

How to Use the Chat Function

Chat is a real-time communication tool.

You can exchange messages with your students through the chat function. For example, you send an assignment (file) to a student and he/she sends comments back to you. To use the chat function, configure the settings as follows:

【1】 Basic Settings of 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. Select the [CreateMaterial] button.

e-class

test_2020

Author

Material List

Course Material ▾

Grades ▾

Attendance ▾

Other tools ▾

User Management ▾

Course Option ▾

共通

Create Material

3. Select [Chat].

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.

[FAQ / Glossary](#)

You can summarize frequently asked questions and their answers, important terms and their meanings.

[Study Card](#)

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

4. Fill in the boxes in the [General Options] tab.

Communication Tools Option Setting

Please enter the title before setting the options below.
※ 'Description, notes, etc' will be displayed when you start the material.

General Options

Label ?

(required) Title ? 'New' sign ☒

(required) Style ? Chat ▾

Access Restrictions ? Open to the Course Members ▾

Description, notes, etc ?

5. Fill in the boxes in the [User Access Options] tab (optional).

[-] User Access Options

Date & Time Restrictions ? ☐ Yes ☒ No from February 18 2021 17:33 until February 18 2021 17:33

Group Limitation ?

Member Limitation ?

※ Please input Student ID who can enter this Communication Tools, please divide the Student ID with ",".
※ Pattern matching: Wild card * any single character ?
[»Download Sample CSV](#)

ファイルが選択されていません。

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

Password to start material ?

6. Select options in the [Chat Options] tab (optional).

[-] Chat Options

Anonymous chat mode ? ☐ Yes (Display to poster and author) ☒ No
※ you can not change the settings.

7. Click [Create Communication Tools].

?

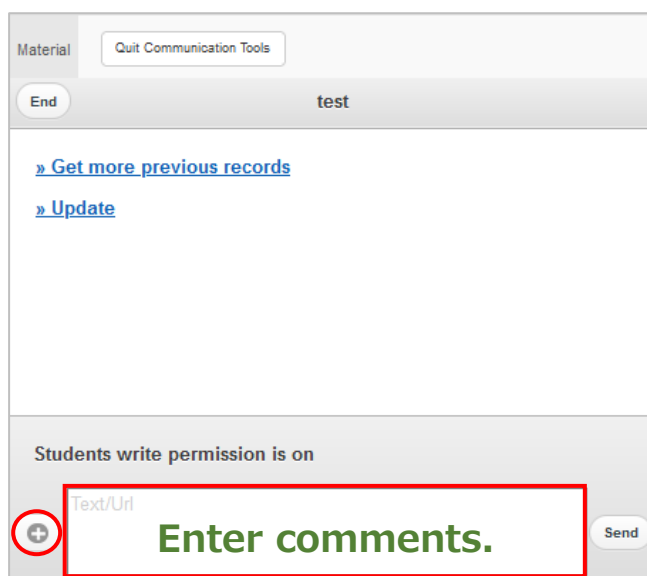
8. You will go back to the page that shows the list of teaching materials. Confirm if the intended teaching material has been correctly created.

【2】 How to Use

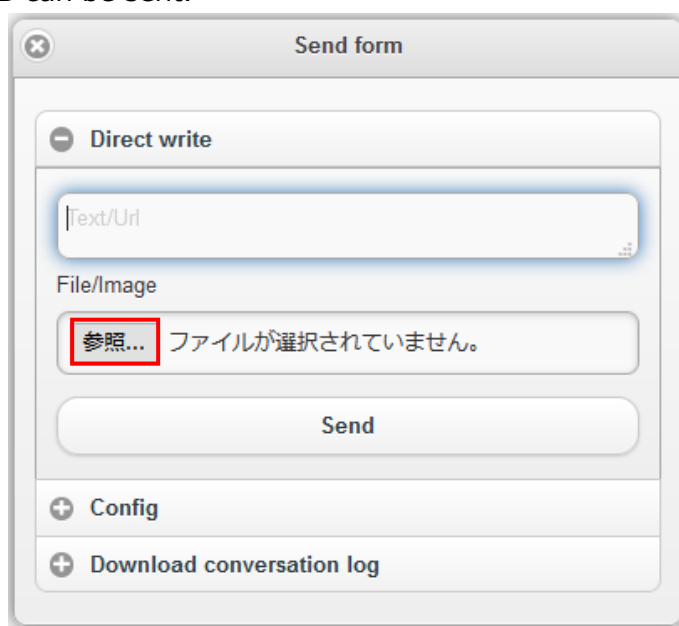
1. Select a [Chat] material from among the listed materials.



2. Enter your comments in the box labeled [Text/Url] and click the [Send] button.



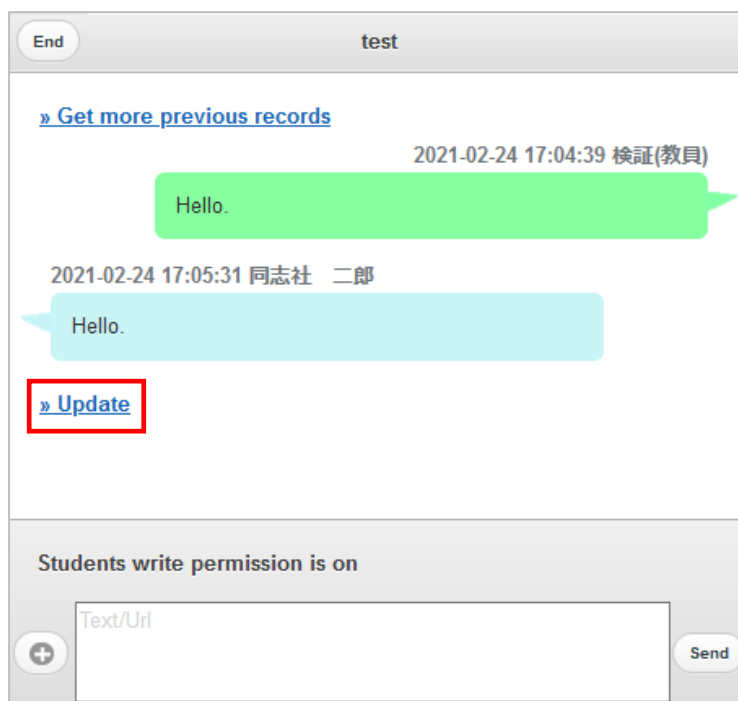
- ※ Click the “+” mark on the left side, and the following window will appear on the screen.
- ※ You can send files and images by clicking [参照] in the [File/Image] box. Files totaling up to 300 MB can be sent.



【3】 Screen Displayed

Comments from right: Your comments (highlighted in green)

Comments from left: Your counterpart's comments (highlighted in blue)



Comments will be automatically displayed, but if you want to see real-time comments of others, you can display them by clicking [Update].

End

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