

How to Use the Notices Function

The information function is an electronic bulletin board whereby you can disseminate a variety of information. Students can find relevant information either in the [Notice List] section after clicking the mail icon or in the [Notices from administrator] section that appears when logging in to e-class. Unlike the messaging function, when certain information is made available, your students will not receive an e-mail notification of it. On the other hand, you can define the period in which the information is accessible. This FAQ is based on the FireFox browser; if you use a different type of browser, what you see may be slightly different.

1. Select a course in the timetable.

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

2. Click the mail icon.



3. Click [Post New].

Notices

» Close this window

Messages

» Create New

» Inbox

» Outbox

» Search Message

» Trash

Notices

» Post New

» Manage

» Batch Posting

» Notice List

Notice List

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【重要】MacOS Mojaveでのレポート提出について

システム管理者 - 11/16/2020 16:39

e-classトップページ更新のご案内

システム管理者 - 09/11/2020 19:19

レポートの採点処理について

システム管理者 - 07/03/2020 14:05

【重要】ネットワーク接続の不安定化について

システム管理者 - 06/16/2020 12:55

4. Enter a subject, information and the period in which the contents are accessible, and click the [Post] button.

The screenshot shows the 'Notices manage' interface for a course named 'test_2020'. On the left is a sidebar with 'Messages' and 'Notices' sections. The 'Notices' section includes options like 'Post New', 'Manage', 'Batch Posting', and 'Notice List'. The main area contains a form with a title bar 'Notices manage [test_2020]' and buttons for 'Post', 'Save As Draft', and 'Cancel'. Below the title bar is a text input field. Underneath is a 'Draft' button and a 'Place to post' section with checkboxes for 'Course manager' and 'Learner', both of which are checked. There is also a 'Mark' section with an 'important' checkbox. At the bottom, there are 'Open at' and 'Close at' fields, both set to 'not set'. A blue callout box on the right contains the text: '[Course Administrator]]: Teaching staff' and '[Learner]: Students'. A 'Back to List' link is visible in the top right corner.

5. When you click the [post] button, the following window will appear.

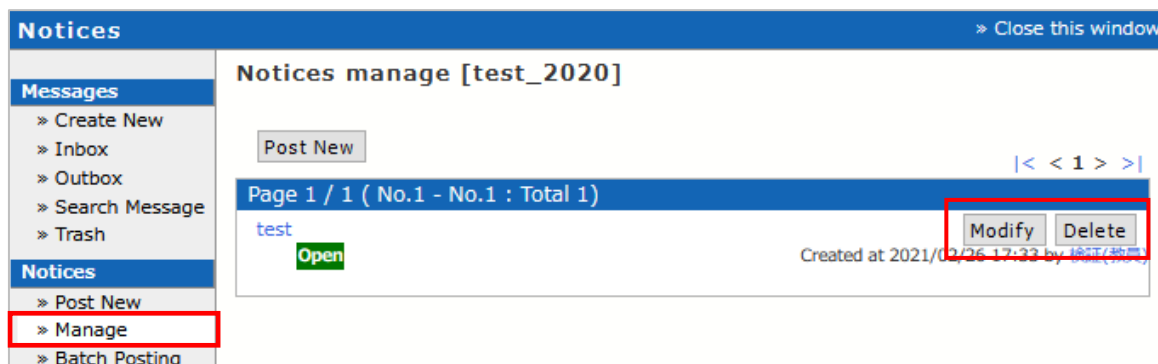
This screenshot shows the 'Notices manage' window after a notice has been posted. The title bar is 'Notices manage [test_2020]'. The sidebar is the same as in the previous screenshot. The main area shows a 'test' notice with an 'Open' button. Below the notice title, it says 'Created at : 2021/02/26 17:33 by 検証(教員)' and 'Place to post : test_2020 : Course manager, Learner'. There is a 'test' text area below this. At the bottom, there is a 'Check unread users' button. Navigation links 'prev', 'Back to List', and 'next' are visible above the notice title.



You can confirm those who have not seen the information.

The screenshot shows a dialog box titled 'Check unread users'. It contains the text 'Number of unread user : 7 (Readable users : 7)'. Below this, a black box with white text states: 'The names and IDs of students who have not seen the information are displayed.'

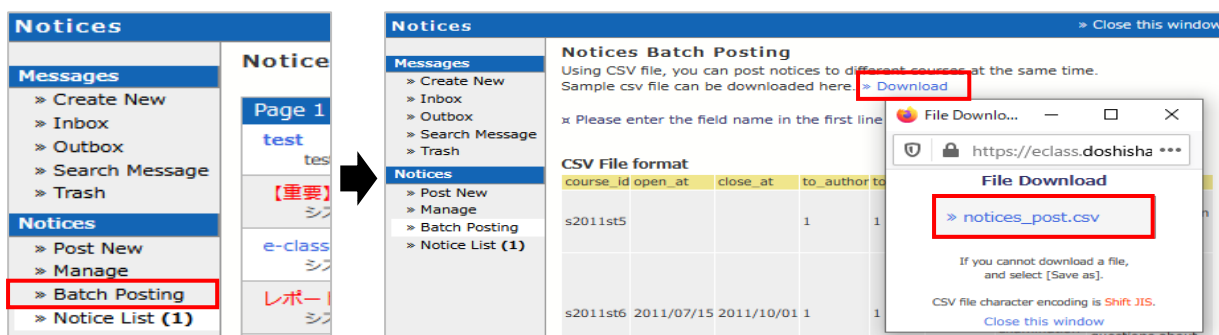
6. If you want to edit or delete the information you have posted, click [Manage]; then the list of contents you have posted is displayed.



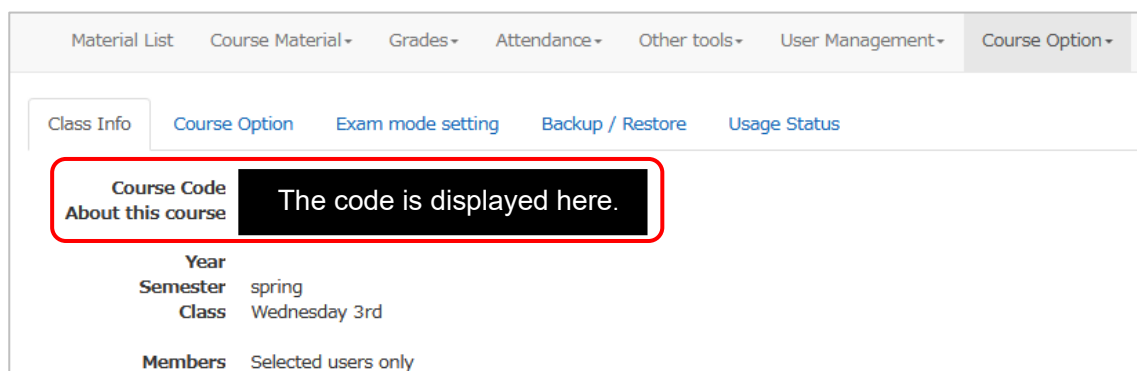
<About Batch Uploading>

You can upload multiple items of information at once by using the CSV file.

1. Click [Batch Posting] in the [Notices] section to display [Notice Batch Posting]. Download the sample file and fill it in.



	A	B	C	D	E	F	G	H
1	course_id	open_at	close_at	to_author	to_user	important	title	substance
2	Course Code	Open Date	End Date	To Course Administrators	To Students	Add the mark of Importance	Subject	Body text
4			2021/3/31		1	1	3rd Notices	3rd Notices
5					1	1	4th Notices	4th Notices



- Once the CSV file is completed, select it as an upload file by clicking the [参照...] button; then click the [Post] button.

Notices > Close this window

Messages

- » Create New
- » Inbox
- » Outbox
- » Search Message
- » Trash

Notices

- » Post New
- » Manage
- » Batch Posting
- » Notice List (1)

Notices Batch Posting

Using CSV file, you can post notices to different courses at the same time.
Sample csv file can be downloaded here. [Download](#)

※ Please enter the field name in the first line to distinguish the field.

CSV File format

course_id	open_at	close_at	to_author	to_user	important	title	substance
s2011st5			1	1		About next examination	Only 1 sheet of A4 size paper can be accepted to carry in.
s2011st6	2011/07/15	2011/10/01	1	1	1	The results of last examination	Please come to office by appointment before October 1st if you have questions about the result of last examination.
s2011st6	2011/07/15	2011/10/01	1	1	1	The results of last examination	Please come to office by appointment before October 1st if you have questions about the result of last examination.

Chose csv file

参照... ファイルが選択されていません。

Post

- When the information has been successfully uploaded, a window showing a message [Success: the number of uploaded items of information] will appear. When the information has not been properly uploaded, a message [Error: the number of failed items of information] will appear. In such a case, please check your CSV file.

Notices > Close this window

Messages

- » Create New
- » Inbox
- » Outbox

Notices

- » Post New
- » Manage
- » Batch Posting
- » Notice List (1)

Notices Batch Posting Result

Success : 4
Error : 0

- Click [Notice List] to confirm whether your information is properly displayed.

Notices > Close this window

Messages

- » Create New
- » Inbox
- » Outbox
- » Search Message
- » Trash

Notices

- » Post New
- » Manage
- » Batch Posting
- » Notice List (8)

Notice List

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1st Notices
検証 - 03/01/2021

2nd Notices
検証 - 03/01/2021 - Time Limit : 03/08/2021 23:59

3rd Notices
検証 - 03/01/2021 - Time Limit : 03/31/2021 23:59

4th Notices
検証 - 03/01/2021

End

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