Hosei University Learning Management System
Guidebook for students(Simple manual)

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.

Note | Access from smart devices may cause unexpected behavior.
Use your PC for important operations such as submitting assignments or assessment tests.

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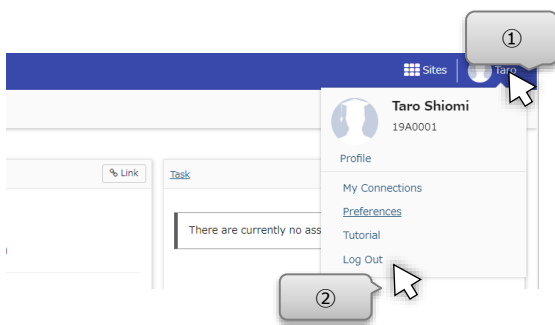
https:// hoppii.hosei.ac.jp/

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.
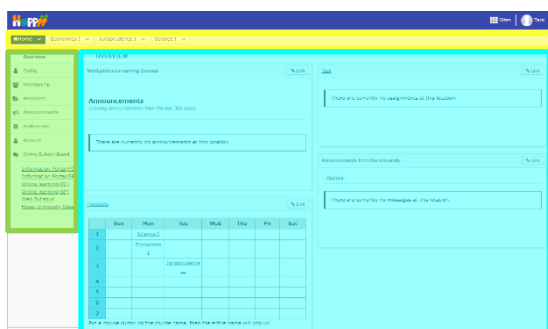- If you do not have an SSO user ID, log in from NoSSO.

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.
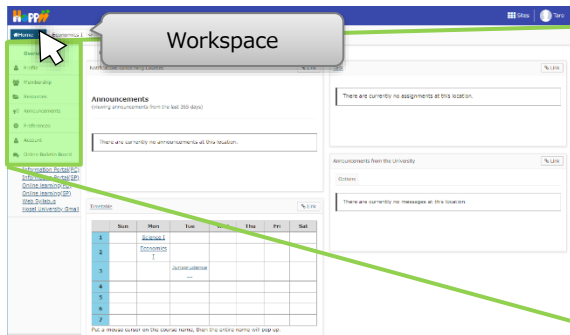
Overview	Display task, timetable, and announcements.
Profile	For setting your email address, department, and field of interest.
	Note Entering profile information is optional.
Membership	For registering for the class temporarily.
Resources	For uploading and saving the report assignment files you created.
Announcements	Display a list of announcements.
Preferences	For selecting a language either Japanese or English.
Account	For checking your account information.
	Note For NoSSO, you need to register a password here.
Online Bulletin Board	Access to Online Bulletin Board attached to this LMS.

2．Class mode

Click the class name tab. You can refer to and download materials, and submit assignments and tests.
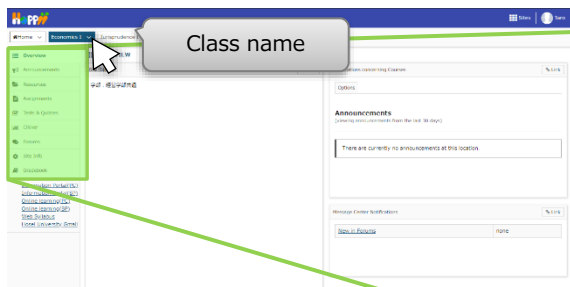
Overview	Display class information, announcements, and notifications.
Announcements	Display class announcements.
Resources	For browsing and downloading materials.
Assignments	For submitting assignments and checking returned submissions.
Tests & Quizzes	For taking tests and surveys.
Clicker	Display the clicker used in class.
Forums	For exchanging opinions with teachers and students.
Site Info	Display class information.
Gradebook	For checking your grades.
	Note Instructor authorization necessary..

Display the top page of each tool

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.
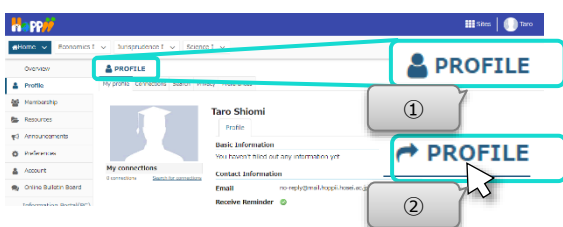
① Move the mouse cursor to the title of each tool.
…Before hovering the mouse cursor

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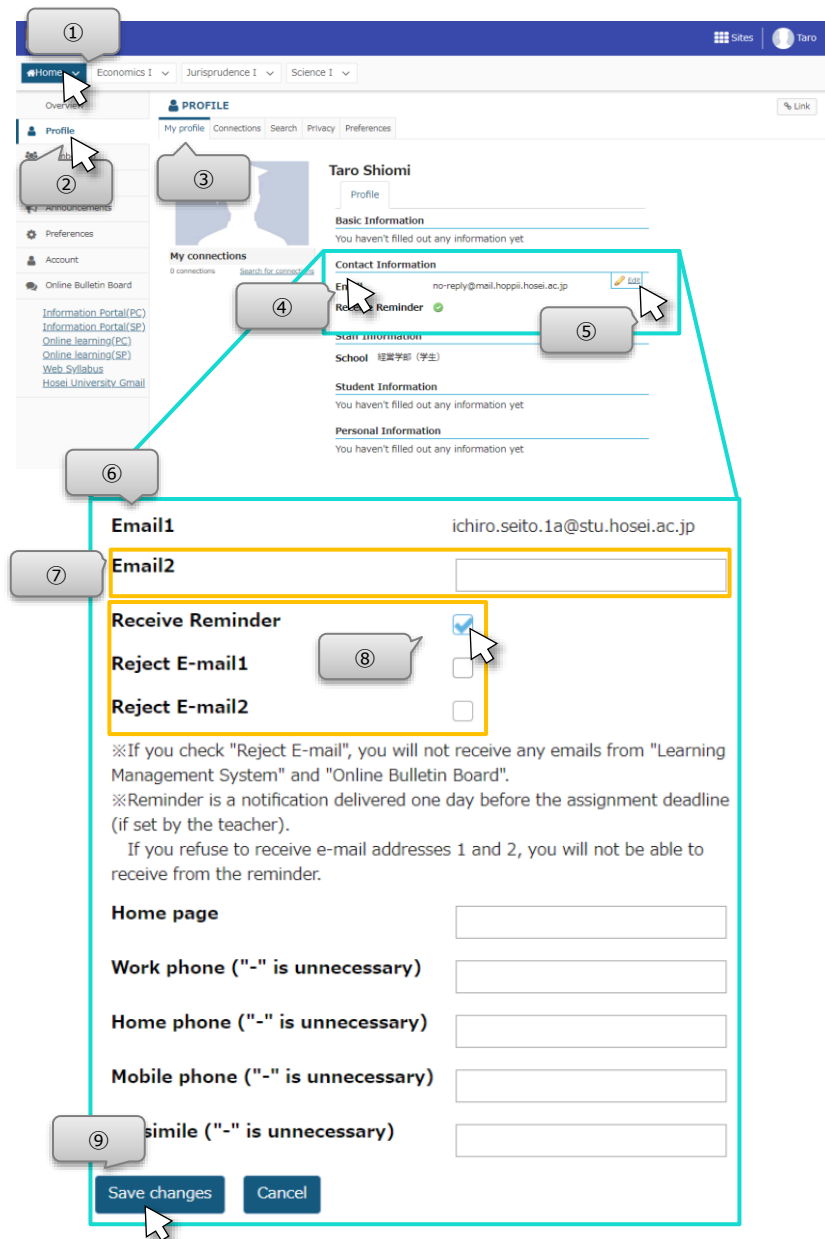If you want to save your work, press the Save or Update button and then display the top page.

Note It is not recommended to use the browser's back button.
Also, do not use Learning Management System with multiple browser tabs.

Register your personal email address

By registering your personal email address, you can receive notifications on your smart device.

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 to suit your needs.

・"Receive Reminder"

・"Reject E-mail1"

・"Reject E-mail2"

Hint   Reminder is a service set by instructors to notify you by email one day before the due date for submitting an assignment if you have forgotten to submit it.

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.

Interim registration for class
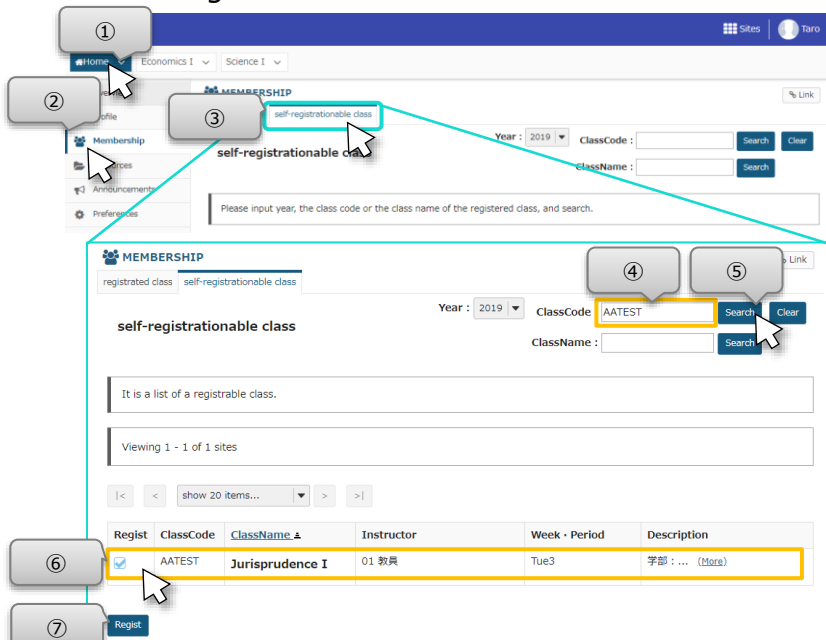
To refer to the materials uploaded by the instructor, you need to register for the class. However, at the beginning of the semester, you are not registered for the class in the system.

Therefore, the instructor explains "Interim registration". Then, you need to temporarily register for the class by yourself using the following procedure from your PC or smart device.

Note In order to register officially for classes, you need to use the Information Portal.

Note Only primary class names are displayed.

1．Interim registration for class

① Click Home.

② Click Membership.

③ Click "self-registrationable class".

④ Enter ClassCode.

Hint Class code search is an exact match search. Please note the case.

⑤ Click Search.

⑥ The class will be displayed. If "Regist" is not checked, check it.

⑦ Click the Regist button.

Hint You can also search by class name.

2．Unregistration

① Click Home.

② Click Membership.

③ If you are not on "registrated class" page, click "registrated class" tab.

④ Check the class to unregister.

Hint You can unregistrate a class whose course status is "Temporary Registration".
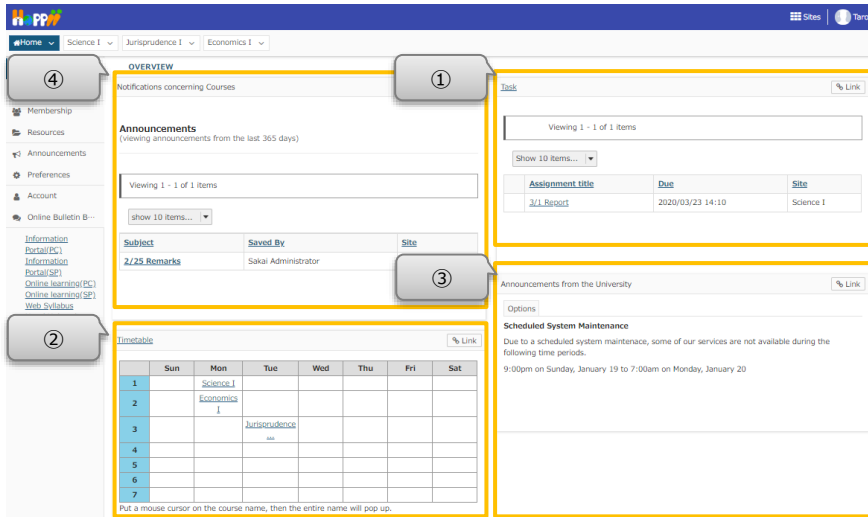
⑤ Click the Unjoin button.

⑥ The message "Are you sure you want to unjoin the following sites?" is displayed with the class name and code.

⑦ Click the Unjoin button.

Use in class

1．Check various announcements

After registering for the class, you can check the various announcements on Overview page of Home.

① Task

・The assignments are displayed.

・Click the title of each assignment to display the Assignments page.

② Timetable

・The class names are displayed.

・Click the class name in the timetable to display the class page.

③ Announcements from the LMS System

・The messages are about the system.

④ Notifications concerning Courses

・All announcements posted in the registered classes are displayed.

・Click the subject to see details.

Hint　You can also check "Notifications concerning Courses" on "Announcements" page for each class.

2．Download materials

When the class starts, various instructions are given by the instructor in charge of the class. On the "Resources" page, you can refer to class materials, resumes, etc. and save them on your PC.
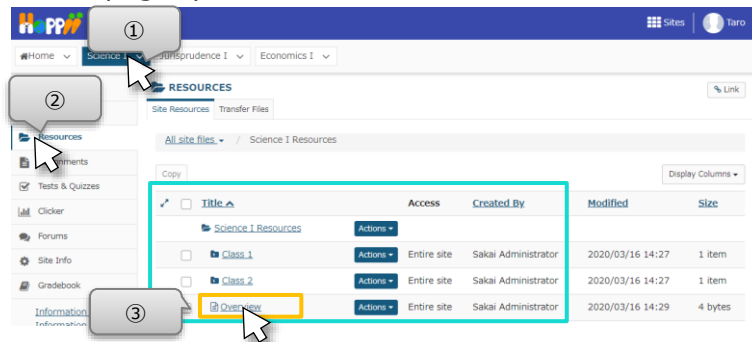
① Select a class.

② Click Resources.

③ Click the file you want to download. The download starts.

Note　The file is saved in the download folder set in the browser.
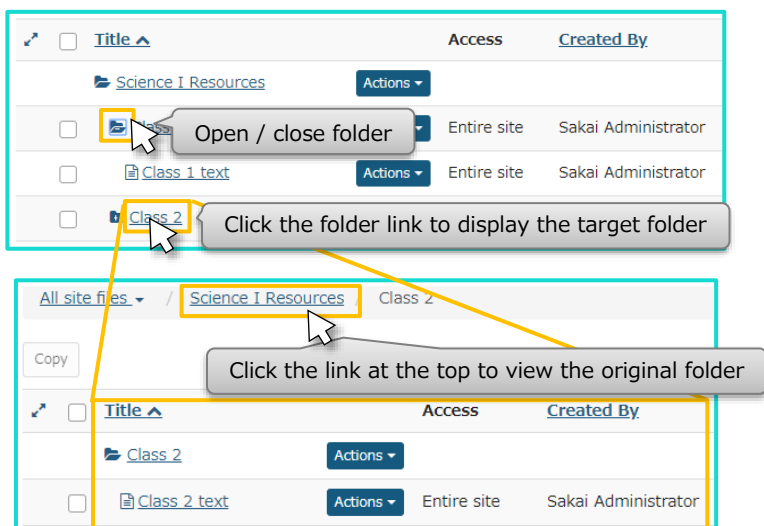
Hint　By clicking the folder icon, you can switch between opening (📂) and closing (📁) the contents of the folder.

Hint　Click the folder link to display only the target folder. To view the original folder, click the class name link at the top of the page.
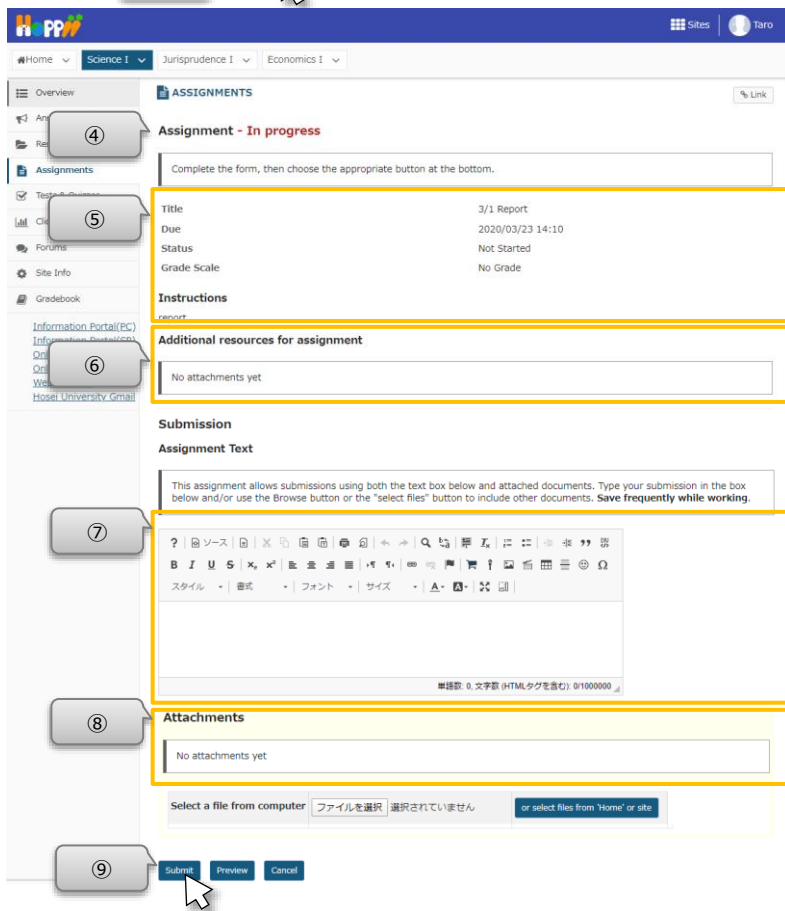
3．Submit assignments

Submit your assignments on the Assignments page. The submission type is specified as inline only, attachments only, or both.

Note　Please submit your assignments related to your grades using a PC.
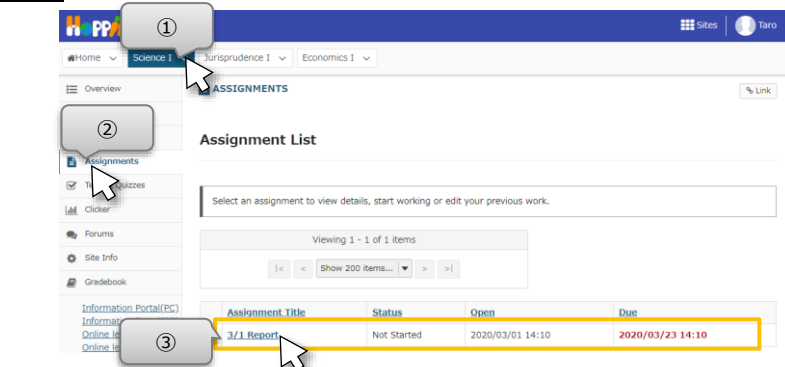
① Select a class.
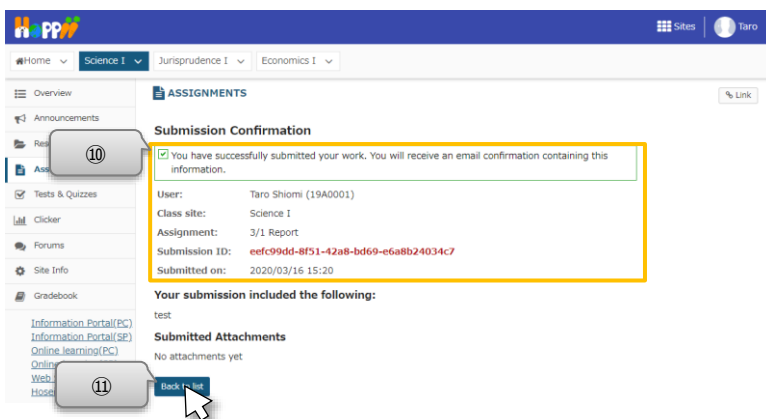② Click Assignments.
③ Click the title of the assignment.

④ The Assignments page appears.

⑤ Check the assignment instructions.

⑥ Check the attachments.

Hint　The instructor may attach materials for the assignment.

⑦ Write the assignment text.

⑧ Attach files as needed.

Hint　To attach a file to the assignment, click the Browse button, select a file, and submit the assignment.

⑨ Click Submit when you are ready to submit your assignment.

⑩ Your assignment is submitted and you will receive an email for confirmation.

Hint　You will also receive a confirmation email at the address registered in "Email (Mobile)" of your Profile.

⑪ Click "Back to list" to return to the assignment list page.

4．Take tests / surveys

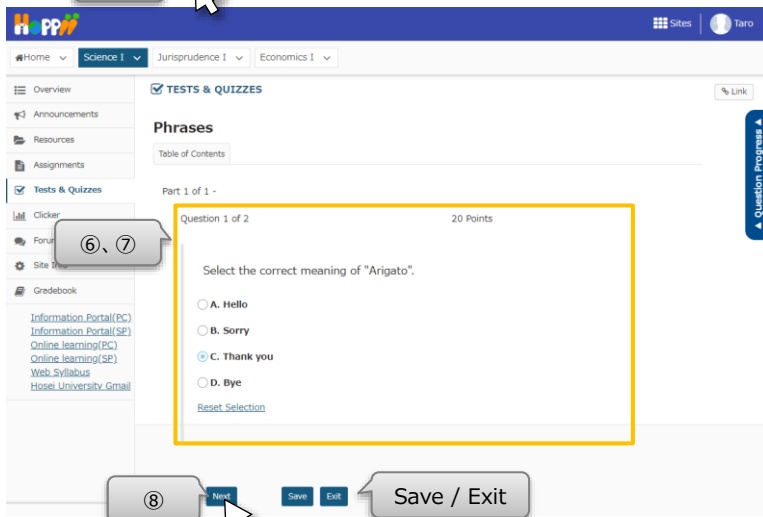If you are instructed by the instructor to take a test or survey, you can do it in the Tests & Quizzes.

Note Please take the tests / surveys related to your grades using a PC.
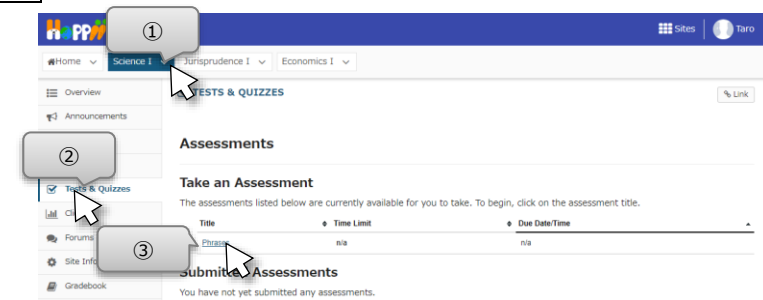
① Select a class.

② Click Tests & Quizzes.

③ Click the title of the assessment to take.
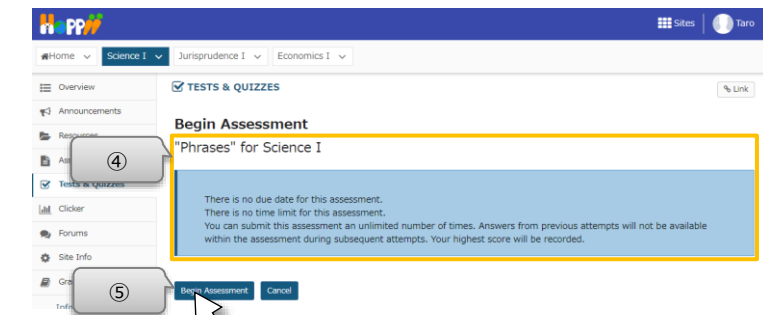
④ The title and description are displayed.

⑤ Click "Begin Assessment".

⑥ The first question is displayed.

⑦ Answer the question. The figure on the left is an example of a Multiple Choice.

⑧ Click Next.

Info Save・・・Save the answer.

Info Exit・・・Exit from assessment.

Hint Press the "Exit" button to save the answer and interrupt the assessment. If you retake the assessment later, you can resume from the saved answer. It will not be graded just to save the answer. When you have completed all the answers, do not forget to submit.
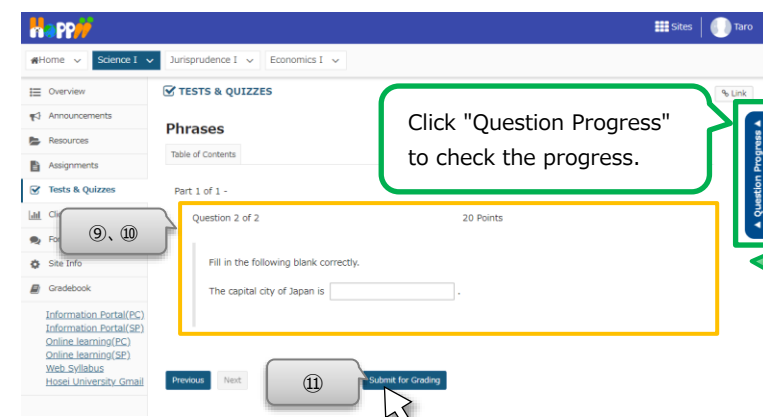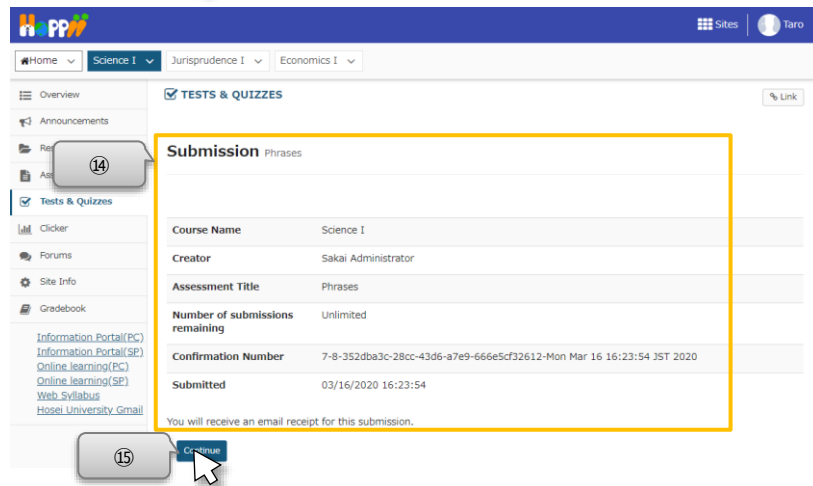
⑨ The second question is displayed.

⑩ Answer the question. The figure on the left is an example of a "Fill in the Blank".

⑪ Finally, click "Submit for Grading".

Click "Question Progress" to check the progress.
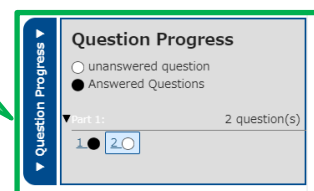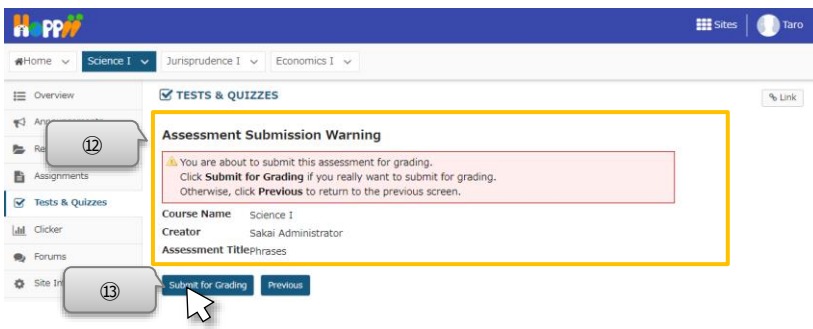
⑫ The confirmation page is displayed.

⑬ Click "Submit for Grading" again.

⑭ The assessment is submitted.

⑮ Click Continue to end the assessment.

5．Use clicker

Some instructors use Clicker during class. Follow the steps below to open Clicker on a PC or smart device. Select the appropriate number based on the instructor's instructions. You can select multiple times within the time limit, and the last selected number will take effect.
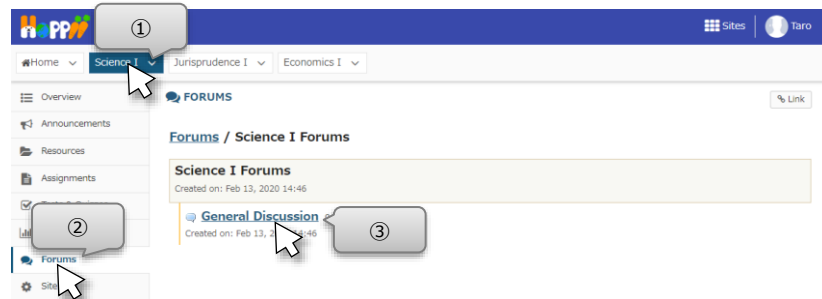
| Info | Question screen
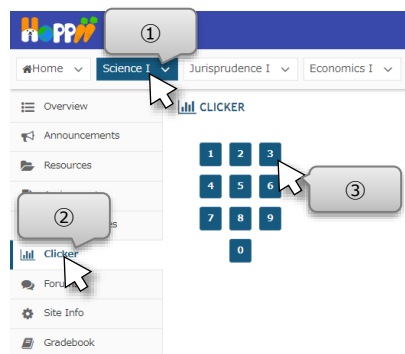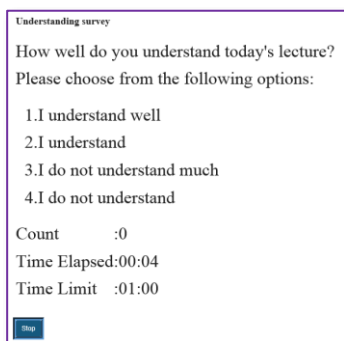
① Select a class.

② Click Clicker.

③ Click the number while viewing the question presented by the instructor.

Forums

On the Forums page, you can freely discuss with the instructor and other students by posting or replying to the thread on the topic set by the instructor.
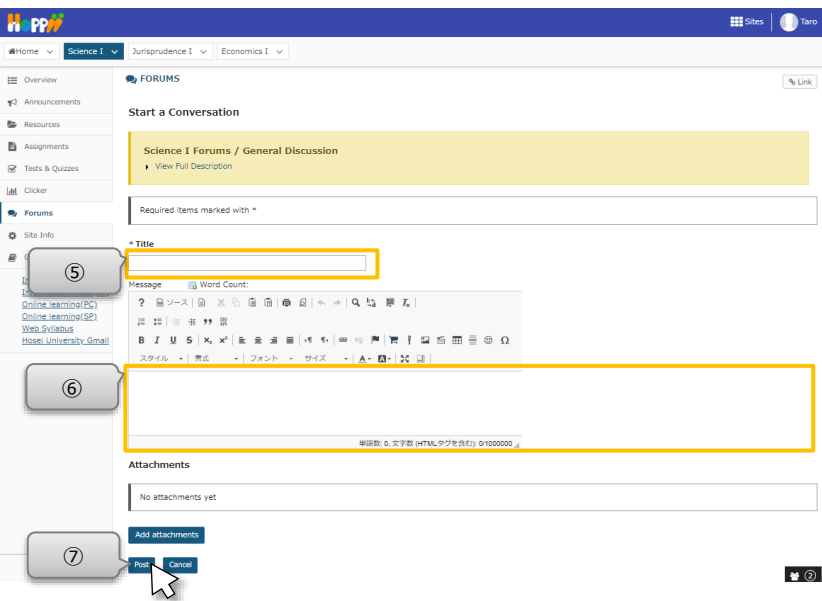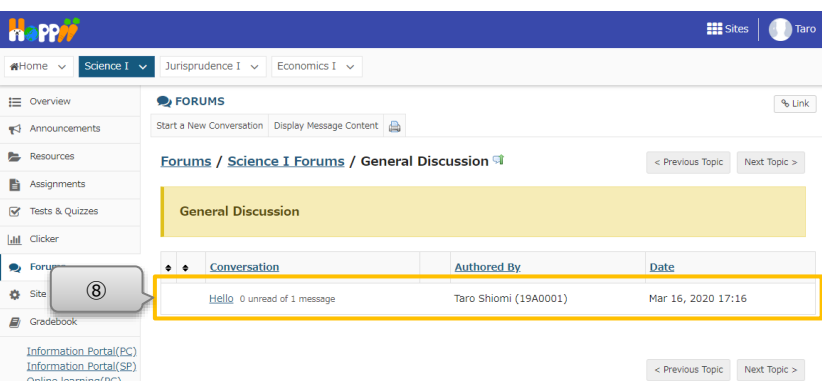
1．Create a new conversation

① Select a class.

② Click Forums.

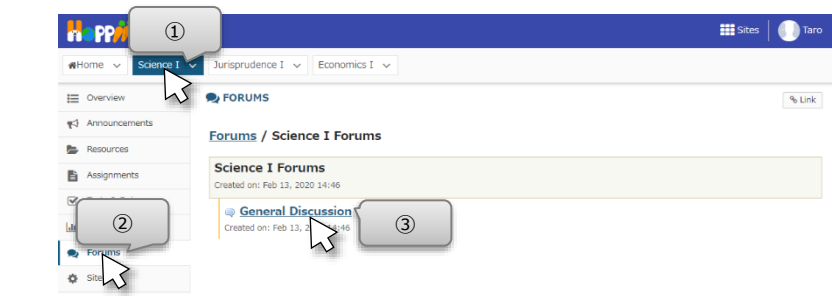③ Click the topic to post your message.
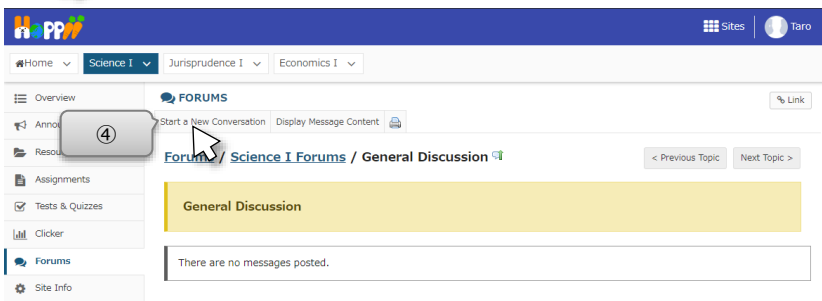
④ Click "Start a New Conversation".

⑤ Enter a title for your message.
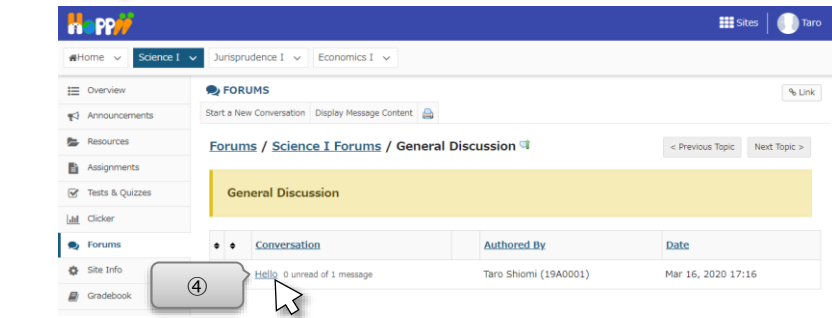
⑥ Enter your message.

⑦ Click Post button.

⑧ A new conversation is created.

2．Reply to conversation
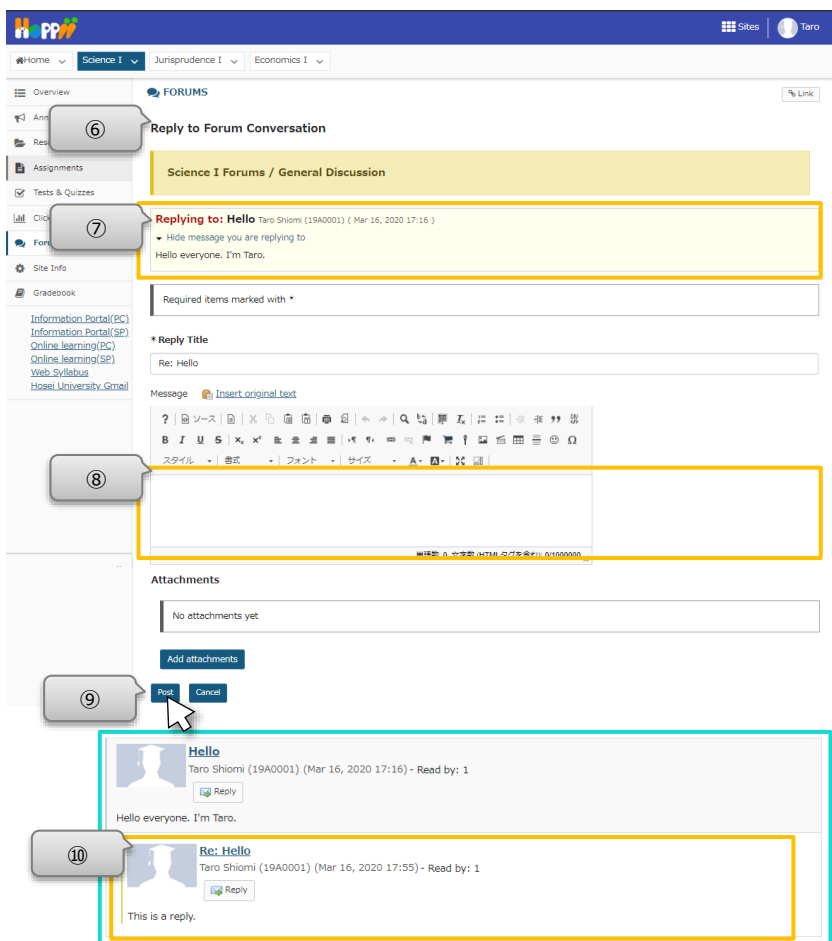
① Select a class.

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.

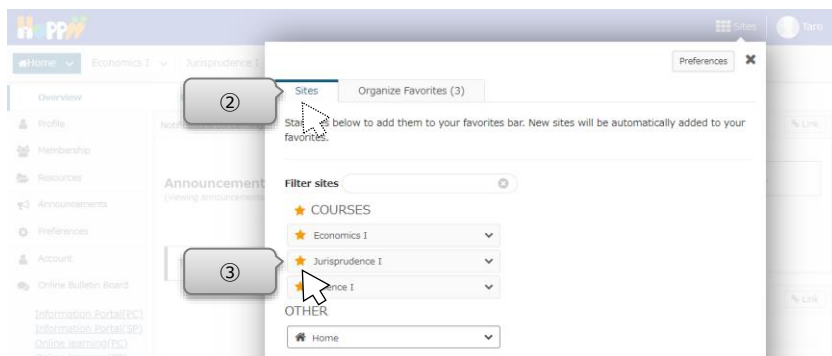⑨ Click Post button.

⑩ Your reply message is posted.

Customize class tabs

If you take many classes, they will be displayed as class tabs. To make it easier to use, you can display only the frequently used classes, and change the order of them.
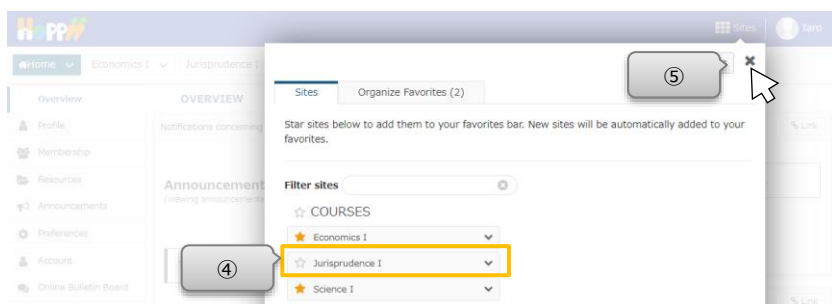
1．Show / hide class tabs

① Click the Sites link at the top right.
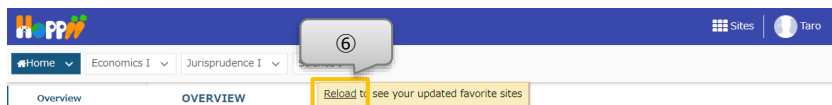
② If the Sites tab is not selected, click the Sites tab.
③ Click the star (★) of the class you want to hide.

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.
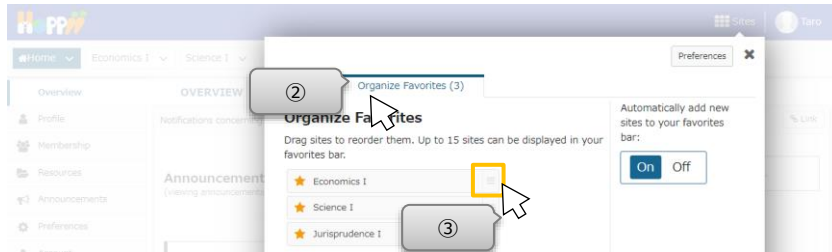
⑦ The class tab you set is hidden.

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.
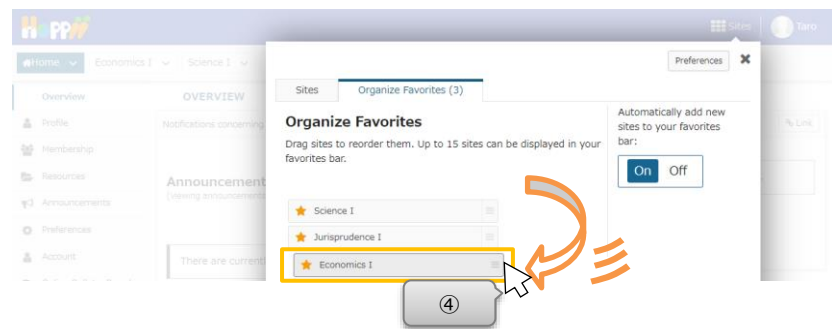
2．Reorder class tabs

① Click the Sites link at the top right.
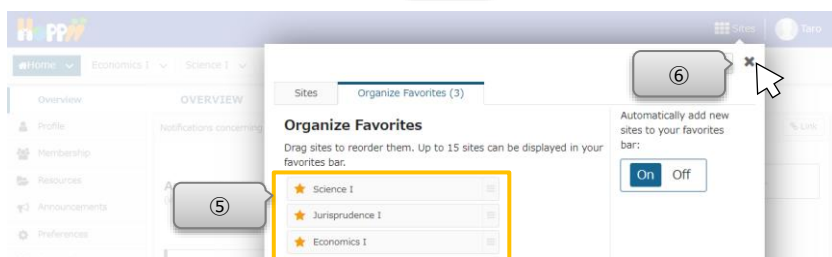
② Click the "Organize Favorites" tab.
③ Drag the "≡" icon on the right of the class whose order you want to change.

Hint "Drag" is the operation of moving the mouse while holding down the button.
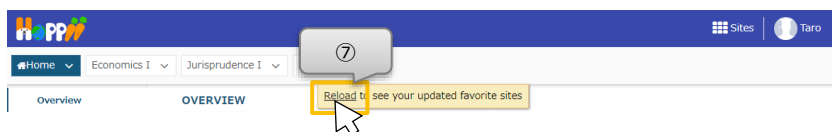
④ Drop it where you want.

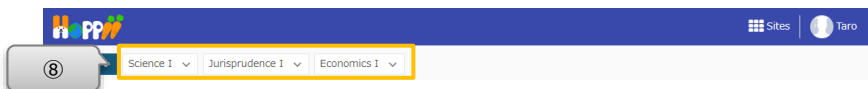Hint "Drop" is the operation of releasing the button while dragging.

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/

Ver. 2021/5/21