

## How to Use the Label Function

You can group multiple teaching materials by using the [Label] function. [共通 (Common)] and [第 1 回～第 15 回 (1st – 15th)] displayed in the list of teaching materials window are labels.

You can create labels with your preferred names such as the ones based on the course number or the theme. This FAQ is based on the FireFox browser; if you use a different type of browser, what you see may be slightly different.

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

Class Schedule Table			
	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			<a href="#">» test_2020</a>

2. Click [Recorder/Labelling Materials].

共通

Create Material

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

[Reorder/Labeling Materials](#)

3. Click [New Label]. Then, enter the name of the label as you wish and click the [OK] button.

**Reorder/Labeling Materials**

You can rearrange materials order by drag or by clicking the [Sort] button. If you want to set a label, click [New Label] button to add a label, and then drag the material onto the label. After changing, click [Save Changes] button to save new order of materials and labels.

Save Changes

Cancel

New Label

Sort



set a label, click [New Label] button to add a label, and then drag the material onto the label. After changing, click [Save Changes] button to save new order of materials and labels.

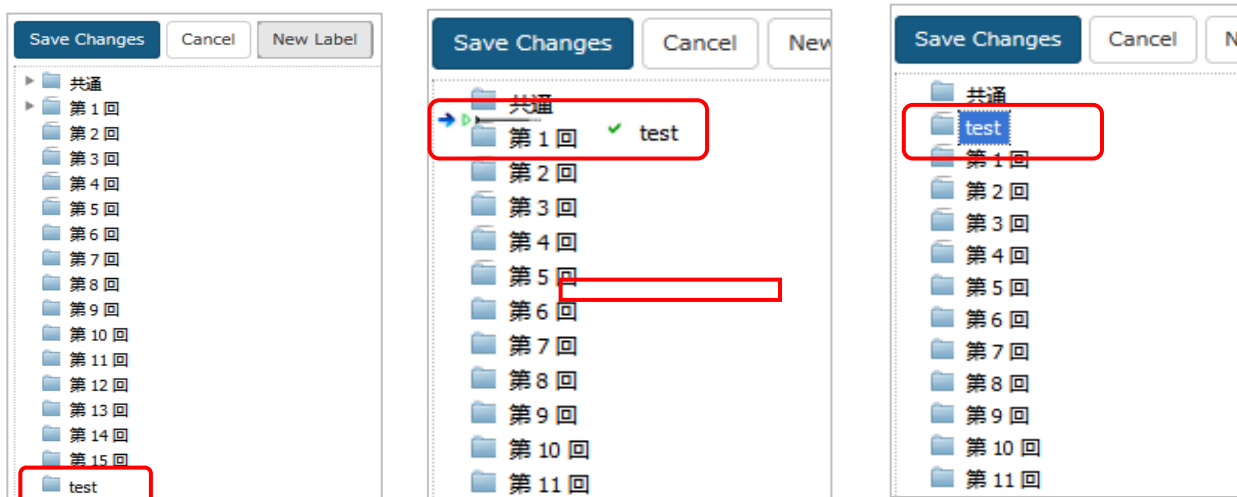
Please enter a new label name:

test

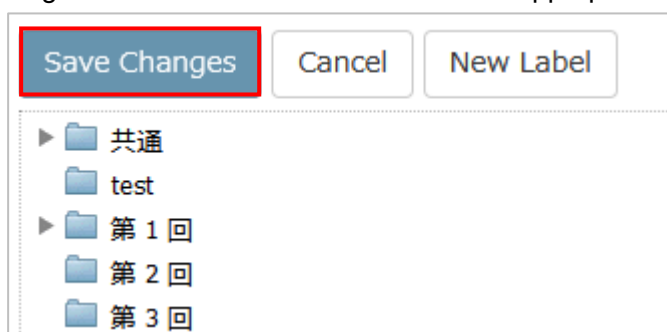
OK

キャンセル

4. The label you have just created will be placed at the bottom of the list. Move it to where you want by drag-and-drop. (The following example shows that the [test] folder was moved to just below the [共通 (Common)] folder.)



5. Once all the teaching materials have been moved into the appropriate folder, click [Save Changes].



6. That will bring you back to the [Material List] window. Please confirm that intended materials are grouped correctly under the relevant label.



End

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