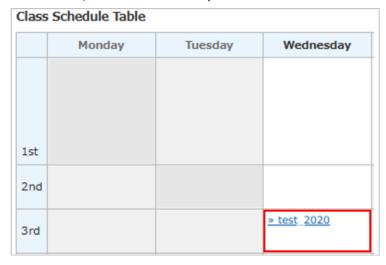
How to Create a Destination for Report Submission

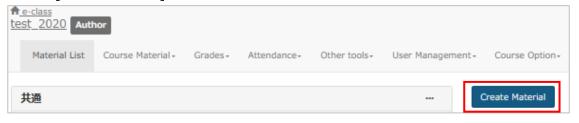
You can create a destination for students to submit their reports. You can create a destination for students to submit their essays as well.

[1] Basic Settings for Teaching Materials

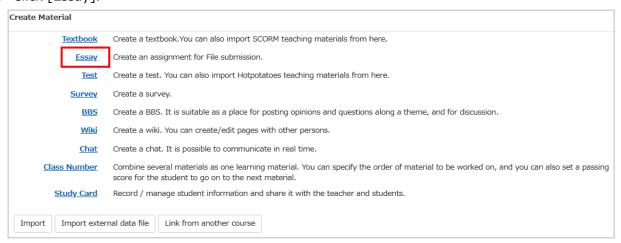
1. After logging in to e-class, select the course you would like to edit.



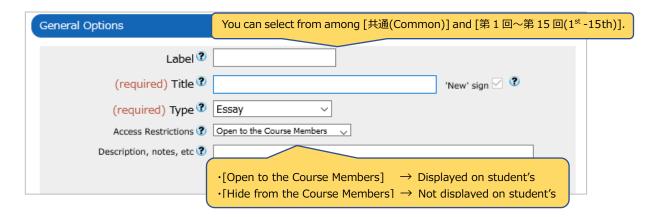
2. Click the [Create Material] button.



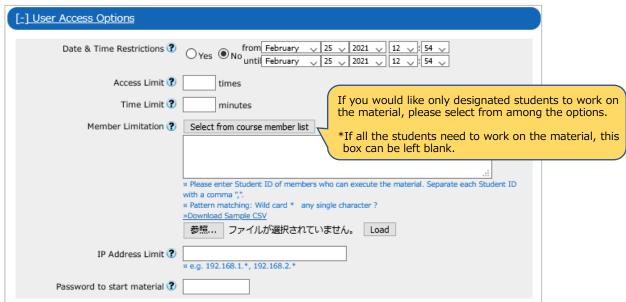
3. Click [Essay].



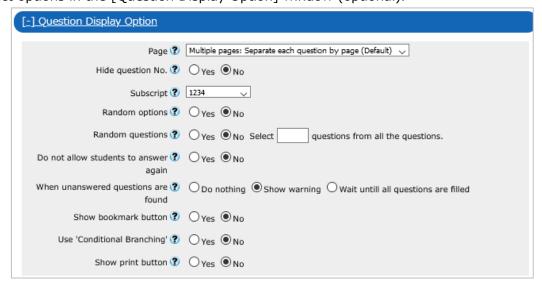
4. Fill in the [required] boxes in the [General Options] window.



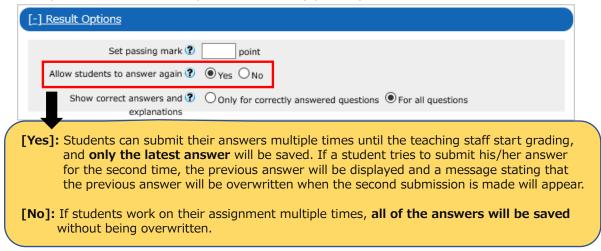
5. Select options from the [User Access Options] window (optional).



6. Select options in the [Question Display Option] window (optional).



7. Select options in the [Result Options] window (optional).



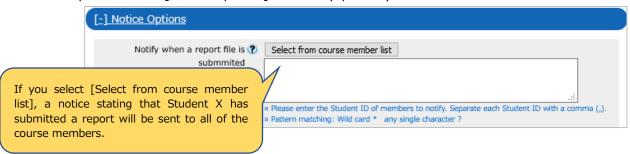
8. Select options in the [Essay Review Options] window (optional).



[About [Peer Review]]

This is a function whereby students mutually review submitted reports of other students. If you would like a student to review a report of another student, enter 0 in the box after the phrase "Each User". If you would like a student to review reports of two other students, enter 1 in the box after the phrase "Each User".

9. Select options in the [notice Options] window (optional).



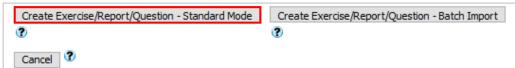
[Note]

When a student submits his/her report, an automatic message informing that the submission has been successfully received will be sent to the student. In the message, the date of submission, the name of the person who made the submission, the name of the course, the name of the assignment, the question number, and the name of the submitted file will be shown. If you add the name of the teacher to the box [Notify When a report file is submitted], the above message will also be sent to the teacher.

* Please note that when an essay-style answer is required, the automatic message will not be sent out. 10. Select options in the [Author Access Options] window(optional).



11. Once the settings are completed, click the [Create Exercise/Report/Question – Standard Mode] button.

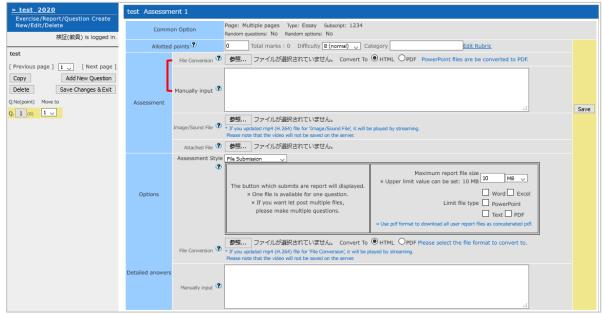


- •If you select [Open to the Course Members] in the [Access Restrictions] box in the [general Options] window, the following message will be displayed. If you click the [OK] button, it will made open to the students.
- •If you do not want to show the material to the students, select [Hide from the Course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

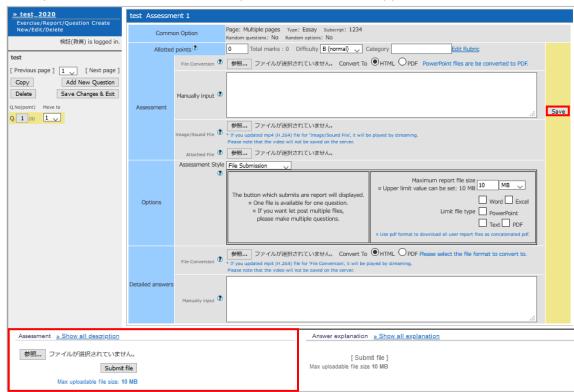


[2] Detailed Settings for Teaching Materials

If you want to set a question, fill in the boxes in the [Assessment] field. If you set questions by uploading [File Conversion], depending on the file type, the contents in the [Manually input] box may not be reflected. If it is an audio file or a video file, they will be reflected.

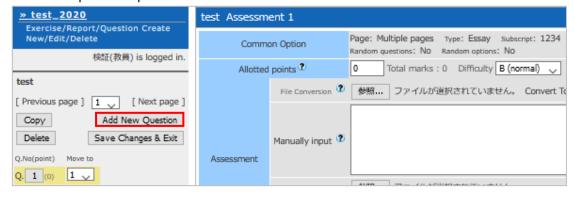


※Please note that an entry in the [Detailed answers] box will not be reflected in the question paragraphs.



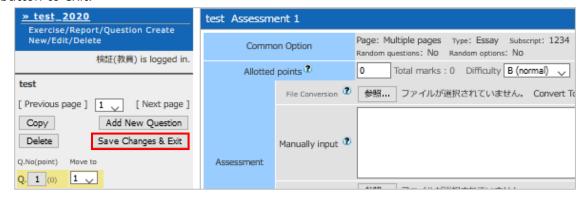
[3] When you click the [Save] button, a preview window will appear in the bottom left corner.

[4] If you would like to add other questions, click the [Add New Question] button in the left-side panel and repeat the procedure.



[5] Saving of Teaching Materials

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



- •If you delete teaching materials such as exams, reports or surveys, the related results and submitted data will also be deleted. Thus, if you want to delete any materials, please ensure to make the necessary backup copies of the relevant data.
- •Please note that the University cannot recover deleted data.
- •Students can confirm whether they have submitted their reports properly by themselves.

 Please tell them to read the e-class FAQ: How to Confirm If Your Assignment Has Been Submitted Properly (https://eclass.doshisha.ac.jp/toppage/html/faq_en/faqen_0304.pdf).
- •As the submission of reports has a significant impact on students' evaluation, please tell your students to confirm by themselves if their submission has been properly completed.

End

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