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.

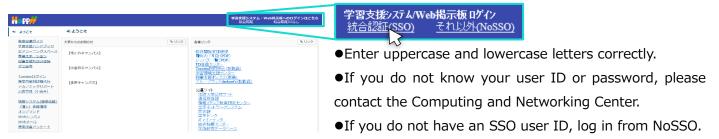
How to start and stop using the Learning Management System

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.





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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	1		Science.1							
	2		Economics 1							
	3			Inclassications						
	4									
	5									

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.

H-PP#		III Sites 🛛 🕕 Taro		
	Workspace		Overview	Display task, timetable, and announcements.
	al 26 dem)	(k.sm)	Overview Profile Membership Resources Announcements Preferences Account Online	Display task, timetable, and announcements. For setting your email address, department, and field of interest. Note Entering profile information is optional. For registering for the class temporarily. For uploading and saving the report assignment files you created. Display a list of announcements. For selecting a language either Japanese or English. For checking your account information. Note For NoSSO, you need to register a password here. Access to Online Bulletin Board attached to this LMS.
			Bulletin Board	

2. Class mode

Click the class name tab. You can refer to and download materials, and submit assignments and tests.

B PP#	III Sites 🛛 🕕 Sare		
Class name	for one the Garge	Overview	Display class information, announcements, and notifications.
F Angenetian たたいになる それ、それである	Options resourcing Courses In Link	Announcements	Display class announcements.
P Tetes & Queres	Announcements (creating announcements from the last 30 days)	Resources	For browsing and downloading materials.
finans fiscars	There are currently no announcements at this location.	Assignments	For submitting assignments and checking returned submissions.
A branches in (print) (set (15)) before (15)		Tests & Quizzes	For taking tests and surveys.
Link Indexes in Part Danisa Baranya Bar Casa Sananya Dan Bara Sananya Dan Bara Sananya Dan	Herage Center Notifications	Clicker	Display the clicker used in class.
1.024 J. N.4.250 J. (278)	New in Forums none	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 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 students(Simple manual)

Register your personal email address

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

1		III Sites
#Home ~	Economics I v Jurisprudence I v Science I v	
Overview	B PROFILE My profile Connections Search Privacy Preferences	
Account Online Bull	Taro Shiomi Profile Basic Information You haven't filled out any information yet Contact Information	
Informatic Informatic Online lea Online lea Web Syllai	on Portal(SP) an Portal(SP) schol Hormation Schol HEF#s (#±)	
	Email1 ichiro.seito.1a@stu.hosei.ac.jp	
0	Email2	
	Receive Reminder	_
	Reject E-mail1	
	Reject E-mail2	
	 ※If you check "Reject E-mail", you will not receive any emails from "Learni Management System" and "Online Bulletin Board". ※Reminder is a notification delivered one day before the assignment deadl (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. 	ine
	Home page	
	Work phone ("-" is unnecessary)	
	Home phone ("-" is unnecessary)	
	Mobile phone ("-" is unnecessary)	
	<pre>simile ("-" is unnecessary)</pre>	
	Save changes Cancel	

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.

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 III Stes 1 Taro	① Click Home.
Altome C Economics I v Science I v	 Click Membership.
A MARARRATIP Self-registrationable dass	-
Che 3 self-registrationable class Wear: 2019 ClassCode: Search Clar	③ Click "self-registrationable class".
Search Sales Annual Search	
Preferences Preferences	
	④ Enter ClassCode.
registrated class self-registrationable class	Hint Class code search is an exact
Year : 2019 ClassCode AATEST Search Clear self-registrationable class ClassName : Search	
	match search. Please note the case.
It is a list of a registrable class.	5 Click Search.
Viewing 1 - 1 of 1 sites	6 The class will be displayed. If "Regist"
- < < show 20 items ▼ > >	is not checked, check it.
Regist ClassCode ClassName + Instructor Week · Period Description	⑦ Click the Regist button.
⑥ AATEST Jurisprudence I 01 教員 Tue3 学部:… (More)	Hint You can also search by class name.
(7) Regist	
① 法政大学 ##stes ● =#	2. Unregistration
F7LH授業 (TA) ∨ デスト授業 (第旧当) ∨ デスト授業 (第日当) ∨ デスト授業 (第日回) ∨ デスト授業 (第月) ∨	
(2) (① Click Home.
Membership Year: 2021 v Swedy Cow	② Click Membership.
Resources Announcements Viewing 1 - 6 of 6 sites	③ If you are not on "registrated class"
Preferences I < < ahow 20 items > >1 Account	page, click "registrated class" tab.
Image: Control based Unjoin Registration Status ClassCode ClassCode ClassCode Nature Control based Description Image: Control based Image: ClassCode CLASSOVA00005 72/LB3 (TA) #E48001	④ Check the class to unregister.
Information Fortal(SE) (1582) Information Fortal(SE) CLASSOYA0000 交入上現京(副田) 専任会の1 専任会の1 専任会の1 (1582) Orline Learning 当) (1582) (1582)	Hint You can unregistrate a class whose
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Official Web site Registration CLASSOVA0000 <u>국가/전품 (경</u> 住 휴단용001 후원) 후원: ••후원	course status is "Temporary Registration".
	5 Click the Unjoin button.
④ Temporary Registration CLASSOYA60004 <u>アスト間葉(学生</u> 専任名001 専任社001 学部:■ 学部… 前日日 - 10001 - 1000000 - 10001 - 100000 - 100000 - 100000 - 100000000	
	6 The message "Are you sure you want
■Home マスト授業(TA) マ テスト授業(福田協) マ テスト授業(学生仮会録) マ テスト授業(第二) Overview 警 MEMBERSHIP 等ない情報(学生仮会録) マ テスト授業(第二) 等した後	to unjoin the following sites?" is displayed
Profile Confirm Change	with the class name and code.
Are you sure you want to unjoin the following sites?	⑦ Click the Unjoin button.
▲ Announcements 1. テスト授業(学生依服録) (CLASS0YA00004)	
Preferences Injunc Cancel	-

Use in class

1. Check various announcements

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

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Home V Science I V	Jurispr	udence I 🔍	Economic	sI v									
	OVER	VIEW					(~					
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τ< Announcements	(viewing announcements from the last 365 days)								Show 10 items				
Preferences Account	Viewi	ng 1 - 1 of 1	L items							Assignment title	Due	Site	
Online Bulletin B…	show	10 items								3/1 Report	2020/03/23 14:10	Science I	
Information Portal(PC)	Subjec	-		Saved By			Site						
Information Portal(SP) Online learning(PC) Online learning(SP) Web Syllabus	2/25 8	emarks		Sakai Adminis	trator			3		uncements from the Universit	Ŷ	% Link	
2	Timetable	2						% Link	Sche	ions aduled System Maintenance to a scheduled system mainte wing time periods.	enace, some of our services are not	available during the	
\square		Sun	Mon	Tue	Wed	Thu	Fri	Sat			7:00am on Monday, January 20		
	1		Science I										
	2		Economics I										
	3			Jurisprudence					-				
	4												
	6 7												
	Put a mo	ouse cursor	on the course	name, then the	entire nam	e will pop u	p.						

① Task

•The assignments are displayed.

 \cdot 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.

 $\ensuremath{\textcircled{3}}$ Announcements from the LMS System

•The messages are about the system.

Notifications concerning Courses

•All announcements posted in the registered classes are displayed.

 $\boldsymbol{\cdot} \text{Click}$ 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.

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Home V Science 1	Sunsprudence I v Economics I v				
2					% Link
	Site Resources Transfer Files				
Resources	All site files - / Science I Resources				
Tests & Quizzes	Сору			Disp	lay Columns 🗸
Juli Clicker	🖍 🗌 Title 🔺	Access	Created By	Modified	Size
Forums	Science I Resources	Actions -			
🔅 Site Info	Class 1	Actions - Entire site	Sakai Administrator	2020/03/16 14:27	1 item
Gradebook	Class 2	Actions - Entire site	Sakai Administrator	2020/03/16 14:27	1 item
Information.		Actions Entire site	Sakai Administrator	2020/03/16 14:29	4 bytes
Z 🗌 <u>Title 🗛</u>	L	Acc	ess <u>Cr</u>	eated By	
	I D				
sciel	nce I Resources	Actions -			
	Open / close fol	lder 📔 Enti	ire site Sa	kai Administrato	r
	<u>Class 1 text</u>	Actions - Enti	ire site Sa	kai Administrato	r
	Click the fold	ler link to di	splay the	target folde	r
	hs				
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<u>All site files</u> +	/ <u>Science I Resources</u>	Class 2			
	he				
Сору	Click the link	at the top	to view th	e original fo	older
✓ 📄 <u>Title</u>	<u>^</u>	Access	<u>Cre</u>	ated By	
🕒 <u>Cla</u>	Act	ions 👻			1
	lass 2 text Act	ions - Entire	site Saka	ai Administrator	

- ① Select a class.
- 2 Click Resources.

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.

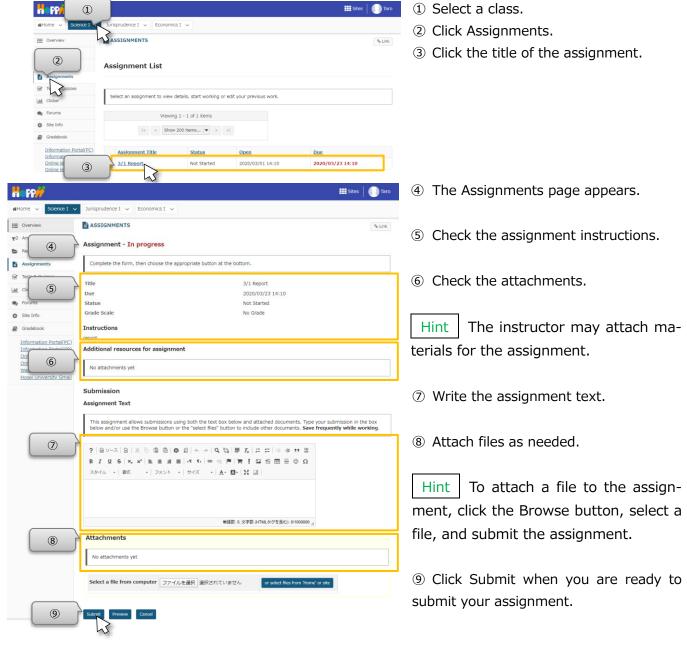
Hint Click the folder link to display only the target folder. To view the original folder, click the class name link at the top of the page.

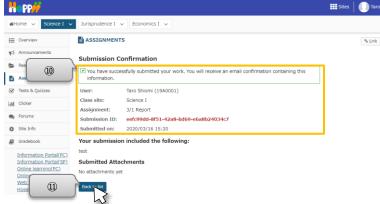
Guidebook for students(Simple manual)

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.





Wour 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.

(1) Click "Back to list" to return to the assignment list page.

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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.
Home V Science I V Economics I V	② Click Tests & Quizzes.
ESTS & QUIZZES	③ Click the title of the assessment to take.
(2) Assessments	
Take an Assessment The assessments listed below are currently available for you to take. To begin, click on the assessment title.	
Title Title Title Pround Requiring	
site inf	
Gradebook You have not yet submitted any assessments.	
🖁 🔛 🍘 🏭 Taro	④ The title and description are displayed.
MHome v Science I v Economics I v	5 Click "Begin Assessment".
E Overview	
Begin Assessment "Phrases" for Science I	
There is no due date for this assessment. There is no time limit for this assessment. You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available	
Forums Forums Within the assessment during subsequent attempts. Your highest score will be recorded. Ste Info	
Cro S Eleven Assessment Canoel	
#Home v Science I v Jurisprudence I v Economics I v	6 The first question is displayed.
E Overview STESTS & QUIZZES	\oslash Answer the question. The figure on the
	left is an example of a Multiple Choice.
Table of Contents	
B? Tests & Quizzes Part 1 of 1 - Output Output	⑧ Click Next.
Select the correct meaning of "Arigato". Gredetook	Info Save···Save the answer.
A. Hello Information Portal(EC) Information Portal(SP) B. Sorry	Info Exit···Exit from assessment.
Online learning(EC) Online learning(EP) Web Syllabus	
xret: shinkuta Hosei University.Gmail Beset: Selection	
8 Save / Exit	
int Press the "Exit" button to save the answer and inte	arrunt the assessment. If you retake the

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.

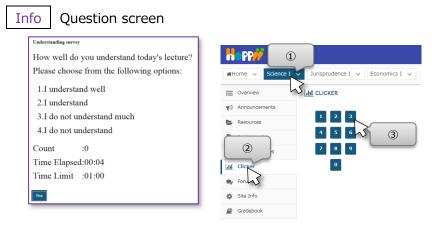
Happ#		🎟 Sites 🕕 T	The second superior is displayed
rrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrrr	✓ Jurisprudence I ✓ Economics I ✓		Ite second question is displayed.
E Overview	TESTS & QUIZZES	<u>\</u>	🔟 💷 Answer the question. The figure on the
Announcements Resources Assignments Tests & Quizzes	Phrases Table of Contents Part 1 of 1 -	Click "Question Progress" to check the progress.	left is an example of a "Fill in the Blank". finally, click "Submit for Grading".
Constant of the second se	Question 2 of 2 Fill in the following blank correctly. The capital city of Japan is Previous Next	20 Points .	Question Progress Ounanswered question Answered questions Virt 1: 2 question(s) 10 20

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H PP#		sa 📰 sa	es 🛛 🌔 Taro	① The confirmation page is displayed.
Home V Science I V	Jurisprudence I 🗸 Econor	nics I 🗸		③ Click "Submit for Grading" again.
I Overview	TESTS & QUIZZES		% Link	
 Argenterita Aragenterita Testa & Quizzes Cicker Forums Site In 		s assessment for grading. f you really want to submit for grading. o return to the previous screen.		
	Jurisprudence I 🗸 Econo	mics I 🗸	es 🛛 🕕 Taro	(4) The assessment is submitted.
E Overview	TESTS & QUIZZES		% Link	(15) Click Continue to end the assessment.
Announcements Re As As Tests & Quizzes	Submission Phrases			
Lill Clicker	Course Name	Science I		
🙊 Forums	Creator	Sakai Administrator		
Site Info	Assessment Title	Phrases		
Gradebook Information Portal(PC)	Number of submissions remaining	Unlimited		
Information Portal(PC) Online learning(PC)	Confirmation Number	7-8-352dba3c-28cc-43d6-a7e9-666e5cf32612-Mon Mar 16 16:23:54 JST 2020		
Online learning(SP) Web Syllabus Hosei University Gmail	Submitted You will receive an email recei	03/16/2020 16:23:54		
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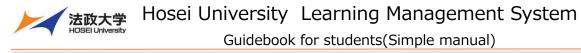
5. Use clicker

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.



- ① Select a class.
- ② Click Clicker.

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



Forums

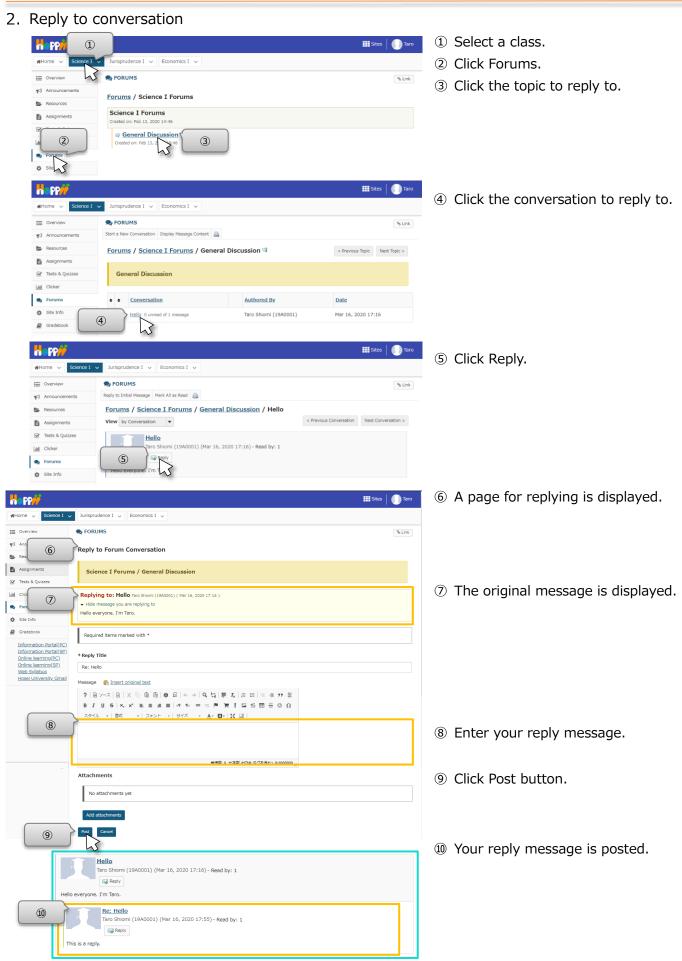
On the Forums page, you can freely discuss with the instructor and other students by posting or replying to the thread on the topic set by the instructor.

1. Create a new conversation

		🇱 Sites 📔 🅠 Taro	① S	Select a class.
r Home ↓ Science I			② C	Click Forums.
E Overview	FORUMS	% Link		Click the topic to post your message.
Announcements	Forums / Science I Forums		9 C	lick the topic to post your message.
 Resources Assignments 	Science I Forums			
	Created on: Feb 13, 2020 14:46			
	General Discussion Created on: Feb 13, 2 46			
Porums				
o seel				
		🏙 Sites 🛛 🕕 Taro	(4) C	lick "Start a New Conversation".
Home V Science I	✓ Jurisprudence I ✓ Economics I ✓			
E Overview	Start a New Conversation Display Message Content	% Link		
Resou	Forum / Science I Forums / General Discussion			
Assignments	FORMATINA SCIENCE I FORMINS / General Discussion w	< Previous Topic Next Topic >		
☑ Tests & Quizzes	General Discussion			
Lill Clicker	-			
Forums Site Info	There are no messages posted.			
			(5) E	nter a title for your message.
Happ		🇱 Sites 📔 🌖 Taro		inter your message.
· · · · · · · · · · · · · · · · · · ·	isprudence I v Economics I v			
Announcements	FORUMS	% Link	0 C	Click Post button.
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	Science I Forums / General Discussion View Full Description			
Lat Clicker	Required items marked with *			
Site Info				
5	sage 📷 Word Count:			
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E Overview	FORUMS	% Link		
Announcements	Start a New Conversation Display Message Content			
E Resources	Forums / Science I Forums / General Discussion 🗊	< Previous Topic Next Topic >		
Assignments Tests & Quizzes	General Discussion			
lists & Quizzes				
Sorue	Conversation Authored By	<u>. Date</u>		
🗢 Site 🛛 🕘	Hello 0 unread of 1 message Taro Shiomi (19A0001) Mar 16, 2020 17:16		
Gradebook				
Information Portal(PC) Information Portal(SP) Online learning(PC)		< Previous Topic >		
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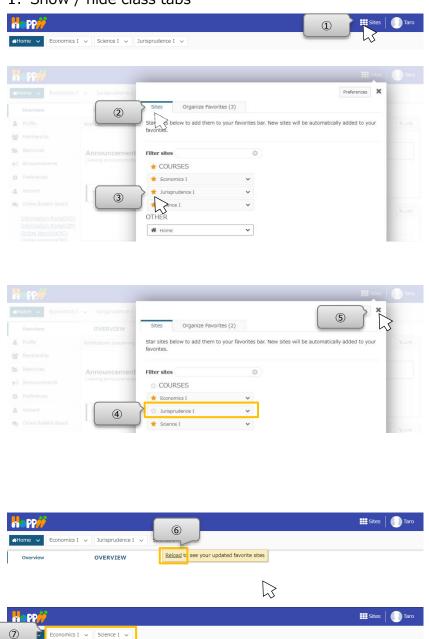
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Customize class tabs

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.

 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.

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



2. Reorder class tabs

Home V Economics I V Science I V	1 Click the Sites link at the top right.
Exercisis I Science I Overview OVERVIEW Overview OVERVIEW Organize Favorities (3) Announcement Management Announcement Management Preferences Management Management Preferences	 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.
Il professional Science I V Science I V Science I V	④ Drop it where you want.
Overview OVERVIEV Sites Organize Favorites (3) Organize Favorites Automatically add new sites to your favorites bar: Image: Sites Organize Favorites (3) Management Organize Favorites bar: Image: Sites Organize Favorites (3) Management Organize Favorites bar: Image: Sites Organize Favorites bar: Imagement Organize Favorites bar: Imagement Imagement Im	Hint "Drop" is the operation of re- leasing the button while dragging.
	⑤ Check the changed order.⑥ Click the "x" button at the top right.
Overview OVErVIEW Sites Organize Favorites (3) Profile Netifications concerned Organize Favorites Profile Netifications concerned Organize Favorites Profile Netifications concerned Drag sites to reorder them. Up to 15 sites can be displayed in your Resources Amouncements Solence I Preferences Solence I Image: Concerned Image	Hint The setting will be reflected by clicking the browser screen other than the window instead of the "x" button.
Image: Stee Stee Stee Stee Stee Stee Stee St	⑦ When "Reload to see your updated fa- vorite sites" is displayed, click Reload.
Image: Steel of the steel o	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