

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.

Class Schedule Table			
	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			» test_2020

2. Click the [Create Material] button.

↑ e-class

test_2020

Author

Material List

Course Material +

Grades +

Attendance +

Other tools +

User Management +

Course Option +

共通

...

Create Material

3. Click [Essay].

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.

[Chat](#)

Create a chat. It is possible to communicate in real time.

[Class Number](#)

Combine several materials as one learning material. You can specify the order of material to be worked on, and you can also set a passing score for the student to go on to the next material.

[Study Card](#)

Record / manage student information and share it with the teacher and students.

Import

Import external data file

Link from another course

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

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

Label ?

(required) Title ? 'New' sign ☒ ?

(required) Type ? Essay

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

5. Select options from the [User Access Options] window (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 execute the material. Separate each Student ID 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.

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

[-] Question Display Option

Page ? Multiple pages: Separate each question by page (Default)

Hide question No. ? ☐ Yes ☒ No

Subscript ? 1234

Random options ? ☐ Yes ☒ No

Random questions ? ☐ Yes ☒ No Select questions from all the questions.

Do not allow students to answer ? ☐ Yes ☒ No again

When unanswered questions are ? ☐ Do nothing ☒ Show warning ☐ Wait until all questions are filled found

Show bookmark button ? ☐ Yes ☒ No

Use 'Conditional Branching' ? ☐ Yes ☒ No

Show print button ? ☐ Yes ☒ No

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

[-] Result Options

Set passing mark ? point

Allow students to answer again ? ☒ Yes ☐ No

Show correct answers and explanations ? ☐ Only for correctly answered questions ☒ For all questions

[Yes]: Students can submit their answers multiple times until the teaching staff start grading, and **only the latest answer** will be saved. If a student tries to submit his/her answer for the second time, the previous answer will be displayed and a message stating that the previous answer will be overwritten when the second submission is made will appear.

[No]: If students work on their assignment multiple times, **all of the answers will be saved** without being overwritten.

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

[-] Essay Review Options

Open submitted essay / survey to the members ? ☐ Yes ☒ No

Peer Review ? ☐ Yes ☒ No Every user reviews at least 0 answers.

[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).

[-] Notice Options

Notify when a report file is submitted ? Select from course member list

Please enter the Student ID of members to notify. Separate each Student ID with a comma (,).

Pattern matching: Wild card * any single character ?

If you select [Select from course member list], a notice stating that Student X has submitted a report will be sent to all of the course members.

[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.

The screenshot shows the 'test Assessment 1' interface. On the left sidebar, there are buttons for 'Copy', 'Add New Question', 'Delete', and 'Save Changes & Exit'. The main area is titled 'test Assessment 1' and contains several sections: 'Common Option' (Page: Multiple pages, Type: Essay, Subscript: 1234), 'Allotted points' (0, Total marks: 0, Difficulty: B (normal)), 'File Conversion' (HTML selected), 'Manually input', 'Image/Sound File', 'Attached File', 'Assessment Style' (File Submission), 'Options' (Maximum report file size: 10 MB, Limit file type: Word, Excel, PowerPoint, Text, PDF), and 'Detailed answers'. A red box highlights the 'Save' button in the bottom right corner of the main area.

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

The screenshot shows the 'test Assessment 1' interface. On the left sidebar, the 'Add New Question' button is highlighted with a red box. The main area is titled 'test Assessment 1' and contains several sections: 'Common Option' (Page: Multiple pages, Type: Essay, Subscript: 1234), 'Allotted points' (0, Total marks: 0, Difficulty: B (normal)), 'File Conversion' (HTML selected), 'Manually input', 'Image/Sound File', 'Attached File', 'Assessment Style' (File Submission), 'Options' (Maximum report file size: 10 MB, Limit file type: Word, Excel, PowerPoint, Text, PDF), and 'Detailed answers'.

- [5] Saving of Teaching Materials

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

The screenshot shows the 'test Assessment 1' interface. On the left sidebar, the 'Save Changes & Exit' button is highlighted with a red box. The main area is titled 'test Assessment 1' and contains several sections: 'Common Option' (Page: Multiple pages, Type: Essay, Subscript: 1234), 'Allotted points' (0, Total marks: 0, Difficulty: B (normal)), 'File Conversion' (HTML selected), 'Manually input', 'Image/Sound File', 'Attached File', 'Assessment Style' (File Submission), 'Options' (Maximum report file size: 10 MB, Limit file type: Word, Excel, PowerPoint, Text, PDF), and 'Detailed answers'.

- 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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