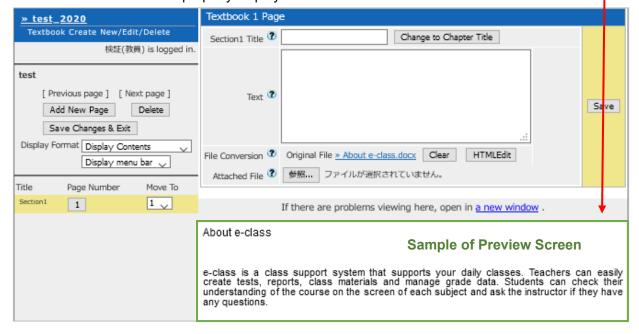
<How to Import a File>

• 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.

> *** 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.

Sample of Preview Screen

<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.

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

> If you click the [Save] button without entering anything in the text box, a phrase [This page contains attachment file] will be displayed.

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.).

<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

1.   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