WebClass

Author Manual

v11 (Jan. 2020)

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Welcome to WebClass!

E-Learning offers an environment allowing students to study at their convenient time, place and speed, as well as according to their own level of achievement. It can automate management of the material and the course scores.

WebClass is an e-Learning system designed for universities in Japan to meet the needs of teachers, students and administrators. WebClass makes it easy to create the material such as assessment and textbook, it also makes it easy to manage the course scores.

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

Before using WebClass

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

Requirements

WebClass is supported by the following browsers, smartphones and tablets.

Browser:

To access WebClass by your PC (Windows, Mac, or Linux) through internet, it is recommended that you use the latest version of the following browsers;

- Firefox
- Firefox ESR
- Google Chrome
- Microsoft Edge
- Internet Explorer 11 (Windows 8+)
- Safari

Depending on the settings of the browser and its plug-in, WebClass may not operate correctly.

- JavaScript must be enabled.
- If a window does not open when you click a link, disable the pop up blocker.

Display:

The recommended display resolution is 1280x768 or above.

Smartphone and tablet:

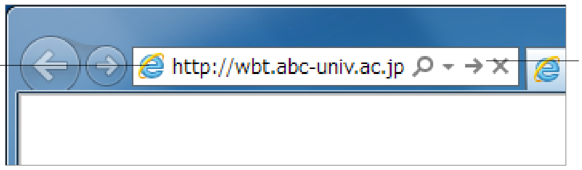
Most features of WebClass are supported by smartphones or tablets. However, some features are not available in the smartphone / tablet version. It is recommended that you use the latest version of the following OS and browsers;

- Android + Chrome
- iOS, iPadOS (iPhone, iPod touch, iPad) + Mobile Safari

Login to WebClass

This section explains how to login to WebClass and display the “Course List” screen. First, start the browser.

Address bar



[Move] button

1 Enter WebClass URL (address) in the address bar (location bar), then press browser’s [Move] button or press [Enter] key.

- "http://wbt.abc-univ.ac.jp" is a sample. To find your actual URL, please contact the administrator.

2 Click "Display Login screen" link to open the Login screen in a new window.

3 Enter User ID and password, then click [Login] button.

Change the display language

Click “Language” in the upper right of the login screen to select the display language for WebClass.

Logout from WebClass

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

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

The course and user of WebClass

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

About the course material to be created

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

- **Forum**: BBS, Wiki and Chat can be used for group learning.
- **Textbook**: You can create digital textbooks.
- **Assessment**: Questions can be set in various formats.
- **Unit**: Referring to the set of course materials consisting of forum, material and assessment.
- **Study Card**: In addition to the lessons, support can be provided for students, such as career guidance.

Available incorporated file types

You can import the data created in the application such as Word, Excel and PowerPoint. The types of files that can be imported to WebClass textbooks and assessments are shown below;

File type	Description
Word	DOC, DOCX, DOCM format only. Although DOCM format (macro active document) can be imported, macro will be removed after the conversion.
Excel	XLS, XLSX, XLSM format only. Although XLSM form (macro effective document) can be taken in, macro is removed at the time of conversion.
PowerPoint	PPT, PPTX, PPTM format only. Audio, video or animation is not supported. Although PPTM form (macro active document) can be imported, macro will be removed after the conversion.
OpenOffice.org LibreOffice	ODT, ODS, ODP format only.
PDF	PDF file will be embedded as it is.
Text	TEXT file will be embedded as it is.
HTML	HTML file written in HTML4, 5 or XHTML1. (File name must be half-width alphanumeric characters) When importing more than one HTML files or CSS file or image file, the link to each file must be specified by the relative path and the files must be compressed before importing (index.html will be displayed first)
LaTeX	LaTeX source file. LaTeX source file will be converted to HTML using latex2html. Mathematical expressions will be converted to images.
Picture	BMP, JPEG, GIF and PNG format.
Video	MP4 (H.264 / MPEG-4 AVC, AAC or MP3) format is recommended. Although MPG, AVI, WMV, MOV can be imported, it may not be played on some browser, plug-in or media player.
Audio	MP3, AAC (M4A) format is recommended. Although WAV (WAVE) can be imported, it may not be able to be played on some browser, plug-in or media player.
Flash	Flash file in FLV (the screen ratio 4:3 or 16:9) and SWF format. It may not be played on some smartphone or tablet.
Others	HotPotatoes 6, SCORM1.2/2004, ChemBioDraw (ChemDraw), ChemBio3D (Chem3D) etc.

- To open document files or multimedia files, the application and browser's plug-in are required.
- Document file is converted to HTML or PDF using OpenOffice.org or LibreOffice. Conversion precision is about 70% in HTML and about 90% in PDF as compared with the original Word, Excel or PowerPoint file. Since the original file may not be regenerated perfectly, it may be necessary to upload the original file as the attachment.
- The file conversion with XLS, XLSX, XLSM, ODS files requires to setup system. Also, it'll not support HTML conversion with the PowerPoint file.
- The maximum size for file conversion is 20 MB. If no conversion is necessary, you can upload up to 300 MB (or 200 MB depending on the server).
- MP4 (H.264 / MPEG-4 AVC, AAC or MP3) is supported by HTTP Live Streaming (HLS). To activate this feature, please contact your system administrator.

About type of user’s type and role

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

The features for each user permissions may differ depending on the system used.

	Admin	Author	TA	SA	Observer	User	Guest
User registration	ü						
Course registration	ü						
System maintenance	ü						
Course member registration	ü	ü	ü				
Textbook creation		ü	ü				
Assessment creation		ü	ü	ü			
Doing materials		ü	ü	ü	ü	ü	ü
Attendance management		ü	ü		ü		
Taking attendance		ü	ü	ü	ü		
Grading		ü			ü		
Checking scores		ü			ü	ü	ü
Backup course		ü	ü				
Posting Notice	ü	ü	ü		ü		
Using Message	ü	ü	ü	ü	ü	ü	

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

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

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

Observer account is used by the school staff such as academic advisor. The observer can send information on the school administration to WebClass users. (When placing notices, the observer acts as the system observer.)

User who is registered as a course member can take the course. Some course materials such as public lectures are open to **Guest user** (**Guest**) and can be accessed without the user account.

Status:

A WebClass user has any of the following status. It is necessary to set the status according to the condition of the user such as registration status.

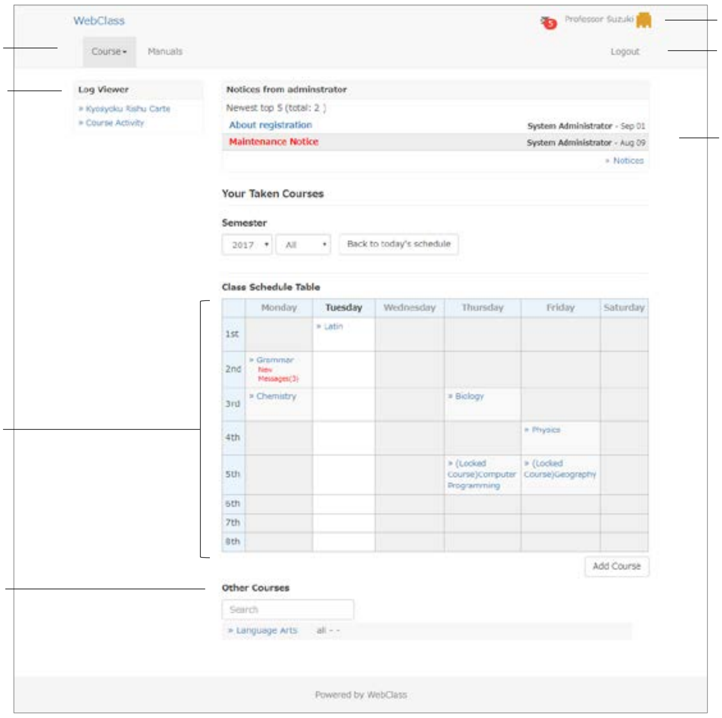
Status	Login Permission	Description
Enabled User	ü	Users can perform all operations according to the permission. To check permitted operations, see "About type of user's type and role".
Restricted User	ü	Restricted users have no access to the course. They can only use certain features such as Log Viewer. Admin and Author can include in the analysis restricted user's WebClass activities and course scores. Restricted users are excluded from the total number of the users who are eligible for registration. They can be assigned as graduates.
Disabled User		Admin and Author do not delete disabled user's course scores, study log, login status or access log. But such information is excluded from the analysis. Disabled users cannot register as course members and do not receive any message.
Deleted User		Once the user status is deleted, account information, answers or course scores cannot be restored.

Preparing the course

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

About Course List

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



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

Class Schedule Table shows those courses with fixed schedule. The display of the Class Schedule Table can be changed by selecting the year and the semester on the pull-down menu.

Courses that cannot be displayed on the Class Schedule Table are shown as “**Other Courses**” below the timetable. Terminated courses will be moved to “**Locked Course**” by the System Administrator. Users can no longer work on the course materials if it is marked as “(Locked Course)”, but they can view their scores. From the course list, you can narrow down the search by using the course name.

If “**Log Viewer**” is enabled by the system administrator, you can view information such as summary on university activities or teacher’s training cards. Please refer to “Log Viewer Online Manual” (https://webclass.jp/manuals/admin/integrated-portfolio/).

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

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

Changing account information

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

Information	Description
User ID	It is used to login to WebClass. Use ID cannot be changed.
Permission	This User ID shows your permission to use WebClass as the course manager.
User Name	User name for display can be changed, if permitted by the system administrator.
Password	Password to log in to WebClass can be changed, if permitted by the system administrator.
E-mail address	Notices will be sent to the registered e-mail address, if the feature is enabled by the system administrator.
Page Appearance	Character font can be changed.

- For changing e-mail address or page appearance, password is not required.

To save the change of the setting, click [Update] button and login again.

Changing password:

1 Enter a character string in the "Password" entry form. Use characters that cannot be easily analogized by others.

- The characters which can be included in the password are alphanumeric characters, symbols (_ / ? ; : + * - = ~ | @ ` ! '" # $ % & < > ( ) [ ] { }) and spaces. The maximum of 30 characters can be used.

- Any string that contains User ID or consists of five or less characters cannot be set as a password. The password policies may differ depending on the system used.

2 For confirmation, after entering a password in “Password (Check)” entry form, enter it again.

3 Click [Update] button. Next time you log in, use the updated password.

Changing e-mail address:

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

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

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

1 Enter the e-mail address. If you wish to enter more than one e-mail address, separate them by commas.

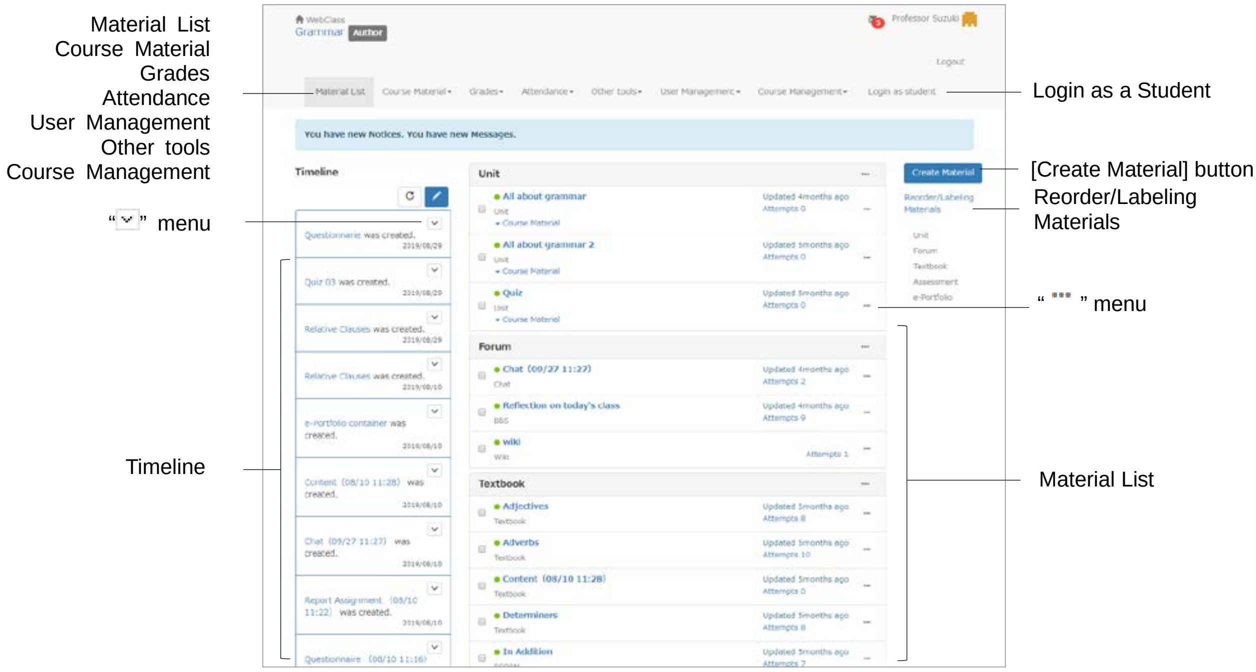
2 Click "Send test mail to this address", then a test e-mail is sent to the e-mail address which you entered.

3 Click [Update] button.

About Material List

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

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



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

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

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

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

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

In **Course Management**, you can view **Class Info** including Class Schedule, **Syllabus**, **Course ID** and **URL**. You can set **Course Option** or **Exam mode**, and do **Backup / Restore** and **Usage Status**.

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

When the teacher creates a material or place a message, Timeline notifies the students which materials to work on in chronological order.

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

Check Class Information

If you click "Course Management" > "Class Info", course information, Course ID and Course URL will be displayed. These are needed when sending notices in batch. To edit Class Information or Course Schedule Table, click [Edit] button.

Option	Description
Class information	Class information is displayed on the “Course List” screen.
Class Schedule Table	Courses can be selected in the Class Schedule Table on the “Course List” screen.
Member Restriction Mode	Member Restriction Mode blocks students from taking or withdrawing from the course.
Course Password	Set an alphanumeric password which is needed when a user registers as a course member.
Course icon	The courses which are not displayed in the Class Schedule Table can be viewed on “Courses in operation” or “Courses you are taking” on the Course list screen. Icon can be attached on the name of the course.

The setup options may differ depending on the system used.

When setup is complete, click [Save] button in the bottom of the screen.

Setting the course options

The course manager can customize the course display or activate features by setting options. Click "Course Management" > "Course Option" and display the Course Option Setting screen.

Option	Description
'New!' icon	Display ‘New’ icon with updated materials for one week.
Syllabus	Allow course members to view class plan and outlook.
FAQ / Glossary	Create glossary and allow course members to view.
Show “Examination” Results	Allow students to view only the scores of assessment materials (grades are hidden).
Show Gradebook	Allow users to view Gradebook.
Show Member List	Allow students to know other members of the course. When creating a new message, recipients can be selected from the member list.

- Depending on the system used, available setting options may differ from the actual screen display.

When setup is complete, click [Save] button at the bottom of the screen.

Creating Syllabus

You can allow users to view the lesson plan and material. Click "Course Management" > "Syllabus", then the Syllabus screen will be displayed.

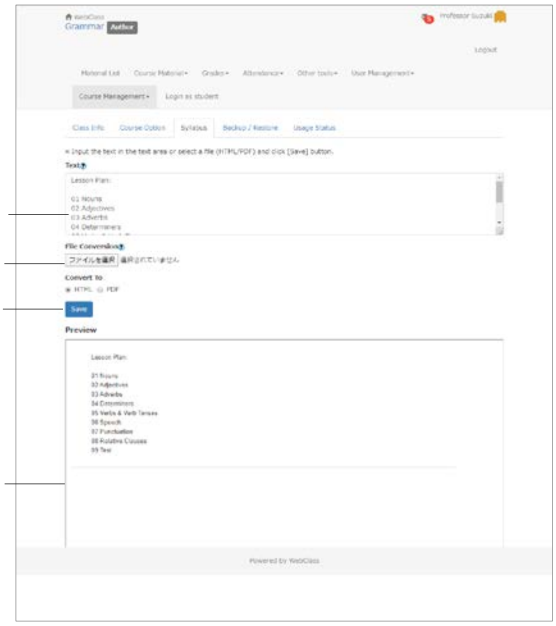
- To use this feature, click Course Menu "Course Management" > "Course Option" and mark "Syllabus" as "Yes."

Text

Conversion file

[Save] button

Preview



Enter the syllabus in "Text" or specify the document file (Word, PDF etc.) in File Conversion and save conversion method in HTML or PDF.

- If PDF file is not displayed correctly, click the link and retry after reopening it in another window.

Registering course members

To take lessons of WebClass, the user needs to be registered as a course member. Any course member who was registered wrongly or has withdrawn can be deleted.

- In some cases, depending on the system used, the course manager does not have permission to register course members.

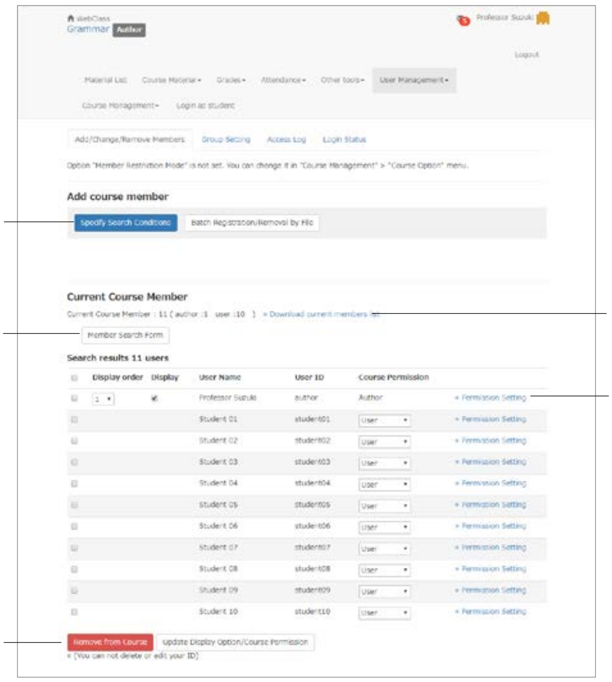
At the beginning of a year, the system manager creates the course and registers the course members. If the restriction mode is disabled (free member mode), users can freely register the course or withdraw from it. Therefore, the course manager can register users as course members or give them permission to act as TA or SA.

In “Course Menu”, click "User Management" > "Add / Change / Remove Members" and display the “**Add / Change / Remove members to/in/from this course**” screen.

In this screen, you can search registered course members by using search conditions such as User Name or User ID with [Member Search Form] button. You can also narrow down the search by adding student’s profile to “Add filters”. To remove any added condition, click [x] button.

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

To change student’s profile display in the search result, select display items from “columns”.



1 To add a course member, click [User search registration] button on the “Add/Change/Remove members to/in/from this course” screen.

2 Enter "User Name" or "User ID", and search the user.
3 Select the permission from “Assign course permission”.
4 In the search results, click the check box of the member who you wish to register and click [Add selected users] button, or click [Add all listed users] button.

Changing Course Permission:

You can change **Course Permission** of users who are already registered as course members. Course permission defines the features the user is allowed to do in the course. For details about course permission, please refer to “About type of user’s type and role”.

After the search, give a new Course Permission to the course member by selecting Course Permission from the pull-down list or by setting the permission for each feature in "Permission Setting" link. To save the new Course Permission, click [Update Display Option/Course Permission] button or [Update] button on the “Course Permission Setting” screen.

Batch registration and removal of course members:

Using CSV file, registration or removal of course members can be done in batch. First, click [Batch Registration/Removal by File] button. Next, in order to create the data file, download the sample file for batch registration. Use text editor such as Excel to edit the fields below.

Field	Description
user_id	User ID for registration.
course_perm	The permissions that can be appointed are Author, Observer, User, TA and SA. If no permission is appointed, the permission which is set by the system administrator at the time of registration will be assigned.

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

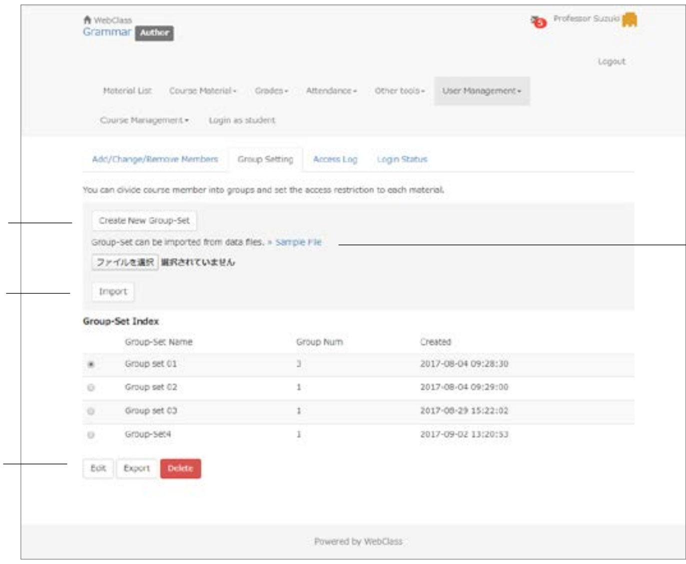
Select the created data and click [Register Users to the Course] button or [Remove Users from the Course] button.

Assigning course members to group

In the following cases, you can divide course members into groups to work on each material;

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

To set up the group to work on the material, the group must be created beforehand. On the "Group-Set Index" screen, click Course Menu "User Management" > "Group Setting".



"Group Setting" is a feature to manage groups in set (Group-Set) which consists of more than two groups. Groups can be formed according to the purpose.

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

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

Batch creation of Group-Set:

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

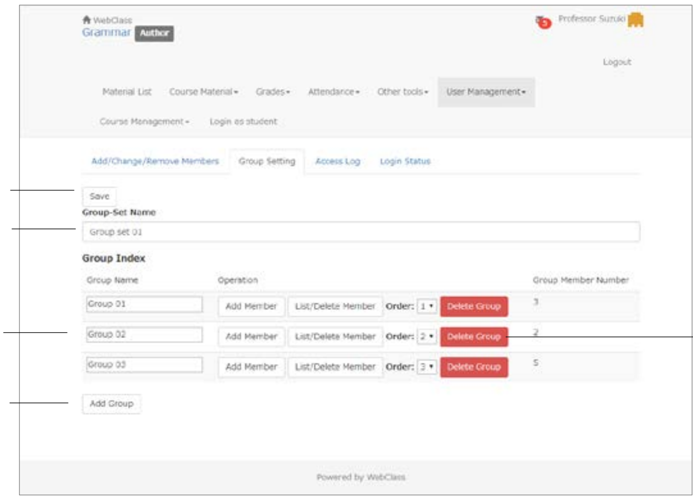
Field	Description
group_set_name	Enter the same Group-Set name for all groups within a set.
group_name	Enter the group name.
(Columns beside the group_name)	Enter one User ID in each last column (Separate each user by a comma).

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

Specify the created data file on the "Group-Set Index" screen, and click [Import] button.

Creating Group

First, open the "Group-Set Edit" screen and create the Group-Set and the groups to be added. Group-Set names must be easy to recognize so that they can be easily searched when setting up the groups to work on the material on the Course Option screen.



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

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

- Use [Delete Group] button to delete any group wrongly created.

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

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

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

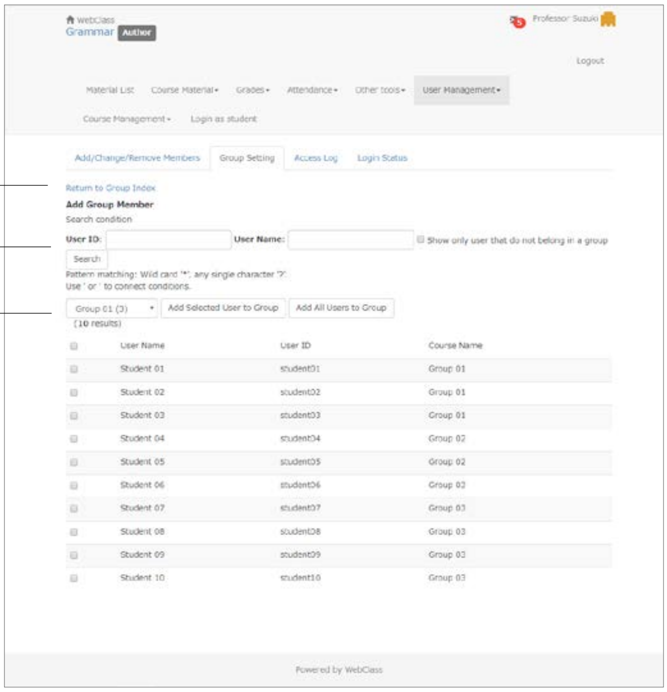
Registering group member

Next, register the members in the created group. Click [List/ Delete Member] button on the Group-Set Edit screen to display the existing group members. Selected users will be removed from the group.

Return to Group Ind

Search condition

Group selection
[Add Selected User to Group] button
[Add All Users to Group] button



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

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

2 Check the group name displayed in the Group Selection pull-down list. Put a check on the user and click [Add Selected User to Group] button or [Add All Users to Group] button.

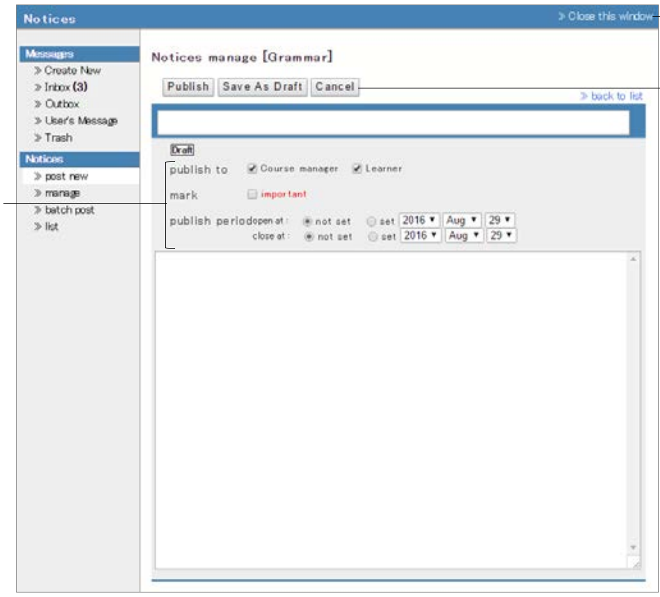
   If you register a group member to another group, the membership will change to the new group.

3 To register the next member in another group, choose a group from the group selection pull-down list and repeat Step 2.

Posting Notices

The course manager can use “**Notices**” feature to send messages and notices to WebClass users. Students read new notices using “Notice / Message” icon.

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



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

Posting Notices with batch:

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

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

- Please enter the field name in CSV file’s first line.
- To check the course ID to enter in "course_id" field, go to the course from Course Menu, then click "Course Management" > "Option / Class Schedule Setting" > "Class Information".
- If CSV field (enclosure between double quotations) contains any escape character "¥", the file may not be imported correctly to WebClass.

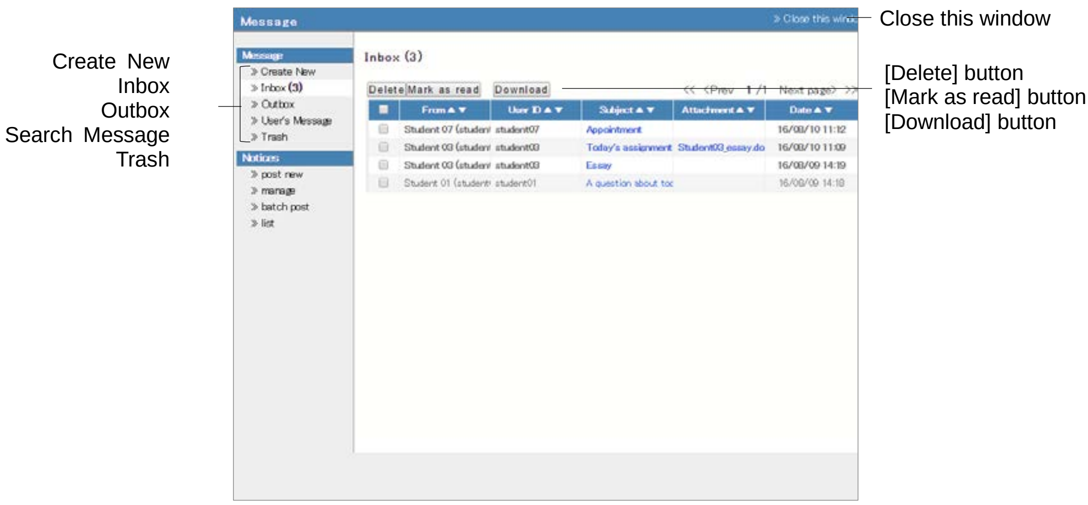
1 Download the sample file and edit by using text editor such as Excel.

2 Select the edited CSV file and click [Post] button.

Communicating with Message

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

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



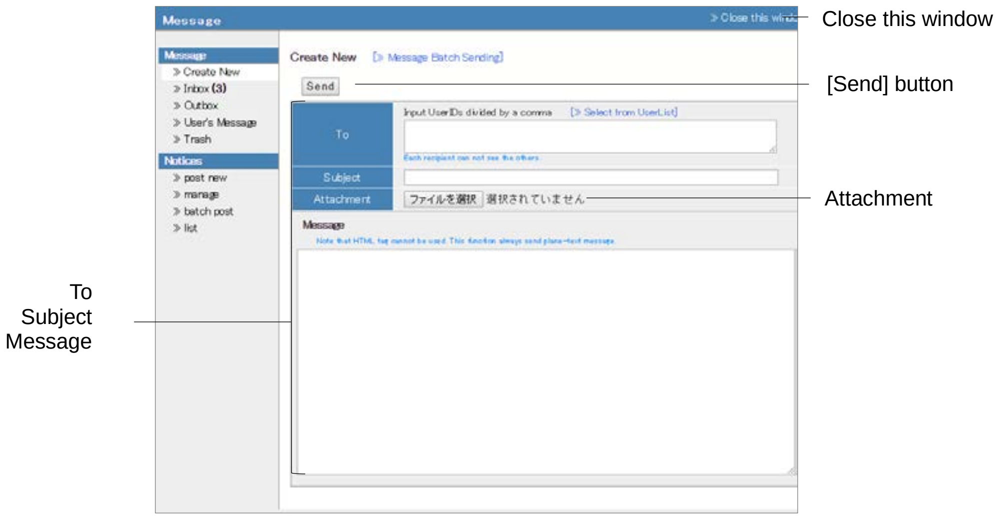
Place the cursor over “Notice / Message” icon to view the list of unread notices and messages. Put a check mark in the box and click the [Mark as read] button to mark the message as “read”. To delete message, put a check in the check box and click [Delete] button.

If you open the “Outbox” to view sent messages, any user that has not read the message is marked in red. So you can track whether the message has been read. On the Advanced Message screen, you can see “Message Tree” to check messages in the thread.

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

Sending message

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



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

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

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

3 Files can be attached.

4 Click [Send] button.

Send messages from Batch file:

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

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

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

1 Download the sample file and use text editor such as Excel to edit the file.

2 Select the edited CSV file and click [Send] button.

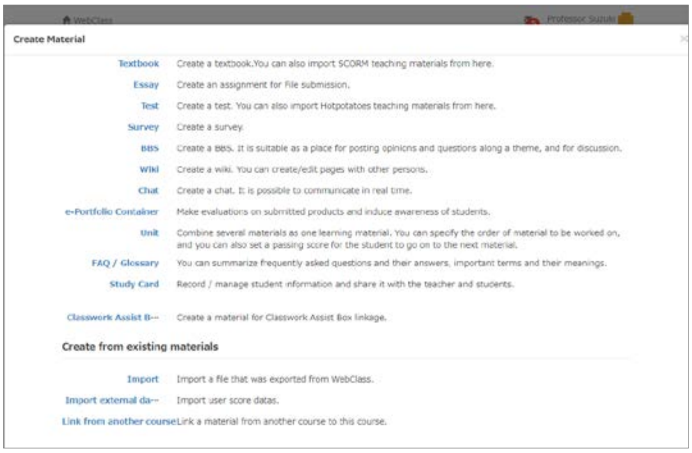
Creating Material

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

About Course Material Creation

The course manager can create materials including Forum material, Textbook, Assessment and Unit material. Click [Create Material] button on the “Material List” screen, then the “**Material Creation**” screen will be displayed.

This section will explain how to create material by type.



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

You can also create **FAQ/Glossary**, Study Card and **e-Portfolio Container**. For how to create Study Card, please refer to “Managing learning record” and for details about e-Portfolio Container, please refer to “e-Portfolio Container Author Manual”.

- If you cannot view e-Portfolio Container, please contact the System Administrator.

For details about creating material from existing materials, please refer to “About Copy, Link, Export and Import”. For details about importing external data file, please refer to “Managing the course scores of the test carried out except WebClass”.

Editing Material Option and Pages

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

About Textbook

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

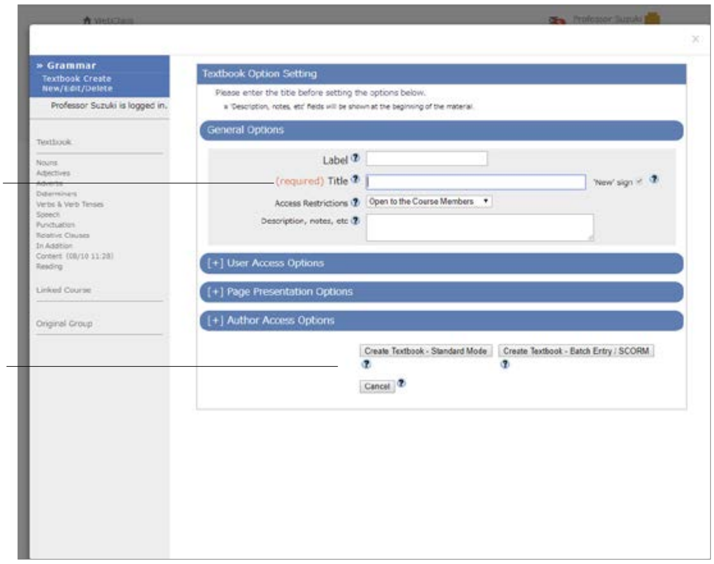
- SCORM (Sharable Content Object Reference Model) is an e-Learning standard developed by an American standardization group ADL (Advanced Distributed Learning Initiative). Its Japanese version is published by a non-profit corporation, eLC (Japan E-learning consortium).

Creating Textbook material

Click [Create Material] button to display the “Material Creation” screen. Click “Textbook” Link to display the “Textbook Option Setting” screen.

Title

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



1 Enter the material name in "Title" option (required). If necessary, open the menu and set up other options.

- You cannot use the same title for material.

Option	Customizable in Link material	Description
Label	ü	Materials can be grouped by labels and displayed together.
Title	ü	Enter the Textbook title that will be displayed on the screen.
Access Restrictions	ü	Select whether to open the material to users and guest users.
Description, notes, etc.	ü	Displayed on the screen when starting the material.
Date & Time Restrictions	ü	Set the time period users can access the material.
Access Limit	ü	Limit the number of times users can access the material.
Time Limit	ü	Limit the time (in minutes) users can access the material (except SCORM material).
Group Limitation	ü	Limit groups that can access the material To use this option, group setting must be done. (For details, please refer to “Assigning course members to group”).
Member Limitation	ü	Limit course members who can work on the material. You can use wildcard or CSV file (to specify members in batch).
IP Address Limit	ü	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT and IP/MASK format (full match). Wild card can be used.
Password to start material	ü	Set a password to restrict the material to work on. Password must be up to 10 single-byte alphanumeric characters.
Display format	ü	Specify the Textbook layout. Select either table of materials or menu bar.
Show bookmark button		Save where you stop the material so that you can start from it next time.
Show print button		Allow printing of the material.
Lock password	ü	Set a password to restrict creating or editing material. Password must be up to 10 single-byte alphanumeric characters.

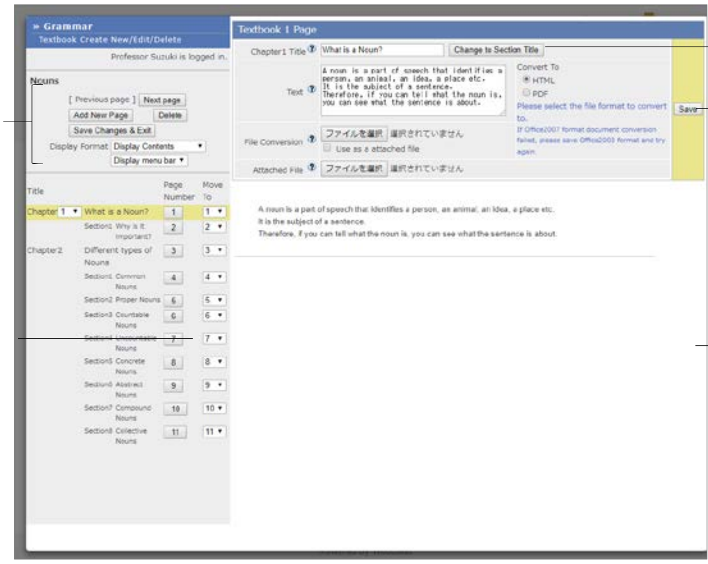
- Depending on the system used, available options may differ from the actual screen display.
- If you set the "Group Limitation", users who do not belong to the group cannot access the material. To allow specific users to work on the material, you must set “Member Limitation“.
- The size of CSV file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

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

Editing pages

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

- If you type a string starting with “http://” or “ftp://” in the text field, it will be displayed as a link.
- Tab character, HTML tag, and MathML tag can be used in the text field. MathML can be applied only to those tags starting with initial "m". Mathematical expression cannot be separated with a line break. Firefox, Safari and Mobile Safari support MathML.
- Use only characters that can be displayed by UTF-8. Pictogram, half-width katakana, platform dependent characters or non-Japanese and non-alphanumeric characters may not be displayed correctly.
- With certain Android and iOS 5-, you cannot upload files due to the system. With iOS 6+ you can upload only image files. With iOS 9+ you can upload various files from iCloud Drive, DropBox, Google Drive and OneDrive etc.



1 Enter "Title" of the page. Click [Change to Chapter Title] button and set the multilevel list.
2 Enter text in the text field or specify the importing file. Specify the conversion system and click [Save]. The changes will be displayed on the preview screen. If there is no problem with the preview, move on to the next step.

- If document files are imported, any material entered in "Text" will not be displayed.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

- If you import an Image larger than 401 x 481 pixels and convert it to HTML, it will be displayed in a smaller size. When this occurs, a link to view it in the original size will be displayed.
- When HTTP Live Streaming (HLS) is enabled, imported MP4 (H.264 / MPEG-4 AVC, AAC or MP3) video can be played only by streaming and users cannot download video files. When this feature is disabled, imported MP4 files can be downloaded and played.
- The edited page will be saved when you click [Save] button or [Save changes & Exit] button. You can also save the page by moving to another page or using [Add New Page] button.

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

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

Importing Textbook material in batch

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

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

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

Field	Name	Description
chapter	Chapter title	Enter the chapter title or section title.
section	Section title	Enter the chapter title or section title.
file	stock file name	Specify the file for HTML conversion.
attach_file	attached file name	Specify attached files, if there is any.

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

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

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

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

About Assessment

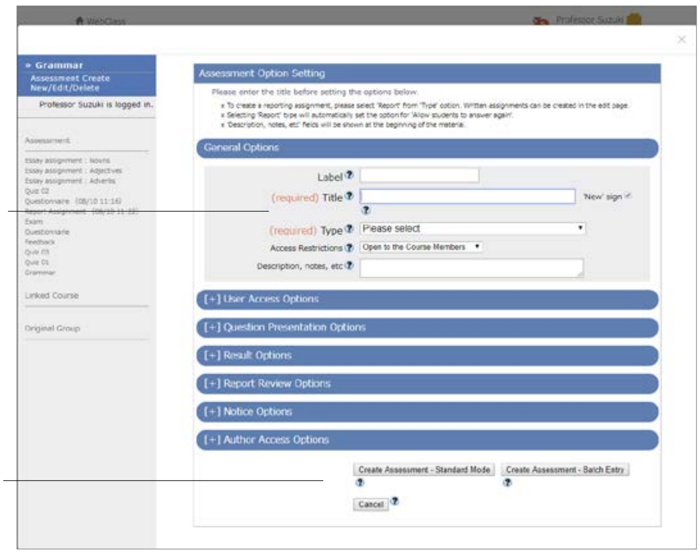
Assessment material can be used for report, Survey, periodic exam, quiz and self-learning. Also, **HotPotatoes** material can be imported.

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

After the assessment, the results will be automatically analyzed reports will be easily graded. For details, please refer to “Giving course scores”.

Creating Assessment material

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



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

- You cannot create more than one material with the same title.

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

- Depending on the system used, available options may differ from actual screen display.
- In Hot Potatoes material, users save the answers by clicking Hot Potatoes' [Check] button.

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

Option	Customizable in type	Customizable in Link material	Description
Label	All	ü	Materials can be grouped by labels and displayed together.
Title	All	ü	Enter the Assessment material's title that will be displayed on the screen.
Type	All	(ü)	Specify the type of material.
Access Restrictions	All	ü	Select whether to open the material to users and guest users.
Description, notes etc.	All	ü	Displayed when executing the material.
Date & Time Restrictions	All	ü	Set the time period users can access the material. Even if the student answers on and after the end date and time, you cannot forcibly close or prohibit the teaching materials.
Access Limit	Exclude Study Card	ü	Limit the number of times users can access the material.
Time Limit	Exclude Study Card	ü	Limit the time users can access the material before forced termination. When option "Allow students to answer again" is enabled, the timer for the second and subsequent answers is resumed the previous elapsed time, when the option is disabled, it's not resumed.
Group Limitation	Exclude Study Card	ü	Limit the groups that can access the material. To use this option, group setting must be done. (For details, please refer to "Assigning course members to group").
Member Limitation	Exclude Study Card	ü	Limit course members who can work on the material. Wildcard or CSV file can be used (If there are many User ID's to be restricted).
IP Address Limit	Exclude Study Card	ü	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT or IP/MASK format (full match). Wild card can be used.
Password to start material	Exclude Study Card	ü	Set a password to restrict the material to be worked on. Password must be up to 10 single-byte alphanumeric characters.
Page	Exclude Study Card, HotPotatoes	(ü)	Specify the question page layout.
Hide question No.	Exclude Study Card, HotPotatoes		The question numbers can be hidden if material is created on a single page.
Subscript	Exclude Study Card, HotPotatoes		Specify the pattern for subscript.
Random options	Exclude Study Card		Sort options of multiple-choice questions to prevent cheating.

Option	Customizable in type	Customizable in Link material	Description
Random questions	Exclude Study Card, HotPotatoes		Randomly sort questions to prevent cheating. If Question Category is specified, questions from all categories will be given with even probability.
Do not allow students to answer again	Exclude Study Card, HotPotatoes		Hide [Previous page] button. It's enabled in the Exercise.
When unanswered questions are found	Exclude Study Card		Specify how to respond if question is unanswered. (Priority is given to the time limit even if "Wait until all questions are filled" is enabled.)
Show bookmark button	Exclude Study Card		Save where you stop the material so that you can start from it next time.
Use 'Conditional Branching'	Exclude Study Card, HotPotatoes		Branch the order of questions in response to user's answer. For details, please refer to "Set up Conditional Branching:"
Show print button	Exclude Study Card		Allow printing of the material.
Set passing mark	Exclude Study Card	ü	Set the borderline. Pass / fail can be checked on the result screen or grade list screen of the self-learning material.
Allow students to answer again	Exclude Study Card, HotPotatoes		If enabled, users can change their previous answers. Set "No" in the Exercise. If file submission or description style answers are already submitted and graded, the answers cannot be changed.
Show correct answers and explanations	Exclude Study Card, HotPotatoes	ü	Choose whether to show the correct answer and descriptions on the Course scores screen.
Open submitted essay / survey to the members	Exclude Study Card	ü	Allow students to view the Survey result and the submitted report.
Peer Review	Exclude Study Card	ü	Students can evaluate each other's report and Description style answers. If "Date & Time Restrictions" is set, peer review will start at the end of submission period.
Notify when a report file is submitted	Exclude Study Card	ü	Select users who will receive a notice when the report of this material is submitted.
Lock password	All	ü	Set a password to restrict creating or editing material. Passwords must be up to 10 single-byte alphanumeric characters.

Depending on the system used, available setting options may differ from the actual screen display.

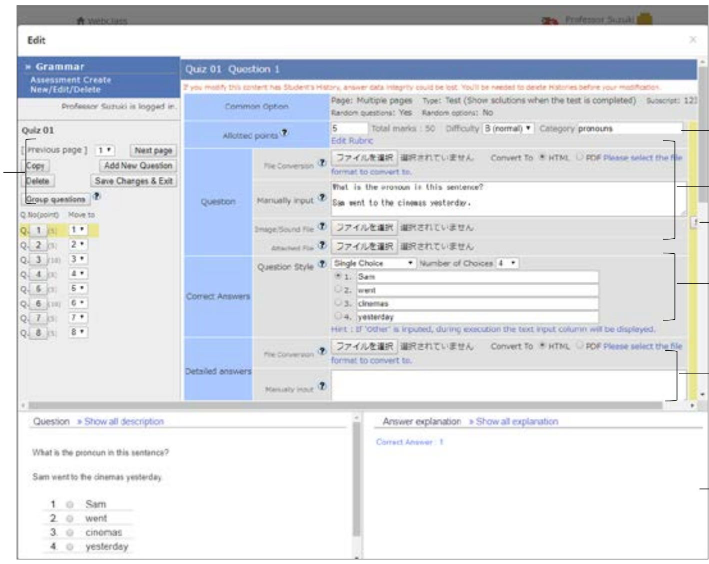
- Study History is recorded in student mode and manager mode. The number of accesses means the number of study history. Therefore, accessing material with the "Access Limit" option is restricted by accesses in the manager mode.
- If you set the "Group Limitation", users who do not belong to the group cannot access the material. To allow specific users to work on the material, you must set “Member Limitation“.
- The size of CSV file that can be uploaded with "Member Limitation" is up to 9 KB (9216 letters) for each line. If there are many users to be restricted, type one User ID in each row and do not separate them with a comma (,).
- When "Single Page" is chosen at page settings, time taken to answer each question cannot be measured and questions created from imported files cannot be displayed.

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

Creating questions

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

- To maintain consistency of the course grade data, before editing any material which has been worked in the past, it is necessary to delete Study History. For deleting Study History, please refer to “Checking Study History”.
- If you type a string starting with “http://” or “ftp://” in the text field, it will be displayed as a link.
- Tab character, HTML tag, and MathML tag can be used in the text field. MathML can be applied only to those tags starting with initial "m". Mathematical expression cannot be separated with a line break. Firefox, Safari and Mobile Safari support MathML.
- When document file is imported using "Question source file" or "Answer source file", any material entered in "Question entered manually" or "Answer entered manually" cannot be displayed.
- Use only characters that can be displayed by UTF-8. Pictogram, half-width katakana, platform dependent characters or non-Japanese and non-alphanumeric characters may not be displayed correctly.
- With certain Android and iOS 5-, you cannot upload files due to the system. With iOS 6+ only image you can upload only image files. With iOS 9+ you can upload various files from iCloud Drive, DropBox, Google Drive and OneDrive etc.
- When HTTP Live Streaming (HLS) is enabled, imported MP4 (H.264 / MPEG-4 AVC, AAC or MP3) video can be played only by streaming and users cannot download video files. When this feature is disabled, imported MP4 files can be downloaded and played.



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

- Click "Edit Rubric" to use rubric for grading reports. Please refer to “Evaluate file submission and description style of question by rubric:”.
- When changing “Allotted points” of completed materials, the change will not be automatically reflected on scores already given. To recalculate scores (except File submission and Description questions), click [Re-grade] button. Please refer to "Checking detailed course scores for every question".

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

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

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

Style name	"style" field for batch	Description
Single Choice	radio	Multiple-choice questions. Choose one correct answer from multiple choices.
Multiple Choices	checkbox	Multiple-choice questions. Choose two or more correct answers from multiple choices. No partial points will be awarded.
Word/Numeric Input	wordinput	Fill-in-the-blank questions. Up to 500 characters may be entered as the answers. You can set excluding conditions and ignore the difference between full-width character / space and half-width character / space. You can set alternative correct answers or partial points.
Description	text	Essay questions with character limit. The answer will be graded by the Course manager. Spaces, tab characters and line feeds included in the answer are counted as characters. Keywords included in the answer can be specified in the regular expressions. It is necessary to escape any meta character by using "¥".
Level Selection	level	Question for Survey material. At each level, choose the answer among options.
Dropdown Choices	dropdown	Fill-in-the-blank question. Choose one of the options to answer each question, If there are more than one correct options, they must be connected by "or".
Choices Only	line	This can be used when options are described in the question text.
File Submission	report	Instruct students to submit reports. In the default setting, there is no restriction on the file type. You can set the acceptable file type. When using “Search Similar Essay” feature, file type must be either “Word” (DOCX) only or “TEXT” only (Please refer to “Finding similar essays”).
Matching	matching	Choose options from group A and group B to make matching.
Ordinal	ordinal	Rearrange-the-order questions.
Matrix	matrix	Matching questions using tables.
Matrix (2)	rubric	Matching questions using rubric.

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

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

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

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

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

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

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

Evaluate file submission and description style of question by rubric:

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

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

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

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

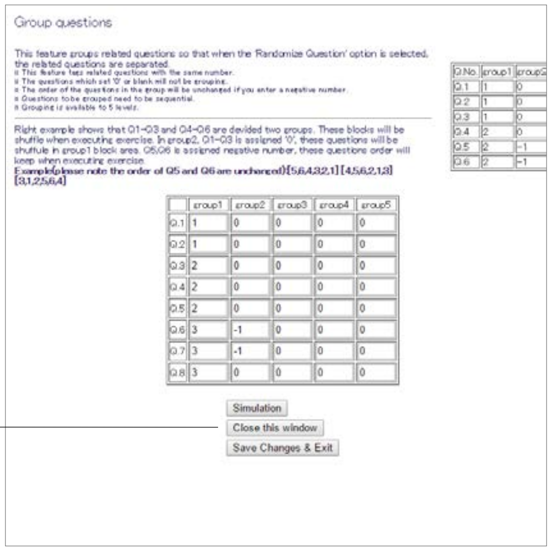
1. Choose when to show rubric by putting a checkmark in “Show rubric when answering” and/or “Show rubric with score result”.
2. Specify the rubric size with “number of columns” and “number of rows”. Click [Change size] button.
3. Enter each items of rubric. When editing is complete. Click [Save] button.

- You can set score allotment by entering scores in the entry fields.

Bundling questions:

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

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



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

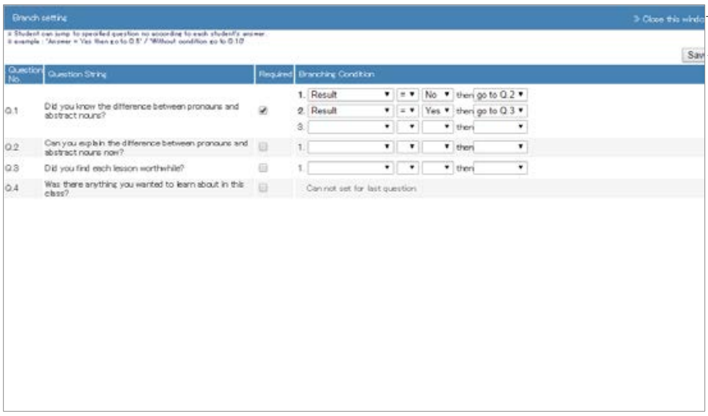
- Questions to be grouped need to have sequential numbers.
- The order of the questions in the group will be unchanged if you set a negative number of the group number set in another group block.

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

Set up Conditional Branching:

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

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



1 For mandatory question, put a check mark in the box under "Required. If not answered, the user cannot proceed to the next question.

2 Set which "Answer" or "Result" allows users to move to the specified question. Or, you can allow users to move to the specified question without any condition.

3 When setup is complete, click [Save] button.

Incorporating Assessment material by package

In WebClass, you can import Assessment materials which contain many questions. First, prepare the material file for importing. Click "Manuals" in Course List or Course Menu and download the sample file.

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

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

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

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

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

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

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

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

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

Creating material for Peer Review

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

- The user who did not answer or the author who answered using the student mode will not become the target of Peer review.
- If the answer is made by another user and blank record was generated, such answer will not become the target of Peer review. For Peer review, delete the comments of the answer from the blank record.

1 Create a new Assessment material. Enter the title on the option screen and select "Test", "Examination" or "Essay" type. For setting options, please also refer to "Creating Assessment material".

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

- By default (Date & Time Restrictions is invalid), students are assigned to the evaluation target according to the order they have answered. Then the Peer review will start. Therefore, the combination of the student and evaluation target may not be consistent.
- To start Peer review at the same time, set the time limit in Date & Time Restrictions. At the end of the time limit, students who answered within the time limit will be assigned to the evaluation target and start the Peer review.

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

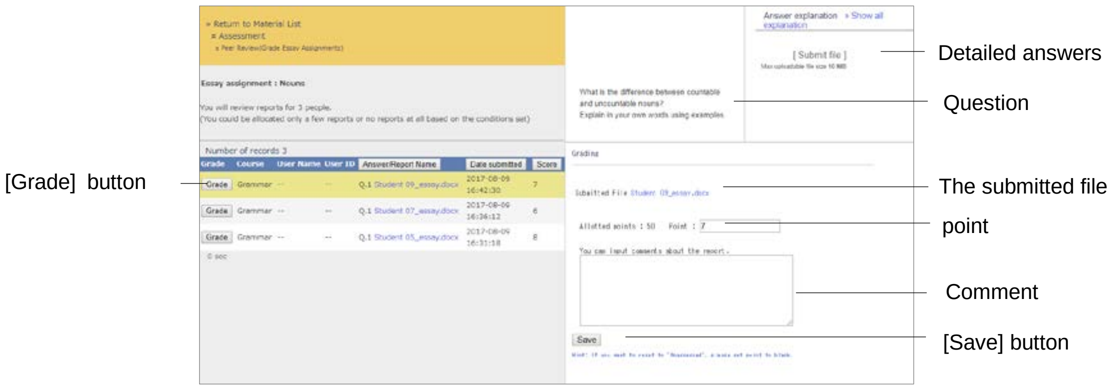
4 Click [Create Assessment - Standard Mode] button, and create either file submission or description style question.

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

Starting Peer Review:

Users are prompted to answer to material that you created above. After answering, users will see “Please evaluate other member’s essays” link on the Details screen. When they click the link, the grading screen for file submission or description style question will open and they can operate just like the course manager to grade answers that are randomly assigned.

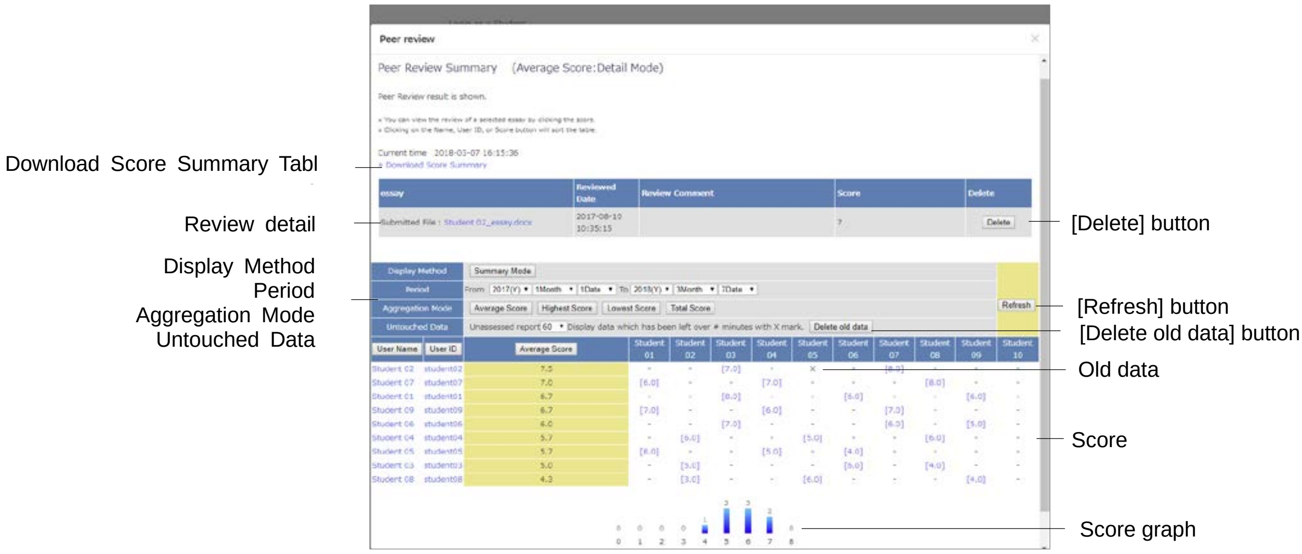
- If available time has been set, at the end of the time limit, “Please evaluate other member's essays” will be displayed on the “Material List” and Details screen.



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

Checking Peer Review results:

To check how the report is evaluated, click "Open" link of “Peer review” displayed on “Test style option” of the material’s Info screen. Click [Review detail] button to display the “Peer Review Summary (Average score: summary mode)” screen.



On the “Peer Review Summary (Average score: summary mode)” screen, analysis method during the analysis period can be switched from average score, highest score, lowest score to total score. When you click the evaluated score, review details will be displayed and you can check the review comments.

If any assigned target is not evaluated, you can re-assign it by clicking [Delete old data] button. Inappropriate review data can be deleted and re-assigned by clicking [Delete] button in the review details.

Using Classwork Assist Box to import answer sheets in electronic form

When linked with “Classwork Assist Box” of Fuji Xerox, Inc., you can scan the answer sheet by MFP using OCR to read User ID (student number) and scores, then import the answer sheet as PDF into WebClass. For using “**Classwork Assist Box linkage**” feature, please contact the system administrator.

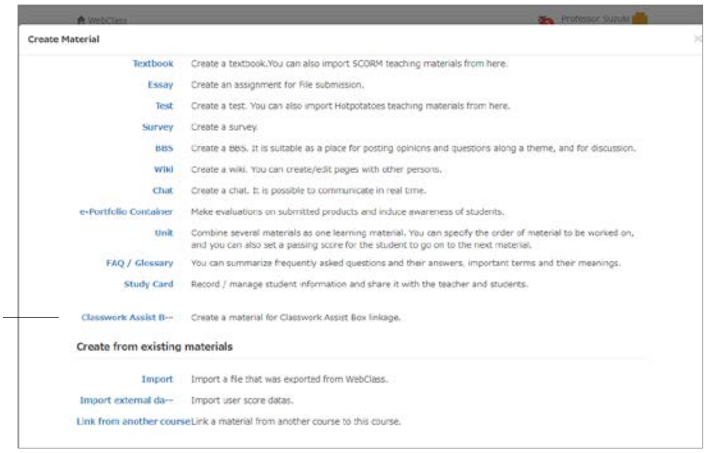
- To receive notices from Classwork Assist Box, it is necessary to set up an e-mail address in WebClass. See “Changing account information” for how to set up an e-mail address. If you have set up a few addresses, notices will be sent to the address in the left end.

Preparing material to be a storing location of the answer data

First, create Classwork Assist Box Material to import the scanned answer sheet and marked results. On Material List screen, click [Create New Material] button.

- When “**Auto Classwork Assist Box linkage Material generator**” feature is enabled by the system administer, you can create the material on MFP’s screen.

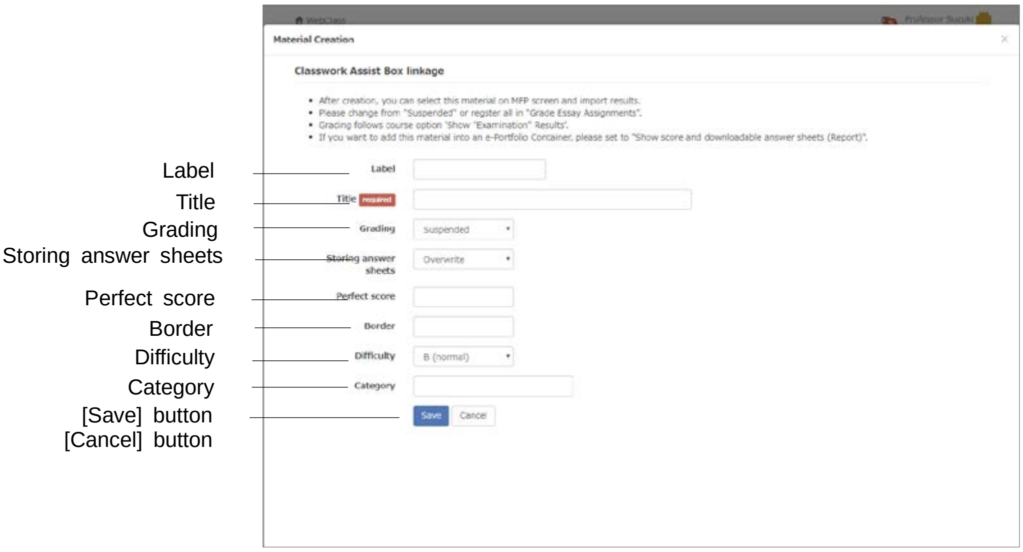
Classwork Assist Box linkage



1 Click “Classwork Assist Box linkage” link on “Material Creation” screen.

2 On “Classwork Assist Box linkage material generator screen, enter "Title".

- If you use “Auto Classwork Assist Box linkage Material generator” to generate material, “material name”, “Show scores to users” and “method of storing answers” will be automatically set as day/time of generation, “Suspend” and “Store as another answer" respectively.



3 In “Grading”, set how to show results immediately after the scan.

Option	Description
Suspend	Results can be imported from the scan, but viewing by the user is suspended. It is required to change “Suspend” option or confirm the results on Grade Essay Assignments screen.
View / download not allowed (Exam)	When the course option ‘Show “Examination” results’ is enabled, scores (pass/fail) will be displayed on My Report or course score screen immediately after the scan.
View / download allowed (Essay)	Scores will be displayed on My Report or course score screen immediately after the scan and the answer sheet can be downloaded.

- If you wish to correlate the Assessment in e-Portfolio Container, please change option to “View / download allowed (Essay)” before correlating. When setting the option to “View / download allowed (Essay)” or “View / download not allowed (Exam)”, answer sheet which is imported by the scan will be registered as learning outcomes in the container.
- If you correlate the Assessment in e-Portfolio Container then change option to “Suspend” and import the answer data, the learning outcomes will not be registered in Container. It is necessary to register the score on Grade Essay Assignments screen.

4 Set “Storing answer sheets” option.

Option	Description
Overwrite	If more than one answer of the same User ID exists in a single scan, only the last scanned answer is saved in WebClass. If the scan is done more than once, the study history is recorded as many times as scanned, however only the last registered answer is saved in WebClass.
Save as other answer	If more than one answer of the same User ID exists in a single scan, all the answers are saved in WebClass under the same User ID. If the scan is done more than once, all the answers are saved in WebClass.

5 Set up other options if necessary. Click [Save] button.

Using answer sheet for Classwork Assist Box

About answer sheet for Classwork Assist Box and for how to do the scan, please refer to “Teacher’s operation” in “User’s guide for Classwork Assist Box”.

1 Download answer sheet’s template from Classwork Assist Box and print it.

- Scores, Student ID and name cannot be edited because they are processed by OCR.

2 After the class, collect the answer sheet and mark it.

- If the result (score) is negative or not entered, it is registered as not graded.

3 On the screen of MFP with which Classwork Assist Box is set up, select the course administrator, the course and Classwork Assist Box Material. Start the scan.

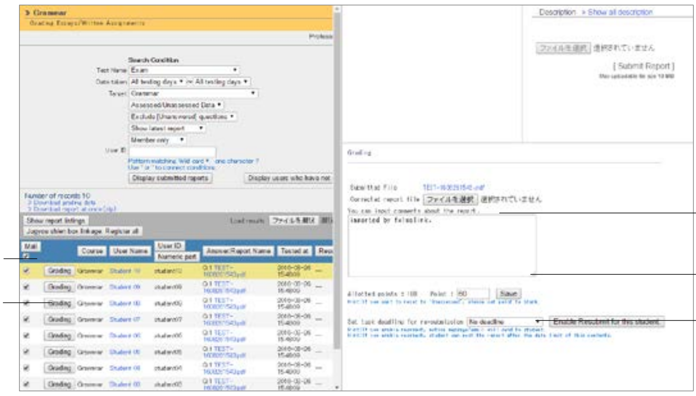
- Materials that have not been imported are marked with "*" in the "challenge" pane on the MFP screen.

4 A notice mail will be sent to the e-mail address of WebClass account. Download the result file from URL given in the e-mail. Register the results.

Confirming the scan result

The answer sheet imported by the scan is managed as essay assignment. The scores can be modified using Grade Essay Assignments screen. For information on how to use the screen, please see "Grading essay assignments".

- When the scan is imported and the show result option is set as "Suspend", the "Grade" column on the Grade Essay Assignments screen will be marked as "NOT YET".
- If the import of the scan fails due to an error, please generate a blank record as a non-submitting user, download a PDF file from Classwork Assist Box and upload it on WebClass screen.
- If the answer is registered with wrong User ID (student number), you can discard it by deleting Study History.



By clicking [Classwork Assist Box linkage: Register all] button, show scores option will change to "View / download allowed (Essay)" and all unregistered answers will be registered.

When correlated with e-Portfolio Container, by clicking [Classwork Assist Box linkage: Register all] button or [Save] button in the scoring frame, unregistered answers will be registered as learning outcomes in the container.

Linking with TOBUNOTE-IZUMO to import answer sheets in electronic form

When you link with “TOBUNOTE-IZUMO’ designed by System Maker M, you can submit the scanned answers on behalf of the student. The student can check his answers and scores. Use only provided answer sheet on which designated format of marking area is printed.

When you scan the answer sheet and register the image data, it reads the User ID (student registration number) and score, converts the data in PDF file and imports it as WebClass essay assignment.

Ask students to answer

1 Print mark sheets in TOBUNOTE-IZUMO format.

- Due to the reading process, marking area for User ID (Student registration number) and marking area for score cannot be moved or edited.
- Answer sheets were copied or were printed by dirty print-heads may be unreadable because the border of the marking area is unclear.

2 Distribute the mark sheets printed in Step 1.

3 Ask students to mark the student registration number (User ID) and start answering.

Score the answer sheets and scan

1 Collect the answer sheets and score.

- If the score is hand-written by the teacher but not marked in the marking area, the answer sheet is registered as unmarked.

2 The following is the recommended scanner setting. Please set the scanner as necessary.

Setting Items	Settings
Color mode	Full color
Output file format	JPEG or PNG
Output file name	Use only half-width alphabets, hyphens, underscores, half-width and full-width numbers, full-width spaces, Hiragana, Katakana and Kanji (excluding platform dependent characters).
Reading resolution	150dpi, 200dpi, 300dpi
Reading magnification	100%
Sheet size	A4 or A3
Sheet orientation	Portrait (Set the marking area in the top)

- Images which are not imported by the scanner, such as images converted to JPEG or PNG from another format or processed images may be unreadable because information required for the recognition of the marking area may be incomplete.
- If the marking area is unclear, adjust “Density” or “Sharpness” in the scanner settings.

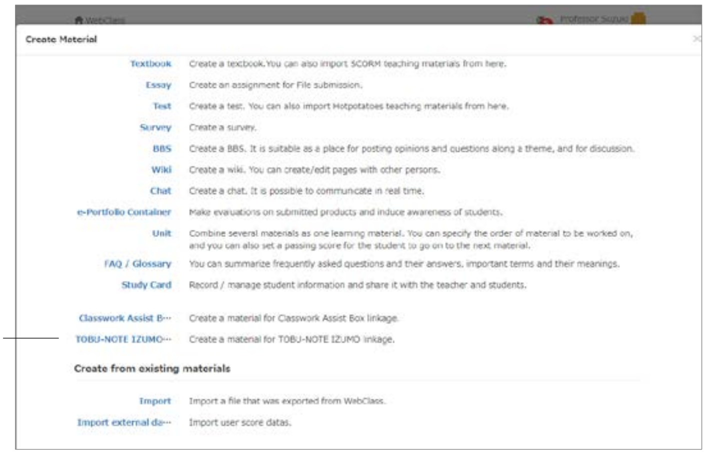
3 Scan the answer sheets

- If a student's answer sheets are more than one, arrange the answer sheets in an order so that the answer sheet with marking area comes first, followed by the other answer sheets of the same student, then scan. TOBUNOTE-IZUMO reads the file names in the ascending order.

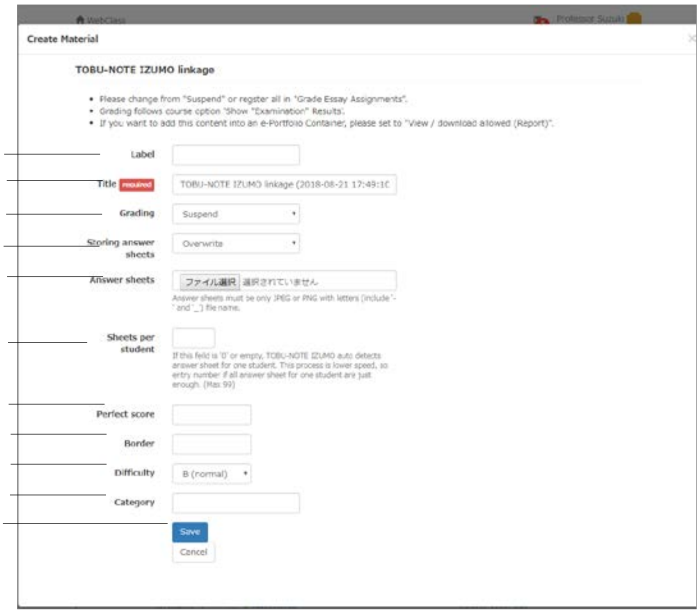
Register the answer in TOBUNOTE-IZUMO

1 Click [Create new material] button on Material List screen.

2 Click "TOBUNOTE-IZUMO linkage" on Create New Material screen.



3 Enter "Title" on Create material linked with TOBUNOTE-IZUMO screen.



4 Use "Grading" option to set how to show the results after the scan.

- After the scan, the answers are considered as unscored. When the answers are scored and no problems are found, please change the viewing option from “suspended” to another.

Option	Description
Suspend	The answer images can be registered, but the viewing by the users is suspended. You must change “Suspended” option or confirm the results on Grade Essay Assignments screen.
View / download not allowed (Exam)	When the course option “Allow viewing of scores (pass/fail) of exam material” is enabled, the score (pass/fail) is displayed on user’s My Report or Result screen immediately after the answer image is registered.
View / download allowed (Essay)	The score is displayed on user’s My Report or Result screen immediately after the answer image is registered, and user is allowed to download the answers.

5 Set “Storing answer sheets” option.

Option	Description
Overwrite	If the same User ID is found more than once in a single registration, only the initially read answer (files are sorted by name in ascending order) is saved in WebClass and the study history is recorded. If the registration is done more than once, the study history is recorded as many times as registered, however only the last registered answer is saved in WebClass.
Save as other answer	If the same User ID is found more than once in a single registration, all the answers are saved in WebClass of the same user. If the registration is done more than once, all the answers are saved in WebClass.

6 Specify the image scanned with the recommended settings as “Answer Sheets”.

- The maximum number of files that can be registered at a time is 500 (You can upload a file as big as 540MB, however the combined size of all the files should not exceed 550MB).

7 If every student uses the same number of answer sheets, enter “Sheets per student”.

- You can set up to 99 answer sheets for one student.
- If the number of answer sheets is not the same for all students, reading will be incorrect and data cannot be imported to WebClass.
- If you do not set the number of answer sheets for one student or enter “0”, it searches the entire image data and automatically determines the section from one marking area to the next marking area as one student’s answer. Therefore, the reading is possible even if the number of answer sheets is not the same for all students, however, this process takes some time.

8 Set other options if necessary. If there is no problem, please click [Save] button.

Checking result of the process

The process of reading mark sheets takes some time. When the process is complete, the result is notified in the message. The results.zip file which contains details is attached to the notification message.

The content of attached file	Description
Image file	Contains any image file that could not be imported due to an error.
PDF file	Contains any PDF file that could not be imported due to an error. When “Save answer” option is set as “Save as another answer” and an error occurs due to duplicated User ID, the user’s PDF file is not included.
results.csv	Shows the result of the process. You can re-register the data by generating a blank record on Grade Essay Assignments screen, downloading the grade data, creating a grade data for proxy submission and importing it. (Refer to “Grading essay assignments” in WebClass Author Manual).
unregistered_course_members.csv	The list of users with error due to invalid User ID. Duplicated User ID are not included. You can use this file to register the course members.
duplicated_users.csv	The list of users with error due to duplicated User ID.

On the start screen of TOBUNOTE-IZUMO link material, if you click “Grading Report” link, List of Reports screen will be displayed. By selecting “Last registered result”, you can view the result of the process.

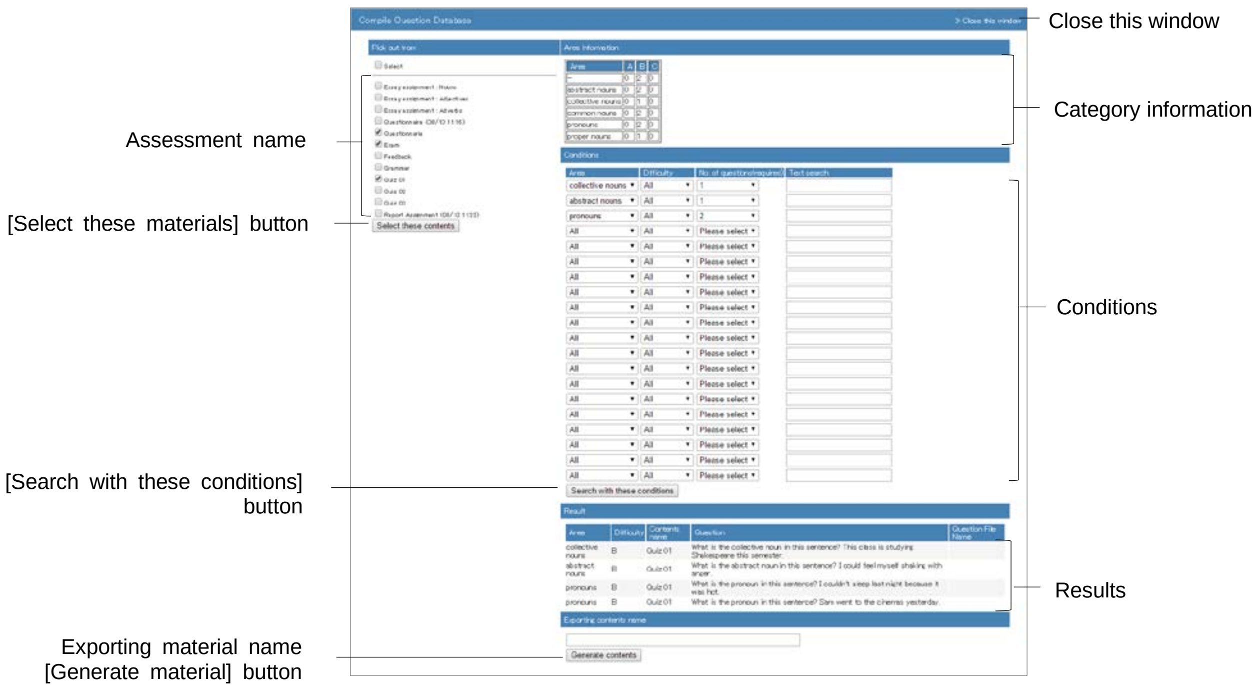
Error (Error code)	Meaning	Solution
Resolution error (ImgDpiError)	Failed to recognize the marking area because the image resolution is unknown or other than 150dpi, 200dpi or 300dpi.	Please make sure that the scanner is set as “recommended setting” (Refer to “Grade and scan the answer sheet”) then scan again.
Reading error (ImgReadError)	Failed to read the mark because of an error in the marking area such as unclear lines, writings other than the mark, distortion, inclination beyond 5 degrees, shrinkage or enlargement.	Please make sure that there is no dirt or unnecessary writings in the marking area and the scanner is set as “Recommended scanner setting”. If the answer sheet is distorted or marking area is unclear, please re-print the answer sheet using the Word.
PDF corrupted error (InvalidPdfError)	Failed to import PFD correctly due to a network or other trouble.	Please contact the system administrator.
Invalid User ID error (InvalidUserIdError)	The user is not registered as a course member.	Please register as a course member.
Duplicated User ID error (DuplicatedUserIdError)	In a single registration of answer, the same User ID exists more than one.	Please check the answer and delete unnecessary study history.

Generating material from existing problems

By using “**Compile questions feature**”, you can generate a material using questions in Assessment material. Questions are randomly extracted from the questions created in the past. This helps you to create exercise materials, for example, exercise questions for certification exams, or create course exams with less effort.

- To use “Compile questions feature”, Assessment material for the course must be created beforehand.
- You can use conditions such as "Category" and "Difficulty" for extracting questions.

Please click “Compile questions feature” link on the “Material Creation” screen. If the link is not displayed, please contact your system administrator.



1 Select extracting target from Assessment name, then click [Select these materials] button.

2 Specify extraction conditions, then click [Search with these conditions] button.

- Up to 20 kinds of conditions can be specified.
- Please specify the number of questions to be extracted.

3 Confirm the extraction results. Enter “Exporting materials name”, then click [Generate materials] button.

- The generated material will be "Test" type, and its access restriction will be "Display in “Course Menu”. If necessary, change the option settings.

- The point allocation of the generated material will be the same as the point allocation of the source material. If necessary, change allocated points in the generated materials.

About Forum

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

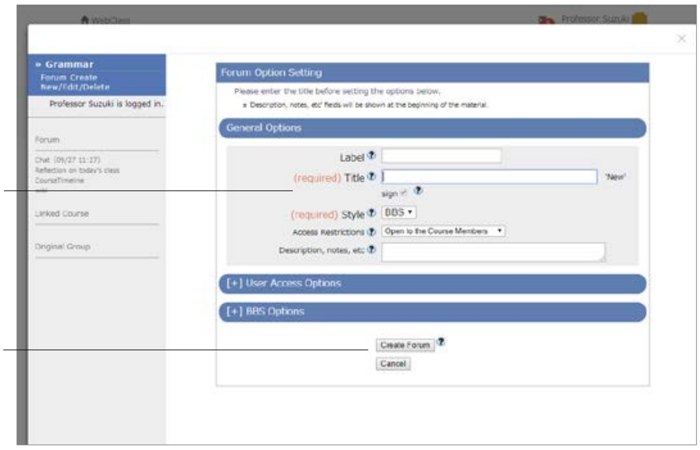
BBS is a platform suitable for posting opinions to discuss a certain theme. Wiki helps to create a web page easily. Chat can be used for talking in real time.

Creating Forum material

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

Title
Forum Style

[Create Forum] button
[Cancel] button



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

- You cannot create more than one material with the same title.

2 Set up other options, if necessary.

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

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

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

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

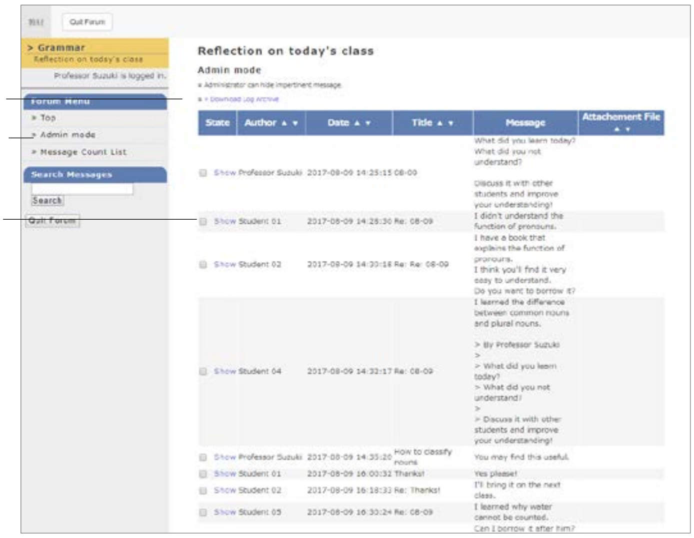
About BBS Admin mode

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

Download Log Archive

Admin mode

State



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

Downloading BBS all posts and attachment files:

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

Hiding BBS posts:

You can change display mode to prevent inappropriate postings.

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

Download chat log

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

About Unit

A Unit consists of several materials so that users can work according to the procedure. Forum materials, Textbook materials and Assessment materials can be flexibly combined.

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

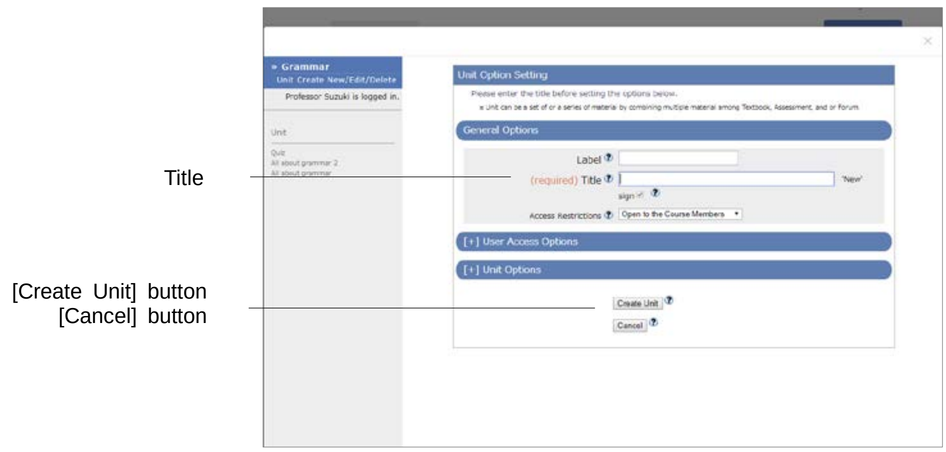
If you combine Textbook material with Assessment material, you can give a lecture using Textbook material, and then give a review quiz using Assessment material.

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

Creating Unit material

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

- To create Unit material, Forum material, Textbook and Assessment material (excluding Study Card) must be created beforehand.



1 Enter material's name into the "Title" option (required). If necessary, open the menu and set up other options.

- You cannot create more than one file with the same title.

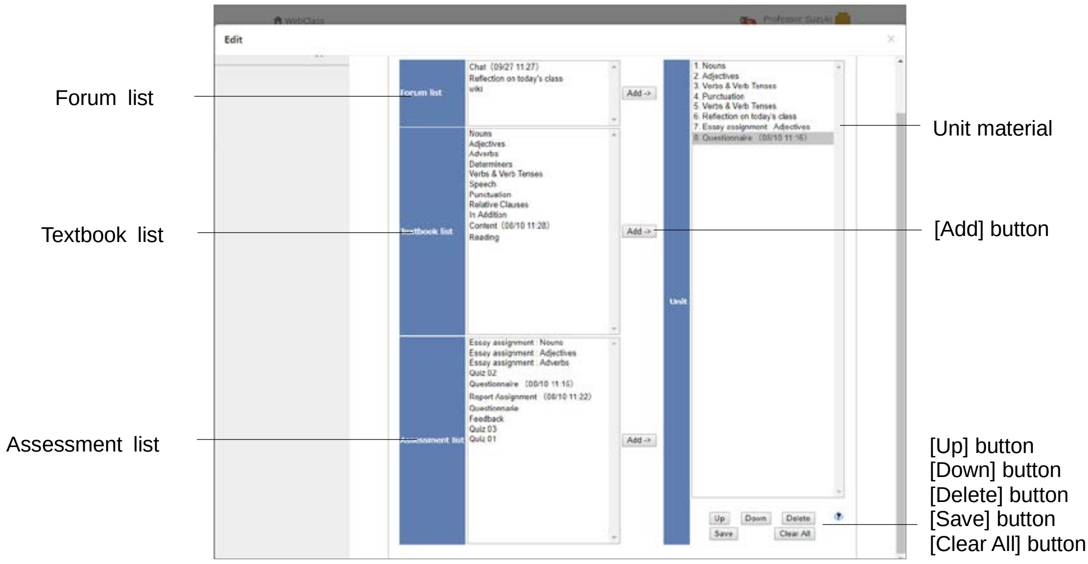
Option	Description
Label	Materials can be grouped by labels and displayed together.
Title	Enter the title of the Unit material that will be displayed on the screen.
Access Restrictions	Select whether material is open to users or guest users.
Date & Time Restrictions	Limit the period of time students can execute the material.
Access Limit	Limit the number of times users can access the material.
Group Limitation	Limit groups that can access the material. To use this option, group setting must be done. (For details, please refer to "Assigning course members to group").
Member Limitation	Limit course members who can work on the material. You can use wildcard or CSV file (to specify members in batch).
IP Address Limit	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT or IP/MASK format (full match). Wild card can be used.
Study Order	Specify the order to execute the materials in the Unit.

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

2 When setup is complete, click [Create Unit] button and save the option setting.

Assembling Unit

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



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

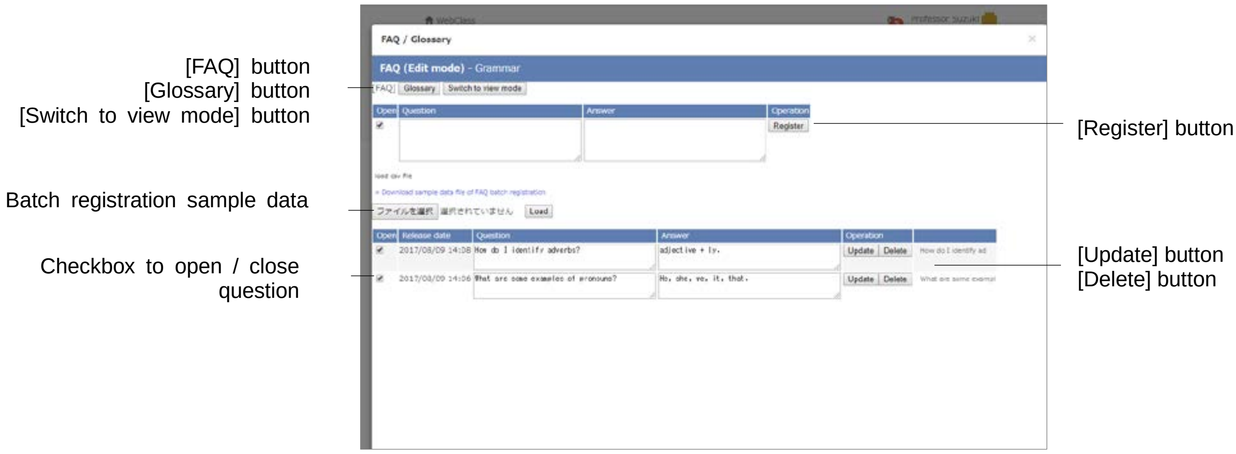
2 If "Study Order" on the “Option Setting” screen is specified as "Follow the fixed order", click [Up] button and [Down] button to rearrange the order of materials.

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

About FAQ / Glossary

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

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



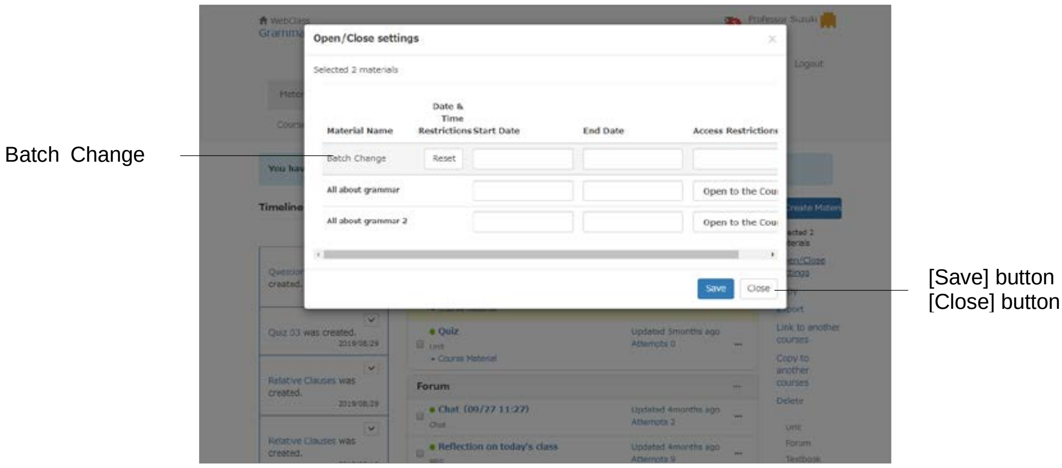
1. Click [FAQ] button or [Glossary] button to change display.
2. Click [Switch to edit mode] button or [Switch to view mode] button to change mode.
3. For FAQs, enter questions and answers in the columns. For glossary, enter terms, pronunciations, and descriptions in the columns, then click [Register]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

Creating FAQ from message:

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

About changing Open / Close settings and Deleting Materials

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



Change the Open / Close setting of materials

To change access or date restriction of a material, put a check for the material and click "Open / Close settings". You can set whether to open or close the material by selecting from "Not change", "Open to the Course Members", "Hide from the Course Members" or “Open to Guest Users” in the dropdown list. In “Date & Time Restrictions”, you can set the date and time to start or end opening the material. To save the change, click [Save] button.

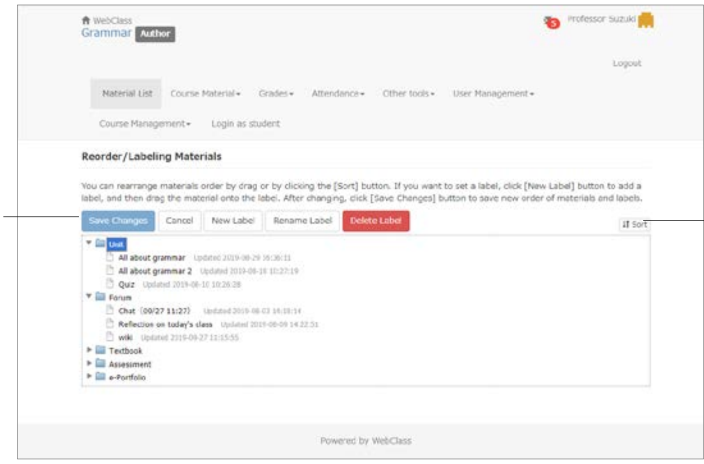
“Batch Change” provides batch setting for “Date & Time Restrictions” and “Access Restrictions” of the multiple materials.

Delete unnecessary materials

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

About sorting and labeling materials

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



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

Reorder materials

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

Combine materials with labels

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

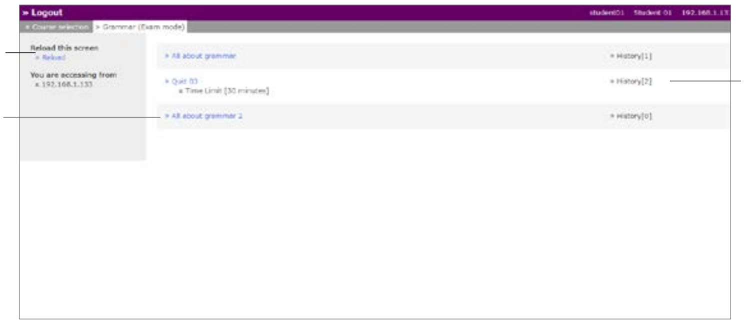
Click “►” on the left of the label to open the content of the label. Move material into the label by drag-and-drop. Labels can be sorted by drag-and-drop.

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

About Exam mode

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

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



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

Preparing materials for Exam mode

To use Exam mode, materials must be created beforehand.

- Only those course members whose course registration/deletion permission includes "Exam mode setting" permission can change the setting to Exam mode.
- Assessment material, as well as Textbook, Forum and Unit materials can be added to the examination mode list.

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

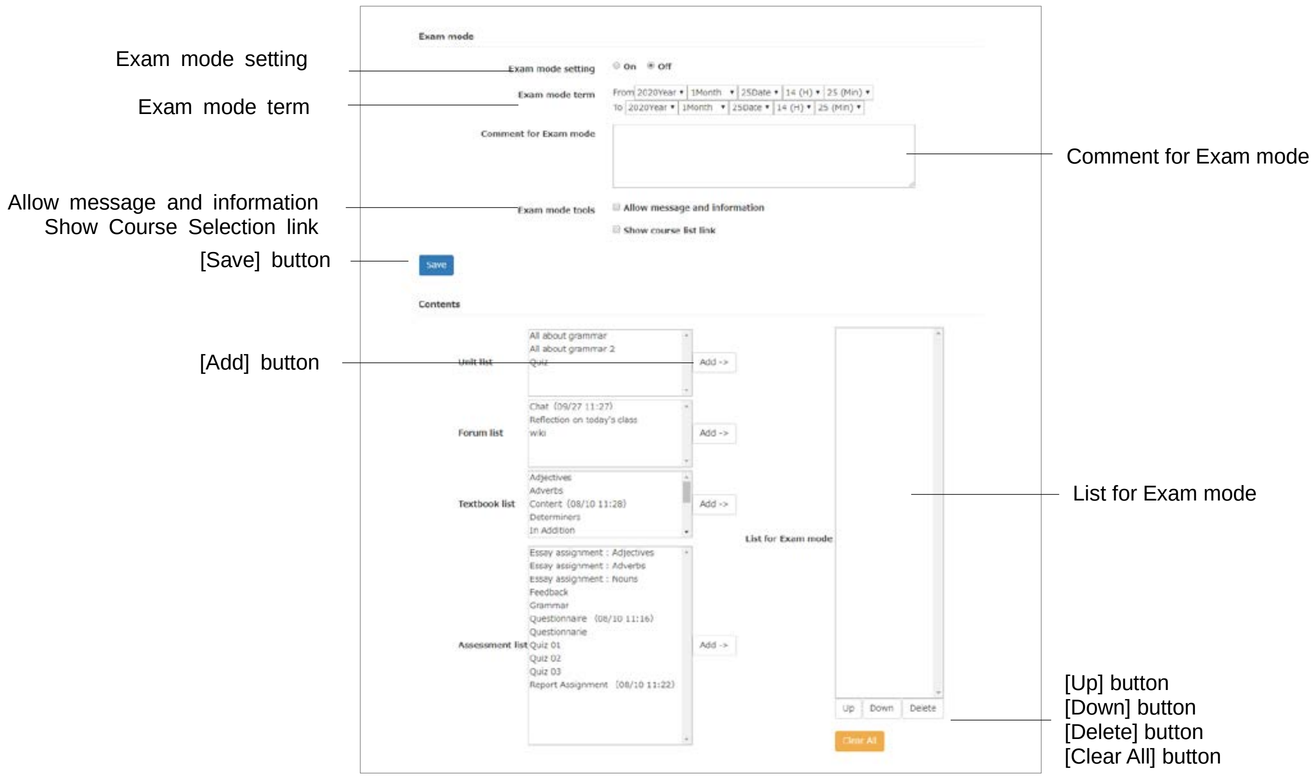
Option	Set material
Access Restrictions	Materials to be incorporated into Exam mode must be set as "Open to the Course Members".
Date & Time Restrictions	If Date & Time Restrictions is not set, students can execute the material regardless the Exam mode period. Therefore Date & Time Restrictions must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

The options of materials incorporated in the Exam mode can be changed. If Access Restrictions is set as "Hide from the Course Members", you must change the setting to

"Open to the Course Members" before activating Exam mode, because students cannot execute material during Exam mode period.

Setting Exam mode

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



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

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

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

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

Activating Exam mode

On the “Setting for ‘Exam mode’” screen, when you turn “Exam mode setting” to “ON”, your Exam mode setting data will be saved. During the Exam mode period and while the

Exam mode is active, student’s “Couse Menu” screen is replaced with “Exam mode” screen.

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

Implement Active Learning

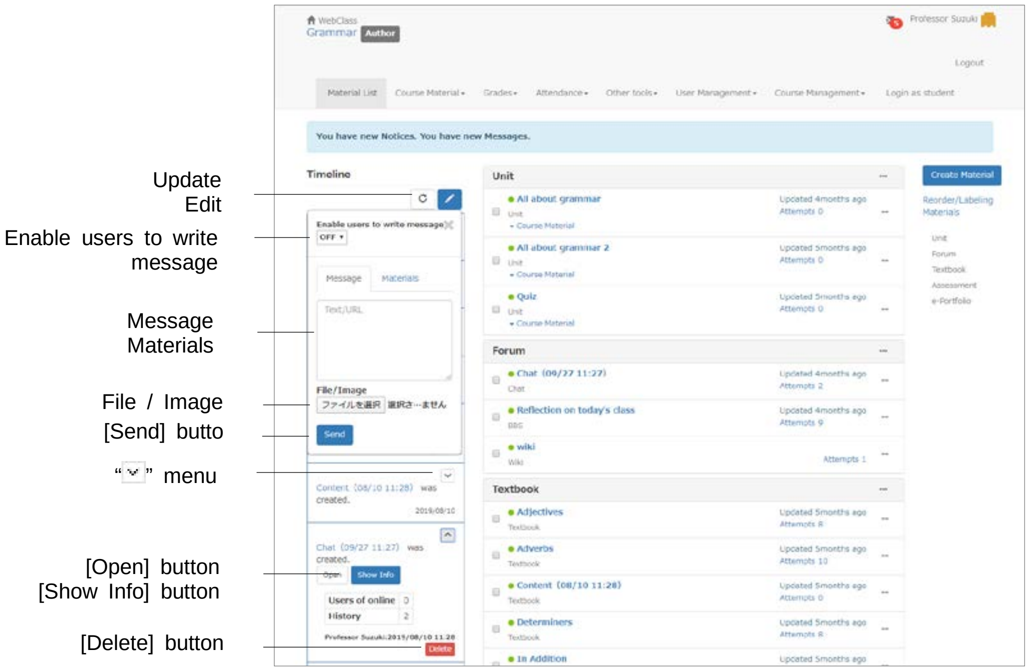
With the feature “Timeline”, whenever the teacher creates a new material, students are notified the materials that they must work on in a chronological order, and the teacher can instantly know what students are currently doing. After receiving feedback, the teacher can create materials immediately. This helps to implement active learning.

About Timeline

Material can be easily created from Timeline. Especially the simple Survey can be used as a clicker. Its features include;

- Set materials to public
- Create Report
- Create Test
- Create Survey
- Create Chat
- Create Textbook
- Create e-Portfolio Container

Timeline is displayed on the “Material List” screen. Clicking “⌄” of the post on Timeline will display the menu and details of the post.



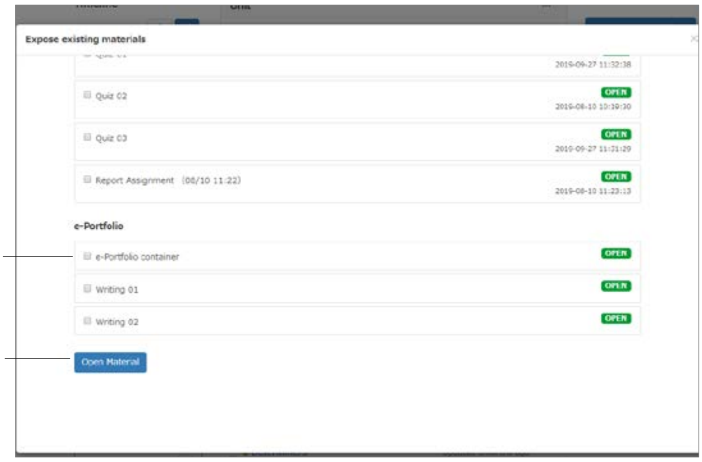
Click on the pencil icon in Timeline and enter Text / URL in the entry form. Click [Send] button, and then the Timeline screen of other users will be updated in real time. Files can be attached.

Allowing students to post:

By default, only the Author can post on Timeline. To allow Users to post, click the pencil icon and change "Enable users to write message" to "ON".

Change Access Restrictions of materials:

Materials which were created but not open to users can be made open during the class so that the student can work on it.



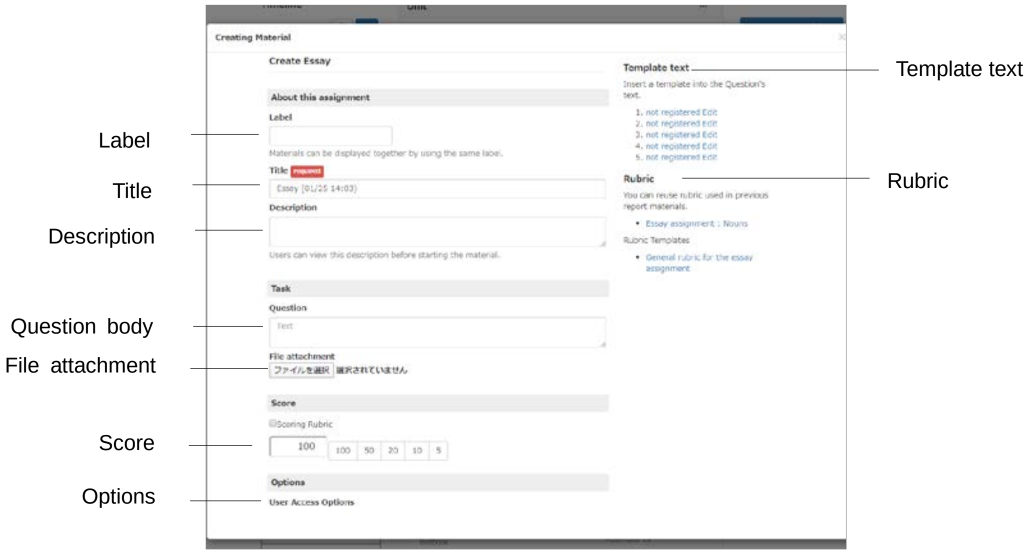
1 Click the pencil icon in Timeline and click the “Materials” tab.

2 Click “Set materials to public”.

3 Put a check in the checkbox and click [Open Material] button.

Creating Report

Report material can be created easily.



1 Click the pencil icon in Timeline and click the “Materials” tab.
2 Click “Create Report”.
3 Enter title, assignment content and score. You can set Date & Time restrictions, label and rubric, or attach file if necessary.
   - By putting a check mark in “Use Rubric”, you can use rubric for grading. If you wish to reuse the rubric of the report which was created in the past, select the rubric from “Template Rubric” and edit it if necessary. For how to edit rubrics, please refer to “Evaluate file submission and description style of question by rubric:”.
   - By putting a check mark in “Date & Time Restrictions” in “Submission Settings”, you can set the time period to allow users to execute report material.
4 Click [Create New] button.

Grading reports

Clicking "⌄" of the report material on Timeline will display the menu and details of the post. Click the [Grad report] button, then the reports submitted for the assignment will be shown.

- If a report is submitted in PDF file, its preview can be displayed on the Grade Essay Assignments screen.

1 The submitted answers are displayed in the list. Choose the answer to grade.

- In the list, "--" will be displayed on ungraded answer.

2 Enter the score and the comment on the grading screen.

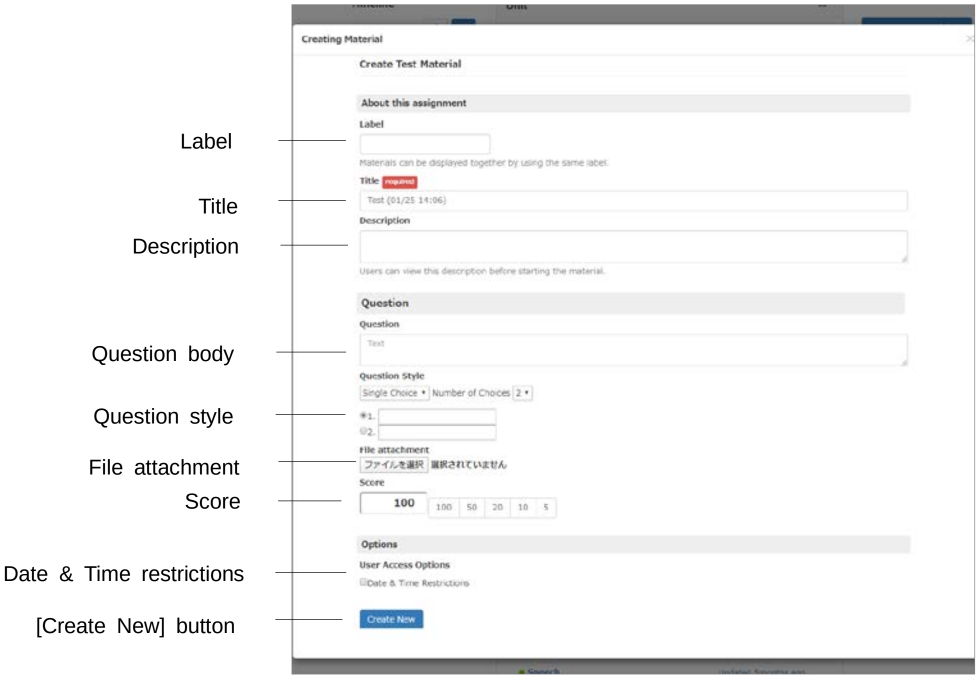
- You can register up to five fixed phrases to insert as comments.
- When grading by rubric, by clicking [Clear] button, you can return to the condition before grading.

3 Click [Save and next] button and grade the next report. Click [Submitted reports] button to return to the report list.

- If you use "Prev" or "Next" link to move to another user, the grade will not be saved.

Creating Test

Single Choice style’s Test material can be created easily.



1 Click the pencil icon in Timeline and click the “Materials” tab.

2 Click “Create Test”.

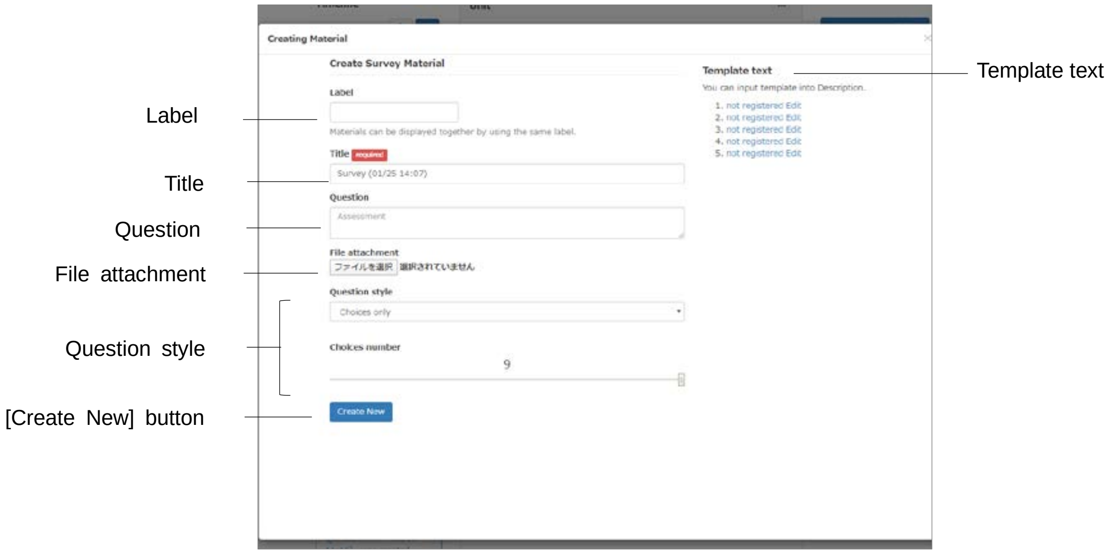
3 Enter Title, Question, Question style and Score. You can set Label, Date & Time restrictions, or attach file if necessary.

4 Click [Create New] button.

Creating Survey

Survey material can be created easily, and can be used as a clicker because student's opinion can be reflected on the lesson. The analysis result can be immediately checked.

- If a user answers more than one time, only the latest answer will be saved.



1 Click the pencil icon in Timeline and click the “Materials” tab.
2 Click "Create Survey" and enter the Title and the Label.
3 Select the Question style and enter the Question.
4 Set up options.

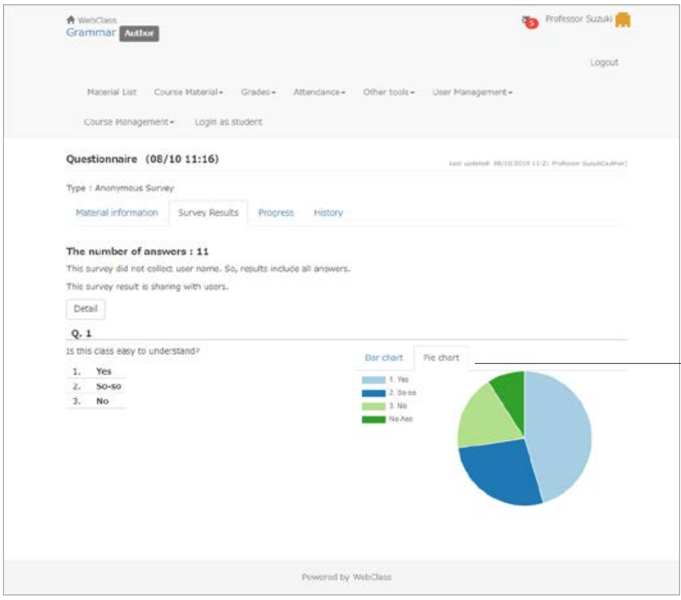
- You can also use the slide bar to specify the number of options.
- Up to nine options can be created.
- For Unit selection (manual input) or multiple selection (manual input), enter the text for the options.

5 Attach file, if necessary.
6 Click [Create New] button.

Checking vote

Clicking "⌄" of the survey material on Timeline will display the menu and details of the post. Click [Summary] button, then the Survey result screen will be displayed.

- If user answers more than one, the last answer is counted.

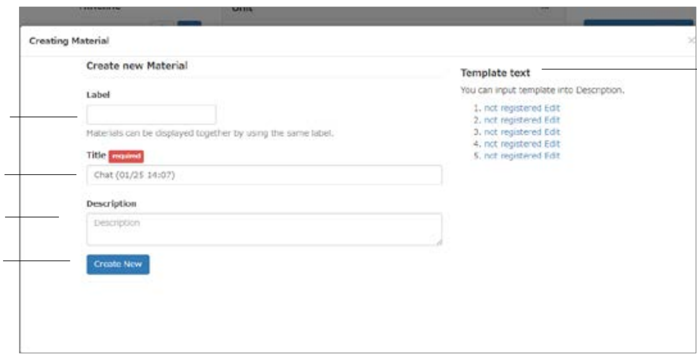


Bar chart
Pie chart

You can switch chart style. The chart will be updated automatically.

Creating Chat

Chat material can be created easily.

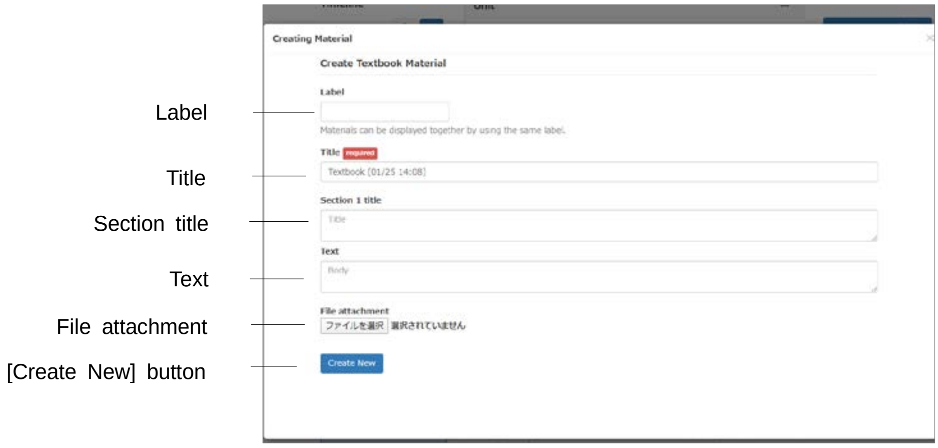


Label
Title
Description
[Create New] button
Template text

1 Click the pencil icon in Timeline and click the "Materials" tab.
2 Click "Create Chat".
3 Enter Title, Label and Description.
4 Click [Create New] button.

Creating Textbook

Textbook material (text input) can be created. Files can be attached.



1 Click the pencil icon in Timeline and click the “Materials” tab.

2 Click “Create Textbook” in “Create Material”.

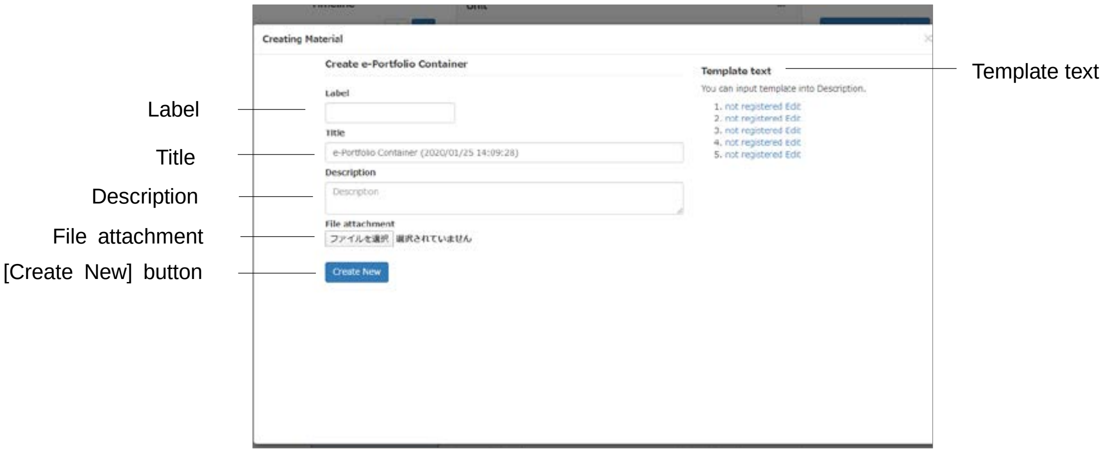
3 Enter Title, Label and Text. Optionally, enter Section title. Attach file, if necessary.

4 Click [Create New] button.

Creating e-Portfolio Container

You can create e-Portfolio Container from Timeline. For details, please refer to “e-Portfolio Container Author Manual”.

- If e-Portfolio Container is not displayed, please contact the administrator.



1 Click the pencil icon in Timeline and click the “Materials” tab.
2 Click “Create e-Portfolio Container”.
3 Enter Title, Label and Description.
4 Attach file, if necessary.
5 Click [Create New] button.

Managing Attendance

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

About Attendance

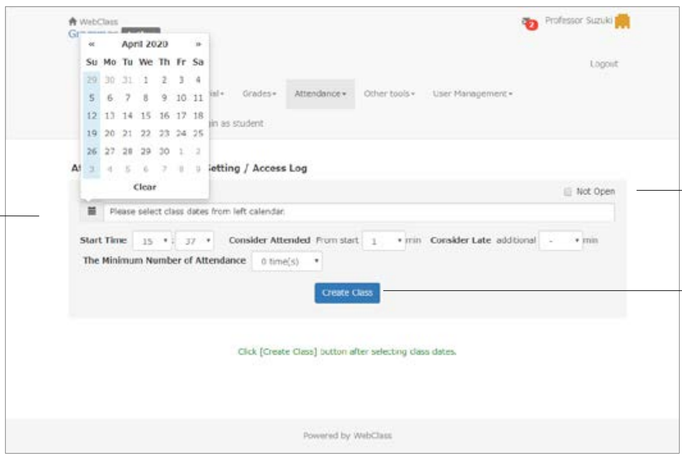
To check attendance of WebClass, you can use “**Attendance**” feature. “Attendance” menu contains "Setting / Access Log" and "View / Edit Attendance". Click the menu to open each “Attendance” screen. To return from each “Attendance” screen to the “Material List” screen, click the course name link in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

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

Preparing for taking attendance

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

Class Date
Start Time
Consider Attended
Consider Late
The Minimum Number of Attendance



Not Open

[Create Class] button

1 Select "Class Date" on the calendar.

2 Set “Start Time”, “Consider Attended”, “Consider Late” and “The Minimum Number of Attendance”.

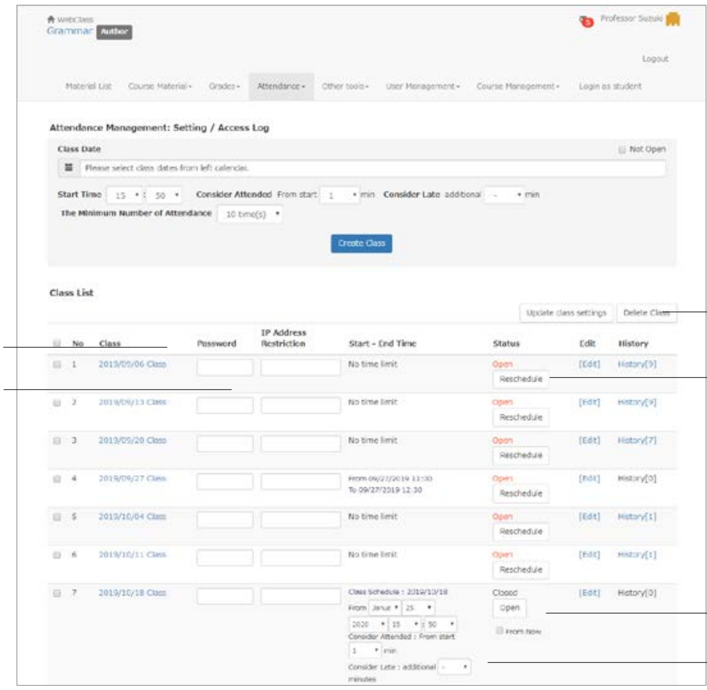
- If above settings are not displayed, please contact the system administrator.

3 Click [Create Class] button.

- All created attendance materials will be shown to users. If you want to create temporary attendance materials or enter attendance data at once, check "Not Open" before clicking the [Create Class] button.
- After creating attendance materials, you can add them in the same way.

Taking attendance

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



1 Se “Class Schedule” and the conditions of “Consider Attended” and “Considered Late” for the relevant class. If you take attendance from now, check “From Now”.

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

- If the condition for "Consider attended" is set as unlimited, any condition for "Consider Late" will be disregarded.
- Click [Reschedule] button to edit the class schedule of the opened attendance materials.

2 Cheating such as false reply (reply on behalf of other student) can be prevented by using password and IP Address Limit together.

- Change the password at each attendance check and notify the students.
- The IP address of the terminal equipment to send attendance data can be specified in IP-IP, IP/BIT, and IP/MASK form (full match). Wild card can also be used.

3 Click [Edit] to change the options.

Option	Description
Title	The Attendance material’s title that will be displayed on the screen cannot be edited.
Type	Specify the type of material from “Test (Show solutions when the test is completed)”, “Examination (Hide Results)” or “Exercise (Show each solution between questions)”.
Description, notes etc.	Displayed when executing the material.
Date & Time Restrictions	Set the time period users can access the material. Even if the student answers on and after the end date and time, you cannot forcibly close or prohibit the teaching materials.
Access Limit	Limit the number of times users can access the material.
IP Address Limit	Specify IP address of the terminal that can access material. Use IP-IP, IP/BIT or IP/MASK format (full match). Wild card can be used.
Password to start material	Set a password to restrict the material to be worked on. Password must be up to 10 single-byte alphanumeric characters.
Subscript	Specify the pattern for subscript.
Lock password	Set a password to restrict creating or editing material. Passwords must be up to 10 single-byte alphanumeric characters.

- You can create questions with “Single Choice” style. For “Consider attended”, students must get the perfect score, so care must be taken when editing the questions.

4 Click [Open] button to allow students to work on the attendance material

- When [Open] button or [Update class settings] button is clicked, settings for Password, IP Address Limit, Start - End Time will be saved.

- To delete attendance materials, check the check box of the Classes and click [Delete] button.

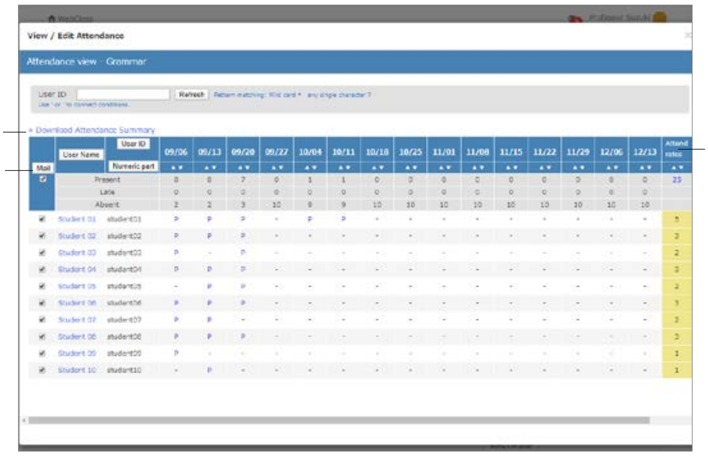
Modifying attendance data

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

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

Download Attendance Summary

[Mail] button



Class

1 Click class date to be modified.

Status

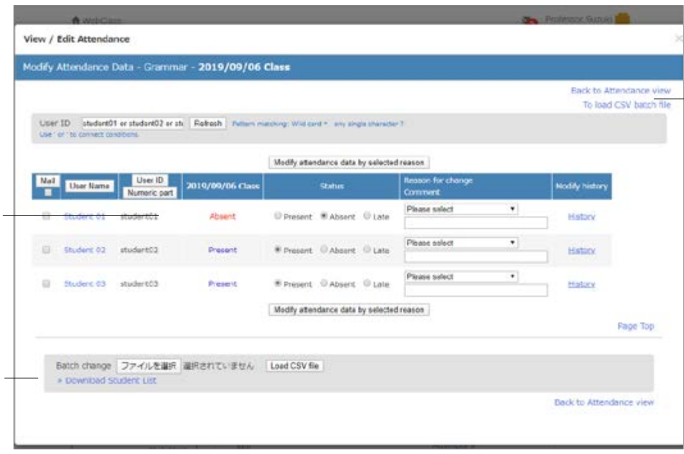
Reason for change

Comment

Batch change

[Lad CSV file] button

Download Student List



Back to Attendance view

To load CSV batch file

2 Edit “Status”, “Reason for change” and “Comment”.

3 Click [Modify attendance data by selected reason] button.

Click on the "History" link to check a change log of the attendance data.

Downloading attendance data:

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

Registering attendance data with batch file

You can register or modify the attendance data in batch on the "Attendance view" screen.

1 Click class date to be modified.

2 Click the "To load CSV batch file" link on the screen's upper right, and download the CSV file of the "Download Student List" on the screen's bottom.

3 Create attendance data using text editor such as Excel.

Field	Description
username	User name
user_id	User ID
point	Enter attendance status such as "Present" or "P", "Absent" or "A", "Late" or "L", "--" (The mark means that it has not yet been sent attendance data by user.)
comment	Enter comment.

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

4 Click [Load CSV file] button in the "Batch change" to load the created CSV file.

Giving course scores

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

About Grades

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

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

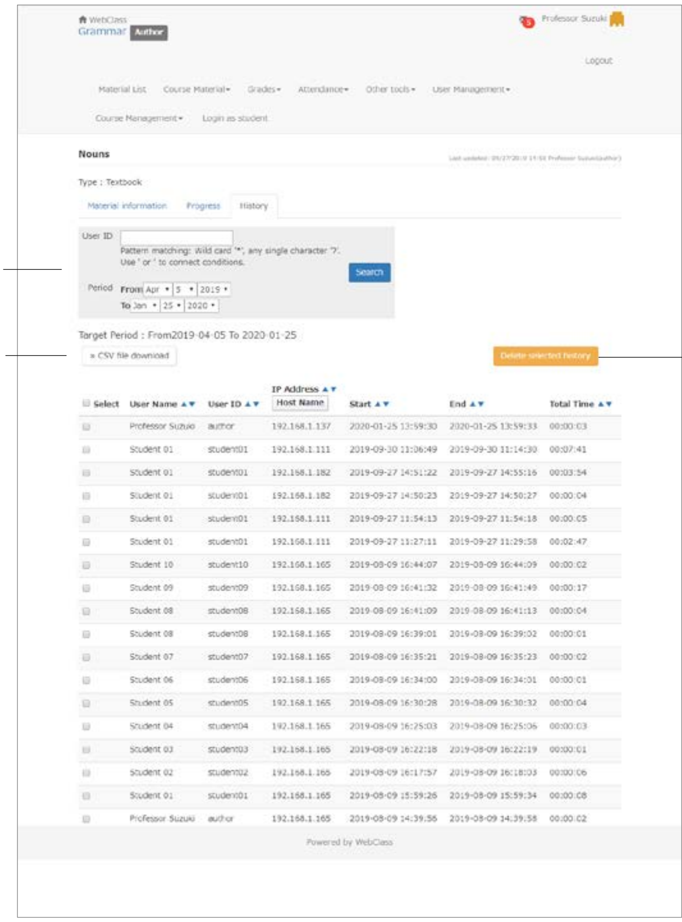
- When creating an Assessment material, if "Type" is set as "Self-study (display result), students can view their own course grade. If it is set as "examination" (hide result), students cannot view their own course grade. However, if "Allow viewing of Examination Score" option is enabled in the course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

Checking Study History

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

Search conditio

CSV file download



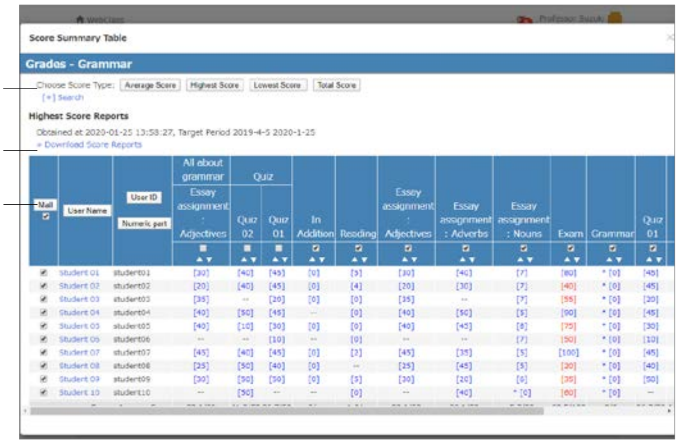
[Delete selected history] button

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

- Study History lists the latest 300 records.
- To edit Assessment material which has been already executed, it is necessary to delete the Study History before editing.
- In "Survey (Anonymous Responses)", even if Study History is deleted, answers will not be deleted and will be included in the analysis.
- When registrations of Study Cards are updated in batch, the data will be recorded as each user's study History.

Checking all assessment's scores

To display the list to view the test scores, the average score, the highest and the lowest score of the group and attendance points, click “Grades” > “Score Summary Table” and open the “Score Summary Table” screen.



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

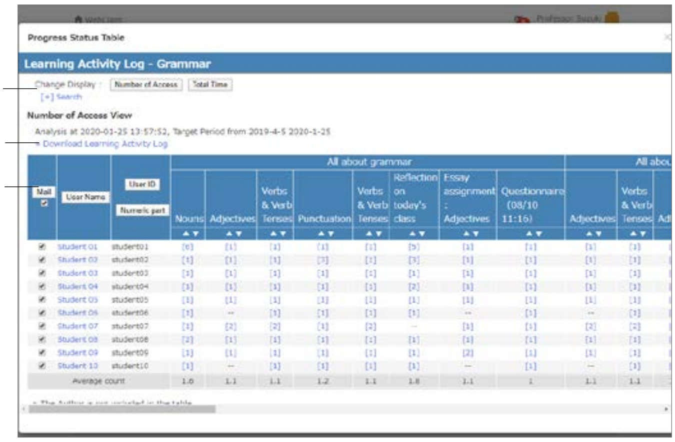
- Ungraded file submission or description style question will be counted as zero point. Therefore, if the material contains questions for automatic scoring, the score does not include any ungraded answers. And if the material consists only of file submission and description style questions, "* [0]" is displayed.

To send message to users, put a check in the checkbox of each user and click [Mail] button. The “Create New” screen is displayed and the message will be sent in batch.

Checking learning activity of students

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

[Number of Attempts] button
[Total Time] button
Narrowing-down search
Download Learning Activity Log
[Mail] button

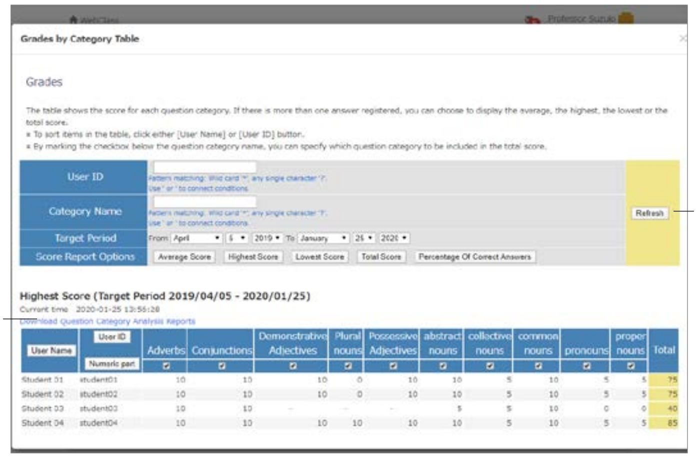


You can change the display of the progress data in “Progress Status Table” by clicking [Number of Attempts] button or [Total Time] button. If the list is too lengthy or you wish to check the progress data in a specific period, you can narrow down the search by using User ID, full name, material name,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

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

Analyzing scores for every category of questions

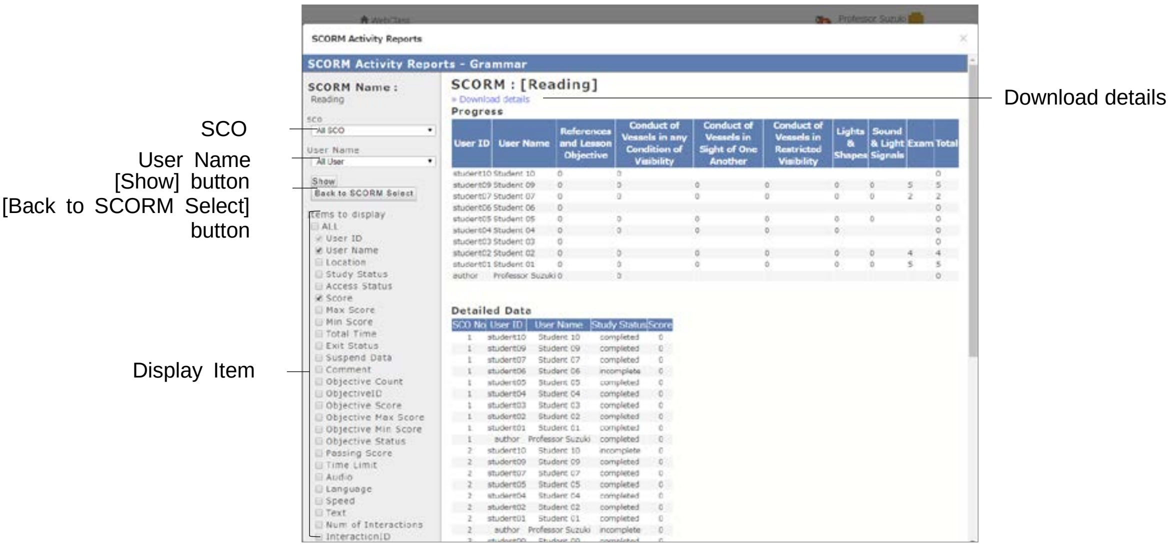
When creating an assessment material, if you set Question “Category" for each question, you can analyze user’s strong or weak category. In the menu, click "Grades" > "Grades by Category Table".



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

Checking scores of SCORM material

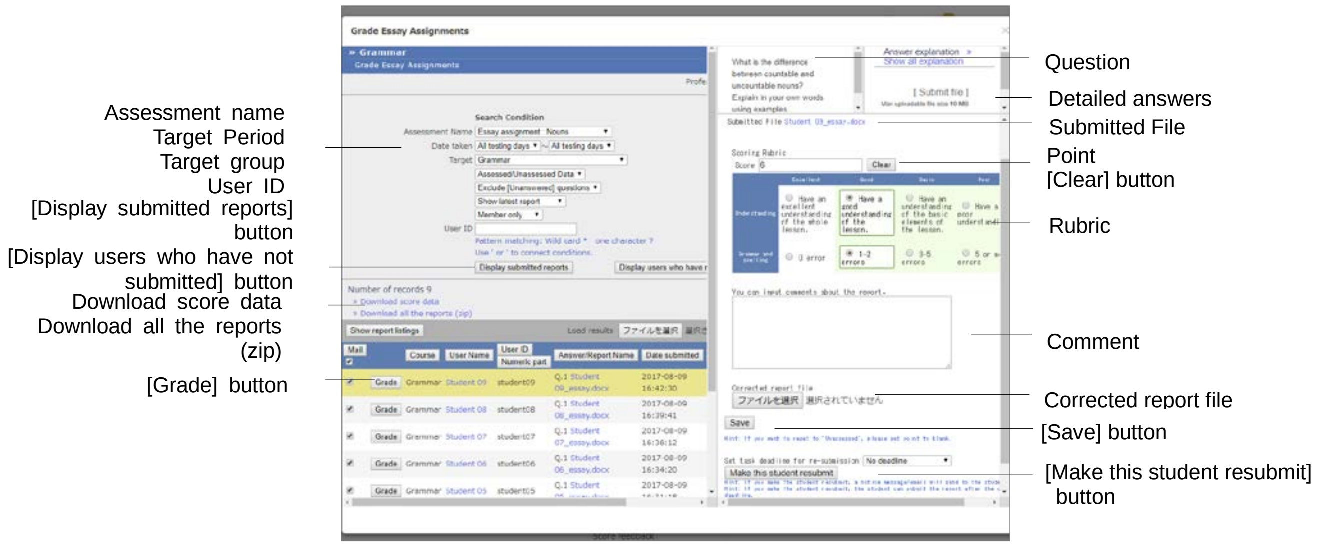
To check course scores data of a SCORM material which is currently being executed or already completed, click menu's "Grades" > "SCORM Activity Reports" and display the "SCORM Activity Reports" screen. On the "SCORM Activity Reports" screen, you can check course scores including scores, answer result,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



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

Grading essay assignments

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



1 Specify the search condition such as "Materials Management", "Target Period" or "Target group”, and display the material to grade.

- "The latest report" is displayed by default. To display all the reports, choose "Show all posted report".
- Wild card and ‘or’ operator can be used as search conditions.
- Click [Display users who have not submitted] button. Users who can access this material and haven’t answered will be listed.
- Click [Generate Blank Record] button, and the report will be considered as submitted and the score will be marked as zero.
- Using [Mail] button, you can send message to a student for personal instruction.

2 Click the student’s [Grade] button, and display the grading frame.

- If PDF file is not correctly displayed or is not printable, click the link and retry after reopening it in another window.

3 Download the submitted file and check its material. You can also attach the report file after correcting it.

4 Enter the comments for the answer and the score. Click [Save] button. If you have chosen rubric as the evaluation method, scores are given automatically.

Calling for re-submission of report:

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

- The user who is instructed re-submission can work the material once again until the deadline for re-submission even after Date & Time Restrictions or number-of-times restrictions is expired.
- Re-submission requires working on the material again and not only answering questions. Therefore, if the material includes file submission or description style questions, the student must work again all the questions and the scoring must be done again.
- The user who needs to re-submit the report will be notified by a message.

Re-submission does not overwrite the previous report and score. The previous report can be displayed by using the search condition "show all posted report" in the "target group".

If re-submission is required, submission date in the grading target list will be marked in red. When the user re-submits the report, the background of submission date will be marked in red. After the third submission, the display remains the same as the second time.

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

Marking the point of report collectively:

1 Click "Download all the reports (zip)" link to download the compressed file that contains submitted report files and course grade data.

- If the course manager answers acting as a substitute, please click [Generate All Blank Records] button or [Generate Blank Record] button to generate a blank record, and then download course grade data.

Contents of the ZIP file	Description
Submitted files Corrected files	File names of the reports submitted for each question are numbered sequentially in the order of the answer list. Please check the answer.csv "report / answer" and "corrected_file" for the original file name.
answer.csv answer-utf8.txt	Lists for grading. You can edit CSV files in Excel and use them as batch grading files. Please check answer-utf8.txt for characters that cannot be displayed in CSV files encoded with Shift_JIS.
comments.csv comments-utf8.txt	Lists of answers. You cannot used as batch grading file.

2 Grade the submitted files.

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

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

- You can change the name of answer.csv file. Do not use “.” as initial. The file must be on the top of the list when sorted by name.
- If CSV field contains any escape character "¥", the file may not be imported correctly to WebClass.
- If uploading report file name is the same as existing file name, the file cannot replace the existing file.

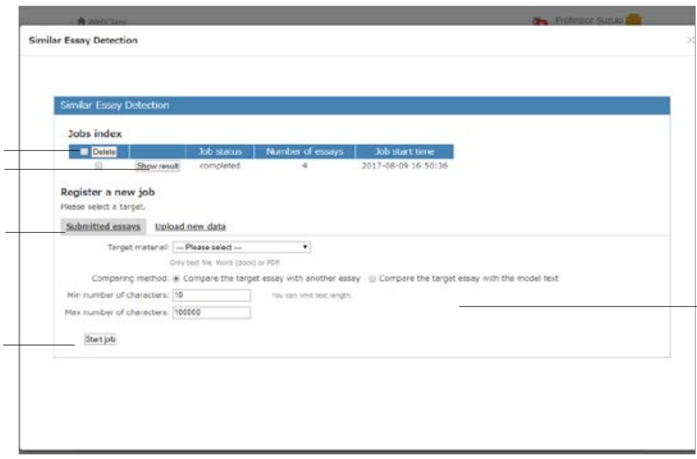
4 Compress answer.csv and files of the “report/answer” and “corrected_file” in ZIP format. Specify the compressed file in "Load results" and click [Load] button.

Finding similar essays

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

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

- The comparison targets include files in TXT, DOCX or PDF format submitted for Assessment material excluding linked materials and description style questions.
- If the detection target is a PDF file, please contact the system administrator.



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

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

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

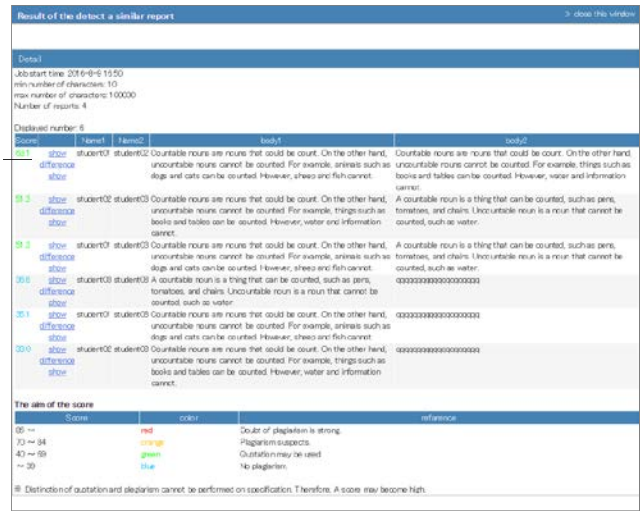
3 To exclude from detection target any essay that have either fewer or more characters than the restricted range, set "Min number of characters" or "Max number of characters".

- When the detection target has less than 30 characters, significant result may not be obtained.

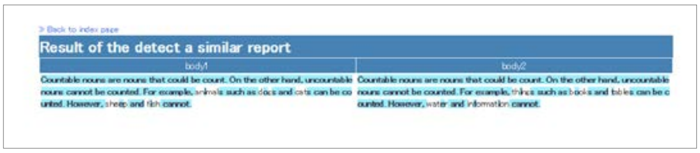
4 Click [Start job] button, then it will be added to the job list. When process is complete, click [Show result] button. Thirty essays that have the highest scores (rate of similar parts) will be displayed.

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

Score
Show similarity



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



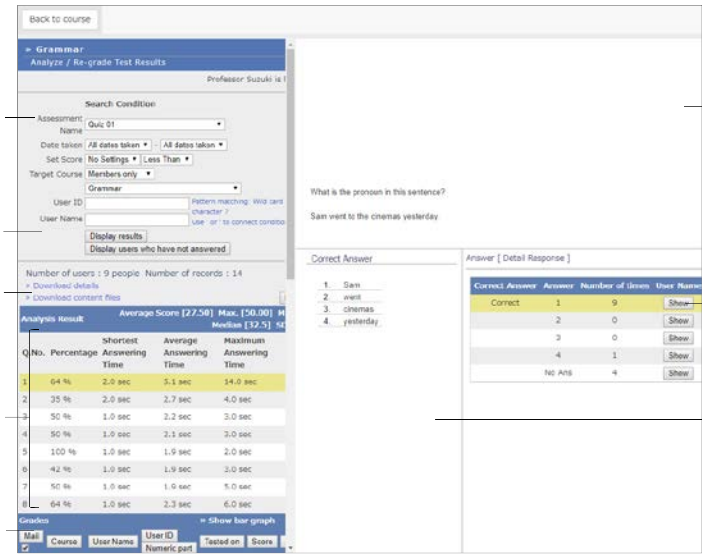
The feature “Similar Essay Detection” algorism and scoring:

The feature “Similar Essay Detection” compresses data in two documents until they are almost alike, and then computes their similarity from the degree of compression. Due to this reason, it will not distinguish between plagiarism and citations. For example, if the theme of an essay assignment refers to a single reference source, it is difficult to avoid plagiarism since the same citation may be repeatedly used. As a result, 70 or higher scores may be computed.

Score	Color	Meaning
85 -	Red	Strong suspicion of plagiarism.
70 - 84	Orange	Suspicious of plagiarism.
40 - 69	Green	Same quotations may be used.
- 39	Blue	There is no plagiarism.

Checking detailed course scores for every question

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



1 Specify the search condition such as "Assessment name", "Target Period" and "Set Score", and display the Assessment material to analyze.

- Wild card and ‘or’ operator can be used as search condition.
- Click [Display users who have not answered] button. Users who can access this material and haven’t answered will be listed.
- Click [Generate Blank Record] button. Then user’s answer will be considered as submitted and the score will be marked as zero.

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

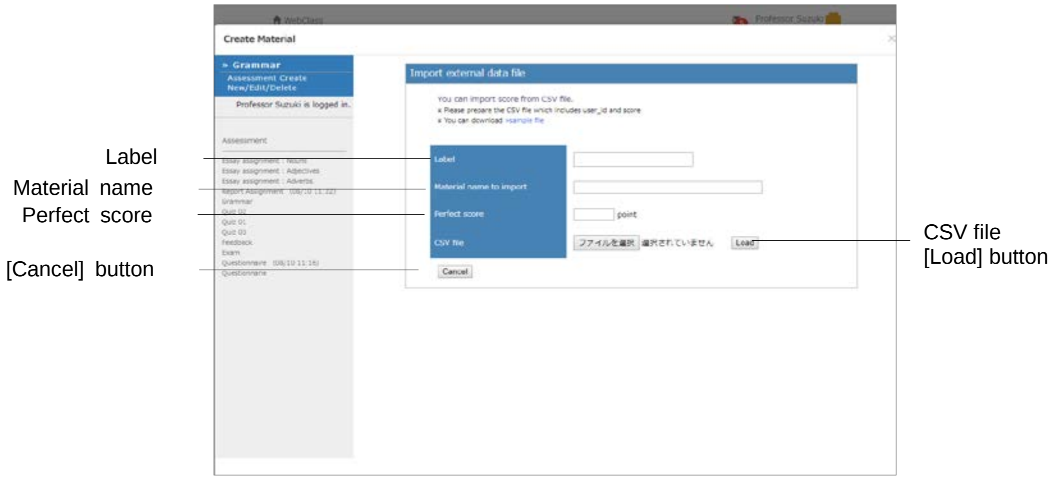
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

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

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

Managing the course scores of the test carried out except WebClass

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



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

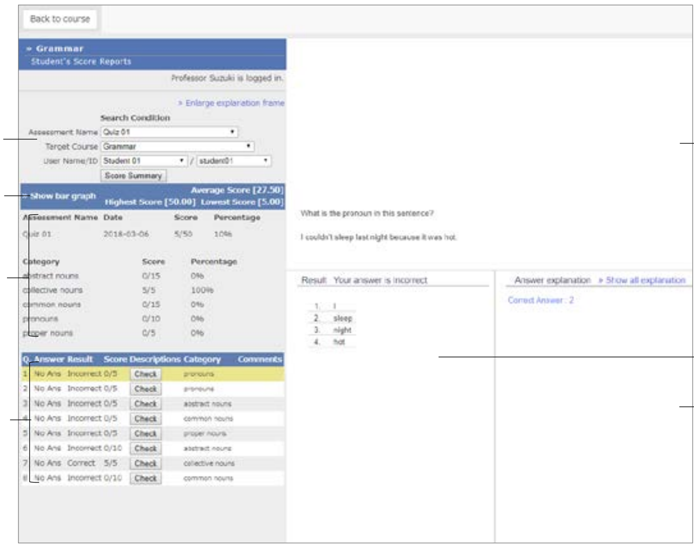
Field	Name
user_id	User ID
score	Point

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

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

Checking detailed scores for each user

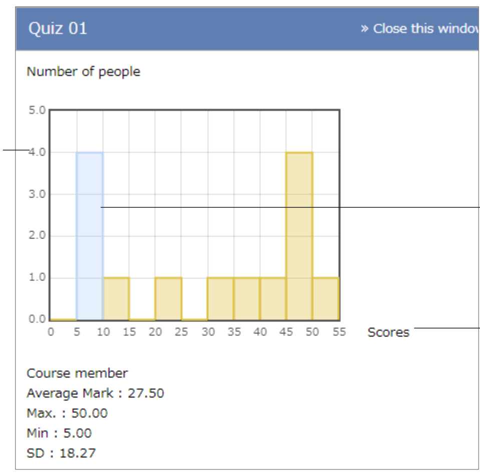
To view scores and point allocation of each test and self-learning material, course grade such as scoring rate and description for each question with respect to any individual user, click “Grades” > “Student’s Score Reports” and open the user’s result display screen.



1 Specify "Assessment name" and "User ID" or "User Name" as search condition to narrow down the user search.

- Wild card and ‘or’ operator can be used as search conditions.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

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



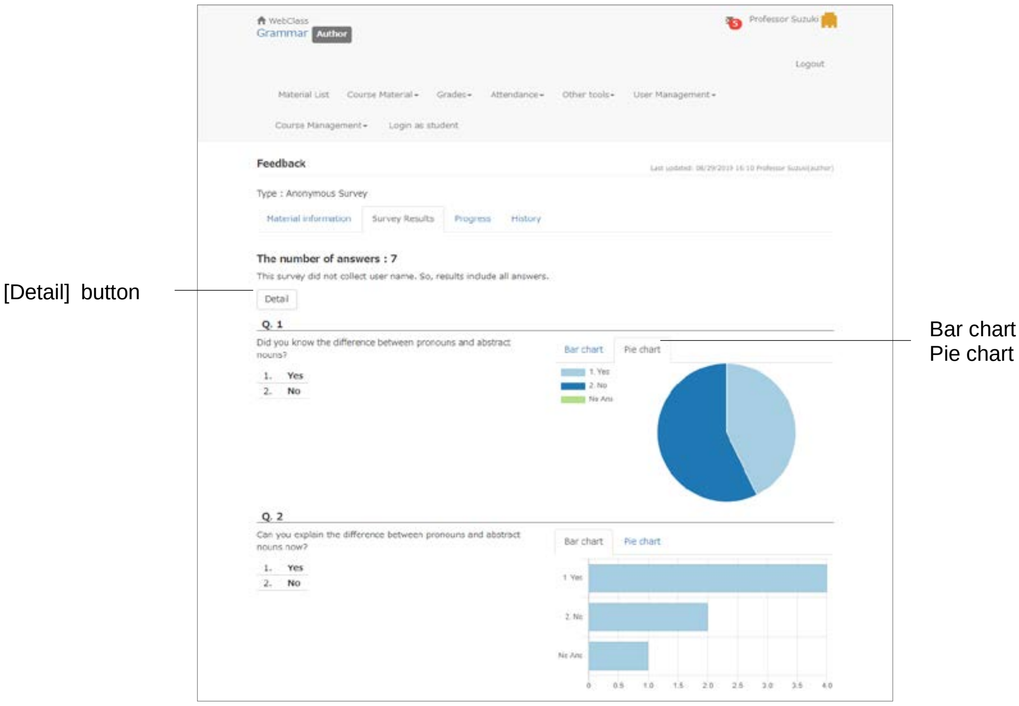
3 Click "Show a bar graph" and check score distribution. In the score graph, vertical axis shows number of students and horizontal axis shows score range. Target users are distributed on the blue bar graph. To close the score graph, click "Close this window".

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

Checking survey results

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

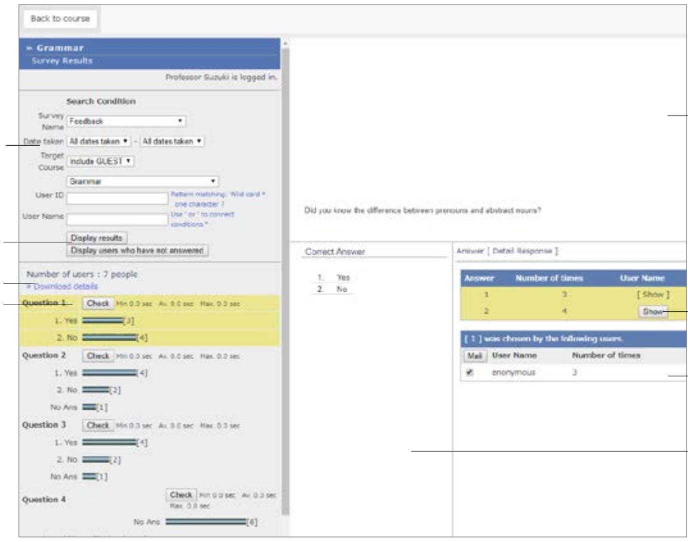
- If user answers more than one, the last answer is counted.



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

Checking derailed survey results

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



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

- Click [Display users who have not answered] button. Users who can access this material and haven’t answered will be listed.
- Click [Generate Blank Record] button. Then it will be considered as submitted and marked as “unanswered”.
- If the PDF file is not displayed correctly or not printable by using [Print] button, click the link and retry after reopening it in another window.

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

- In Survey (anonymous), “anonymous” users are not differentiated. Only the reply, the reply date (without the reply time) and the number of replies will be recorded.

  - Survey material information: It displays the structure of questions. This table has the same fields as the CSV file created by“Assessment Batch Entry”.
  - Reply list: The list shows the date when users replied the Survey material.
  - Survey Results: Displays the number of respondents for each option of the question.
  - Answer list of each user: The list shows the replies made by each user. The user’s reply to each question is displayed in each cell under the field

"<Question1/Question2/Question3/...>".

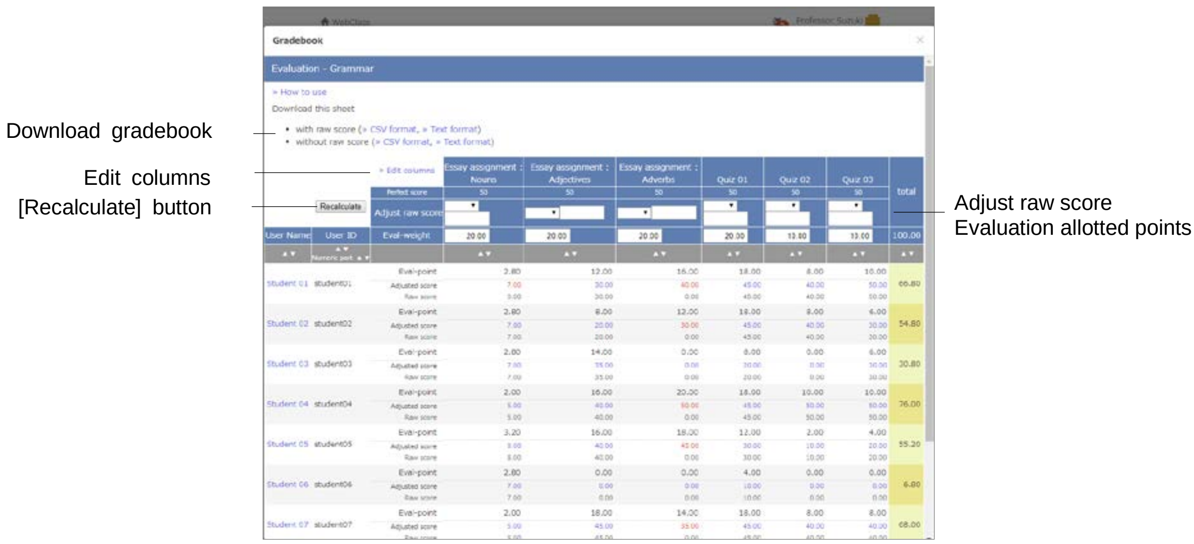
- Answer time (in seconds) list of each user: The time taken by the user for answering each question is displayed in each cell under the field "<Question1/Question2/Question3/...>".
- Number of reply list: It displays the number of replies made by the user.

Calculating evaluation items of session

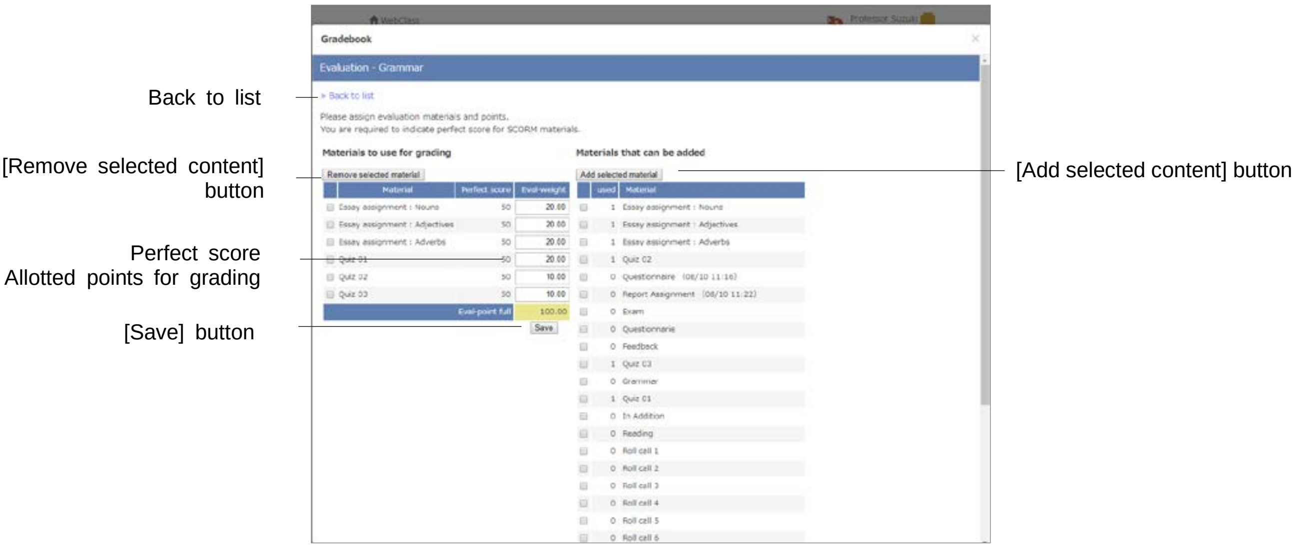
The method of evaluation varies depending on the lesson. In some cases, scores of Assessment material, scores of SCORM material or evaluation by e-Portfolio Container cannot be taken as evaluated score of the lesson. The scores of material such as Assessment material can be converted to the raw scores for evaluation, and the grade of the lesson can be calculated according to the Evaluation allotted points indicated in the syllabus etc.

- Evaluation materials are created on the basis of the raw scores available at that time. Even if the student works on the material again and improves the score, it will be reflected on the raw score, but not be reflected on the evaluation points. For this reason, it is best to use the “Gradebook” feature after the lesson is completed such as at the end of the semester. If you use Gradebook during the semester, the student's scores may be updated. Please delete the evaluation materials and set materials again as the evaluation material.
- Adjustment of the raw score can be done by setting up Evaluation allotted points for e-Portfolio container which was evaluated using the rubric. Evaluation points are allotted as 1 point, 2 points, 3 points… starting from the basic score on the right. The perfect score of a single evaluation is quantified as “(The basic point - 1) x number of criteria“. And the average of all the evaluation scores is used as the raw score.

In “Course Menu”, click "Grades" > "Gradebook". If it is not displayed on the menu, please contact the system administrator.



1 Click "Edit columns" link and add the material to be evaluated. Choose the material from “Materials that can be added" by using a check box, and click [Add selected material] button. If you do not wish to evaluate the material, select it from "Materials to use for grading" by using a check box and remove it by clicking [Remove selected material] button.



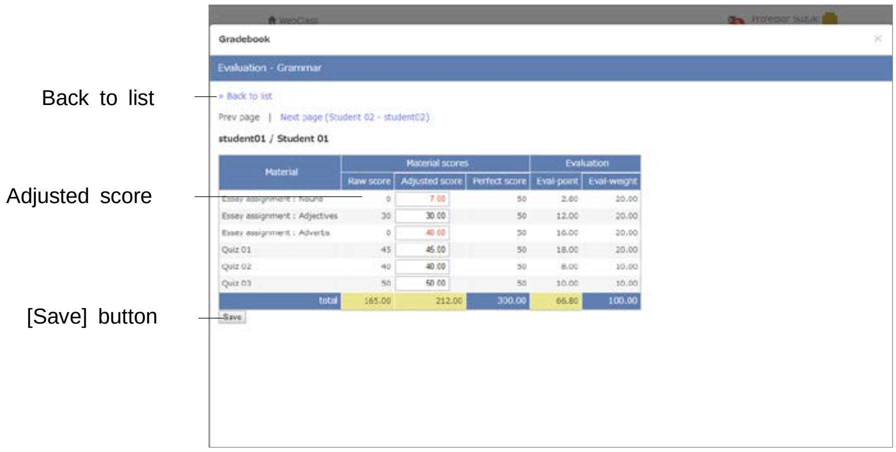
2 Set up the Evaluation allotted points according to the evaluation method for each evaluation material. Click [Save] button and return to the list.

- You can input numbers larger than 0.01 and not exceeding 500 as Evaluation allotted points. Since the evaluation points are obtained by converting the scoring rate of the material, the perfect score need not be 100.
- Since there is no perfect score for SCORM material due to its system, it is necessary to input the perfect score of SCORM material individually.

3 If the material needs score adjustment, the raw score can be adjusted by using basic arithmetic calculations. To change user’s raw points in batch for the material, choose calculation method from the drop down list in "Adjust raw score", enter the score and then click [Recalculate] button.

- To undo the change, choose "Reset" from the drop down list in "Adjust raw score" and click [Recalculate] button. However, when the SCORM material is reset, the perfect score is reset to 0. Please re-enter the perfect score.

4 To change user's adjustment point, click user’s name or adjustment point.

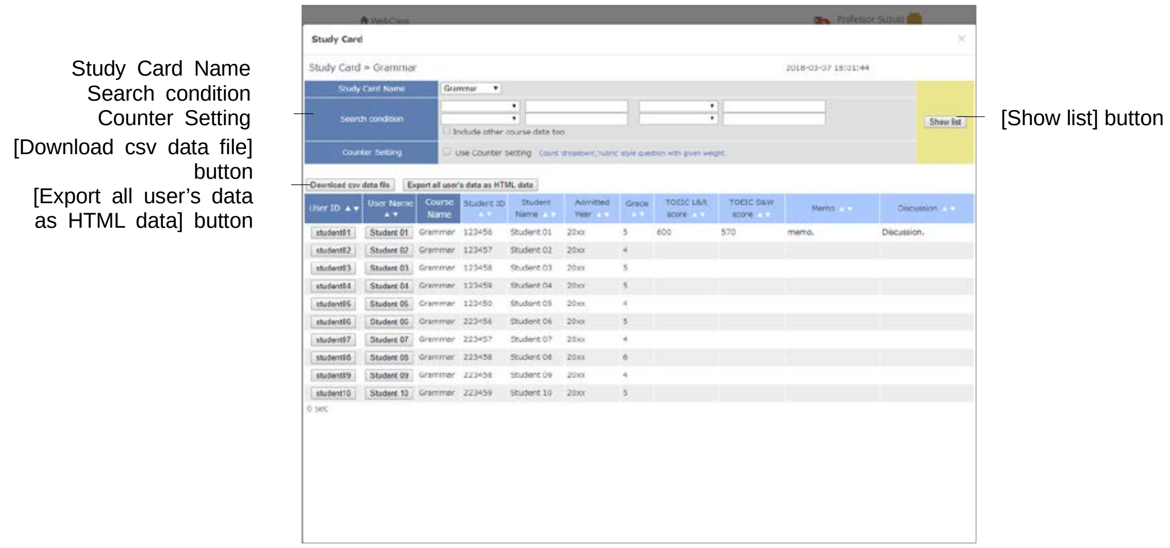


Managing learning record

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

About Study Card

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



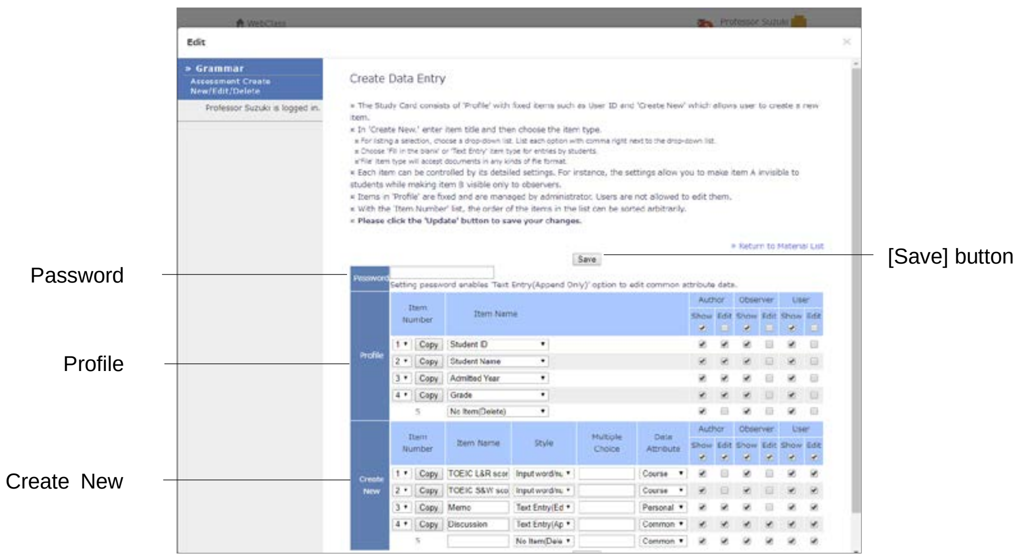
Study Card can display the following profile information;

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

You can also create options or comment fields and upload files.

Creating Study Card

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



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

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

2 Click [Create Assessment - Standard Mode] button, and display the “Create Data Entry” screen.

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

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

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

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

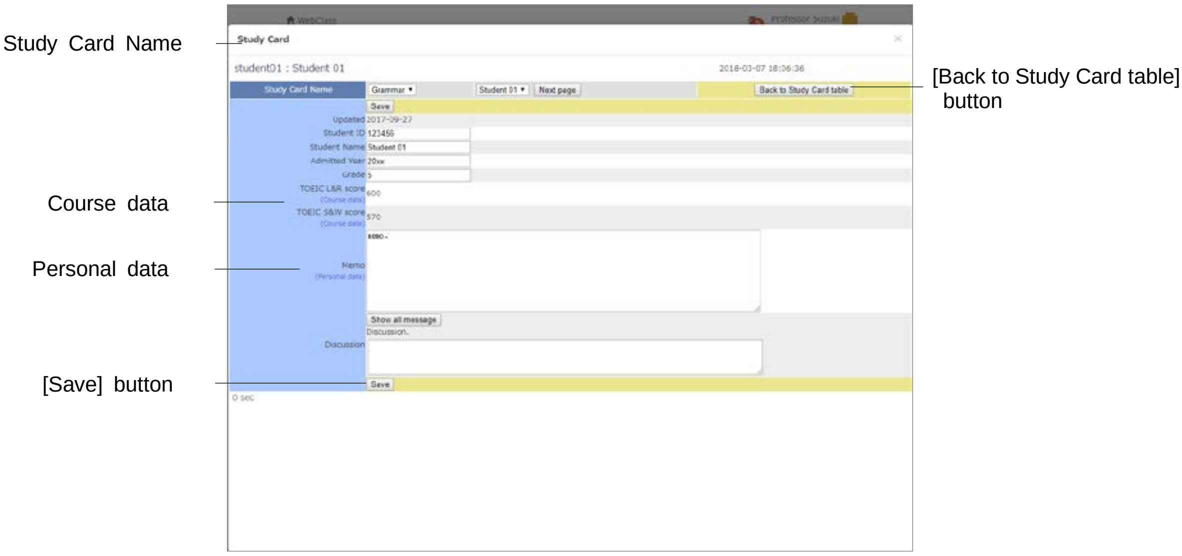
5 Set up data attributes and display / edit permission for each item.

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

- After editing, please click [Save] button. To delete an item, select “No Item (Delete)” in the pull-down list.
- When display permission is removed, the edit permission of the item is also removed automatically.

Registering data into Study Card

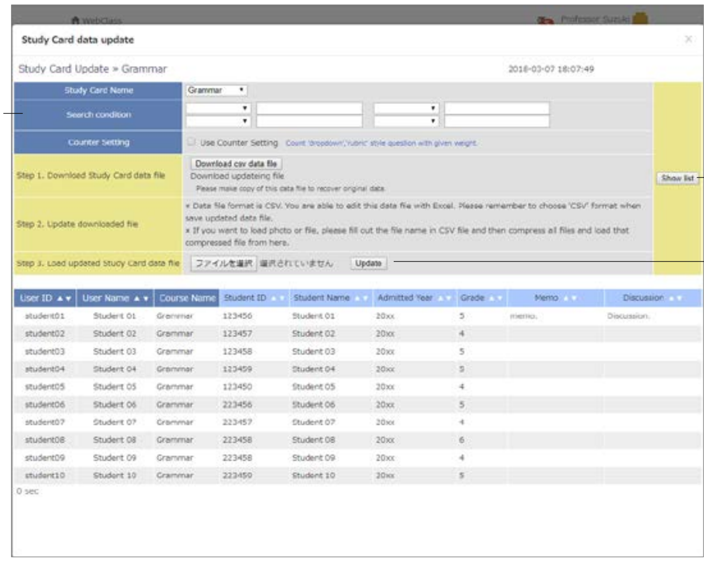
On the “Study Card Selection” screen, choose “Study Card Name”. User’s profile, comments, course scores etc. will be displayed as shown in the figure below. Edit the items as necessary and click [Save] button. Then the data will be saved in the Study Card.



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

Registering data with batch file

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



1 Choose the Study Card to edit.
2 Specify the search condition and display the target user.
3 Download the data file for update and edit it by text editor such as Excel.

- Please save with CSV format.
- If CSV field contains any escape character "¥", the file may not be imported correctly to WebClass.
- If you import a file to file format data or rubric format data, specify the file name in CSV file and compress it with this CSV file before importing.
- Use single-byte alphanumeric characters for the name of the file or the folder to be imported in batch.

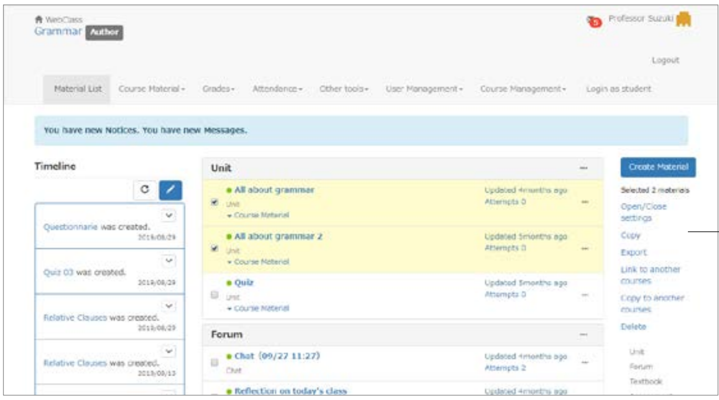
4 Specify the edited data file for update and click [Update] button.
5 If there is no error message or other problem, click [Back to Study Card table] button.

Saving and Moving material data

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

About Copy, Link, Export and Import

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



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

Copying materials

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

- Link material cannot be copied.
- Label is not copied with material by “Copy” and “Copy to Another Course”.
- Copied Forum material does not contain posts of users.

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

Linking materials between courses

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

Restrictions of linked materials

Linked material has the following restrictions;

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

Linking materials from another course

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

Linking materials to other courses

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

Exporting and importing materials

Select material's checkbox from the "Material List" screen and click "Export". After preparing for export, click [Download] button and save it.

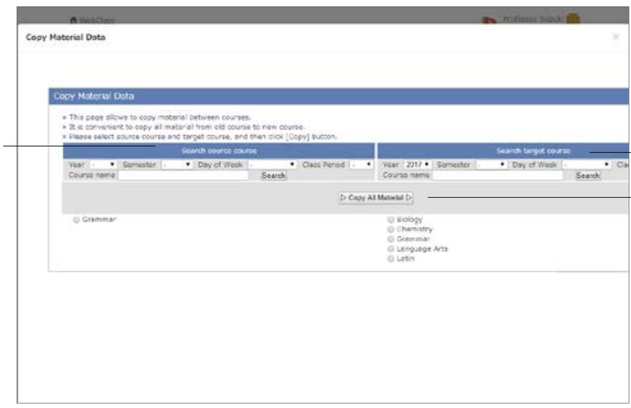
To restore materials, click [Import] button on the "Material Creation" screen. Read the exported file and enter the material's title.

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

About Copy Material Data

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

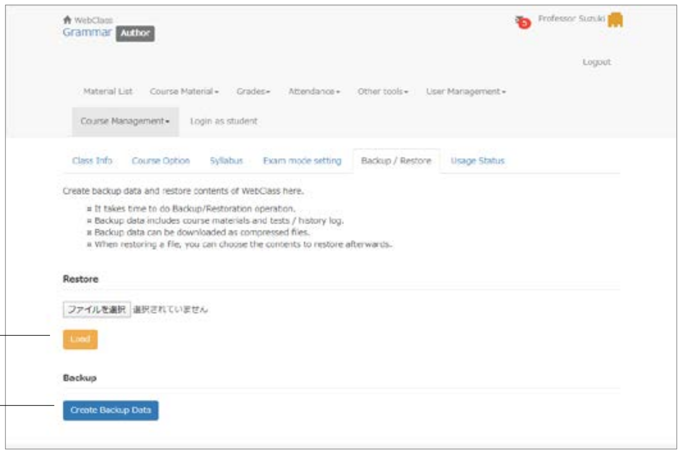
- You cannot copy the material if any material of the same name exists in the target course. Delete the material of the same name from the target course, or change the title of the material.
- Label will be copied with material by "Copy Material Data".



1 Specify search condition and choose "Search source course" and "Search target course".
2 Click [Copy All Material] button.

Backup and Restore course

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



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

- Creating backup data may take some time.

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

- You cannot restore a material if any material of the same name or ID exists in the target course. Delete the material of the same name from the target course, or change the name of the material before restoring.
- The maximum size of the backup file that can be restored is 300 MB (or 200 MB depending on the server).
  If it is necessary to restore oversized backup file, contact DATA PACIFIC (JAPAN) LTD. Support desk (wcsupport@datapacific.co.jp).
- Label will be also restored.
- If a BBS material is restored, any marks to indicate the post is read will not be transferred. They will be reset as unread.

Monitoring of use’s activity

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

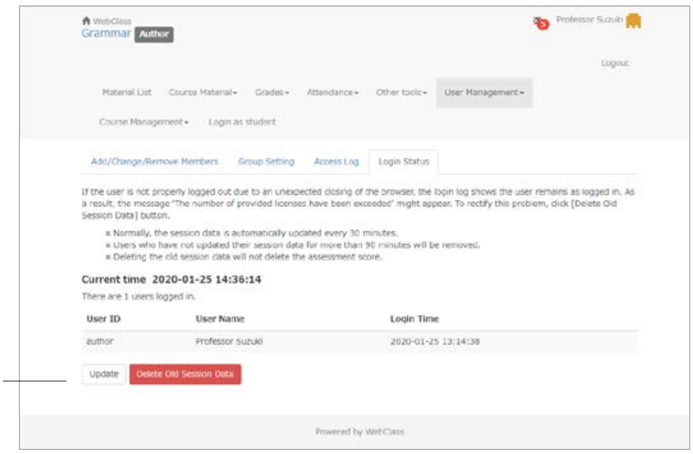
About log data in course

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

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

Deleting old session data

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



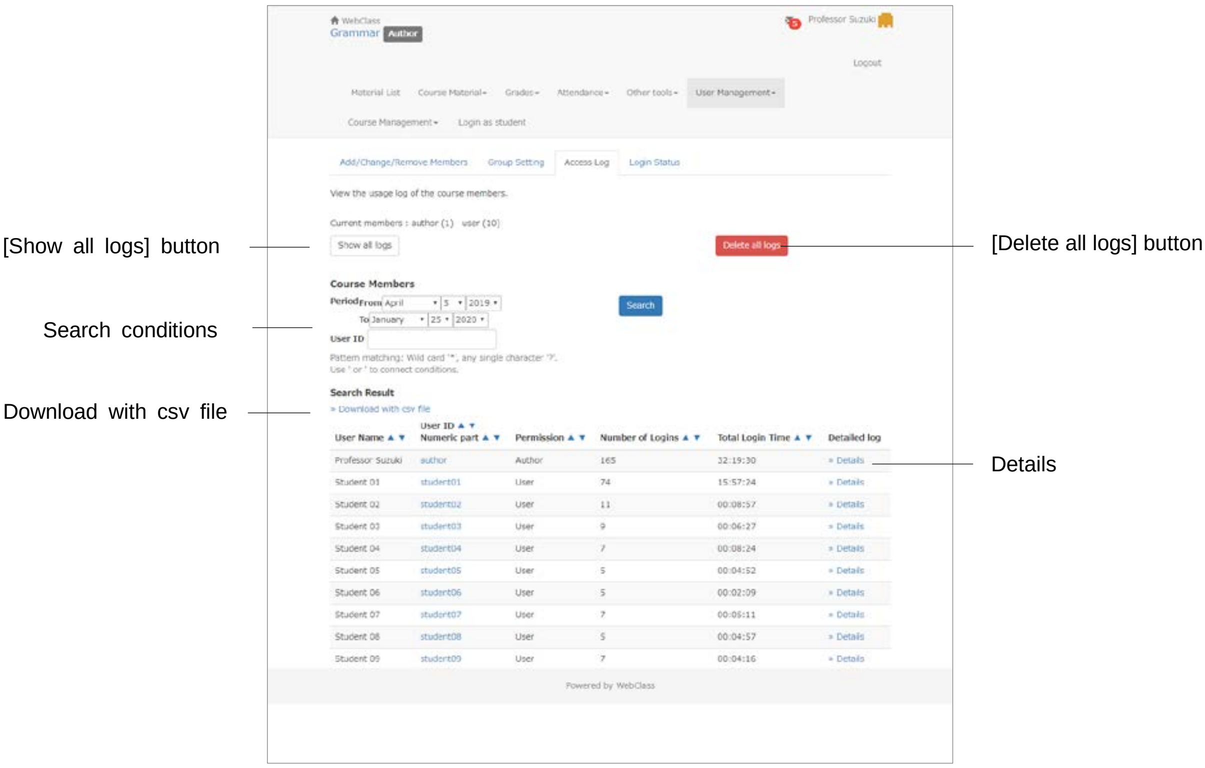
[Update] button
[Delete Old Session Data] button

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

Downloading access log

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

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

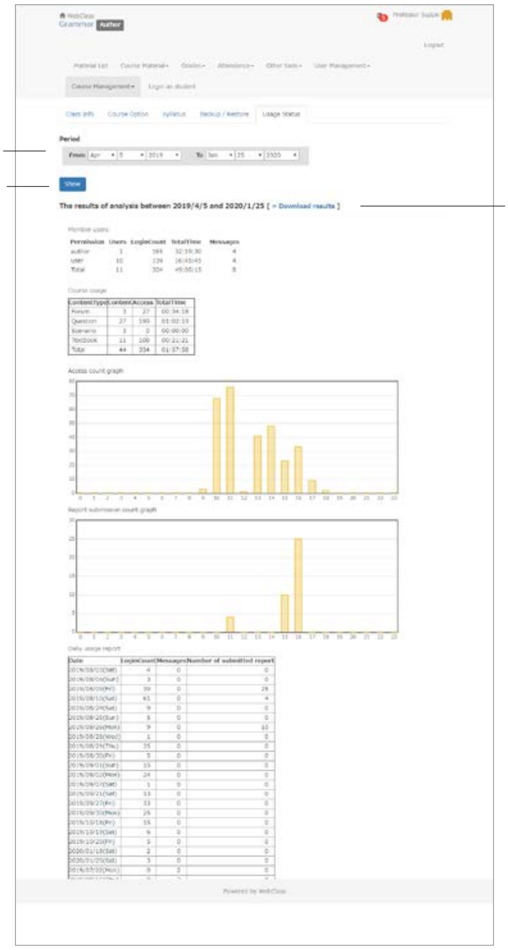


1 Specify the User ID and click [Search] button. Wild card and ‘or’ operator can be used.
2 Click “Details” link, then the user’s IP address of the terminal, usage time, login and logout time will be displayed.
3 Click "Download with CSV file" or "Download access log" in the upper left of the list and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

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

Checking Usage Status

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



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

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

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

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

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

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

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

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

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

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

WebClass screens may differ from the actual product because WebClass is under development.