

# WebClass

## User Manual

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# Welcome to WebClass!

WebClass can be easily operated even by a person with limited knowledge of PC. Therefore, users can focus on the lesson. Also, WebClass allows users to study at home by using OS such as Windows, Macintosh, Linux, and on the smartphones and tablets. This manual describes the operations on the student's screens.

## Before using WebClass

First, make sure that you have the required environment to use WebClass. If the environment is ready, let's start WebClass.

## Requirements

WebClass supports the following browsers, smartphones, and tablets;

Depending on the browser settings or plug-ins, WebClass may not run correctly.

- JavaScript and Cookie must be enabled. WebClass doesn't support Apple OS's lockdown mode.
- If the window does not open when you click a link, disable the pop-up blocker.
- If your device is in sleep mode or the browser window displaying WebClass is not active, WebClass cannot update the session. If the session is not refreshed for more than 2 hours, you may be logged out. Also, when your smartphone or tablet is in power-saving mode, it will limit the features of the browser. Please make sure your device is charged well.

### Browser:

It is recommended to access WebClass with the latest version of the following browsers with Windows, Mac, or a Linux PC which is connected to the internet.

- Firefox
- Firefox ESR
- Google Chrome
- Microsoft Edge
- Safari

### Display:

The recommended display resolution is 1280x768 or more.

### Smartphone and tablet:

You can use most features of WebClass as you would in a browser. However, some features are not supported due to the specifications of smartphones and tablets. We recommend using the latest version of the following OS / browser;

- Chrome on the Android
- Safari on the iOS or iPadOS

## Login to WebClass

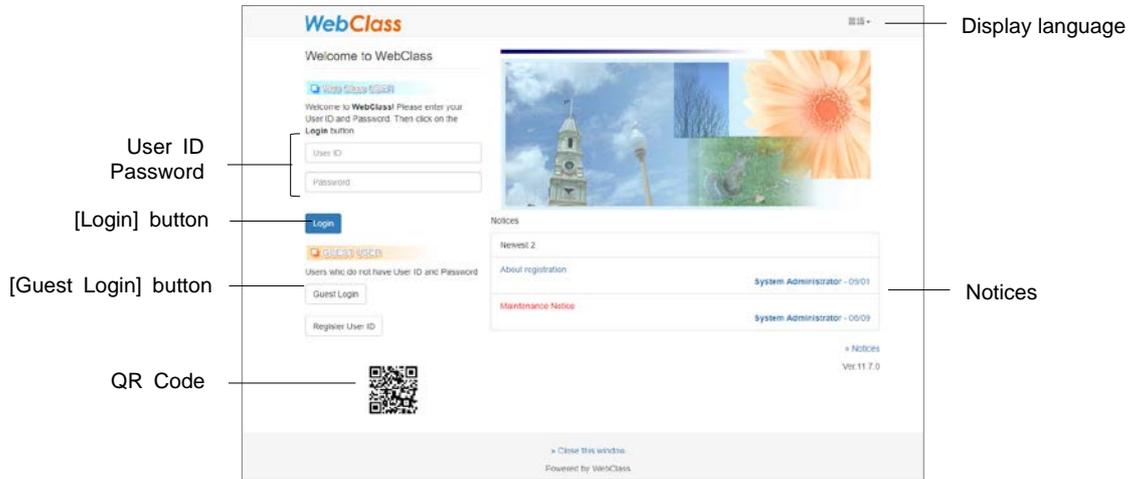
This section explains how to login to WebClass and open the "Course List" page. First, start the browser.



1 Enter URL (address) of WebClass in the address bar (location bar), then press [Move] button on the browser, or [Enter] key.

- In the followings, "http://wbt.abc-univ.ac.jp" is used as an example of WebClass address. Please contact the System Administrator for the actual URL.

2 Click “Display login screen” link to open the login page in another window.



3 Enter user ID and a password and click the [Login] button.

## Change display language

Click “Language” at the top right of the login page to select the language to display WebClass.

## Logout from WebClass

To end WebClass, you need to logout. Click "Logout" link at the top right of the “Course Selection” page or the “Course material list” page.

- If you use [close] button on the browser to end WebClass, the answers and course scores data in the Assessment material will not be saved correctly. Please save data or end the session before logging off.

# Joining in courses

To take WebClass lessons, you must be registered as a course member. This section explains how to check available courses and how to register as a course member.

## About Course List

When you log in to WebClass, “Course List” page is displayed as shown in the figure below. On this page, you can view information such as available courses and notification.

The screenshot shows the WebClass interface with several key elements annotated:

- Course Showcase Portfolio Manuals**: Located at the top left of the page.
- Log Viewer**: A sidebar menu on the left containing 'Log Viewer', 'Showcase Portfolio', and 'Manuals'.
- Notice / Message Account Menu**: A notification icon at the top right.
- Logout**: A 'Logout' link at the top right.
- New Notices**: A section titled 'Notices from administrator' with links for 'Newest top 5 (total: 2)', 'About registration', and 'Maintenance Notice'.
- Class Schedule Table**: A table showing a weekly schedule for courses like Latin, Grammar, Chemistry, Biology, and Physics.
- [Add Course] button**: A button located at the bottom right of the Class Schedule Table.
- Other Courses**: A search bar and filter options at the bottom of the page.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st		Latin				
2nd	Grammar					
3rd	Chemistry			Biology		
4th					Physics	
5th						
6th						
7th						
8th						

If you click the **Notice / Message** icon located at the top right of the page, the “Notice / Message” page will open. The number of unread notice / message is shown over the icon. Place your mouse pointer on the icon to view the list of unread notice / message. You cannot view Notice / message issued in other courses.

If the course has a timetable, it is displayed on the **Class Schedule Table**. You can change the display of The Class Schedule Table by specifying a year and a term in the

pull-down menu. If you have not yet taken the material whose end date and time is less than one week, the course will display "You have assignments due soon".

There are "Course" and "Showcase Portfolio" in the menu. For more information about Showcase Portfolio, please refer to the "e-Portfolio Container User Manual".

Courses that you are participating in but cannot be shown in the timetable will be shown under "Other Courses", below the timetable. Courses that you can join will be shown in "Course" > "Available Courses".

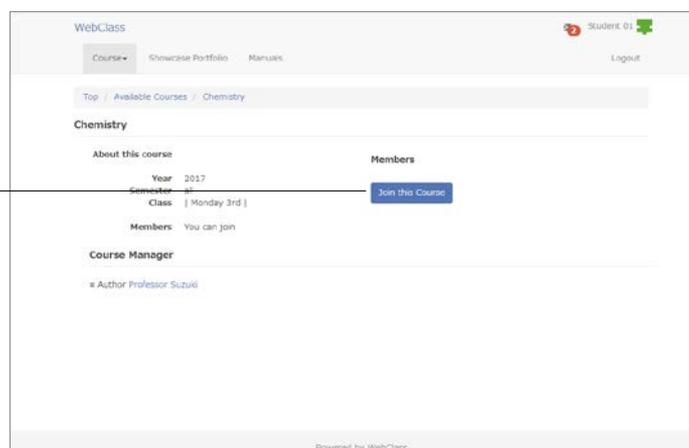
- For any course indicated by (Locked Course), users can view the course scores but cannot execute the materials.

To change your e-mail address, theme color, or character size, click "Account Menu" > "User Settings". You can choose the language by selecting either "Japanese" or "English" in the Account Menu. You can check **Manuals** or **FAQ** in the Account Menu.

## Becoming a course member

The courses currently displayed on the "Class Schedule Table" and the "Your Taken Courses" are courses that you have registered in. Courses that you are not registered in can be checked from "Course" > "Available Courses".

[Join this Course] button



### Register as a course member:

- Click "Course" > "Available Courses" to check the courses you can join in.
- Click a course you want to register. A confirmation page will be displayed as shown in the above figure will be shown.
- Click [Join this Course] button and check that you have moved to the registered course.

### Register as a course member from Class Schedule Table:

- 1 Click "Course" > "Available courses", and select "From Timetable".
- 2 In the pull-down menu of the timetable, specify the year and the term, and find the available period.
- 3 Click "Select" of the available period to view available courses on the specified day and time.
- 4 Click the course you want to register, then the page as shown above will be displayed.
- 5 If there are no problems, click [Join this Course] button and confirm that you have been registered to the course.

## Changing account information

Click "Account Menu" > "User Settings" to set the email address for receiving notices or to change font size.

Setting	Description
User ID	Use it to login to WebClass, etc. User ID cannot be changed.
Permission	A "User" can use WebClass as a student.
User Name	If permitted by the system administrator, the user name for display can be changed.
Password	If permitted by the system administrator, the login password to WebClass can be changed.
email address	If the settings are enabled by the system administrator, you can receive notices in the registered email address.
Page Appearance	Theme color and font size can be changed.

- Password is not required for changing email address or page information settings.

Click [Update] button and re-login to apply the changes in settings.

### Change your password:

- 1 In "Password" entry form, enter a password which others cannot guess.
  - Your password must consists of 5 to 30 one-byte alphanumeric characters, symbols ( \_ , . / ? ; : + \* - = ~ | @ ` ! " ' # \$ % & < > ( ) [ ] { } ) or one-byte space and must be different from your user ID.
- 2 For confirmation, type again the password which you have entered to "Password (Check)" entry form again.
- 3 Click [Update] button. When you login next time, enter the new password.

### Change your email address:

If the feature is enabled by your system administrator, you will receive a notification email when;

- A message is received
  - You submit an essay
  - You receive an instruction to re-submit the essay
  - Study card message box is updated
- 👉 To refuse notice mail, leave the entry form of “email address” blank.
- 1 Enter the email address. If you enter more than one email address, separate them by commas.
  - 2 You can use "Send test mail to this address" to check whether the email address is valid.
  - 3 Click the [Update] button.

# Taking Lessons

In WebClass, lessons are conducted using the course material created for the course. This section explains information needed when taking WebClass lessons, such as what kind of materials are available.

## About Material List

First, move to the course you want to take. Click the course name on the “Course List” page. To return to the “Course List” page, click “WebClass” link located at the top left of the page, or select “Account Menu” > “Course List”.

When you move to the course, the “Material List” page will be displayed as shown below. During lessons, users mainly use this page to start various operations.

Course Material  
My Reports  
Course scores  
Attendance  
Other tools  
Course

[Open] button  
[Show Info] button

“v” menu

Timeline

Material List

**Timeline** informs you in chronological order of the assigned materials each time the teacher creates them. This helps to realize the active learning, because you know what you are currently doing, and receive the feedback immediately. If you click “v” of the post on Timeline, you can view the post, usage status and operation buttons.

**Course scores** allow you to check the result of Assessment that have been conducted during the class. **Reports** displays the list of the report submitted during the class.

In **Attendance** you can send the attendance data at the beginning of the lesson or check the previous attendance data.

**Other tools** includes **Study Card**, **FAQ / Glossary**, and **Notebook**. Study Card helps you to keep your learning record and view it in a list. In FAQ / Glossary, you can check the frequently asked questions and their answers, as well as the terms necessary to understand the theme of the lesson. However, it will not be displayed if the course administrator has not enabled the feature. You can record your notes of the lesson as text data up to about 50KB.

In **Class Info**, you can view **Syllabus** to check the class materials. **Members** will allow you to check the list of members who are taking the course and how they are using the WebClass. However, it is not displayed unless the Author does not enable this feature.

The materials used in the session is displayed in **Material List**. In **Forum** there is **BBS** where you can post questions and opinions, **Chat** where you can talk in real time, and **Wiki** where you can easily create a web page that summarizes the discussions and study. In **Textbook**, you can browse the slides for lessons and reference materials used in the lesson, and you can use it as a textbook for preparation / review and lesson. **Assessment** allow you to submit reports, surveys, regular exams, quizzes, and exercises. In the type "Essay", you can upload a file or enter text as report. In the type "Essay (Hide Results)", you cannot view the scores. In the type "Test", after working on the material, you can check the correct answers and descriptions. In the type "Exercise", you can check the correct answer every after one question. In the type "Examination", you cannot check the correct answers, descriptions and grades. **Unit** combines Forum, Textbook, and Assessment material and you can work on it step by step. You can check the number of classes and usage time by clicking "Details" and view **Access log**.

- You cannot start the material that has not reached or passed the available period. The material name will be black on the teaching material list page. If you cannot start the material even after the start time has reached, click the course name at the top left of the menu to display again the page, and you can start the material.
- In Assessment materials, avoid the following operations as they may cause malfunctions such as incorrect recording of answers and grade data.
  - Using [Back Space] key to return to the previous page, using [F5] key to reload, or directly closing the browser: Warning message will appear, for example, "Do you wish to move out of this page? The data entered will not be saved".
  - Opening multiple materials at the same time: Warning message will appear, for example, "The system's session information is lost. Please do not start the course material while other material is open, since it may cause an error".

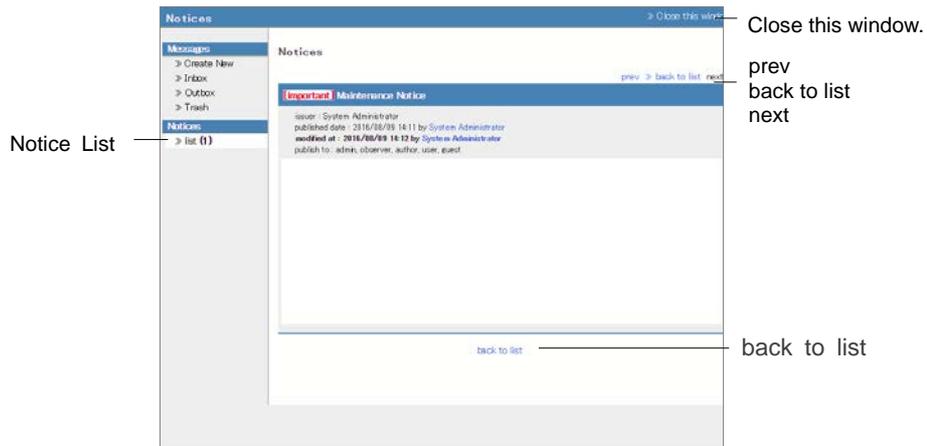
If the course is open to everyone, there is [Resign from this course] displayed in the "Class Info" page. To exit from the course, click this link. However, your course scores data will be retained even after you exit from the course.

## Checking Notices

Notices issued by the System Administrator or Author regarding administrative and academic affairs can be viewed on the login page, course list page or material list page.

On the Course Selection and Material List page, click “Notice / Message” icon to open the notice / message page. Click “List of notice / message” to view the past notices.

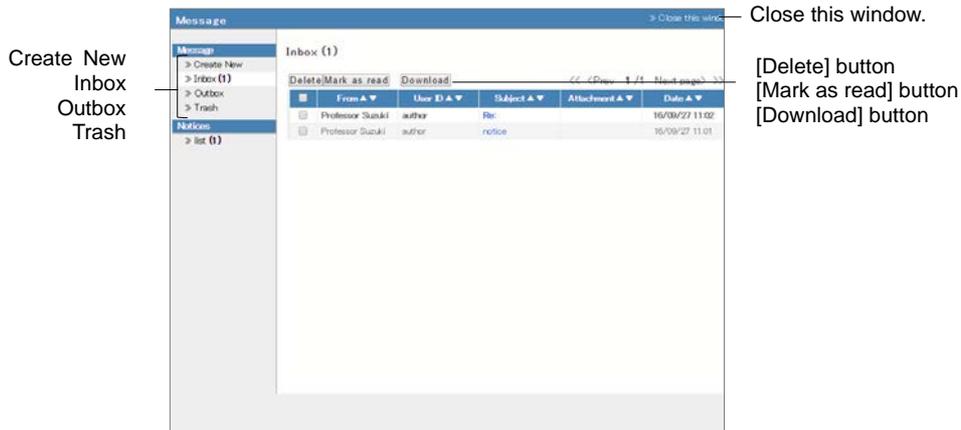
To close the “Notice/ Message” page, click "Close this window" link at the top right of the page.



## Communicating by Message

In Message, you can easily exchange messages with individual users as if you were using email software. You can also download messages.

Click the "Notice / Message" icon, and open "Notice / Message" page. On this page, you can create, send, receive and manage messages. To close the "Notice / Message" page, click "Close this window." link at the top right of the page.

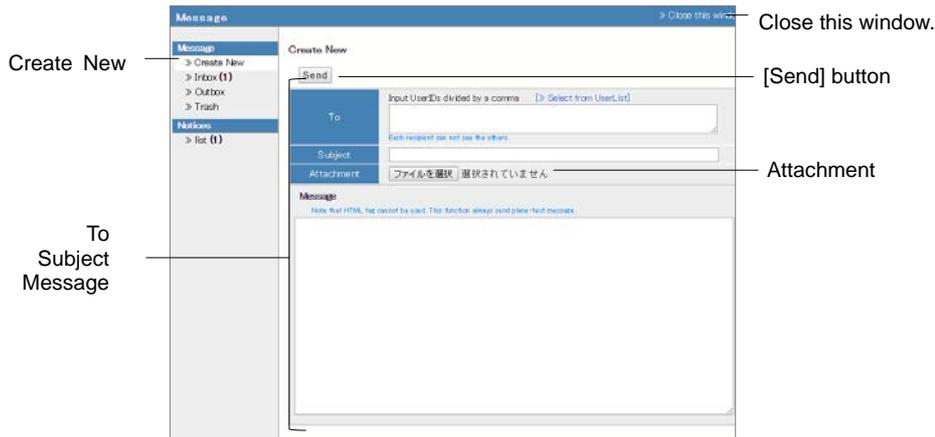


If you open a message from the notice / message list of the "Notice / Message" icon, or check the checkbox in the mail box and click [Mark as read], you can mark the message which you have already read. To delete a message, check the checkbox and click [Delete] button.

## Sending message

Click the “Notice / Message” icon and open the “Notice / Message” page. On this page, you can create, send, receive and manage the message. To close the page, click “Close this window” link at the top right of the page.

- You can send a message to any course member in the course.
- In the course where the member list is hidden, students can send messages only to the Author.



- 1 Click “Create New” or “Reply” of the received message.
- 2 Fill in “To”, “Subject” and “Message”. If you don’t know the user ID, use “Select from User List” to specify the destination.
  - Any user ID other than the course member cannot be specified as the destination.
  - Depending on the settings by the Author, the course members who have the user authority may not be displayed in the user list.
  - Since the message is sent as text data, HTML tags cannot be used.
  - If an error occurs when forwarding mail to multiple destinations, the forwarding will be interrupted.
- 3 Files can be attached.
- 4 Finally click [Send] button.

## Sending attendance data

Click “Attendance” in the menu, and the “Attendance” page will be displayed. On this page, you can send the attendance data and check the attendance status. To return the “Material List” page, click Material name link at the top left of the page.

- You can start the attendance material and send the attendance data only during the lesson when it is marked as “considered attended” or “considered late”.

Attendance materials

Material Name	Status	Access Limit	Password	IP Address Restriction	Start - End Time	History
<a href="#">Roll call 1</a>	Attend	1 time(s)	-	-	No time limit	<a href="#">History(1)</a>
<a href="#">Roll call 2</a>	Attend	1 time(s)	-	-	No time limit	<a href="#">History(1)</a>
<a href="#">Roll call 3</a>	Attend	1 time(s)	-	-	No time limit	<a href="#">History(1)</a>
<a href="#">Roll call 4</a>		1 time(s)	-	-	from 06/25/2025 11:00 to 06/25/2025 12:30	History(0)
<a href="#">Roll call 5</a>	Attend	1 time(s)	-	-	No time limit	<a href="#">History(1)</a>
<a href="#">Roll call 6</a>	Attend	1 time(s)	-	-	No time limit	<a href="#">History(1)</a>
<a href="#">Roll call 7</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 8</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 9</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 10</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 11</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 12</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 13</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 14</a>		1 time(s)	-	-	No time limit	History(0)
<a href="#">Roll call 15</a>		1 time(s)	-	-	No time limit	History(0)

Total 15 times Attend:5 Late:0 Early:0 Absent:0

Powered by WebClass

- 1 Open an attendance material and click [Start] button.
- 2 Select "Attend" and click [Send attendance data] button. When the result page is displayed, confirm whether attendance data has been sent normally and click [Finish] button to complete the attendance check.
- 3 You can view the attendance status on the “Attendance” page.

# Doing study assignments

In WebClass, you use Materials such as Forum, Textbook, Assessment and Unit. Materials used during the lesson are listed on the “Material List” page. Currently available materials are linked and marked in blue. Click the link and start your session.

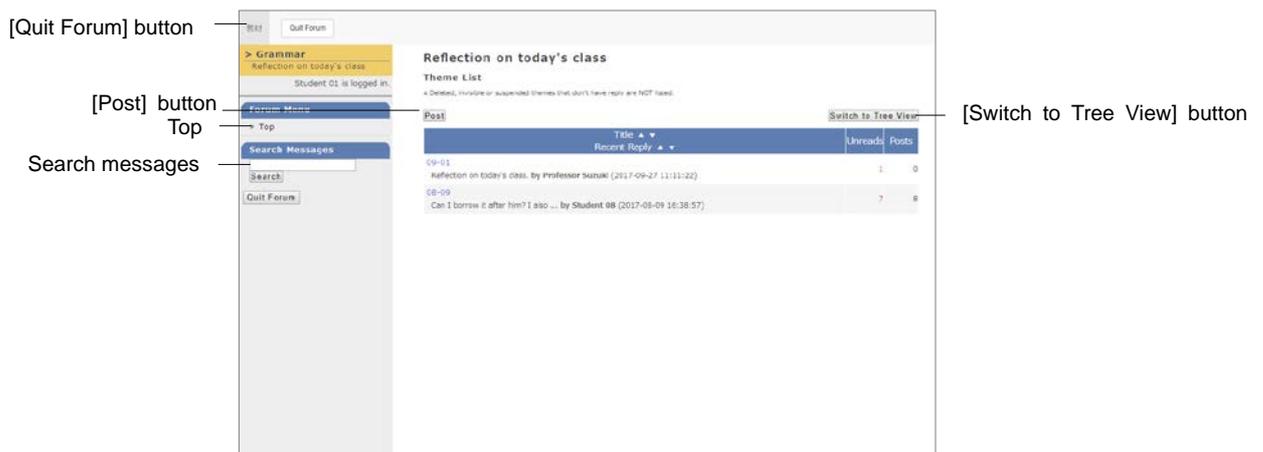
## About Forum

You can use communication tools such as BBS, Wiki or chat to exchange and share information or discuss the lessons learned with other users to deepen your understanding.

To end Forum and return to the “Material List” page, click [Quit Forum] button in the navigation at the top left of the page.

## Post to BBS

On BBS, you can post an article about a subject, or reply to the article. It is suitable for discussion, exchanging opinion, asking question, or sending notices concerning the course.



Click BBS material on the “Material List” page to open BBS Theme List. To post a new article, click [Post] button. Be sure to enter "Title" and "Message." To modify or delete the posted article, click "Edit / Delete".

- The email address or URL in the message will be displayed as a link. HTML tag cannot be used.
- You can use LaTeX. Please refer to "Open How to write the mathematical expression as LaTeX" on the post page.
- Platform-dependent characters such as emoji and half-width katakana, and characters other than Japanese and English may be garbled.
- Files cannot be uploaded on some Android and iOS 5 or earlier due to the specifications. You can upload only image files on iOS 6 or later. and various files on iCloud Drive, DropBox, Google Drive, OneDrive, etc. on iOS 9 or later.

### Viewing articles:

[Mark as read] button is displayed on the unread items. After reading an article, click the button so that you can distinguish unread articles from read articles. To attach a comment to the posted article, click “Reply to Message”.

### Searching articles:

As the number of posted articles increases, finding the article you want to read will become difficult. “Search Messages” can help you to find the article easily.

## Creating pages in Wiki

In Wiki, course members jointly create a web page. You can easily edit the page without any knowledge of HTML.

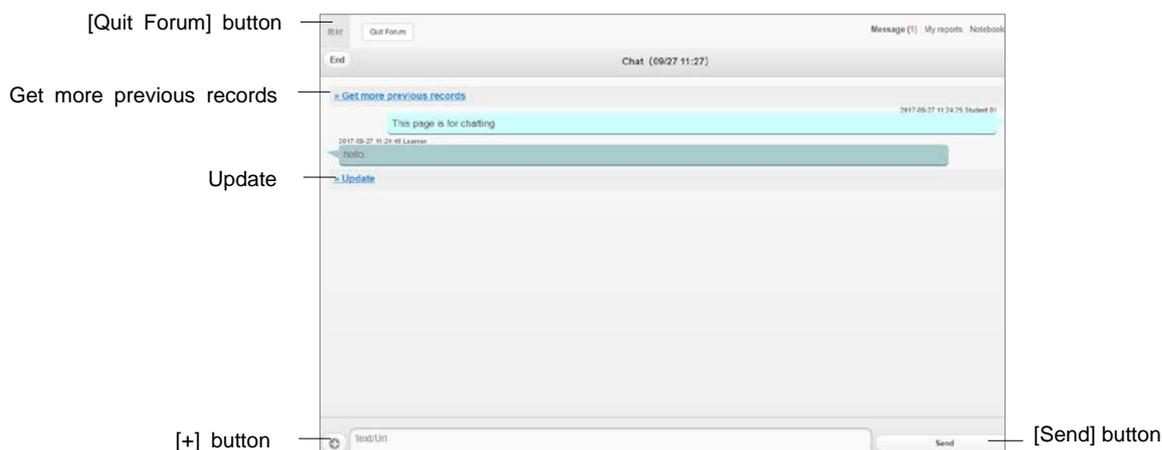


1 Click Wiki material on the “Material List” page, and open the Wiki top page.

- 2 Click [Edit] button and edit the page by referring to the description on how to write Wiki page.
  - Platform-dependent characters such as emoji and half-width katakana, and characters other than Japanese and English may be garbled.
  - To create a new page, enclose the page name in parentheses, for example, "[[page name]]". When you save it, you will be asked, "Page name?". Click the "?" link to edit the newly created page.
- 3 Click [Preview] button to view whether the text was modified as you intended. If there are no problems, click [Save] button.
  - To reset the change, click [Reset editing] button before saving or previewing it. To go back to where the change was saved last time, click [Cancel] button.
- 4 To attach a file to the page, click "Attach". Pictures or link can be displayed in the attachment file page by using "#ref (file name)".
  - Files cannot be uploaded on some Android and iOS 5 or earlier due to the specifications. You can upload only image files on iOS 6 or earlier, and upload various files on iCloud Drive, DropBox, Google Drive, OneDrive, etc. on iOS 9 or later.

## Chat conversation

Chat allows multiple users to exchange short sentences in real time, just like having a conversation.



Click a Chat material in the "Material List" page to display the Chat page. Enter the message into the text box and click [Send] button to display the sent message. You can also click [+] button, and open a posting box to attach files.

## About Textbook

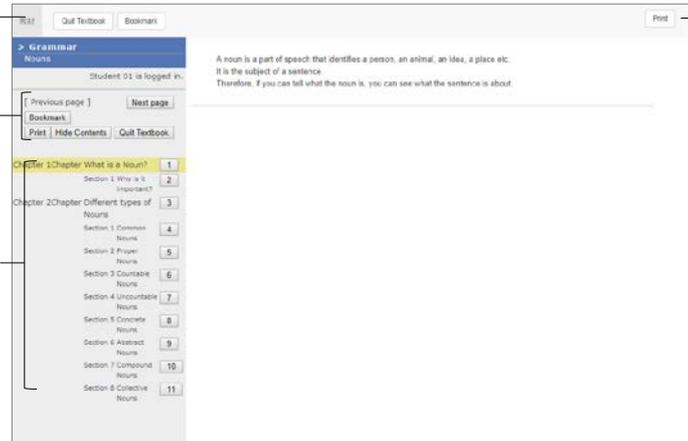
The course materials such as slide, text or reference material distributed in the lesson can be viewed in the Textbook material.

- If PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link to reopen the file in another window, then try again.

[Quit Textbook] button  
[Bookmark] button

[Previous page] button  
[Next page] button  
[Print] button  
[Hide Contents] button

Table of contents  
Attached files



[Print] button

To move to another page, click [Previous page] button or [Next page] button or any button assigned to each subheading in the Table of Content. When the Table of Content is hidden, please click [Show Contents] button.

If printing is permitted, the page on display can be printed by clicking [Print] button. If a file is attached, it is displayed on a table of Content as "Attached Material". Click the link to download.

When you finish reading the Textbook, click [Quit Textbook] button. If you finish in the middle, click [Bookmark] button so that you can view from the bookmarked page when the "Material List" page is reopened.

- A bookmark can be saved for each course. When you start the course, you will be asked whether to remove the bookmark. If you want to continue, click [Remove bookmark and continue] button.

## About Assessment

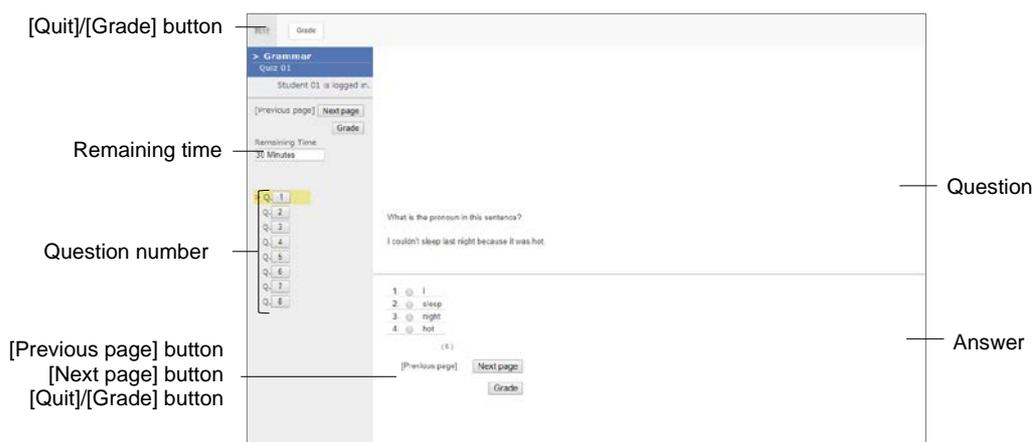
Assessment material includes multiple-choice and descriptive questions, self-study material, report assignments and questionnaire. The results will be marked and analyzed so that you can use it for your further study.

- If PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link, open the file in another window and try again.

## Doing Test

Settings such as the number of times that can be executed, the time limit, and the passing score are displayed on the start page of the material. Check these before you start the test.

- If "Access Limit" is limited, you can open the assessment material and answer again up to the limit. You cannot edit your answers beyond the limit.
- Platform-dependent characters such as emoji and half-width katakana, and characters other than Japanese and English may be garbled.
- Space, tab characters and line breaks are counted as characters in the descriptive answers.
- If you exit materials without clicking the [Quit] / [Grade] button, or [Save answer] button, such as by closing the browser, your answers will not be saved. Also, the descriptive answers that do not meet the character limit will be saved and be submitted. In addition, on the browser window is active, the session is automatically updated every minute and is answer saved.
- When answering Hot Potatoes materials, be sure to save the answers with the [Check] button of Hot Potatoes before exiting the materials.



- 1 Answer according to the required question format. If the time limit is set, the remaining time will be displayed.

- If Available Period (Date & Time Restrictions) and Time Limit are set, users will be forced to end when the deadline, whichever comes first, is reached.
- 2 After answering each question, click [Next page] button and move to the next question.
  - 3 When you finish answering, click [Quit] button.

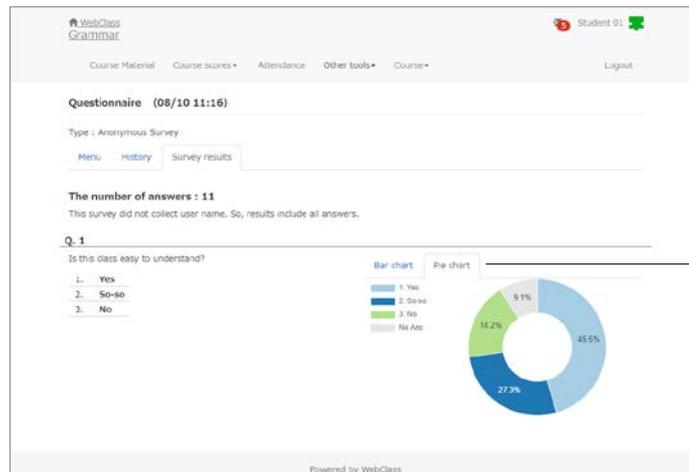
**Checking your score:**

In Test (self-study) material, there is [Grade] button instead of [Quit] button on the answer page. When you have completed your answer, click [Grade] button. Your course score, allotted points to each question, correct answer rate and explanations will be displayed. For details of test results, please refer to “Checking detailed Test result”.

**Checking results of the public survey:**

When the setting of the survey is public, you can check the results. Click "Details" link of the survey material on the Material List page to display “Survey result” in the “Menu” tab. Then, click “show survey results”.

- When you respond more than once, only the last response will be included if “Review answers” option is enabled, and all responses will be included if it is disabled.



Bar chart  
Pie chart

## Submitting report

Report files must be submitted in the format (and the size) specified by the Author.

- If you are instructed to re-submit, you need to answer all the questions again. Check your answers and the teacher's comments before you start to rework.
- There is no limit to the number of times you can submit the report unless specified by the Author.



- 1 Check the format, size etc. for the file you can submit.
- 2 Select the file to submit and click [Submit File] button.
- 3 After you submit the file and answer questions, click [Quit] button.

### Listing submitted reports by you:

Click "Course scores" > "My Reports". Comments on your report, your course scores and the date of submission will be listed according to the subject.

## Students estimate paper mutually

WebClass has a feature called “Peer Review” in which students can evaluate essays and answers to descriptive questions submitted by another students. Author or TA can evaluate the reports. When a student evaluates an assignment, it is not revealed who submitted it, therefore the evaluation is objective.

- After finishing the material, you can start “Peer Review”. If the available time has been set, after the deadline, you will see “Please evaluate other member's essays.” on the material on the Material List page.

The screenshot shows the WebClass Peer Review interface. On the left, there is a navigation menu with options like "Return to Material List", "Assessment", and "Peer Review/Grade Essay Assignments". Below this is an "Essay assignment : Nouns" section with instructions. A table lists submitted reports with columns for "Grade", "Course", "User Name", "User ID", "Answer/Report Name", "Date submitted", and "Score". A "[Grade] button" is shown next to the first row. On the right, the "Detailed answers" section shows a question: "What is the difference between countable and uncountable nouns? Explain in your own words using examples." Below the question is a "Submitted File" section with a file name "Q1 Student 05\_essay.docx" and a "Submitted File" button. A "Grading" section contains a "Submitted File" field, a "Point" field with a value of 7, and a "Comment" field. A "[Save] button" is at the bottom right.

- 1 Select the material for peer review. Click the link "review other member's report" on the Details page.
- 2 The Grading page opens. Click [Grade] button of the target member.
- 3 Download and view the submitted file.
- 4 Enter the comment and score, and click [Save] button.
- 5 Evaluate reports of the rest of the members.

## Checking the result of “Peer Review” evaluation:

To check how your report was evaluated, click “My report comments” link on the Details page of the peer review material.

**Peer Review**  
Peer Review result is shown.

**Result of the user**

Q	Essay	Number of Reviewers	Average Score	Highest Score	Lowest Score
1	Submitted File: Student02_essay.docx	3	7.0	8	6

**Each Review Detail**

**Reviewer1**

Result of the user

Q	Reviewed Date	Score
1	2021-07-20 12:34:12	8

Q.1 Review Comment  
内容にわかりやすかったです。

**Reviewer2**

Result of the user

Q	Reviewed Date	Score
1	2021-07-20 12:37:25	7

Q.1 Review Comment  
読みやすいレイアウトでした。

**Reviewer3**

Result of the user

Q	Reviewed Date	Score
1	2021-07-20 12:18:16	6

Q.1 Review Comment

**Score graph**

Each User's Average Score Graph  
Red bar positions where you are.

“Peer Review Summary (Average score: Summary Mode)” page displays the scores evaluated by each reviewer and the score graph. You can also view the comments.

# Recording your learning

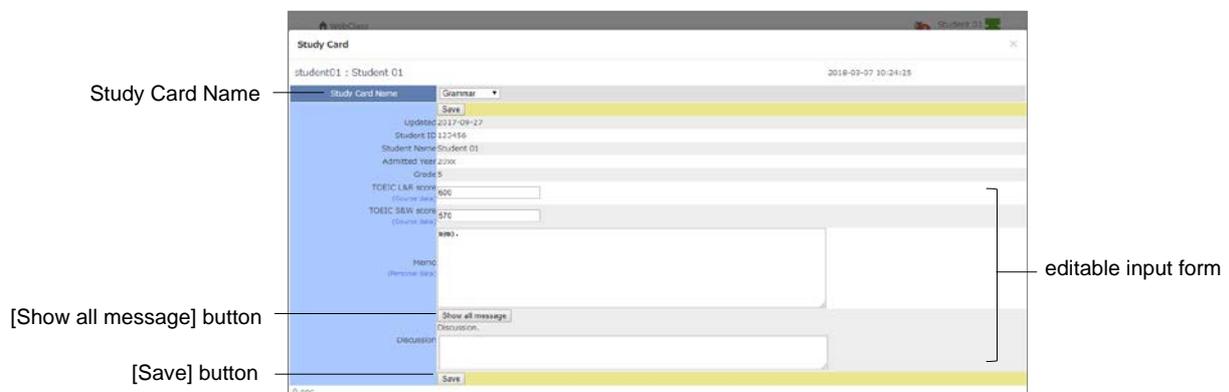
WebClass has a feature called "Study Card" that can keep your activity records and notes or comments from teachers. Study card can be used to plan your study and future course or to create your entry sheet and resume,

## About Study Card

Click "Other tools" > "Study Card" to open the "Card list" page. The link to Study card will be displayed if the Author has created it. Select the Study card you want to view or edit.

## Editing Study Card

The user's profile, comment and course-score data are displayed in a list as shown in the figure below. Edit the required items and click [Save] button to save the Study card.



- ▶ The items marked as "Personal data" can be viewed and edited only by the person who entered the data.
- ▶ If there is an email server, whenever there is an update in descriptive item (such as "Question" by a student or "Message" by the Author), an update notification will be automatically sent to the email address registered by the user or the Author. For details of email settings, please refer to "Changing account information".
- ▶ Platform-dependent characters such as emoji and half-width katakana, and characters other than Japanese and English may be garbled.

- Files cannot be uploaded on some Android and iOS 5 or earlier due to the specifications. You can upload only image files on iOS 6 or later, and various files on iCloud Drive, DropBox, Google Drive, OneDrive, etc. on iOS 9 or later.

# Checking course scores

You can check the SCORM result and Assessment result at any time, provided the result is open to users. You can view your scores in a list or view detailed score and description according to the course material, which will be useful in understanding your strength and weakness. You can also see how much your learning has progressed.

## About Course scores

"Course scores" Menu includes "Summary", "Grades by Category Table", "Test Results" and "SCORM Activity Reports". Depending on the system setting, "Gradebook" may be displayed. Click items in the menu to open each page.

## Checking all scores, access count and time

To view the number of access and total time, click Menu "Course scores", and open the summary page.

- [Average Score] button
- [Highest Score] button
- [Lowest Score] button
- [Total Score] button
- [Number of Access] button
- [Total Time] button
- Period
- [Reload] button

Material	Score	Course Avg.
<b>Quiz</b>		
Quiz 01	40	41.2
Quiz 02	45	36.7
<b>Quiz Sum</b>	<b>85</b>	<b>77.9</b>
<b>All about grammar 2</b>		
Materials not found.		
<b>All about grammar</b>		
Course assignment - 24242424	30	23.2
<b>All about grammar Sum</b>	<b>30</b>	<b>23.2</b>
<b>Textbook</b>		
In Address	0	0.0
Reading	0	1.8
<b>Textbook Sum</b>	<b>0</b>	<b>1.8</b>
<b>Assessment</b>		
Course assignment - 24242424	**[?]	0.0
Course assignment - Subjective	30	33.1
Course assignment - Activities	**[?]	0.0
Quiz 01	40	41.2
Report Assignment - (08/10-11/12)	**[?]	0.0
Quiz 02	40	37.6
Quiz 03	45	36.7
Discussion	**[?]	0.0
<b>Assessment Sum</b>	<b>165</b>	<b>153.5</b>

To switch the display data, click [Average Score] button, [Highest Score] button, [Lowest Score] button or [Total Score] button. You can narrow down the search by the time period.

- If the score is below the passing point, it is marked in red.
- Ungraded essays and descriptive answers are also calculated as 0 points. Therefore, if the material include automatic scoring, scores excluding unscored points will be displayed, and if the material include only essay assignments and descriptive questions, "\*" 0" will be displayed. After the scoring, the scores will be updated.

## Analyzing scores for every category of questions

If there are categories set for questions in Assessment materials, you can check your strong and weak categories. Click Menu "Course scores" > "Grades by Category Table".

Target Period [Refresh] button

Area	Average Score	Lowest Score	Highest Score	Total Score	Percentage Of Correct Answers
Adjectives	5.00	0	10	20	100.0%
Comparatives	5.00	0	10	20	100.0%
Demonstrative Adjectives	10.00	10	10	20	100.0%
Plural nouns	0.00	0	0	0	0.0%
Possessive Adjectives	10.00	10	10	20	100.0%
Abstract nouns	2.00	0	10	20	37.5%
Collective nouns	5.00	5	5	20	100.0%
Concrete nouns	9.22	0	10	20	97.5%
Plurals	1.00	0	5	15	37.5%
Proper nouns	2.00	0	5	10	50.0%

On the "Grades by Category Table" page for each question category, the correct answer rate is shown on a radar chart. Average score, lowest score, highest score, total score, and the correct answer rate are displayed in a table for each question category. You can narrow down the search by the period of time.

## Checking detailed Test result

To check your results of Examination or Test materials including scores, point allocation, correct answer, and description to each question, click "Course scores" > "Test Results" and open "Test Results" page.

Enlarge explanation frame

Show bar graph

Score

The average, maximum, minimum score

Allotted points

Percentage

Results and the score for every question

[Check] button

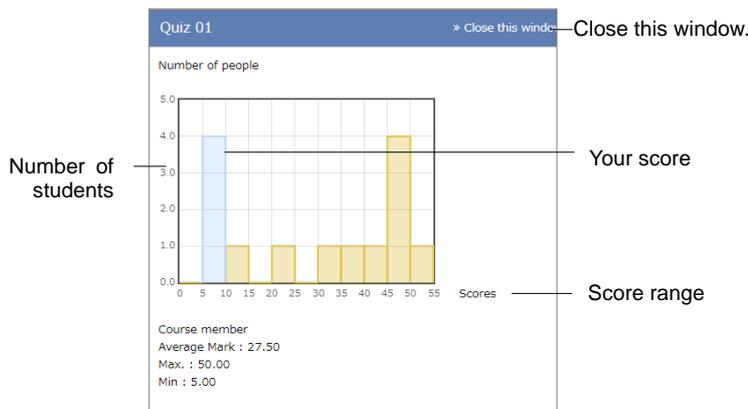
Question

Answer explanation

Your answer / correct answer

1 Check your scores, point allocation, average score, highest / lowest score and correct answer rate.

- When PDF file cannot be displayed correctly or cannot be printed using [Print] button, click the link and reopen the file in another window, then try again.



- You can check the score distribution by clicking "View bar graph". The vertical axis is the number of people, the horizontal axis is the score range, and the user's own score is on the blue bar graph. To close the score graph, click "Close this window".
- Correct answer is indicated by "Correct" and incorrect answer is indicated by "Incorrect". Click [Check] button to see detailed description of the question. To enlarge the description box, click "Enlarge description box".
- After checking the scores, click the Course's name link located at the top left of the page to return to "Material List" page.

## Checking SCORM score summary

To view the scores of SCORM materials that you are currently taking or have completed, click Menu “Course Scores” > “SCORM Activity Reports” and display “SCORM Activity Reports” page. On this page, you can view not only your scores, results, and highest / lowest scores but also your progress data such as learning time and speed.

SCO to display

[Show] button  
[Back to SCORM Select] button

Download details

Progress

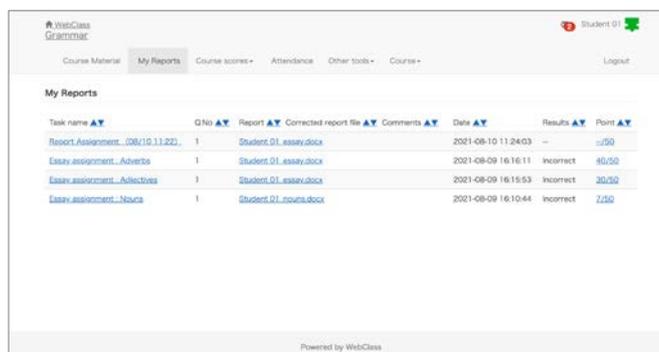
Details

Items to display

- 1 Select the SCORM material and click [Select] button to view the scores.
- 2 Select SCO (material of each chapter) and click the check box of "Display Item". Click [Show] button.
- 3 Click "Download details" to save the scores.
- 4 Click [Back to SCORM Select] button to view the scores of other SCORM material. Click "Close this window" to close “SCORM Activity Reports” page.

## Checking your essays

You can check the report and descriptive answers submitted to Assignment material on the “My Reports” page by clicking “My Reports”. On this page, you can check your answers, teacher's correction files and comments, and the results.



Task name	Q No	Report	Corrected report file	Comments	Date	Results	Point
Report Assignment_08/10/11/22	1	Student.D1_essay.docx			2021-08-10 11:24:03	--	0/50
Essay assignment_Adverbs	1	Student.D1_essay.docx			2021-08-09 16:16:11	Incorrect	40/50
Essay assignment_Adjectives	1	Student.D1_essay.docx			2021-08-09 16:15:53	Incorrect	30/50
Essay assignment_Nouns	1	Student.D1_nouns.docx			2021-08-09 16:10:44	Incorrect	7/50

For essay, test, survey, report assignment which 0 point is allocated, “course scores” is displayed as “--”. The 0 point is displayed as “Incorrect” and 1 point or above is displayed as “Correct”.

Answers that are marked as “Not scored” in “course score” are unscored. Answers to the Assessment material which is set to hidden mode are displayed as “--”.

## Checking your course grade

The grade evaluation method differs depending on the class, so your assessment scores may not be the same as the grade of the class. The grade is calculated from the rate indicated in the syllabus and other materials. You can see the grade by clicking Menu "Course scores" > "Gradebook" in the "Material List".

- Gradebook feature may be disabled by the administrator.



The screenshot shows a window titled "Gradebook" with a sub-header "Evaluation - Grammar". Below this, it identifies "Student 01 (student01)". A table displays the following data:

Material	Eval-weight	Eval-point
Essay assignment : Nouns	20.00	2.80
Essay assignment : Adjectives	20.00	12.00
Essay assignment : Adverbs	20.00	16.00
Quiz 01	20.00	18.00
Quiz 02	10.00	8.00
Quiz 03	10.00	10.00
<b>total</b>	<b>100.00</b>	<b>66.80</b>

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We would like to thank the Information Media Center and FD / ICT Education Promotion Room of Kanazawa University in creating the WebClass portal site such as message function and timetable display function.

Tokyo Gakugei University gave us guidance on how to save data and manage the year so that students can look back on their learning history.

For SCORM 2004, we have modified and used ELECOA Player (<http://elecoa.ouj.ac.jp>), which is the result of joint research by The Open University of Japan and the Faculty of Information Science, Chiba Institute of Technology.

We would like to thank Otemon Gakuin University for their cooperation in developing the functions for tablet terminals.

The page display is under development and may differ from the actual product.