



## Tutorial —Teacher's Book—

(May 2015)



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### 1.1 What Is CoursePower?

CoursePower is a Learning Management System (LMS) that efficiently supports the teaching/learning experience in colleges and universities.

With CoursePower, teaching staff can present course materials to students and evaluate students over the Internet, as well as provide an efficient learning experience and follow up on students quickly not only in class but also outside of class hours. CoursePower also has functions for determining final grades (integrated results) based on students' learning results and evaluation data, and thus can manage processes up to the determination of students' performance.

[Core functions]

- Present course materials (Materials, Reports, Tests, Questionnaires, Discussions, Learning Materials, Offline Course Materials)
- Use course materials
- Evaluate assignments (Reports, Discussions, Offline Course Materials)
- Manage attendance
- Evaluate integrated results (for a final grade)
- Communicate with students (Message Board, FAQ, Q&A, Messages)

### 1.2 Operating Environment

CoursePower supports the following environment.

.....

- PC

[Web browser]

Internet Explorer 9.0 to 11.0

Firefox 36.0

Safari 5.1 to 7.1

Google Chrome 40

Note: You need to enable JavaScript in your browser settings.

[OS]

Any Windows OS that supports the above browsers

Mac OS X or higher that supports the above browsers

- Mobile phone

[Terminal]

Terminal from NTT docomo, au, or SoftBank

- Smartphone

[Web browser]

Standard browser for Android or iPhone

[Terminal]

Android terminal with Android 4.0 or 4.3 or 4.4 or 5.0

※4.4 is not compatible with image upload function.

iPhone terminal with iOS 8.1

\* This list does not guarantee that CoursePower will always operate on all of the mobile phones and smartphones described above. CoursePower may not operate properly on some models.

### 1.3 Notice

- You cannot use the [Back] button on your browser or the [F5] key on your keyboard to display or update screens. Use the buttons and links provided by the system to manipulate screens.
- When you are using multiple windows or tabs, the system may stop operating.
- If the system remains inactive (no screen navigation) for a long time, a timeout occurs and an authentication failure message appears. In this case, the content that you have entered is discarded.

Note: Contact your system administrator about the length of the timeout time.

## 1. 4 Concepts of CoursePower

This section describes the concepts of the terms used in CoursePower.

### 1. 4. 1 Roles

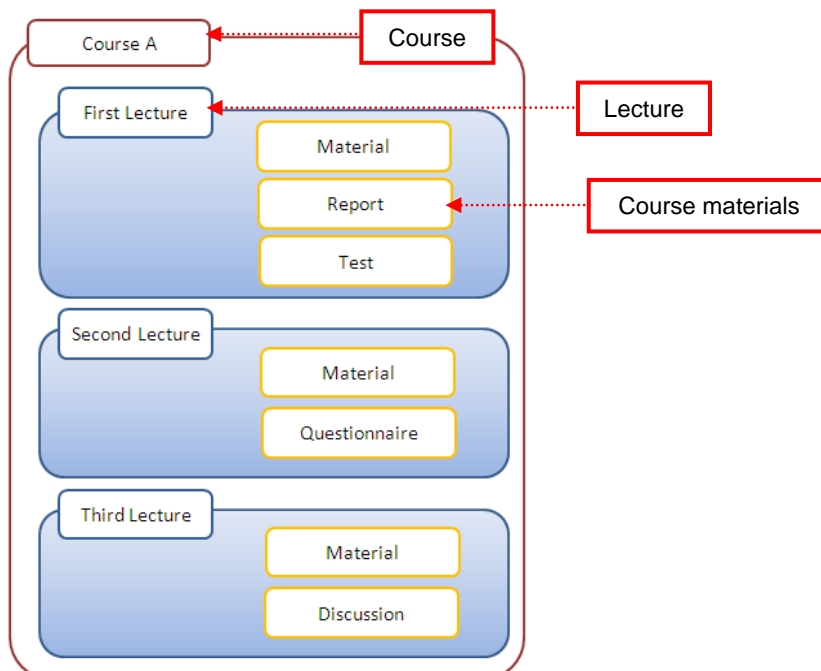
CoursePower has prepared the following roles, and users are given the pertinent roles. A person may be given multiple roles.

- Administrator: An administrator performs CoursePower management tasks.
- Teaching staff: Teaching staff, including the teaching staff in charge of a course, present course materials to students and carry out evaluations. The administrator registers the teaching staff in charge.  
Note: One teaching staff in charge can register another teaching staff in charge, depending on the system settings.
- Student: A student can take courses. The administrator or teaching staff register a student as a course taker.  
Note: In some cases, only the administrator registers students as course takers.
- TA (Teaching Assistant): A TA uses limited teaching staff functions and performs secondary tasks.  
Note: The available functions depend on the settings by the administrator.  
Note: The names and number of TAs vary depending on the administrator's settings.

### 1. 4. 2 Components of a Course

- Course: Unit that is made up of a series of weekly lectures  
Note: The course may be referred to differently, such as "subject" or "subject to be studied," depending on the college or university.
- Lecture: One of the lectures that are given weekly
- Course taker: Student who takes the course
- Teaching staff in charge: Teaching staff member who is in charge of the course
- Course materials: Course materials registered by the teaching staff in charge for use in the course  
Note: There are seven types: materials, reports, tests, questionnaires, discussions, learning materials, and offline course materials.

CoursePower can place course materials in folders named lecture. Thus, students can learn with an understanding of the association between the course materials and each lecture.



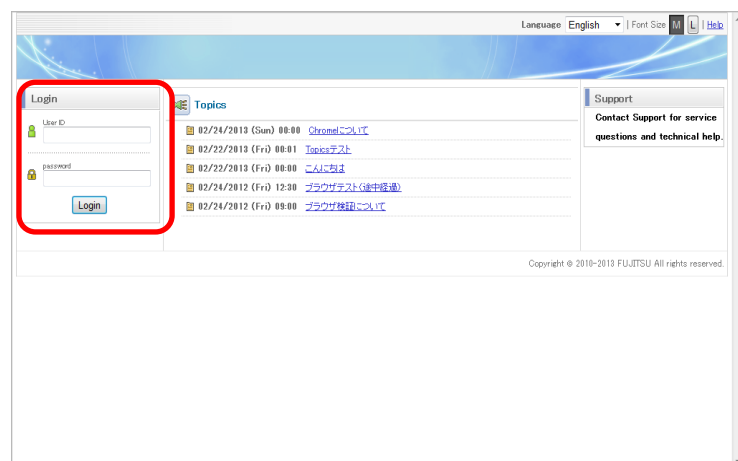
## 1.5 Basic Operations

### 1.5.1 Login and Logout

This section describes the procedure for logging in to CoursePower.

Note: Contact your administrator about the URL address of the login screen.

Note: If you log in to the system using single sign-on (SSO) via an internal system, such as a college/university portal site, the system skips operation 1 and displays the screen of 2. Furthermore, after you click the [Logout] button, the CoursePower [Login] screen does not appear but instead the window closes.



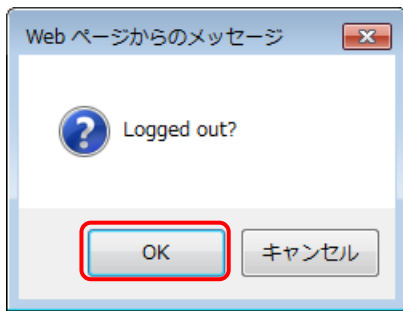
1. Enter your user ID in [User ID] and password in [Password] on the left of the [Login] screen, and click the [Login] button.



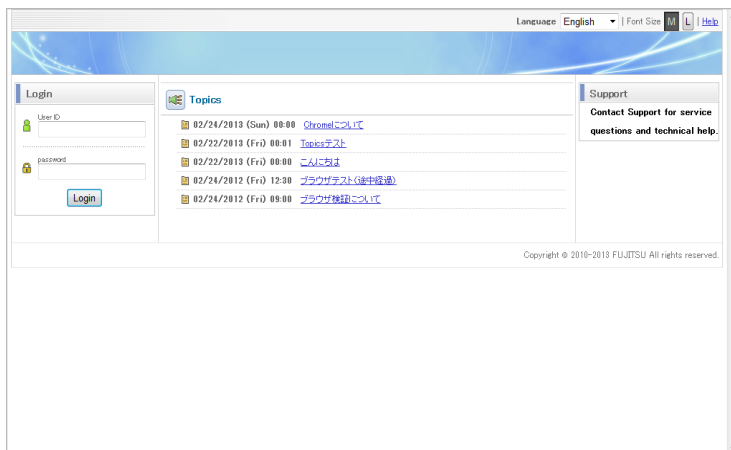
2. The [HOME] screen appears.



3. To log out, click the [Logout] button at the top right of the screen.



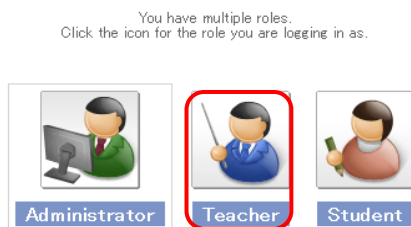
4. A confirmation dialog box appears.  
Click the [OK] button.



5. The [Login] screen appears.
- \* Be sure to log out when you have finished operations with CoursePower.

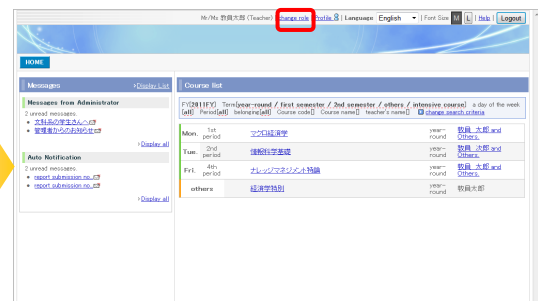
## Tip

After a user with multiple roles logs in, the screen for selecting a role appears.



You have three roles: [Administrator], [Teacher], and [Student].  
Click [Teacher].

If you want to change the role, click [Change Role] at the top of the screen, and you can then change to another role without logging out.



The [HOME] screen appears for you to perform operations as Teacher.

## 1. 5. 2 [HOME] Screen

After you log in to the system, the [HOME] screen appears, displaying links to various functions and information available to the selected role. The screen for Teacher displays [Messages] on the left and [Course List] on the right.

Mr/Ms 教員太郎 (Teacher) | [change role](#) | [Profile](#) | Language English | Font Size M L | [Help](#) | [Logout](#)

**HOME**

**Messages** >Display List

**Messages from Administrator**

2 unread messages.

- 文科系の学生さんへ
- 管理者からのお知らせ

>Display all

**Auto Notification**

2 unread messages.

- report submission no.
- report submission no.

>Display all

**Course list**

FY[2011FY] Term[year-round / first semester / others / intensive course] a day of the week[all] Period[all] belonging[all] Course code Course name teacher's name [change search criteria](#)

Day	Period	Course Name	Teaching Staff
Mon.	1st period	マクロ経済学	教員 太郎 and Others
Tue.	2nd period	情報科学基礎	教員 次郎 and Others
Fri.	4th period	ナレッジマネジメント特論	教員 太郎 and Others
others		経済学特別	教員太郎

**Tip**

Course [HOME]: Screen used for course administration by teaching staff. Here, you can register course materials, evaluate students, and do various other things related to course administration.

- Messages: You can check the messages sent to you as teaching staff. (For details, see "Chapter 10.")
- Course List: The list displays the courses for which you are registered as the teaching staff in charge.

### Tip

Course [HOME]: Screen used for course administration by teaching staff. Here, you can register course materials, evaluate students, and do various other things related to course administration.

Mr/Ms 教員太郎 (Teacher) | [change role](#) | [Profile](#) | Language English | Font Size M L | [Help](#) | [Logout](#)

**HOME** > マクロ経済学

**Course**

- Course
- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

**Communication**

- Message Board
- Edit Message Board

**FAQ**

- FAQ

**Message Transmission**

- Message Transmission

**Course List**

Open all Close all

Course Name	Status	Actions
共通教材		[delete] [Edit] 1
第1回 開放経済の対外経済取引		[delete] [Edit] 2
第2回 国内総生産(GDP)		[delete] [Edit] 4
第3回 消費とは		[delete] [Edit] 5
第4回 消費者物価指数		[delete] [Edit] 6
第5回 貯蓄とは		[delete] [Edit] 7
第6回 インフレーションの影響の補正		[delete] [Edit] 8
第7回 企業投資とは		[delete] [Edit] 9
第8回 費用便益分析の基礎		[delete] [Edit] 10
第9回 経済成長と公共政策		[delete] [Edit] 11
第10回 金融システムについて		[delete] [Edit] 12
第11回 労働市場について		[delete] [Edit] 13
第12回 経済変動について		[delete] [Edit] 14



### 1.5.3 Common Functions

This section describes functions common to all screens.

The screenshot shows a web application interface with the following elements highlighted by red boxes and callouts:

- Name (Role):** Points to the user information "Mr/Ms 教員太郎 (Teacher)".
- Change Role:** Points to the "change role" link.
- Profile:** Points to the "Profile" link.
- Language:** Points to the "Language" dropdown menu.
- Font Size:** Points to the "Font Size" dropdown menu.
- Help:** Points to the "Help" link.
- Breadcrumbs:** Points to the navigation path "HOME > マクロ経済学 > Class status".
- Menu:** Points to the left-hand navigation menu.
- Number of Items Displayed:** Points to the pagination controls showing "21 out of 1-10 items displayed" and a dropdown for "10 items displayed".

The main content area displays a table of class materials with columns: Class, attendance rate, material name, disclosure status, and evaluation status.

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	事前アンケート	Close	-
		授業評価アンケート	Preparing	-
第1回 開放経済の対外経済取引	88%	配布資料	Open	-
		理解度チェックテスト	Close	-
第2回 国内総生産(GDP)	-	市販テスト教材	Open	-
		課題レポート	Close	0/4 evaluation (0)
第3回 消費とは	-	授業評価アンケート	Close	-
		現在の為替レートに対する考察	Close	0/4 evaluation (2)
		participation in discussion		
第4回 消費者物価指数	-	ケースで学ぶ戦略マーケティングコース	Open	-
第5回 貯蓄とは	-	マーケティング外部教材	Open	1/4 evaluation (3)

- Name (Role): Displays the name and role of the login user.
- Change Role: Changes roles. Select it to change to another role.  
The button appears only for users with multiple roles.
- Profile: Allows you to set your personal information. (For details, see "11. 1 [Profile].")
- Language: Allows you to switch to another language (Japanese/English).
- Font Size: Allows you to change the display font size (Medium/Large).
- Help: Displays the online help for the displayed screen.
- Breadcrumbs: Represents the location of the displayed screen.
- Menu: Displays the available functions. Click a menu item to display the content for that selected item on the right of the screen.
- Number of Items Displayed: Allows you to switch to another list page.  
You can change the number of items displayed per page from the pull-down list.

## Tip 1

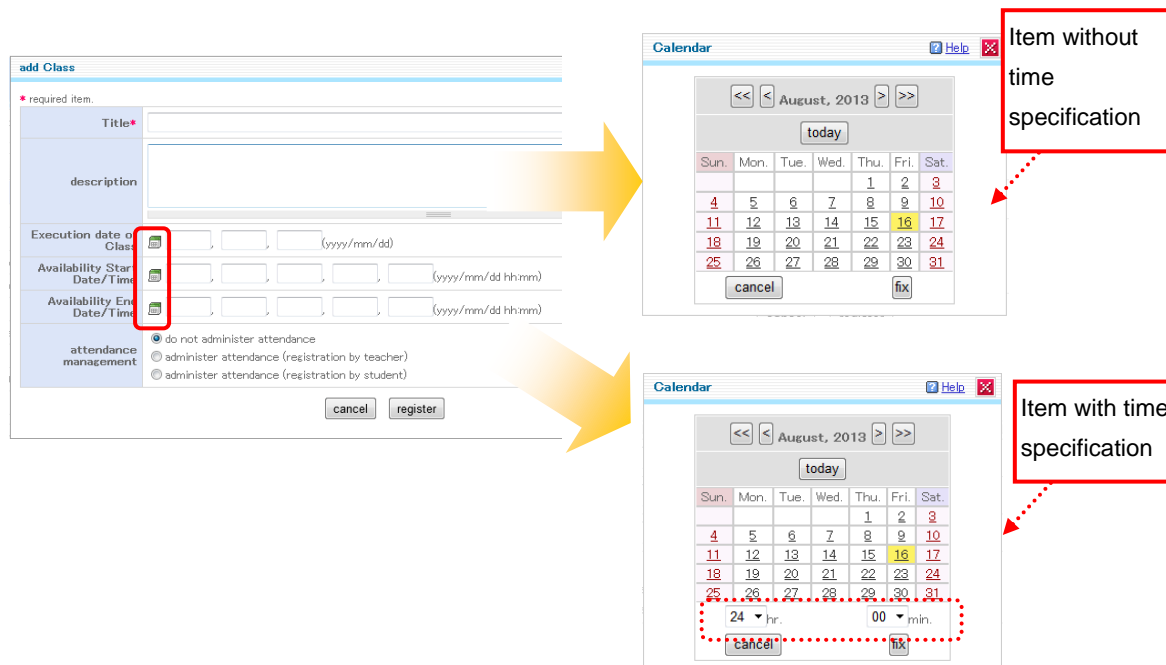
### [Calendar icon]

The calendar icon is placed at the items where a date is input.

Clicking the icon displays a calendar, where you can specify a date.

For items with time specification, you can specify the date and time together.

Note: The default time values are 00:00 (hh:mm) for the start time and 24:00 (hh:mm) for the end time.

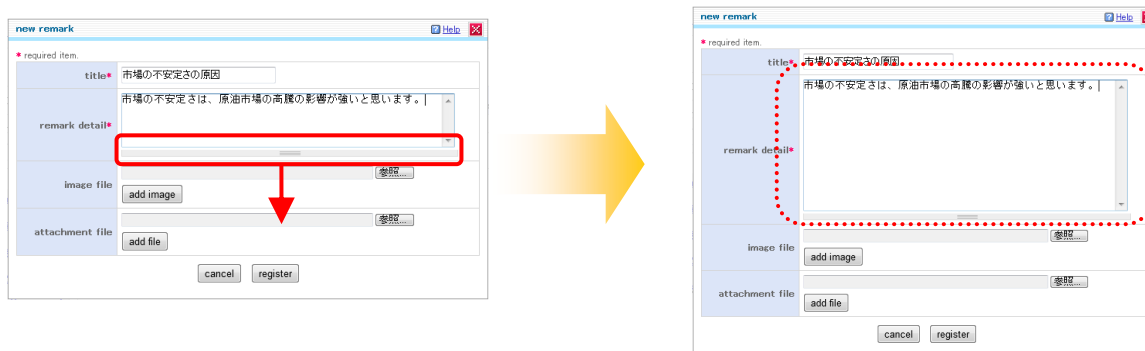


## Tip 2

### [To expand a text field]

As shown in the following screenshots, there is a bar under a text field.

You can drag the center of the bar (the part in dark gray) to expand the text field.



## Chapter 2 Preparation for Course Publication

Preparation for publishing a course requires the settings described below.

- Syllabus: Register a course syllabus.
- Registration of course takers: Register the students taking the course. Also, you can divide the course takers into groups as needed.
- Course settings: Register the teaching staff in charge, and select the functions to use. After that, publish the course.

### 2.1 Syllabus

Register a course syllabus.

Mr/Ms 教員太郎 (Teacher) | [change role](#) | [Profile 8](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > マクロ経済学 > Syllabus Student VIEW

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus**
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

Course info

Course code: tutorial01

Course name: マクロ経済学

FY: 2011

Term: year-round

day/period: Mon.1

teacher: 教員 太郎 / 教員 次郎 / 教員 太郎

start editing

Course goal

method of test evaluation

textbook

1. Click [Syllabus] on the course [HOME] menu.  
The [Syllabus] screen appears.  
Click the [Start Editing] button.

\* The items that can be edited in the syllabus vary depending on the administrator's settings.

Mr/Ms 教員太郎 (Teacher) | [change role](#) | [Profile 8](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > マクロ経済学 > Syllabus Student VIEW

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus**
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

Course info

Course code: tutorial01

Course name: マクロ経済学

FY: 2011

Term: year-round

day/period: Mon.1

teacher: 教員 太郎 / 教員 次郎 / 教員 太郎

Course goal

国際金融の主要問題である外国為替レートと国際収支の決定の問題について理解ができる

method of test evaluation

定期試験: 60%  
小テスト: 20%  
出席: 20%

textbook

サルでもわかる経済学の基礎

cancel register

2. The [Edit Syllabus] screen appears.  
Make entries at your discretion, and click the [Register] button.

W/My 教員本部 (Teacher) | [change role](#) | [Profile 8](#) | Language: English | Font Size: | [Help](#) | [Logout](#)

HOME > マクロ経済学 > Syllabus Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

**Syllabus**

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

**Course info**

Course code: tutorial01

Course name: マクロ経済学

FY: 2011

Term: year-round

day/period: Mon.1

teacher: 教員 太郎 / 教員 次郎 / 教員 三郎

[start editing](#)

**Course goal**

国際金融の主要問題である外国為替レートと国際収支の決定の関連について理解ができる

**method of test evaluation**

定期試験: 80%

小テスト: 20%

出席: 20%

**textbook**

サルでもわかる経済学の基礎

3. The [Syllabus] screen appears.

## Tip

Teaching staff cannot change the contents of a syllabus at an external syllabus URL set by the administrator.  
If an external syllabus URL is set, the screen that appears for Teacher or Student is as shown below.

Screen for Teacher

W/My 教員本部 (Teacher) | [change role](#) | [Profile 8](#) | Language: English | Font Size: | [Help](#) | [Logout](#)

HOME > オープンマクロ経済学 > Syllabus Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

**Syllabus**

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

**Course info**

Course code: 1202

Course name: オープンマクロ経済学

FY: 2012

Term: year-round

day/period: Wed.4

teacher: 教員 太郎 / 教員 次郎 / 教員 三郎

[refer to external Syllabus](#)

Screen for Student

W/My 受講者 (Student) | [Profile 8](#) | Language: English | Font Size: | [Help](#) | [Logout](#)

HOME > オープンマクロ経済学 > Syllabus

Course

Course Contents

Grades Reference

**Syllabus**

Communication

Message Board

FAQ

Q&A

**Course info**

Course code: 1202

Course name: オープンマクロ経済学

FY: 2012

Term: year-round

day/period: Wed.4

teacher: 教員 太郎 / 教員 次郎

[refer to external Syllabus](#)

Syllabus	
Course name	Open macroeconomics
Course	xxxxxxxxxxxxxxxxxxxxxxxxxxxx
description	
ooooo	xxxxxxxxxxxxxxxxxxxxxxxxxxxx
:	:

Another window appears with the [Syllabus] screen.

## 2.2 Registration of Course Takers

Register the students taking a course and groups of these course takers as described below.

### 2.2.1 Registering Course Takers

Register course takers as described below.

Teaching staff may not be able to add course takers, depending on the administrator's settings.

The screenshot shows the 'Administer Students' interface. On the left is a navigation menu with options like 'Course', 'Edit Course', 'Class Status', 'Manage Attendance', 'Final Grade', 'Manage Students', 'Syllabus', 'Set Course', 'Academic Attribute Chart', 'Usage Statistic', 'Check Log', 'Communication', 'Message Board', 'Edit Message Board', 'Edit FAQ', 'Q&A', and 'Message Transmission'. The main area has a 'list of course takers' section with a search bar and a red box around the 'add course taker' button. Below the search bar, it says '1 course taker not registered.'

1. Click [Manage Students] on the course [HOME] menu.  
The [List of Course Takers] screen appears.  
Click the [Add Course Taker] button.

The screenshot shows the 'select user' screen. It has a form with fields for 'student ID/staff ID', 'name', 'user type', 'belonging', and 'individual group'. Below the form are 'cancel', 'clear', and 'Search' buttons. The 'Search' button is highlighted with a red box.

2. The [Select User] screen appears.  
Enter the search criteria, and click the [Search] button.

The screenshot shows the search results screen. It displays a table with columns: 'user type', 'student ID/staff ID', 'name', and 'belonging'. The table lists 10 course takers, each with a checkbox in the first column. A red box highlights the first column and the 'select' button at the bottom. The 'select' button is highlighted with a red box.

	user type	student ID/staff ID	name	belonging
<input checked="" type="checkbox"/>	course taker	st001	受講者 1	経営学科
<input checked="" type="checkbox"/>	course taker	st002	受講者 2	経営学科
<input checked="" type="checkbox"/>	course taker	st003	受講者 3	経営学科
<input checked="" type="checkbox"/>	course taker	st004	受講者 4	経営学科
<input checked="" type="checkbox"/>	course taker	st005	受講者 5	経営学科
<input checked="" type="checkbox"/>	course taker	st006	受講者 6	経営学科
<input checked="" type="checkbox"/>	course taker	st007	受講者 7	経営学科
<input checked="" type="checkbox"/>	course taker	st008	受講者 8	経営学科
<input checked="" type="checkbox"/>	course taker	st009	受講者 9	経営学科
<input checked="" type="checkbox"/>	course taker	st010	受講者 10	経営学科

3. The search results appear.  
Select the course takers to register, and click the [Select] button.

My/Me 教員 大田 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: [M](#) | [Help](#) | [Logout](#)

HOME > オンラインシステム > Administer Students (list of students) Student VIEW

list of course takers course taker's group

[batch download](#) [batch upload](#) [add course taker](#)

name  [Search](#)

**Registration of course taker completed.**

[delete](#) [official](#) [temp. registration](#) 18 out of 18 items displayed 1 50 items displayed

<input type="checkbox"/>	classification	status	student ID/staff ID	name	lessoning	date updated
<input type="checkbox"/>	official		st001	受講者 1	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:03
<input type="checkbox"/>	official		st002	受講者 2	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st003	受講者 3	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st004	受講者 4	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st005	受講者 5	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st006	受講者 6	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st007	受講者 7	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st008	受講者 8	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st009	受講者 9	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04
<input type="checkbox"/>	official		st010	受講者 10	<a href="#">受講資料</a>	08/16/2013 (Fri) 10:04

[delete](#) [official](#) [temp. registration](#) 18 out of 18 items displayed 1 50 items displayed

4. A message appears in the upper part of the screen when the registration is completed.

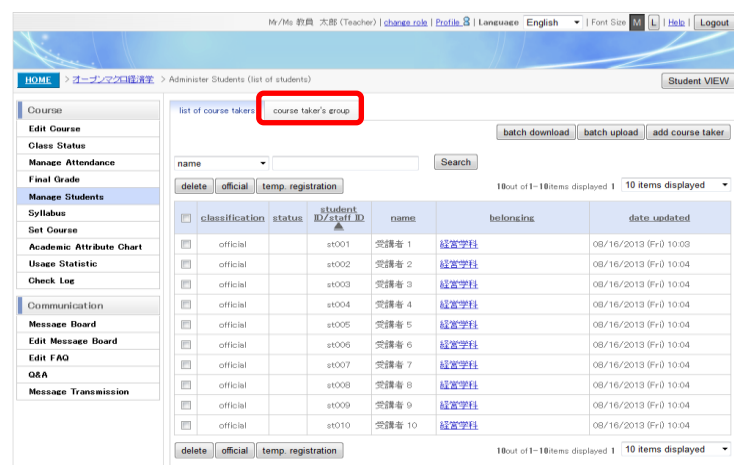
## TIP

- [Batch Upload] button: You can batch register course takers' data in CSV format.
- [Batch Download] button: You can download registered course takers' data in CSV format.

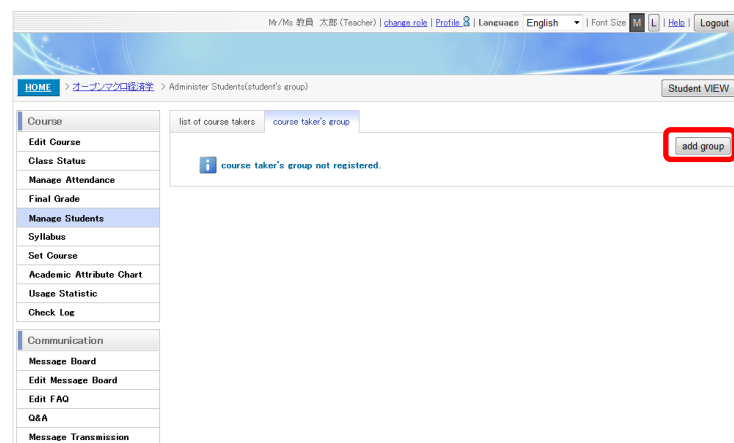
## 2.2.2 Registering a Group of Course Takers

Register a group of course takers as described below.

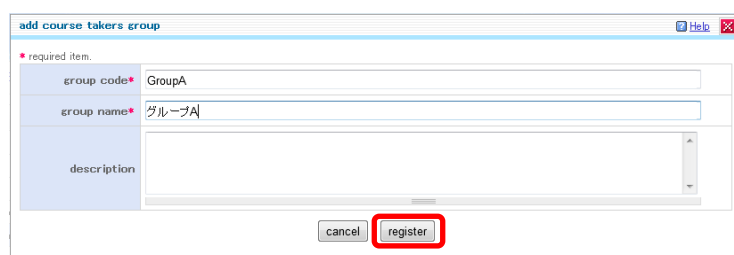
By creating a group of course takers, you can present course materials and a message board targeted at this group. You can also send messages targeted at the group and reuse the group as an evaluation group for reports.



1. Select the [Course Taker's Group] tab.



2. The [Course Taker's Group] screen appears. Click the [Add Group] button.



3. The [Add Course Takers Group] screen appears. Make entries at your discretion, and click the [Register] button.

list of course takers: **course taker's group** add group

delete 1 out of 1-Items displayed 1 10 items displayed

<input type="checkbox"/>	group code	group name	no. of people	date updated	description	member list
<input type="checkbox"/>	GroupA	グループA	0	08/16/2013 (Fri) 10:09		<span>edit</span>

delete 1 out of 1-Items displayed 1 10 items displayed

4. The [Course Takers Group] screen appears. To register members of the group, click the [Edit] button.

list of course takers: **course taker's group** add member

group code	group name	date updated
GroupA	グループA	08/16/2013 (Fri) 10:09

member not registered. back

5. The [Belonging User List] screen appears. Click the [Add Member] button.

select course taker Help X

name  Search

18 out of 1-10 items displayed 1 2 next 10 items displayed

<input checked="" type="checkbox"/>	classification	student ID/staff ID	name	belonging
<input checked="" type="checkbox"/>	official	st001	受講者 1	経営学科
<input checked="" type="checkbox"/>	official	st002	受講者 2	経営学科
<input checked="" type="checkbox"/>	official	st003	受講者 3	経営学科
<input checked="" type="checkbox"/>	official	st004	受講者 4	経営学科
<input checked="" type="checkbox"/>	official	st005	受講者 5	経営学科
<input checked="" type="checkbox"/>	official	st006	受講者 6	経営学科
<input checked="" type="checkbox"/>	official	st007	受講者 7	経営学科
<input checked="" type="checkbox"/>	official	st008	受講者 8	経営学科
<input checked="" type="checkbox"/>	official	st009	受講者 9	経営学科
<input checked="" type="checkbox"/>	official	st010	受講者 10	経営学科

18 out of 1-10 items displayed 1 2 next 10 items displayed

cancel select

6. The [Select Course Taker] screen appears. Select the members to register in the group, and click the [Select] button.



Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: [M](#) | [Help](#) | [Logout](#)

[HOME](#) > [オープンマインド授業](#) > [Administer Students\(student's group\)](#) > belonging user list Student VIEW

Course

**Edit Course**

Class Status

Manage Attendance

Final Grade

**Manage Students**

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

list of course takers **course taker's group**

group code	GroupA	group name	グループA	date updated	06/16/2013 (Fri) 10:30
description					

[add member](#)

[delete](#) 18 out of 1-18 items displayed | [2](#) [next](#) 10 items displayed

<input type="checkbox"/>	classification	status	student ID/staff ID ▲	name	belonging
<input type="checkbox"/>	official		st001	受講者 1	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st002	受講者 2	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st003	受講者 3	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st004	受講者 4	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st005	受講者 5	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st006	受講者 6	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st007	受講者 7	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st008	受講者 8	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st009	受講者 9	<a href="#">経営学科</a>
<input type="checkbox"/>	official		st010	受講者 10	<a href="#">経営学科</a>

[delete](#) 18 out of 1-18 items displayed | [2](#) [next](#) 10 items displayed

[back](#)

7. The [Belonging User List] screen appears.

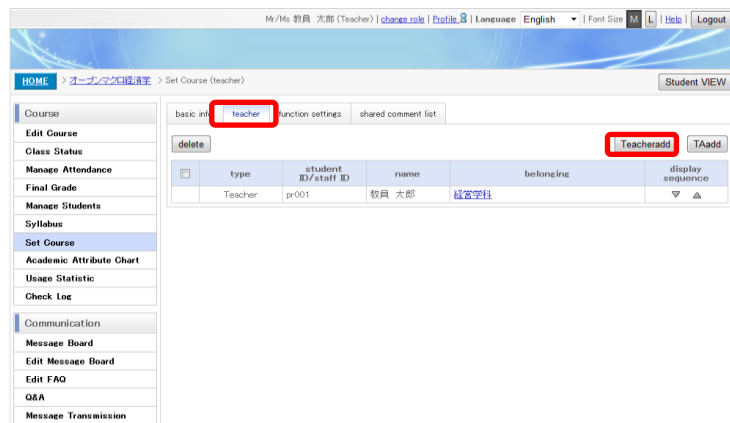
## 2. 3 Course Settings

You can manage the teaching staff in charge of a course, configure functions, and create a comment list that can be used and shared by the teaching staff in charge.

Note: For details on shared comments, see " 11. 2. 2 Registering a Shared Comment " (page 138).

### 2. 3. 1 Adding the Teaching Staff in Charge and a TA

You can add another teaching staff in charge, besides yourself, and a TA as needed.



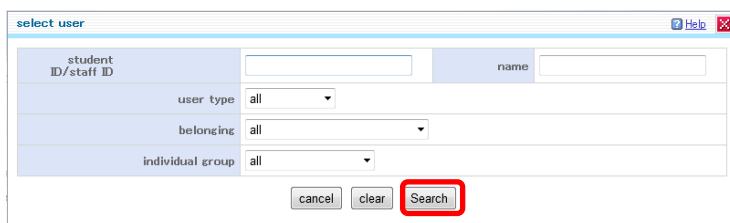
type	student ID/staff ID	name	belonging	display sequence
Teacher	pr001	教員 太郎	経営学科	▼ ▲

1. Click [Set Course] on the course [HOME] menu.

Click the [Teacher] tab.

The [Teacher] screen appears.

Click the [Teacheradd] button.



student ID/staff ID	name

user type: all  
belonging: all  
individual group: all

cancel clear Search

2. The [Select User] screen appears.  
Enter the search criteria, and click the [Search] button.

individual group all

clear Search

search result

11 out of 11 items displayed 1 2 next 10 items displayed

<input type="checkbox"/>	user type	student ID/staff ID	name	belonging
<input checked="" type="checkbox"/>	teacher	pr002	教員 花子	経営学科
<input type="checkbox"/>	teacher	pr003	教員 三郎	法学科
<input type="checkbox"/>	teacher	pr004	Mary Jones	人間表現学科
<input type="checkbox"/>	teacher	pr005	教員 五郎	法学科
<input type="checkbox"/>	teacher	pr006	教員 六郎	人間表現学科
<input type="checkbox"/>	teacher	pr007	教員 七子	人間表現学科
<input type="checkbox"/>	teacher	pr008	教員 八郎	人間表現学科
<input type="checkbox"/>	teacher	pr009	教員 九子	人間表現学科
<input type="checkbox"/>	teacher	pr010	John Smith	人間表現学科
<input type="checkbox"/>	teacher	pr011	体育 太郎	教育学科

11 out of 11 items displayed 1 2 next 10 items displayed

cancel select

- The search results appear.  
Select the teaching staff in charge to register, and click the [Select] button.

Mr/Ms 教員 太郎 (Teacher) | change role | Profile | Language: English | Font Size: M | Help | Logout

HOME > オープンマクロ授業 > Set Course (teacher) Student VIEW

Course  
Edit Course  
Class Status  
Manage Attendance  
Final Grade  
Manage Students  
Syllabus  
Set Course  
Academic Attribute Chart  
Usage Statistic  
Check Log  
Communication  
Message Board  
Edit Message Board  
Edit FAQ  
Q&A  
Message Transmission

basic info. teacher function settings shared comment list

Registration of teacher completed.

delete Teacheradd TAadd

<input type="checkbox"/>	type	student ID/staff ID	name	belonging	display sequence
<input type="checkbox"/>	Teacher	pr001	教員 太郎	経営学科	▼ ▲
<input checked="" type="checkbox"/>	Teacher	pr002	教員 花子	経営学科	▼ ▲

- The [Teacher] screen appears with the added teaching staff in charge.  
To add a TA, click the [TAadd] button.
- \* The displayed button name depends on the role name registered by the administrator.

select user Help

student ID/staff ID

name

user type all

belonging all

individual group all

cancel clear Search

- The [Select User] screen appears.  
Enter the search criteria, and click the [Search] button.

select user

student ID/staff ID:  name:

user type: all

belonging: all

individual group: all

clear Search

search result

1 out of 1 - 1 items displayed 10 items displayed

<input type="checkbox"/>	user type	student ID/staff ID	name	belonging
<input type="checkbox"/>	course taker	st019	受講者 19	経営学科

1 out of 1 - 1 items displayed 10 items displayed

cancel select

6. The search results appear.  
Select the TA to register, and click the [Select] button.

Mr/Ms 教員 太郎 (Teacher) | change role | Profile | Language: English | Font Size: 12 | Help | Logout

HOME > オープンキャンパス | Set Course (teacher) | Student VIEW

basic info | teacher | function settings | shared comment list

Registration of teacher completed.

delete Teacheradd TAadd

<input type="checkbox"/>	type	student ID/staff ID	name	belonging	display sequence
<input type="checkbox"/>	Teacher	pr001	教員 太郎	経営学科	▼ ▲
<input type="checkbox"/>	Teacher	pr002	教員 花子	経営学科	▼ ▲
<input type="checkbox"/>	TA	st019	受講者 19	経営学科	▼ ▲

7. The [Teacher] screen appears with the added TA.

## 2.3.2 Configuring Functions

Configure the functions used in a course, as described below.

The screenshot shows the 'Set Course (basic information)' screen. The 'function settings' tab is highlighted with a red box. The screen displays the following settings:

Setting	Options
Course status	<input checked="" type="radio"/> available <input type="radio"/> unavailable
temporary course registration	<input type="radio"/> permitted <input checked="" type="radio"/> prohibited
Disclosure of Attendance Information	<input checked="" type="radio"/> open <input type="radio"/> closed
disclose integrated result	<input checked="" type="radio"/> open <input type="radio"/> closed

A 'register' button is located at the bottom right of the settings area.

1. Click [Set Course] on the course [HOME] menu.

Click the [Function Settings] tab.

The screenshot shows the 'Set Course (functional setting)' screen. The 'function settings' tab is active. The entire settings area is enclosed in a red dotted box. The settings are organized into two sections:

Section	Setting	Options
Course	attendance management	<input checked="" type="radio"/> use <input type="radio"/> not use
	Final Grade	<input checked="" type="radio"/> use <input type="radio"/> not use
	Syllabus	<input checked="" type="radio"/> use <input type="radio"/> not use
	Academic Attribute Chart	<input checked="" type="radio"/> use <input type="radio"/> not use
	Usage Statistics	<input checked="" type="radio"/> use <input type="radio"/> not use
	Check Logs	<input checked="" type="radio"/> use <input type="radio"/> not use
communication	message board	<input checked="" type="radio"/> use <input type="radio"/> not use
	Q&A	<input checked="" type="radio"/> use <input type="radio"/> not use
	FAQ	<input checked="" type="radio"/> use <input type="radio"/> not use
	Send Messages	<input checked="" type="radio"/> use <input type="radio"/> not use

A 'register' button is located at the bottom right of the settings area, highlighted with a red box.

2. The [Function Settings] screen appears.  
Set the availability of each function, and click the [Register] button.

### 2. 3. 3 Registering Basic Information

Register basic course information as described below.

1. Click [Set Course] on the course [HOME] menu.

The [Basic Info.] tab appears.

Make entries at your discretion, and click the [Register] button.

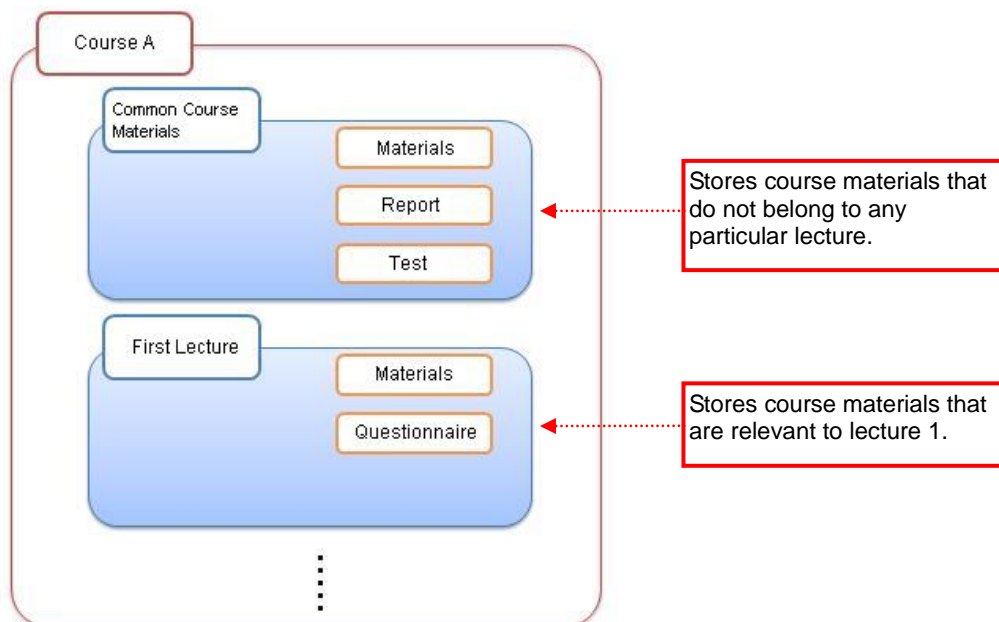
- \* If [Course Status] is [Unavailable], students cannot enter the course [HOME] screen. As soon as course preparation is completed, change the status to [Available] so that the course is available to students.

### 3.1 Components of Course Content

In CoursePower, lecture folders are created in a course, and course materials are stored in the folders.

Thus, students can learn with an understanding of the association between the course materials and each lecture.

Course materials that do not belong to any particular lecture are stored in the predefined Common Course Materials folder.



Aside from storing course materials, [Course Contents] shows the descriptions of lectures and provides a function to check attendance.

[Course Contents] as seen by students

Mr/Ms 受講者 1 (Student) | Profile 8 | Language English | Font Size M L | Help | Logout

HOME > マクロ経済学

Course

Course Contents

Grades Reference

Syllabus

Communication

Message Board

FAQ

Q&A

Display by Class | Display by Course Materials | Display by Status

open all | close all

Show Only Course Materials Within Access Period

+ 共通教材

- 第1回 マクロ経済学とは何か

Present

イントロダクション

(1)マクロ経済学とは何か?(テキスト第1章)

(2)マクロ経済学の基礎概念(テキスト第2章)

(3)開放経済・閉鎖経済(テキスト第3章)

資料教材

レポート教材

学習

アンケート

テスト

ディスカッション

オフライン教材

Preparing

Accepting

Open

Open

Closed

Editing

Closed

evaluated

available

available

available

available

not evaluated

The description of a lecture is displayed.

The displayed status of course materials is one of following five:

- Preparing
- Open
- Closed
- Editing
- Accepting (reports only)

A link is enabled only in its presentation period.

Students can apply to register their attendance only during the time slots specified by teaching staff.

## 3. 2 Registering a Lecture

The screenshot shows the 'Edit Course' interface in CoursePower. On the left is a sidebar menu with options like 'Edit Course', 'Class Status', 'Manage Attendance', etc. The main area has tabs for 'Open all', 'Close all', 'Manage Reuse', 'Manage Class', 'Reuse Course', and 'Add Class'. The 'Add Class' button is highlighted with a red rectangle. Below the tabs are buttons for '+ 共通教材' and 'Edit'.

1. Click the [Add Class] button on the [Edit Course] screen.

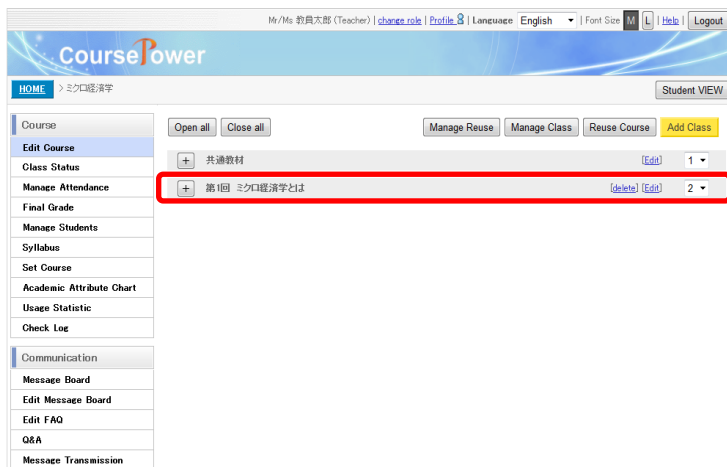
The screenshot shows the 'add Class' form. It includes fields for 'Title' (filled with '第1回 ミクロ経済学とは'), 'description' (filled with 'イントロダクション (1) ミクロ経済学の基礎概念 (2) 資源配分と市場メカニズム'), 'Execution date of Class', 'Availability Start Date/Time', and 'Availability End Date/Time'. At the bottom, there are radio buttons for 'attendance management' and a 'register' button highlighted with a red rectangle.

2. The [Add Class] screen appears.  
Make entries at your discretion, and click the [Register] button.

### About entries

- [Title]  
Enter a title. (Up to 100 characters)
- [Description]  
Enter a description of the lecture to register.  
(Up to 1,000 characters)
- [Execution Date of Class]  
Enter the date when the lecture is given.
- [Availability Start Date/Time]  
Set the lecture publication date/time.  
Note: If nothing is entered, it is published at the point when registration is completed.
- [Availability End Date/Time]  
Set the end date/time of the public availability of the lecture.  
Note: If nothing is entered, the public availability to course takers does not end.
- [Attendance Management]  
Select how to manage class attendance.  
Note: For details, see "Chapter 7 Attendance Management."





3. The [Edit Course] screen appears.

\* Your registered lecture appears at the bottom of the class list.

## Tip

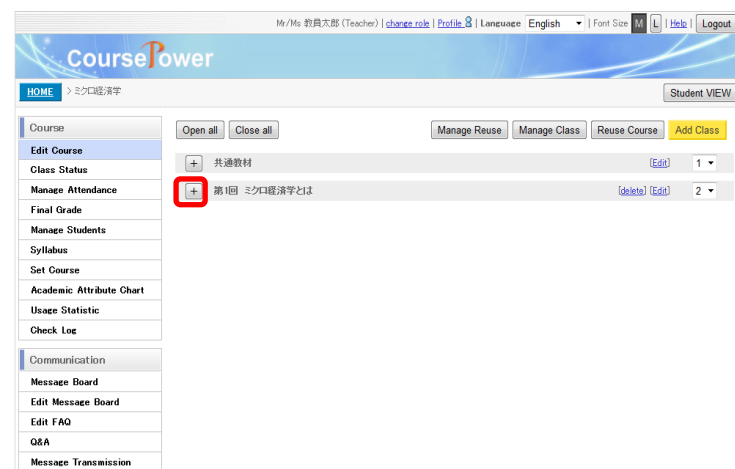
- To change the contents of a registered lecture, click [Edit].
- To delete a lecture, click [Delete].  
Note: Deleting a lecture also deletes the course materials located in the lecture folder at the same time.  
Note: [Edit] but not [Delete] can be used for the Common Course Materials folder.
- To change the position of a registered lecture, change the number at the right edge.  
Changing the number at the right edge moves the lecture to the corresponding position.  
(Moving up a lecture moves the other lectures down. Moving down a lecture moves the other lectures up.)

## 3.3 Registering Course Materials

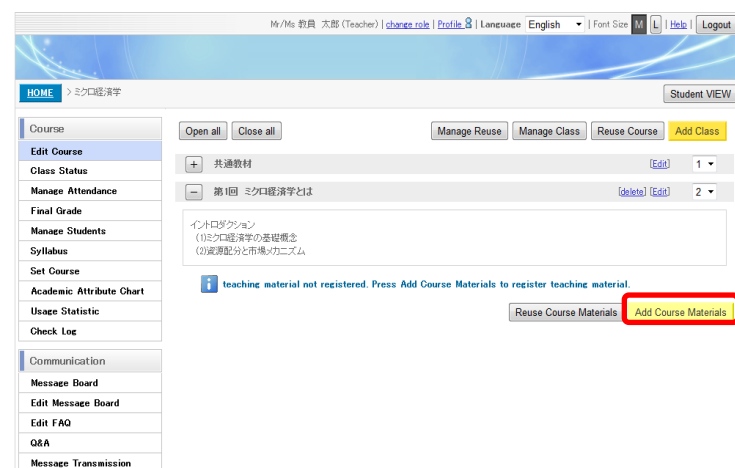
### 3.3.1 Creating reference material

In CoursePower, you can register the materials and reference information used in lectures as reference materials.

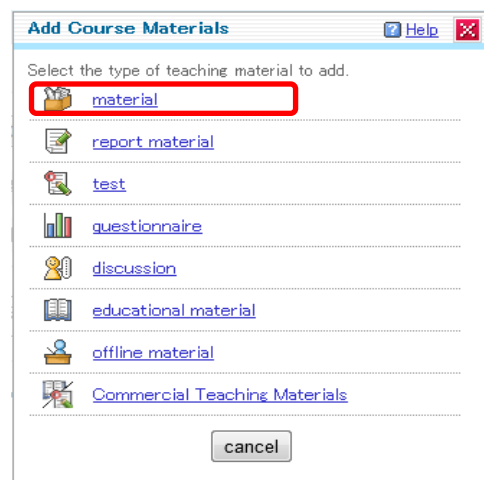
Students can download and refer to the registered materials. Students can also refer to websites, as external materials.



1. To add and register material in a lecture, click the [+ ] button on the [Edit Course] screen.



2. Click the [Add Course Materials] button.



3. Click [Material] on the [Add Course Materials] screen.

My/Ms 教員 木部 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > システム管理 > 第1回 システム管理 > material

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info. edit contents individual presentation

\* required item.

title

start date for presentation (yyyy/mm/dd H:mm)

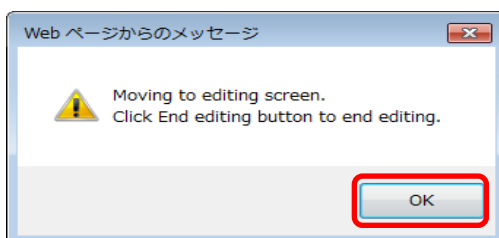
end date for presentation (yyyy/mm/dd H:mm)

cancel register

4. The [Basic Info.] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a title. (Up to 100 characters)
- [Start Date for Presentation]  
Set the materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the materials publication end date/time.  
Note: If nothing is entered, it is not made publicly available to course takers.



5. A confirmation dialog box appears.  
Click the [OK] button.

My/Ms 教員 木部 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > システム管理 > 第1回 システム管理 > 学習資料

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info. edit contents individual presentation

add file material add external material

material not registered.

cancel register

preview

6. The completion of basic information registration automatically causes a transition to the [Edit Contents] screen, and the status changes to **-editing-**.  
Click the [Add File Material] button to add file material.

My/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language English | Font Size M L | [Help](#) | [Logout](#)

HOME > システム操作 > 第1回 システム操作 > 学習資料

Course

basic info | edit contents | individual presentation

add file material | add external material

file material

file name\*  (多読)

material name

description

cancel register

- Make entries at your discretion regarding the file material, and click the [Register] button.

#### About entries

- [File Name]**  
Select the file to publish. (Up to 255 characters)  
Note: The set file cannot have any of the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr
- [Material Name]**  
Enter the material name to display on the screen. (Up to 100 characters) If omitted, the file name is registered as the material name.
- [Description]**  
Enter a description of the material. (Up to 10,000 characters)

My/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language English | Font Size M L | [Help](#) | [Logout](#)

HOME > システム操作 > 第1回 システム操作 > 学習資料

Course

basic info | edit contents | individual presentation

add file material | add external material

file material

file name\*  clear

material name 市場データ分析資料

description 第1回授業の前に内容を理解しておくこと。

cancel register

- A message appears in the upper part of the screen when the registration is completed. Click the [Add External Material] button to add external material.

- To add more file material, click the [Add File Material] button again, and repeat the same operations.

Note: The upper limit on materials that can be registered depends on the administrator's settings.

My/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language English | Font Size M L | [Help](#) | [Logout](#)

HOME > システム操作 > 第1回 システム操作 > 学習資料

Course

basic info | edit contents | individual presentation

add file material | add external material

file material

file name\*  clear

material name 市場データ分析資料

description 第1回授業の前に内容を理解しておくこと。

external material

source website\*  link option

material name 分析ツールダウンロードサイト

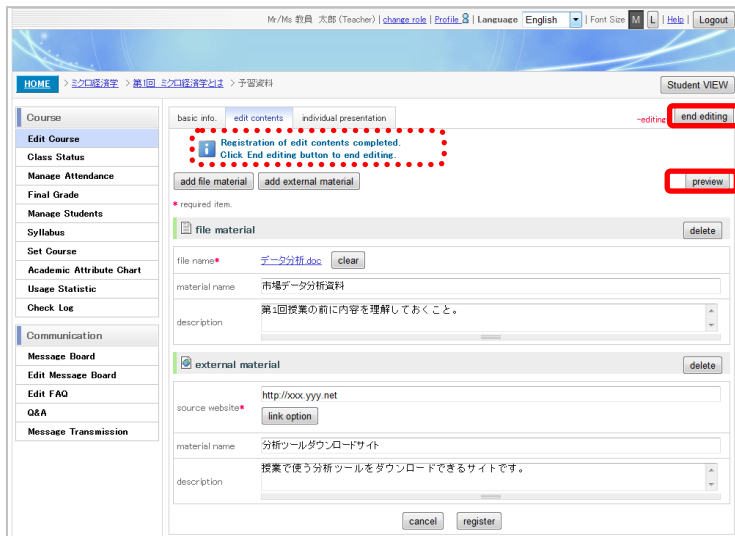
description 授業で使う分析ツールをダウンロードできるサイトです。

cancel register

- Make entries at your discretion regarding the external material, and click the [Register] button.

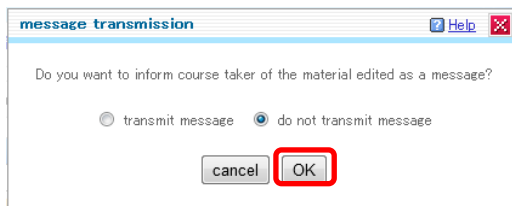
#### About entries

- [Source Website]**  
Enter the URL of the webpage displayed as the material. (Up to 255 characters)
- [Material Name]**  
Enter the material name to display on the screen. (Up to 100 characters) If omitted, the material URL is registered as the material name.
- [Description]**  
Enter a description of the material. (Up to 1,000 characters)



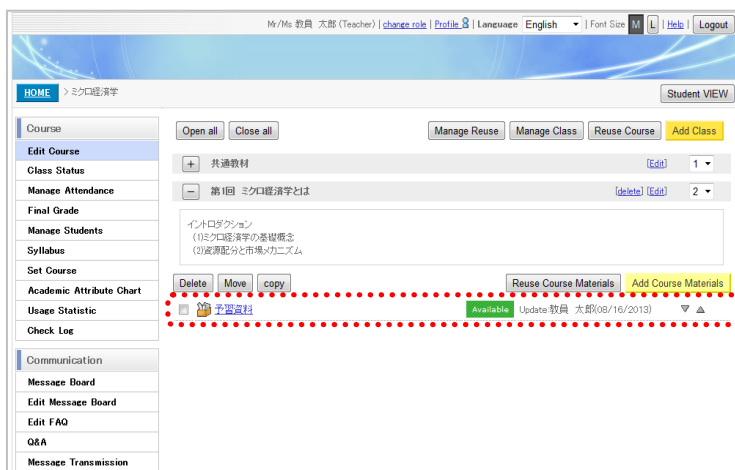
10. A message appears in the upper part of the screen when the registration is completed. To end editing of the reference material, click the [End Editing] button.

\* By clicking the [Preview] button, you can check the screen displayed for students.



11. The [Message Transmission] screen appears. Select either of the options, and click the [OK] button.

\* This setting determines whether to send a message that notifies course takers of materials editing completion.



12. The [Edit Course] screen appears.

\* Your registered reference material appears at the bottom of the registered course materials list for the selected course.

### 3.3.2 Registering Report Material

In CoursePower, you can present report materials, collect reports, and return evaluations on them. The evaluations can be subject to evaluation in the overall evaluation.

- Settings available for report materials

- Limiting the report period
- Evaluation type
  1. [Individual Evaluation]: Evaluation for each individual
  2. [Group Evaluation]: Evaluation for each group

Note: You can set either of the above.

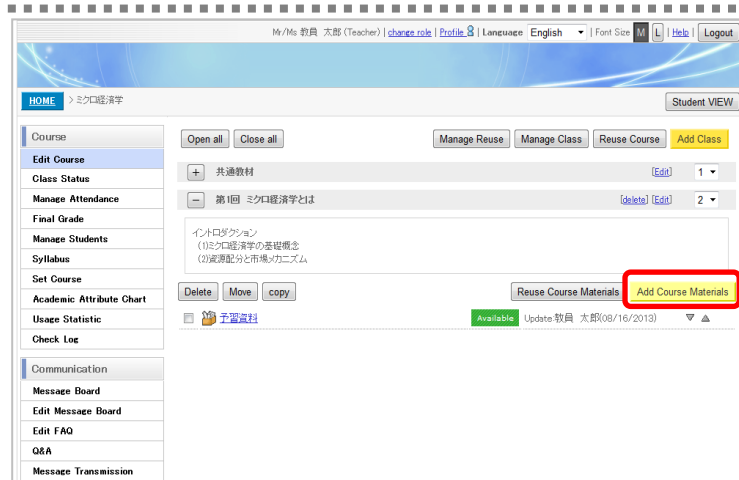
- Response format
  1. [Text Entry]: Characters are entered on a Web screen.
  2. [Submission File]: A file is attached.

Note: You can set either or both of the above.

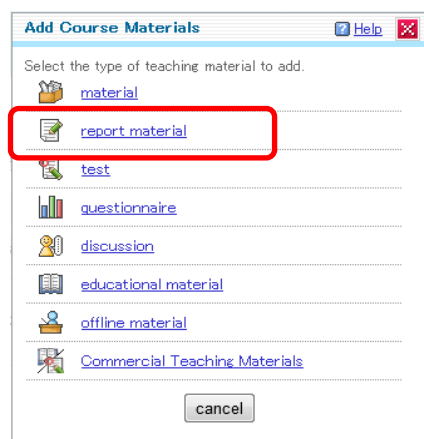
- Upper file size limit on a submitted file: Selected from the limit size list
- Whether to allow revision after submission (responses replaced before evaluation by teaching staff)
- Whether to allow submission after the due date
- Evaluation method
  1. [Score Evaluation]
  2. [Stage Evaluation (Input Mark)]
  3. [Stage Evaluation (Phase Input)]

Note: For details, see Tip 1 at the end of this section.

- Evaluation published/not published



1. Click the [Add Course Materials] button.



2. Click [Report Material] on the [Add Course Materials] screen.

Web/Mo 教員 太郎 (Teacher) | change role | Profile 8 | Language English | Font Size M | Help | Logout

HOME > システム操作 > 第1回 システム操作 > report

Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

Basic Information Contents Editing Specific Students

\* represents a mandatory field.

title 第1回授業レポート

Evaluation Type ☒ Personal Evaluation ☐ Group Evaluation

Presentation Start Date/Time

deadline

Reminder to Those Yet to Submit Report\* ☒ Send From 1 days prior ☐ Do not Send

Answering Format\* ☐ Text Entry ☐ submission file

Size Limit for submission file

revision after submission ☒ permitted to session(s) ☐ prohibited

Submission after Due Date ☒ Not Allowed ☐ Allowed  Up to

Evaluation Method ☒ score evaluation ☐ stage evaluation(input mark) ☐ stage evaluation(phase input)

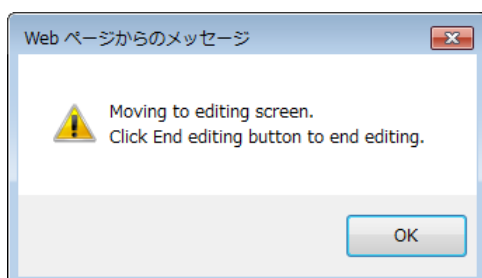
evaluation disclosure ☒ open ☐ part open/correction comment + correction file ☐ closed

cancel register

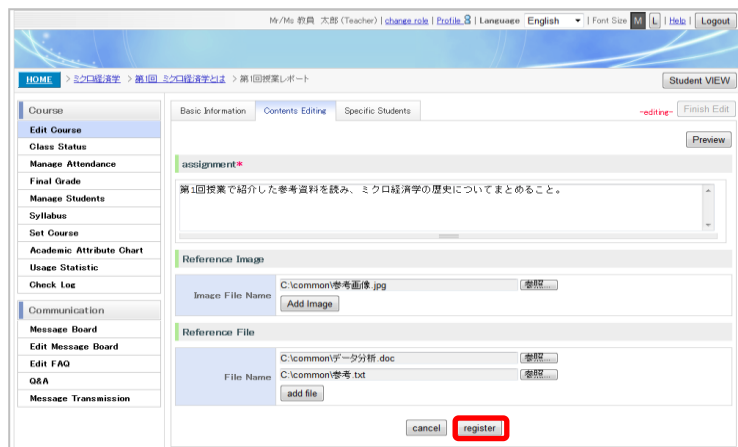
- The [Basic Info.] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]**  
Enter a title. (Up to 100 characters)
- [Evaluation Type]**  
Select evaluation by individual or by group.  
For the procedure when group evaluation is selected, see Tip 2.
- [Presentation Start Date/Time]**  
Set the materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [Deadline]**  
Enter a deadline for the reports.  
Note: If a date is entered, it is included in the subjects to evaluate for the final grade.
- [Reminder to Those Yet to Submit Report]**  
Select whether to send a message notifying those who have not submitted a report. By selecting [Send], you can set how many days before the deadline to send the message.
- [Answering Format]**  
Select the report response format.  
  - > [Text Entry]: Characters entered on screen
  - > [Submission File]: File attached
- [Size Limit for Submission File]**  
Select whether to limit the total size of the submitted file.
- [Revision after Submission]**  
Select whether to allow revision after submission.  
By selecting [Permitted], you can also set the number of revision times.
- [Submission after Due Date]**  
Select whether to allow submission after the due date.
- [Evaluation Method]**  
Select an evaluation method.
- [Evaluation Disclosure]**  
Select whether to make the evaluation results publicly available to the students.
- [Share submission results]**  
Select whether to allow students to share submission results.



- A confirmation dialog box appears.  
Click the [OK] button.

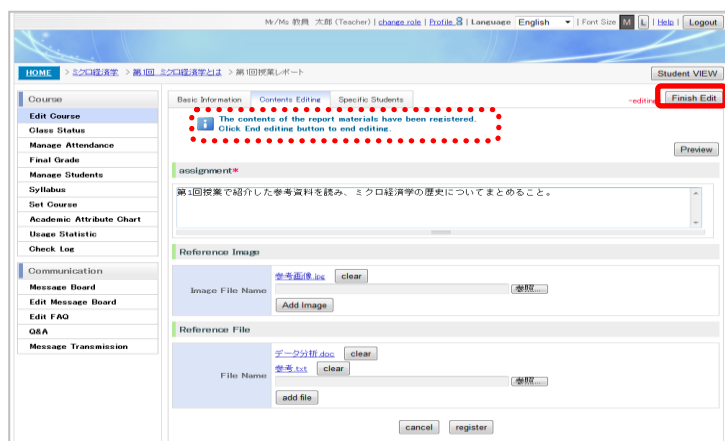


5. The [Contents Editing] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

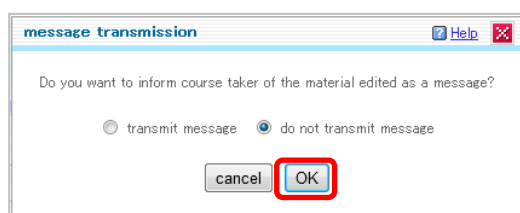
- [Assignment]  
Enter a description of the report assignment.  
(Up to 10,000 characters)
- [Reference Image]  
You can set an image to display with the assignment description.  
Note: The set file can have any of the following extensions:  
jpg, jpeg, gif, png, bmp
- [Reference File]  
You can set a reference file to display with the assignment description.  
Note: The set file can have any of the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr

- \* You can add another reference file by clicking the [Add File] button.  
Note: The maximum possible number and size of added files depends on the administrator's settings.



6. A message appears in the upper part of the screen when the registration is completed.  
To end editing of the report material, click the [Finish Edit] button.

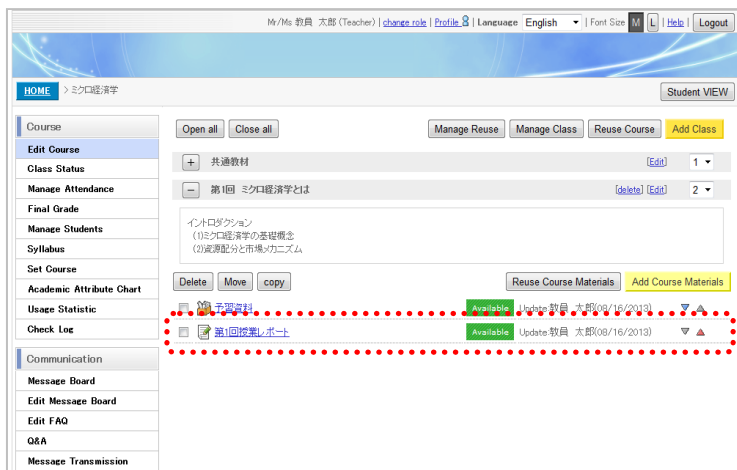
- \* By clicking the [Preview] button, you can check the screen displayed for students.



7. The [Message Transmission] screen appears.  
Select either of the options, and click the [OK] button.

- \* This setting determines whether to send a message that notifies course takers of materials editing completion.





8. The [Edit Course] screen appears.  
Your registered report material appears at the bottom of the registered course materials list for the selected course.

## Tip 1

### [Report evaluation methods]

The methods for report evaluation have three patterns and vary in how the evaluation is entered.

- [Score Evaluation]: Enter an evaluation with a score. Students are notified of their scores.
- [Stage Evaluation (Input Mark)]: Enter an evaluation with a score. Students are notified of their graded evaluation values converted from their scores.
- [Stage Evaluation (Phase Input)]: Enter an evaluation with a graded evaluation value. Students are notified of their graded evaluation values.  
The scores corresponding to graded evaluation values need to be set for each report.  
(These scores are used as the scores for calculating the evaluation points for the final grade.)

#### [Stage Evaluation (Input Mark)]

stagesetting	4
stageevaluation value	score range
A	80 points or more
B	60 points or more less than 80points
C	40 points or more less than 60points
D	less than 40points

The evaluation value is automatically converted from an entered score.

Enter scores when marking reports.

#### [Stage Evaluation (Phase Input)]

stagesetting	5
stageevaluation value	score
A	100 points
B	80 points
C	60 points
D	40 points
F	0 points

Select stages (grades) when marking reports.

The score is automatically converted from a graded evaluation value.

## Tip 2

### [Report evaluation types]

You can create a group for evaluation by selecting [Group Evaluation] in [Evaluation Type] to change the [Specific Students] tab to the [Evaluation Group] tab.

1. Select [Group Evaluation] in [Evaluation Type], and click the [Register] button at the bottom of the screen.

2. The [Specific Students] tab changes to the [Evaluation Group] tab.

### ● Creating an evaluation group from a course taker group

You can create an evaluation group from an already created course taker group.

1. Click the [Select Student Group] button.

<input checked="" type="checkbox"/>	GROUP CODE	Group Name	No. of Students	date updated	description
<input checked="" type="checkbox"/>	GroupA	グループA	20	03/07/2013 (Thu) 14:13	

2. A registered student group list appears. To use a course taker group as an evaluation group, check its check box, and click the [Select] button.

<input checked="" type="checkbox"/>	GROUP CODE	Group Name	No. of Students	date updated	description	Member List
<input checked="" type="checkbox"/>	GroupA	グループA	20	08/16/2013 (Fri) 13:26		

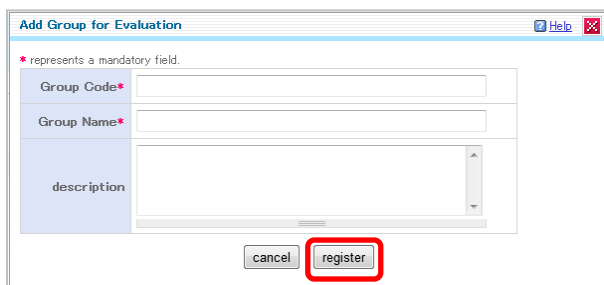
3. The selected course taker group is added to the evaluation group list.

(Continued)

- Creating a new evaluation group



1. Click the [Add New Group for Evaluation] button.



2. The [Add Group for Evaluation] screen appears. Enter the necessary information, and click the [Register] button.

#### About entries

- [Group Code]  
Enter a group code. (Up to 16 characters)
- [Group Name]  
Enter a group name. (Up to 30 characters)
- [Description]  
Enter a description of the evaluation group.  
(Up to 1,000 characters)



3. The evaluation group is added. Click the [Edit] button in the [Member List] column to edit its members.

\* The editing method is the same as the procedure for editing a course taker group (page 13).

### 3.3.3 Registering a Test

In CoursePower, you can create an automatic-scoring type of test.

You can set detailed conditions including a time limit and whether the results are reported. Also, after the test is taken, give a review with prepared explanations of the answers.

As for the test question format, you can create not only the "simple type" of questions with one answer per problem but also the "combined type" of questions with multiple problems in a common statement on the problems. CoursePower also supports random questions.

The test results can be subject to evaluation in the overall evaluation.

- Settings available for tests

- Limiting the test period
- Setting a time limit
- Setting a passing rate to judge pass/fail
- The notification methods for score results has the following five patterns:
  1. Points + score results + comments + correct answers
  2. Points + score results + comments
  3. Points + score results
  4. Points
  5. No notification
- Publication date/time of results
- Display order of choices (fixed/random)
- Numbering of choices (numbers, alphabetic letters, or no numbering)
- Whether retesting (repeating a test) is allowed and the maximum possible number of execution times
- Comments at the test start/end time

- Question format

A "simple type" of question has one answer per question.

A "combined type" of question is created with multiple simple-type questions after a common statement on the questions.

- Answer format

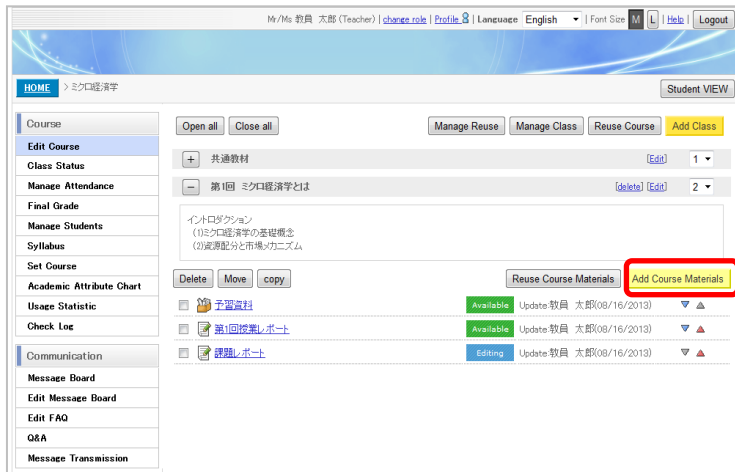
1. Single choice: Answer by selecting one answer from multiple choices.
2. Multiple choices: Answer by selecting multiple answers from multiple choices.
3. Text input: Answer by entering characters.
4. Fill in the blank (with text): Answer by entering characters in multiple blanks in a question statement.
5. Fill in the blank (with a selection): Answer by selecting from the choices for multiple blanks in a question statement.

- Random questions

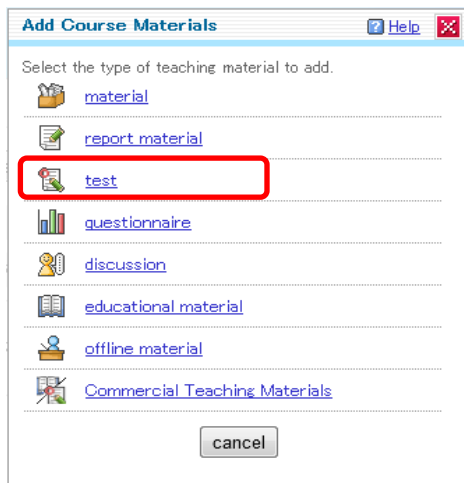
This method selects the specified number of questions randomly from registered questions for each student.

By setting a category for each question, you can specify the number of questions per category to ask each student.

.....



1. Click the [Add Course Materials] button.



2. Click [Test] on the [Add Course Materials] screen.

教師 太郎 (Teacher) | Profile | Language English | Font Size M | Help | Logout

HOME > 全工程一覧 > 特別演習 > Test Student VIEW

Course

Edit Course

Lecture Status

Manage Attendance

Final Grade

Administer Students

Syllabus

Course Settings

Academic Attribute Chart

Usage Statistic

Check Log

Basic Information Contents Editing Random Questions Specific Students

Title\* 埋船度チェックテスト

Presentation Start Date/Time Yr Mth Day Hr Min

Presentation end date/time Yr Mth Day Hr Min

Test submission deadline Do not set Set Yr Mth Day Hr Min

Time limit (Minute)

Passing score rate %

Scoring results notification Score + scoring results + explanation Score + scoring results + explanation Score + scoring results Score Do not send any messages

Results disclosure date/time Yr Mth Day Hr Min

Display order of choices Fixed display Random

Numbering of choices Numbers (1/2/3...) Uppercase alphabetic characters (A/B/C...) Lowercase alphabetic characters (a/b/c...) None

Repetition setting Do not allow test to be retaken Allow test to be retaken( Up to times)

Comment at test start テストを開始します。

Comment at test end テストを開始します。

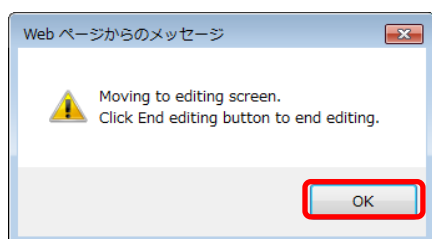
Cancel Register

### 3. The [Basic Info.] screen appears.

Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a title. (Up to 100 characters)
- [Start Date for Presentation]  
Set the course materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the course materials publication end date/time.  
Note: If nothing is entered, it is not made publicly available to course takers.  
Note: If a date is entered, it is included in the subjects to evaluate for the final grade.
- [Test Submission Deadline]  
Set the deadline for test submission.  
Note: You can make an entry only if the end date for presentation is set.
- [Time Limit]  
Set a time limit for the test. (Between 1 and 999)
- [Average Score to Pass]  
Set the passing score rate. (Between 0 and 100)
- [Notify Score Result]  
Set the results that will be seen by course takers who take the test.
- [Date of Result Disclosure]  
Set the date/time when course takers can see their test results.
- [Display Sequence of Alternatives]  
Set the display order of choices in test questions.
- [Numeric Representation of Alternatives]  
Set the numbering of choices in test questions.
- [Repeat Setting]  
Set whether students are allowed to retake the test.  
Selecting [Allow test to be retaken] enables you to set the maximum possible number of times a test can be retaken  
Note: If nothing is entered for this item, the number of times a test can be retaken is unlimited.  
Note: If there is a limit on the number of times that a test can be retaken, the number of times that students can retake it are as follows:  
The first time that a student takes a test plus the maximum possible number of times the test can be retaken by the student

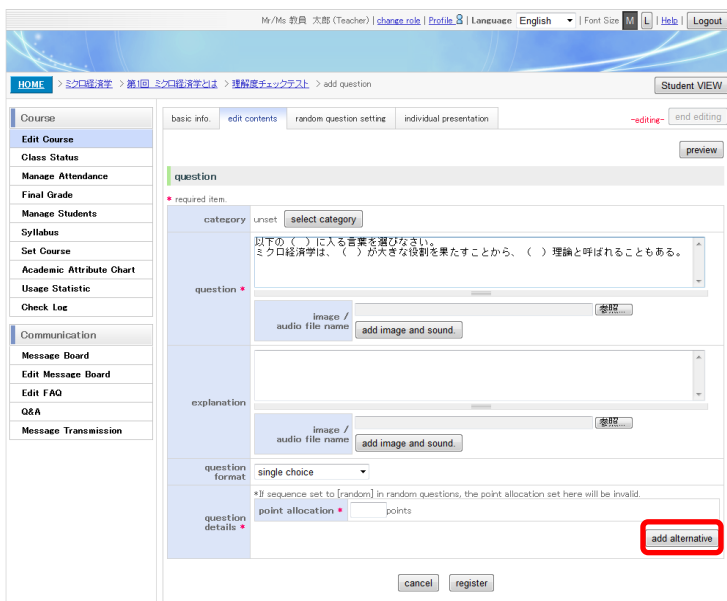


### 4. A confirmation dialog box appears.

Click the [OK] button.



5. The [Edit Contents] screen appears.  
Click the [Add Question (Single)] button.



6. The [Add Question] screen appears.  
Make entries at your discretion. Click the [Add Alternative] button to register choices as needed.

\* The display items in [Question Details] are switched depending on the selected format of [Question Format].  
This section describes an example assuming [Single Choice].

#### About entries

- [Category]  
Select a category for the question.
- [Question]  
Enter the question. (Up to 10,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the question.  
Note: The set file can have any of the following extensions:  
bmp, gif, jpeg, jpg, mp3, png, wav
- [Explanation]  
Enter an explanation of the question. (Up to 10,000 characters)
- [Image/Audio File Name]  
You set an image or audio file to play with the explanation.
- [Question Format]  
Select a question format. The display items in [Question Details] are switched depending on the selected format.
- [Point Allocation]  
Enter the points allocated to the question.  
(Between 1 and 999)

7. If you clicked the [Add Alternative] button, the [Add Alternative] screen appears. Make entries at your discretion, and click the [Register] button.

\* Add as many alternatives as needed.

#### About entries

- [Content]  
Enter a choice. (Up to 1,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the choice.
- [Explanation]  
Enter an explanation of the choice. (Up to 1,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the explanation.

8. The [Add Question] screen appears. Click the [Register] button.

\* If the format is [Single Choice], select the correct answer, and click the [Register] button.

\* To add and register another choice, repeat operations 6 to 7.

9. The [Question List] screen appears when the registration is completed. Next, let's add a combined question. Click the [Add Question (Combined)] button.



My/Me 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size M | Help | Logout

HOME > ミニク経済学 > 第1回 ミニク経済学とは > 理解度チェックテスト > add question (combined) Student VIEW

basic info. edit contents random question setting individual presentation -editing- end editing

question (combined)

\* required item.

category unset select category

question \*

image / audio file name add image and sound 参照...

explanation

image / audio file name add image and sound 参照...

cancel register

10. The [Add Question (Combined)] screen appears.

Make entries at your discretion, and click the [Register] button.

#### About entries

- [Category]  
Select a category for the question.
- [Question]  
Enter the question. (Up to 10,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the question.
- [Explanation]  
Enter an explanation of the question. (Up to 10,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the explanation.

My/Me 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size M | Help | Logout

HOME > ミニク経済学 > 第1回 ミニク経済学とは > 理解度チェックテスト > edit question (combined) Student VIEW

basic info. edit contents random question setting individual presentation -editing- end editing

Registration of completed.  
Register small questions on the lower screen.

question (combined) no.2

\* required item.

category unset select category

question \*

image / audio file name add image and sound 参照...

explanation

image / audio file name add image and sound 参照...

register question (combined) detail

list of small questions

small question not registered. Press add question to register small question.

add question

return to list of questions

11. [List of Small Questions] appears in the lower part of the screen.

To go on adding and registering small (short) questions, click the [Add Question] button.

## 12. The [Add Question] screen appears.

Make entries at your discretion. Click the [Add Alternative] button to register choices as needed.

- \* The display items in [Question Details] are switched depending on the selected format of [Question Format]. This section describes an example assuming [Single Choice].

### About entries

- [Question]  
Enter the question. (Up to 10,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the question.
- [Explanation]  
Enter an explanation of the question. (Up to 10,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the explanation.
- [Question Format]  
Select a question format. The display items in [Question Details] are switched depending on the selected format.
- [Point Allocation]  
Enter the points allocated to the question. (Between 1 and 999)

## 13. If you clicked the [Add Alternative] button, the [Add Alternative] screen appears.

Make entries at your discretion, and click the [Register] button.

- \* Add as many choices as needed.

### About entries

- [Content]  
Enter a choice. (Up to 1,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the choice.
- [Explanation]  
Enter an explanation of the choice. (Up to 1,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the explanation.

Mr/Ms 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

HOME > システム管理 > 第1回 システム管理 > 理解度チェックテスト > edit question (combined)

add question

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info | edit contents | random question setting | individual presentation

question

required item

question

image / audio file name

add image and sound

explanation

image / audio file name

add image and sound

question format

single choice

\*If sequence set to [random] in random questions, the point allocation set here will be invalid.

point allocation

10 points

question details

No.	content	correct	display sequence
1	ア:企業 イ:政府		

cancel register

14. The [Add Question] screen appears.  
Your registered choice appears in [Question Details] in the lower part of the screen.

- \* If the format is [Single Choice], select the correct answer, and click the [Register] button.
- \* To add and register another choice, repeat operations 12 to 13.

Mr/Ms 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

HOME > システム管理 > 第1回 システム管理 > 理解度チェックテスト > edit question (combined)

add question

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info | edit contents | random question setting | individual presentation

question

required item

question

image / audio file name

add image and sound

explanation

image / audio file name

add image and sound

question format

single choice

\*If sequence set to [random] in random questions, the point allocation set here will be invalid.

point allocation

10 points

question details

No.	content	correct	display sequence
1	ア:企業 イ:政府		
2	ア:企業 イ:企業		

cancel register

15. To register the contents of the question, click the [Register] button.

Mr/Ms 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

HOME > システム管理 > 第1回 システム管理 > 理解度チェックテスト > edit question (combined)

add question

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info | edit contents | random question setting | individual presentation

question (combined) no.2

category

unset

select category

question

image / audio file name

add image and sound

explanation

image / audio file name

add image and sound

register question (combined) detail

list of small questions

No.	question	point allocation	display sequence
2 - 1	空欄(ア)イ)にあてはまる語句の組み合わせ	10	
total		10	

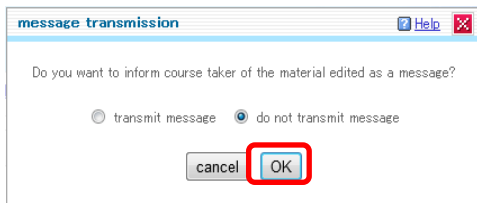
delete

add question

return to list of questions

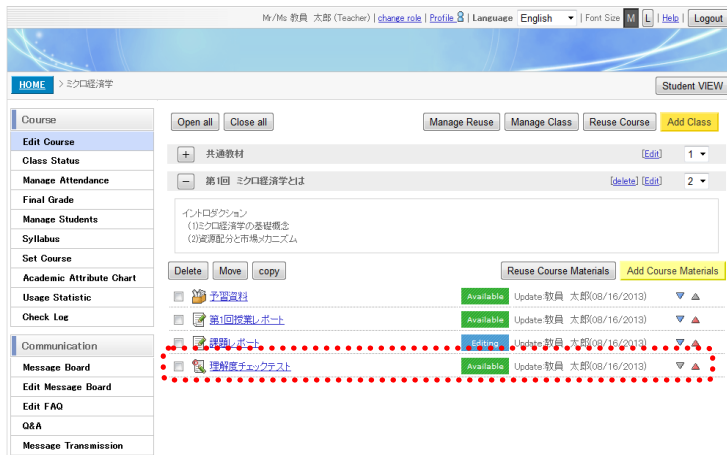
16. The [Edit Question (Combined)] screen appears when the registration is completed.  
To end registration, click the [End Editing] button.

- \* By clicking the [Preview] button, you can check the screen displayed for students.



17. The [Message Transmission] screen appears.  
Select either of the options, and click the [OK] button.

\* This setting determines whether to send a message that notifies course takers of materials editing completion.



18. The [Edit Course] screen appears.

\* Your registered test appears at the bottom of the registered course materials list for the selected course.

## Tip 1

### [Question details in each question format]

If [Question Format] is not [Single Choice] in the above procedure, make the following entries respectively in [Question Details].

No.	content	correct	display sequence
1	東京	<input checked="" type="checkbox"/>	1
2	埼玉	<input checked="" type="checkbox"/>	2
3	群馬	<input checked="" type="checkbox"/>	3
4	茨城	<input checked="" type="checkbox"/>	4
5	千葉	<input checked="" type="checkbox"/>	5

1. Select [Multi-choice] in [Question Format]. Make entries at your discretion. Click the [Add Alternative] button to register choices as needed.

#### About entries

- [Point Allocation]  
Enter the points allocated to the question.

2. The [Add Alternative] screen appears. Make entries at your discretion, and click the [Register] button.

\* Set at least two choices.

\* Set at least one correct choice.

#### About entries

- [Content]  
Enter a choice. (Up to 1,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the choice.
- [Explanation]  
Enter an explanation of the choice. (Up to 1,000 characters)
- [Image/Audio File Name]  
You can set an image or audio file to play with the explanation.

(Continued)

## [Text Input]

1. Select [Text Input] in [Question Format]. Make entries at your discretion, and click the [Register] button.

### About entries

- [Point Allocation]  
Enter the points allocated to the question.  
(Between 1 and 999)
- [Correct Patterns]  
Enter a correct pattern. (Up to 1,000 characters)
- \* Clicking the [Add Correct Patterns] button adds one input row in [Correct Patterns].
- \* With [Ignore Blanks, Case Sensitivity] checked, the comparison of students' answers and correct patterns ignores spaces and is not case-sensitive.

## [Fill in the Blank (Text)]

1. Select [Fill in the Blank (Text)] in [Question Format]. Make entries at your discretion, and click the [Add Blank] button.

### About entries

- [Point Allocation]  
Enter the points allocated to the question.  
(Between 1 and 999)
- [Set Point Allocation by Blank]  
Select to allocate the points by blank. Otherwise, the points are allocated by question.
- [Content]  
Enter the contents of the fill-in-the-blank question.  
(Up to 10,000 characters)
- \* The set fill-in-the-blank parts use the [No.] value enclosed in single-byte parentheses, like 1, 2, and so on.



2. Make entries at your discretion, and click the [Register] button.

### About entries

- [Correct Patterns]  
Enter the correct pattern for each numbered blank.  
(Up to 1,000 characters)
- \* Clicking the [Add Correct Patterns] button adds one input row in [Correct Patterns].
- \* With [Ignore Blanks, Case Sensitivity] checked, the comparison of students' answers and correct patterns ignores spaces and is not case-sensitive.
- [Point Allocation]  
Enter the points for when [Set Point Allocation by Blank] is selected. (Between 1 and 999)

(Continued)

### [Fill in the Blank (Select)]



1. Select [Fill in the Blank (Select)] in [Question Format].  
Make entries at your discretion, and click the [Add Blank] button.

- \* Click the [Add Alternative] button to add as many [Alternative] fields as the number of blanks set in [Content] for the question.

#### About entries

- [Point Allocation]  
Enter the points allocated to the question.  
(Between 1 and 999)
  - [Set Point Allocation by Blank]  
Select to allocate the points by blank.  
Otherwise, the points are allocated by question.
  - [Content]  
Enter the contents of the fill-in-the-blank question. (Up to 10,000 characters)
- \* The set fill-in-the-blank parts use the [No.] value enclosed in single-byte parentheses, like 1, 2, and so on.

2. Enter choices (and point allocations). Select the correct answer for each blank, and click the [Register] button.

- \* Set at least two choices.

#### About entries

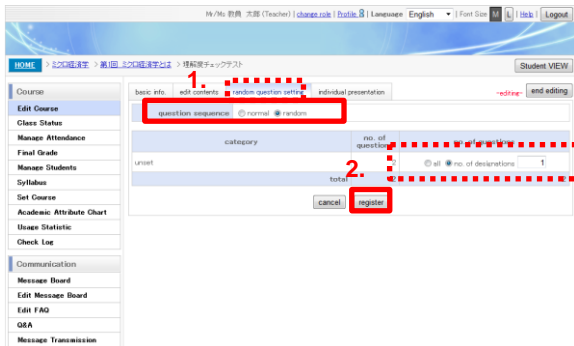
- [Alternative]  
Enter choices for each numbered blank. (Up to 1,000 characters)
- \* Clicking the [Add Alternative] button adds one input row in [Alternative].
- [Point Allocation]  
Enter the points for when [Set Point Allocation by Blank] is selected. (Between 1 and 999)

## Tip 2

### [Random questions]

By setting random questions for the students taking a test, you can ask them questions in random order.  
You can set the number of questions in each category registered in advance.

#### [Random question setting screen]



1. Select the [Random Question Setting] tab. Select [Random] in [Question Sequence].
2. Set the number of questions to ask in each category, and click the [Register] button.

### [How to set a category]

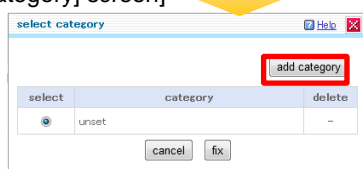
With the category settings, you can categorize questions. You can set a category when registering a question.

#### [Screen for adding a question]



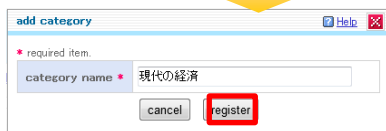
1. Click the [Select Category] button on the screen for adding a question.

#### [[Select Category] screen]



2. The [Select Category] screen appears. Click the [Add Category] button to add a new category.

#### [[Add Category] screen]



3. The [Add Category] screen appears. Enter a category name, and click the [Register] button.

#### About entries

- [Category Name]  
Enter a name for the category. (Up to 100 characters)

#### [[Select Category] screen]



4. The [Select Category] screen appears. The category has been added and is displayed. Select the category, and click the [Fix] button.

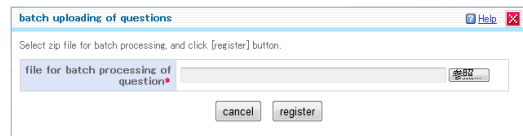
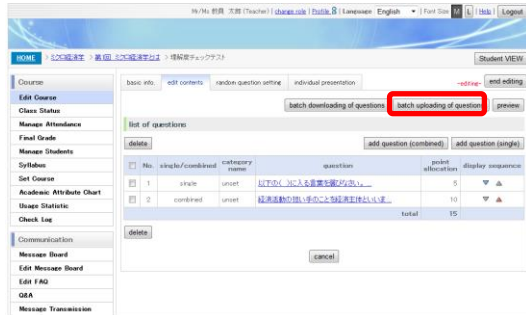


## Tip 3

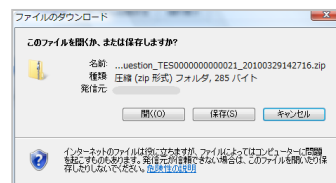
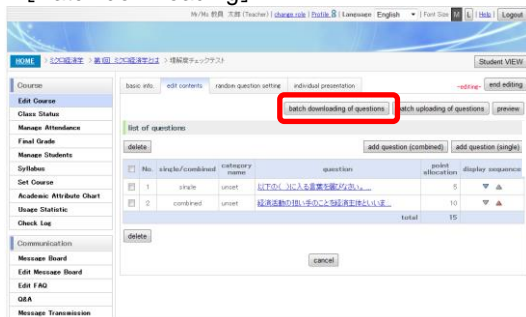
### [Batch uploading/downloading of questions]

You can batch upload/download test questions in a compressed file (zip file format) by using the [Batch Uploading of Questions] button or [Batch Downloading of Questions] button on the [Edit Contents] screen.

#### [Batch uploading]



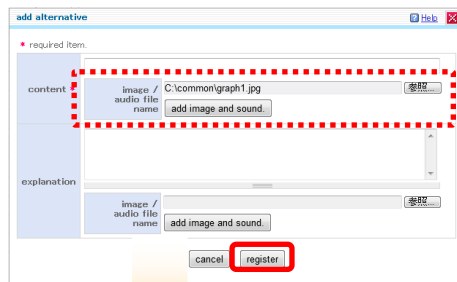
#### [Batch downloading]



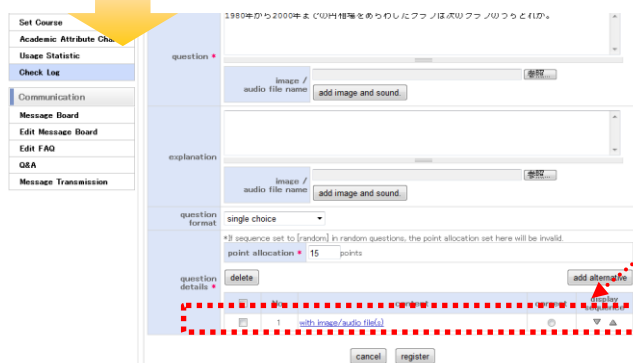
## Tip 4

### [Registration of choices that use only images]

For questions that are [Single Choice] or [Multiple Choice], you can register choices that use only images.



1. Click the [Reference] button in the [Image/Audio File Name] column, select the file to upload, and click the [Register] button.



A choice with [Image/Audio File] only is added.

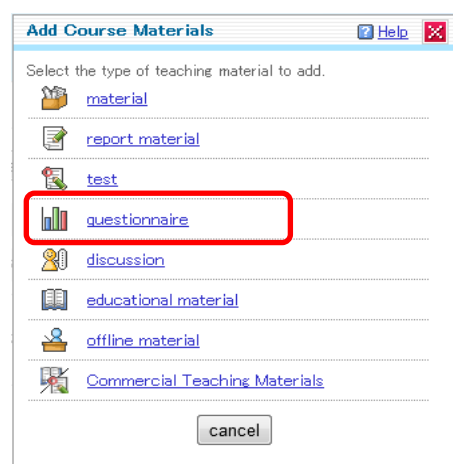
### 3.3.4 Registering a Questionnaire

In CoursePower, you can create and collect questionnaires. You can also check the automatically aggregated results. The aggregate results can be made publicly available to not only teaching staff but also students.

- Settings available for questionnaires
  - Limiting the questionnaire period
  - Selecting signed/anonymous
  - Selecting whether to publish or not publish the aggregate results
  - Setting the publication date/time of results
  - Whether to allow revision after questionnaire submission (only within questionnaire period)
- Response format for questions
  1. [Text (Single Line)]: Respond by entering text (cannot have line feeds).
  2. [Text (Multiple Lines)]: Respond by entering text (can have line feeds).
  3. [Numeric Value]: Respond with a numeric value.
  4. [Single Choice]: Respond by selecting only one choice from multiple choices.
  5. [Multi-choice]: Respond by selecting multiple choices from multiple choices.



1. Click the [Add Course Materials] button.



2. Click [Questionnaire] on the [Add Course Materials] screen.

Mr/Ms 教員 太郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > システム実習 > 第1回 システム実習とは > questionnaire

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info. | edit contents | individual presentation

\* required item

title\* 授業評価アンケート

start date for presentation [calendar icon] [ ] [ ] [ ] [ ] (yyyy/mm/dd hh:mm)

end date for presentation [calendar icon] [ ] [ ] [ ] [ ] (yyyy/mm/dd hh:mm)

opening sentence

anonymity type ☒ disclosed ☐ anonymous

result disclosure status ☒ open ☐ closed

date of result disclosure [calendar icon] [ ] [ ] [ ] [ ] (yyyy/mm/dd hh:mm)

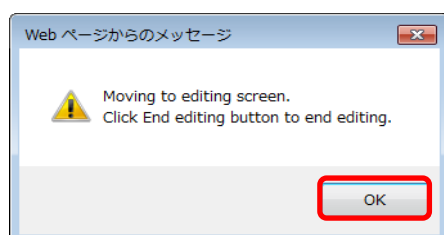
revision after submission ☒ permitted to [ ] session(s) ☐ prohibited

cancel register

3. The [Basic Info.] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a name for the questionnaire. (Up to 100 characters)
- [Start Date for Presentation]  
Set the course materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the course materials publication end date/time.  
Note: If nothing is entered, it is not made publicly available to course takers.
- [Opening Sentence]  
Enter the opening sentence to display on the screen for entering questionnaire responses. (Up to 10,000 characters)
- [Anonymity Type]  
Select whether responses to the questionnaire are signed or anonymous.
- [Result Disclosure Status]  
Select whether to make the questionnaire results publicly available to the students.
- [Date of Result Disclosure]  
Enter the publication date/time of results.
- [Revision after Submission]  
Select whether revision after submission is allowed. By selecting [Permitted], you can also set the number of revision times.



4. A confirmation dialog box appears.  
Click the [OK] button.

Mr/Ms 教員 太郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > システム実習 > 第1回 システム実習とは > 授業評価アンケート

Course

- Edit Course
- Class Status
- Manage Attendance
- Final Grade
- Manage Students
- Syllabus
- Set Course
- Academic Attribute Chart
- Usage Statistic
- Check Log

Communication

- Message Board
- Edit Message Board
- Edit FAQ
- Q&A
- Message Transmission

basic info. | edit contents | individual presentation

question not registered. Press add question to register question.

batch downloading of questions batch uploading of questions add question

cancel

5. The [Edit Contents] screen appears.  
To go on adding questions, click the [Add Question] button.

**add question** Help X

\* required item.

**question detail\*** 講義内容は理解できましたか？

**response required** ☐

**question format** single choice

**order of alternatives** ☒ horizontal ☐ vertical

**question details**

delete	title*	display sequence
<input type="checkbox"/>	理解できた	▼ ▲
<input type="checkbox"/>	まあまあ理解できた	▼ ▲
<input type="checkbox"/>	あまり理解できなかった	▼ ▲
<input type="checkbox"/>	全く理解できなかった	▼ ▲

6. The [Add Question] screen appears.  
Make entries at your discretion, and click the [Register] button.

- \* The display items in [Question Details] are switched depending on the selected format of [Question Format].  
This section describes an example assuming [Single Choice].

**About entries**

- **[Question Detail]**  
Enter the question. (Up to 1,000 characters)
- **[Response Required]**  
Check the check box when a response is necessary.
- **[Question Format]**  
Select a question format. The display items in [Question Details] are switched depending on the selected format.
- **[Question Details]**  
Enter question details. You can add choices by clicking the [Add Alternative] button.
- **[Title]**  
Enter a choice for the question. (Up to 100 characters)

M/Ms 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

**HOME** > システム管理者 > 質問/シナリオ管理システム > 授業評価アンケート

**Student VIEW**

**Course**

**Edit Course**

**Class Status**

**Manage Attendance**

**Final Grade**

**Manage Students**

**Syllabus**

**Set Course**

**Academic Attribute Chart**

**Usage Statistic**

**Check Log**

**Communication**

**Message Board**

**Edit Message Board**

**Edit FAQ**

**OSA**

**Message Transmission**

**basic info.** **edit contents** **individual presentation** **end editing**

No	question detail	question format	alternative	details	required	display sequence
1	講義内容は理解できましたか？	single choice	理解できた まあまあ理解できた あまり理解できなかった 全く理解できなかった	horizontal		▼ ▲

7. The [Edit Contents] screen appears.  
To end registration, click the [End Editing] button.

- \* Your registered question appears on the first line of the registered question list.
- \* By clicking the [Preview] button, you can check the screen displayed for students.

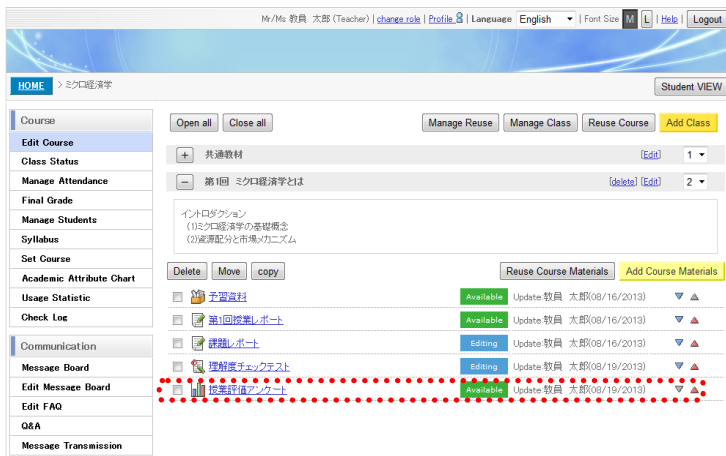
**message transmission** Help X

Do you want to inform course taker of the material edited as a message?

☐ transmit message ☒ do not transmit message

8. The [Message Transmission] screen appears.  
Select either of the options, and click the [OK] button.

- \* This setting determines whether to send a message that notifies course takers of materials editing completion.



9. The [Edit Course] screen appears.

- \* Your registered questionnaire appears at the bottom of the registered course materials list for the selected course.

## Tip 1

### [Question details in each question format]

If [Question Format] is not [Single Choice] in the above procedure, make the following entries respectively in [Question Details].

#### [Text (Single Line)]

#### About entries

- [Maximum Character Length]  
Enter the maximum possible character length of an entered response. (Between 1 and 1,000)

#### [Text (Multiple Lines)]

#### About entries

- [Maximum Character Length]  
Enter the maximum possible character length of an entered response. (Between 1 and 1,000)

(Continued)

### [Numeric Value]

add question

\* required item.

question detail\*

response required

question format

question details

point

credits

min. value

max. value

cancel register

#### About entries

- [No. of Digits after Decimal Point]  
Enter the possible number of decimal places in an entered response. (Between 0 and 6)
- [Credits]  
Enter the unit. (Up to 64 characters)
- [Min. Value]  
Enter the minimum value possible in an entered response. (Between -999,999 and 999,999)
- [Max. Value]  
Enter the maximum value possible in an entered response. (Between -999,999 and 999,999)

### [Multi-choice]

add question

\* required item.

question detail\*

response required

question format

order of alternatives

max. no. checked

delete

add alternative

question details

delete	title*	display sequence
<input type="checkbox"/>	事前に講義で使用する資料を確認したい	▼ ▲
<input type="checkbox"/>	レポート課題に取り組みたい	▼ ▲
<input type="checkbox"/>	授業の中で小テストを行いたい	▼ ▲
<input type="checkbox"/>	グループでディスカッションを行いたい	▼ ▲
<input type="checkbox"/>	e-learningで講義の予習・復習がしたい	▼ ▲

cancel register

#### About entries

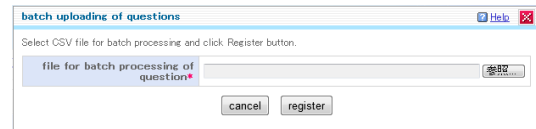
- [Max. No. Checked]  
Enter the maximum number of choices possible in an entered response. (Numeric value up to the number of registered choices)
  - [Title]  
Enter a description of a choice. (Up to 100 characters)
- \* Clicking the [Add Alternative] button adds one input row in [Title].
- \* Set at least one choice.

## Tip 2

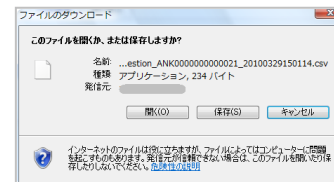
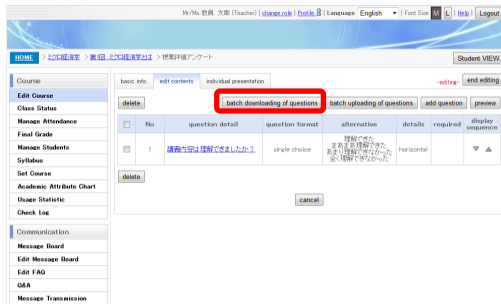
### [Batch uploading/downloading of questions]

You can batch upload/download the questions of a questionnaire by using the [Batch Uploading of Questions] button or [Batch Downloading of Questions] button on the [Edit Contents] screen.

#### [Batch Uploading]



#### [Batch Downloading]



### 3.3.5 Registering a Discussion

In CoursePower, you can set up discussion places as course materials. Teaching staff can evaluate students based on the quantity and contents of their remarks, and the evaluations can be subject to evaluation in the overall evaluation. Those places can be places for discussion among students regardless of the evaluation purpose.

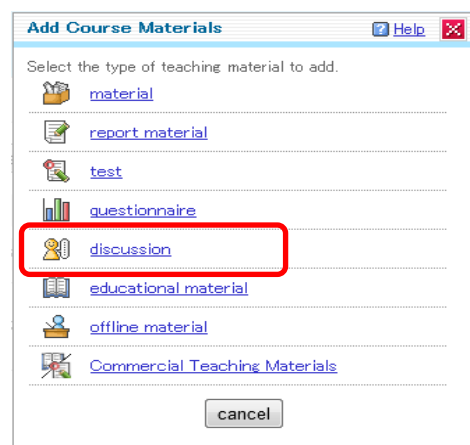
- Settings available for discussions
  - Limiting the discussion period
  - Whether use of ratings is allowed  
Note: Rating means a function for ranking remarks on a scale of one to five.
  - Setting of whether a discussion is subject to evaluation
  - Evaluation method
    1. [Score Evaluation]
    2. [Stage Evaluation (Input Mark)]
    3. [Stage Evaluation (Phase Input)]
  - Evaluation published/not published
- Use authority for discussions

By default, all course takers are granted posting authority (includes reference authority) for remarks, but you can configure authority such that only some course takers are granted posting authority.

  1. [Posting Authority]: Enables the student to post new remarks and reply. The student can also refer to others' remarks.
  2. [Reference Authority]: Enables the student to refer to others' remarks.



1. Click the [Add Course Materials] button.



2. Click [Discussion] on the [Add Course Materials] screen.



My/Ms 教員 次郎 (Teacher) | change role | Profile | Language: English | Font Size: M | Help | Logout

HOME > システム管理 > 新機能 システム管理システム > discussion

Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

basic info. | posting authority | reference authority

\* required item.

title\* 現在の為替レートに関する考察

start date for presentation  /  /  (yyyy/mm/dd hh:mm)

end date for presentation  /  /  (yyyy/mm/dd hh:mm)

description 今後の為替の見通しについて討論しましょう。

rating function ☒ use ☐ permit course taker to input rating ☐ not use

result evaluation ☒ subject ☐ not a subject

evaluation method ☐ score evaluation ☒ stage evaluation(input mark) ☒ stage evaluation(phase input)

stagesetting	stageevaluation value	score
5	S	100 points
	A	90 points
	B	80 points
	C	60 points
	D	40 points

\*The score is used for the evaluation point of an integrated result.

evaluation disclosure ☒ open ☐ part open(evaluation comment) ☐ closed

cancel register

3. The [Basic Info.] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a name for the discussion.  
(Up to 100 characters)
- [Start Date for Presentation]  
Set the course materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the course materials publication end date/time.  
Note: If nothing is entered, it is not made publicly available to course takers.
- [Description]  
Enter a description of the discussion.
- [Rating Function]  
Select whether to enable rating evaluation. By selecting [Use], you can select whether students can enter ratings.
- [Result Evaluation]  
Select whether to evaluate the discussion.
- [Evaluation Method]  
Select an evaluation method.
- [Date for Result Presentation]  
Enter the publication start date/time of results.
- [Revision after Submission]  
Select whether revision after submission is allowed.  
By selecting [Permitted], you can also set the number of revision times.
- [Evaluation Disclosure]  
Select whether to make the discussion evaluations publicly available to the students.

My/Ms 教員 太郎 (Teacher) | change role | Profile | Language: English | Font Size: M | Help | Logout

HOME > ミクロ経済学 > 第1回 ミクロ経済学とは > 現在の為替レートに関する考察

Course Edit Course Class Status Manage Attendance Final Grade Manage Students Syllabus Set Course Academic Attribute Chart Usage Statistic Check Log

Communication Message Board Edit Message Board Edit FAQ Q&A Message Transmission

basic info posting authority reference authority ~editing **end editing**

Registration of basic info completed. Click End editing button to end editing.

\* required item

title 現在の為替レートに関する考察

start date for presentation (yyyy/mm/dd hh:mm)

end date for presentation (yyyy/mm/dd hh:mm)

description 今後の為替の動向について討論しましょう。

rating function ☒ use ☐ permit course taker to input rating ☐ not use

result evaluation ☒ subject ☐ not a subject

evaluation method ☐ score evaluation ☐ stage evaluation(input mark) ☒ stage evaluation(phase input)

stage evaluation criteria

stageevaluation value	score
S	100 points
A	90 points
B	80 points
C	60 points
D	40 points

\* The score is used for the evaluation point of an integrated result.

evaluation disclosure ☒ open ☐ part open(evaluation comment) ☐ closed

cancel register

- A message appears in the upper part of the screen when the registration is completed. To end registration, click the [End Editing] button.

message transmission Help

Do you want to inform course taker of the material edited as a message?

☐ transmit message ☒ do not transmit message

cancel **OK**

- The [Message Transmission] screen box appears. Select either of the options, and click the [OK] button.

\* This setting determines whether to send a message that notifies course takers of materials editing completion.

My/Ms 教員 太郎 (Teacher) | change role | Profile | Language: English | Font Size: M | Help | Logout

HOME > ミクロ経済学

Course Edit Course Class Status Manage Attendance Final Grade Manage Students Syllabus Set Course Academic Attribute Chart Usage Statistic Check Log

Communication Message Board Edit Message Board Edit FAQ Q&A Message Transmission

Open all Close all Manage Reuse Manage Class Reuse Course Add Class

+ 共通教材 [Edit]

- 第1回 ミクロ経済学とは [delete] [Edit]

イントロダクション  
(1)ミクロ経済学の基礎概念  
(2)資源配分と市場メカニズム

Delete Move copy Reuse Course Materials Add Course Materials

	Available	Update 教員 太郎(08/19/2013)
参考文献	Available	Update 教員 太郎(08/20/2013)
第1回授業レポート	Available	Update 教員 太郎(08/20/2013)
レポート課題	Editing	Update 教員 太郎(08/20/2013)
理解度チェックテスト	Available	Update 教員 太郎(08/20/2013)
授業評価アンケート	Available	Update 教員 太郎(03/05/2013)
現在の為替レートに関する考察	Available	Update 教員 太郎(08/19/2013)

- The [Edit Course] screen appears.
- \* Your registered discussion appears at the bottom of the registered course materials list for the selected course.

## [How to grant posting authority and reference authority]

1. Select either the [Posting Authority] tab or [Reference Authority] tab.

Select [Individual], and click the [Update] button.

2. Click the [Add Course Taker] button.

classification	student ID/staff ID ▲	name	course taker's group
<input checked="" type="checkbox"/>	official	受講者 1	グループA
<input checked="" type="checkbox"/>	official	受講者 2	グループA
<input checked="" type="checkbox"/>	official	受講者 3	グループA
<input type="checkbox"/>	official	受講者 4	グループA
<input type="checkbox"/>	official	受講者 5	グループA
<input type="checkbox"/>	official	受講者 6	グループA
<input type="checkbox"/>	official	受講者 7	グループA
<input type="checkbox"/>	official	受講者 8	グループA
<input type="checkbox"/>	official	受講者 9	グループA
<input type="checkbox"/>	official	受講者 10	グループA

3. The [Select Course Taker] screen appears.

Set the search criteria, and perform a user search. After that, check the check boxes of the target students, and click the [Select] button.

### 3.3.6 Registering Learning Material

In CoursePower, you can register course materials with HTML content as learning materials. CoursePower can handle two types of content as learning materials: a content type that consists of general HTML files, and a content type that conforms to the SCORM standard (Note). For either type, content compressed in zip format is prepared and registered.

Performance results with learning materials can be subject to evaluation in the overall evaluation.

Note: CoursePower supports SCORM 1.2.

- Settings available for learning materials
  - Limiting the learning period
  - Selecting the course material type (HTML format or SCORM format)

- Structure of the compressed file to prepare

#### (1) HTML format

- Compressed file structure

A definition file called a learning content information file (learning.csv) and a content file (in html format) are compressed as a set.

[zip file configuration example]

```
Root
├─learning.csv
├─index.html
├─index2_1_1.html
├─index2_1_2.html
├─index2_1_3.html
:
├─images
│ └─learning.gif
:
```

- How to code the learning content information file (learning.csv)

Define an HTML file corresponding to heading information and the corresponding headings.

You can set up to five levels of headings, and the headings can be set with one level per line.

You can set multiple HTML files corresponding to the headings on one line.

You can specify up to 250 HTML files.

[learning.csv coding example]

```
1. To Students,
,1-1. To Students,,,,index1_1.html
2. [Basics] Prologue
,2-1. Prologue,,,,index2_1_1.html,index2_1_2.html,index2_1_3.html
3. [Basics] "To Whom It May Concern: Setting Targets"
,3-1. Segmenting a Market
,,3-1-1. Market coverage strategy,,,index3_1_1_1.html,index3_1_1_2.html
,,3-1-2. Determining the target market,,,index3_1_2_1.html,index3_1_2_2.html
:
```

[Screenshot of content]

learning				
progression rate	0%	time of learning	0mins.	
学習教材				
title	progression rate	time of learning	date completed	
受講者の皆さまへ				
<a href="#">受講者の皆さまへ</a>	0%	0mins.	-	
【基本編】プロローグ				
<a href="#">プロローグ</a>	0%	0mins.	-	
【基本編】ターゲットを決める				
マーケットセグメンテーションを行う				
<a href="#">市場ガバレッジ戦略</a>	0%	0mins.	-	
<a href="#">ターゲット市場を決める</a>	0%	0mins.	-	

(2) SCORM format

- Compressed file structure

The content, including imsmanifest.xml, conforming to the SCORM 1.2 standard is compressed in zip format.

Note: imsmanifest.xml is located in the root folder.

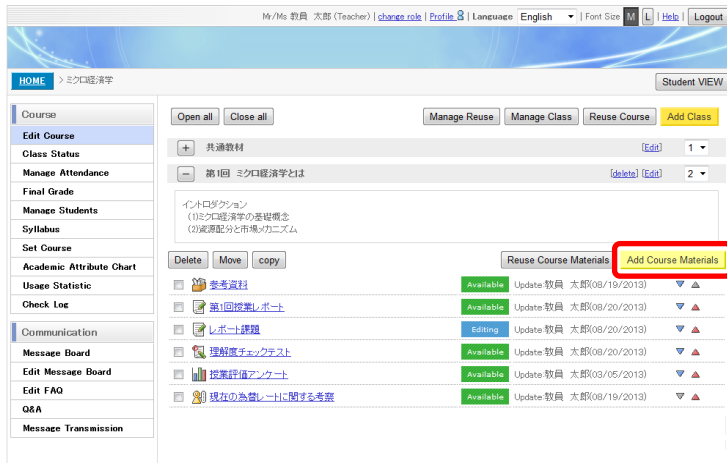
[zip file configuration example]

Root
├imsmanifest.xml
├scorm_sample.js
├sco1_1.html
├sco1_2.html
├sco1_3.html
:
├images
├learning.gif
:

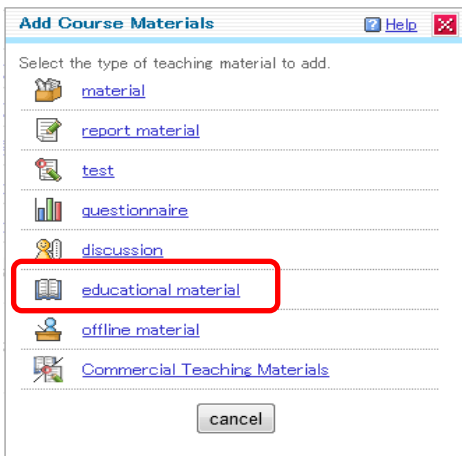
[Screenshot of content]

learning				
progression rate	0%	time of learning	0mins.	
score / full marks	- / -points			
経済の歴史				
title	score / full marks	qualifying score	time of learning	date completed
はじめに				
<a href="#">学習目標</a>	- / -points	-points	0mins.	-
歴史の学習				
<a href="#">日本の歴史</a>	- / -points	-points	0mins.	-
<a href="#">世界の歴史</a>	- / -points	-points	0mins.	-
<a href="#">理解度テスト</a>	- / -points	60points	0mins.	-

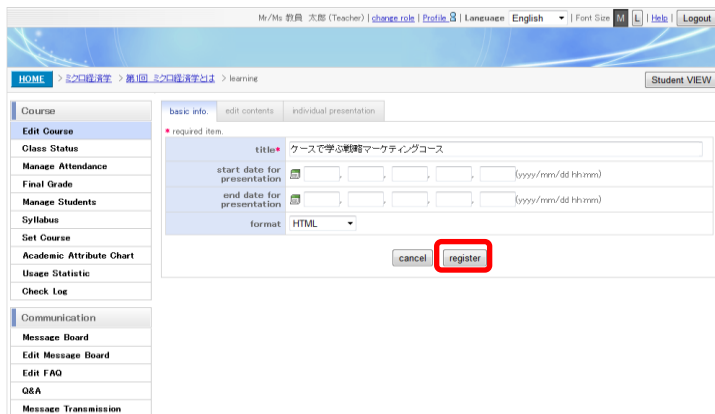
.....



1. Click the [Add Course Materials] button.



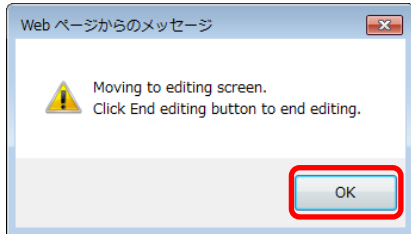
2. Click [Educational Material] on the [Add Course Materials] screen.



3. The [Basic Info.] screen appears. Make entries at your discretion, and click the [Register] button.

#### About entries

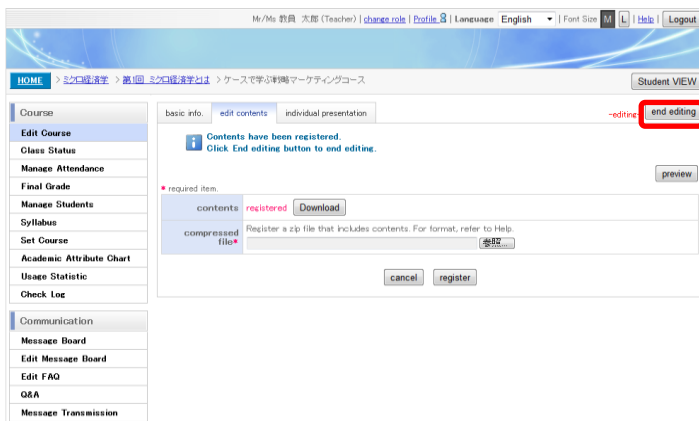
- [Title]  
Enter a title for the course material. (Up to 100 characters)
- [Start Date for Presentation]  
Set the course materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the course materials publication end date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.  
Note: If a date is entered, it is included in the subjects to evaluate for the final grade.
- [Format]  
Select the format of the learning material.  
  - > HTML format
  - > SCORM 1.2 format



4. A confirmation dialog box appears.  
Click the [OK] button.

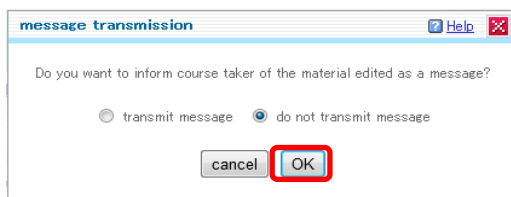


5. The [Edit Contents] screen appears.  
Specify the content file compressed in zip format, and click the [Register] button.



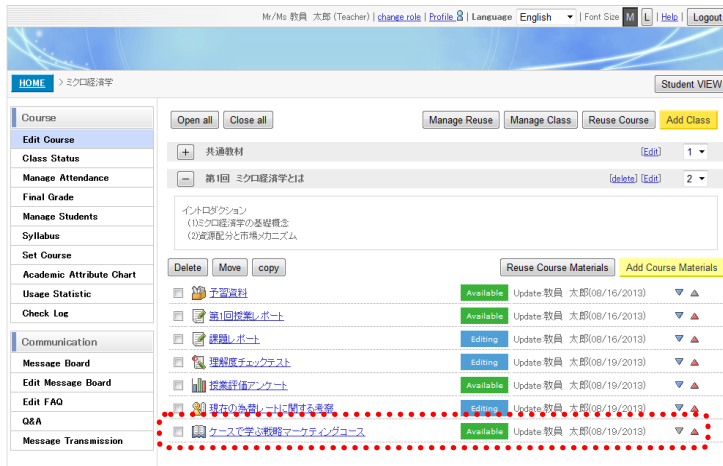
6. A message appears in the upper part of the screen when the registration is completed.  
To end registration, click the [End Editing] button.

\* By clicking the [Preview] button, you can check the screen displayed for students.



7. The [Message Transmission] screen appears.  
Select either of the options, and click the [OK] button.

\* This setting determines whether to send a message that notifies course takers of materials editing completion.



8. The [Edit Course] screen appears.

- \* Your registered learning material appears at the bottom of the registered course materials list for the selected course.

## Tip

### [SCORM materials: Relationship between screen items and data models]

title	score / full marks	qualifying score	time of learning	date completed
はじめに				
学習目標	- / -points	-points	0mins.	-
歴史の学習				
日本の歴史	- / -points	-points	0mins.	-
世界の歴史	- / -points	-points	0mins.	-
理解度テスト	- / -points	60points	0mins.	-

Score

Full score

Passing score

Learning hours

Completion time

#### [Score]

Displays the cmc.core.score.raw value.

#### [Full score]

Displays the cmc.core.score.max value.

#### [Passing score]

Displays the value in the <adlcp:masteryscore> tag in imsmanifest.xml.

#### [Learning hours]

Displays the cmc.core.total\_time value.

#### [Completion time]

Displays the time when LMSFinish() was called with "completed" or "passed" in cmc.core.lesson\_status.

Note: If a passing score is set, learning is not completed until the student's score reaches the passing score.

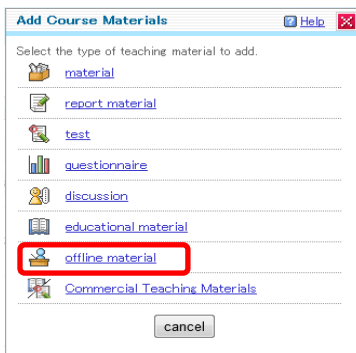


### 3.3.7 Registering Offline Material

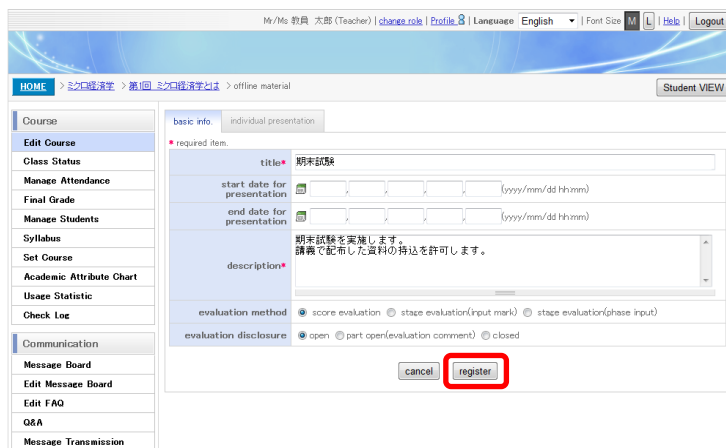
In CoursePower, you can register learning activities for other than system-prepared materials (report materials, tests, etc.) as offline materials.



1. Click the [Add Course Materials] button.



2. Click [Offline Material] on the [Add Course Materials] screen.

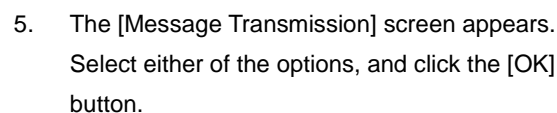
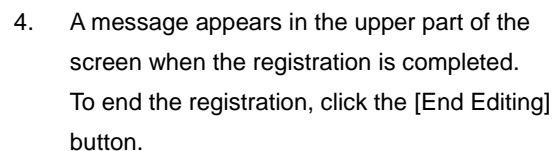


3. The [Basic Info.] screen appears.

Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a title for the material. (Up to 100 characters)
- [Start Date for Presentation]  
Set the course materials publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the course materials publication end date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.  
Note: If a date is entered, it is included in the subjects to evaluate for the final grade.
- [Description]  
Enter a description of the material.
- [Evaluation Method]  
Select an evaluation method.
- [Evaluation Disclosure]  
Select whether to make the evaluation results publicly available to the students.



6. The [Edit Course] screen appears.

Mr/Ms 教員 太郎 (Teacher) | [change role](#) | [Profile](#) | [Leave](#) | [Logout](#)

Font Size 8 | [Help](#) | [Logout](#)

HOME > ミクロ経済学

Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistics

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

Open all

Close all

Manage Reuse

Manage Class

Reuse Course

Add Class

+

共通教材

[Edit]

1

-

第1回 ミクロ経済学とは

[delete]

[Edit]

2

イノログアクション

(1)ミクロ経済学の基礎概念の動画配分と市販のテキスト

Delete

Move

copy

Reuse Course Materials

Add Course Materials

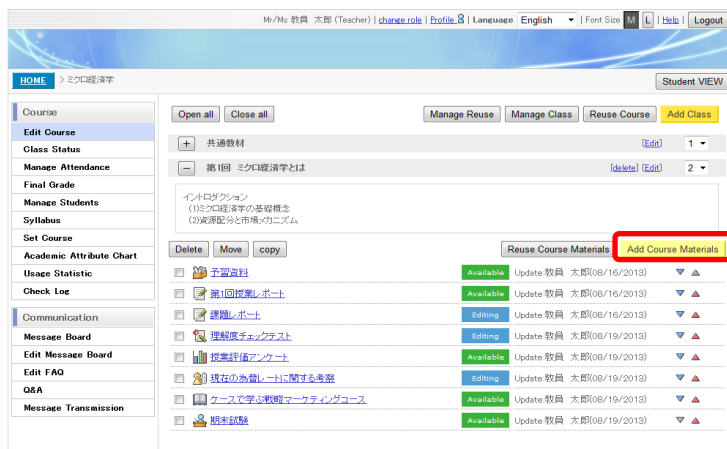
<input type="checkbox"/>	<a href="#">予習資料</a>	Available	Update	教員 太郎	(08/16/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">第1回授業レポート</a>	Available	Update	教員 太郎	(08/16/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">課題レポート</a>	Editing	Update	教員 太郎	(08/19/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">理解度チェックテスト</a>	Editing	Update	教員 太郎	(08/19/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">授業評価アンケート</a>	Available	Update	教員 太郎	(08/19/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">現在の為来シートに附ける考案</a>	Editing	Update	教員 太郎	(08/19/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">ケースで学ぶ時間管理スキル・リーダーシップ</a>	Available	Update	教員 太郎	(08/19/2013)	▼ ▲
<input type="checkbox"/>	<a href="#">期末試験</a>	Available	Update	教員 太郎	(08/19/2013)	▼ ▲

### 3.3.8 Registering Commercial Teaching Material

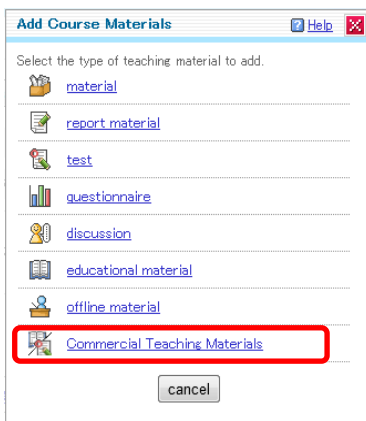
You can register commercial teaching materials prepared for CoursePower as learning materials or test materials.

Note: To use commercial teaching materials, the administrator needs to register them with CoursePower.

\* This section describes an example where the commercial teaching materials are test materials.

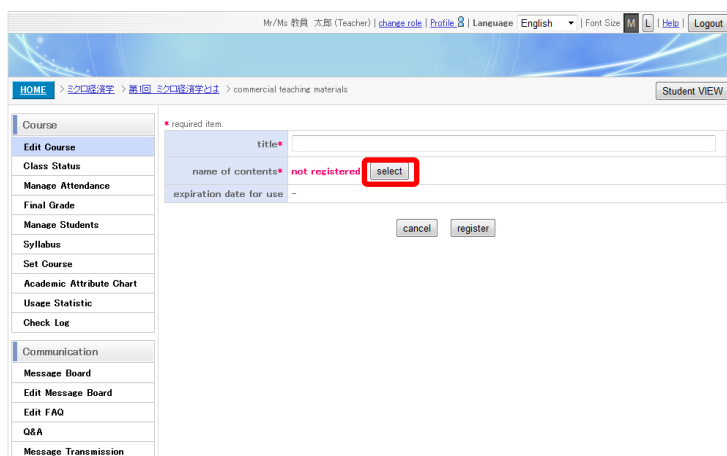


1. Click the [Add Course Materials] button.



2. Click [Commercial Teaching Materials] on the [Add Course Materials] screen.

\* The commercial teaching materials icon appears for any commercial teaching material that is available according to the system settings.



3. The [Commercial Teaching Materials] screen appears.  
Click the [Select] button.

commercial teaching materials list

2 out of 1-2 items displayed | 10 items displayed

	contents type	name of contents	expiration date for use
<input type="radio"/>	educational material (HTML)	簿記3級コース	indefinite period
<input checked="" type="radio"/>	test material	大学生のための情報セキュリティ	indefinite period

2 out of 1-2 items displayed | 10 items displayed

cancel select

4. The [Commercial Teaching Materials List] screen appears.

Select the commercial teaching material to register, and click the [Select] button.

Mr/Ms 教員 太郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

HOME > システム管理者 > 第1回 システム管理者とは > commercial teaching materials

Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

\* required item.

title\* 大学生のための情報セキュリティ

name of contents\* 大学生のための情報セキュリティ update

expiration date for use indefinite period

cancel register

5. The [Commercial Teaching Material Registration] screen appears, set with the selected commercial teaching material.

Enter a title, and click the [Register] button.

#### About entries

- [Title]  
Enter a title. (Up to 100 characters)

Mr/Ms 教員 太郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

HOME > システム管理者 > 第1回 システム管理者とは > 大学生のための情報セキュリティ

Student VIEW

basic info. edit contents random question setting individual presentation

Registration of basic info. completed.  
Click End editing button to end editing.

Since this is commercial teaching materials, only some items can be changed.

\* required item.

title\* 大学生のための情報セキュリティ

start date for presentation (yyyy/mm/dd hh:mm)

end date for presentation (yyyy/mm/dd hh:mm)

test submission deadline (yyyy/mm/dd hh:mm)

time limit 60 mins.

average score to pass 80 %

notify score result

Date of result disclosure (yyyy/mm/dd hh:mm)

display sequence of alternatives

numeric representation of alternatives

repeat setting

comment at start of test

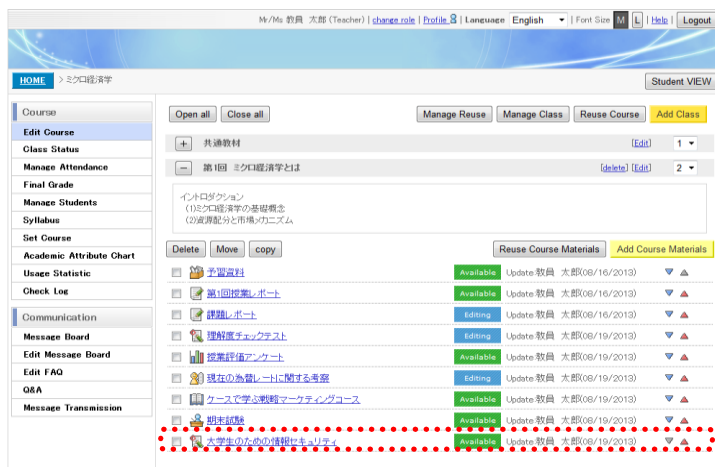
comment at end of test

cancel register

6. The [Basic Info.] screen of the test material appears.

Make entries at your discretion, and click the [End Editing] button.

\* For commercial teaching materials, some settings cannot be changed.

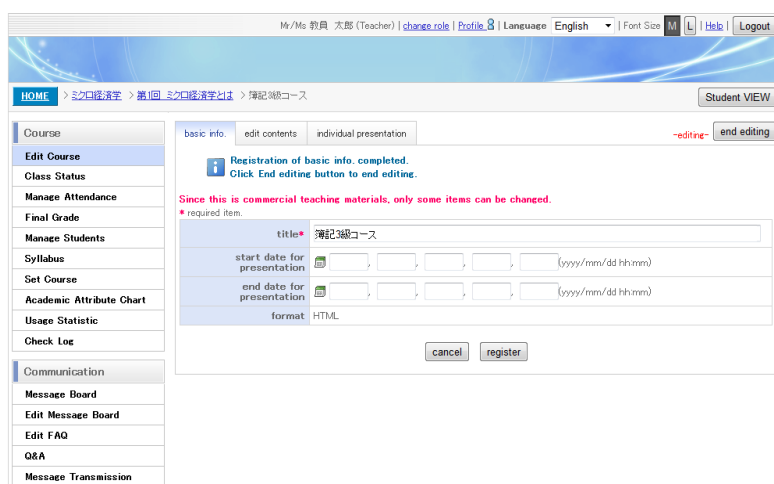


## 7. The [Edit Course] screen appears.

- \* Your registered commercial teaching material (learning material) appears at the bottom of the registered course materials list for the selected course.

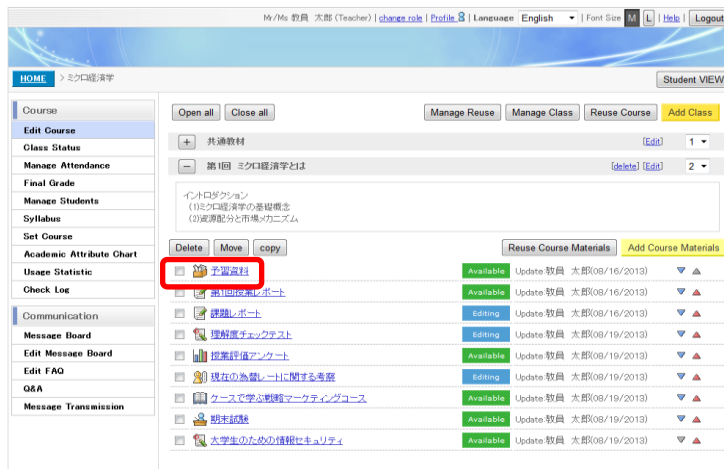
### [Commercial teaching materials as learning materials]

A screen like the following appears when commercial teaching material is registered as learning material.

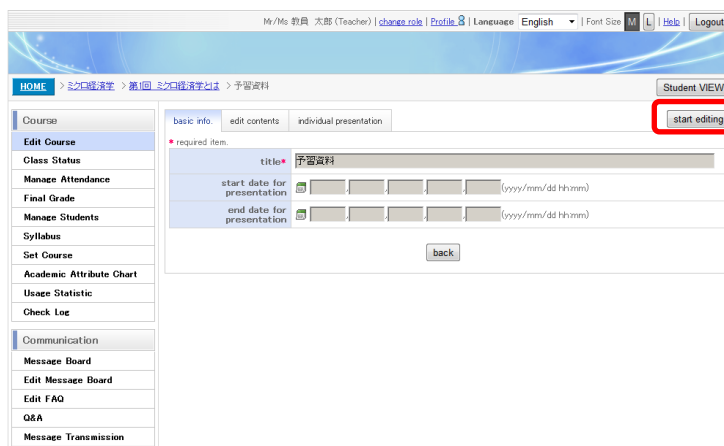


## 3. 4 Application to Create Course Materials

### 3. 4. 1 Editing Course Material

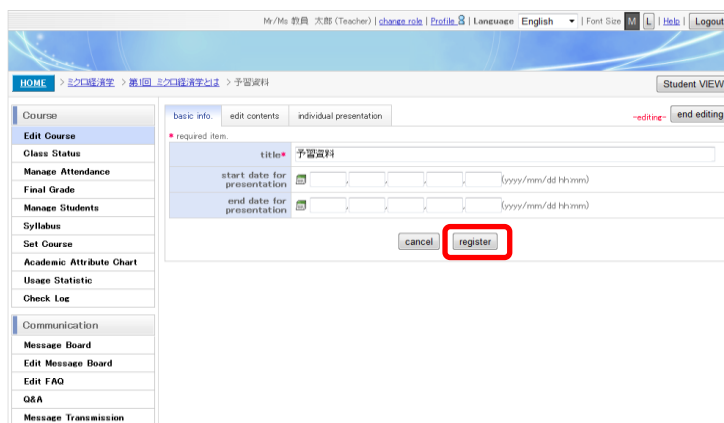


1. To edit course material, click its [Course Title Name] link on the course materials list.

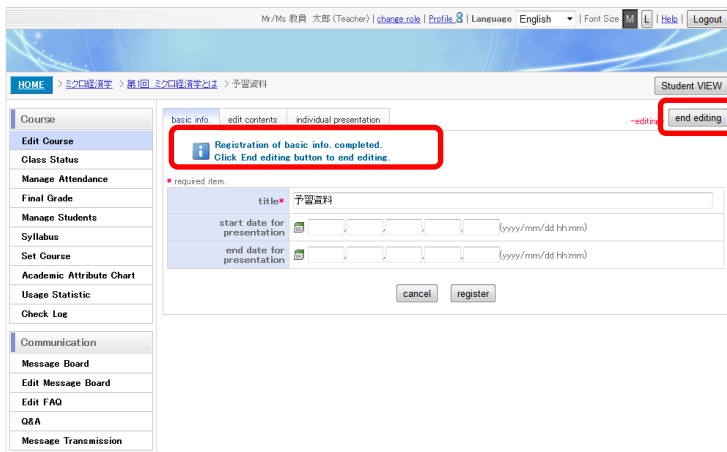


2. The [Basic Info.] screen appears. Click the [Start Editing] button.

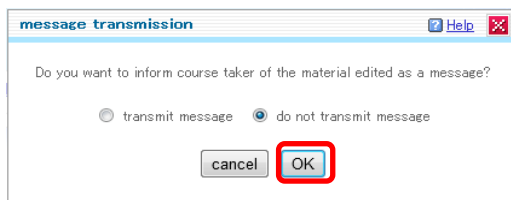
\* Until you click the [Start Editing] button, you can only refer to the contents.  
Note: The item contents are displayed in gray.



3. Items can now be edited. Edit the contents, and click the [Register] button.



4. A message appears in the upper part of the screen when the registration is completed. Go on to other tabs, and perform editing operations for other items.  
To end registration, click the [End Editing] button.



5. The [Message Transmission] screen appears. Select either of the options, and click the [OK] button.

\* The pop-up may not appear, depending on the system settings.

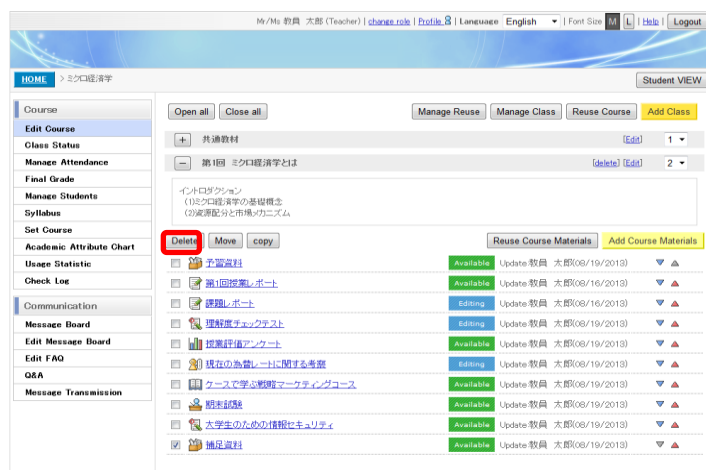


6. The [Edit Course] screen appears.

## Tip

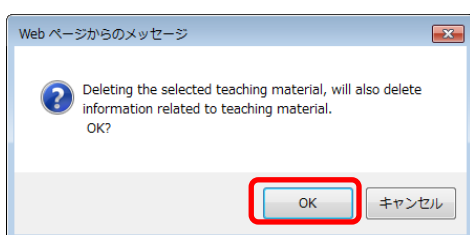
- Even course materials that have been made publicly available to students once are displayed as "editing" to students while between the "start editing" and "end editing" processes.
- If any student is already using the course materials, the items that can be edited are limited.  
(Editing is no longer allowed for the items displayed in gray.)

### 3. 4. 2 Deleting Course Material

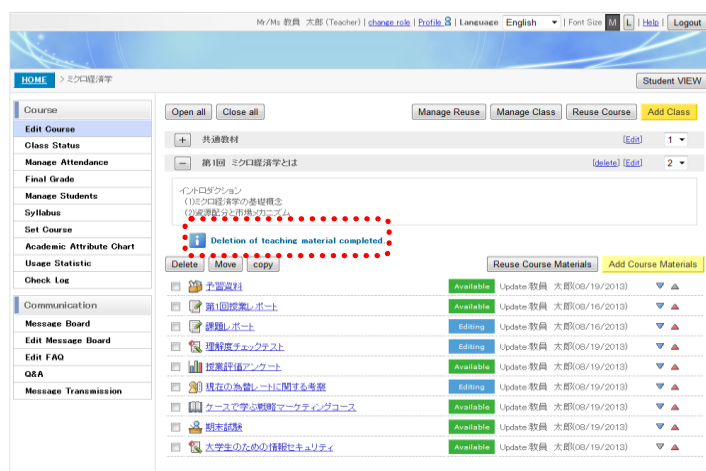


1. To delete course material, select the material from the course materials list, and click the [Delete] button.

\* You can select multiple materials at one time.



2. A confirmation dialog box appears. Click the [OK] button.



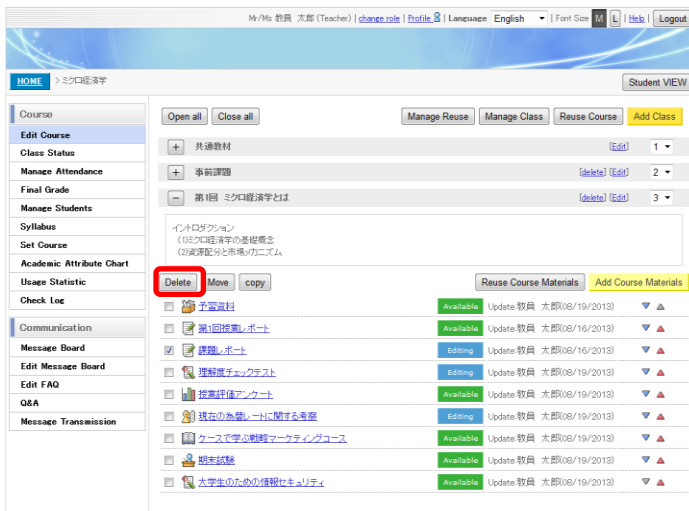
3. A message appears when the registration is completed, and the course material is no longer displayed.

#### Tip

- Once course materials are deleted, they cannot be restored.
- The student history related to deleted course material is also deleted.

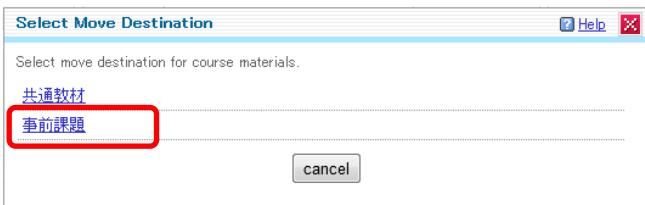


### 3. 4. 3 Moving Course Material

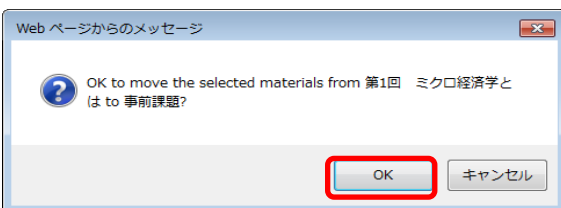


1. To move course material, select the material from the course materials list, and click the [Move] button.

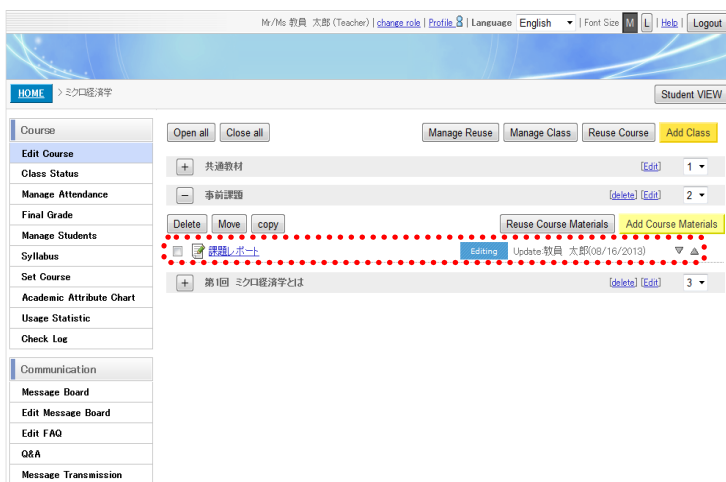
\* You can select multiple materials at one time.



2. The [Select Move Destination] screen appears. Click the course that is the destination.



3. A confirmation dialog box appears. Click the [OK] button.



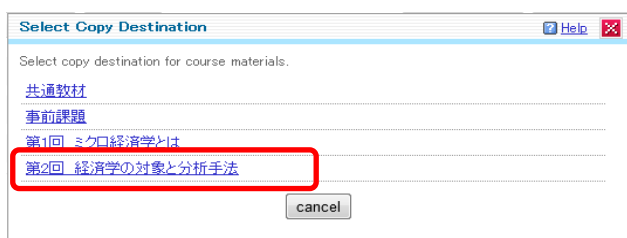
4. The course material is moved. The course materials list of the destination course appears.

### 3. 4. 4 Copying Course Material

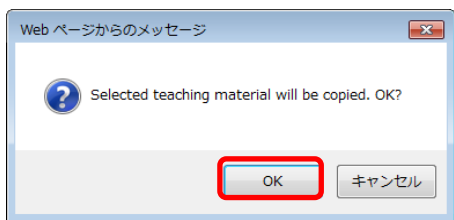


1. To copy course material, select the material from the course materials list, and click the [Copy] button.

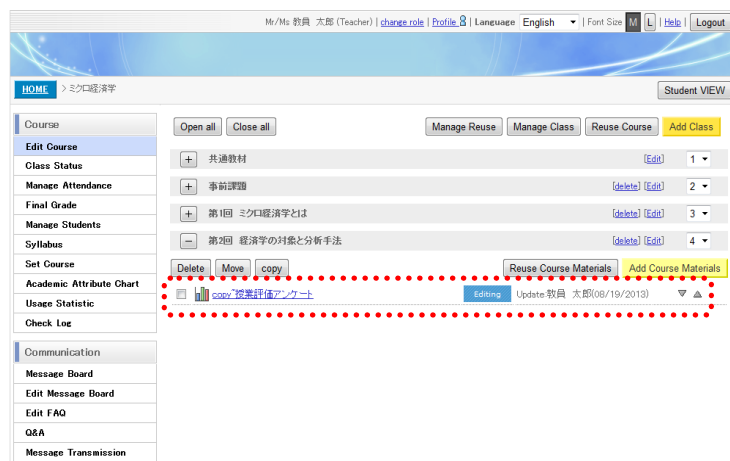
\* You can select multiple materials at one time.



2. The [Select Copy Destination] screen appears. Click the course that is the copy destination.



3. A confirmation dialog box appears. Click the [OK] button.



4. The course material is copied. The course materials list of the copy destination course appears.

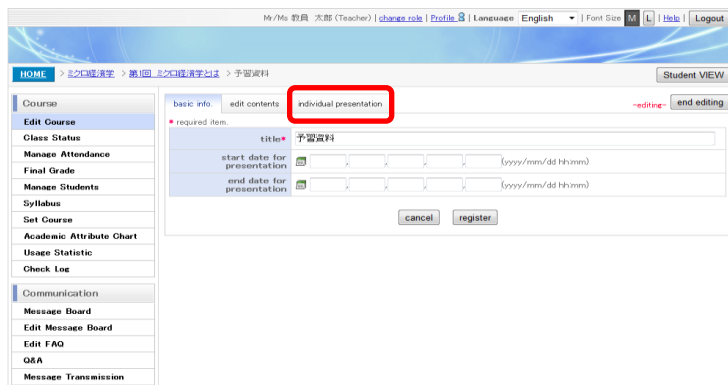
\* The name of the copied course material has "Copy-" prefixed to the original name.

\* If the copied course material is being published, it enters the editing status.

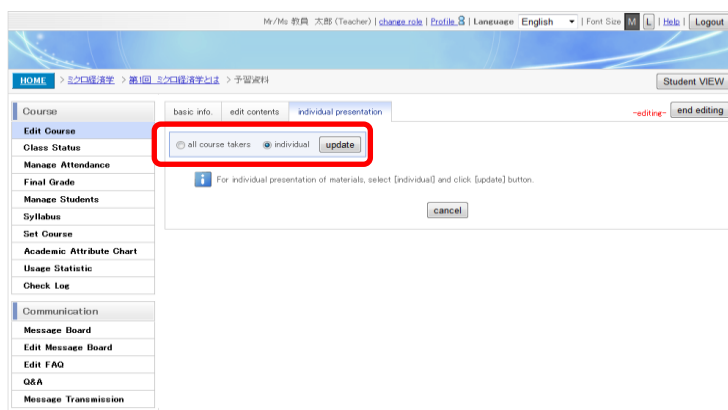
### 3. 4. 5 Presenting Course Materials Individually

You can present course materials individually to specified course takers.

Specify the course takers to whom to present the course materials on the [Individual Presentation] tab on the [Edit Course] screen.



1. Select the [Individual Presentation] tab on the course materials editing screen.



2. Select [Individual], and click the [Update] button.



3. Click the [Add Course Taker] button.

select course taker

name  Search

28 out of 1-10 items displayed 1 2 next 10 items displayed

<input type="checkbox"/>	classification	student ID/staff ID ▲	name	course taker's group
<input checked="" type="checkbox"/>	official	st001	受講者 1	グループA
<input checked="" type="checkbox"/>	official	st002	受講者 2	グループA
<input checked="" type="checkbox"/>	official	st003	受講者 3	グループA
<input checked="" type="checkbox"/>	official	st004	受講者 4	グループA
<input type="checkbox"/>	official	st005	受講者 5	グループA
<input type="checkbox"/>	official	st006	受講者 6	グループA
<input type="checkbox"/>	official	st007	受講者 7	グループA
<input type="checkbox"/>	official	st008	受講者 8	グループA
<input type="checkbox"/>	official	st009	受講者 9	グループA
<input type="checkbox"/>	official	st010	受講者 10	グループA

28 out of 1-10 items displayed 1 2 next 10 items displayed

cancel select

- The [Select Course Taker] screen appears. Set the search criteria, and perform a user search. After that, check the target students, and click the [Select] button.

M/Ms 教員 太郎 (Teacher) | change role | Profile 3 | Language English | Font Size M | L | Help | Logout

HOME > システム設定 > 第1回 システム設定 > 予習資料

Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

basic info edit contents individual presentation -editing- end editing

all course takers individual update add course taker

delete

<input type="checkbox"/>	classification	student ID/staff ID ▲	name	course taker's group
<input type="checkbox"/>	official	st001	受講者 1	グループA
<input type="checkbox"/>	official	st002	受講者 2	グループA
<input type="checkbox"/>	official	st003	受講者 3	グループA
<input type="checkbox"/>	official	st004	受講者 4	グループA

delete

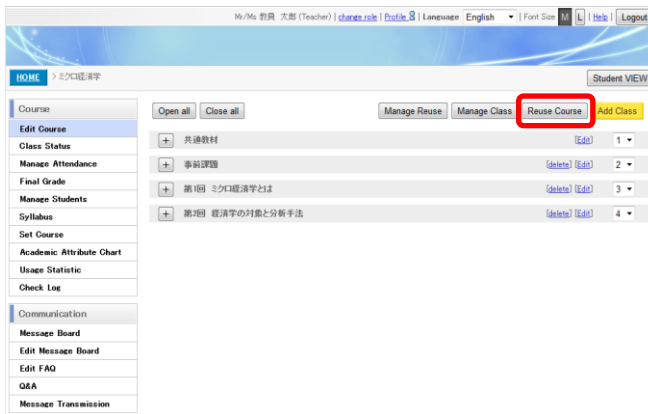
cancel

- The [Individual Presentation] screen appears.
  - The screen appears with the target students added.

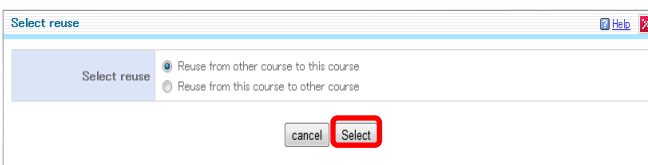
### 3.4.6 Reusing Information from Another Course

You can select and reuse the necessary information from previously created courses.

1. Click the [Reuse Course] button on the [Edit Course] screen.

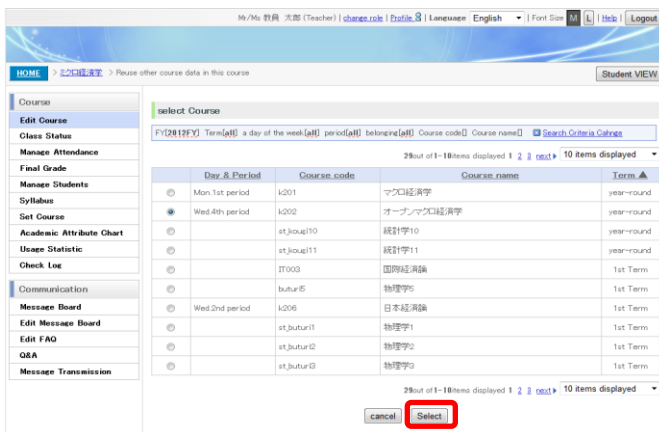


2. Select [Reuse from other Course to this Course].



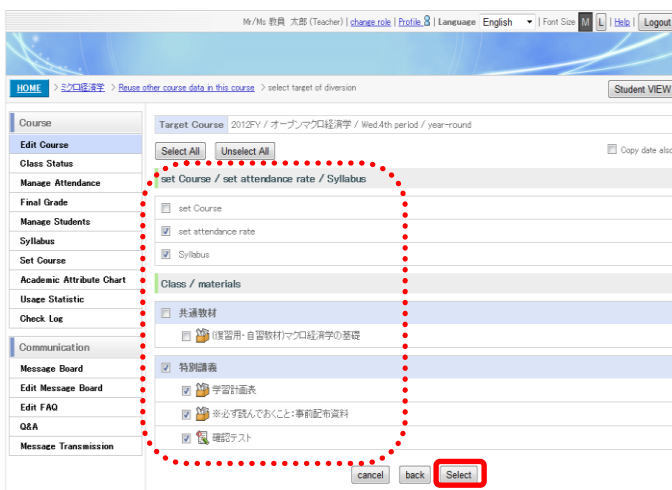
3. Select the course to reuse from the course list, and click the [Select] button.

\* The list displays the courses for which you are the teaching staff in charge.



4. The [Select Target of Diversion] screen appears.

Select the reuse target from the list of registered contents of the source course, and click the [Select] button.



#### [Information to Reuse]

- Course settings
- Attendance rate setting
- Syllabus (description)
- Lecture information
- Course materials information
- Message board theme (topic) settings
- FAQ details

\* By checking the [Copy Date Also] check box, you can reuse date and time information such as presentation start and end dates.

M/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > ミクロ経済学 > [Reuse other course data in this course](#) > [select target of diversion](#) Student VIEW

> check target of diversion

Course	Target Course	2012FY / オープンミクロ経済学 / Wed 4th period / year-round
Edit Course	target of diversion	set attendance rate / Syllabus / Class / teaching material
Class Status		
Manage Attendance	completed editing	clear all fixed
Final Grade		
Manage Students		
Syllabus	Class	
Set Course	特別講義	
Academic Attribute Chart	Class date	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd)
Usage Statistic	start disclosing period	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
Check Log	end disclosing period	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
	material - document	
Communication	特別講義 > 学習計画表	
Message Board	editing status	<input type="checkbox"/> end editing
Edit Message Board	start date for presentation	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
Edit FAQ	end date for presentation	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
Q&A		
Message Transmission		
	特別講義 ※必ず読んでおくこと:事前配布資料	
	editing status	<input type="checkbox"/> end editing
	start date for presentation	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
	end date for presentation	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
	material - test	
	特別講義 > 確認テスト	
	editing status	<input type="checkbox"/> end editing
	start date for presentation	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
	end date for presentation	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
	Date of result disclosure	<input type="text"/> / <input type="text"/> / <input type="text"/> (yyyy/mm/dd hh:mm)
		<input type="button" value="cancel"/> <input type="button" value="back"/> <input type="button" value="register"/>

5. The [Check Target of Diversion] screen appears.

Select [Editing Status], and enter date information if so required. Click the [Register] button.

- \* If the check box in [Editing Status] is unchecked, the course material is reused in the editing status (not publicly available to course takers).
- \* If the [Copy Date Also] check box on the [Select Target of Diversion] screen is checked, this displayed screen is set with the set date information from the source.

M/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > ミクロ経済学 Student VIEW

Open all Close all Manage Reuse Manage Class Reuse Course Add Class

Course		
Edit Course	+ 共通教材	[Edit] 1
Class Status	+ 事前課題	[delete] [Edit] 2
Manage Attendance	+ 第1回 ミクロ経済学とは	[delete] [Edit] 3
Final Grade	+ 第2回 経済学の対象と分析手法	[delete] [Edit] 4
Manage Students	+ 特別講義	[delete] [Edit] 5
Syllabus		
Set Course		
Academic Attribute Chart		
Usage Statistic		
Check Log		
Communication		
Message Board		
Edit Message Board		
Edit FAQ		
Q&A		
Message Transmission		

6. The [Edit Course] screen appears.

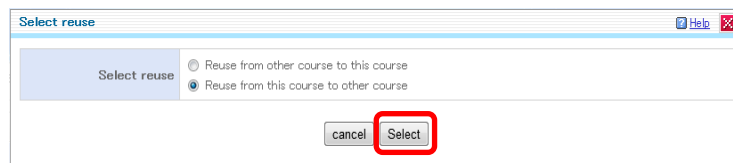
- \* The selected reuse target is added.
- \* To reuse course settings or other contents not from a lecture, check for them on the respective screens.

### 3. 4. 7 Reusing Information in Another Course

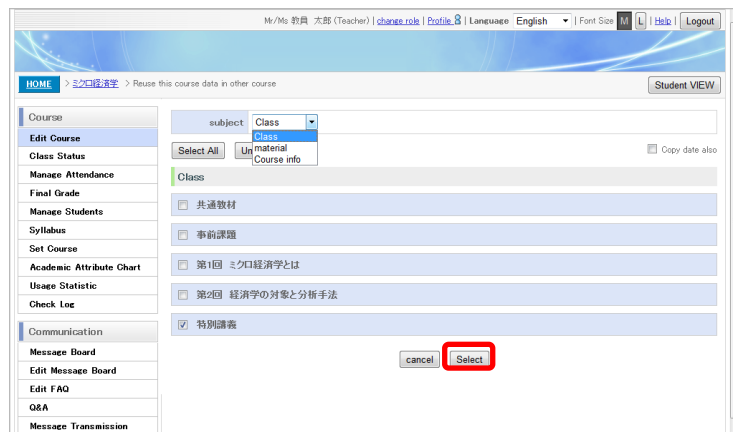
You can select the information required by other courses to reuse it there.



1. Click the [Reuse Course] button on the [Edit Course] screen.



2. Select [Reuse from this Course to Other Course].



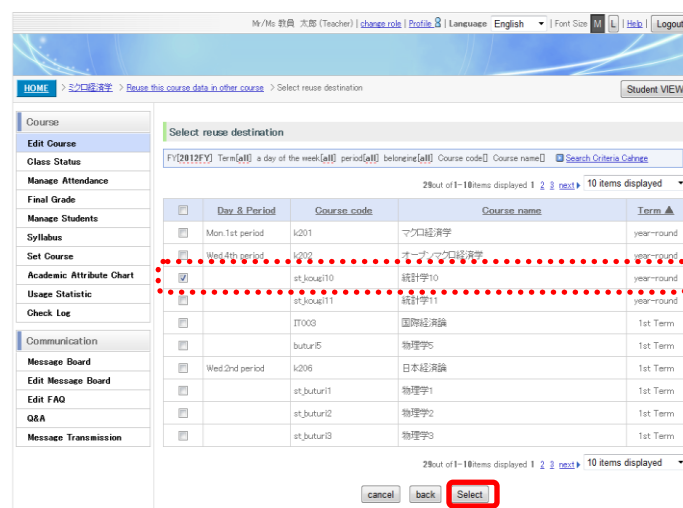
3. The [Reuse this Course Data in Other Course] screen appears.

Select any of [Class], [Material], and [Course Info] from [Subject]. Then, select the reuse target from the list of registered contents of the source course, and click the [Select] button.

[Information to Reuse]

- Course settings
- Attendance rate setting
- Syllabus (description)
- Lecture information
- Course materials information
- Message board theme (topic) settings
- FAQ details

\* By checking the [Copy Date Also] check box, you can reuse date and time information such as presentation start and end dates.



4. The [Select Reuse Destination] screen appears.  
Select the course that is the destination from the destination course list, and click the [Select] button.

Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: 大 | Help | Logout

HOME > ミクロ経済学 > Reuse this course data in other course > Select reuse destination > check target of diversion

Student VIEW

Course

target Course: 2012FY / 統計学10 / year-round displaying

target of diversion Class

Class

特別講義

Class date: (yyyy/mm/dd)

start disclosing period: (yyyy/mm/dd H:mm)

end disclosing period: (yyyy/mm/dd H:mm)

cancel back Register

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

5. The [Check Target of Diversion] screen appears. Enter date information if so required. Click the [Register] button.

- \* If [Material] is the reuse target, perform step 5 in "3.4.6 Reusing Information from Another Course."

Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: 大 | Help | Logout

HOME > ミクロ経済学 > Reuse this course data in other course

Student VIEW

Course

subject: Class

Select All Unselect All Copy date also

Class

共通教材

事前課題

第1回 ミクロ経済学とは

第2回 経済学の対象と分析手法

特別講義

cancel Select

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

6. The [Select Target of Diversion] screen appears.

- \* The selected reuse target is added.
- \* To reuse course settings or other contents not from a lecture, check for them on the respective screens.

教員 次郎 (教員) さん | [設定変更](#) | [Profile](#) | Language: 日本語 | 文字の大きさ: 大 | Help | ログアウト

HOME > 統計学10

受講者VIEW

講義

講義編集

授業状況

出題管理

総合成績

履修者管理

シラバス

講義設定

学びチャート

利用統計

ログ確認

コミュニケーション

掲示板

掲示板編集

FAQ編集

Q&A

お知らせ発信

すべて開く

すべて閉じる

活用管理

授業管理

講義活用

授業追加

共通教材

第1回授業

特別講義

1

2

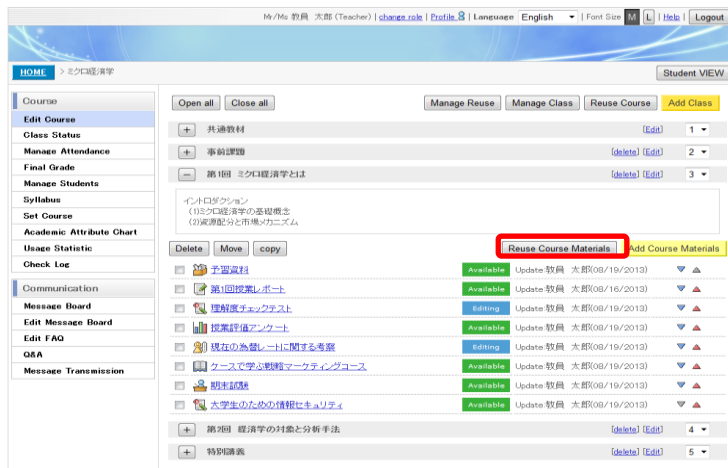
3

7. The reused course is added to the [Edit Course] screen of the destination course.



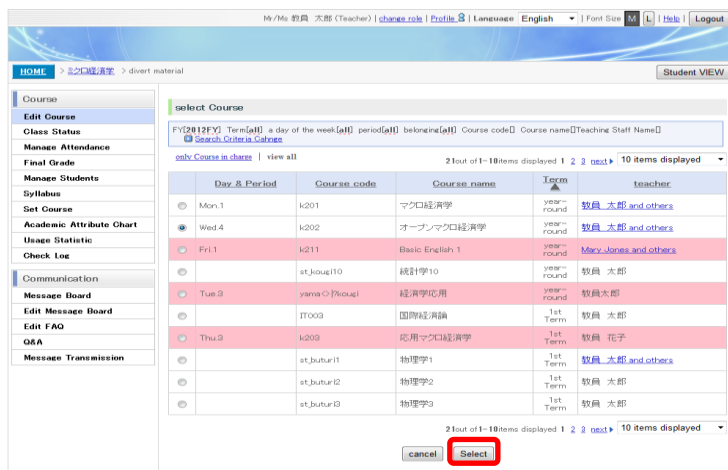
### 3. 4. 8 Reusing Course Material

You can reuse the necessary course materials from previously created courses.



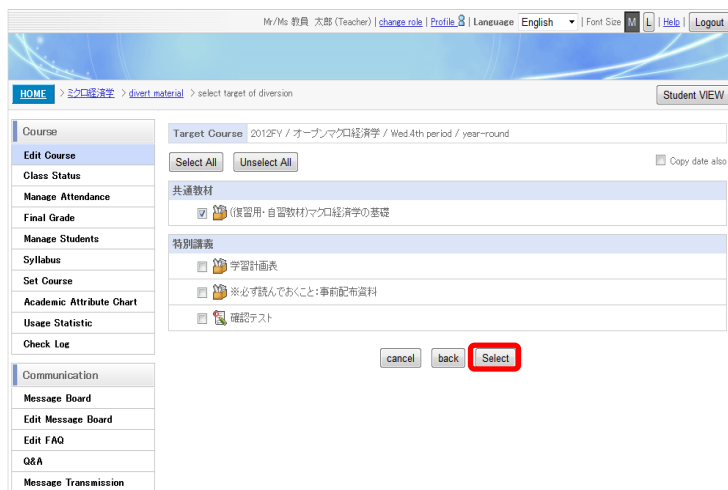
1. Click the [Reuse Course Materials] button on the [Edit Course] screen.

The [Divert Material] screen appears.



2. Select the course that is the reused material source from the course list, and click the [Select] button.

- \* Courses with a pink background are the ones for which you are not registered as the teaching staff in charge but as teaching staff allowed to reuse the materials.
- \* Clicking [Only Course in Charge] displays a list of only the courses for which you are registered as the teaching staff in charge.



3. The [Select Target of Diversion] screen appears.  
Select the material to reuse from the registered course materials list for the source course, and click the [Select] button.

- \* By checking the [Copy Date Also] check box, you can reuse date and time information such as presentation start and end dates.

Mr/Ms 教員 太郎 (Teacher) | [change role](#) | [Profile 3](#) | Language English | Font Size M | [Help](#) | [Logout](#)

HOME > ミクロ経済学 > divert material > select target of diversion > check target of diversion Student VIEW

Course  
Edit Course  
Class Status  
Manage Attendance  
Final Grade  
Manage Students  
Syllabus  
Set Course  
Academic Attribute Chart  
Usage Statistic  
Check Log  
Communication  
Message Board  
Edit Message Board  
Edit FAQ  
Q&A  
Message Transmission

Target Course 2012FY / オープンマクロ経済学 / Wed 4th period / year-round  
completed editing clear all fixed  
material  
共通教材 > (復習用・自習教材)マクロ経済学の基礎  
editing status ☐ end editing  
start date for presentation  /  /  (yyyy/mm/dd hh:mm)  
end date for presentation  /  /  (yyyy/mm/dd hh:mm)  
cancel back **register**

4. The [Check Target of Diversion] screen appears.

Enter date information if so required, and click the [Register] button.

- \* If the check box in [Editing Status] is unchecked, the material is reused in the editing status (not publicly available to course takers).
- \* If the [Copy Date Also] check box on the [Select Target of Diversion] screen is checked, this displayed screen is set with the set date information from the source.

Mr/Ms 教員 太郎 (Teacher) | [change role](#) | [Profile 3](#) | Language English | Font Size M | [Help](#) | [Logout](#)

HOME > ミクロ経済学 Student VIEW

Course  
Edit Course  
Class Status  
Manage Attendance  
Final Grade  
Manage Students  
Syllabus  
Set Course  
Academic Attribute Chart  
Usage Statistic  
Check Log  
Communication  
Message Board  
Edit Message Board  
Edit FAQ  
Q&A  
Message Transmission

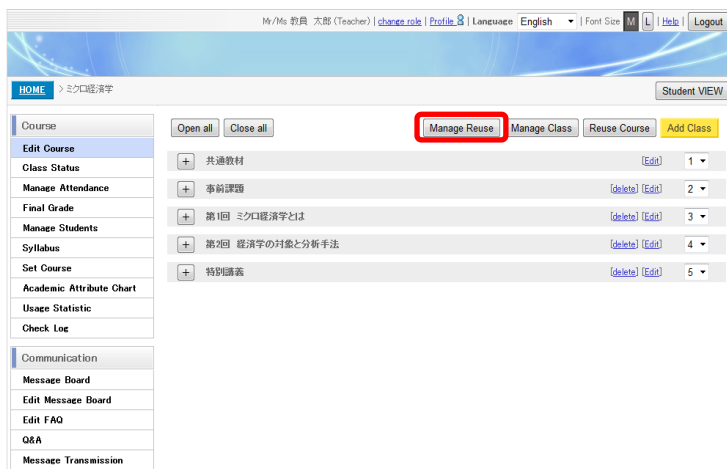
Open all Close all Manage Reuse Manage Class Reuse Course Add Class  
+ 共通教材 [Edit] 1  
+ 事前課題 [delete] [Edit] 2  
- 第1回 ミクロ経済学とは [delete] [Edit] 3  
イントロダクション  
(1)ミクロ経済学の基礎概念  
(2)資源配分と市場メカニズム  
Delete Move copy Reuse Course Materials Add Course Materials  
☐ 予習資料 Available Update 教員 太郎(08/19/2013) ▼ ▲  
☐ 第1回授業レポート Available Update 教員 太郎(08/16/2013) ▼ ▲  
☐ 理解度チェックテスト Editing Update 教員 太郎(08/19/2013) ▼ ▲  
☐ 授業評価アンケート Available Update 教員 太郎(08/19/2013) ▼ ▲  
☐ 現在の為替レートに関する考察 Editing Update 教員 太郎(08/19/2013) ▼ ▲  
☐ ケースで学ぶ戦略マーケティングコース Available Update 教員 太郎(08/19/2013) ▼ ▲  
☐ 期末試験 Available Update 教員 太郎(08/19/2013) ▼ ▲  
☐ 大学生のための情報セキュリティ Available Update 教員 太郎(08/19/2013) ▼ ▲  
☐ (復習用・自習教材)マクロ経済学の基礎 Editing Update 教員 太郎(08/19/2013) ▼ ▲  
+ 第2回 経済学の対象と分析手法 [delete] [Edit] 4  
+ 特別講義 [delete] [Edit] 5

5. The [Edit Course] screen appears.

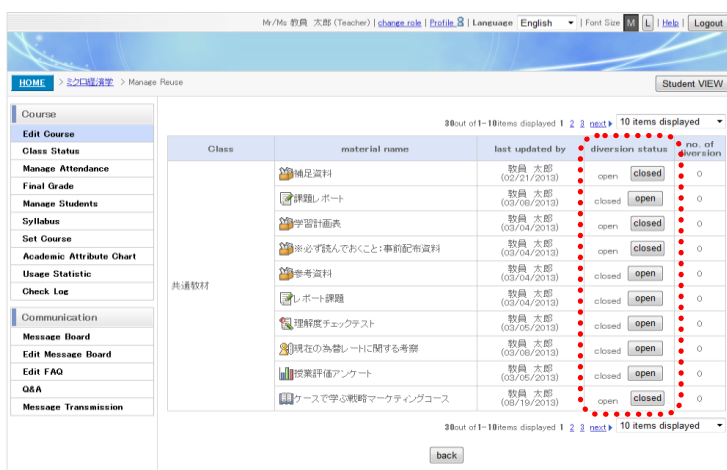
- \* The selected material appears at the bottom of the course materials list.

### 3.4.9 Managing Reuse

You can set whether to allow teaching staff not in charge of a course to reuse course materials.



1. Click the [Manage Reuse] button on the [Edit Course] screen.



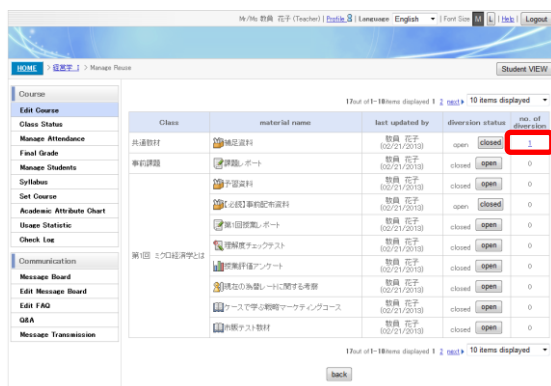
2. The [Manage Reuse] screen appears. Clicking the [Open] button in [Diversion Status] updates the course material to the open status, so the course material can be reused by teaching staff not in charge of the course.

- \* Clicking the [Closed] button updates the material to the closed status, so the course material cannot be reused by teaching staff not in charge of the course.
- \* Updating course material from the open to closed status does not affect course materials already reused.

### Tip

#### Reuse history check

Clicking a link in the [No. of Diversion] column displays the [Check Diversion History] screen, where you can check the details of materials reuse.

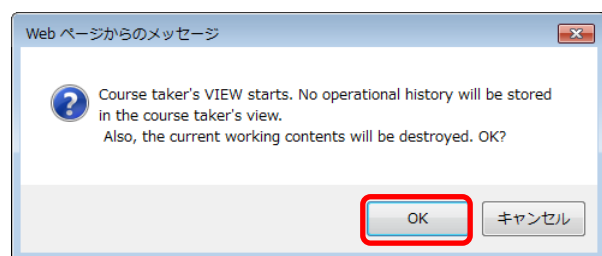


### 3.5 Student VIEW

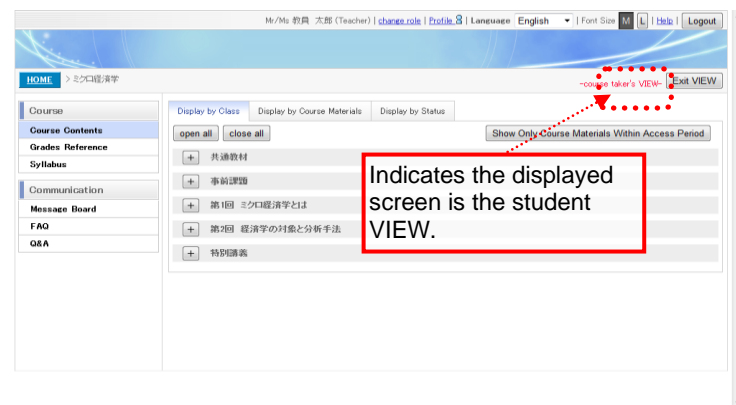
Teaching staff create course contents on screens different from the course content screens actually used by students.  
At those points in time, they can check the screens for students by clicking [Student VIEW].



1. Click the [Student VIEW] button in the upper part of the course [HOME] screen.



2. A confirmation dialog box appears.  
Click the [OK] button.



3. The [Student VIEW] screen appears.

\* You can check the screen displayed for students.



4. Click the [Exit VIEW] button to return to the screen for teaching staff.

## Chapter 4 Checking the Class Status

### 4.1 Checking the Status of an Entire Class

The class status screen for an entire course displays a list for checking the class status, such as the number of course takers, the number of lectures, and the number of course materials, as well as the status of all course materials.

Mr/Ms 教員 太郎 (Teacher) | [change role](#) | [Profile](#) | Language English | Font Size M L | [Help](#) | [Logout](#)

HOME > ミクロ経済学 > Class status

Number of course takers, number of lectures, number of course materials, and attendance rate status

course taker 20people (official:20temp. registration:0) no. of Class 5  
no. of materials 29 attendance rate 93%

Usage status list

Usage Status

of 1-20 items displayed 1 2 next 20 items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
		※必ず読んでおくこと:事前配布資料	Open	-
		授業評価アンケート	Open	-
		ケースで学ぶ戦略マーケティングコース	Close	-
		小テスト	Open	-
		共同作業スペース A班	Open	-
		participation in discussion	Open	-
		共同作業スペース B班	Open	-
		participation in discussion	Open	-
		事前課題	-	課題レポート
予習資料	Open	-		
第1回授業レポート	Open	0/20 evaluation (0)		
理解度チェックテスト	Editing	-		
第1回 ミクロ経済学とは	95%	授業評価アンケート	Open	-
		現在の為替レートに関する考察	Open	-
		participation in discussion	Open	-
		ケースで学ぶ戦略マーケティング	Open	-
第2回 経済学の対象と分析手法	90%	期末試験	Open	-
		大学生のための情報セキュリティ	Open	-
		(復習用・自習教材)マクロ経済学	Open	-
		copy~授業評価アンケート	Editing	-
特別講義		学習計画表	Editing	-
		※必ず読んでおくこと:事前配布資料	Editing	-

Attendance rate by lecture

Evaluation status by course material  
Note: The displayed number of course takers on the [Evaluation] button includes those without any evaluations yet.

Materials list by lecture

29out of 1-20 items displayed 1 2 next 20 items displayed

## 4.2 Checking the Activity Status of Course Materials

You can check the details of the activity status of each part of course materials.

### 4.2.1 Checking the Activity Status of Reference Material

Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > ミクロ経済学 > Class status Student VIEW

Course: 第1回 ミクロ経済学とは

course taker no. of materials: 20people (official:20temp. registration:0) / 36

no. of Class: 6

attendance rate: 95%

Usage Status

28out of 1-18 items displayed 1 2 3 4 next 10 items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
事前課題	-	必ず読んでおくこと:事前読書資料	Open	-
	-	課題レポート	Open	2/20 [evaluation (2)]
	-	参考資料	Open	-
	-	レポート課題	Open	0/20 [evaluation (1)]
	-	確認テスト	Open	-
	-	授業評価アンケート	Open	-
	-	コースで学ぶ実践マーケティングコース	Open	-
	-	現在の勉強レポートに関する考察	Open	2/20 [evaluation (2)]
	-	participation in discussion	Open	1/20 [evaluation (19)]
	-	期末試験	Open	-

28out of 1-18 items displayed 1 2 3 4 next 10 items displayed

1. To check reference material, click its materials name on the [Class Status] screen.

Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > ミクロ経済学 > Class status > material implementation status (materials) Student VIEW

material 第1回 ミクロ経済学とは > 参考資料

presentation period: -

reference status: No.1 分析データ (1/20people displaying), No.2 分析ツールダウンロードサイト (0/20people display)

name: Search [Progress Chart] [batch download]

28out of 1-10 items displayed 1 2 next 10 items displayed

student ID/staff ID	name	status	no. of progress
st001	受講者 1	done	2
st002	受講者 2	available	0
st003	受講者 3	available	0
st004	受講者 4	available	0
st005	受講者 5	available	0
st006	受講者 6	available	0
st007	受講者 7	available	0
st008	受講者 8	available	0
st009	受講者 9	available	0
st010	受講者 10	available	0

28out of 1-10 items displayed 1 2 next 10 items displayed

back

2. The [Material Implementation Status (Materials)] screen appears.

- \* You can check the course materials reference status on the course taker list.
- \* You can check a course taker's reference history by clicking the corresponding [No. of Reference Status] link.
- \* You can download a list of the course takers' course status by clicking the [Batch Download] button.
- \* You can check a progress chart showing the course takers' reference status by clicking the [Progress Chart] button.

## 4. 2. 2 Checking the Activity Status of Report Material

1. To check report material, click its materials name on the [Class Status] screen.

2. The [Material Implementation Status (Report)] screen appears.

- \* You can check the submission status and evaluation results of the report on the course taker list.
- \* You can check a course taker's submission history by clicking the corresponding [No. of Submissions] link.
- \* You can batch download the submitted reports by clicking [Download Submitted Result].
- \* You can download a list of the course takers' course status by clicking the [Batch Download] button.
- \* You can check a progress chart showing the course takers' submission status by clicking the [Progress Chart] button.

## 4. 2. 3 Checking the Activity Status of a Test

Course: ミクロ経済学 > Class status

course taker: 20/people (official:20temp. registration:0) | no. of Class: 6 | attendance rate: 93%

36out of 1-18 items displayed 1 2 3 4 next > 10 items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
事前課題	-	必ず読んでおくこと:事前配布資料	Open	-
		課題レポート	Open	2/20 [evaluation (2)]
		参考資料	Open	-
		レポート課題	Open	12/20 [evaluation (0)]
第1回 ミクロ経済学とは	95%	確認テスト	Open	-
		授業評価アンケート	Open	-
		コースで学ぶ戦略マーケティングコース	Open	-
		現在の勉強シートに関する考察	Open	2/20 [evaluation (2)]
		participation in discussion	Open	-
		期末試験	Open	1/20 [evaluation (19)]

36out of 1-18 items displayed 1 2 3 4 next > 10 items displayed

1. To check a test, click its materials name on the [Class Status] screen.

test 第1回 ミクロ経済学とは > 確認テスト

download answers | questions statistics | examinees statistics

presentation period: -

test submission deadline: not set

time limit: 30mins

total point allocation: 15points

average score to pass: 60%

notify score result: points + score result + comment + right answer

implementation status: 6/20people

pass/fail status: none/few/no fail/2people

name: [dropdown] Search

Progress Chart | batch download

student ID/staff ID	name	status	no. of implementation	score percentage	pass or fail
st001	受講者 1	done	2	65%	pass
st002	受講者 2	done	1	65%	pass
st003	受講者 3	done	1	0%	fail
st004	受講者 4	done	1	33%	fail
st005	受講者 5	done	1	65%	pass
st006	受講者 6	done	1	100%	pass
st007	受講者 7	started	0	-	-
st008	受講者 8	available	0	-	-
st009	受講者 9	started	0	-	-
st010	受講者 10	available	0	-	-

28out of 1-18 items displayed 1 2 next > 10 items displayed

back

2. The [Material Implementation Status (Test)] screen appears.
- \* You can check the test activity status, the score status, etc. on the course taker list.
  - \* You can check a course taker's submission history by clicking the corresponding [No. of Implementation] link.
  - \* You can batch download the test answers by clicking the [Download Answers] button.
  - \* You can check the respective statistical results by clicking the [Questions Statistics] or [Examinees Statistics] button.
  - \* You can download a list of the course takers' course status by clicking the [Batch Download] button.
  - \* You can check a progress chart showing the course takers' testing status by clicking the [Progress Chart] button.

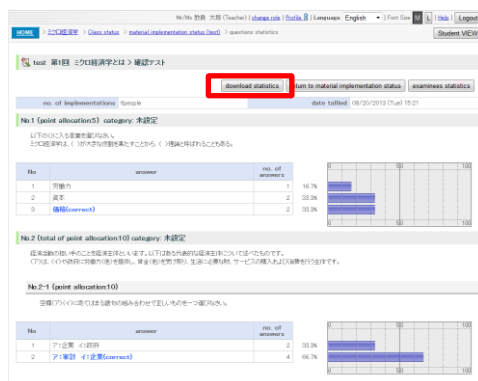


### [Questions Statistics] screen

You can check statistical information on each test question on the [Questions Statistics] screen.

You can also download the statistical information in a CSV file by clicking the [Download Statistics] button.

Note: You can display the [Examinees Statistics] screen by clicking the [Examinees Statistics] button.

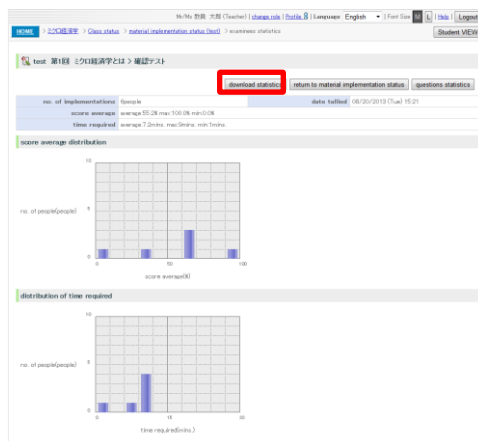


### [Examinees Statistics] screen

You can check a distribution of examinees' score averages and a distribution of the time required, on the [Examinees Statistics] screen.

You can also download the statistical information in a CSV file by clicking the [Download Statistics] button.

Note: You can display the [Questions Statistics] screen by clicking the [Questions Statistics] button.



## 4. 2. 4 Checking the Activity Status of a Questionnaire

Course: ミクロ経済学 > Class status

course taker: 20people (official:20temp: registration:0) no. of Class: 6  
no. of materials: 36 attendance rate: 50%

Usage Status

36 out of 1-18 items displayed 1 2 3 4 next 10 items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
	-	必ず読んでおくこと:事前配布資料	Open	-
事前課題	-	課題レポート	Open	2/20 evaluation (2)
	-	参考資料	Open	-
	-	レポート課題	Open	12/20 evaluation (0)
第1回 ミクロ経済学とは	95%	授業評価アンケート	Open	-
	-	カンパニー実務体験ワークショップ	Open	-
	-	現在のお客シートに関する考察	Open	2/20 evaluation (2)
	-	participation in discussion	Open	1/20 evaluation (19)
	-	期末試験	Open	-

36 out of 1-18 items displayed 1 2 3 4 next 10 items displayed

- To check a questionnaire, click its materials name on the [Class Status] screen.

questionnaire 第1回 ミクロ経済学とは > 授業評価アンケート

presentation period: -

anonymity type: disclosed result disclosure status: open

response status: 8/20people

name: Search Progress Chart batch download

28 out of 1-18 items displayed 1 2 next 10 items displayed

student ID/staff ID	name	status	responded date
#001	受講生 1	done	03/05/2013 (Tue) 14:16
#002	受講生 2	done	03/05/2013 (Tue) 14:22
#003	受講生 3	done	03/05/2013 (Tue) 14:23
#004	受講生 4	done	03/05/2013 (Tue) 14:24
#005	受講生 5	done	03/05/2013 (Tue) 14:25
#006	受講生 6	done	03/05/2013 (Tue) 14:25
#007	受講生 7	available	-
#008	受講生 8	done	06/20/2013 (Tue) 15:15
#009	受講生 9	done	06/20/2013 (Tue) 15:13
#010	受講生 10	available	-

28 out of 1-18 items displayed 1 2 next 10 items displayed

back

- The [Class Implementation Status (Questionnaire)] screen appears.

- You can check the response status, the response dates/times, etc. on the course taker list.
- You can check the contents of a course taker's responses to the questionnaire by clicking the corresponding [Student ID/Staff ID] link.
- You can batch download the responses to the questionnaire by clicking the [Download Responses] button.
- You can check the aggregate results of the questionnaire by clicking the [Tally] button.
- You can download a list of the course takers' course status by clicking the [Batch Download] button.
- You can check a progress chart showing the course takers' response status by clicking the [Progress Chart] button.

### Tip

#### [Tally] screen

You can check the aggregate results of each question in the questionnaire on the [Tally] screen.

You can also download the aggregate results in a CSV file by clicking the [Download Tally] button.

questionnaire

no. of responses: 8 data tallied: 06/20/2013 (Tue) 15:22 anonymity type: disclosed

download tally return to material implementation status

授業評価アンケート

1. 講義内容は理解できましたか?

No.	response	no. of responses	percentage
1	理解できた	1	12.5%
2	おおよそ理解できた	2	25.0%
3	あまり理解できなかった	3	37.5%
4	全く理解できなかった	2	25.0%
5	unanswered	0	0.0%

no. of valid answers: 5

2. 授業の感想を自由に書いてください。

No.	response	no. of responses	percentage
1	answered	4	50.0%
2	unanswered	4	50.0%

refer to content of responses

## 4. 2. 5 Checking the Activity Status of a Discussion

1. To check a discussion, click its materials name on the [Class Status] screen.

- \* You can post your remarks in the discussion by clicking the [Participation in Discussion] button.

2. The [Material Implementation Status (Discussion)] screen appears.

- \* You can check the posting status, evaluation status, and rating status of the discussion on the course taker list.
- \* You can download a list of the course takers' course status by clicking the [Batch Download] button.

## 4. 2. 6 Checking the Activity Status of Learning Material

HOME > ミクロ経済学 > Class status

Student VIEW

Course: microeconomics  
course taker: 20people (official:120temp. registration:0)  
no. of materials: 36  
no. of Class: 6  
attendance rate: 93%

Usage Status

36out of 1-18 items displayed 1 2 3 4 next 10 items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
事前課題	-	必ず読んでおくこと:事前配布資料	Open	-
		課題レポート	Open	2/20 evaluation (2)
		参考資料	Open	-
		レポート課題	Open	12/20 evaluation (0)
		確認テスト	Open	-
		授業評価アンケート	Open	-
第1回 ミクロ経済学とは	95%	現在の為替レートに関する考察	Open	2/20 evaluation (2)
		participation in discussion	Open	-
		コースで学ぶ戦略マーケティングコース	Open	-
		前テスト	Open	1/20 evaluation (19)

36out of 1-18 items displayed 1 2 3 4 next 10 items displayed

1. To check learning material, click its materials name on the [Class Status] screen.

HOME > ミクロ経済学 > Class status > material implementation status (learning)

Student VIEW

learning 第1回 ミクロ経済学とは > コースで学ぶ戦略マーケティングコース

learning statistics

presentation period: -  
format: HTML

name: Search Progress Chart batch download

28out of 1-18 items displayed 1 2 next 10 items displayed

student ID/staff ID	name	status	progression rate	time of learning
st001	受講者 1	done	100%	7mins.
st002	受講者 2	available	-	-
st003	受講者 3	available	-	-
st004	受講者 4	started	50%	4mins.
st005	受講者 5	available	-	-
st006	受講者 6	started	50%	4mins.
st007	受講者 7	started	75%	3mins.
st008	受講者 8	done	100%	4mins.
st009	受講者 9	started	50%	4mins.
st010	受講者 10	available	-	-

28out of 1-18 items displayed 1 2 next 10 items displayed

back

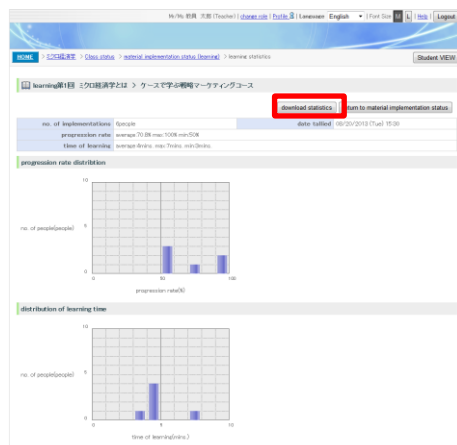
2. The [Material Implementation Status (Learning)] screen appears.

- \* You can check the learning status of the learning material on the course taker list.
- \* You can check statistics on the course takers' learning status by clicking the [Learning Statistics] button.
- \* You can download a list of the course takers' course status by clicking the [Batch Download] button.
- \* You can check a progress chart showing the course takers' activity status by clicking the [Progress Chart] button.

### Tip [Learning Statistics] screen

You can check statistics on the course takers' learning status on the [Learning Statistics] screen.

You can download the statistical information in a CSV file by clicking the [Download Statistics] button.



## 4. 2. 7 Checking the Evaluation Status of Offline Material

HOME > ミクロ経済学 > Class status

Student VIEW

Course: 第1回 ミクロ経済学とは

course taker: 20people (official:20temp: registration:0) no. of Class: 5

no. of materials: 30 attendance rate: 95%

Usage Status

38out of 1-18items displayed 1 2 3 4 next 10 items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
		必ず読んでおくこと:事前読書資料	Open	-
		参考資料	Open	-
第1回授業レポート		第1回授業レポート	Open	0/20 evaluation (1)
レポート課題		レポート課題	Editing	12/20 evaluation (9)
理解度チェックテスト		理解度チェックテスト	Open	-
授業評価アンケート		授業評価アンケート	Open	-
現在の勉強シートに関する考察		現在の勉強シートに関する考察	Open	-
participation in discussion		participation in discussion	Open	2/20 evaluation (2)
コースで学ぶ範囲マーケティングコース		コースで学ぶ範囲マーケティングコース	Open	-
期末試験	95%	期末試験	Open	11/20 evaluation (9)

38out of 1-18items displayed 1 2 3 4 next 10 items displayed

1. To check offline material, click its materials name on the [Class Status] screen.

HOME > ミクロ経済学 > Class status > material implementation status (Offline material)

Student VIEW

offline material 第1回 ミクロ経済学とは > 期末試験

presentation period: -

description: 期末試験を実施します。講義で記した資料の持込を許可します。

evaluation method: score evaluation disclose evaluation result: open

status: not evaluated 0people under evaluation 0people evaluated 1people

evaluation status(score evaluation): average 78.2points highest 90points lowest 60points

name Search batch download

28out of 1-18items displayed 1 2 next 10 items displayed

student ID/staff ID	name	status	evaluation
st001	受講者 1	evaluated	90points
st002	受講者 2	evaluated	80points
st003	受講者 3	evaluated	90points
st004	受講者 4	evaluated	80points
st005	受講者 5	evaluated	80points
st006	受講者 6	evaluated	70points
st007	受講者 7	evaluated	70points
st008	受講者 8	evaluated	60points
st009	受講者 9	evaluated	80points
st010	受講者 10	evaluated	70points

38out of 1-18items displayed 1 2 next 10 items displayed

back

2. The [Material Implementation Status (Offline Material)] screen appears.
- \* You can check the evaluation status of the offline material on the course taker list.
  - \* You can download a list of the course takers' course status by clicking the [Batch Download] button.

## Chapter 5 Evaluation of All Course Materials by Teaching Staff

Report materials, discussion materials, and offline materials must be evaluated by teaching staff.

This chapter describes their evaluation procedures.

### 5.1 Report Evaluation

The two types of methods of evaluating report materials are individual evaluation methods and group evaluation methods.

#### 5.1.1 Individual Evaluation Methods

The methods for individual evaluation of reports have three patterns.

The recommended method until you get used to the system is method 1. Methods 2 and 3 are more convenient for mass evaluation.

1. Method of entering evaluation information from the screen for individual evaluation of reports while checking the contents of a student's submitted report on the same screen
2. Method of batch downloading the contents of students' submitted reports and entering evaluation information on the report list evaluation screen
3. Method of batch downloading the contents of students' submitted reports and registering evaluation information through CSV batch registration

Note: To include an evaluation in the subjects to evaluate for the final grade, the evaluation must be fixed before input of the final grade.

The screenshot shows the 'Class Status' screen. The top navigation bar includes 'HOME', 'ミクロ経済学', and 'Class status'. The left sidebar contains various menu items like 'Course', 'Edit Course', 'Class Status', 'Manage Attendance', 'Final Grade', 'Manage Students', 'Syllabus', 'Set Course', 'Academic Attribute Chart', 'Usage Statistic', 'Check Log', 'Communication', 'Message Board', 'Edit Message Board', 'Edit FAQ', 'Q&A', and 'Message Transmission'. The main content area displays course information: 'course taker no. of material: 96', 'no. of Class: 5', and 'attendance rate: 93%'. Below this is a table with columns: 'Class', 'attendance rate', 'material name', 'disclosure status', and 'evaluation status'. The table lists several materials, and the 'evaluation status' for '学習計画表' is highlighted with a red box, showing 'evaluation (3)'.

1. Click the [Evaluation] button of report material on the [Class Status] screen.

The screenshot shows the 'Report List Evaluation' screen. The top navigation bar includes 'HOME', 'ミクロ経済学', and 'Class status > Report list evaluation'. The left sidebar contains various menu items like 'report', '共通教材', and '課題レポート'. The main content area displays a table with columns: 'fix evaluation', 'student ID/staff', 'name', 'No. of Submissions', 'date of submission', 'correction comment', 'score', 'resubmission', and 'evaluation date'. The table lists three students, and the 'name' column for '受講生 1' is highlighted with a red box.

2. The [Report List Evaluation] screen appears. Click the name of the student to evaluate.

\* The [Not Evaluated] tab is initially displayed.

HOME > 2013年度 > Class status > Report list evaluation > individual evaluation of report

report 共通教材 > 課題レポート

refer to assignment Return to Class

Previous Student student ID/staff ID st002 name 受講者 2 Next Student

Target for Evaluation

date of submission 08/20/2013 (Tue) 19:35 No. of Corrections 0 times

content of responses

第1回は非常にわかりやすかったが、第2回はわからなかった。

submission file

データ分析.doc

comment

correction comment

See Comment Samples

わからなくなり始めたため、早めに相談してください。  
それぞれの授業のテキストを読み返して、授業の概要をまとめて再提出してください。  
後日補修の案内をします。

correction file

Name of Corrected File add file

Grade Entry

fix evaluation 10 points resubmission evaluation date : - Evaluator : -

Evaluation Note

\* Evaluation Note is not disclosed to the student.

cancel Register Evaluation and Process Next Student Register Evaluation and Return to List View

3. The [Individual Evaluation of Report] screen appears. Check the submitted report contents, and make entries at your discretion regarding the evaluation. Then, click the [Register Evaluation and Process Next Student] button.

#### About entries

- [Correction Comment]  
Enter a comment for the course taker.  
(Up to 1,000 characters)
- [Correction File]  
Enter a correction file for the course taker.  
Note: The set file cannot have any of the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr
- [Grade Entry]  
Enter your evaluation of the report.  
Check [Fix Evaluation] to fix the evaluation.  
To request resubmission, check [Resubmission].
- [Evaluation Note]  
Enter a note about the evaluation.  
Note: The entered contents of [Evaluation Note] are not be disclosed to course takers.

HOME > 2013年度 > Class status > Report list evaluation > individual evaluation of report

report 共通教材 > 課題レポート

refer to assignment Return to Class

Previous Student student ID/staff ID st003 name 受講者 3 Next Student

Target for Evaluation

date of submission 08/20/2013 (Tue) 19:36 No. of Corrections 0 times

content of responses

各授業ともわかりやすい。  
先生の声が聞こえにくいことがある。

submission file

comment

correction comment

See Comment Samples

correction file

Name of Corrected File add file

Grade Entry

fix evaluation points resubmission evaluation date : - Evaluator : -

Evaluation Note

\* Evaluation Note is not disclosed to the student.

cancel Register Evaluation and Return to List View

4. The [Individual Evaluation of Report] screen for the next student appears.

- \* Carry out this evaluation in the same way.
- \* Click the [Register Evaluation and Return to List View] button to return to the [Report List Evaluation] screen.

## Tip 1

Report List Evaluation

Download Evaluation in Batch | Batch Upload Evaluation | **Download Results** | return to Class status

Evaluation Type: Personal Evaluation

Submission after Due Date: prohibited

Evaluation Method: Score Evaluation

Evaluation Status (Score Evaluation): Average 0 pt Highest 0 pt Lowest 0 pt

revision after submission: permitted (no restrict)

Evaluation Disclosure: open

Evaluation Status (Gr-Grade Evaluation): -

all 2 people | started 1 people | not evaluated 1 people | under evaluation 0 people | evaluated 0 people

name: Search

But of 10 items displayed 1 10 items displayed

No.	evaluation	student ID/staff	name	No. of Submissions	date of submission	correction comment	score	resubmission	evaluation date
1	<input type="checkbox"/>	st001	田中 太郎	1	03/04/2013 (Mon) 16:30	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-
2	<input type="checkbox"/>	st002	山田 花子	1	08/20/2013 (Tue) 19:05	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-
3	<input type="checkbox"/>	st003	佐藤 一郎	1	08/20/2013 (Tue) 19:06	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-

But of 10 items displayed 1 10 items displayed

register

- You can batch download the reports and file attachments submitted by students, by clicking the [Download Results] button on the [Report List Evaluation] screen.

## Tip 2

### [Batch evaluation method 1]

Report List Evaluation

Download Evaluation in Batch | Batch Upload Evaluation | Download Results | return to Class status

Evaluation Type: Personal Evaluation

Submission after Due Date: prohibited

Evaluation Method: Score Evaluation

Evaluation Status (Score Evaluation): Average 0 pt Highest 0 pt Lowest 0 pt

revision after submission: permitted (no restrict)

Evaluation Disclosure: open

Evaluation Status (Gr-Grade Evaluation): -

all 2 people | started 1 people | not evaluated 1 people | under evaluation 0 people | evaluated 0 people

name: Search

But of 10 items displayed 1 10 items displayed

No.	evaluation	student ID/staff	name	No. of Submissions	date of submission	correction comment	score	resubmission	evaluation date
1	<input type="checkbox"/>	st001	田中 太郎	1	03/04/2013 (Mon) 16:30	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-
2	<input type="checkbox"/>	st002	山田 花子	1	08/20/2013 (Tue) 19:05	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-
3	<input type="checkbox"/>	st003	佐藤 一郎	1	08/20/2013 (Tue) 19:06	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-

But of 10 items displayed 1 10 items displayed

register

- If you have already checked the contents of students' reports such as by downloading submitted results, you can enter evaluations for multiple students at one time on the [Report List Evaluation] screen.

Note: Click the pencil icon to enter a comment.

Note: Enter evaluation values.

### [Batch evaluation method 2]

Report List Evaluation

**Download Evaluation in Batch** | Batch Upload Evaluation | Download Results | return to Class status

Evaluation Type: Personal Evaluation

Submission after Due Date: prohibited

Evaluation Method: Score Evaluation

Evaluation Status (Score Evaluation): Average 0 pt Highest 0 pt Lowest 0 pt

revision after submission: permitted (no restrict)

Evaluation Disclosure: open

Evaluation Status (Gr-Grade Evaluation): -

all 2 people | started 1 people | not evaluated 1 people | under evaluation 0 people | evaluated 0 people

name: Search

But of 10 items displayed 1 10 items displayed

No.	evaluation	student ID/staff	name	No. of Submissions	date of submission	correction comment	score	resubmission	evaluation date
1	<input type="checkbox"/>	st001	田中 太郎	1	03/04/2013 (Mon) 16:30	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-
2	<input type="checkbox"/>	st002	山田 花子	1	08/20/2013 (Tue) 19:05	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-
3	<input type="checkbox"/>	st003	佐藤 一郎	1	08/20/2013 (Tue) 19:06	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	-

But of 10 items displayed 1 10 items displayed

register

- If you have already checked the contents of students' reports such as by downloading submitted results, you can batch upload your evaluations and comments for them in CSV format.
- Click the [Download Evaluation in Batch] button to obtain the student list data that can be used for uploading. Enter and upload evaluations in its format.



## Tip 3

### [Sharing report submission results]

When you allow [Share submission results], you can check the comments of other students.

You can register comments from the [Enter Comment] link.

The screenshot shows a web interface for report evaluation. At the top, there's a navigation bar with links like HOME, Lecture Status, Report List Evaluation, and Individual report evaluation. Below this, the page title is 'Report 事前課題 > 講義レポート'. There are buttons for 'See Assignment' and 'Return to Lecture'. A section for 'Target for Evaluation' includes fields for 'Date/Time of Submission' (03/16/2015 (Wed) 18:21), 'No. of Corrections' (0 times), and 'comment'. The 'comment' field has a red box around it with the text '2 comments (view comments)'. Below this is an 'Answer' section with a text area containing 'レポート課題を提出します。'. There is also a 'Comment' section with a text area and an 'Edited Comment' section with a text area. A 'See Comment Samples' button is at the bottom right.

The screenshot shows a 'comment list' dialog box. It has a title bar with 'comment list' and a 'Help' button. The main content area is titled '講義レポート' and shows a list of comments. The first comment is from 'DD-st0001 name:受講者0001' on '03/16/2015 (Wed) 18:26' with the text 'お礼、観点で参考になりました。'. The second comment is from 'DD-st0004 name:受講者0004' on '03/16/2015 (Wed) 18:24' with the text '同じ意見の人がいて安心しました。'. There are 'delete' links for each comment. At the bottom, there are 'Results: 1-2 displayed' and '10 items displayed' indicators, and a 'close' button.

The screenshot shows an 'Enter Comment' dialog box. It has a title bar with 'Enter Comment' and a 'Help' button. The main content area is titled 'Enter Comment' and contains a large text area for entering a comment. At the bottom, there are 'Cancel' and 'Register' buttons. A 'See Comment Samples' button is at the top right.

## 5.1.2 Group Evaluation Methods

In group evaluation methods, you carry out evaluations on the [Report List] screen.

Course: 経済学  
Class Status: 20people (official:20temp. registration:0) no. of Class: 5  
attendance rate: 90%

Class	attendance rate	material name	disclosure status	evaluation status
第2回 経済学の対象と分析手法	90%	経済学評価アンケート	Open	-
		経済学評価アンケート	Open	-
		グループで学ぶ経済学マーケティングコース	Open	-
		オンライン教材	Open	0/20 evaluation (15)
		学習用・学習教材ウェブ経済学の基礎	Open	-
特別講義	100%	参加者アンケート	Open	-
		参加者アンケート	Open	0/20 evaluation (1)
		特別講義	Open	0/20 evaluation (2)

1. Click the [Evaluation] button of report material on the [Class Status] screen.

report 特別講義 > 課題レポート

refer to assignment return to Class status

Download Evaluation in Batch Download Results

Evaluation Type: group evaluation  
presentation period: -  
Submission after Due Date: prohibited  
Evaluation Method: Score Evaluation  
Evaluation Status (Score Evaluation): Average: 0 pt Highest: 0 pt Lowest: 0 pt

revision after submission: permitted (no restrict)  
evaluation disclosure: open  
Evaluation Status (n-Grade Evaluation): -

List of Group Members for Evaluation

Evaluation Group: **グループA**

Group Score:  points ☐ fix evaluation

evaluation date: -

student ID/staff ID	name	date of submission	correction comment	Personal Score	Evaluation Score
st001	受講者 1	02/25/2013 (Mon) 13:49			-
st009	受講者 9	-			-
st010	受講者 10	-			-

register

2. The [Report List Evaluation] screen appears. Select the group to evaluate from [Evaluation Group].

\* You can check the report assignment by clicking the [Refer to Assignment] button.

report 特別講義 > 課題レポート

refer to assignment return to Class status

Download Evaluation in Batch Download Results

Evaluation Type: group evaluation  
presentation period: to 08/01/2013 (Thu) 24:00  
Submission after Due Date: prohibited  
Evaluation Method: Score Evaluation  
Evaluation Status (Score Evaluation): Average: 0 pt Highest: 0 pt Lowest: 0 pt

revision after submission: permitted (no restrict)  
evaluation disclosure: open  
Evaluation Status (n-Grade Evaluation): -

List of Group Members for Evaluation

Evaluation Group: **グループA**

Group Score: **40** points ☐ fix evaluation

evaluation date: -

student ID/staff ID	name	date of submission	correction comment	Personal Score	Evaluation Score
st001	受講者 1	02/25/2013 (Mon) 13:49		40	80
st009	受講者 9	-		10	50
st010	受講者 10	-		-10	30

register

3. Enter a group score and personal scores, and click the [Register] button. Check [Fix Evaluation] to fix the evaluations.

\* [Evaluation Score] displays the sum of the [Group Score] and [Personal Score] values.

\* Click the pencil icon to enter a correction comment.

### About entries

- [Group Score] (for an evaluation)  
Enter a score for the whole group. (0 to 100)
- [Personal Score]  
Enter a score for an individual student. (-100 to 100)

## [Evaluation screen (where [Evaluation method] is [n-Grade Evaluation])]

If [Evaluation Method] is [n-Grade Evaluation Method], the screen displays n-grade evaluations corresponding to the evaluation scores.

The screenshot shows a web interface for evaluation. At the top, there are navigation links and a user menu. Below, there are tabs for 'report', '特別調査', and '課題レポート'. A 'report' button is visible. The main area contains a form with various settings: 'Evaluation Type' (group evaluation), 'Submission after Due Date' (prohibited), 'Evaluation Method' (n-Grade Evaluation), and 'Evaluation Status (Group)' (Average: 0 pt Highest: 0 pt Lowest: 0 pt). Below the form, there is a table titled 'List of Group Members for Evaluation'. The table has columns for 'student ID/initials', 'name', 'date of submission', 'correction comment', 'Personal Score', 'Evaluation Score', and 'n-Grade Evaluation'. The table shows three rows of data for students with IDs e001, e009, and e010. A red dotted line highlights the 'n-Grade Evaluation' column, which shows grades A, B, and C corresponding to the evaluation scores.

student ID/initials	name	date of submission	correction comment	Personal Score	Evaluation Score	n-Grade Evaluation
e001	田中 太郎	02/25/2013 13:49		40	100	A
e009	山田 花子	-		10	70	B
e010	鈴木 一郎	-		10	50	C

Displays n- grade evaluations corresponding to the evaluation scores.

## 5.2 Discussion Evaluation

The methods for discussion evaluation have three patterns.

The recommended method until you get used to the system is method 1. Methods 2 and 3 are more convenient for mass evaluation.

1. Method of entering evaluation information from the screen for individual evaluation of discussions while checking the contents of a student's postings on the same screen
2. Method of batch downloading the contents of students' postings and entering evaluation information on the discussion list evaluation screen
3. Method of batch downloading the contents of students' postings and registering evaluation information through CSV batch registration

Note: To include an evaluation in the subjects to evaluate for the final grade, the evaluation must be fixed before input of the final grade.

Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > マイクロ経済学 > Class status [Student VIEW](#)

Course: [Edit Course](#) | [Class Status](#) | [Manage Attendance](#) | [Final Grade](#) | [Manage Students](#) | [Syllabus](#) | [Set Course](#) | [Academic Attribute Chart](#) | [Usage Statistic](#) | [Check Log](#)

Communication: [Message Board](#) | [Edit Message Board](#) | [Edit FAQ](#) | [QA&A](#) | [Message Transmission](#)

course taker: 20people (official:20temp. registration:0) | no. of Class: 5 | attendance rate: 93%

Usage Status

26out of 1-18Items displayed | 2 3 4 next | 10 Items displayed

Class	attendance rate	material name	disclosure status	evaluation status
共通教材	-	学習計画表	Open	-
		市販学習用テキスト:事前配布資料	Open	-
		課題レポート	Open	0/20
		参考文献	Open	-
第1回 マイクロ経済学とは	95%	授業資料	Open	-
		レポート課題	Open	12/20
		理解度チェックテスト	Open	-
		授業評価アンケート	Open	-
		現在の為替レートに関する考察	Open	2/20
		participation in discussion	Open	evaluation (3)
		ケースで学ぶ戦略マーケティングコース	Open	-
期末試験	Open	11/20		
			evaluation (9)	

36out of 1-18Items displayed | 2 3 4 next | 10 Items displayed

1. Click the [Evaluation] button of discussion material on the [Class Status] screen.

Mr/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: M | [Help](#) | [Logout](#)

HOME > マイクロ経済学 > Class status > discussion list evaluation [Student VIEW](#)

discussion 第1回 マイクロ経済学とは > 現在の為替レートに関する考察 [return to Class status](#)

[batch downloading of evaluation](#) [batch uploading of evaluation](#)

presentation period: - | stage evaluation (input stage): [stage evaluation](#) | evaluation disclosure: open

evaluation method: [criteria](#) | evaluation status (evaluate scores): - | evaluation status (stage evaluation): S:0people A:2people B:0people C:0people D:0people

all (20people) | available (15people) | not evaluated (3people) | under evaluation (0people) | evaluated (2people)

name:  [Search](#)

2out of 1-3Items displayed | 50 Items displayed

fix evaluation	student ID/staff ID	name	no. of posts	average rating	evaluation comment	stage evaluation	evaluation date
<input type="checkbox"/>	st002	受講生 2	2	★★★★☆4.0		not evaluated	-
<input type="checkbox"/>	st005	受講生 5	2	★★★★☆4.0		not evaluated	-
<input type="checkbox"/>	st006	受講生 6	1	☆☆☆☆☆0.0		not evaluated	-

3out of 1-3Items displayed | 50 Items displayed

[register](#)

2. The [Discussion List Evaluation] screen appears. Click the name of the student to evaluate.

\* The [Not Evaluated] tab is initially displayed.

HOME > ミクロ経済学 > Class status > discussion list evaluation > individual evaluation of discussion

discussion 第1回 ミクロ経済学とは > 現在の為替レートに関する考察

return to Class status

previous course taker student ID/staff ID: st005 name: 受講者 5 to next course taker >>

display tree latest display no. of posting: 2 session average rating: ☆☆☆☆ 4.0

com.all | close.all

市場の不安定さの原因  
受講者 1 (8/19)  
返信者 2 (3/6)  
返信者 3 (0/5)  
返信者 4 (0/5)  
返信者 5 (0/20)  
返信者 6 (0/20)  
返信者 7 (0/20)  
返信者 8 (0/20)  
返信者 9 (0/20)  
返信者 10 (0/20)

8. Re:為替相場の不安定さについて  
受講者 5 08/26/2013 (Tue) 20:25:50 ☆☆☆☆ 4.0 (people)  
中東の民主化運動の影響があるようです。  
エネルギーの需要が急増するにつれて、原油価格が上昇を始めてい  
るようです。

[back to prev. remark] [to parent remark]  
[to previous remark of evaluates]

evaluation comment refer to comment list

よく勉強しています。  
テーマに沿って、新しい問いかけもしてあげてください。

input evaluation

fix evaluation B evaluation date: - evaluated by: -

evaluation notes

\*Evaluation notes will not be disclosed to students.

cancel register evaluation and go to next course taker register evaluation and return to list

3. The [Individual Evaluation of Discussion] screen appears. Check the discussion posting contents, and make entries at your discretion regarding the evaluation. Then, click the [Register Evaluation and Go to Next Course Taker] button.

- \* The background of the remark from the student being evaluated is highlighted in pink.
- \* You can check detailed information on the rating for the posting by clicking the rating link.

#### About entries

- [Evaluation Comment]  
Enter a comment for the course taker.  
(Up to 1,000 characters)
- [Input Evaluation]  
Enter your evaluation of the discussion.  
Check [Fix Evaluation] to fix the evaluation.
- [Evaluation Notes]  
Enter a note about the evaluation.  
Note: The entered contents of [Evaluation Notes] are not disclosed to course takers.

HOME > ミクロ経済学 > Class status > discussion list evaluation > individual evaluation of discussion

discussion 第1回 ミクロ経済学とは > 現在の為替レートに関する考察

return to Class status

previous course taker student ID/staff ID: st005 name: 受講者 6 to next course taker >>

display tree latest display no. of posting: 1 session average rating: ☆☆☆☆ 0.0

com.all | close.all

市場の不安定さの原因  
受講者 1 (8/19)  
返信者 2 (3/6)  
返信者 3 (0/5)  
返信者 4 (0/5)  
返信者 5 (0/20)  
返信者 6 (0/20)  
返信者 7 (0/20)  
返信者 8 (0/20)  
返信者 9 (0/20)  
返信者 10 (0/20)

Select a remark from the remark list on the left.

evaluation comment refer to comment list

input evaluation

fix evaluation not evaluated evaluation date: - evaluated by: -

evaluation notes

\*Evaluation notes will not be disclosed to students.

cancel register evaluation and return to list

4. The [Individual Evaluation of Discussion] screen for the next student appears.

- \* Carry out this evaluation in the same way.
- \* Click the [Register Evaluation and Return to List] button to return to the [Discussion List Evaluation] screen.

## [Batch evaluation method 1]

discussion 第1回 ミナミ経済学とは？ 現在の為替レートに関する考察

batch downloading of evaluation | batch uploading of evaluation | return to Class status

presentation period: -

evaluation method: stage evaluation (input stage) | [stage evaluation](#)

evaluation status (evaluate scores): -

evaluation status (stage evaluation): 0 (people) A (people) B (people) C (people)

all (0 people) | available (0 people) | not evaluated (0 people) | under evaluation (0 people) | evaluated (0 people)

name: [Search]

But of 0 items displayed | 50 items displayed

No.	evaluation	student ID / staff	name	No. of results	average rating	evaluation comment	stage evaluation	evaluation date
1	<input type="checkbox"/>	v002	佐藤 雄二	2	★★★★☆	<input type="text" value=""/>	not evaluated	-
2	<input type="checkbox"/>	v005	佐藤 雄二	2	★★★★☆	<input type="text" value=""/>	not evaluated	-
3	<input type="checkbox"/>	v006	佐藤 雄二	1	☆☆☆☆☆	<input type="text" value=""/>	not evaluated	-

But of 0 items displayed | 50 items displayed

[register](#)

- If you have already checked the contents of students' postings, you can enter evaluations for multiple students at one time on the [Discussion List Evaluation] screen.

Note: Click the pencil icon to enter a comment.

Note: Enter evaluation values.

## [Batch evaluation method 2]

discussion 第1回 ミナミ経済学とは？ 現在の為替レートに関する考察

batch downloading of evaluation | batch uploading of evaluation | return to Class status

presentation period: -

evaluation method: stage evaluation (input stage) | [stage evaluation](#)

evaluation status (evaluate scores): -

evaluation status (stage evaluation): 0 (people) A (people) B (people) C (people)

all (0 people) | available (0 people) | not evaluated (0 people) | under evaluation (0 people) | evaluated (0 people)

name: [Search]

But of 0 items displayed | 50 items displayed

No.	evaluation	student ID / staff	name	No. of results	average rating	evaluation comment	stage evaluation	evaluation date
1	<input type="checkbox"/>	v002	佐藤 雄二	2	★★★★☆	<input type="text" value=""/>	not evaluated	-
2	<input type="checkbox"/>	v005	佐藤 雄二	2	★★★★☆	<input type="text" value=""/>	not evaluated	-
3	<input type="checkbox"/>	v006	佐藤 雄二	1	☆☆☆☆☆	<input type="text" value=""/>	not evaluated	-

But of 0 items displayed | 50 items displayed

[register](#)

- If you have already checked the contents of students' postings, you can batch upload your evaluations and comments for them in CSV format.
- Click the [Batch Downloading of Evaluation] button to obtain the student list data that can be used for uploading. Enter and upload evaluations in its format.

## 5.3 Evaluation of Offline Course Material

The methods for evaluation of offline course materials have two patterns.

1. Method of entering evaluation information from the [Offline Material List Evaluation] screen
2. Method of registering evaluation information through CSV batch registration

Note: To include an evaluation in the subjects to evaluate for the final grade, the evaluation must be fixed before input of the final grade.

The screenshot shows the 'Class Status' screen for a course. The left sidebar contains navigation links: HOME, Course, Edit Course, Class Status, Manage Attendance, Final Grade, Manage Students, Syllabus, Set Course, Academic Attribute Chart, Usage Statistic, Check Log, Communication, Message Board, Edit Message Board, Edit FAQ, Q&A, and Message Transmission. The main content area displays course information: course taker (20 people), no. of Class (5), attendance rate (93%), and no. of materials (36). A table lists materials with columns for Class, attendance rate, material name, disclosure status, and evaluation status. The 'evaluation status' column shows 'evaluation (0)' for most items, but the last item, '期末試験' (Final Exam), shows 'evaluation (20)'. A red box highlights this 'evaluation (20)' value.

1. Click the [Evaluation] button of offline course material on the [Class Status] screen.

The screenshot shows the 'Offline Learning Materials' screen for the '第1回 ミクロ経済学とは' (1st Lecture: Microeconomics) course. The top section shows the presentation period (to 09/02/2014) and evaluation method (Score evaluation). Below this, a table lists students for evaluation with columns: Evaluation determination, List Number, UserID, Name, Evaluation comment, Score, Evaluation Time/Date, and Evaluator. The 'Name' column lists students from '受講者0001' to '受講者0010'. A red box highlights the 'Name' column. The bottom section shows a 'Register' button.

2. The [Offline Material List Evaluation] screen appears. Click the name of the student to evaluate.

\* The [Not Evaluated] tab is initially displayed.

HOME > ミクロ経済学 > Lecture Status > offline material list evaluation  
Individual offline material evaluation view

Offline Learning Materials 第1回 ミクロ経済学とは > 期末試験

Return to Lecture

UserID st0001 Name 受講者0001 Next Student >>

Evaluation comment See Comment Samples

File attachment

File name of attachment 参照... Add File

Grade Entry

☐ Evaluation Fixed  pt Evaluation Time/Date : - Evaluator : -

Evaluation Note

\* Evaluation Note is not disclosed to the student.

Cancel Register Evaluation and Process Next Student Register Evaluation and Return to List View

3. The [Individual Evaluation of Offline Learning Materials] screen appears. Make entries at your discretion regarding the evaluation. Then, click the [Register Evaluation and Process Next Student] button.

#### About entries

- [Evaluation Comment]  
Enter a comment for a course taker.  
(Up to 1,000 characters)  
Note: Click the pencil icon to enter a comment.
- [File attachment]  
Enter a file attachment for the course taker.
- [Score]  
Enter an evaluation of the offline course material.
- [Fix Evaluation]  
Check a [Fix Evaluation] check box to fix the corresponding evaluation.  
Note: A score needs to have already been entered.

HOME > ミクロ経済学 > Lecture Status > offline material list evaluation  
Individual offline material evaluation view

Offline Learning Materials 第1回 ミクロ経済学とは > 期末試験

Return to Lecture

<<Previous Student UserID st0002 Name 受講者0002 Next Student >>

Evaluation comment See Comment Samples

File attachment

File name of attachment 参照... Add File

Grade Entry

☐ Evaluation Fixed  pt Evaluation Time/Date : - Evaluator : -

Evaluation Note

\* Evaluation Note is not disclosed to the student.

Cancel Register Evaluation and Process Next Student Register Evaluation and Return to List View

4. The [Individual Evaluation of Offline Learning Materials] screen for the next student appears.
- \* Carry out this evaluation in the same way
  - \* Click the [Register Evaluation and Return to List] button to return to the [Individual Evaluation of Offline Learning Materials] screen.



## Chapter 6 Checking Students' Academic Behavioral Characteristics

You can check students' academic behavioral characteristics and learning status on CoursePower.

- Overview of all course takers: CoursePower lists and displays course takers' academic behavioral characteristics with numeric values and graphs.
- Detailed status check for each course taker: CoursePower displays a list of the academic behavioral characteristics, attendance, and learning behavior and status for each course taker.

\* This function may not be available, depending on the system settings.

Academic behavioral characteristics (Academic Attribute Chart)

- Course takers' learning behaviors are analyzed and quantified with three indexes for academic behavioral characteristics: "Attitude," "Continuity," and "Planning Capability."
- The characteristics make up a relative evaluation among all the students taking the same course.

### 6.1 Listing and Displaying the Academic Behavioral Characteristics of All Course Takers

You can list and check academic behavioral characteristics on CoursePower.

1. Click [Academic Attribute Chart] on the course [HOME] menu.



2. The [Academic Attribute Chart] screen appears.

The screenshot shows the 'Academic Attribute Chart' screen. It displays a table of student data with columns for Category, student ID/staff ID, Name, Attitude, Continuity, Planning Capability, and Total. The table is filtered to show students from 08/26/2013 (Tue) 18:00. The data is sorted by Total score in descending order. The table is surrounded by a red dashed border. The table data is as follows:

Category	student ID/staff ID	Name	Attitude	Continuity	Planning Capability	Total
Provisional	st001	受講生 1	--	--	--	--
official	st002	受講生 2	5.16P	10.00P	7.50P	22.66P
official	st003	受講生 3	5.65P	7.50P	8.75P	21.90P
official	st004	受講生 4	2.26P	6.67P	5.00P	13.92P
official	st005	受講生 5	4.03P	8.33P	5.00P	17.37P
official	st006	受講生 6	1.29P	5.00P	3.75P	10.04P
official	st007	受講生 7	1.29P	5.00P	3.75P	10.04P
official	st008	受講生 8	0.97P	0.00P	3.75P	4.72P
official	st009	受講生 9	1.45P	7.50P	5.00P	13.95P
official	st010	受講生 10	1.61P	6.67P	7.50P	15.78P

- \* You can check the academic behavioral characteristics of the course takers on the list.
- \* You can batch download the list of course takers' academic behavioral characteristics by clicking the [Batch Download] button.
- \* Click the [Display Chart] button to display a radar chart.
- \* The displayed numeric value does not include provisionally registered students.

[Chart display]



- You can intuitively see course takers' academic behavioral characteristics and amounts of behavior on the chart display screen.

Note: Academic behavioral characteristics can be understood from the shape, and the amount of good learning behavior can be understood from the size.

- \* Click inside a triangle to display detailed information on the individual student.

## 6.2 Details of the Learning Behavior of Individual Course Takers

You can check the details of learning behavior.

Category	student ID/staff ID	Name	Attitude	Continuity	Planning Capability	Total
Provisional	st001	受講生 1	-	-	-	-
official	st002	受講生 2	5.16P	10.00P	7.50P	22.66P
official	st003	受講生 3	5.65P	7.50P	8.75P	21.90P
official	st004	受講生 4	2.26P	6.67P	5.00P	13.93P
official	st005	受講生 5	4.03P	8.33P	5.00P	17.37P
official	st006	受講生 6	1.23P	5.00P	3.75P	10.04P
official	st007	受講生 7	1.23P	5.00P	3.75P	10.04P
official	st008	受講生 8	0.97P	0.00P	3.75P	4.73P
official	st009	受講生 9	1.45P	7.50P	5.00P	13.95P
official	st010	受講生 10	1.61P	6.67P	7.50P	15.78P

1. Click a [Name] link on the [Academic Attribute Chart] screen.

The learning behavior details of the respective course taker appear.

\* Click a radar chart on the chart display screen to display detailed information on the individual student.

Materials	Report	Test	Questionnaire	Discussion	Offline Course Materials	Educational Materials	Present	Message Board	FAQ	Q&A
6	5	7	5	5	2	5	3	2	1	1

Index	Remarkable Behaviors	Behaviors Requiring Attention
Attitude	<ul style="list-style-type: none"><li>Refers to Message Board at a high rate.</li><li>Submits postings to Discussion at a high rate.</li><li>Submits postings to Discussion numerous times.</li></ul>	
Continuity	<ul style="list-style-type: none"><li>Has a high attendance rate.</li></ul>	
Planning Capability		

2. The screen for individual student details appears.

You can check the course materials and number of functions used in the course, basic information, and learning behavior points and academic behavioral characteristics (remarkable behavior and behavior that should be noted) for each course taker.

\* The evaluation history and statistical information on usage appear at the bottom.

(Continued on next page)

(Continued)

3. You can check the attendance, report and test evaluation history, and course materials usage rate and use counts.

You can check the usage rate records of the relevant student by comparing them with the highest and average class values in the activity status graph.



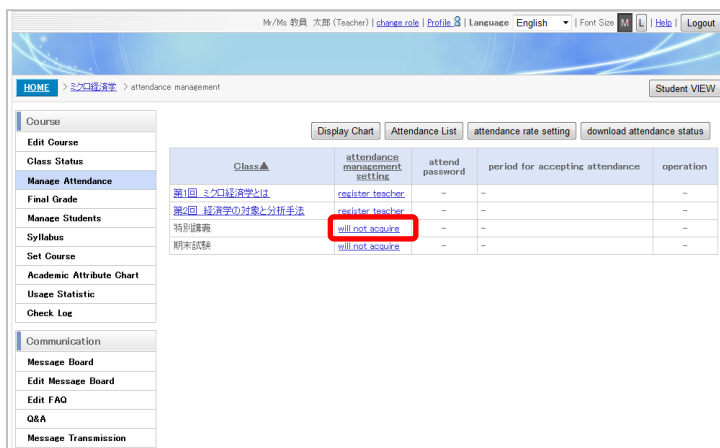
## Chapter 7 Attendance Management

You can manage attendance in each class in the following ways in CoursePower.

- Registration by teaching staff: Teaching staff take attendance on paper, for example, during class and register it in the system.
- Registration by students: Students register their attendance by entering the password for attendance registration.
- Attendance status check: You can check the status of class attendance on a list and graph.

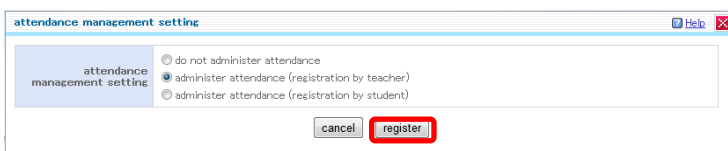
\* This function may not be available, depending on the system settings.

### 7.1 Attendance Management Setting



1. Click [Manage Attendance] on the course [HOME] menu.

The [Attendance Management] screen appears. Click an [Attendance Management Setting] link.

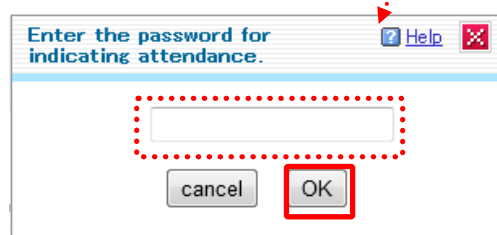
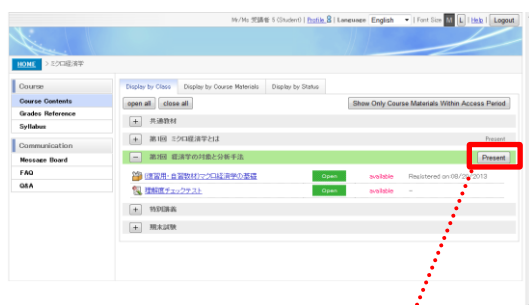


2. The [Attendance Management Setting] screen appears.

Select one of the three attendance management settings, and click the [Register] button.

- \* You can set the following information by selecting [Registration by Student]:
  - Password indicating attendance
  - Period for accepting attendance

[Screen for attendance registration by students]



- The [Present] button appears on the bar with the class name of a class that has reached the attendance acceptance time set by teaching staff. The student clicks the button.
- A password input screen appears.  
Note: The student enters the password provided by teaching staff, and clicks the [OK] button.

## 7.2 Registration by Teaching Staff

1. Click [Manage Attendance] on the course [HOME] menu.

The [Attendance Management] screen appears.

Click a class name.

Course

HOME > ミクロ経済学 > attendance management

Student VIEW

Course

Edit Course

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit Message Board

Edit FAQ

Q&A

Message Transmission

Display Chart Attendance List attendance rate setting download attendance status

Class▲	attendance management setting	attend password	period for accepting attendance	operation
第1回 ミクロ経済学とは	register teacher	--	--	--
第2回 経済学の対象と分析手法	register teacher	--	--	--
第3回 経済学	register teacher	--	--	--
期末試験	will not acquire	--	--	--

2. The attendance management screen of the class appears.
- Enter the attendance status ([Present], [Absent], etc.) for each course taker, and click the [Register] button.

HOME > ミクロ経済学 > attendance management > 第2回 経済学の対象と分析手法

Student VIEW

batch download batch upload

attendance status unset:10people Present:7people Absent:0people Excused:0people Tardy:0people Excused Time Off:0people

name Search

28out of 1-18items displayed 1 2 next 10 items displayed

student ID/staff ID▲	name	registration date	attendance status					
			unset	Present	Absent	Excused	Tardy	Excused Time Off
st001	受講者 1	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st002	受講者 2	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st003	受講者 3	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st004	受講者 4	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st005	受講者 5	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st006	受講者 6	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st007	受講者 7	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st008	受講者 8	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st009	受講者 9	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st010	受講者 10	--	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28out of 1-18items displayed 1 2 next 10 items displayed

back register

3. [Attendance Status] is updated and refreshed.
- Click the [Back] button to exit attendance registration.

HOME > ミクロ経済学 > attendance management > 第2回 経済学の対象と分析手法

Student VIEW

batch download batch upload

attendance status unset:2people Present:12people Absent:1people Excused:4people Tardy:1people Excused Time Off:0people

name Search

Registration of attendance status is completed.

28out of 1-18items displayed 1 2 next 10 items displayed

student ID/staff ID▲	name	registration date	attendance status					
			unset	Present	Absent	Excused	Tardy	Excused Time Off
st001	受講者 1	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st002	受講者 2	--	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st003	受講者 3	--	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st004	受講者 4	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st005	受講者 5	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st006	受講者 6	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st007	受講者 7	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
st008	受講者 8	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
st009	受講者 9	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
st010	受講者 10	08/20/2013 (Tue) 21:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

28out of 1-18items displayed 1 2 next 10 items displayed

back register

## 7.3 Registration by Students

HOME > システム管理 > attendance management

Student VIEW

Display Chart Attendance List attendance rate setting download attendance status

Class	attendance management setting	attend password	period for accepting attendance	operation
第1回 システム管理とは	register_teacher	--	--	--
第2回 システム管理とは	register_teacher	--	--	--
特別授業	register_course	1234	from 08/19/2013 (Mon) 19:00 to 08/19/2013 (Mon) 11:00	outside accepting
期末試験	will not acquire	--	--	--

- Click [Manage Attendance] on the course [HOME] menu.

The [Attendance Management] screen appears.

Click the class name.

- \* For registration by students, [Attend Password] and [Period for Accepting Attendance] display the values registered when the class was added.

HOME > システム管理 > attendance management > 特別授業

Student VIEW

batch download batch upload

attendance status Unset:0people Present:1people Absent:10people Excused:0people Tardy:0people Excused Time Off:0people

name Search batch changing of unset to absent

28 out of 1-10 items displayed 1 2 next 10 items displayed

student ID/staff ID	name	registration date	attendance status						applied by
			unset	Present	Absent	Excused	Tardy	Excused Time Off	
st001	受講者 1	08/19/2013 (Mon) 19:08	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC
st002	受講者 2	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st003	受講者 3	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st004	受講者 4	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st005	受講者 5	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st006	受講者 6	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st007	受講者 7	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st008	受講者 8	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--
st009	受講者 9	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--
st010	受講者 10	--	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--

28 out of 1-10 items displayed 1 2 next 10 items displayed

back register

- The attendance management screen of the class appears. Make selections in [Attendance Status], and click the [Register] button.

- \* Students who have already entered the password for [Attend Password] are indicated as [Present] in [Attendance Status].

- \* You can change the status of all students who are [Unset] in [Attendance Status] to [Absent] by clicking the [Batch Changing of Unset to Absent] button.

- \* For any course takers who have applied from a PC to register their attendance, you can check their IP addresses in [Applied By].

HOME > システム管理 > attendance management > 特別授業

Student VIEW

batch download batch upload

attendance status Unset:0people Present:5people Absent:12people Excused:1people Tardy:2people Excused Time Off:0people

name Search batch changing of unset to absent

Registration of attendance status is completed.

28 out of 1-10 items displayed 1 2 next 10 items displayed

student ID/staff ID	name	registration date	attendance status						applied by
			unset	Present	Absent	Excused	Tardy	Excused Time Off	
st001	受講者 1	08/19/2013 (Mon) 19:08	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	PC
st002	受講者 2	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st003	受講者 3	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st004	受講者 4	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st005	受講者 5	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st006	受講者 6	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st007	受講者 7	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	--
st008	受講者 8	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--
st009	受講者 9	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--
st010	受講者 10	08/20/2013 (Tue) 21:31	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	--

28 out of 1-10 items displayed 1 2 next 10 items displayed

back register

- [Attendance Status] is updated and refreshed. Click the [Back] button to exit attendance registration.



## Tip 1

### [[Batch Changing of Unset to Absent] button]

You can change the status of all students who are [Unset] in [Attendance Status] to [Absent] by clicking the [Batch Changing of Unset to Absent] button.

The screenshot shows the 'attendance management' page. On the left is a sidebar with navigation links. The main area has a search bar and a table of student attendance records. A red box highlights the 'batch changing of unset to absent' button located above the table.

Click the [Batch Changing of Unset to Absent] button.

A confirmation pop-up window titled 'Web ページからのメッセージ'. It contains the text: 'Do you want to change and register all the unset course takers as absent?'. There are two buttons: 'OK' (highlighted with a red box) and 'キャンセル'.

A confirmation pop-up appears. Click the [OK] button.

The screenshot shows the 'attendance management' page after the batch change. A red dashed box highlights the table, where all 'Unset' statuses have been changed to 'Absent'. A message 'Batch change completed.' is visible at the top of the table area.

The course takers registered as [Unset] are registered as [Absent] in [Attendance Status].

## Tip 2

### [If the attendance rate is set for the final grade]

If the attendance rate is set as subject to evaluation for the final grade, attendance-related information cannot be updated.

- \* To update attendance-related information, set "0" in [Evaluation Rate] of [Attendance Rate].

calculate score

\*If you set a value to attendance rate, the attendance information will not be changed.  
\*Evaluation rate of materials provided cannot be set.

evaluation target	individual presentation	end date for presentation	evaluation
attendance rate		-	10
確認テスト (特別講義)			0

cancel calculation

Set an [Evaluation Rate] value for [Attendance Rate].

Click the [Calculation] button.

/Ms 教員 太郎 (Teacher) | change role | Profile | Language: English | Font Size: M | L | H | Help | Logout

HOME > システム管理 > attendance management

Student VIEW

\*The attendance information cannot be changed because the attendance rate is the object of integrated result.

Class	attendance management setting	attend password	period for accepting attendance	operation
第1回 システム経済学とは	register teacher	-	-	-
第2回 システム経済学とは	register teacher	-	-	-
特別講義	register course	1234	from 06/19/2013 (Mon) 10:30 to 06/19/2013 (Mon) 11:00	-
期末試験	will not acquire	-	-	-

Select a class.

/Ms 教員 太郎 (Teacher) | change role | Profile | Language: English | Font Size: M | L | H | Help | Logout

HOME > システム管理 > attendance management > 特別講義

Student VIEW

attendance status: unset:9people Present:1people Absent:10people Excused:0people Tardy:0people Excused Time Off:0people

name Search

28 out of 1-18 items displayed 1 2 next 10 items displayed

student ID / staff ID	name	registration date	unset	Present	Absent	Excused	Tardy	Excused Time Off	applied by
st001	受講者 1	06/19/2013 (Mon) 19:08	○	○	○	○	○	○	PG
st002	受講者 2	-	○	○	○	○	○	○	-
st003	受講者 3	-	○	○	○	○	○	○	-
st004	受講者 4	-	○	○	○	○	○	○	-
st005	受講者 5	-	○	○	○	○	○	○	-
st006	受講者 6	-	○	○	○	○	○	○	-
st007	受講者 7	-	○	○	○	○	○	○	-
st008	受講者 8	-	○	○	○	○	○	○	-
st009	受講者 9	-	○	○	○	○	○	○	-
st010	受講者 10	-	○	○	○	○	○	○	-

28 out of 1-18 items displayed 1 2 next 10 items displayed

back

[Attendance Status] cannot be updated.

## 7.4 Checking the Attendance Status

1. Click [Manage Attendance] on the course [HOME] menu.

The [Attendance Management] screen appears.

Click [Attendance List].

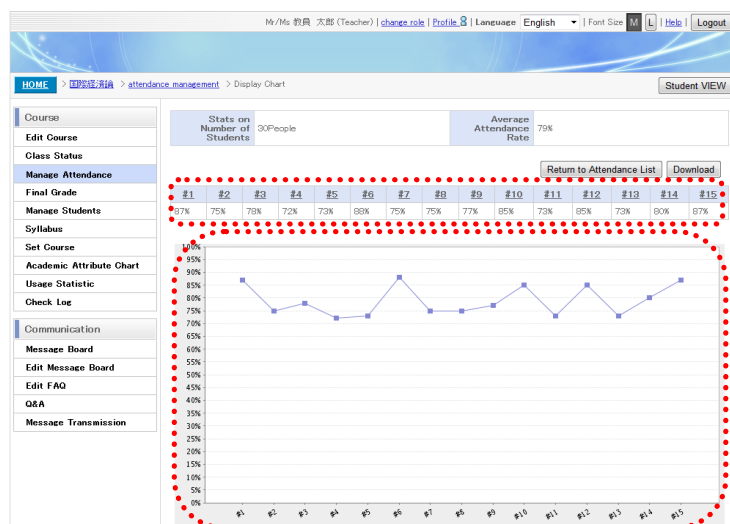
Class	attendance management setting	attend password	period for accepting attendance	operation
第1回授業 (4/18)	register teacher	--	--	--
第2回授業 (4/25)	register teacher	--	--	--
第3回授業 (5/2)	register teacher	--	--	--
第4回授業 (5/9)	register teacher	--	--	--
第5回授業 (5/16)	register teacher	--	--	--
第6回授業 (5/23)	register teacher	--	--	--
第7回授業 (5/30)	register teacher	--	--	--
第8回授業 (6/6)	register teacher	--	--	--
第9回授業 (6/13)	register teacher	--	--	--
第10回授業 (6/20)	register teacher	--	--	--
第11回授業 (6/27)	register teacher	--	--	--
第12回授業 (7/4)	register teacher	--	--	--
第13回授業 (7/11)	register teacher	--	--	--
第14回授業 (7/18)	register teacher	--	--	--
第15回授業 (7/25)	register teacher	--	--	--

2. The [Attendance List] screen of the class appears. You can check the attendance status for each student on the list.

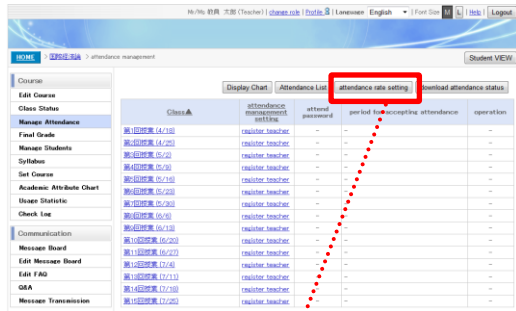
Click the [Back] button to return to the [Attendance Management] screen.

student ID/staff ID	name	Total attendance	attendance status														
			#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14	#15
st001	受講者 1	15/15	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	PRS	
st002	受講者 2	4/15	PRS	PRS	PRS	TRD	TRD	PRS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	
st003	受講者 3	11/15	PRS	PRS	PRS	ETO	PRS	PRS	PRS	PRS	TRD	TRD	PRS	PRS	ABS	ABS	
st004	受講者 4	8/15	PRS	PRS	PRS	PRS	TRD	TRD	TRD	PRS	PRS	PRS	PRS	ABS	ABS	ABS	
st005	受講者 5	10/15	TRD	PRS	PRS	ETO	ABS	ABS	PRS	PRS	PRS	ABS	PRS	PRS	PRS	PRS	
st006	受講者 6	0/15	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	ABS	
st007	受講者 7	11/15	PRS	PRS	PRS	PRS	PRS	ABS	ABS	PRS	PRS	PRS	PRS	TRD	TRD	TRD	
st008	受講者 8	11/15	PRS	ABS	ABS	PRS	PRS	PRS	ETO	PRS	PRS	PRS	PRS	TRD	TRD	TRD	
st009	受講者 9	10/15	PRS	TRD	ETO	PRS	PRS	PRS	PRS	PRS	ETO	PRS	ETO	PRS	PRS	PRS	
st010	受講者 10	6/15	PRS	ABS	ABS	ABS	ETO	PRS	PRS	TRD	TRD	PRS	ABS	PRS	ETO	ETO	

3. You can check the transitions in the attendance rate by clicking [Display Chart] on the [Attendance Management] screen.



## [Attendance Rate Setting]



set attendance rate

type	attendance rate
Present	100%
Absent	0%
Excused	50%
Tardy	50%
Excused Time Off	100%

cancel register

- By clicking [Attendance Rate Setting] on the [Attendance Management] screen, you can set attendance rates by type.

- The [Set Attendance Rate] screen appears.  
Note: Enter each attendance rate, and click the [Register] button.

## Chapter 8 Determining the Final Grade

In CoursePower, you can determine the final grades of course takers based on their result values (scores) in each part of the course materials studied by the course takers. From that determination, you can refine the course materials that are subject to evaluation and get a weighting.

- What can be subject to evaluation:

- Attendance rate
- Report materials
- Tests
- Learning materials
- Discussions
- Offline course materials

- Notes on usage

After [Fix Result] is applied to an evaluation of the target course material on the [Final Grade] screen, the evaluation cannot be changed. Therefore, before fixing an integrated result, make sure that none of the evaluation values will be changed.

Note: [Fix Result] is not available for any unfixed evaluations of the course materials.

Note: The course materials without a set end date for presentation cannot be subject to evaluation.

Note: Once the attendance rate becomes subject to evaluation, subsequent attendance settings and registration are not possible.

My/Me 教員 次郎 (Teacher) | change role | Profile 8 | Language: English | Font Size: M | Help | Logout

HOME > 2023年度 > Final Grade

Student VIEW

batch download batch upload download list of results

evaluation status (overall score) average:0pointshighest:0pointlowest:0points

evaluation status (integrated result) A:0peopleB:0peopleC:0peopleD:20people

all (20people) unfixed (20people) fixed (0people)

name Search calculate score

20out of 1-10items displayed 1 2 next 10 items displayed

fix result	publish result	student ID/staff ID	name	auto score	corrected scores	overall score	integrated result	evaluation date	evaluator
<input type="checkbox"/>	<input type="checkbox"/>	st001	受講者 1	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st002	受講者 2	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st003	受講者 3	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st004	受講者 4	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st005	受講者 5	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st006	受講者 6	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st007	受講者 7	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st008	受講者 8	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st009	受講者 9	0.0	0.0	0.0	Q	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st010	受講者 10	0.0	0.0	0.0	Q	-	-

20out of 1-10items displayed 1 2 next 10 items displayed

register

1. Click [Final Grade] on the course [HOME] menu.

The [Final Grade] screen appears.

Click the [Calculate Score] button.

- \* You can download students' scores, in CSV format, for each part of the course materials by clicking the [Download List of Results] button.

**calculate score**

\*If you set a value to attendance rate, the attendance information will not be changed.  
\*Evaluation rate of materials provided cannot be set.

evaluation target	individual presentation	end date for presentation	evaluation rate
attendance rate		-	20
レポート課題 (第1回 ミクロ経済学とは)		08/01/2013 (Thu) 24:00	10
理解度チェックテスト (第1回 ミクロ経済学とは)		08/01/2013 (Thu) 24:00	10
現在の為替レートに関する考察 (第1回 ミクロ経済学とは)		-	0
ケースで学ぶ戦略マーケティングコース (第1回 ミクロ経済学とは)		-	0
課題レポート (特別講義)		08/01/2013 (Thu) 24:00	10
経済の歴史 (期末試験)		-	0
大学生のための情報セキュリティ (期末試験)		09/01/2013 (Sun) 24:00	0
課題レポート (期末試験)		09/01/2013 (Sun) 24:00	0
期末試験 (期末試験)		-	0

cancel **calculation**

- The [Calculate Score] screen displays the course materials list.  
Enter values in [Evaluation Rate] for the course materials that are subject to evaluation, and click the [Calculation] button.

- \* No value can be entered for the course materials that have not passed the date in [End Date for Presentation]. These materials are displayed in grey.
- \* No value can be set in [Evaluation Rate] for the course materials presented individually.

Web ページからのメッセージ

Settings will be saved to recompute the auto score. OK?

**OK** キャンセル

- A confirmation dialog box appears.  
Click the [OK] button.

M/Ms 教員 次郎 (Teacher) | change role | Profile 3 | Language English | Font Size M | Help | Logout

HOME > ミクロ経済学 > Final Grade

Student VIEW

Course  
Edit Course  
Class Status  
Manage Attendance  
Final Grade  
Manage Students  
Syllabus  
Set Course  
Academic Attribute Chart  
Usage Statistic  
Check Log

evaluation status (overall score) average:57.2point;highest:88.7point;lowest:22.0point  
evaluation status (integrated result) A:4peopleB:2peopleC:3peopleD:11people

all (20people) unfixed (20people) fixed (0people)

name Search calculate score

fix result	publish result	student ID/staff ID	name	auto score	corrected scores	overall score	integrated result	evaluation date	evaluator
<input type="checkbox"/>	<input type="checkbox"/>	st001	受講生 1	88.7	0.0	88.7	A	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st002	受講生 2	88.7	0.0	88.7	A	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st003	受講生 3	66.7	0.0	66.7	C	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st004	受講生 4	77.7	0.0	77.7	B	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st005	受講生 5	88.7	0.0	88.7	A	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st006	受講生 6	66.7	0.0	66.7	C	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st007	受講生 7	88.7	0.0	88.7	A	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st008	受講生 8	50.0	0.0	50.0	D	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st009	受講生 9	72.0	0.0	72.0	B	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st010	受講生 10	66.7	0.0	66.7	C	-	-

20 out of 1-10 items displayed 1 2 next 10 items displayed

**register**

- The calculated results are reflected in [Auto Score], [Overall Score], and [Integrated Result].
- \* You can enter corrected scores to adjust the evaluation. Click the [Fix Result] tab and click the [Register] button to fix the result.

## Tip 1

### [How [Auto Score] is calculated]

Auto score = Sum of (percentage of set rate for course materials × course materials evaluation score)

[Example]

Evaluation score for each part of course materials: attendance rate=80%, report=80 points, test = 65%, discussion=70 points

Rate setting for each part of course materials: attendance rate=30, report=0, test=10, discussion=10

- Attendance:  $(30/50) \times 80 = 48$
- Report:  $(0/50) \times 80 = 0$
- Test:  $(10/50) \times 65 = 13$
- Discussion:  $(10/50) \times 70 = 14$

Note: The test evaluation is a percentage (%), but the numeric part is calculated as a score.

Above sum: [Auto Score] displays 75.

(The score is rounded off at the second decimal place.)

## Tip 2

### [If an integrated result cannot be fixed]

If an evaluation of course materials has the set rate on the [Calculate Score] screen but is not fixed, the following message appears, and its integrated result cannot be fixed:

"Note: If the evaluation of course materials specified as subject to evaluation is not fixed, its integrated result cannot be fixed."

- \* By clicking the [Download Unfixed Evaluations List] link, you can download a list of the unfixed evaluations of course materials, related to the course takers whose integrated results cannot be fixed.

all (20people) unfixed (20people) fixed (0people)

\* If the evaluation of specified material is not fixed, integrated result cannot be fixed.

[download unfixed evaluations list](#)

name  Search

20 out of 1-10 items displayed 1 2 next 10 items displayed

fix result	publish result	student ID/staff ID	name	auto score	corrected scores	overall score	integrated result	evaluation date	evaluator
<input type="checkbox"/>	<input type="checkbox"/>	st001	受講者 1	87.4	0.0	87.4	A	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st002	受講者 2	87.4	0.0	87.4	A	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st003	受講者 3	65.7	0.0	65.7	C	-	-
<input type="checkbox"/>	<input type="checkbox"/>	st004	受講者 4	78.0	0.0	78.0	B	-	-

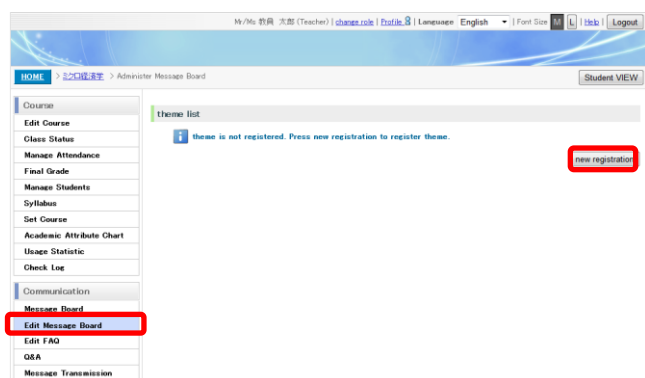
### 9.1 Message Boards

You can create message boards for communication between teaching staff and students and for messages of course-related information from teaching staff.

The two types of message boards are as follows.

- Display: Teaching staff can post course information for students. Students cannot post anything.
- Forum: Students can post messages on topics presented by teaching staff.

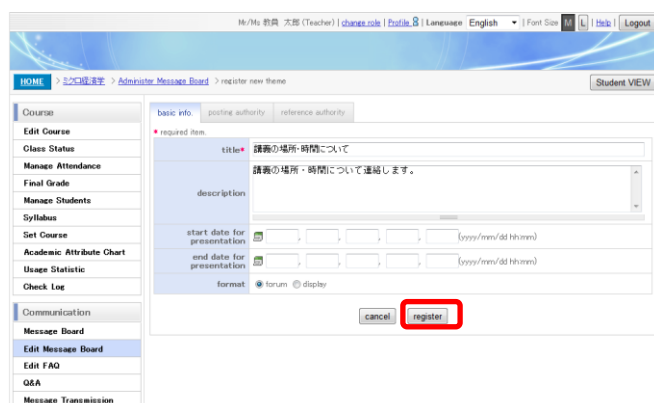
#### 9.1.1 Registering a Theme (Topic)



1. Click [Edit Message Board] on the course [HOME] menu.

The [Theme List] screen appears.

Click the [New Registration] button.



2. The [Register New Theme] screen appears. Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a title for the theme. (Up to 100 characters)
- [Description]  
Enter a description for the registered theme. (Up to 1,000 characters)
- [Start Date for Presentation]  
Set the theme publication start date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [End Date for Presentation]  
Set the theme publication end date/time.  
Note: If nothing is entered, it is published at the point when editing is completed.
- [Format]  
Select a theme format.
  - > [Display]: Postings from students are not allowed.
  - > [Forum]: Postings from students are allowed.



My/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: 100% | [Help](#) | [Logout](#)

HOME > [システム操作](#) > Administer Message Board > edit theme Student VIEW

Course  
 Edit Course  
 Class Status  
 Manage Attendance  
 Final Grade  
 Manage Students  
 Syllabus  
 Set Course  
 Academic Attribute Chart  
 Usage Statistic  
 Check Log

Communication  
 Message Board  
 Edit Message Board  
 Edit FAQ  
 Q&A  
 Message Transmission

basic info | posting authority | reference authority

**Theme has been registered.**

\* required item.

title\* 講義の場所・時間について

description 講義の場所・時間について連絡します。

start date for presentation (yyyy/mm/dd hh:mm)

end date for presentation (yyyy/mm/dd hh:mm)

format ☒ forum ☐ display

- A message appears in the upper part of the screen when the registration is completed.  
Click the [Cancel] button.

My/Ms 教員 次郎 (Teacher) | [change role](#) | [Profile](#) | Language: English | Font Size: 100% | [Help](#) | [Logout](#)

HOME > [システム操作](#) > Administer Message Board Student VIEW

Course  
 Edit Course  
 Class Status  
 Manage Attendance  
 Final Grade  
 Manage Students  
 Syllabus  
 Set Course  
 Academic Attribute Chart  
 Usage Statistic  
 Check Log



Communication  
 Message Board  
 Edit Message Board  
 Edit FAQ  
 Q&A  
 Message Transmission

theme list new registration

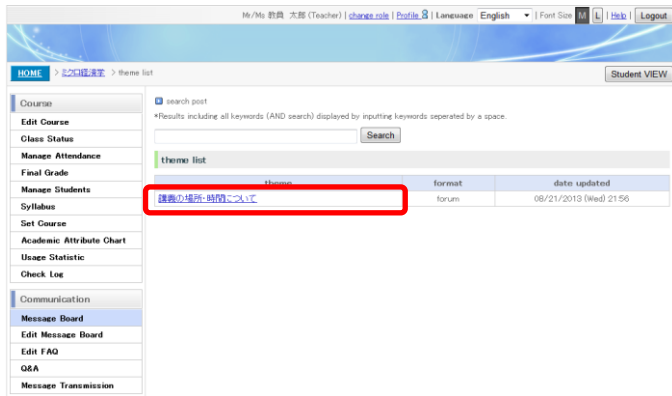
<input type="checkbox"/>	title	format	date updated	display sequence
<input type="checkbox"/>	講義の場所・時間について	forum	08/21/2013 (Wed) 21:56	<input type="button" value="display"/> <input type="button" value="sequence"/>

- The [Theme List] screen appears.
- \* Your registered theme has been added and is displayed.

## Tip

- To change the contents of a registered theme, click the [Title] link.
- To delete a theme, select that theme with the check box, and click the [Delete] button.  
Note: Deleting a theme also deletes the postings in the theme at the same time.
- To change the position of a registered theme, move it by clicking  .

## 9. 1. 2 Posting a Message



1. Click [Message Board] on the course [HOME] menu.

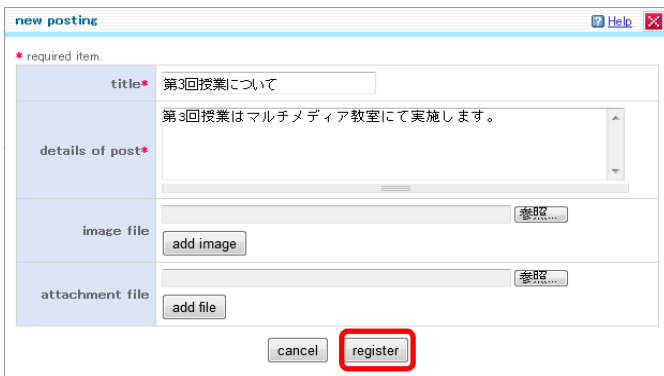
The [Message Board] screen appears.

Click the [Theme] link.



2. The message board with that theme appears. Click the [New Posting] button.

\* For themes outside their presentation periods, messages cannot be posted and postings cannot be deleted.



3. Make entries at your discretion, and click the [Register] button.

### About entries

- [Title]  
Enter a title for the theme. (Up to 100 characters)
- [Details of Post]  
Enter the main text. (Up to 1,000 characters)
- [Image File]  
Enter an image file to attach to the posting.  
Note: The set file can have any of the following extensions:  
jpg, jpeg, gif, png, bmp
- [Attachment File]  
Enter a file to attach to the posting.  
Note: The set file cannot have any of the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr
- [Message Transmission]  
Select whether to send messages notifying course takers of postings on the message board.  
Note: The message transmission items appear only when the theme format is [Display].



- The message board screen appears.  
Select the title of the posting on the left to display its contents on the right.

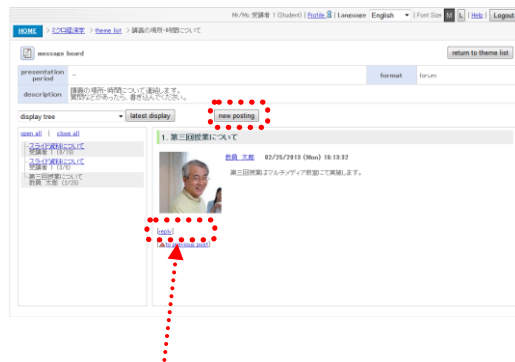
## Tip

- If [Forum] is selected in [Format] on the [Register New Theme] screen, course takers can post and reply.

[Message Board] as seen by course takers

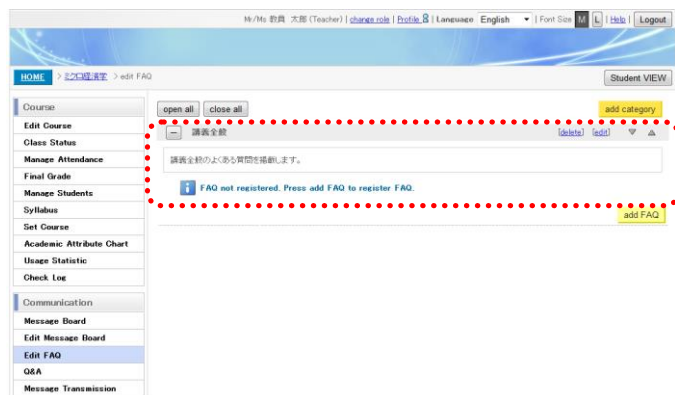
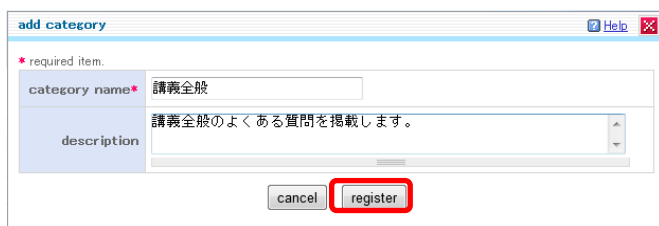
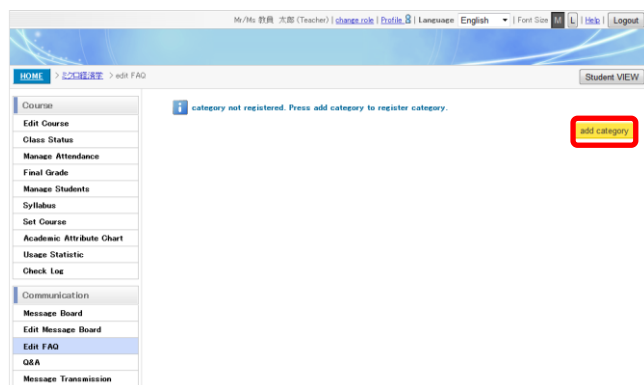


[Forum] as seen by course takers



The student can submit new postings and reply.

### 9.2.1 Registering a Category



1. Click [Edit FAQ] on the course [HOME] menu.  
The [Edit FAQ] screen appears.  
Click the [Add Category] button.

2. The [Add Category] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

- [Category name]  
Enter a title for the theme. (Up to 100 characters)
- [Description]  
Enter a description of the category. (Up to 1,000 characters)

3. A message appears when the registration is completed.

\* Your registered category appears at the bottom of the registered category list.

## 9. 2. 2 Registering an FAQ

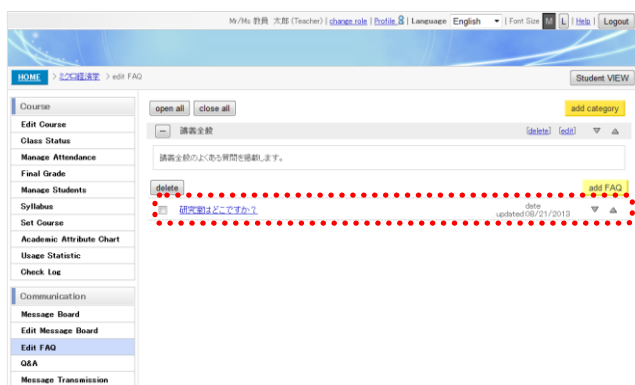


1. Click the [Add FAQ] button.

2. The [Add FAQ] screen appears.  
Make entries at your discretion, and click the [Register] button.

### About entries

- [Question Title]  
Enter a title for the question. (Up to 100 characters)
- [Question Text]  
Enter the content of the question. (Up to 800 characters)  
You can attach a file.  
Note: The set file cannot have the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr
- [Response]  
Enter the content of the answer. (Up to 1,000 characters)  
You can attach a file.  
Note: The set file cannot have the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr



3. The [Edit FAQ] screen appears.

- \* Your registered FAQ appears at the bottom of the registered FAQ list in the selected category.

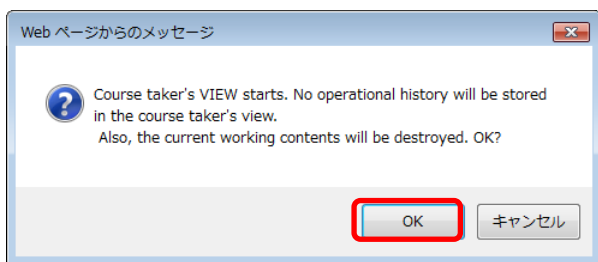
### 9.3 Checking the FAQ

To check how the FAQ appears to students, check it from [Student VIEW].

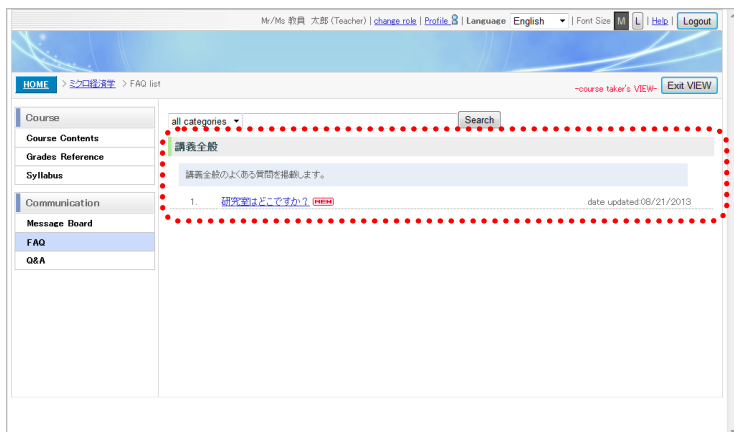


1. Click the [Student VIEW] button in the upper part of the course [HOME] screen.

\* Click the [Open All] and [Close All] buttons to switch between showing and hiding the FAQ list for all categories.



2. A confirmation dialog box appears. Click the [OK] button.

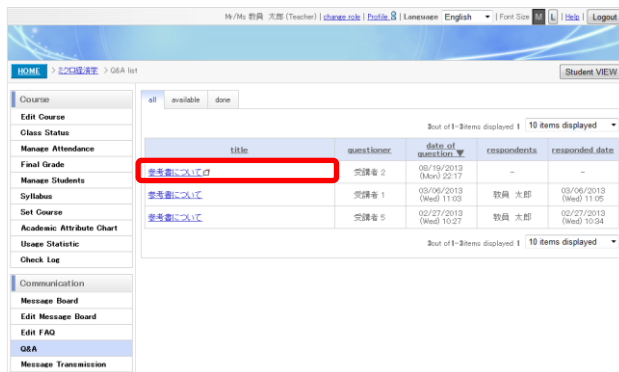


3. The [Course Contents] screen of [Course Taker's VIEW] appears. Click [FAQ] on the menu.  
You can check the students' view of the FAQ.

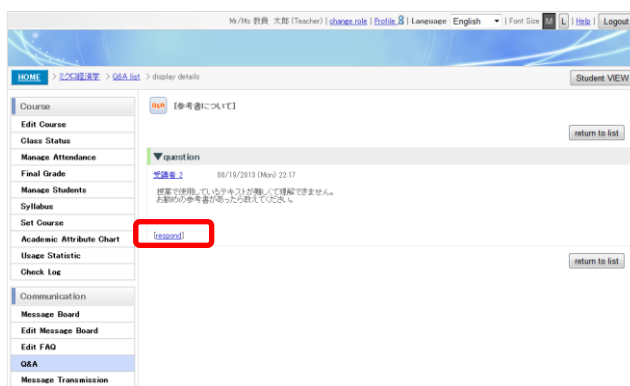
## 9.4 Q&A

You can respond to course takers' registered questions with the Q&A.

### 9.4.1 Responding to Questions



1. Click [Q&A] on the course [HOME] menu.  
The [Q&A List] screen appears. Click a [Title] link.



2. The [Display Details] screen appears.  
Click the [Respond] link.

register new response

\* required item.

respondents\* 教員 太郎

response\* 入門編の参考書としては、「入門 ミクロ経済学」(xx大学出版局)がおすすめです。  
少しずつで良いので、読んでみてください。|

image file  参照

attachment file  参照

cancel register

3. The [Register New Response] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

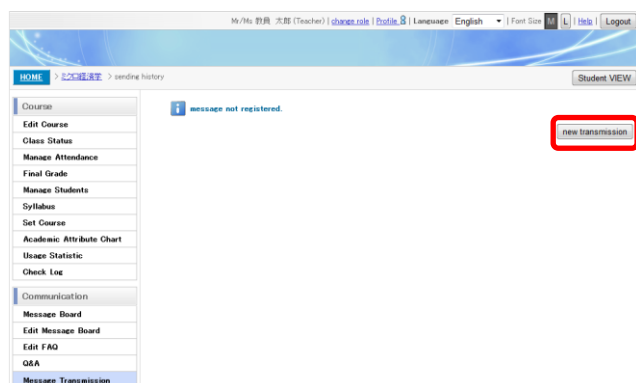
- [Respondents]  
Enter the name of the respondent to the question.  
(Up to 1,000 characters)
- [Response]  
Enter a response to the question. (Up to 1,200 characters)
- [Image File]  
Enter an image file to attach to the response.  
Note: The set file can have any of the following extensions:  
jpg, jpeg, gif, png, bmp
- [Attachment File]  
Enter a file to attach to the response.  
Note: The set file cannot have any of the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr

## 9.5 Message Transmission

The teaching staff in charge of the course can transmit messages to the course takers. The teaching staff in charge can also check a course taker's sending history and reference history.

### 9.5.1 Transmitting Messages

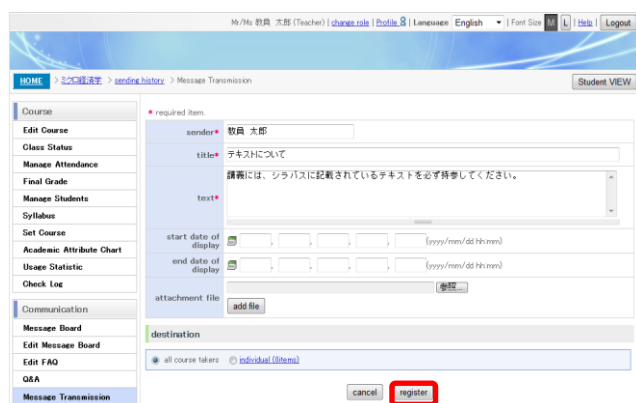
You can transmit messages to course takers.



1. Click [Message Transmission] on the course [HOME] menu.

The [Sending History] screen appears.

Click the [New Transmission] button.

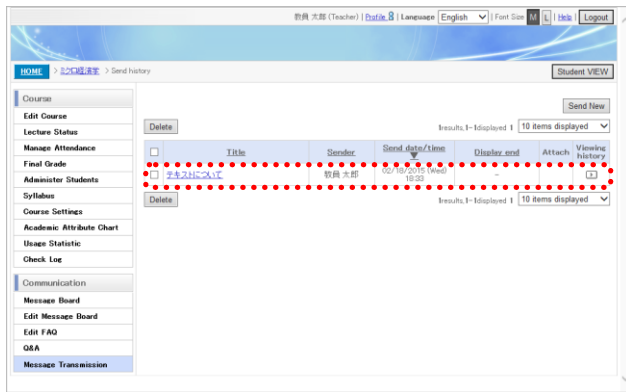


2. The [Message Transmission] screen appears. Make entries at your discretion, and click the [Register] button.

#### About entries

- [Sender]  
Enter the name of the message sender.  
(Up to 100 characters)
- [Title]  
Enter a title for the message.  
(Up to 100 characters)
- [Text]  
Enter the main text of the message. (Up to 10,000 characters)
- [Start Date of Display]  
Set the message publication start date/time.  
Note: If nothing is entered, the message is published when registered.
- [End Date of Display]  
Set the message publication end date/time.  
Note: If nothing is entered, the public availability of the message to course takers does not end.
- [Attachment File]  
Enter a file to attach to the message.  
Note: The set file cannot have any of the following extensions:  
bat, cmd, com, exe, lnk, pif, reg, scr
- [Destination]  
You can select the message destination as either all course takers or the individual students specified.





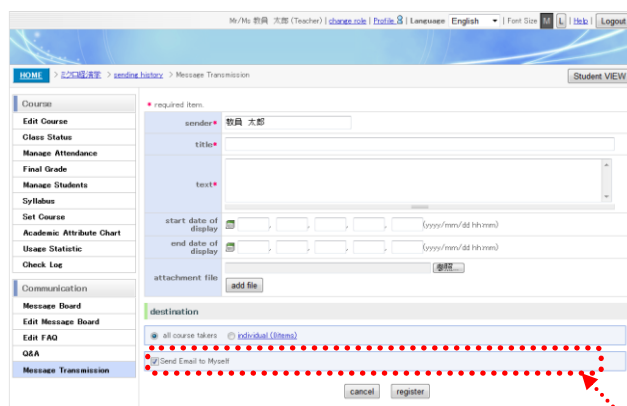
3. The [Sending History] screen appears.

- \* Your transmitted message information appears at the top of the sending history list.

## Tip

Selecting the [Send Email to Myself] check box will also transmit the messages to your set address of [Forwarding Email Address] in [Profile].

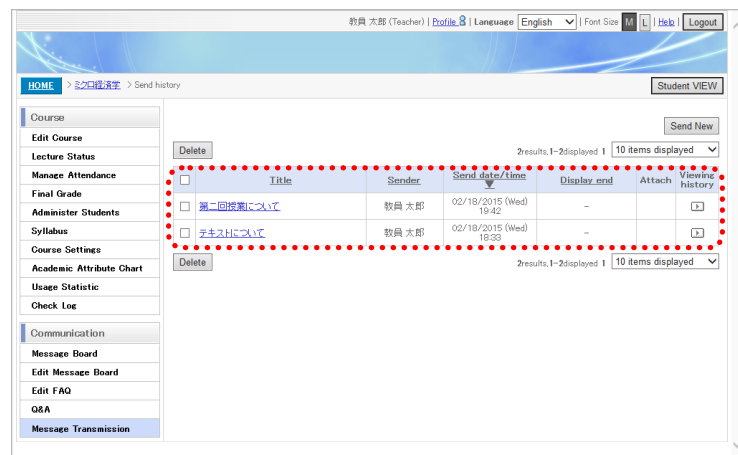
- \* The [Send Email to Myself] check box may not appear, depending on the system settings.



You can forward the messages to your e-mail address.

## 9. 5. 2 Checking the Sending History and Reference History

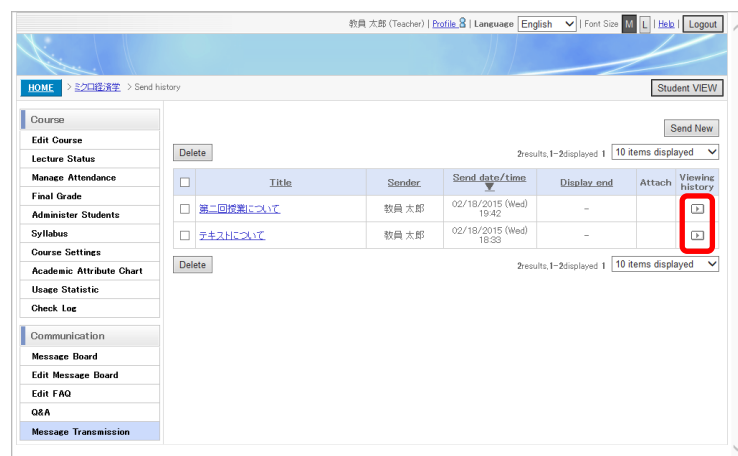
You can check the sending history of transmitted messages on a list. You can also check a course taker's reference status.



1. Click [Message Transmission] on the course [HOME] menu.

The [Sending History] screen appears.

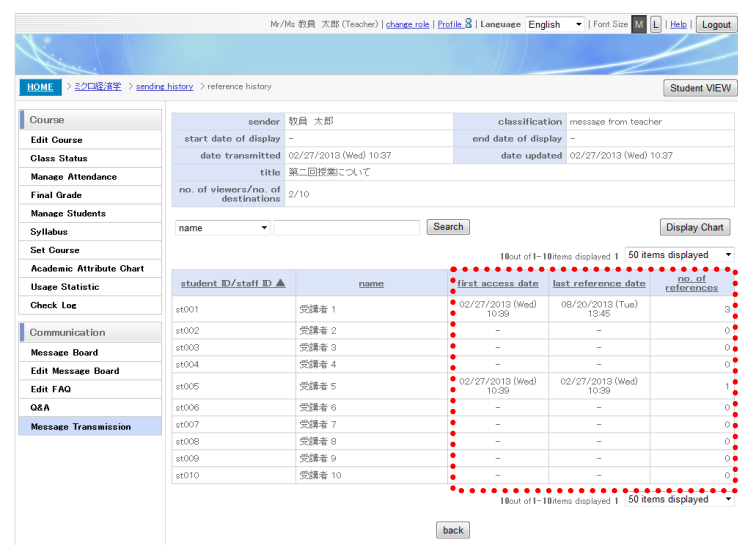
- \* You can check the sending history of transmitted messages.



2. Click [Reference History] on the [Sending History] screen.

3. The [Reference History] screen appears.

- \* You can check the reference status of the course takers at the destinations on the list.
- \* You can check the reference status on a chart by clicking the [Display Chart] button.



### Tip 1

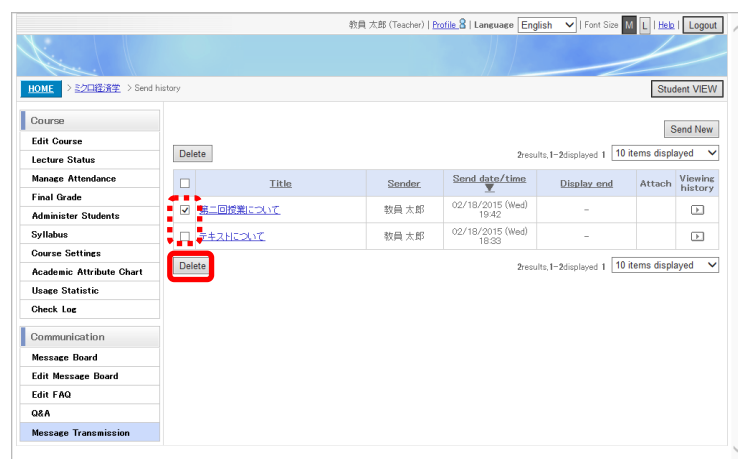
- The sending history also displays messages transmitted by other teaching staff members who are in charge of the same course.

### Tip 2

- Course takers who have set [Set Message Transfer] in [Profile] get the contents of messages transferred as e-mails to them. Consequently, unless they refer to the messages on CoursePower, the reference history does not show that they referred to the messages even when they have already read the e-mails.

### 9.5.3 Deleting Messages

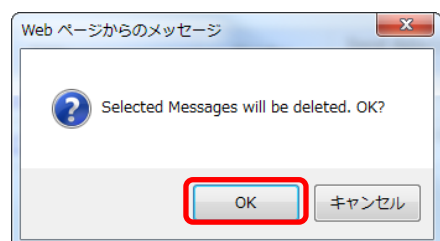
You can delete transmitted messages.



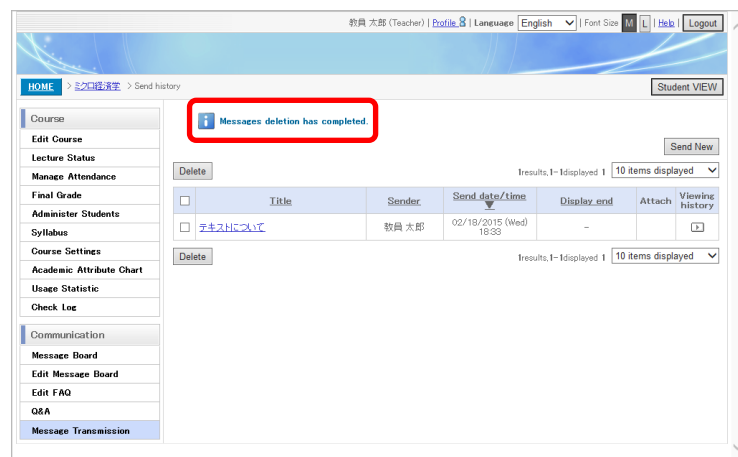
1. Click [Message Transmission] on the course [HOME] menu.

The [Sending History] screen appears.

Check the check box at the beginning of the message to be deleted ☒. Then, click the [Delete] button.



2. A confirmation dialog box appears.  
Click the [OK] button.



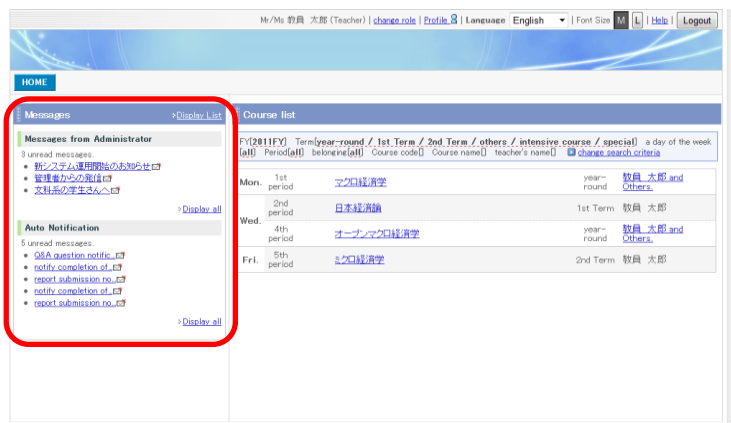
3. A message appears when the deletion is completed.

#### Tip

- Once you delete a message, you cannot restore it anymore.
- When you delete a message, the message that is displayed to students is also deleted.

## Chapter 10 Checking Your Messages

You can check the messages addressed to you on the [HOME] screen.



1. You can check unread messages by category in [Messages from Administrator] on the left of the [HOME] screen.

- [Messages from Administrator]

This section displays delivered messages from the administrator.

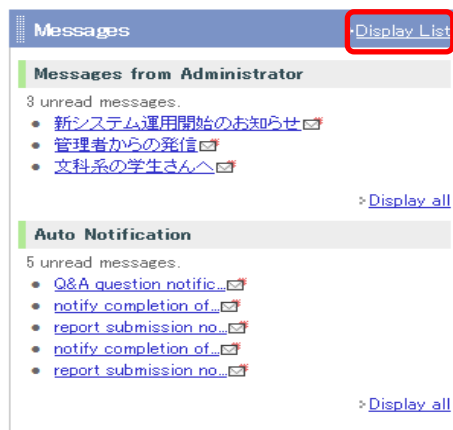
The latest five unread messages are displayed.

- [Auto Notification]

This section displays messages automatically delivered by the system.

The latest five unread messages are displayed.

- \* The number of displayed messages may vary depending on the system settings.



2. To check the messages in the form of a list, click the [Display List] link.

- \* If [Set Message Transfer] is set in [Profile], the messages are also transferred to your e-mail address.  
Note: File attachments are not transferred.

3. The [Message List] screen appears.

To check the details of a message, click its [Title] link.





#### 4. The [Message Details] screen appears.

- \* For notification such as for a Q&A question or a message registered on the message board, you can display the respective detailed screen by clicking the corresponding link of a question, title, etc.

## Tip 1

### [Message types]

The respective types of messages under [Teacher] and [Student] are as follows.

#### [Teacher]

- [Regular] report submission notice  
The message is notification that a student submitted the report.
- [Regular] notice of completed editing of teaching materials  
The message is notification that teaching staff have finished editing course material.
- [Regular] Q&A questions notice  
The message is notification that a student has registered a question in the Q&A.
- [As Needed] notice of registration on message board  
The message is notification that teaching staff have submitted a new posting to the message board.
- [As Needed] message from administrator  
The message was sent by the administrator.

#### [Student]

- [Regular] report submission period notice  
The message is notification that there is no submitted report as of the submission period notice date set by teaching staff.
- [Regular] report evaluation notice  
The message is notification that teaching staff have finished evaluating a report.
- [Regular] discussion evaluation notice  
The message is notification that teaching staff have finished evaluating a discussion.
- [Regular] offline material evaluation notification  
The message is notification that teaching staff have finished evaluating offline course material.
- [Regular] notice of completed editing of teaching materials  
The message is notification that teaching staff have finished editing course material.
- [As Needed] Q&A response notice  
The message is notification that teaching staff have registered an answer in the Q&A.
- [As Needed] notice of registration on message board  
The message is notification that teaching staff have submitted a new posting to the message board.
- [As Needed] message from administrator  
The message was sent by the administrator.
- [As Needed] notice from teacher  
The message was sent by teaching staff.

\* Messages with [Regular] are delivered once a day at the time set by the system.

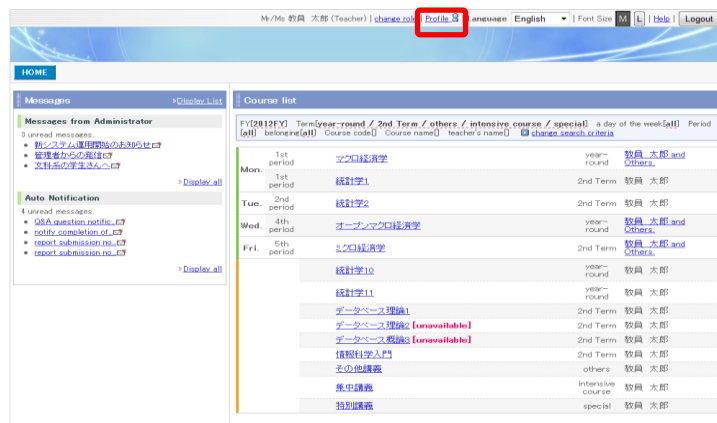
\* Messages with [As Needed] are delivered at the point when they are registered.

## Chapter 11 Useful Functions

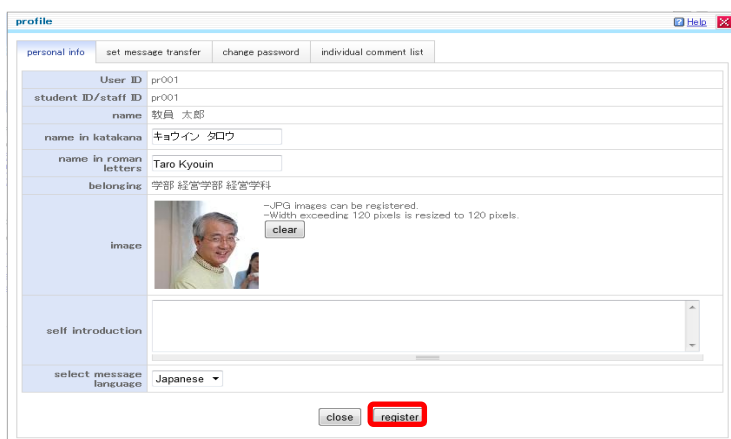
### 11.1 [Profile]

#### 11.1.1 [Personal Info]

You can check and correct your personal information, such as your name in katakana or alphabetic characters and self-introduction.



1. Click the [Profile] link, which is at the top of each screen.



2. The [Personal Info] tab of the [Profile] screen appears.  
Make entries at your discretion, and click the [Register] button.


#### About entries

- [Name in Katakana]  
Enter your full name in katakana. (Up to 80 characters)
- [Name in Roman Letters]  
Enter your full name in alphabetic letters. (Up to 80 characters)
- [Image]  
Set an image to display with your profile.  
Note: The set file can have any of the following extensions:  
jpg, jpeg, gif, png, bmp
- [Self-introduction]  
Enter your self-introduction message, which will be displayed with your profile. (Up to 1,000 characters)
- [Select Message Language]  
You can select the language of the opening remark in messages in the automatic notification category.

profile Help

personal info   set message transfer   change password   individual comment list

**Personal info has been registered.**

User ID	pr001
student ID/staff ID	pr001
name	教員 太郎
name in katakana	キョウイン タロウ
name in roman letters	Taro Kyouin
belonging	学部 経営学部 経営学科
image	 <p>~JPG images can be registered. ~Width exceeding 120 pixels is resized to 120 pixels.</p> <p>clear</p>
self introduction	<div></div>
select message language	Japanese ▼

close   register

3. A message appears in the upper part of the screen when the registration is completed.



### 11. 1. 2 [Set Message Transfer]

Delivered messages can be transferred to an e-mail address. You can also select the type of messages to transfer.

1. Click the [Set Message Transfer] tab.  
The [Set Message Transfer] screen appears.  
Make entries at your discretion, and click the [Register] button.
- \* The number of e-mail addresses that can be set in [E-mail Address of Forwarding Destination] varies depending on the administrator's settings.
  - \* Messages that have the [Regular] indicator in [Subject] are delivered once a day at the time set by the administrator. Messages that have the [As Needed] indicator are delivered immediately when the messages are sent.  
Note: Messages with [Display Start Date] specified are delivered under [Regular].

#### **Tip** [About e-mail delivery]

- Number of characters in the body text of an e-mail  
If the body text of a message being transferred to an e-mail address contains more than 1,000 characters, some part at the end of the e-mail body is omitted, and the following message appears in addition:  
"Note: Some part is omitted because there are more than 1,000 characters."  
Log in to CoursePower, and check the message relevant to the omitted part.
- File attachments of [Messages from Administrator]  
The attachments are not transferred to the e-mail address. If any of the messages has a file attachment, "File Attachment: Yes" appears in the e-mail body.

### 11. 1. 3 [Change Password]

You can change your login password.

- \* The [Change Password] tab may not appear, depending on the system settings.

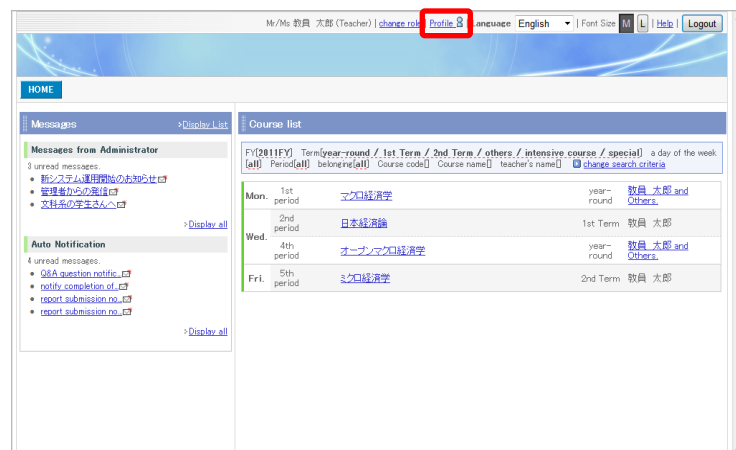
1. Click the [Change Password] tab.  
The [Change Password] screen appears.  
Make entries, and click the [Register] button.

## 11.2 Comment Lists

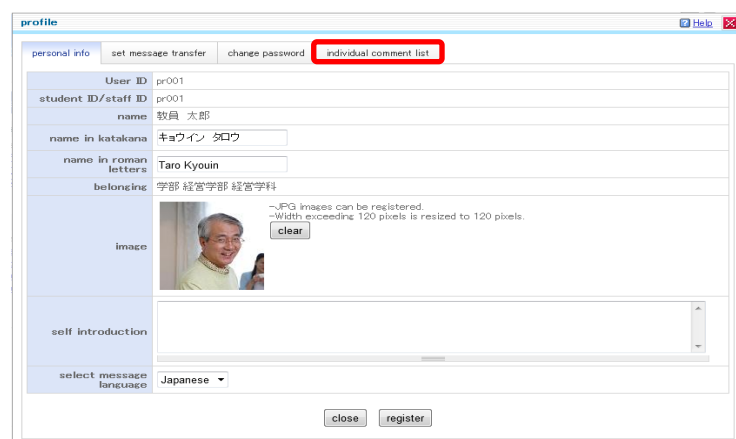
You can register your frequently used comments for evaluations of report materials and discussions as a comment list. The types of comment lists are as follows.

- Individual comment list: Only the owner of this comment list can use it.
- Shared comment list: The teaching staff in charge can share this comment list.

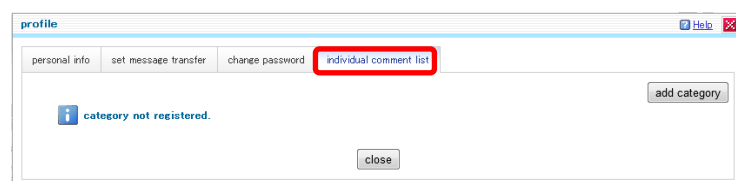
### 11.2.1 Registering an Individual Comment List



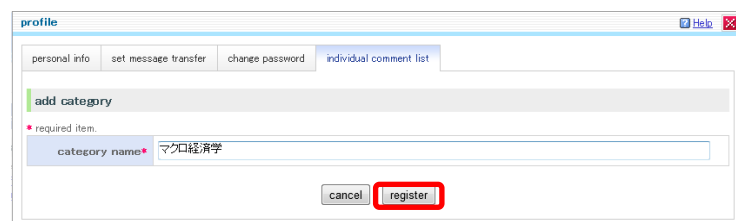
1. Click the [Profile] link, which is at the top of each screen.



2. Select the [Individual Comment List] tab of the [Profile] screen.

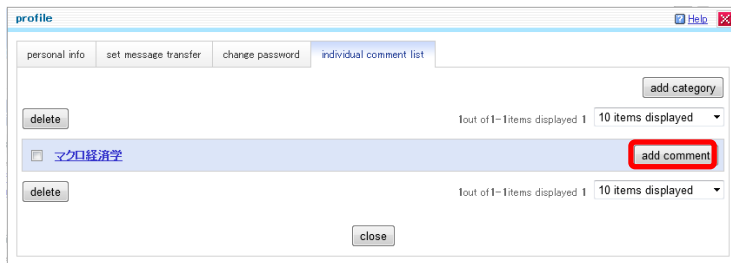


3. The [Individual Comment List] screen appears. Click the [Add Category] button.

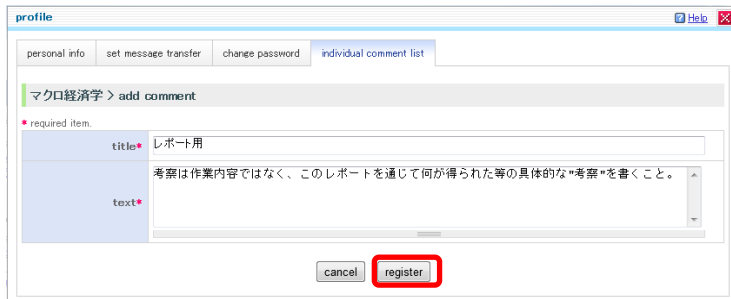


4. The [Add Category] screen appears. Enter a category name, and click the [Register] button.

\* Enter a category name of up to 100 characters.



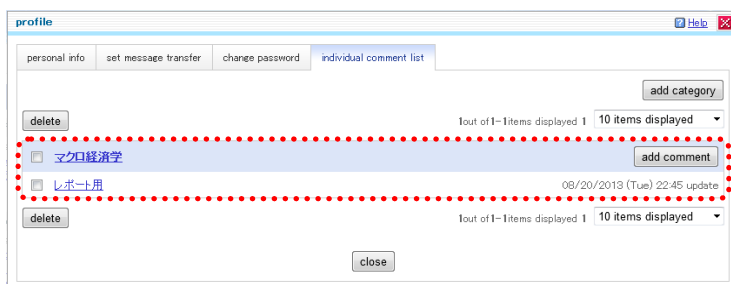
5. The [Individual Comment List] screen appears.  
Click the [Add Comment] button of the registered category.



6. The [Add Comment] screen appears.  
Make entries at your discretion, and click the [Register] button.

#### About entries

- [Title]  
Enter a title for the comment.  
(Up to 100 characters)
- [Text]  
Enter the main text of the comment.  
(Up to 1,000 characters)

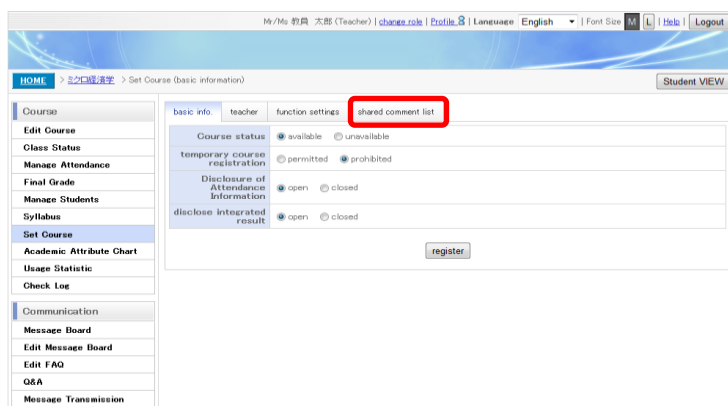


7. The [Individual Comment List] screen appears.
- \* The category appears with your comment added.

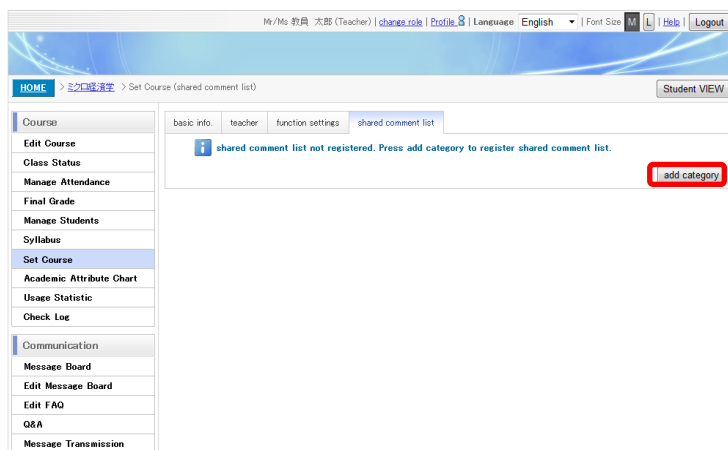
## 11. 2. 2 Registering a Shared Comment List



1. Click [Set Course] on the course [HOME] menu.



2. The [Basic Info.] tab appears.  
Click the [Shared Comment List] tab.



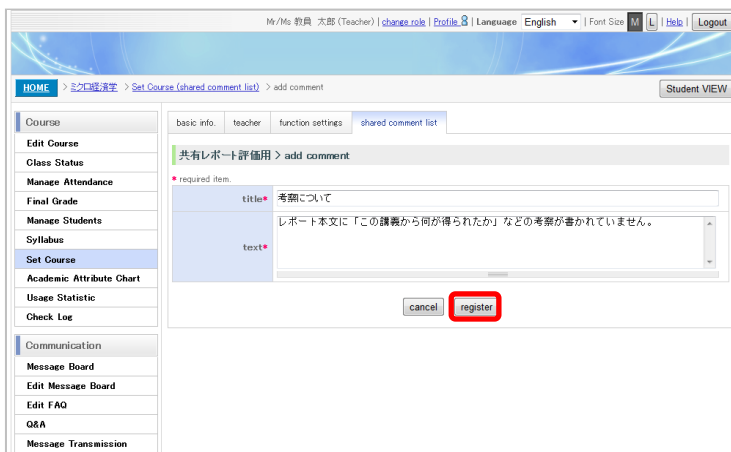
3. The [Shared Comment List] screen appears.  
Click the [Add Category] button.



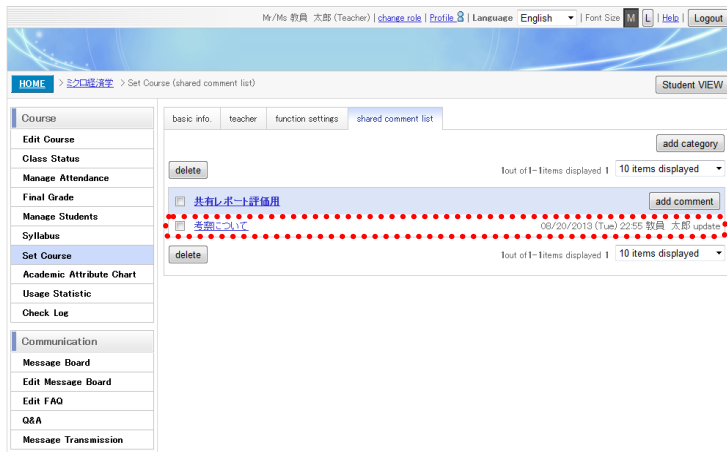
4. The [Add Category] screen appears.  
Enter a category name, and click the [Register] button.



5. The [Shared Comment List] screen appears.  
Click the [Add Comment] button.



6. The [Add Comment] screen appears.  
Make entries at your discretion, and click the [Register] button.



7. The [Shared Comment List] screen appears.

- \* The category appears with your comment added.

### 11. 2. 3 Evaluating by Using a Comment List

This section describes the procedure for entering evaluation comments using a comment list.

Note: The descriptions here use the [Individual Evaluation of Report] screen as an example.

The screenshot shows the 'Individual Evaluation of Report' screen. At the top, there's a navigation bar with 'HOME', 'ミクロ経済学', 'Class status', 'Report list evaluation', and 'individual evaluation of report'. Below this, there's a 'report' section for '第1回 ミクロ経済学とはレポート課題'. The 'student ID/staff ID' is 'st001' and the 'name' is '受講者 1'. There's a 'date of submission' of '08/19/2013 (Mon) 19:20' with a warning 'Due date has passed'. The 'content of responses' section contains a text area with the text 'ミクロ経済学とマクロ経済学は経済学を学習する際の不可欠な基礎分野であることがわかりました。'. The 'submission file' section has a 'comment' text area with the text 'レポートを提出します。'. The 'correction comment' section has a 'See Comment Samples' button highlighted with a red box. Below this is a 'correction file' section with a 'Name of Corrected File' text area and an 'add file' button. The 'Grade Entry' section shows 'fix evaluation' at '80 points' and 'evaluation date' as '08/20/2013 (Tue) 21:49'. The 'Evaluation Note' section has a text area with the note '\* Evaluation Note is not disclosed to the student.' At the bottom, there are buttons for 'cancel', 'Register Evaluation and Process Next Student', and 'Register Evaluation and Return to List View'.

1. Click the [See Comment Samples] button on the [Individual Evaluation of Report] screen.

The screenshot shows the 'comment list' screen. At the top, there's a 'select category' dropdown menu with the option '[shared]共有レポート評価用' highlighted with a red box. Below this is a 'comment list' section with a 'comment list' text area containing the text 'レポート本文にこの講義から何が得られたか/などの考察が書かれていません。'. There's a 'quote comment' button with a red box. Below this is a 'correction comment' section with a text area. At the bottom, there are buttons for 'cancel' and 'input comment'.

2. The [Comment List] screen appears. Select a category from [Select Category].

comment list

select category  
[shared]共有レポート評価用

comment list  
考察について

quotation candidate  
レポート本文に「この講義から何が得られたか」などの考察が書かれていません。

quote comment

correction comment

cancel input comment

3. Select a comment from [Comment List].  
The contents of that comment appear in [Quotation Candidate].  
Click the [Quote Comment] button.

comment list

select category  
[shared]共有レポート評価用

comment list  
考察について

quotation candidate  
レポート本文に「この講義から何が得られたか」などの考察が書かれていません。

quote comment

correction comment  
レポート本文に「この講義から何が得られたか」などの考察が書かれていません。

cancel input comment

4. The contents of [Quotation Candidate] appear in [Correction Comment]. Edit them as needed, and click the [Input Comment] button.

HOME > ミクロ経済学 > Class status > Report list evaluation > Individual evaluation of report

Mr/Ms 教員 次郎 (Teacher) | change role | profile | Language: English | Font Size: 100% | Help | Logout

report 第1回 ミクロ経済学とは > レポート課題

refer to assignment Return to Class

student ID/staff ID: s1001 name: 受講者 1 Next Student >>

Target for Evaluation

date of submission: 06/19/2013 (Mon) 19:20 Due date has passed No. of Corrections: 0 Times: 0

content of responses  
ミクロ経済学とマクロ経済学は経済学を学ぶ際の不可欠な基礎分野であることがわかりました。

submission file  
添字: 1

comment  
レポートを提出します。

correction comment  
レポート本文に「この講義から何が得られたか」などの考察が書かれていません。 See Comment Samples

correction file  
Name of Corrected File: add file

Grade Entry  
fix evaluation: 80 points resubmission: evaluation date: 06/20/2013 (Tue) 21:49 Evaluator: 教員 次郎

Evaluation Note  
\* Evaluation Note is not disclosed to the student.

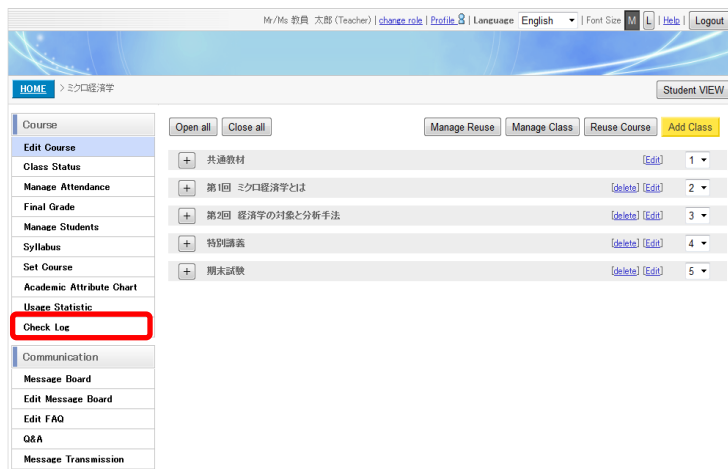
cancel Register Evaluation and Process Next Student Register Evaluation and Return to List View

5. The [Individual Evaluation of Report] screen appears.  
The comment extracted from the comment list appears in [Correction Comment].

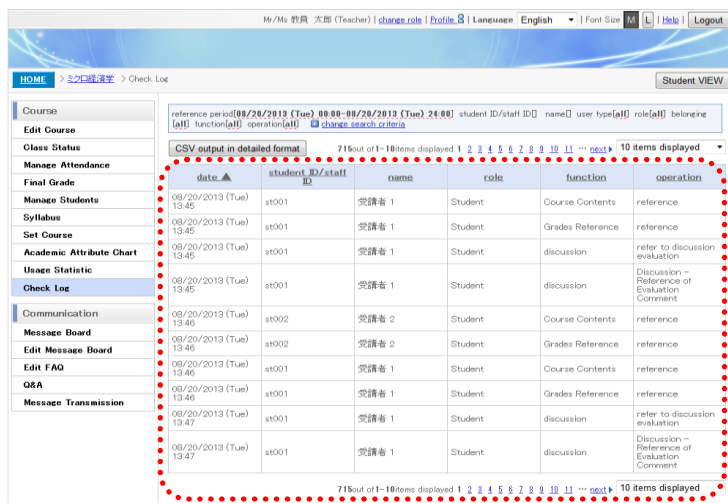


## 11.3 [Check Log]

You can check the operation log of the teaching staff in charge and students, for each course function.



1. Click [Check Log] on the course [HOME] menu.



2. The [Check Log] screen appears.

\* You can check an operation log list. You can check more detailed information in the CSV file output from the [CSV Output in Detailed Format] button.

## 11.4 Usage Statistics

You can check the course materials reference status for a course.

### 11.4.1 Referring to User Statistics

You can check the number of times that each user has referred to course materials.

The screenshot shows the course management interface. On the left sidebar, the 'Usage Statistic' menu item is highlighted with a red box. The main area shows the 'Users Stats' tab with search criteria for the reference period (2013.8.1 to 2013.8.31), user ID, student ID, user type, and belonging. The 'Search' button is also highlighted with a red box.

1. Click [Usage Statistic] on the course [HOME] menu.

The [User Stats] screen appears.

Set the search criteria, and click the [Search] button.

The screenshot shows the 'User Stats' screen. At the top, there is a summary table with the following data:

no. of users	no. of logins	login time(min.)	no. of times material referred to
2	20	201	55

Below the summary table, there is a list of users with the following columns: User ID, student ID/staff ID, name, belonging, no. of logins, login time(min.), and no. of times material referred to. The 'batch download' button is highlighted with a red box.

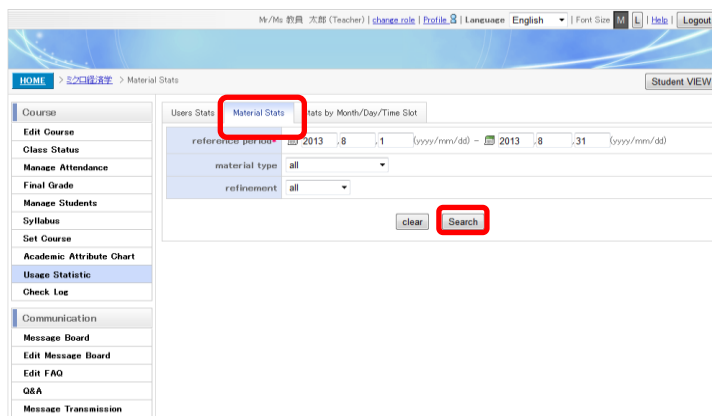
User ID	student ID/staff ID	name	belonging	no. of logins	login time(min.)	no. of times material referred to
st001	st001	受講者 1	経営学科	19	190	55
st002	st002	受講者 2	経営学科	1	10	0
st003	st003	受講者 3	経営学科	0	0	0
st004	st004	受講者 4	経営学科	0	0	0
st005	st005	受講者 5	経営学科	0	0	0
st006	st006	受講者 6	経営学科	0	0	0
st007	st007	受講者 7	経営学科	0	0	0
st008	st008	受講者 8	経営学科	0	0	0
st009	st009	受講者 9	経営学科	0	0	0
st010	st010	受講者 10	経営学科	0	0	0

2. The screen displays how many times that the users matching the search criteria have referred to the course materials.

\* You can download the search results in CSV format by clicking the [Batch Download] button.

## 11.4.2 Referring to Course Materials Statistics

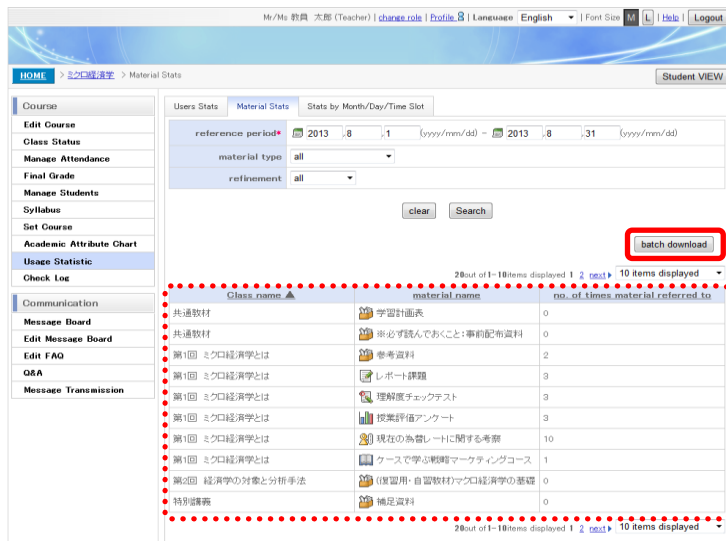
You can check the number of times that each part of course materials was referenced.



1. Click [Usage Statistic] on the course [HOME] menu.

The [Users Stats] screen appears. Click the [Material Stats] tab.

Set the search criteria, and click the [Search] button.



Class name	material name	no. of times material referred to
共通教材	学習計画表	0
共通教材	必ず読んでおくこと事前配布資料	0
第1回 ミクロ経済学とは	参考資料	2
第1回 ミクロ経済学とは	レポート課題	3
第1回 ミクロ経済学とは	理解度チェックテスト	3
第1回 ミクロ経済学とは	授業評価アンケート	3
第1回 ミクロ経済学とは	現在の為替レートに関する考察	10
第1回 ミクロ経済学とは	ケースで学ぶ戦略マーケティングコース	1
第2回 経済学の対象と分析手法	11章習用・自習教材マクロ経済学の基礎	0
特別講義	補足資料	0

2. The screen displays the reference status of the course materials matching the search criteria.

\* You can download the search results in CSV format by clicking the [Batch Download] button.

### 11. 4. 3 Referring to Statistics by Month, Day, and Time Slot

You can check the reference status of course materials by day and time slot.

1. Click [Usage Statistic] on the course [HOME] menu.

The [Users Stats] screen appears. Click the [Stats by Month/Day/Time Slot] tab.

Set the search criteria, and click the [Search] button.

date	no. of users	no. of times material referred to
08/01/2013 (Thu)	0	0
08/02/2013 (Fri)	0	0
08/03/2013 (Sat)	0	0
08/04/2013 (Sun)	0	0
08/05/2013 (Mon)	2	8
08/06/2013 (Tue)	0	0
08/07/2013 (Wed)	3	6
08/08/2013 (Thu)	2	5
08/09/2013 (Fri)	3	8
08/10/2013 (Sat)	0	0

2. The screen displays the number of users and how many times they referred to the course materials on the dates matching the search criteria.

\* You can download the search results in CSV format by clicking the [Batch Download] button.

#### Tip [Screen displayed for [Monthly Statistics] and [Hour Statistics]]

If [Monthly Statistics] is selected in the [Contents of Display] search items, the screen displays statistics by month. If [Hour Statistics] is selected, the screen displays statistics by hour.

month	no. of users	no. of times material referred to
7/2013 month7	30	144
7/2013 month7	15	59

hour	no. of users	no. of times material referred to
0000	2	2
0100	0	0
0200	0	0
0300	0	0
0400	0	0
0500	0	0
0600	0	0
0700	0	0
0800	0	0
0900	0	0
1000	0	0
1100	0	0
1200	0	0
1300	0	0
1400	0	0
1500	0	0
1600	0	0
1700	0	0
1800	0	0
1900	0	0
2000	0	0
2100	0	0
2200	0	0
2300	0	0

## 11.5 [Class Management]

You can check and edit the classes in a course from a list.

The screenshot shows the 'Edit Course' interface for a course titled 'ミクロ経済学'. On the left is a sidebar with various management options. The main area displays a list of classes with columns for title, description, and actions. The 'Manage Class' button is highlighted with a red box.

	Open all	Close all	Manage Reuse	Manage Class	Reuse Course	Add Class
+	共通教材			[Edit]	1	
+	第1回 ミクロ経済学とは			[delete] [Edit]	2	
+	第2回 経済学の対象と分析手法			[delete] [Edit]	3	
+	特別講義			[delete] [Edit]	4	
+	期末試験			[delete] [Edit]	5	

1. Click the [Manage Class] button on the [Edit Course] screen.

The screenshot shows the 'Class Management' interface. It displays a list of classes with details such as title, description, class implementation date, start/end dates for disclosure, and attendance management options. The 'Add Class' button is highlighted with a red box.

No.	title	Description	Class implementation date	start date for disclosure	end date for disclosure	attendance management
No. 1	共通教材					
No. 2	第1回 ミクロ経済学とは	イントロダクション (1) ミクロ経済学の基礎概念 (2) 資源配分と市場メカニズム				<input type="radio"/> do not administer attendance <input checked="" type="radio"/> administer attendance (registration by teacher) <input type="radio"/> administer attendance (registration by student)
No. 3	第2回 経済学の対象と分析手法					<input type="radio"/> do not administer attendance <input checked="" type="radio"/> administer attendance (registration by teacher) <input type="radio"/> administer attendance (registration by student)
No. 4	特別講義					<input type="radio"/> do not administer attendance <input checked="" type="radio"/> administer attendance (registration by teacher) <input type="radio"/> administer attendance (registration by student)

2. The [Class Management] screen appears. The registered classes appear in the form of a list, with the classes in boxes that can be edited, added, and deleted.

To add a class, click the [Add Class] button.

- \* You can batch save information on every class by clicking the [Batch Downloading of Class] button.
- \* You can batch register information on every class by clicking the [Batch Uploading of Class] button.

The screenshot shows the 'Add Class' dialog box. It prompts the user to input the number of classes to add. The 'no. of Class' field contains the value '2'. The 'fix' button is highlighted with a red box.

Input number of Class(s) to add.

no. of Class: 2

cancel fix

3. The [Add Class] screen appears. Enter the number of classes to add, and click the [Fix] button.

### About entries

- [No. of Class]  
Enter the number of classes to add. (Between 1 and 50)

M/Ms 教員 大田 (Teacher) | [change role](#) | [Profile](#) | [Language](#) | [English](#) | [Font Size](#) | [Help](#) | [Logout](#)

[HOME](#) > [経済経済学](#) > Class management [Student VIEW](#)

Course

**Edit Course**

Class Status

Manage Attendance

Final Grade

Manage Students

Syllabus

Set Course

Academic Attribute Chart

Usage Statistic

Check Log

Communication

Message Board

Edit FAQ

Q&A

Message Transmission

batch downloading of Class   batch uploading of Class   **Add Class**

\* required item.

No.1

title\* 共通教材

Description

No.2 [delete](#)

title\* 第1回 ミクロ経済学とは

Description インロダクション  
(1)ミクロ経済学の基礎概念  
(2)資源配分と市場メカニズム

Class implementation date

start date for disclosure

end date for disclosure

attendance management

☐ do not administer attendance  
☒ administer attendance (registration by teacher)  
☐ administer attendance (registration by student)

No.3 [delete](#)

title\* 第2回 経済学の対象と分析手法

Description

Class implementation date

start date for disclosure

end date for disclosure

attendance management

☐ do not administer attendance  
☒ administer attendance (registration by teacher)  
☐ administer attendance (registration by student)

No.4 [delete](#)

title\* 特別講義

Description

Class implementation date

start date for disclosure

end date for disclosure

attendance management

☐ do not administer attendance  
☒ administer attendance (registration by teacher)  
☐ administer attendance (registration by student)

attendance password 1234

period for acceptance  
attendance started 2013 0 19 10 30 (yyyy/mm/dd hh:mm)  
attendance ended 2013 0 19 11 0 (yyyy/mm/dd hh:mm)

No.5 [delete](#)

title\*

Description

Class implementation date

start date for disclosure

end date for disclosure

attendance management

☒ do not administer attendance  
☐ administer attendance (registration by teacher)  
☐ administer attendance (registration by student)

No.6 [delete](#)

title\*

Description

Class implementation date

start date for disclosure

end date for disclosure

attendance management

☒ do not administer attendance  
☐ administer attendance (registration by teacher)  
☐ administer attendance (registration by student)

[cancel](#) [Register](#)

4. The added classes appear under the displayed classes.

To fix the editing, click the [Register] button.

## Chapter 12 Use from a Mobile Phone

This chapter describes the functions that you can use from a mobile phone.

The following two types of functions are available for use from a mobile phone.

- Attendance management
- Questionnaire

### 12.1 Basic Operations

#### 12.1.1 Login and Logout

This section describes the procedure for logging in to CoursePower from a mobile phone.

Note: Contact your administrator about the URL address of the login screen.



1. Enter your user ID in [User ID] and password in [Password] on the [Login] screen, and click the [Login] button.



2. The [HOME] screen appears.

CoursePower  
(Mon./year-round 教員 太郎 and others)

[2]questionnaire  
マクロ経済学  
(Mon./year-round 教員 太郎 and others)  
ミクロ経済学  
(Fri./1st Term 教員 太郎 and others)

[3]search Course  
FY 2012  
Term ☒ year-round ☒ 1st Term ☐ 2nd Term  
☒ others ☒ intensive course ☒ special  
a day of the week all  
Course name  
Search

Logout

- To log out, click the [Logout] link at the bottom of the screen.

### [About selecting a role]

After a user with multiple roles logs in, the screen for selecting a role appears.

- \* Even if you have the Administrator role, the displayed choices do not include [Administrator] because there are no mobile functions for administrators.

CoursePower

You have multiple roles.  
Click the icon for the role you are logging in as.

Teacher  
Logout

Click the [Teacher] link.

The [Role Selection] screen appears.

CoursePower

[1]attendance management [2]questionnaire [3]search Course

[1]attendance management  
マクロ経済学  
(Mon./year-round 教員 太郎 and others)

[2]questionnaire  
マクロ経済学  
(Mon./year-round 教員 太郎 and others)  
ミクロ経済学  
(Fri./1st Term 教員 太郎 and others)

[3]search Course  
FY 2012  
Term ☒ year-round ☒ 1st Term ☐ 2nd Term  
☒ others ☒ intensive course ☒ special  
a day of the week all  
Course name  
Search

change role  
Logout

To change the role, click the [Change Role] link.

The TOP screen for Teacher appears.



## 12. 1. 2 TOP Screen

Immediately after you log in to the system, the TOP screen appears, displaying links to various functions available to the selected role. The screen for Teacher displays [Attendance Management], [Questionnaire], and [Search Course] links.

Click a link or enter the corresponding number to jump to the selected function.

- [Attendance Management]  
The list displays courses for which attendance applications are currently being accepted.  
Click a course name to move to the [Attendance Management] screen.

- [Questionnaire]  
The list displays courses that have registered questionnaire materials.  
Click a course name to move to the [Tally] screen.

- [Search Course]  
You can search for a course.  
Click the [Search] button to go to the [Course List] screen.

Logout

- If there are more items than the number of display items per page, the items are displayed across several pages.
- \* The number of display items per page varies depending on the system settings.

Click the [Display More] link.

If there are too many items, they are displayed across several pages.

11 out of 10 items displayed  
1 2  
back

### 12.1.3 Common Functions

Clicking the link of a screen name on each screen displays the corresponding screen.

Course HOME

Course name: マクロ経済学  
FY: 2012  
Term: year-round  
day/period: Mon.1  
teacher's name: 教員 太郎・教員 花子/教員 太郎

select a menu

■attendance management  
■questionnaire

back

Top

Logout

Click the [Top] link.

CoursePower

[1]attendance management [2]questionnaire [3]search Course

[1]attendance management

マクロ経済学  
(Mon.1/year-round 教員 太郎 and others)

[2]questionnaire

マクロ経済学  
(Mon.1/year-round 教員 太郎 and others)  
ミクロ経済学  
(Fri.5/1st Term 教員 太郎 and others)

[3]search Course

FY: 2012  
Term: ☒ year-round ☐ 1st Term ☐ 2nd Term  
☒ others ☐ intensive course ☐ special

The Top screen appears.

■第1回 マクロ経済学とは何か

attendance password: 1234

period for accepting attendance started: from 04/09/2012 (Mon) 09:10

acceptance status: accepting  
acceptance stopped

attendance: 60/100 people (update)

1 out of 1-items displayed

back

Course HOME

Top

Logout

Click the [Course HOME] link.

CoursePower

Course HOME

Course name: マクロ経済学  
FY: 2012  
Term: year-round  
day/period: Mon.1  
teacher's name: 教員 太郎・教員 花子/教員 太郎

select a menu

■attendance management  
■questionnaire

back

Top

Logout

The [Course HOME] screen appears.

■questionnaire

■第1回 ミクロ経済学とは、授業評価アンケート

presentation period: -

anonymity type: disclosed

result disclosure status: open

no. of responses: 8/20 people

date tallied: 08/20/2013 (Tue) 15:22

refer to tally

back

questionnaires list

Course HOME

Top

Logout

Click the [Questionnaires List] link.

CoursePower

■questionnaire

■第1回 ミクロ経済学とは、授業評価アンケート (Open)

■期末試験 授業評価アンケート (Open)

2 out of 1-items displayed

back

Course HOME

Top

Logout

The [Questionnaires List] screen appears.

■授業評価アンケート

No.1/2

詳細内容は理解できましたか? (latest display)

▼理解できた: 1 (12.5%)  
▼まあまあ理解できた: 2 (25.0%)  
▼あまり理解できなかった: 3 (37.5%)  
▼全く理解できなかった: 2 (25.0%)  
▼unanswered: 0 (0.0%)

no. of valid answers: 8

next

tally of questionnaire

questionnaires list

Course HOME

Top

Logout

Click the [Tally of Questionnaire] link.

CoursePower

■questionnaire

■第1回 ミクロ経済学とは、授業評価アンケート

presentation period: -

anonymity type: disclosed

result disclosure status: open

no. of responses: 8/20 people

date tallied: 08/20/2013 (Tue) 15:22

refer to tally

back

questionnaires list

Course HOME

Top

The [Tally of Questionnaire] screen appears.

## 12.2 [Attendance Management]

You can check the passwords and switch the acceptance status ([Start Accepting] and [Acceptance Stopped]) for classes for which [Registration by Student] is set in [Attendance Management].



1. Click a displayed course name under [Attendance Management] on the TOP screen.

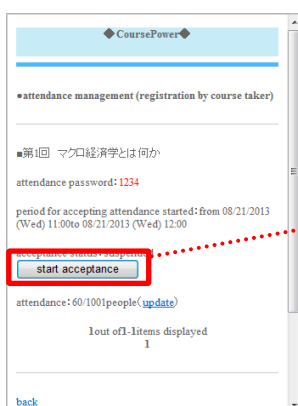


2. The [Attendance Management] screen appears. You can check the attendance password, period for accepting attendance, acceptance status, and attendance. You can update attendance to the latest status by clicking the [Update] link. You can temporarily stop accepting attendance applications from students by clicking the [Acceptance Stopped] button.

### Tip

#### [Operation to change the acceptance status from [Acceptance Stopped] to [Start Accepting]]

If [Acceptance Status] is [Acceptance Stopped], you can start accepting attendance applications from students by clicking the [Start Acceptance] button.



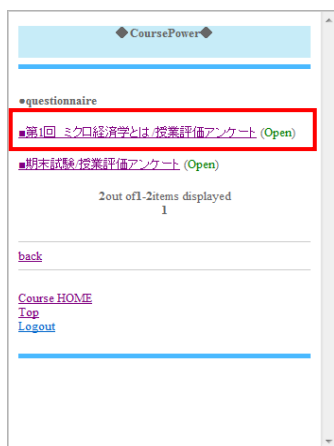
Clicking the [Start Acceptance] button changes the acceptance status to "Accepting."

## 12.3 [Questionnaire]

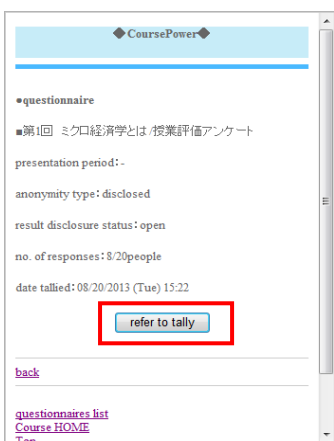
You can check the submission status and aggregate results of questionnaire materials.



1. Click a displayed course name under [Questionnaire] on the TOP screen.



2. The [Questionnaire Material List] screen appears. You can check the class names and materials names for registered questionnaire materials, and the course materials status. Click a materials name to check its aggregate results.



3. The [Tally of Questionnaire] screen appears. You can check information such as the presentation period of questionnaire material and the number of respondents. Click the [Refer to Tally] button.

4. You can check the aggregate results of each questionnaire question.

- \* You can check the latest aggregate results of responses by clicking the [Latest Display] link.
- \* You can check the aggregate results for the next question by clicking the [Next] link.

## Tip

### [Aggregate results for each question type]

The display of aggregate results varies depending on the question type.

[Single-choice Style] or [Multiple-choice Style]

[Numeric value]

[Text (Single Line) or Text (Multiple Lines)]

You can check the contents of responses by clicking the [Refer to Content of Responses] link.

If the response is too long (100 characters or more), you can check the subsequent text by clicking the [Full Text] link.

## 12. 4 [search Course]

You can search for courses that match the search criteria.

[2]questionnaire

[マクロ経済学](#)  
(Mon.1/year-round/教員 太郎 and others)

[ミクロ経済学](#)  
(Fri.5/1st Term/教員 太郎 and others)

[3]search Course

FY: 2012

Term: ☒ year-round ☒ 1st Term ☐ 2nd Term

☒ others ☒ intensive course ☒ special

a day of the week: all

Course name: 経済

Search

[Logout](#)

1. Enter the search criteria in [Search Course] on the TOP screen, and click the [Search] button.

\* The course name search is a partial match search.

◆ CoursePower ◆

● search Course

FY: 2012

Term: ☒ year-round ☒ 1st Term ☐ 2nd Term

☒ others ☒ intensive course ☒ special

a day of the week: all

Course name: 経済

Search

[マクロ経済学](#)  
(Mon.1/year-round/教員 太郎 and others)

[日本経済論](#)  
(Wed.2/1st Term/教員 太郎)

[オープンマクロ経済学](#)  
(Wed.4/year-round/教員 太郎 and others)

[ミクロ経済学](#)  
(Fri.5/1st Term/教員 太郎 and others)

[国際経済論](#)  
(1st Term/教員 太郎)

Sout of 1-5 items displayed  
1

[back](#)

2. A list displays the courses matching the search criteria.  
Click the link of a course name.

◆ CoursePower ◆

● Course HOME

Course name: マクロ経済学

FY: 2012

Term: year-round

day/period: Mon.1

teacher's name: 教員 太郎/教員 花子/教員太郎

select a menu

■ [attendance management](#)

■ [questionnaire](#)

[back](#)

[Top](#)

[Logout](#)

3. The [Course HOME] screen appears.  
Click the [Attendance Management] link to go to the [Attendance Management] screen.  
Click the [Questionnaire] link to go to the questionnaires list screen.

## Chapter 13 Use from a Smartphone

This chapter describes functions that you can use from a smartphone.

The following key functions are available for use from a smartphone:

- Edit basic course materials information
- Check the aggregate results of questionnaires
- Participate in discussions
- Manage attendance
- Refer to messages
- Check and submit message board postings
- Check and respond to questions in the Q&A

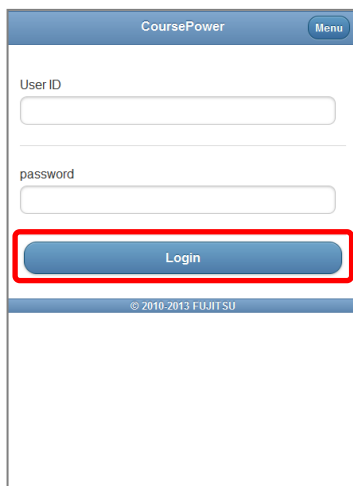
---

### 13.1 Basic Operations

#### 13.1.1 Login and Logout

This section describes the procedure for logging in to CoursePower from a smartphone.

Note: You can use the same URL as that for PCs.

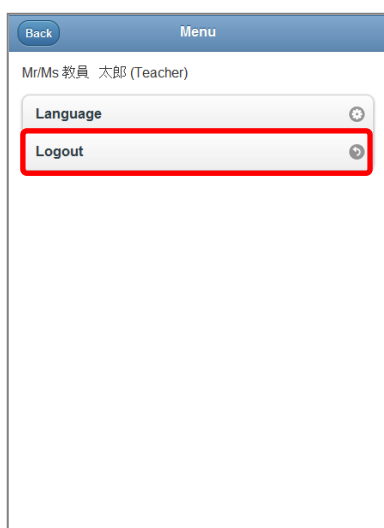


1. Enter your user ID in [User ID] and password in [Password] on the [Login] screen, and tap the [Login] button.



2. The [HOME] screen appears. Tap the [Menu] button at the top right.

- \* Tap a course name displayed in the course list to display the course TOP screen.
- \* Tap the [Change Search Criteria] button to display the [Course Search] screen.



3. The [Menu] screen appears. Tap the [Logout] button to log out.

- \* If you have multiple roles, the [Change Role] button appears so that you can change the role.
- \* You can switch the display language by tapping the [Language] button.



### 13. 1. 2 Course TOP Screen

Tap a course name on the [HOME] screen to display the course TOP screen.

By tapping the [Student VIEW] button, you can check the screen displayed for students at this time.



Tap the [Function Select] button to display the [Function Select] screen.

The list displays the classes and course materials registered in the course.

## 13. 2 Editing Basic Course Materials Information

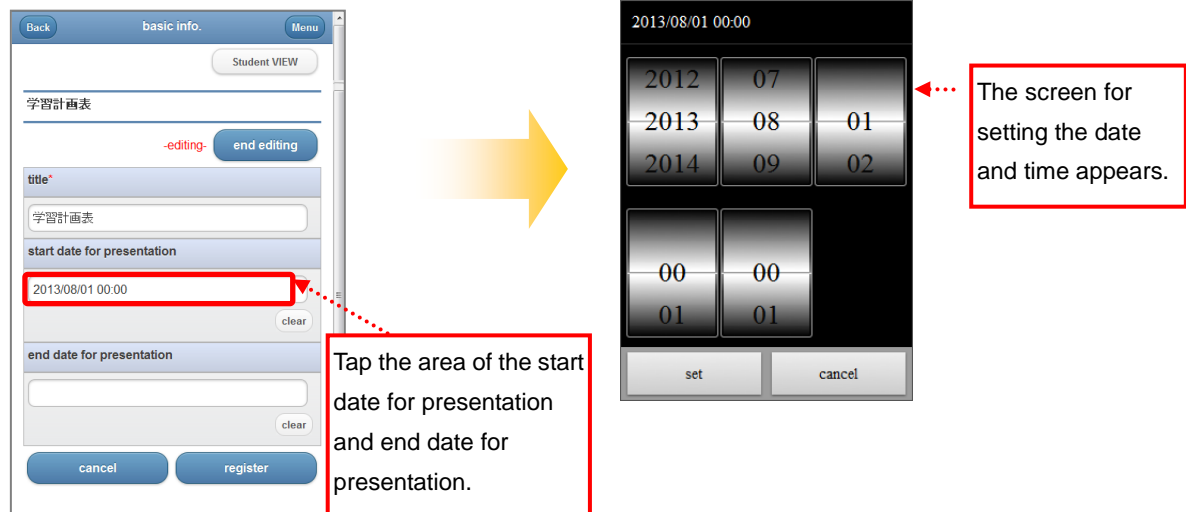
You can edit basic course materials information (title, start date for presentation, end date for presentation) from a smartphone.

1. To update basic course materials information, tap its materials title on the course TOP screen so that the [Basic Info.] screen appears. Tap the [Start Editing] button.

2. The system enters the editing status, and you can edit the title, start date for presentation, and end date for presentation.
  - \* To exit the editing status after tapping the [Register] button, tap [End Editing].
  - \* You can set [Submission after Submission Deadline] for report materials.
  - \* You can set [Test submission deadline] for test materials.

### [Editing the start date for presentation and end date for presentation]

Tapping an area for date and time settings, such as the start date for presentation and end date for presentation, displays the screen for setting the date and time.



### 13.3 Checking the Aggregate Results of a Questionnaire

You can check the aggregate results of questionnaires from a smartphone.



1. Tap [Tally] of questionnaire material on the course TOP screen.

Back
questionnaire
Menu

Student VIEW

tally

授業評価アンケート

date tallied

08/21/2013 (Wed) 13:43

no. of responses	3
anonymity type	disclosed

1.課題内容は理解できましたか。

no. of valid answers:3

1. よく理解できた : 0 (0.0%)
2. まあまあ理解できた : 3 (100.0%)
3. あまり理解できなかった : 0 (0.0%)
4. よくわからない : 0 (0.0%)
5. unanswered : 0 (0.0%)

2.講義の感想を50文字以内で入力してください。

1. answered : 3 (100.0%)
2. unanswered : 0 (0.0%)

refer to content of responses

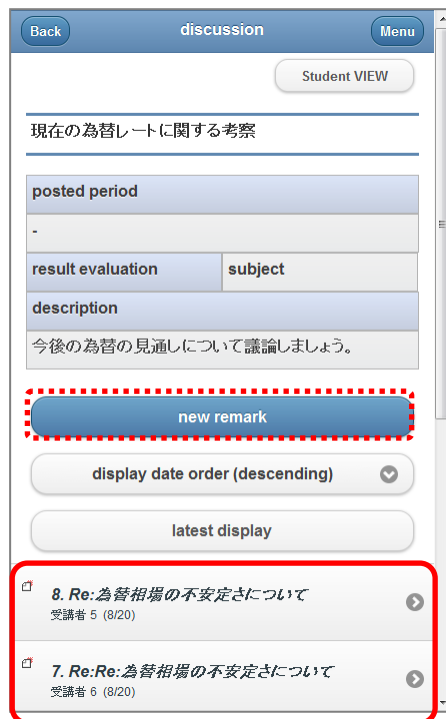
2. The [Tally] screen of the questionnaire appears, so you can check the aggregate results of the questionnaire.

- \* You can check the contents of responses in detail by tapping the [Refer to Content of Responses] button.

## 13. 4 [Participation in Discussion]

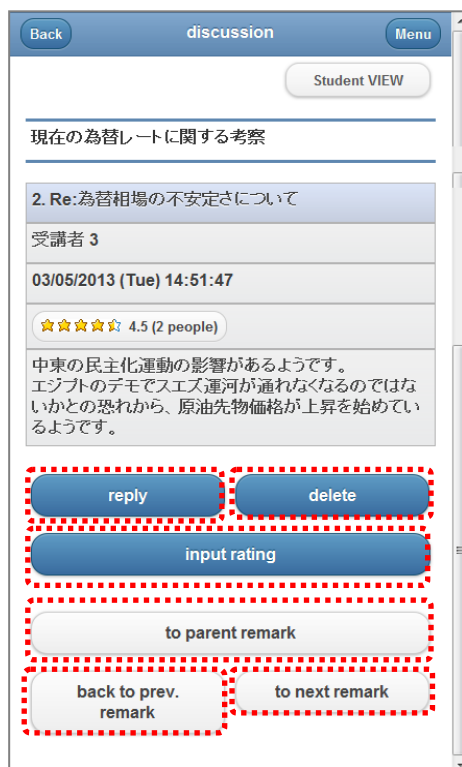


1. Tap [Participation in Discussion] of discussion material on the course TOP screen.



2. The [Remark List] screen of the discussion material appears.  
Tap a displayed remark to check the details.

\* You can post a remark by tapping the [New Remark] button.



3. You can check the contents of a remark in detail.

\* Tap [Reply] to reply to the remark.  
\* Tap [Delete] to delete the remark.  
\* Tap [Input Rating] to enter a rating for the remark.  
\* Tap [To Parent Remark] to refer to the parent remark.  
\* Tap [Back to Prev. Remark] to refer to the previous remark.  
\* Tap [To Next Remark] to refer to the next remark.

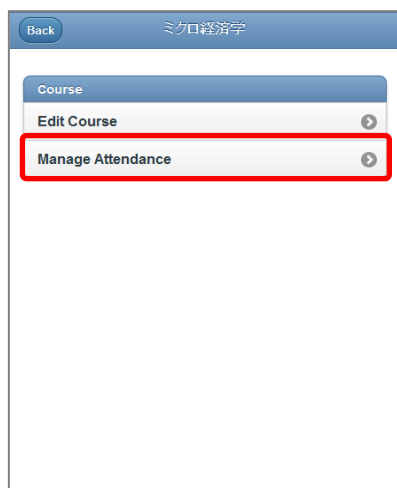
### 13. 5 [Attendance Management]

You can check the attendance status for each class from a smartphone. If the attendance management setting is [Registration by Student], you can check the passwords and switch the attendance status ([Start Acceptance] and [Acceptance Stopped]).

---



1. Tap [Function Select] on the course TOP screen.



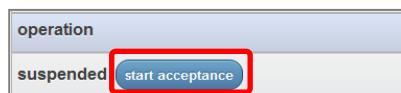
2. The [Function Select] screen appears. Tap [Manage Attendance].





3. The [Attendance Management] screen appears. The screen displays a class currently accepting attendance applications from students. To stop accepting them, tap the [Acceptance Stopped] button.

\* Tap a class name to check its attendance status.



4. The acceptance status changes to [Suspended]. Tap [Start Acceptance] to resume acceptance.

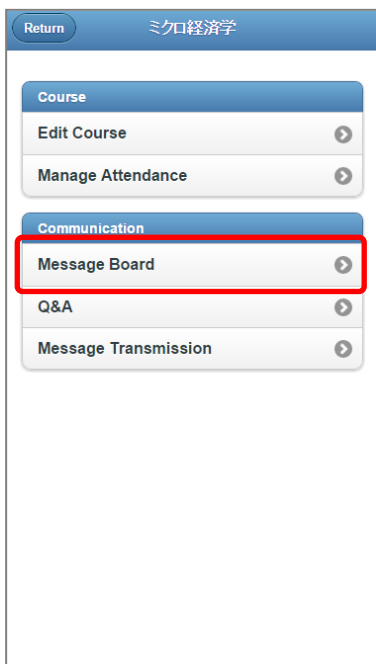
## 13. 6 [Message Board]

You can check and submit message board postings from a smartphone.

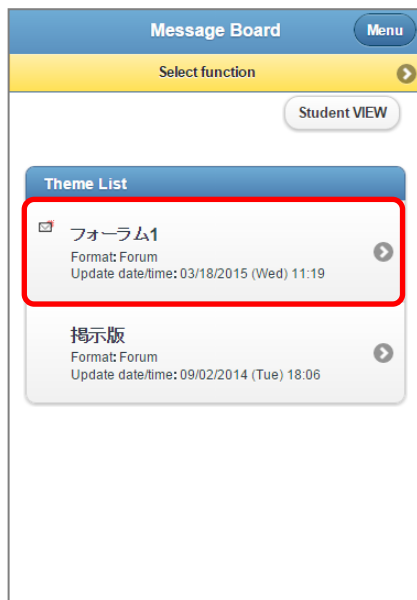
---



1. Tap [Function Select] on the course TOP screen.



2. The [Function Select] screen appears. Tap [Message Board].



3. The [Theme List] screen appears.  
Tap the message board title you want to check.



4. The [Remark List] screen of the message board appears.  
Tap a displayed remark to check the details.  
  
\* You can post a remark by tapping the [New Remark] button.

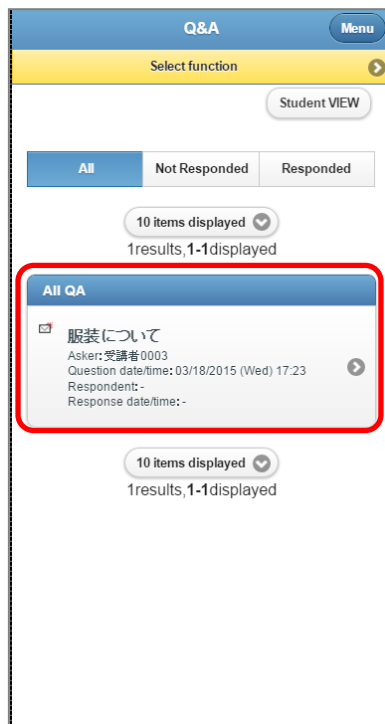
## 13. 7 [Q&A]

You can respond to Q&A questions registered by students, from a smartphone.

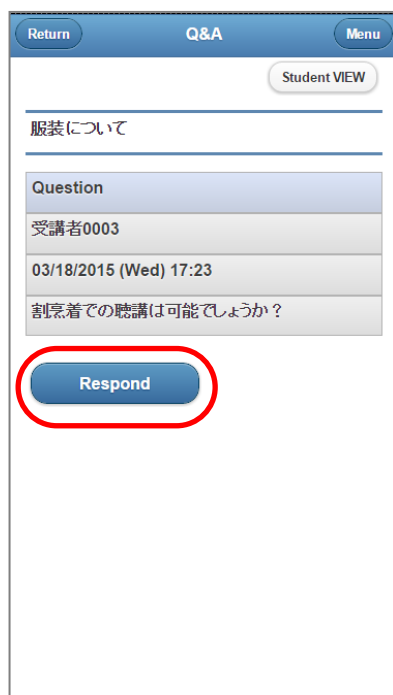


1. Tap [Function Select] on the course TOP screen.

2. The [Function Select] screen appears. Tap [Q&A].



3. The [Q&A List] screen appears.  
Tap the question title you want to check.



4. The [Question Details] screen appears.  
Tap the [Respond] button to respond to the question.

## 13. 8 Message Transmission

The teaching staff in charge of the course can transmit messages to the course takers. The teaching staff in charge can also check a course taker's sending history and reference history.

.....

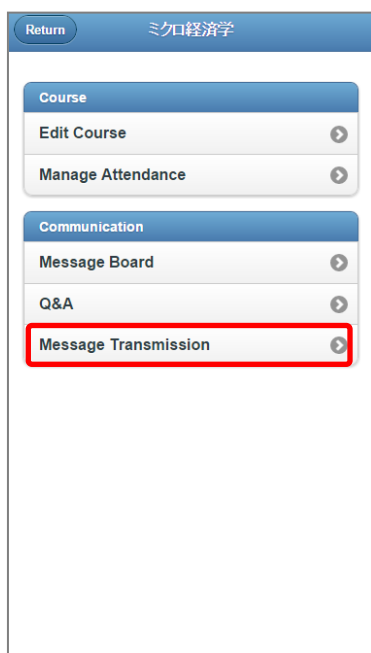
### 13. 8. 1 Transmitting Messages

You can transmit messages to course takers.

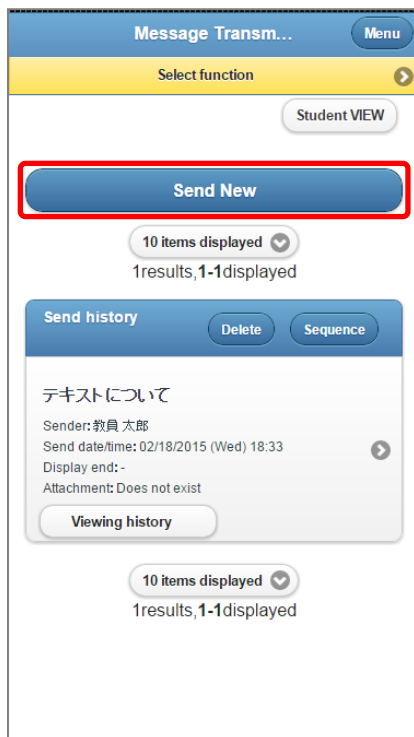
.....



1. Tap [Function Select] on the course TOP screen.



2. Tap [Message Transmission].



3. Tap [New Message].

4. The [Message Transmission] screen appears. Make entries at your discretion, and tap the [Register] button.

#### About entries

- [Sender]  
Enter the name of the message sender.  
(Up to 100 characters)
- [Title]  
Enter a title for the message.  
(Up to 100 characters)
- [Text]  
Enter the main text of the message. (Up to 10,000 characters)
- [Start Date of Display]  
Set the message publication start date/time.  
Note: If nothing is entered, the message is published when registered.
- [End Date of Display]  
Set the message publication end date/time.  
Note: If nothing is entered, the public availability of the message to course takers does not end.
- [Attachment File]  
Enter a file to attach to the message.  
You can attach only image files from a smartphone.
- [Destination]  
The message destinations from a smartphone are fixed for all course takers.



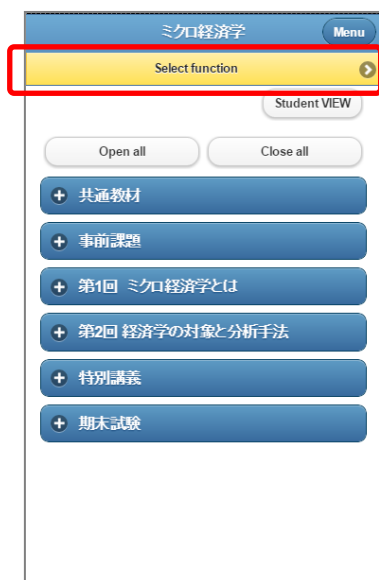
5. The [Sending History] screen appears.

- \* Your transmitted message information appears at the top of the sending history list.

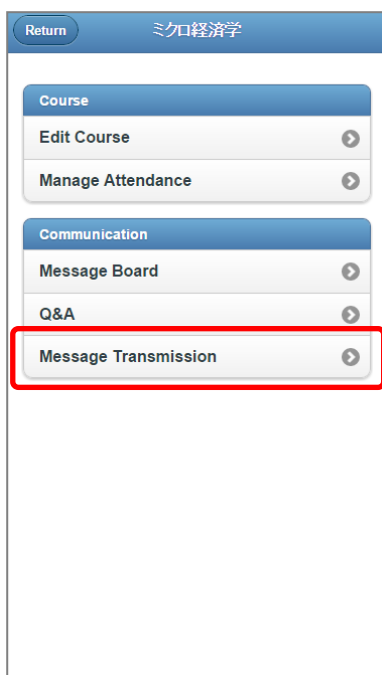


### 13. 8. 2 Checking the Sending History and Reference History

You can check the sending history of transmitted messages on a list. You can also check a course taker's reference status.



1. Tap [Function Select] on the course TOP screen.



2. Tap [Message Transmission].



3. The [Sending History] screen appears.

- \* You can check the sending history of transmitted messages.



4. Tap [Viewing History] on the [Sending History] screen.

Return
Viewing history
Menu

Student VIEW

第三回授業課題について

Sender	教員 太郎
Type	Messages from Teaching Staff
Display start date/time	
Display end date/time	
Send date/time	03/18/2015 (Wed) 10:35
Update date/time	03/18/2015 (Wed) 10:35
Number of readers/recipient addresses	1/20

Narrow down

10 items displayed

20results, 1-10displayed

Next

Viewing history

Sequence

<div> <div>UserID:st0001</div> <div>Name:受講者0001</div> <div>Initial viewing date/time: 03/18/2015 (Wed) 10:36</div> <div>Last viewing date/time: 03/18/2015 (Wed) 10:36</div> <div>Number of times viewed: 1</div> </div>
<div> <div>UserID:st0002</div> <div>Name:受講者0002</div> <div>Initial viewing date/time:-</div> <div>Last viewing date/time:-</div> <div>Number of times viewed: 0</div> </div>
<div> <div>UserID:st0003</div> <div>Name:受講者0003</div> </div>

5. The [Viewing History] screen appears.

- \* You can check the reference status of the course takers at the destinations on the list.

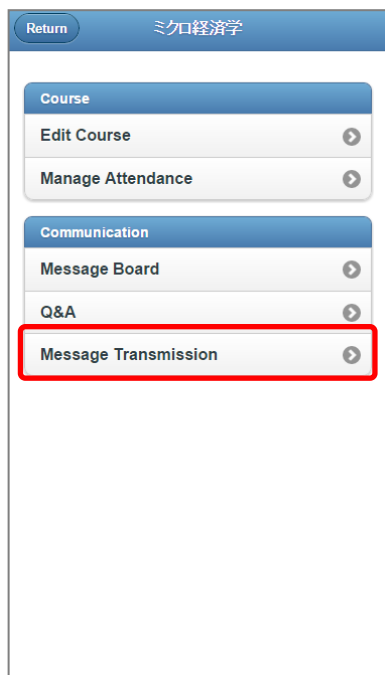
### 13. 8. 3 Deleting Messages

You can delete transmitted messages.

---



1. Tap [Function Select] on the course TOP screen.



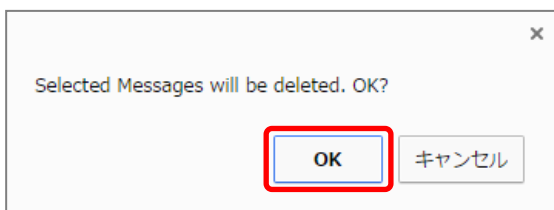
2. Tap [Message Transmission].



3. The [Sending History] screen appears. Tap the [Delete] button.



4. The [Deleting Message] pop-up appears. Check the check box at the beginning of the message to be deleted ☒. Then, tap the [Delete] button.



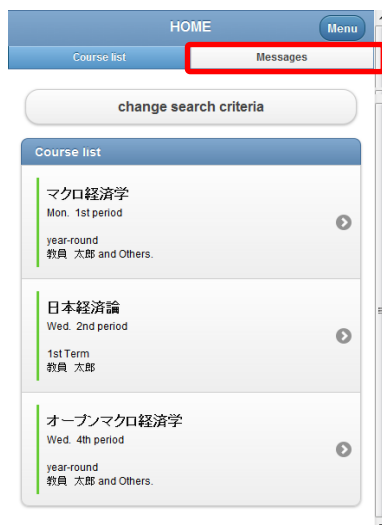
5. A confirmation dialog box appears. Tap the [OK] button.



6. A message appears when the deletion is completed.

## 13. 9 Referring to Messages

You can check messages in a list. You can also check the contents of a message.



1. Tap [Messages] on the [HOME] screen.



2. Tap [Display List].

\* You can check the contents of a message by tapping [>].



3. You can check messages in a list.

\* You can check the contents of a message by tapping [>].



## Chapter 14 Supplemental Information

### 14.1 CSV Format in Batch Uploading

This section describes the formats for batch-uploaded CSV files.

- You can create files for batch uploading by processing the files downloaded from the [Batch Downloading] button.

The following table shows the meanings of the specifier items in CSV files.

Specifier	Meaning	Description
a	Add	Adds data. If identical data exists, an error occurs.
m	Update	Updates data. If the target data does not exist, an error occurs.
d	Delete	Deletes data. If the target data does not exist, an error occurs.
f	Forced update	Adds and updates data. If the target data does not exist, the data is added. If the target data exists, the data is updated.
i	Ignore	Excludes from processing.

#### 14.1.1 Course Takers

The following CSV file format is used for batch registration of the students taking a course.

CSV file format

- 1st line: Course taker batch processing ID
- 2nd or subsequent line: Specifier, user ID, provisional student registration classification

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Course taker batch processing ID	Yes	30	Yes	Enter the course taker batch processing ID displayed on the [Course Taker's Batch Uploading] screen.
Specifier	Yes	1	Yes	Enter a process classification. a: Add, m: Update, d: Delete, f: Forced update, i: Ignore (exclude from processing)
User ID	Yes	20	Yes	Enter a course taker ID.
Provisional student registration classification	Yes	1	Yes	Enter a provisional student registration classification. The entered value is determined for each college and university when the system is installed.

[Coding example]

```
# マクロ経済学
200901COS00001
# 指示子,ユーザーID,履修仮登録区分
a,LMS0001,1
m,LMS0002,1
d,LMS0003,1
:
```

## 14. 1. 2 Test Questions

The following file format is used for batch uploading of test questions.

File that is uploaded

.....  
The file that is uploaded is a compressed file in zip file format.

The compressed file consists of a CSV file (TEST.csv) and file attachments (image and audio files). The details of questions are written in the CSV file. The file attachments are used by individual questions, explanations, and choices.

- \* The registered CSV file and each file attachment are stored in the same directory as shown below in [File configuration example].

[File configuration example]

```
zip ファイル
├ TEST.csv
|
├ 1.bmp
├ 2.bmp
├ 3.wav
├ 4.bmp
├ 5.wav
|
```

CSV file format for single questions

.....  
The entered contents vary depending on the question style.

Note: For details on each item, see [Details of each item] below.

- Style: Single choice or multiple choices
  - 1: Question (target specifier, category name, question, explanation, point allocation)
  - 2: Question file (target specifier, choices line, stored file name, registered file name)
  - 3: Question explanation file (target specifier, choices line, stored file name, registered file name)
  - 4: Choice (target specifier, content, explanation, correct answer flag)
  - 5: Choice content file (target specifier, choices line, stored file name, registered file name)
  - 6: Choice explanation file (target specifier, choices line, stored file name, registered file name)
  - \* Enter a blank space at "choices line" in "2: Question file" and "3: Question explanation file."
  - \* One choice can be set per line in "4: Choice." At least two choices must be set.
- Style: Text input
  - 1: Question (target specifier, category name, question, explanation, point allocation, ignoring case-sensitivity and spaces in answers)
  - 2: Question file (target specifier, choices line, stored file name, registered file name)
  - 3: Question explanation file (target specifier, choices line, stored file name, registered file name)
  - 4: Correct answer pattern: (target specifier, correct answer pattern)
  - \* Enter a blank space at "choices line" in "2: Question file" and "3: Question explanation file."
  - \* One pattern can be set per line in "4: Correct answer pattern." At least two patterns must be set.

- Style: Fill in the blank (select)
  - 1: Question (target specifier, category name, question, explanation, fill-in-the-blank content, enable/disable point allocation per blank, point allocation...)
  - 2: Question file (target specifier, choices line, stored file name, registered file name)
  - 3: Question explanation file (target specifier, choices line, stored file name, registered file name)
  - 4: Fill-in-the-blank choices (target specifier, fill-in-the-blank number, content, correct answer flag)

\* If "enable/disable point allocation per blank" in "1: Question" is set to "enable," "1: Question" has as many "point allocation" as the number of blanks to fill in. (Enable: 1, Disable: 0)  
 [Example] Suppose there are two blanks to fill in and point allocation per blank is enabled.  
 # target specifier, category name, question, explanation, fill-in-the-blank content, enable/disable point allocation per blank, point allocation 1, point allocation 2  
 qbs,,Select answers for the blank spaces 1 and 2 below.,Heiankyo is located in present-day Kyoto City.,Heiankyo was established by Emperor 2 in the year 1.,1,10,10

\* Enter a blank space at "choices line" in "2: Question file" and "3: Question explanation file."

\* One choice can be set per line in "4: Fill-in-the-blank choices." At least two choices must be set.
- Style: Fill in the blank (text)
  - 1: Question (target specifier, category name, question, explanation, fill-in-the-blank content, enable/disable point allocation per blank, point allocation..., ignoring spaces and case-sensitivity in answers)
  - 2: Question file (target specifier, choices line, stored file name, registered file name)
  - 3: Question explanation file (target specifier, choices line, stored file name, registered file name)
  - 4: Fill-in-the-blank correct answer pattern (target specifier, fill-in-the-blank number, correct answer pattern)

\* If "enable/disable point allocation per blank" in "1: Question" is set to "enable," "1: Question" has as many "point allocation" as the number of blanks to fill in. (Enable: 1, Disable: 0)  
 [Example] Suppose there are two blanks to fill in and point allocation per blank is enabled.  
 # target specifier, category name, question, explanation, fill-in-the-blank content, enable/disable point allocation per blank, point allocation 1, point allocation 2, ignoring spaces and case-sensitivity in answers  
 qbt,,Fill in 1 and 2 in the following sentence.,In Article 27 of the Constitution of Japan, the three major obligations of the Japanese people are obligation of education, obligation of 1, and obligation of 2.,1,20,20,1

\* Enter a blank space at "choices line" in "2: Question file" and "3: Question explanation file."

\* One pattern can be set per line in "4: Fill-in-the-blank correct answer pattern." At least two patterns must be set.

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Target specifier	Yes	3	Yes	Enter information about the type of processing. qs: Single-choice question qm: Multiple-choice question qt: Text input question qbs: Fill-in-the-blank (select) question qbt: Fill-in-the-blank (text) question qs: Single-choice question qqf: Question file qef: Question explanation file da: Choices (single choice and multiple choices) dc: Correct answer pattern dba: Fill-in-the-blank choices dbc: Fill-in-the-blank correct answer pattern dcf: Choices content file def: Choices explanation file
Category name		100		Enter information on the category of the question.
Question		10,000		Enter the question statement.
Explanation		10,000		Enter the explanation to display to the students referring to their results.
Point allocation		3	Yes	Enter the score for the correct answer. Note: If "enable/disable point allocation per blank" is set to "enable" for a fill-in-the-blank question, enter as many point allocations as the number of blanks to fill in. Use "," to delimit the entries.
Ignoring spaces and case-sensitivity in answers		1	Yes	Enter the setting for whether to ignore spaces and case-sensitivity in answers for test questions to treat them as correct. 0: Do not ignore, 1: Ignore
Choices line		2	Yes	Enter the number of the choice corresponding to an image or audio file specified for the choice. Note: There is no need to enter "choices line" for the question.
Stored file name		255	Yes	Enter the actual name of the file to be compressed, in its folder.
Registered file name		255		Enter the file name to display on the screen. Enter an easy-to-understand file name.
Content		1,000		Enter the content of choices.
Correct answer flag			Yes	Enter information regarding whether the relevant choice is correct or incorrect. 0: Incorrect, 1: Correct
Correct answer pattern		1,000		Enter the text of the correct answer.
Fill-in-the-blank content		10,000		Enter the content of the fill-in-the-blank question.
Enable/Disable point allocation per blank			Yes	Enter the setting on point allocation to every blank in the fill-in-the-blank question. 0: Disable, 1: Enable
Fill-in-the-blank number		2	Yes	Enter the number corresponding to the fill-in-the-blank question.

[Coding example]

- Style: Single choice or multiple choices

```
#対象指示子,カテゴリ名,問題,解説,配点
qs,,日本の初代内閣総理大臣を、次の中から選べ。、在職期間は 1885 年 12 月 22 日～1888 年 4 月 30 日。、50
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,kaisetsufile1.bmp,解説 1.bmp
#対象指示子,内容,解説,正解フラグ
da,大隈重信(おおくま しげのぶ),第 8 代、第 17 代内閣総理大臣,0
da,黒田清隆(くろだ きよたか),第 2 代内閣総理大臣,0
da,伊藤博文(いとう ひろぶみ),初代、第 5 代、第 7 代、第 10 代内閣総理大臣,1
da,竹下登(たけした のぼる),第 74 代内閣総理大臣,0
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
def,1,kaisetsufile2.bmp,解説 2.bmp
def,2,kaisetsufile3.bmp,解説 3.bmp
def,3,kaisetsufile4.bmp,解説 4.bmp
def,4,kaisetsufile5.bmp,解説 5.bmp
```

- Style: Text input

```
#対象指示子,カテゴリ名,問題,解説,配点,解答の空白・大文字/小文字の違いを無視する
qt,,「吾輩は猫である」の作者は誰か。フルネーム(漢字)で答えよ。、1867 年 2 月 9 日生まれ,15,1
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,mondaifile1.bmp,問題 1.bmp
qef,,kaisetsufile6.bmp,解説 6.bmp
#対象指示子,正解パターン
dc,夏目漱石
```

- Style: Fill in the blank (select) (Enable point allocation to each blank)

```
#対象指示子,カテゴリ名,問題,解説,穴埋め内容,穴埋め配点有無,配点 1,配点 2
qbs,,次の空欄(1)、(2)を選択せよ。、平安京は現在の京都市に位置します。、平安京は、(1)年に(2)天皇が定めた。、1,10,10
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,mondaifile2.bmp,問題 2.bmp
qef,,kaisetsufile7.bmp,解説 7.bmp
#対象指示子,穴埋め番号,内容,正解フラグ
dba,1,710,0
dba,1,794,1
dba,2,相武,0
dba,2,桓武,1
```

- Style: Fill in the blank (text) (Disable point allocation to each blank)

```
#対象指示子,カテゴリ名,問題,解説,穴埋め内容,穴埋め配点有無,配点,解答の空白・大文字/小文字の違いを無視する
qbt,,以下の文の(1)を埋めなさい。,日本国憲法第 27 条,日本国民の 3 大義務とは教育の義務、(1)の義務、納税の義務である。
,0,20,0
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,mondaifile3.bmp,問題 3.bmp
qef,,kaisetsufile8.bmp,解説 8.bmp
#対象指示子,穴埋め番号,正解パターン
dbc,1,勤労
dbc,1,きんろう
```

#### CSV format for compound questions

.....

You can combine the above-described single questions as small (short) questions to register them as a large (long) question.

Enter the following items in CSV for a compound question:

- 1: Large question (target specifier, category name, question, explanation)
- 2: Large question file (target specifier, choices line, stored file name, registered file name)
- 3: Question explanation file (target specifier, choices line, stored file name, registered file name)
- 4: Small question (above-described question entered according to the question style)

\* Write small questions in the same way as for the above-described CSV format for single questions. Compound questions have different target specifiers for specifying question styles, but their coding method is otherwise the same as that of single questions.

#### [Target specifier used with compound questions]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Target specifier	Yes	3	Yes	Enter information about the type of processing. c: Large question ss: (Small question) Single-choice question sm: (Small question) Multiple-choice question st: (Small question) Text input question sbs: (Small question) Fill-in-the-blank (select) question sbt: (Small question) Fill-in-the-blank (text) question

[Coding example]

- Large-question part of a compound question

```
#対象指示子,カテゴリ名,問題,解説
c,共通問題ーことわざ,ことわざについて以下の問いに答えよ.,
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,mondaifile4.bmp,問題 4.bmp
qef,,kaisetsufile9.bmp,解説 9.bmp
```

- Text input question in a compound question

```
#対象指示子,カテゴリ名,問題,解説,配点,解答の空白・大文字/小文字の違いを無視する
st,「豚に真珠」と同じ意味を持ち「猫」が出てくることわざを答えよ.,価値が分からない者にとっては役にも立たないという
意.,15,0
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,mondaifile5.bmp,問題 5.bmp
qef,,kaisetsufile10.bmp,解説 10.bmp
#対象指示子,正解パターン
```

- Fill-in-the-blank (select) question (enable point allocation per blank) in a compound question

```
#対象指示子,カテゴリ名,問題,解説,穴埋め内容,穴埋め配点有無,配点 1,配点 2
sbs,,次の空欄(1)、(2)を選択せよ.,「虎穴に入らずんば虎子を得ず」とは、「時には(1)、(2)することはない」という意味であ
る.,1,10,10
#対象指示子,穴埋め番号,内容,正解フラグ
dba,1,休みをとらなければ,0
dba,1,危険を冒さなければ,1
dba,2,失敗,0
dba,2,成功,1
```

- Fill-in-the-blank (text) question (disable point allocation per blank) in a compound question

```
#対象指示子,カテゴリ名,問題,解説,穴埋め内容,穴埋め配点有無,配点,解答の空白・大文字/小文字の違いを無視する
sbt,,以下の文の(1)を埋めなさい.,「猿も木から落ちる」と同じ意で「弘法にも(1)の誤り」ということわざがある.,0,20,0
#対象指示子,選択肢行,格納ファイル名,登録ファイル名
qqf,,mondaifile6.bmp,問題 6.bmp
qef,,kaisetsufile11.bmp,解説 11.bmp
#対象指示子,穴埋め番号,正解パターン
dbc,1,筆
dbc,1,ふで
```

### 14. 1. 3 Questionnaire Questions

The following CSV format is used for batch uploading of questionnaire questions.

CSV file format

The entered contents vary depending on the question style.

- Text (single line)/text (multiple lines)
  - 1st or subsequent line: Question content (target specifier, question content, required, maximum number of characters)
- Numeric value
  - 1st or subsequent line: Question content (target specifier, question content, required, number of decimal places, unit, minimum value, maximum value)
- Single-choice style
  - 1st line: Question content (target specifier, question content, required, Listing of choices)
  - 2nd or subsequent line: Choice (target specifier (choice), choice)
- Multiple-choice style
  - 1st line: Question content (target specifier, question content, required, Listing of choices, maximum number of checks)
  - 2nd or subsequent line: Choice (target specifier (choice), choice)

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Target specifier	Yes	2	Yes	Enter the question format specifier. ts: Text (single line), tm: Text (multiple lines), n: Numeric value, cs: Single choice, cm: Multiple choices, a: Choice
Question content		1,000		Enter the content of the question.
Required			Yes	Enter whether a response is required. 1: Required, 0: Not required
Maximum number of characters			Yes	Enter the maximum number of characters that can be entered. Enter a value ranging from 1 to 1000.
Number of decimal places			Yes	Enter the number of decimal places. Enter a value ranging from 1 to 6.
Minimum value			Yes	Enter a value ranging from -999999 to 999999.
Maximum value			Yes	Enter a value ranging from -999999 to 999999.
Choice		100		Enter the content of the choice.
Maximum number of checks			Yes	Enter the permitted number of checks.
Listing of choices			Yes	Enter the display method (horizontal/vertical) of the choices. 1: vertical, 0: horizontal

[Coding example]

- Text (single line)

#対象指示子,設問内容,必須,最大文字数  
ts,あなたの座右の銘を答えなさい,1,20



- Text (multiple lines)

#対象指示子,設問内容,必須,最大文字数  
tm,本日の講義の感想を答えなさい,0,200

- Numeric value

#対象指示子,設問内容,必須,小数点以下の桁数,単位,最小値,最大値  
n,あなたの兄弟は何人いますか?,0,0,人,0,100

- Single-choice style

#対象指示子,設問内容,必須,選択肢の並び  
cs,あなたの持っている PC の OS は何ですか?,1,0  
#対象指示子,選択肢  
a,WindowsXP  
a,WindowsVista  
a,Windows7  
a,Mac  
a,Linux

- Multiple-choice style

#対象指示子,設問内容,必須,選択肢の並び,最大チェック数  
cm,あなたの持っている PC の OS は何ですか?,1,0,3  
#対象指示子,選択肢  
a,WindowsXP  
a,WindowsVista  
a,Windows7  
a,Mac  
a,Linux

#### 14. 1. 4 Evaluation of Report Materials

You can batch register evaluations of report materials.

CSV file format

- 1st line: Report evaluation batch processing ID
- 2nd or subsequent line: User ID, evaluation fix, score or n-grade evaluation, correction comment, resubmission, evaluation memo

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Report evaluation batch processing ID	Yes	30	Yes	Enter the report evaluation batch processing ID from the [Report Evaluation Batch Uploading] page.
User ID	Yes	20	Yes	Enter a user ID.
Evaluation fix	Yes		Yes	Enter information about fixing an evaluation. 0: Not fixed, 1: Fixed
Score or n-grade evaluation	Yes		Yes	Enter a score or evaluation value according to [Evaluation Method].
Correction comment	Yes	1,000	Yes	Enter a correction comment.
Resubmission	Yes		Yes	Enter information about resubmission. 0: Resubmission unnecessary, 1: Resubmission required
Evaluation memo	Yes	1,000	Yes	Enter an evaluation memo.

[Coding example (where [Evaluation Method] is [Score Evaluation])]

```
#マクロ経済学 > 第 1 回 開放経済の対外経済取引 > 課題レポート
REP0000000000021
#ユーザーID,評価確定,得点,添削コメント,再提出有無,評価メモ
LMS0001,1,98,大変よくできています。,0,よく考察されていました。
LMS0002,1,50,考察が足りません。,1,
:
```

### 14. 1. 5 Discussion Evaluation

You can batch register evaluations of discussion materials.

CSV file format

1st line: Discussion evaluation batch processing ID

2nd or subsequent line: User ID, evaluation fix, score or n-grade evaluation, evaluation comment, evaluation memo

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Discussion evaluation batch processing ID	Yes	30	Yes	Enter a discussion evaluation batch processing ID.
User ID	Yes	20	Yes	Enter a user ID.
Evaluation fix	Yes		Yes	Enter information about fixing an evaluation. 0: Not fixed, 1: Fixed
Score or n-grade evaluation	Yes		Yes	Enter a score or evaluation value according to [Evaluation Method].
Correction comment	Yes	1,000	Yes	Enter a correction comment.
Evaluation memo	Yes	1,000	Yes	Enter an evaluation memo.

[Coding example (where [Evaluation Method] is [Score Evaluation])]

```
#マクロ経済学 > 共通教材 > 現在の為替レートに対する考察
THM00000000000082
#ユーザーID,評価確定,得点,評価コメント,評価メモ
LMS0001,1,98,大変よくできています。積極的に発言していました。
LMS0002,1,60,考察が不十分です。
:
```

### 14. 1. 6 Evaluation of Offline Course Materials

You can batch register evaluations of offline course materials.

CSV file format

1st line: Materials ID

2nd or subsequent line: User ID, evaluation fix, score or n-grade evaluation, evaluation comment

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Material ID	Yes	30	Yes	Enter the offline material evaluation batch processing ID from the [Offline Material Evaluation Batch Uploading] page.
User ID	Yes	20	Yes	Enter a user ID.
Evaluation fix	Yes		Yes	Enter information about fixing an evaluation. 0: Not fixed, 1: Fixed
Score or n-grade evaluation	Yes		Yes	Enter a score or evaluation value according to [Evaluation Method].
Correction comment	Yes	1,000	Yes	Enter a correction comment.

[Coding example (where [Evaluation Method] is [Score Evaluation])]

```
#マクロ経済学 > 第2回 外国為替市場と為替レート > 課外実習  
OFL00000000000003  
#ユーザーID,評価確定,得点,評価コメント  
LMS0001,1,98,積極的に取り組んでいました。  
LMS0002,1,50,  
:
```

### 14. 1. 7 Attendance Management

You can batch register attendance information.

CSV file format

1st line: Attendance batch processing ID

2nd or subsequent line: User ID, attendance status type

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Attendance batch processing ID	Yes	30	Yes	Enter the attendance batch processing ID from the [Attendance Batch Uploading] page.
User ID	Yes	20	Yes	Enter a user ID.
Attendance status type			Yes	Enter an attendance status type. 1: Present, 2: Absent, 3: Excused, 4: Tardy, 5: Public holiday If the displayed type is none of the above, it is an independent value, so contact your administrator.

[Coding example]

```
#マクロ経済学 > 第 1 回 開放経済の対外経済取引
JYG00000000000067
#ユーザーID,出席状態種別
LMS0001,1
LMS0002,1
```

### 14. 1. 8 Final Grade

You can batch register the final grades of courses.

CSV file format

1st line: Final grade batch processing ID

2nd or subsequent line: User ID, evaluation fix, result publication, corrected score

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Final grade batch processing ID	Yes	30	Yes	Enter the final grade batch uploading processing ID from the [Final Grade Batch Uploading page] page.
User ID	Yes	20	Yes	Enter a user ID.
Evaluation fix	Yes		Yes	Enter information about fixing an evaluation. 0: Not fixed, 1: Fixed
Result publication	Yes		Yes	Enter information about result publication. 0: Do not publish, 1: Publish
Corrected score	Yes		Yes	Enter a corrected score. Enter the score to up to one decimal place. Set a value ranging from -100 to 100.

[Coding example]

#マクロ経済学 201001lec00001 #ユーザーID,成績確定,成績公開,補正点 LMS0001,1,1,5 LMS0002,1,1,10 LMS0003,1,1,10 :
--

### 14. 1. 9 Class Management

You can batch register basic class information.

CSV file format

1st line: Batch processing ID

2nd or subsequent line: Specifier, class ID, title, description, class implementation date, start date for disclosure, end date for disclosure, attendance management, password, period for accepting attendance started, period for accepting attendance ended

[Details of each item]

Parameter	Required?	Maximum number of characters	In single-byte characters?	Description
Batch processing ID	Yes	30	Yes	Enter the class batch processing ID from the [Class Batch Uploading] page.
Specifier	Yes	1	Yes	Enter a process classification. a: Add, m: Update, d: Delete, f: Forced update, i: Ignore (exclude from processing)
Class ID		16	Yes	Enter a class ID.
Title	Yes	100		Enter a class title.
Description		1,000		Enter a class description.
Class implementation date				Enter the class implementation date.
Start date for disclosure				Enter the public availability start date of the class.
End date for disclosure				Enter the public availability end date of the class.
Attendance management	Yes	2	Yes	Describe attendance management. 00: Not managed, 01: Managed (registration by teaching staff), 02: Managed (registration by students)
Password		16	Yes	Enter the password for attendance registration by students.
Period for accepting attendance started				Enter the start date for accepting applications for attendance registration by students.
Period for accepting attendance ended				Enter the end date for accepting applications for attendance registration by students.

[Coding example]

```
#経済学
200901COS00001
#指示子,授業 ID,タイトル,説明,授業実施日,公開開始日,公開終了日,出席管理,パスワード,出席受付期間開始,出席受付期間終了
m,JYG00000000000001,共通教材,,,,,,,,,
d,JYG00000000000002,#1授業,第1回目授業,2011/12/20,2011/12/20 (火) 10:06,2011/12/23 (金) 22:45,01,,,
a,,#2授業,第2回目授業,2011/12/21,2011/12/21 (水) 10:06,2011/12/23 (金) 24:00,02,aaa,2011/12/21 (水)
10:06,2011/12/23 (金) 24:00
```

## 14.2 Error Messages

This section describes the typical error messages displayed by CoursePower, their possible causes, and the action to take for a displayed error message.

Characters entered for XX are invalid. Note: XX represents an input field name (such as [Title] or [Name]).

[Event]

After the [Register] button was clicked, registration failed with the above error message displayed.

[Cause]

Registration failed because the entered characters are prohibited in the system.

[Action]

Delete the characters prohibited in the system, and click the [Register] button again.

To check prohibited characters, contact your system administrator.

The file selected with the file name does not exist or is 0 bytes.

[Event]

After an attempt to register an image file or file attachment, registration failed with the above error message displayed.

[Cause]

Registration failed because the file selected for upload had been deleted or renamed or has a size of 0 bytes.

[Action]

Select an appropriate file to upload, and register it.

A file with a size of 0 bytes cannot be uploaded. Select and register a file that has a size of at least 1 byte.

A file that is larger than X MB, which is the upper file size limit, cannot be uploaded for a file attachment.

[Event]

After an attempt to register an image file or file attachment, registration failed with the above error message displayed.

[Cause]

Registration failed because the file to be uploaded exceeds the set upper file size limit in the system.

[Action]

Check the size of the file to be uploaded. Make sure that it does not exceed the upper limit shown in the error message, and try to upload the file again. If you want to increase the upper limit, contact your system administrator.

The extension of the file selected for a file attachment is invalid.

[Event]

After an attempt to register an image file or file attachment, registration failed with the above error message displayed.

[Cause]

Registration failed because the file to be uploaded has an extension prohibited in the system.

[Action]

Select and upload a file that has an extension supported for uploading.

### [Extensions supported for uploading]

For image files: jpg, jpeg, gif, png, bmp

For image and audio files: jpg, jpeg, gif, png, bmp, mp3, wav

For file attachments: Extensions other than bat, cmd, com, exe, lnk, pif, reg, and scr

For batch uploading: csv



Course material included in a class cannot be deleted because it is subject to evaluation for the final grade.

.....  
[Event]

After an attempt to delete a class and course materials, deletion failed with the above error message displayed.

[Cause]

Deletion failed because the class and course materials to be deleted are subject to evaluation for the final grade.

[Action]

Change the [Evaluation Rate] setting of the course materials to be deleted to "0" on the evaluation score calculation screen for the final grade, and try to delete the class and course materials again.

The class attendance rate cannot be deleted because it is subject to evaluation for the final grade.

.....  
[Event]

After an attempt to delete a class, deletion failed with the above error message displayed.

[Cause]

Deletion failed because the attendance rate is subject to evaluation and the class to be deleted is set to obtain attendance.

[Action]

Change the [Evaluation Rate] setting of [Attendance Rate] to "0" on the evaluation score calculation screen for the final grade, and try to delete the class again.

The compressed file does not contain a CSV file.

.....  
[Event]

A user selected the compressed file on the batch uploading screen for questions of test materials and clicked the [Register] button, but registration failed with the above error message displayed.

[Cause]

Registration failed because the zip file to be uploaded does not contain the CSV file defining the question information.

[Action]

Create a compressed file containing the CSV file defining the question information, and try to register it again.

The compressed file contains multiple CSV files.

.....  
[Event]

A user selected the compressed file on the batch uploading screen for questions of test materials and clicked the [Register] button, but registration failed with the above error message displayed.

[Cause]

Registration failed because the zip file to be uploaded contains multiple CSV files defining the question information.

[Action]

Make sure the compressed file contains only one CSV file, and try to register it again.

The compressed file does not contain a definition file (imsmanifest.xml).

.....  
[Event]

A user selected the compressed file on the learning materials content editing screen and clicked the [Register] button, but registration failed with the above error message displayed.

[Cause]

Registration failed because the compressed file to be uploaded does not contain the definition file (imsmanifest.xml).

[Action]

Create a compressed file containing the definition file (imsmanifest.xml), and try to register it again.

Also, the definition file must be registered immediately under the compressed file (the topmost folder when expanded).

The compressed file does not contain the CSV definition file.

[Event]

A user configured the compressed file on the learning materials content editing screen and clicked the [Register] button, but registration failed with the above error message displayed.

[Cause]

Registration failed because the compressed file to be uploaded does not contain the definition file (learning.csv).

[Action]

Create a compressed file containing the definition file (learning.csv), and try to register it again.

The compressed file does not contain an HTML file.

[Event]

A user configured the compressed file on the learning materials content editing screen and clicked the [Register] button, but registration failed with the above error message displayed.

[Cause]

Registration failed because the compressed file does not contain the html file described in the CSV definition file (learning.csv).

[Action]

Create a compressed file containing the html file described in the CSV definition file (learning.csv), and try to register it again.

The compressed file cannot be expanded.

[Event]

A user selected the compressed file on the batch uploading screen for questions of test materials and clicked the [Register] button, but registration failed with the above error message displayed.

[Cause]

Registration failed because the file to be uploaded is not a zip file that can be expanded.

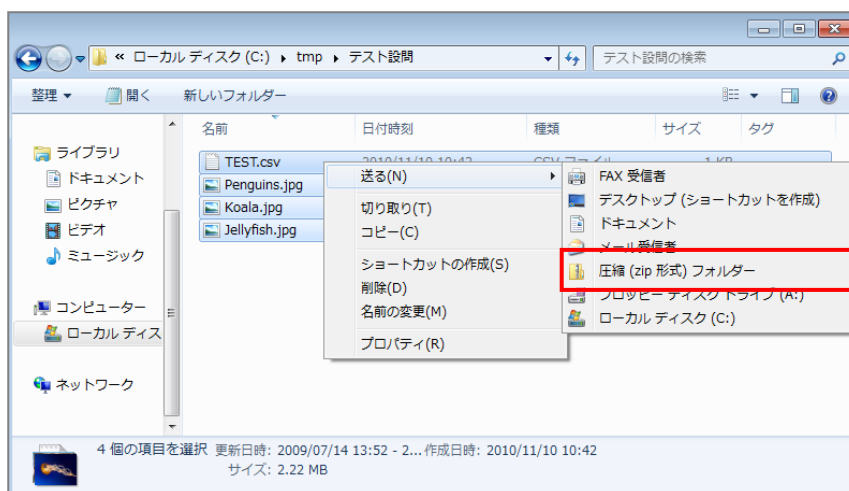
[Action]

Create the compressed file again, and try to register it again.



[Example of creating a compressed file]

Select the file to compress, and right-click it. Select [Send to] - [Compressed (zipped) folder].



Authentication failed.

.....

[Event]

Operation was disabled with the above error message displayed.

[Cause]

The possible causes of this failure include the following.

- The system remained inactive for a long time, resulting in a timeout.

- An attempt was made to use the system without the login process, such as by entering the system URL directly.

- The system is operating in multiple tabs or windows.

[Action]

Log in to the system again from the login screen, and then perform operations.

Note: This error message screen displays a button to go to the login screen.

A system error has occurred.

.....

[Event]

Operation was disabled with the above error message displayed.

[Cause]

The system error occurred for one of the following reasons.

- The system is operating in multiple tabs or windows.

- The user used the system by following an improper procedure.

- The system has a malfunction.

[Action]

Close all the open windows and tabs, log in to the system again, and then perform operations.

Note: If this event still occurs after you log in again, contact your system administrator.

## 14.3 Academic Behavioral Characteristics

### 14.3.1 Numeric Values and Indexes

This section describes the numeric values and indexes displayed in [Academic Attribute Chart].

[Academic Attribute Chart] lists the learning behaviors considered to improve student's understanding, and gives higher points to students who exhibit more of these behaviors (e.g., numbers of references, submissions, and remarks) based on CoursePower usage logs. Sixty types of learning behavior have been extracted with a strong correlation to the scores. Also, with reference to multiple classic learning models, each learning behavior was classified based on the indexes of attitude, continuity, and planning capability, according to any of the demonstrated attitude, continuity, and planning capability of the behavior.

Each of these behaviors exhibited by each student in a course is expressed by numeric values and a radar chart based on the indexes of attitude, continuity, and planning capability.

[Example of learning behaviors]

<Preparation>
[Attitude] Has a high rate of access in advance to the publicly available reference materials before class.
[Continuity] Accesses in advance the publicly available reference materials before class an average percentage of the time.
[Planning capability] Promptly accesses in advance the publicly available reference materials before class.
<Course materials>
[Attitude] Submits report assignments by their deadline.
[Continuity] Submits report assignments regularly.
[Planning capability] Submits report assignments promptly.
[Continuity] Accesses reference materials in sequence without falling behind.

[Point assignment standard (relative evaluation)]

Evaluation of learning behavior	Assignment range	Added points
Demonstrated remarkable learning behavior (by quantity, time, and frequency of action).	Top 20%	+1.0
Demonstrated good learning behavior (by quantity, time, and frequency of action).	Middle 40%	+0.5
Demonstrated average learning behavior. Alternatively, no learning behavior was demonstrated.	Bottom 40%	None added

Note: Points are added to some in an absolute evaluation. (+ 1.0 added or none added)

### 14.3.2 Academic Behavioral Characteristics Comments

[Academic Behavioral Characteristics] automatically extracts the academic behavioral characteristics classified as either top or bottom from a comparison with all course takers, and displays the characteristic behavior.

[Remarkable Behaviors] appears for the course takers who exhibit a certain amount of characteristic behavior (\*), in the top 20% of all course takers.

[Behaviors Requiring Attention] appears for the course takers who exhibit a certain amount of characteristic behavior (\*), in the bottom 40% of all course takers.

Note: The comments may not appear in some cases even when the index value is a perfect score or 0, because of an added standard such as "more than 80% and less than 40% of implementation rate."

[Example of academic behavioral characteristics comments]

[Remarkable Behaviors]	[Behaviors Requiring Attention]
[Planning Capability] Often refers to the publicly available materials within one week after class.	[Planning Capability] Often does not refer to the publicly available materials after class until more than one week later.
[Attitude] Refers to every part of preparation materials before class at a high rate.	[Continuity] Has referred to preparation materials at one time several weeks after classes in some cases.
[Continuity] Has a high attendance rate.	[Continuity] Has been absent (status other than Present) three or more times in a row.