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 been 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

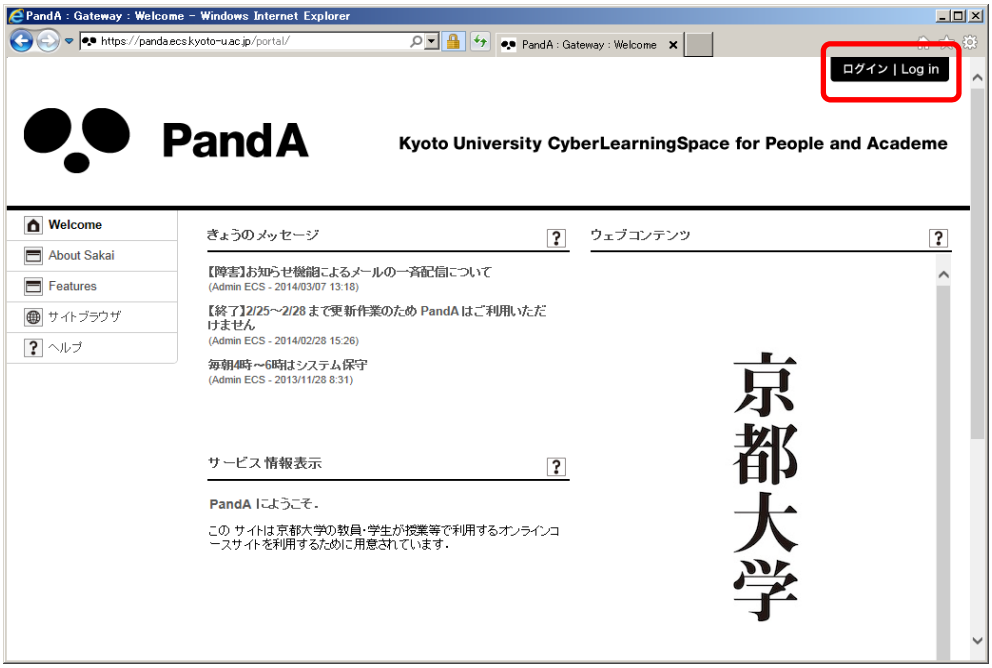
3. Login/Logout

3.1 Login

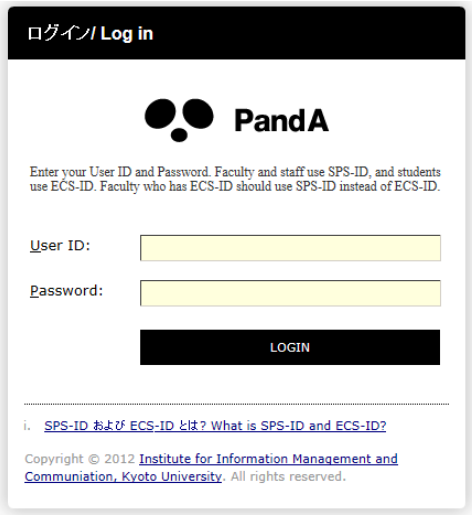
The URL of the PandA is

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.



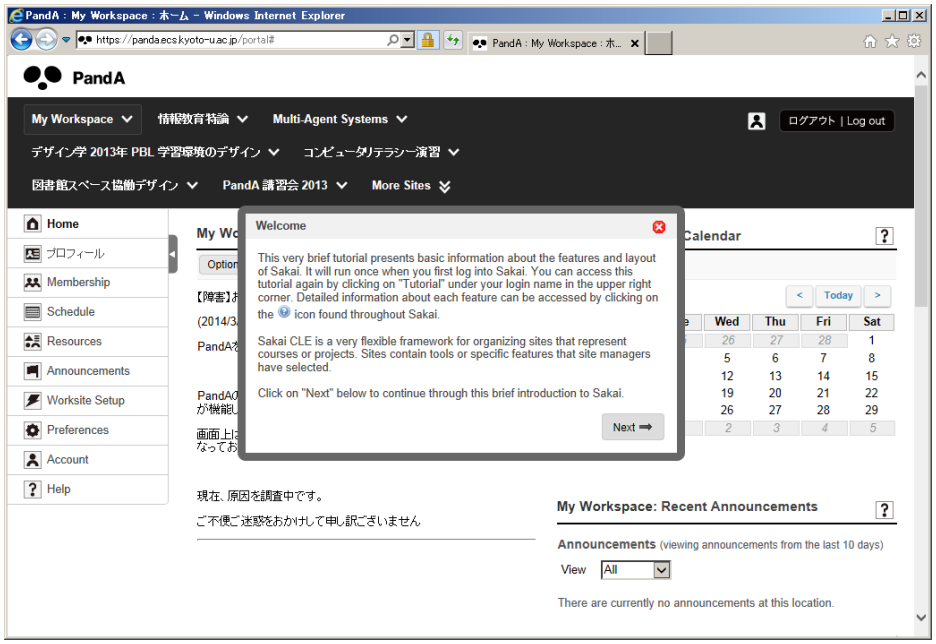
So as to login to PandA, enter your ID and password:

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

SPS-ID and ECS-ID. Inside the PandA, 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.

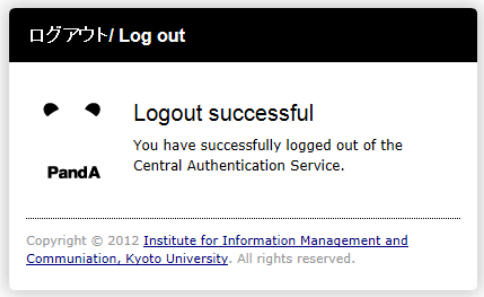
- Students, use your ECS-ID.
- If you want someone outside Kyoto University for e.g., a student of a joint class with other university ask to use PandA, we can issue e-mail address based ID's to such users. Refer to "Section 5. Opening Course Worksite."

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



3.2 Logout

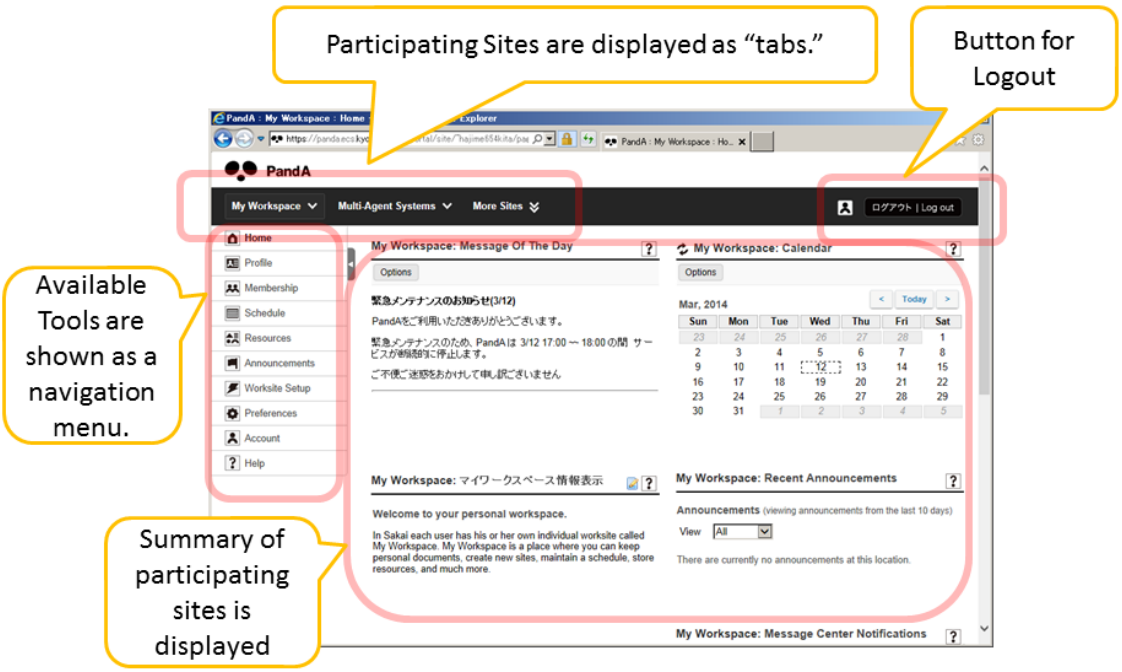
So as to logout from PandA, press the "logout" button on the right top of the page. So as to enter PandA again, click "ここ(here)" in the message of the dialog.



4. My Workspace

Once you logged into PandA, “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 PandA, 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.

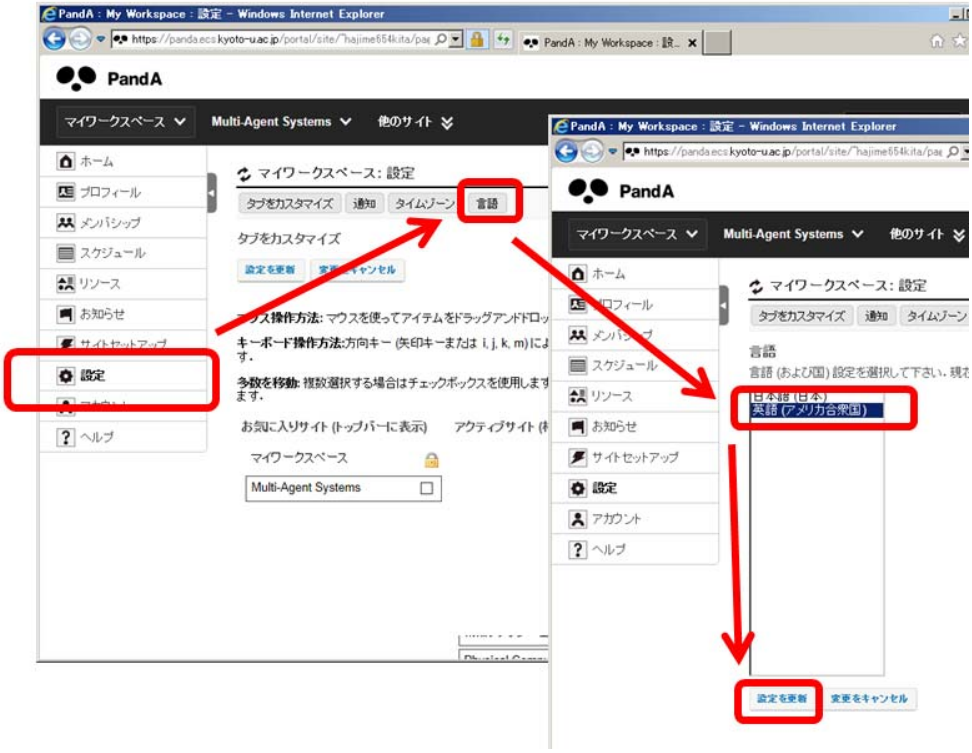


4.1 Account

Select “Account(アカウント)” from the navigation menu. If you use SPS-ID or ECS-ID for login to PandA, 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.


PandA : My Workspace : 設定 - Windows Internet Explorer
PandA
マイワークスペース
Multi-Agent Systems
他のサイト
ホーム
プロフィール
メンバシップ
スケジュール
リソース
お知らせ
サイトセットアップ
設定
ヘルプ
マイワークスペース: 設定
タブをカスタマイズ
通知
タイムゾーン
言語
タブをカスタマイズ
設定を更新
変更をキャンセル
お気に入りサイト (トップバーに表示)
マイワークスペース
Multi-Agent Systems
アカウント
言語
日本語 (日本)
英語 (アメリカ合衆国)

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.

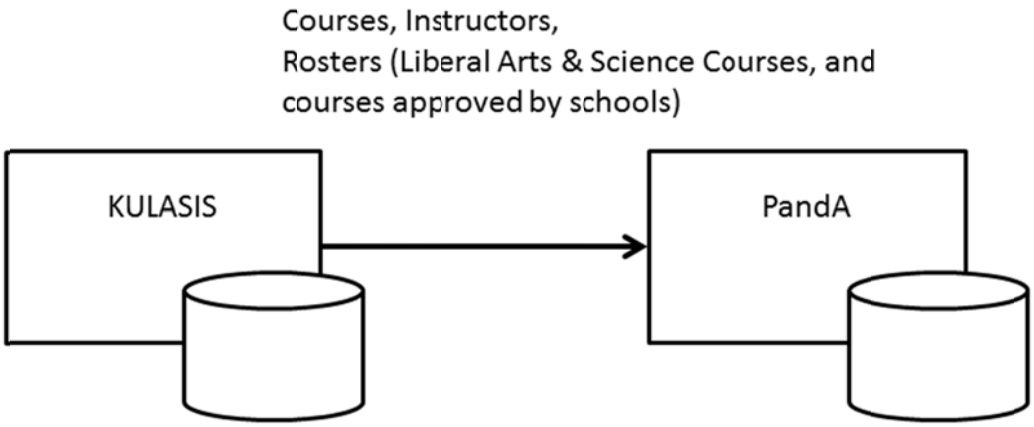
5.2 Coordination of KULASIS and PandA

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-qa@media.kyoto-u.ac.jp) with the course title.

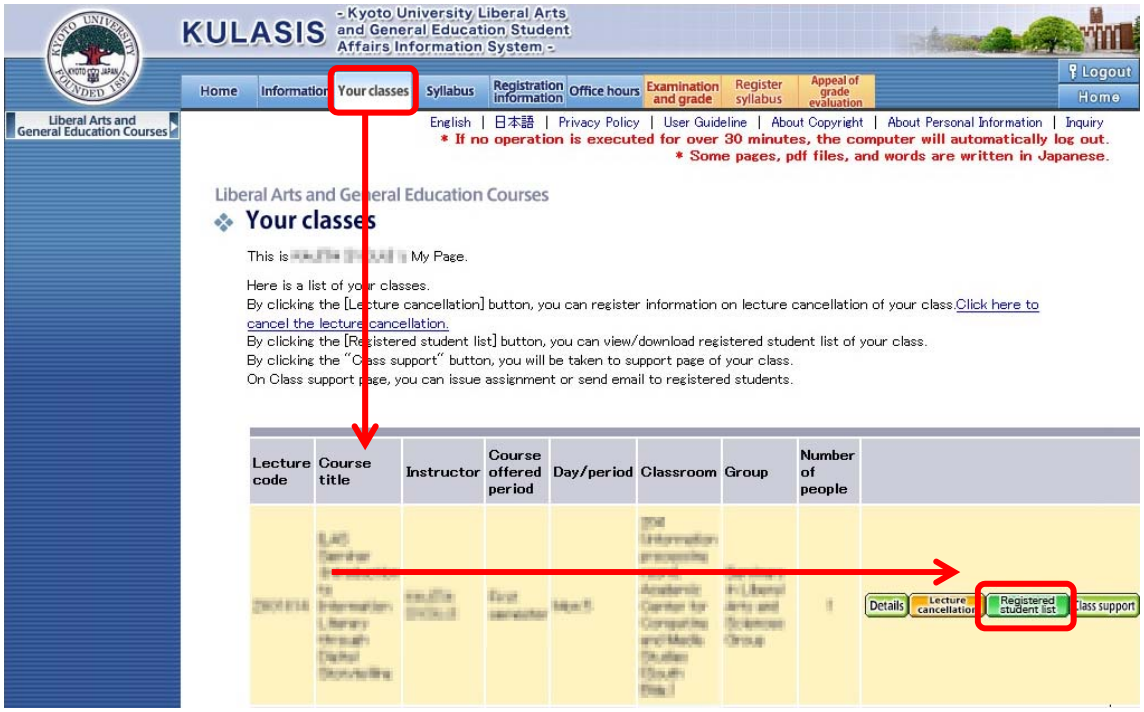


5.3 Opening Course Worksite

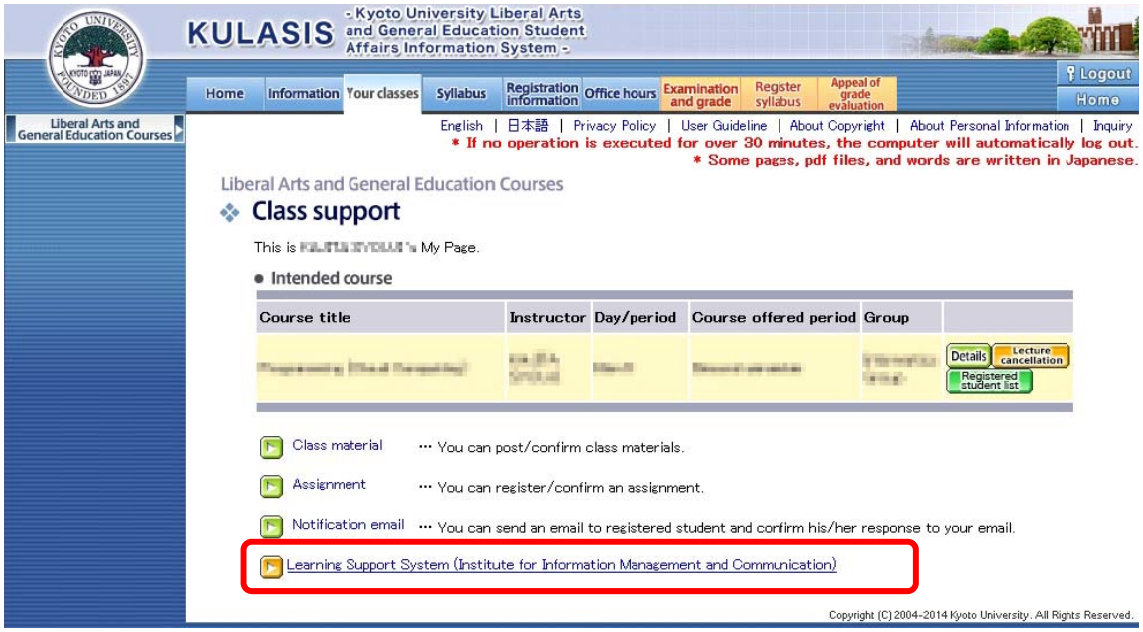
* From Academic Year 2014, we changed the procedure to open course worksites.

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)”.



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-qa@media.kyoto-u.ac.jp) to open your course worksite.



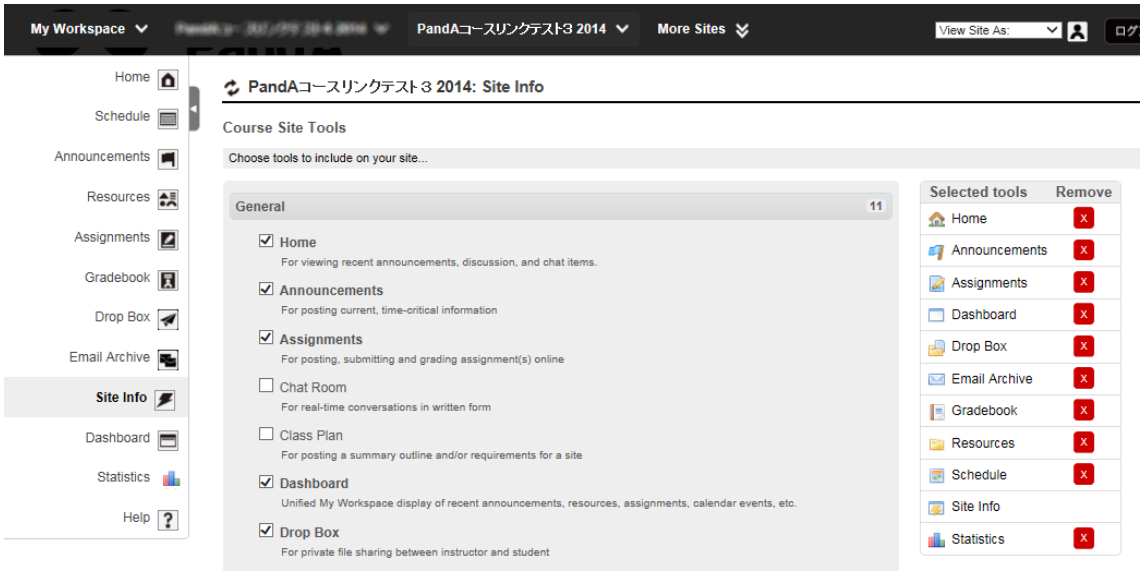
4. If you don't logged into PandA from the same PC, login page of the PandA will be shown. Login to PandA with your SPS-ID.

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,” “Resourses,” “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

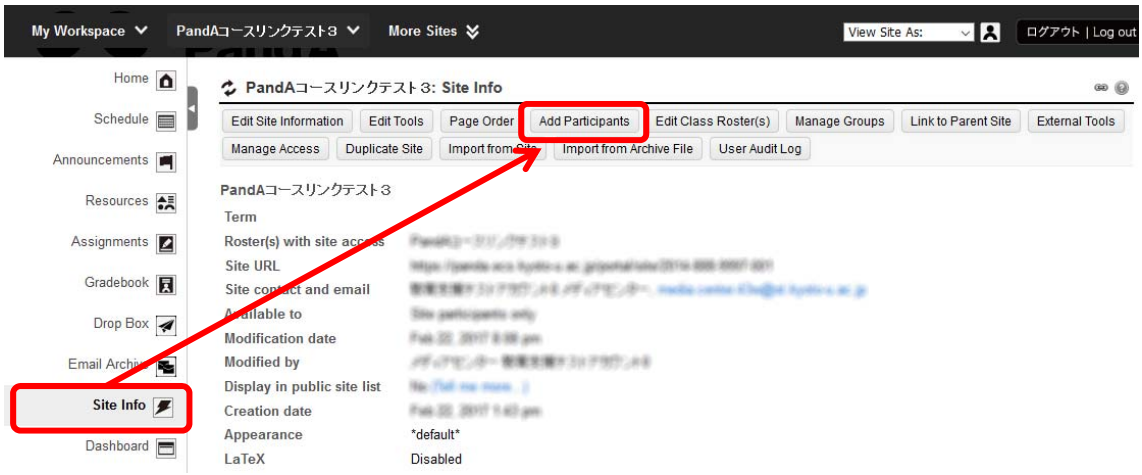
As for students and staff of Kyoto University, an instructor using his/her course worksite can register them by setting the following information of participants.

- 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

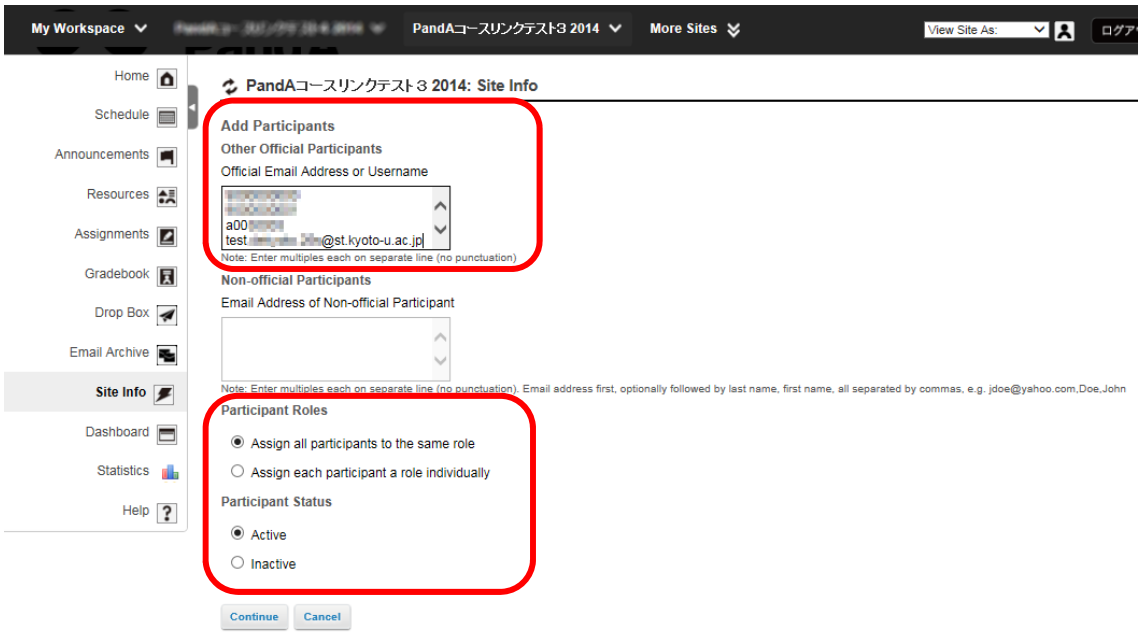
So as to register the participants to the course worksite, the instructor has to collect the above information from the participants.

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".



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

5. Choose an option to contact them.

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

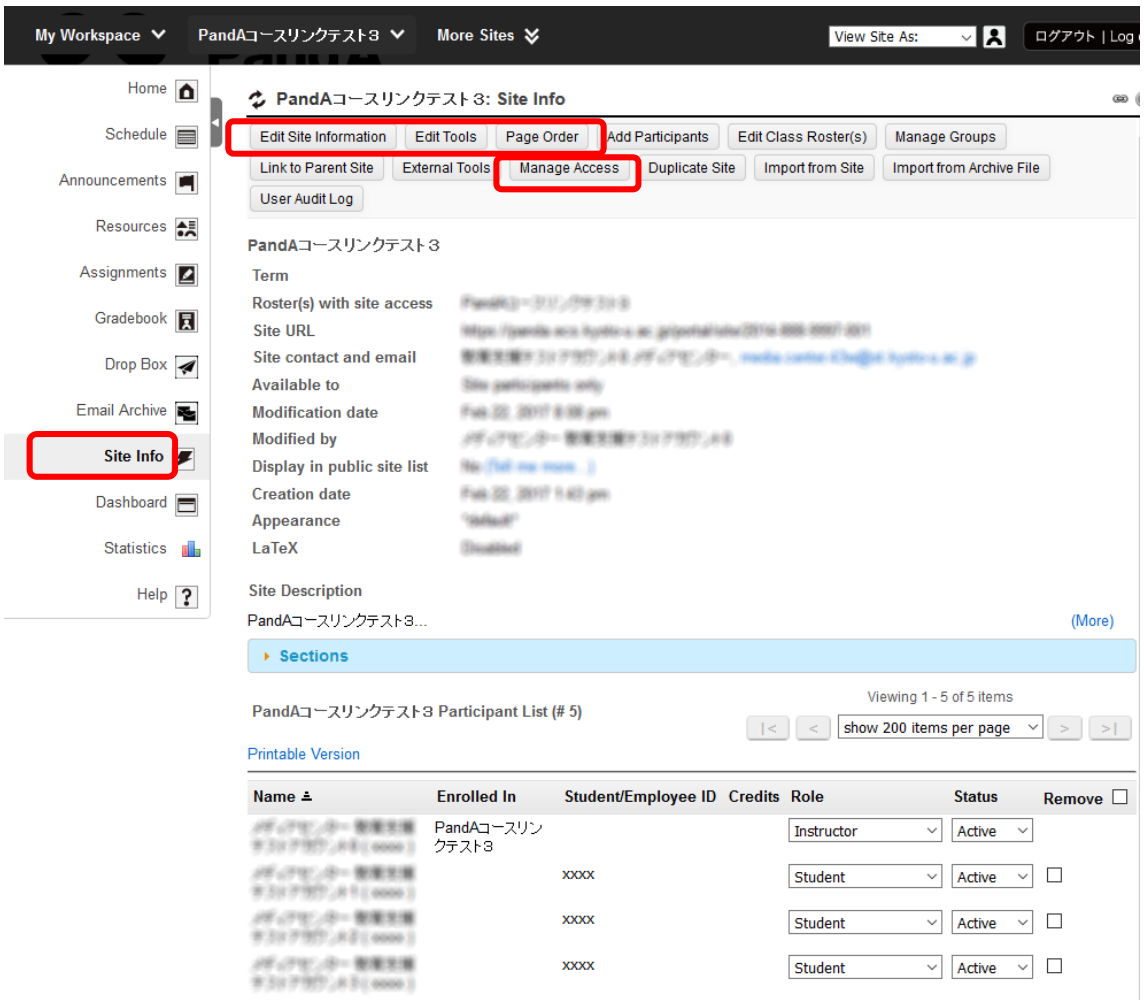
5.4.3 Manual Registration of Students of Other Institutions

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

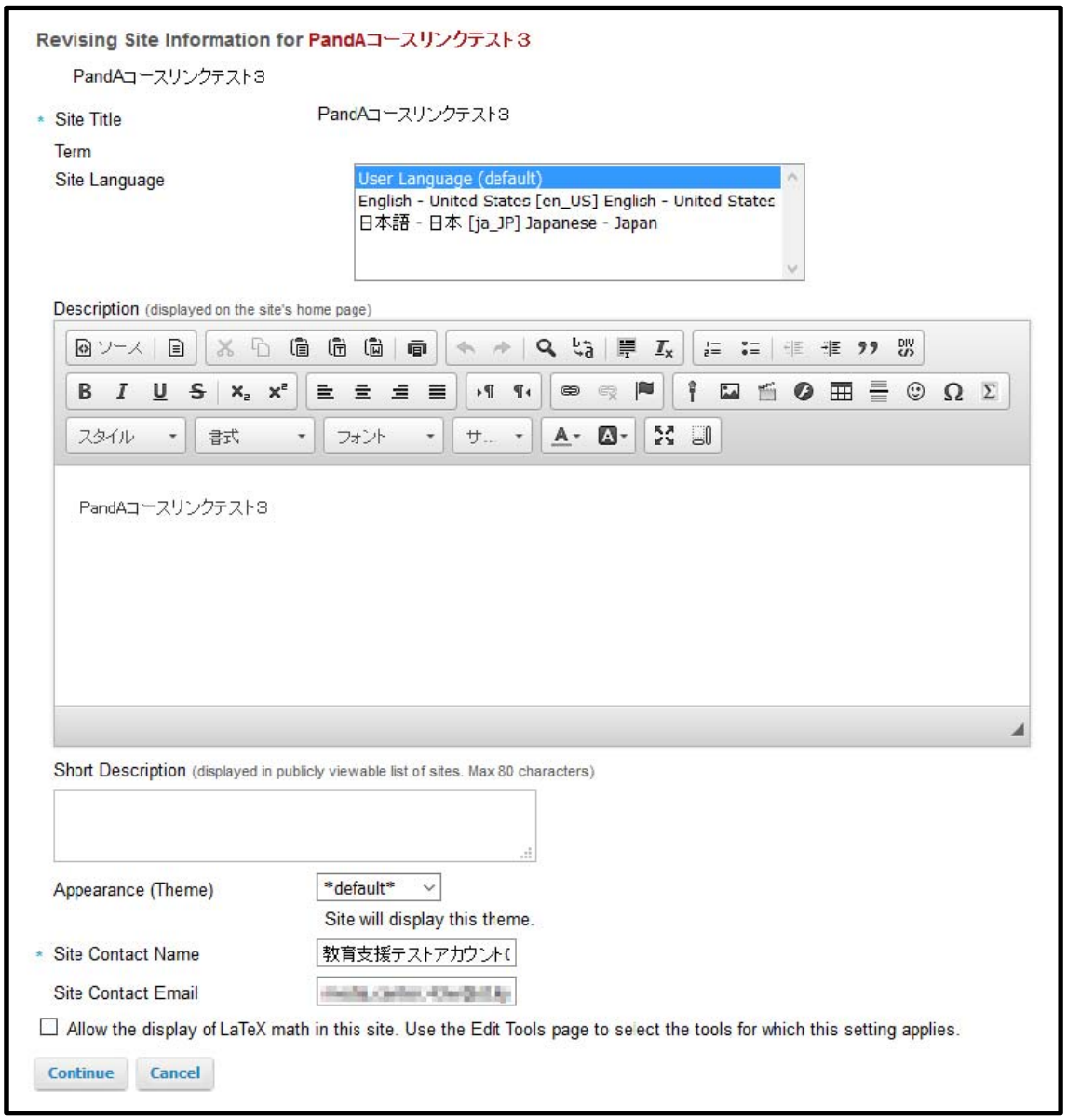
6.1 Site Information

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.



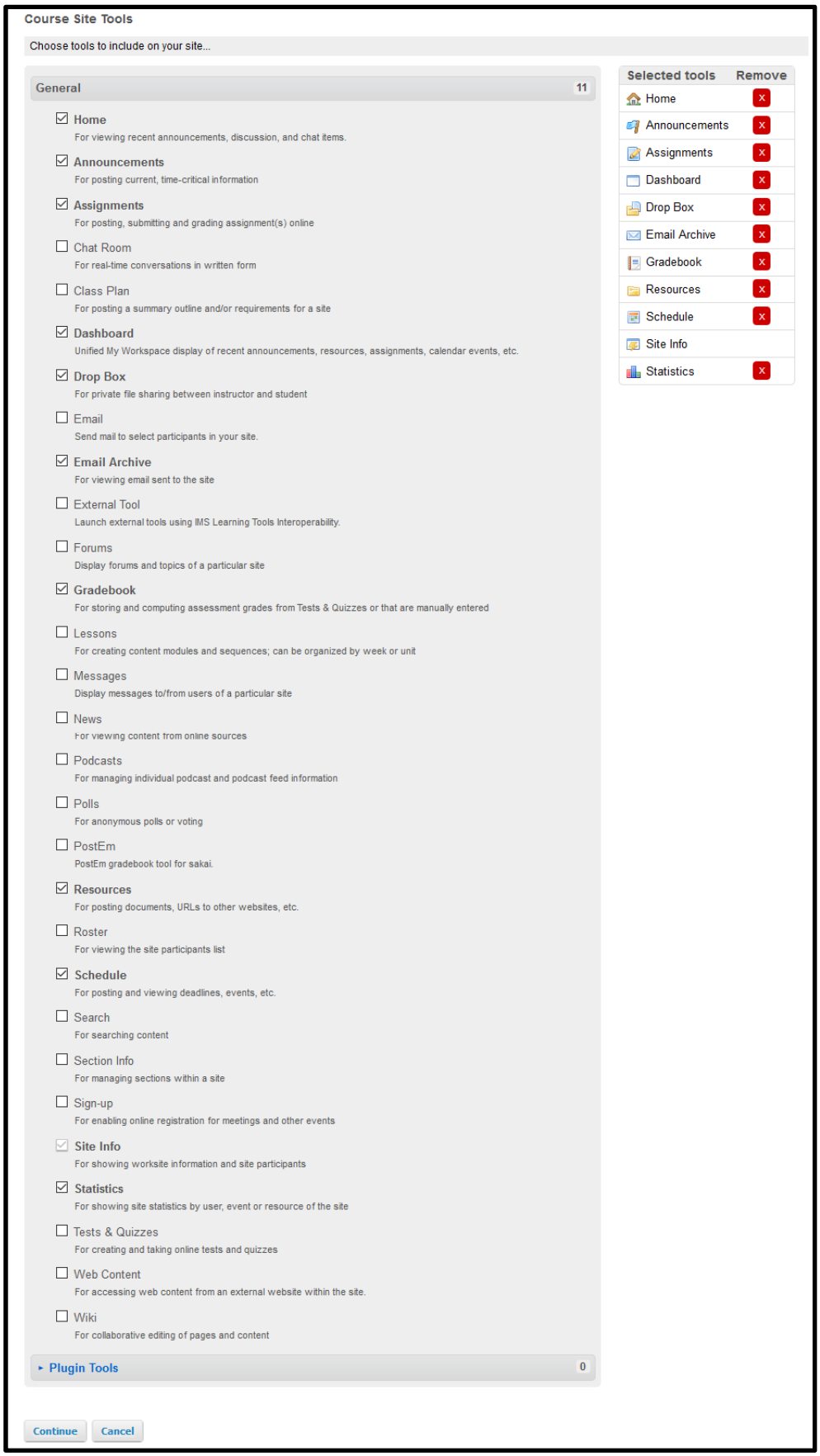
6.1.1 Edit Site Information

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.



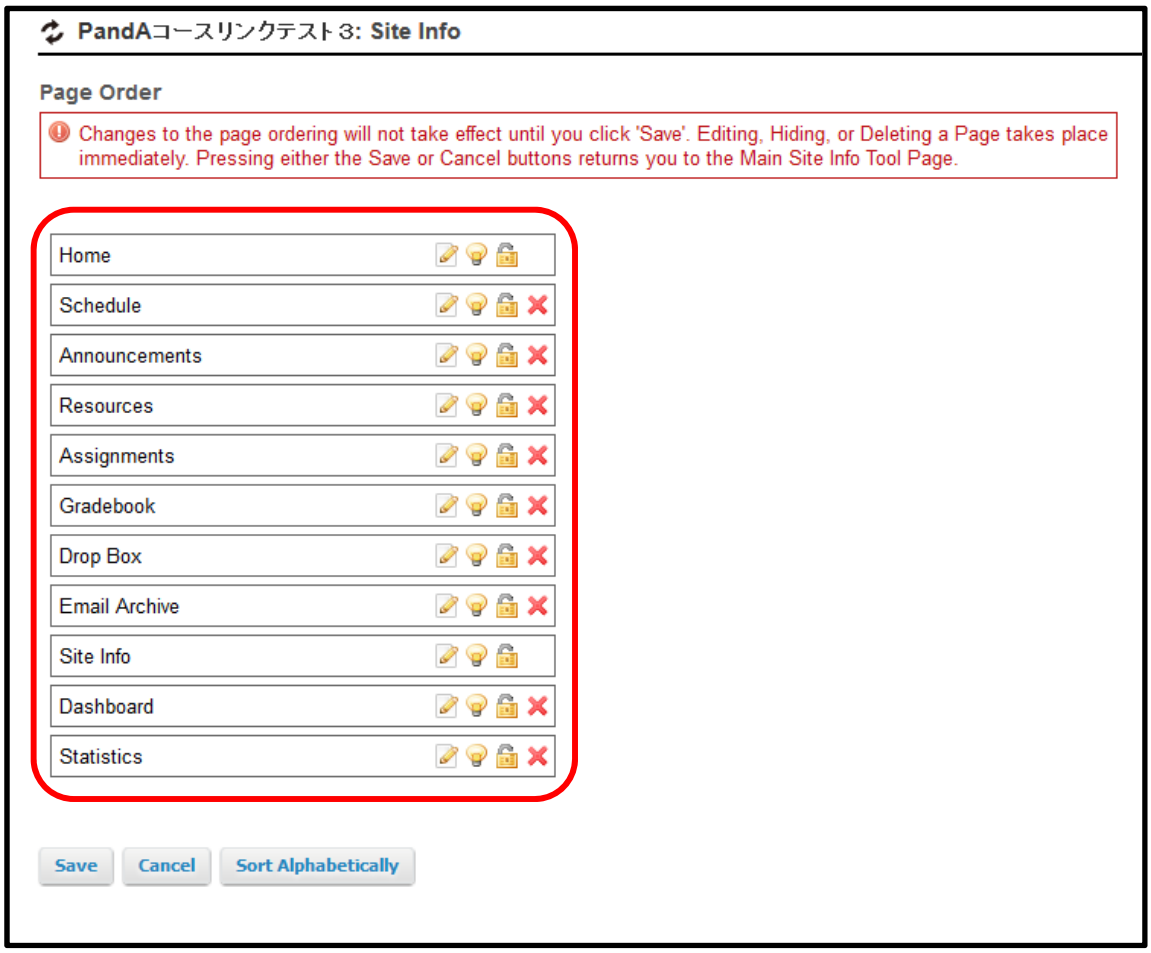
6.1.2 Select Tools

You can select tools used in the course worksite. While PandA has many available tools, we recommend you to start with basic tools introduced in this manual. We are also preparing tools not displayed in the menu, and if you have some special requirements, please contact us.


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

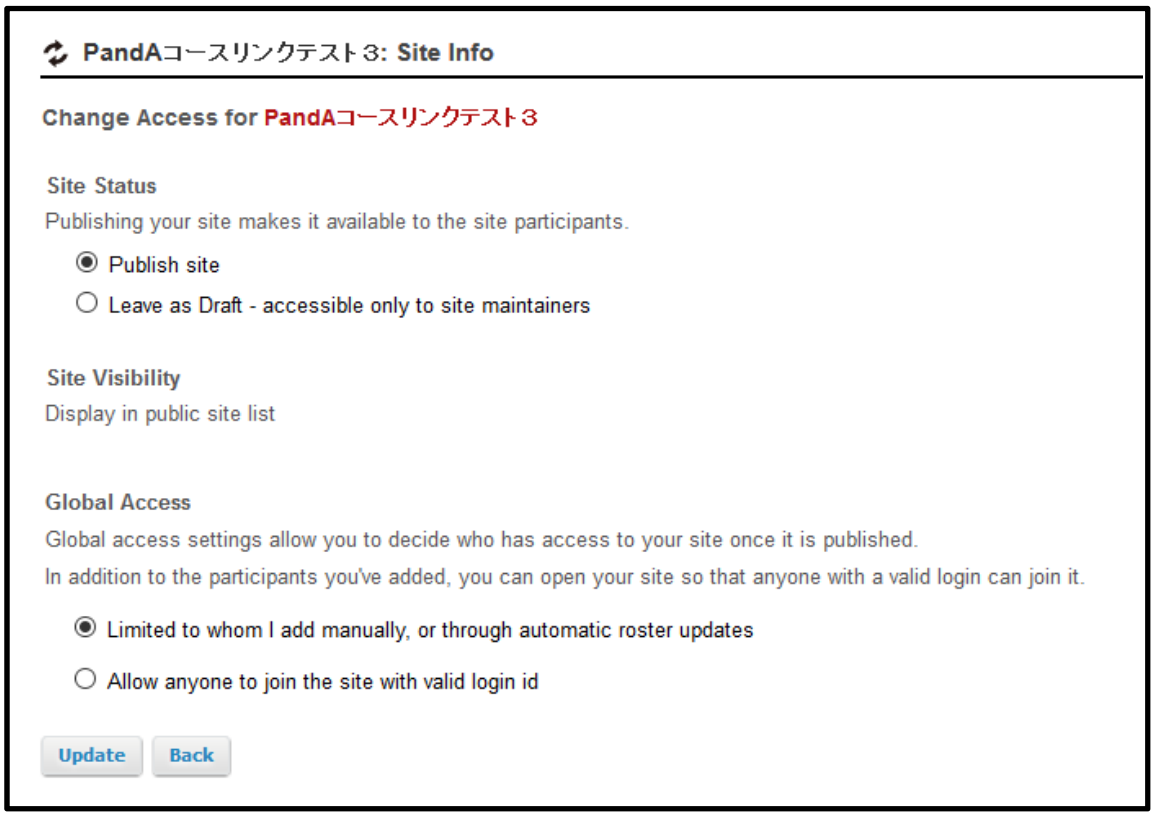
6.1.3 Ordering of Navigation Menu

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 form the menu, click “X” icon.



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.

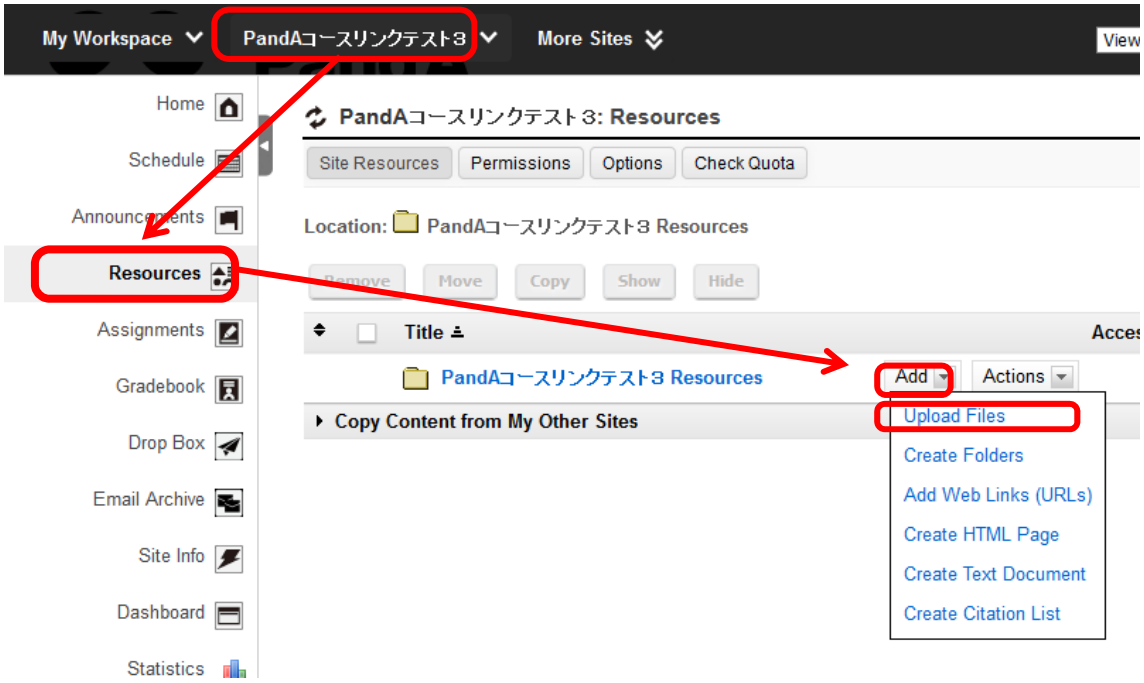


6.2 Resources Tool

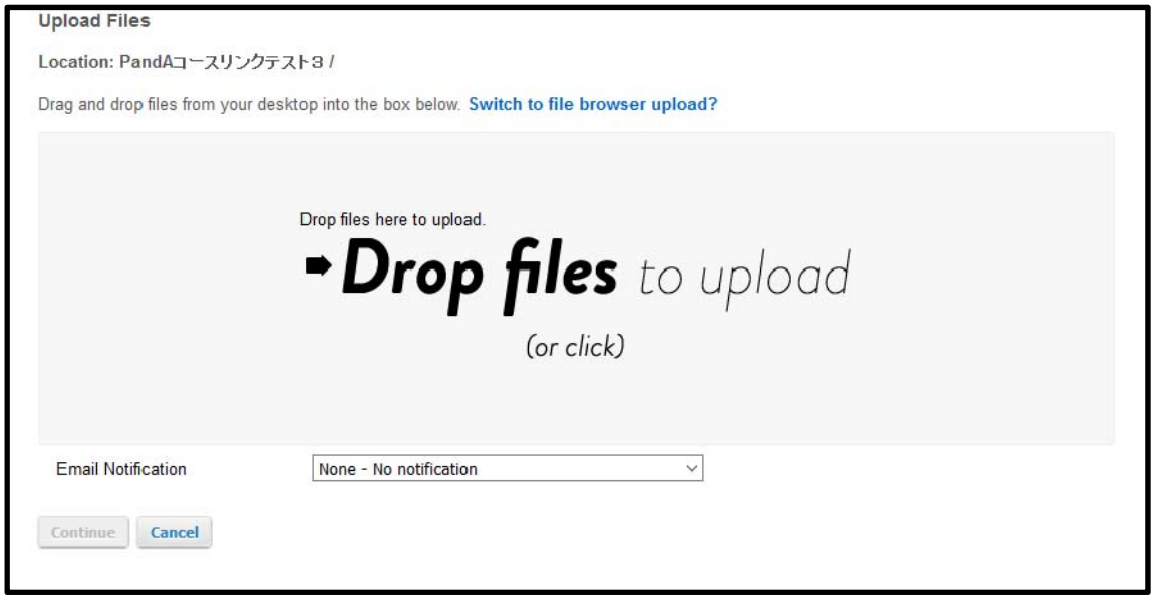
Resource tool is a tool to distribute course material to the participants. With this tool, the instructor of the course can upload files to be distributed from his/her computer to the PandA server. The instructor can also specify the date and other conditions of making files downloadable to the participants.

- Uploading files

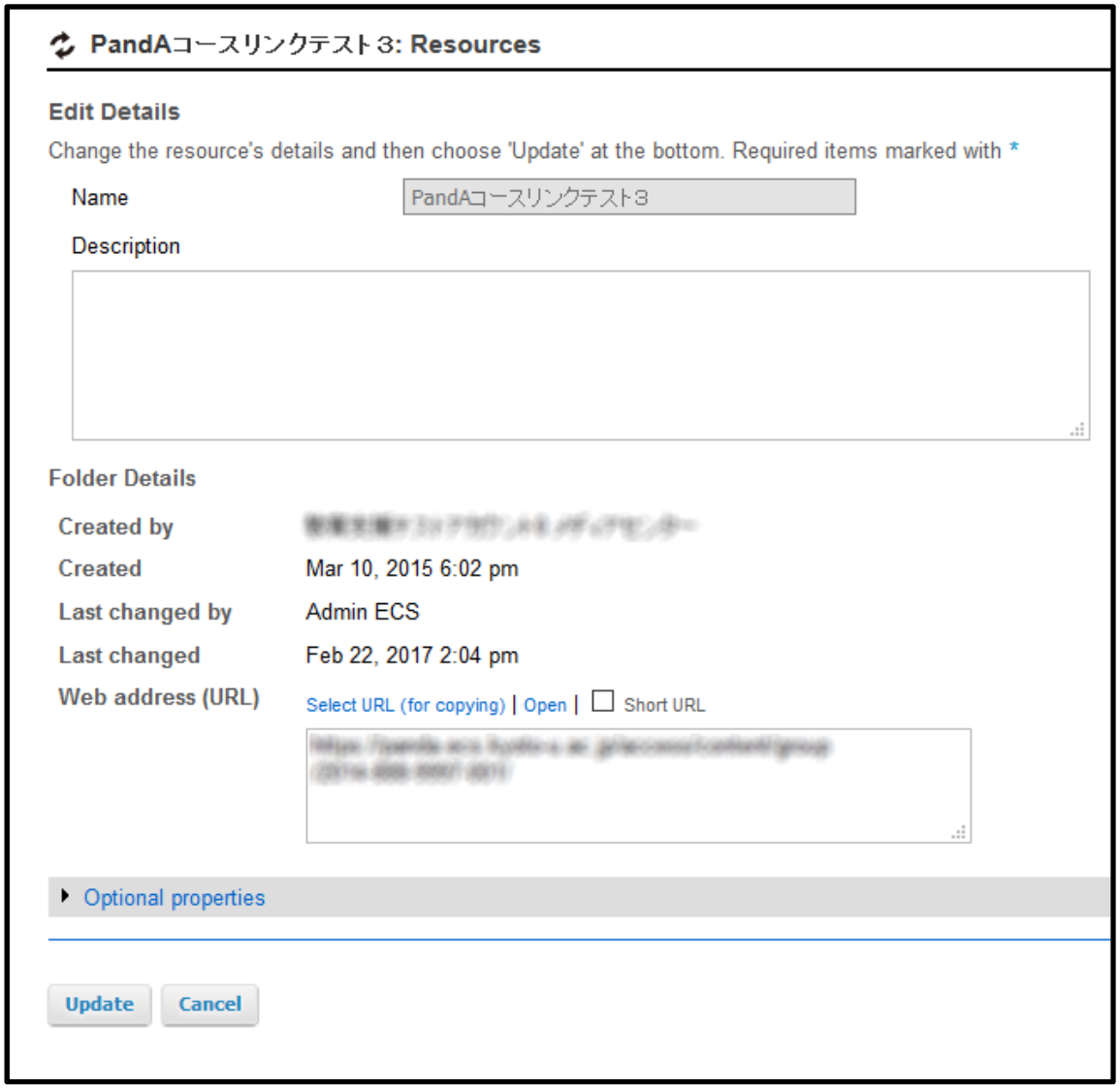
  Select “Resources” tool from the navigation menu shown on the left of the page, and click “add” button. Select “Upload Files” from the displayed list.



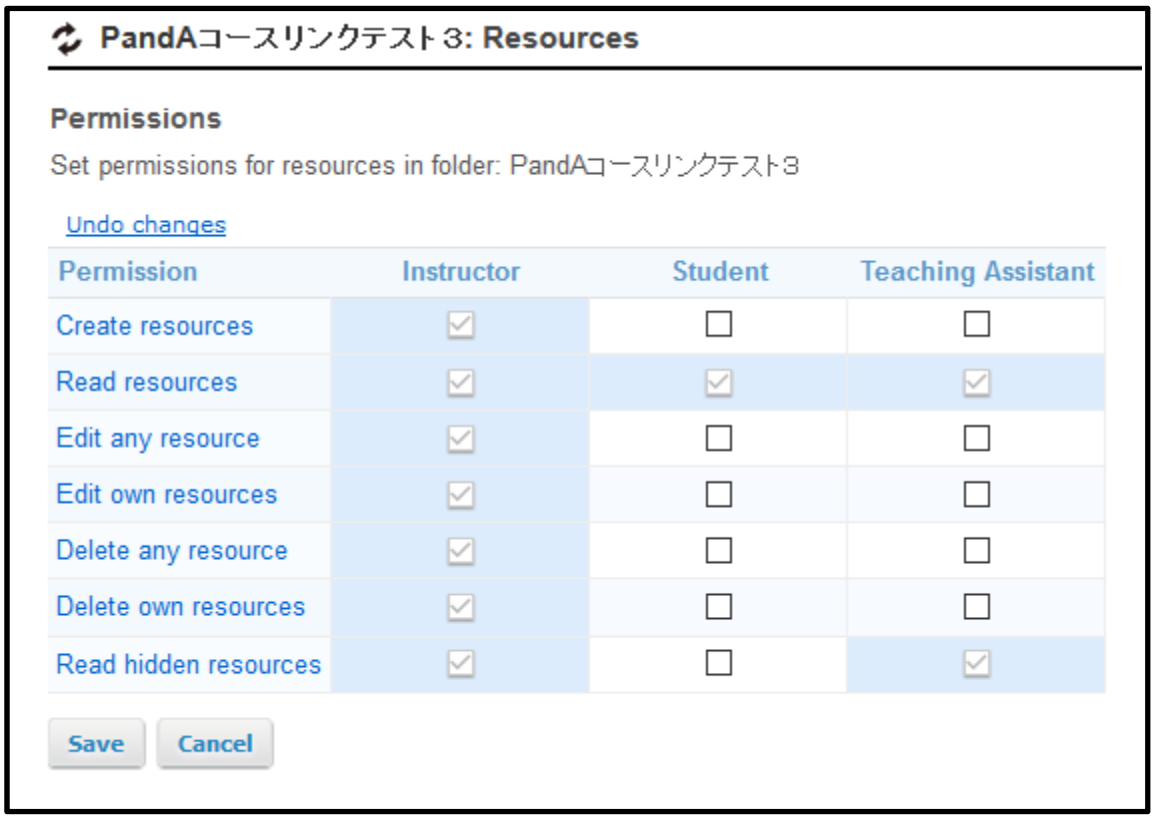
Select a file to be unloaded, and specify a name given to the file displayed on PandA. Maximum 500 Mbytes file can be uploaded once.



- 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.



- 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
Read resources
Edit any resource
Edit own resources
Delete any resource
Delete own resources
Read hidden resources
Save
Cancel

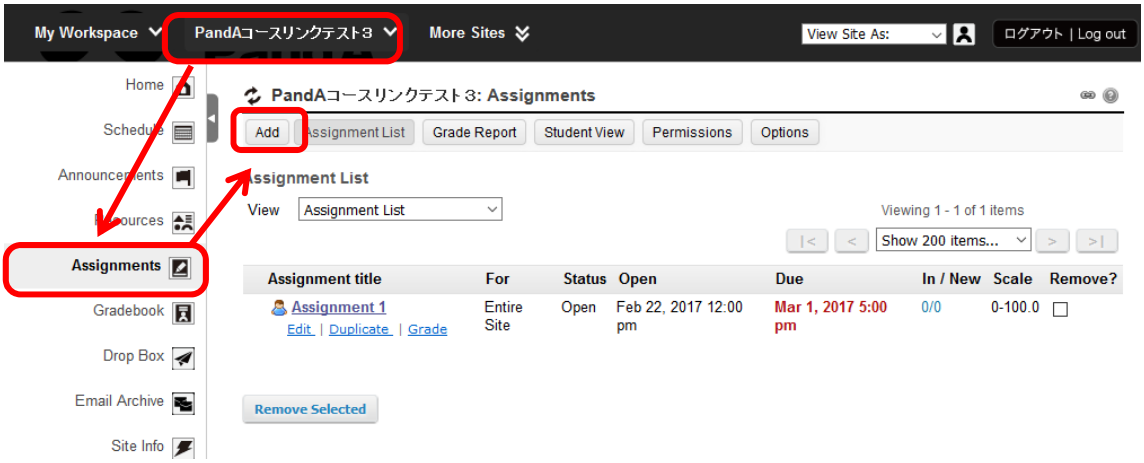
7. Using Assignments Tool

"Assignments" tool support the following activities:

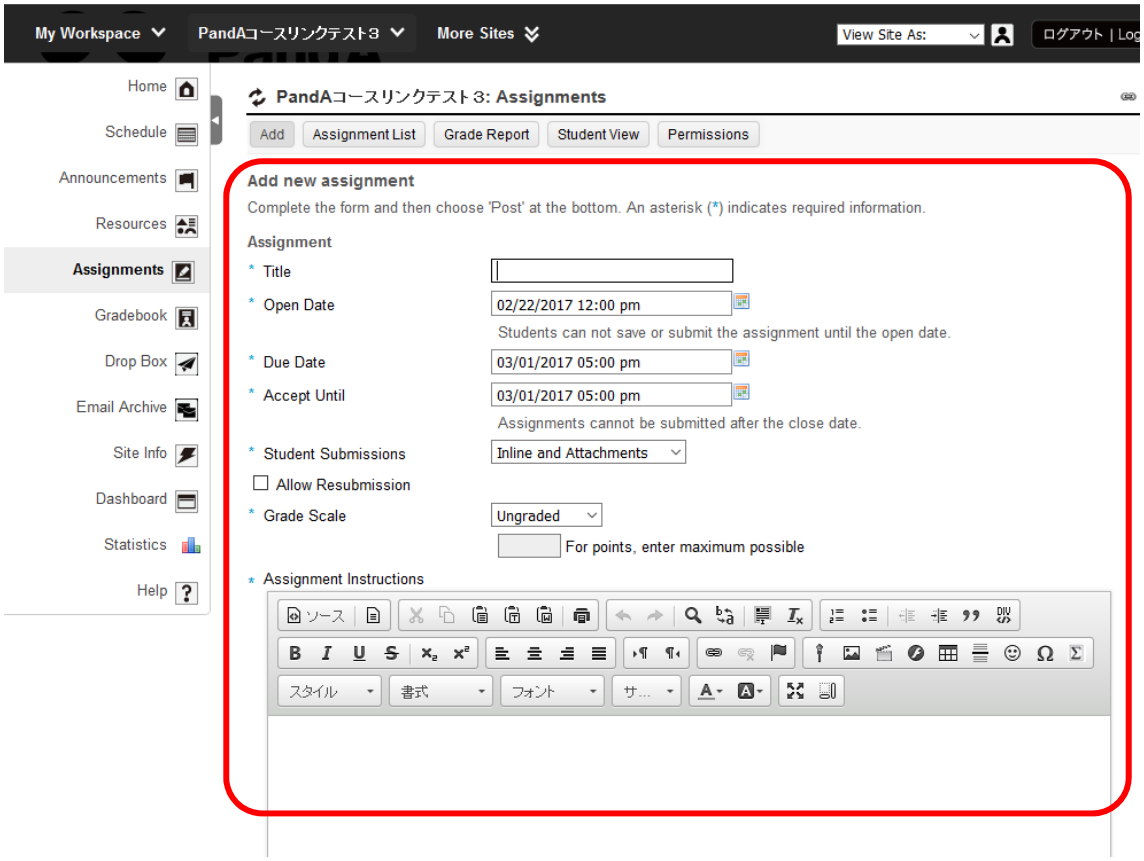
- To add assignments such as descriptive tests and essays to the course,
- To give grades and return submitted assignments, and to ask resubmission of the assignment to students when the submitted ones are not enough to give grades.
- To set open date, due date, and absolute limit of acceptance to the 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.

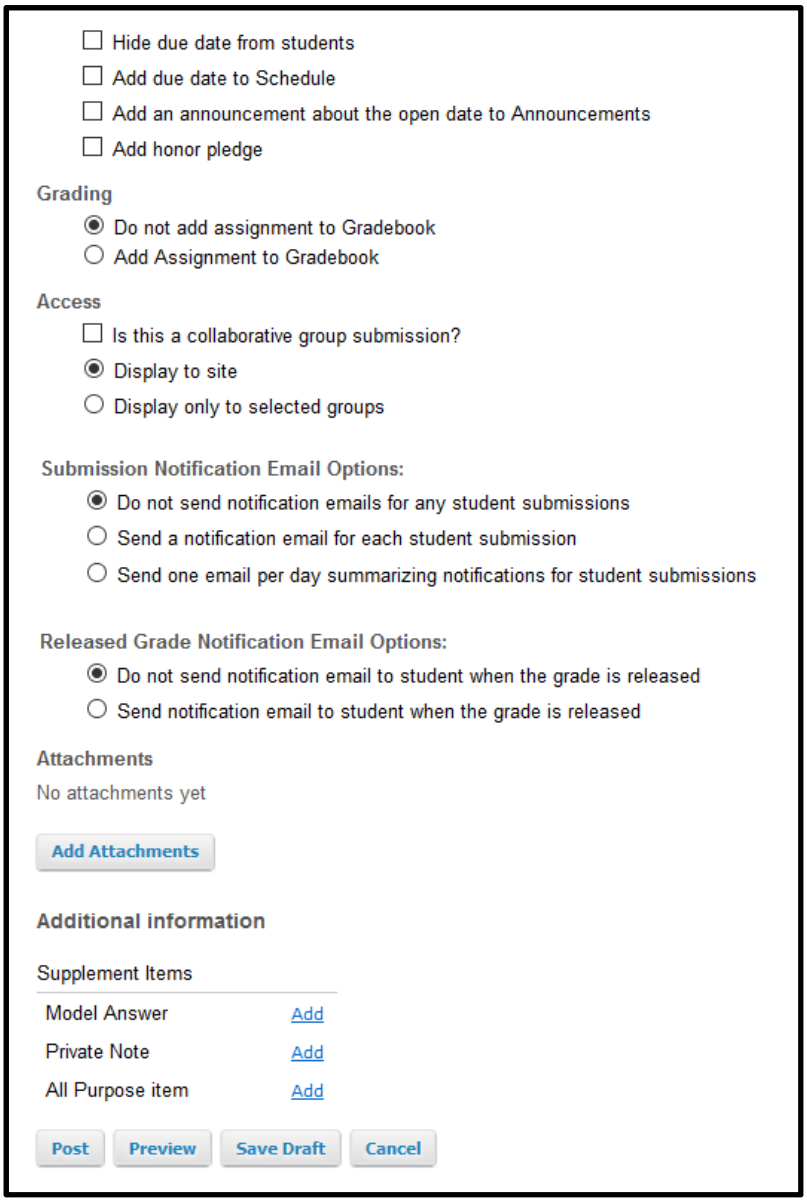


2. Specify the title, open date, due date, accept until and grade scale. Then describe the assignment instructions to the form.

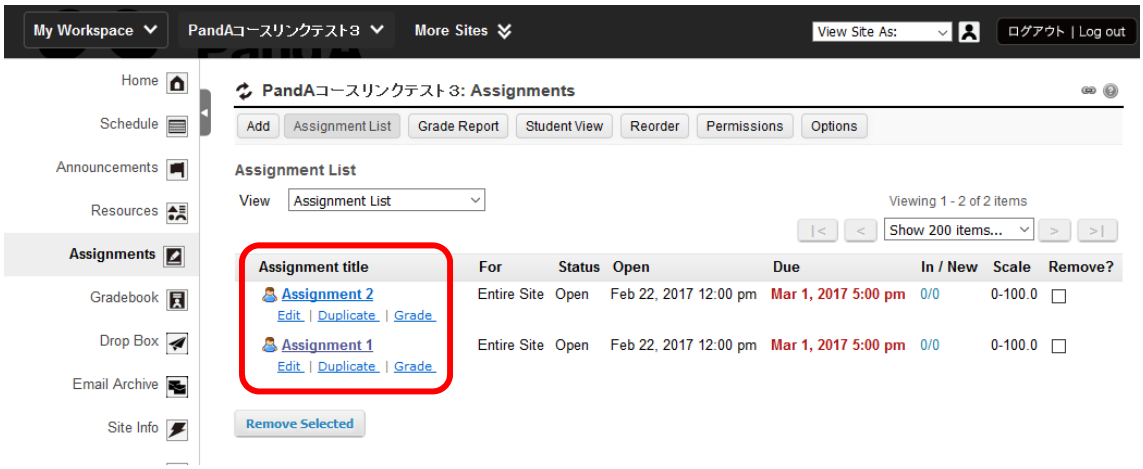


3. Set several options shown in the lower part of the page, and press “Post” button on the bottom to complete adding a new assignment.

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



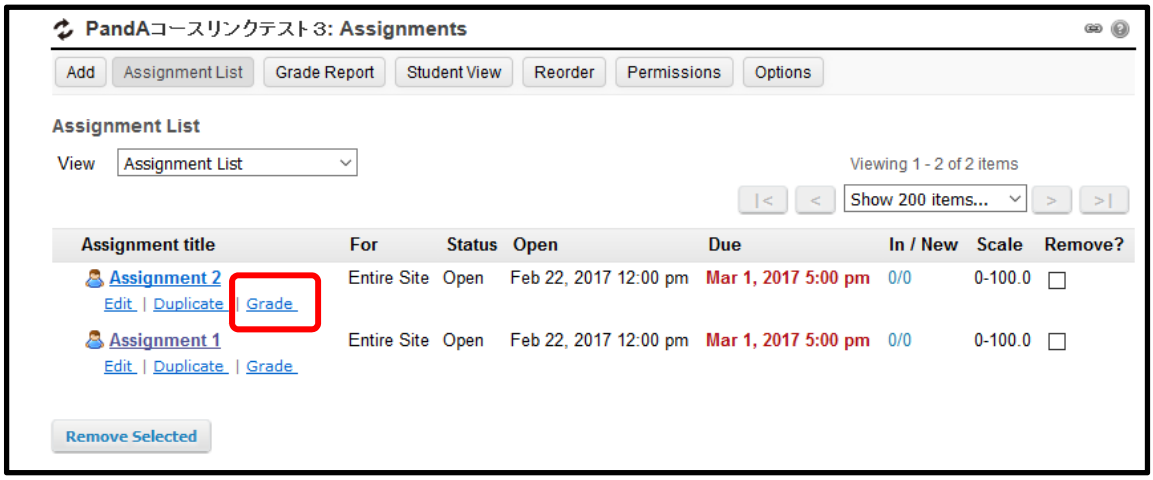
4. The created assignment will be displayed in the assignment list.



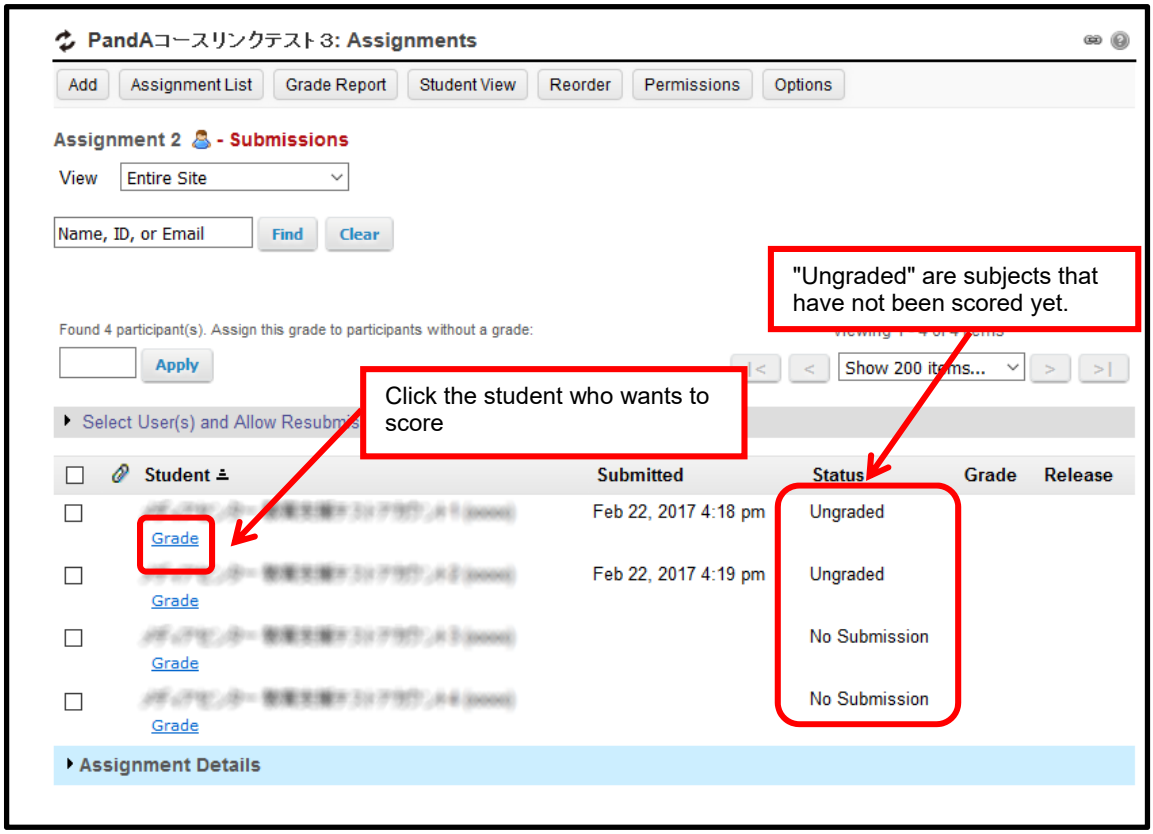
7.2 Grading and Returning Assignments and Asking Resubmittion

- 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).

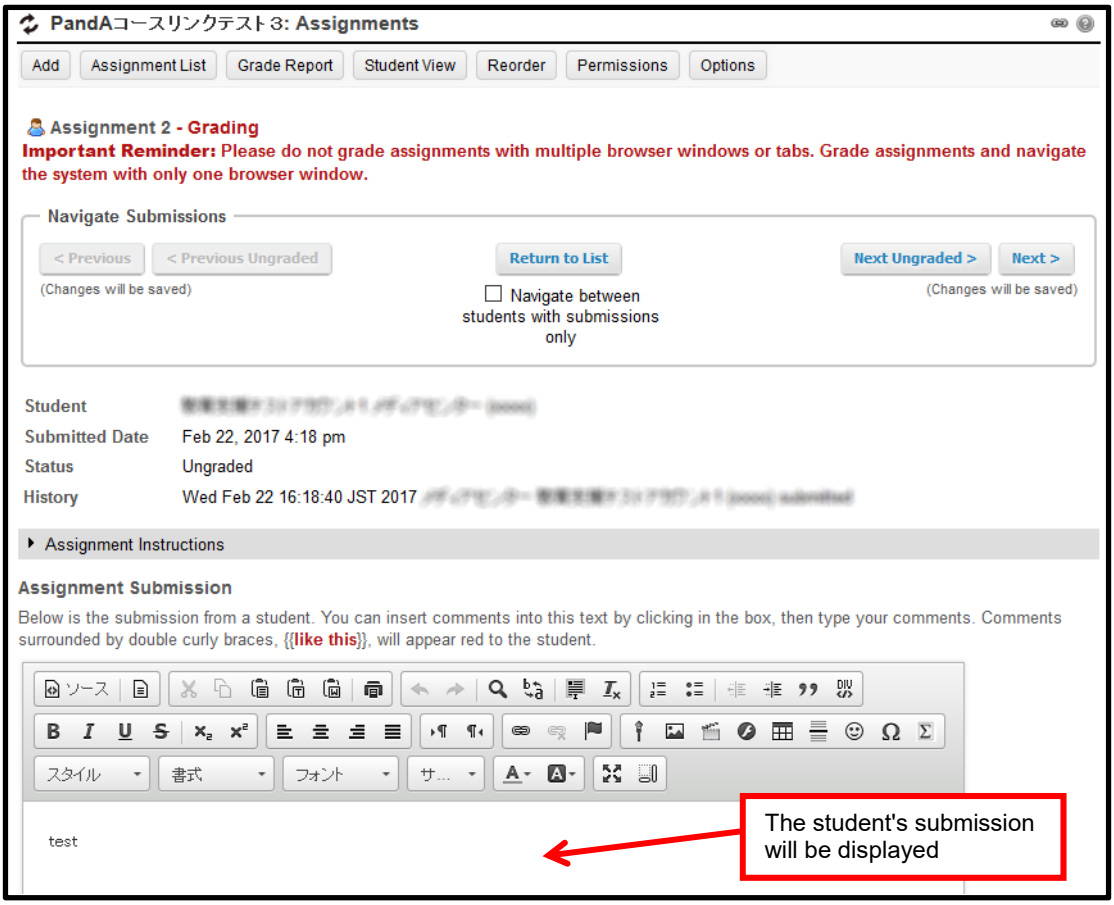
1. Select an assignment you want to grade in the list of assignments, and click “Grade”.



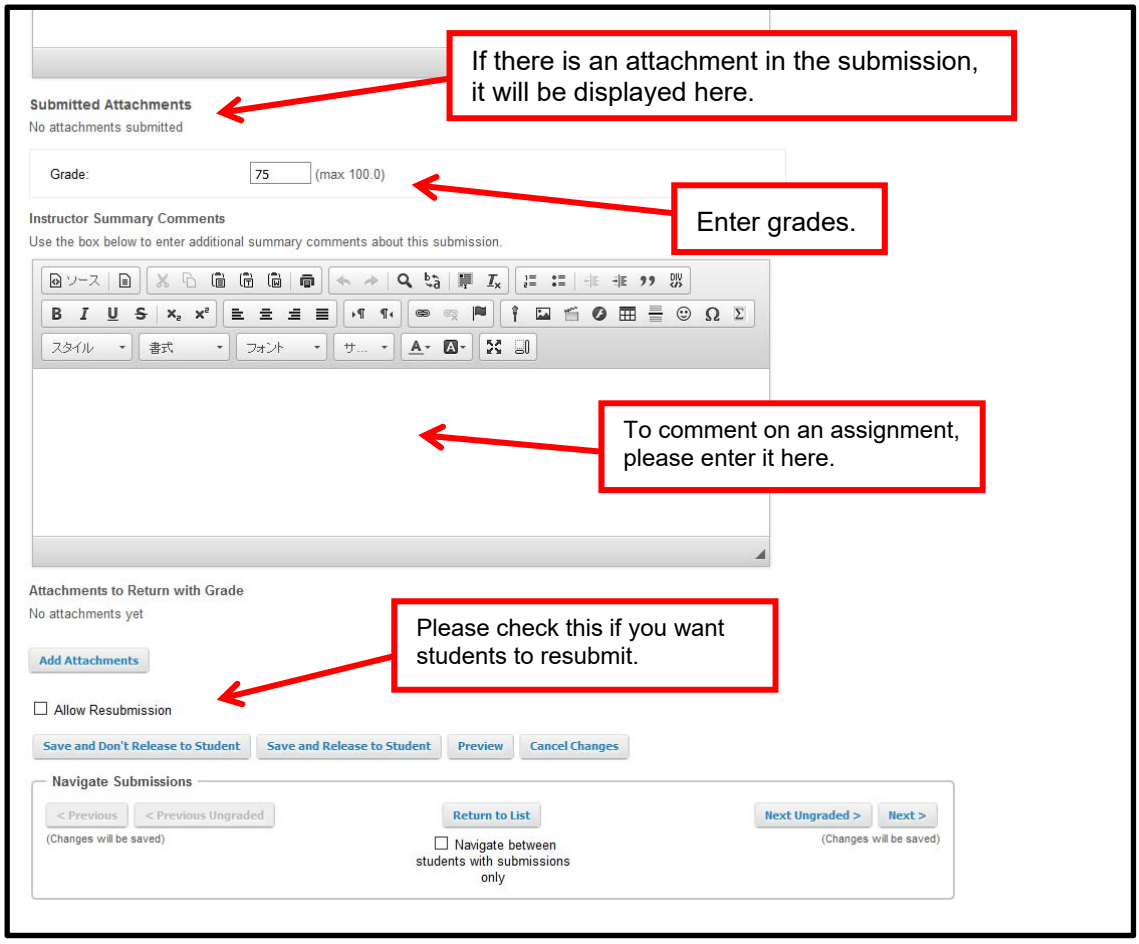
2. Click “Grade” in the line of the student you want to grade,.



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



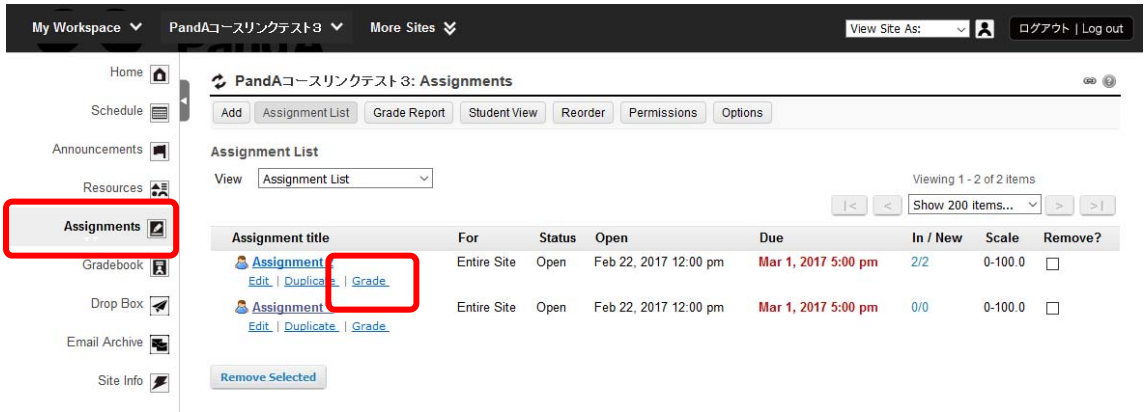
4. You can add comments as well as grade scale. For resubmission, check “Allow Resubmission” and set due date, and click “Save and Release to Student”.



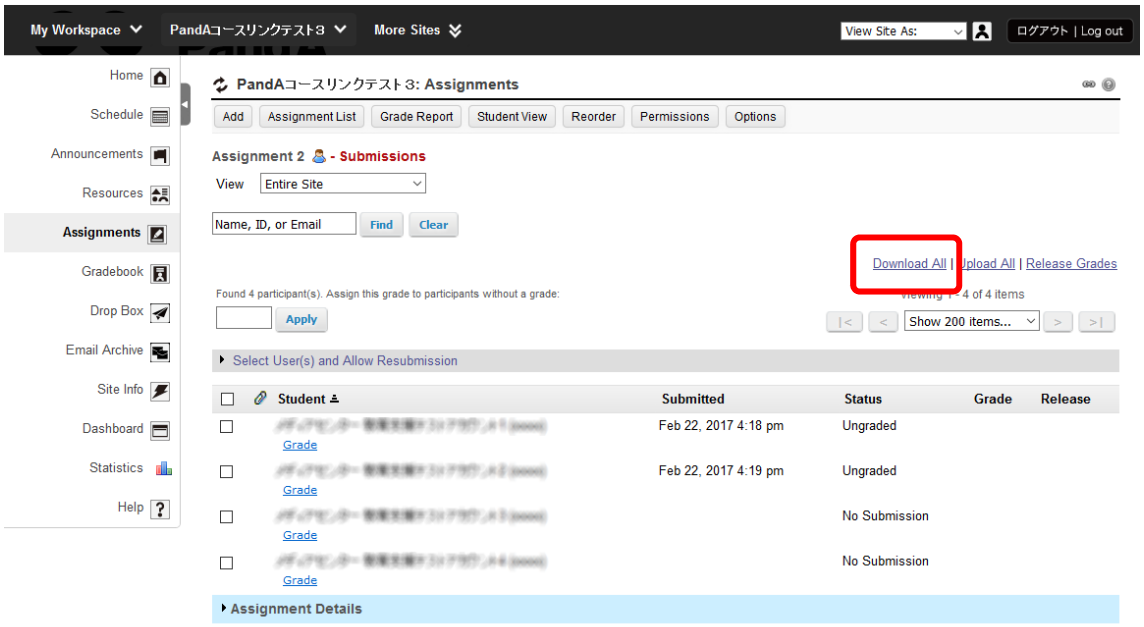
7.3 Bulk Downloading of the Submitted Assignments

Instructors can download all the submission as whole.

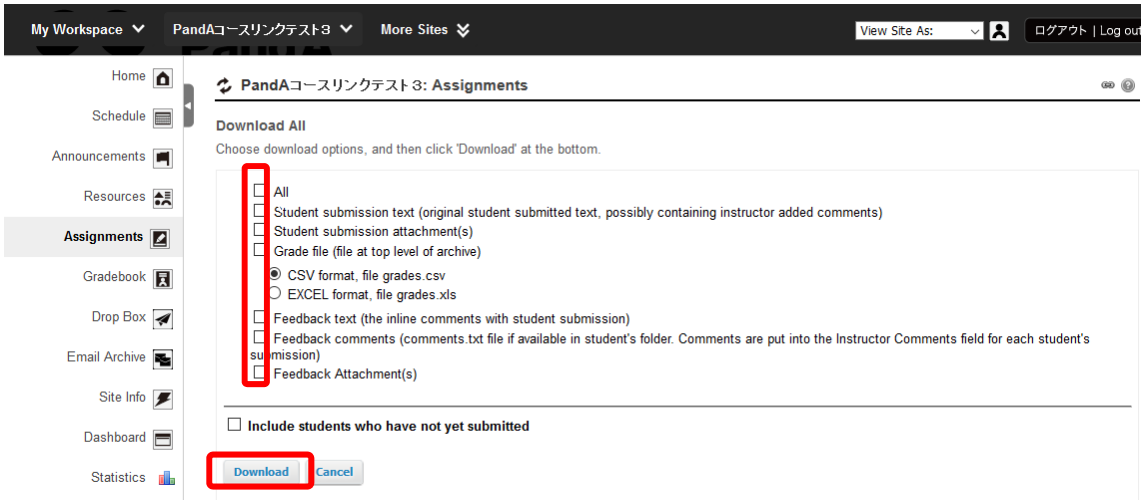
Select “Assignments” tool from the navigation menu in the left of the page, and click “Grade” of the assignments you want to download submissions.



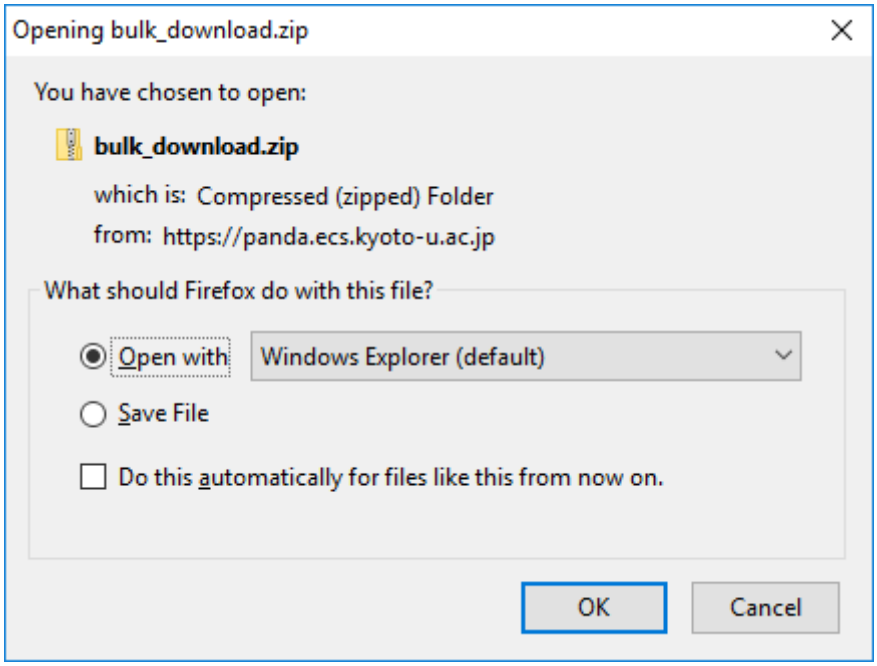
Click “Dawnload All”



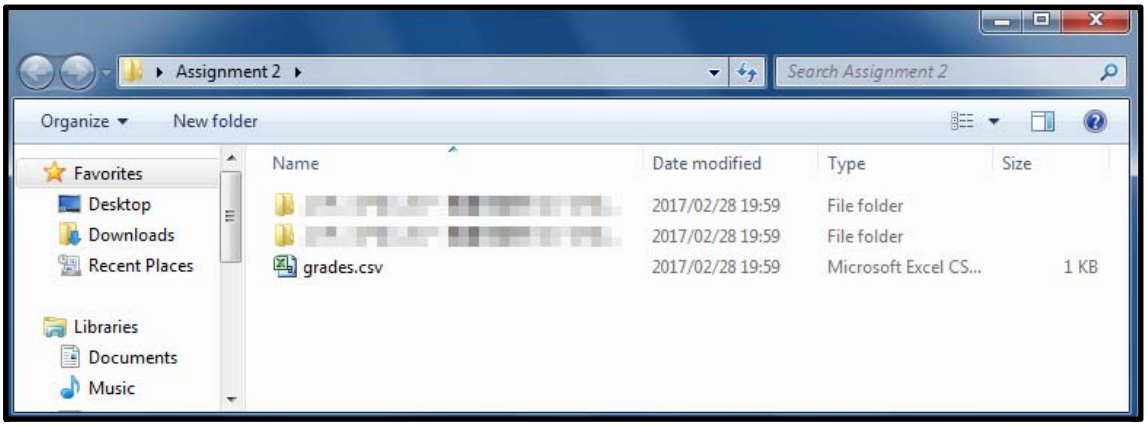
Check the contents you want to download, and click “Download.” So as to download all the files, check the top option “All.”



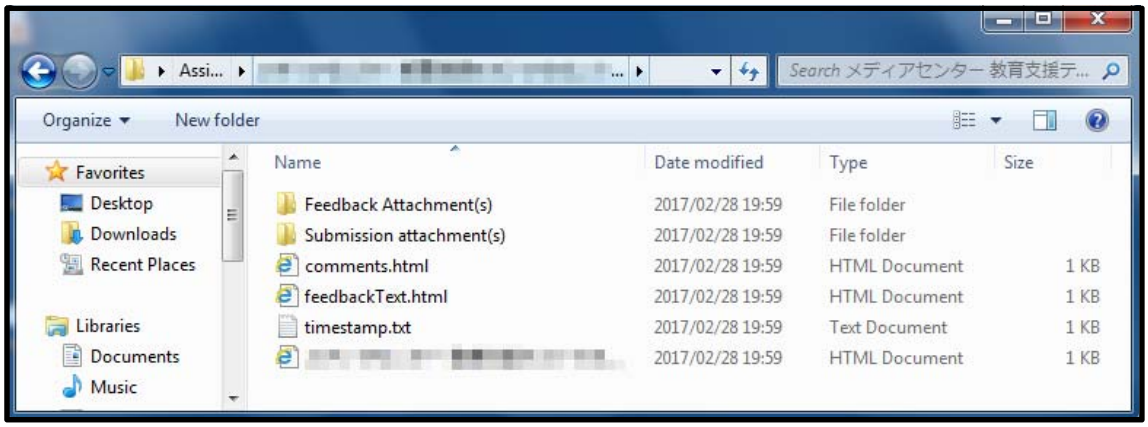
Files are archived and named as “Bulk_download.zip.”



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.



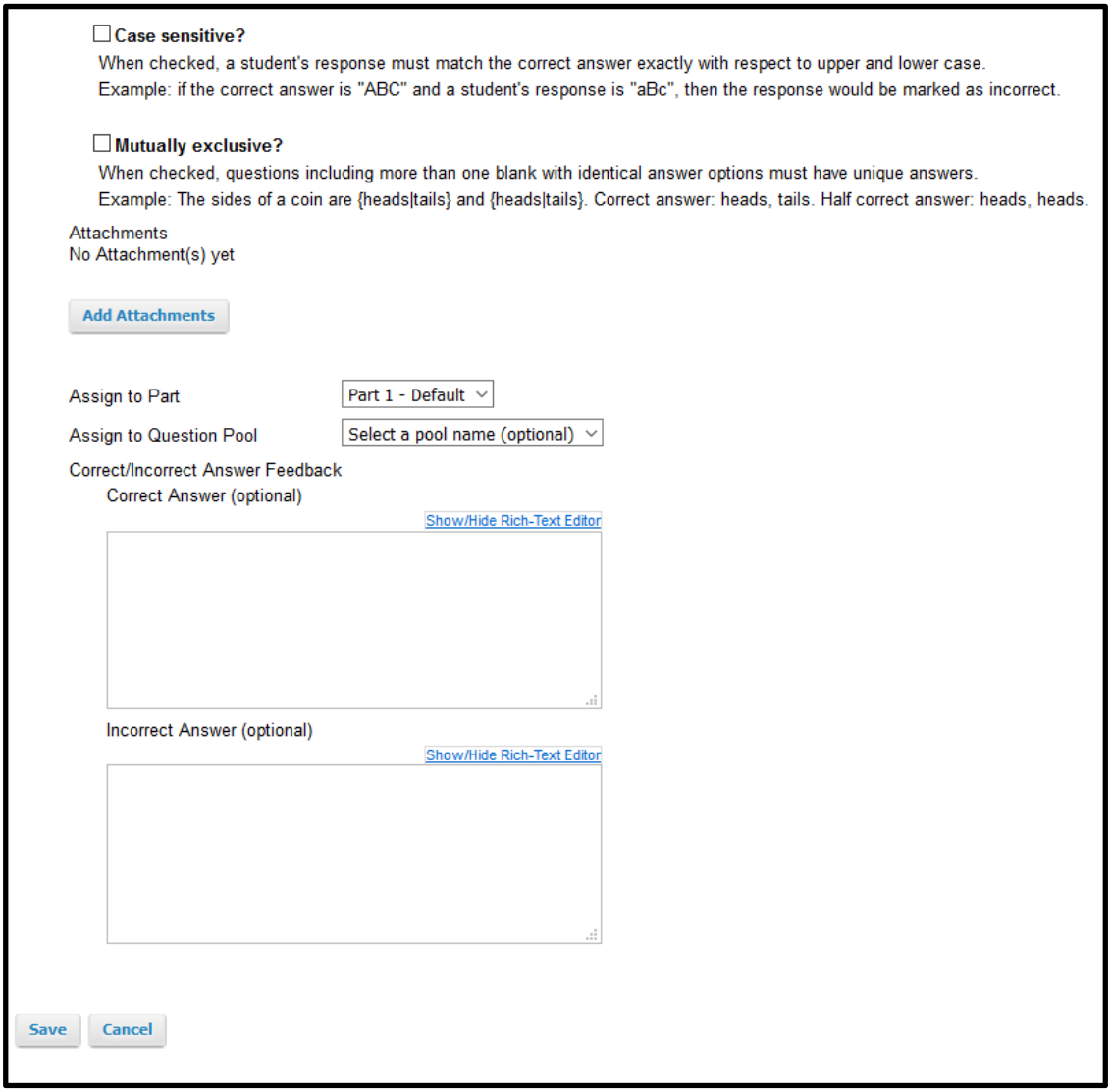
Submitted assignments are stored in the students' folders.



8. Using Tests & Quizzes Tool

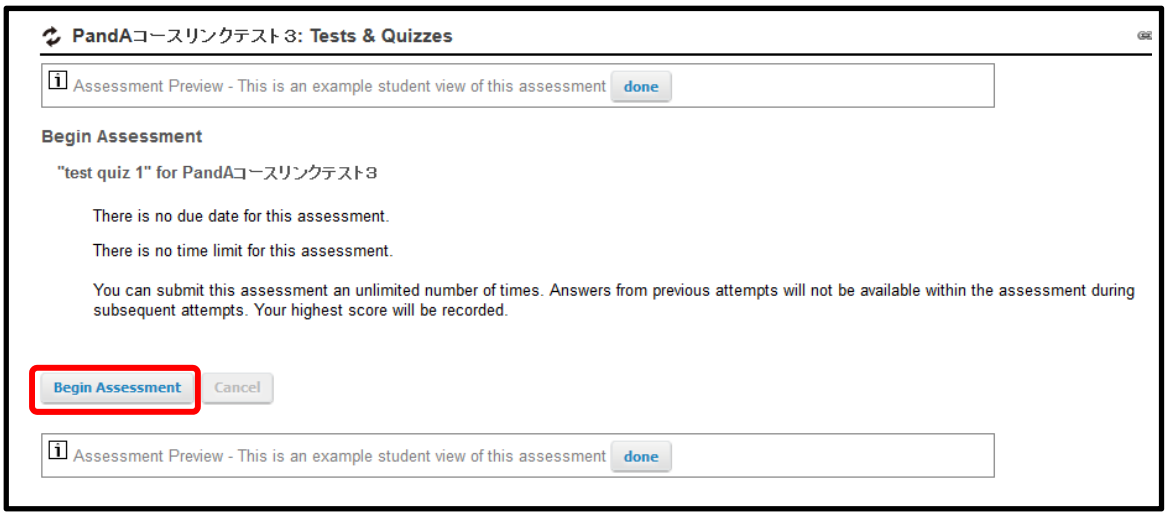
With “Tests and Quizzes” tool, you can create tests taken on PandA. Tests/quizzes of types “multiple choice”, “true false”, “fill in blank” etc. can be used.

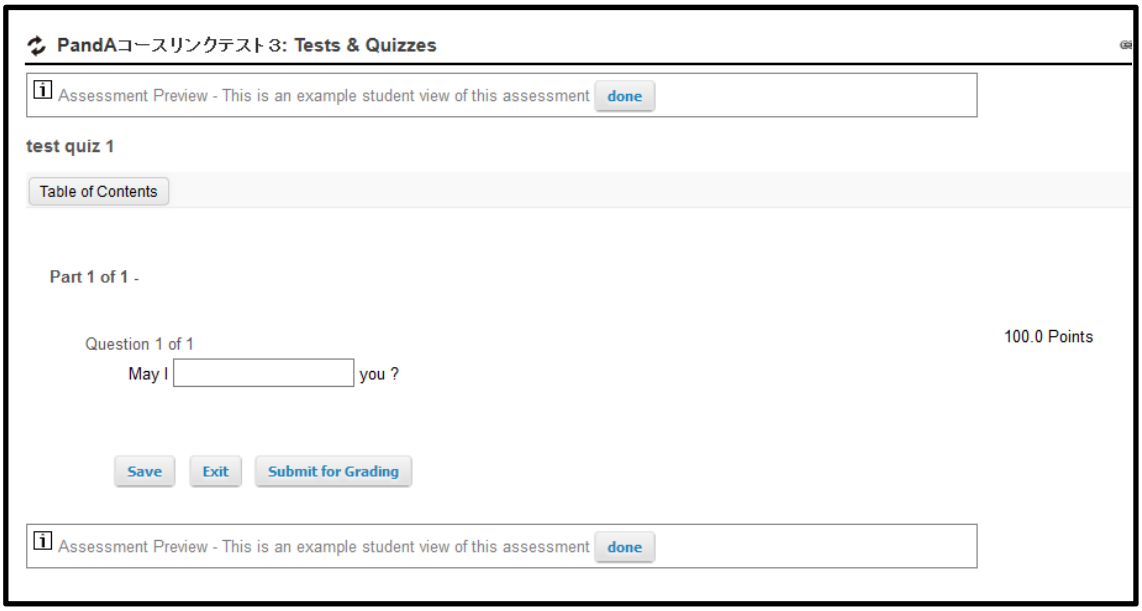
1. Select a course worksite with tab, and choose “Tests and Quizzes” in the navigation menu. Then put title of a test, and press “Create” button.
2. Choosing a question type, an appropriate edit page will appear.
3. Explanation of how to enter tests will be displayed. Following the instruction, to create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



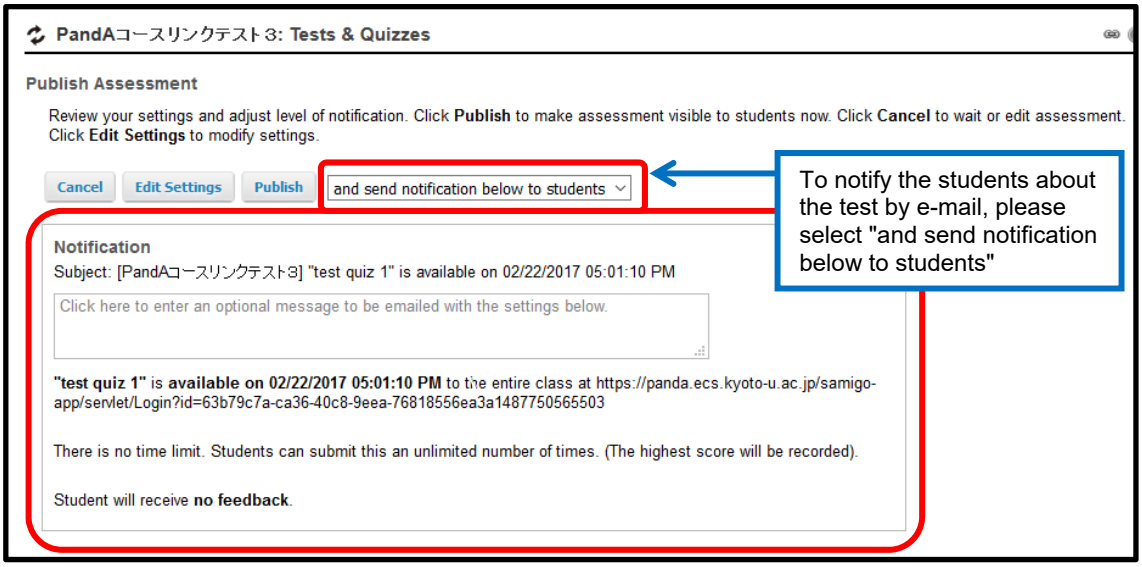
4. Then, the created test will be displayed. If you want to make it open to students, press “Publish” button.
   With “Print” button, you can see a page fit to printing the tests.

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

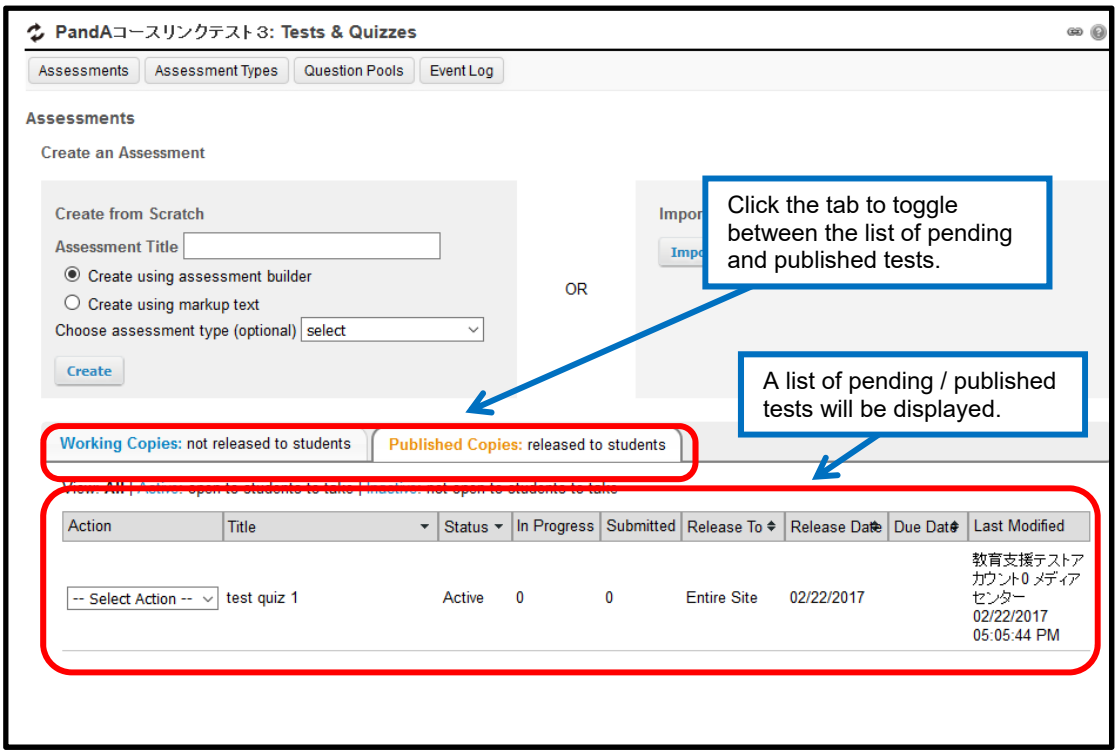




5. You can setup notification that the test released to students with e-mail. You can also edit the messages sent to students.

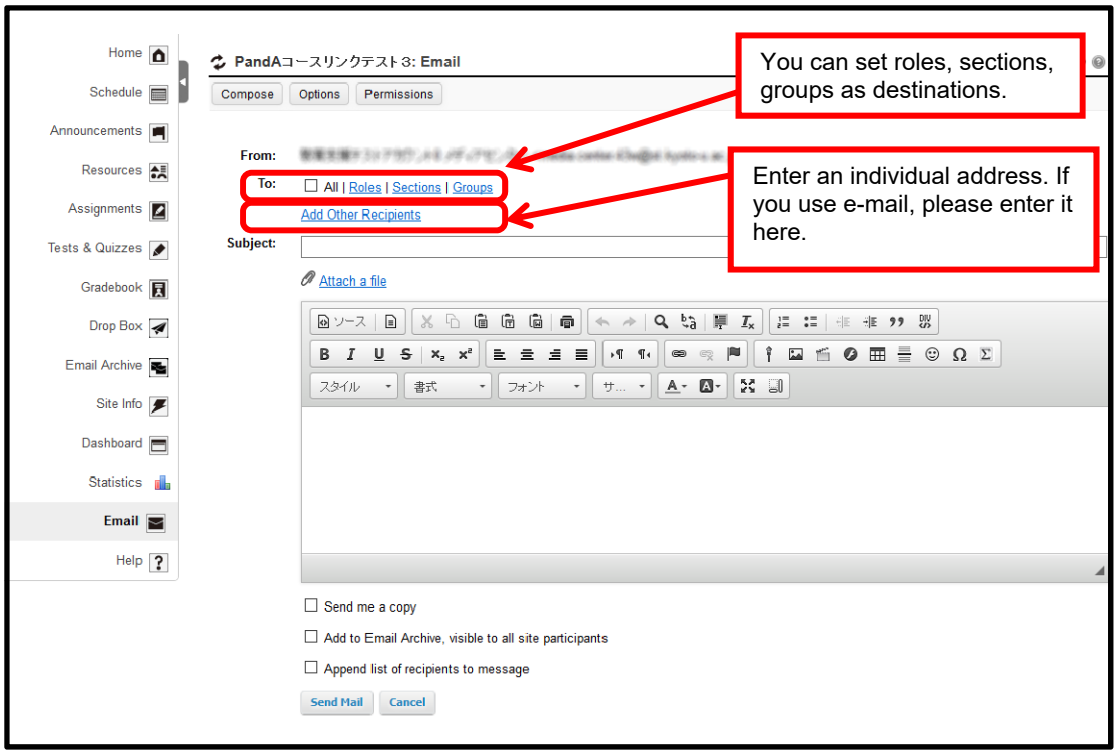


6. Tests before publish are shown as “Working Copies” and published ones as “Published Copies” in the list. With the “Action” shown in the left of the tests, you can edit, publish or remove the test.



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.

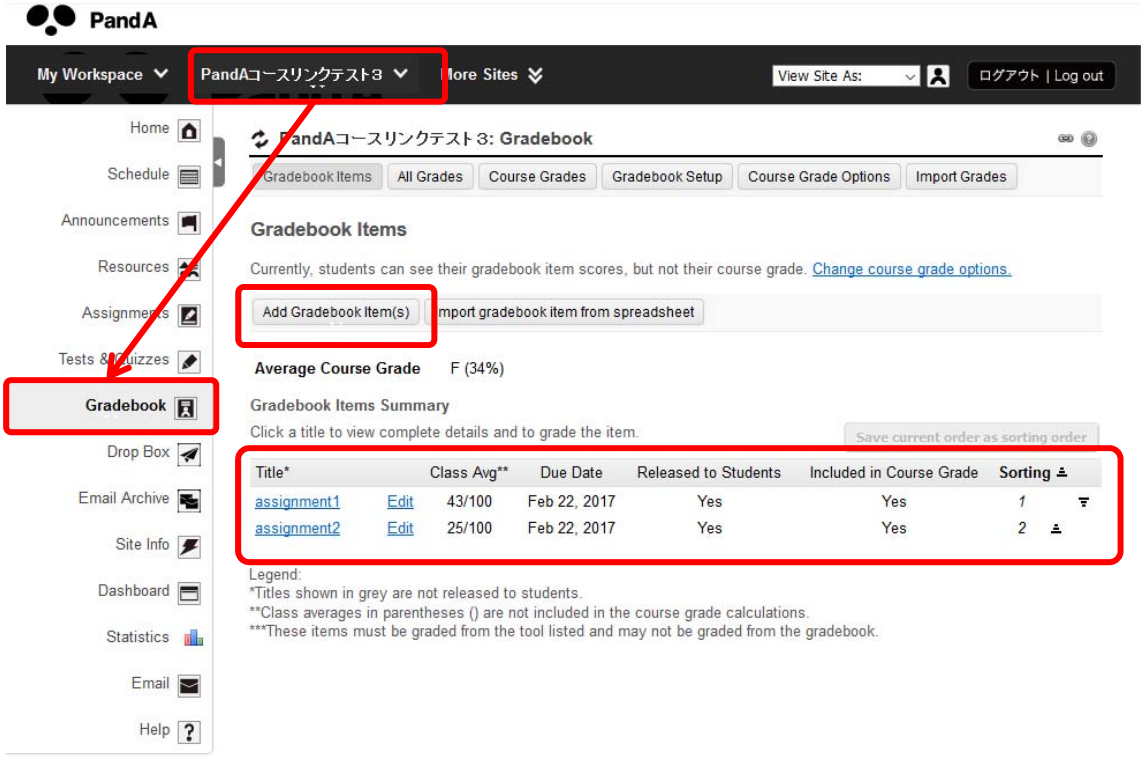


10. Using Gradebook Tool

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

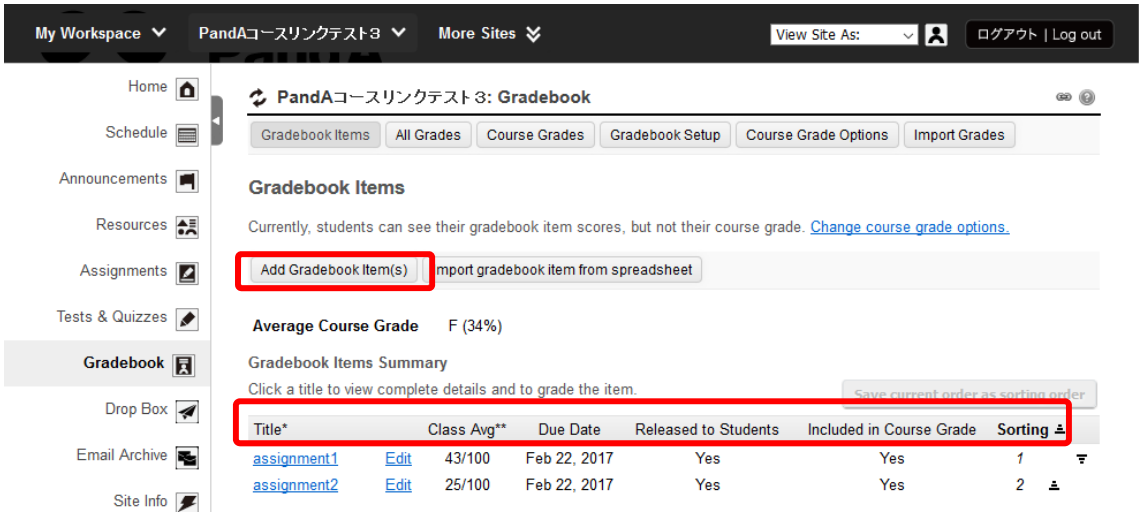
10.1 Using as an Instructor Role

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



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

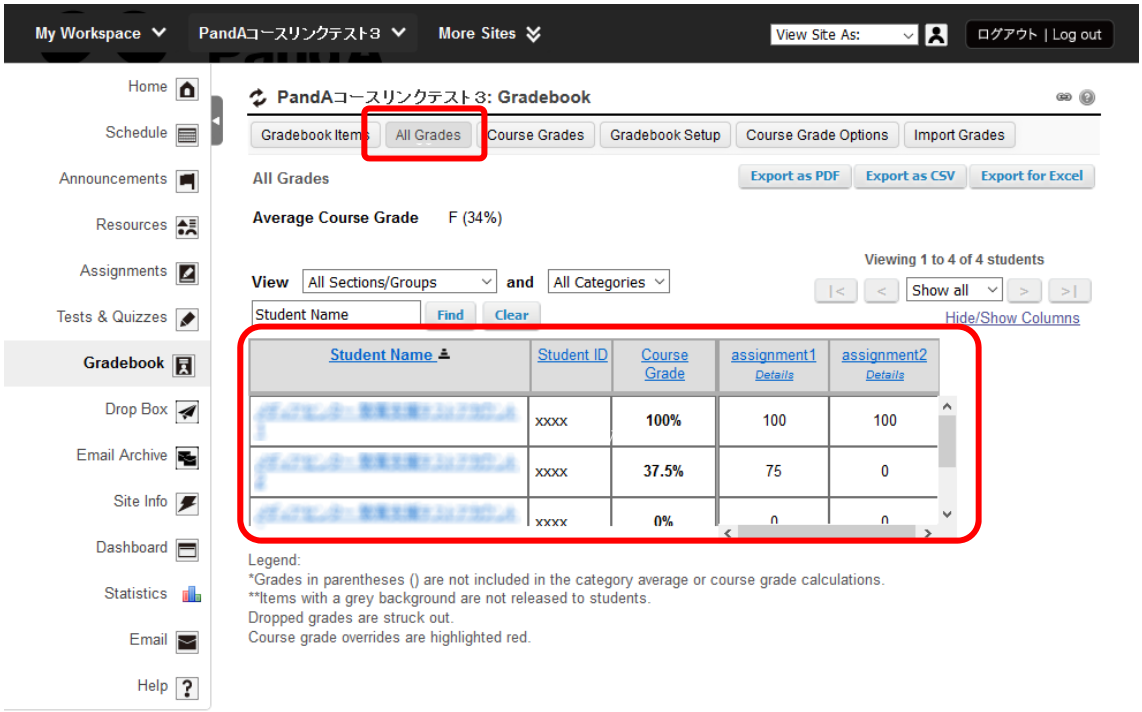
- “Gradebook items” means assignments, tests & quizzes to be included in the course gradebook.
- By clicking “Add Item”, you can add a new item other than assignments and quizzes.
- By clicking an entry in the title, items can be sorted.



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

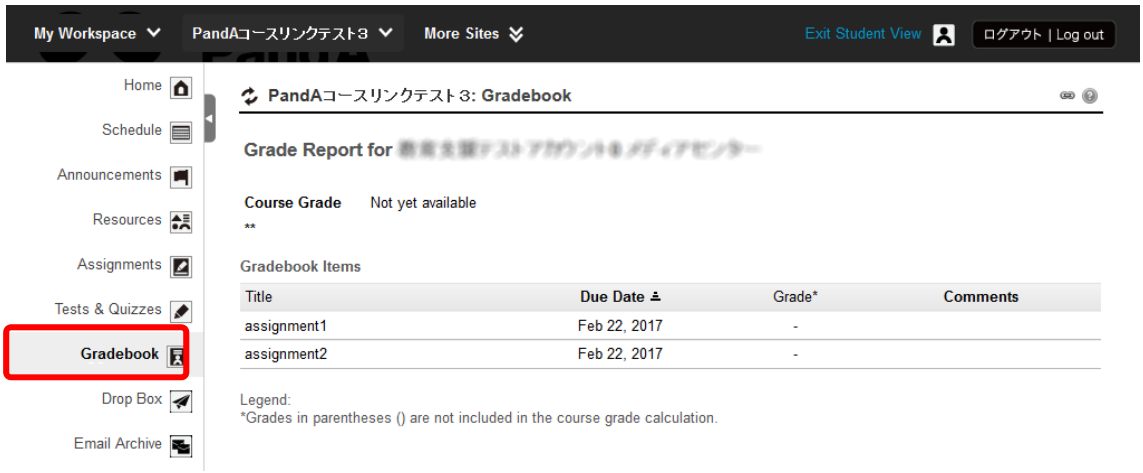
- By clicking the heading of any column, data are sorted with respect to the item of selected column.
- By clicking “detail” button, you can see the statistics of the selected gradebook item or edit it.

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.



10.2 Using as a Student Role

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

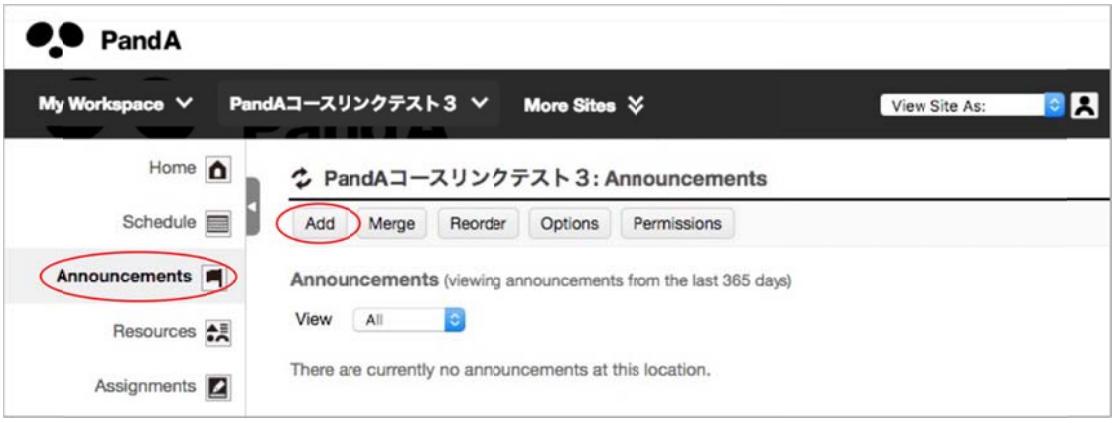


11. Using Announcements Tool

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.

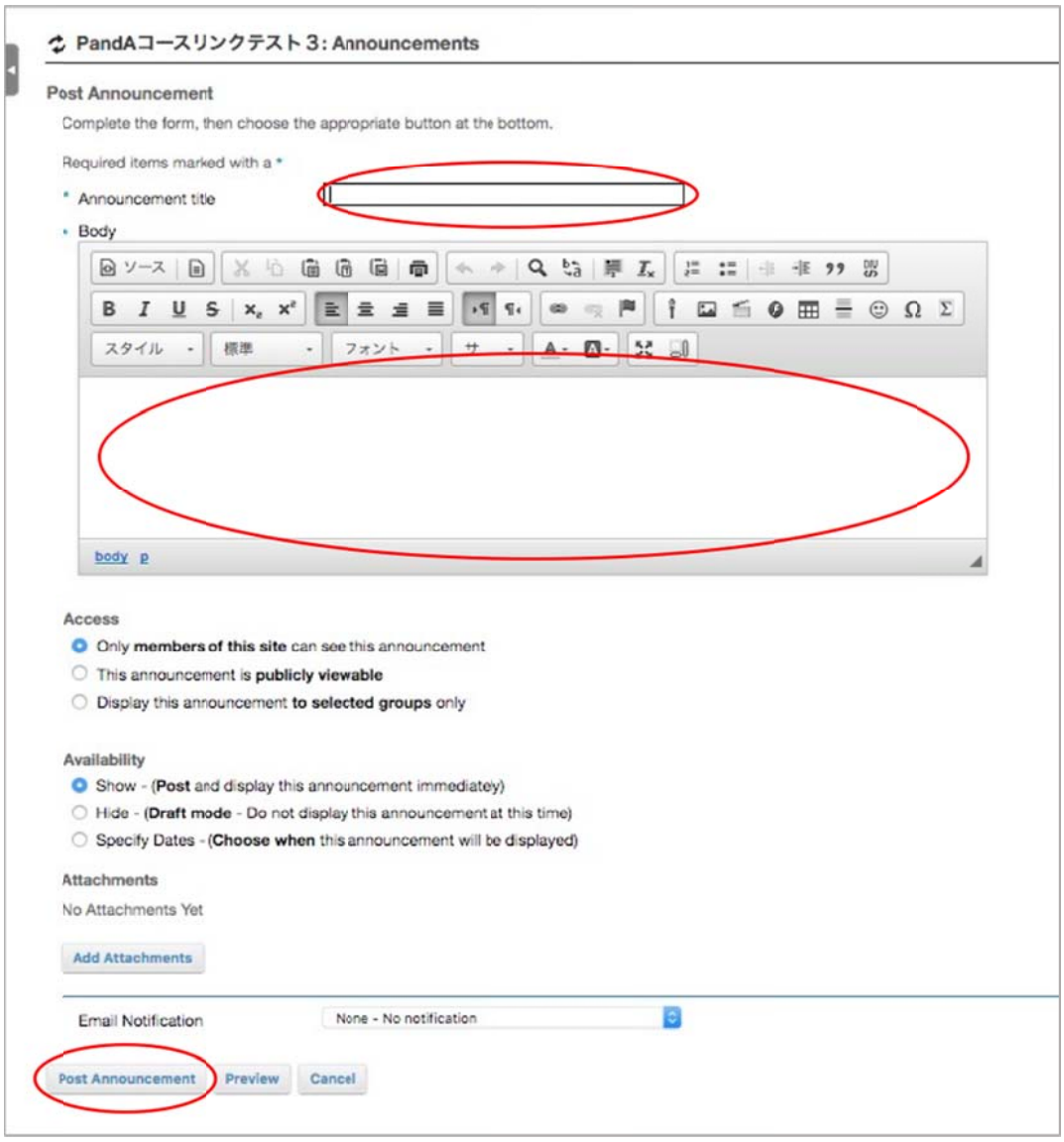
11.1 Posting Announcements

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

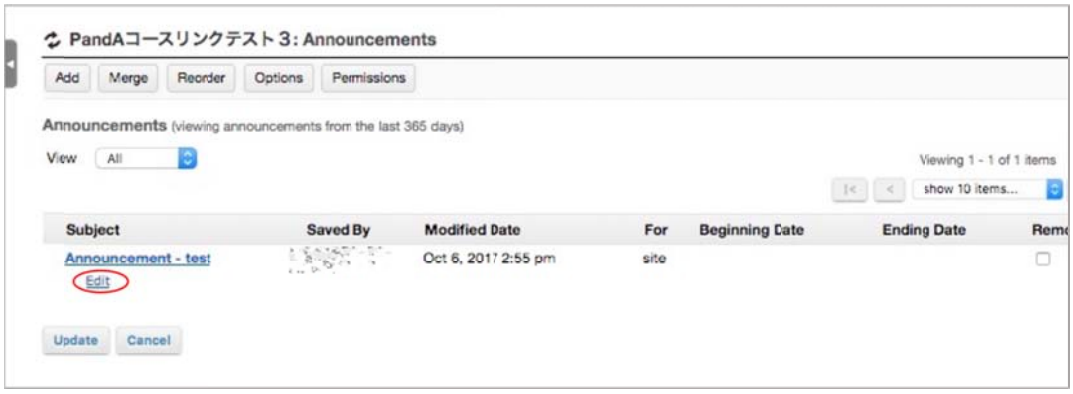


2. Enter the announcement title and message body, and click “Post Announcement.” You can see how it will be displayed by clicking “Preview” button.

   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.

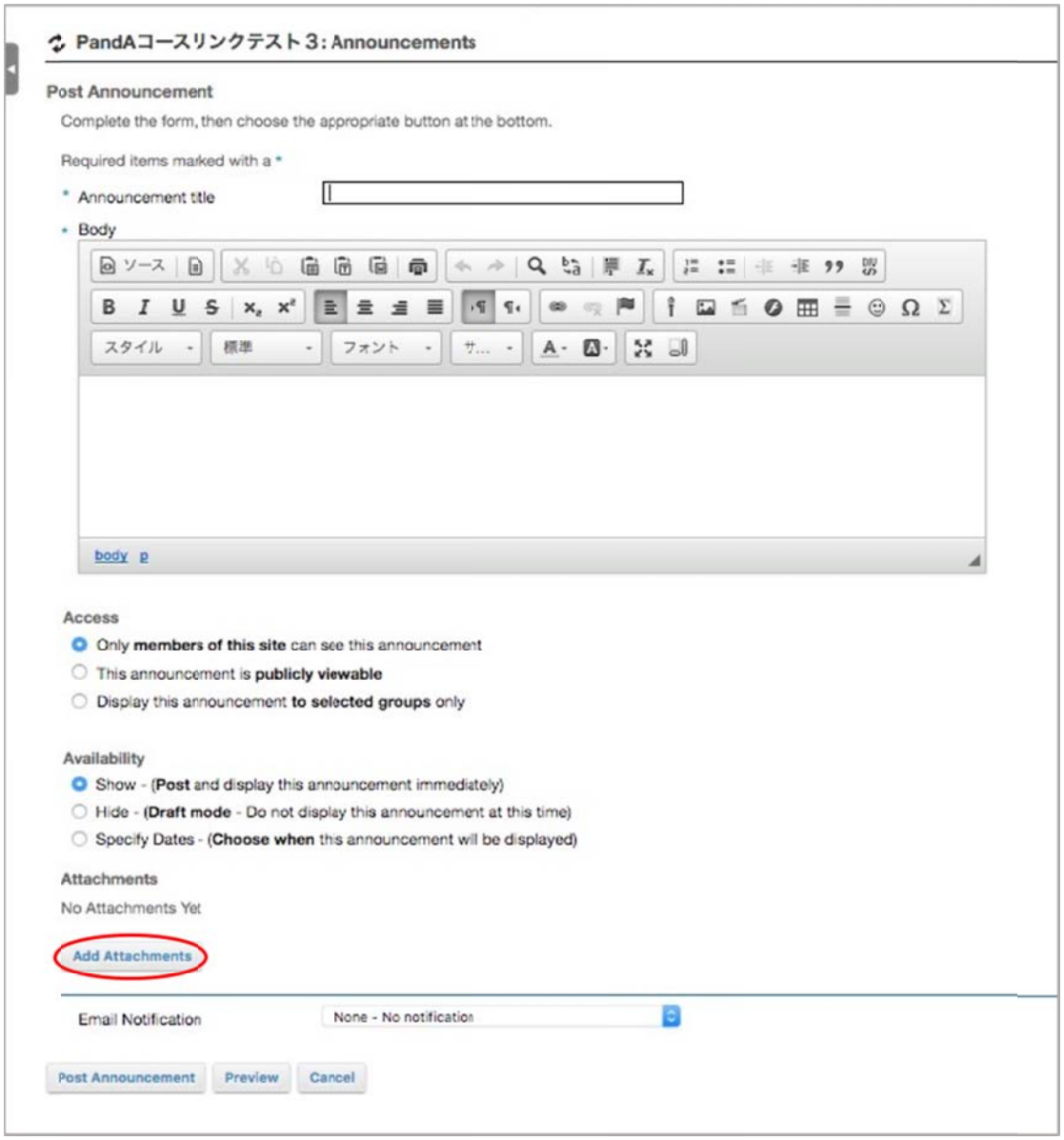


3. After posting the announcement, the following screen will be displayed. Clicking “Edit,” you can re-edit the content.

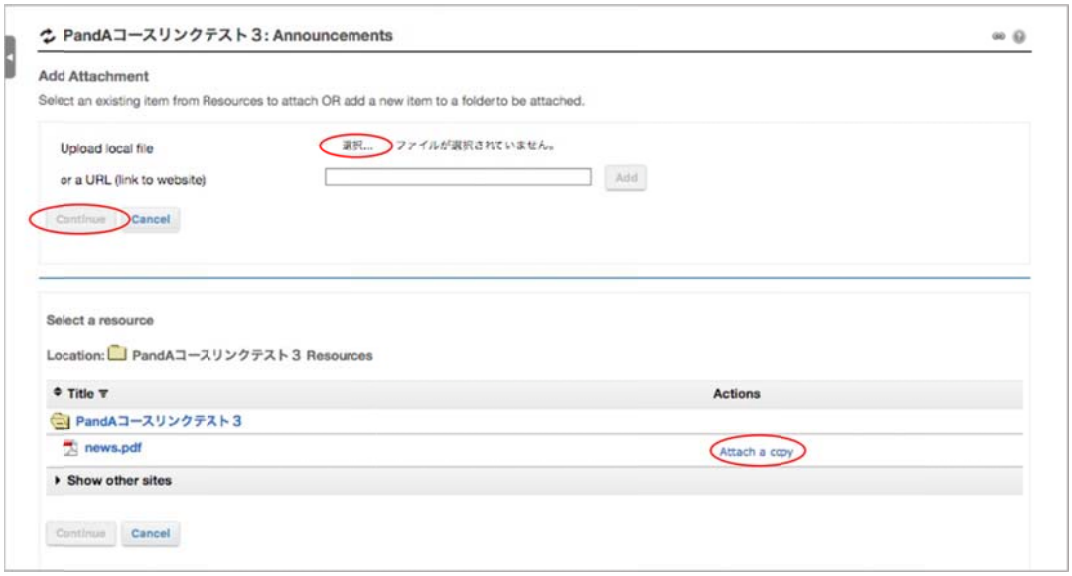


11.2 Attaching Files to an Announcement

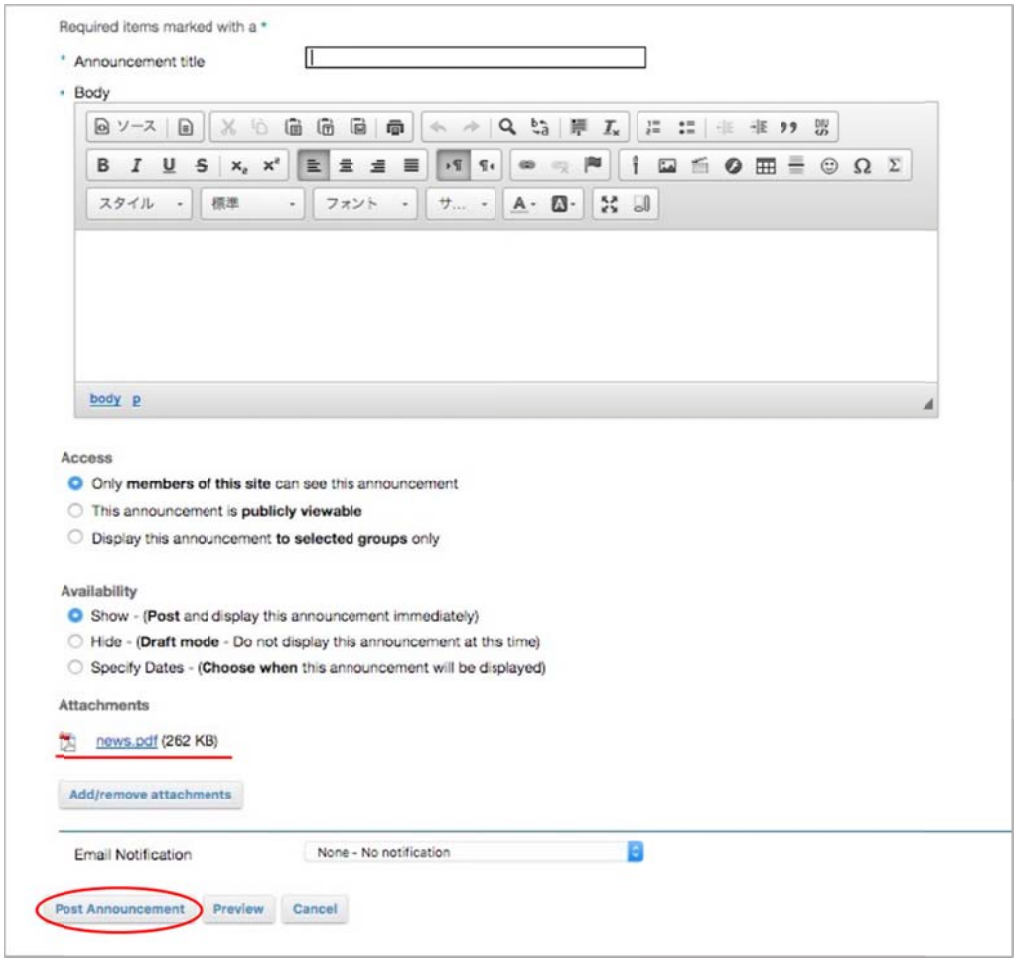
1. Enter the announcement title and the message body and then click “Add Attachments.”



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.”



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.

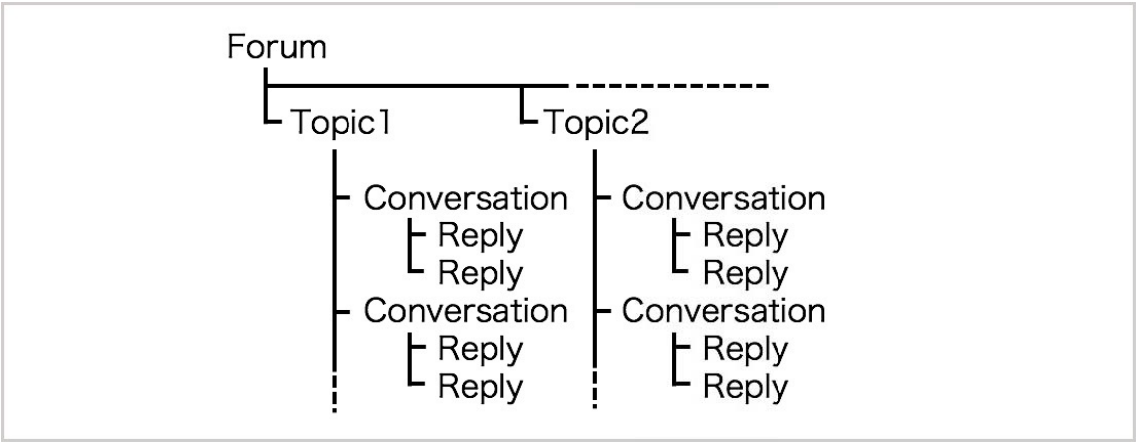


12. Using Forums Tool

Forums tool allows the instructor to create discussion forums.

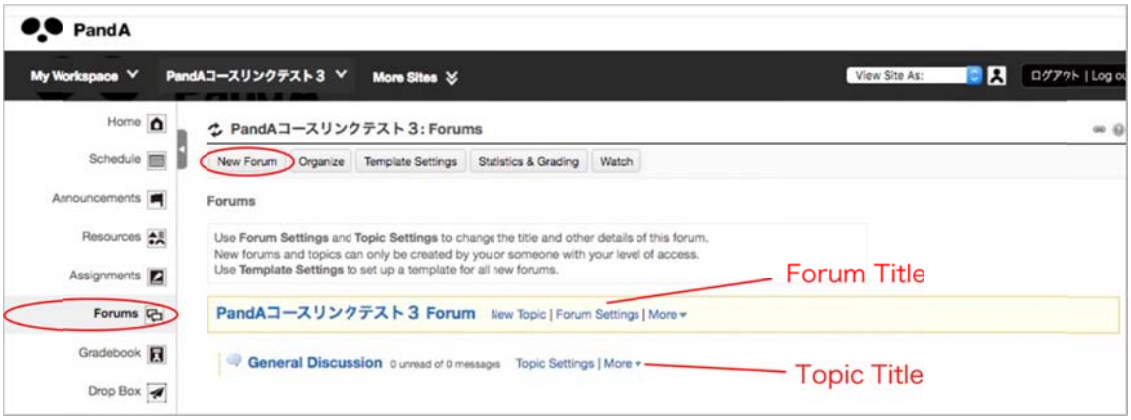
First, you create a **forum** to hold discussions and then a **topic** within it where participants can post and reply to **conversations**.

*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.



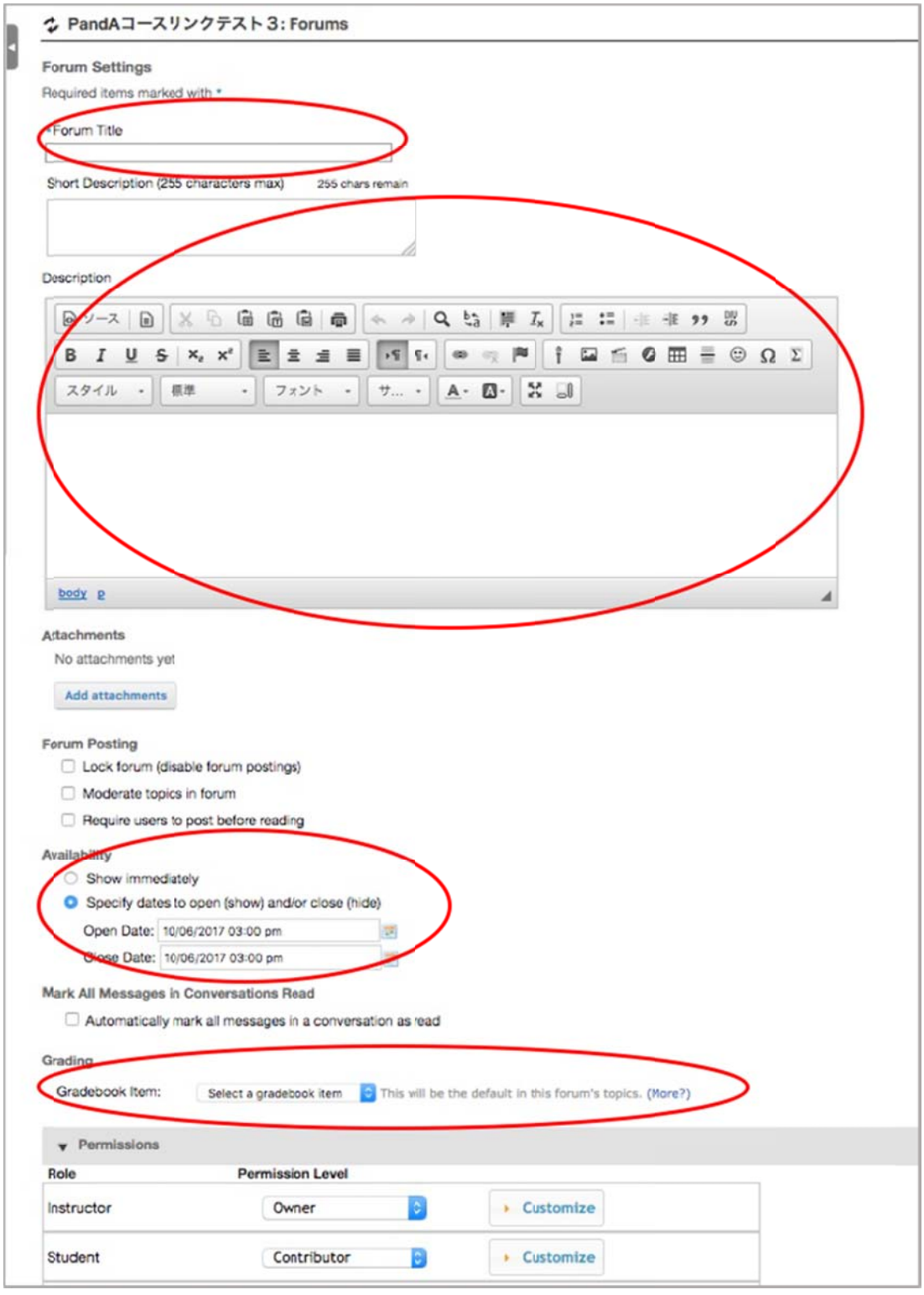
1. When you select the "Forums" tool from the navigation menu, created forums and topics will be displayed.

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



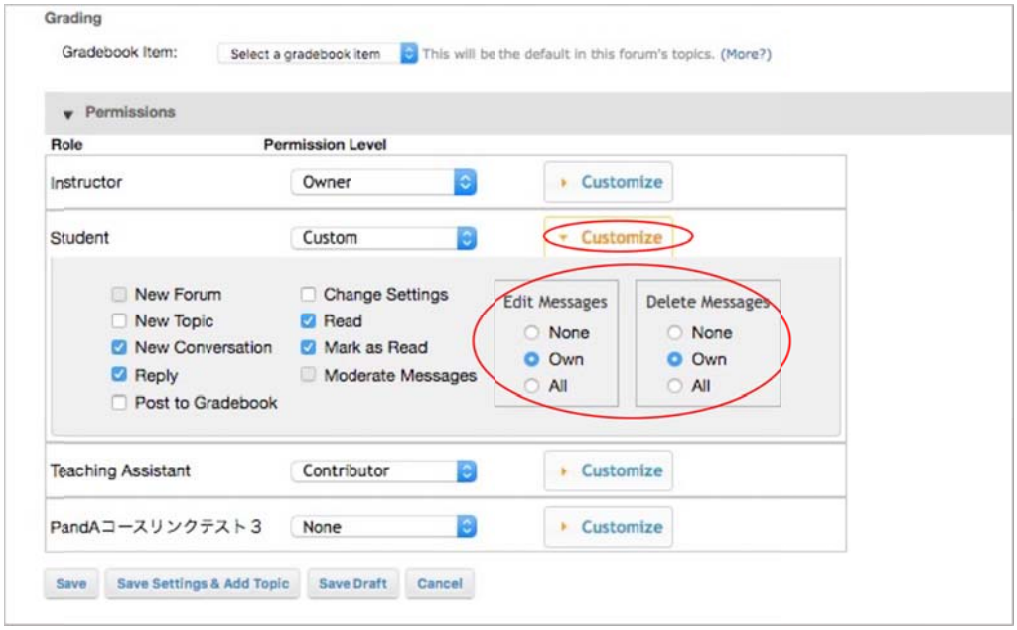
2. Then, enter the forum title (required), and optionally enter the short and/or detailed description and select availability.

   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).

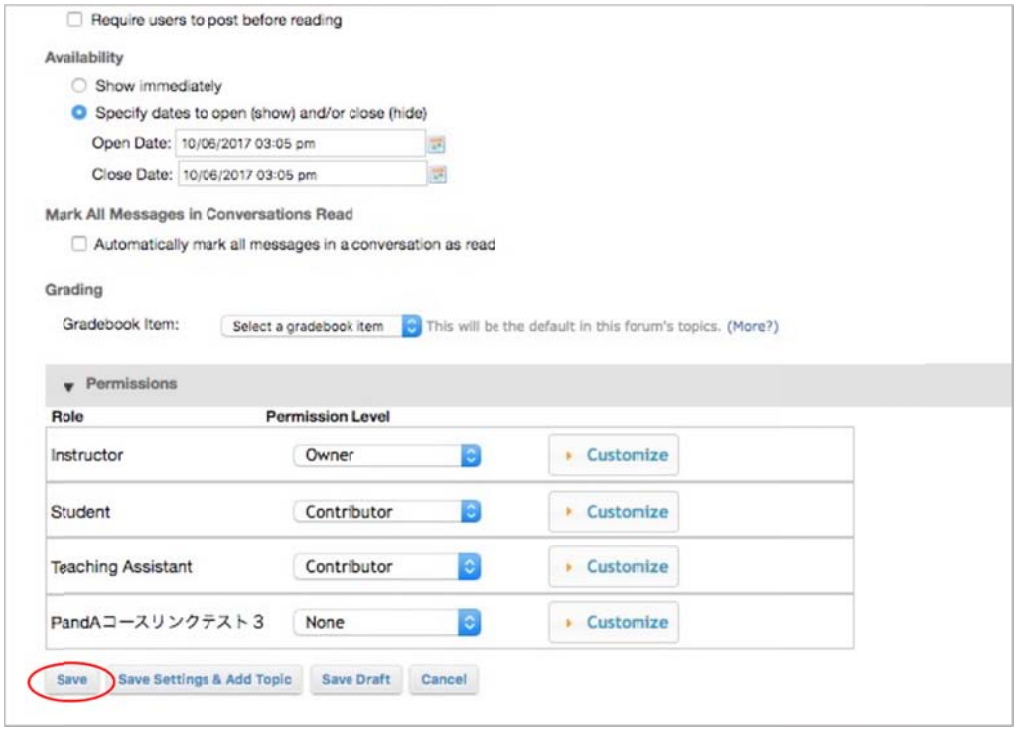


* Setting the “Permission Level” in “Permissions,” you can authorize each participant role’s access level. Click “Customize,” and see or modify the setting of their access level.

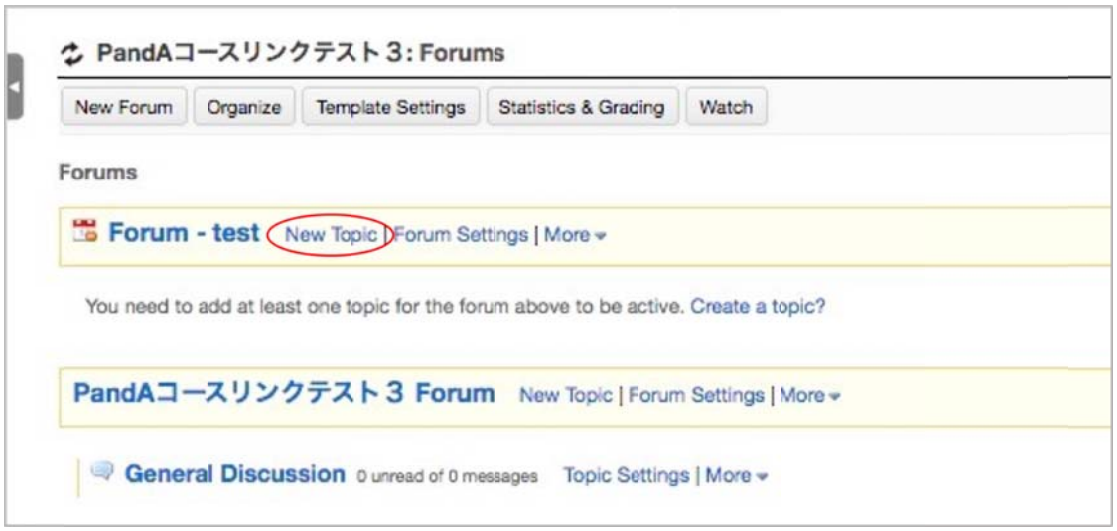
* To let students and TAs edit and delete their own posts, select “Own” in the “Edit Messages” and “Delete Messages” of the customized setting for “Student” or “TA.”



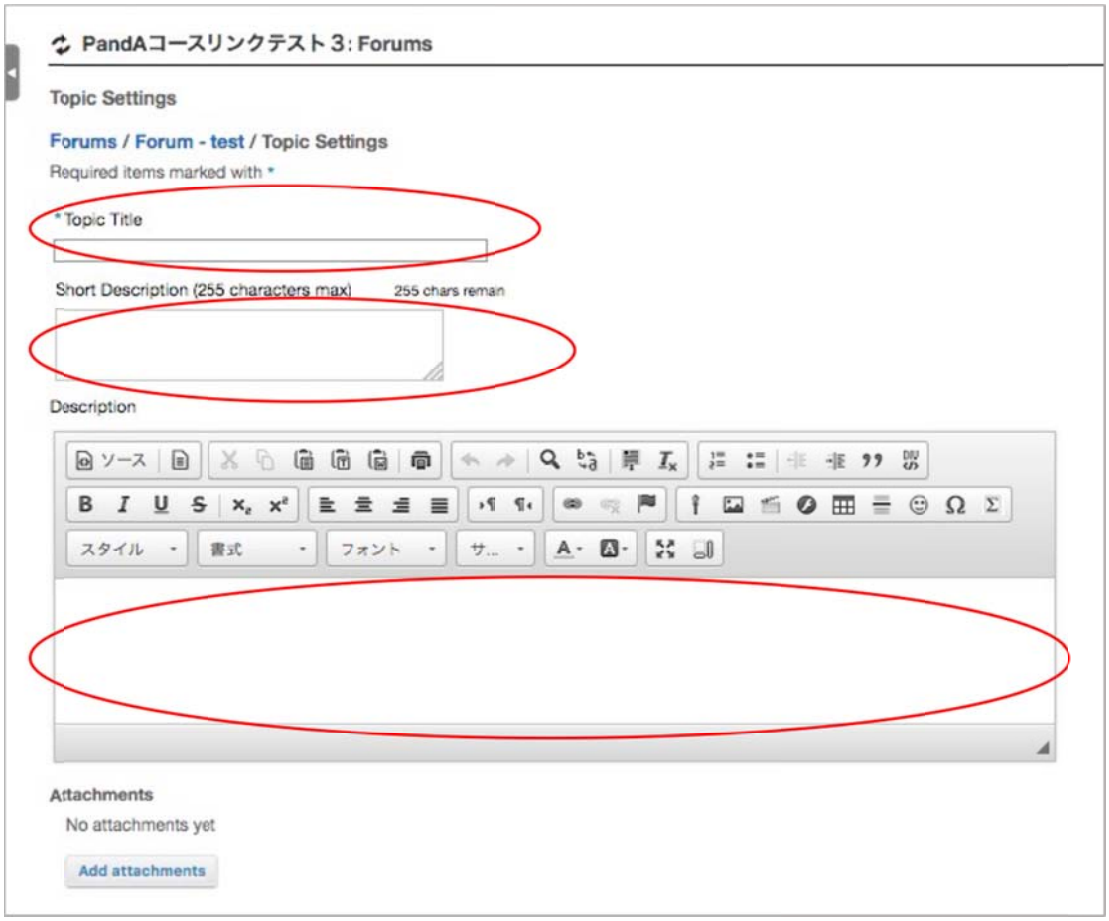
3. After seeing or modifying the participants’ access levels, click “Save.”



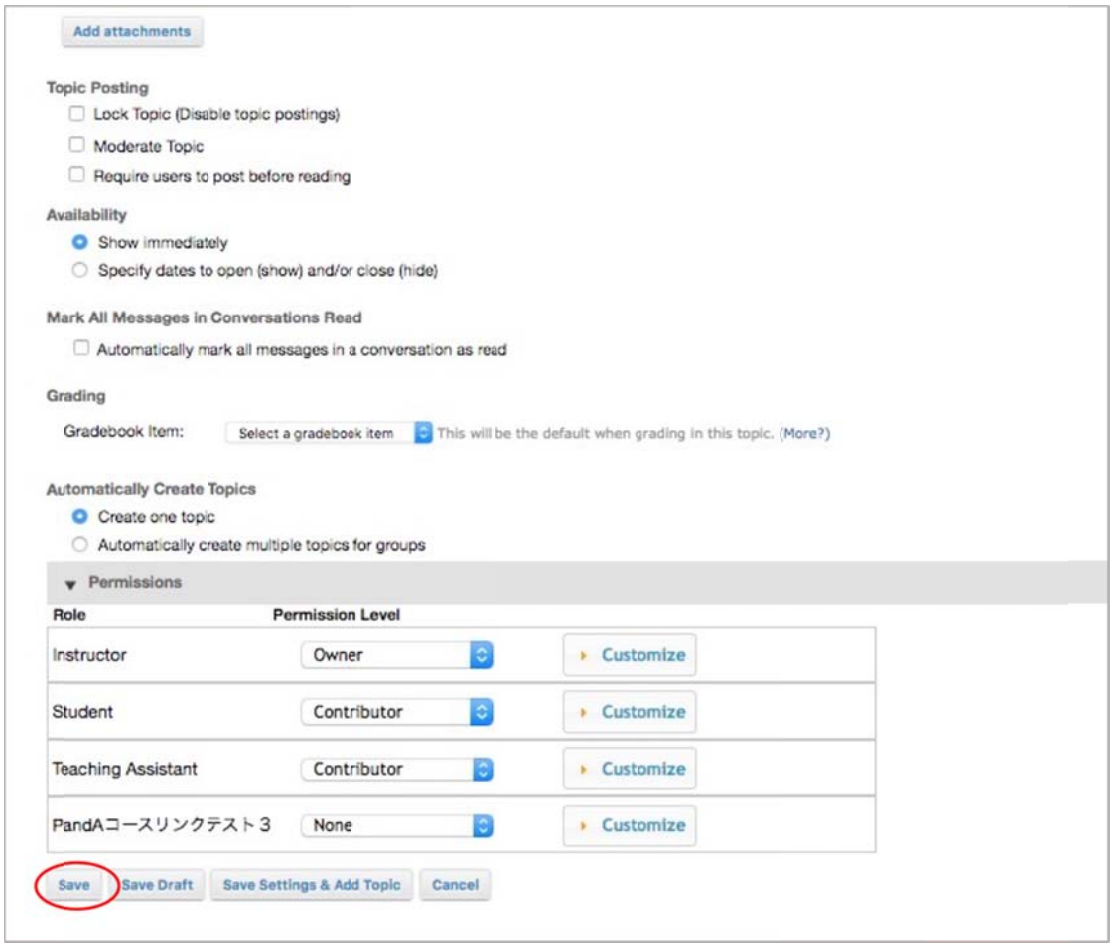
4. Then, the created forum will be displayed on the site.
   Click “New Topic” to create a topic.



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

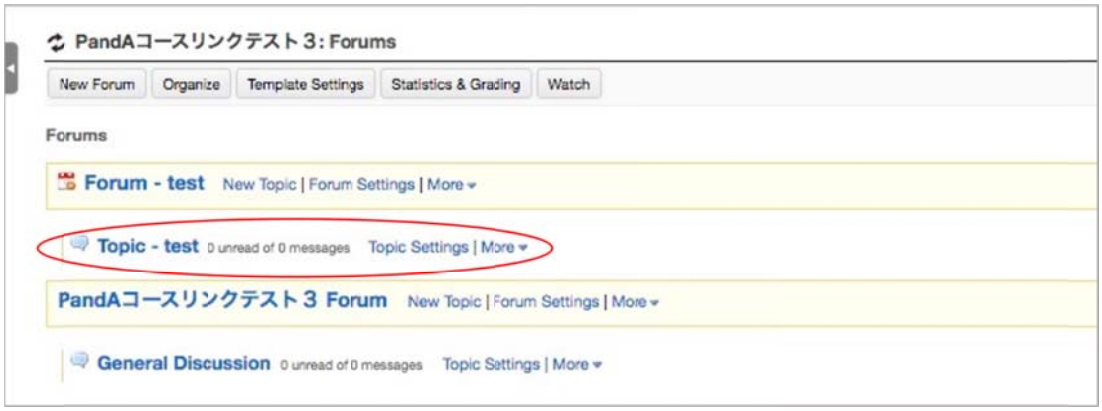


6. After entering the required inputs, click “Save.”

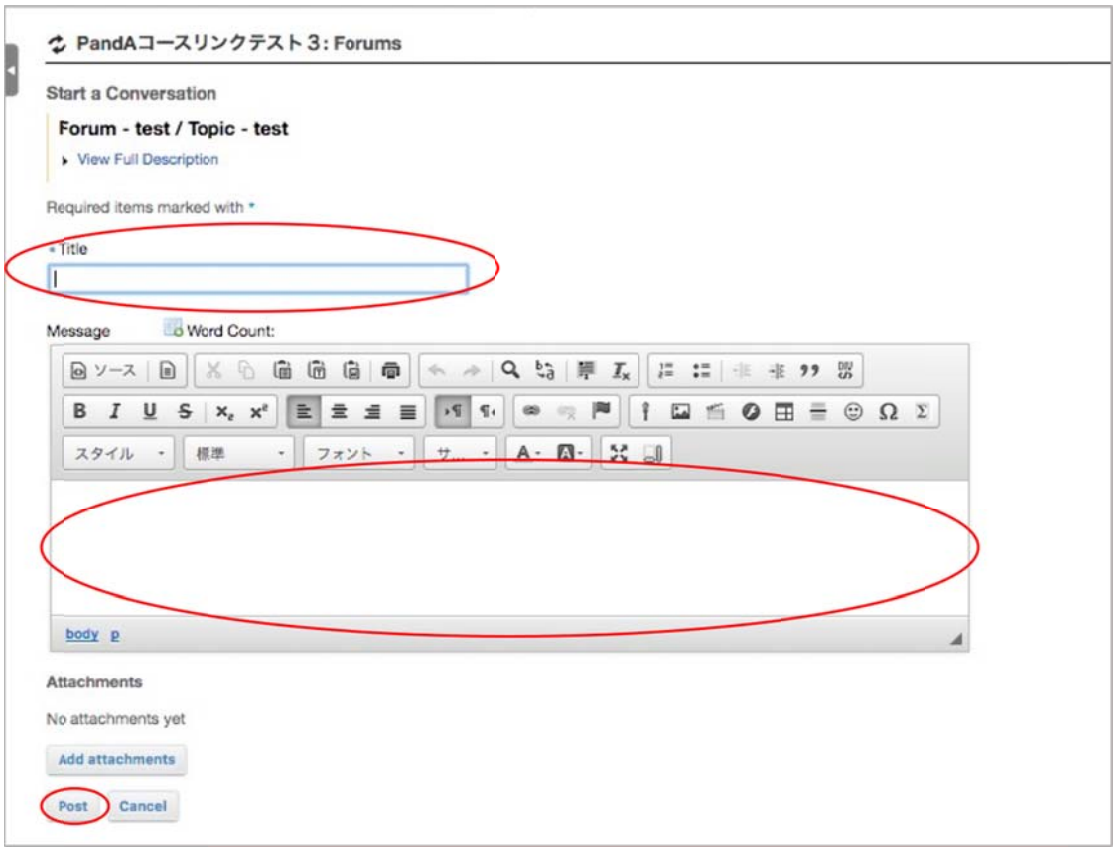


7. Then, the created topic will be displayed below the forum. Participants can post conversations and discuss with each other within topics. As for the setting of each topic, you can edit it using “Topic Settings” on the right of each topic title.

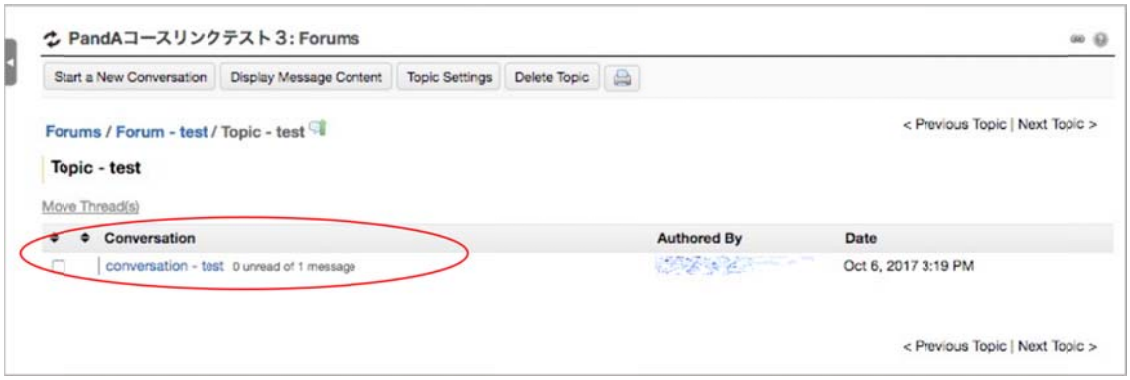
   To post a new conversation in the topic, click the topic title.



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

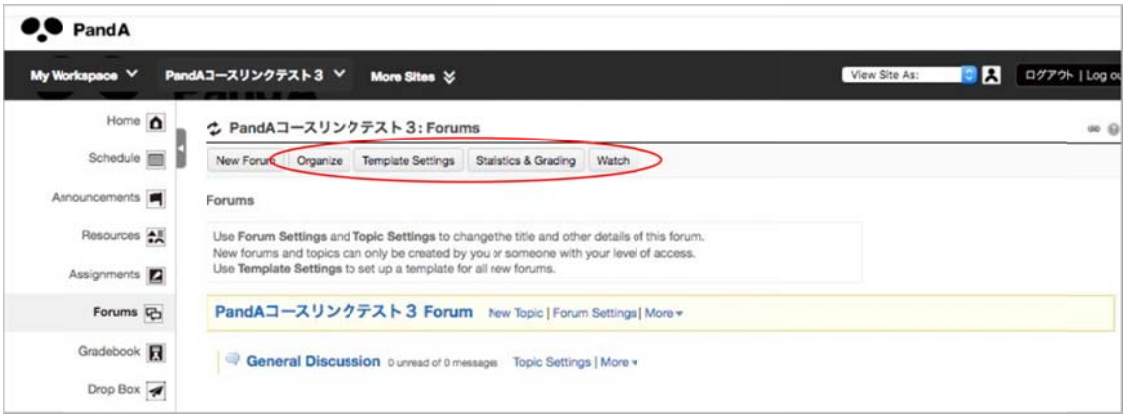


9. When the new conversation is added, you can provide responses to each conversation.
   To reply to a specific comment, click the conversation title and then click “Reply to Initial Message.” To go back to the forum’s menu, click “Forums” in blue.



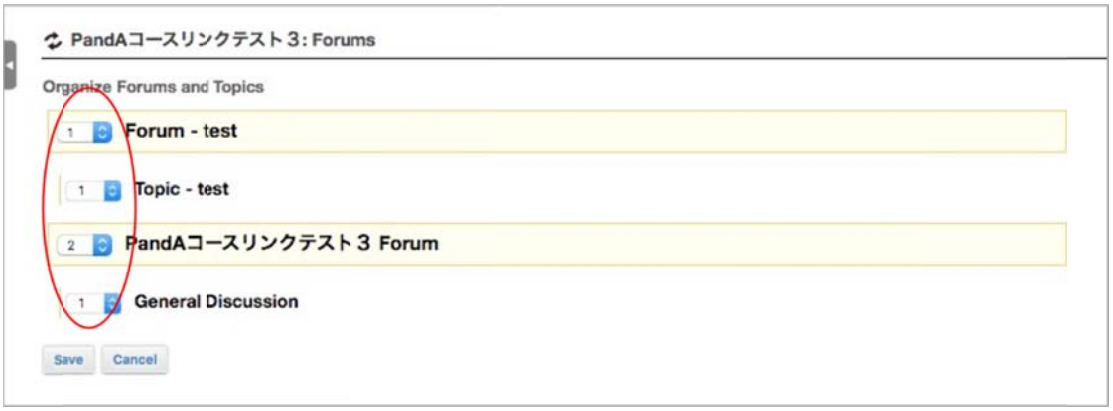
Other Functions

- 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 diplayed. You can switch the display between “Statistics & Grading by User” and “Statistics & Grading by Topic.”

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.

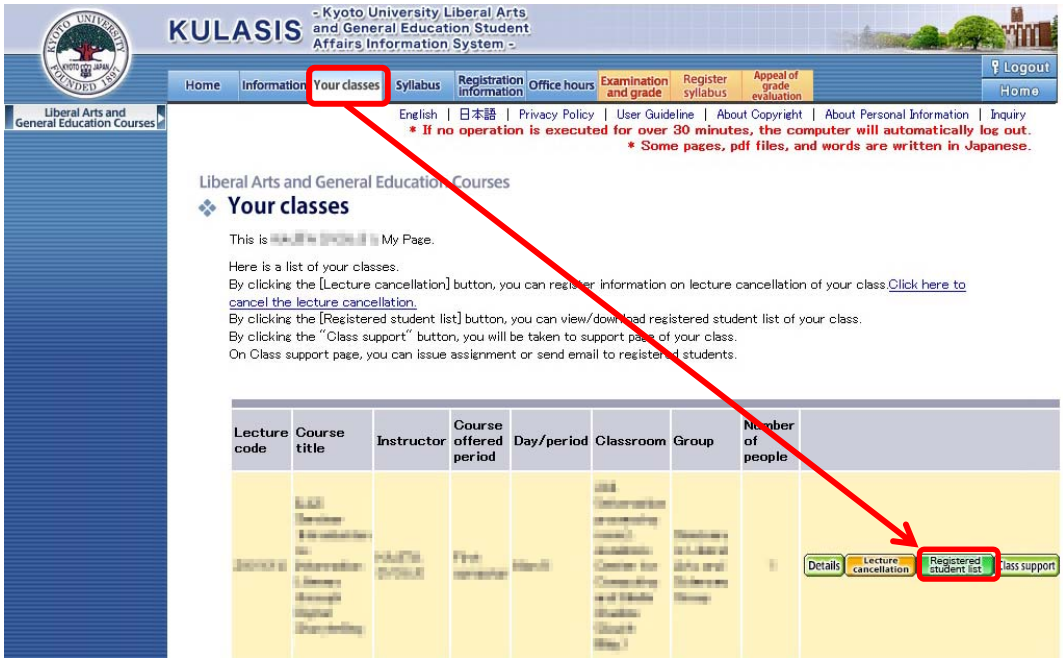
* Please note that this setting is applied only to your own account. Even if the instructor chooses “No notification,” when a new message is posted, the students and TA still receive emails if they choose between the other two settings.

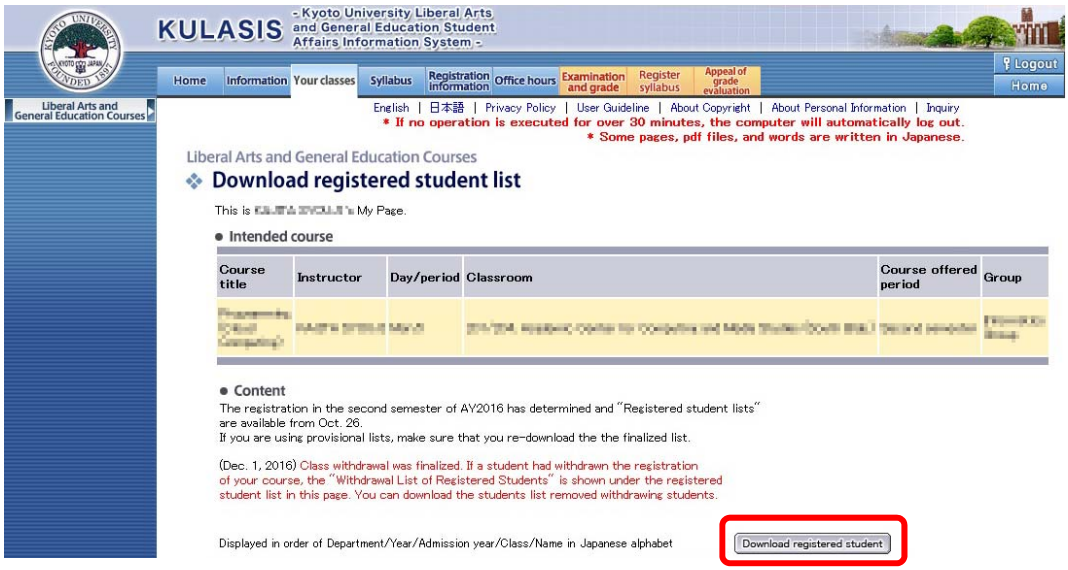
Tips for Grading with KULASIS and PandA

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





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

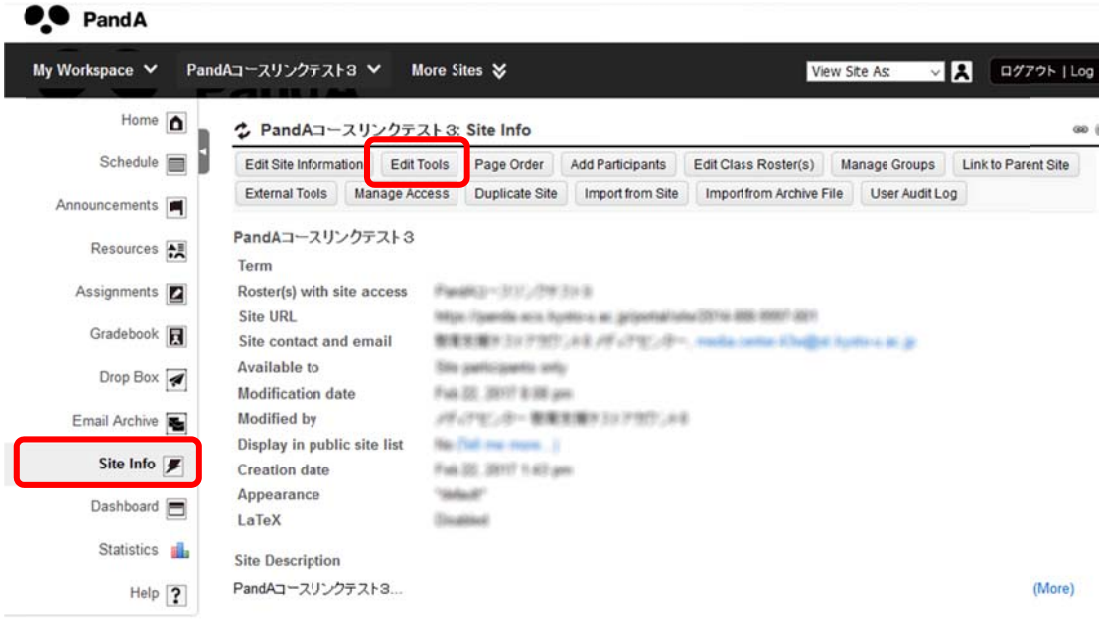
Instructors may register grades in KULASIS by uploading a student list with grades. In the list, the order of students doesn't matter as far as the "Lecture code", "student numbers" and corresponding "grading" are given appropriately.

Gathering Grades of Assignments to Gradebook in PandA

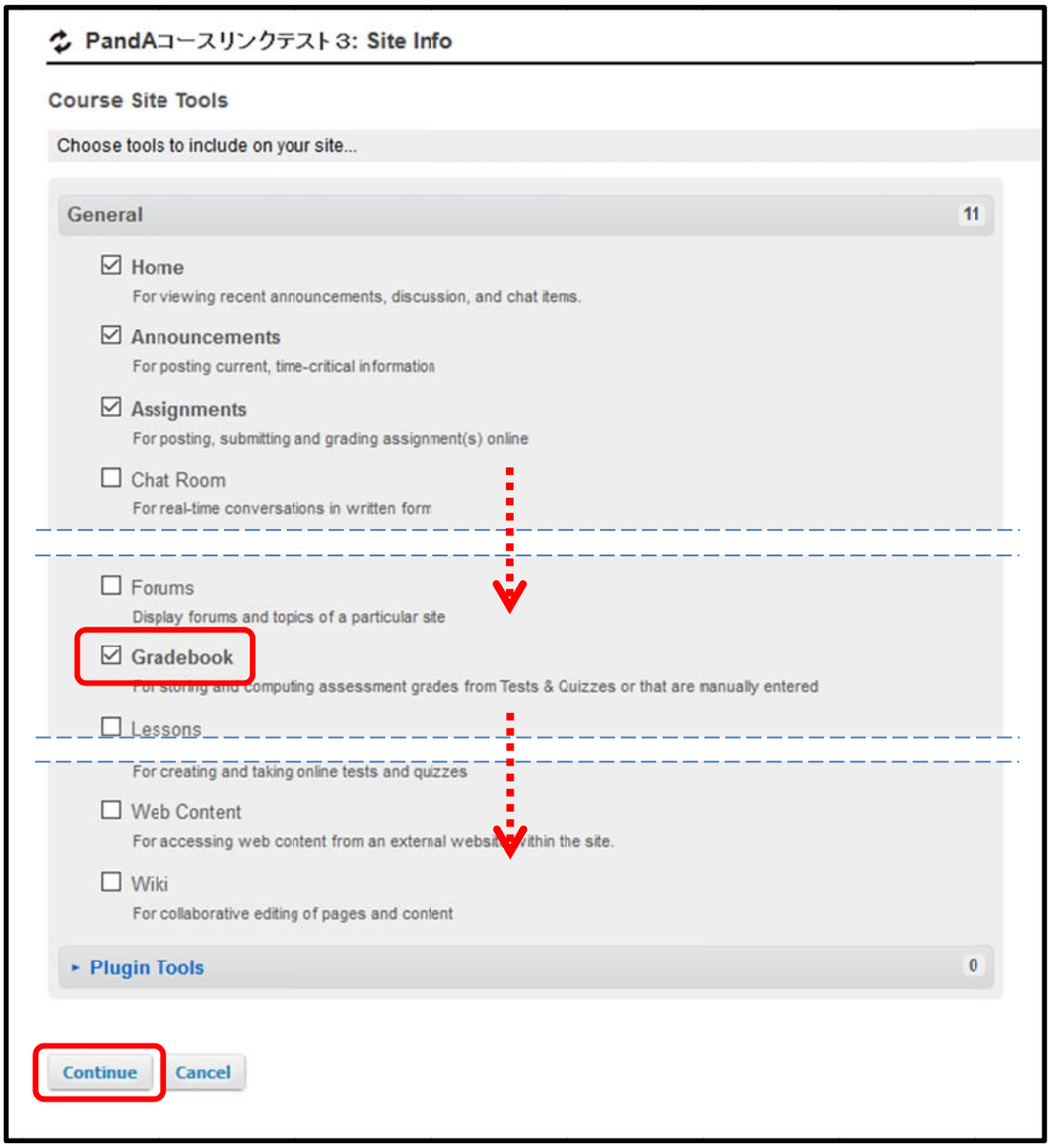
To aggregate the grades of assignments to the gradebook of your course on PandA, you need the following operation.

・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

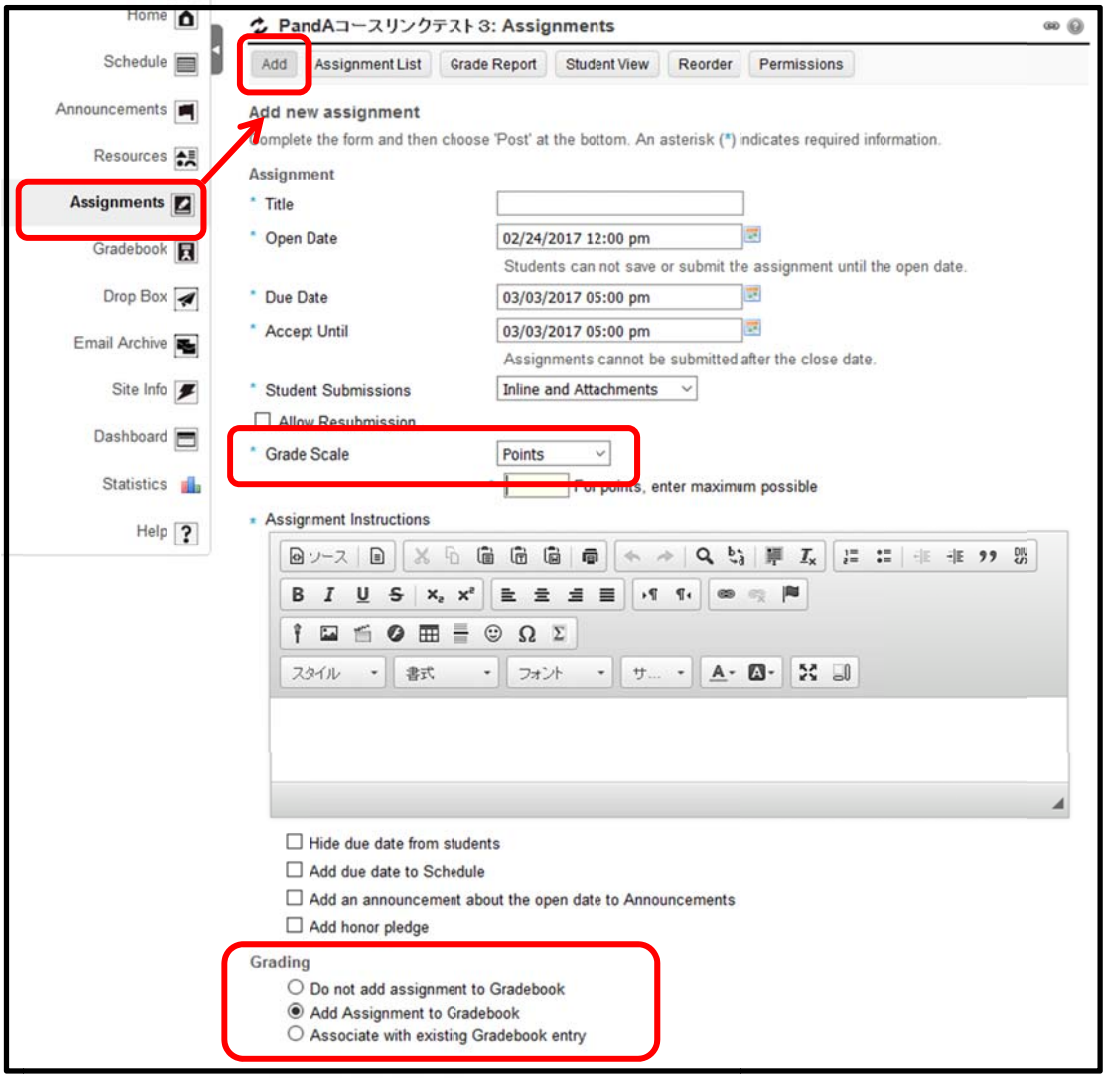


Check “Gradebook”→Continue



・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.

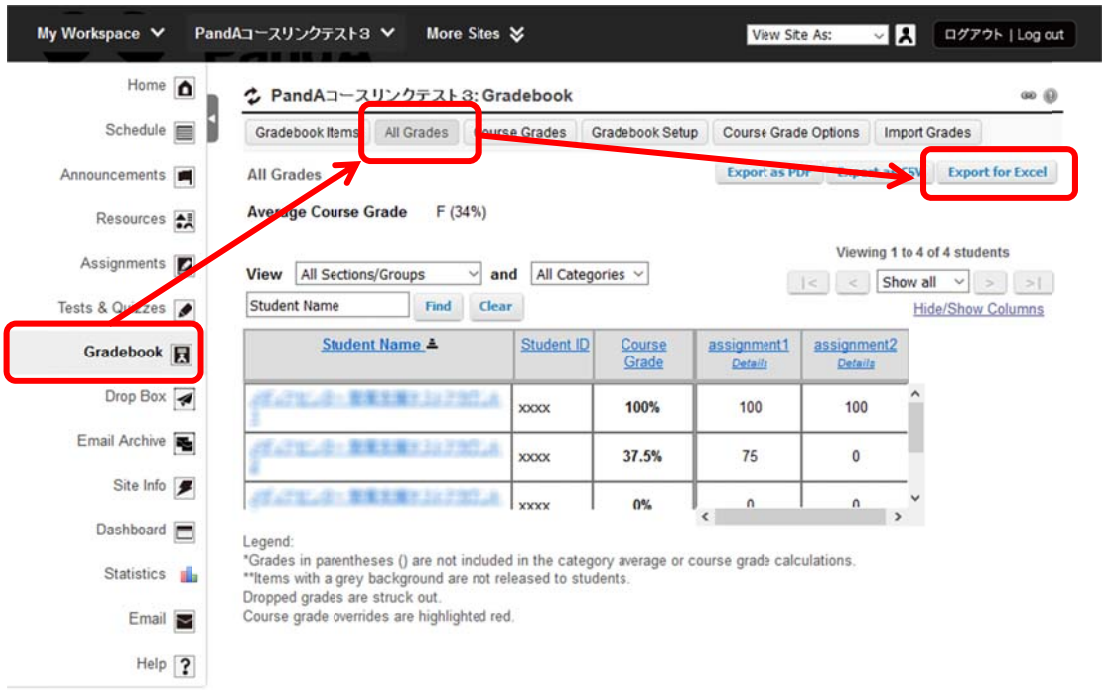


Tips in Transferring Data form Gradebook of PandA to That of KULASIS

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



・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