

WebClass

User Manual

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Welcome to WebClass!

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

Before using WebClass

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

Requirements

With WebClass, the following browsers, smartphones, and tablets are supported.

Browser:

It is recommended to access WebClass with the latest version of the following browsers with Windows, Mac, or a Linux PC which is connected to the internet.

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

Note that depending on the setting or the plug-in of the browser, WebClass will not operate correctly.

- You must permit execution of JavaScript.
- If a window does not open when you click a link, disable the pop up blocker.

Display:

The recommended display resolution is 1280x768 or more.

Smartphone and tablet:

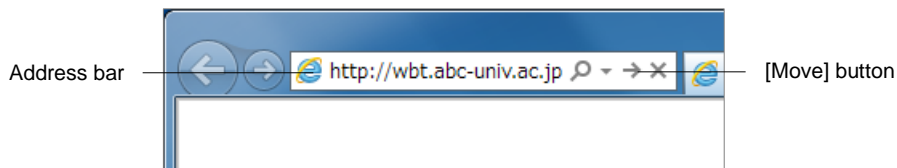
The feature of almost all WebClass can be used the same with using by a browser. However, it does not correspond to a part of features for the method of a smartphone

and a tablet. It is recommended that you use the latest version of the following OS and browsers.

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

Login to WebClass

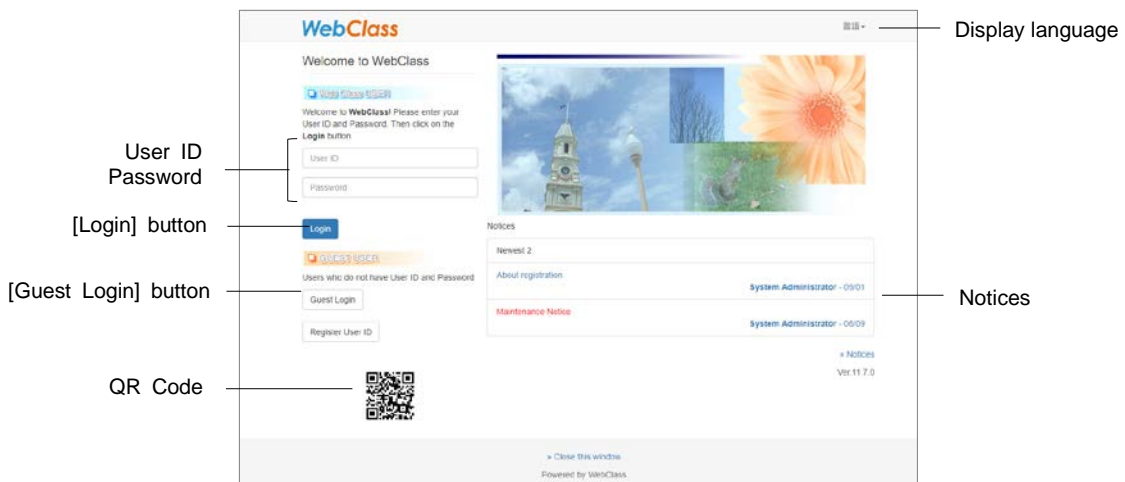
This section explains how to log in to WebClass and display “Course List” screen.



1 Input URL (address) of WebClass into an address bar (location bar). Next, press the [Move] button of a browser, or the [Enter] key.

- In the following description, "http://wbt.abc-univ.ac.jp" is used as an example of WebClass address. Please check with your administrator for the actual URL to be entered.

2 Click “Display login screen” link. Then, a login screen is displayed in a new window.



3 Enter user ID and a password and click the [Login] button.

Change display language

Click “Language” at the upper right side of the login screen to select whether to display WebClass in “Japanese” or “English”.

Logout from WebClass

Log out to end WebClass. Click "Logout" link in “Course List” screen or “Material List” screen upper right side.

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

Joining in courses

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

About Course List

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

The screenshot shows the WebClass interface with the following components labeled:

- Course Showcase Portfolio Manuals**: Located at the top left navigation area.
- Log Viewer**: A sidebar menu on the left.
- Notice / Message Account Menu**: Located at the top right, next to the user profile.
- Logout**: A link at the top right.
- New Notices**: A notification area in the main content showing messages from the system administrator.
- Class Schedule Table**: A central table showing a weekly timetable for various courses like Latin, Grammar, Chemistry, Biology, and Physics.
- [Add Course] button**: A button located at the bottom right of the schedule table.
- Other Courses**: A search area at the bottom for finding additional courses.

If you click the "Notice / Message" icon located at the upper right part of the screen, the "Notice / Message" screen will open. The number of unread notices / messages will be shown on the icon. If you place your mouse pointer over the icon, the list of unread notices / messages will be shown. Notices / messages sent from other courses will not be shown.

The course in which the timetable was decided is displayed on the Class Schedule Table. The Class Schedule Table can change a display by specifying a year and a term with a

pull-down menu. If you have not answered a material which have 1 week left before the deadline, you will see "You have assignments due soon." of the course.

There are "Course" and "Showcase Portfolio" in the menu. For more information about Showcase Portfolio, please refer to the "e-Portfolio Container User Manual".

Courses that you are participating in but cannot be shown in the timetable will be shown under "Other Courses", below the timetable. Courses that you can join will be shown in "Course" > "Available Courses".

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

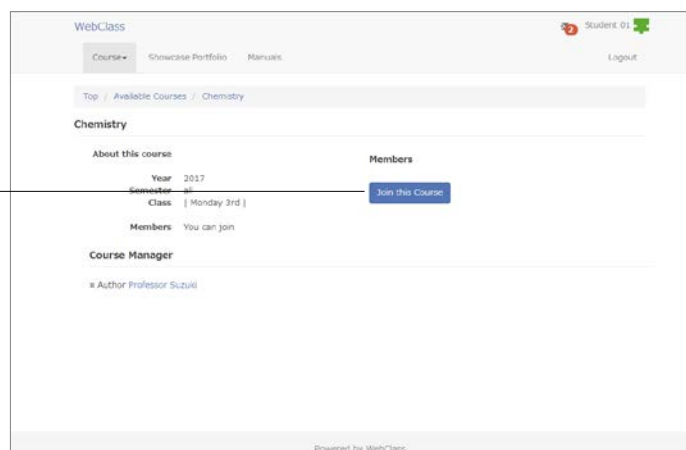
To change your e-mail address, theme color, and character size, click "Account Menu" > "User Settings".

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

Becoming a course member

The courses currently displayed on the "Class Schedule Table" and the "Your Taken Courses" are courses that you have registered in. Courses that you are not registered in can be checked from "Course" > "Available Courses".

[Join this Course] button



Register as a course member:

- 1 Click "Course" > "Available Courses" to check the courses you can join in.
- 2 Click a course you wish to register. A confirmation screen as shown in the above figure will be shown.

- 3 Click [Join this Course] button and join. Check that you have moved to the registered course.

Register as a course member from Class Schedule Table:

- 1 In the pull-down menu of the timetable, specify the year and the term and check unoccupied period.
- 2 Click "Select" of the unoccupied period to view available courses on the specified day and time.
- 3 Click a course to register will display a confirmation screen as shown in the above figure.
- 4 If satisfactory, it will check having clicked the [Join this Course] button and having moved it to the registered course.

Changing account information

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

Setting	Description
User ID	Use it in the time of logging in to WebClass, etc. In addition, user ID cannot be changed.
Permission	"user" means that WebClass can be used as a student.
User Name	When change is permitted by the system administrator, the user name to display can be changed.
Password	When change is permitted by the system administrator, the password used when logged in to WebClass can be changed.
email address	When the feature is effectively set up by the system administrator, a notice can be received by the registered e-mail address.
Page Appearance	The size of a character can be changed.

- A password is not necessary to change email address and screen information setting.

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

Change your password:

- 1 In "Password" entry form, enter a password which others cannot guess.
 - Your password must consists of 5 to 30 one-byte alphanumeric characters, symbols (_ , . / ? ; : + * - = ~ | @ ` ` " ' # \$ % & < > () [] { }) or one-byte space and must be different from your user ID.
- 2 For confirmation, type the password which you have entered to "Password (Check)" entry form again.
- 3 Click [Update] button. Enter the changed password, when log in from next time.

Change your mail address:

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

- = When message is received
- = To confirm the report is submitted
- = When Study Card's message is updated

➤ To refuse notice mail, leave the entry form of "email address" blank.

- 1 Input a mail address. When you specify more than one mail addresses, divide by a comma.
- 2 It can be checked by "Send test mail to this address" whether it is an effective mail address.
- 3 Click the [Update] button.

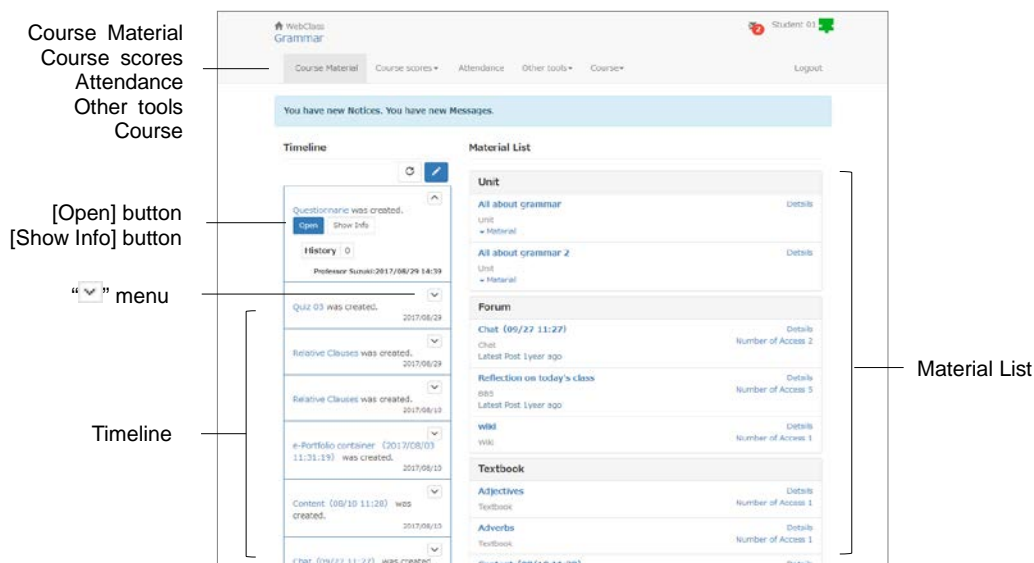
Taking Lessons

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

About Material List

First, move to the course you wish to take. Click the course name in the “Course List” screen. To return to the “Course List” screen, click either the “WebClass” link located at the upper left of the screen, or select “Account Menu” > “Course List”.

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



“Timeline” will notify you whenever the teacher makes a new material. The material will be listed in chronological order. This helps you to achieve active learning because you will be able to know what you are currently doing, and receive the feedback immediately. Clicking “v” of the post on Timeline will display the menu and details of the post.

“Course scores” will allow you to check the result of Assessment that have been carried out during the lessons. “Reports” will display the list of the report submitted during the lessons.

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

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

In Class Info, there is a feature “Syllabus” where you can check the materials of the class. “Members” will allow you to check the list of members who are taking the course and how they are using the WebClass. However, it will not be displayed if the Author does not activate this feature.

The materials used in the session is displayed on Material List. In Forum, there is “Wiki” where everyone can create and edit web pages, “Chat” for online conversation, and BBS” to post question, an opinion, etc. By Textbook, the slide for a session used by session and the inspection of a reference can be performed, and it can use as a text at the time of preparation and review, or a session. In Assessment, you can submit a report, answer a quiz / questionnaire, and take a periodic exam. A Unit combines Forum, Textbook, and Assessment material and you can work on it step by step. When you click a material’s “Details”, you can check your history in details screen.

- In Material List, the material which ended the attendance period or it had not reached at available time has a black material name, and cannot start material. However, if the course name link at the upper left of screen is clicked when a lecture cannot be taken, even if start time comes, the refresh of the page can be carried out and material can be started.
- Following operations causes problems such as answer and score data not being recorded properly.
 - = Using [Back Space] key to return to the previous page / using [F5] key to reload / directly closing the browser: Warning such as “Do you wish to move out of this page? The data entered will not be saved” will appear.
 - = Opening multiple materials at the same time; Warning such as “The system’s session information is lost. Please do not start the course material while other

material is open, since it may cause an error” will appear.

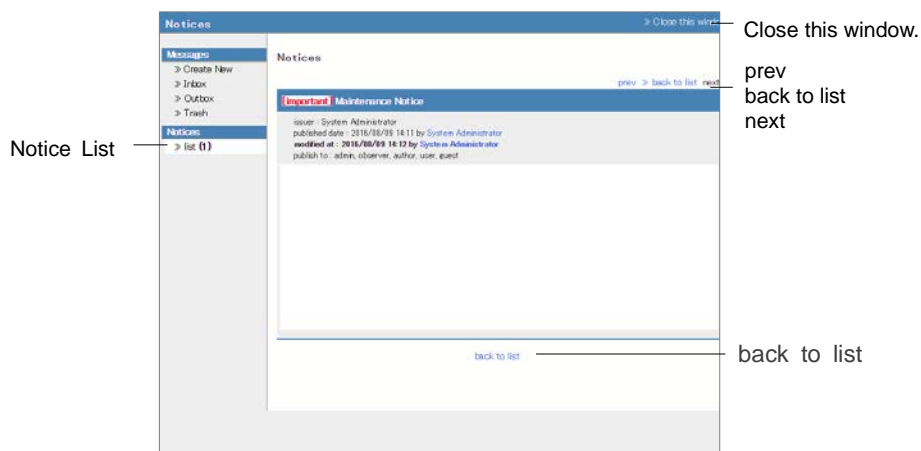
If the course is open to everyone, there will be a [Resign from this course] button displayed in the “Class Info” screen. To exit from the course, please click this button. However, your course scores data will be retained even after you exit from the course.

Checking Notices

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

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

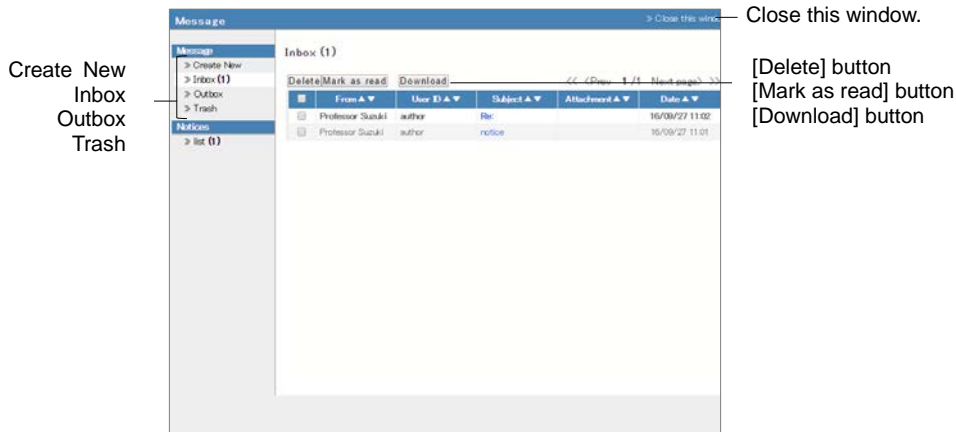
To close the “Notice/ Message” screen, click "Close this window" link in the upper right of the screen.



Communicating by Message

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

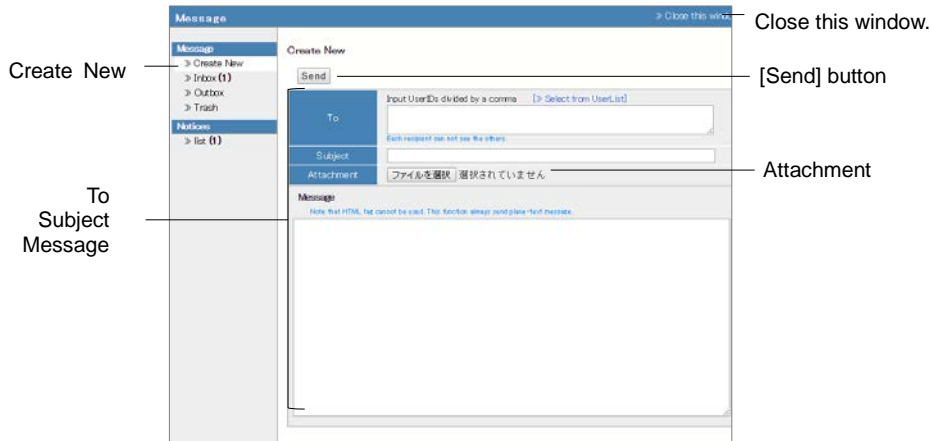
Click the "Notice / Message" icon. Then, the "Notice / Message" screen will be displayed. On this screen, you can create, send, receive and manage messages. To close the "Notice / Message" screen, click "Close this window." link at the upper right of the screen.



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

Sending message

Click the “Notice / Message” icon and open the “Notice / Message” screen. In this screen, you can write, send, receive and manage the message. To close the screen, click “Close this window” link in the upper right of the screen.

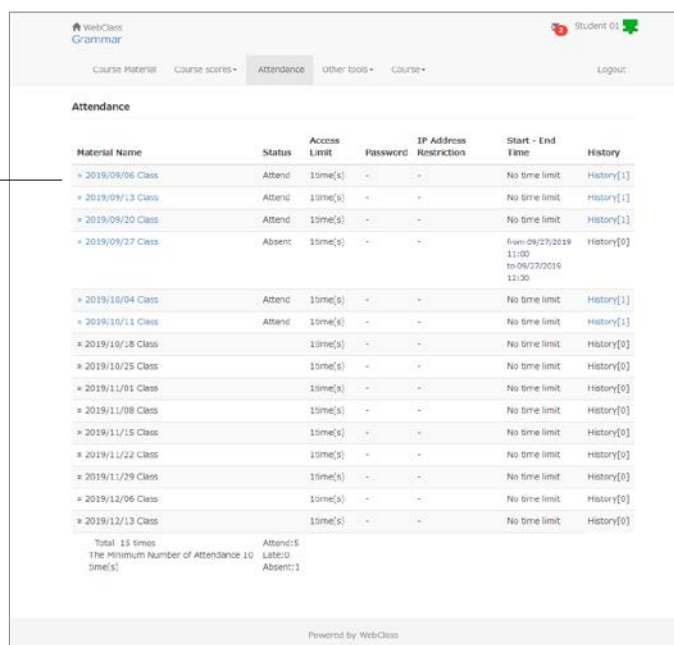


- 1 Click “Create New” or “Reply” of the received message.
- 2 Fill in “To”, “Subject” and “Message”. When you don’t know the user ID to specify the address, use “Select from User List” and you can specify the address easily.
 - Any user ID other than the course member cannot be specified as the address.
 - Depending on the options set up by the Author, the User List may not display course members with user permission.
 - Since the message is sent as text data, HTML tags cannot be used.
 - When a transmission error occurs by transferring mail to multiple destinations, mail transmission is interrupted.
- 3 You can also attach files.
- 4 Finally click [Send] button.

Sending attendance data

Click “Attendance” in the menu, and the “Attendance” screen will be displayed. In this screen, you can send the attendance data and check the attendance situation. To return the “Material List” screen, click the Material name link in upper left of the screen.

Attendance materials



Material Name	Status	Access Limit	Password	IP Address Restriction	Start - End Time	History
> 2019/09/06 Class	Attend	15me(s)	-	-	No time limit	History[1]
> 2019/09/13 Class	Attend	15me(s)	-	-	No time limit	History[1]
> 2019/09/20 Class	Attend	15me(s)	-	-	No time limit	History[1]
> 2019/09/27 Class	Absent	15me(s)	-	-	From: 09/27/2019 11:00 to 09/27/2019 11:30	History[0]
> 2019/10/04 Class	Attend	15me(s)	-	-	No time limit	History[1]
> 2019/10/11 Class	Attend	15me(s)	-	-	No time limit	History[1]
> 2019/10/18 Class		15me(s)	-	-	No time limit	History[0]
> 2019/10/25 Class		15me(s)	-	-	No time limit	History[0]
> 2019/11/01 Class		15me(s)	-	-	No time limit	History[0]
> 2019/11/08 Class		15me(s)	-	-	No time limit	History[0]
> 2019/11/15 Class		15me(s)	-	-	No time limit	History[0]
> 2019/11/22 Class		15me(s)	-	-	No time limit	History[0]
> 2019/11/29 Class		15me(s)	-	-	No time limit	History[0]
> 2019/12/06 Class		15me(s)	-	-	No time limit	History[0]
> 2019/12/13 Class		15me(s)	-	-	No time limit	History[0]

Total: 13 times
Attend: 5
Late: 0
Absent: 3

Powered by WebClass

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

Doing study assignments

In WebClass, you will use Material such as forum, reference, Assessment and unit. Among these, the material used during the session will be listed in the “Material List” screen. The blue-highlighted material is ready-to-use link. Please click the link and start your session.

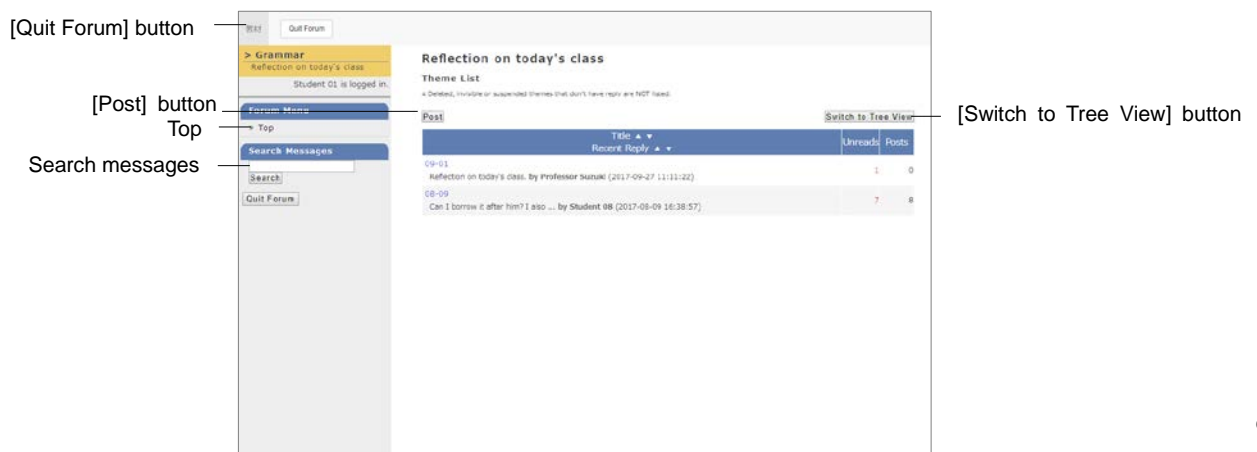
About Forum

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

To end Forum and return to the “Material List” screen, click [Quit Forum] button in the navigation of the upper left part of the screen.

Post to BBS

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



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

- The e-mail address and URL in a message are displayed as a link. In addition, a HTML tag cannot be used.
- It may be garbled if languages other than special fonts, such as Emoji and half-width katakana, Japanese, or English are used.
- In parts of the Android and iOS 5-, you can't upload files. In iOS 6+ you can upload only image files. Also, you can upload some files on iCloud Drive, DropBox, Google Drive and OneDrive etc. in iOS 9+.

Viewing articles:

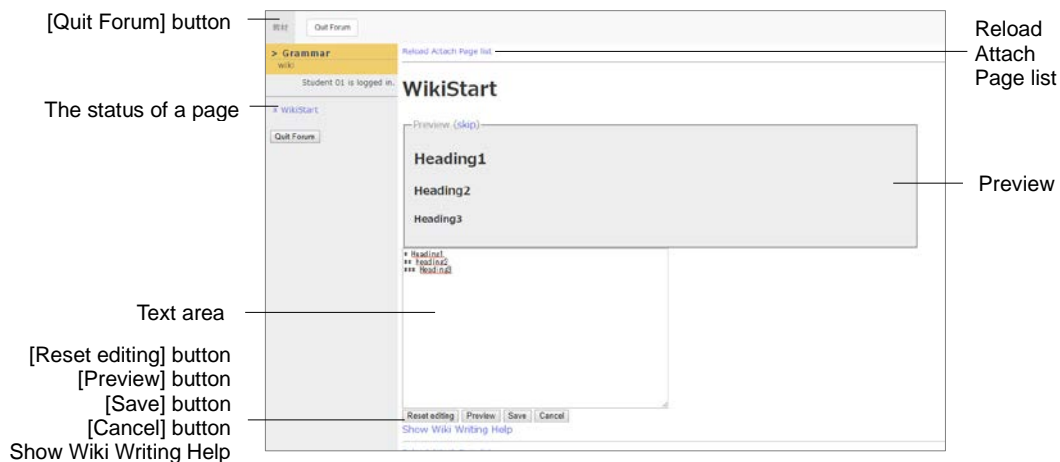
[Mark as read] button is displayed on the unread items. After reading an article, click the button so that you can distinguish unread articles from read articles. If you wish to attach a comment to any posted article, click “Reply to Message”.

Searching articles:

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

Creating pages in Wiki

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

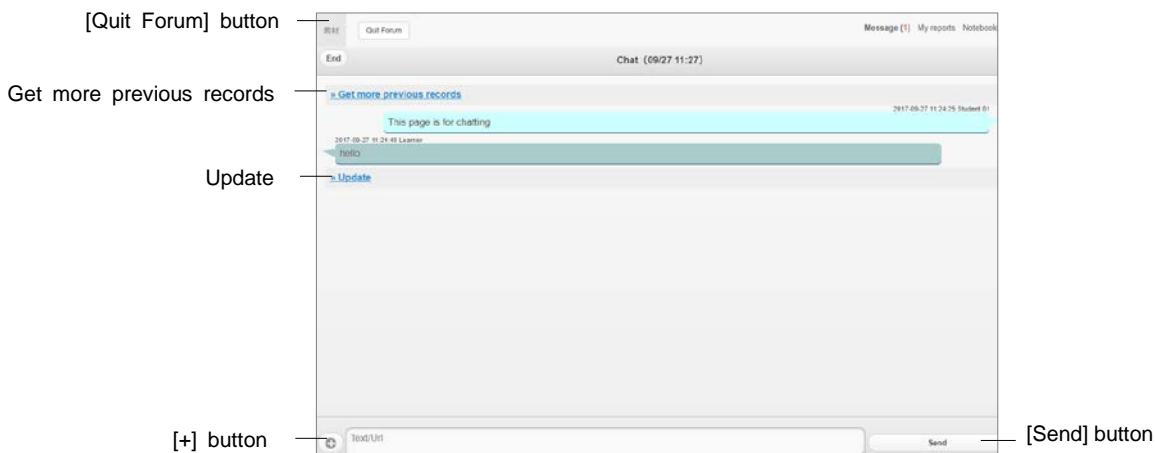


- 1 Click a Wiki material in the “Material List” screen to start the Wiki material.
- 2 Click [Edit] button and edit the page by referring to the description on how to write Wiki page.

- If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.
 - To create a new page, enclose the page name in brackets as "[[page name]]". Save the page, then you will be asked "Page name?". Click "?" link and start editing the newly created page.
- 3 Click [Preview] button to check whether the text was fixed as you intended. If there is no problem, click [Save] button.
- You can reset the change with [Reset editing] button before saving or previewing it. Click [Cancel] button to go back to where the change was saved last time.
- 4 To attach a file to a page, click "Attach". Pictures or link can be displayed in the attachment file page by using "#ref (file name)".
- With certain Android and iOS 5-, you can't upload files. With iOS 6+, only image files can be uploaded. With iOS 9+, you can upload files on iCloud Drive, DropBox, Google Drive and OneDrive etc.

Chat conversation

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

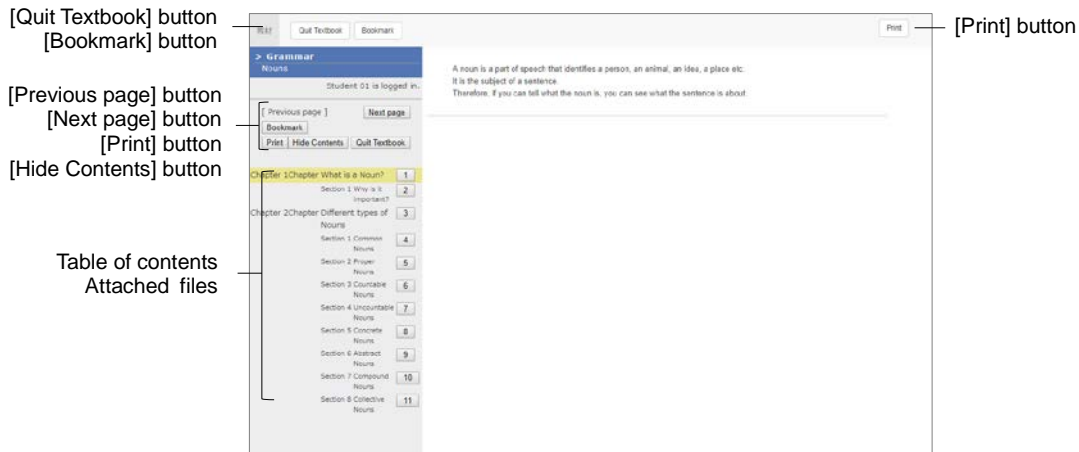


Click a Chat material in the "Material List" screen and the Chat screen will open. When you enter message into the text box and click [Send] button, the sent message will be displayed on the screen. Also, by clicking [+] button, you can open the posting box to attach files.

About Textbook

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

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



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

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

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

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

About Assessment

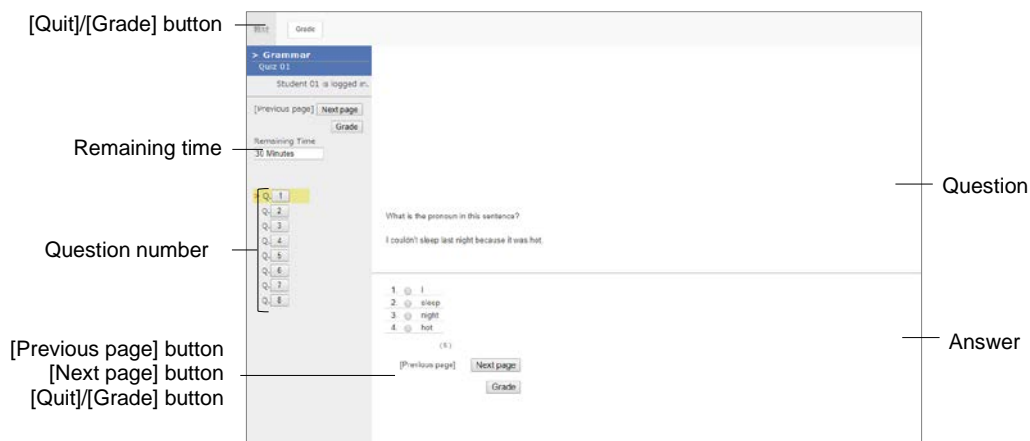
Please take assessment including multiple choice questions and description type questions, Test material and submit report and questionnaire. The results will be marked and analyzed so that you can use it for your further study.

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

Doing Test

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

- Answers are saved when you click each button and link including page movement. In addition, reports and description type's answers will be submitted.
- If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.
- On Description style answer, space, tab characters and line feeds are counted as characters.
- Your answers or uploaded report file will be answered when clicking the page move button, [Quit] / [Grade] button, or [Save answer] button.
- In Hot Potatoes materials, please quit it after clicking [Check] button.



- Answer according to question form. Residual time is displayed when the time limit is set up.
- After answering each question, click [Next page] button and move to the next question.
- After completing the answer, click [Quit] button.

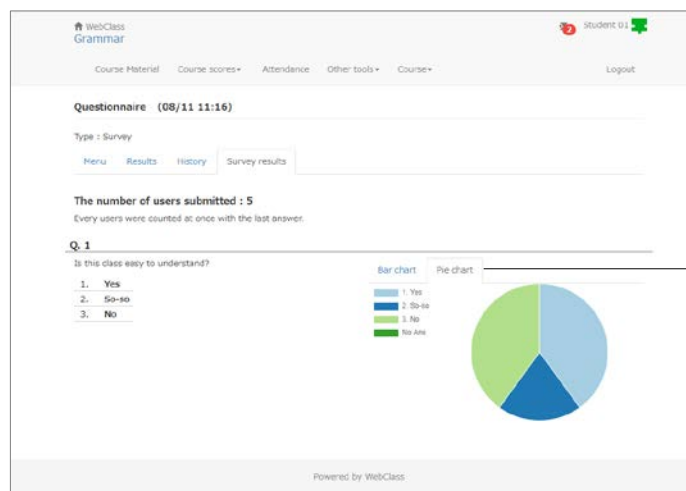
Checking your score:

In Test material, there is [Grade] button instead of [Quit] button on the answer screen. After completing the answer, please click [Grade] button. Your course score, score allotted to each question, correct answer rate and interpretations will be displayed. For details of test results, please refer to "Checking detailed Test result".

Checking results of the public survey:

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

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



Bar chart
Pie chart

Submitting report

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

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



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

Listing submitted reports by you:

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

Students estimate paper mutually

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

- After finishing the material, you can start “Peer Review”. If the available time has been set, you will see “Please evaluate other member's essays.” link in Material List and Strat Material after the deadline.

[Grade] button

Detailed answers

Question

The submitted file point

Comment

[Save] button

Grade	Course	User Name	User ID	Answer/Report Name	Date submitted	Score
[Grade]	Grammar	---	---	Q.1 Student 09_essay.docx	2017-08-09 16:43:20	7
[Grade]	Grammar	---	---	Q.1 Student 07_essay.docx	2017-08-09 16:36:12	6
[Grade]	Grammar	---	---	Q.1 Student 05_essay.docx	2017-08-09 16:31:18	8

- 1 Select the material to carry out peer review. In the Details screen, there will be a link saying "review other member's report". Click the link.
- 2 Click evaluatee's [Grade] button to show the grading screen.
- 3 Download the submitted file and check its material.
- 4 Input the comment and point to the report and click [Save] button.
- 5 Evaluate reports of the rest of the members.

Checking the result of “Peer Review” evaluation:

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

The screenshot shows a 'Peer Review Summary (Average Score Summary Mode)' window. It contains a table of review details and a score graph. Annotations point to specific elements:

- Close this window**: Points to a link in the top right corner.
- Review detail**: Points to the first row of the review details table.
- Score**: Points to the 'Average Score' column in the summary table.
- Score graph**: Points to the bar chart below the summary table.

Report/Reviewer	Review Date	Review Comment	Score
Submitted File: Student 01.yours.docx	2019-09-10 10:05:10		8

User Name	User ID	Average Score	Reviewer 1	Reviewer 2	Reviewer 3
Student 01	student01	6.7	[5.0]	[5.0]	[5.0]

Score Graph

The score graph shows a bar for the average score of 6.7. The x-axis is labeled 'point' and ranges from 0 to 8. The y-axis is labeled 'point' and ranges from 0 to 8. The number of users for each score is indicated by the height of the bars: 0 (0), 1 (0), 2 (0), 3 (0), 4 (1), 5 (3), 6 (1), 7 (0), 8 (0).

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

Recording your learning

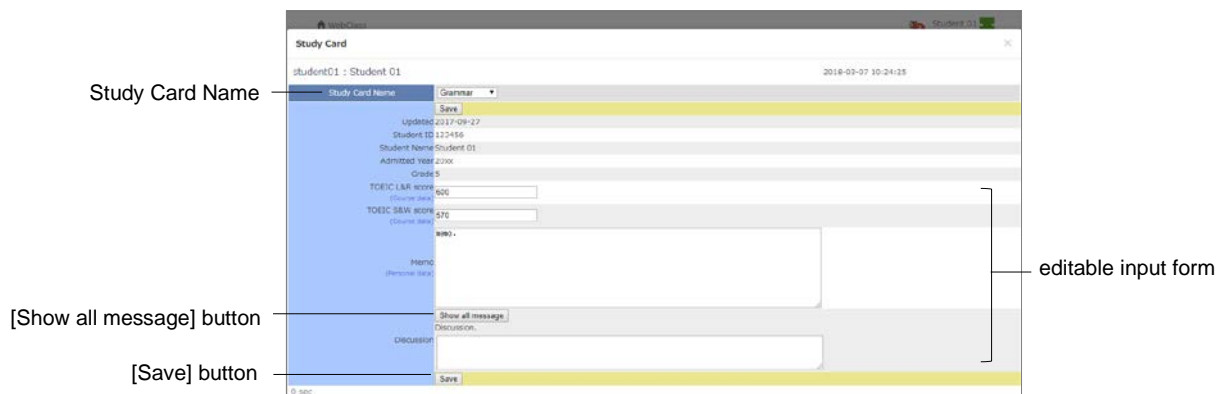
WebClass has a feature called "Study Card" that can keep your activity records and notes or comments from teachers. Study card can be used to plan your study and future course or to create your entry sheet and resume,

About Study Card

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

Editing Study Card

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



- ▶ The items marked as "Personal data" can be viewed and edited only by the person who entered the data.
- ▶ If there is a mail server, whenever there is an update in descriptive item such as "Question" of students or "Message" of the administrator, a notice of update will be automatically sent to the e-mail address registered by the user of the administrator. For details of mail setting, please refer to "Changing account information".

- ▶ If you use platform-dependent characters such as pictogram and single-byte katakana or language other than Japanese and English, characters may turn garbled.
- ▶ With certain Android and iOS 5-, you can't upload files. With iOS 6+, only image files can be uploaded. With iOS 9+, you can upload files on iCloud Drive, DropBox, Google Drive and OneDrive etc.

Checking course scores

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

About Course scores

Menu "Course scores" has "Summary", "Grades by Category Table", "Test Results" and "SCORM Activity Reports". Depending on the system setting, "Gradebook" may be displayed. Click items in the menu to open each screen.

Checking all scores, access count and time

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

- [Average Score] button
- [Highest Score] button
- [Lowest Score] button
- [Total Score] button
- [Number of Access] button
- [Total Time] button
- Period
- [Reload] button

Material	Score	Course Avg.
Quiz		
Quiz 01	40	41.2
Quiz 02	40	36.7
Quiz Sum	80	77.9
All about grammar 2		
Materials not found.		
All about grammar		
Essay assignment : Adjectives	30	33.2
All about grammar Sum	30	33.2
Textbook		
In-Action	0	0.0
Reading	5	1.8
Textbook Sum	5	1.8
Assessment		
Essay assignment : Nouns	**[?]	5.0
Essay assignment : Adjectives	30	33.2
Essay assignment : Adverbs	**[?]	0.0
Quiz 01	40	41.2
Report Assignment : (06/02-11/22)	**[?]	0.0
Quiz 02	40	37.5
Quiz 03	40	36.7
Classmate	**[?]	0.0
Assessment Sum	165	253.5

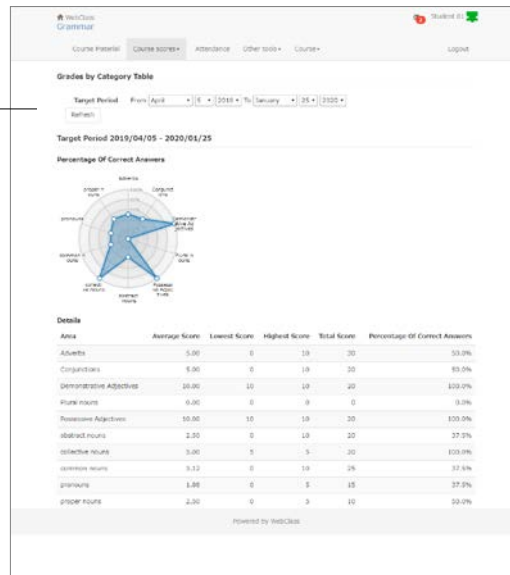
If you want to check Score, click [Average Score] button, [Highest Score] button, [Lowest Score] button or [Total Score] button. If you want to check Progress, click [Number of Access] button or [Total Time] button. In addition, you can set Period as search condition.

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

Analyzing scores for every category of questions

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

Target Period
[Refresh] button



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

Checking detailed Test result

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

Enlarge explanation frame

Show bar graph

Score

The average, maximum, minimum score

Allotted points

Percentage

Results and the score for every question

[Check] button

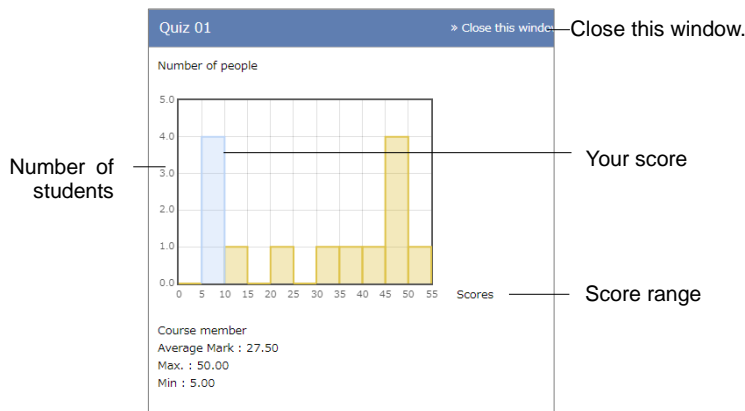
Question

Answer explanation

Your answer / correct answer

1 Check your results including score, score allotment, average score, highest/lowest score and percentage score.

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



2 To check the score distribution, click "View bar graph". A score graph takes the number along a vertical axis, and takes the score range along a horizontal axis, and a user's own score exists on a blue bar graph. In order to close a score graph, click "Close this window".

3 Correct answer is indicated by "Correct" and incorrect answer is indicated by "Incorrect". Click [Check] button to check detailed description on the question. If you need to enlarge the description box, click "Enlarge description box".

- 4 After checking course score, click the Course's name link located at the upper left part of the screen to return to the "Material List" screen.

Checking SCORM score summary

Click "Course Scores" > "SCORM Activity Reports" to view "SCORM Activity Reports" screen. In this screen, you can check not only your results (score, correct answers and highest/lowest score) but also your progress data (study progress, time and speed).

The screenshot shows the "SCORM Activity Reports - Grammar" window. On the left, there is a sidebar with "Items to display" (a list of checkboxes for User ID, Location, Study Status, Access Status, Score, etc.) and a "Show" button. Below it is a "Back to SCORM Select" button. The main area displays "SCORM : [Reading]" for "User Name: [Student 01]". It includes a "Progress" table with columns for various activities and a "Detailed Data" table with columns for SCO No, User ID, User Name, Study Status, and Score. On the right, there is a "Download details" link and a "Progress" label. The "Detailed Data" table contains the following information:

SCO No	User ID	User Name	Study Status	Score
1	student01	Student 01	completed	0
2	student01	Student 01	completed	0
3	student01	Student 01	completed	0
4	student01	Student 01	completed	0
5	student01	Student 01	completed	0
6	student01	Student 01	completed	0
7	student01	Student 01	passed	5

- 1 Select the SCORM material to view your result and click [Select] button.
- 2 Select SCO (Content for every chapter) to display, and click the check box of "Display Item". Click the [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. Moreover, click "Close this window" to close "SCORM Activity Reports" screen.

Checking your course grade

The method of grade evaluation differs from one course with another, so your assessment scores may not be reflected directly on your grade. Your grade is calculated according to the evaluation rate indicated on the syllabus and other materials. You can check it by clicking "Course scores" > "Gradebook" in the "Material List".

- Gradebook feature may be disabled by the administrator.



The screenshot shows a window titled "Gradebook" with a sub-header "Evaluation - Grammar". Below this, it identifies "Student 01 (student01)". A table displays the following data:

Material	Eval-weight	Eval-point
Essay assignment : Nouns	20.00	2.80
Essay assignment : Adjectives	20.00	12.00
Essay assignment : Adverbs	20.00	16.00
Quiz 01	20.00	18.00
Quiz 02	10.00	8.00
Quiz 03	10.00	10.00
total	100.00	66.80

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

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

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

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

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

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

This manual is translated by machine translation system.