e-class

Author Manual

v11 (Mar. 2024)

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Welcome to e-class!

e-class can be easily operated even by a user who is not good at operating computers. A user can import document files created in format which he / she is familiar with, including Word, Excel, Power Point, and others. This can reduce the burden on teachers. Moreover, the system is not affected by the operating environment (Windows, Mac, Linux, or others) therefore it can offer the material suitable for various needs.

Before using e-class

To access e-class from your PC (Windows, Mac, or Linux) through internet, it is recommended that you use the latest version of the browser. The recommended display resolution is 1280x768 or above.

Before using e-class, please check the operating environment. If the environment meets the requirement, you are ready to start e-class.

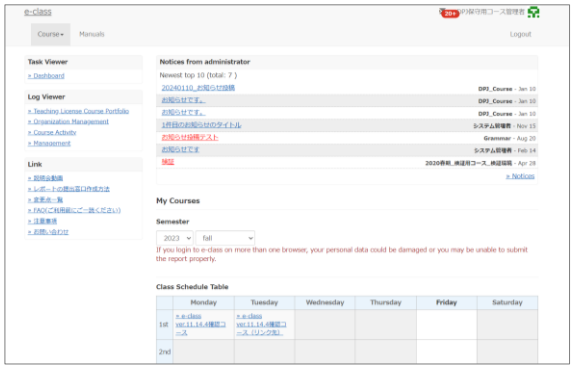
- Back, forward, and close button of browsers may break your session data and unsaved changes. You should move between pages with e-class navigation.

Login to e-class

This section explains how to login to e-class and display the “Course Selection” screen.

1 Login with your user ID and password at Web Single Sign-on.

2 Click icon “e-class” to open “Course selection” screen.



If you have an e-class-specific user ID, please log in to e-class using the “login URL” provided in the user ID notification.

Logout from e-class

To exit e-class, you need to logout. Click "Logout" link in the upper right of the “Course Selection” screen or the “Course material list” screen.

If you use [Close] button on the browser to exit e-class, the answers and course grades will not be saved correctly. Please save data and end the session before logging off.

The course and user of e-class

In e-class the material and the course scores data are managed according to each course. The course refers to either "class", "lecture", "seminar" or "research room". Each course is managed by at least one course manager who creates the e-Learning materials and manages the course scores data. A user must be registered as a course member in order to join the course.

About the course material to be created

The course manager can create six kinds of materials for the course assigned by the system administrator.

- **Communication Tools**: BBS, Wiki and Chat can be used for group learning.
- **Textbook**: You can create digital textbooks.
- **Exercise / Report / Question**: Questions can be set in various formats.
- **Class Number**: Referring to the set of course materials consisting of Communication Tools, material, and Exercise / Report / Question.
- **Study Card**: In addition to the lessons, support can be provided for students, such as career guidance.
- **LTI tools**: LTI tools can be used with the use of educational materials and learning tools from other systems linked to the e-class.

Available incorporated file types

You can import the data created in the application such as Word, Excel, and PowerPoint. The types of files that can be imported to e-class textbooks and Exercise / Report / Questions are shown below;

File type	Description
Word	DOC, DOCX, DOCM format only. Images are supported, but not audio, video, or animation. Although DOCM format (macro active document) can be imported, macro will be removed after the conversion.
Excel	XLS, XLSX, XLSM format only. Images are supported, but not audio, video, or animation. Although XLSM form (macro effective document) can be taken in, macro is removed at the time of conversion.
PowerPoint	PPT, PPTX, PPTM format only. Images are supported, but not audio, video, or animation. Audio, video, or animation is not supported. Although PPTM form (macro active document) can be imported, macro will be removed after the conversion.
OpenOffice.org LibreOffice	ODT, ODS, ODP format only.
PDF	PDF file will be embedded as it is.
Text	TEXT file will be embedded as it is.
HTML	HTML file written in HTML4, 5 or XHTML1. (File name must be half-width alphanumeric characters) When importing more than one HTML files or CSS file or image file, the link to each file must be specified by the relative path and the files must be compressed before importing (index.html will be displayed first)
LaTeX	LaTeX source file. LaTeX source file will be converted to HTML using latex2html. Mathematical expressions will be converted to images.
Picture	BMP, JPEG, GIF and PNG format.
Video	MP4 (H.264 / MPEG-4 AVC, AAC or MP3) format is recommended. Although MPG, AVI, WMV, MOV can be imported, it may not be played on some browser, plug-in, or media player.
Audio	MP3, AAC (M4A) format is recommended. Although WAV (WAVE) can be imported, it may not be able to be played on some browser, plug-in, or media player.
Others	HotPotatoes 6 (Standard format Web page), SCORM1.2/2004 (before 3rd Edition), ChemBioDraw (ChemDraw), ChemBio3D (Chem3D) etc.

- To open document files or multimedia files, the application and browser's plug-in are required.
- Document file is converted to HTML or PDF using OpenOffice.org or LibreOffice. Conversion precision is about 70% in HTML and about 90% in PDF as compared with the original Word, Excel, or PowerPoint file. Since the original file may not be regenerated perfectly, it may be necessary to upload the original file as the attachment.
- e-class does not support HTML conversion with the PowerPoint file.
- The maximum size for file conversion is 20 MB. If no conversion is necessary, you can upload up to 300 MB

- You should edit CSV files with Excel etc. supported the international standard RFC 4180. When editing a CSV file with a text editor such as Notepad, enclose the value in double quotes (") if the value between the commas (,) contains control characters such as double quotes, commas, and line feeds. Also, double quotes within the value will be doubled (""). If the value contains any escape character "¥", the file may not be imported correctly to WebClass.
- MP4 (H.264 / MPEG-4 AVC, AAC or MP3) is supported by HTTP Live Streaming (HLS).

About type of user's type and role

Users can perform different operations in e-class according to the assigned user permission (type). The administrator must set appropriate authorities for users.

	Admin	Author	TA	SA	User
User registration	✓				
Course registration	✓				
System maintenance	✓				
Course member registration	✓	(✓) (TA, SA only)			
Textbook creation		✓	✓	✓	
Assessment creation		✓	✓		
Doing materials		✓	✓	✓	✓
Attendance management		✓	✓	(✓) (Setting only)	
Taking attendance		✓	✓	✓	
Grading		✓			
Checking scores		✓	(✓) (Survey only)		✓
Backup course		✓	✓		
Posting Notice	✓	✓	✓		
Using Message	✓	✓	✓	✓	✓

First, **System administrator** (**Admin**) creates the user account and the course, and then assigns users to each course as course members.

Next, **Course manager** (**Author**) creates the course material in the assigned course, executes the course material and manages the course scores.

Admin and Author can change the user permission to **TA** or **SA** and allow some course member to assist the lesson. TA manages the course as a substitute manager. SA assists the operation of the lesson by executing the course materials. The Author, TA or SA has the permission as shown above. If a change is applied to the default setting, it is displayed as 'Author (others)'.

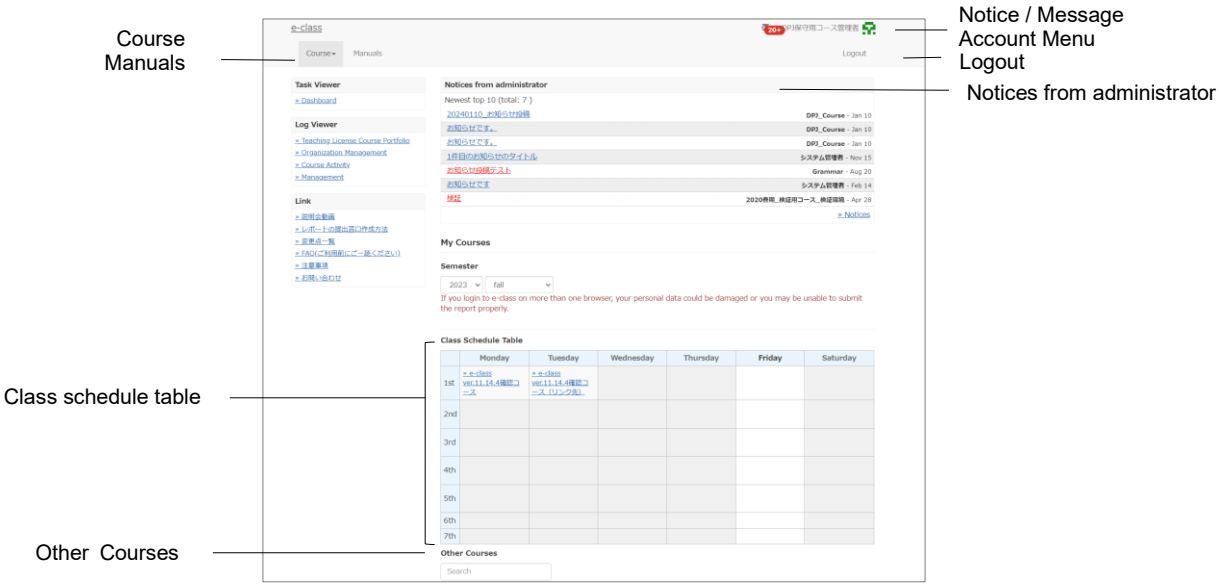
User who is registered as a course member can take the course.

Preparing the course

The course manager must set up the course options first, then register the course members and form groups as necessary. This section explains about preparations before operating the course.

About Course Selection

When the course manager logs in to e-class, the “**Course Selection**” screen is displayed. It shows the list of the courses which are currently being operated and information such as notices.



“**Notices from administrator**” shows notices about administrative and educational matters.

Course for which you have applied for use will be displayed on the timetable. The display of the Class Schedule Table can be changed by selecting the year and the semester on the pull-down menu.

Courses that cannot be displayed on the Class Schedule Table are shown as “**Other Courses**” below the timetable. Terminated courses will be locked by the System Administrator at the end of the year. For courses marked as "Locked Course", users will not be able to run the material, but will be able to view their grades. The author can edit the study material. From the Course Selection, you can narrow down the search by using the course name.

If the Log Viewer function is enabled by the System Administrator, you can check the aggregated information on university activities and the Teaching License Course Portfolio. For details, see "Log Viewer Online Manual"

If you click "**Notice / Message**" icon located in the upper right of the screen, the “Notice / Message” screen will open. The number of unread notices or messages will be shown above the icon.

By selecting either “Japanese” or “English” in the **Account Menu** in the upper right of the screen, you can change the display language. You can also download the manual from the account menu.

Changing account information

To register e-mail address for receiving notices or to change settings such as font size, click "Account Menu" > "Setting Alteration".

Information	Description
Student ID	You cannot change student ID (Faculty Code).
Permission	You cannot change permission.
User Name	You cannot change display name.
Password	You cannot change password. (Exclude e-class ID user)
E-mail address	Notices will be sent to the registered e-mail address, if the feature is enabled by the system administrator.
Page Appearance	Theme color and font size can be changed.

Changing e-mail address

When this feature is enabled by the system administrator, you will receive notice mail in the following cases;

- When there is a new message
- When there is a new post on BBS
- When there is submitted reports
- When counsel column of Study Card is updated

To decline notice mail, do not enter any e-mail address in "email address" entry form.

1. Enter the e-mail address. If you wish to enter more than one e-mail address, separate them by commas.
2. Click "Send test mail to this address", then a test e-mail is sent to the e-mail address which you entered.
3. Click [Update] button.

About Material List

First, move to the “**Material List**” screen. Click the course name on the “Course Selection” screen. To return to the “Course Selection” screen, click “e-class” link located in the upper left of the screen, or click “Account Menu” > “Course Selection”.

When you move to the course, the “Material List” screen will be displayed as the figure below. The course manager mainly uses this screen to manage the course.

In **Course Material,** you can create **materials** and check materials list.

In **Grades,** you can check course scores and survey results, or grade reports.

In **Attendance,** you can record attendance or check and change past attendance record.

Other tools include “**FAQ / Glossary**”, “**Study Card**”, and “**Notebook**”. Study Card records the course members’ learning record for integrated management. “**FAQ / Glossary**” can contain answers to the questions frequently asked in class and terms to help understanding the theme of the lesson. “Notebook” can store up to about 50 KB of text data.

In **User Management,** you can register course members and divide them into groups. You can also check course member’s access status.

In **Course Option**, you can view **Class Info** such as Class Schedule, **Course Code.** You can set **Course Option** or **Exam mode**, and do **Backup / Restore** and **Usage Status**.

If you click "**Login as student**" in the menu, the screen will switch to the student mode. You can check how the screen is displayed for students. To end student mode and return to the Material List screen, click "Leave student view".

Material List shows the material used in the lesson. You can stick labels to materials or sort materials by drag-and-drop. By clicking “ ··· ” menu of the material, you can change options, edit material content, or open the material to users. You can also copy or export materials, link materials to another course or delete materials. Click Info, it will be displayed and you can check summary of suggestions, the status. You can also check Scores, Analyze / Re-grade Test Results, Progress, History, Review. “Ungraded" displays the number of unscored answers submitted for all questions of the file submission style and description style in the material.

Check Class Information

If you click "Course Option" > "Class Info", course information, Course Code will be displayed. To edit Class Information or Course Schedule Table, click [Edit] button. When setup is complete, click [Save] button in the bottom of the screen.

Option	Customizable	Description
Course Memo		You cannot change Course memo.
Class Information		You cannot change Class Information.
Member Restriction Mode		Default setting is Member Restriction Mode. Course members cannot leave.

Course Password		This service cannot be used because the members-only mode cannot be changed to "no".
Course icon	✓	The courses which are not displayed in the Class Schedule Table can be viewed on “Courses in operation” or “Courses you are taking” on the Course list screen. Icon can be attached on the name of the course.

Setting the course tools

The course manager can customize the course display or activate features by setting options. Click "Course Option" > "Course Option" and display the Course Option Setting screen. When setup is complete, click [Save] button at the bottom of the screen.

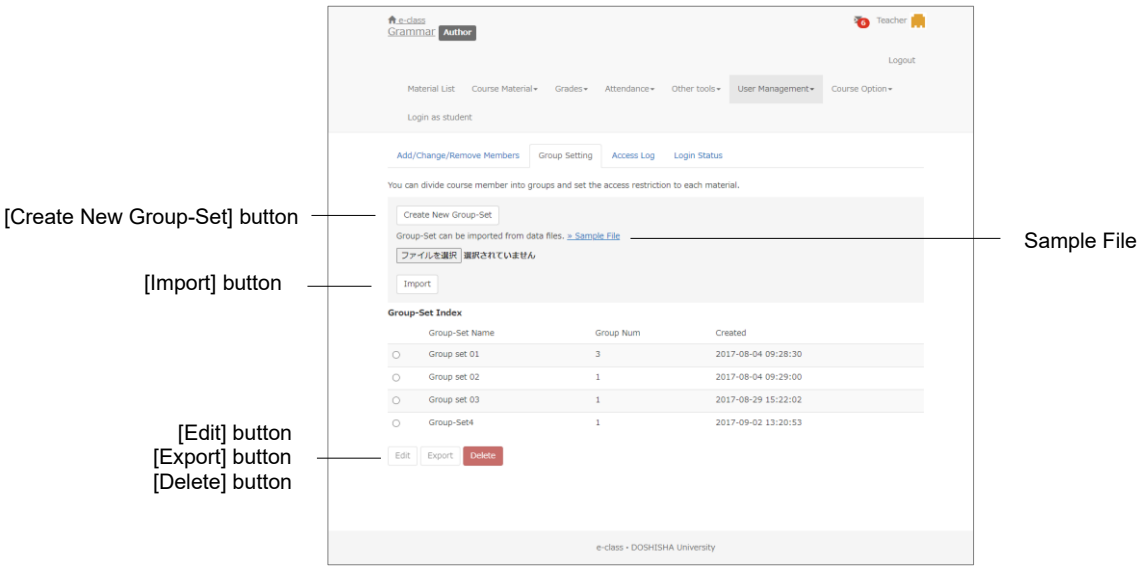
Option	Customizable	Description
'New' sign	✓	Display ‘New’ icon with updated materials for one week.
Syllabus		This course doesn’t use Syllabus.
FAQ / Glossary	✓	Create glossary and allow course members to view.
Show “Examination” Results	✓	Allow students to view only the scores of Exercise / Report / Question materials (grades are hidden).
Show Member List	✓	Allow students to know other members of the course. When creating a new message, recipients can be selected from the member list.

Assigning course members to group

In the following cases, you can group course members and set up a group to run each material.

- When each group is using different Communication Tools material (such as group learning).
- When you wish to use different Textbooks or Exercise / Report / Question according to the student's learning speed.
- When two or more classes take the same course and you wish to restrict the access.

To set up the group to work on the material, the group must be created beforehand. Click on the course menu "User Management" > "Group Setting".



The group setting function manages multiple groups in a group set unit. Groups can be formed according to the purpose.

A user cannot belong to more than one group within a Group-Set. To register the same user in more than two groups, another Group-Set must be created.

Click [Create New Group-Set] button and create groups on the Group-Set Edit screen. After creating a Group-Set, you can change name or members by selecting the radio button and clicking [Edit] button. Click on the "Export" button, you can download the groups and member of a group set as a CSV file. "Delete" button allows you to delete an unwanted group set.

Batch creation of Group-Set

Using CSV file, you can create Group-Set or groups in batch. First, download the sample file to create the data file. Use text editor such as Excel and edit the fields below.

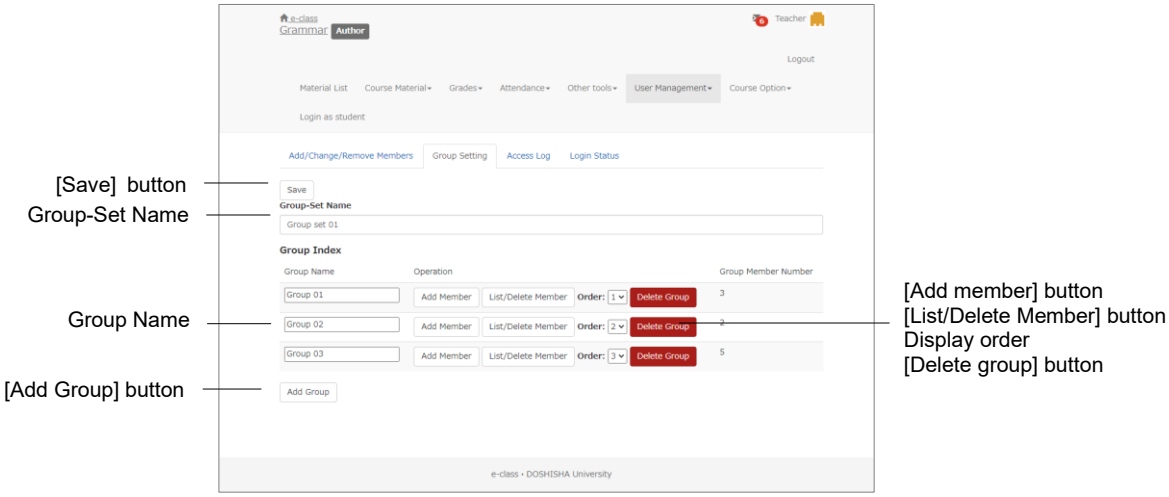
Field	Description
group_set_name	Enter the same Group-Set name for all groups within a set.
group_name	Enter the group name.
(Columns beside the group_name)	Enter one Student ID in each last column (Separate each user by a comma).

Please enter the field name in CSV file's first line.

Specify The data file created in the Group set List screen, and click the "Import" button.

Creating Group

First, create a "Group-Set" and the groups to be added in the "Edit Group-set" screen. The name of the group set should be clear and easy to find when setting up the groups to work on the material on the Course Option screen.



1 Enter the "Group-Set Name" and click [Save] button.

2 Click [Add Group] button and create as many groups as required.

If you create a group by mistake, delete it by clicking the "Delete Group" button.

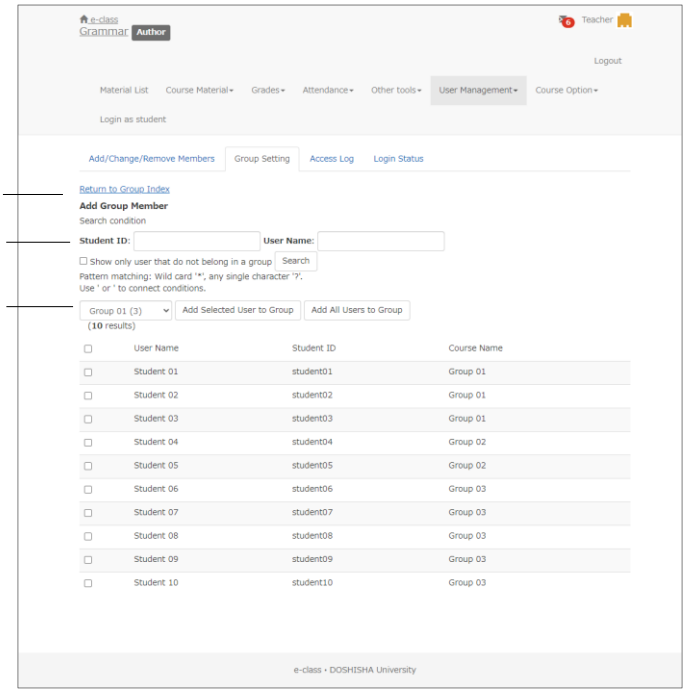
3 Edit "Group Name" and click [Save] button.

4 To sort groups, change order of display in the pull-down list. After changing, click [Save] button.

5 Click [Add Member] button, then "Add Group Member" screen is displayed.

Registering group member

Next, register the members in the created group. For members belonging to an existing group, click the “List/Delete member” button on the Group-Set Edit screen. Selected users will be removed from the group.



1 Specify the search condition and click [Search] button. To search only unregistered users, put a check on "Show only users that do not belong to the group" and search.

- Wild card and “or” operator can be used as search conditions.

2 Check the group name displayed in the Group Selection pull-down list. Check the users to be registered and click [Add Selected User to Group] button or [Add All Users to Group] button.

- If you register a group member to another group, the membership will change to the new group.

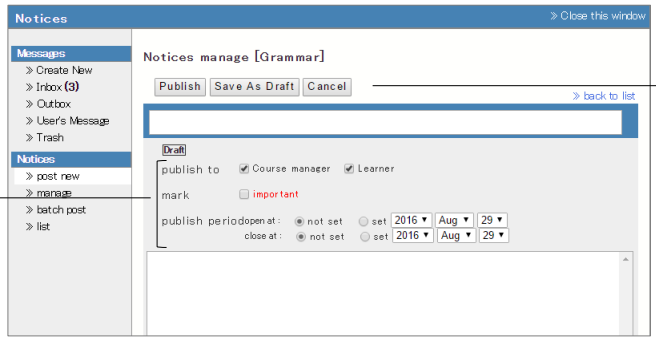
3 To continue registering members to another group, choose a group from the group selection pull-down list and repeat Step 2.

Posting Notices

The course manager can use “**Notices**” feature to send notices to e-class users. Students read new notices using “Notice / Message” icon.

- You can post notices within each your courses.

Click “Notice / Message” icon and move to the “Notice List” screen. Click "**Manage**" and open “**Notices manage**” screen.



Close this window

[Post] button
[Save As Draft] button
[Cancel] button

Publish to
Mark
Publish period

1 Click “Post new” in the menu and enter the title and text of the notice.
2 Set "Publish to" and "Publish period". By putting a check in "Mark", you can distinguish important notice from others.
3 Click [Post] or [Save As Draft] button.

- You can edit and delete posted notices in the screen of the menu "Manage".

Posting Notices with batch

Using CSV file, you can post notices in batch to multiple courses. On the Notices screen, click "Batch Post" in the menu. The “**Notices Batch Post**” screen will be displayed.

Field	Description	Example
course_id	Recipient’s Course Code	s2011st6
open_at	Date of opening the post	2011/07/15
close_at	Date of closing the post	2011/10/01
to_author	Post to the course manager	1
to_user	Post to students	1
important	Mark important message	1
title	Subject	
substance	Main text	

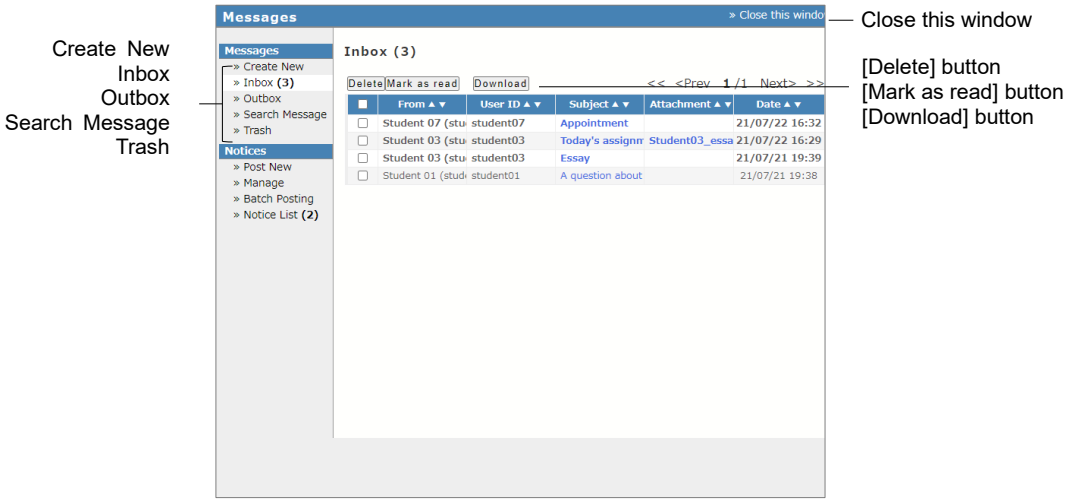
- Please enter the field name in CSV file’s first line.
- To check the Course Code to enter in "course_id" field, go to the course from Course Menu, then click “Course Option” > “Class info”
- If CSV field (enclosure between double quotations) contains any escape character "¥", the file may not be imported correctly to e-class.

1 Download the sample file and edit by using text editor such as Excel.
2 Select the edited CSV file and click [Post] button.

Communicating with Message

Using **Message** feature to exchange messages with individual users is just as easy as using e-mail software. The messages can be downloaded. The course manager can check whether the sent message has been read and extract the messages of a specific user.

Click “Notice / Message” icon and open the Message screen. On this screen, you can create, read, or manage messages. To close the Message screen, click "Close this window" link.



Place the cursor over “Notice / Message” icon to view the list of unread notices and messages. Put a check mark in the box and click the [Mark as read] button to mark the message as “read”. To delete message, put a check in the check box and click [Delete] button.

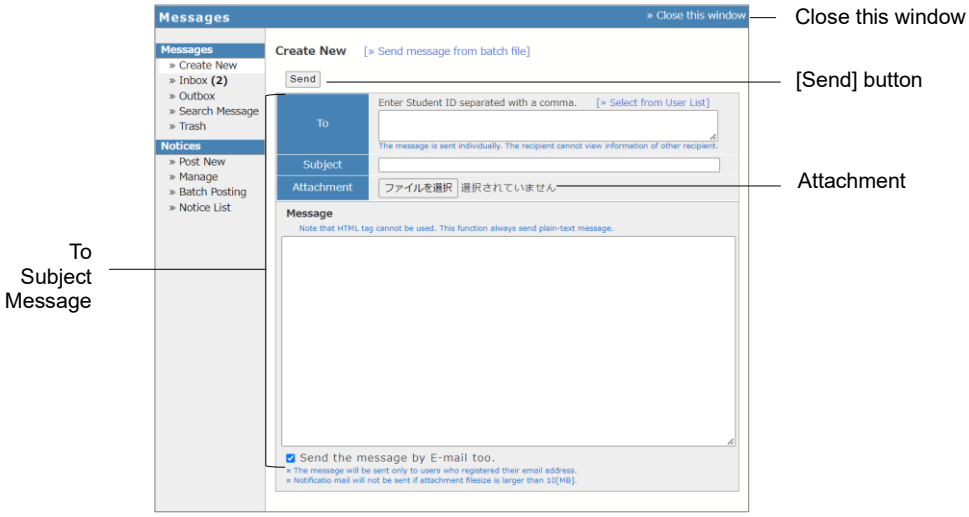
On the Advanced Message screen, you can see “Message Tree” to check messages in the thread. By clicking "Previous" or "Next," you can check old or new messages by date. If you open the “Outbox” to view sent messages, any user that has not read the message is marked in red. So, you can track whether the message has been read.

To extract messages sent to or received from a specific user, click “Search Message”, and open the “Search Message” screen. Specify the user in “Search” and the search result will be displayed in the communication history.

Sending message

To send a message, click "Create New" on the Message screen menu. You can also attach files on the message. If you do not know the recipient's Student ID, you can select the recipient from the user list.

- You can send a message within your course.



1 Click "Create New" or click "Reply" for a received message.

2 Enter "To", "Subject" and "Message". If you do not know the recipients' Student ID or wish to send message to a specific group, "Select from User List "can help you to find the recipient's address easily. The messages are sent as text data, so HTML tag cannot be used.

- If you select more than one address, message will be sent individually so that one recipient cannot view another recipient's information.
- If an error occurs while sending message to multiple recipients, mail forwarding will be interrupted.

3 Files can be attached.

- The capacity of file attachments is limited to 10MB for e-mail, 300MB on messages.

4 Click [Send] button.

Send messages from Batch file

Click the link "**Send message from batch file**" on the "Create New" screen. A new screen opens and you can send multiple messages at the same time by using CSV file. To return to the previous screen, click "Edit New Message" link.

Field	Description
To	Specify the recipient's Student ID.
Subject	Enter the message subject.
Message	Enter the message text.

- Please enter the field name in CSV file's first line.

1. Download the sample file and use text editor such as Excel to edit the file.
2. Select the edited CSV file and click [Send] button.

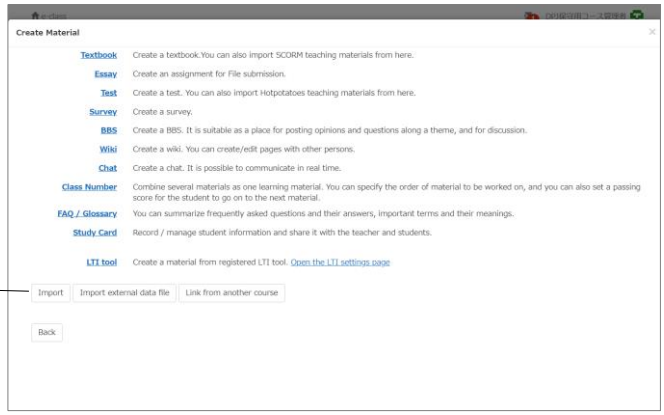
Creating Material

To conduct lessons using e-class, the course manager needs to create materials in the assigned course. e-class is easy to operate and time-saving because document files such as Word, Excel, Power Point etc. created in the past can be imported. This section explains how to create materials.

About Course Material Creation

The course manager can create materials including Communication Tools material, Textbook, Exercise / Report / Question and Class Number material. Click [Create Material] button on the “Material List” screen, then the “**Material Creation**” screen will be displayed.

[Import] button
[Import external data file] button
[Link from another course] button
[Back] button



In **Textbook**, you can create slides and references for the lesson, which are used in preparation and revision of the lesson or during the lesson. Exercise / Report / Question includes **Report**, **Test** and **Survey**. You can collect reports and survey, conduct periodic exam, quiz, and question practice as well as Exercise / Report / Question (anonymous or non-anonymous). Communication Tools includes **BBS**, **Wiki,** and **Chat**. On BBS, you can post questions or suggestions. on Wiki, you can create web pages to review summary of discussions and studies of the past. Chat, unlike BBS, allows conversation in real time. In **Class Number,** you can combine Communication Tools material, Textbook, and Exercise / Report / Question material, and arrange them according to the order that students must work on.

You can also create **FAQ/Glossary** and **Study Card**. For information about how to create Study Card, please refer to “Managing learning record”.

Editing Material Option and Pages

By clicking “ --- ” menu of the material, you can change options, edit material content, or open the material to users. You can check summary of suggestions, the status, and Public URL in the “Material information” of the menu. You can also check Scores, Analyze / Re-grade Test Results, Progress, History, Review. To edit options or study material, click "settings", “edit textbook” or “edit options”

About Textbook

In Textbook material, you can create digital textbooks that consist of pages with headings and body text. You can write the body in plain text or HTML tags, but you can also import document files such as Word, Excel, PowerPoint, PDF, TeX files and **SCORM** materials.

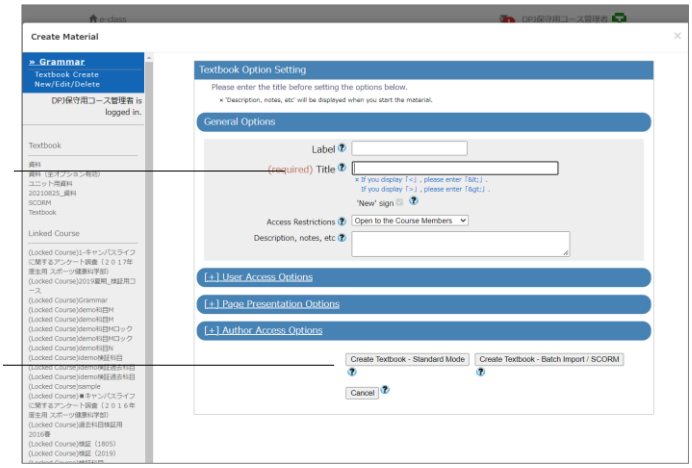
- SCORM (Sharable Content Object Reference Model) is an e-Learning standard developed by an American standardization group ADL (Advanced Distributed Learning Initiative). Its Japanese version is published by a non-profit corporation, eLC (Japan E-learning consortium). e-class supports SCORM 1.2 and SCORM 2004 3rd Edition and earlier.
- HotPotatoes output files created as SCORM 1.2 Package are not supported.

Creating Textbook material

Click [Create Material] button to display the “Material Creation” screen. Click “Textbook” Link to display the “Textbook Option Setting” screen. If necessary, open the menu and set up other options.

Title

[Create Textbook - Standard Mode] button
[Create Textbook - Batch Entry / SCORM] button
[Cancel] button



1 Enter the material name in "Title" option (required).

Option	Customizable in Link material	Description
Title	✓	Enter the Textbook title that will be displayed on the screen.

- You cannot use the same title for material.
- You can use HTML tags for text decoration, but you cannot use “&”, "<" and ">" for any purpose other than HTML tags.

2. If necessary, open the menu and set up other options.

Option	Customizable in Link material	Description
Label	✓	Materials can be grouped by labels and displayed together.
Access Restrictions	✓	Select whether to open the material to users.
Description, notes, etc	✓	Displayed on the screen when starting the material.
Date & Time Restrictions	✓	Set the time period users can access the material. Even if the student starts before the end date and time, you cannot forcibly close or prohibit the teaching materials.
Access Limit	✓	Limit the number of times users can access the material.
Time Limit	✓	Limit the time (in minutes) users can access the material (except SCORM material).
Group Limitation	✓	Limit groups that can access the material To use this option, group setting must be done. (For details, please refer to “Assigning course members to group”).
Member Limitation	✓	Limit course members who can work on the material. You can use wildcard or CSV file (to specify members in batch).
IP Address Limit	✓	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT, and IP/MASK format (full match). Wild card can be used.
Password to start material	✓	Set a password to restrict the material to work on. Password must be up to 10 single-byte alphanumeric characters.
Display format	✓	Specify the Textbook layout. Select either table of materials or menu bar.
Show bookmark button		Save where you stop the material so that you can start from it next time.
Show print button		Allow printing of the material.
Lock password	✓	Set a password to restrict creating or editing material. Password must be up to 10 single-byte alphanumeric characters.

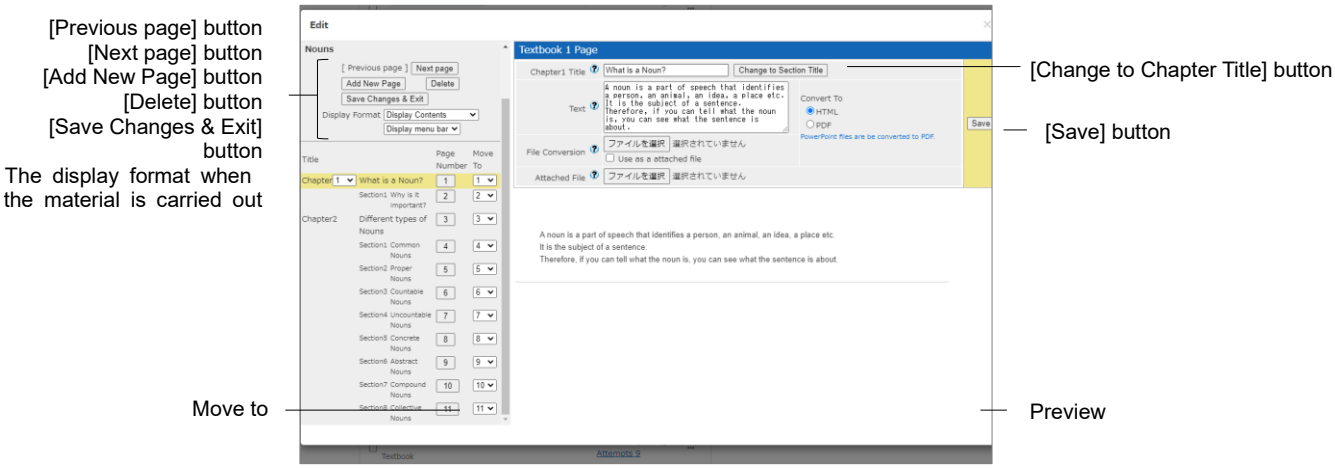
- If you set the "Group Limitation", users who do not belong to the group cannot access the material. To allow specific users to work on the material, you must set “Member Limitation “.
- The size of CSV file that can be imported with "Member Limitation" is up to 9 KB (9216 letters) for each line. If there are many users to be restricted, type one Student ID in each row and do not separate them with comma (,).

2 When setup is complete, click [Create Textbook - Standard Mode] button or [Create Textbook - Batch Entry / SCORM] button, and save the option setting.

Editing pages

After setting up options, you can click [Create Textbook - Standard Mode] button and display the Page Edit screen. On this screen, you can create or edit pages.

- If you type a string starting with “http://” or “ftp://” in the text field, it will be displayed as a link. Click “Material information” of the menu “ ••• ” on the Material List screen to open the “History of URL clicked” tab. You can check how many times each user has clicked the link.
- Tab character, HTML tag, and MathML tag can be used in the text field. MathML can be applied only to those tags starting with initial "m". Mathematical expression cannot be separated with a line break. Firefox, Safari and Mobile Safari support MathML.
- Use only characters that can be displayed by UTF-8. Pictogram, single-byte katakana platform dependent characters or non-Japanese and non-alphanumeric characters may not be displayed correctly.
- With certain Android and iOS 5-, you cannot upload files due to the system. With iOS 6+ you can upload only image files. With iOS 9+ you can upload various files from iCloud Drive, DropBox, Google Drive and OneDrive etc.



1 Enter "Title" of the page. Click [Change to Chapter Title] button and set the multilevel list.

2 Enter text in the text field or specify the importing file. Specify the conversion system and click [Save]. The changes will be displayed on the preview screen. If there is no problem with the preview, move on to the next step.

- You can upload files by drag and drop.
- If document files are imported, any material entered in "Text" will not be displayed.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.
- If you import an Image larger than 401 x 481 pixels and convert it to HTML, it will be displayed in a smaller size. When this occurs, a link to view it in the original size will be displayed.

- Imported MP4 (H.264 / MPEG-4 AVC, AAC) video can be played only by streaming and users cannot download video files.
- The edited page will be saved when you click [Save] button or [Save changes & Exit] button. You can also save the page by moving to another page or using [Add New Page] button.

3 To create the next page, click [Add New Page] button. To finish creating the material, click [Save Changes & Exit] button.

4 To edit the page, use [Move to] in the table of materials and enter the destination page number. To delete pages, click [Delete] button.

Importing Textbook material in batch

You can import bulky Textbook materials or SCORM materials to e-class. First, prepare the material file for importing. Then, click "Manuals" in the Account menu and download the sample file.

- To reorganize the Textbook material imported in batch, you need to click [Create Textbook - Standard Mode] button on the Option screen and edit each page.

1 Use text editor such as Excel to edit the field of t_list.csv in the sample data.

Field	Name	Description
chapter	Chapter title	Enter the chapter title or section title.
section	Section title	Enter the chapter title or section title.
file	stock file name	Specify the file for HTML conversion.
text	Text	You can enter the body of the section instead of "file" field.
attach_file	attached file name	Specify attached files, if there is any.

- Please enter the field name in CSV file's first line.
- The name of files or folders importing in batch must be in half-width alphanumeric character.

2 Put in the same folder t_list.csv and the stock file which was specified in "file" and "attach_file". Then, compress it in ZIP format.

3 Set up the options for Textbook material and click [Create Textbook - Batch Entry / SCORM] button.

4 On the "Batch Entry of Textbook" screen, select the file which was created in step 2 (file for batch importing Textbook or SCORM material) and click [Load] button.

- The file that can be imported is ZIP file.

About Exercise / Report / Question

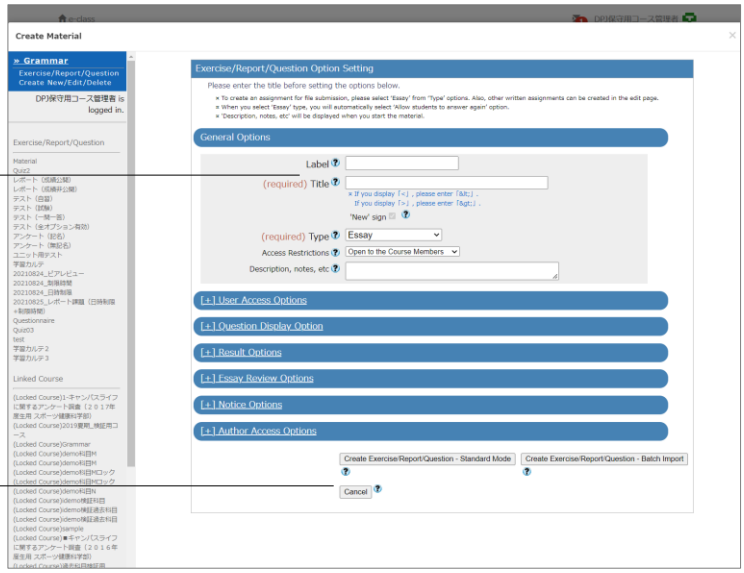
Exercise / Report / Question material can be used for report, Survey, periodic exam, quiz, and self-learning. Also, **HotPotatoes** material can be imported.

- HotPotatoes is a software program developed by Victoria University of Canada. It can create exercise questions which can be automatically scored. Questions that can be created include multiple-choice questions, crossword puzzle, sorting and fill-in-the-blank questions. Individuals or educators can register and use it free for non-profit purpose.
- HotPotatoes' CGI option "Submit results through CGI to an email address" is enabled. Web Page as Standard format output from HotPotatoes 6 (Exclude Masher) are supported.
- Answers will be saved when you click any button or link on the page, and report and written essay will be treated as submitted.

After the Exercise / Report / Question, the results will be automatically analyzed reports will be easily graded. For details, please refer to "Giving course scores".

Creating Exercise / Report / Question material

Click [Create Material] button to display the "Material Creation" screen. Then, click "Reports", "Test" or "Survey" to display the "Option Setting" screen.



1 Enter material's name in "Title" (required) and select the "Type" of question.

Option	Customizable in Link material	Description
Title	✓	Enter the Exercise / Report / Question material's title that will be displayed on the screen.
Type		Specify the type of material.

- You cannot create more than one material with the same title.
- You can use HTML tags for text decoration, but you cannot use "&", "<" and ">" for any purpose other than HTML tags.

Type	Checkable scores	Description
Test (Show solutions when the test is completed)	✓	After working on the material, users can check the correct answers and descriptions.
Examination (Hide Results)		Used as tests or periodic examinations. If "Allow viewing of Examination Score" option is enabled in the course setting, users can view examination scores only.
Exercise (Show each solution between questions)	✓	The user can check the correct answer every after one question.
Survey (Trackable Responses)		Create a Survey using signed name.
Survey (Anonymous Responses)		Create a Survey without using names. Answers are saved and aggregated without linking them to respondents.
Essay	✓	Collect and grade reports.
Essay (Hide Results)		If "Allow viewing of Examination Score" option is enabled in the course setting, users can view examination scores only.
Study Card		Keep the record of learning For details, please refer to "Managing learning record".
HotPotatoes (Examination)		Execute HotPotatoes material for examination.
HotPotatoes (Self-Study)	✓	Execute HotPotatoes material for self-learning.

- In Hot Potatoes material, users save the answers by clicking Hot Potatoes' [Check] button.

2 If necessary, open the menu and set up other options.

Option	Customizable in type	Customizable in Link material	Description
Label		✓	Materials can be grouped by labels and displayed together.
Title	All	✓	Enter the Exercise / Report / Question material's title that will be displayed on the screen.
Type	All	(✓)	Specify the type of material.
Access Restrictions	All	✓	Select whether to open the material to users.
Description, notes etc.	All	✓	Displayed when executing the material.

Option	Customizable in type	Customizable in Link material	Description
Date & Time Restrictions	All	✓	Set the time period users can access the material. The user can start the material from 00 seconds on the start date and time to 59 seconds on the end date and time at the e-class server time. If users are executing Test, Essay or Survey and it expires, it will be forced to close and they will not be able to answer. Answers that cannot be sent within the period due to network problems are saved for up to 3 minutes after the forced termination. As for the behavior, it depends on the user's operating environment (we originally recommend the use of a PC). For users with a resubmission deadline, the deadline will be extended.
Access Limit	Exclude Study Card	✓	Limit the number of times users can access the material.
Time Limit	Exclude Study Card	✓	Limit the time users can access the material before forced termination. When option “Allow students to answer again” is enabled, the timer for the second and subsequent answers is resumed the previous elapsed time, when the option is disabled, it’s not resumed.
Group Limitation	Exclude Study Card	✓	Limit the groups that can access the material. To use this option, group setting must be done. (For details, please refer to “Assigning course members to group”).
Member Limitation	Exclude Study Card	✓	Limit course members who can work on the material. Wildcard or CSV file can be used (If there are many Students ID’s to be restricted).
IP Address Limit	Exclude Study Card	✓	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT, or IP/MASK format (full match). Wild card can be used.
Password to start material	Exclude Study Card	✓	Set a password to restrict the material to be worked on. Password must be up to 10 single-byte alphanumeric characters.
Page	Exclude Study Card, HotPotatoes	(✓)	Specify the question page layout.
Hide question No.	Exclude Study Card, HotPotatoes		The question numbers can be hidden if material is created on a single page.

Option	Customizable in type	Customizable in Link material	Description
Subscript	Exclude Study Card, HotPotatoes		Specify the pattern for subscript.
Random options	Exclude Study Card		Sort options of multiple-choice questions to prevent cheating. Single Choice, Multiple Choices, Matching, Ordinal and Matrix styles are supported.
Random questions	Exclude Study Card, HotPotatoes		Randomly sort questions to prevent cheating. If you set fields for questions, questions will be extracted equally from all fields within the range of the number of questions you set, but depending on the number of questions you set, the extracted number of questions may be biased.
Do not allow students to answer again	Exclude Study Card, HotPotatoes		Hide [Previous page] button. It's enabled in the Exercise.
When unanswered questions are found	Exclude Study Card		Specify how to respond if question is unanswered. (Priority is given to the time limit even if "Wait until all questions are filled" is enabled.)
Show bookmark button	Exclude Study Card		Save where you stop the material so that you can start from it next time.
Use 'Conditional Branching'	Exclude Study Card, HotPotatoes		Branch the order of questions in response to user's answer. For details, please refer to "Set up Conditional Branching"
Show print button	Exclude Study Card		Allow printing of the material.
Set passing mark	Exclude Study Card	✓	Set the borderline. Pass / fail can be checked on the result screen or grade list screen of the self-learning material.
Allow students to answer again	Exclude Study Card, HotPotatoes		If enabled, users can change their previous answers. Set "No" in the Exercise. If file submission or description style answers are already submitted and graded, the answers cannot be changed.
Show correct answers and explanations	Exclude Study Card, HotPotatoes	✓	Choose whether to show the correct answer and descriptions on the Course scores screen.
Open submitted essay / survey to the members	Exclude Study Card	✓	Allow students to view the Survey result and the submitted report.
Peer Review	Exclude Study Card	✓	Students can evaluate each other's file submission and description style answers. If "Date & Time Restrictions" is set, peer review will start at the end of submission period.

Option	Customizable in type	Customizable in Link material	Description
Notify when a report file is submitted	Exclude Study Card	✓	Select users who will receive a notice when the report of this material is submitted.
Lock password	All	✓	Set a password to restrict creating or editing material. Passwords must be up to 10 single-byte alphanumeric characters.

- Depending on the system used, available setting options may differ from the actual screen display.
- If both Date & Time Restrictions and Time Limit are set, users will be forced to close at the time setting that reaches the deadline first. Study History is recorded in student mode and manager mode. The number of accesses means the number of study history. Therefore, accessing material with the "Access Limit" option is restricted by accesses in the manager mode.
- If you set the "Group Limitation", users who do not belong to the group cannot access the material. To allow specific users to work on the material, you must set “Member Limitation “
- The size of CSV file that can be uploaded with "Member Limitation" is up to 9 KB (9216 letters) for each line. If there are many users to be restricted, type one Student ID in each row and do not separate them with a comma (,).
- When "Single Page" is chosen at page settings, time taken to answer each question cannot be measured.

3 When setup is complete, click [Create Exercise / Report / Question - Standard Mode] button or [Create Exercise / Report / Question - Batch Entry] button, and save the settings.

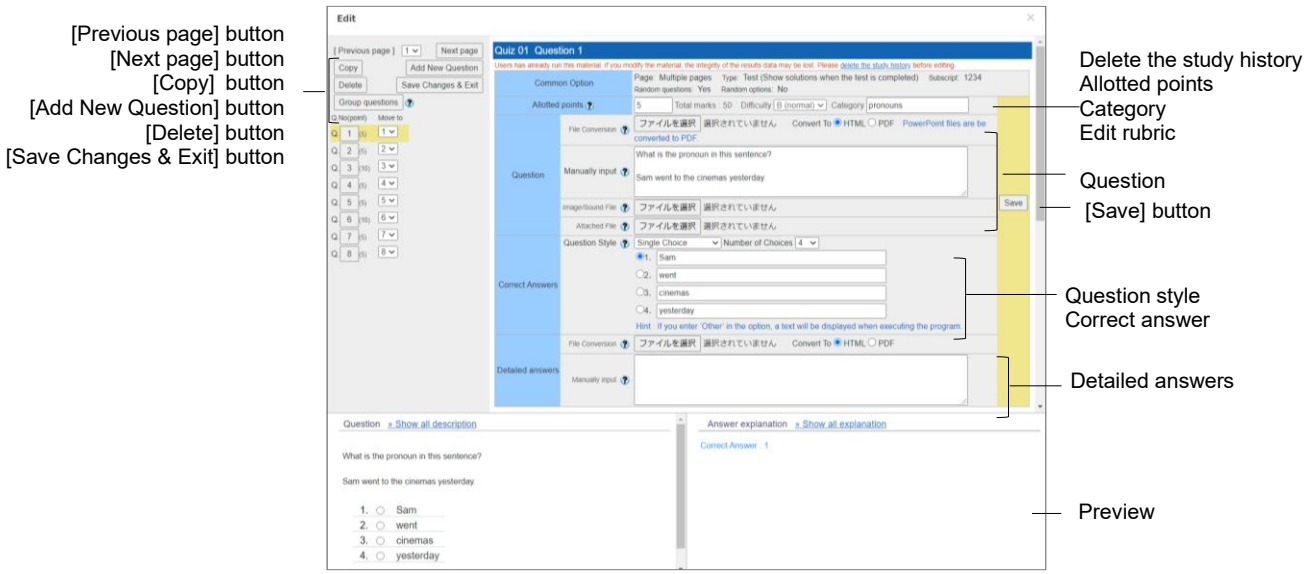
Creating questions

After setting up options, click [Create Exercise / Report / Question-Standard Mode] button. Edit Question screen will open and you can create questions.

- To maintain consistency of the course grade data, before editing any material which has been worked in the past, it is necessary to delete Study History. For deleting Study History, please refer to “Checking Study History”P64.
  However, for some parts, the corrected parts will be reflected without deleting the Study History. The reflection points are as follows.
  「Allotted points」、「Manually input」、「File Conversion」、「Image/Sound File」、「Attached File」
- If you type a string starting with “http://” or “ftp://” in the text field, it will be displayed as a link.
- Tab character, HTML tag, and MathML tag can be used in the text field. MathML can be applied only to those tags starting with initial "m". Mathematical expression

cannot be separated with a line break. Firefox, Safari and Mobile Safari support MathML.

- When files are imported using "File Conversion", and "Image/Sound File", any material entered in "Manually input" or "Image/Sound File" cannot be displayed. You should upload the multimedia file to "File Conversion" or "Image/Sound File" and enter the question text in "Manually input ".
- Use only characters that can be displayed by UTF-8. Pictogram, single-byte katakana platform dependent characters or non-Japanese and non-alphanumeric characters may not be displayed correctly.
- With certain Android and iOS 5-, you cannot upload files due to the system. With iOS 6+ only image you can upload only image files. With iOS 9+ you can upload various files from iCloud Drive, DropBox, Google Drive and OneDrive etc.
- Imported MP4 (H.264 / MPEG-4 AVC, AAC) video can be played only by streaming and users cannot download video files.



1 Set "Allotted points" using integer numbers. You can set three levels of "Difficulty" and question “Category" optionally.

- Points with a decimal point cannot be saved.
- Click "Edit Rubric" to use rubric for grading reports. Points are automatically allotted. Please refer to “Evaluate file submission or description style of question by rubric”.
- When changing “Allotted points” of completed materials, the change will not be automatically reflected on scores already given. To recalculate scores (except File submission and Description questions), click [Re-grade] button. Please refer to "

Checking detailed course scores for every question".

2 Enter the text in the text field of "Question", or specify a source file. Specify a conversion method. Image files and reference files can be attached.

- To an image / audio file, if you specify an Image larger than 401 x 481 pixels and convert it to HTML, the image will be displayed in a smaller size. When this occurs, a link to view it in the original size will be displayed.

3 Edit “Correct Answers” area to specify the correct answer and the method of answer. Set “Question Style” and “Number of Choices”. You can set the options to allow variations of the correct answer.

Style name	"style" field for batch	Description
Single Choice	radio	Multiple-choice questions. Choose one correct answer from multiple choices.
Multiple Choices	checkbox	Multiple-choice questions. Choose two or more correct answers from multiple choices. No partial points will be awarded.
Word/Numeric Input	wordinput	Fill-in-the-blank questions. Up to 500 characters may be entered as the answers. You can set excluding conditions and ignore the difference between full-width character / space and half-width character / space. If there are more than one correct answer, they must be connected by " or " (One space is required before and after "or"). Partial points will be awarded.
Numeric Input (with Error Range)	numberinput	You can create numerical questions that will be scored as correct even if they do not exactly match the correct answer, if the answer is within the allowed margin of error. The correct answer can be expressed as the logarithm of 10 using E. However, E cannot be used in the error. Also, the error cannot be negative. No distinction is made between full-width and half-width characters. Partial points will be awarded.
Description	text	Essay questions with character limit. The answer will be graded by the Course manager. Spaces, tab characters and line feeds included in the answer are counted as characters. Keywords included in the answer can be specified in the regular expressions. It is necessary to escape any meta character by using "¥".
Level Selection	level	Question for Survey material. At each level, choose the answer among options.
Dropdown Choices	dropdown	Fill-in-the-blank question. Choose one of the options to answer each question, if there are more than one correct option, they must be connected by "or". Partial points will be awarded.
Choices Only	line	This can be used when options are described in the question text.
File Submission	report	Instruct students to submit reports. In the default setting, there is no restriction on the file type. You can set the acceptable file type. When using “Search Similar Essay” feature, file type must be either “Word” (DOCX) only or “TEXT” only (Please refer to “Finding similar essays”).
Matching	matching	Choose options from group A and group B to make matching. Partial points will be awarded.
Ordinal	ordinal	Rearrange-the-order questions.

		Partial points will be awarded.
Matrix	matrix	Matching questions using tables. Partial points will be awarded.
Matrix (2)	rubric	Matching questions using rubric. Partial points will be awarded.

- If the Author sets the character limit, you will not be able to answer, submit and close in the case of not enough characters and too many.
- When the question is copied, the correct answer will not be carried forward. Since select-the-correct-answer questions (except level selection questions) are scored automatically, please specify the correct answers.
- If you wish to include any answer other than the answers provided as options, type "Others" in the character string of the option. To create a multiple-choice question for which there is no correct answer among the provided options, set it as a single choice question and type “no answer” in the character string of the option. Set up the ‘Conditional Branching’ feature so that students who choose the option will move to either Word / Numeric question or description style question.
- With certain Android and iOS 5-, you cannot upload files. With iOS 6+, only image files can be uploaded. With iOS 9+, you can upload files on iCloud Drive, DropBox, Google Drive and OneDrive etc.
- When using matrix (2) to import files, if CSV field contains any escape character "¥", the file may not be imported correctly to e-class.
- For more information about “style field for batch”, please refer to “Incorporating Exercise / Report / Question material by package”.

4 Enter the text in the "Detailed answers" field, or specify the source file. Specify a conversion method.

5 Click [Save] button and the edited question will be saved in the preview. Check whether the question, the description and the correct answer have been entered correctly. Click [Add New Question] button to create the next question.

- Edited questions will be saved when [Save] and [Save Changes and Exit] button is clicked, or when you move to another page with [Add New Question] button.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

6 To change the order of questions, specify the destination page using "Move To" in the table of materials. To delete the page, click [Delete] button.

- When "Random questions" is enabled on the “Option Setting” screen, related groups can be put together by using [Group questions] button. For details, please refer to “Bundling questions”.
- When "Use ‘Conditional Branching’ “is set on the “Option Setting” screen, you can use [Edit Conditional Branching] button to control the order of questions according to the answers. For details, please refer to “Set up Conditional Branching”.

7 Click [Save Changes & Exit] button to end creating questions.

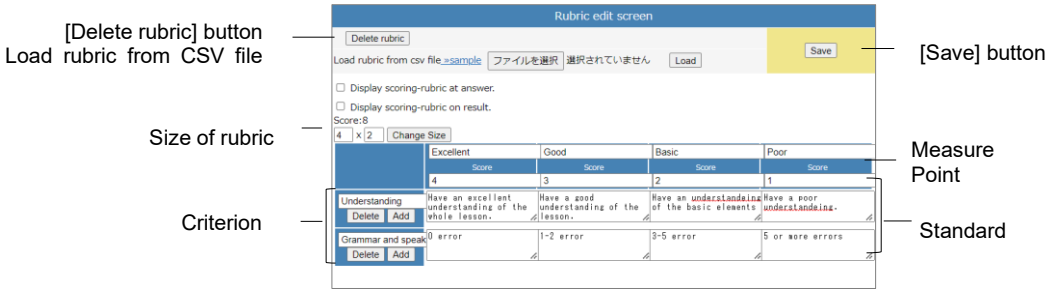
Evaluate file submission or description style of question by rubric

Rubric helps the evaluation of reports and answers to description style questions which tend to be subjective. They can be graded on the absolute scale and with clear criterion.

- The types of material that can be evaluated by rubric are file submission or description style question that can be graded, including "Test", "Examination" and "Report". The following description applies to the above question types.

To use Rubric for grading, click "Edit Rubric" link which is in “Allotted Points” on the Edit Question screen. To create Rubric, you can enter it directly on the Rubric edit screen or use CSV file created beforehand.

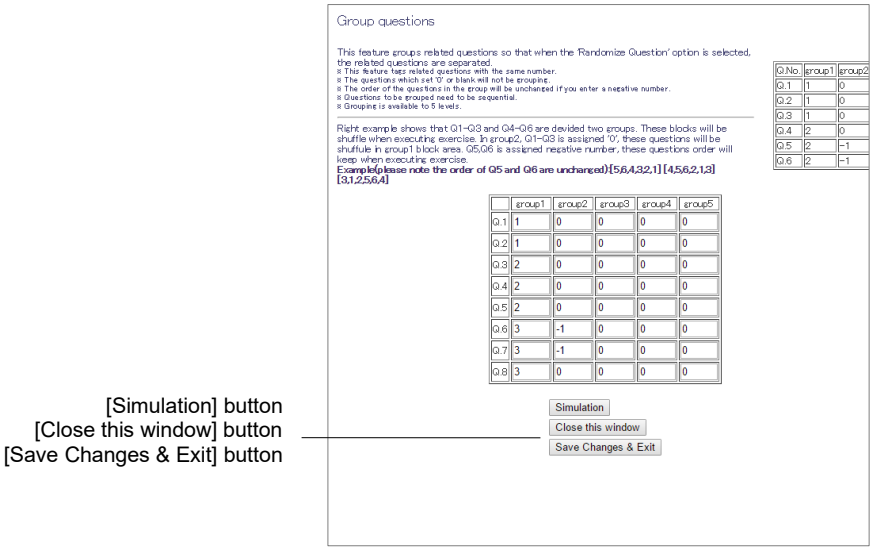
- When creating rubric with CSV file, enter the contents of the scale in each cell in the first row. Then enter the contents of the evaluation criterion in each cell in the first column. Finally, enter the contents of the evaluation standard in each cell after the second row and column. Note that point allocation is not set using CSV file.
- Do not break lines in cells in the CSV file.
- If CSV field contains any escape character "¥", the file may not be imported correctly to e-class.



1. Choose when to show rubric by putting a checkmark in “Show rubric when answering” and/or “Show rubric with score result”.
2. Specify the rubric size with “number of columns” and “number of rows”. Click [change size] button.
3. Enter each item of rubric. When editing is complete. Click [save] button.
   - You can set score allotment by entering scores in the entry fields.

Bundling questions

"**Group questions**" can group together related questions so that they will not be given separately. To use this feature, enable “Random questions” on the “Option Setting” screen and do not set the number of extractions. To form question groups, click [Group questions] button on the Edit Question screen menu.



[Simulation] button
[Close this window] button
[Save Changes & Exit] button

1 Enter the same number for the questions to be grouped together. The questions set blank or “0” will be shuffled within or outside the group.

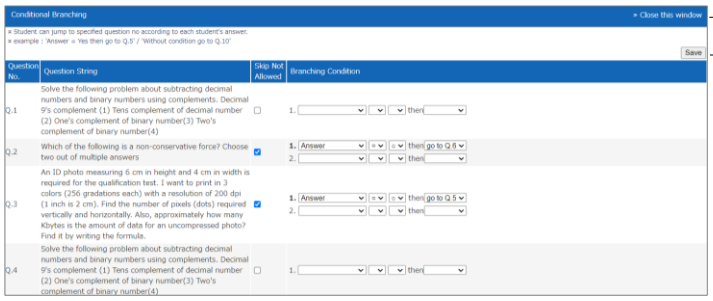
- Questions to be grouped need to have sequential numbers.
- The order of the questions in the group will be unchanged if you set a negative number of the group number set in another group block.

2 Click [Simulation] button. If the groups are formed as intended, click [Save Changes & Exit] button.

Set up Conditional Branching

If you wish to give questions stage by stage according to the Exercise / Report / Question or progress of learning, you can set up “**Conditional Branching**” feature on the “Option Setting” screen of Exercise / Report / Question material. Click [Edit Conditional Branching] button on the Edit Question screen.

- The feature “Conditional Branching” cannot be used with “Random question” option or “Rearrangement” option.
- If you change the setting on the “Option Setting” screen to "Do not set the blocking of returning to previous questions” or “Do not allow returning to previous”, you need to set up the branching condition in a way to avoid the material being unable to finish. While the material is executed, if you click the [Previous Page] button, you will return to the previous question and the answer will be reset.
- “Conditional Branching” cannot be set for the final question.
- If you edit any question, the branch condition must be setup again.



1 For mandatory question, put a check mark in the box under " Skip Not Allowed”. If not answered, the user cannot proceed to the next question.
2 Set which "Answer" or "Result" allows users to move to the specified question. Or, you can allow users to move to the specified question without any condition.
3 When setup is complete, click [Save] button.

Incorporating Exercise / Report / Question material by package

In e-class, you can import Exercise / Report / Question materials which contain many questions. First, prepare the material file for importing. Click "Manuals" in Course Selection or Course Menu and download the sample file.

- To edit an Exercise / Report / Question material which is created by batch import, click [Create Exercise / Report / Question - Standard Mode] button on the Option screen and edit each question.

Downloadable sample files	Description
Using the file	question_sample.zip contains DOC file (for question text and description text) and list.csv (for creating questions).
Creating with text only	Specify question text, description text and question style in question_text.csv.

- To import HotPotatoes file, choose HotPotatoes (Examination) or HotPotatoes (self-learning) on the “Option Setting” screen of Exercise / Report / Question material, and click [Create] button.
- Study Card cannot be created by batch import.

1 When you use text editor such as Excel and open question_text.csv or list.csv which is included in the sample data, you can view the sample entry. Follow the sample and edit your entry.

Field	Required	Description
point	(✓)	Specify points allotted for self-learning or examination type questions.
area		Specify the area of questions.
difficulty		Specify the level of difficulty: A (difficult), B (standard) or C (easy) for self-learning or examination type questions.
style	✓	Specify the question style (radio, checkbox, wordinput, text, level, dropdown, line, report, matching, ordinal, matrix, or rubric).
answer	(✓)	Specify the correct answer for questions except text, level, or report type. If there are more than one correct answer, enter "X! #! Y" for "X and Y" and enter "X or Y" for "X or Y".
question	✓	If you do not specify the source question file, enter the question text in the question field. For the question text, use HTML tag.
question_file		If you specify the source question file, specify the file name in question file field.
image_file		If you use the question field, you can specify the image/sound file.
attachment_file		If you use the question field, you can specify the attachment file.
description	(✓)	If you do not specify the source description file for self-learning or examination type questions, enter the description text in the description field. HTML tag can be used for description text. When an "options rearrangement" is enabled, you can separate each option by using “! #!" and attach description.
description_file		If you specify the source description file for self- learning or examination type questions, specify the file name in description_file field.
option 1-50	(✓)	For multiple-choice-questions, add option fields as necessary, and enter the options. Specify "dummy" to create blank options for level or line questions. For matrix, enter "name of each line", "the last line %#%the first row” and “name of each row” in the option field. The number of the option fields is (number of rows + number of columns – 1).

- Please enter the field name in CSV file’s first line.
- Use half-width alphanumeric characters to specify the name of the file or the folder for bulk import.
- If CSV field contains any escape character "¥", the file may not be imported correctly to e-class.

2 To import a stock file together, specify the stock file in list.csv and put it in the same folder with list.csv and compress in ZIP format. (If you create text only, compression is not necessary.)

3 Set up options for the Exercise / Report / Question material and click [Create Exercise / Report / Question - Batch Entry] button.

4 On the batch import screen, specify the file which was created in Step 1 and 2, then click [Load] button. Click "Back to Create New / Edit / Delete" link, and check the imported questions.

Creating material for Peer Review

e-class has a feature called "**Peer Review**" (mutual evaluation). In this feature a student marks coursework such as file submission and description style questions submitted by another student. When a student marks coursework, it is not revealed who submitted it, therefore the evaluation is objective.

- The user who did not answer will not become the target of Peer review.
- Author or TA can evaluate by peer review in student mode, and the average score will reflect this. However, Students cannot evaluate the teacher's answers.
- In a material with multiple questions of File Submission or Description style, a user will be evaluator when all questions are answered.
- If the answer is made by another user and blank record was generated, such answer will not become the target of Peer review. For Peer review, delete the comments “This record is generated by (author’s User ID).” of the answer from the blank record. A user who are generated a blank record in link material will be not evaluator.

1 Create a new Exercise / Report / Question material. Enter the title on the option screen and select "Test", "Examination" or "Report" type. For setting options, please also refer to “Creating Exercise / Report / Question material”.

2 Set the time to start Peer review in "Date & Time Restrictions" in "User Access Options" on the “Option Setting” screen.

- By default (Date & Time Restrictions is invalid), students are assigned to the evaluation target according to the order they have answered. When the Peer Review is started, the combination of the student and evaluation target may not be consistent.
- To start Peer review at the same time, set the time limit in Date & Time Restrictions. At the end of the time limit, students who answered within the time limit will be assigned to the evaluation target and start the Peer review.
- If you change the settings of "Date & Time Restrictions" or "Peer Review" after the user has started peer review, the answers may not be evenly allocated.

3 On the Option Setting screen, set “Allow students to answer again” in “Result Options” to Yes.

4 On the Option Setting screen, activate “Peer review” in “Report Review Options” and enter the number of evaluation targets assigned to each student.

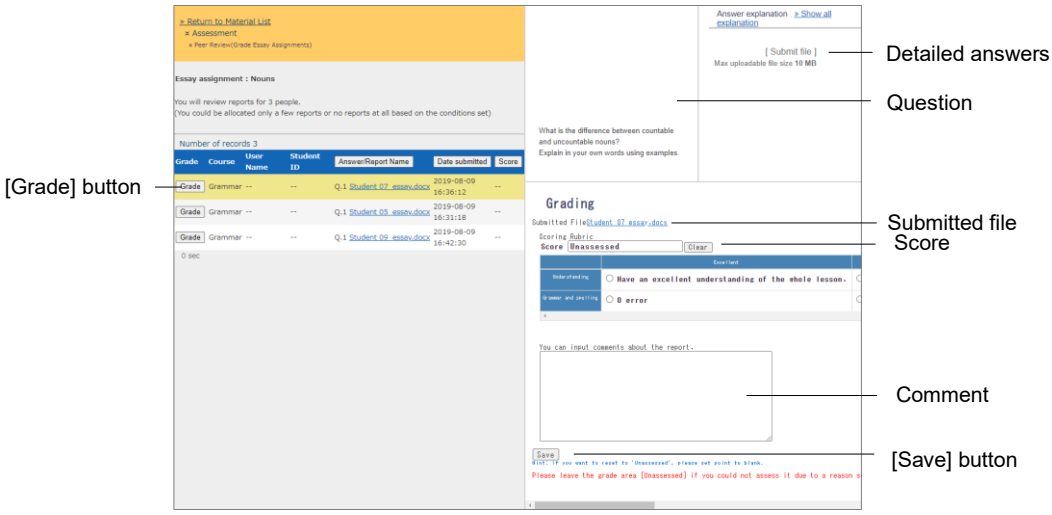
5 Click [Create Exercise / Report / Question - Standard Mode] button, and create either file submission or description style question.

When the peer review is ready to start, "Please evaluate other member's essays." will be displayed on student’s “Material List” and Details screen of the target material.

Starting Peer Review

When a User's answers a material for which peer review has been set, users are prompted to answer to material that you created above. After answering, users will see "Please evaluate other member's essays" link on the Details screen. When they click the link, the grading screen for file submission or description style question will open and they can operate just like the course manager to grade user's answers that are randomly assigned.

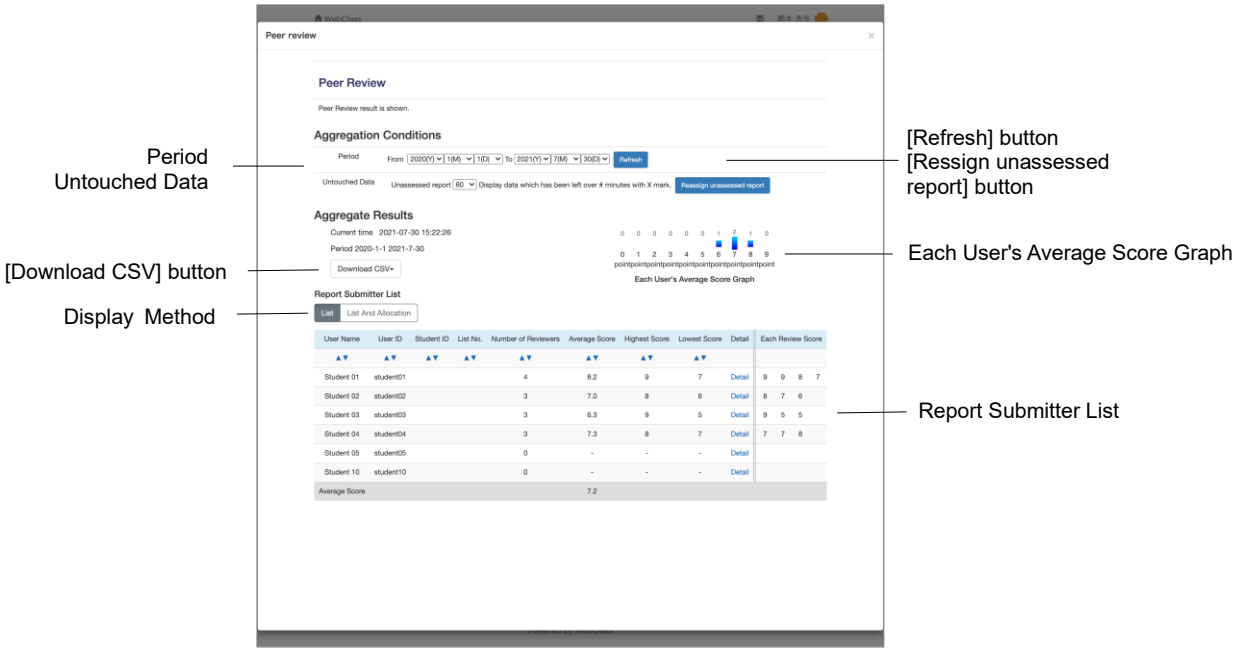
- If available time has been set, at the end of the time limit, "Please evaluate other member's essays" will be displayed on the "Material List" and Details screen.



1. Click [Grade] button of the evaluation target on the "Grade Essay Assignments" screen, then display the grading frame.
2. Download the submitted file and check its material.
3. Enter the comment and score for the report and click [Save] button.
4. Evaluate the remaining members' reports.

Checking Peer Review results

To check how the report is evaluated, click "Open" link of "Peer review" displayed on "Test style option" of the material's Info screen. The "Peer Review Aggregate Results" screen lists the report submitters and review results for the aggregate period.



To check "Each Review Score" and the assignment status in the list of report submitters, click the [List And Allocation] button in the Display Method. Assessments that remain unassigned can be reassigned by clicking the [Reassign unassessed report] button.

Click on the "Detail" link for each user to see the details of the review, including review comments and rubric. Inappropriate reviews can be removed and reassigned by clicking the [Delete] button.

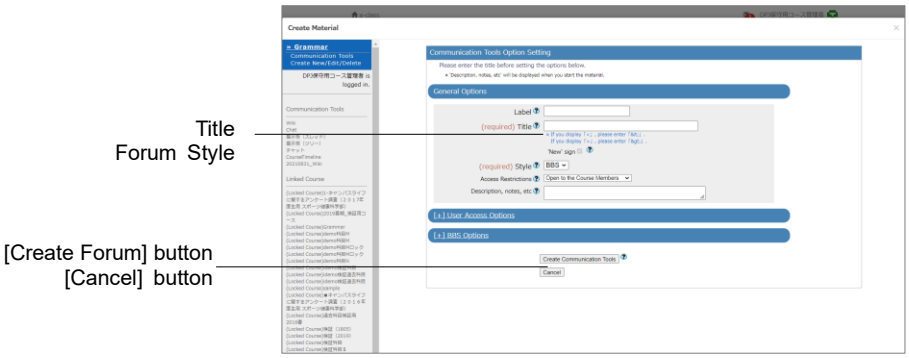
About Communication Tools

A Communication Tools can be used for group learning. There are three types of Communication Tools: BBS, Wiki, and Chat. You can create Communication Tools materials suitable for purpose or theme.

BBS is a platform suitable for posting opinions to discuss a certain theme. Wiki helps to create a web page easily. Chat can be used for talking in real time.

Creating Communication Tools material

On the “Material List” screen, click [Create Material] button to display the “Material creation” screen. Then click either “BBS”, “Wiki” or “Chat” to display the “Option Setting” screen.



1 Enter material’s name in the "Title" option (required).

Option	Customizable in style	Customizable in Link material	Description
Title	All	✓	Enter the title of the Communication Tools material that will be displayed on the screen.
Communication Tools style	All		Select from BBS, Wiki, and chat.

- You cannot create more than one material with the same title.
- You can use HTML tags for text decoration, but you cannot use “&”, "<" and ">" for any purpose other than HTML tags.

2 Set up other options, if necessary.

Option	Customizable in style	Customizable in Link material	Description
Label	All	✓	Materials can be grouped by labels and displayed together.
Access Restrictions	All	✓	Select whether to open the material to users. Hidden materials will not appear in the user's course scores screen.
Description, notes etc.	All	✓	Displayed when executing the material.
Date & Time Restrictions	All	✓	Set the time period users can access the material. The user can start the material from 00 seconds on the start date and time to 59 seconds on the end date and time at the e-class server time. Even if the student submits on and after the end date and time, you cannot forcibly close or prohibit the teaching materials
Group Limitation	All	✓	Set groups that can access the material. To use this option, group setting must be done. (For details, please refer to "Assigning course members to group").
Member Limitation	All	✓	Limit course members who can work on the material. You can use Wildcard or CSV file (to specify members in batch).
IP Address Limit	All	✓	Specify IP address of the terminal that can access the material. Use IP-IP, IP/BIT, or IP/MASK format (full match). Wild card can be used.
Password to start material	All	✓	Set a password to restrict the material to be worked on. Password must be up to 10 single-byte alphanumeric characters.
Default view mode	BBS only		Select Thread View or Tree View as default.
Permit to post message	BBS only		Set up whether to allow posting for each user permission.
Allow to post as anonymous user Anonymous chat mode	BBS, Chat		If anonymous posting is permitted, users can choose to post anonymously and the poster's name will be hidden in another User's screen. Once permitted, this setting cannot be changed.
Send email if new message is posted	BBS only		The new message notification can be sent to the Author (including TA and SA) whose e-mail address is registered with the course.
Treat a posted message as 'Suspended'	BBS only		When enabled, newly posted message will be suspended and will not be shown on BBS.
Show print button	BBS, Wiki		Allow printing of the material.

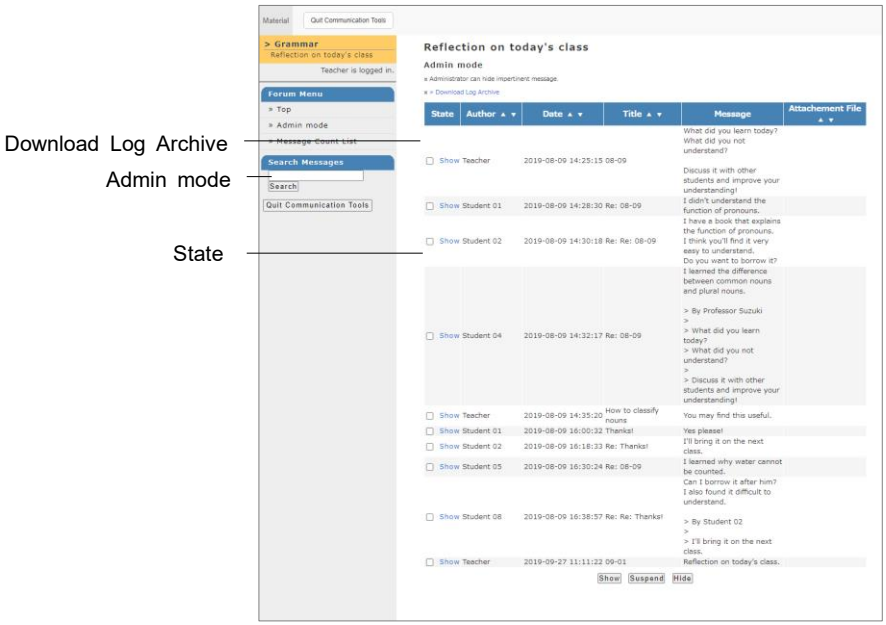
- If you set the "Group Limitation", users who do not belong to the group cannot access the material. To allow specific users to work on the material, you must set "Member Limitation ".
- The size of CSV file that can be imported with "Member Limitation" is up to 9 KB (9216 letters) for each line. If there are many users to be restricted, type one Student ID in each row and do not separate them with comma (,).

- When “Allow to post as anonymous user” is “Yes (Display to poster and author)” of the BBS or Chat option, poster’s name will be shown in the Author’s screen. If you show students Author’s e-class screen, you should switch to student mode.

3 When setup is complete, click [Create Communication Tools] button and save the option setting.

About BBS Admin mode

The Author can change the display of articles posted on BBS or download the entire posted articles and attachments. Start BBS material and click "Admin mode" in BBS menu to open the “Admin mode” screen. All posted articles will be displayed.



You can sort the articles according to “Author”, “Date”, “Title” or “Attachment File”. You can also download attachment files.

Downloading BBS all posts and attachment files

If you click “Download Log Archive” link, you can download all articles and attachment files in a ZIP file.

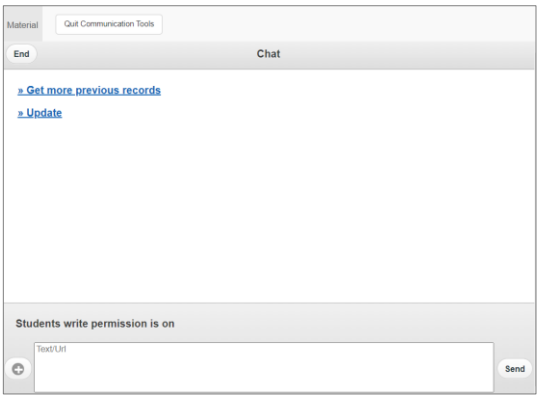
Hiding BBS posts

You can change display mode to prevent inappropriate postings.

State	Behavior
Show	All users can view the post, and the poster can edit.
Hidden	No user can view the post, including the author. It is just as deleted.
Suspend	The author and the poster can view the post, and poster can edit.

Download chat log

You can download all posts and attachment files from "Download conversation log" by clicking the [+] button in the chat screen.



About Class Number

A Class Number consists of several materials so that users can work according to the procedure. Communication Tools materials, Textbook materials and Exercise / Report / Question materials can be flexibly combined.

For example, if you combine Textbook material with Communication Tools material, students must do group study on the Textbook material which was used in the lessons.

If you combine Textbook material with Exercise / Report / Question material, you can give a lecture using Textbook material, and then give a review quiz using Exercise / Report / Question material.

If the passing mark is set for the Exercise / Report / Question material which is included in the Class Number and the Class Number has a fixed order for executing the materials, students cannot move to the next step until the passing mark is achieved. This helps to execute the materials according to the study progress.

- If you use a bookmark to close the transition page of each material within the Class Number, the usage time of the previously registered material will be included in the learning history of the material that is resumed from the bookmark.

Creating Class Number material

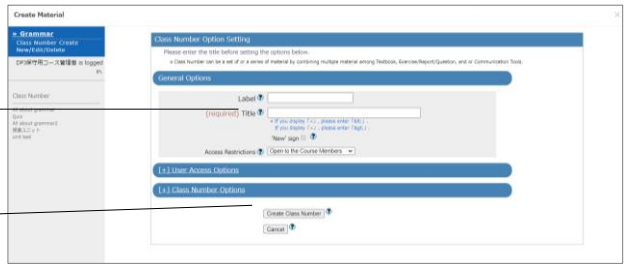
On the Material List screen, click [Create Material] button to open the “Material Creation” screen. Then, click “Class Number” Link to display the “Class Number Option Setting” screen.

- To create Class Number material, Communication Tools material, Textbook and Exercise / Report / Question material (excluding Study Card) must be created beforehand.

Title

[Create Class Number] button

[Cancel] button



1 Enter material’s name into the "Title" option (required).

Option	Description
Title	Enter the title of the Class Number material that will be displayed on the screen.

- You cannot create more than one file with the same title.
- You can use HTML tags in titles for decoration, but you cannot use “&”, “<” and “>” for anything other than HTML tags.

2 If necessary, open the menu and set up other options.

Option	Description
Label	Materials can be grouped by labels and displayed together.
Access Restrictions	Select whether material is open to users.
Date & Time Restrictions	Set the time period users can access the material. Users can start the material from 00 seconds of the start date and time to 59 seconds of the end date and time at the server time. Even if the student answers on and after the end date and time, you cannot forcibly close or prohibit the teaching materials.
Access Limit	Limit the number of times users can access the material.
Group Limitation	Limit groups that can access the material. To use this option, group setting must be done. (For details, please refer to “Assigning course members to group”).
Member Limitation	Limit course members who can work on the material. You can use wildcard or CSV file (to specify members in batch).
IP Address Limit	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT, or IP/MASK format (full match). Wild card can be used.
Study Order	Specify the order to execute the materials in the Class Number.

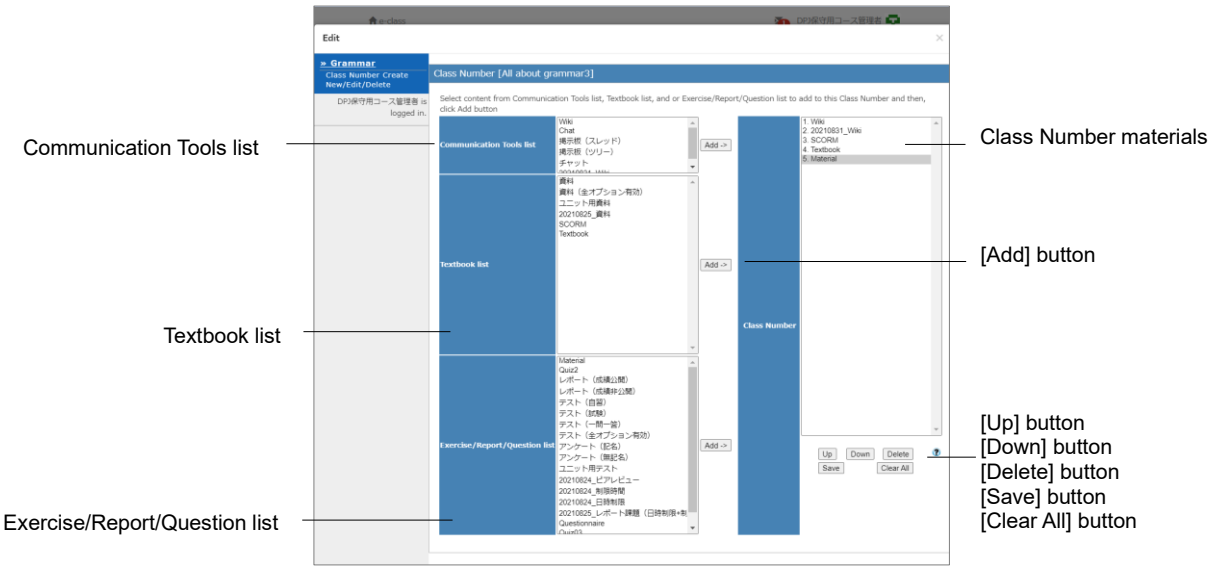
- Even if the option "Access Restrictions" for the materials added into the Unit are set to "Hide from the Course Members", users can also execute the added materials if the Unit itself is public. Also, if the option for the added materials are set to "Open to the Course Members", users can directly execute the materials itself.
- If you set the "Group Limitation", users who do not belong to the group cannot access the material. To allow specific users to work on the material, you must set “Member Limitation “.

- The size of CSV file that can be imported with "Member Limitation" is up to 9 KB (9216 letters) for each line. If there are many users to be restricted, type one Student ID in each row and do not separate them with comma (,).

3 When setup is complete, click [Create Class Number] button and save the option setting.

Assembling Class Number

After setting up options, click [Create Class Number] button to display the “Construct Class Number” screen. On this screen, you can select materials from the list to build the Class Number and rearrange them according to the order.



1 The list displays materials which are in the course. Choose materials from the list to build Class Number material, then click [Add] button.

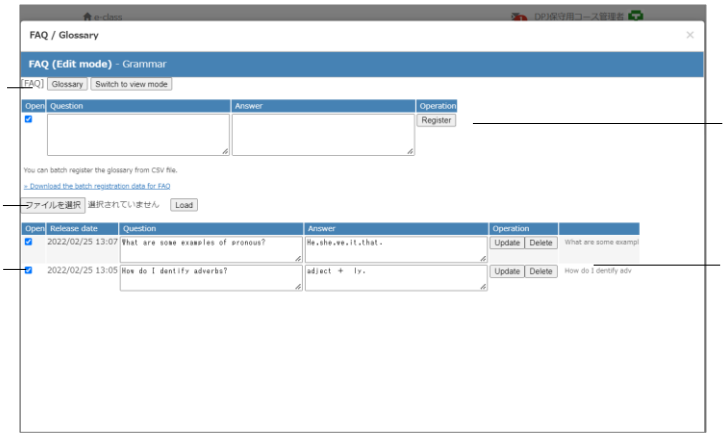
2 If "Study Order" on the “Option Setting” screen is specified as "Follow the fixed order", click [Up] button and [Down] button to rearrange the order of materials.

3 When assembling is complete, click [Save] button. To delete the material which has been incorporated, click [Delete] button or [Clear All] button.

About FAQ / Glossary

You can summarize frequently asked questions and answers, as well as key terms and their meanings. You can also edit FAQ / Glossary from the menu by clicking "Other tools" > "FAQ / Glossary".

To use this feature, it is necessary to click "Course Option" in Course Menu > "Course Option" and set "FAQ / Glossary" as "Yes".



1 Click [FAQ] button or [Glossary] button to change display.
2 Click [Switch to edit mode] button or [Switch to view mode] button to change mode.
3 For FAQs, enter questions and answers in the columns. For glossary, enter terms, pronunciations, and descriptions in the columns, then click [Register] button.

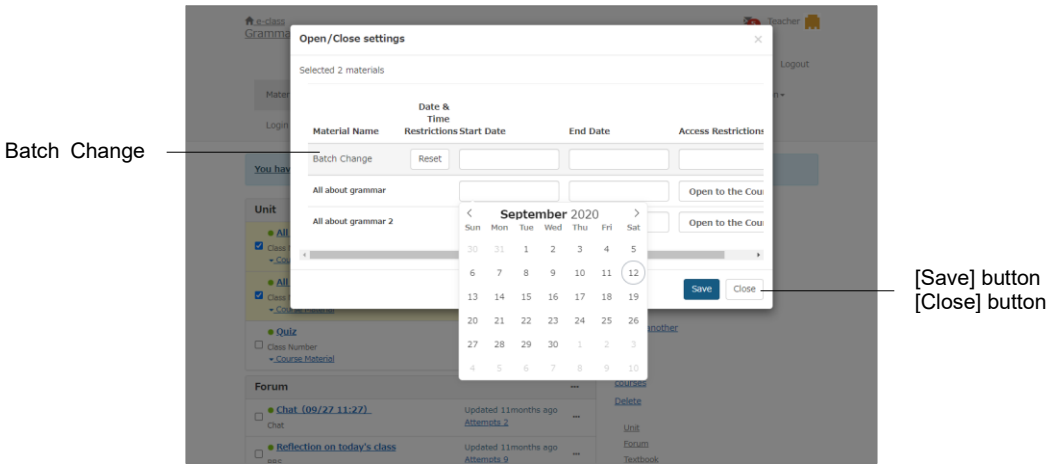
Creating FAQ from message

Open the message sent by the user and click [Add to FAQ] button. In the FAQ / Glossary, the edit screen will be displayed. You can edit and register.

1 Open the message and click the “Add to FAQ” link.
2 Edit and register the content on the FAQ edit mode screen.

About changing Open / Close setting and Deleting Materials

On the “Material List” screen, you can change Open / Close settings of material or delete material by clicking a check box on the left of each material.



Change the Open / Close setting of materials

To change access or date restriction of a material, put a check for the material and click "Open / Close settings". You can set whether to open or close the material by selecting from "Open to the Course Members" or "Hide from the Course Members" in the dropdown list. In “Date & Time Restrictions”, you can set the date and time to start or end opening the material. To save the change, click [Save] button.

“Batch Change” provides the batch setting for “Date & Time Restrictions” and “Access Restrictions” of the multiple materials.

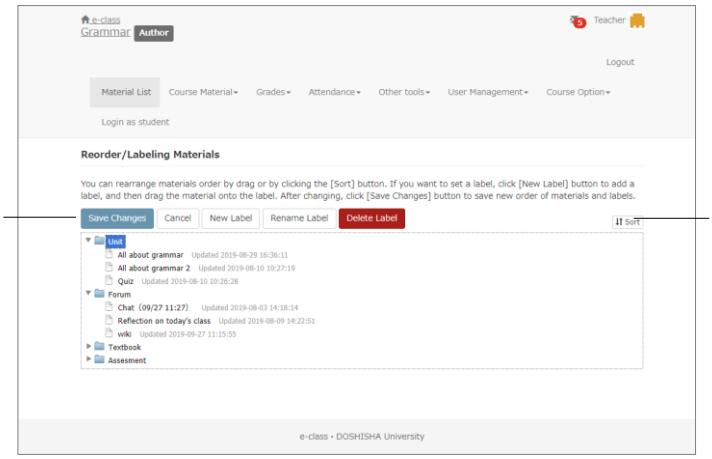
Delete unnecessary materials

Put a check for the material you wish to delete and click "Delete". If there is no problem, click [Delete] button again on the confirmation screen.

About sorting and labeling materials

You can rearrange the display order of materials on the “Material List” screen, or use labels to organize materials.

[Save Changes] button
[Cancel] button
[New Label] button
[Rename Label] button
[Delete Label] button



[Sort] button

On the “Material List” screen, you can change, copy, delete or export labels of the selected material by clicking the checkbox on the left of the material. You can also rearrange materials and add labels by clicking " Reorder/Labeling Materials " on the right.

Reorder materials

Click “Reorder/Labeling Materials" on Material List screen. Drag-and-drop the material you wish to move. You can also click [Sort] box to sort materials by name or by last modified date in ascending or descending order. After completing the operation, click "Save Changes".

Combine materials with labels

Click "New Label" in "Reorder Materials" to display the entry form. Enter the label name and press [OK] to create the label.

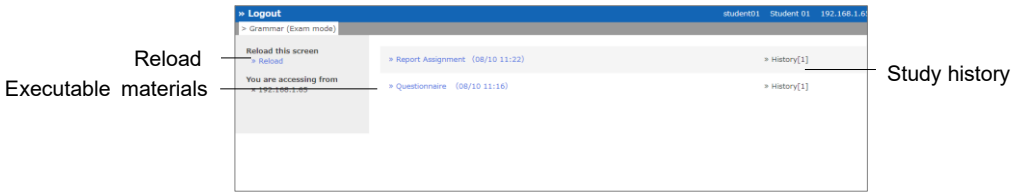
Click “►” on the left of the label to open the content of the label. Move material into the label by drag-and-drop. Labels can be sorted by drag-and-drop.

To change or delete label, click label name, and click [Rename label] button or [Delete label] button.

About Exam mode

Exam mode is a feature to display only the specific course material on the student's course material screen during the specific period and hide all other course materials and notes. This feature can restrict the view of the course materials and prevent cheating in the exam. To use Exam mode, please contact the system administrator.

You can specify which course material students can work on during the exam. Therefore, when preparing the course materials, you can set the date restriction option regardless the exam date and time.



While Exam mode is activated, students open "Exam mode" screen and do not open "Course Selection" screen. If the course material does not open after the restricted period is over, please click "Reload" link in the upper-left of the "Exam mode" screen.

Preparing materials for Exam mode

To use Exam mode, materials must be created beforehand.

- Only those course members whose "Author" and "Author (TA)" can change the setting to Exam mode.
- Exercise / Report / Question material, as well as Textbook, Communication Tools and Class Number materials can be added to the examination mode list.

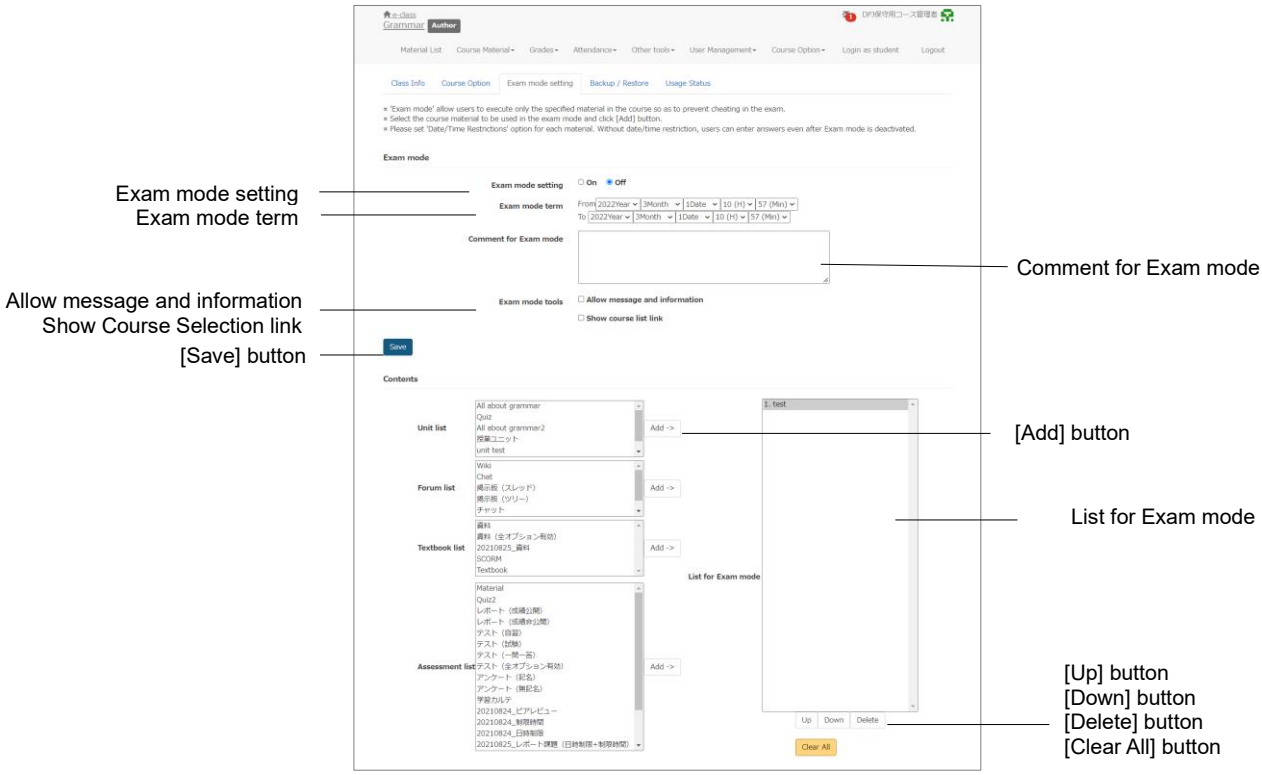
Next, you must set up Access Restrictions and Date & Time Restrictions on the "Option Setting" screen of each material so that you can incorporate materials into Exam mode and execute it.

Option	Set material
Access Restrictions	Materials to be incorporated into Exam mode must be set as "Open to the Course Members".
Date & Time Restrictions	If Date & Time Restrictions is not set, students can execute the material regardless the Exam mode period. Therefore Date & Time Restrictions must be set according to the Exam period.

The options of materials incorporated in the Exam mode can be changed. If Access Restrictions is set as "Hide from the Course Members", you must change the setting to "Open to the Course Members" before activating Exam mode, because students cannot execute material during Exam mode period.

Setting Exam mode

Click "Course Option" > "Exam mode setting", and display the “Exam mode setting” screen.



1 Set "Exam mode term", and enter notes or descriptions in "Comment for Exam mode" which is displayed on the “Exam mode” screen. You can also choose whether to use Notices / Messages and whether to display “Course Selection” link.

2 From the course material list, select the course material to be used in Exam mode and click [Add] button and add it to the exam mode list.

3 The course material will be executed according to the order in Exam mode list. To change the order, use [Up] button or [Down] button.

4 After making the Exam mode list, click [Save] button. To delete added material, click [Delete] button or [Clear All] button.

Activating Exam mode

On the “Setting for ‘Exam mode’” screen, when you turn “Exam mode setting” to “ON”, your Exam mode setting data will be saved. During the Exam mode period and while the Exam mode is active, student’s “Couse Menu” screen is replaced with “Exam mode” screen.

- If Access Restrictions for the examination material is set to "Hide from Course Members”, change it to "Open to Course Members”.

Managing Attendance

In e-class, attendance management is streamlined by automatically taking attendance and recording the data as points. This section explains how to collect attendance data and check analyzed data.

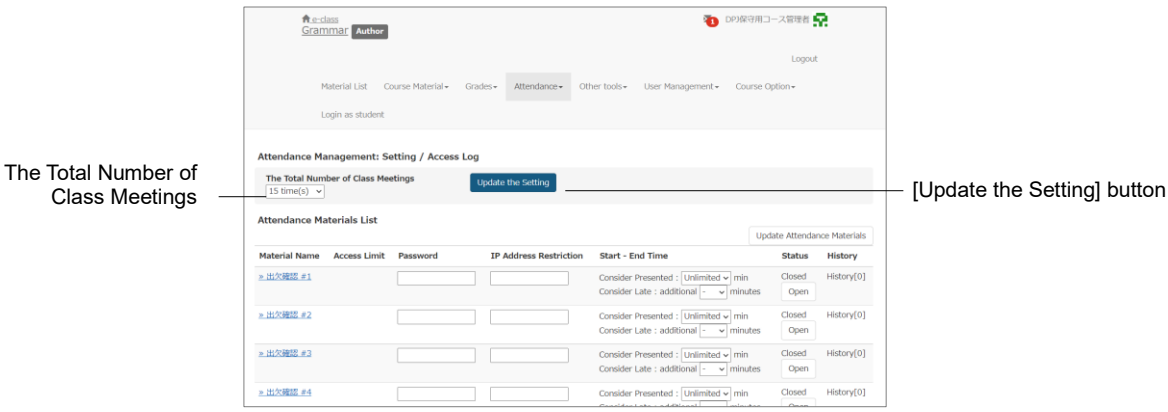
About Attendance

To check attendance of e-class, you can use “**Attendance**” feature. “Attendance” menu contains "Setting / Access Log" and "View / Edit Attendance". Click the menu to open each “Attendance” screen. To return from each “Attendance” screen to the “Material List” screen, click the course name link in the upper left of the screen.

First, create an attendance material on the "Setting / Access Log" screen. Then, open the attendance material to users when taking attendance. Attendance data can be modified on the “Attendance” screen, even after the attendance is confirmed.

Preparing for taking attendance

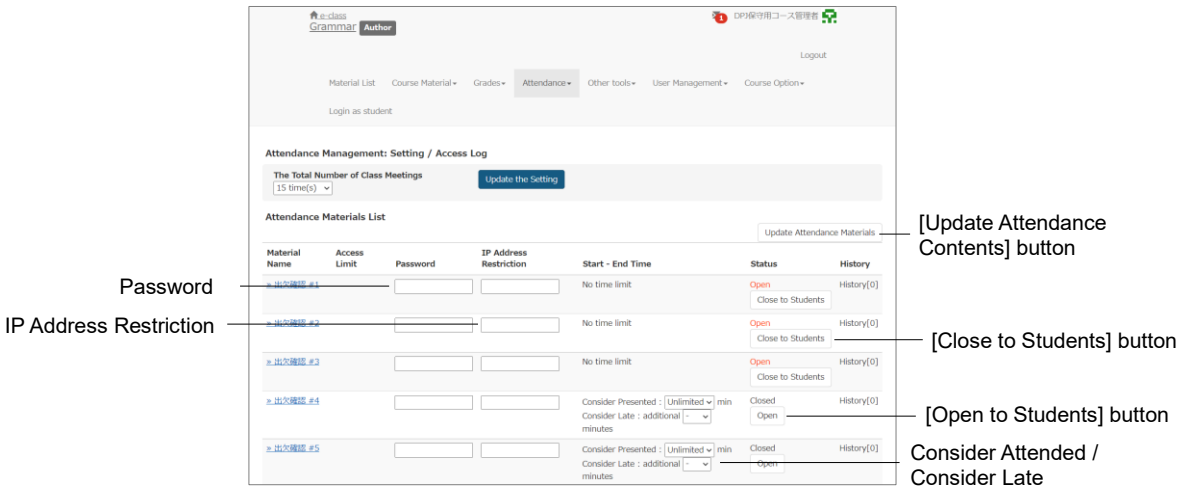
To take attendance on e-class, settings must be done before starting every class. First, click "Attendance" > "Setting / Access Log", and display the “Setting / Access Log” confirmation screen.



When you open the "Attendance: Setting / Access Log" screen, there will be 15 attendance contents by default. If necessary, set “The Total Number of Class Meetings” and click [Update the Setting] button. The number of attendance contents you required will show on the screen.

Taking attendance

You can start the attendance check on the setting / access log confirmation screen. Click "Attendance" > "Setting / Access Log".



1 Set the conditions of “Consider Attended” and “Considered Late” for the relevant weeks.

Management on attendance data	The section of terms	Example (take attendance at 9:00)
Attended	From time / date when the Attendance Material is made open to users until the specified time.	Consider Attended for 20 minutes: Record 9:00-9:20 as attended
Late	From the end of "Consider Attended" period until the specified time.	Consider Late for 40 minutes: Record 9:20-10:00 as late
Absent	From the end of "Consider Late" period until the specified time.	Record as Absent after 10:00

- If the condition for "Consider attended" is set as unlimited, any condition for "Consider Late" will be disregarded.

2 You can set passwords and IP address restrictions.

- Click [Open] or [Update Attendance Materials] and it will be saved.
- Change the password at each attendance check and notify the students.
- The IP address of the terminal equipment to send attendance data can be specified in IP-IP, IP/BIT, and IP/MASK form (full match). Wild card can also be used.

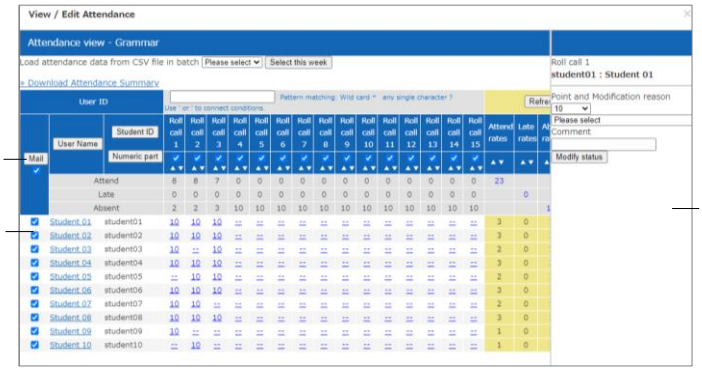
3 Click [Open to Students] button to allow students to work on the attendance Material. After taking attendance, click [Close to Students] button and return to "Closed".

- Click [Open] or [Update Attendance Materials] button to save the password, IP address restrictions, and start / end time settings.
- Do not refresh the "Setting / Access log" screen after changing the settings. It may revert to the state before the change.

Modifying attendance data

Click "Attendance" > "View / Edit Attendance". Then, “**Attendance view**” screen is displayed and you can check or modify the attendance. You can also send messages such as Short of attendance notice in batch.

- The list can be sorted by clicking [User Name] or [Student ID] or [Numeric Part] button. By specifying Student ID, users displayed on the list can be narrowed down.



1 Click the user’s attendance points to be modified.

2 Edit “Point and Modification reason” and “Comment”, then click [Modify status] button.

- Attendance data is managed by the points. The points will be counted as; full points if attended, one to less than full points if late and zero point if absent.

Downloading attendance data

Click "Download Attendance Summary" link on the attendance-records screen’s upper left, and display the download screen. Attendance data can be downloaded in CSV or text file.

Registering attendance data with batch file

You can register or modify the attendance data in batch.

1 In “Load attendance data from CSV file” located in the upper left of the “Attendance view” screen, select the attendance Material. Then click [Select this week] button.

2 Click the "Download Student List" link displayed in the right of the screen, and download the sample file.

3 Create attendance data using text editor such as Excel.

Field	Description
username	User name
user_id	Student ID
point	Score for attendance

- Please enter the field name in CSV file’s first line.

4 Select the week you wish to register or modify, then click [Load CSV file] button to read the created file.

5 Click [Refresh] button and check whether the reading is reflected.

Giving course scores

A student works on the material. Then, e-class automatically scores and analyzes the result. For file submission or description style questions, teachers can let e-class manage submission and scores so that they can concentrate on grading. This section explains the course scores data management including grading and analysis.

About Grades

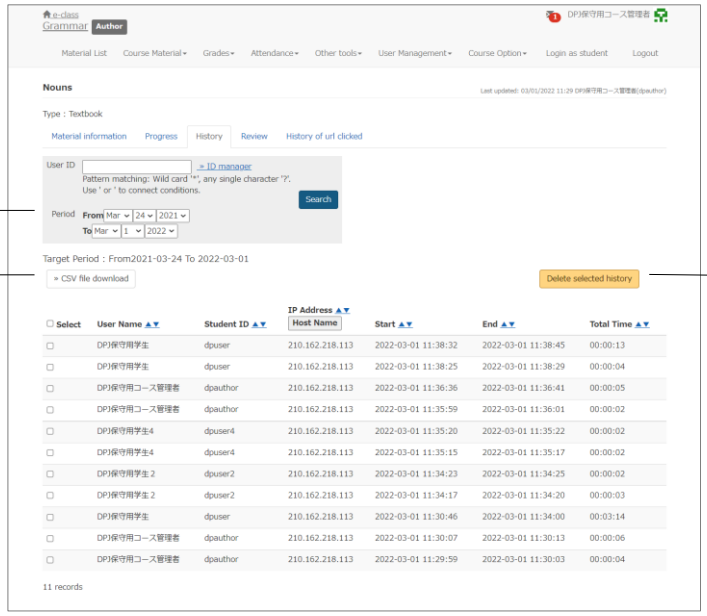
Not only the answers, but other data can be managed, such as user's learning progress, attendance count, grade, and time needed before answering question. In "Grades" menu, you can view "**Student's Score Reports**", "**Progress Status Table**", "**Grades by Category Table**", "**Analyze / Re-grade Test Results**", "**Survey Results**", "**Grade Essay Assignments**" etc.

Each "Grades" screen can be opened by clicking the item in the menu. To return from the Grades" screen to the "Course Selection" screen, click "Course Menu" in the navigation located in the upper left of the screen.

- When creating an Exercise / Report / Question material, if "Type" is set as "Self-study (display result), students can view their own course grade. If it is set as "examination" (hide result), students cannot view their own course grade. However, if "Allow viewing of Examination Score" option is enabled in the course setting, students can view only the examination scores.

Checking Study History

On the material's Info screen, click "History" tab to check students' **Study History**. Every time Material is worked on, connected IP address and usage time will be recorded along with answers, course grade and Study Card data.



To delete answers and grade data, click [Delete selected history] button.

- Study History lists the latest 300 records.
- If you want to edit material that has already been run, you will need to delete the study history before editing the material. For more information, you can see the "Creating Exercise / Report / Question material" on 32 pages.
- In "Survey (Anonymous Responses)", even if Study History is deleted, answers will not be deleted and will be included in the analysis.
- When registrations of Study Cards are updated in batch, the data will be recorded as each user's study history.
- If you delete the Study History, the grade data will be deleted and cannot be restored. Data from the [Analyze / Re-grade Test Results] menu in the [Grade] tab We recommend that you download and save it.

Checking all assessment's scores

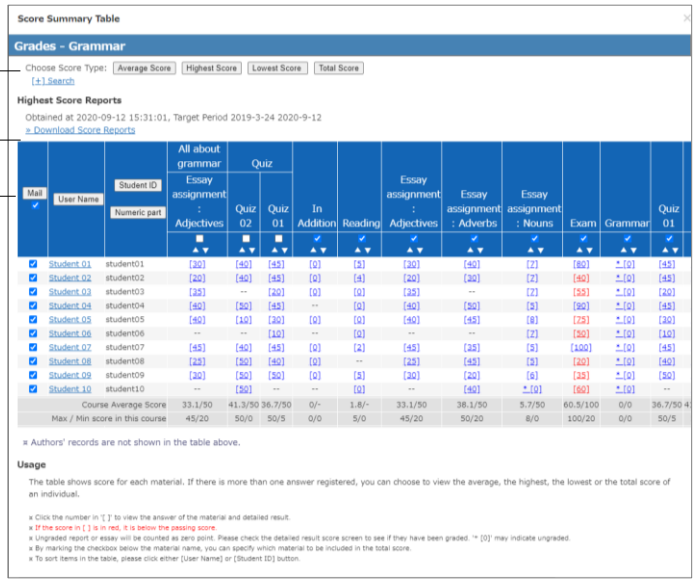
To display the list to view scores, the average score, the highest and the lowest score of the group for each test, essay and SCORM material, click "Grades" > "Score Summary Table" and open the "Score Summary Table" screen.

- SCORM materials will show latest score. For detailed results, please refer to "Checking scores of SCORM material".

[Average Score] button
[Highest Score] button
[Lowest Score] button
[Total Score] button
Narrowing-down search

Download All Score Reports

[Mail] button



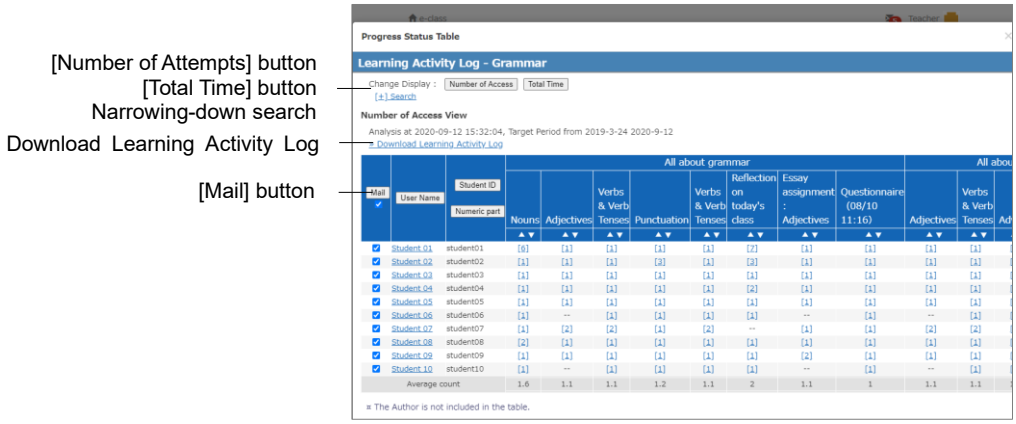
If more than two tests were conducted, you can change the display of the test score list by [Average Score] button, [Highest Score] button, [Lowest Score] button or [Total Score] button. If the list is too lengthy or you wish to check the test score for a specific period, you can narrow down the search by using Student ID, full name, material name, data collection period etc. If the group setting is done in "User Management" > "Group Setting", the group can be used for the search.

- You can use the ID manager to search for a specific student. Enter search conditions in the ID manager screen and the query will be automatically generated. Then, click [Paste] button.
- Ungraded file submission or description style question or questions that were only opened but not answered will be counted as zero point. Therefore, if the material contains questions for automatic scoring, the score does not include any ungraded answers. And if the material consists only of file submission and description style questions, "* [0]" is displayed.

To send a message to all users, all users' check boxes are checked by default. Click the [Mail} button to display the screen to create a message and send in batch. To send a message to an individual, click on the student's name to display the screen to create a message.

Checking learning activity of students

To check attendance count and total Login time of a material, click "Grades" > "Progress Status Table" and open “Progress Status Table” screen.



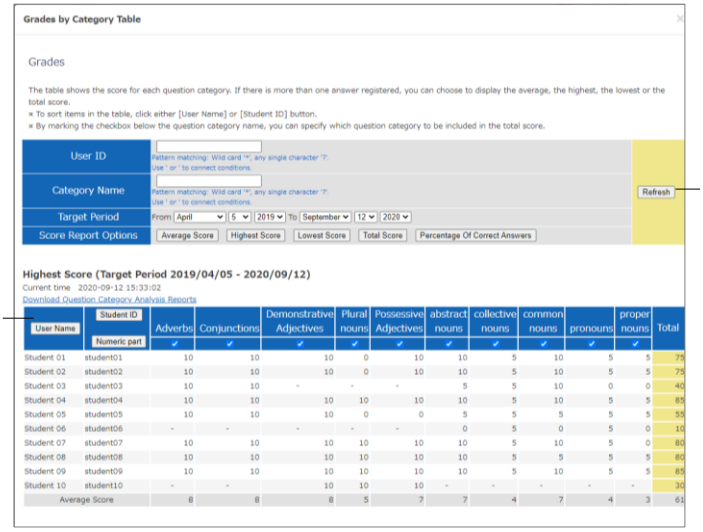
You can change the display of the progress data in “Progress Status Table” by clicking [Number of Attempts] button or [Total Time] button. If the list is too lengthy or you wish to check the progress data in a specific period, you can narrow down the search by using Student ID, full name, material name, data collection period etc. If the group setting is done in “User Management” > “Group Setting”, the group can be used for the narrow search. If the group setting is done “User Management” > “Group Setting”, the group can be used for the narrow search.

- You can use the ID manager to search for a specific student. Enter search conditions in the ID manager screen and the query will be automatically generated. Then, click [Paste] button.

To send message to users whose progress are slow, put a check in each user’s check box and click [Mail] button. The massage screen is displayed and you can send mail in batch.

Analyzing scores for every category of questions

When creating an Exercise / Report / Question material, if you set Question “Category" for each question, you can analyze user’s strong or weak category. In the menu, click "Grades" > "Grades by Category Table".



[Refresh] button

Download Question Category Analysis

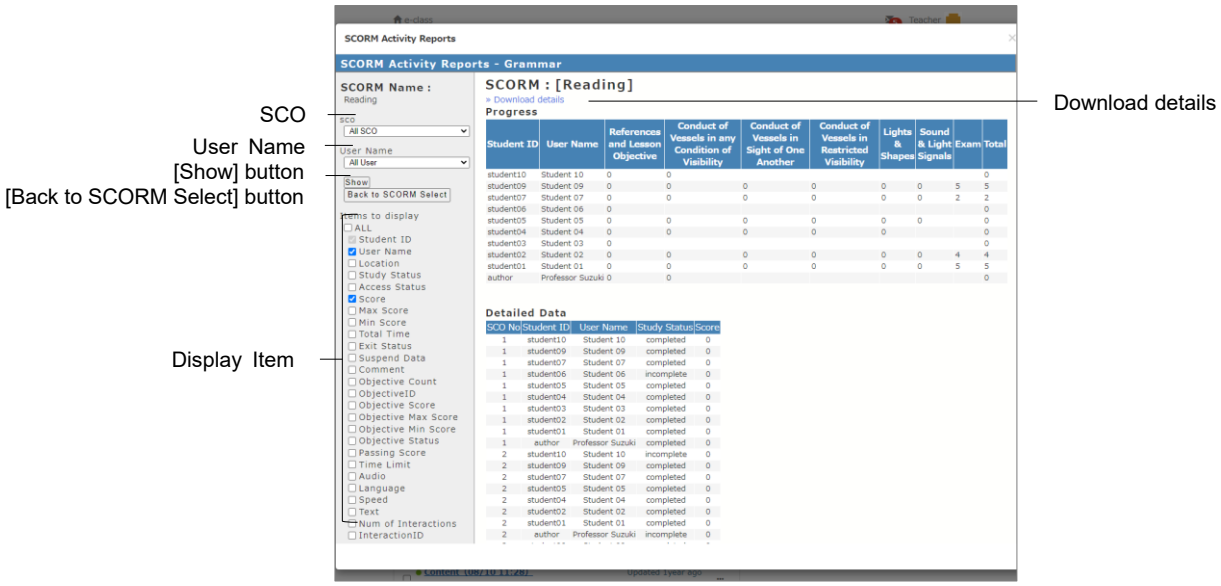
You can change the display by using "Score Report Options" buttons. Student ID, Category Name and Target Period can be used to narrow down the search.

- You can use the ID manager to search for a specific student. Enter search conditions in the ID manager screen and the query will be automatically generated. Then, click [Paste] button.

Checking scores of SCORM material

To check course scores data of a SCORM material which is currently being executed or already completed, click menu's "Grades" > "SCORM Activity Reports" and display the "SCORM Activity Reports" screen. On the "SCORM Activity Reports" screen, you can check course scores including scores, answer result, the highest and lowest score, as well as the progress data including learning time and speed.

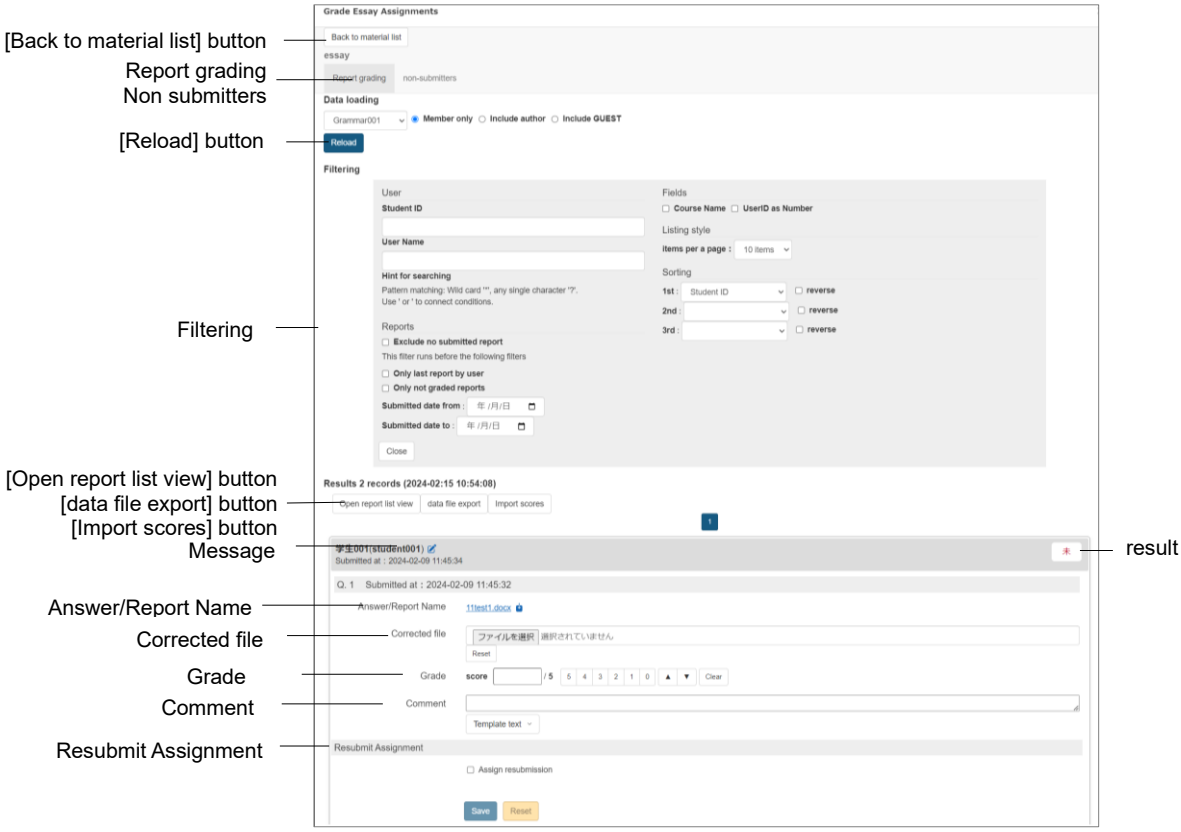
- The items that can be evaluated vary depending on the SCORM standard and setting.



1. Choose the SCORM material to display course scores and click [Select] button.
2. Choose SCO (Content for each chapter) and the student, and then click the check box of "Display Item". Click [Show] button.
3. Click "Download details" to save course scores.
4. Click [Back to SCORM Select] button to check the course scores of other SCORM material. Click "Close this window" to close the "SCORM Activity Reports" screen.

Grading essay assignments

File submission or description style questions are graded by the course manager. Click "Records management" > "Grade Essay Assignments" in “Course Menu” and open the “Grade Essay Assignments” screen.



1 Select the material and load the data to be evaluated. Set up search filter if necessary and click the [Reload] button.

- By specifying the filter and sorting of the narrowed search, you can display only answers to specific questions, the latest answers or ungraded answers, or display answers with resubmission instructions at the top of the list. The order of answer.csv and report files in the 'data file export' is determined according to the search conditions.
- Wild card and ‘or’ operator can be used as search conditions.
- Click “non submitters” tab. Users who can access this material and haven’t answered will be listed.
- Click [Generate Blank Record] button, and the report will be considered as submitted and the score will be marked as zero and ungraded. The submission date and time is when the blank record is generated.
- Click pencil icon displayed to the right of the user ID to send messages to students.
- The submission date is the date and time when the “Submit Report” button or “Save Answer” button is pressed in the report material.

- Clicking the [Save Answer] button for the questions of the file submission style and the description style will save the answers in progress. This is to prevent the student's answers from being erased due to a bad network, for example. However, even description style's answers that do not meet the word limit will be saved.
- "The Grade Essay Assignments" screen display the number of characters entered and the number of spaces included.
- Answers may arrive late due to network conditions, etc., so the answers that arrive within 3 minutes from the end of the original date and time limit will be accepted and saved.

2 The student's answers will be displayed. Download the submitted file and check its material.

- Report files are registered from [Upload user file] button or "Import scores". Please refer to " Score the reports in bulk " for details. Files registered via the [Upload user file] button cannot be canceled.
- If PDF file is not correctly displayed or is not printable, click the link and retry after reopening it in another window.

3 Enter the comments for the answer and the score. Click [Save] button, and scroll to the next answer.

- If you have chosen rubric as the evaluation method, scores are given automatically.
- Decimals are not allowed on the score form.
- If you move around the screen without clicking the [Save] button, the scoring results will not be saved.

Calling for re-submission of report

To call for re-submission, specify the deadline and click [Make this student resubmit] button. The user will receive instruction to work on the material again. You may give a hint for the correct answer by using "comment" or "Mail" on the grading screen.

- The user who is instructed re-submission can work the material again until the deadline for re-submission even after Date & Time Restrictions or number-of-times restrictions is expired.
- Re-submission requires working on the material again and not only answering questions. Therefore, if the material includes file submission or description style questions, the student must work again all the questions and the scoring must be done again.
- The user who needs to re-submit the report will be notified by a message.
- Re-submission does not overwrite the previous report and score. The previous report can be displayed by using the search condition "show all posted report" in the "target group".
- If re-submission is required, submission date in the grading target list will be marked in red. When the user re-submits the report, the background of submission date will be marked in red.

- Re-submission instruction can be canceled. Click [Cancel assignment resubmission] button on the scoring screen of the user to whom the instruction was given. The user will receive a cancellation message.

Score the reports in bulk:

1 Click [data file export] button and then "all the reports (zip)" to download the compressed file that contains submitted report files and course grade data.

- Batch grading with rubric is not supported. When you register your scores, the screen does not appear to reflect them.
- If the course manager answers acting as a substitute, please click [Generate All Blank Records] button or [Generate Blank Record] button to generate a blank record, and then download course grade data.

Contents of the ZIP file	Description
Submitted files **Corrected files**	File names of the reports submitted for each question are numbered sequentially in the order of the answer list. Please check the answer.csv "report / answer" and "corrected_file" for the original file name.
answer.csv **answer-sjis.csv**	Lists for grading. You can edit CSV files in Excel and use them as batch grading files. Please check answer-sjis.csv for characters that cannot be displayed in CSV files encoded with Shift_JIS.
comments.csv **comments-sjis.csv**	Lists of answers. You cannot used as batch grading file.
virus-check.log	Scan results are added into this ZIP file. In addition, the scan results for each file are output in the VirusCheck field of answer.csv.

2 Grade the submitted files.

3 Edit answer.csv using text editor such as Excel. You can only edit the following fields.

Field	Description
report/answer	If a teacher uploads the report on behalf of a student who has not submitted the report, enter the file name.
corrected_file	Enter the file name of a report which has been corrected.
point	Enter the score.
comment	Enter the comment.

- For the course manager to upload the answers on behalf of a student, click the [Generate blank record in bulk] button or [Generate blank record] button to generate a blank record before downloading the score data.
- You can change the name of answer.csv file. Do not use "." as initial. The file must be on the top of the list when sorted by name.
- The name of files importing in batch must be in half-width alphanumeric character.
- If CSV field contains any escape character "¥", the file may not be imported correctly to e-class.
- If uploading report file name is the same as existing file name, the file cannot replace the existing file.

4 Compress answer-sjis.csv and files of the "report/answer" and "corrected_file" in ZIP format. Specify the compressed file in "Load results" and click [Load] button.

Finding similar essays

“**Similar Essay Detection**” feature can detect plagiarism by searching out any report which was made by copying a part or whole of another report. Additionally, by setting up the standard text, this feature can be used to compare a report with the model answer or reference material to see the similarity.

Click "Grades" > "Similar Essay Detection" in “Course Menu” to display the “Similar Essay Detection” screen. If it is not displayed in the menu, please contact the system administrator.

- The comparison targets include files in TXT, DOCX or PDF format submitted for Exercise / Report / Question material excluding linked materials and description style questions.

1 Choose the target essay from "Target material”. Then, specify "Question No." for detecting plagiarism.

- If the target is not the answer submitted for Exercise / Report / Question material, you can detect plagiarism by selecting "Upload new data" and registering a CSV file like the sample file.

2 To detect any essay copied from other student’s essay, set "Comparing method" as "Compare the target essay with another essay". To detect the similarity with reference material or compare with the model answer, set “Compare the target essay with the model text”.

3 To exclude from detection, target any essay that have either fewer or more characters than the restricted range, set "Min number of characters" or "Max number of characters".

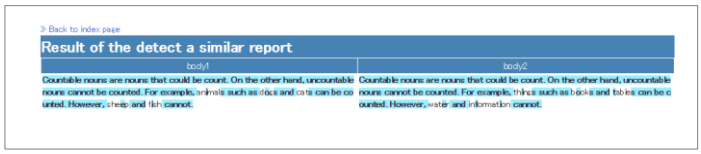
- When the detection target has less than 100 characters, significant result may not be obtained.

4 Click [Start job] button, then it will be added to the job list. When process is complete, click [Show result] button. Thirty essays that have the highest scores (rate of similar parts) will be displayed.

If there are many jobs being processed, processing may take a long time. In that case, choose the job being processed and click [Delete] button to reduce the number of jobs.

Score
Show similarity

5 Click "Show similarity". Similar parts will be highlighted in blue.



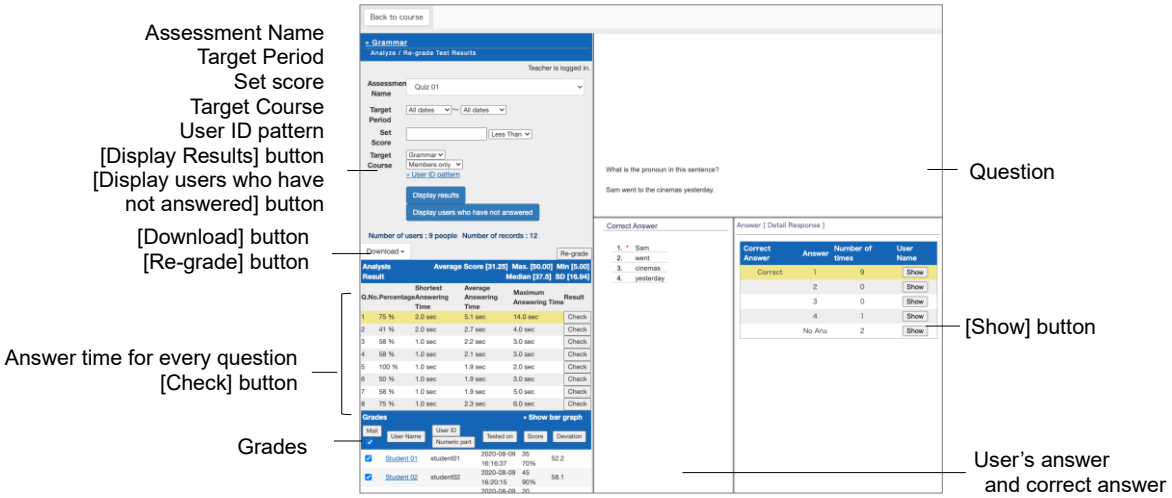
The feature “Similar Essay Detection” algorism and scoring

The feature “Similar Essay Detection” compresses data in two documents until they are almost alike, and then computers their similarity from the degree of compression. Due to this reason, it will not distinguish between plagiarism and citations. For example, if the theme of a report assignment refers to a single reference source, it is difficult to avoid plagiarism since the same citation may be repeatedly used. As a result, higher scores may be computed.

Score	Color	Meaning
70 -	Orange	Suspicious of plagiarism.
40 - 69	Green	Same quotations may be used.
- 39	Blue	There is no plagiarism.

Checking detailed course scores for every question

To analyze scoring rate, answer time and answer status for each question of self- learning material, click "Grades" > "Analyze / Re-grade Test Results" and open the “Analyze / Re-grade Test Results” screen.



1 Select "Assessment name" and then specify the search condition such as "Target Period" and "Set Score", next click [Display results] button.

- Wild card and ‘or’ operator can be used as search condition.
- You can use the ID manager to search for a specific student. Enter search conditions in the ID manager screen and the query will be automatically generated. Then, click [Paste] button.
- Click [Display users who have not answered] button. Users who can access this material and haven’t answered will be listed.
- Click [Generate Blank Record] button. Then user’s answer will be considered as submitted and the score will be marked as zero.
- The answer date is the date and time when the “Finish” button is pressed in the test material.

2 Click [Check] button of each question. Then, the question sentence, options and detailed answer will be displayed.

- The percentage of correct answers for each question is the percentage of respondents who answered the question correctly out of all the respondents who matched the search condition. In the case of random questions or conditional branching, the percentage of correct answers and the percentage of scores will be calculated based on the questions answered.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

3 Click [Display Results] button of each answer to display the user who answered. Using [Mail] button, you can send message to a student for personal instruction.

- When changing “Allotted points” of completed materials, the change will not be automatically reflected on scores already given. To recalculate scores (except File submission and Description questions), click [Re-grade] button. When the question is file submission or description style, re-grade answers in "Grade Essay Assignments" screen.

Download details：

Click [Download] button to download the following files. Other than "Download teaching material files", we have prepared CSV or text file format, so please select either one.

① Contents files(contents.zip)

You can import the content (question content) of the teaching material to another course. The compressed folder (contents.zip) contains the teaching material content (question content) in CSV and text file format. You can download files in the format that can be batch uploaded to Exercise/Report/Question material.

ZIP File Contents	Description
question.csv question-utf8.txt	This is the list of questions of Exercise/Report/Question. You can batch upload them to Exercise/Report/Question material. Please check question-utf8.txt for characters that cannot be displayed in question.csv.

②Download details(answer.csv or answer-sjis.csv)

Used when you want to check the answer data of the respondents. You can download the following; “③list of respondents”, “④aggregate results by question”, “⑤list of answers”, “⑥list of time required to answer”, “⑦response data by user”.

③List off respondents(answer.csv or users-utf8.txt))

Used when you want to check the score list of the users who answered the test.

In the list of respondents, you can check "material list", "username", "student ID", "tested at", "time required to answer", "score", "rate" and "deviation" of each respondent.

④Aggregate results by question(summary.csv or summary-utf8.txt)

Used when you want to check the analysis results such as number of users, number of records and percentage of correct answers. In the analysis results, you can check "number of users", "number of records" as well as "average score", "Max score", "Min score", "Median" and "SD".

⑤List of answers(answer-list.csv or answer-list-utf8.txt)

Used when you want to check the content of each user’s answer. You can check "material list", "user name", "student ID", "tested at" and "content of the answer for each question".

⑥List of time required to answer based on users(answer-time.csv or answer-list-utf8.txt)

Used when you want to check the time taken by the user to answer (unit: second). You can check “material list”, “user name”, “student ID”, “tested at” and “time (seconds) taken to answer each question”.

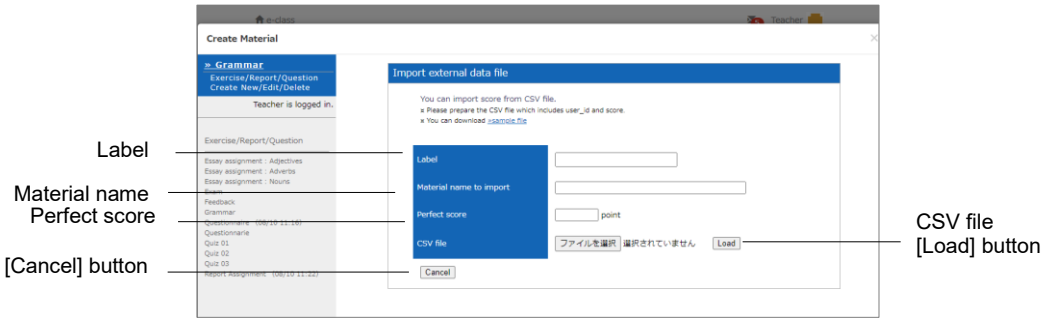
⑦Response date by user(answer-details.csv or answer-details-utf8.t.xt)

Used when you want to check the answer content and the score of each student. You can check the answer content of each student as shown in the figure below. This data contains the EXAMPLE data for the number of questions as samples before the student information.

- If a time limit is set, answers that are submitted after the time limit may be displayed 180 seconds after the time limit due to system processing.

Managing the course scores of the test carried out except e-class

You can manage the course score of written examinations or essay assignments by importing them into e-class. On the “Material Creation” screen, click [Import external data file] button.



1 Download the sample file, and enter course scores using text editor such as Excel.

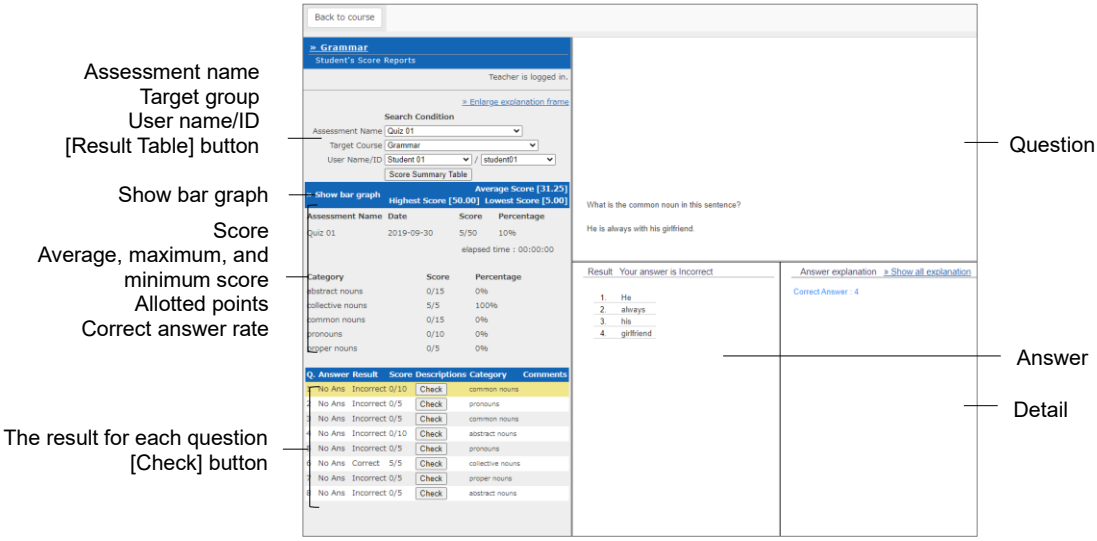
Field	Name
user_id	Student ID
score	Point

- Please enter the field name in CSV file’s first line.
- If any value with a decimal point is entered in “score”, below the decimal point is omitted and the value is saved as an integer.

2 Enter the importing material name and its perfect score. Specify the created CSV file and click [Load] button.

Checking detailed scores for each user

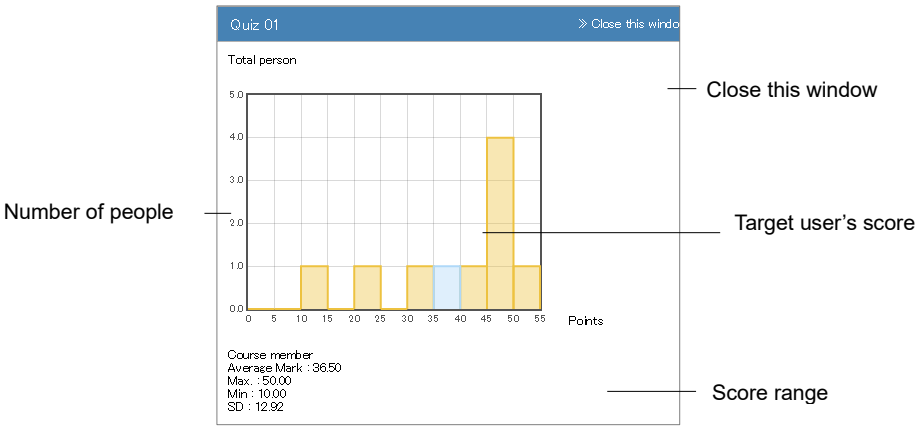
To view scores and point allocation of each test and self-learning material, course grade such as scoring rate and description for each question with respect to any individual user, click “Grades” > “Student’s Score Reports” and open the user’s result display screen.



1 Specify "Exercise / Report / Question name" and "Student ID" or "User Name" as search condition to narrow down the user search.

- Wild card and ‘or’ operator can be used as search conditions.
- You can use the ID manager to search for a specific student. Enter search conditions in the ID manager screen and the query will be automatically generated. Then, click [Paste] button.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

2 Click [Show] button in the result list's details. You can check course scores, including test score, allotted points, average score, highest and lowest score, and correct answer rate.



3 Click "Show a bar graph" and check score distribution. In the score graph, vertical axis shows number of students and horizontal axis shows score range. Target users are distributed on the blue bar graph. To close the score graph, click "Close this window".

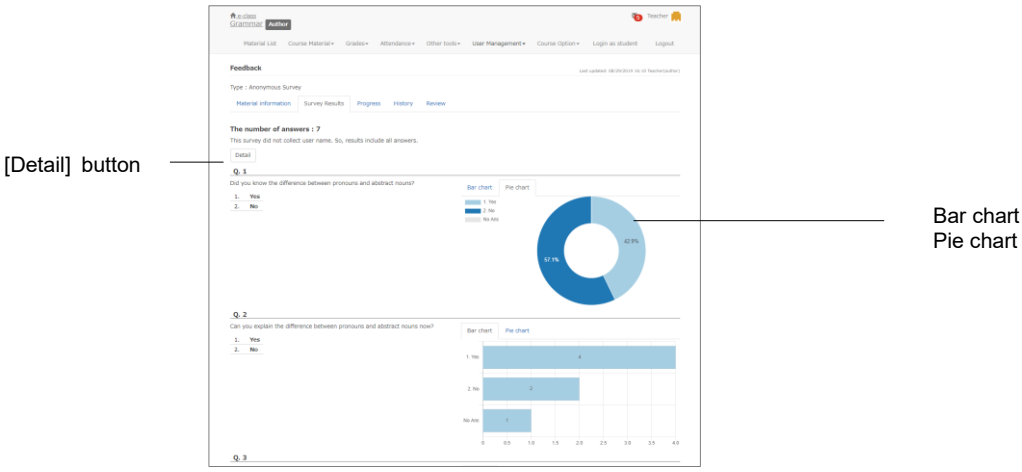
4 The correct answers are marked as "Correct" and incorrect answers are marked as "Incorrect". Click [Check] button to check the correct answer and description for each question. If the description is hard to read, click "Enlarge description frame".

Checking survey results

Click " ▪▪▪ " menu of the survey material in the Material List, and then click "Material information". Click "Survey Results" tab to display the charts.

If there is more than one answer;

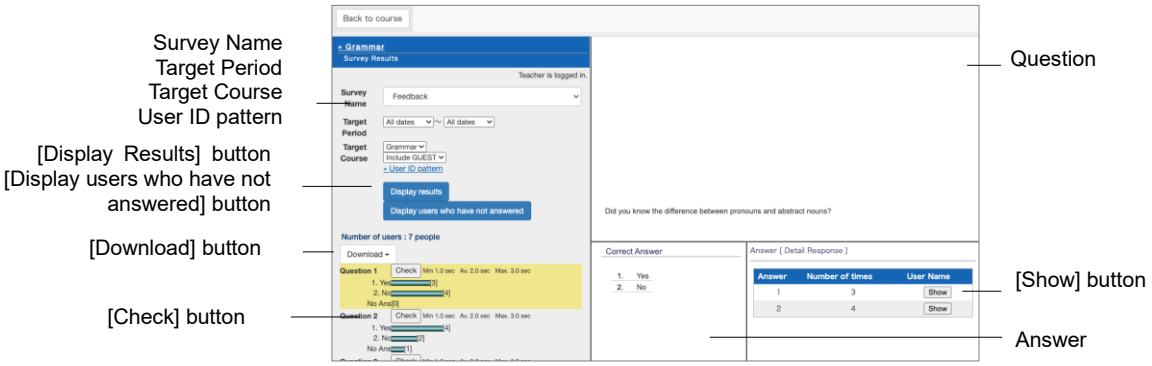
- When "Revise answers" option is "enabled": The last answer is counted.
- When "Revise answers" option is "disabled": All the answers are counted.



You can switch chart style and use browser's print feature to print this page. Click [Detail] button, then the more detailed Survey Results screen will be displayed.

Checking derailed survey results

To check Survey results, click "Grades" > "Survey Results" to display the “Survey Results” screen.



Specify search condition and click [Display Results] button. Then, analyzed result is displayed in a graph. Click [Check] button of each question and display the question sentence and the answer.

- You can use the ID manager to search for a specific student. Enter search conditions in the ID manager screen and the query will be automatically generated. Then, click [Paste] button.
- Click [Display users who have not answered] button. Users who can access this material and haven’t answered will be listed.
- Click [Generate Blank Record] button. Then it will be considered as submitted and marked as “unanswered”.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

To use another application to analyze the results, download a CSV file from "Download details" link. The following information will be loaded in the CSV file.

- In Survey (anonymous), “anonymous” users are not differentiated. Only the reply, the reply date (without the reply time) and the number of replies will be recorded.
  - Survey material information: It displays the structure of questions. This table has the same fields as the CSV file created by“Exercise / Report / Question Batch Entry”.
  - Reply list: The list shows the date when users replied the Survey material.
  - Survey Results: Displays the number of respondents for each option of the question.
  - Answer list of each user: The list shows the replies made by each user. The user’s reply to each question is displayed in each cell under the field "<Question1/Question2/Question3/...>".

- Answer time (in seconds) list of each user: The time taken by the user for answering each question is displayed in each cell under the field "<Question1/Question2/Question3/...>".
- Number of reply list: It displays the number of replies made by the user.

Downloadable files on the survey results page

Downloadable files on the survey results page Other than "Download teaching material files", we have prepared CSV or text file format, so please select either one.

① Content files (contents.zip)

To import teaching material (question content) to another course. The compressed folder (contents.zip) contains the teaching material (question content) in CSV and text file format.

② Download details (answer.csv or answer-utf8.txt)

To check the data entered by the user. The details of the entered data include the following “list of respondents”, “number of responses by option”, “list of answers”, “list of time required to answer based on users”, “response data by user”.

③ list of respondents (users, csv or users-utf8.txt)

To check the list of answers of the user who responded the survey. You can check the information of each respondent, including "material list", "username", "student ID", "tested at" and "time required to answer".

④ Number of responses by option (summary.csv or summary-utf8.tt)

To check how many times each option was chosen. You can check how many times each option was chosen, including the table format.

⑤ list of answers (answer-list.csv or answer-list-utf8.txt)

To check the answer content of each student. You can check "material list", "username", "student ID", "tested at" and "time required to answer".

⑥ list of time required to answer based on users(answer-times.csv or answer-times-utf8.txt)

To check the time (unit: second) spent by the user to answer. You can check "material list", "username", "student ID", "tested at" and "time required to answer".

⑦ Response data by user (answer-details.csv or answer-details-utf8.txt)

To check the question-and-answer content of each user. You can check the answer content of the user as in the figure below. This data contains EXAMPLE data as samples before student information. Also, the csv contains points and scores, but since it is a survey, the scores are not displayed.

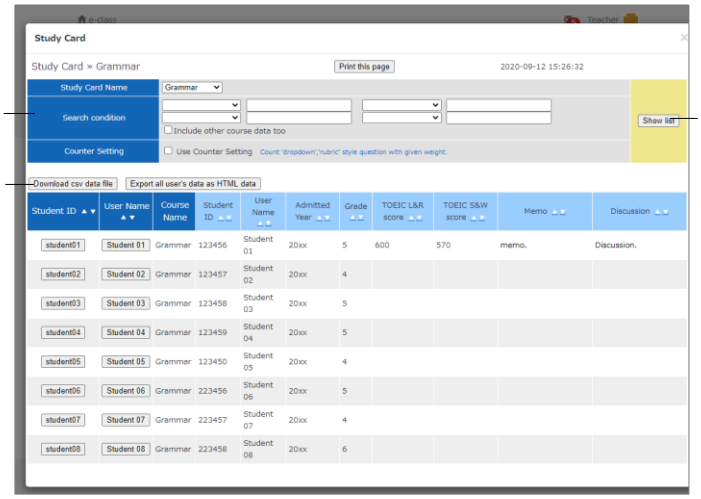
Managing learning record

The feature “Study Card” helps you to manage the student’s performance on previous studies, comments, and personal information. In addition to the student’s profile such as user name and student number, you may freely include other matters in Study Card. Therefore, Study Card can be created and managed according to the needs in lesson and Communication Tools as well as career and employment support.

About Study Card

Click “Other tools” > “Study Cards” to display the “Card List” screen. If the Study Card has been already created, select it by name.

Study Card Name
Search condition
Counter Setting
[Download csv data file] button
[Export all user’s data as HTML data] button



[Show list] button

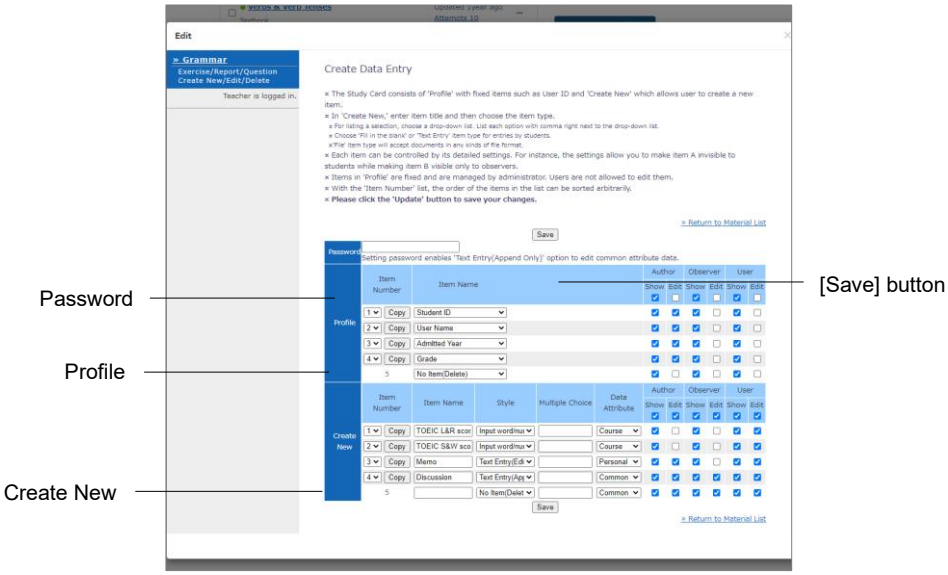
Study Card can display the following profile information;

- Student ID
- Student Name
- Furigana (Pronunciation)
- Photograph
- Sex
- Nationality
- Admitted Year
- Grade
- University Name
- Faculty
- Department
- Class Name
- List No.
- Score List
- Progress Status Table

You can also create options or comment fields and upload files. Each choice in the dropdown and rubric style is assigned a score, and the total score of the choices is tallied in the counter.

Creating Study Card

To create a Study Card, click “Study Card” on the “Material Creation” screen.



1 Enter the name of the Study Card in "Title" on the “Option Setting” screen.

- When you create a Study Card, set Access Restrictions always as "Hide from the Course Members". Unlike other type of material such as self-learning material, Study Card can be viewed by the user even when its Access Restrictions is set as "Hide from the Course Members”. To restrict the user’s access to Study Card, for instance, when writing a draft, you can either set the display period using “Date & Time Restrictions” or go to the “Create Study Card” screen and choose the item which you do not wish to display, and then remove a check from the user view permission. (See Step 5).

2 Click [Create Exercise / Report / Question - Standard Mode] button, and display the “Create Data Entry” screen.

3 Setting “Password” for Study Card allows authorized users to edit the common data of “Text Entry (Append Only)”.

4 In “Profile”, create the items of common data. Select items from the pull-down list in “Item Name”. Enter simple descriptions of the newly created items and choose their format.

Form	Description
Dropdown	Up to 24 options can be created. When entering the options in “Options”, separate them by commas.
Input word / numerical value	Suitable for short character strings that can be entered in a single line.
Text Entry (Append Only)	Users cannot edit previous posts.
Text Entry (Editable)	Long text can be entered. Text can be edited.
File	One file can be uploaded for each item.
Rubric	Evaluation using rubric can be done.

- When “Data Attribute” is not “Personal”, and the item name of “Text Entry (Append Only)” is either "counsel" or "communication", the update information is automatically sent to the course manger and the student in their registered email address. For setting e-mail address, please refer to “Changing account information” To use this feature, e-mail feature must be enabled by the system administrator.

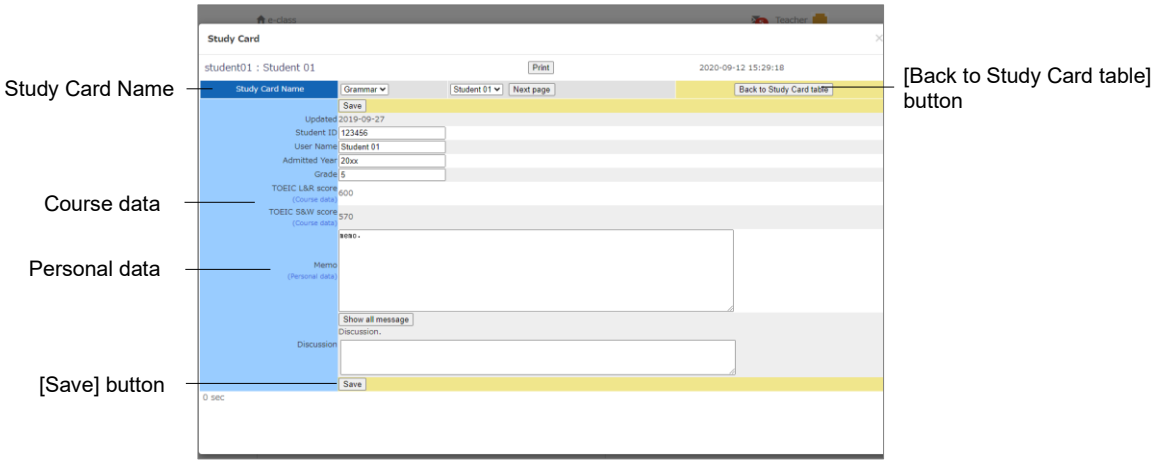
5 Set up data attributes and display / edit permission for each item.

Data attribute	Description
Common	Data is shared within e-class. If Study Card is linked to another courses, data will be inherited.
Course	Data is shared among course members. No data inheritance from Study Card to linked courses.
Personal	Data can be viewed and edited only by the user who entered it. No data inheritance from Study Card to linked courses.

- After editing, please click [Save] button. To delete an item, select “No Item (Delete)” in the pull-down list.
- When display permission is removed, the edit permission of the item is also removed automatically.
- Data is saved for each data attribute, so if you change the attribute of the edited study card, the data will not be displayed.

Registering data into Study Card

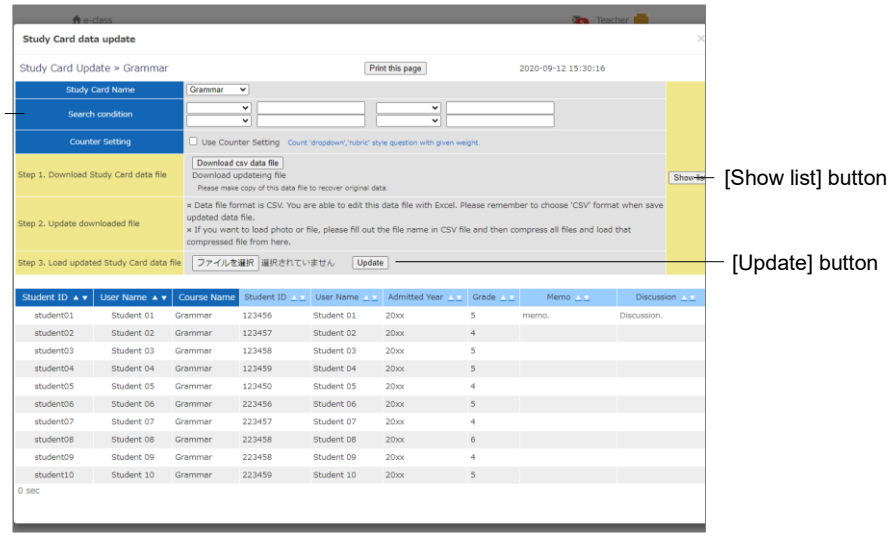
On the “Study Card Selection” screen, choose “Study Card Name”. User’s profile, comments, course scores etc. will be displayed as shown in the figure below. Edit the items as necessary and click [Save] button. Then the data will be saved in the Study Card.



- Any item marked as “Personal data” can be viewed or edited only by the user who entered the data.
- If you use platform-dependent characters including pictogram, single-byte katakana or language other than Japanese and English, characters may turn garbled.
- With certain Android and iOS 5-, you cannot upload files due to the system. With iOS 6+ only image you can upload only image files. With iOS 9+ you can upload various files from iCloud Drive, DropBox, Google Drive and OneDrive etc.

Registering data with batch file

If the course manager authorizes editing of certain data, such data can be registered in batch by using the data file for update. In the menu, click "Other tools" > "Update Study Card data".



1 Choose the Study Card to edit.

2 Specify the search condition and display the target user.

3 Download the data file for update and edit it by text editor such as Excel.

- Please save with CSV format.
- If CSV field contains any escape character "¥", the file may not be imported correctly to e-class.
- If you import a file-to-file format data or rubric format data, specify the file name in CSV file and compress it with this CSV file before importing.
- Use single-byte alphanumeric characters for the name of the file or the folder to be imported in batch.
- Since it is recorded as the user's Study History in the batch update, the Study Card data can be deleted by deleting the Study History.

4 Specify the edited data file for update and click [Update] button.

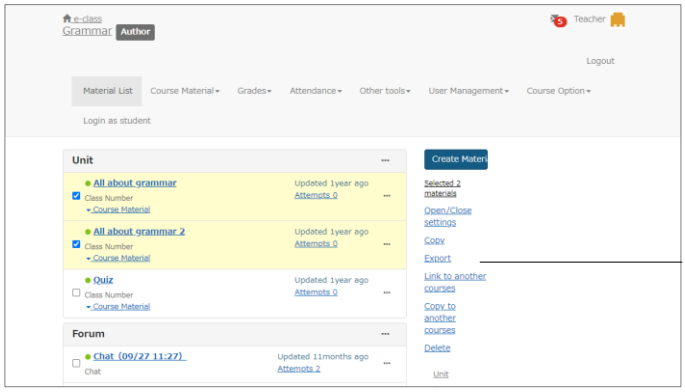
5 If there is no error message or other problem, click [Back to Study Card table] button.

Saving and Moving material data

In e-class, you can easily back up courses and materials or create copies of them. You can also link materials with another course to refer the course score data from another course. This will save the work of moving materials to another course or creating materials to share with another course manager. This section explains how to back up courses and materials created by the course manager and how to create link materials.

About Copy, Link, Export, and Import

You can copy materials which you created, or link materials that were created in another course to your course as read-only materials. You can also use export feature to download materials. After files were exported, they can be restored by importing.



Deselect
Open / Close settings
Copy
Export
Export to Another Course
Copy to Another Course
Delete

Copying, exporting, and linking materials to another course can be done on the “Material List” screen. Importing and linking materials from another course can be done on the “Material Creation” screen

Copying materials

A material created in a course can be copied as an actual file. Even if the copy of material or its option is modified, the original material will not be affected.

- Link material cannot be copied.
- Study history is not copied with material.
- Copied Communication Tools material does not contain posts of users.

On the “Material List” screen, select the checkbox of the material you wish to copy and click "Copy". Then, a copy will be created in the course. To copy the material to another course, click “Copy to Another Course”.

Linking materials between courses

Unlike copied materials, linked materials refer to the link source and the course scores data of the linked course will be integrated in the link source. Therefore, by using linked materials you can unify the management of materials and course scores data.

Restrictions of linked materials

Linked material has the following restrictions;

- Only one link can be created in one course from one link source.
- Linked materials cannot be integrated in Class Number material.
- Material of linked materials such as questions or pages cannot be edited.
- The option settings of the link source will be inherited. However, if option settings are allowed to change in the linked material, the new settings will be applied in the linked material only.
- To delete the study history, it is necessary to delete it in the link source course.
- Before deleting a link source, you must delete its linked material.
- Similar Essay Detection feature cannot be used for linked material.

Linking materials from another course

Click [Link from another course] button on the “Material Creation” screen. Select the source course and material and click [Create Link] button.

Linking materials to other courses

On the “Material List” screen, select the checkbox of the material you wish to link and click "Link to another course". Select the target course and click [Link to another course] button.

Exporting and importing materials

Select material's checkbox from the "Material List" screen and click "Export". Once preparation for export is ready, download will begin.

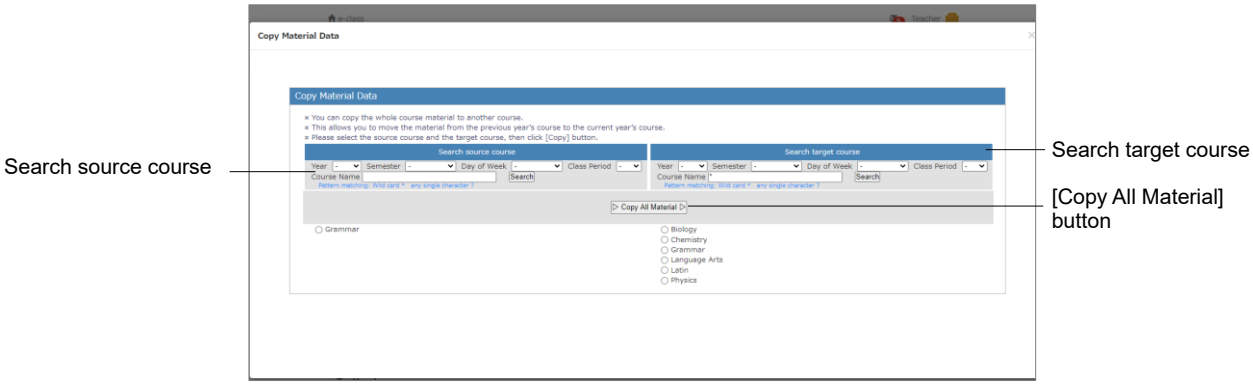
To restore materials, click [Import] button on the "Material Creation" screen. Read the exported file and enter the material's title.

- If any material of the same name exists in the destination course, a warning will be displayed. Delete the material of the same name from the target course, or change the name of the material before importing.
- Exported material does not contain its Study history.
- Imported Communication Tools material does not contain posts of users.

About Copy Material Data

All materials created in a course can be copied to another course. Click "Copy Material Data" on the "Material List" screen and display the "Copy Material Data" screen.

- You cannot copy the material if any material of the same name exists in the target course. Delete the material of the same name from the target course, or change the title of the material.
- Study history is not copied with material.

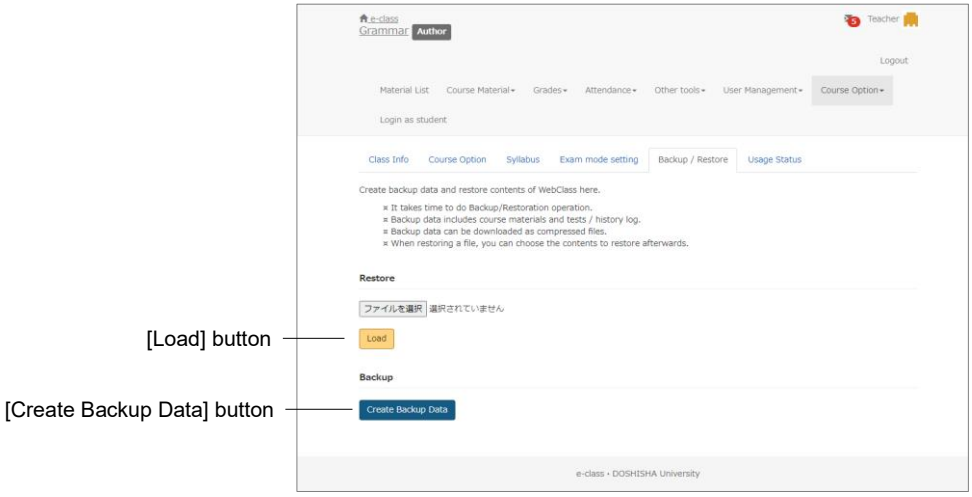


1 Specify search condition and choose "Search source course" and "Search target course".

2 Click [Copy All Material] button.

Backup and Restore course

The course manager must be responsible for periodical backup of course materials and course scores data. Back up can help restore the data even if the data on e-class is lost due to some trouble.



Select "Course Option" > "Backup / Restore" and click [Create Backup Data] button.

- Creating backup data may take some time.

To restore the data, specify the data by using backup and click [Load] button. You can also select materials to restore.

- You cannot restore a material if any material of the same name or ID exists in the target course. Delete the material of the same name from the target course.
- The maximum size of the backup file that can be restored is 10 GB. Please check disk space on your PC before downloading a backup file.

Monitoring of use’s activity

The course manager can check access status and log. This section explains how to monitor the course usage.

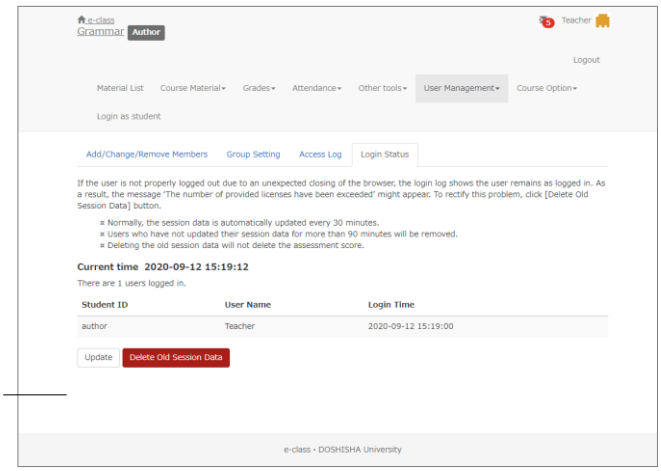
About log data in course

The usage log data can be viewed in "User Management" and "Course Option".

“**Login Status**” shows which users are currently logged in the e-class. “**Members List / Access Log**” shows login count and total login time of each course member. “**Usage Status**” can be used to check data such as usage time of each type of course material or frequency of submitting reports.

Deleting old session data

If a user did not logout from e-class through normal procedure, for instance, due to browser crash, the Student ID may remain for a while. About 90 minutes later, the session will be disconnected and the user will be automatically deleted from the list, the course manager can manually delete the data of abnormally ended session. In the menu, click "User Management" > "Login Status".



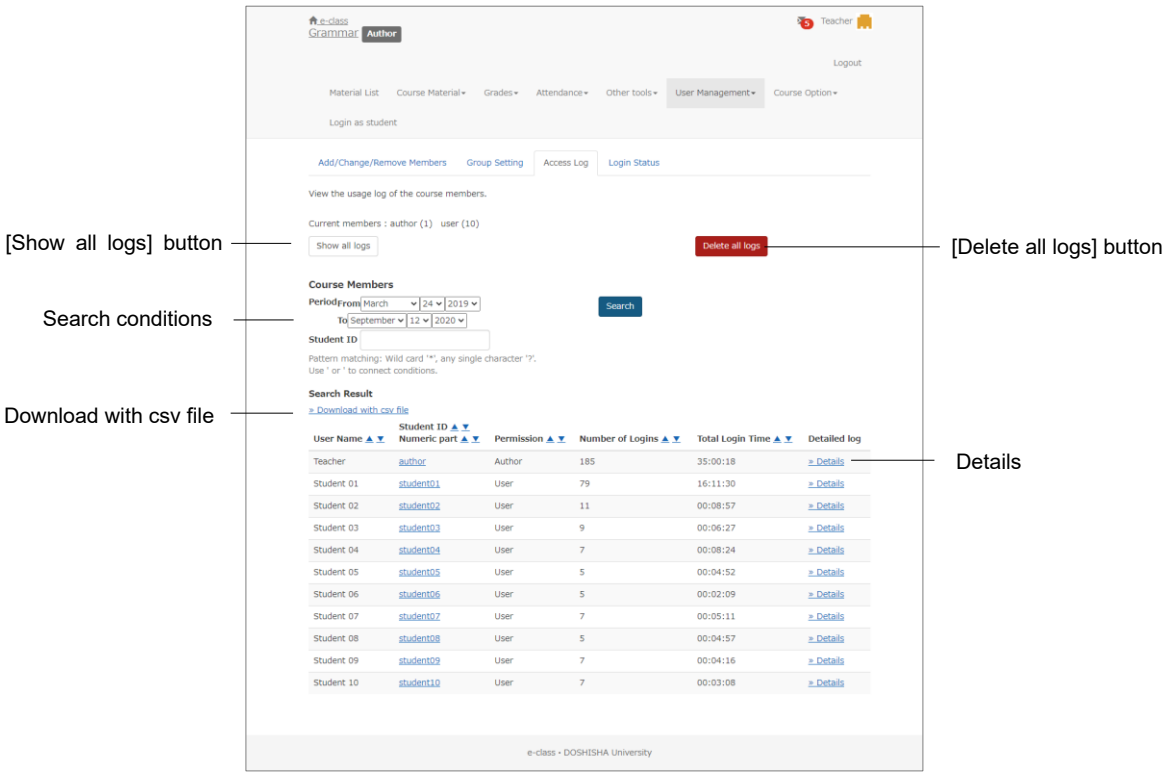
[Update] button
[Delete Old Session Data] button

The “Login Status” screen displays Student ID, user name and Login time of those who are currently logged in e-class. Click [Delete Old Session Data] button and delete old session data.

Downloading access log

Click "User Management" > "Access Log", then user's login time and total login time will be displayed on the “Access Log” screen.

- The displayed total time does not include the usage time if the session was ended abnormally.

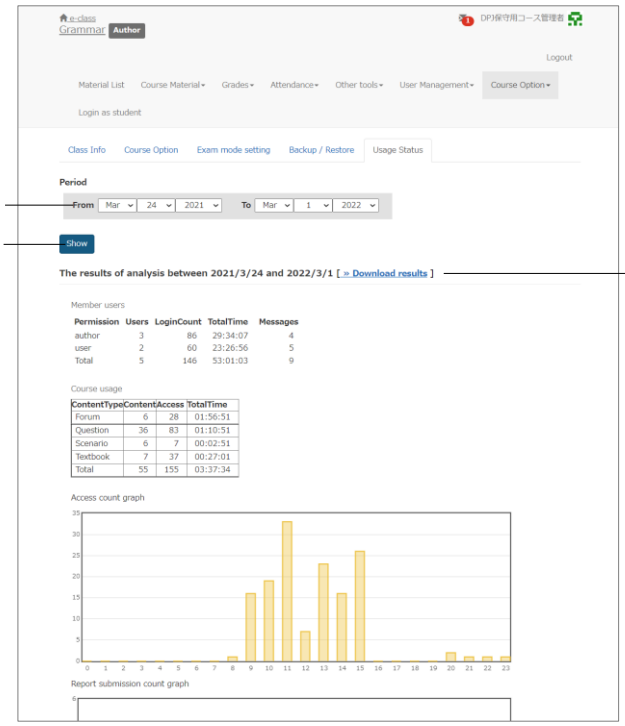


1. Specify the Student ID and click [Search] button. Wild card and ‘or’ operator can be used.
2. Click “Details” link, then the user’s IP address of the terminal, usage time, login and logout time will be displayed.
3. Click "Download with CSV file" or "Download access log" in the upper left of the list and save the login a local file.

Click [Delete all logs] button, then the selected user's access log will be deleted from the database.

Checking Usage Status

Click "Course Option" > "Usage Status" and display the "Usage Status" screen.



Specify the analysis period and click [Show] button. You can view the analysis result including the following information;

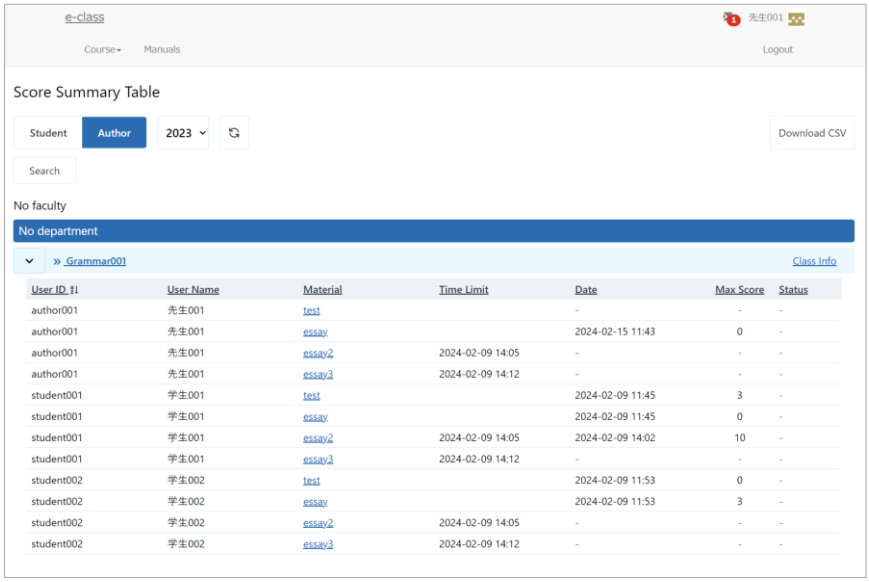
Category	Description
Member users	Total Login count, total time, and number of messages of the registered user at the time of analysis.
Course Usage	Total number of materials, access count and total time of each type of material. Access count and total time of materials linked from this course to another course.
Access count graph	A graph showing user login count during each time period.
Report submission count graph	A chart showing report upload count during each time period for each Exercise / Report / Question material.
Daily usage report	Total Login time, number of messages and number of reports submitted on each day.

To download the analyzed result, click "Download results" and save.

Task Viewer

You can see at a glance the status of tests, reports, and surveys for all courses you have taken, as well as the scores you have obtained.

Scores will only be displayed for materials that are set to make their grades public.



The display year can be changed.

You can download the list from “Download CSV”.

Click on the course name to move the list of teaching materials screen.

You can sort by clicking on the item name.

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The mutual evaluation feature "peer review feature" was developed in cooperation with Professor Kikuo TANAKA of Graduate School of Law and Politics, Osaka University.

Improvement of the whole system, including revision of terms used in the system and correspondence to SCORM1.2, LOM was guided by The Center for Developing e-Learning of The University of Electro-Communications.

e-class portal site with message, timetable display and other features was launched in cooperation with Information Media Center and FD / ICT Education Promotion Room of Kanazawa University.

The data storage and yearly management method enabling students to look back their study history was guided by Tokyo Gakugei University.

To support SCORM 2004, we modified and used ELECOA Player (http://elecoa.ouj.ac.jp) which is a product of the joint research by Open University of Japan and Faculty of Information and Computer Science of Chiba Institute of Technology.

For the algorithm for detecting similar reports, we referred to Paul Vitanyi (2006) "similarity measuring method based on degree of compaction" *mathematical science,* November 2006 No.521.

The feature to support the use of tablets was developed in cooperation with Otemon Gakuin University.

e-class screens may differ from the actual product because e-class is under development.