

## How to Confirm If Your Assignment Has Been Submitted Properly

**Report-type assignment: Please make sure to confirm via both [My Report] and [Message].**

**Essay-type assignment: Please make sure to confirm via [My Report] (No message will be sent to you).**

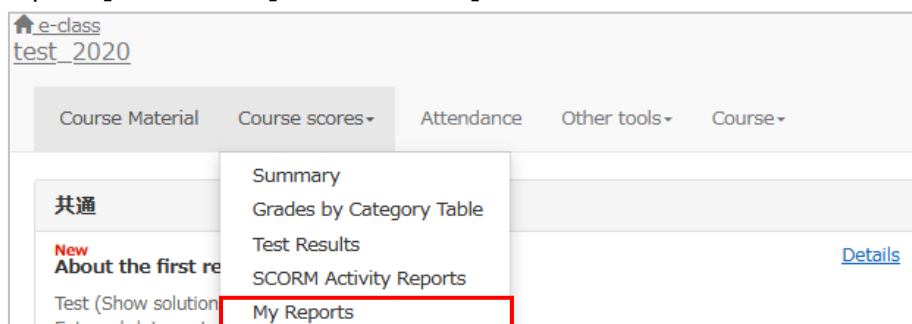
【Common】

After logging in to e-class, select the relevant course.

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

<How to Confirm via [My Report]

1. Click [My Reports] under the [Course scores] tab.



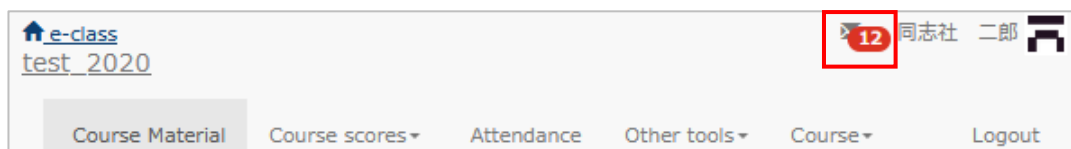
2. You can confirm reports and essays you have submitted.

| My Reports   |         |                                   |                          |             |                     |            |          |
|--------------|---------|-----------------------------------|--------------------------|-------------|---------------------|------------|----------|
| Task name ▲▼ | Q.No ▲▼ | Report ▲▼                         | Corrected report file ▲▼ | Comments ▲▼ | Date ▲▼             | Results ▲▼ | Point ▲▼ |
| essay2       | 1       | <a href="#">test.docx</a>         | ←Submitted file          |             | 2021-02-25 15:15:29 | -          | -        |
| essay1       | 1       | I think that is a good situation. | ←Contents of essay       |             | 2021-02-25 15:15:21 | -          | -        |

**Click the name of the report to download it and confirm its contents.**

## < How to Confirm via [Messages]>

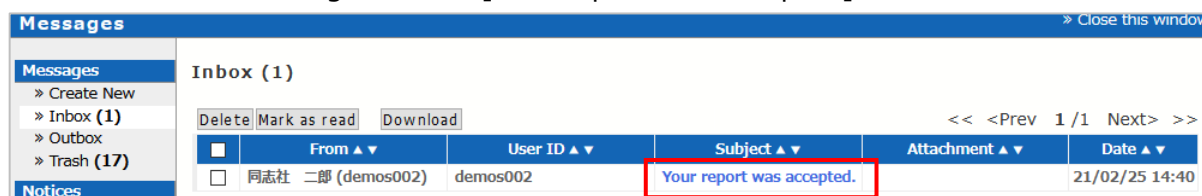
Click the mail icon in the upper right corner.



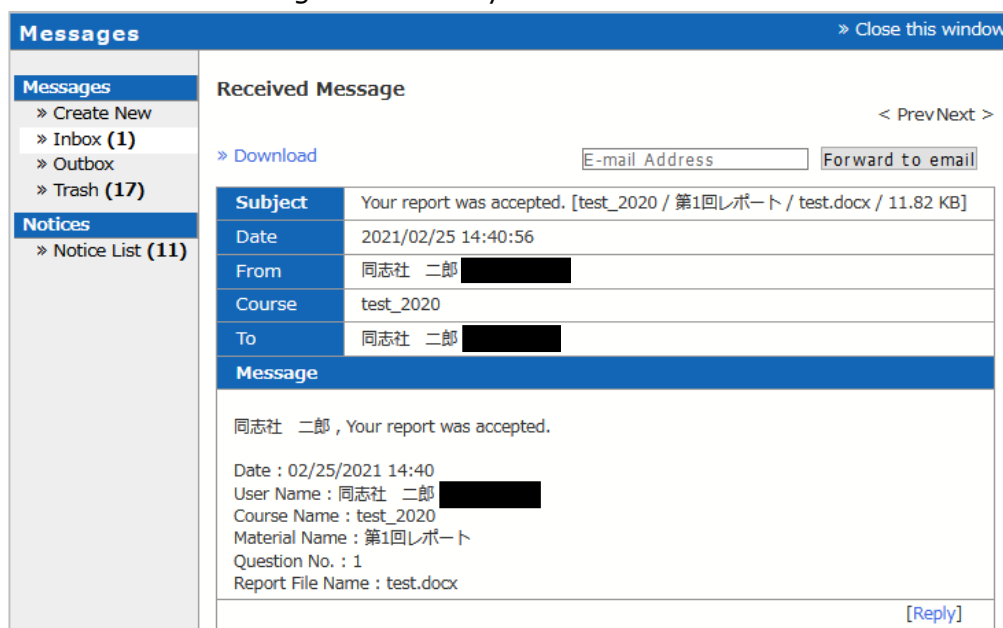
1. Click [Inbox] under [Messages] in the left-side panel.



2. There will be a message entitled [Your report was accepted]. Click it.



3. See the details of the message to confirm you have submitted the intended file.



※The following message will also be sent to your university mail address from [do-class@mail.doshisha.ac.jp](mailto:do-class@mail.doshisha.ac.jp). The title in the subject line will be [DoNotReply] Your report was accepted. and the body of the mail will include [Name of Class/Name of Assignment/Name of Report File].



End

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