

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.

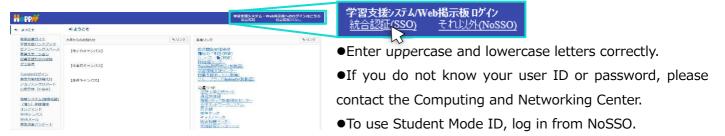
How to start and stop using the Learning Management System

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:

Overview	OVERVIEW								
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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.

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	Workspace		Overview	Display task, timetable, and announcements.
A transmission of the second sec		Array Array Array Array Array Array Dimin Array	Profile Membership Resources Announcements Preferences Account Online Bulletin Board	 For setting your email address, department, and field of interest. Note Entering profile information is optional. Display a list of assigned classes. 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. For checking your account information. Note For NoSSO, you can change your password here. Access to Online Bulletin Board attached to this LMS.

2. Class mode

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

H PP#		III Sites 🛛 🕕 Taro		
Witone v Juscos	Class name		Overview	Display class information, announcements, and notifications.
ter oronnements	HELINGAN PER SUR	Notifications concerning Courses % Link	Announcements	For creating and displaying class announcements.
E Resevenses	781:	Cipidona	Resources	For uploading and browsing materials.
C Tests & Guizzes		Announcements (desing sensesoments from the last 38 days)	Assignments	For creating assignments, and evaluating student submissions.
(A) Clicker Ry Forum		There are currently no announcements at this location.	Tests & Quizzes	For creating tests, and reviewing student responses.
O Site info		L	Clicker	For creating and using clicker for use in class.
Cadabook			Forums	For creating topics and exchanging opinions with students.
C Statutes	2	Massage Carter Hill Scalers	Site Info	For viewing and editing class information.
Information Pentarise Online learning(PC) Online learning(SP)		New in Forums none	Roster	For checking a list of students.
Online Syllabus Hose: University Grad	•		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 $% \label{eq:model}$ 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 Bul	amento se My connections detin Board an Portal(PC) Taro Shiomi Profile Basic Information Connections Contact Information Contact Inform	
Online lea Online lea Web Sylla	aming(SP). School 経営学部(学生)	
	Email1 no-reply@mail.hoppii.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 "Learning Management System" and "Online Bulletin Board". ※Reminder is a notification delivered one day before the assignment deadline (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	
	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.

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.

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 final-ized.
- 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

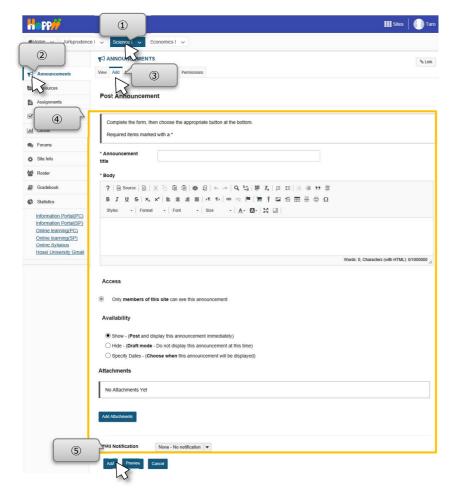
Students can log in to the "Learning Management System" using a smart device in the same way as a PC and check "Announcements" and "Assignments". In addition, students can receive notification by email by registering their email address in Profile. However, in order to send notifications to students,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

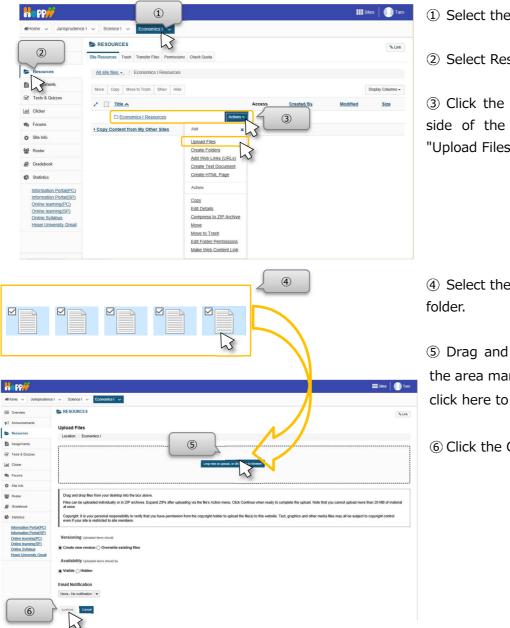
⑤ Click the Add button at the bottom. The created announcement is added to the list.

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.
- 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

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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Tests & Quizzes					
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<u> </u>	Class2 text.txt Actions	 Entire site 	Taro Shiomi	2020/03/22 10:34	4 bytes
Roster					
Gradebook	Class3 text.txt Actions	 Entire site 	Taro Shiomi	2020/03/22 10:34	4 bytes
	Class4 text.txt 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.

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

Instructors can add assignments for students.

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E Overview	ASSIGNMENT			% Link
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Online learning(SP) Online Svllabus	Attachments			
Hos	No attachments yet			
5	Add Attachments			
	Availability			
	Open Date - 03/22/2020 10:35			
	Students can not save or submit the assignment until the open date.			
	Due Date - 03/29/2020 10:35			
	Accept Until - 03/30/2020 10.35			
	Assignments cannot be submitted after the close date.			
	Hide due date from students			
	The assignment of the open date to be notified by mail and announcements Send reminder e-mail			
	Access (also limits groups for group submissions)			
	Note - There are currently no groups present in this site. You must first create group(s) before you can release the			
	assignment to selected group(s).			
	Display to site			
	O Display only to selected groups			
	Student Submissions Submission Type * Inline and Attachments			
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	Send notification email to student when the grade is released			
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	These additional options cannot be modified after the assignment has been posted for students. No additional assignment options 			
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	O Group Submission - One submission per group			
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6	Post Proview Save Draft Cancel			

1 Select the class to be set.

Select Assignments.

 $\ensuremath{\mathfrak{I}}$ 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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 スト学生2

 19A0003
 スト学生3

 19A0004
 テスト学生4

 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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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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Overview	A SSIGNMENTS	% Lini
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		
Clicker	(Changes will be not saved)	Next >
Forums	(Charges will be	
Site Info	Navigate between students with withmissions only	
Roster	submissions only	
Gradebook	Student Taro Shiomi (19A0001)	
Statistics	Submitted Date 2020/03/16 15:20	
Information Portal(PC)	Status Ungraded	
Information Portal(SP) Online learning(PC)	Assignment Instructions	
Online learning(SP) Online Syllabus	Assignment Submission Below is the submission from a student. You can insert comments into this feed by clicking in the box; then type your comments. Comments surrounded by double curly braces; (like this)), will appear red to the stude	
Hosei University Gmail	Conversion and a subset of the anisotry contrained in the last of occurs of the doc, when type your comments, comments subset on occurs of access, the anisotry occurs of the doc, when type your comments, comments subset on occurs of access, the anisotry occurs of the doc occurs of access, the anisotry occurs of the doc occurs of access, the anisotry occurs of the doc occurs of access, the anisotry occurs of the doc oc	au.
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	Add Attachments	
	Allow Resubmission	
	Save and Don't Release to Student Save and Rulase to Student Preview Cancel Changes	
	\geq	

(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.

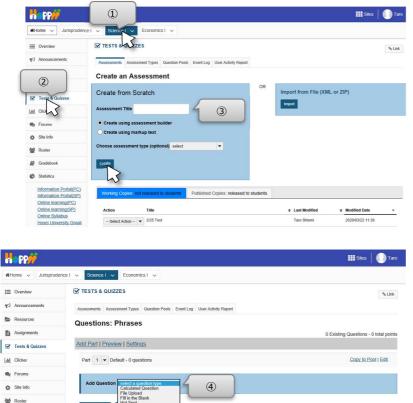
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4. Set assessments / questionnair

Statistics
 Information Portal(PC)
 Information 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.

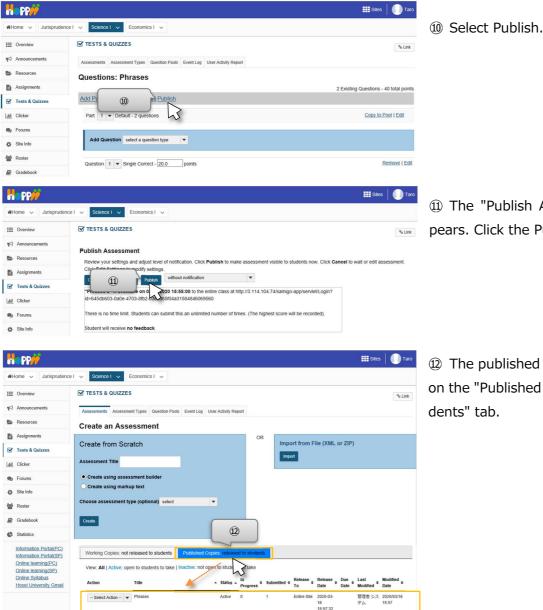
 ④ Click "select a question type ▼" next to "Add Question" and select the type of question you want to create. For example, select "Multiple Choice".

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		⑤ The "Edit Question" screen is displayed
Happ#		🚟 Sates 🛛 🍈 Taro
WHome ~ Jurisprudence	I v Science I v Economics I v	Set the necessary items.
I Overview	☑ TESTS & QUIZZES	(%LOR)
¶⊈ Announcements	Assessments Assessment Types Question Pools Event Log User Activity Report	
Assignments	Assessments / Questions: Phrases / Question 3	6 Select a grading logic. For example,
Tests & Quizzes	Edit Question: Perses	
Lald Clicker	Edit Question: Phrases	select "Single Correct" in Answer.
🗣 Forums	Question3 - Multiple Choice	
Site Info Roster	Change Cavestion Type Mutiple Choice v	
Gradebook	Answer Point Value 0.0 5	
Statistics	student is taking the exam	Tentor "Quastion Toxt"
Information Portak(SP)	Answer (Mhafa Thia?)	⑦ Enter "Question Text".
6	Single Correct Points deducted for incorrect answer 0.0	
	O Multiple Correct, Single Selection	
	O Multiple Correct, Multiple Selection Question Text Show All Rich-Text Editors	(8) Create correct answer.
		Note To use Multiple Choice for survey,
	Attachments	
	No Attachment(s) yet	set a dummy correct answer.
	Add Attachments	
8	Const Jawe	(9) Click the Save button.
	Correct Answer B	Hint To create more questions, repeat the
	Remove	
		above steps from "Add Question".
	Correct Answer C c Remove	
	Correct Answer	
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	Insert Additional Answers	
	Insert Additional Answers salect Randomize Answers Yes	
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	Require Rationale 🔿 Yes 🛞 No	
	Assign to Part Part 1 - Default 💌	
	Assign to Question Pool Select a pool name (optional) Correct Answer Feedback	
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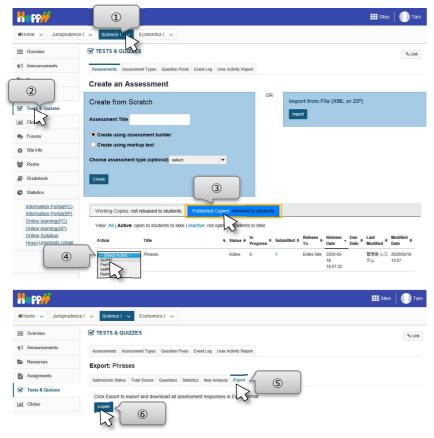
① The "Publish Assessment" screen appears. Click the Publish button.

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



4-2. Check assessment / questionnair results

Instructors can download the assessment / questionnair results.



- 1 Select the class to be set.
- ② Select "Tests & Quizzes".

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

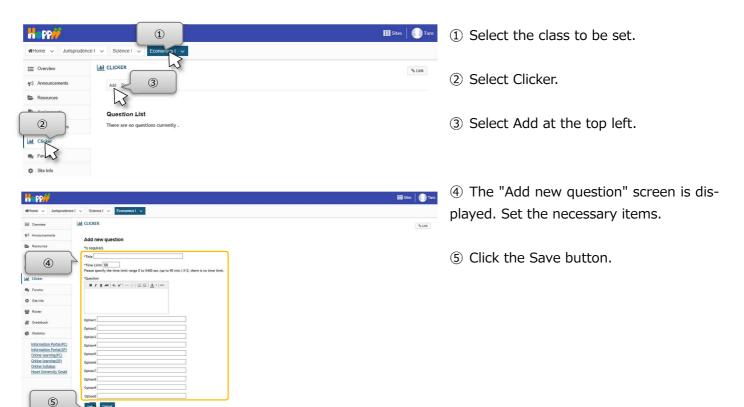
④ Click "Select Action ▼" of the assessment to check results and select Scores.

- (5) Click the Export tab.
- 6 Click the Export button.
- A popup for downloading the file will be displayed. Click the Save button.



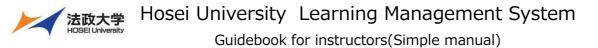
- 5. Use clicker
- 5-1. Create questions

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



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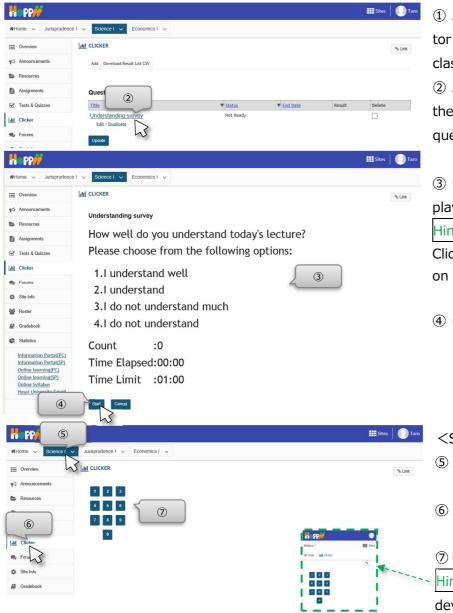
⑥ Verify that the question you will use in class have been added.



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.

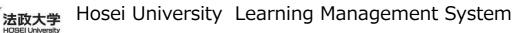
⑦ Click a number.

Hint Students also can answer on smart device.

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₩Home ∨ Jurisprudence	El V Science I V Economics I V		⑧ The question will end by clicking the
E Overview	Lill CLICKER	% 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:		④ Click the Result button.
lill Clicker	1.I understand well		
ne 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) Online Syllabus	Time Limit :01:00		
Hosei University Gmail			
9			
Happ)/		🗰 Sites 🛛 🌖 Taro	1 The result of the question is displayed.
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E Resources			
Assignments	Understanding survey 10		
✓ Tests & Quizzes	How well do you understand today's lecture? Please choose from the following options:		
Lill Clicker		(100.0%)	
🙊 Forums	2.1 understand 0 (0.0%)	20 (C)	
Site Info	3.1 do not understand much 0 (0.0%) 4.1 do not understand 0 (0.0%)		



Forums

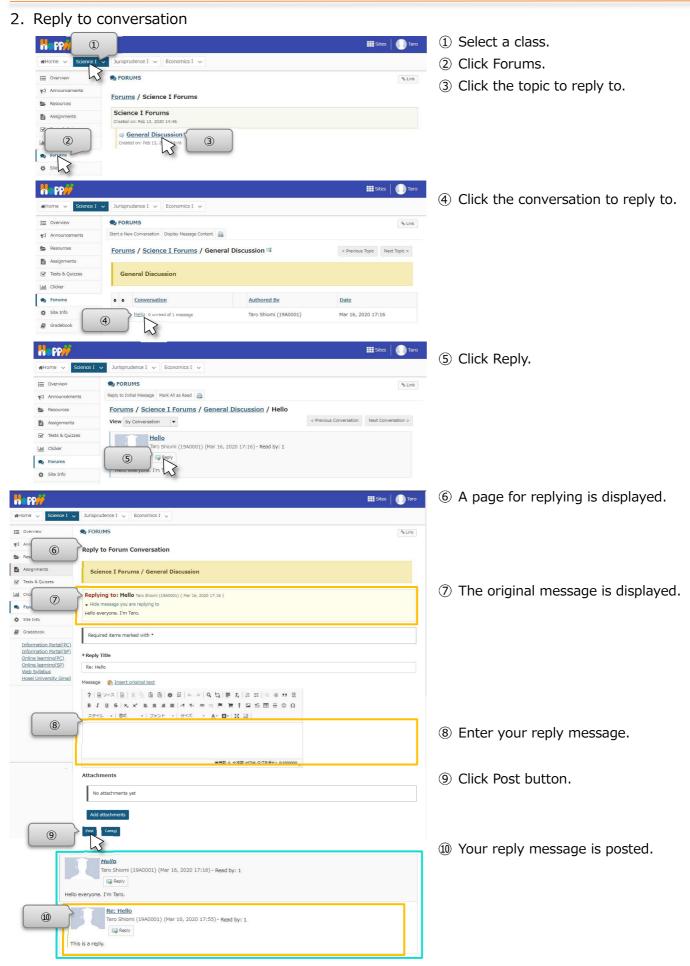
Instructors can give the students themes so they can discuss them throughout the class.

1. Create a new conversation

	1	🇱 Sites 📔 🊺 Taro	① Select a class.
#Home ↓ Science	Jurisprudence I v Economics I v		② Click Forums.
IE Overview	S & FORUMS	% Link	 Click the topic to post your message.
Announcements	Forums / Science I Forums		S click the topic to post your message.
 Resources Assignments 	Science I Forums		
·	Created on: Feb 13, 2020 14:46		
u 2	Created on: Feb 13, 2 4:45		
Site			
n PP//		III Sites 🚺 Taro	④ Click "Start a New Conversation".
Home ∨ Science	Jurisprudence I Economics I Forums		
Annot (4)	Start # New Conversation Display Message Content	9 ₆ Link	
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Assignments			
Tests & Quizzes	General Discussion		
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11 and		III Sites 📗 🚺 Taro	⑤ Enter a title for your message.
Home V Science I V	Jurisprudence I 🗸 Economics I 🗸	₩Sites 0 Taro	 Enter your message.
	P FORUMS	% Link	⑦ Click Post button.
Announcements Resources	Start a Conversation		-
Assignments	Science I Forums / General Discussion		
Tests & Quizzes	View Full Description		
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scores is an Hilling (ESs.)		- 17 -	

法政大学

Guidebook for instructors(Simple manual)

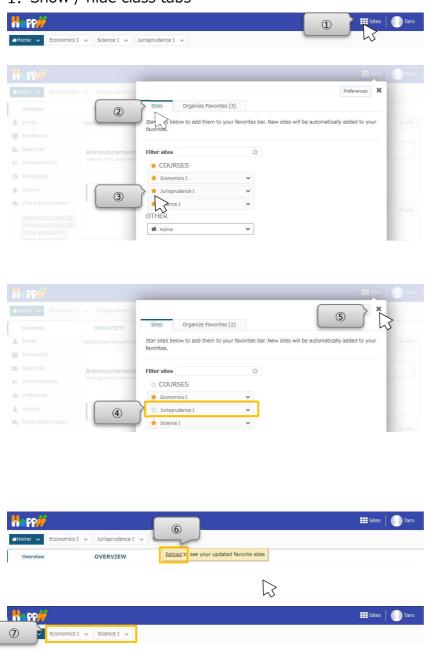




Customize class tabs

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.

O 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

Altome V Economics I V Science I V Jurisprudence I V	$(\ensuremath{\underline{1}})$ Click the Sites link at the top right.
Comparize Favorites (3) Comparize Favorites (3) Organize Favor	 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.
Intoline Economics I Steiners I Overview OVERVIEW Intoline NextResidents concomption Membership Drag sites to reorder them. Up to IS sites can be displayed in your favorites bar: Intoline Announcements Interferences Steiner I Interferences	Hint "Drop" is the operation of re- leasing the button while dragging.
Iter Iter Iter Iter Iter Iter	⑤ Check the changed order.⑥ Click the "x" button at the top right.
Overview OVERVIEW Sites Organize Favorites (3) Profile Notifications concerning Organize Favorites Automatically add new sites to your favorites bar: Tayorites bar: Automatically add new sites to your favorites bar: Reformeds Automatically add new sites to reader them. Up to 15 sites can be displayed in your favorites bar: On Off Automatically add new sites to your favorites bar: Image: State Sta	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.
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. (Japanese Only) https://info.hosei-kyoiku.jp/lms_toiawase/

Ver. 2021/12/3