e-class User Manual

v11 (Feb. 2025)

Section: Welcome to e-class

Table of contents

Welcome to e-class!	3
Before using e-class	
Login to e-class	3
Logout from e-class	3
Joining in courses	4
About Course selection	4
Changing account information	5
Taking Lessons	6
About Material List	6
Checking Notices	8
Communicating by Message	9
Sending message	10
Sending attendance data	11
Doing study assignments	12
About Communication Tools	12
Post to BBS	12
Creating pages in Wiki	13
Chat conversation	14
About Textbook	15
About Exercise/Report/Question	15
Doing Test	16
Submitting report	17
Students evaluate paper mutually	18
Recording your learning	20
About Study Card	20
Editing Study Card	20
Checking course scores	21
About Course scores	21
Checking all scores, access count and time	21
Analyzing scores for every category of questions	22
Checking detailed Test result	23
Checking your essays	24
Task Viewer	24

Section: Welcome to e-class!

Welcome to e-class!

e-class is designed to be easy to operate even those unfamiliar with PC's. Therefore, users can focus on the lecture. You can learn with e-class in home through OS, such as Windows, Macintosh, Linux and also through smartphones and tablets.

Before using e-class

In e-class, latest browsers and displays of resolution 1280 x 768 or higher are supported.

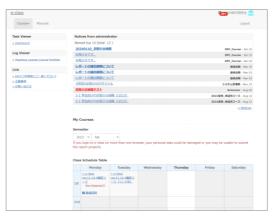
Please check whether environment required in order to use e-class first of all is ready. If environment is ready, let's actually begin e-class.

Back, forward and close button of Browsers might break your session data, answers and grade. You should move a page with e-class navigation.

Login to e-class

This section explains how to log in to e-class and display "Course selection" screen.

- 1 Log in 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

Log out to end e-class. Click "Logout" link in "Course selection" screen or "Material List" screen upper right side.

If you end by [close] button on the browser, the answers and course scores data in the assessment will not be saved correctly. Make sure to log off after saving data or ending the session.

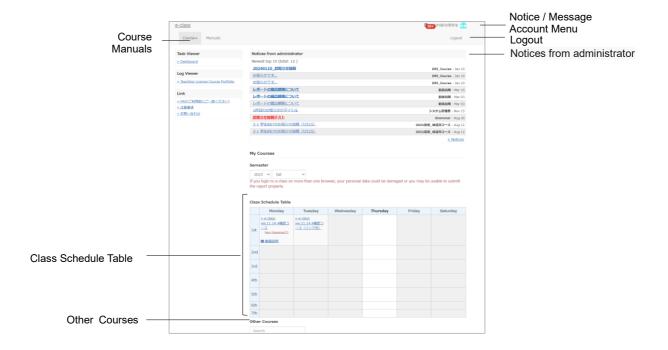
Section: Joining in courses

Joining in courses

To take e-class sessions, you must be registered as a member. In this section, check the course which can join in and explain how to register as a course member.

About Course selection

When you log in to e-class, "Course selection" screen is displayed as shown in the figure below. In this screen, you can view information such as available courses and notification.



If you click the "Notice / Message" icon located at the upper right part of the screen, the "Notice / Message" screen will open. The number of unread notices / messages will be shown on the icon.

The course submitted by the Author will appear in the timetable. The Class Schedule Table can change a display by specifying a year and a term with a pull-down menu. If you have not answered an assessment material which have 1 week left before the deadline, you will see "You have assignments due soon." of the course.

This message appears only for LTI Tool Exercise/Report/Survey materials and not displayed in documents or communication tools.

Courses that you are taking but do not appear in the timetable are displayed below the timetable as "Other Courses". You can use the course name to narrow down the search for the listed courses

For any course indicated by (Locked Course), users can view the course scores but cannot perform the materials.

To change your e-mail address, theme color, and character size, click "Account Menu" > "Setting Alteration".

By selecting either "Japanese" or "English" in the Account Menu, you can change the language to use. You can also download manuals by selecting "Manuals" in the Account Menu.

Changing account information

Click "Account Menu" > "Setting Alteration" to set the e-mail address to receive notices or to change font size.

Setting	Description
Student ID	You cannot change your Student ID.
Permission	You cannot change your Permission.
User Name	You cannot change your Username
Password	You cannot change Student ID's password. (Exclude e-class ID user)
email address	You can receive notification to your e-mail address.
Screen display	You can change theme color and font size.

Click [Update] button and re-login to apply the changed setting.

Change your mail address

When the feature is activated by the system administrator, notice mail is sent in following cases.

- When message is received
- To confirm the report is submitted
- When your essay is asked resubmit
- When Study Card's message is updated
- To refuse notice mail, leave the entry form of "email address" blank.
- 1 Input a mail address. When you specify more than one mail addresses, divide by a comma.
- 2 It can be checked by "Send test mail to this address" whether it is an effective mail address.
- 3 Click the [Update] button.

Taking Lessons

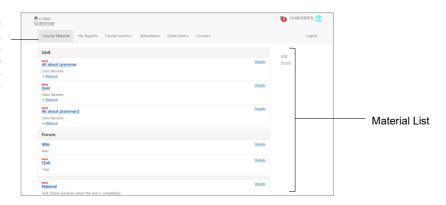
In e-class, lessons are carried out using the course material created for the course. This section explains information required by the user to take the lessons of the e-class.

About Material List

First, move to the course you wish to take. Click the course name in the "Course selection" screen. To return to the "Course selection" screen, click either the "e-class" link located at the upper left of the screen, or select "Account Menu" > "Course selection".

When you move to the course, the "Material List" screen will be displayed as shown below. During lessons, the user will mainly use this screen to start various operations.

Course Material My Reports Course scores Attendance Other tools Course



"My Reports" will display the list of the report submitted during the lessons. "Course scores" will allow you to check the result of Exercise/Report/Question that have been carried out during the lessons.

"Attendance" will allow you to send the attendance data at the beginning of the lesson or check the previous attendance data.

In "Other tools", there are "Study Card", "FAQ / Glossary", and "Notebook". "Study Card" will allow you to keep your learning record and view it in the list. In "FAQ / Glossary", you can check frequently asked questions and meanings of keywords. However, it will not be displayed when the course manager has not set the feature effective. In "Notebook", you can use about 50 KB of text data to keep memos.

Materials used in the session is displayed in "Material List". In Communication Tools, there is "Wiki" where everyone can create and edit web pages, "Chat" for online conversation, and "BBS" to post question, an opinion, etc. By a Textbook, the slide for a session used by session and the inspection of a reference can be performed, and it can use as a text at the time of preparation and review, or a session. LTI tools can be used with the use of educational materials and learning tools from other systems linked to the e-class.

In Exercise/Report/Question, you can submit a report, answer a quiz / questionnaire, and take a periodic exam. A Class Number combines Communication Tools, Textbook, and Exercise/Report/Question materials and you can work on it step by step. When you click a material's "Details", you can check your history in details screen.

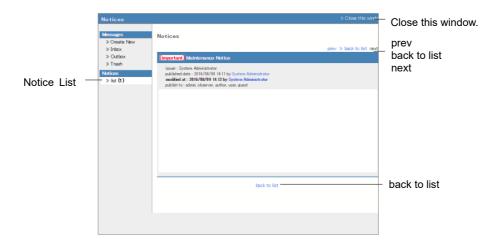
- In Material List, the material which ended the attendance period or it had not reached at available time has a black material name, and cannot start material. However, if the course name link at the upper left of screen is clicked when a lecture cannot be taken, even if start time comes, the refresh of the page can be carried out and material can be started.
- In Assessment, following operations causes problems such as answer and score data not being recorded properly.
 - Using [Back Space] key to return to the previous page / using [F5] key to reload
 / directly closing the browser: Warning such as "Do you wish to move out of this
 page? The data entered will not be saved" will appear.
 - Opening multiple materials at the same time; Warning such as "The system's session information is lost. Please do not start the course material while other material is open, since it may cause an error" will appear.
 - Operating in multiple windows or performing another operation before a
 process is completed may result in an error in the previous process or data may
 not be saved correctly.
 - JavaScript execution and cookies must be allowed. If the Lockdown Mode function of Apple OS is enabled as a security measure, web technologies such as communication related to web browsing are restricted. Therefore, operation of Webclass (e-class) with this function enabled cannot be guaranteed.

Checking Notices

Notice and message sent from the system manager and the Author regarding administration or school affairs can be checked from the login screen, "Course selection" screen or "Material List" screen.

Place your mouse pointer over the "Notice / Message" icon to show the list of unread notice / message. Click the title of the unread notice / message to open it. Click the "Notice / Message" icon to open the "Notice / Message" screen.

To close the "Notice / Message" screen, click "Close this window" link in the upper right of the screen.

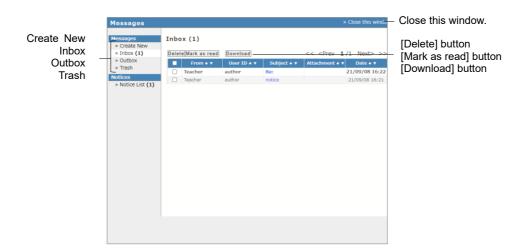


Section: Taking Lessons

Communicating by Message

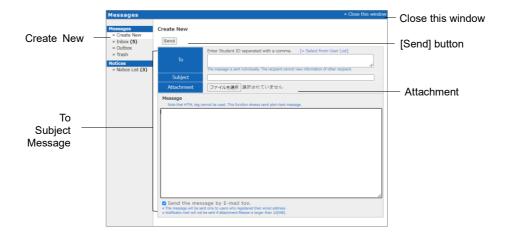
You can communicate messages with other users just as easily as doing so by using e-mail software. Messages are downloadable.

You can also click the "Notice / Message" icon from the Course selection screen, but when sending a message, click the "Notice / Message" icon after entering the course to open the new message creation screen or send / receive screen. It shows. To close the message screen, click the "Close this window" link at the top right of the screen.



To change the message status to read, click the "Notice / Message" icon and open the notice / message from the list, or put a check mark in Inbox and click [Mark as read]. To delete a message, put a check in the checkbox and click [Delete] button.

Sending message



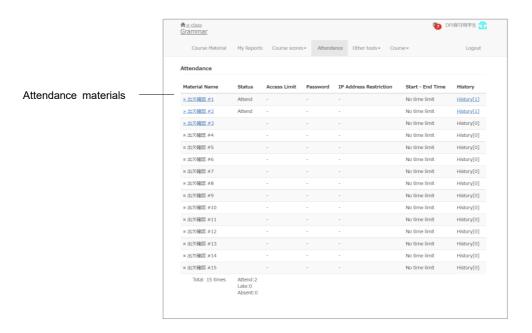
- 1 Click "Create New" or "Reply" of the received message.
- 2 Fill in "To", "Subject" and "Message". When you don't know the student ID to specify the address, use "Select from User List" and you can specify the address easily.
 - Any student ID other than the course member cannot be specified as the address.
 - According to the options set up by the Author, the User List doesn't display course members have user permission.
 - Since the message is sent as text data, HTML tags cannot be used.
 - When a transmission error occurs by transferring mail to multiple destinations, mail transmission is interrupted.
- 3 You can also attach files.
 - File attachment capacity can be forwarded by email: up to 10MB. On the message: Up to 300MB.
- 4 Finally click [Send] button.

Section: Taking Lessons

Sending attendance data

Click "Attendance" in the menu, and the "Attendance" screen will be displayed. In this screen, you can send the attendance data and check the attendance situation. However, it will not be displayed if the Author has not enabled the function.

Olass Meetings can be started and attendance data can be sent only during the time of Attend and Late.



- 1 Open a material and click [Start] button.
- 2 Select "Attend" and click [Send attendance data] button. When the result screen is displayed, confirm whether attendance data has been sent safely and click [Quit Results] button to complete the attendance check.
- 3 To check your past attendance, look at the status column of the "Attendance" screen. As you take sessions, check if your total attendance is more than the required attendance.

Section: Doing study assignments

Doing study assignments

In e-class, you will use Material such as Communication Tools, reference, Exercise/Report/Question and Class Number. Among these, the material used during the session will be listed in the "Material List" screen. The blue-highlighted material is ready-to-use link. Please click the link and start your session.

About Communication Tools

Using Communication Tools such as BBS, Wiki or chat, you can exchange and share information or discuss the lessons learned with another user to deepen your understanding.

To end Communication Tools and return to the "Material List" screen, click [Quit Communication Tools] button in the navigation of the upper left part of the screen.

Post to BBS

On BBS, you can post an article on a certain subject and reply can be made to the article. BBS is suitable for discussion, exchanging opinion or asking question as well as sending Notices concerning the course.



Click a BBS material in the "Material List" screen, and the BBS Theme List will be shown. You can post new theme by clicking the [Post] button. Be sure to input "Title" and "Message". Click "Edit / Delete" to edit and delete the item you have posted.

- The e-mail address and URL in a message are displayed as a link. In addition, a HTML tag cannot be used.
- You can use LaTeX. Please check "Open How to write the mathematical expression as LaTeX" on the post screen.
- It may be garbled if languages other than special fonts, such as pictogram and single-byte katakana, Japanese, or English are used.
- In parts of the Android and iOS 5-, you can't upload files. In iOS 6+ you can upload only image files. Also, you can upload some files on iCloud Drive, DropBox, Google Drive and OneDrive etc. in iOS 9+.

Viewing articles

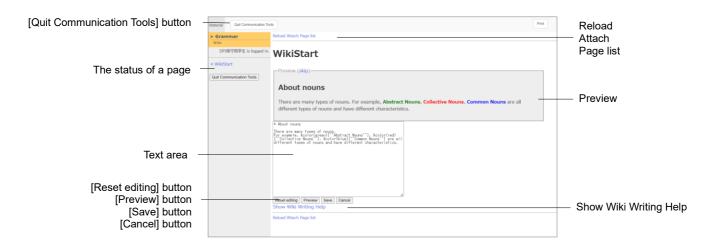
[Mark as read] button is displayed on the unread items. After reading an article, click the button so that you can distinguish unread articles from read articles. If you wish to attach a comment to any posted article, click "Reply to Message".

Searching articles

As the number of posted articles increases, finding the article you wish to read will become difficult. "Search Messages" can help you to find the article easily.

Creating pages in Wiki

In Wiki, course members jointly create a web page. You can easily edit the page without knowledge of HTML.

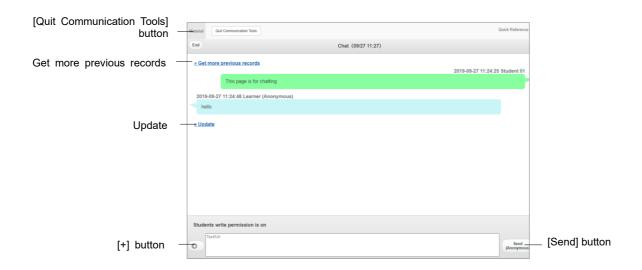


- 1 Click a Wiki material in the "Material List" screen to start the Wiki material.
- 2 Click [Edit] button and edit the page by referring to the description on how to write Wiki page.

- If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.
- To create a new page, enclose the page name in brackets as "[[page name]]". Save the page, then you will be asked "Page name?". Click "?" link and start editing the newly created page.
- 3 Click [Preview] button to check whether the text was fixed as you intended. If there is no problem, click [Save] button.
 - You can reset the change with [Reset editing] button before saving or previewing it. Click [Cancel] button to go back to where the change was saved last time.
- 4 To attach a file to a page, click "Attach". Pictures or link can be displayed in the attachment file page by using "#ref (file name).
 - With certain Android and iOS 5-, you can't 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.

Chat conversation

In Chat, a short text can be exchanged in real time at two or more users so that it may talk.

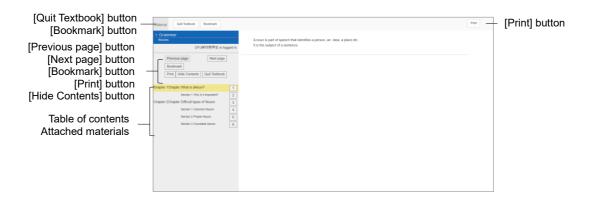


Click a Chat material in the "Material List" screen and the Chat screen will open. When you enter message into the text box and click [Send] button, the sent message will be displayed on the screen. Also, by clicking [+] button, you can open the posting box to attach files.

About Textbook

The course materials such as slide, text or reference material distributed in the session can be viewed in the reference material.

When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.



To move to another page, click [Previous page] button or [Next page] button or any button assigned to each subheading in the Table of Material. When the Table of Material is hidden, please click [Show Materials] button.

If printing out the material is permitted, the page on display can be printed by clicking [Print] button. When the file is attached, it is displayed on a table of contents as "Material". Click the link to download.

When you finish reading the reference material, please click [Quit Textbook] button. If you end it half way, click [Bookmark] button so that you can view from the bookmarked page when the "Material List" screen is reopened.

A bookmark can be saved for each course. When you start the course, you will be asked whether to remove the bookmark. If you wish to continue, click [Remove bookmark and continue] button.

About Exercise/Report/Question

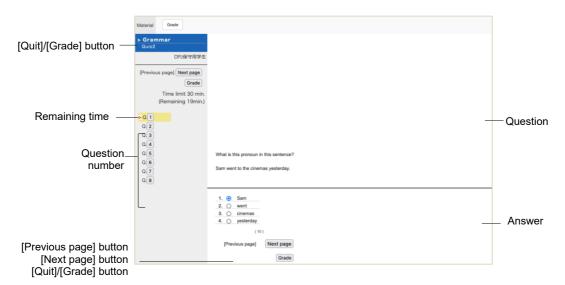
Please take Exercise/Report/Question including multiple choice questions and description type questions, Test material and submit report and questionnaire. The results will be marked and analyzed so that you can use it for your further study.

When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.

Doing Test

Information such as the maximum number of trials, the time limit or passing score will be displayed in the start screen if applicable. Check these that before you start the test.

- If "Access Limit" is limited, you can open the assessment material and answer again up to the limit. You cannot edit your answers beyond the limit.
- Answers are saved when you click each button and link including page movement. In addition, reports and description type's answers will be submitted
- If you use platform-dependent characters such as pictogram and single-byte katakana, or language other than Japanese and English, characters may turn garbled.
- On Description style answer, space, tab characters and line feeds are counted as characters.
- 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.
- Your answers or uploaded report file will be answered when clicking the page move button, [Quit] / [Grade] button, or [Save answer] button. In addition, on the browser window is active, the session is automatically updated every minute.
- In Hot Potatoes materials, please quit it after clicking [Check] button.



- 1 Answer according to question form. Residual time is displayed when the time limit is set up.
 - If both Available Period (Date & Time Restrictions) and Time Limit are set, users will be forced to close at the time setting that reaches the deadline first.
- 2 After answering each question, click [Next page] button and move to the next question.
- 3 After completing the answer, click [Quit] button.

Checking your score

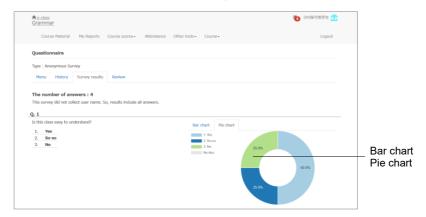
In Test material, there is [Grade] button instead of [Quit] button on the answer screen. After completing the answer, please click [Grade] button. Your course score, score

allotted to each question, correct answer rate and interpretations will be displayed. For details of test results, please refer to "Checking detailed Test result" P27.

Checking results of the public survey

When the setting of the survey is public, you can check the results. Click "Details" link of the survey material in the Material List, then click "show survey results" link of the "Menu" tab.

- If there is more than one answer;
 - When "Revise answer" option is enabled: The last answer is counted.
 - When "Revise answer" option is disabled: All the answers are counted



Submitting report

Please submit your report file in the format (and the size) specified by the course manager.

- You can upload files by drag and drop.
- If you are directed to re-submit your report file, you need to answer all the questions again. Please check your answers and the teacher's comments before you start to rework your file
- There is no limitation to the number of times you can submit the report unless the author has specified it.



- 1 Check the notes about format, size etc. for the file to be submitted.
- 2 Select the file to submit and click [Submit file] button.
- 3 After you submit the file and complete the questions, click [Quit] button.

Listing submitted reports by you

Click "My Reports". Comments on your report, your course scores and the date of submission will be listed according to the subject.

Students evaluate paper mutually

e-class has a feature called "Peer Review" in which students can evaluate reports and answers of description-type questions submitted by other students. Author or TA can evaluate the reports. Since the user does not know whose report he/she is evaluating or who is evaluating his/her report, evaluation can be done objectively.

After finishing the material, you can start "Peer Review". After the deadline, you will see "Evaluate other student's essay" on the material list screen and "Evaluate the member's essay" on the material details screen. Both screens shows the same contents.



- 1 Select the material to carry out peer review. In the Details screen, there will be a link saying "review other member's report". Click the link.
- 2 When the user clicks on the "Grade" button for an evaluation target, the scoring screen appears..
- 3 Download the submitted file and check its material.
- 4 Input the comment and point to the report and click [Save] button.
- **5** Evaluate reports of the rest of the members.

Checking the result of "Peer Review" evaluation

To check how your report was evaluated, click the "My report comments" link in the Details screen of the peer review material.



"Peer Review Summary (Average score: Summary Mode)" screen displays evaluated scores, evaluated scores by each reviewer and evaluated scores in graph. You can click the evaluated score to view the comment by the reviewer.

Recording your learning

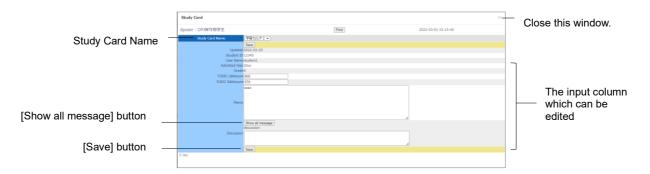
e-class has a feature called "Study Card" that can keep your activity records and notes or comments from teachers. Study card can be used to plan your study and future course or to create your entry sheet and resume.

About Study Card

Click "Other tools" > "Study Card" to open the "Card list" screen. If there are Study Card materials that have been created, it will be listed in the screen. Click the name of the Study Card to view or edit.

Editing Study Card

As shown in the figure below, user's profile, comment and course-score data are displayed in the list. After editing required items, click [Save] button to save in the Study Card.



- The items marked as "Personal data" can be viewed and edited only by the person who entered the data.
- If there is a mail server, whenever there is an update in descriptive item such as "Question" of students or "Message" of the administrator, a notice of update will be automatically sent to the e-mail address registered by the user of the administrator. For details of mail setting, please refer to "Changing account information".
- If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.
- With certain Android and iOS 5-, you can't 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.

Section: Checking course scores

Checking course scores

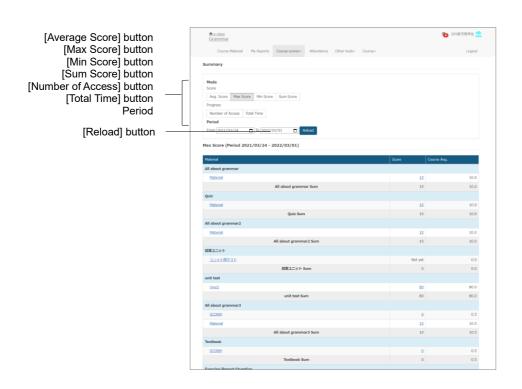
You can check the Exercise/Report/Question result at any time, provided the result is open to users. You can view your scores in a list or view detailed score and description according to the course material, which will be useful in understanding your strength and weakness. You can also check the progress of your course study.

About Course scores

Menu "Couse scores" has "Summary", "Grades by Category Table" and "Test Results". Click items in the menu to open each screen.

Checking all scores, access count and time

You can view your all assessment scores, access count and total time listed according to each material. Click "Course scores" > "Summary" in the "Material List" and open the Summary screen.

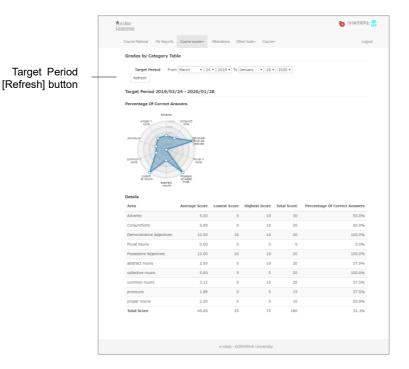


If you want to check Score, click [Avg. Score] button, [Max Score] button, [Min Score] button or [Sum Score] button. If you want to check Progress, click [Number of Access] button or [Total Time] button. In addition, you can set Period as search condition.

- When a score is lower than the border, it is displayed in the red.
- Ungraded a report and a description type reply are also calculated as zero point. Therefore, with the material containing the question style graded automatically, the score except un-grading is displayed as "* 0" with the material of only a report question and a description type question. A score is updated after rating.

Analyzing scores for every category of questions

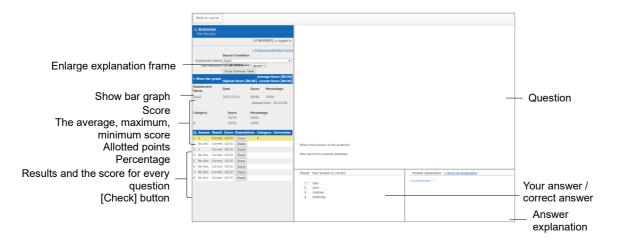
If there are categories set for questions in Assessment materials, you can check your strong and weak categories in the "Grades by Category Table" screen. Click "Course scores" > "Grades by Category Table" in the menu to show the "Grades by Category Table" screen.



In the "Grades by Category Table" screen, the percentage of correct answers will be shown as a radar chart. Average score, lowers score, highest score, total score, and percentage of correct answers of each category will be displayed as a table. You can narrow down the period to show by specifying the target period.

Checking detailed Test result

To check your results of Examination or Test materials including score, score allotment and percentage score or to read description to each question, click "Course scores" > "Test Results" and open "Test Results" screen.



- 1 Check your results including score, score allotment, average score, highest/lowest score and percentage score.
 - When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.



- 2 To check the score distribution, click "View bar graph". A score graph takes the number along a vertical axis, and takes the score range along a horizontal axis, and a user's own score exists on a blue bar graph. In order to close a score graph, click "Close this window".
- 3 Correct answer is indicated by "Correct" and incorrect answer is indicated by "Incorrect". Click [Check] button to check detailed description on the question. If you need to enlarge the description box, click "Enlarge description box".
- 4 After checking course score, click the Course's name link located at the upper left part of the screen to return to the "Material List" screen.

Section: Checking course scores

Checking your essays

Click "My Reports" to view "My Reports" screen. In this screen, you can check your essays, your teacher's correction files and comments, and your grading results.



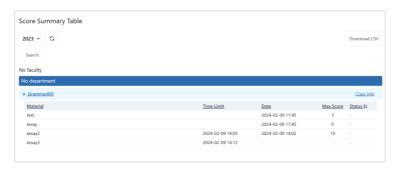
For report assignments whose grades are published, if "Results" is 1 or more points, it will be displayed as "Correct", and if "Results" is 0 point, it will be displayed as "Incorrect". If the answer is ungraded, "Point" is displayed as "--".

For report assignments whose grades are not published, "Results" and "Point" are displayed as "-".

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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We received cooperation from Professor Kikuo TANAKA of Graduate School of Law and Politics, Osaka University in development of the "peer review feature" which is a report peer assessment feature.

Improvement over the whole system, such as revision of terms used in the system and correspondence to SCORM1.2, LOM, etc., has been guided by The Center for Developing e-Learning of The University of Electro-Communications.

We received cooperation from Information Media Center and FD / ICT Education Promotion Room of Kanazawa University in the process of changing WebClass into a portal site, such as the message feature, timetable display feature, etc.

Data storage and year management method enabling students to look back on their study history has been guided by Tokyo Gakugei University.

We changed and used ELECOA Player (http://elecoa.ouj.ac.jp) which is a product of the joint research by the Open University of Japan and the Faculty of Information and Computer Science of Chiba Institute of Technology in order to correspond to SCORM 2004.

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

This manual is translated by machine translation system.