Tokyo Metropolitan University e-Learning System

kibaco

Operation Manual for Course Instructors (Ver. 1.2)

March 1, 2022

Table of Contents

Revision History

Date	Ver.	Revision Details
Mar. 10, 2021	First Version	
Sep. 29, 2021	1.1	• Added chapter numbers • Added descriptions about the *Number of submissions allowed* option and the *Late submissions* option in Section **9-1 — Create a Test / Survey**. • Added descriptions about the *Test score to be recorded when users make multiple submissions* option, the *Anonymous grading* option, and the *Student Course Grades option* in Section **9-6-3 — Details on Feedback Display Settings**. • Added Section **12-4 — Hide Grades from Students**. • Minor revisions.
Mar. 1, 2022	1.2	• Updated the My Page screenshots placed in sections **1-1 — Log In**, **2 — Screen Sections**, and **2-1-1 — Functions Available in My Page Mode**. • Added sections **5-9 — Check Your Timetable on My Page**, **5-9-1 — Change the Timetable Display**, and **5-9-2 — Check a Course from the Timetable**. • Added Section **8-6 — Check an Assignment on My Page**. • Added Section **9-10 — Check a Test / Survey on My Page**. • Corrected *(6) The assignment will now be restored* to *(5) The assignment will now be restored* in Section **8-5 — Trash Folder**. • Changed description of how to deleted published tests in Section **9-5 — Send Emails to Students Who Have Not Submitted a Test**. • Added a note in Chapter **1 — Logging In and Logging Out**. • Added description on assignment resubmissions in Section **8-3 — Correct Student Submissions**. • Changed description of the initial status of self-registrations in Section **5-5 — Permit Students to Self-Register**.

1. Logging In and Logging Out

Summary

kibaco works on Edge and similar modern Web browsers.

Note kibaco no longer works on Internet Explorer.

Note **Please do not log into kibaco from multiple devices or browsers at the same time (e.g., from a computer and a smartphone, from multiple browsers, or from multiple browser tabs).**

Procedures

1-1. Log In

(1)

(1) Launch your browser and enter the following address.

https://kibaco.tmu.ac.jp/

(2) Faculty members and students, click the left link; administrative staff members and local ID holders, click the right link.

(3)   The login window above will appear for administrative staff members and local ID
holders. Enter your user ID and password and click the **Login** button.

(4)   The login window above will appear for faculty members and students. Enter your user
ID and password and click the **Login** button.

(5)   The My Page page will open after a successful login.

1-2. Log Out

(1)   Click the icon in the top right corner of the page.

(2)   Click the **Log Out** link.

1-3. If You Cannot Log In

(1)　　The page above will appear if login fails.
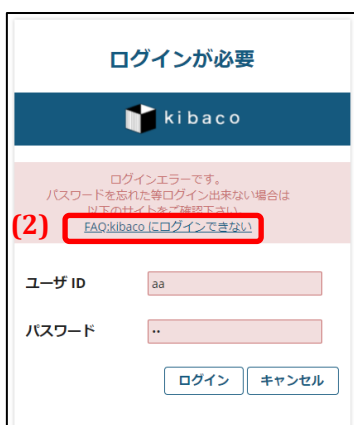
(2)　　Click on the indicated link.

(3)　　The FAQ page will appear. Follow the instructions and try logging in again.

2. Screen Sections

Summary

This section describes the main sections of the kibaco screen.

(1)   Course Selection area — Displays registered courses.

Note: Buttons for courses from previous years are hidden.

(2)   Function Selection area — Displays links to various system functions.

Tip   Click the icon (≪) at the bottom of the page to minimize this section.

(3)   Main area — Displays the contents of the currently selected function.

Descriptions

2-1. My Page Mode and Course Mode

These modes are selected by clicking tabs in the Course Selection area. Note that the My Page mode and the Course mode display different functions in the Function Selection area.

My Page mode:

This mode allows you to configure your personal settings. You can also view information about all your courses.

Course mode:

This mode allows you to manage each course individually.

2-1-1. Functions Available in My Page Mode

2-1-2. Functions Available in Course Mode

2-2. Reset Button

You can reset the display by clicking on the title of the function displayed in the Main area. The reset button allows you to return to the function's top page from any location without changing any settings.

You can also reset the display with the **Reset and Return to *<function>* Top** button.
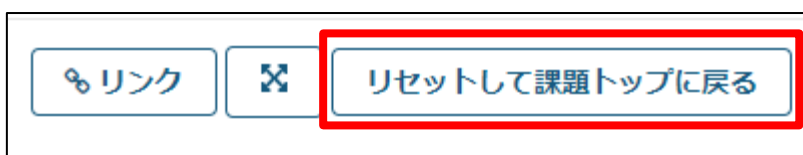
The reset button returns any settings you have made to their initial values. If you wish to save your work, be sure to click the **Save** button or **Update** button before returning to the function's top page.

| Note | **The reset button functions differently than your browser's Back button.**

Do not use your browser's **Back** button to return to a previous page, as it may cause questions with a test or other operation.

3. Screen Settings Function

Summary

The Screen Settings function lets you show, hide, and reorder course buttons.

Procedures

3-1. Hide Displayed Course Buttons

(1)   Click the icon (⊞) in the top right of the page.

(2)   Click on ★ links to hide the corresponding course buttons. ☆ indicates the course button is hidden.

(3)   Click the **X** button.

(4)   Click the **reload** link.

(5)   Course buttons that you set to ☆ will now be hidden.

3-2. Show Hidden Course Buttons
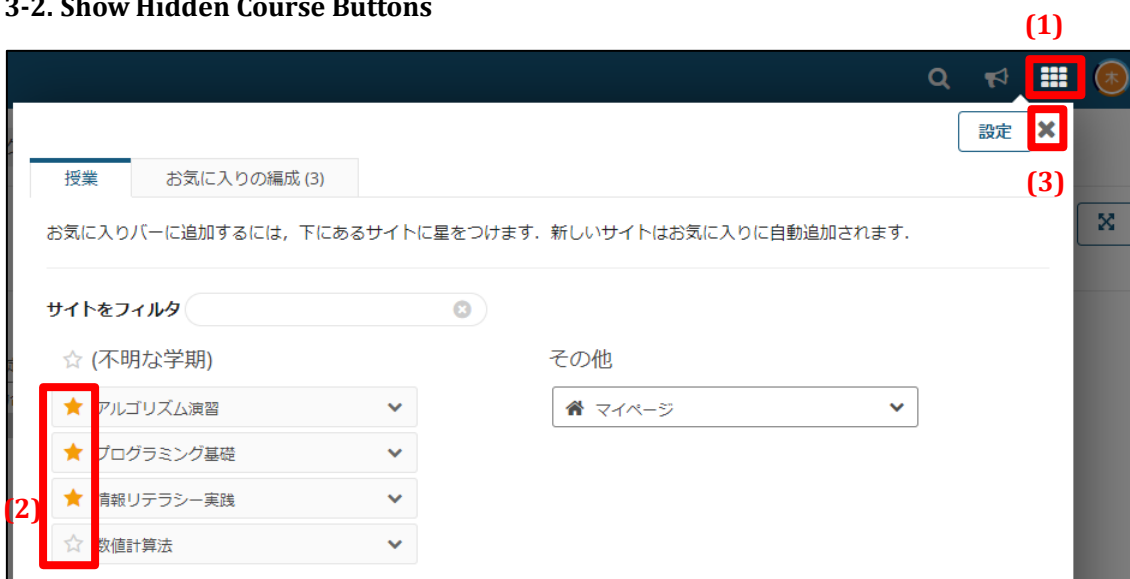
(1)   Click the icon (⊞) in the top right of the page.

(2)   Click on ☆ links to show the corresponding course buttons. ★ indicates the course button is displayed.

(3)   Click the **X** button.

(4)   Click the **reload** link.
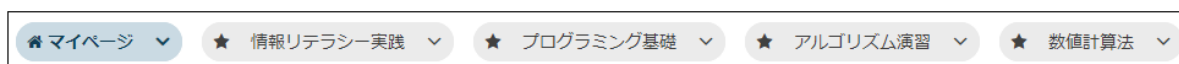
(5)   Course buttons that you set to ★ will now be displayed.

3-3. Reorder Displayed Course Buttons

(1)   Click the icon (⊞) in the top right of the page.

(2)   Click the **Organize Favorites** tab.
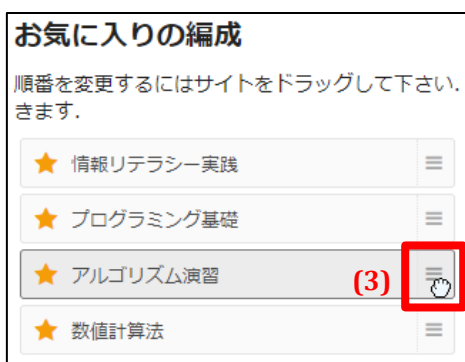
(3)   Select (click and hold down the mouse button) the icon (≡) to the right of the course
        you wish move.
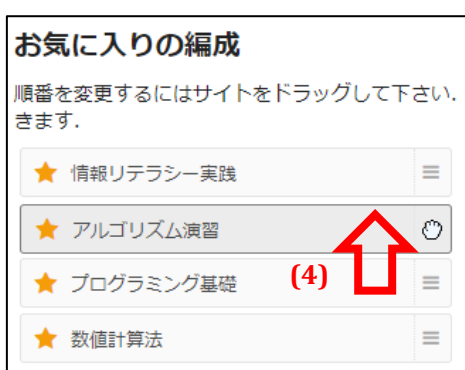
(4)   Drag (continue to hold down the mouse button) the course to where you want it
        displayed.
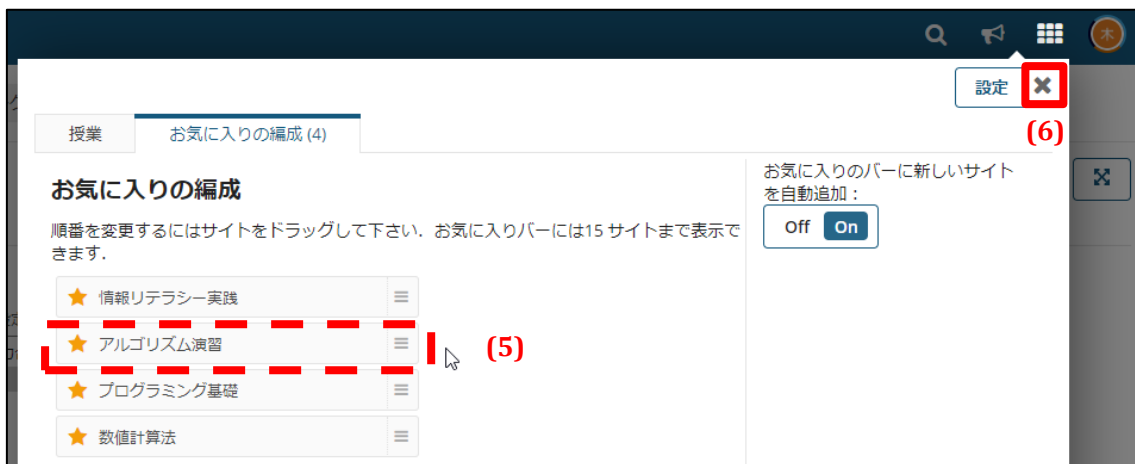
(5)   Drop (release the mouse button) the course in the position where you want it displayed.

(6)   Click the **X** button.

(7)   Click the **reload** link.
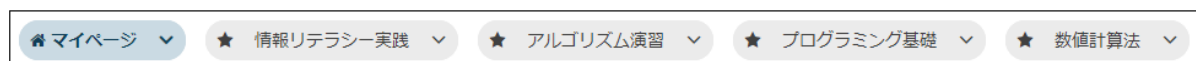
(8)   The course buttons will now be displayed in the new order.

4. Account Function

Summary

The Account function lets you display your account details and update your local ID password.

Procedures

4-1. Update Your Local ID Password

(1) Click the **Change Password** button.

Note This button is displayed only when you have logged into kibaco with a local ID.

(2) Enter your current password.

(3) Enter the new password.

(4) Re-enter the new password.

(5) Click the **Update Details** button.

Note: Follow the rules below when setting a new password.

- Be at least 10 characters long and contain letters, numbers, and symbol(s).
- Contain at least two letters: *A – Z* or *a – z*
- Contain at least two numbers: *0 – 9*
- Contain at least one of the following symbols: *: ; = ? @ [ ] _ +*
- Must not use any characters or symbols other than those given above
- Must not match any of the previous four passwords

5. Course Info Function

Summary

The Course Info function lets you perform the following updates to the selected course.

- Edit course information
- Add or delete functions
- Reorder functions
- Register students and TAs
- Permit students to self-register
- Reuse data from other courses

Procedures

5-1. Edit Course Information

(1) Click the relevant course button.

(2) Click the **Course Info** link.

(3) Click the **Edit Course Info** link.

(4)   Edit this field if you wish to change the title of the course.

Note: This is the course name that appears in the timetable and course button.

(5)   Specify in this field the language used when the course title is displayed. When set to *User Language (default)*, the course title display follows the user's language setting. When set to either *English* or *Japanese*, the course title is displayed in the specified language regardless of the user's language settings.

(6)   Edit the course description here.

(7)   Enter a short description.

Tip   The description entered here appears in the popup that opens when clicking the **Details** link with the List Courses function on My Page.

(8)   Enter the link to the course on the online syllabus system. Steps 9, 10, and 11 are not needed if you refer students to the online syllabus.

(9)　　Enter the course's objectives and themes.

(10)　Enter the course's outline and methodology.

(11) Enter the course plan.

(12) Click the **Next** button.

編集内容の確認: 情報リテラシー実践

次の情報を持つ授業を更新する場合は下の「終了」をクリックします. 変更したフィールドは赤で表示されます.

授業タイトル	情報リテラシー実践
授業言語	設定されていません
説明	ICT(Information and Communication Technology)の使い方に習熟すると共に，それを活用し具体的な課題解決を行う.
短文説明	ICTの使い方に習熟すると共に，それを活用し具体的な課題解決を行う.
Webシラバス	http://www.kyouikujouhou.eas.tmu.ac.jp/syllabus/flame.html
授業の到達目標及びテーマ	情報の収集，分析，判断，編集，発信，共有などの情報処理に関わる能力の向上. 情報機器の使い方と，それによる具体的な課題解決能力の向上.
授業の概要と方法	eラーニングシステム上に標準コースウェアを設置する. クラスによっては別に指示する場合がある.
授業計画	【基本】（４回程度）
	１．情報倫理講習，ログオン，授業ガイダンス，教育システムの紹介，レディネス調査
	２．ファイル・フォルダの管理，電子メール送受信
	３．コンピュータやネットワークの仕組み，情報検索（WWW，図書館情報など）
	４．情報倫理
	【標準】（４～６回程度）
	５．ワードプロセッサによる文書編集１
	６．ワードプロセッサによる文書編集２

(13)

終了　戻る　キャンセル

(13)　Click the **Done** button.

5-2. Add or Delete Functions

(1)   Click the **Edit Functions** link.

(2) Check the functions you wish to add. Conversely, uncheck the functions you wish to delete.

(3) Click the **Next** button.

(4) Click the **Done** button.

The corresponding functions will now be added and/or deleted. The addition and/or deletion of functions will be updated on student pages as well.

5-3. Reorder Functions

(1)　　Click the **Function Order** link.

(2)　　Select the function you wish to move. (For this example, the Tests / Surveys function will be moved.)

(3)   While keeping the function selected, move the cursor to where you want to insert the function.

(4)   Release the mouse button.

(5)　Click the **Save** button.

(6)　The functions will now be reordered. The new function order will be updated on student
pages as well.

　　Tip　You can use the gear beside functions to either lock or hide the corresponding
function.
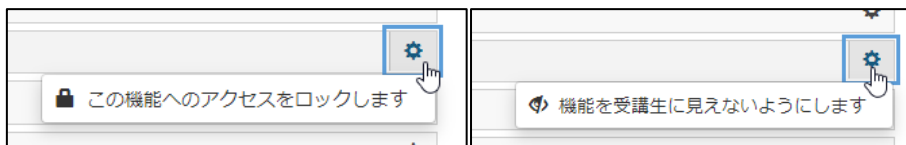
Lock access to this function ... hides the function on student pages. Students cannot
access the function even if they directly enter the function's address.

Hide function from students ... hides the function on student pages. Students can access
the function however, if they directly enter the function's address.

Note that some functions cannot be locked or hidden.

5-4. Register Students and TAs

Tip See <u>FAQ: I want to add another instructor to a course on kibaco</u> for details on registering instructors.
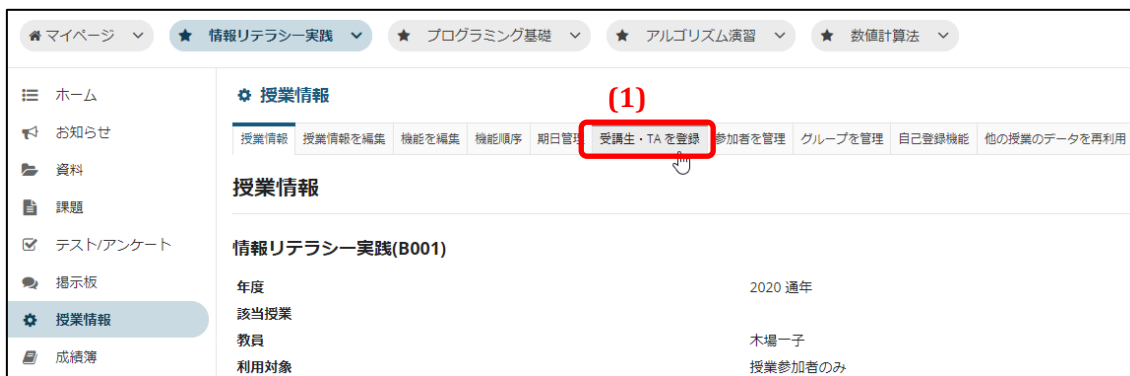
(1)   Click the **Register Students / TAs** link.

(2)   Enter either the Student Number, Email Address, or User ID of the student(s) or TA(s) you wish to add.

Tip   To register multiple students or TAs at once, enter one person per line, as shown in the screenshot above. You can copy and paste data from Excel or other source to speed up the process.

(3)   Select whether you want to give the same access level to all registrants or assign access levels by registrant.

(For this example, *Give same access level to all registrants* will be selected.)

(4)　　Click the **Next** button.

(5)　　Select the access level to be given.

(6)　　Click the **Next** button.

(7)　　Select whether or not to send a notification email about the course addition to registrants after completing the registration. If you select *Send now*, notification emails will be sent out when the **Done** button is clicked in Step 9.

(8)　　Click the **Next** button.

(9)　　Click the **Done** button.

名前	権限 ⬆	履修状態	☐ 削除
佐藤次郎, Satou Jirou (u6000003)	TA／チューター		☐
木場一子, Kiba ichiko (kibaco)　**(10)**	教員		☐
山田太郎, Yamada Tarou (u6000001)	受講生	仮登録	☐
鈴木花子, Suzuki Hanako (u6000002)	受講生	仮登録	☐

(10)　The students and/or TAs will now be added to the course.

Note that this operation is not an official course registration. Therefore, if *Student* is selected in Step 5, a provisional registration will be made. Official course registration is done by the student through the administration information system.

5-5. Permit Students to Self-Register

Section 4 — *Register Students and TAs* describes how course instructors can register students. With the procedure below, course instructors can permit students to self-register in a course.

(1)   Click the **Self-Register Function** link.

(2)   Check the *Allow self-registrations* check box.

(3)   Click the **Update** button.

This enables students to self-register in the course. It must be noted that self-registrations are not official registrations. Official course registration is done by the student through the administration information system.

5-6. Confirm or Delete Self-Registered Students in a Course

(1) Click the **Course Info** link.

(2) Click the **Manage Course Participants** link.

Students who have been provisionally registered with the procedures in either **Section 4 — Register Students and TAs** or **Section 5 — Permit Students to Self-Register** will have a *Provisionally Registered* status. This lets you distinguish these students from students with *Officially Registered* status (students who have officially registered in the course).

Tip See FAQ: A registered student is provisionally registered. What is the difference from being officially registered? for details about the differences between provisional registration and official registration.

You may also delete students from the course on this page. If it is necessary to delete a provisionally registered student, follow the procedure below.

(1)   Be sure to confirm that the student is provisionally registered before deletion.
        Please note that you can functionally delete officially registered students, faculty members, and TAs / tutors on this page. Be absolutely sure that you are not mistaken when deleting a participant.
        Be absolutely sure that the student's course status is *Provisionally Registered* before proceeding with a deletion.

(2)   Check the *Delete* check box to the right of the provisionally registered student you wish to delete.

(3)   Click the **Update Participants** button.

5-7. Reuse Data from Other Courses

5-7-1. Reuse Multiple Data Sets from Other Courses

You can import multiple data sets from other courses with the following procedure.

(1)   Click the **Reuse Other Course Data** link.

(2)   Click the *Merge own data* link.

(3)   Check the check boxes beside the courses to import data from and then click the **Next** button.

(4)　　Check the check boxes beside the functions you wish to reuse.

(5)

(5)　　Click the **Done** button.

5-7-2. Reuse Individual Data Sets From Other Courses

You can import individual data sets from other courses with the following procedure. This example describes how to reuse assignment data from another course.

You can choose between importing all or individual assignments or tests / surveys under the Assignments function and Tests / Surveys function.

(1)   Click the **Assignments** link.

(2)   Check the current assignments for the course before proceeding.

(3)   Click the **Course Info** link.

(4)   Click the **Reuse Other Course Data** link.

(5)   Click the *Merge own data* link.

(6)　Check the check boxes beside the courses to import data from and then click the **Next** button.

(7)　Check the check box beside the Assignments function that you want to reuse.

(8)　After checking the Assignments function check box, all assignments saved for the selected course(s) will be displayed (including drafts and post-due date assignments).

(9)   Check the check boxes of the assignments you wish to reuse.

    (i)   Check only the Assignments function check box to reuse all assignments saved for the selected course(s).

    (ii) Check the check boxes of the individual assignments you wish to reuse if you wish to reuse only some of the assignments saved for the selected course(s).

(10) Click the **Done** button.

(11) Click the **Assignments** link.

(12) Check the assignments for the course after adding assignments from the other course. The added assignments will appear as drafts.

(13) If you check the check box beside the Tests / Surveys function, all tests and surveys saved as drafts for the selected course(s) will be displayed. (Published tests, whether active or inactive, will not be displayed.)

(14)　Reused tests and surveys will be saved as draft tests.

5-8. Manage Deadlines and Dates

You can manage all deadlines and other dates in one place.

(1)　　Click the **Date Management** link.
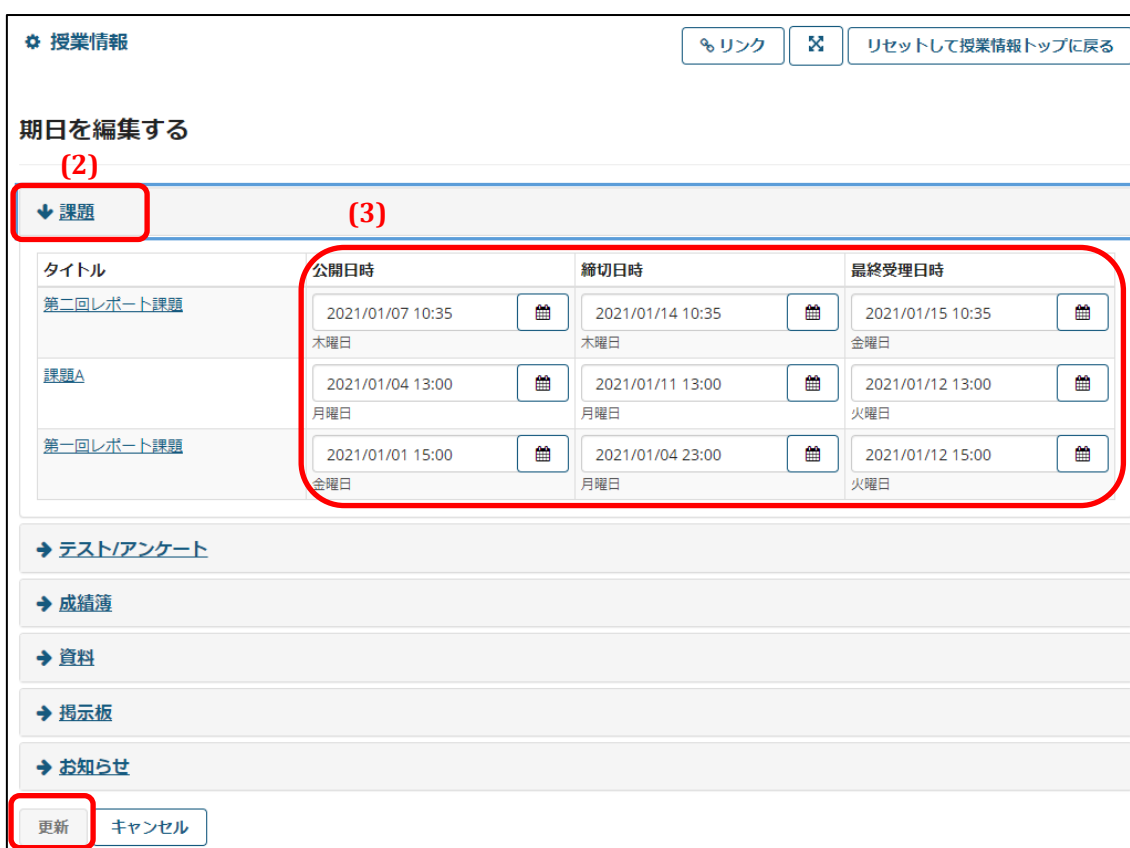
(2)　　Select type of date you wish to change.

(3)　　Change the date(s).

　　　　Note　The dates that can be changed vary depending on the type of date.

(4)　　Click the **Update** button.

(5)　　Click the **Update** button.

(6)　　A message indicating the update will appear at the top of the page.

　　　　Note　　The message will disappear automatically after a certain period of time.

5-9. Check Your Timetable on My Page

Courses are also displayed in the timetable section on My Page, as shown in the red box below. The My Page timetable displays your courses that have been made visible.

Note: The *Year / starting term combination* of classes initially displayed in the timetable is set universally for all users. The default display setting cannot be changed on an individual user basis.

5-9-1. Change the Timetable Display

(1) Click on the pulldown menu above the timetable.

(2)   Click on the *Year / starting term combination* option for the classes you wish to display in
        the timetable.

   Note: Be sure to read through the general instructions about timetable displays listed
          below the timetable.

   Note: The classes you are participating in are displayed in either the *First term* or *Second
          term*. Classes that run for the full school year or that span the first and second
          terms will be displayed on the timetable regardless of which term is selected.

(3)   Classes corresponding to the *Year / starting term combination* you clicked will now be
        displayed in the timetable.

   Note: The timetable will revert to its default display (the year / starting term set
          universally) when you refresh the screen or log in again.

5-9-2. Check a Course from the Timetable

(1) Click on the *Course name* in the timetable.

(2) The corresponding course will now be displayed in the Main area.

6. Notices Function

Summary

The Notices function lets you post notices and announcements to students enrolled in a course.

Procedure

6-1. Add a Notice

(1) Click the relevant course button.

(2) Click the **Notices** link.

(3) Click the **Add** link.

(4)   Enter the subject.

(5)   Enter the message.

(6)   Select the access range.

Course participants only: The notice will be accessible by all people enrolled in the course. If no groups have been set for the course, this option will be the only available option.

Selected group(s) only: The notice will be accessible by the selected groups. When this option is selected, a list to select groups will appear, as shown in the screenshot below.

(7) Select the display method. You can select to post the message immediately, save it as a draft, or set a display period.

(8) If you select *Yes* for *Notify by email*, emails will be sent to the recipients specified under *Access*.

Note The *Notify by email* setting is not saved. If you wish send notification emails again after revising a notice, you will have to select *Yes* again.

(9) Click the **Add** button. If you selected *Yes* for *Notify by email*, emails will be sent after clicking the button.

(10) The notice is now posted.

Participants in the course (students, TAs / tutors, course instructors) are now able to view the notice.

Note Do not revise and reuse an existing notice to create a new notice.

7. Distribute Resources Function

Summary

The Distribute Resources function lets you upload resources to be used in a course and distribute them to students.

Procedures

7-1. Distribute Resources

(1)   Click the relevant course button.

(2)   Click the **Resources** link.

(3)   Open the **Action** drop-down menu.
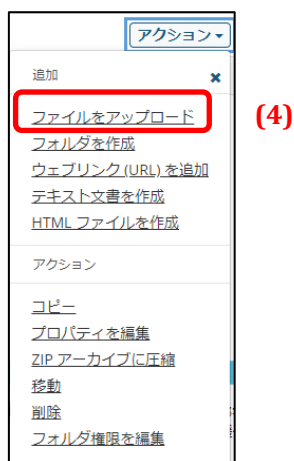
(4)   Select *Upload files* from the drop-down menu.

(5)   Click in the box with the dotted line.
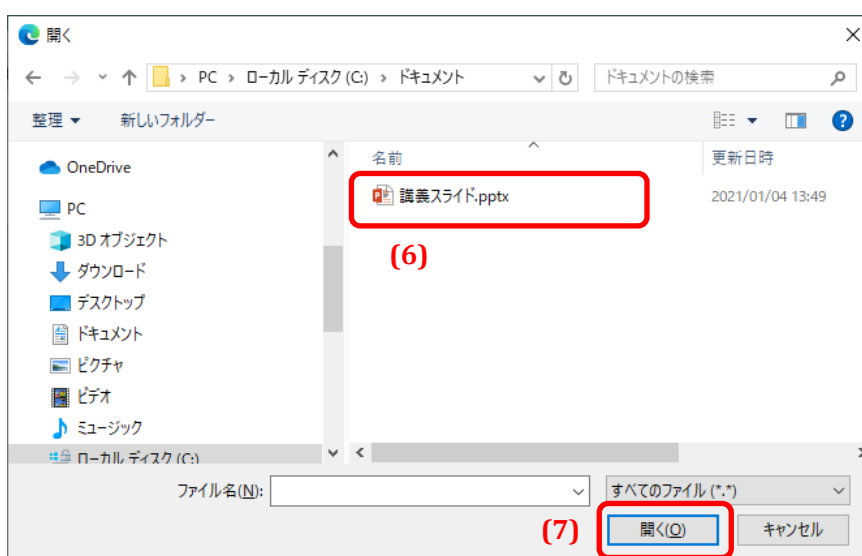
(6)   Select the file to be uploaded on the pop-up window.

　　　Note　The pop-up window may appear different from the screenshot if using a browser

　　　　　　other than Edge.

(7)   Click the **Open** button.

　　　Tip　You can also drag and drop files, as shown in the screenshot below.

> **Tip** To upload multiple files at one time, click the dotted box and repeat Steps 5 through 7.

(8)　Click the **Next** button.

(9)　The file is now uploaded and available for students to download.

7-2. Organize Resources in Folders

7-2-1. Create a Folder

(1)   Open the **Action** drop-down menu in the row with the folder icon (📂 or 🗁).

(2)   Select *Create folder* from the drop-down menu.

(3)　Enter a name for the folder.

Tip　To create multiple folders at once, click the *Add another folder* link and enter a
name for the other folder.

(4)　Click the **Create Folder Now** button.

(5)　The new folder is now created.

7-2-2. Place Resources in a Created Folder

(1)   Open the **Action** drop-down menu beside the file you want to place in the folder.

(2)   Select *Move* from the drop-down menu.

(3)   Click the *Paste* icon beside the folder to place the file in.

(4)   The file will now be moved into the folder.

Tip   You can create folders in advance and upload resources directly to the folders.

7-3. Reuse Resources from Other Courses

(1)   Click the *Copy resources from other courses* link.

(2)   Click the course folder icon containing the resources you wish to reuse.

Note Be sure to click only the folder icon.

(3)　Check the check box of the file you wish to reuse.

(4)　Click the **Copy** button.

(5)　Click the *Paste* link where you want to copy the file.

(6)　　The file will now be copied to the folder you clicked in Step 5.

7-4. Resources Function on My Page

My Page has a Resources function similar to that on each course button. Files uploaded using the Resources function on My Page are only accessible by you.

(1)　　Click the **Resources** link on My Page.

(2)　　The Resources function page will open. From here you can upload and copy files in the same way as given in **Section 1 — *Distribute Resources*** through **Section 3 — *Reuse Resources from Other Courses***.

7-5. Manage Resources from a WebDAV Client

(1) You can manage resources from a WebDAV client. Click the **Manage Web Folder** link to display instructions on how to use this function.

> **Tip** Faculty members should apply for WebDAV use to have a WebDAV password issued. Local ID users can use WebDAV without making an application.

7-6. Check Space Usage
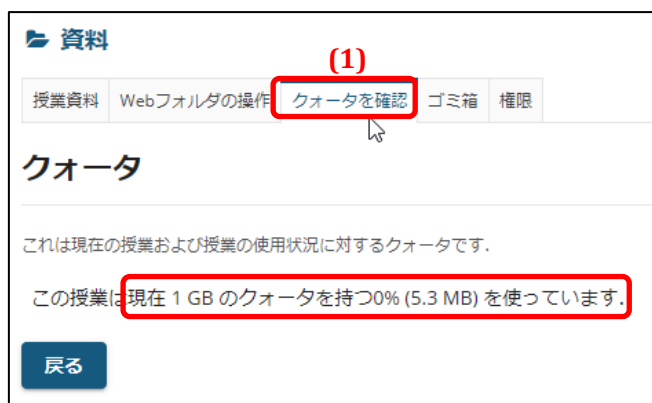
(1) There is a size limit to the amount of resources you can upload. Click the **Check Quota** link to see how much space you are currently using.

(2) You can check your total size limit (quota), the percent used, and the size used.

> **Tip** These figures are provided separately for each course and My Page.

7-7. Compress Folders into ZIP Archives

You can compress folders into ZIP archives.

(1)   Open the **Action** drop-down menu in the row with the folder icon (📂 or 🗁) and select *Compress into ZIP archive.*
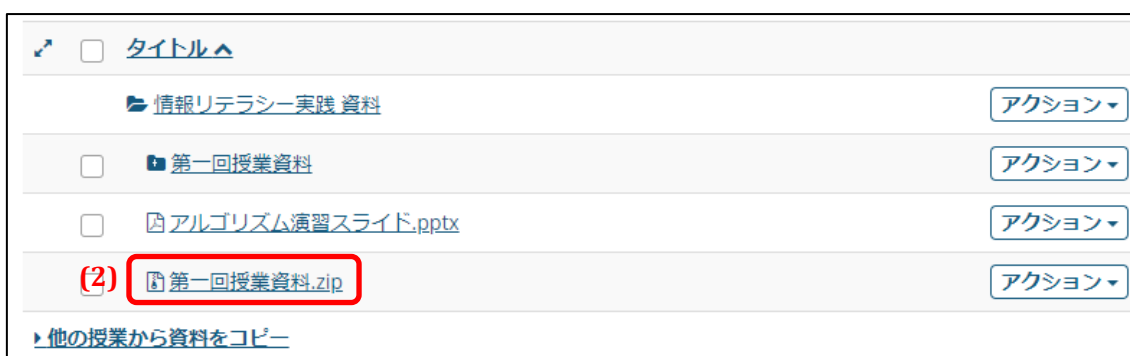
(2)   A ZIP file will now be created containing the contents of the folder.

7-8. Trash Folder

Deleted resources are moved to the trash folder. You can restore resources deleted accidentally with the procedure below.

(1)   Click the **Trash** link.

(2)   Select the resource to restore.

(3)   Click the **Restore** button.

(4)   Click the **Course Resources** link.

(5)   The resource will now be restored.

8. Assignments Function

Summary

The Assignments function enables you to set assignments for students. The function lets you create assignments, set publication dates and due dates, correct submitted assignments, and send notices to students by email.

Procedures

8-1. Add an Assignment

(1)   Click the relevant course button.

(2)   Click the **Assignments** link.

(3)   Click the **Add** link.

(4)   Enter a title for the assignment.

(5)   Enter a description of the assignment.

(6)   Set a publication date, a due date, and a final submission date.

Publication date

This is the date and time from which the assignment can be viewed and submissions accepted. Students cannot see the assignment prior to this time.

Due date

This is the deadline for the assignment. Students may submit or resubmit their assignment after this date but before the final acceptance date, but their assignment will be considered late.

Final submission date

This is the final date and time that assignment submissions are accepted. After this time, students cannot submit or resubmit their assignment.

Set the due date and final submission date to the same date and time to disallow late submissions.

Tip　You can set the date and time using the calendar shown below by clicking the
calendar icon.

(7)　☑ リマインダメールを送信

(7)　Set whether or not to send emails to remind students about the assignment. Checking this check box will send reminder emails to students who have opted to receive reminders.

After creating a new assignment:
　　When saved with this check box unchecked, reminder emails are not set.
　　When saved with this check box checked, reminder emails are set.

After editing an assignment:
　Previously saved with this check box unchecked:
　　When saved with this check box unchecked, reminder emails are not set.
　　When saved with this check box checked, reminder emails are set.
　Previously saved with this check box checked:
　No reminder emails have been sent yet:
　　When saved with this check box unchecked, reminder emails are disabled.
　　When saved with this check box checked, reminder emails remain set.
　　Reminder emails have already been sent:
　　When saved with this check box unchecked, reminder emails are no longer set.
　　When saved with this check box checked, reminder emails are newly set.

(8) ☐ 締切日を受講者に対して非表示

(8) When this check box is checked, the due date will be hidden from students.

Note Regardless of this setting, the due date will be displayed on the assignment list on the My Page home page.

(9) ☐ 課題追加、課題修正の通知とメールを送信

(9) Set whether or not to notify students via the Notices function and email that the assignment has been added or edited. Checking this check box will post a notice after adding or editing the assignment as well as notify via email that the notice has been posted.

アクセス

一度課題を投稿すると，グループ提出か否かを切り替えることはできません．

● 授業だけに表示   **(10)**
○ 選択されたグループだけに表示
○ グループ提出 - グループにつき一つの提出

(10) Select who receives the assignment. The only option if groups have not been set up is *All course students*.

All course students … All students in the course receive the assignment.

Selected group(s) only … Only students in the selected group(s) receive the assignment.

Group submissions … Selected group(s) receive the assignment. Only one submission is necessary per group (anyone in the group can submit the assignment).

Tip The list shown below will appear when specifying a group or groups.

アクセス

一度課題を投稿すると，グループ提出か否かを切り替えることはできません．

○ 授業だけに表示
● 選択されたグループだけに表示
○ グループ提出 - グループにつき一つの提出

少なくとも1つのグループを選択する必要があります ▾ *

受講生の   🔍 グループを検索

提出種別 *   ▼

☐ 全てのグループ選択

成績付け   ☐ グループ-1

☑ この課   ☐ グループ-2

Note A condition on group submissions is that no student belongs to more than one of the selected groups. As shown below, you can use the **Check Now** button to check whether any student belongs to more than one group.

(11) Set the format for student submissions.

Text box … Students enter their submission in a text box in their Web browser.

Attachment … Students attach and submit a file or files.

Non-digital … Used when you expect students to submit their assignments directly to you without using kibaco, but you require the option to show assignment details and grade assignments.

Single file uploads only … Select this option when you want students to send in their assignments as a single file only. (The *Attachment* option lets students upload multiple files at once.)

(12) Set the grading method.

Check the *Grade assignment* check box if the assignment will be graded.

If you select *Numerical grade* as the grading method, enter the maximum grade.

Also choose whether to send results to student course grades and whether to use peer reviews.

(13)

(13) Click the **Done** button.

(14) The assignment will now be added to the course.

When the *Send results to student course grades* option is selected in Step 12, the assignment will be added to the student course grades as shown in the screenshot below.

8-1-1. Differences between *Selected group(s) only* and *Group submissions*

The *Selected group(s) only* option requires all students in the selected group(s) to submit the assignment. Conversely, the *Group submissions* option requires only one submission per group.

The difference is illustrated below, with Group A selected to receive the assignment.
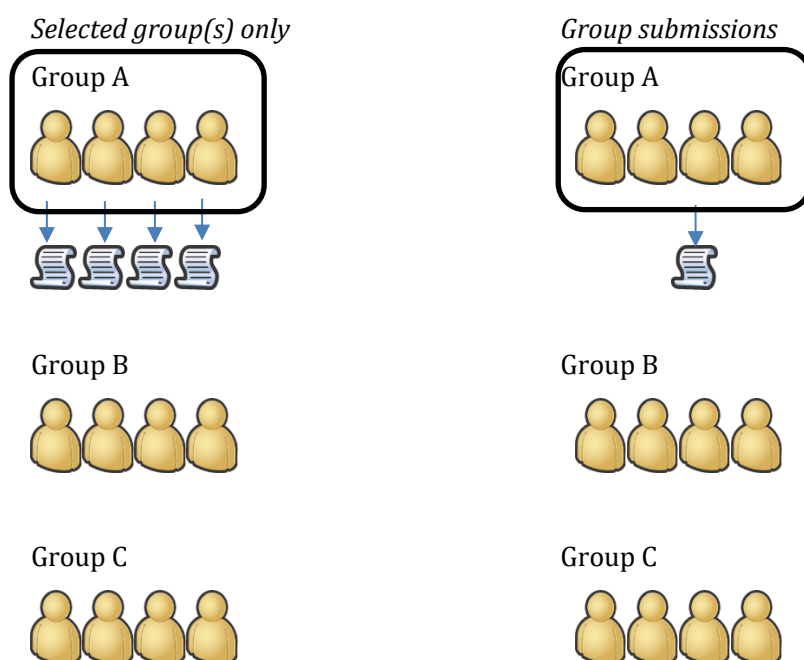
1-2.   Peer Reviews

You can allow students who receive the assignment to review each other's assignments.

(1)   Select this option to allow peer reviews.

(2)   The review due date must be set to a date after the final submission date.

(3)   Selecting *Anonymous reviews* lets the reviewers stay anonymous.

Selecting *Let students see peer reviews* lets students read the reviews their submission received.

Specify the number of submissions students must review under *No. of submissions students must review*.

(4)   Enter brief instructions for students about peer reviews.

Note Two conditions on using peer reviews are the grading method must be set to *Numerical grade* and the *Group submissions* option cannot be used.

Tip   Students can review submissions between the final submission date and the review due date. Faculty members can grade submissions after the review due date.

8-2. Check Student Submissions

(1)   Click the *Results* link for the assignment submissions you wish to check. You can also
        click on the numbers in the *Submitted / Not Graded* column.

        Note When the grading method is set to *Not graded*, the link name will change from
                Results to *View submissions*.

(2)   The submission status for each student is displayed here.

        Clip icon:

                The clip icon appears on the far left when a student has attached a file to their
                submission. Clicking the icon will download the file attached by the student.

        Date of Submission column:

                This column shows the date and time when the student submitted their
                assignment. *Late* will be displayed in red when the submission was made after the
                due date. Nothing is displayed if the student has not submitted an assignment.

        Download All:

                By clicking this button, you can download all submitted student reports.

                Note This link is displayed only after the due date.

Output Submission Status List as a CVS File:

Click this button to download a CSV file containing a list of submission statuses including submission dates.

8-3. Correct Student Submissions

Move to the Student Submission Confirmation page as described in the previous *Check Student Submissions* section.

(1)　Click on the name of the student whose assignment you wish to correct.

Note　You cannot click on names before the assignment's due date, because assignments cannot be corrected before the due date.

(2)　The text submitted by the student will appear in the text box outlined in red under **Assignment Submission**. Here you can edit and correct the student's text.

(3) Enter general remarks about the submission under **Instructor's General Comments**.

(4) Click either the **Evaluate (Do Not Return to Student)** or the **Evaluate (Return to Student)** button. If you select the *Return to Student* option, place a check in check box (5) to allow assignment resubmissions.

Evaluate (Do Not Return to Student):

   Your corrections and comments will not be shown to the student.

   [Note]   Even if you have checked the *Send results to student course grades* option in Step 12 in the previous **Add an Assignment** section, if you choose this button, the grading result will not be reflected in the student's course grades.

Evaluate (Return to Student):

   Your corrections and comments will be shown to the student.

   Enter the number of resubmissions allowed with dropdown selector (6). This will allow students to resubmit the assignment.

   [Note] If you have checked the *Send results to student course grades* option in Step 12 in **Section 1 — Add an Assignment**, the grading result will be reflected in the student's course grades.

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Note The final submission date is shown in field (7). **However, do not change this date**. The change will be displayed to students, but the actual final date when assignments can be submitted is determined by the final submission date set for the assignment (as described in Step 6 of **Section 8-1 — Add an Assignment**).

Note If you have checked the *Send results to student course grades* option in Step 12 in the previous ***Add an Assignment*** section, the grading result will be reflected in the student's course grades.

8-4. Send Reminder Emails Function

(1)　Function summary

This function automatically notifies assignment recipients that the assignment's due date is near.

(2)　Users who receive reminder emails

Users who meet all the following conditions receive reminder emails.

- Users required to submit an assignment
- Users who have yet to submit the assignment
- Users who have enabled receiving reminder emails

(3)　Function details

1. On completion of adding or editing an assignment

   The function will be enabled if the assignment's reminder email setting has been selected.

2. When the assignment is added or edited within 24 hours of the due date

   The function activates on completion of adding or editing the assignment.

   The function identifies the users to receive reminders and sends out the reminder emails.

3. When the assignment is added or edited more than 24 hours before the due date

   The function activates when the current time reaches 24 hours from the due date.

   The function identifies the users to receive reminders and sends out the reminder emails.

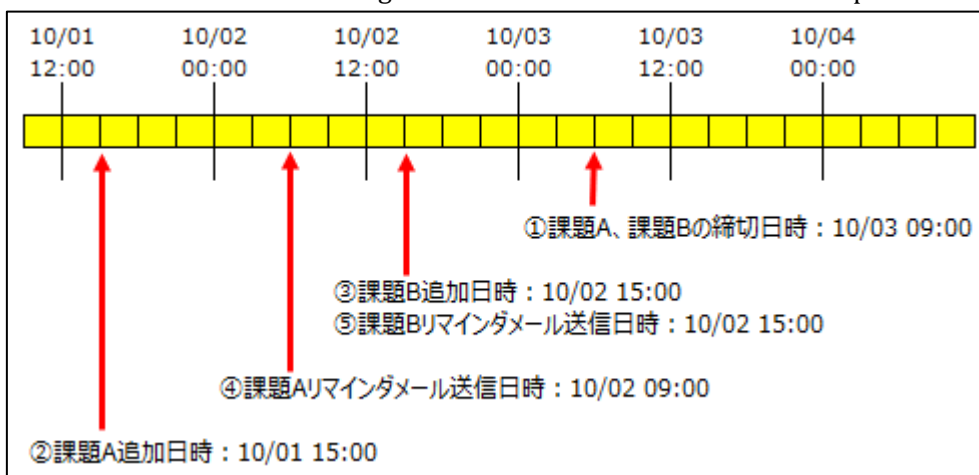(4)　Examples of when reminder emails are sent

The due date for Assignment A and Assignment B is October 3 at 9 a.m.

Assignment A is added on October 1 at 3 p.m.

Assignment B is added on October 2 at 3 p.m.

Reminder emails for Assignment A will be sent on October 2 at 9 a.m.

Reminder emails for Assignment B will be sent on October 2 at 3 p.m.

8-5. Trash Folder

Deleted assignments are moved to the trash folder. You can restore assignments deleted accidentally with the procedure below.

(1) Click the **Trash** link.

(2) Select the assignment to restore.

(3) Click the **Restore** button.

(4) Click the **OK** button.

(5) The assignment will now be restored.

8-6.   Check an Assignment on My Page

Assignments are also displayed on the Assignments / Tests List on My Page, as shown in the red box below. The My Page Assignments / Tests List displays published assignments for the classes you are participating in.

You can open an assignment with the procedure below.

(1)   Click on a title in a row labeled *Assignment* under the Category column.

Note: Assignments whose due date has passed are not displayed.

Note: Unpublished assignments are not displayed.

Note: If an assignment is not shown in the Assignments / Tests List, check the assignment by selecting the course in the Course Selection area in the same way as when the assignment was created.

(2)　　The corresponding assignment will now be displayed in the Main area.

9. Tests / Surveys Function

Summary

The Tests / Surveys function lets you create questions with the formats below and conduct online surveys or tests that consist of combinations of created questions.

- Multiple choice
- Questionnaire
- Short answer or short essay
- Fill in the blank
- Numerical answer
- Matching question
- True or false question
- File upload

Procedures

9-1. Create a Test / Survey

(1) Click the relevant course button.

(2) Click the **Tests / Surveys** link.

(3) Enter a title for the test to be created in the title field and click the **Create** button.

(4)   Open the *Select question type* drop-down menu.

(5)   Select the type of question you wish to create from the drop-down menu. (For this
        example, *Multiple choice* will be selected.)

(6)   Enter the number of marks allotted to the question.

(7)   Select whether to show students the number of marks allotted to the question.

(8)   Bonus marks are not counted as part of the total score for the test. And no marks are
        deducted if a student skips the question or answers the question incorrectly. Students
        who do answer correctly are credited with bonus marks.
        For example, if a perfect score is 100 points and there are 10 bonus marks, a student can
        score 110 points if he or she answers all questions correctly.

(9)   Select the answer method. (For this example, *One correct answer* will be selected.)

   One correct answer:

      Students select one answer from multiple choices (one of which is correct).

   Multiple correct answers (one choice):

      Students select one answer from multiple choices (more than one of which is correct).

   Multiple correct answers (multiple choices):

      Students select more than one answer from multiple choices (more than one of which
         is correct).

(10)   Enter the question statement.

(11)   Enter the answer choices.

   You can add up to 26 answer choices labelled A through Z.

   To indicate the correct answer choice, check the radio button beside the answer choice's
   label.

(12)   Click the **Save** button at the bottom of the page.

(13)　Click the **Settings and Publish** link.

(14)　You will move to the Detailed Settings page for test being created.

Frequently used settings

- *Users and Submissions*

The following users can take the test:

Select who receives the test. The default is all students in the course.

If you select *People who receive the test link (including non-students and non-kibaco users)*, non-students and non-kibaco users can take the test, but it will not be possible to identify who submitted the answers.

If you have set up groups, you can give the test just to a selected group(s).

Number of submissions allowed:

You can set a limit on how many times students can submit answers to the test.

Note The default for the *Number of submissions allowed* option is "1". If you have duplicated an existing test however, the default for the *Number of submissions allowed* option will be the original test's value.

Note If you select *No limit* for *Number of submissions allowed*, students can take the test as many times as they like based on the graded results. Consequently, it is appropriate to set the *Number of submissions allowed* to "1" for regular tests.

Note Only students who have yet to make a submission can make a late submission, even if you have selected *No limit* for *Number of submissions allowed*.

The test start and end dates are set as described below in the same way as in Step 6 of the **Add an Assignment** section for the Assignments function.

Start date and time:

This is the date and time when students can see and answer the test or survey. The test or survey will not be shown to students before this time.

Due date:

This is the deadline for answering the test or survey. If late submissions are permitted, students can still answer the test or survey after this time as late submissions until the cutoff date. After the due date (or after the cutoff date if late submissions are permitted), students will not be able to start answering the test or survey or submit a partially answered test or survey.

Time limit:

You can limit the amount of time students have to answer the test.

When a time limit is set, once a student starts answering the test, the test will be automatically submitted either once the time limit is reached or once the due date (or the cutoff date if late submissions are permitted) is reached.

Late submissions:

Set whether to accept submissions after the due date and before the cutoff date. Late submissions are marked as being late and all submissions are marked with a submission time for easy identification.

In the event of a problem in which a student claims to have made a submission, but the instructor is unable to verify the submission, the instructor can allow the student to resubmit the test / survey by providing sufficient time between the due date and the cutoff date and enabling late submissions.

Cutoff date:

This is the final deadline for accepting answers to the test or survey. Once this time is reached, students will no longer be able to answer the test or survey.

Tip You can set dates and times using a calendar by clicking the calendar icon.

If you wish to leave the test or survey posted for a prolonged time, like the previous version of tests and surveys, set the due date and cutoff date to a date well into the future so the test can be used without concern about its duration.

(15)　| 保存して公開 | 保存 | キャンセル |

(15)　Click the **Save and Publish** button.

☑ テスト/アンケート　　　　　　　　　　　　　　　　　　　　　　　　% リンク　✕

テストを公開

設定を確認し通知レベルを調整します．テストを今，受講生に見えるようにする場合は**公開**をクリックします．テストを延期または編集する場合は**キャンセル**をクリックします．設定を編集する場合は**設定を編集**をクリックします．

| キャンセル | 設定を編集 | 公開 | 通知なし ▼ |

(16)

"確認テスト" が 利用可能になるのは **2021/01/05 12:00:00** です．
受講者全員へ：http://localhost:8080/samigo-app/servlet/Login?id=f9e41b34-e5f4-498c-9d38-e66812f8d6a01609821035870

締切日時は 2021/01/12 5:00:00 です．

時間制限はありません．受講生は何回でも提出できます．（最高点が記録されます）．

受講生は **フィードバック** を受け取りません．

(16)　Click the **Publish** button.

9-1-1. Other Important Settings

You can set exceptions to the time limits or dates when the test can be taken for specific students or groups. Exceptions can be used for makeup tests, for example.

(1)   Select the student or group and set the dates when the test can be taken.

(2)   Click the **Add Exception** button.

(3)   The exception settings will now be added.

You can set how students proceed through the test or survey.

Questions are answered in the order they are displayed:

With this option, only a **Next** button is displayed while answering the test and students cannot go back to previous questions. This is called the linear access method.

Questions can be answered in any order from the test's index:

With this option, both **Next** and **Back** buttons are displayed while answering the test and students can go back to previous questions.

Note   It is recommended to limit the number of submissions to one if you select the

linear access method. Be aware that the number of submissions is not automatically set to one when you select the linear access method.

Note If you set *Test layout* to *Display entire test on one page*, please instruct students to click the **Save** button frequently. Setting *Test layout* to *Display entire test on one page* displays all the questions to students on a single page. However, all answers may be lost while taking the test if the student accidentally closes the browser or if a problem occurs with the student's device or network connectivity. To prevent this possibility, students should save their answers by clicking the **Save** button as they proceed through the test.

Note Instructions for students concerning the **Save** button while taking a test are given on Page 34 of the Operation Manual for Course Participants.

9-2. Question Types

9-2-1. Questionnaire

Summary

Create a questionnaire-type question where students select answers from two to 10 choices.

Marks allocated   No

Automatic grading   No

(1)   Select *Questionnaire* from the *Question type* drop-down menu.

(2)   Enter the question statement.

(3)   Select the answer type.

> **Tip**   To use an answer type not given in the list, please create the question from the *Multiple choice* question type.

(4)   Click the **Save** button.

Question preview

(1)　　　Students read the question statement and select the appropriate choice.

9-2-2. File Upload

Summary

Create a test question that students answer by uploading a file.

Marks allocated   Yes

Automatic grading   No

(1)   Select *File upload* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   Enter the question statement.

(4)   Click the **Save** button.

Question preview

サンプルテスト

目次

問題グループ 1 / 1

問題 1 / 1	0 点

レポートをアップロードして下さい。

(1) ファイル：[   ] ブラウズ... アップロード

保存 終了 **提出**

(1)　　Students read the question statement and upload a file.

9-2-3. Numerical Answer

Summary

Create a test question with a formula or equation that students solve by entering a numerical value in a blank field.

Marks allocated   Yes

Automatic grading   Yes — Graded on whether the student's answer matches the answer indicated as correct.

(1)   Select *Numerical answer* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   Enter the question statement with the correct answer contained in brace brackets {}.

(4)   Click the **Save** button.

Question preview

(1)   The question statement and answer field will be displayed.

9-2-4. Matching Question

Summary

Create a test question that students answer by selecting matching pairs of words or phrases from a list.

Marks allocated   Yes

Automatic grading   Yes — Graded on whether the student's answer matches the answer indicated as correct.

(1)   Select *Matching question* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   Enter the question statement.

(4)   Enter a list of matching pairs to be selected in the question.

(5)   Enter the statement to be matched in the *Statement* field. For example: "Has a long trunk"

(6)   Select *new* to add an entry to the *Match* list.

new ... Adds a new combination.

None of the Above ... Adds a combination without a match.

Existing ... If the combination is the same as an existing statement, select the statement number.

(7)   Enter the match in the *Match* field for the statement above in the *Statement* field. For example: "Elephant"

(8)   Click **Save Pair** to save the combination.

Tip   More than one matching pair is necessary to form a question. Be sure to save multiple pairs.

(9)   Click the **Save** button.

Question preview

(1)   The question statement will be displayed.

(2)   Students open the *Select* ▼ drop-down menu and select the correct matches to statements 1 through 5 from *A* through *E* in the list. Students select *E. None of the Above* if there is no match for the corresponding statement.

9-2-5. True or False Question

Summary

Create a test question that students answer by selecting whether the question statement is true or false.

Marks allocated   Yes

Automatic grading   Yes

(1)   Select *True or false question* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   If marks are deducted for an incorrect answer, enter the number marks that will be deducted.

       Tip   You cannot select a deduction larger than the marks allocated to the question. If a student gets a minus score on the test, the final test result will be 0.

(4)   Enter the question statement.

(5)   Select the correct answer, either *True* or *False*.

(6)　　Click the **Save** button.

Question preview

(1)　　The question statement and the *True* and *False* choices will be displayed.

9-2-6. Short Answer or Short Essay

Summary

Create a test question where students write in the answer.

Marks allocated   Yes

Automatic grading   No

(1)   Select *Short answer / short essay* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   Enter the question statement.

(4) Click the **Save** button.

Question preview

(1) The question statement and answer field will be displayed.

9-2-7. Fill In The Blank

Summary

Create a test question that students answer by filling in a blank.

Marks allocated   Yes

Automatic grading   Yes — Graded on whether the student's answer matches the answer
indicated as correct.

(1)   Select *Fill in the blank* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   Enter the question statement. Indicate the correct answers within brace brackets {}.

(4) ☑ 大文字と小文字を区別?
チェックすると，受講生の解答は，大文字小文字に関して正解解答と完全に一致する必要があります．
例: 正解解答が "ABC" で，受講生の解答が "aBc" の場合は，解答は不正解と記録されます．

(5) ☐ 相互に排他的
注意:チェックすると，同じ答えが複数の空欄に設定されていて，かつ，それぞれの空欄で別の答えを選択しなければ全部正解になりません．
例: 問題文を「歩行者用信号機の色は{赤|青}と{赤|青}です．」とした場合，一方の空欄に「赤」，もう一方の空欄に「青」と解答すれば全部正解となります．両方の空欄に「赤」（または「青」）と解答した場合は，得点が半分になります．

(6) ☐ 空白を無視?
チェックすると，受講生の解答は空白文字が欠如していても空白文字が必要ではなく誤りでもないと判断されます．
例：正解が "2 * sin(x - m)" であれば，次は正解と記録されます："2*sin(x-m)", "2*sin(x - m)", など．

添付ファイル

　　添付ファイルがありません

[添付ファイルを追加]

次の問題グループに割り当てる：　　　[問題グループ 1 - Default ▼]

問題プールに割り当てる　　　[プール名を選択します (オプション) ▼]

正解・不正解のフィードバック

正解解答 (オプション)　　　リッチテキストエディタを表示（および文字カウント）

不正解解答 (オプション)　　　リッチテキストエディタを表示（および文字カウント）

(7) [保存] [キャンセル]

(4)　*Use case sensitive grading?*

For this example, we will create a fill-in-the-blank test question using an English sentence. Check this option to use case sensitive grading when marking answers. This option can be left unchecked if case sensitive grading is unnecessary.

(5)　*Mutually exclusive*

This option is set when, for example, there are two fill-in-the-blank questions that require two mutually exclusive answers from the same set of choices.

Example: "As altitude {increases | decreases}, air pressure {increases | decreases}" — 20 marks allocated

Correct answer 1: "As altitude increases, air pressure decreases" — Score 20 points

Correct answer 2: "As altitude decreases, air pressure increases" — Score 20 points

Partially correct answer 1: "As altitude increases, air pressure increases" — Score 10 points

Partially correct answer 2: "As altitude decreases, air pressure decreases" — Score 10 points

Tip When the blank is set to {increases | decreases} and mutually exclusive is not set, then either "increases" or "decreases" will be marked as correct.

(6) *Ignore spaces?*

Check this option to ignore spaces when grading answers.

(7) Click the **Save** button.

Question preview

(1) The question statement and answer field will be displayed.

9-2-8. Multiple Choice

Summary

Create a test question that students answer by selecting from multiple choices.

Marks allocated   Yes   /   **Automatic grading**   Yes

One correct answer

(1)   Select *Multiple choice* from the *Question type* drop-down menu.

(2)   Enter the marks allocated to the question.

(3)   Select *One correct answer*.

   One correct answer is set by default when creating a multiple choice test question.

(4)   *Deduct marks for an incorrect answer*

   Select to deduct marks when an incorrect answer is selected.

   Tip   You cannot select a deduction larger than the marks allocated to the question. If a
   student gets a minus score on the test, the final test result will be 0.

(5)   Enter the question statement. For example: "Select the meaning of the following word: careful"

正解とする選択肢にチェックを入れてください.

(6) 優しい

○ A
削除

(7) 注意深い

(8) ● B
削除

(9) ありがたい

○ C
削除

(10) 精細な

○ D
(11) 削除

選択肢を追加   **(12)** 選択 ▼

選択肢の順序をランダム化 **(13)** ○はい
●いいえ

論拠を求める   ○はい
●いいえ

(6)   Enter choice A. For example: "gentle"

(7)   Enter choice B. For example: "careful"

(8)   Enter a check that choice B is the correct answer.

(9)   Enter choice C. For example: "thankful"

(10)   Enter choice D. For example: "detailed"

(11)   *Delete*

Click this link to delete the corresponding answer choice.

(12)   *Add answer choices*

Select the number of answer choices to add from the drop-down list. (The maximum number is 26, from A to Z)

(13)   *Shuffle answer choices?*

Check *Yes* to randomize the order that the answer choices appear in.

(14)   Click the **Save** button.

Question preview

(1)   The question statement and answer choices will be displayed.

Clicking *Reset selection* will uncheck the selected answer choice.

Multiple correct answers (one choice)

(1)　　Select *Multiple choice* from the *Question type* drop-down menu.

(2)　　Enter the marks allocated to the question.

(3)　　Select *Multiple correct answers (one choice)*.

　　　　Multiple correct answers (one choice) is a question format where the student selects one answer from multiple choices of which more than one is correct.

(4)　　*Deduct marks for an incorrect answer*

　　　　Select to deduct marks when an incorrect answer is selected.

　　　　Tip　　You cannot select a deduction larger than the marks allocated to the question. If a student gets a minus score on the test, the final test result will be 0.

(5)　　Enter the question statement. For example: "Select the meaning of the following word: book"

正解とする選択肢にチェックを入れてください.

(6) 本

(7) ☑ A
削除

(8) 予約する

(9) ☑ B
削除

(10) 自動車

☐ C
削除

(11) 走る

☐ D
(12) 削除

選択肢を追加　**(13)** 選択 ▼

選択肢の順序をランダム化　**(14)** ○はい
　　　　　　　　　　　　　　　　　　 ◉いいえ

論拠を求める　　　　　　○はい
　　　　　　　　　　　　　◉いいえ

(6)　Enter choice A. For example: "book"

(7)　Enter a check that choice A is a correct answer.

(8)　Enter choice B. For example: "to make a reservation"

(9)　Enter a check that choice B is a correct answer.

(10)　Enter choice C. For example: "car"

(11)　Enter choice D. For example: "to run"

(12)　*Delete*

　　　Click this link to delete the corresponding answer choice.

(13)　*Add answer choices*

　　　Select the number of answer choices to add from the drop-down list. (The maximum

　　　number is 26, from A to Z)

(14)　*Shuffle answer choices?*

　　　Check *Yes* to randomize the order that the answer choices appear in.

(15) Click the **Save** button.

Question preview

(1) The question statement and answer choices will be displayed.

Choices A and B are correct, but only one answer can be selected. If either A or B are selected, the answer is correct.

Clicking *Reset selection* will uncheck the selected answer choice.

Multiple correct answers (multiple choices)

(1) Select *Multiple choice* from the *Question type* drop-down menu.

(2) Enter the marks allocated to the question.

(3) Select *Multiple correct answers (multiple choices)*.

Multiple correct answers (multiple choices) is a question format where the student selects multiple answers from multiple choices of which more than one is correct.

(4) *Subtract incorrect answers from correct answers*

With this option, the marks for incorrect answers selected by the student are subtracted from the marks for correct answers selected by the student to find the final mark for the question.

The marks per correct or incorrect answer are found by:

Marks allocated to the question ÷ Number of correct answers

In this example, the marks per correct or incorrect answer are 20 ÷ 2 = 10 marks.

If a student checks A and B … the student receives 20 marks.

If a student checks just A or checks just B … the student receives 10 marks.

If a student checks an incorrect answer, the number of incorrect answers x 10 marks will be subtracted from the marks given for correct answers as above.

Full marks or 0 marks

With this option, the student receives full marks for selecting all the correct answers. Otherwise, the student receives 0 marks. You may also select the *Deduct marks for incorrect answers* option in this case.

(5)　Enter the question statement. For example: "Select the meaning of the following word: book"

(6) Enter choice A. For example: "book"

(7) Enter a check that choice A is a correct answer.

(8) Enter choice B. For example: "to make a reservation"

(9) Enter a check that choice B is a correct answer.

(10) Enter choice C. For example: "car"

(11) Enter choice D. For example: "to run"

(12) *Delete*

Click this link to delete the corresponding answer choice.

(13) *Add answer choices*

Select the number of answer choices to add from the drop-down list. (The maximum number is 26, from A to Z)

(14) *Shuffle answer choices?*

Check *Yes* to randomize the order that the answer choices appear in.

(15)   Click the **Save** button.

Question preview

(1)   The question statement and answer choices will be displayed.

Multiple answer choices can be selected.

9-3. Use Question Pools

Using question pools allows you to reuse questions. A question pool is created in advance with the procedure below. Once a question pool is created, questions can be reused from the question pool.

9-3-1. Create a Question Pool

(1)　　Click the **Question Pool** tab.

(2)　　Click the *Add new pool* link.

(3)　　Enter a name for the pool.

(4)　　Click the **Save** button.

(5)   The question pool will now be created.
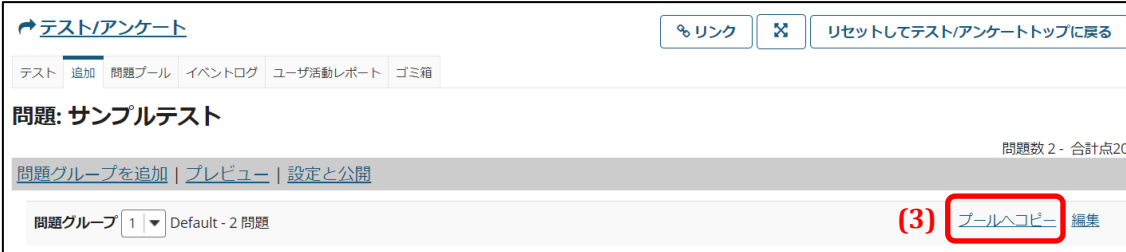
9-3-2. Copy Questions to a Question Pool

(1)   Click the **Test** tab.

(2)   Open the **Select action** drop-down menu beside the test to add to the question pool.

Select *Edit* from the drop-down menu.

(3)   Click the *Copy to pool* link.

Note Clicking *Copy to pool* will copy all questions in the Question Group to the specified question pool.

(4)   Place a check beside the question pool where the questions will be copied to.

(5)　　Click the **Copy** button. The questions will now be copied to the question pool.

9-3-3. Reuse Question Pool Questions

(1)　　Open the **Select question type** drop-down menu and select *Copy from question pool*.

(2)　　Click on the question pool that you wish to copy questions from.

(3)　　Place a check beside the questions you wish to copy.

(4)　　Click the **Copy** button.

(5)　　The question you copied from the question pool will now be inserted in the test.

9-4. Check Test Results

Check student test results with the procedure below.

(1)   Open the **Select action** drop-down menu beside the title of the published test you wish to check and select *Test results*. Alternatively, click on the number in the Submissions Received column.

(2)   The test results for each student will be displayed.

Check student answers with the procedure below.

(3)   Click the **Questions** link on the Confirm Test Results page.

(4)   You can now check the answers each student gave.

You can download a file containing the test results with the procedure below.

(5)　　Click the **Export** link on the Confirm Test Results page.

(6)　　Click the **Export** button. The test results will be downloaded as an Excel file.

9-5. Send Emails to Students Who Have Not Submitted a Test

Send notification emails to students who have not submitted a test with the procedure below.

(1)   Open the **Select action** drop-down menu beside the title of the published test you wish to check and select *Test results.* Alternatively, click on the number in the Submissions Received column.

(2)   Click the **Submission Status** link on the Confirm Test Results page.

(3)　Click the **Send Email to Students Who Haven't Taken Test** button.

(4)　Click the **OK** button.

(5)　Search results and other updates do not affect who receives the notification email.

The recipients of the notification email are as follows.

- Users who are eligible to take the test but have not submitted a test at the present time.

Note that some users who will receive the notification email do not appear on the page due to group updates or search results.

You may send notification emails for tests whose due dates have passed.

Note **Differences between Draft Tests and Published Tests**

After publishing a test / survey, two copies of the test / survey with the same title will appear: one with **Draft** appended to it and one without (the published test). These two tests / surveys are completely **<u>independent</u>** of each other.

Consequently, editing or deleting the draft test will not affect the published test.

Furthermore, students can only view the published test. To add a question to a published test or survey, first delete the published test and then add the question to the draft test and re-publish it.

A published test that students have already answered cannot be deleted. Be aware that in order to delete a published test which has already been answered, you must first delete the students' answers.

9-6. Feedback

When creating a test or survey, you can add feedback that is displayed to students based on their answers.

9-6-1. Add Feedback
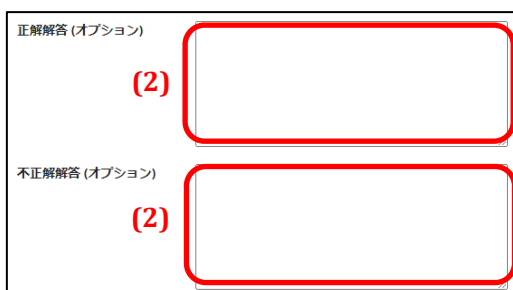
Add feedback with the procedure below.

Feedback at the question level

(1)   Proceed to Step 5 in **Section 1 — *Create a Test / Survey***.

(2)   When the question type has both correct and incorrect answers, you can provide separate feedback for correct and incorrect answers. Enter your feedback in the *Correct answer (optional)* and *Incorrect answer (optional)* text boxes. After entering your feedback, continue with the procedure in **Section 1 — *Create a Test / Survey*** and save the question.
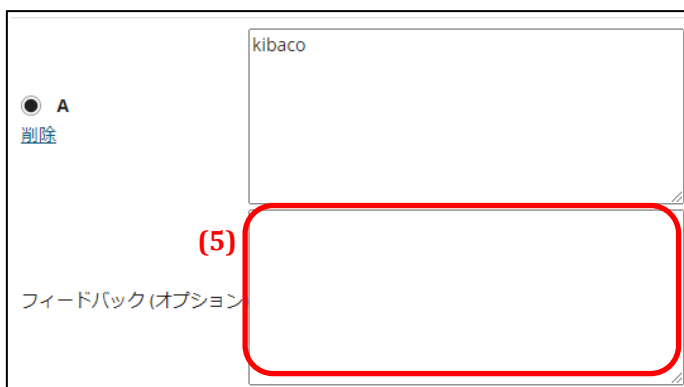
(3) When the question type does not have correct or incorrect answers, you can provide feedback that is displayed when answering the question. Enter your feedback in the *Feedback (optional)* text box. After entering your feedback, continue with the procedure in **Section 1 — *Create a Test / Survey*** and save the question.

Feedback at the answer choice level

(4) Proceed to Step 5 in **Section 1 — *Create a Test / Survey***.
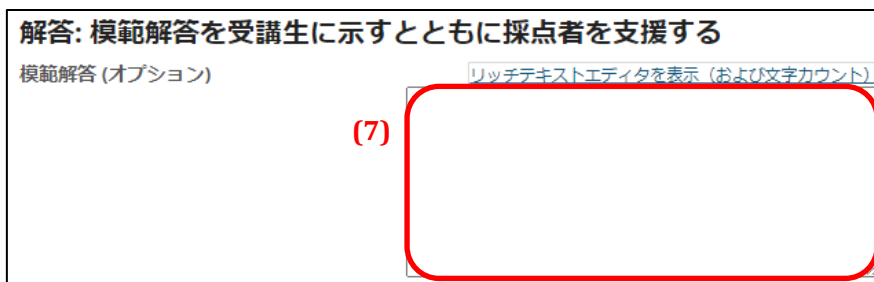
(5) When the question type is *Multiple choice*, you can provide separate feedback for each answer choice. Enter your feedback in the *Feedback (optional)* text box under the corresponding answer choice. The feedback appears to the student after the answer choice is selected. After entering your feedback, continue with the procedure in **Section 1 — *Create a Test / Survey*** and save the question.

Model answer

(6)   Proceed to Step 5 in **Section 1 — *Create a Test / Survey***.

(7)   When the question type is *Short answer / short essay*, you can provide a model answer.
Enter your model answer in the *Model answer (optional)* text box under the
corresponding answer choice. After entering the model answer, continue with the
procedure in **Section 1 — *Create a Test / Survey*** and save the question.

Grader's comments

(8)　Proceed to Step 1 in **Section 2 — *Test Results***.

(9)　Enter feedback / comments from the grader about the test / survey in the *Comments to student* text box in the relevant row.

(10)　Click the **Update** button.

Grader's comments (at the question level)

(11)　Proceed to Step 3 in **Section 2 — *Test Results***.

(12)　Enter feedback / comments from the grader about the submitted answer in the *Comments to student* text box in the relevant row.

(13)　Click the **Save** button.

9-6-2. Change Feedback Display Settings

Change the feedback display settings with the procedure below.

(1)　Click the **Settings and Publish** link on the Create Test / Survey page.

(2)　Open the **Grading and Feedback** section.

(3)　Make feedback settings as appropriate. Section 6-3 describes each setting in detail.

(4)　Click either the **Save and Publish** or the **Save** button.

9-6-3. Details on Feedback Display Settings

The details of the feedback display settings are given below.

Test score to be recorded when users make multiple submissions

This setting selects which test score to record when students are allowed to submit a test / survey multiple times.

- *Record highest score*
  This choice records the highest score among the multiple submissions.
- *Record final score*
  This choice records the score of the final submission among the multiple submissions.

Anonymous grading

This setting selects whether to conceal the student's name and Student Number when grading.

- *Conceal information that identifies students from the grader*
  This choice makes it possible to grade without seeing the student's name or Student Number.

Student Course Grades option

This setting selects whether to reflect the score of the test / survey immediately in student course grades.

- *Immediately send test scores to student course grades regardless of the options below*
  This choice makes it possible to send test scores immediately to student course grades.

Note When the *Student Course Grades* option is checked, students are able to view their test scores in their course grades regardless of the feedback settings. Be aware that if *Number of submissions allowed* is changed to *No limit* for the test at this time, students could potentially guess the correct answers on the test by going back and checking their test scores in their course grades after each submission and redoing the test repeatedly. See **Section 12-4 — Hide Grades from Students** for the procedure to conceal test scores in course grades from students.

Choose the level(s) at which feedback is provided

This setting selects where feedback can be provided in a test or survey.

- *Feedback at the question level*

  This choice enables the provision of feedback when answering and feedback on correct and incorrect answers.

- *Feedback at the answer choice level*

  This choice enables the provision of feedback for each answer choice or matching pair.

- *Both*

  This choice enables both levels of feedback.

Choose when students receive provided feedback

This setting selects the timing when students can see feedback.

- *Do not show feedback to students*

  Students are not able to see feedback.

- *Immediate feedback*

  Students can see feedback while taking the test.

- *Feedback shown on submitted test / survey*

  After submitting the test, students can see feedback on the submitted test.

- *Feedback shown to students after the specified date and time*

  Students can see feedback after the specified date and time. After the specified date and time, students will be able to see the feedback regardless of whether they are still answering the test or have submitted the test.

> **Note** Be aware that the *Immediate feedback* option reveals feedback during the test and could potentially allow students to get the right answer while answering a question.

Set detailed feedback settings

When the *Post only test scores* option is selected, only the students' test scores will be posted.

When the *Post questions and the following data* option is selected, the following options become available.

- *Student's answers*

  Students can see their own answers.

- *Correct answers*

Students can see the correct answers for the questions. They can also see any provided model answers.

- *Question-level feedback*

  Students can see feedback when answering and feedback on correct and incorrect answers.

- *Answer choice-level feedback*

  Students can see feedback the instructor provided on correct and incorrect answer choices when creating or editing the test.

- *Grader's comments*

  Students can see comments the instructor left in the *Comments to student* text box on the Test Results page for the submitted test / survey.

- *Question scores*

  Students can see the scores they received on each question on the test.

- *Test score*

  Students can see the final score they received for the test / survey they submitted.

- *Statistics and histograms*

  Students can view statistics about tests / surveys they submitted by clicking on the *Statistics* link for the relevant test / survey.

9-7. Trash Folder

Deleted tests and surveys are moved to the trash folder. You can restore tests or surveys deleted accidentally with the procedure below.

(1)   Click the **Trash** link.

(2)   Select the test or survey to restore.

(3)   Click the **Restore** button.

(4)   The test or survey will now be restored.

9-8. Event Logs

Event logs show student activities for all tests and surveys in a course.

(1)   Click the **Event Logs** link.

(2)   Event logs will now be displayed.

        Tip   No log is displayed for students who have not started a test.

9-9. User Activity Reports

Instructors can use this function to display a test submitted by a specific student.

Tip If a student has submitted the same test multiple times, all the tests will be displayed.

(1)   Click the **User Activity Reports** link.

(2)   Select the student.

(3)   Select the test or survey.

(4)   You can now check the student's test.

9-10. Check a Test/ Survey on My Page

Tests and surveys are also displayed on the Assignments / Tests List on My Page, as shown in the red box below. The My Page Assignments / Tests List displays published tests / surveys for the classes you are participating in.

You can open a test / survey with the procedure below.

(1)   Click on a title in a row labeled *Test / Survey* under the Category column.

Note: Tests and surveys whose due date has passed are not displayed.

Note: Unpublished tests and surveys are not displayed.

Note: Tests or surveys that have been submitted are not displayed on the student's screens. If multiple submissions are permitted, the test or survey will be displayed until the due date.

Note: If a test or survey is not shown in the Assignments / Tests List, check the test or survey by selecting the course in the Course Selection area.

(2)   The corresponding test / survey will now be displayed in the Main Area.

10. Forum Function

Summary

The Forum function lets students freely discuss preset topics. You can check statistics on student posts.

Tip **Forum format**

The hierarchical structure of the Forum function consists of forums, topics, and threads. The Forum function allows for multiple forums, each with multiple topics, and each topic with multiple threads. Each thread can have multiple posts.

Permissions can be set on a topic-by-topic basis. This means one topic can have restricted permissions for students, while another topic can have no restrictions and be free for any student to use. In this way, course participants are able to use multiple topics.

Procedures

10-1. Add a Topic to a Forum

(1)   Click the relevant course button.

(2)   Click the **Forums** link.

(3)   Click the *New topic* link.

(4)   Enter a title for the topic.

(5)   Enter a brief description of the topic.

(6)   Enter a detailed description of the topic.

(7)   Set the respective permission levels for TAs / tutors and students.

> **Tip**   Click the **Customize** button to reveal detailed settings.

(8)   Click the **Save Settings** button.

(9)   The new topic will now be added to the forum.

Click the *Show full description* link to reveal the detailed description entered in Step 6.

10-2. Check Information on Student Posts

(1)   Click the **Statistics** link.

(2)　Click the name of the student whose posts you wish to check.

(3)　Information about the student's posts will now be displayed.

(4)　Click the *Show full posts* link to check the content of posted messages.

(5)　The content of posted messages will now be displayed.

10-3. Grade Forum Activities

You can enter grades without moving from the Forum page to the Grades page.

(1)　　Display the posted thread and then click the **Grade** button.
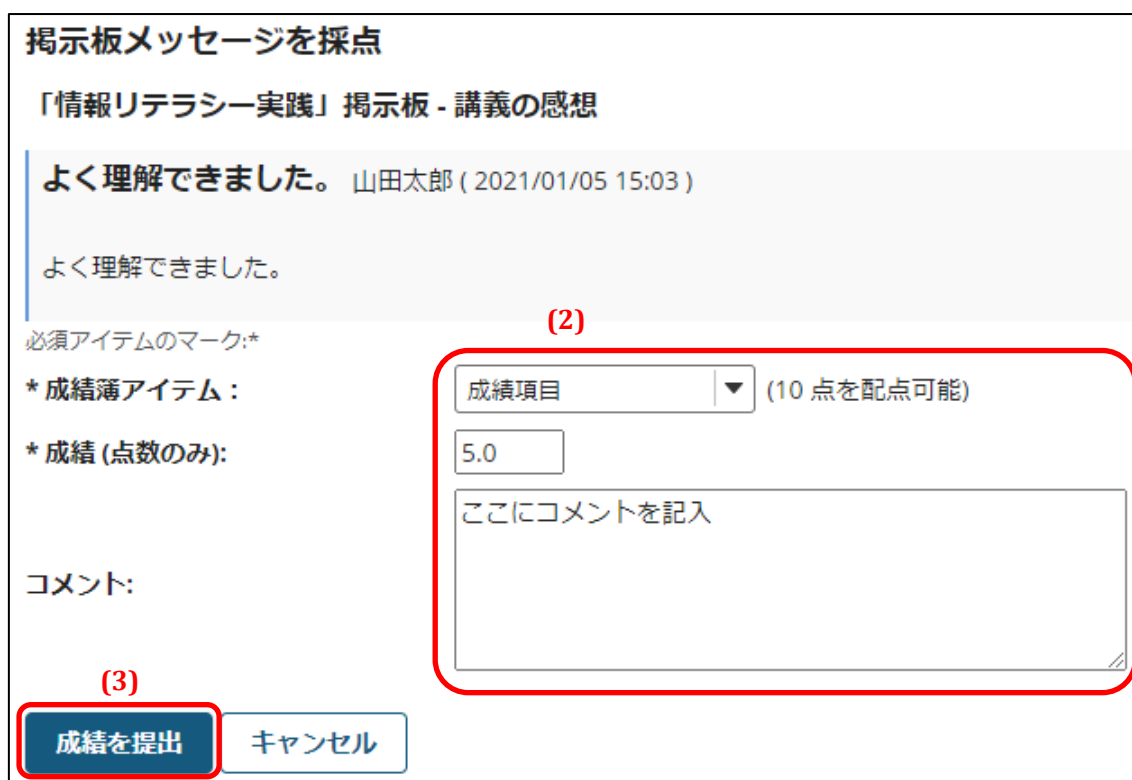
(2)　　Enter the graded item, grade, and comment.

(3)　　Click **Submit Grade**.

(4)   Click the **Grades** link.

(5)   Confirm that the submitted grade is now saved in the student's course grades.

11. Registry Function

Summary

The Registry function lets you check the list of users (course instructors, TAs / tutors, and students) participating in the course.

Procedure

11-1. Check Course Participants

(1) Click the relevant course button.

(2) Click the **Registry** link.

(3) A list of participating users will now be displayed.

12. Grades Function

Summary

The Grades function lets you tally the results of grades given with the Assignments function and the Tests / Surveys function and assign grades.

Note Grading of assignments and tests / surveys is done within the respective function.

Procedures

12-1. Check Student Results

(1)   Click the relevant course button.

(2)   Click the **Grades** link.

(3)   Click the **Results** link.

(4)   Student results will now be displayed.

(5)   Click the **Import / Export** link.

(6)   Click the **Export Grades** button to download a file with a list of student results.

12-2. Assign Student Grades

(1)   Click the **Results** link.

(2)   Enter numerical grades in active grade boxes

Note Locked grade boxes (🔒) are for assignments or tests / surveys. Use the respective function to grade assignments and tests / surveys. These grades cannot be edited on this page. Grades can only be entered for items added with the **Add Graded Item** button.

(3)   A green check mark appears after assigning a grade. This check mark indicates that the grade has been saved.

Tip Arrow keys can be used on this page. Click on the keyboard icon at the top of the page for details on how to use arrow keys.

学生	授業成績	📄 第一回レポート課題 合計：100 締切 2021/01/04	成績項目 合計：10 締切 -
山田太郎, Yamada Tarou (u6000001)	A (95.45%)	🔒 100	5
鈴木花子, Suzuki Hanako (u6000002)	C- (72.73%)	🔒 80	

(4)   The green check mark will disappear automatically after a certain period of time.

12-3. Add Student Grades with a CSV File

Note Locked grade boxes (🔒) are for assignments or tests / surveys. Use the respective function to grade assignments and tests / surveys. These grades cannot be added or updated with a CSV file. Only grades for items added with the **Add Graded Item** button can be added or updated with a CSV file.

(1)   Click the **Import / Export** link.

(2)   Click the **Export Grades** button.

This will download a CSV file. Open the CSV file in a text editor or similar application.

"受講者 ID","受講者名","第 1 回課題 [100]","* 第 1 回課題","第 2 回課題 [100]","* 第 2 回課題","第 3 回課題 [100]","* 第 3 回課題"

"seito02","山田太郎, YAMADA TAROU ",,,"10",,"20",

"seito03","田中実, TANAKA MINORU ",,"30",,"40",

"seito01","鈴木一郎, SUZUKI ICHIROU ","80","","70",,"60",

(3)   Record student grades under "*Graded item name* [*full marks*]" columns in the CSV file and then save the CSV file on your computer.

(4)   Select the CSV file saved on your computer.

(5)   Click **Next**.

(6)   Check the corresponding check boxes.

(7)   Click **Next**.

(8)　　Click **Done**.

(9)　　The student grades will now be updated.

12-4. Hide Grades from Students

By default, students are able to view all results in their course grades. You can select to hide from students either specific assignment or test / survey results or all course grades.

12-4-1. Hide Specific Results

(1) Click the **Results** link.

(2) Click the **Edit All** button.

(3) Uncheck the check box in the *Make public to students* column to hide the corresponding assignment or test / survey results.

(4) Click the **Save Changes** button.

12-4-2. Hide All Course Grades

(1)　Click the **Settings** link.

(2)　Click the **Course Grades Publication Rules** button.

(3)　Uncheck the *Display published course grades to students* check box.

(4)　Click the **Save Changes** button.
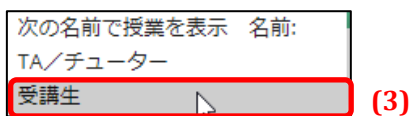
13. View-As-Student Function

Summary

Use this function to confirm what pages look like as a student.

Procedure

13-1. View Course Pages as a Student

(1)　　Click on the relevant course button.

(2)　　Open the *Show course with the following name* drop-down menu in the top-right corner of the page.

(3)　　Select *Student*.

(4)   The course pages will now be displayed as seen by students.

(5)   To exit, click the **Exit View** button in the top-right corner of the page. The student page will continue to be displayed until you exit the view or log out.

> **Note** When viewing pages as a student, you cannot carry out instructor operations such as assign grades.

Appendix

The following pages describe the additional functions that are accessible through the

procedure in **Section 2 — *Add or Delete Functions*** under the Course Info function.

14. Schedule Function

Summary

The Schedule function lets you set course schedules and other events.

The Schedule function must be added following the procedure in **Section 2 — *Add or Delete Functions*** under the Course Info function in order to use the function.

Procedure

14-1. Add an Event

(1) Click on the relevant course button.

(2) Click the **Schedule** link.

(3) Click the **Add Event** link.

(4)   Enter the title, date, start time, and end time.

The end time will be set automatically if you set a start time and duration.

Tip   Click the calendar icon to open the calendar, as shown on the right, to select the date.

(5)   Enter a message.

(6)

(6)　　Click the **Save Event** button at the bottom of the page.

(7)　　The event will now be added on the specified date.

15. Wiki Function

Summary

The Wiki function promotes collaborative learning by creating and editing webpages within the course.

The Wiki function must be added following the procedure in **Section 2 — *Add or Delete Functions*** under the Course Info function in order to use the function.
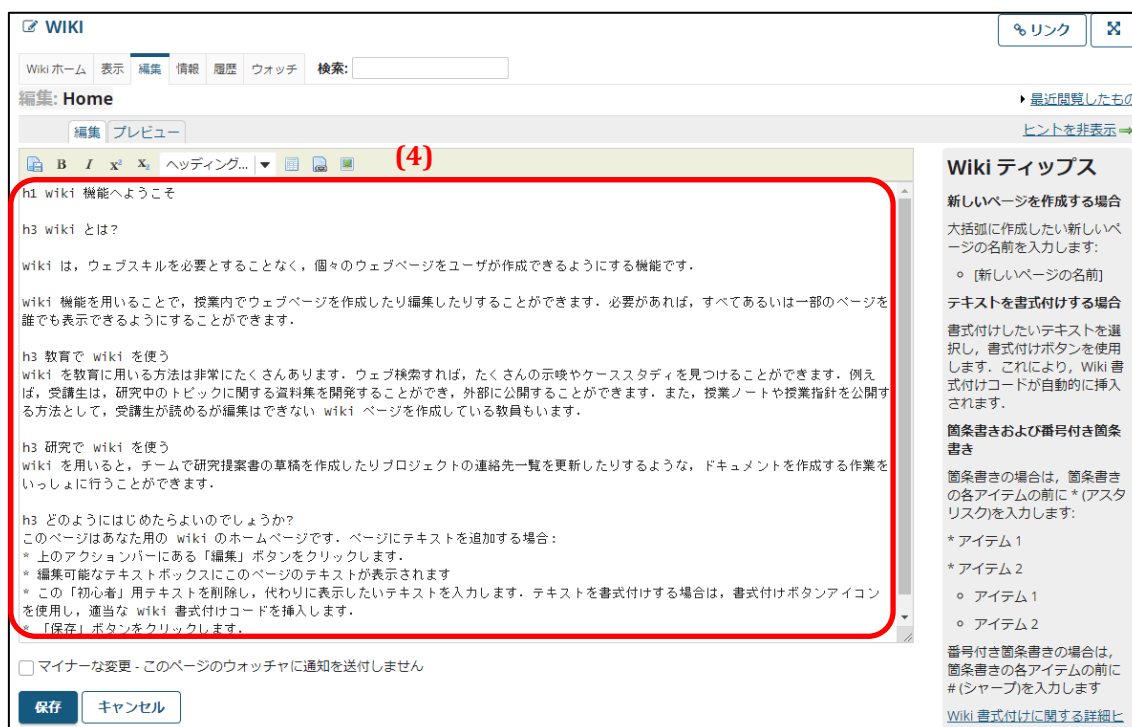
Tip   See *http://ja.wikipedia.org/wiki/Wiki* for information about Wikis.

Procedures

15-1. Create a Wiki Page

(1)   Click the relevant course button.

(2)   Click the **Wiki** link.
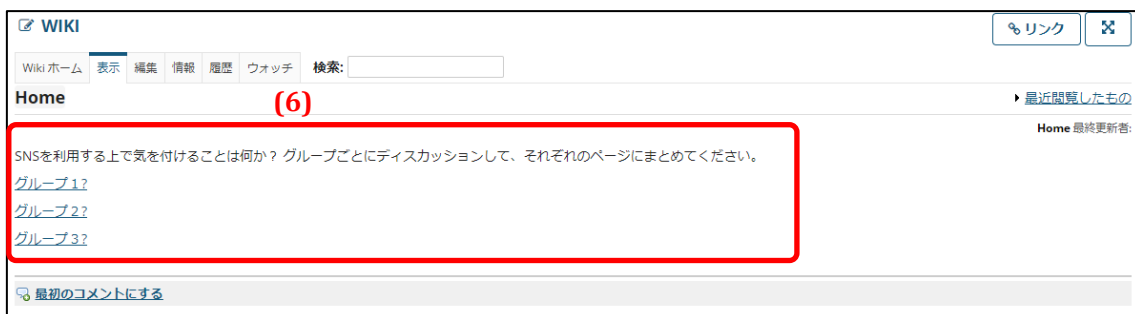
(3)   Click the **Edit** link.

(4) Edit the text box outlined in red.

Formatting tips are displayed on the right side of the page. Clicking the *Advanced Wiki formatting tips* link at the bottom right of the page will show even more detailed tips.
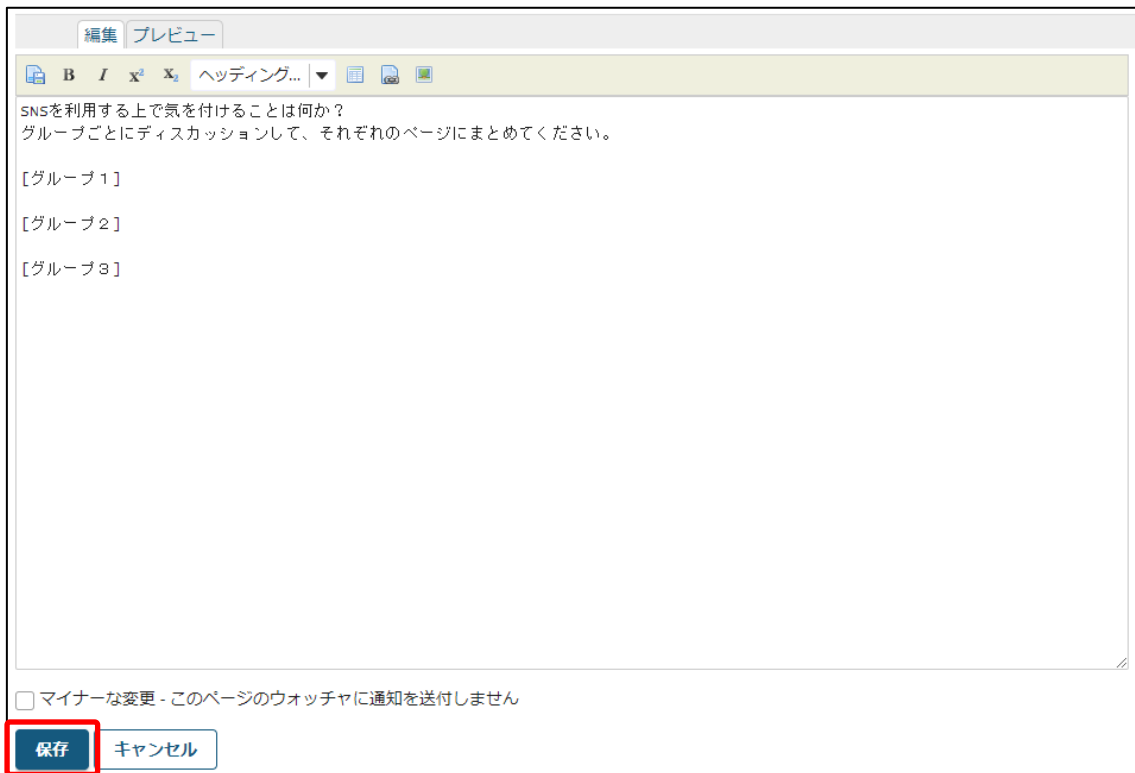
(5)   After editing is complete, click the **Save** button.

(6)   The Wiki page will be updated with the edits.

15-2. Permit Students to Edit Wiki Pages

By default, students cannot edit Wiki pages. You can permit students to edit pages with the procedure below.

(1) Click the **Information** link.

(2) Click the *Enable editing* link.

(3) Check the *Edit* check box for *Students*.

(4) Click the **Save** button.

16. Online Content Function

Summary

The Online Content function gives quick access to specified websites just by clicking a link in the Function Selection area.

The Online Content function must be added following the procedure in **Section 2 — *Add or Delete Functions*** under the Course Info function in order to use the function.

Procedure

16-1. Add Online Content

(1)   Click the relevant course button.

(2)   Click the **Course Info** link.

(3)   Click the **Edit Functions** link.

(4)   Check the *Online Content* check box.

(5)   Click the **Next** button.

(6)   Enter a title and the link to the content.

       Note   Enter a link starting with *https*. Note that some websites with an address starting with *http* will not be displayed.

(7)   Click the **Next** button.

(8)   Confirm that the online content is now added to the list.

(9)   Click the **Done** button.

(10)   The online content is now added to the Function Selection area.

17. Search Function

Summary

The Search function searches for files uploaded with the Resources function.

The Search function must be added following the procedure in **Section 2 — *Add or Delete***

Functions under the Course Info function in order to use the function.

Procedure

17-1. Search for Resources

(1)   Click the relevant course button.

(2)   Click the **Search** link.

(3)   Enter the keyword or keywords for the search, select the search scope, and click the
       Search button.

       Note Be aware that you can only search courses where the Search function has been
                added.

(4)   The search results will now be displayed.

18. Message Function

Summary

The Message function lets you select recipients and send messages to all participants or to specific students.

The Message function can be deleted following the procedure in **Section 2 — *Add or Delete Functions*** under the Course Info function in the case that the Message function is not needed.

Procedures

18-1. Send Messages to Students

(1)   Click the relevant course button.

(2)   Click the **Message** link.

(3)   Click the **Create Message** link.

(4)   Select the recipients' addresses.

> **Tip** To select multiple addresses, make multiple selections on the drop-down list.

(5)　Enter a subject line.

(6)　Enter the message.

(7)　Click the **Send** button.

(8)　The message will be sent to the users selected by address. The message will be saved in the **Sent** folder.

18-2. Check Messages from Students

(1)　　Click the **Inbox** folder.

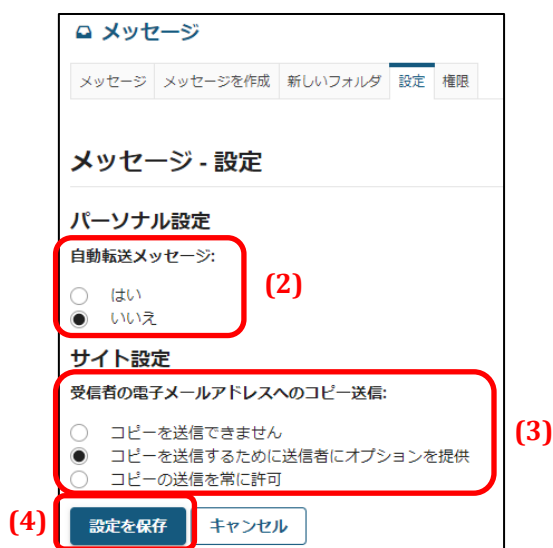(2)　　Click the subject line of the message you wish to check.

(3)　　The full message will now be displayed.

18-3. Configure Messages

(1)　　Click the **Settings** link.

(2)　　Set the *Auto message forwarding* option.

Selecting *Yes* will have received messages automatically forwarded as email.

(3)　　Set the *Send copy to recipient's email address* option.

Selecting *Disable sending copies* will hide the *Send copy of message to recipient email addresses* check box on the Create Message page and disable sending copies as email.

Selecting *Provide sender with option to send copies* will display the *Send copy of message to recipient email addresses* check box on the Create Message page when the course instructor or students create a message, giving senders the option to send a copy as an email.

Selecting *Always allow sending copies* will display *Message will also be sent as an email* on the Create Message page.

(4)　　Click the **Save Settings** button.

Example: Screenshot when sending copies is disabled

Example: Screenshot when providing the sender with the option to send copies

Example: Screenshot when always allowing copies to be sent

19. Upper Limit on Uploaded File Sizes

The maximum file size is 150 MB.

However, the maximum file size is 50 MB for *File upload* questions on tests or surveys.