

About Learning Management System

The Learning Management System is a system for conducting more effective learning using ICT. It can be used from PCs and smart devices. It is based on software called Sakai, which has been developed in a community of international universities that Hosei University also participates in.

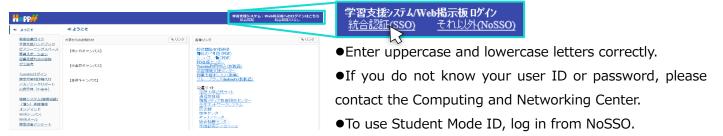
How to start and stop using the Learning Management System

1. Log in

To use the Learning Management System, use a Web browser such as Google Chrome. Start a web browser on your PC or smart device and enter the following address:

https:// hoppii.hosei.ac.jp/

From the link at the top right of the page, enter your user ID and password to authenticate.





2. Log out

Click on your username at the top right of the screen.
 Click "Log Out" to log out.

Basic structure of the screen

The screen displayed after login consists of the following three areas:

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Classes There is a Home tab and class tabs.

Tools There are links to various tools.

Main area Input instructions, check the status, etc.

Hint If there are classes that are not displayed on the tabs, click the "Membership" to see move classes.

Guidebook for instructors(Simple manual)

My Workspace mode and class mode

You can select a mode by clicking the class name tab or the Home tab.

1. My Workspace mode

Click the Home tab. You can view information on all classes and manage your personal information.

Happ#		III Stes 🛛 🕕 Taro		
	Workspace		Overview	Display task, timetable, and announcements.
A Profile Monitoriality Kensures Kensures Announcements Announcements Announcements Announcements Announcements	Announcements (Manual Announcements (many announcements and bio taxa 20 days) (There are can vary ne announcements and this trackers.	Line	Profile Membership	For setting your email address, department, and field of interest. Note Entering profile information is optional. Display a list of assigned classes.
Grane Rackets React Grane Rackets React Grane Reacting Racket Colone Reacting Colone	Image: Second	Responses for the by United y	Resources Announcements Preferences	Display a list of materials in "Copy Content from My Other Sites". Display a list of announcements created in the assigned classes. For selecting a language either Japanese or English.
	Image: Constraint of the second sec		Account	For checking your account information. Note For NoSSO, you can change your password here.
	Pic a movie curser on the concernence, then the orders nome will pay up		Online Bulletin Board	Access to Online Bulletin Board attached to this LMS.

2. Class mode

Click the class name tab. You can manage each class.

Happ#		🏥 Sites 🅕 Taro		
wittone v Junearad	Class name		Overview	Display class information, announcements, and notifications.
nd Ameuncomonts	Hallman PEdi NUR Netice	stors concorning Courses % Link	Announcements	For creating and displaying class announcements.
Resources	学部 :	066 -	Resources	For uploading and browsing materials.
🖉 Tosts & Guizzos	Ann	ouncements gramouncements from the last 30 days)	Assignments	For creating assignments, and evaluating student submissions.
(all Clidear Re Fours	Г	rete are currently no announcements at this location.	Tests & Quizzes	For creating tests, and reviewing student responses.
 She into She into Rooter 			Clicker	For creating and using clicker for use in class.
Gradebook			Forums	For creating topics and exchanging opinions with students.
C Statutes	Macan	pe Cienter Notifications	Site Info	For viewing and editing class information.
Information Portacises Online learning(PC) Online learning(SP)	New	vin Esrums none	Roster	For checking a list of students.
Online Syllabus Hosei University Graal			Gradebook	For giving grades.
			Statistics	Display statistical information such as the number of accesses.

Reset function

You can cancel the input or inquiry and display the top page of each tool.

By moving the mouse cursor to the upper left title of each function displayed in the main area, the icon changes as shown below. After the icon changes, click the title to display the top page of each tool.



1 $% = 10^{-1}$ Move the mouse cursor to the title of each tool.

···Before hovering the mouse cursor

② Confirm that the icon has changed to "
"
"
and click.

···After hovering the mouse cursor

Hint If you click the title of each tool, the contents of the work you are performing will be initialized.
 If you want to save your work, press the Save or Update button and then display the top page.
 Note It is not recommended to use the browser's back button.

Also, do not use Learning Management System with multiple browser tabs.

Guidebook for instructors(Simple manual)

Register change or your email address

By registering your email address, you can receive notifications from Learning Management System.

1		III Sites 🛛 🌘
#Home ~	Economics I v Jurisprudence I v Science I v	
Overview	My profile Connections Search Privacy Preferences	
Account Online Bull	Taro Shiomi Profile Basic Information You haven't filled out any information yet Contact Information You haven't filled out any information yet	
Informatic Informatic Online lear Online lear Web Syllal	an Bertal(EC) on Fortal(SP) ming(SP) bus versity. Gmail	
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	Email1 no-reply@mail.hoppii.hosei.ac.	ip
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	Receive Reminder Reject E-mail1 Reject E-mail2	
	 %If you check "Reject E-mail", you will not receive any emails from "Learnin Management System" and "Online Bulletin Board". %Reminder is a notification delivered one day before the assignment deadli (if set by the teacher). If you refuse to receive e-mail addresses 1 and 2, you will not be able to receive from the reminder. 	
	Home page	7
	Work phone ("-" is unnecessary)	
	Home phone ("-" is unnecessary)	
	Mobile phone ("-" is unnecessary)	
	simile ("-" is unnecessary)	
	Save changes Cancel	

1 Click Home.

2 Click Profile.

③ "My profile" page is displayed initially.
④ Move the cursor over the "Contact Information" area.

5 Click Edit.

6 Contact information can be entered.

O "Email 2" can be entered. Enter your personal email address on "Email 2".

Hint "Email 1" is the address given by Hosei University.

⑧ Change the checks below if necessary.•"Receive Reminder"

•"Reject E-mail1"

"Reject E-mail2"

Hint If you check "Receive Reminder", you will always be notified by e-mail of the reminder, just like students who have not submitted their assignments one day before the due date.

Hint If you check "Reject E-mail1" or "Reject E-mail2", you will not receive any emails from "Learning Management System" and "Online Bulletin Board" to the checked address.

Click "Save changes".

■ Set personal information.

You can optionally set other information in the same way as "Contact Information". To change the picture, click the "Change picture" that appears when you move the cursor over the silhouette image.

For the items you set here, you can set the scope of disclosure to other users in Privacy. The scope of disclosure is limited by default. Other users can see the allowed items on the Connection page.

Explaining the LMS to students

1. Guidebook for students

A guidebook for students that describes how to operate the Learning Management System is available. Please tell students to refer to it.

Note Explaining to students

- Tell the students that the session timeout is set at "100 minutes".
- Students are not registered for classes on the LMS before an official registration on the Information Portal.Tell the students to temporarily register for the course before the official registration is finalized.
- Access from a smart device may cause unexpected behavior, so please tell to access from a PC when performing important operations such as submission.
- 2. Automatic switching from interim registration to definitive registration

The official registration data on the Information Portal will be registered in the "Learning Management System" every Monday (However, it will be registered every weekday around April and September).

3. Send notifications to students by email

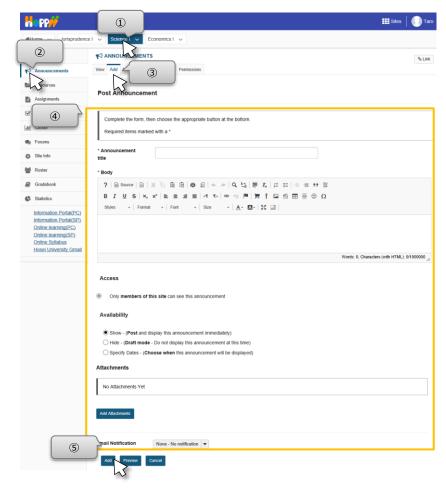
Students can log in to the "Learning Management System" using a smart device in the same way as a PC and check "Announcements" and "Assignments". In addition, students can receive notification by email by registering their email address in Profile. However, in order to send notifications to students, instructors must select the "Email Notification" option for each tool.

Hint The URL to log in from a smart device is the same as the one accessed from a PC.

Use in class

1. Announce to students

Instructors can announce to students outside of class hours.



① Select the class for which you want to set "Announcements".

Select "Announcements".

③ Select Add at the top left.

Post Announcement" is displayed. Set the necessary items.

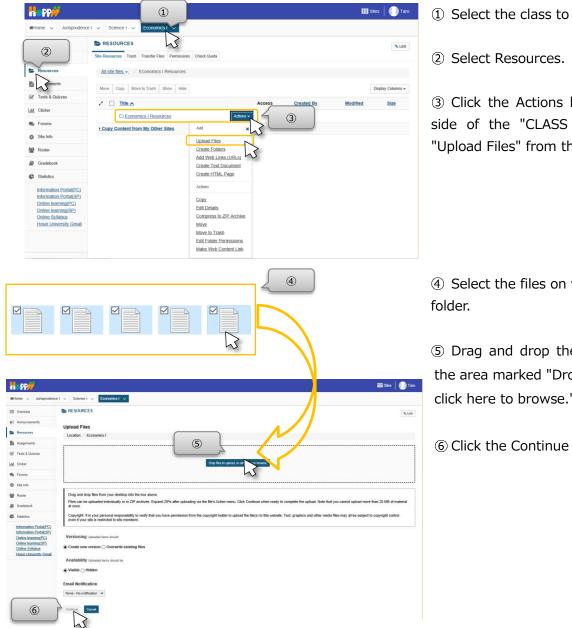
⑤ Click the Add button at the bottom. The created announcement is added to the list.

Note On this announcement, [changing classroom] and [Class Cancellation] will also be informed by administrative office.

Guidebook for instructors(Simple manual)

2. Distribute class materials

Instructors can distribute class materials to students.



① Select the class to be set.

3 Click the Actions button on the right side of the "CLASS Resources". Select "Upload Files" from the menu.

④ Select the files on your desktop or any

⑤ Drag and drop the selected files into the area marked "Drop files to upload, or click here to browse."

⁽⁶⁾ Click the Continue button.

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Overview	RESOURCES				% Li
Announcements	Site Resources Trash Transfer Files Permissions Check Quota				
Resources	All site files + / Economics I Resources				
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۰ L	Class2.text.txt Actions	Entire site	Taro Shiomi	2020/03/22 10:34	4 bytes
Roster	Class3 text.txt Actions	Entire site	Taro Shiomi	2020/03/22 10:34	4 bytes
Gradebook Gradebook	Class4 text.bt Actions	Entire site	Taro Shiomi	2020/03/22 10:34	4 bytes
Statistics	Class5 text.txt Actions	Entire site	Taro Shiomi	2020/03/22 10:34	4 bytes

⑦ Check the uploaded files on the "Site Resources" page.

Guidebook for instructors(Simple manual)

- 3. Set assignments
- 3-1. Add assignments for students

Instructors can add assignments for students.

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	us significant to series	en Brodila).						
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L	All Purpose Item	Add						
6	Post Preview	Save Draft Cancel						
	3							

1 Select the class to be set.

Select Assignments.

3 Select Add at the top left.

④ "Add new assignment" is displayed.Set the necessary items.

(5) If you created the assignment in WORD, click "Add Attachments" to attach.

⑥ Click the Post button at the bottom.The created assignment is added to the list.

Guidebook for instructors(Simple manual)

3-2. Evaluate assignment submissions

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<u>19A0003 スト.学生3</u> <u>19A0004 テスト.学生4</u> 19A0005 テスト.学生5

Instructors can add comments to student submissions.

Note Students may resubmit (overwrite) assignments before the due date, so instructors should be careful when evaluate student submissions before the due date. There is no function to limit resubmit (overwriting) of student assignments before the due date.

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No Subm

① Select the class for which you want to evaluate submissions.

② Select Assignments.

③ Select "Assignment List" at the top.

④ Select Grade under the assignment in the title column of the list.

Hint If you set the "Grade Scale" to "No Grade", the "Grade" will be "View Submissions".

(5) Select the student whose assignment submission you want to evaluate.

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Happ	III Stee 🌖 Tao
#Home v Jurisprudence	1 V Science 1 V Economics 1 V
E Overview	ASSIGNMENTS SUBMENTS
¶© Announcements	Add Assignment List Grade Report Student View Permissions Options Removed Assignments List
Resources	3/1 Report - Grading
Assignments	Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.
🐨 Tests & Quizzes	CPrevious CPrevious Urgrated Navigate Submissions
all Clicker	(Charges will be not saved) Rotum to List Next Digraded > Next >
Re Forums	(Charges will be not saved)
O Site Info	Navigate between students with submissions only
볼 Roster	
Gradebook	Student Taro Shiomi (1940001)
Statistics	Submitted Date 2020/03/16 15:20 Status Ungraded
Information Portal(PC) Information Portal(SP)	Assignment Instructions
Online learning(PC) Online learning(SP)	Assignment Submission
Online Syllabus	Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments sumounded by double curty braces, (like this)), will appear red to the student.
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(6) Enter comments in "Instructor Summary Comments".

⑦ Click the "Save and Release to Student" button.

Note If you want to release to the student at a later date, you may select the "Save and Don't Release to Student" button.

Guidebook for instructors(Simple manual)

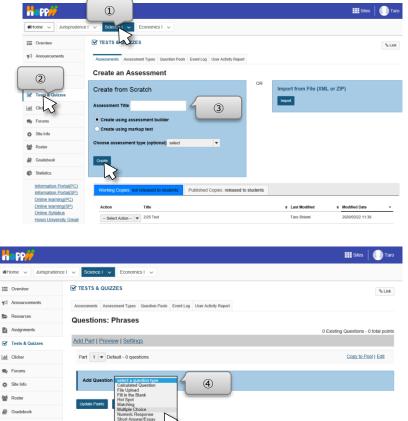
4. Set assessments / questionnair

C Statistics

ion Portal(PC) ion Portal(SP)

4-1. Create assessments / questionnair

Instructors can create online assessments / questionnair.



1 Select the class to be set.

② Select "Tests & Quizzes".

③ Enter a title in the "Assessment Title" field and click the Create button.

 ④ Click "select a question type ▼" next to "Add Question" and select the type of question you want to create. For example, select "Multiple Choice". 法政大学 HOSEI University

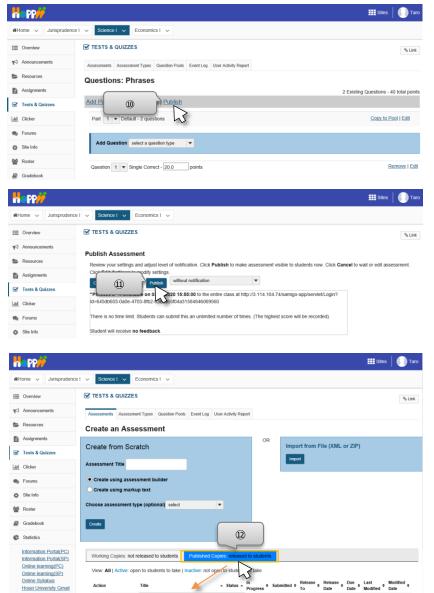
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				⑤ The "Edit Question" screen is displayed.
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#Home v Jurisprudence	Science I v Economics	1 •		Set the necessary items.
E Overview	TESTS & QUIZZES		9 ₀ Link	
₩\$ Announcements	Assessments Assessment Types G	Justion Pools Event Log User Activity Report		
Resources	Assessments / Questions: Phr	ases / Question 3		6 Select a grading logic. For example,
Assignments				
Tests & Quizzes	Edit Question: Phrases			select "Single Correct" in Answer.
Forums	Question3 - Multiple Choice			
O Site Info	Change Question Type	Multiple Choice V		
👹 Roster	Save Cancel			
B Gradebook	Answer Point Value	•• 5		
Statistics	Display Point Value while student is taking the exam	Yes No		
Information Portal(PC) Information Portal(SP)	Answer (What's This?)			⑦ Enter "Question Text".
6	 Single Correct 			
	Points deducted for incorr Multiple Correct, Single Select			
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	Question Text	Show All Rich-Text Editors		⑧ Create correct answer.
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				Note To use Multiple Choice for survey,
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	No Attachment(s) yet Add Attachments			set a dummy correct answer.
	AND ADJOINTINGS			
8	Correct Answer			
	O A Remove			Click the Save button.
	Correct Answer			Hint To create more questions, repeat the
	O B Remove			rine to create more questions, repeat the
				above steps from "Add Question".
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		● No		
	Require Rationale	⊖Yes ●No		
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	following)			
	Incorrect Answer Feedback (optional)			
9	Save Canoel			

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Active

-- Select Action -- 💌 Phrases

1 Select Publish.

① The "Publish Assessment" screen appears. Click the Publish button.

① The published assessment is displayed on the "Published Copies: released to students" tab.

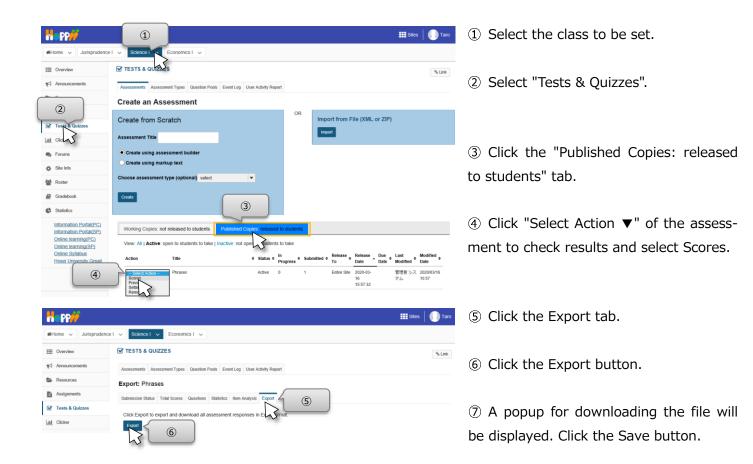
Entire Site 2020-03-16 15:57:32

管理者シス 2020/03/16 テム 15:57



4-2. Check assessment / questionnair results

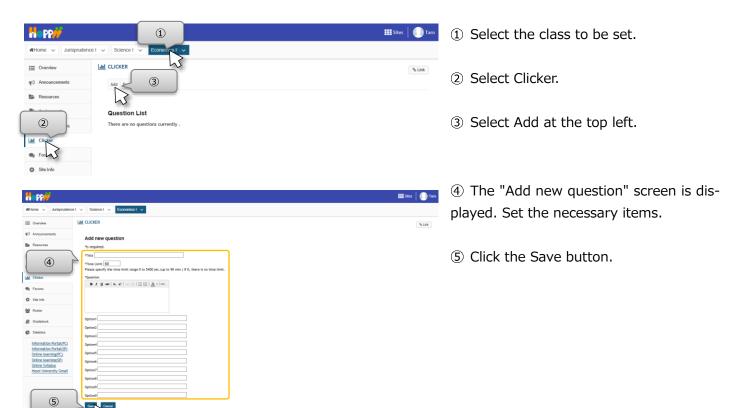
Instructors can download the assessment / questionnair results.





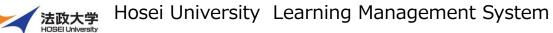
- 5. Use clicker
- 5-1. Create questions

When using a clicker during class hours. Questions must be made before class.



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E Overview	III CLICKER					% Link
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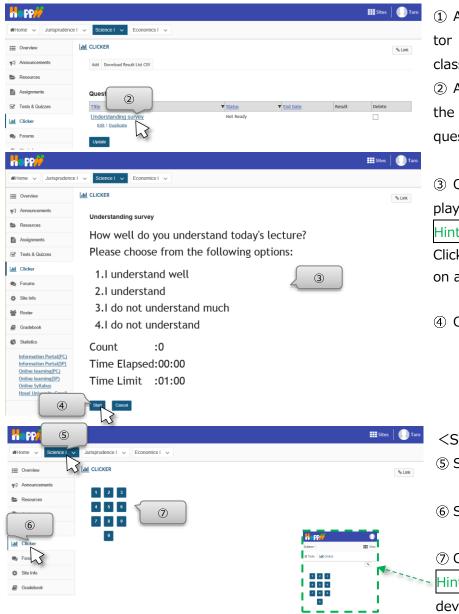
⑥ Verify that the question you will use in class have been added.



5-2. Using a clicker during class hours

Instructor ask question, and students look at the question and respond. When using the clicker, the actions of the instructor and the students are linked, so the following steps describe each screen.

<Screen of instructor>



① At the beginning of the class, instructor projects the laptop screen with the classroom projector.

② After performing steps ① and ② on the previous page, click the title of the question to be used in that scene.

③ Question is displayed. Explain the displayed question to the student.

Hint Instruct the student to display the Clicker in Learning Management System on a PC or smart device.

④ Click the Start button.

<Screen of student>

(5) Select the class to be set.

6 Select Clicker.

⑦ Click a number.

Hint Students also can answer on smart device.

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		III Sites	< Screen of instructor>
Home V Jurisprudence	el v Sciencel v Economics I v		(8) The question will end by clicking the
E Overview		% Link	
¶<} Announcements	Understanding survey		Stop button or after the time limit.
Resources			
Assignments	How well do you understand today's lecture?		
🐨 Tests & Quizzes	Please choose from the following options:		Click the Result button.
Lill Clicker	1.I understand well		
n Forums	2.1 understand		
Site Info	3.1 do not understand much		
Roster			
Gradebook	4.1 do not understand		
Statistics	Count :2		
Information Portal(PC) Information Portal(SP)	Time Elapsed:01:00		
Online learning(PC) Online learning(SP)	Time Limit :01:00		
<u>Online Syllabus</u> Hosei University Gmail			
9			
		III Sites 🚺 Taro	1 The result of the question is displayed.
r∰Home ∨ Jurisprudenc	el v Sciencel v Economics I v		
E Overview		% Link	Select "Question List" for next use.
¶⊄ Announcements	Question List		
E Resources			
Assignments	Understanding survey (1)		
✓ Tests & Quizzes	How well do you understand today's lecture?		
Lahl Clicker	Please choose from the following options:	2 (100.0%)	
n Forums	2.1 understand 0 (0.0%)	_ (
Site Info	3.1 do not understand much 0 (0.0%) 4.1 do not understand 0 (0.0%)		

Guidebook for instructors(Simple manual)

Forums

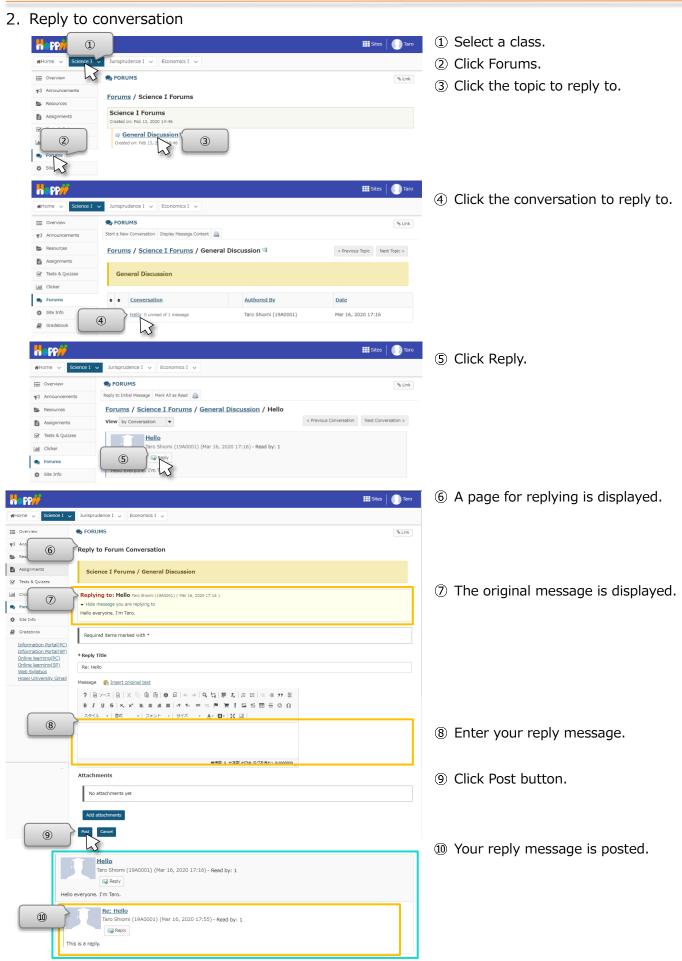
Instructors can give the students themes so they can discuss them throughout the class.

1. Create a new conversation

	D	🏭 Sites 🊺 Taro	① Select a class.
Home V Science I	Jurisprudence I v Economics I v		 Click Forums.
E Overview	N 👷 FORUMS	% Link	 Click the topic to post your message.
Announcements	Forums / Science I Forums		
Assignments	Science I Forums Created on: Feb 13, 2020 14:46		
2	Created on: Peb 13, 2020 14:46		
Forums Site			
		III Sites 🛛 🕕 Taro	④ Click "Start a New Conversation".
r Home ∨ Science I	✓ Jurisprudence I ✓ Economics I ✓		
E Overview	Start a New Conversation Display Message Content	% Link	
Resou	Forum / Science I Forums / General Discussion	< Previous Topic Next Topic >	
Assignments Tests & Quizzes	General Discussion		
Clicker	There are no messages posted.		
Site Info	-		
			⑤ Enter a title for your message.
		🇱 Sites 📗 🚺 Taro	
Home V Science I V Ju	urisprudence I v Economics I v		6 Enter your message.
E Overview	FORUMS	% Link	⑦ Click Post button.
Resources St	tart a Conversation		
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Online learning(SP) Web Syllabus	? 図>-> 0 X O 値 団 巻 8 ← → Q 23 罪 Z 詳 詳 = 非 ** 第		
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6			
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	No attachments yet		
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10 or 14			
		III Sites 🛛 🚺 Taro	⑧ A new conversation is created.
Overview Announcements	Start a New Conversation Display Message Content	% Link	
Resources	Forums / Science I Forums / General Discussion @	< Previous Topic Next Topic >	
Assignments			
Tests & Quizzes	General Discussion		
Clicker Forup	Conversation Authored By	Date	
🗴 Site 🔞	Hello 0 unread of 1 message Taro Shiomi (19A0001)	Mar 16, 2020 17:16	
Gradebook			
Information Portal(PC) Information Portal(SP)		< Previous Topic Next Topic >	
Online learning(PC)		- 17 -	
		± 1	

法政大学

Guidebook for instructors(Simple manual)

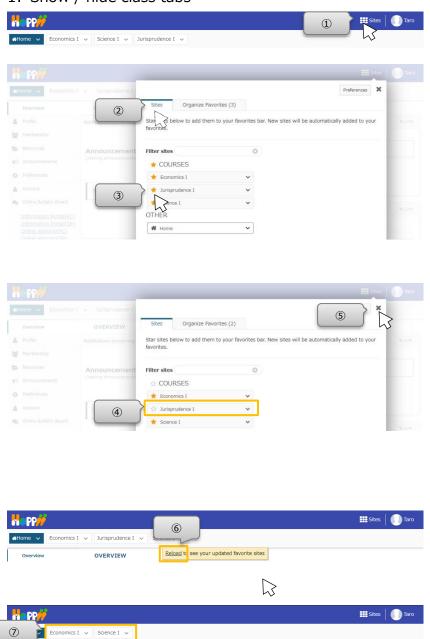




Customize class tabs

You can set the class tabs to display only the classes you use frequently. You can also change the order of the class tabs.

1. Show / hide class tabs



① Click the Sites link at the top right.

 If the Sites tab is not selected, click the Sites tab.

(3) Click the star (\star) of the class you want to hide.

④ The star of the class you want to hide turns colorless.

(5) Click the "x" button at the top right.

Hint The setting will be reflected by clicking the browser screen other than the window instead of the "x" button.

⁽⁶⁾ When "Reload to see your updated favorite sites" is displayed, click Reload.

 $\ensuremath{\textcircled{}}$ The class tab you set is hidden.

Hint

If you want to redisplay the class tab, follow the same procedure to restore the star (\star). You can see the classes you have hidden from the Membership page in Home tab.

Hint By clicking "v" on the right of the class tab, you can open the page of each tool directly.



2. Reorder class tabs

RHome v Economics I v Science I v Jurisprudence I v	$(\ensuremath{\underline{1}})$ Click the Sites link at the top right.
Interferences Interferences<	 ② Click the "Organize Favorites" tab. ③ Drag the "≡" icon on the right of the class whose order you want to change. Hint "Drag" is the operation of moving the mouse while holding down the button.
Image:	④ Drop it where you want.
Werdow OVERVIEW Institution Institution </td <td>Hint "Drop" is the operation of re- leasing the button while dragging.</td>	Hint "Drop" is the operation of re- leasing the button while dragging.
EE sins Tro	⑤ Check the changed order.⑥ Click the "x" button at the top right.
 Profile Profile	Hint The setting will be reflected by clicking the browser screen other than the window instead of the "x" button.
Home Economics I Jurisprudence I Image: Conomics I Imag	⑦ When "Reload to see your updated fa- vorite sites" is displayed, click Reload.
Science I v Jurisprudence I v Economics I v	⑧ The order of the class tabs is changed.

Inquiries about The Learning Management System are accepted on the following website. https://hosei-kyoiku.jp/lms_toiawase/

Ver. 2020/4/1