

## How to Confirm Submitted Reports/Essays

This document explains how to confirm the contents of reports/essays that your students submit.

In addition, you may want to read a document entitled “About [Grade Essay Assignments] and [Analyze /Re-grade Test Results]” ([http://eclass.doshisha.ac.jp/toppage/html/faq\\_en/faqen\\_0305.pdf](http://eclass.doshisha.ac.jp/toppage/html/faq_en/faqen_0305.pdf)) that deals with similar topics. This FAQ is based on the FireFox browser; if you use a different type of browser, what you see may be slightly different.

### 【1】 How to Confirm

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

Class Schedule Table			
	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			<a href="#">» test 2020</a>

2. Select [Grade Essay Assignments] under the [Grades] tab.

The screenshot shows the e-class interface with the 'Grades' dropdown menu open. The menu options are: Score Summary Table, Progress Status Table, Grades by Category Table, SCORM Activity Reports, **Grade Essay Assignments** (highlighted with a red box), Similar Essay Detection, and Submitted Essay List. The background shows the 'Material List' tab and a '共通' (Common) section with a link to 'About the first reports'.

3. Select the relevant teaching material from among the dropdown list options in the [Exercise / Report/Question Name] box in the [Search Condition] window.

**Grade Essay Assignments**

Search Condition

Exercise/Report/Question Name



**Grade Essay Assignments**

Search Condition

Exercise/Report/Question Name

**第1回レポート**

第2回レポート

第3回レポート

4. Fill in [Target Period], [Target] (5 items) and [User ID(This system use Student ID)] (all optional), and click the [Display submitted reports] button.

**Grade Essay Assignments**

**Search Condition**

Exercise/Report/Question Name

Target Period  ~

Target

Assessed/Unassessed Data

Exclude [Unanswered] questions

Show latest report

Member only

User ID

» ID manager

Pattern matching: Wild card \* any single character ?  
Use ' or ' to connect conditions.

Display submitted reports

Display users who have not submitted

Assessed/Unassessed Data  
Assessed/Unassessed Data  
Unassessed data only

Exclude [Unanswered] questions  
Exclude [Unanswered] questions  
Include [unanswered] questions

Show latest report  
Show latest report  
Show all posted report

Member only  
Member only  
Include author  
Include GUEST

5. When you click the [Display submitted reports] button, the submitted reports will appear under [Display submitted reports]. To mark them, click the [Grade] button.

Number of records 3

Download ▾ Show report listings Load results

Mail	Course	User Name	Student ID	Answer/Report Name	Date submitted	Result	Score	Total
<input checked="" type="checkbox"/>	test_2020	同志社 四郎(検証)	Student ID	Q.1 <a href="#">test.docx</a>	2021-03-01 13:52:26	Incorrect	0	0
<input checked="" type="checkbox"/>	test_2020	同志社 三郎(検証)	Student ID	Q.1 <a href="#">test.docx</a>	2021-03-01 13:52:03	Incorrect	0	0
<input checked="" type="checkbox"/>	test_2020	同志社 二郎(検証)	Student ID	Q.2 <a href="#">test.docx</a>	2021-03-01 13:51:40	Incorrect	0	0

6. Click the [Download] tab, and by selecting either [Download score data (csv,utf8)], [Download all the reports (zip)] or [Download combined pdf (Q.1)], you will be able to download the relevant files.

Number of records 3

Download ▾ Show report listings Load

Download score data (csv)

Download score data (utf8)

Download all the reports (zip)

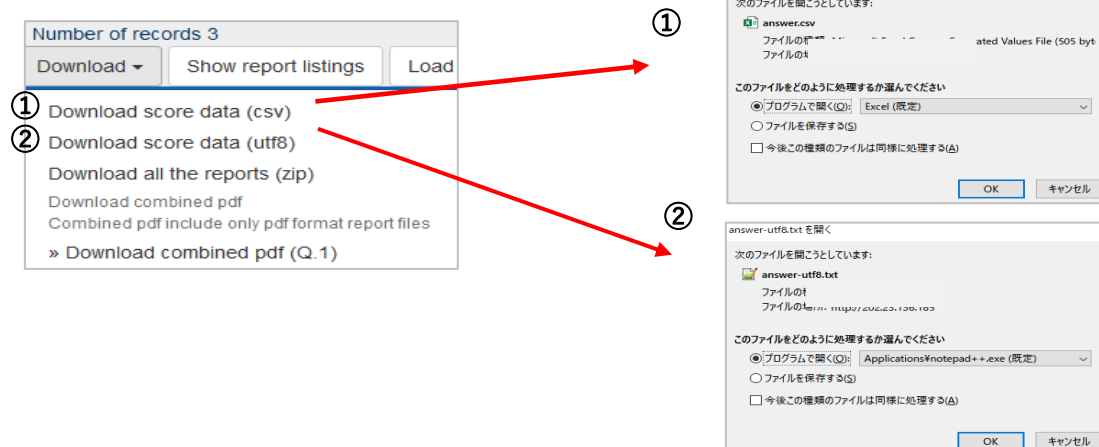
Download combined pdf

Combined pdf include only pdf format report files

» Download combined pdf (Q.1)

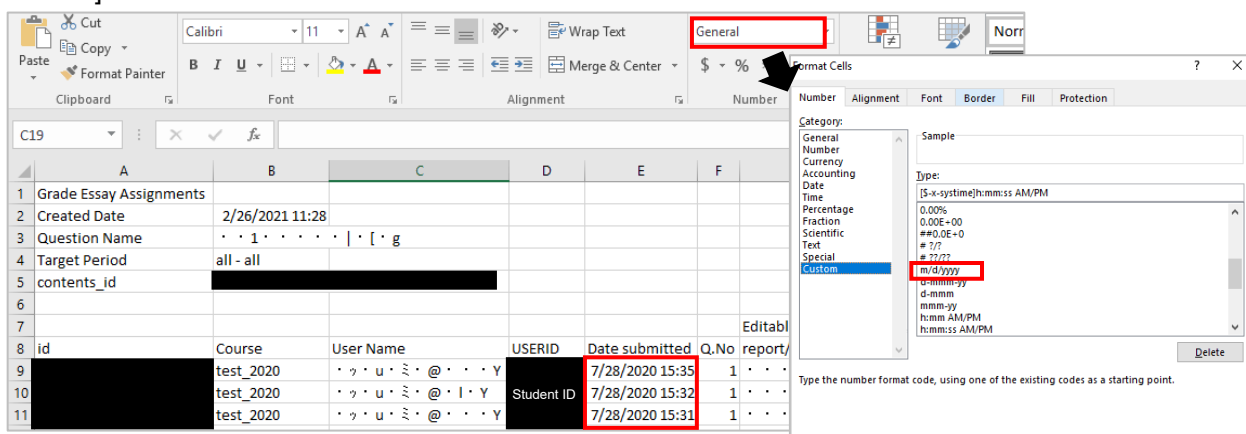
• About [Download score data (csv,utf8)]

You can download the list of answers in a CSV or txt format.

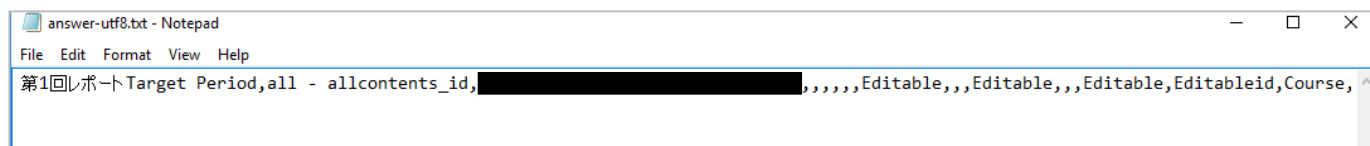


①<In the case of [Download score data (csv)]>

Submission dates are not properly displayed by default, and so please change to the appropriate format from the [Number] tab.

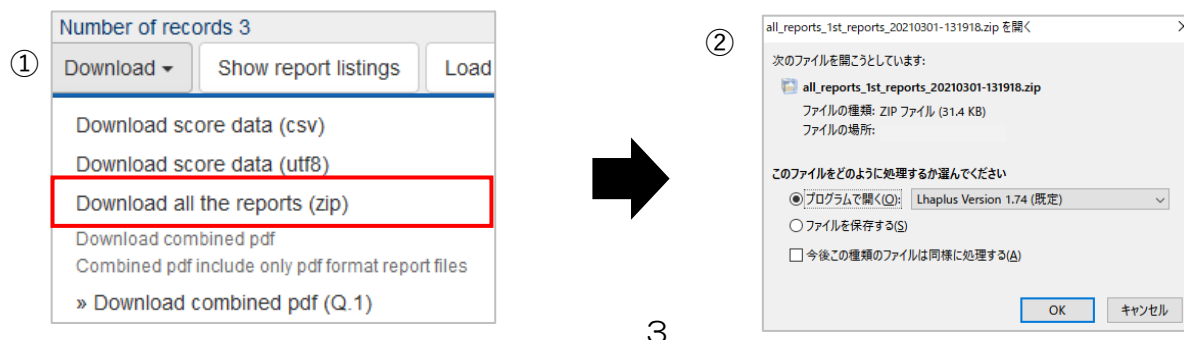


②<In the case of [Download score data (utf8)]>



• About [Download all the reports (zip)]

You can download all of the submitted reports at once by the following method:



③

名前	更新日時	種類	サイズ
001_同志社_四郎_検証_Q2.do...	2021/03/01 13:19	Microsoft Word ...	12 KB
002_同志社_三郎_検証_Q2.do...	2021/03/01 13:19	Microsoft Word ...	12 KB
003_同志社_二郎_検証_Q2.do...	2021/03/01 13:19	Microsoft Word ...	13 KB
answer.csv	2021/03/01 13:19	Microsoft Excel CS...	2 KB
answer-utf8.txt	2021/03/01 13:19	TXT ファイル	2 KB
comments.csv	2021/03/01 13:19	Microsoft Excel CS...	1 KB
comments-utf8.txt	2021/03/01 13:19	TXT ファイル	1 KB
virus-check.log	2021/03/01 13:19	テキストドキュメント	1 KB

※ Reports are displayed in the order of submission. If you want to see them in the order of student ID/student name/submission date, you can sort them by clicking either the [Student ID], [User Name] or [Date submitted] button. Numbers such as [001] will appear at the top of the file name in the sorted order.

Mail	Course	User Name	Student ID	Answer/Report Name	Date submitted	Result	Score	Total
<input checked="" type="checkbox"/>								

• About [Download combined pdf (Q.1)]

If submitted reports are in PDF format, you can combine all of the reports into a single PDF file and download it. Please note that the reports are combined only in the order of submission and do not reflect your sorting by Student ID, etc.

Number of records 3

Download ▾ Show report listings Load

- Download score data (csv)
- Download score data (utf8)
- Download all the reports (zip)
- Download combined pdf
- Combined pdf include only pdf format report files
- » Download combined pdf (Q.1)

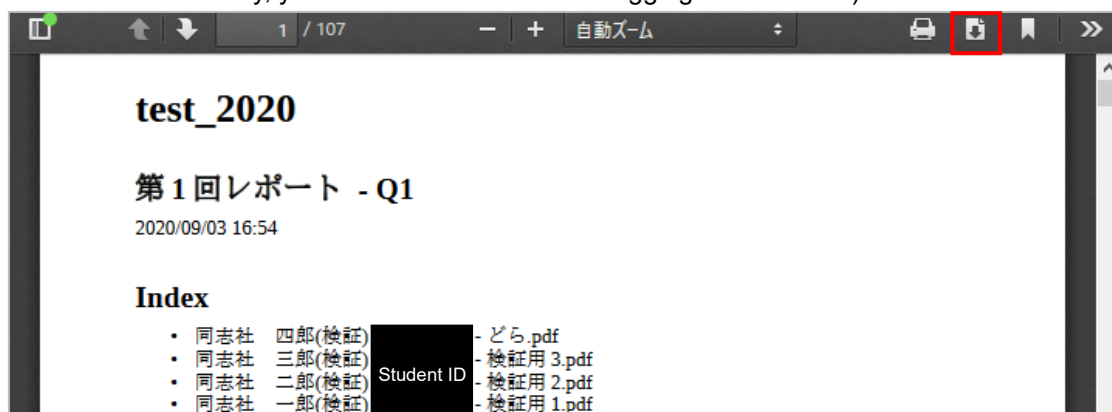
※ **Only PDF files can be combined.**

Please note that if you do not specify the report format and there are both PDF files and Office files, only the PDF files will be combined.

As the files are converted into a PDF file, you can save the file locally (on a desktop etc.).

(Once you have saved it locally, you can see the file without logging in to e-class.)

②



7. If you click the [Display users who have not submitted] button, the list of students who have not submitted a report will appear under the button.

Number of records 2 <a href="#">&gt; Download the list of users who have not submitted</a>									
Load results 参照... ファイルが選択されていません。 Load									
Mail	Grade	Course	User Name	Student ID	Answer/Report Name	Date submitted	Result	Score	Total
<input checked="" type="checkbox"/>	No Report	test_2020	同志社 四郎	Student ID	Generate Blank Record		-	0	0
<input checked="" type="checkbox"/>	No Report	test_2020	同志社 五郎		Generate Blank Record		-	0	0

**What will happen if I click the [Generate Blank Record] button?**

No students will appear in the [Display users who have not submitted] any more, and in the [Report listing] you will see a blank record like [Q.1 ]. On the students' screen, in the comments section of [My Report], the message "This record is generated by Teacher's ID." will be displayed.

**【1】 Grade Window**

If you click the [Grade] button in the [Report listing], a marking window will appear on the right side of the screen.

OOについてレポートを出しなさい。

Assignment

[ Submit file ]  
Max uploadable file size 10 MB

Grading

Submitted File [test.docx](#)

Allotted points : 10    Point :

You can input comments about the report.

Corrected report file

ファイルが選択されていません。

Setting of resubmit

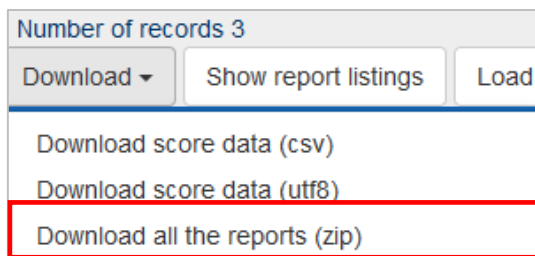
☐ Set task deadline for re-submission

Deadline :

## 【2】 How to Mark Reports at Once

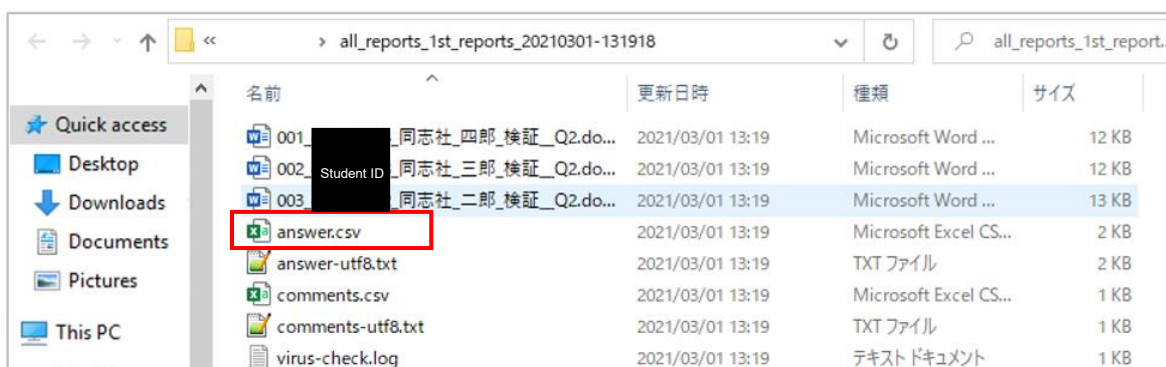
You can mark students' reports at once using a CSV file.

1. Click [Download all the reports(zip)].



2. Mark submitted reports and edit answer.csv.

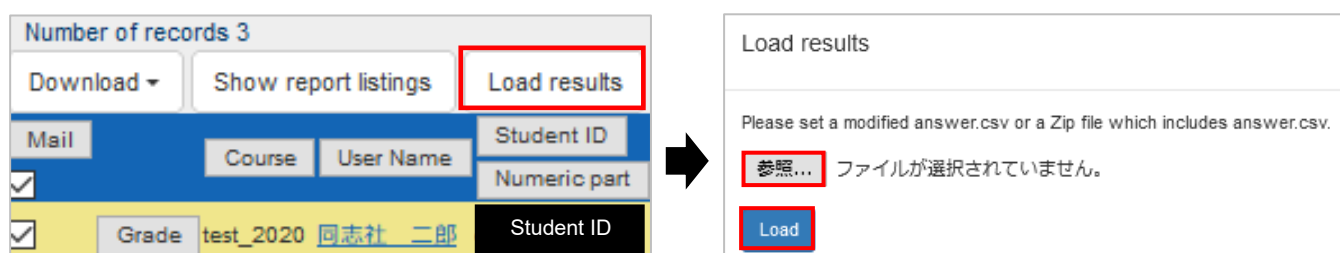
The cells you can edit are those under [Editable] as shown below. The items you should fill in under [report/answer] are the names of files that a teaching staff member has uploaded on behalf of the students; under [corrected\_file] are the names of the files that have been corrected; and under [point] are the scores, and you can enter your comments under [comment]



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grade Essay Ass													
2	Created Date	2021/3/1 14:05												
3	Question Name	1st reports												
4	Target Period	all - all												
5	contents_id	fd2ec2ff801e00fc0dfbfe53033b1a												
6														
7														
8	id	Course	User Name	USERID	Date submitted	Q.No	Editable report/answer	download	Number o	corrected_file	download	Result	point	comment
9		test_2020	同志社 四郎	Student ID	2021/3/1 13:52		test.docx					Incorrect	50	
10		test_2020	同志社 三郎		2021/3/1 13:52		test.docx					Incorrect	30	
11		test_2020	同志社 二郎		2021/3/1 13:51		test.docx					Incorrect	80	good
12														

※The names of the submitted reports are already on the list.

3. Click the [Load results]] button and select answer.csv from [参照...] and click the [Load] button.



If you enter the names of files that should be uploaded in the sections of [report/answer] or [corrected\_file] in the answer.csv (2.) file, compress both the uploading files and the answer.csv file in one zip file.

※ You must name your file using only **single-byte alphanumeric characters**.

4. Once the message “gradind file was loaded” is displayed, confirm your marks are correctly reflected in the [Number of records].

Search Condition

Exercise/Report/Question Name: 1st reports

Target Period: All testing days ~ All testing days

Target: test\_2020

Assessed/Unassessed Data: Assessed

Exclude [Unanswered] questions: Exclude [Unanswered] questions

Show latest report: Show latest report

Member only: Member only

User ID: [ID manager](#)

Pattern matching: Wild card \* any single character ?  
Use ' or ' to connect conditions.

Display submitted reports: Display users who have not submitted

Grading file was loaded

Number of records 3

Download Show report listings Load results

Mail	Course	User Name	Student ID	Answer/Report Name	Date submitted	Result	Score	Total
<input checked="" type="checkbox"/>	Grade	test_2020	同志社 四郎(検証)	Q.1 test.docx	2021-03-01 13:52:26	Correct	50	50
<input checked="" type="checkbox"/>	Grade	test_2020	同志社 三郎(検証)	Q.1 test.docx	2021-03-01 13:52:03	Correct	30	30
<input checked="" type="checkbox"/>	Grade	test_2020	同志社 二郎(検証)	Q.2 test.docx	2021-03-01 13:51:40	Correct	80	80

## 1 Window to Confirm Results

You can confirm your evaluation of each student in [Score Summary Table] under the [Grades] tab.

Grades - test\_2020

Choose Score Type: Average Score Highest Score Lowest Score Total Score

[\[+\] Search](#)

**Highest Score Reports**

Obtained at 2021-03-01 14:20:06, Target Period 2020-9-21 2021-3-1

[Download Score Reports](#)

Mail	User Name	Student ID	1st reports	Total
<input checked="" type="checkbox"/>	同志社 一郎(検証)	demos001	--	0
<input checked="" type="checkbox"/>	同志社 二郎(検証)	demos002	[80]	80
<input checked="" type="checkbox"/>	同志社 三郎(検証)	demos003	*[0]	0
<input checked="" type="checkbox"/>	同志社 四郎(検証)	demos004	[50]	50
Course Average Score			43.3/200	43.3/200
Max / Min score in this course			80/0	-

※ Authors' records are not shown in the table above.

未: Those who have not submitted their assignments  
[Numbers]: Your marking  
\*[0]: Those who have worked on but not submitted their assignment, or whose assignment that has not been marked (Unmarked assignments are indicated by "\*\*").

## FAQ

Q. I entered comments when I marked the reports. Where are my comments displayed? Will my students receive a notice of the comments?

A. Your comments are displayed in [My Reports] under the [Course scores] tab on the students' screen. Your students will not receive a notice and so please tell them to confirm [My Reports] by themselves.

Course Material

Course scores▼

Attendance

Other tools▼

Course▼

Logout

My Reports

Task name ▲▼	Q.No ▲▼	Report ▲▼	Corrected report file ▲▼	Comments ▲▼	Date ▲▼	Results ▲▼	Point ▲▼
1st reports	2	<a href="#">test.docx</a>		good	2021-03-01 13:51:40	-	-

End

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