

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:

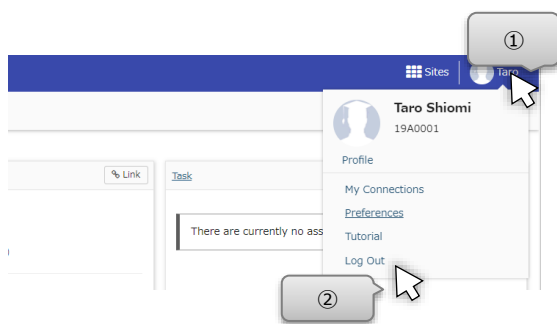
https:// hoppii.hosei.ac.jp/

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



- Enter uppercase and lowercase letters correctly.
- If you do not know your user ID or password, please contact the Computing and Networking Center.
- To use Student Mode ID, log in from NoSSO.

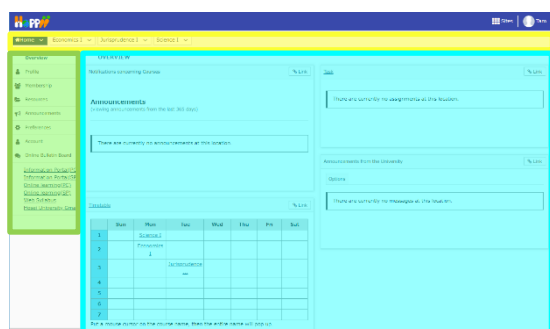
2. Log out



- ① Click on your username at the top right of the screen.
- ② Click "Log Out" to log out.

Basic structure of the screen

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



Classes There is a Home tab and class tabs.

Tools There are links to various tools.

Main area Input instructions, check the status, etc.

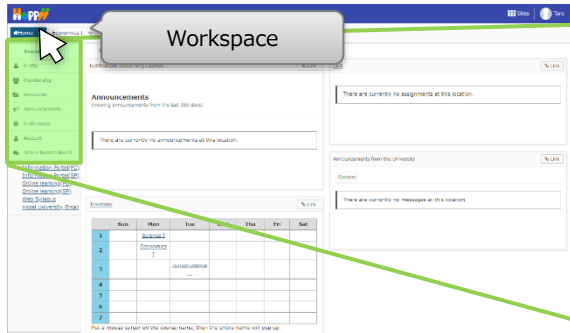
Hint If there are classes that are not displayed on the tabs, click the "Membership" to see move classes.

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

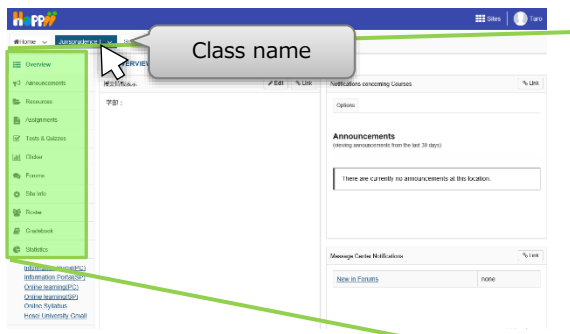
Click the Home tab. You can view information on all classes and manage your personal information.



Overview	Display task, timetable, and announcements.
Profile	For setting your email address, department, and field of interest. Note Entering profile information is optional.
Membership	Display a list of assigned classes.
Resources	Display a list of materials in "Copy Content from My Other Sites".
Announcements	Display a list of announcements created in the assigned classes.
Preferences	For selecting a language either Japanese or English.
Account	For checking your account information. Note For NoSSO, you can change your password here.
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.

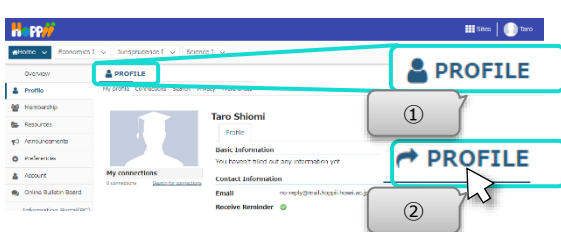


Overview	Display class information, announcements, and notifications.
Announcements	For creating and displaying class announcements.
Resources	For uploading and browsing materials.
Assignments	For creating assignments, and evaluating student submissions.
Tests & Quizzes	For creating tests, and reviewing student responses.
Clicker	For creating and using clicker for use in class.
Forums	For creating topics and exchanging opinions with students.
Site Info	For viewing and editing class information.
Roster	For checking a list of students.
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 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.

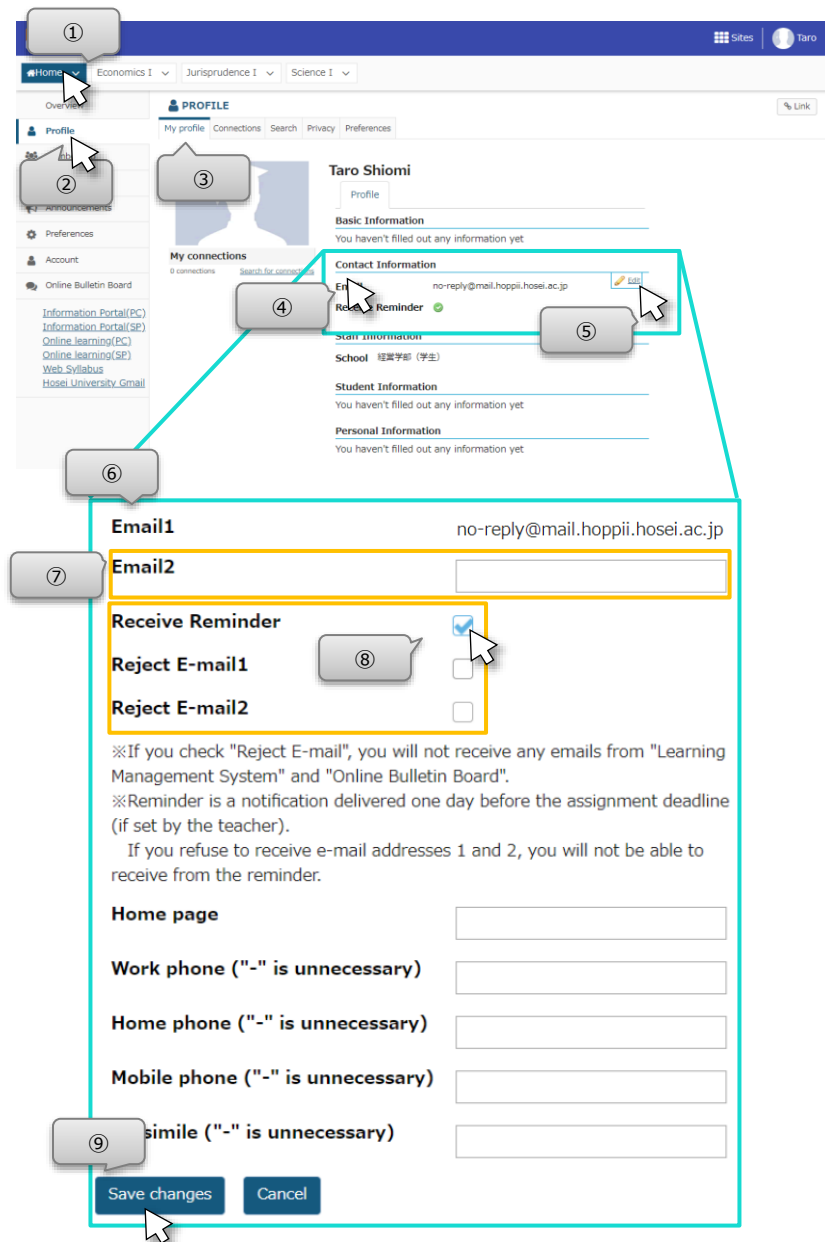
If you want to save your work, press the Save or Update button and then display the top page.

Note It is not recommended to use the browser's back button.

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

Register change or your email address

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



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.

⑦ "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.

⑨ 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

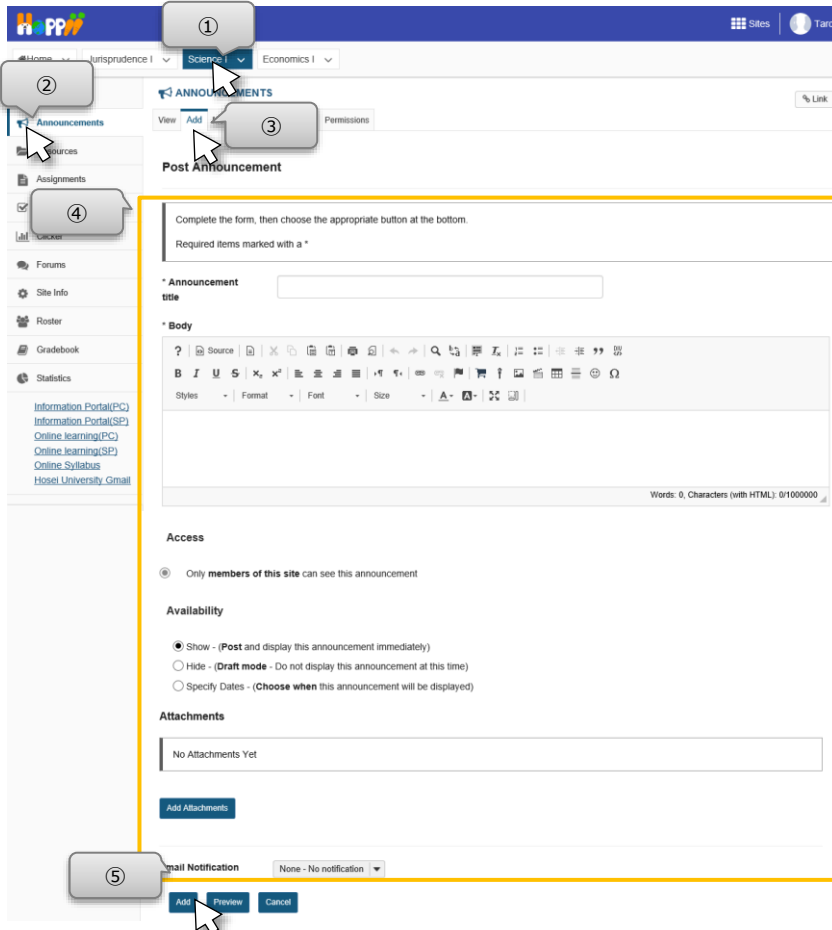
Students can log in to the "Learning Management System" using a smart device in the same way as a PC and check "Announcements" and "Assignments". In addition, students can receive notification by email by registering their email address in Profile. However, in order to send notifications to students,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

② Select "Announcements".

③ Select Add at the top left.

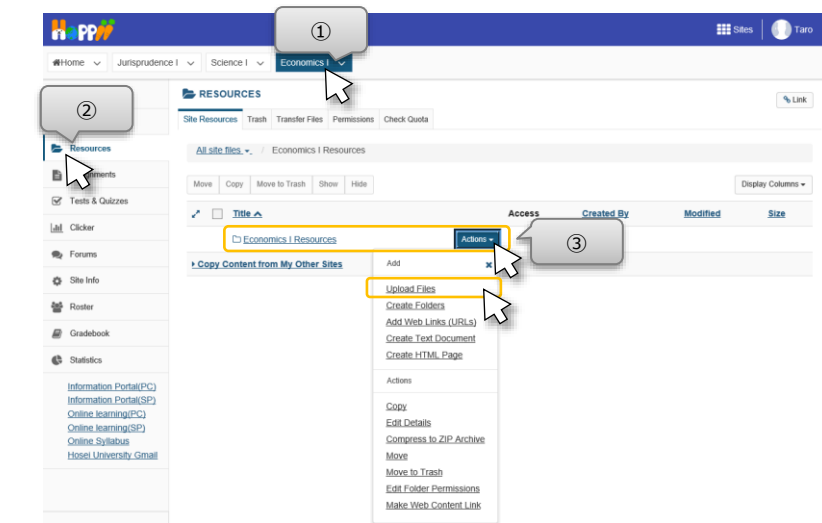
④ "Post Announcement" is displayed. Set the necessary items.

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.

2. Distribute class materials

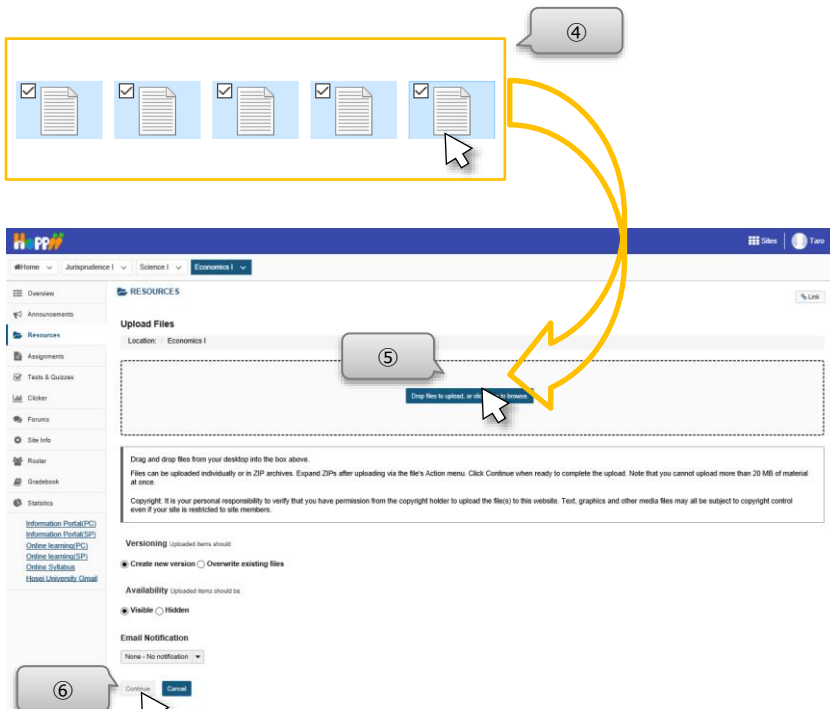
Instructors can distribute class materials to students.



① Select the class to be set.

② Select Resources.

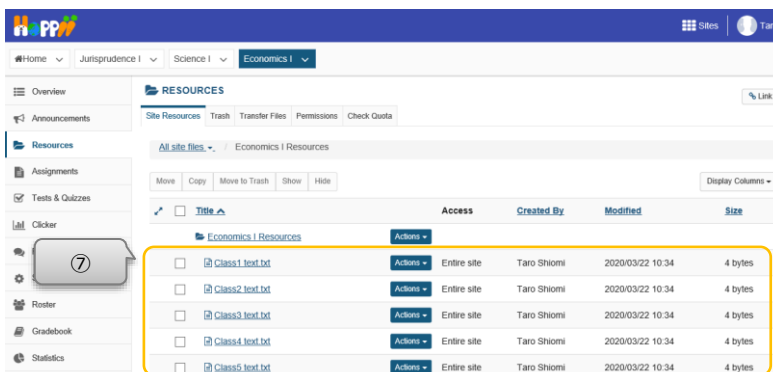
③ Click the Actions button on the right side of the "CLASS Resources". Select "Upload Files" from the menu.



④ Select the files on your desktop or any folder.

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.

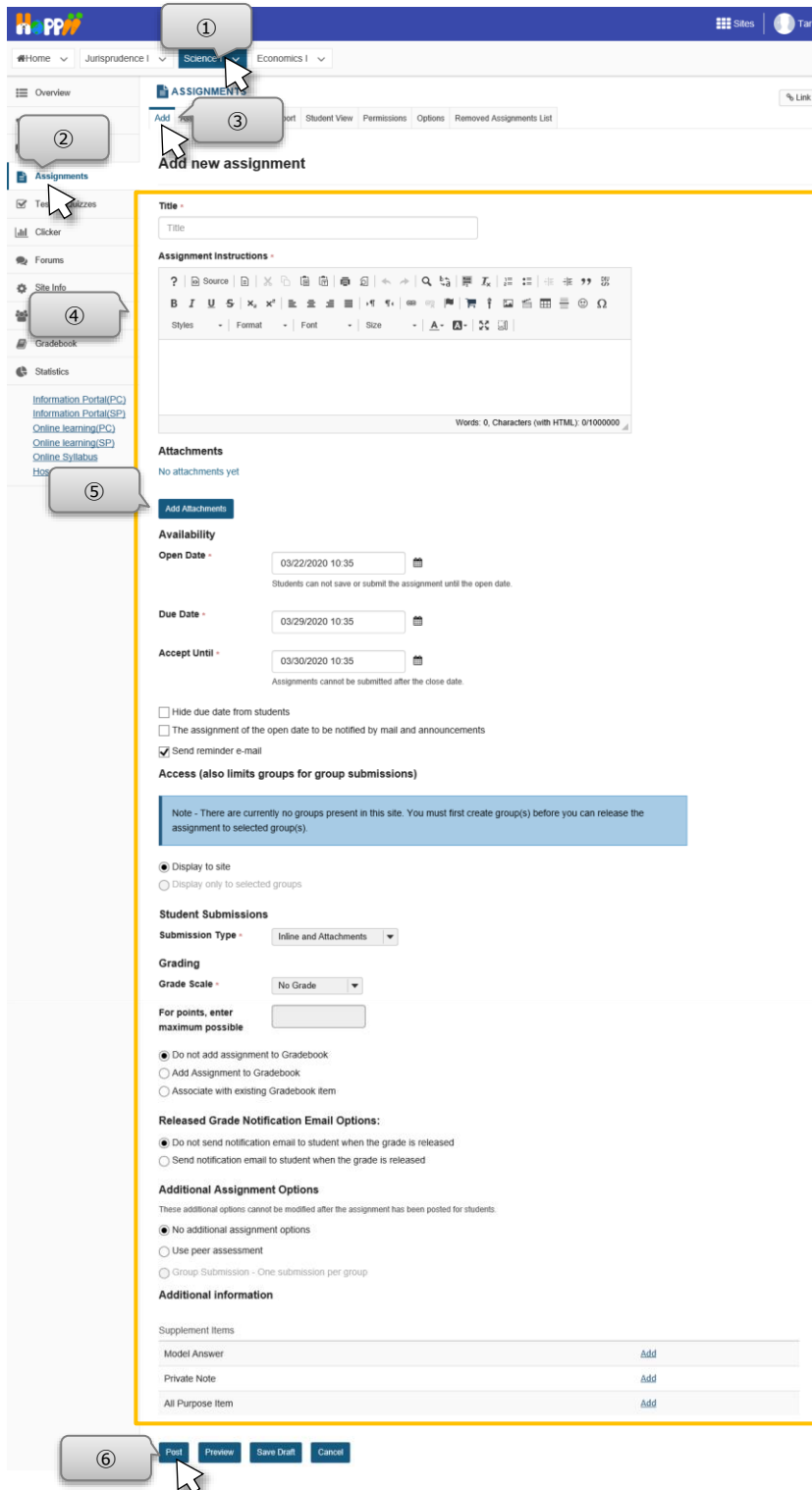


⑦ Check the uploaded files on the "Site Resources" page.

3. Set assignments

3-1. Add assignments for students

Instructors can add assignments for students.



The screenshot shows the 'Add new assignment' form in the LMS. The form is divided into several sections:

- Title:** A text input field.
- Assignment Instructions:** A rich text editor with various formatting options.
- Attachments:** A section with an 'Add Attachments' button.
- Availability:** Fields for 'Open Date', 'Due Date', and 'Accept Until', each with a date and time picker.
- Access (also limits groups for group submissions):** Radio buttons for 'Display to site' and 'Display only to selected groups'.
- Student Submissions:** A 'Submission Type' dropdown menu, a 'Grade Scale' dropdown menu, and a text input for 'For points, enter maximum possible'.
- Released Grade Notification Email Options:** Radio buttons for 'Do not send notification email to student when the grade is released' and 'Send notification email to student when the grade is released'.
- Additional Assignment Options:** Radio buttons for 'No additional assignment options', 'Use peer assessment', and 'Group Submission - One submission per group'.
- Additional information:** A section with 'Supplement Items' and a table with columns for item name and an 'Add' button.

 At the bottom of the form, there are buttons for 'Post', 'Preview', 'Save Draft', and 'Cancel'.

① Select the class to be set.

② Select Assignments.

③ Select Add at the top left.

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

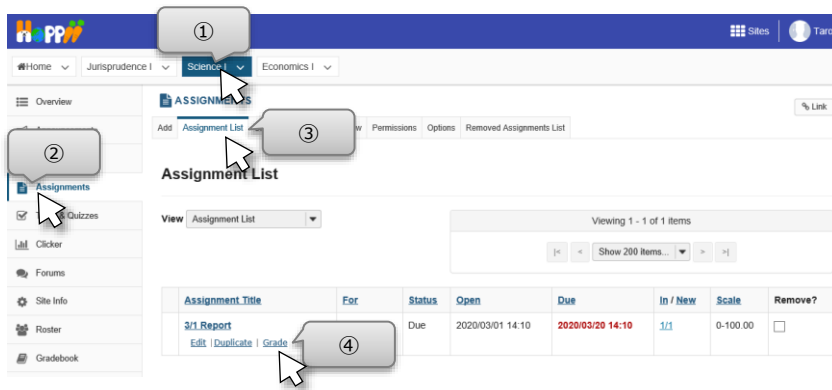
⑤ If you created the assignment in WORD, click "Add Attachments" to attach.

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

3-2. Evaluate assignment submissions

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.



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

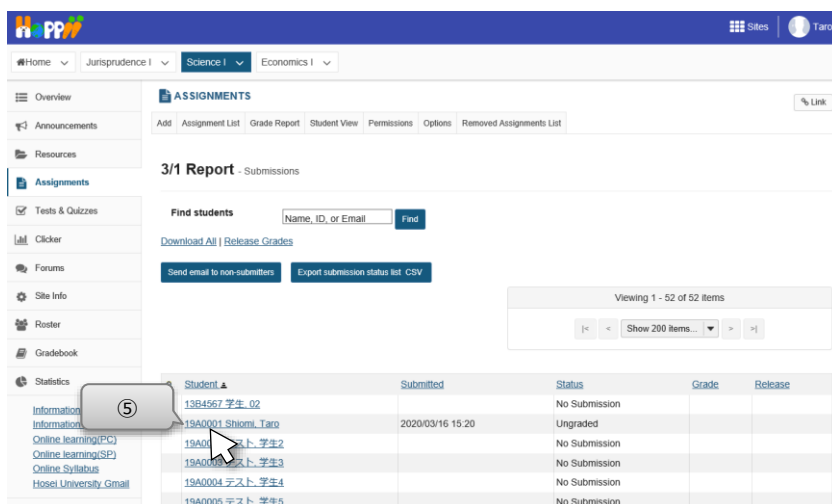
② Select Assignments.

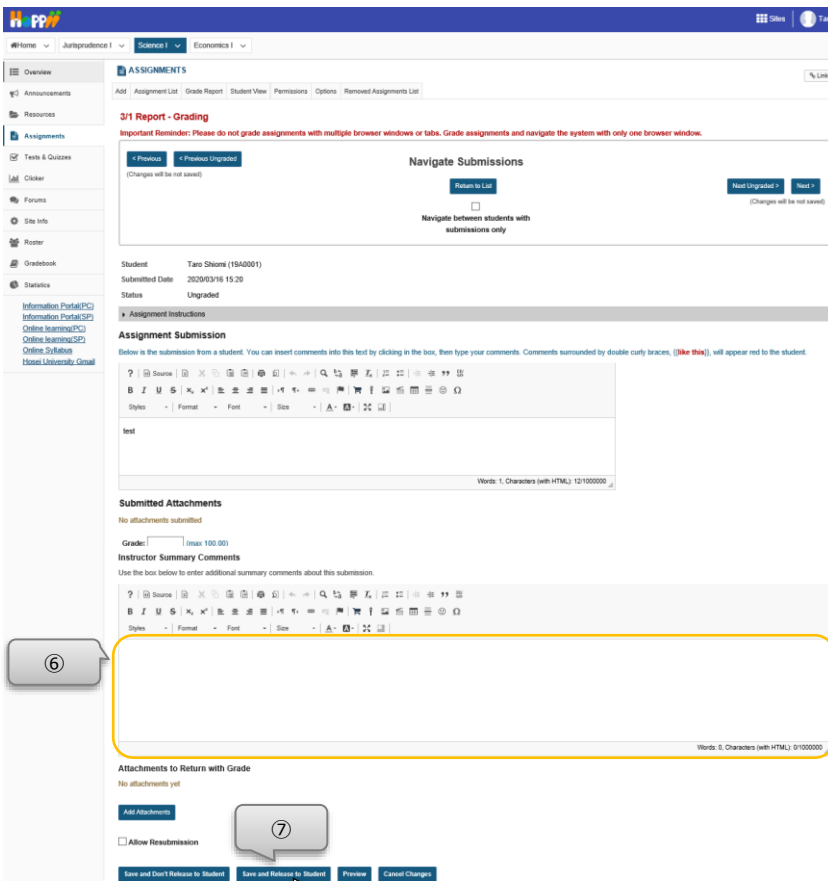
③ Select "Assignment List" at the top.

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.





The screenshot shows the LMS interface for grading. The main content area is titled "3/1 Report - Grading" and includes a "Navigate Submissions" section with buttons for "Return to List", "Next Ungraded", and "Next". Below this is the "Assignment Submission" section for student Taro Shiomi (15A0001), submitted on 2020/03/16 at 15:20. The submission is currently "Ungraded".

The "Assignment Submission" section contains a rich text editor for comments. A yellow box highlights this editor, and a callout bubble with the number 6 points to it. Below the editor is the "Submitted Attachments" section, which is currently empty. The "Grade" field is set to 0 out of 100.00. The "Instructor Summary Comments" section also has a rich text editor, with a callout bubble with the number 7 pointing to the "Save and Release to Student" button at the bottom of the page.

⑥ Enter comments in "Instructor Summary Comments".

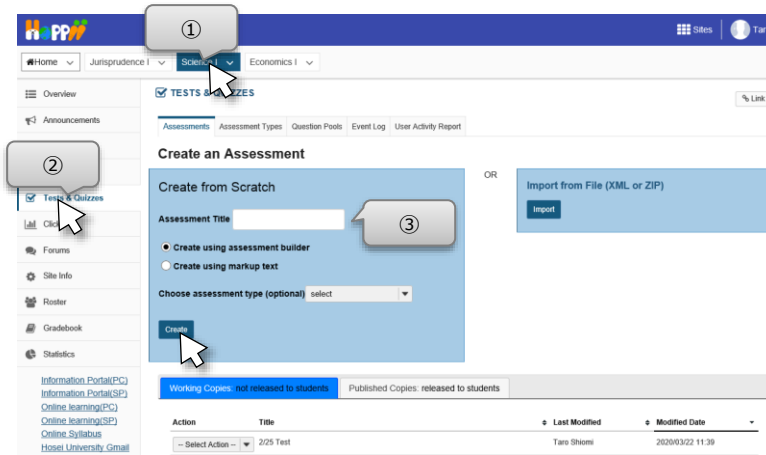
⑦ Click the "Save and Release to Student" button.

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.

4. Set assessments / questionair

4-1. Create assessments / questionair

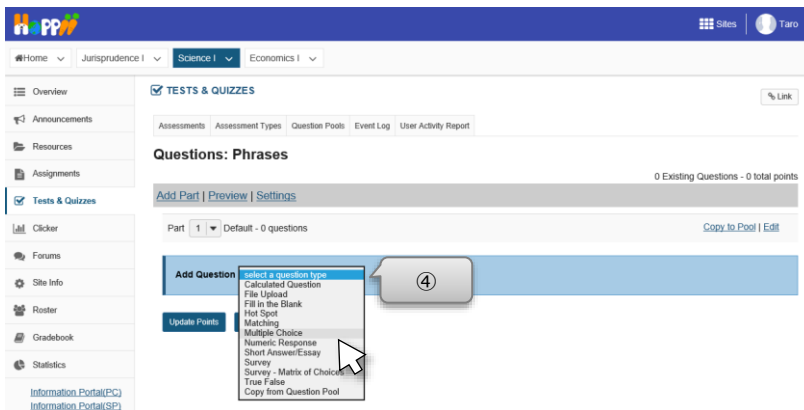
Instructors can create online assessments / questionair.



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".

⑤ The "Edit Question" screen is displayed. Set the necessary items.

⑥ Select a grading logic. For example, select "Single Correct" in Answer.

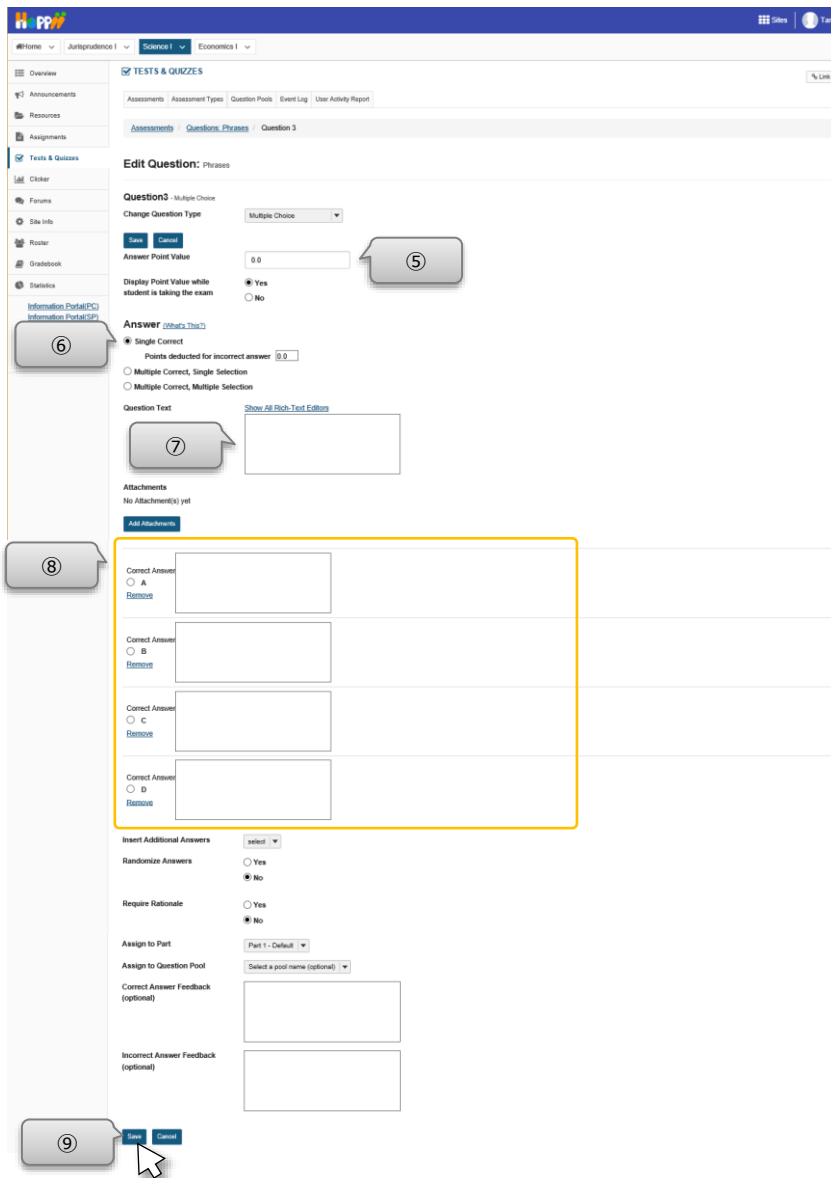
⑦ Enter "Question Text".

⑧ Create correct answer.

Note To use Multiple Choice for survey, set a dummy correct answer.

⑨ Click the Save button.

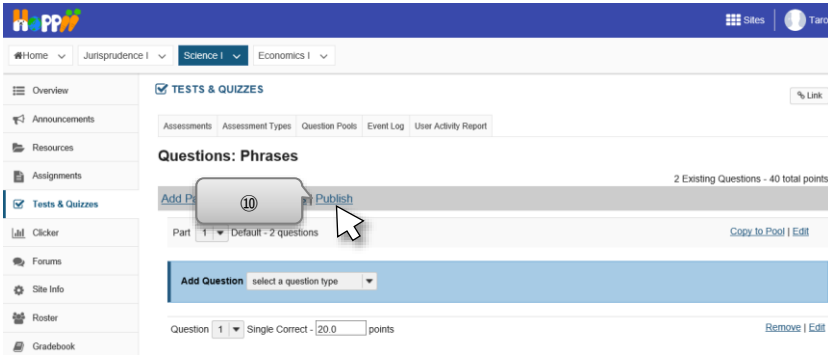
Hint To create more questions, repeat the above steps from "Add Question".



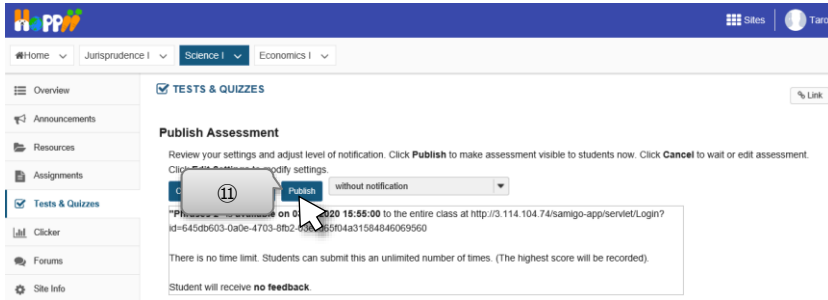
The screenshot displays the 'Edit Question' interface. At the top, there are navigation tabs for 'Assessments', 'Questions/Phrases', and 'Question 3'. The main content area is titled 'Edit Question: Phrases' and includes the following sections:

- Question3 - Multiple Choice**: A dropdown menu for 'Change Question Type' is set to 'Multiple Choice'.
- Answer Point Value**: A text input field containing '0.0'.
- Display Point Value while student is taking the exam**: Radio buttons for 'Yes' (selected) and 'No'.
- Answer**: A section with a 'Single Correct' radio button selected. Below it are options for 'Multiple Correct, Single Selection' and 'Multiple Correct, Multiple Selection'.
- Question Text**: A large text input field.
- Attachments**: A section with 'No Attachment(s) yet' and an 'Add Attachments' button.
- Correct Answer**: A section with four rows, each containing a radio button (A, B, C, D) and a 'Remove' link.
- Insert Additional Answers**: A dropdown menu.
- Randomize Answers**: Radio buttons for 'Yes' and 'No' (selected).
- Require Rationale**: Radio buttons for 'Yes' and 'No' (selected).
- Assign to Part**: A dropdown menu set to 'Part 1 - Default'.
- Assign to Question Pool**: A dropdown menu for 'Select a pool name (optional)'.
- Correct Answer Feedback (optional)**: A text input field.
- Incorrect Answer Feedback (optional)**: A text input field.

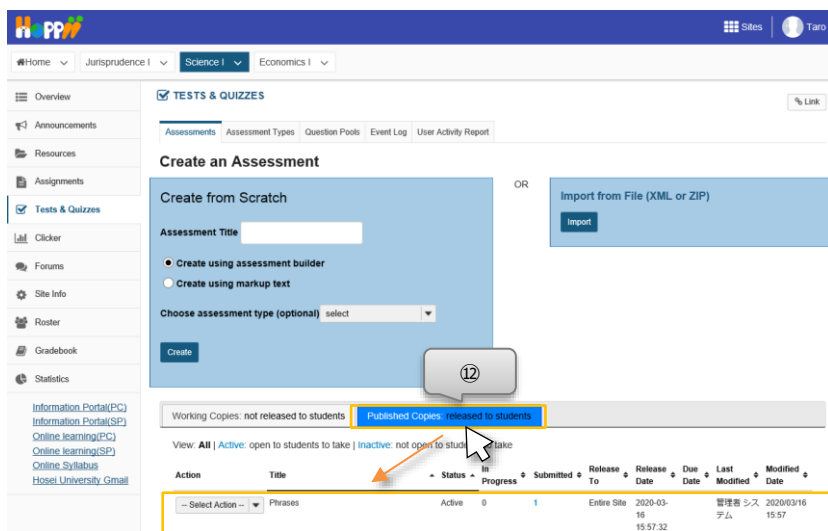
At the bottom, there are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.



⑩ Select Publish.



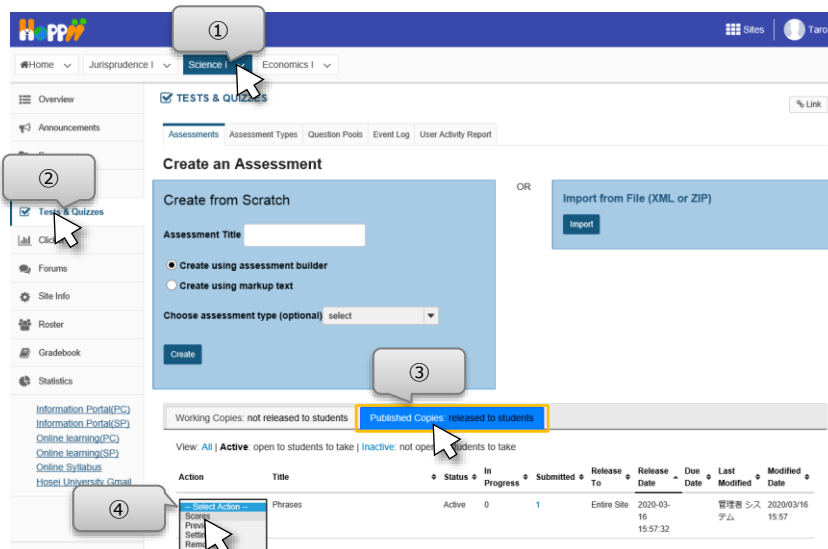
⑪ The "Publish Assessment" screen appears. Click the Publish button.



⑫ The published assessment is displayed on the "Published Copies: released to students" tab.

4-2. Check assessment / questionnaire results

Instructors can download the assessment / questionnaire results.



① Select the class to be set.

② Select "Tests & Quizzes".

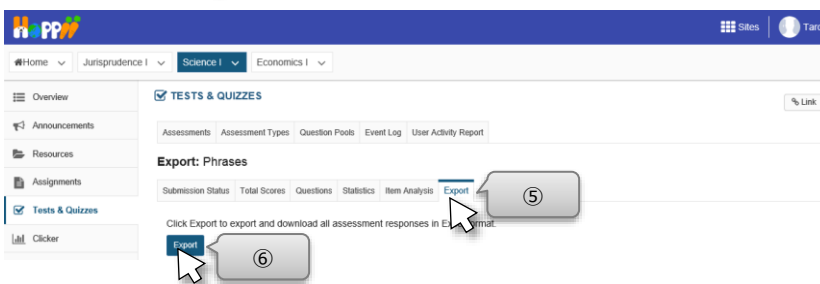
③ Click the "Published Copies: released to students" tab.

④ Click "Select Action ▼" of the assessment to check results and select Scores.

⑤ Click the Export tab.

⑥ Click the Export button.

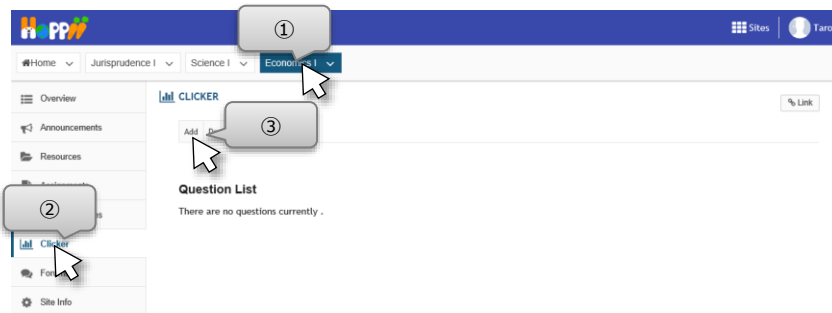
⑦ A popup for downloading the file will be displayed. Click the Save button.



5. Use clicker

5-1. Create questions

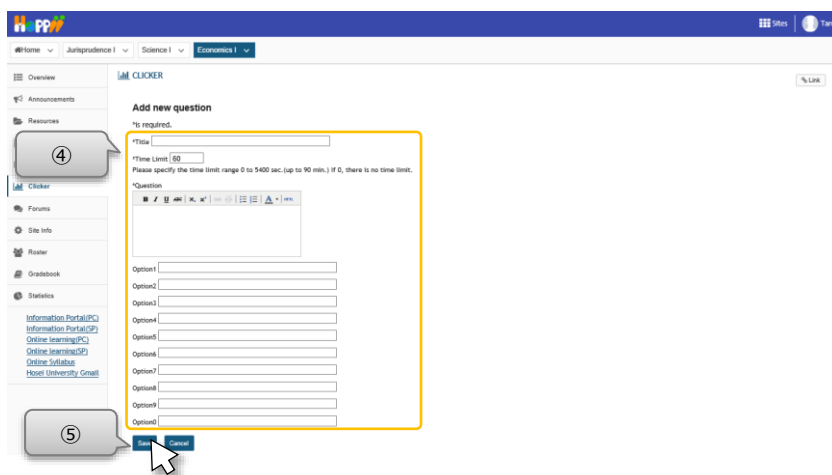
When using a clicker during class hours. Questions must be made before class.



① Select the class to be set.

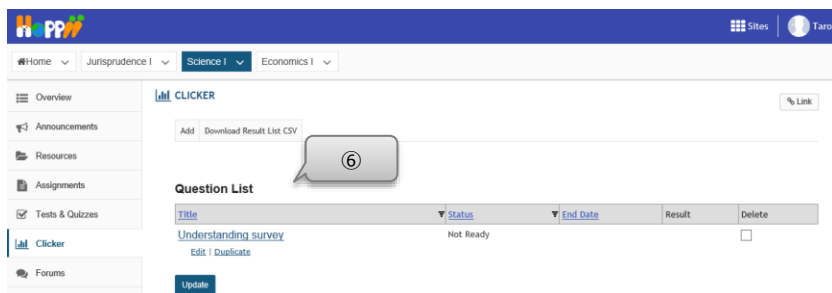
② Select Clicker.

③ Select Add at the top left.



④ The "Add new question" screen is displayed. Set the necessary items.

⑤ Click the Save button.



⑥ Verify that the question you will use in class have been added.

5-2. Using a clicker during class hours

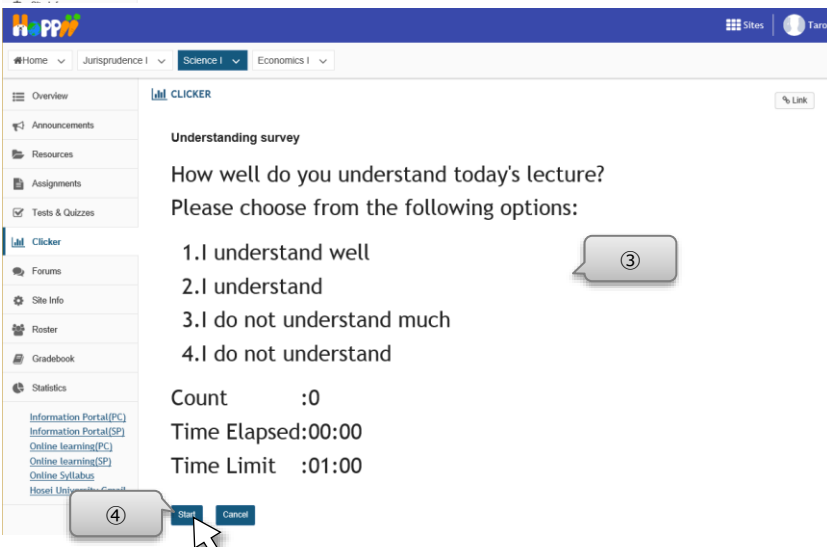
Instructor ask question, and students look at the question and respond. When using the clicker, the actions of the instructor and the students are linked, so the following steps describe each screen.

<Screen of instructor>



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

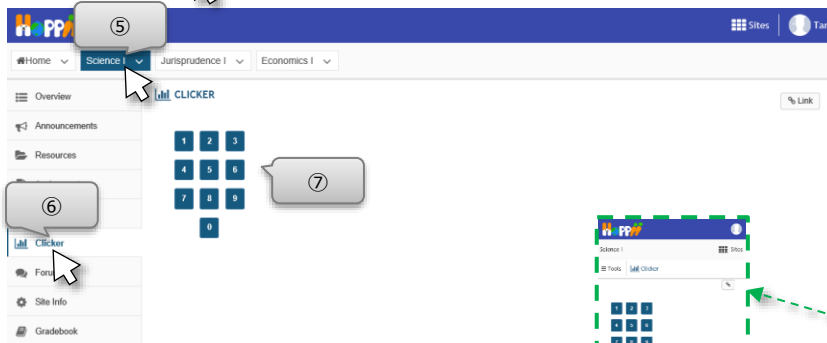
② After performing steps ① and ② on the previous page, click the title of the question to be used in that scene.



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.

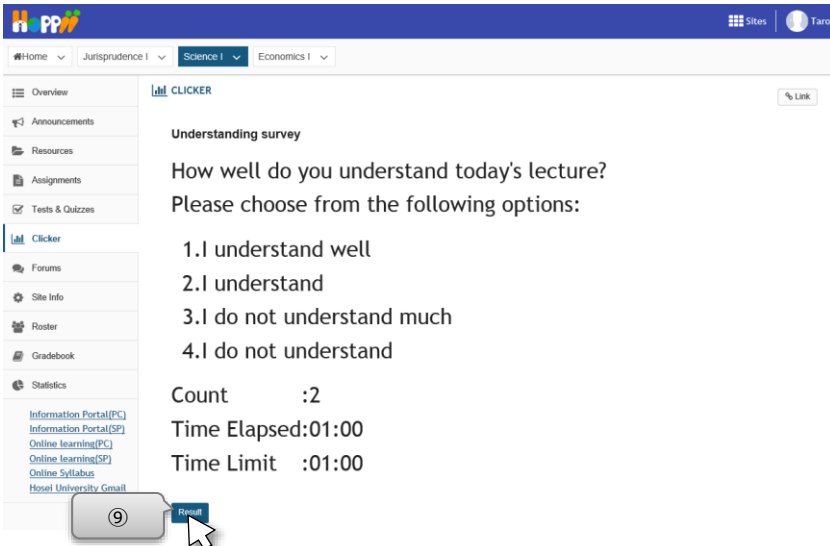
Hint Students also can answer on smart device.

< Screen of instructor >

⑧ The question will end by clicking the Stop button or after the time limit.

⑨ Click the Result button.

⑩ The result of the question is displayed. Select "Question List" for next use.



Overview | Announcements | Resources | Assignments | Tests & Quizzes | **Clicker** | Forums | Site Info | Roster | Gradebook | Statistics

Information Portal(PC) | Information Portal(SP) | Online Learning(PC) | Online Learning(SP) | Online Syllabus | Hosei University Gmail

CLICKER

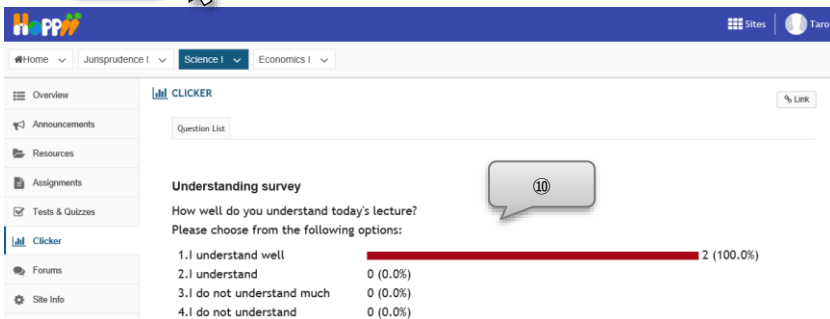
Understanding survey

How well do you understand today's lecture?
Please choose from the following options:

1.I understand well
2.I understand
3.I do not understand much
4.I do not understand

Count :2
Time Elapsed:01:00
Time Limit :01:00

Result



Question List

Understanding survey

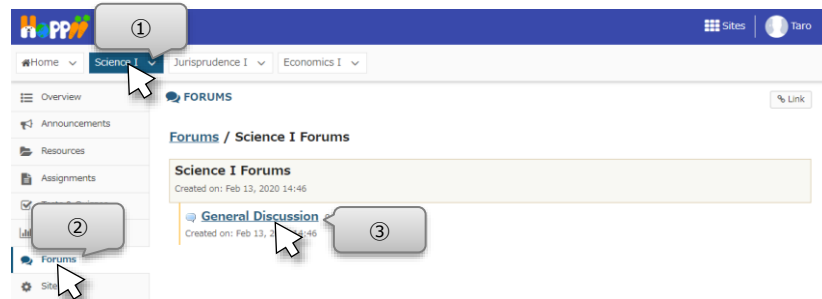
How well do you understand today's lecture?
Please choose from the following options:

1.I understand well	2 (100.0%)
2.I understand	0 (0.0%)
3.I do not understand much	0 (0.0%)
4.I do not understand	0 (0.0%)

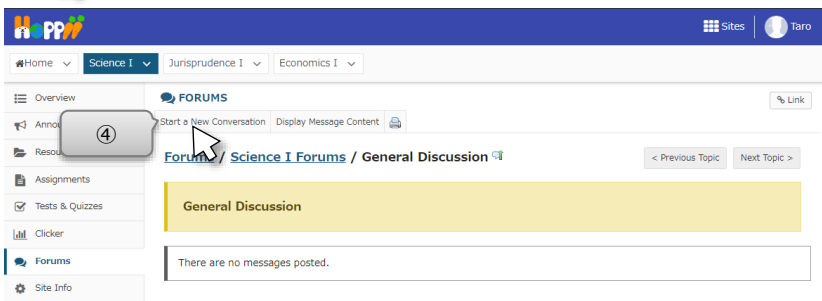
Forums

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

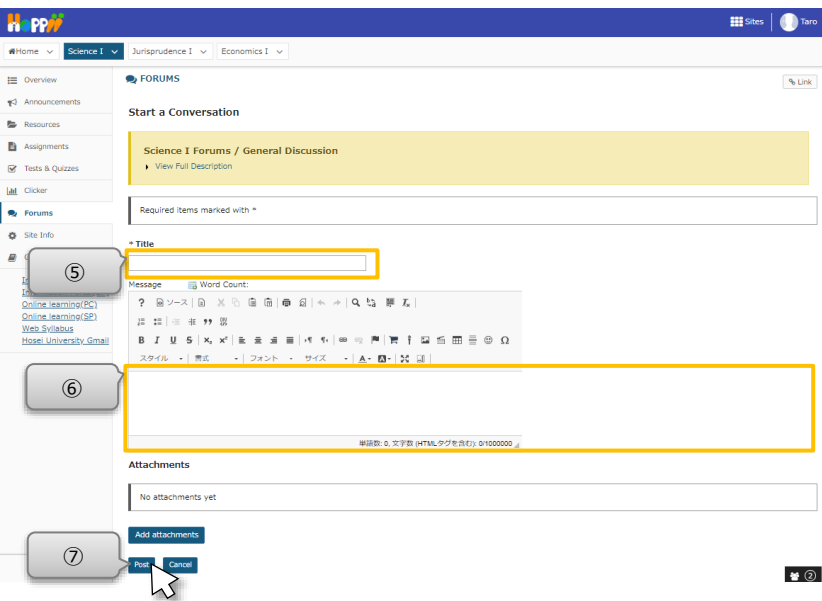
1. Create a new conversation



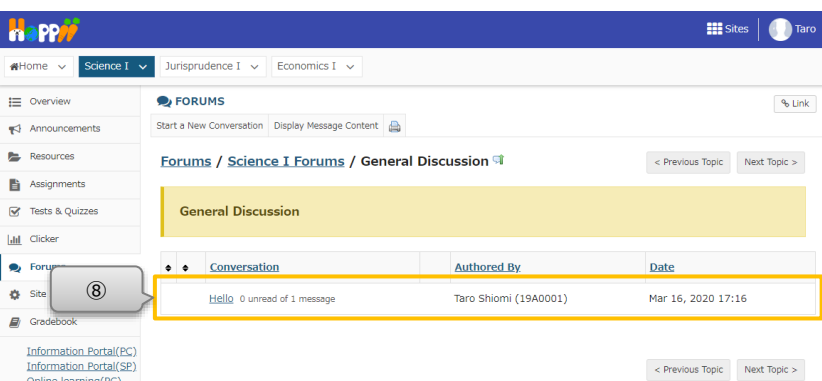
- ① Select a class.
- ② Click Forums.
- ③ Click the topic to post your message.



- ④ Click "Start a New Conversation".

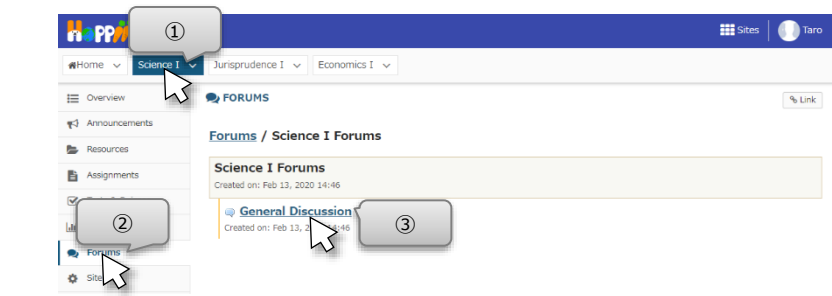


- ⑤ Enter a title for your message.
- ⑥ Enter your message.
- ⑦ Click Post button.

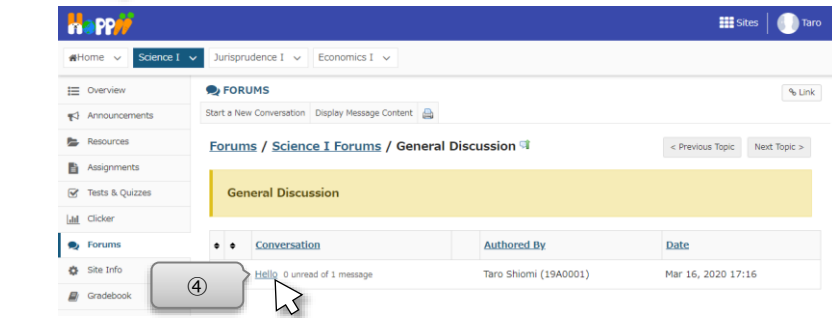


- ⑧ A new conversation is created.

2. Reply to conversation



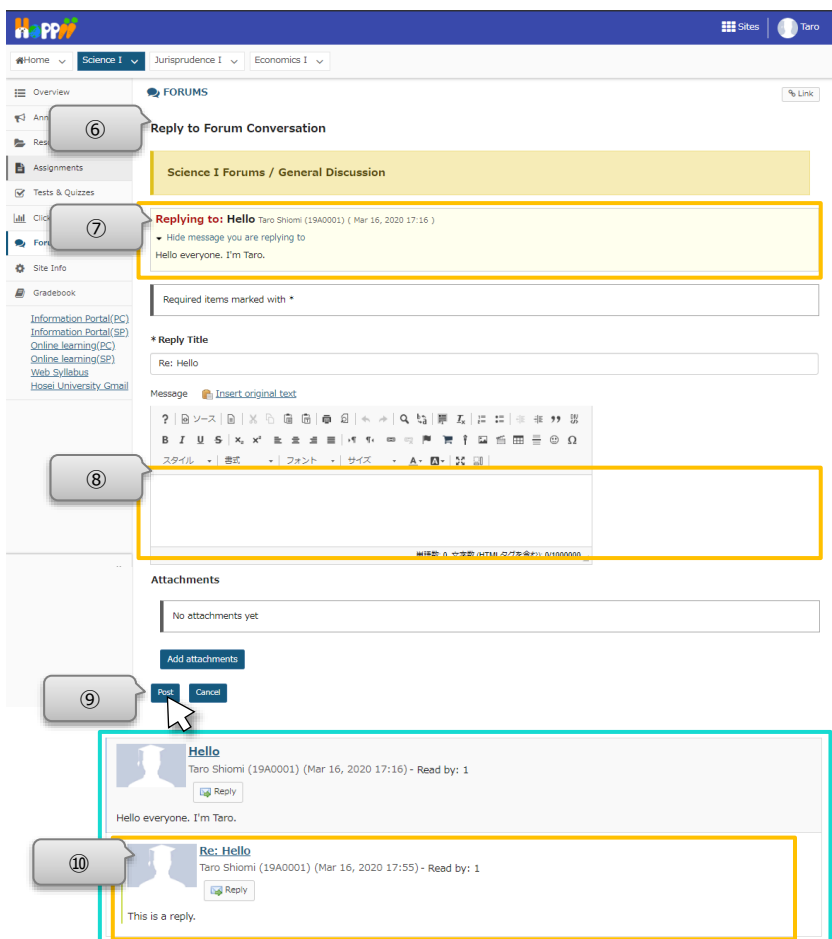
- ① Select a class.
- ② Click Forums.
- ③ Click the topic to reply to.



- ④ Click the conversation to reply to.



- ⑤ Click Reply.



- ⑥ A page for replying is displayed.
- ⑦ The original message is displayed.
- ⑧ Enter your reply message.
- ⑨ Click Post button.
- ⑩ Your reply message is posted.

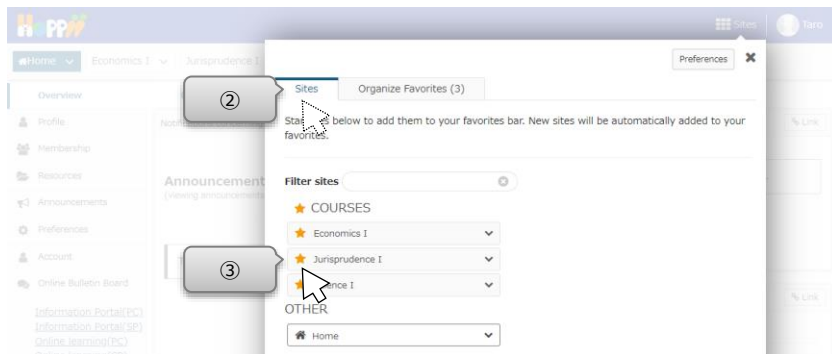
Customize class tabs

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

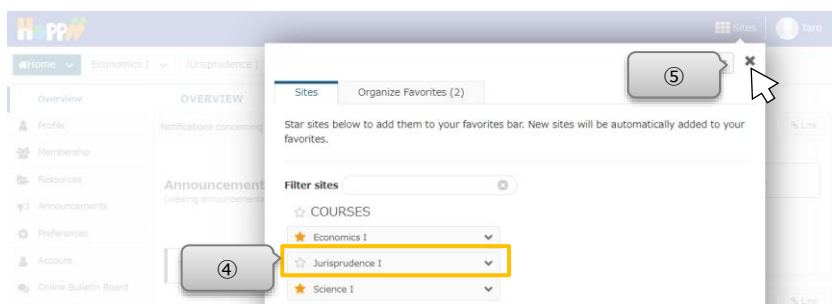


① Click the Sites link at the top right.



② If the Sites tab is not selected, click the Sites tab.

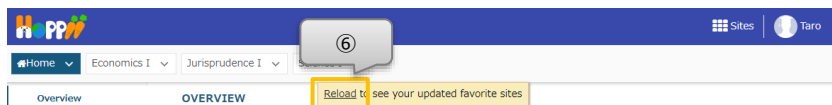
③ Click the star (★) of the class you want to hide.



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.



⑦ The class tab you set is hidden.

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

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

2. Reorder class tabs

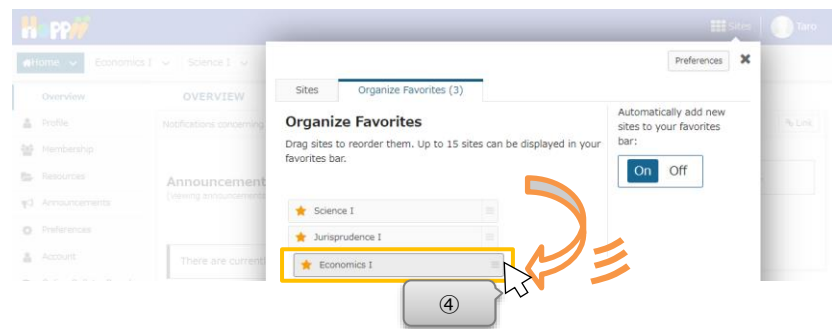


① Click the Sites link at the top right.



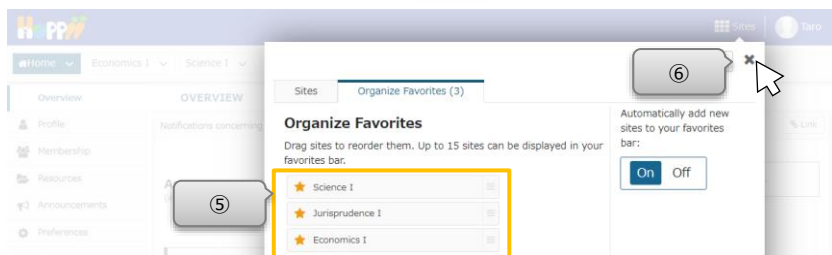
② Click the "Organize Favorites" tab.
③ Drag the "≡" icon on the right of the class whose order you want to change.

Hint "Drag" is the operation of moving the mouse while holding down the button.



④ Drop it where you want.

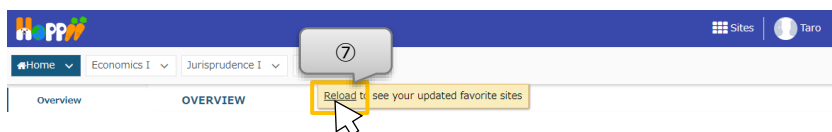
Hint "Drop" is the operation of releasing the button while dragging.



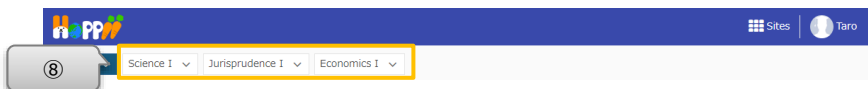
⑤ Check the changed order.

⑥ 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.



⑦ When "Reload to see your updated favorite sites" is displayed, click Reload.



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/