

Institute for Information Management and Communication,
Kyoto University

PandA Instructor's Manual

2017.10.11Edition, IIMC

Notice: Most of screen shots are copied from Japanese edition,
and they are taken in Japanese Mode

PandA Instructor's Manual

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1. On PandA

As a course management system (CMS), the Institute of Information Management and Communication had operated Blackboard Learning System (WebCT) CE8. In 2013 academic year, we renewed the CMS, and started to operate a new CMS which uses open source CMS Sakai CLE, and named it “People and Academe (PandA)”.

This manual is for instructors who want to start to use PandA. While PandA has many functions to support course activities, this manual focuses on the workflow to start to use PandA, and its basic functions.

2. On User’s Environment (Recommended Web Browsers)

The following browsers are recommended (cited from the online manual). While we are continuously improving Japanese function (or internationalization) of the system, some malfunctions may remain.

- Windows
 - ✧ Firefox 2.0 to 3.6.16
 - ✧ Internet Explorer 7.0 and 8.0

With Internet Explorer, some pages may not be displayed correctly, and it may be improved by choosing the “Compatibility View” mode of the browser.

- Mac
 - Firefox 2.0 to 3.6.16
- Other platform
 - Firefox 2.0 to 3.6.16

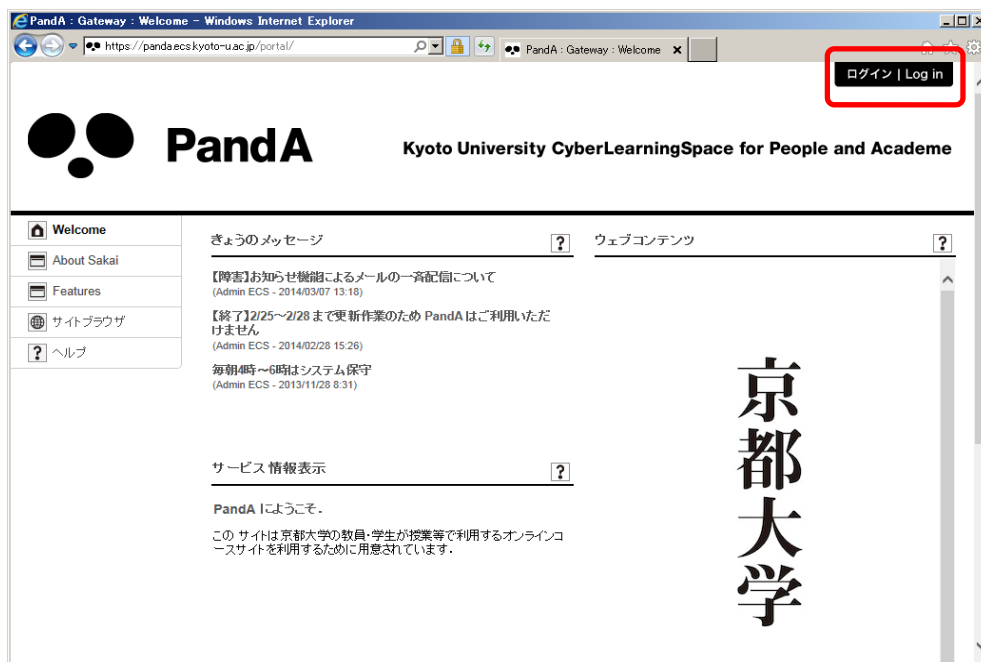
3. Login/Logout

3.1 Login

The URL of the Panda is

<https://panda.ecs.kyoto-u.ac.jp/portal/>

Accessing the above site, you see the following page.



By pressing the “login” button on the right top of the page, the login dialog will be displayed as follows.

So as to login to Panda, enter your ID and password:

- Faculty member and staff, use your SPS-ID and password. You may have both

SPS-ID and ECS-ID. Inside the PandaA, login user with SPS-ID and that with ECS-ID are treated as separate users. Use SPS-ID if you don't have special needs.

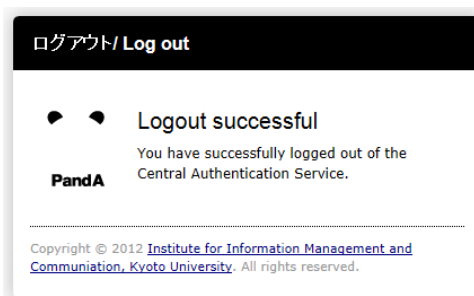
- Students, use your ECS-ID.
- If you want someone outside Kyoto University for e.g., a student of a joint class with other university ask to use PandaA, we can issue e-mail address based ID's to such users. Refer to "Section 5. Opening Course Worksite."

In case of first login to PandaA, you see the following tutorial.



3.2 Logout

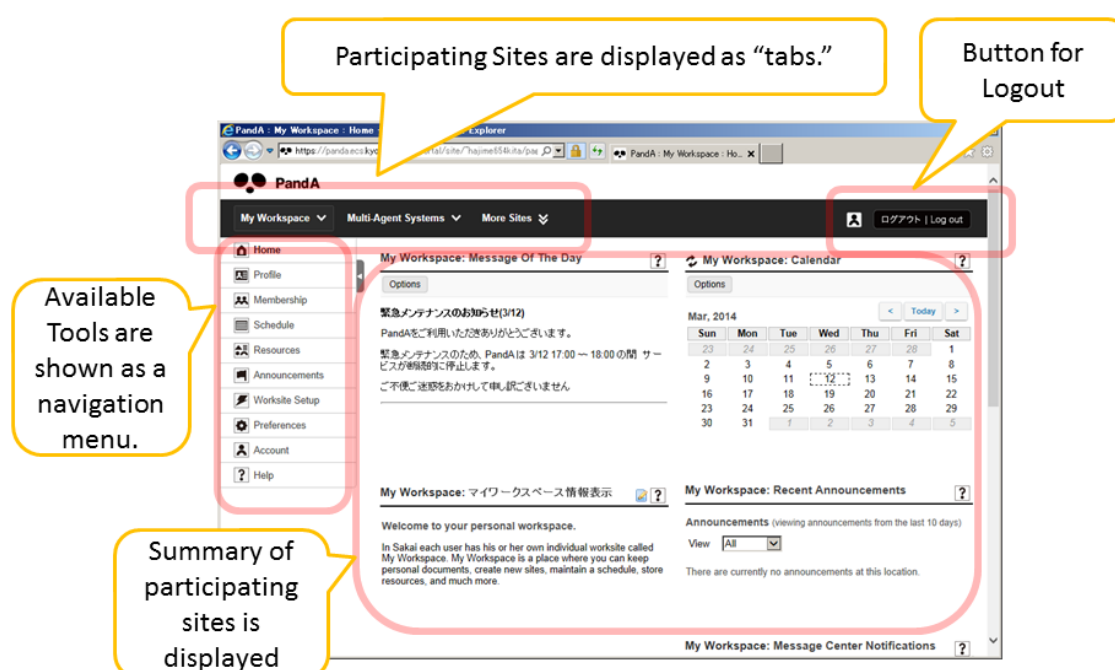
So as to logout from PandaA, press the "logout" button on the right top of the page. So as to enter PandaA again, click "ここ(here)" in the message of the dialog.



4. My Workspace

Once you logged into PandaA, “My Workspace” is displayed. In the page of “My Workspace,” several tools are displayed as blocks, and you see the summary of the all courses you have membership.

In PandaA, pages used for each course or project are called “Site.” If you are a member of other sites, you see such courses as “tabs” of the top of the pages. You can arrange tabs of the courses by yourself. If you are a member of many sites, other sites that are not displayed as tabs can be seen by choosing “Other Sites” tab.

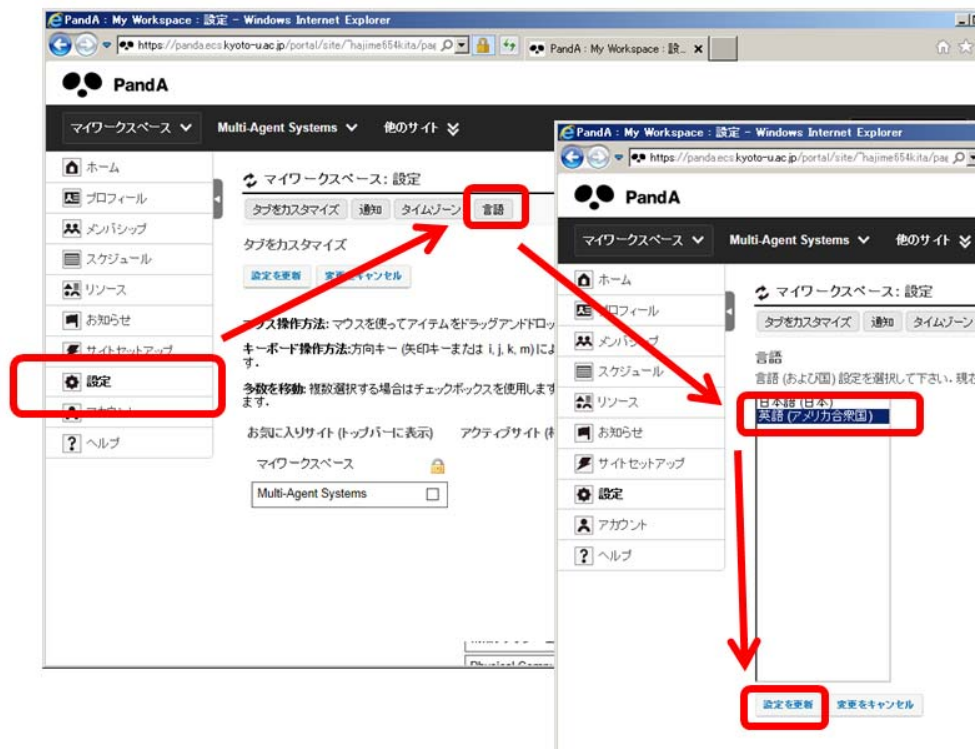


4.1 Account

Select “Account(アカウント)” from the navigation menu. If you use SPS-ID or ECS-ID for login to PandaA, you will find your name and e-mail address provided by the university.

4.2 Setting Language Preference

Select “Preferences (設定)” from the navigation menu. By pressing “Language (言語)” button in the page, you will move to the page to choose your language preference. Select (英語 (アメリカ合衆国)) from the list to switch language preference to English.



5. Opening Course Worksite

5.1 What's Course Worksite?

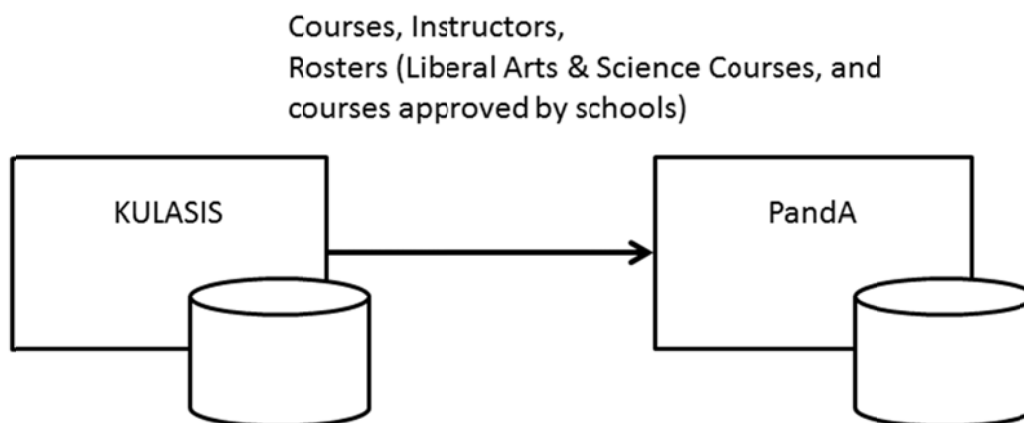
In PandA, pages used for class activities of a course are called “Course Worksite.” For distribution of course material, gathering assignments, or to carrying out tests & quizzes, you need to open your course worksite for each course.

5.2 Coordination of KULASIS and PandA

In PandA, through coordination with KULASIS, courses of liberal arts and sciences program and courses of the undergraduate and graduate programs approved by corresponding schools, data of the courses are sent from KULASIS to PandA, and each instructor can create a course worksite of his/her class.

Except several undergraduate and graduate programs, rosters of the courses are also sent to PandA.

Without explicit operation of making course worksite on PandA, course worksites are not created on PandA while the course information from KULASIS is received by PandA. Even for courses in the programs that KULASIS-PandA coordination is not approved, you can use course worksite. Please contact Educational Computing Service Group of IIMC (mail to: edu-ga@media.kyoto-u.ac.jp) with the course title.



5.3 Opening Course Worksite

*** From Academic Year 2014, we changed the procedure to open course worksites.**

Now “Worksite Setup tool” is unable to use to open course worksites, and they can be created using the instructors page of the student information system KULASIS <https://www.k.kyoto-u.ac.jp/teacher> .

1. Login to KULASIS, and click “担当授業 (courses you teach)” to show your course list.
2. Select the course you want to open a course worksite, and click “授業サポート (Support your class)”.

KULASIS - Kyoto University Liberal Arts and General Education Student Affairs Information System -

Home Information **Your classes** Syllabus Registration information Office hours Examination and grade Register syllabus Appeal of grade evaluation Logout

English | 日本語 | Privacy Policy | User Guideline | About Copyright | About Personal Information | Inquiry

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, pdf files, and words are written in Japanese.

Liberal Arts and General Education Courses

Your classes

This is **My Page**.

Here is a list of your classes.

By clicking the [Lecture cancellation] button, you can register information on lecture cancellation of your class. [Click here to cancel the lecture cancellation.](#)

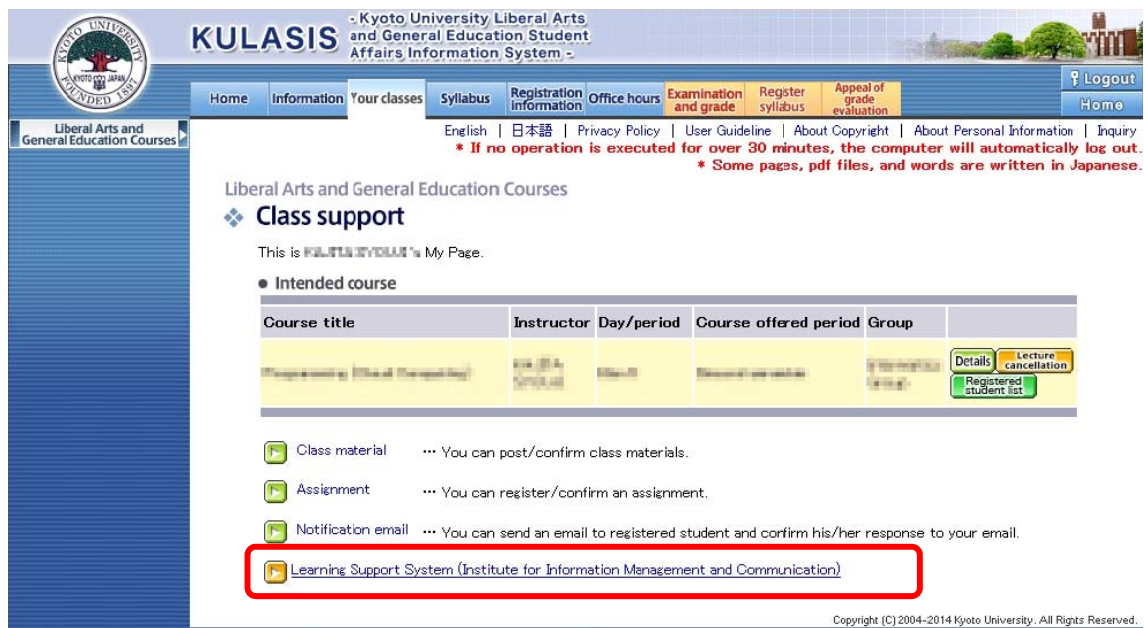
By clicking the [Registered student list] button, you can view/download registered student list of your class.

By clicking the "Class support" button, you will be taken to support page of your class.

On Class support page, you can issue assignment or send email to registered students.

Lecture code	Course title	Instructor	Course offered period	Day/period	Classroom	Group	Number of people	
200101A	Liberal Arts and General Education Courses	Academic Center for Liberal Arts and Sciences Group	First semester	Monday	Academic Center for Liberal Arts and Sciences Group (South Block)	Academic Center for Liberal Arts and Sciences Group	1	Details Lecture cancellation Registered student list Class support

3. From the page of “授業サポート”, click “授業支援システム Panda (情報環境機構) (Course Management System Panda, IIMC).” Several undergraduate and graduate programs don’t introduce this function. In such case, please ask Educational Computing Service Group of IIMC (mail to : edu-ga@media.kyoto-u.ac.jp) to open your course worksite.



Kyoto University
KULASIS - Kyoto University Liberal Arts and General Education Student Affairs Information System -

Home Information Your classes Syllabus Registration information Office hours Examination and grade Register syllabus Appeal of grade evaluation Logout

English | 日本語 | Privacy Policy | User Guideline | About Copyright | About Personal Information | Inquiry

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, pdf files, and words are written in Japanese.

Liberal Arts and General Education Courses

❖ Class support

This is FULTONBYOU's My Page.

● Intended course

Course title	Instructor	Day/period	Course offered period	Group
Preparatory (First Preparatory)	Prof. (BA) [Name]	Classroom	Classroom	Information [Link]

Details Lecture cancellation Registered student list

Class material ... You can post/confirm class materials.

Assignment ... You can register/confirm an assignment.

Notification email ... You can send an email to registered student and confirm his/her response to your email.

Learning Support System (Institute for Information Management and Communication)

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4. If you don't logged into Panda from the same PC, login page of the Panda will be shown. Login to Panda with your SPS-ID.
5. If the course worksite hasn't been created, a dialog to confirm creation of the course worksite will be displayed, press "OK" to create the worksite.



6. The course worksite is created, and the "Dashboard" of the course worksite is displayed

7. In the navigation menu, tools of the course worksite is displayed. Setting of the site and editing of the tools can be done with “Site Info” tool.



8. Tools used in the worksite can be edited by clicking “Edit Tools” button.
9. “Schedule,” “Tests and Quizzes,” “Resources,” “Mail,” “Gradebook,” and “Assignments” are commonly used tools. Choose tools your need to use.



5.4 Registering participants to Course Worksite

To register the participants to the course worksite, there are 3 way:

1. Automatic Registration
2. Manual Registration of Students and Staff of Kyoto University
3. Manual Registration of Students of Other Institutions

5.4.1 Automatic Registration

As for courses of the Liberal Arts and Sciences Program, (tentative) rosters on KULASIS are automatically fed to the corresponding course worksites on Panda, and registered students can participate the sites.

As for courses given by undergraduate programs and graduate programs, it depends on approvals of the schools, and each instructor may need to register students manually.

5.4.2 Manual Registration of Students and Staff of Kyoto University

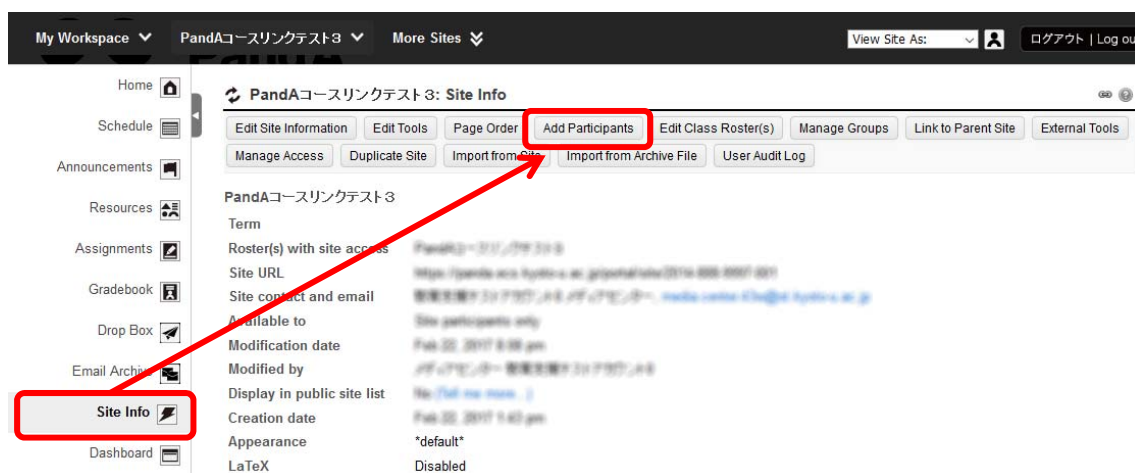
As for students and staff of Kyoto University, an instructor using his/her course worksite can register them by setting the following information of participants.

- Faculty Members and Staff
 - Staff ID numbers (8 digits, not SPS-ID)
 - E-mail addresses of KUMail
- Students
 - Student's ID numbers (10 digits, not ECS-ID)
 - E-mail addresses of Student Mail provided by Kyoto University

So as to register the participants to the course worksite, the instructor has to collect the above information from the participants.

For registration, take the following procedure:

1. Select “Site Info (サイト情報)” from the navigation menu of the course worksite.
2. Choose “Add Participants”



3. Enter the data of participants. In the above case students' IDs are entered. Select also the participants role (category to control access rights, instructor or students) given to them. Press “Continue”.

My Workspace ▾ PandA: 307 / 279 30-6-2014 ▾ PandAコースリンクテスト3 2014 ▾ More Sites ▾ View Site As: ▾ ログアウト

Home Schedule Announcements Resources Assignments Gradebook Drop Box Email Archive **Site Info** Dashboard Statistics Help ?

PandAコースリンクテスト3 2014: Site Info

Add Participants

Other Official Participants

Official Email Address or Username

a00123456789@st.kyoto-u.ac.jp

Note: Enter multiples each on separate line (no punctuation)

Non-official Participants

Email Address of Non-official Participant

Note: Enter multiples each on separate line (no punctuation). Email address first, optionally followed by last name, first name, all separated by commas, e.g. jdoe@yahoo.com,Doe,John

Participant Roles

☒ Assign all participants to the same role

☐ Assign each participant a role individually

Participant Status

☒ Active

☐ Inactive

Continue Cancel

4. Set Role, PandA shows a list of participants, and confirm the content.

My Workspace ▾ PandA: 307 / 279 30-6-2014 ▾ PandAコースリンクテスト3 2014 ▾ More Sites ▾ View Site As: ▾ ログアウト

Home Schedule Announcements Resources Assignments Gradebook Drop Box Email Archive **Site Info** Dashboard

PandAコースリンクテスト3 2014: Site Info

Choose a Role for Participants

Roles

☐ Instructor Can read, revise, delete and add both content and participants to a site.

☐ Student Can read content, and add content to a site where appropriate.

☐ Teaching Assistant Can read, add, and revise most content in their sections.

Participants

www.京都大学.京都大学 (2=1)

www.京都大学.京都大学 (2=1)

www.京都大学.京都大学 (2=1)

www.京都大学.京都大学 (2=1)

Continue Back Cancel

5. Choose an option to contact them.

My Workspace ▾ PandA: 307 / 279 30-6-2014 ▾ PandAコースリンクテスト3 2014 ▾ More Sites ▾ View Site As: ▾ ログアウト

Home Schedule Announcements Resources Assignments Gradebook

PandAコースリンクテスト3 2014: Site Info

Add participant(s) to PandAコースリンクテスト3 2014

An email can be automatically sent to the added users notifying them of the site's availability.

☐ Send Now - send an email now to users notifying them that the site is available

☒ Don't Send - do not send an email notifying new participants about the site's availability

Continue Back Cancel

6. Confirm the set information, and click “Register”.



PandAコースリンクテスト3 2014: Site Info

Confirming Add Participant(s) to PandAコースリンクテスト3 2014
The following will be added to your site when you click the Finish button below.
They will not be sent an email notifying them of the site's availability.

Name	Id	Role	Status
京都府立大学	xxxx	Student	Active
京都府立大学	xxxx	Student	Active
京都府立大学	xxxx	Student	Active
京都府立大学	xxxx	Student	Active

[Finish](#) [Back](#) [Cancel](#)

5.4.3 Manual Registration of Students of Other Institutions

So as to register participants outside Kyoto University for e.g., joint class with other institutions, you can register them by using their e-mail addresses as ID to login to PandA. Passwords for such users are automatically generated by PandA and send them to the corresponding users by e-mail.

6. Using Course Worksite

6.1 Site Information

With “Site Info”, you can e.g., edit site information, select tools used in the site, edit the navigation menu for the site, add/delete participants, edit the roster, group the participants, and alter the access rights of the participants. Here basic 4 functions are explained.

The screenshot displays the PandA Course Worksite interface. The top navigation bar includes "My Workspace", "PandAコースリンクテスト3", and "More Sites". The left sidebar contains various site management tools, with "Site Info" highlighted. The main content area is titled "PandAコースリンクテスト3: Site Info" and features several tabs: "Edit Site Information", "Edit Tools", "Page Order", "Add Participants", "Edit Class Roster(s)", and "Manage Groups". Below these tabs are buttons for "Link to Parent Site", "External Tools", "Manage Access", "Duplicate Site", "Import from Site", and "Import from Archive File". The "Site Info" section lists various site details such as Term, Roster(s) with site access, Site URL, Site contact and email, Available to, Modification date, Modified by, Display in public site list, Creation date, Appearance, and LaTeX. A "Site Description" section is also visible. Below the site info, there is a "Sections" section and a "Participant List" table.

Name	Enrolled In	Student/Employee ID	Credits	Role	Status	Remove
パンダコースリンクテスト3 (www.)	PandAコースリンクテスト3			Instructor	Active	
パンダコースリンクテスト3 (www.)		xxxx		Student	Active	<input type="checkbox"/>
パンダコースリンクテスト3 (www.)		xxxx		Student	Active	<input type="checkbox"/>
パンダコースリンクテスト3 (www.)		xxxx		Student	Active	<input type="checkbox"/>

6.1.1 Edit Site Information

You can edit explanation of the site displayed on the site's homepage, select a language for the site, information to contact the site. If default setting is sufficient, you don't need to edit them. Site title is fixed by that provided by KULASIS, and you can't change it.

Course Site Tools

Choose tools to include on your site...

General

11

- ☒ **Home**
For viewing recent announcements, discussion, and chat items.
- ☒ **Announcements**
For posting current, time-critical information
- ☒ **Assignments**
For posting, submitting and grading assignment(s) online
- ☐ **Chat Room**
For real-time conversations in written form
- ☐ **Class Plan**
For posting a summary outline and/or requirements for a site
- ☒ **Dashboard**
Unified My Workspace display of recent announcements, resources, assignments, calendar events, etc.
- ☒ **Drop Box**
For private file sharing between instructor and student
- ☐ **Email**
Send mail to select participants in your site.
- ☒ **Email Archive**
For viewing email sent to the site
- ☐ **External Tool**
Launch external tools using IMS Learning Tools Interoperability.
- ☐ **Forums**
Display forums and topics of a particular site
- ☒ **Gradebook**
For storing and computing assessment grades from Tests & Quizzes or that are manually entered
- ☐ **Lessons**
For creating content modules and sequences; can be organized by week or unit
- ☐ **Messages**
Display messages to/from users of a particular site
- ☐ **News**
For viewing content from online sources
- ☐ **Podcasts**
For managing individual podcast and podcast feed information
- ☐ **Polls**
For anonymous polls or voting
- ☐ **PostEm**
PostEm gradebook tool for sakai.
- ☒ **Resources**
For posting documents, URLs to other websites, etc.
- ☐ **Roster**
For viewing the site participants list
- ☒ **Schedule**
For posting and viewing deadlines, events, etc.
- ☐ **Search**
For searching content
- ☐ **Section Info**
For managing sections within a site
- ☐ **Sign-up**
For enabling online registration for meetings and other events
- ☒ **Site Info**
For showing worksite information and site participants
- ☒ **Statistics**
For showing site statistics by user, event or resource of the site
- ☐ **Tests & Quizzes**
For creating and taking online tests and quizzes
- ☐ **Web Content**
For accessing web content from an external website within the site.
- ☐ **Wiki**
For collaborative editing of pages and content

Plugin Tools

0


Selected tools	Remove
Home	
Announcements	
Assignments	
Dashboard	
Drop Box	
Email Archive	
Gradebook	
Resources	
Schedule	
Site Info	
Statistics	

Continue


Cancel











































6.1.3 Ordering of Navigation Menu

The Order of the tools and their names displayed in the navigation menu on the left side of the site page can be modified. Order can be edited in a drag-and-drop manner. So as to remove tools from the menu, click “X” icon.

 **PandAコースリンクテスト 3: Site Info**

Page Order

 **Changes to the page ordering will not take effect until you click 'Save'. Editing, Hiding, or Deleting a Page takes place immediately. Pressing either the Save or Cancel buttons returns you to the Main Site Info Tool Page.**

Home	  
Schedule	   
Announcements	   
Resources	   
Assignments	   
Gradebook	   
Drop Box	   
Email Archive	   
Site Info	  
Dashboard	   
Statistics	   


Save

Cancel

Sort Alphabetically

6.1.4 Management of Access Rights

The instructor can make the site visible/invisible to participants. Site can be also made accessible to all the users having valid account of PandA. To participate such sites, user can register him/her to the site using “Membership” tool shown in his/her My Workspace.

 **PandAコースリンクテスト 3: Site Info**

Change Access for PandAコースリンクテスト 3

Site Status
Publishing your site makes it available to the site participants.

- ☒ Publish site
- ☐ Leave as Draft - accessible only to site maintainers

Site Visibility
Display in public site list

Global Access
Global access settings allow you to decide who has access to your site once it is published.
In addition to the participants you've added, you can open your site so that anyone with a valid login can join it.

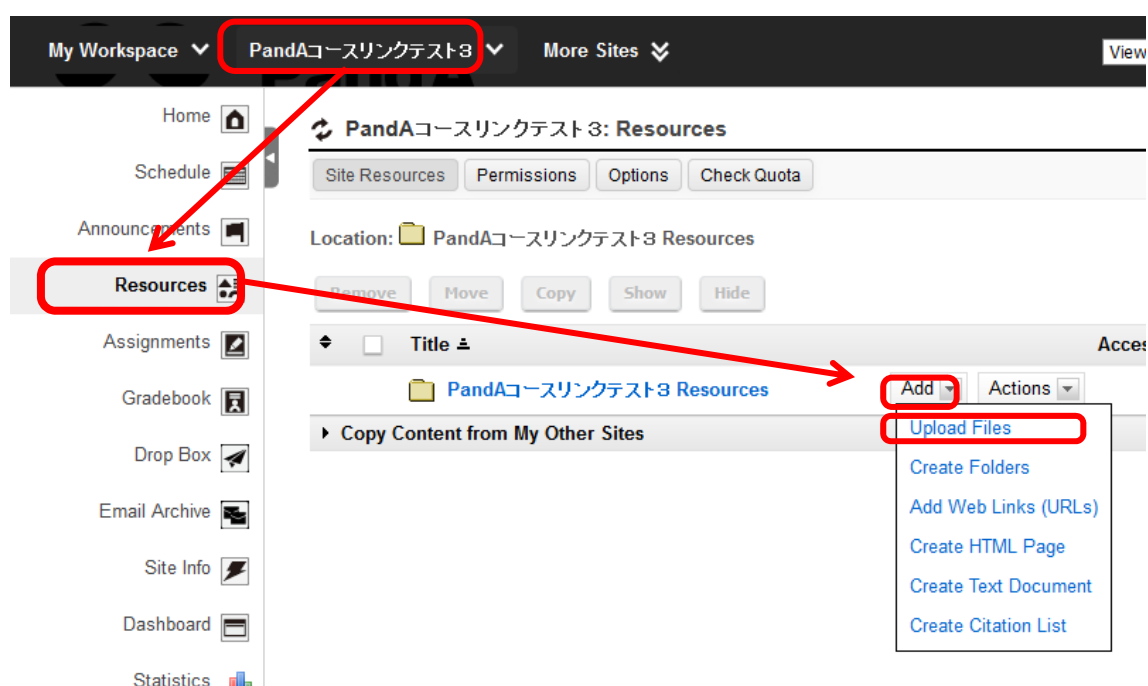
- ☒ Limited to whom I add manually, or through automatic roster updates
- ☐ Allow anyone to join the site with valid login id

6.2 Resources Tool

Resource tool is a tool to distribute course material to the participants. With this tool, the instructor of the course can upload files to be distributed from his/her computer to the Panda server. The instructor can also specify the date and other conditions of making files downloadable to the participants.

- Uploading files

Select “Resources” tool from the navigation menu shown on the left of the page, and click “add” button. Select “Upload Files” from the displayed list.



Select a file to be unloaded, and specify a name given to the file displayed on Panda. Maximum 500 Mbytes file can be uploaded once.

Upload Files

Location: Pandaコースリンクテスト3 /

Drag and drop files from your desktop into the box below. [Switch to file browser upload?](#)

Drop files here to upload.

→ **Drop files** to upload
(or click)


Email Notification

None - No notification

Continue

Cancel

- Conditions of making files downloadable to the users can be set by selecting “Edit Details” in the list shown by clicking “Action” button of the file list.


PandAコースリンクテスト 3: Resources

Edit Details

Change the resource's details and then choose 'Update' at the bottom. Required items marked with *

Name

Description

Folder Details

Created by	管理権限を有するシステム管理者
Created	Mar 10, 2015 6:02 pm
Last changed by	Admin ECS
Last changed	Feb 22, 2017 2:04 pm
Web address (URL)	Select URL (for copying) Open <input type="checkbox"/> Short URL

▶
Optional properties

Update

Cancel

- In the bottom of the page for “Edit Details”, you can choose an option for e-mail notification so as to inform the participants that file is uploaded.
- So as to change the permission of operation by user types (Instructor, Student and Teaching Assistant), click “Permission” button of the tool.

PandAコースリンクテスト3: Resources

Permissions

Set permissions for resources in folder: PandAコースリンクテスト3

[Undo changes](#)

Permission	Instructor	Student	Teaching Assistant
Create resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any resource	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read hidden resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[Save](#)

[Cancel](#)

7. Using Assignments Tool

“Assignments” tool support the following activities:

- To add assignments such as descriptive tests and essays to the course,
- To give grades and return submitted assignments, and to ask resubmission of the assignment to students when the submitted ones are not enough to give grades.
- To set open date, due date, and absolute limit of acceptance to the assignment
- The grade scales such as points, pass/fail, letter grade and ungraded can be selected.

7.1 Adding a New Assignment

1. Select course worksite from the tab, and click “Assignments” tool in the navigation menu and “Add” button of the appeared page.

The screenshot shows the PandA course interface. The top navigation bar includes 'My Workspace', 'PandAコースリンクテスト3', and 'More Sites'. The left sidebar contains various tools, with 'Assignments' highlighted. The main content area shows the 'PandAコースリンクテスト3: Assignments' page with an 'Add' button and a table of assignments.

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1	Entire Site	Open	Feb 22, 2017 12:00 pm	Mar 1, 2017 5:00 pm	0/0	0-100.0	<input type="checkbox"/>

- PandAコースリンクテスト3: Assignments**

Add Assignment List Grade Report Student View Permissions

Add new assignment

Complete the form and then choose 'Post' at the bottom. An asterisk (*) indicates required information.

Assignment

 - * Title
 - * Open Date

Students can not save or submit the assignment until the open date.

 - * Due Date
 - * Accept Until

Assignments cannot be submitted after the close date.

 - * Student Submissions
 - ☐ Allow Resubmission
 - * Grade Scale

For points, enter maximum possible

 - * Assignment Instructions

- Notice: If you want to add the assignment to the gradebook, you have to specify “Points” as the grade scale.

☐ Hide due date from students
☐ Add due date to Schedule
☐ Add an announcement about the open date to Announcements
☐ Add honor pledge

Grading

☒ Do not add assignment to Gradebook
☐ Add Assignment to Gradebook

Access

☐ Is this a collaborative group submission?
☒ Display to site
☐ Display only to selected groups

Submission Notification Email Options:

☒ Do not send notification emails for any student submissions
☐ Send a notification email for each student submission
☐ Send one email per day summarizing notifications for student submissions

Released Grade Notification Email Options:

☒ Do not send notification email to student when the grade is released
☐ Send notification email to student when the grade is released

Attachments

No attachments yet

[Add Attachments](#)

Additional information

Supplement Items

Model Answer [Add](#)
 Private Note [Add](#)
 All Purpose item [Add](#)

[Post](#) [Preview](#) [Save Draft](#) [Cancel](#)

4. The created assignment will be displayed in the assignment list.

My Workspace ▾ PandAコースリンクテスト3 ▾ More Sites ▾ View Site As: ▾ ログアウト | Log out

Home Schedule Announcements Resources **Assignments** Gradebook Drop Box Email Archive Site Info

PandAコースリンクテスト3: Assignments

Add Assignment List Grade Report Student View Reorder Permissions Options

Assignment List

View Assignment List ▾

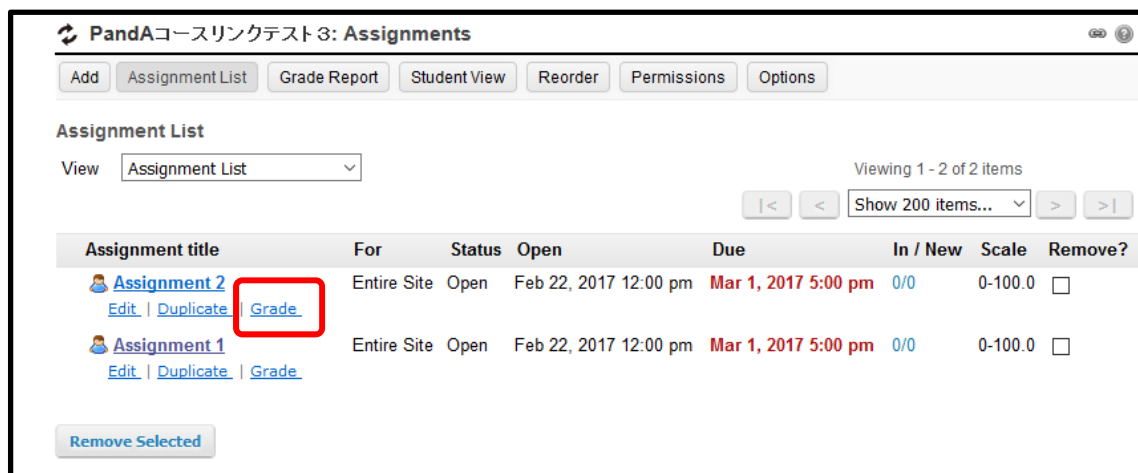
Viewing 1 - 2 of 2 items

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 2 Edit Duplicate Grade	Entire Site	Open	Feb 22, 2017 12:00 pm	Mar 1, 2017 5:00 pm	0/0	0-100.0	<input type="checkbox"/>
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Feb 22, 2017 12:00 pm	Mar 1, 2017 5:00 pm	0/0	0-100.0	<input type="checkbox"/>

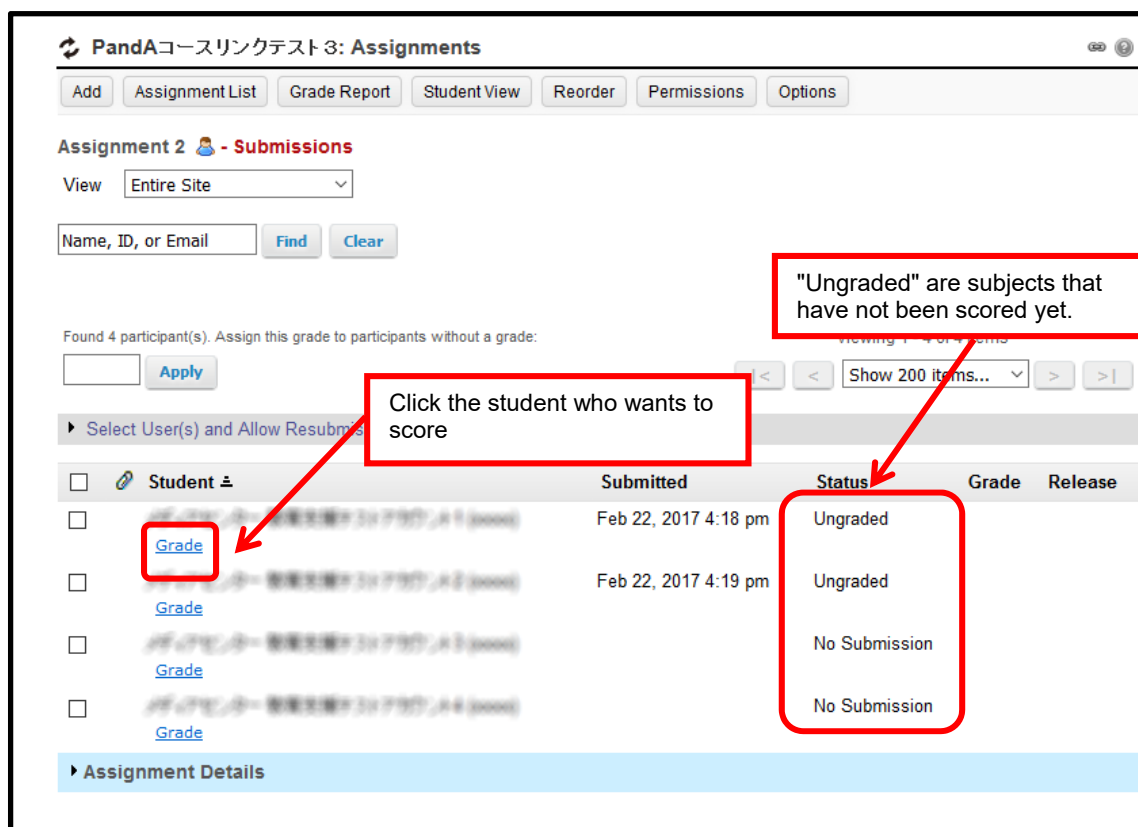
[Remove Selected](#)

7.2 Grading and Returning Assignments and Asking Resubmission

- This section explains how to give grades to the submitted assignments and return them to the students.
 - Instructors can set permission of re-submission (possible number of resubmission, and due date).
1. Select an assignment you want to grade in the list of assignments, and click “Grade”.



2. Click “Grade” in the line of the student you want to grade,.



3. Examine the submission by the student, and grade it.

PandAコースリンクテスト 3: Assignments

Add Assignment List Grade Report Student View Reorder Permissions Options

Assignment 2 - Grading

Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

< Previous < Previous Ungraded Return to List Next Ungraded > Next >

(Changes will be saved) ☐ Navigate between students with submissions only (Changes will be saved)

Student 教員登録システム (joshiki) (joshiki)

Submitted Date Feb 22, 2017 4:18 pm

Status Ungraded

History Wed Feb 22 16:18:40 JST 2017 joshiki 教員登録システム (joshiki) submitted

▶ Assignment Instructions

Assignment Submission

Below is the submission from a student. You can insert comments into this text by clicking in the box, then type your comments. Comments surrounded by double curly braces, **{{like this}}**, will appear red to the student.

test

The student's submission will be displayed

- You can add comments as well as grade scale. For resubmission, check “Allow Resubmission” and set due date, and click “Save and Release to Student”.

The screenshot shows the submission management interface with several red callout boxes highlighting specific features:

- Submitted Attachments:** A box pointing to the "Submitted Attachments" section, stating: "If there is an attachment in the submission, it will be displayed here."
- Grade:** A box pointing to the "Grade" input field, stating: "Enter grades."
- Instructor Summary Comments:** A box pointing to the "Instructor Summary Comments" text area, stating: "To comment on an assignment, please enter it here."
- Allow Resubmission:** A box pointing to the "Allow Resubmission" checkbox, stating: "Please check this if you want students to resubmit."

Other visible elements include the "Add Attachments" button, "Save and Don't Release to Student", "Save and Release to Student", "Preview", and "Cancel Changes" buttons, and the "Navigate Submissions" section with "Previous", "Next Ungraded", and "Next" buttons.

7.3 Bulk Downloading of the Submitted Assignments

Instructors can download all the submission as whole.

Select “Assignments” tool from the navigation menu in the left of the page, and click “Grade” of the assignments you want to download submissions.

The screenshot shows the PandA course interface. The left navigation menu has the "Assignments" tool highlighted with a red box. The main content area displays the "Assignment List" for "PandAコースリンクテスト3". A table lists two assignments, with the "Grade" link for the first assignment highlighted by a red box.

Assignment title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment Edit Duplicate Grade	Entire Site	Open	Feb 22, 2017 12:00 pm	Mar 1, 2017 5:00 pm	2/2	0-100.0	<input type="checkbox"/>
Assignment Edit Duplicate Grade	Entire Site	Open	Feb 22, 2017 12:00 pm	Mar 1, 2017 5:00 pm	0/0	0-100.0	<input type="checkbox"/>

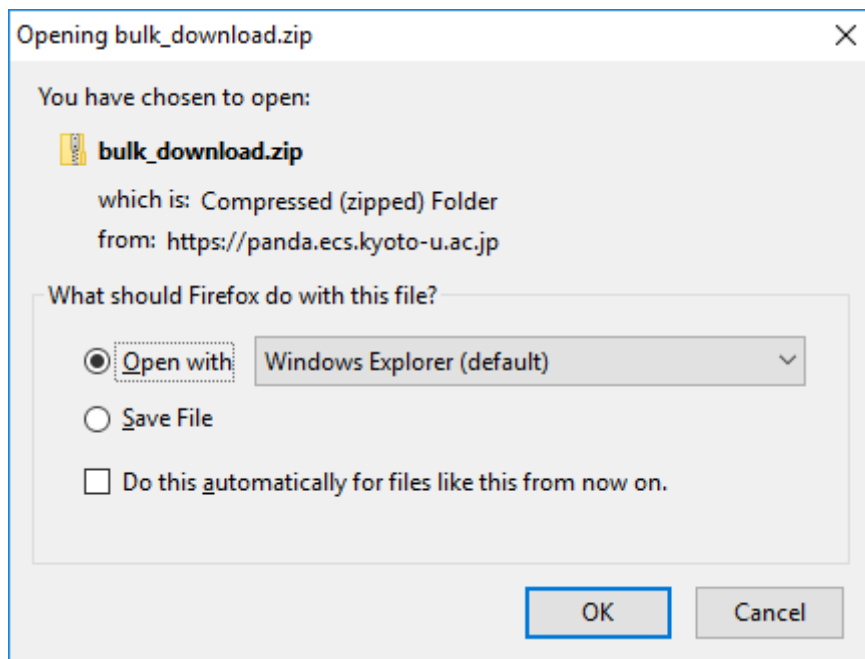
Click “Download All”

The screenshot shows the Blackboard interface for 'PandAコースリンクテスト3: Assignments'. The left sidebar contains navigation links: Home, Schedule, Announcements, Resources, Assignments (selected), Gradebook, Drop Box, Email Archive, Site Info, Dashboard, Statistics, and Help. The main content area has tabs for 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Reorder', 'Permissions', and 'Options'. Under 'Assignment 2 - Submissions', there is a 'View' dropdown set to 'Entire Site' and a search bar. A red box highlights the 'Download All' link in the top right corner. Below the search bar, it says 'Found 4 participant(s). Assign this grade to participants without a grade:' followed by an 'Apply' button. A table lists the submissions with columns: Student, Submitted, Status, Grade, and Release. The table shows four entries, all with 'Ungraded' status. At the bottom, there is a 'Download All' link and a 'Show 200 items...' dropdown.

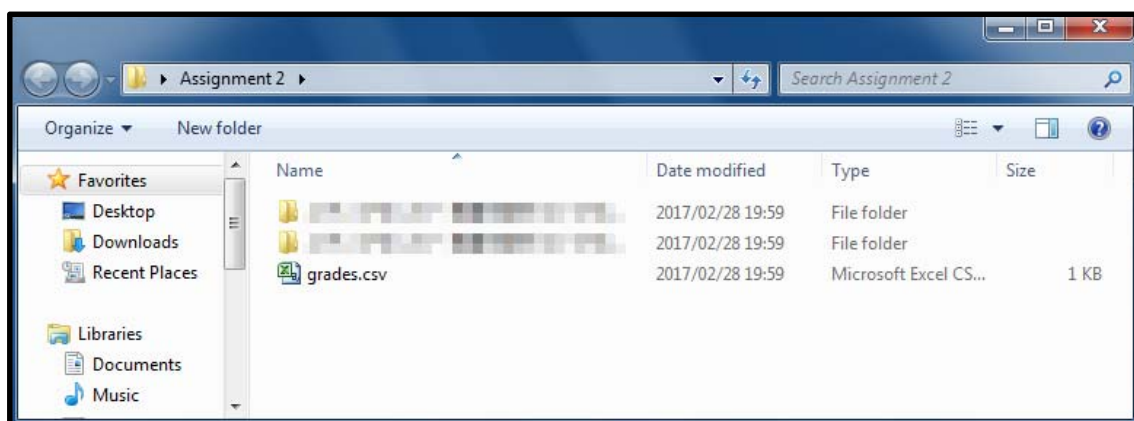
Check the contents you want to download, and click “Download.” So as to download all the files, check the top option “All.”

The screenshot shows the 'Download All' dialog box in the Blackboard interface. The dialog box has a title bar 'Download All' and a subtitle 'Choose download options, and then click 'Download' at the bottom.' It contains a list of options with checkboxes: 'All' (checked), 'Student submission text (original student submitted text, possibly containing instructor added comments)', 'Student submission attachment(s)', 'Grade file (file at top level of archive)', 'CSV format, file grades.csv' (selected), 'EXCEL format, file grades.xls', 'Feedback text (the inline comments with student submission)', 'Feedback comments (comments.txt file if available in student's folder. Comments are put into the Instructor Comments field for each student's submission)', and 'Feedback Attachment(s)'. Below the list, there is a checkbox for 'Include students who have not yet submitted'. At the bottom, there are 'Download' and 'Cancel' buttons. A red box highlights the 'Download' button.

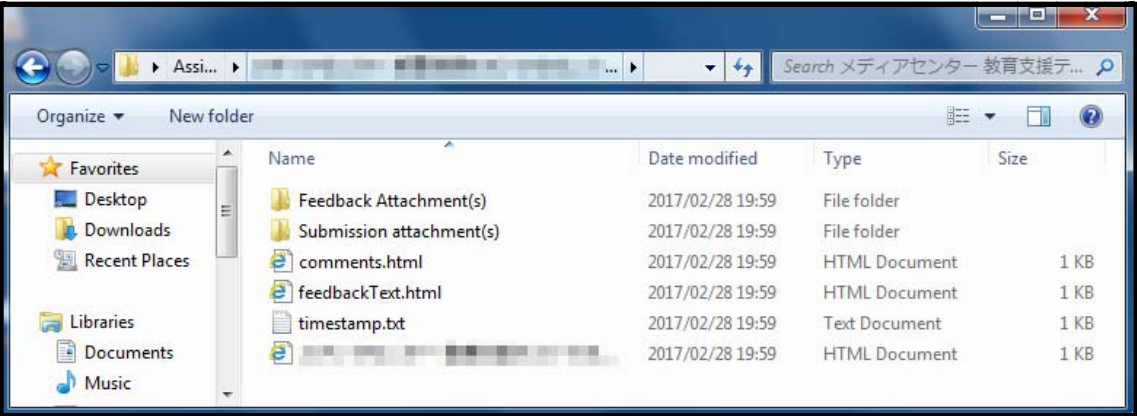
Files are archived and named as “Bulk_download.zip.”



Extract files from the downloaded archive with appropriate archiving software.
In the folder of the extracted files, there are csv file for grading and folders of students names.



Submitted assignments are stored in the students' folders.



8. Using Tests & Quizzes Tool

With “Tests and Quizzes” tool, you can create tests taken on Panda. Tests/quizzes of types “multiple choice”, “true false”, “fill in blank” etc. can be used.

1. Select a course worksite with tab, and choose “Tests and Quizzes” in the navigation menu. Then put title of a test, and press “Create” button.
2. Choosing a question type, an appropriate edit page will appear.
3. Explanation of how to enter tests will be displayed. Following the instruction, to create a test.

After entering needed inputs, press “Save” button.

☐ **Case sensitive?**
When checked, a student's response must match the correct answer exactly with respect to upper and lower case.
Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

☐ **Mutually exclusive?**
When checked, questions including more than one blank with identical answer options must have unique answers.
Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

Attachments
No Attachment(s) yet

Add Attachments

Assign to Part

Part 1 - Default

Assign to Question Pool

Select a pool name (optional)

Correct/Incorrect Answer Feedback

Correct Answer (optional)

Show/Hide Rich-Text Editor

Incorrect Answer (optional)

Show/Hide Rich-Text Editor

SaveCancel

4. Then, the created test will be displayed. If you want to make it open to students, press “Publish” button.

With “Print” button, you can see a page fit to printing the tests.

Questions: test quiz 1 1 Existing Question - 100 total points

[Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

[Add Part](#) | Add Question:

Part Default - 1 question [Copy to Pool](#) | [Edit](#)

Question Fill in the Blank - points [Remove](#) | [Edit](#)

May I ____ you ?

Answer Key:

Correct Feedback:

Incorrect Feedback:

Insert New Question

With “Preview” button, you can confirm the test shown to the students.

PandAコースリンクテスト3: Tests & Quizzes GE

Assessment Preview - This is an example student view of this assessment

Begin Assessment

"test quiz 1" for PandAコースリンクテスト3

There is no due date for this assessment.

There is no time limit for this assessment.

You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

Assessment Preview - This is an example student view of this assessment

PandAコースリンクテスト3: Tests & Quizzes

Assessment Preview - This is an example student view of this assessment [done](#)

test quiz 1

[Table of Contents](#)

Part 1 of 1 -

Question 1 of 1 100.0 Points

May I you ?

[Save](#) [Exit](#) [Submit for Grading](#)

Assessment Preview - This is an example student view of this assessment [done](#)

5. You can setup notification that the test released to students with e-mail. You can also edit the messages sent to students.

PandAコースリンクテスト3: Tests & Quizzes

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.

[Cancel](#) [Edit Settings](#) [Publish](#) and send notification below to students ▼

Notification

Subject: [PandAコースリンクテスト3] "test quiz 1" is available on 02/22/2017 05:01:10 PM

Click here to enter an optional message to be emailed with the settings below.

"test quiz 1" is available on 02/22/2017 05:01:10 PM to the entire class at <https://panda.ecs.kyoto-u.ac.jp/samigo-app/servlet/Login?id=63b79c7a-ca36-40c8-9eea-76818556ea3a1487750565503>

There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive **no feedback**.

To notify the students about the test by e-mail, please select "and send notification below to students"

6. Tests before publish are shown as “Working Copies” and published ones as “Published Copies” in the list. With the “Action” shown in the left of the tests, you can edit, publish or remove the test.

The screenshot shows the 'PandAコースリンクテスト 3: Tests & Quizzes' interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. The 'Assessments' tab is active. Below it, there's a section 'Create an Assessment' with two options: 'Create from Scratch' and 'Import'. The 'Create from Scratch' option is selected, showing fields for 'Assessment Title', 'Create using assessment builder' (selected), 'Create using markup text', and 'Choose assessment type (optional)'. A 'Create' button is at the bottom. To the right, there's an 'Import' button. A blue box with an arrow points to the 'Import' button, containing the text: 'Click the tab to toggle between the list of pending and published tests.' Below the 'Create' button, there are two tabs: 'Working Copies: not released to students' (highlighted with a red box) and 'Published Copies: released to students'. A blue box with an arrow points to the 'Published Copies' tab, containing the text: 'A list of pending / published tests will be displayed.' Below the tabs, there's a table with columns: 'Action', 'Title', 'Status', 'In Progress', 'Submitted', 'Release To', 'Release Date', 'Due Date', and 'Last Modified'. The table contains one row for 'test quiz 1' with status 'Active', 0 in progress, 0 submitted, and release to 'Entire Site' on '02/22/2017'. The 'Last Modified' column shows '02/22/2017 05:05:44 PM'. A red box highlights the entire table area.

PandAコースリンクテスト 3: Tests & Quizzes

Assessments Assessment Types Question Pools Event Log

Assessments

Create an Assessment

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Choose assessment type (optional) select

Create

OR

Import

Click the tab to toggle between the list of pending and published tests.

Working Copies: not released to students Published Copies: released to students

A list of pending / published tests will be displayed.

Action	Title	Status	In Progress	Submitted	Release To	Release Date	Due Date	Last Modified
-- Select Action --	test quiz 1	Active	0	0	Entire Site	02/22/2017		教育支援テスト カウント0 メディア センター 02/22/2017 05:05:44 PM

9. Using Mail Tool

- E-mail address of the instructors, teaching assistants and enrolled students are already set in the Mail tool. You can send mail messages to the users by their roles such as instructors, teaching assistants and students.
- As well as common mailer softs, you can send mail by specifying recipients. For that, use e-mail addresses as recipients.

The screenshot shows the 'PandAコースリンクテスト3: Email' interface. On the left is a sidebar with navigation links: Home, Schedule, Announcements, Resources, Assignments, Tests & Quizzes, Gradebook, Drop Box, Email Archive, Site Info, Dashboard, Statistics, Email (selected), and Help. The main area has tabs for 'Compose', 'Options', and 'Permissions'. The 'Compose' tab is active, showing a 'From:' field with a dropdown menu. The 'To:' field is highlighted with a red box and contains the options: ☐ All, [Roles](#), [Sections](#), [Groups](#), and [Add Other Recipients](#). A red arrow points from a text box to the 'Roles', 'Sections', and 'Groups' options, stating: 'You can set roles, sections, groups as destinations.' Another red arrow points from a text box to the 'Add Other Recipients' link, stating: 'Enter an individual address. If you use e-mail, please enter it here.' Below the 'To:' field is a 'Subject:' field. Further down is an 'Attach a file' button and a rich text editor with various formatting tools. At the bottom, there are three checkboxes: 'Send me a copy', 'Add to Email Archive, visible to all site participants', and 'Append list of recipients to message'. At the very bottom are 'Send Mail' and 'Cancel' buttons.

10. Using Gradebook Tool

Gradebook tool is a tool for grading using grades imported from Tests & Quizzes Tool or manually inputted grades.

10.1 Using as an Instructor Role

This subsection explains how to display gradebook and modify it. Move to the corresponding course worksite, and click “Gradebook”.

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

[Add Gradebook Item\(s\)](#) [Import gradebook item from spreadsheet](#)

Average Course Grade F (34%)

Gradebook Items Summary

Click a title to view complete details and to grade the item. [Save current order as sorting order](#)

Title*		Class Avg**	Due Date	Released to Students	Included in Course Grade	Sorting
assignment1	Edit	43/100	Feb 22, 2017	Yes	Yes	1
assignment2	Edit	25/100	Feb 22, 2017	Yes	Yes	2

Legend:
*Titles shown in grey are not released to students.
**Class averages in parentheses () are not included in the course grade calculations.
***These items must be graded from the tool listed and may not be graded from the gradebook.

First, a summary of “gradebook items” is displayed.

- “Gradebook items” means assignments, tests & quizzes to be included in the course gradebook.
- By clicking “Add Item”, you can add a new item other than assignments and quizzes.
- By clicking an entry in the title, items can be sorted.

My Workspace ▾ PandAコースリンクテスト3 ▾ More Sites ▾ View Site As: ▾ ログアウト | Log out

Home Schedule Announcements Resources Assignments Tests & Quizzes **Gradebook** Drop Box Email Archive Site Info

PandAコースリンクテスト3: Gradebook

Gradebook Items All Grades Course Grades Gradebook Setup Course Grade Options Import Grades

Gradebook Items

Currently, students can see their gradebook item scores, but not their course grade. [Change course grade options.](#)

Add Gradebook Item(s) Import gradebook item from spreadsheet

Average Course Grade F (34%)

Gradebook Items Summary

Click a title to view complete details and to grade the item. Save current order as sorting order

Title*	Class Avg**	Due Date	Released to Students	Included in Course Grade	Sorting
assignment1 Edit	43/100	Feb 22, 2017	Yes	Yes	1
assignment2 Edit	25/100	Feb 22, 2017	Yes	Yes	2

By clicking “All grades,” course grades and their details are displayed.

- By clicking the heading of any column, data are sorted with respect to the item of selected column.
- By clicking “detail” button, you can see the statistics of the selected gradebook item or edit it.

By clicking the name of the student of whose score you want to correct or input manually, you can edit the grade of the student.

My Workspace ▾ PandAコースリンクテスト3 ▾ More Sites ▾ View Site As: ▾ ログアウト | Log out

Home Schedule Announcements Resources Assignments Tests & Quizzes **Gradebook** Drop Box Email Archive Site Info Dashboard Statistics Email Help

PandAコースリンクテスト3: Gradebook

Gradebook Items **All Grades** Course Grades Gradebook Setup Course Grade Options Import Grades

All Grades Export as PDF Export as CSV Export for Excel

Average Course Grade F (34%)

Viewing 1 to 4 of 4 students

View All Sections/Groups and All Categories

Student Name Find Clear Hide/Show Columns

Student Name	Student ID	Course Grade	assignment1 Details	assignment2 Details
[Student Name]	xxxx	100%	100	100
[Student Name]	xxxx	37.5%	75	0
[Student Name]	xxxx	0%	n	n

Legend:

*Grades in parentheses () are not included in the category average or course grade calculations.

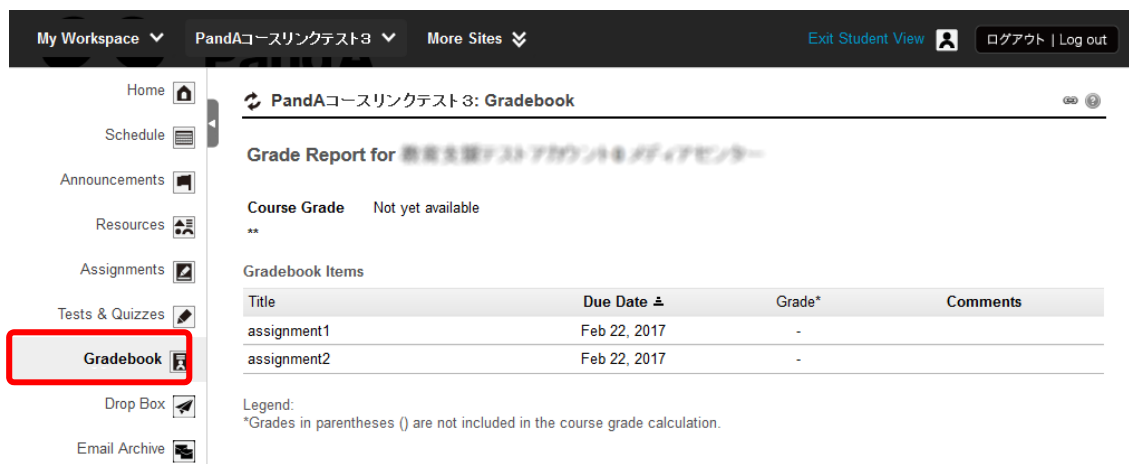
**Items with a grey background are not released to students.

Dropped grades are struck out.

Course grade overrides are highlighted red.

10.2 Using as a Student Role

By clicking “Gradebook” tool, you can see you score.



The screenshot shows the Canvas LMS interface. At the top, there is a navigation bar with "My Workspace", "PandAコースリンクテスト3", and "More Sites". On the right of the navigation bar are links for "Exit Student View" and "ログアウト | Log out". The left sidebar contains a list of tools: Home, Schedule, Announcements, Resources, Assignments, Tests & Quizzes, **Gradebook** (highlighted with a red box), Drop Box, and Email Archive. The main content area is titled "PandAコースリンクテスト3: Gradebook". Below the title, it says "Grade Report for 数値支援システムリンクテスト3". The "Course Grade" is listed as "Not yet available". Below this, there is a table titled "Gradebook Items" with columns: Title, Due Date, Grade*, and Comments. The table contains two rows: "assignment1" and "assignment2", both with a due date of "Feb 22, 2017" and a grade of "-". At the bottom, there is a legend stating: "Legend: *Grades in parentheses () are not included in the course grade calculation."

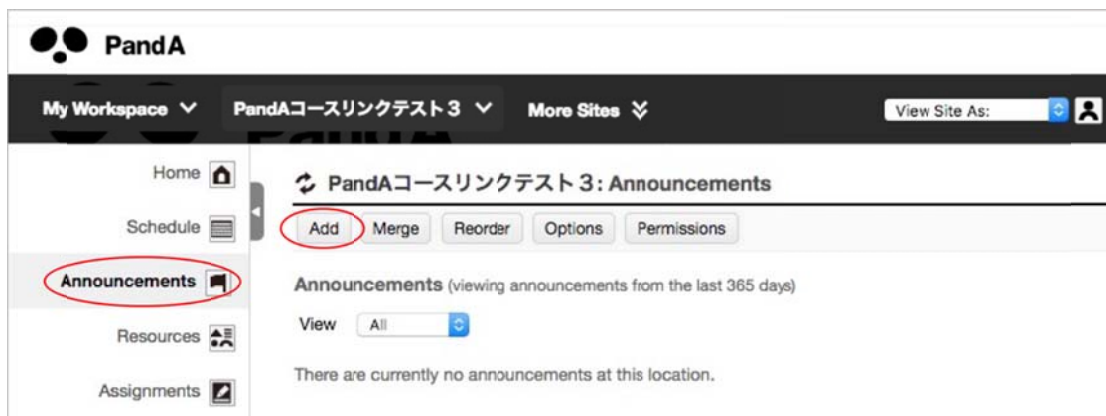
Title	Due Date	Grade*	Comments
assignment1	Feb 22, 2017	-	
assignment2	Feb 22, 2017	-	

11. Using Announcements Tool

Announcements tool allows the instructor to deliver messages to the participants. The instructor can optionally select when to display an announcement, add attachments, and send e-mail notifications.

11.1 Posting Announcements

1. Select the “Announcements” tool from the navigation menu, and click “Add.”



2. Enter the announcement title and message body, and click “Post Announcement.”
You can see how it will be displayed by clicking “Preview” button.

Access: You can determine who can view the announcement.

Availability: You can choose the availability setting from the following three options: “Show (Post and display the announcement immediately)”, “Hide (Draft mode - Do not display the announcement at the time)” or “Specify Dates (Choose when the announcement will be displayed)”.

Attachments: You can attach files and web links.

Email Notification: With the pull-down menu, you can choose whether or not to send an email notification about the announcement posting.

PandAコースリンクテスト 3: Announcements

Post Announcement
Complete the form, then choose the appropriate button at the bottom.

Required items marked with a *

* Announcement title

* Body

Rich text editor toolbar with icons for source, undo, redo, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, table, quote, code, and more.

Body text area with a large red oval indicating the input field.

Access

☒ Only **members of this site** can see this announcement

☐ This announcement is **publicly viewable**

☐ Display this announcement **to selected groups** only

Availability

☒ Show - (**Post** and display this announcement immediately)

☐ Hide - (**Draft mode** - Do not display this announcement at this time)

☐ Specify Dates - (**Choose when** this announcement will be displayed)

Attachments

No Attachments Yet

[Add Attachments](#)

Email Notification

[Post Announcement](#) [Preview](#) [Cancel](#)

3. After posting the announcement, the following screen will be displayed.
Clicking “Edit,” you can re-edit the content.

PandAコースリンクテスト 3: Announcements

[Add](#) [Merge](#) [Reorder](#) [Options](#) [Permissions](#)

Announcements (viewing announcements from the last 365 days)

View

Viewing 1 - 1 of 1 items

[show 10 items...](#)

Subject	Saved By	Modified Date	For	Beginning Date	Ending Date	Remove
Announcement - tes		Oct 6, 2017 2:55 pm	site			Edit

[Update](#) [Cancel](#)

11.2 Attaching Files to an Announcement

1. Enter the announcement title and the message body and then click “Add Attachments.”

The screenshot shows a web form titled "PandAコースリンクテスト3: Announcements". The main section is "Post Announcement", which includes instructions to complete the form and choose a button at the bottom. It lists required items marked with an asterisk: "Announcement title" (with an empty text box) and "Body" (with a rich text editor). The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, font color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, image, video, audio, table, and other elements. Below the text editor is a section for "Access" with three radio button options: "Only members of this site can see this announcement" (selected), "This announcement is publicly viewable", and "Display this announcement to selected groups only". Below that is the "Availability" section with three radio button options: "Show - (Post and display this announcement immediately)" (selected), "Hide - (Draft mode - Do not display this announcement at this time)", and "Specify Dates - (Choose when this announcement will be displayed)". The "Attachments" section shows "No Attachments Yet" and a red circle around the "Add Attachments" link. At the bottom, there is an "Email Notification" dropdown menu set to "None - No notification" and three buttons: "Post Announcement", "Preview", and "Cancel".

2. Click “選択” (“Select”) and choose a file to attach. If you repeat the same process, you can add two or more files. You can also add URL links to external websites.
If you have uploaded files in your Resources, they are displayed at the lower part of the screen. You can also select them as attachments by clicking “Attach a copy” under “Actions.”
After selecting the attached files, click “Continue.”

PandAコースリンクテスト 3: Announcements

Add Attachment
Select an existing item from Resources to attach OR add a new item to a folder to be attached.

Upload local file 選択... ファイルが選択されていません
or a URL (link to website)

Continue

Select a resource

Location: PandAコースリンクテスト 3 Resources

Title ▾	Actions
PandAコースリンクテスト 3	
news.pdf	Attach a copy
Show other sites	

3. Then, the attached files will be displayed at the editing screen. When you select “Post Announcement,” the announcement with the attached files will be sent.

Required items marked with a *

* Announcement title

* Body

body p

Access

☒ Only **members of this site** can see this announcement

☐ This announcement is **publicly viewable**

☐ Display this announcement **to selected groups** only

Availability

☒ Show - (Post and display this announcement immediately)

☐ Hide - (**Draft mode** - Do not display this announcement at this time)

☐ Specify Dates - (**Choose when** this announcement will be displayed)

Attachments

[news.pdf](#) (262 KB)

Email Notification

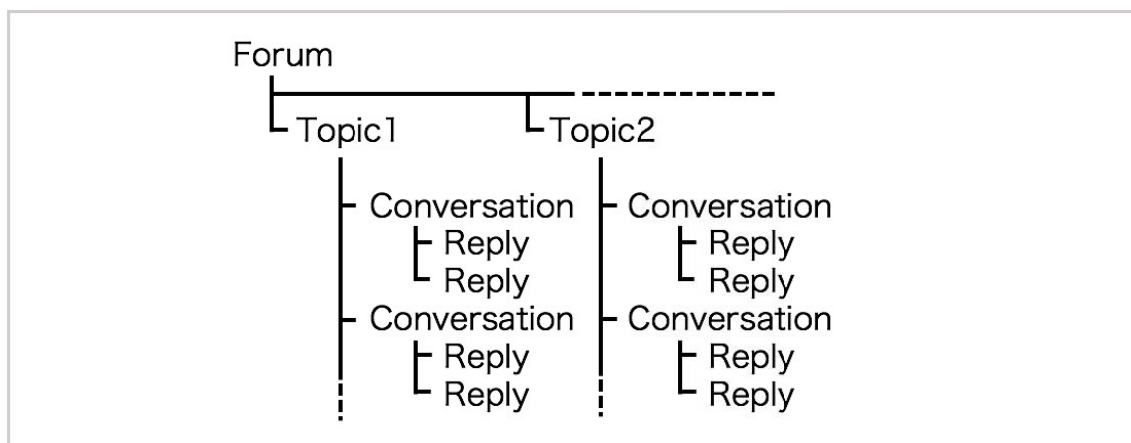
Post Announcement

12. Using Forums Tool

Forums tool allows the instructor to create discussion forums.

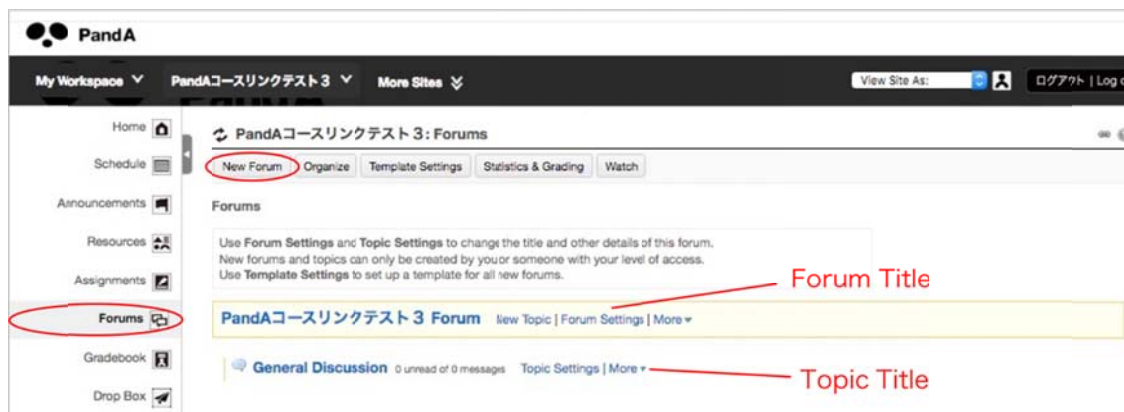
First, you create a **forum** to hold discussions and then a **topic** within it where participants can post and reply to **conversations**.

*Note: In the default setting, this tool is not displayed on your course worksite. To use the tool, click “Edit Tools” in the “Site Info” and add it.



1. When you select the “Forums” tool from the navigation menu, created forums and topics will be displayed.

As for creating a new forum, first click “New Forum.”



2. Then, enter the forum title (required), and optionally enter the short and/or detailed description and select availability.

To grade posts in Conversations, select a specific gradebook item (In order to use this function, you need to set up a gradebook in advance).


PandAコースリンクテスト3: Forums

Forum Settings
Required items marked with *

*Forum Title

Short Description (255 characters max) 255 chars remain

Description



body

Attachments
No attachments yet
[Add attachments](#)

Forum Posting
☐ Lock forum (disable forum postings)
☐ Moderate topics in forum
☐ Require users to post before reading

Availability
☐ Show immediately
☒ Specify dates to open (show) and/or close (hide)
Open Date:
Close Date:

Mark All Messages in Conversations Read
☐ Automatically mark all messages in a conversation as read

Grading
Gradebook Item: This will be the default in this forum's topics. (More?)

Permissions

Role	Permission Level	
Instructor	Owner	Customize
Student	Contributor	Customize

* Setting the “Permission Level” in “Permissions,” you can authorize each participant role’s access level. Click “Customize,” and see or modify the setting of their access level.

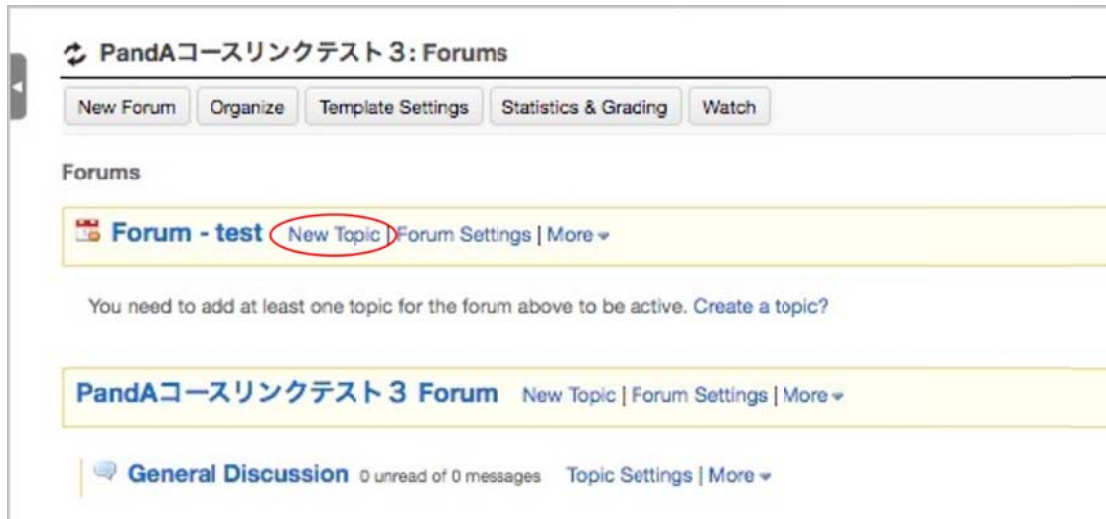
* To let students and TAs edit and delete their own posts, select “Own” in the “Edit Messages” and “Delete Messages” of the customized setting for “Student” or “TA.”

The screenshot shows the 'Grading' settings page. At the top, there's a 'Gradebook Item' dropdown set to 'Select a gradebook item'. Below this is the 'Permissions' section. It lists roles: Instructor (Owner), Student (Custom), Teaching Assistant (Contributor), and PandAコースリンクテスト 3 (None). Each role has a 'Customize' button. The 'Student' role's 'Customize' button is circled in red. Below the 'Student' role, there are checkboxes for various permissions: New Forum, New Topic, New Conversation, Reply, Post to Gradebook, Change Settings, Read, Mark as Read, Moderate Messages, Edit Messages, and Delete Messages. The 'Edit Messages' and 'Delete Messages' sections are circled in red, showing 'Own' selected for both.

3. After seeing or modifying the participants’ access levels, click “Save.”

The screenshot shows the 'Grading' settings page. At the top, there's a 'Gradebook Item' dropdown set to 'Select a gradebook item'. Below this is the 'Permissions' section. It lists roles: Instructor (Owner), Student (Contributor), Teaching Assistant (Contributor), and PandAコースリンクテスト 3 (None). Each role has a 'Customize' button. At the bottom of the page, the 'Save' button is circled in red.

4. Then, the created forum will be displayed on the site.
Click “New Topic” to create a topic.



5. Enter the required inputs as you create a new forum.

The screenshot shows the 'Topic Settings' form for creating a new forum topic. The form is titled 'PandAコースリンクテスト3: Forums' and 'Topic Settings'. Below the title, there is a breadcrumb trail: 'Forums / Forum - test / Topic Settings'. A note indicates 'Required items marked with *'. The form contains three main input fields, each circled in red: 1. 'Topic Title' (a single-line text input field). 2. 'Short Description (255 characters max)' (a single-line text input field with a character count of '255 chars remain'). 3. 'Description' (a multi-line text area with a rich text editor toolbar above it). The toolbar includes buttons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, table, quote, and code. Below the description field, there is an 'Attachments' section with the text 'No attachments yet' and an 'Add attachments' button.

6. After entering the required inputs, click “Save.”

Add attachments

Topic Posting

- ☐ Lock Topic (Disable topic postings)
- ☐ Moderate Topic
- ☐ Require users to post before reading

Availability

- ☒ Show immediately
- ☐ Specify dates to open (show) and/or close (hide)

Mark All Messages in Conversations Read

- ☐ Automatically mark all messages in a conversation as read

Grading

Gradebook Item: This will be the default when grading in this topic. (More?)

Automatically Create Topics

- ☒ Create one topic
- ☐ Automatically create multiple topics for groups

▼ Permissions

Role	Permission Level	
Instructor	<input type="text" value="Owner"/>	Customize
Student	<input type="text" value="Contributor"/>	Customize
Teaching Assistant	<input type="text" value="Contributor"/>	Customize
PandAコースリンクテスト 3	<input type="text" value="None"/>	Customize

[Save](#) [Save Draft](#) [Save Settings & Add Topic](#) [Cancel](#)

7. Then, the created topic will be displayed below the forum. Participants can post conversations and discuss with each other within topics. As for the setting of each topic, you can edit it using “Topic Settings” on the right of each topic title.

To post a new conversation in the topic, click the topic title.

PandAコースリンクテスト 3: Forums

[New Forum](#) [Organize](#) [Template Settings](#) [Statistics & Grading](#) [Watch](#)

Forums

- [Forum - test](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼
- [Topic - test](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼
- [PandAコースリンクテスト 3 Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▼
- [General Discussion](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▼

8. Then, the screen for posting conversations is displayed.
Enter the title and the message and then click “Post.”

The screenshot shows the 'Start a Conversation' form in the 'PandAコースリンクテスト 3: Forums' section. The form is titled 'Forum - test / Topic - test' and includes a link to 'View Full Description'. Below the title, there is a text input field for the title, which is circled in red. The message input area is also circled in red and contains a rich text editor with various formatting options (bold, italic, underline, strikethrough, text color, background color, font size, font family, text alignment, list, link, unlink, image, video, audio, code, quote, spoiler, table, table of contents, etc.). Below the message input area, there is an 'Attachments' section with a button to 'Add attachments'. At the bottom of the form, there are two buttons: 'Post' and 'Cancel', with the 'Post' button circled in red.

9. When the new conversation is added, you can provide responses to each conversation.

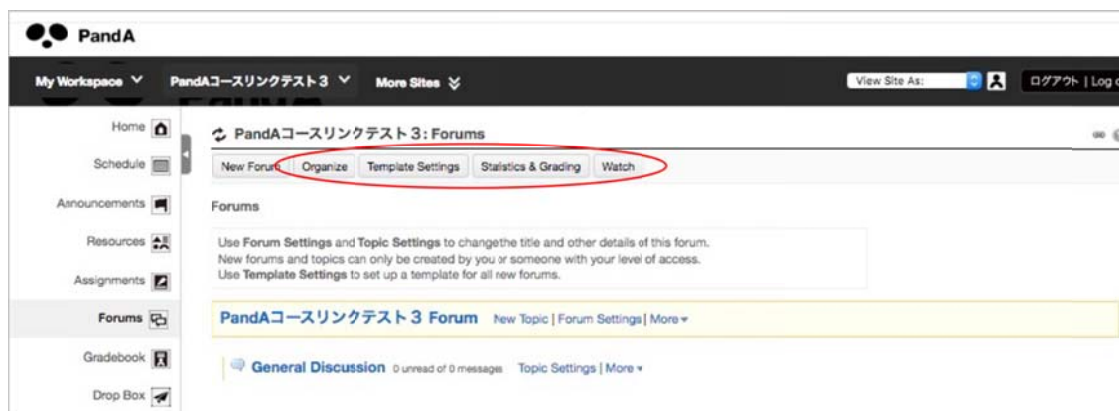
To reply to a specific comment, click the conversation title and then click “Reply to Initial Message.” To go back to the forum’s menu, click “Forums” in blue.

The screenshot shows the forum thread page for 'PandAコースリンクテスト 3: Forums'. The page has a navigation bar with buttons: 'Start a New Conversation', 'Display Message Content', 'Topic Settings', and 'Delete Topic'. Below the navigation bar, there is a breadcrumb trail: 'Forums / Forum - test / Topic - test'. The main content area is titled 'Topic - test' and includes a 'Move Thread(s)' button. Below this, there is a table listing conversations. The first row is circled in red and shows a conversation titled 'conversation - test' with 0 unread of 1 message. The table has columns for 'Conversation', 'Authored By', and 'Date'. The 'Authored By' column shows a user profile picture and name, and the 'Date' column shows 'Oct 6, 2017 3:19 PM'. At the bottom of the page, there are links for '< Previous Topic' and 'Next Topic >'. The 'Forums' link in the breadcrumb trail is highlighted in blue.

Conversation	Authored By	Date
conversation - test 0 unread of 1 message	User Name	Oct 6, 2017 3:19 PM

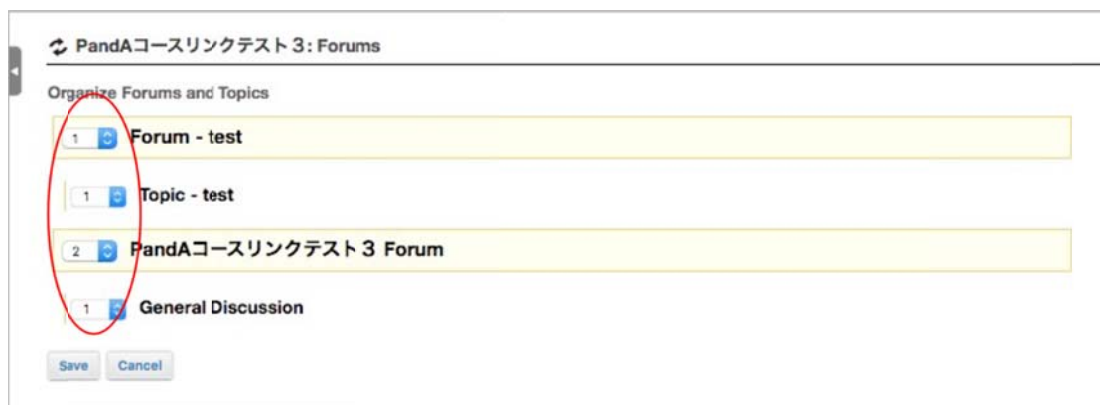
Other Functions

- Organize (setting for the display order of forums/topics)
- Template Settings
- Statistics & Grading
- Watch (email notification setting)



Organize (setting for the display order of forums/topics)

You can rearrange the display order of forums and topics with the numeric pull-down menu on the left of each title.



Template Settings

You can change the default settings template of the forum postings, availability, “read” marking for messages, and permission level.

Click “Template Settings” to change the settings, and then click “Save.” Next time you create a new forum/topic, the new settings will be activated.

Statistics & Grading

Clicking “Statistics & Grading,” each user’s information on posting and “read” marking will be displayed. You can switch the display between “Statistics & Grading by User” and “Statistics & Grading by Topic.”



Name	Authored	Read	Unread	Percent Read
CLS Test User 1 (xxxx)	0	0	1	0%
CLS Test User 3 (xxxx)	0	0	1	0%
CLS Test User 4 (xxxx)	0	0	1	0%
CLS Test User 5 (xxxx)	0	0	1	0%

Watch (email notification setting)

With this setting, the user’s email account receives an email whenever a new message is posted. In the default setting (the second option below), “Send me an email when a conversation that I have contributed to receives a new message” is set up. You can change this setting by choosing between the other two options.

- **Send me an email whenever a new message is posted:**
You will receive an email notification whenever the forum tool receives a new message.
- **Send me an email when a conversation that I have contributed to receives a new message:**
You will receive an email notification when a conversation you have posted receives a new message.
- **No notification:**
Turn off all notification.

* Please note that this setting is applied only to your own account. Even if the instructor chooses “No notification,” when a new message is posted, the students and TA still receive emails if they choose between the other two settings.

Tips for Grading with KULASIS and Panda

Orders of Student Lists are Different!

In the List provided by KULASIS, the order of students seems unclear. It is decided by several rules such that students in Faculty of Integrated Human Studies come first inside KULASIS. However, no field to express the order is shown in the table available by instructors. Further, if you download the gradebook from Panda, it uses a different order of students. Hence, some instructors may spend their effort only to transfer data from the gradebook of Panda to the registered student list of KULASIS.

Download registered student

KULASIS - Kyoto University Liberal Arts and General Education Student Affairs Information System

Home Information **Your classes** Syllabus Registration information Office hours Examination and grade Register syllabus Appeal of grade evaluation Logout

English | 日本語 | Privacy Policy | User Guideline | About Copyright | About Personal Information | Inquiry

* If no operation is executed for over 30 minutes, the computer will automatically log out.
* Some pages, pdf files, and words are written in Japanese.

Liberal Arts and General Education Courses

◆ Your classes

This is KULASIS's My Page.

Here is a list of your classes.

By clicking the [Lecture cancellation] button, you can register information on lecture cancellation of your class. [Click here to cancel the lecture cancellation.](#)

By clicking the [Registered student list] button, you can view/download registered student list of your class.

By clicking the "Class support" button, you will be taken to support page of your class.

On Class support page, you can issue assignment or send email to registered students.

Lecture code	Course title	Instructor	Course offered period	Day/period	Classroom	Group	Number of people	
20160101	Liberal Arts and General Education Courses	Faculty of Integrated Human Studies	First semester	Monday	2nd Classroom (Building 201)	Faculty of Integrated Human Studies	1	Details Lecture cancellation Registered student list Class support

KULASIS - Kyoto University Liberal Arts and General Education Student Affairs Information System

Home Information Your classes Syllabus Registration information Office hours Examination and grade Register syllabus Appeal of grade evaluation Logout

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Liberal Arts and General Education Courses

◆ Download registered student list

This is KULASIS's My Page.

● Intended course

Course title	Instructor	Day/period	Classroom	Course offered period	Group
20160101 Liberal Arts and General Education Courses	Faculty of Integrated Human Studies	First semester	2nd Classroom (Building 201)	Second semester	Faculty of Integrated Human Studies

● Content

The registration in the second semester of AY2016 has determined and "Registered student lists" are available from Oct. 26.

If you are using provisional lists, make sure that you re-download the finalized list.

(Dec. 1, 2016) Class withdrawal was finalized. If a student had withdrawn the registration of your course, the "Withdrawal List of Registered Students" is shown under the registered student list in this page. You can download the students list removed withdrawing students.

Displayed in order of Department/Year/Admission year/Class/Name in Japanese alphabet

[Download registered student](#)

In Grade Registration to KULASIS, the Order of Students doesn't Matter

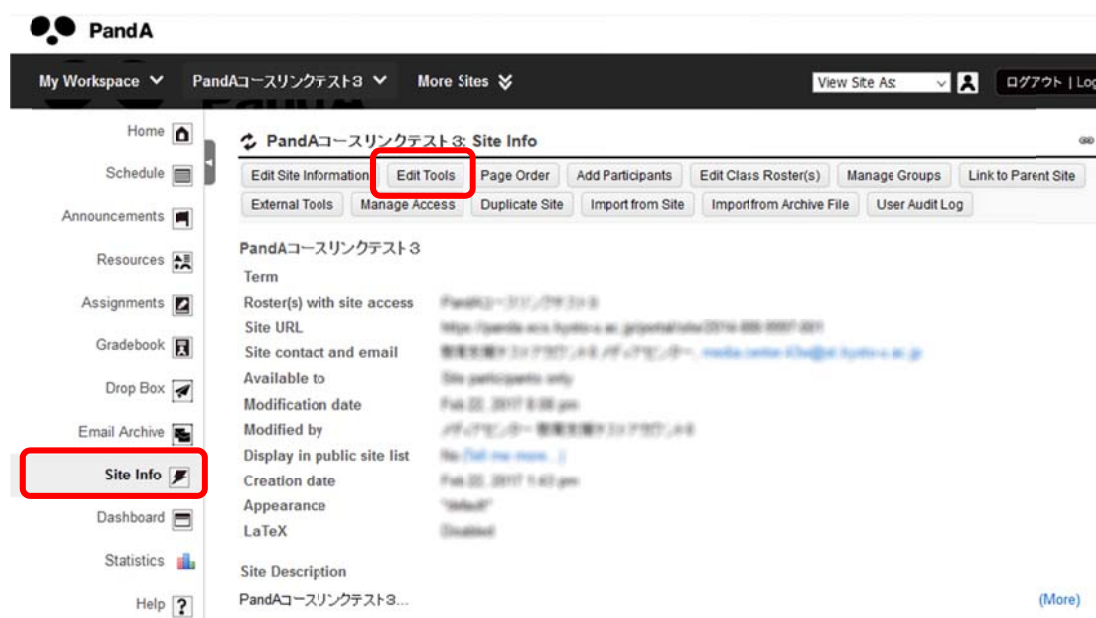
Instructors may register grades in KULASIS by uploading a student list with grades. In the list, the order of students doesn't matter as far as the "Lecture code", "student numbers" and corresponding "grading" are given appropriately.

Gathering Grades of Assignments to Gradebook in Panda


To aggregate the grades of assignments to the gradebook of your course on Panda, you need the following operation.

- Choose "Site Info" from the menu on the left, and click the "Edit Tools" button on the top, check "Gradebook" tool and click "Continue" button.

Site info → Edit Tools



Check “Gradebook”→Continue

 **PandAコースリンクテスト3: Site Info**

Course Site Tools

Choose tools to include on your site...

General 11

- ☒ **Home**
For viewing recent announcements, discussion, and chat items.
- ☒ **Announcements**
For posting current, time-critical information
- ☒ **Assignments**
For posting, submitting and grading assignment(s) online
- ☐ **Chat Room**
For real-time conversations in written form

- ☐ **Forums**
Display forums and topics of a particular site
- ☒ **Gradebook**
For storing and computing assessment grades from Tests & Quizzes or that are manually entered
- ☐ **Lessons**
For creating and taking online tests and quizzes
- ☐ **Web Content**
For accessing web content from an external website within the site.
- ☐ **Wiki**
For collaborative editing of pages and content

[▶ Plugin Tools](#) 0

- Only assignment with a grade scale of “Points” type, the grades can be sent to the gradebook.
- In editing an assignment, select options “Add assignment to gradebook” in “Grading” section so as to transfer the grades to the gradebook. Otherwise, from the gradebook tool side, you can’t pull the grades from the assignment tool.

Home

Schedule

Announcements

Resources

Assignments

Gradebook

Drop Box

Email Archive

Site Info

Dashboard

Statistics

Help

PandAコースリンクテスト 3: Assignments

Add Assignment List Grade Report Student View Reorder Permissions

Add new assignment

Complete the form and then choose 'Post' at the bottom. An asterisk (*) indicates required information.

Assignment

* Title

* Open Date 02/24/2017 12:00 pm

Students can not save or submit the assignment until the open date.

* Due Date 03/03/2017 05:00 pm

* Accept Until 03/03/2017 05:00 pm

Assignments cannot be submitted after the close date.

* Student Submissions Inline and Attachments

☐ Allow Resubmission

* Grade Scale Points

For points, enter maximum possible

* Assignment Instructions

Hide due date from students

Add due date to Schedule

Add an announcement about the open date to Announcements

Add honor pledge

Grading

☐ Do not add assignment to Gradebook

☒ Add Assignment to Gradebook

☐ Associate with existing Gradebook entry

Tips in Transferring Data form Gradebook of Panda to That of KULASIS

If you have kept the order of the student list by KULASIS, transfer the data from the gradebook of Panda to that of KULASIS as follows:

- Download the gradebook of Panda by selecting “Gradebook” -> “All GradeS” -> “Export for Excel”, open it with spreadsheet software such as Excel, and sort the data with “Student ID” as a key.

Download the gradebook of Panda

The screenshot shows the Panda Course Link Test 3 Gradebook interface. The left sidebar contains a menu with items like Home, Schedule, Announcements, Resources, Assignments, Tests & Quizzes, Gradebook (highlighted with a red box), Drop Box, Email Archive, Site Info, Dashboard, Statistics, Email, and Help. The main content area is titled 'PandAコースリンクテスト3: Gradebook'. It has a top navigation bar with tabs: Gradebook Items, All Grades (highlighted with a red box), Course Grades, Gradebook Setup, Course Grade Options, and Import Grades. Below the tabs, there's a section for 'All Grades' showing the 'Average Course Grade' as 'F (34%)'. There are buttons for 'Export as PDF' and 'Export for Excel' (highlighted with a red box). A red arrow points from the 'All Grades' tab to the 'Export for Excel' button. The main content area also shows a table of student grades with columns for Student Name, Student ID, Course Grade, and assignment scores. The table is filtered to show 1 to 4 of 4 students.

Student Name	Student ID	Course Grade	assignment1	assignment2
xxxx	xxxx	100%	100	100
xxxx	xxxx	37.5%	75	0
xxxx	xxxx	0%	n	n

- Download also the registered student list from KULASIS, and open it with spreadsheet, and sort it by “Student Number.”
- Copy grades in the gradebook of Panda, and paste it the list of KULASIS.

Notice! In the gradebooks of Panda and KULASIS, students may not same. Please check it .

13. Contact Us

For any inquiries on PandA, please contact to Educational Computing Service Group of IIMC,

mailto: edu-qa@media.kyoto-u.ac.jp