

Oh-o! Meiji System User Manual for Students

October 3, 2022; 1.17 edition

Meiji University
Educational IT Promotion Headquarters

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1. Login

1.1. Connection to the Oh-o! Meiji Computer System

Start the Web browser, to connect to the computer system, enter the following URL into the Address field;
<https://oh-o2.meiji.ac.jp/>

<Compatible browsers>

- Edge
- Chrome
- Firefox
- Safari

* The above browser setting (configuration) must be "JavaScript setting: available, and Cookie: available."

1.2. Top screen before the login

The screenshot shows the Oh-o! Meiji website interface. At the top left is the logo "Oh-o! Meiji". Below it is a large image of a university building. On the right side, there is a "Log in" button with a callout box labeled "1.3. Common authentication login" and "1". The callout box contains the text "Log in For those with a Meiji University ID ('Kyotsu-Ninsho')", two radio buttons for "If you have a special ID" and "Guest login", and a note: "If you are using your Meiji University ID for the first time, please read these notes." Below the main image is a navigation bar with four sections: "Search Syllabuses" (callout 2) with a "Search Classes" button; "Notifications" (callout 3) with the text "There is no notification now." and a "Past Notifications" link; "Related Site Links" (callout 4) with a list of links including "編集済みリンク(関連サイト)", "関連サイトリンクテスト3", "関連サイト(再テスト)", "関連サイトリンクテスト1", and "IE10動作確認用_関連サイトリンク"; and the Meiji University logo and name at the bottom left. The footer contains "About this Website | Privacy Policy |" and "© Meiji University. All rights reserved."

- (1) Guest login: By using the guest authorization, they can access the published class contents (No ID/Password is required).
- (2) Search Syllabuses: You can search the published syllabus.
- (3) Notifications: Notification including system stop and others are displayed.
- (4) Related Site Links: Useful links for university life are displayed.

1.3. Common authentication login

This is the authentication screen used for login to the Oh-o! Meiji system.

Input (1) your "Student number (10 digits)" and (2) a "Password", both issued by the University for use with the common authentication system account, then click the [sign in] button.

If the above authentication is accepted, you will see the top screen of the Oh-o! Meiji system.

*If there is required answers to questionnaires, list of required questionnaires is displayed after login. See "3.4.4 Required Answers to questionnaires" for the details.

* If you have forgotten the password for the common authentication system account, please contact the Administration Office of your affiliated department.

Meiji University Single Sign-On 共通認証システム

Login Form

1 id

2 password

sign in

change password

System Information

- 2016/06/20 共通認証システムが新しくなりました。共通認証のログイン画面およびパスワード変更画面が新しくなります。共通認証のパスワードを変更すると、MeijiMailおよび基盤サービスアカウントのパスワードも、共通認証と同じパスワードになります。MeijiMailの送信者名を変更する場合は、[こちら](#)からお願いします。

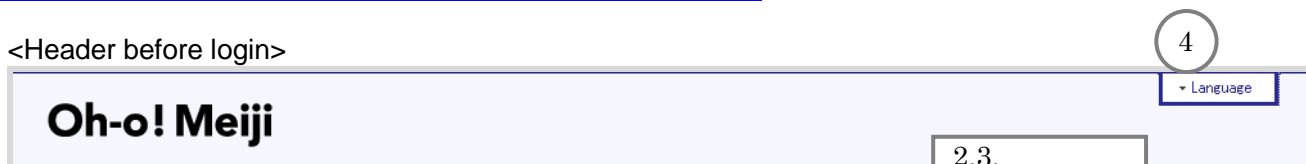
Single Sign-On User Guide

- Login Form (には、共通認証ID (学生番号/教職員番号) とパスワードを入力してください。Enter Meiji University Authentication ID ('Kyotsu-Ninsho' ID) and password to sign in.
- パスワードの変更は[こちら](#)より行ってください。To change your password, click [here](#).
- パスワードを忘れた場合は所属学部の窓口もしくは、メディア支援事務室に来室してください。If you forget your password, please visit either faculty office of your department or Media Support Office.

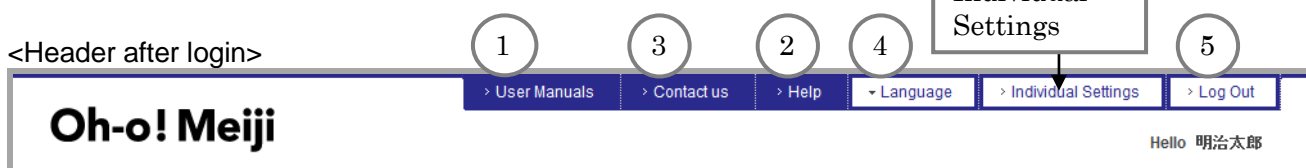
2. Oh-o! Meiji system: basic screen operations

2.1. Header

<Header before login>



<Header after login>



- (1) Usage manual: This is a link to the manual for using the Oh-o! Meiji system.
- (2) Help: For help and support while using the Oh-o! Meiji system, click this link.
- (3) Contact us: An inquiry screen will be displayed.
- (4) Language: Change the language displayed on the screen of the Oh-o! Meiji system screen with this link
- (5) Logout: You can log out of the Oh-o! Meiji system.

2.2. Footer



- (1) About this Website: An overview of the Oh-o! Meiji system is displayed.
- (2) Privacy policy: An explanation concerning the handling of the personal information used in the Oh-o! Meiji system is displayed.

2.3. Individual Settings

(1) Forward Notification Settings
 You can configure your e-mail client to forward received mail according to the notification type. By this configuration, notice of arrivals will be sent to your personal e-mail address whenever notice is displayed on the Oh-o! Meiji system.

(2) Set Number of Items to be Displayed
 It is possible to set the number of items displayed on the Oh-o! Meiji system by information type.

(3) Register My Link
 Link collection can be displayed on the portal TOP screen, if you register frequent use links.

(4) Design Skin Settings
 You can change the skin color of the Oh-o! Meiji system.

2.4. Global navigation



- (1) Home: Return to the Home screen (Portal).
- (2) Class Web: Move to the Class Web screen.
- (3) Class search: Move to the class search screen.
- (4) Group: Move to various groups screen.
- (5) Portfolio: Move to the portfolio screen.
- (6) Global: Move to the global screen.

3. HOME screen (Portal)

You will see the portal screen just after login or when selecting the HOME Tab.

The screenshot displays the Oh-o! Meiji HOME screen (Portal) with several callouts identifying key features:

- 3.1. Calendar:** A calendar widget for March 2019, showing dates and events.
- 3.2. Notifications:** A central notification area with sections for "Notifications for you/Notifications from your department", "Notifications concerning your classes", and "Other notifications from the University".
- 3.3. e-mail:** A "Meiji Mail" widget with a link to "About Meiji Mail".
- 3.4. Questionnaires:** A "Questionnaires" widget listing various surveys and their response deadlines.
- 3.5. RSS reader:** An "RSS Reader" widget displaying news from Meiji University.
- 3.6. Link collection:** Two "Links" widgets, one for "On-Campus Links" and another for "My Links Collection".

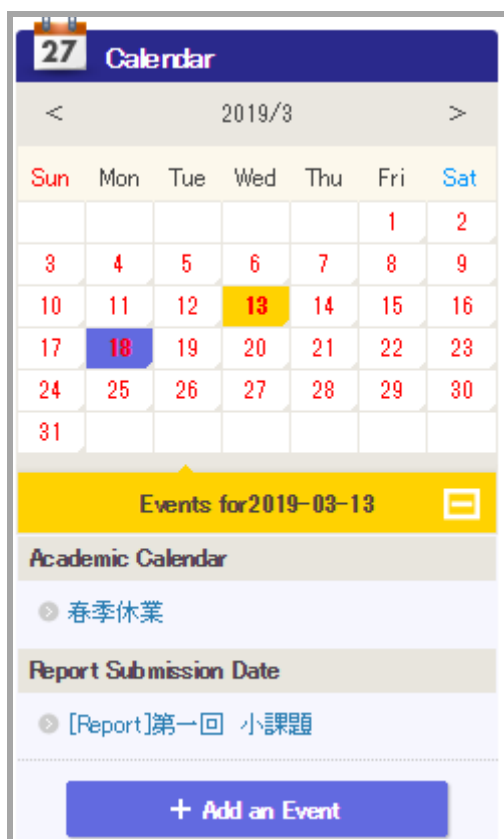
The footer of the page includes the Meiji University logo, navigation links for "About this Website" and "Privacy Policy", and a copyright notice: "© Meiji University. All rights reserved."

* For details of each function, refer to the Chapter number at the top of the function name.

3.1. Calendar

Personal events and automatically registered events will be displayed on the calendar. Events can be added privately.

3.1.1. Concerning the events display



At the time of initial display, the current day is selected with the background color: **yellow**.

A day with registered event(s) will be displayed with the background color: **blue**.

Dates with registered events will be displayed in **bold font**.
* Bold fonts are not used in the School Year Calendar.

Four kinds of events are displayed as follows:

1. School year calendar
2. Class-related events (Lecture cancellation/
Supplementary class/ Class schedule change/
Classroom change)
3. Report submission day
4. Personal events

The 1st to 3rd events will be automatically registered in the Calendar.

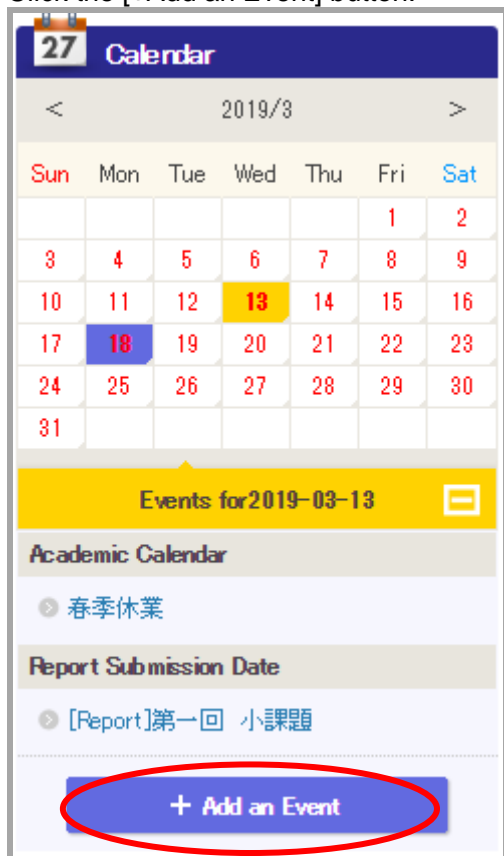
<Supplementary explanation>

1. Concerning class-related notifications:

When a class-related notification is posted on the Oh-o! Meiji system, it will automatically be displayed as an event on the Calendar.

3.1.2. Concerning the addition of events to the Calendar:

(1) Click the [+Add an Event] button.



(2) Input required fields and items.

(3) When the input is completed, click the [Add to Events] button.
Registered contents will be shown in the Calendar.

This completes the personal events registration section.

3.2. Notifications

Any notifications for you are displayed.

Notifications can be received on your own mail system, if you have finished Forward Notification Settings on the "Individual Settings".

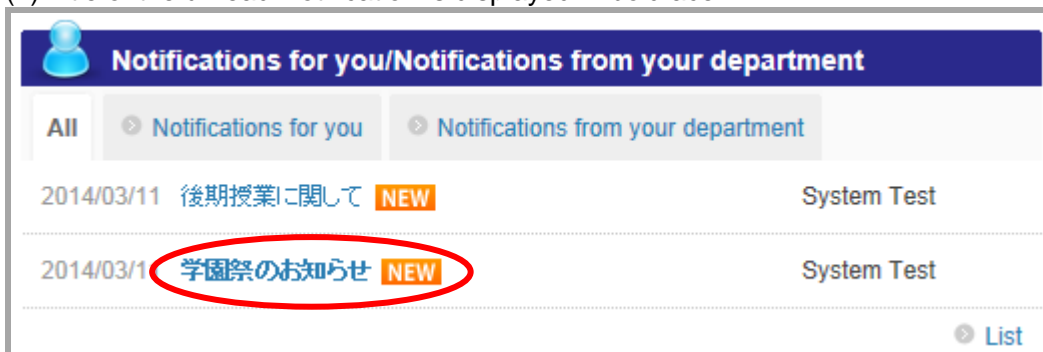
You can also register events on the calendar from the description of notifications screen.

Unread Notifications are displayed in boldface.

You can make viewed Notifications underplayed by moving them to trash box.

3.2.1. Description of Notifications

(1) Title of the unread Notification is displayed in boldface.



Right-click the title to open new window / tab.

(2) You can see the screen below.



a. Print You can print the description of notifications screen.

b. Registration on the calendar You can register the events on your personal calendar.

* For the registration process, see "3.1.2 Concerning the addition of events to the Calendar."

* For those notifications that are automatically registered on the Calendar, the [Register on Calendar] button becomes inactive.

c. Delete Selected Notifications will be moved to trash.

<Supplementary explanation>

1. "Icons" given to the titles of notifications:

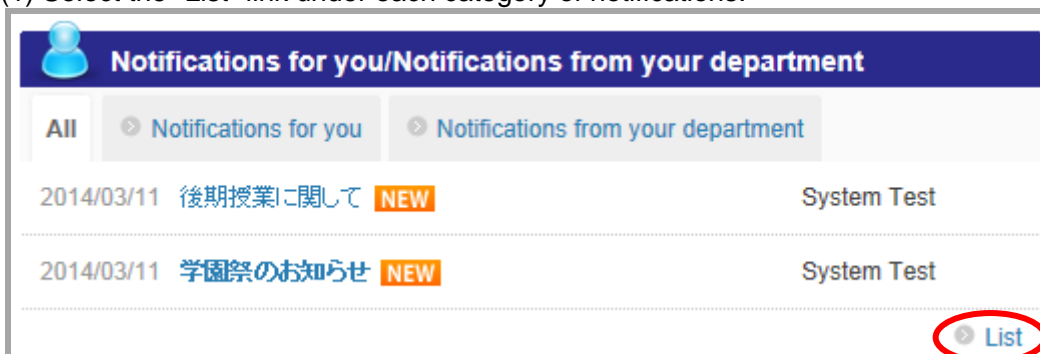
Urgent ... Displayed for an urgent notification. The title of an urgent notification is also displayed in red. Never miss confirming an urgent notification.

Important ... Displayed for an important notification.

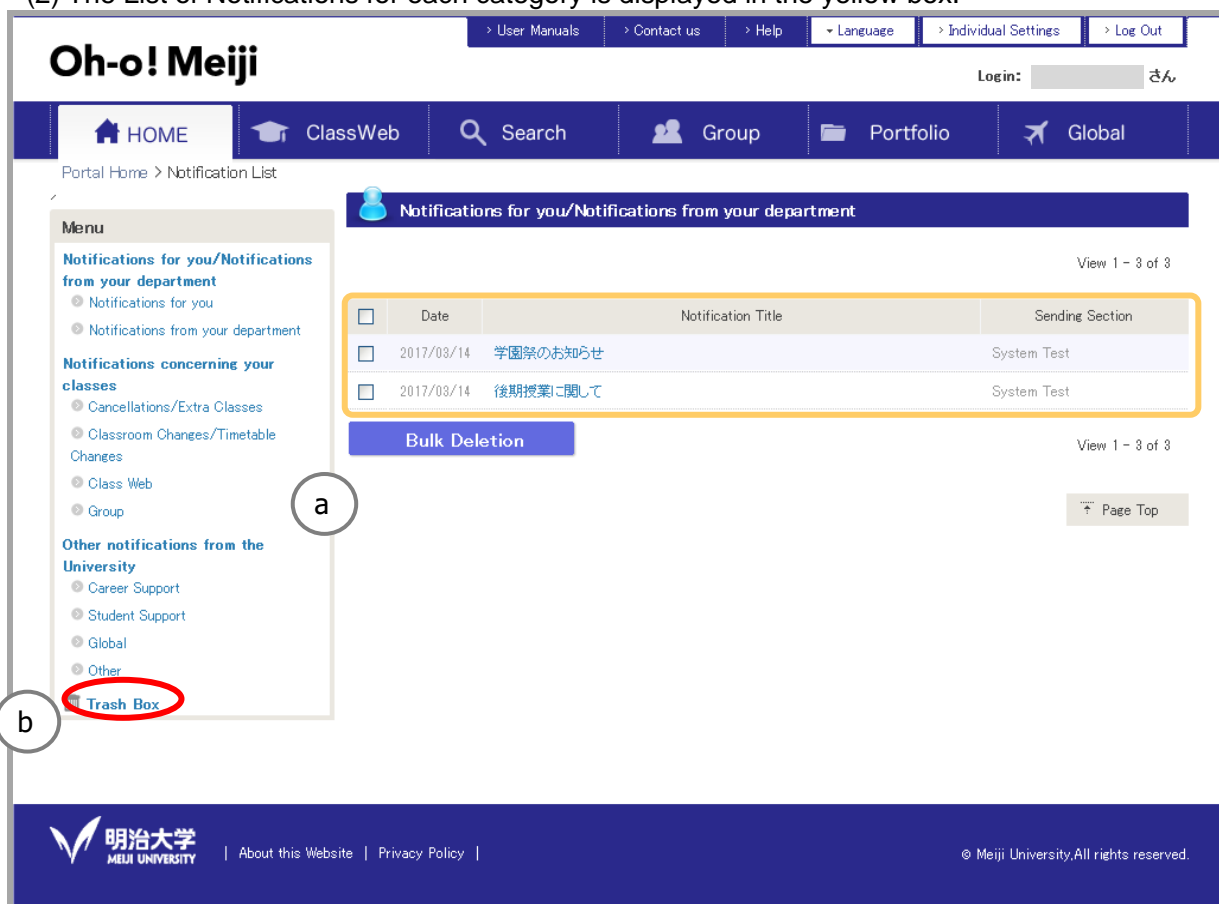
NEW ... Displayed for 3 days on a new notification after it has been posted.

3.2.2. List of Notifications

(1) Select the "List" link under each category of notifications.



(2) The List of Notifications for each category is displayed in the yellow box.

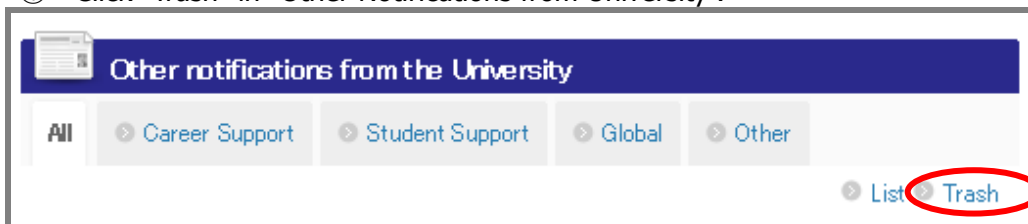


- a. Bulk Delete
- b. Trash Box

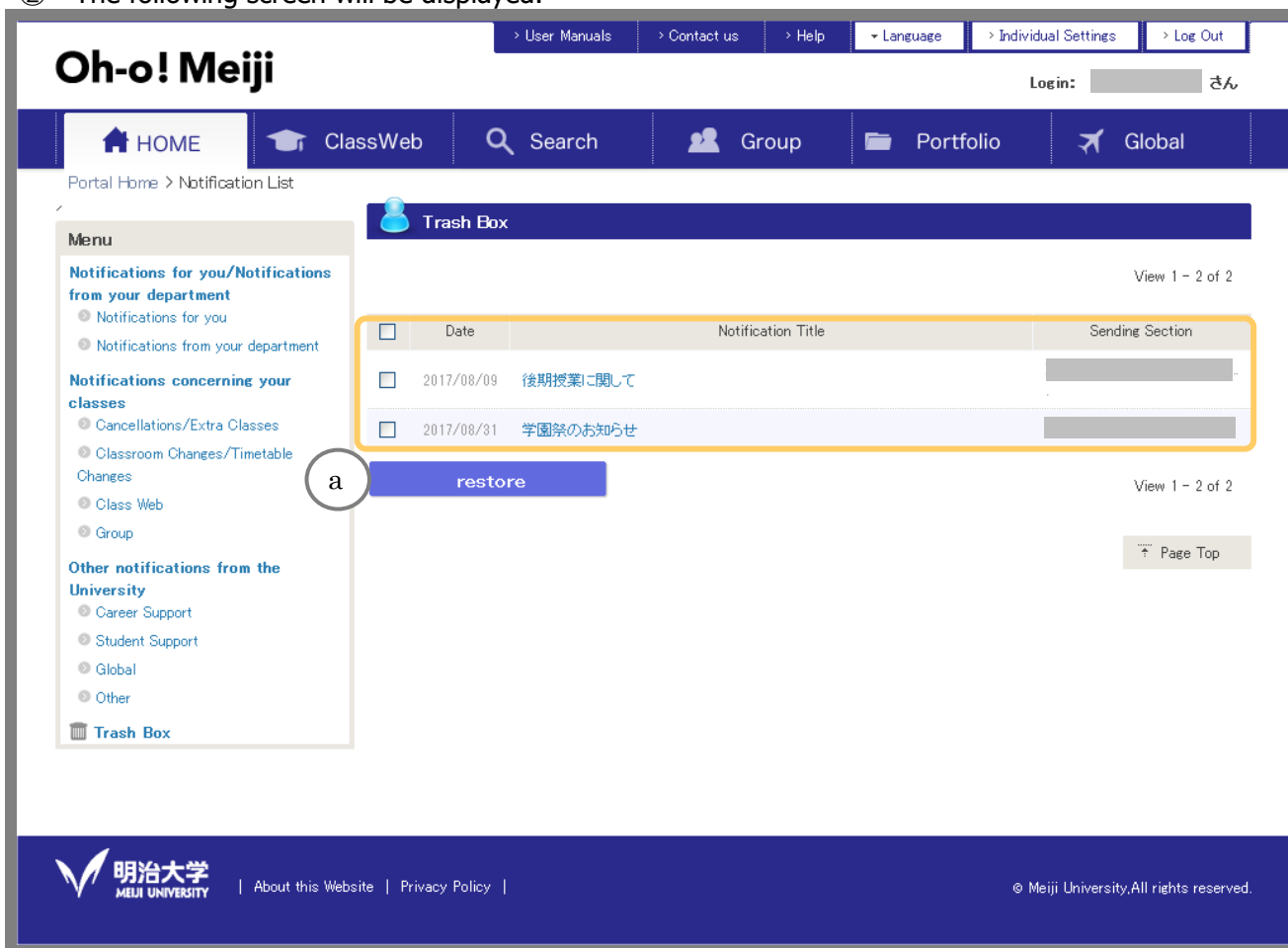
Selected Notifications will be moved to trash.
You can view the Notifications moved to Trash.

3.2.3. Trash

① Click "Trash" in "Other Notifications from University".



② The following screen will be displayed.



All the Notifications about the category are displayed.

a. Restore: Selected Notifications can be restored.

This completes the List of Notifications section.

3.3. Mail (Meiji Mail)

3.3.1. About Mail (Meiji Mail)

Your “Meiji Mail Address” is displayed.



To use the MeijiMail (Office365), enter email address and password on the sign-in page that is displayed by clicking on the link "Meiji Mail" (<http://outlook.office365.com/>).

If you would like to know how to use “Meiji Mail”, please confirm from the link “About Meiji Mail”.

3.4. Questionnaires

You can answer any questionnaires addressed to yourself.

There are two types of questionnaires: Anonymous questionnaires and Open questionnaires (The type is indicated on the questionnaire.)

The tally of the questionnaire answers is also displayed.

3.4.1. Display screen of the questionnaire



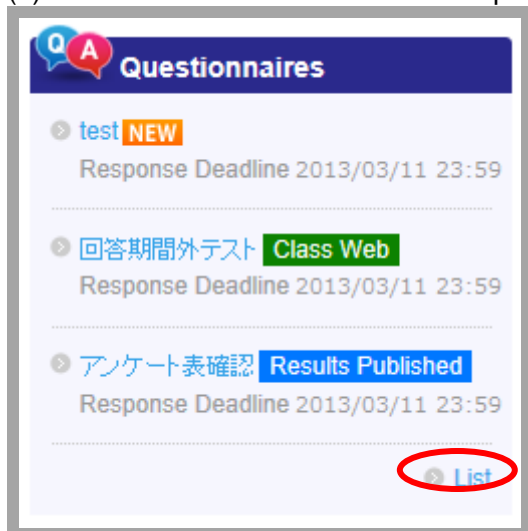
Results can be checked on a questionnaire if the [Results Published] icon is attached.

When a questionnaire is selected, you will see the answer screen.

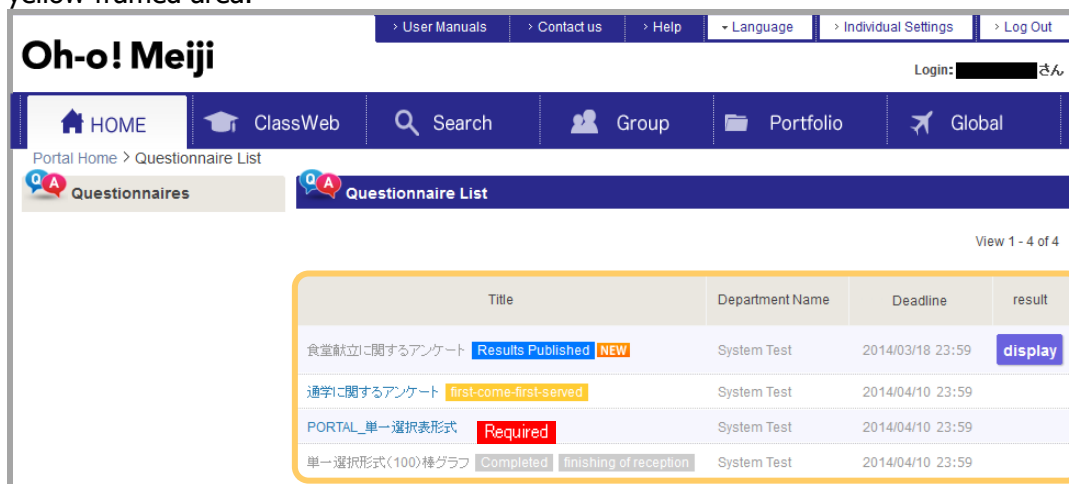
3.4.3. Answers to questionnaires

3.4.2. Questionnaire List

(1) Select a link to the "List" under the questionnaire titles.



(2) Questionnaires you can answer / whose results are being published are displayed in the yellow-framed area.



<Supplementary explanation>

a. "Icons" given to the titles of questionnaires:

NEW ... Displayed for the questionnaires which 3 days or less have passed since the submission was accepted.

Results Published ... Displayed for the questionnaires whose results can be viewed.

Completed ... Displayed for the questionnaires which have already been answered.

first-come-first-served ... Displayed for the questionnaires on the first-come basis.

finishing of reception ... Displayed for the questionnaires which reached the fixed number.

Required ... Displayed for the required questionnaires.

3.4.3. Answers to questionnaires

(1) Answer questions in the order of the questionnaire.

通学に関するアンケート

Response Period	2017/03/07 14:07 - 2017/04/07 22:00
Open/Anonymous	Open Questionnaire
Change Answer	Permitted
Name	[Redacted]
Answered Time/Date	2017/03/08 11:9

通学に関するアンケートを実施します。
学生のみなさんの通学経路・時間帯等の分布を把握する。

Question 1 通学の時間帯はおおよそ何時ですか？ [Multiple Choice]

- 7:00～8:00
- 8:00～9:00
- 9:00～10:00
- 10:00～11:00
- 11:00～12:00

Question 2 通学の交通手段は？

- 電車
- バス
- 自転車
- 徒歩
- その他

If the content above is correct, click "Confirm" to go to the next stage.

Questionnaire information is displayed.

- (1) Response Period: Period during which answers can be returned is displayed.
- (2) Change Answer: Corrections / withdrawal can be made to the answers if change is "Permitted."

(2) Click the [Confirm] button.

The confirmation screen of registered contents is displayed.

(3) Click the [Register] button, if the displayed contents are correct.

When the "Registration is completed" message is displayed, registration is completed.

Regarding the questionnaires which are accepted in order of arrival, the responses will not be accepted once they reach the fixed number. In this case, fixed number (up to ~ people) is displayed as follows:

① □ Answer to each question.

通学に関するアンケート (先着順)

Response Period	2017/03/07 14:46 - 2017/04/07 22:00
Maximum number of respondents	On an first-come-first-served up to 1 people
Open/Anonymous	Open Questionnaire
Change Answer	Not Permitted
Name	[Redacted]
Answered Time/Date	unanswered

通学に関するアンケートを実施します。

学生のみなさんの通学経路・時間帯等の分布を把握する為になります。
(※先着1名に粗品プレゼント)

Question1 通学の交通手段は?

電車
 バス
 自転車
 徒歩
 その他

If the content above is correct, click "Confirm" to go to the next stage.

Cancel Confirm

You can see the following finromatoion:

- ① Response Period
- ② Fixed number for submission
- ③ Correctable or not. If correctable, you can correct / withdrawal the answers during the response period.

② □ If the responses reach the fixed number, the following message will be displayed.

通学に関するアンケート (先着順)

Response Period	2017/03/07 14:46 - 2017/04/07 22:00 Already answered.
Maximum number of respondents	On an first-come-first-served up to 1 people Application acceptance ended due to the number of respondents has reached the fixed number.
Open/Anonymous	Open Questionnaire
Change Answer	Not Permitted
Name	[Redacted]
Answered Time/Date	2017/03/14 18:59

通学に関するアンケートを実施します。

学生のみなさんの通学経路・時間帯等の分布を把握する為になります。
(※先着1名に粗品プレゼント)

Question1 通学の交通手段は?

電車
 バス
 自転車
 徒歩
 その他

← Back to Portal Home

The following questionnaire answer screen is displayed when language score information is requested.

Questionnaires

語学スコア確認アンケート

Response Period	2017/09/06 10:39 - 2017/10/06 22:00
Open/Anonymous	Open Questionnaire
Change Answer	Not Permitted
Name	[Redacted]
Answered Time/Date	unanswered

語学スコア確認用のアンケートになります。

Introduction Please show your best score of the language test. [Required]

語学スコア情報は、・・・のみに使用します。
個人受験等により、より高いスコアを所持している場合は、「入力欄」に語学試験・スコア・受験日を入力してください。

※This is your highest score registered at Meiji university.
※If you possess a higher score, please fill in the score and the date of examination.

Type of tests	Score	Exam Date	Higher score
TOEIC(Secure Program)	652	2016/09/09	<input type="text"/>
EIKEN TEST	1	2017/10/30	<input type="text"/> <input type="text"/>

*Check the box if you agree to the purpose of use and [the privacy policy](#).
 I agree.

Question 1 実践的英語力強化プログラムを受講しますか? [Required]

受講する
 受講しない

If the content above is correct, click "Confirm" to go to the next stage.

Cancel

Confirm

[↑ Page Top](#)

You can enter the score and the exam date, if you have a higher score than displayed one.

3.4.4. Required Answers to questionnaires

If there is required answers to questionnaires, this screen is displayed just after login to Oh-o! Meiji. Please answer the questionnaire displayed.

If the [Answer later] button is displayed, you will see the home screen of the Oh-o! Meiji system without answering by clicking the button. This page will be displayed repeatedly after login until all questionnaires are answered.

The screenshot shows the Oh-o! Meiji user interface. At the top, there is a navigation bar with links for 'User Manuals', 'Contact us', 'Help', 'Language', and 'Log Out'. The main header displays 'Oh-o! Meiji' and a 'Login:' field. Below the header, a red message states: 'Questionnaires required to answer. Click on the questionnaire. * This page will be displayed repeatedly after login until all questionnaires are answered.' A blue banner with a 'Q A' icon reads 'List of required questionnaires'. Below this is a table with four columns: 'Title', 'Information', 'Department Name', and 'Response Deadline'. Two rows of questionnaires are listed, both with a red 'Q A' icon. Below the table is a blue 'Answer later' button and a link '* Go to portal HOME'. The footer contains the Meiji University logo and text: '明治大学 MEIJI UNIVERSITY | About this Website | Privacy Policy | © Meiji University, All rights reserved.'

Title	Information	Department Name	Response Deadline
学びに関するアンケート	○月○日以降はスキップ不可となります。	System Test	2020/02/07
通学に関するアンケート	○月○日以降はスキップ不可となります。	System Test	2020/02/07

(1) List of required questionnaires: Links to required questionnaires are displayed.

* As for questionnaires of the list of required questionnaires with red label, Oh-o! Meiji is not available until the questionnaire is completed.

(2) Answer later: You will see the HOME screen (Portal) of the Oh-o! Meiji system without answering.

* If the list of questionnaires with red label is displayed, the [Answer later] button is not displayed.

This completes the Answers to questionnaires section.

3.4.5. Course Improvement Questionnaire

3.4.5.1. Questionnaire response

On the answer start date of the Course Improvement Questionnaire, the "Course Improvement Questionnaire" link appears on the portal TOP screen.

* On the day to start responding, the questionnaire will appear in your ClassWeb update notification.

The screenshot shows the Oh-o! Meiji portal home page. At the top, there are navigation links: HOME, ClassWeb, Search, Group, Portfolio, and GLOBAL. Below this, there are several sections: a calendar for 2021/4, a 'Notifications for you' section, a 'Meiji Mail' section, a 'Noteworthy Contents' section, and an 'RSS Reader' section. In the 'Questionnaires' section, the 'Course Improvement Questionnaire' link is circled in red.

① Click the "Course Improvement Questionnaire" link.

② From the Course Improvement Questionnaire List, click the title of the questionnaire you want to answer.

The screenshot shows the 'Course Improvement Questionnaire List' page. It features a table with the following data:

Title/Lecture Name	Day, Period	Faculty Name	Response Deadline
授業改善アンケート Policy Study 1-G NEW	Mon7	[Redacted]	2021/03/30 08:00

③ Answer the questions in the questionnaire .

授業改善アンケート

Response Period	2021/04/07 08:00 - 2021/04/30 08:00
Open/Anonymous	Anonymous Questionnaire
Change Answer	Not Permitted
Answered Time/Date	unanswered

Department Name :Policy Study 1-G

Question1 学年

1年
 2年
 3年
 4年
 その他(聴講生・科目等履修生など)

Question2 入試形態

一般選抜(学部等)
 全学部統一
 センター入試
 公募制/AO
 スポーツ
 指定校
 付属校
 留学生
 その他

Question3 履修状況

新規履修
 再履修

Question4 この授業で特に思い入れが強いと感じることがありましたら記入してください。

8

Question1 この授業で特に改善を望むことがありましたら記入してください。

9

Question2 その他、授業について気がついたことがありましたら記入してください。

0

If the content above is correct, click "Confirm" to go to the next stage.

- ④ After answering the questionnaire, click the [Confirm] button.
You will be redirected to the questionnaire answer confirmation screen.

The screenshot shows the 'Confirm Answers' screen for the 'Lecture Improvement Survey'. The page title is '授業改善アンケート' (Lecture Improvement Survey). Below the title, there is a 'Confirm Answers' header. The main content area contains several question entries, each with a question number and a text input field. The questions are:

- Question 1: 学年 (Year) - Answer: 1年 (1st year)
- Question 2: 入試形態 (Admission type) - Answer: 一般選抜 (学部別) (General selection (by department))
- Question 3: 履修状況 (Course status) - Answer: 新規履修 (New course)
- Question 1: この授業で特に良い(継続して頂きたい)と思うことがありましたら記入してください (If there are any particularly good things (things you would like to continue) about this lecture, please enter them.) - Answer: 8
- Question 1: この授業で特に改善を望むことがありましたら記入してください (If there are any particular improvements you would like to see in this lecture, please enter them.) - Answer: 9
- Question 2: その他、授業について気がついたことがありましたら記入してください (Other than the above, if you have noticed anything about the lecture, please enter it.) - Answer: 0

At the bottom of the form, there is a 'Back' button with a left arrow icon and a 'Submit' button.

[Page Top](#)

- ⑤ Check the answers and click the [Submit] button.
A completion message appears.

The screenshot shows the 'Answer Completed' screen for the 'Lecture Improvement Survey'. The page title is '授業改善アンケート' (Lecture Improvement Survey). Below the title, there is an 'Answer Completed' header. The main content area contains a message: 'Completed.'

At the bottom of the screen, there is a 'Back to Portal Home' button with a left arrow icon and a 'Page Top' button.

[Page Top](#)

3.5. RSS Reader

News on the Meiji University's Web site (<https://www.meiji.ac.jp/>) can be displayed in the Oh-o! Meiji system as a RSS reader.

It is possible to check the updated information without access to the Web site of the university.



The screenshot shows an RSS Reader window with the title "RSS Reader" and a sub-header "明治大学-ニュース". It lists three news items, each dated "2013/03/06". The first item is "2013年度 総合数理学部 一般選抜入学試験の追加合格について". The second item is "2013年度 商学部 一般選抜入学試験の追加合格について". The third item, "2013年度 情報コミュニケーション学部 一般選抜入学試験の追加合格について", is circled in red. Two callout boxes provide additional information: one points to the RSS icon and title, and another points to the circled news item.

"News" on the Meiji University's Web site (<https://www.meiji.ac.jp/>) is displayed.

The detailed screen of the News on the University's Web site is displayed by clicking on each News title.

3.6. Link collection

There are 4 types of link collections: "On-Campus Links", "Staff Links", "My Links Collection", and "Noteworthy Contents".

The screenshot shows the Oh-o! Meiji portal interface. It features a top navigation bar with links for User Manuals, Contact us, Help, Language, Individual Settings, and Log Out. Below this is a main navigation bar with icons for HOME, ClassWeb, Search, Group, Portfolio, and Global. The main content area is divided into several sections:

- Portal Home:** Includes a calendar for 2019/3, a list of events for 2019-03-13, an academic calendar, and report submission dates.
- Notifications for you/Notifications from your department:** A list of notifications with filters for 'All', 'Notifications for you', and 'Notifications from your department'. A callout '1' points to the 'Noteworthy Contents' section within this area, which lists items like 'Important! 車両の出入講申請について' and '[Student Call Information]General Affairs'.
- Notifications concerning your classes:** A list of class-related notifications with filters for 'All', 'Cancel/Extra Class', 'Classroom/Timetable', 'Classweb', and 'Group'. A callout '2' points to this section, which lists items like 'TEST' and '授業中に提示した課題について'.
- Other notifications from the University:** A list of university-wide notifications with filters for 'All', 'Career Support', 'Student Support', 'Global', and 'Other'. A callout '3' points to this section, which lists items like 'Career Support' and 'Student Support'.
- Meiji Mail:** A section for email notifications with a 'Meiji Mail' button and an 'About Meiji Mail' link.
- Noteworthy Contents:** A section displaying links requiring confirmation, such as 'yahoo news' and '安否確認サイト'.
- RSS Reader:** A section for RSS feeds.
- Links:** A section for various links, including 'On-Campus Links' (e.g., '構内 見取り図', '大学グッズ購入') and 'My Links Collection' (e.g., 'google').

(1) Noteworthy Contents: Links requiring your attention are displayed. (Not displayed, if there are no contents.)

(2) Campus links: Links often used for campus life are displayed.

(3) My Links Collection: Links registered by Individual Settings are displayed. * See "2.3 Individual Settings".

4. Search Classes

4.1. Search Classes

Move to the following screen by Global navigation > Search Classes.

- ① If a link under "Syllabus (PDF)" on the left is clicked, the PDF version of the syllabus page appears.
- ② Input the narrowing conditions and click the [Search] button.
- ③ Search Results List is displayed.

1 Syllabus (PDF)

2 Search

3 Search Results List

4 INFORMATION COURSE 2I

5 Syllabus

All the classes in the university can be searched.

Classes of past years can also be searched.

Only one keyword can be input.

The subject started from 2020 academic year can be searched by the course number.
※For search in Specific Classification, General Classification is required to select.

Department	Lecture Name	Faculty Name	Term	Day, Period	Area	Class Room	Course Number	Syllabus
信	INFORMATION COURSE 2I		Fall Intensive	Mon 1	Izumi	119D教室 (10)	(10)INF111J	Syllabus
信	INFORMATION COURSE 2J		Fall Intensive	Mon 1	Izumi	119D教室 (10)	(10)INF111J	Syllabus
信	INFORMATION COURSE 2K		Fall Intensive	Mon 1	Izumi	119D教室 (10)	(10)INF111J	Syllabus
信	INFORMATION COURSE 2L		Fall Intensive	Mon 1	Izumi	119D教室 (10)	(10)INF111J	Syllabus

- ④ If a link to a Lecture Name is clicked on the Search Results List, the relevant Class page (Class Web) is displayed.
- Readable contents will vary depending upon the access level setting of each class.
 - Access is allowed to Class pages of other departments and of past years.

The screenshot displays the 'Oh-o! Meiji' Class Web interface. At the top, there is a navigation bar with links for 'User Manuals', 'Contact us', 'Help', 'Language', 'Preferences', and 'Log Out'. A login field shows 'さん'. Below this is a main navigation bar with 'HOME', 'ClassWeb', 'Search', 'Group', 'Portfolio', and 'Global'. The breadcrumb trail indicates 'Classweb > ICT Basic Course II'.

The main content area is titled 'Information Science Courses ICT Basic Course II' and includes a 'Syllabus' button. The course details are as follows:

Course Number	(IF)INF111J
Faculty Member	[Redacted]
Class Dates	2nd Semester/Wed./Period 1
1st Semester/Second Semester/Day/Period	
Class Summary /Goals, Performance Objectives	<p>本講義では、ICTベーシック情報基礎論で学んだインターネット検索・Word・Excel・PowerPointのスキルをベースに、以下のトピックを実習し、さらなるスキルアップを目指します。</p> <ul style="list-style-type: none"> (1) Excelを活用したデータ分析(簡単な統計処理) (2) クラウド型サービス実習(RSSリーダー、ホームページ作成など) (3) PowerPointを使ったプレゼンテーション <p>講義とコンピュータ実習のバランスをとりながら、授業を進行します。特に講義の後半では、クラウド型サービスの活用や最新のITツール等を各自で主体的に調査し、それを最後にプレゼンする、という実践的な内容を取扱います。</p>
Grading Method	出席・平常点35%、Excelデータ分析25%、プレゼン20%、その他小課題20%

Below the details is a 'Class Contents & Resources' section which states 'There is no course content.' A 'Page Top' button is located at the bottom right of the content area.

The footer contains the Meiji University logo and name, along with links for 'About this Website' and 'Privacy Policy', and the copyright notice '© Meiji University, All rights reserved.'

- ⑤ If the "Syllabus" link is clicked on the Search Results List, the relevant syllabus is displayed.
 (Only the syllabuses with a disclosed status are displayed.)

Oh-o! Meiji

Syllabus (Original)

Syllabus (English)

Academic Year	2019 Academic Year		
Class Subject Name	Information Science Courses ICT Basic Course II		
Faculty Member	[REDACTED]	Credits	2
Class Dates	Full Year/Tuesday/Period 2	Campus	Izumi
Course Number	(1F)INF111J		
Host Faculty	IF:Information Studies Related Subjects	Class Type	1:Lecture
General Classification	INF:Informatics	Language	J:Japanese
Level	1:Undergraduate : Introductory/Fundamental Level		
Specific Classification	1:Japanese History		

Purpose

I practice the following topic and aim at a further skill rise based on the internet search learned by ICT BASIC I/information basis theory I and a skill of Word Excel PowerPoint in this lecture.

(1) the data analysis for which Excel was utilized (easy statistical work)
 (2) the cloud type service training (RSS leader and home page making)
 (3) presentation using PowerPoint

I proceed with the school while balancing a computer training with a lecture. It's respectively and utilization of the cloud type service and the latest IT to ol, etc. are investigated in independent way in the second half of a lecture, and the practicing contents by which presentation makes that last are treated in particular.

Contents

[The 1st time] try guidance (how to advance it a lesson) Google account making and service.
 [The 2nd time] Excel basic operation review and business documentary making
 [The 3rd time] Excel data analysis (1): Histogram, average and standard deviation
 [The 4th time] Excel data analysis (2): Scatter chart, the coefficient of correlation and regression analysis
 [The 5th time] Excel data analysis (3): Questionnaire processing
 [The 6th time] Excel data analysis (4): confirmation test
 [The 7th time] home page production experience: HTML, Google site
 [The 8th time] home page production experience: Easy edit of image data
 [The 9th time] an investigation about a presentation theme (training) investigates a Google service (RSS leader and social media, etc.) experience and a way of preservation of information and arrangement
 [The 10th time] respectively by a search site variously with Claude, project book making
 [The 11th time] presentation(1): PowerPoint training
 [The 12th time] presentation(2): Way of making plain material
 [The 13th time] presentation(3): Careful point of 3 minute presentation material production and presentation
 [The 14th time] presentation (4): 3 minute presentation and mutual evaluation
 [The 15th time] summary and looking

Attention

Absence can't do unit acquisition of one in case of more than 1/3.

Text

It isn't designated. Material is distributed to the time of the class each time.

Reference

Information literacy text (Masamichi Ida, the Wada rule volume, Baifukan and 2009)
 Accordingly, a reference book is also shown to the time of the class.

Method of a scholastic evaluation

Attendance normal store 35%, Excel data analysis 25% and presentation 20%, additionally, small problem 20%

Other

An account is acquired and practiced in external service (Google).
 Be respectively and prepare the USB memory to preserve the practiced contents.
 The child tail which doesn't rest and attends is expected (To follow up respectively when absenting oneself inevitably.)

Close

↑ Back to Page Top

5. Class Web

5.1. Timetable

Click the [Class Web] tab starting from the HOME screen, you are moved to the [Timetable] screen.

- ① Individual Timetable (PDF)
Be sure to check your Course Registration status and enrollment errors by downloading your Individual Timetable (PDF).

Update Information
Timetable

Download and check your Individual Timetable(PDF) to confirm your registered courses.

PDF
Individual Timetable

2016 Academic
Fall Semester

Period	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
1						
2		Economic Geograpy 1163 Seminar on Special Fields A II 1088				
3		Economic Geography 1163				
4				Spanish II M614		Media Course II 1113 e
5			Japanese and Asian Cultures II 1113			
6						
7·Nm						

Intensive Lectures

Media Course II e

1

he pre-registered subjects and Oh-o! Meiji self-enrolled subjects are displayed.

* Media-based course are indicated by green shading.

e (e-meiji icon) : e-meiji will open in a new window.

5.2. Class TOP screen

By selecting a class name link in the Timetable, you are moved to the "Class TOP screen" as in the chart below.

The screenshot shows the 'Class TOP screen' for 'Seminar on Special Fields A II'. The page layout includes a top navigation bar with links for User Manuals, Contact us, Help, Language, Preferences, and Log Out. A user is logged in as 'さん'. The main navigation bar contains HOME, ClassWeb, Search, Group, Portfolio, and Global. The breadcrumb trail is 'Classweb > Seminar on Special Fields A II'. The page title is 'School of Law Seminar on Special Fields A II' with a 'Syllabus' button. The course details are: Course Number (LA)LAW661J, Faculty Member (redacted), and Class Dates (2nd Semester/Tue./Period 2). The Class Summary/Goals, Performance Objectives section contains text about the course's purpose and objectives. The Grading Method is '出席(約30%), 報告(約30%), 発言・議論・取組み姿勢(約40%)をもとに総合判定します。'. The Reports section shows a table with one report titled 'テストレポート1' (NEW) with a deadline of 2020/08/27~2020/09/03 and a status of 'Not Submitted (Deadline: 2020/09/03 22:00)'. The Class Contents & Resources section shows 'There is no course content.' and a 'Page Top' button.

Move to each function from the Class TOP screen.

5.3. Reports

You can submit a report as an electronic file.

The report submission deadline is also displayed in the portal's calendar.

5.3.1. Submit Report

Move to Class TOP screen > Reports.

The screenshot shows the Oh-o! Meiji portal interface. At the top, there is a navigation bar with links for User Manuals, Contact us, Help, Language, Preferences, and Log Out. The user is logged in as [redacted] さん. Below the navigation bar, there is a main menu with HOME, ClassWeb, Search, Group, Portfolio, and Global. The current page is titled 'School of Law Seminar on Special Fields A II' and includes a 'Syllabus' button. The page content is divided into several sections: 'Seminar on Special Fields A II' with course details (Course Number: (LA)LAW661J, Faculty Member: [redacted], Class Dates: 2nd Semester/Tue./Period 2), 'Class Summary /Goals, Performance Objectives' with a detailed description of the course, 'Grading Method' (attendance, reports, and participation), and a 'Reports' table. The 'Reports' table has the following structure:

Title	Period/Deadline	Submission Status	Submissions
レポート1 NEW	2020/08/27~2020/09/03	Not Submitted (Deadline: 2020/09/03 22:00)	Submit

The 'Title' and 'Submission Status' columns in the table are circled in red. Below the table, there is a 'Class Contents & Resources' section with the message 'There is no course content.' and a 'Page Top' button. The footer of the page includes the Meiji University logo and contact information.

Starting from the link of Title or Submission, move to the report detailed screen.

(1) Submission Method is "Submit file".

- ① Add a file by drag & drop You can upload a file by drag & drop.
- ② Choose a file Choose a report file to be submitted.
- ③ Add lines You can submit several files by adding lines.

Click ②「参照」 button and choose a file to be submitted.

If there are several files to be submitted, click ③ "Add" and choose the files.

※ The size can be uploaded is up to 10MB each.

Or click ① and add files by drag & drop.

* Some browsers do not permit file addition by the drag and drop method. In that case the following message is displayed:

(Drag and drop file uploads cannot be used in your browser)

After specifying a file, click the [Confirm] and move to the confirmation screen.

School of Law Seminar on Special Fields A II [Back to Class Top](#)

Sample Report1

Check Submission

Contents	Sample Report1
Attachment	Attachment.txt
Submission Method	Submit file
Submission Period	2017/03/07 08:00:00 ~ 2017/03/14 22:00:00
Allow Late Submission	Permitted

Report to be submitted

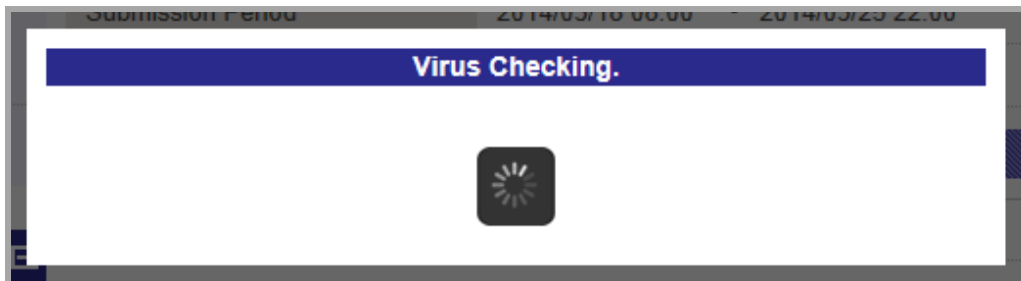
sample.xlsx

If the content above is correct, click the "Submit" button.

[← Back](#)

[Submit](#)

After confirming that the contents are correct, click the [Register] button to register.
* Viruses will be checked for the report with the following screen displayed.



Submission is completed when the "Completed" message is displayed.

School of Law Seminar on Special Fields A II [Back to Class Top](#)

Sample Report1

Completed

[← Back to Class Top](#)

(2) Submission Method is “Hand in paper”.


In the case of “Hand in paper”, it is displayed as follows.

Regarding the submission, teachers give instructions in classes.

Submitted report in paper may be returned from a teacher as feedback file.

(See “5.3.3 Confirmation”)

School of Law Seminar on Special Fields A II [Back to Class Top](#)

 **Sample Report1**

Check Submission

Contents	Sample Report1
Attachment	Attachment.txt
Submission Method	Hand in paper

Submit Report This report is acceptable only by paper.
It will be instructed in the class.

[Back](#)

5.3.2. Additionally submit/Resubmit

If you want to submit another report after submitting, there are two ways (additional submission & resubmission) to submit as follows:

Additional submission	Add a file to the file which has already been submitted. * Submission date is not changed. * File name should be changed from the previous one.
Resubmission	Delete all the files submitted and resubmit another file. * Please note that submission date is updated. * Resubmission is not accepted after submission period. In this case, submit it as an additional report.

The following screen will be displayed for additional/resubmission of the reports.

School of Law Seminar on Special Fields A II

[Back to Class Top](#)

📄 **Sample Report1**

Contents	Sample Report1
Attachment	Attachement.txt
Submission Method	Submit file
Submission Period	2017/03/07 08:00:00 ~ 2017/03/14 22:00:00
Allow Late Submission	Permitted

Report that have been already submitted

Submission Status	On Time
Date	2017/03/07 10:23:24

Title	Date
SampleReport.xlsx 1	2017/03/07 10:23

[Add a file by Drag & drop.](#)

Submit Report
limit file size : 30MB

Add a report. (The submitted report will be undeleted.)
 Resubmit a report (All the submitted report will be deleted.)

参照...
ファイルが選択されていません。
Cancel

Add

If the content above is correct, click the "Confirm" button.

Cancel
Confirm

(1) You can select the way to submit.

5.3.3. Confirmation

You can confirm the submission status of reports and comments added by the teacher. If you click the title of a report, you are moved to the following screen.

School of Law Seminar on Special Fields A II
[Back to Class Top](#)

📄
Sample Report1

Contents	Sample Report1
Attachment	Attachement.txt
Submission Method	Submit file
Submission Period	2017/03/07 08:00:00 ~ 2017/03/14 22:00:00
Allow Late Submission	Permitted

Comment from Teacher

Faculty Member Name	██████████
Comment	I hava written the report.
Comment Date	2017/03/07 10:31
Feedback File	Feedback.xlsx

Report that have been already submitted

Submission Status	On Time
Date	2017/03/07 10:23:24

Title	Date
SampleReport.xlsx	2017/03/07 10:23

Add a file by Drag & drop.

Submit Report
limit file size : 30MB

Add a report. (The submitted report will be undeleted.)
 Resubmit a report (All the submitted report will be deleted.)

ファイルが選択されていません。

If the content above is correct, click the "Confirm" button.

Submitted report in paper may be returned as a feedback file after correction and grading by teacher.

5.4. Quiz

You can take quizzes given by the teacher.

5.4.1. Quiz Answer

Move to the Class TOP screen > Quiz.

The screenshot shows the LMS interface for 'School of Law Seminar on Special Fields A II'. The left sidebar contains navigation options: Reports, Quiz, Questionnaires, Class, Contents/Resources, Portfolios, Notifications, and Classweb update. The main content area displays course details: Course Number (LA)LAW661J, Faculty Member (dummy Visiting professor), Class Dates (2nd Semester/Tue./Period 2), and Class Summary/Goals, Performance Objectives. Below this is a 'Grading Method' section. At the bottom, there is a 'Quiz' section with a table of available quizzes. Two red circles highlight 'Quiz002 NEW' and its 'Start Quiz' link.

Title	Submission Period	Start Quiz	Results
Quiz002 NEW	2021/09/01 00:00~2021/09/10 23:59	Start Quiz	
Quiz001 NEW	2021/08/25 12:15~2021/08/31 12:00	Retry	Display Results

Click a quiz title or the Start Quiz (Retry) link to move to the screen that appears before the quiz starts.
 * The link will appear on the start day of the Submission Period; however, you cannot take the quiz until the start time.

* For 3 days after Submission Period starts, NEW will be displayed with the title of the quiz.

* You cannot take an overdue quiz.

* Retry may be allowed if it is within the Submission Period. Check the screen that appears before the quiz starts or ask the teacher.

<input checked="" type="checkbox"/> Quiz001	
Title	Quiz001
Contents	This is a quiz for the first lecture.
Submission Period	2021/08/29 00:00 ~ 2021/09/03 00:00 (You start after about 5 seconds)
Time Limit	10 Minutes
Viewing Results	No
Viewing Correct Answer	No
Automatic Scoring	Yes
Retry	Permitted

Course: Test Course 01

【Read this first】

※When it is time to answer the questions, you will be able to click on the "Start Quiz" button and start taking the quiz.

※The start time is staggered to avoid concentrated access. Your staggered start is shown on the right side of the submission period.

※If you reload the screen during the test, an error will occur and the answer data will be initialized. If you get an error, close your browser and start over.

Back

Quiz starts after clicking "Start Quiz".
Once started, you can only answer within the time limit.

Start Quiz

Check the details of the quiz in the standby screen that appears before the quiz starts, and then click the [Start Quiz] button to go to the Answer screen and start the quiz.

For some quizzes, you have to answer within the time limit. Once the time is up, the quiz will end and the answers you have entered by that time will be sent automatically.

* Once the start time arrives, the [Start Quiz] button will become active in real time as shown in the image below. Please wait without performing actions such as reloading the screen.



* To prevent high traffic, the start time is shifted for each student. The shifted start time will be displayed to the right of the Submission Period; please check. When the start time is shifted, the end time will be shifted accordingly to maintain the regular test time.

Quiz001	
Title	Quiz001
Submission Period	2021/08/25 00:00 ~ 2021/09/24 23:59 (You start after about 0 seconds)
Time Limit	10 Minutes
Passing Score	90 Points
Viewing Results	After Submission
Viewing Correct Answers	Scored
Automatic Scoring	Yes
Retry	Permitted
Remaining Time	00:09:07

Course: Test Course 01

This is a quiz for the first lecture.

※Please make sure to click "Submit" at the next page, you want to register this page.
 ※If you reload the screen during the test, an error will occur and the answer data will be initialized.
 If you get an error, close your browser and start over.

Q1 Select the correct answer.

Which is the fruit?

broccoli
 carrot
 celery
 apple

Q2 Choose all that apply. [Multiple Choices Allowed]

Choose the vegetables from the following.

celery
 parsley
 banana

Q3 Free

Write at least 120 words.

/ 9999 Character

Q4 Fill in the blanks with appropriate words.

Speech is , silence is .

If the above details are correct, click "Confirm".

Confirm

Single Choice

Multiple Choice

Free Text

The count is not intended for the newline. You can input 9999 characters including newline or less.

Fill-in-the-blank

Blanks before and after the answer will be automatically deleted at the time of submission.
 Example) 「Tokyo」→「Tokyo」
 「 12 34」→「12 34」
 「 東京都 」→「東京都」

Fill out the quiz and click the Confirm button to go to the confirmation screen.

* Do not perform actions other than entering the answers or clicking the [Confirm] button.

If you perform other actions (such as closing the browser, reloading, opening other pages, pressing a browser button, etc.) an error may occur or you may not be able to take the quiz correctly. Your answers up to that point will not be retained.

* If the deadline comes while you are answering a question, the answers you have entered at that time will be sent automatically.

✔ Quiz001

Checking Results

※Please make sure to click "Submit", if you want to register.

Q1 Select the correct answer.

Which is the fruit?

apple

Q2 Choose all that apply. [Multiple Choices Allowed]

Choose the vegetables from the following.

celery , parsley

Q3 Free

Write at least 120 words.

nothing.

Q4 Fill in the blanks with appropriate words.

Speech is [gold], silence is [silver].

← Back

If the above details are correct, click "Submit".

※Make sure a message "Complete" is displayed after click "Submit" button.
You might get no score if you close this browser before the message is displayed.

Submit

Check the details in the Checking Results screen and click the [Submit] button.

Answer submission is completed when the "The quiz has been submitted." message is displayed.

* Please note that if you close the browser before clicking the Submit button or before "The quiz has been submitted." message is displayed after clicking the button, all your answers up to that point will be discarded.

* If you perform actions other than clicking the Submit button (such as closing the browser, reloading, opening other screens, pressing a browser button, etc.), you may not be able to send the answers correctly. Your answers will be discarded

5.4.2. Confirm

Click the title or Display link of a submitted quiz to check your answers, score, and feedback comments from the teacher.

Seminar on Special
Fie...

School of Law Seminar on Special Fields A II

Syllabus

Reports

Quiz

Questionnaires

Class

Contents/Resources

Portfolios

Course Number (L.A)LAW661J

Faculty Member dummy Visiting professor

Class Dates 2nd Semester/Tue./Period 2
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives
 <<授業の到達目標及びテーマ>>
 刑事訴訟法1条は、憲法31条を受けて、「この法律は、刑事事件につき、公共の福祉の維持と個人の基本的人権の保障とを全うしつつ、事案の真相を明らかにし、刑罰法令を適正且つ迅速に適用実現することを目的とする」と規定しています。本演習では、この理念が刑事手続の各場面でどのように実現されているのか、あるいはどのように実現されるべきなのかを、判例等を素材にして理論的に検討します。
 本授業を通して到達すべき目標は、(1)刑事訴訟法の基本理念と刑事手続の全体像を把握し、(2)刑事手続の各段階に関する法規定とそれらをめぐる判例・実務および学識についての基礎的知識を身につけ、(3)刑事手続をめぐる基本的な争点および課題を法的に考察できるようにすることです。

Grading Method 出席(約30%)、報告(約30%)、発言・議論・取組み姿勢(約40%)をもとに総合判定します。

Notifications
☰

There is no notifications.

Classweb update
☰

2013/03/06 17:49 NEW
Questionnaire(テストアンケート) has been added

2013/03/06 17:44 NEW
There were 1 of Updating the remarks in the discussion(テストディスカッション1)

2013/03/06 17:41 NEW
Made a remark in the discussion

Discussions
☰

Quiz
☰

Title	Submission Period	Start Quiz	Results
Quiz002 NEW	2021/09/01 00:00~2021/09/10 23:59	Start Quiz	
Quiz001 NEW	2021/08/25 12:15~2021/08/31 12:00	Retry	Display Results

Quiz001	
Checking Results	
Date	2021/08/29 19:19
Total point value	100/100Points
result	Pass
Q1	
Title	Select the correct answer.
Question	Which is the fruit?
Your Answer	apple
Score	25 / 25Points
Correct Answer	apple
Comments	easy.
Feedback from a faculty member	good.
Q2	
Title	Choose all that apply.
Question	Choose the vegetables from the following. [Multiple Choices Allowed]
Your Answer	celery , parsley
Score	25 / 25Points
Correct Answer	celery parsley
Comments	celery parsley
Feedback from a faculty member	very good.

[Back](#)

* The score, result, correct answer, and commentary may not be displayed depending on the quiz. Check the screen that appears before the quiz starts or ask the teacher directly.

5.5. Discussions

This is a message board function that can be used for the exchange of ideas with other students and faculty members. Only faculty members can create topics.

* The Discussions support smart phone.

5.5.1. Post

Seminar on Special Fields A II

Syllabus

Course Number (LA) LAW661J

Faculty Member Visiting professor

Class Dates 2nd Semester/Tue./Period 2
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives

≪授業の到達目標及びテーマ≫
刑事訴訟法1条は、憲法31条を受けて、「この法律は、刑事事件につき、公共の福祉の維持と個人の基本的な人権の保障とを全うしつつ、事案の真相を明らかにし、刑罰法令を適正且つ迅速に適用実現することを目的とする」と規定しています。本演習では、この理念が刑事手続の各場面でのように実現されているのか、あるいはどのように実現されるべきなのかを、判例等を素材にして理論的に検討します。
本授業を通して到達すべき目標は、(1)刑事訴訟法の基本理念と刑事手続の全体像を把握し、(2)刑事手続の各段階に関する法規定とそれらをめぐる判例・実務および学説についての基礎的知識を身につけ、(3)刑事手続をめぐる基本的な争点および課題を法的に考察できるようになることです。

Grading Method 出席(約30%)、報告(約30%)、発言・議論・取組み姿勢(約40%)をもとに総合判定します。

Title	Posting Period	Join
テストディスカッション1 NEW	2013/03/06~2013/03/13	Join

Click a link of Title or Join.

You are moved to the Discussions screen.

Seminar on Special Fields A II

Top Page

テストディスカッション1

テスト用のディスカッションです。

Submission Period 2013/03/06 08:00 ~ 2013/03/13 22:00

Access Level Enrolled students only

Post

If you click the [Post] button, you are moved to the Post screen.

Seminar on Special
Fie...

School of Law Seminar on Special Fields A II [Top Page](#)

テストディスカッション1

テスト用のディスカッションです。

Submission Period	2013/03/06 08:00 ~ 2013/03/13 22:00
Access Level	Enrolled students only

Post

Title [Required] Re:テストディスカッション1

Post Content [Required]

Files (.xls,.doc,.pdf,.txt) can be attached.
* The size of the attached file is limited to 10MB.

Images (JPG,GIF,PNG) can be attached.
* The size of the attached file is limited to 10MB.

Attachment 参照...

Picture 参照...

If the content above is correct, click the "Confirm" button.

[Cancel](#) [Confirm](#)

After entry of the required items is finished, click the [Confirm] and move to the confirmation screen.
After confirming that the contents are correct, click the [Register] button to register.
Contribution is completed when the "Completed" message is displayed.

5.5.1.1. Reply

You can reply to a specified post.

The screenshot displays a web interface for a 'Seminar on Special Fields A II' at the School of Law. On the left is a navigation menu with options: Reports, Discussions, Class, and Contents/Resources. The main content area shows a discussion titled 'テストディスカッション1' (Test Discussion 1) with the description 'テスト用のディスカッションです。' (This is a discussion for tests). Below this, a table provides details: Submission Period (2013/03/06 08:00 ~ 2013/03/13 22:00) and Access Level (Enrolled students only). A 'Post' button is visible. Below the discussion details, a post by a user is shown with fields for Name, Dept., and Date of Post (2013/03/06 17:36). The post content is 'testPost'. At the bottom of the post, a blue button labeled 'Reply to This Post' is circled in red.

Click the [Reply to This Post] button and move to the reply post screen.

After entry of the required items is finished, click the [Confirm] and move to the confirmation screen.
After confirming that the contents are correct, click the [Register] button to register.
Post is completed when the "Completed" message is displayed.

5.5.2. Edit Post

You can edit the post you have made.

Seminar on Special
Fie...

Reports

Discussions

Class

Contents/Resources

School of Law Seminar on Special Fields A II

Top Page

テストディスカッション1

テスト用のディスカッションです。

Submission Period 2013/03/06 08:00 ~ 2013/03/13 22:00

Access Level Enrolled students only

Post

Re:テストディスカッション1

Name	dummy	Dept.	
Date of Post	2013/03/06 17:36	Edit Delete	

testPost

Reply to This Post

Page Top

Click the [Edit] link attached to your post, and move to the edit screen.
Please note a post cannot be deleted if any reply is attached.

After moving to the edit screen, enter the required items and click the [Confirm] and move to the confirmation screen.

After confirming that the contents are correct, click the [Register] button to register.
Post is completed when the "Completed" message is displayed.

5.6. Questionnaires

This is a function to answer the questionnaires (to confirm the level of understanding or to set small tests) sent by the teacher.

* The Questionnaires support smart phones and mobile phones.

5.6.1. Answer

Seminar on Special Fields A II Syllabus

Course Number (L A)LAW661J

Faculty Member [Redacted] isiting professor

Class Dates 2nd Semester/Tue./Period 2
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives
 <<授業の到達目標及びテーマ>>
 刑事訴訟法1条は、憲法31条を受けて、「この法律は、刑事事件につき、公共の福祉の維持と個人の基本的人権の保障とを全うしつつ、事案の真相を明らかにし、刑罰法令を適正且つ迅速に適用実現することを目的とする」と規定しています。本演習では、この理念が刑事手続の各場面などでどのように実現されているのか、あるいはどのように実現されるべきなのかを、判例等を素材にして理論的に検討します。
 本授業を通して到達すべき目標は、(1)刑事訴訟法の基本理念と刑事手続の全体像を把握し、(2)刑事手続の各段階に関する法規定とそれらをめぐる判例・実務および学識についての基礎的知識を身につけ、(3)刑事手続をめぐる基本的な争点および課題を法的に考察できるようにすることです。

Grading Method 出席(約30%)、報告(約30%)、発言・議論・取組み姿勢(約40%)をもとに総合判定します。

Discussions

Questionnaires

Date	Title	Response Deadline	Submissions	Results
2013/03/06	テストアンケート NEW	2013/03/13	Answer	

Click a link of Title or Answer and move to the answer screen.

Response Period	2017/03/15 08:00 - 2017/03/22 22:00
Open/Anonymous	Open Questionnaire
Change Answer	Permitted
Name	[Redacted]
Answered Time/Date	unanswered

Department Name :Sample Course

Question1

好きな学食のメニューを教えてください。 [Required]

- カレー
- カツ丼
- 定食

If the content above is correct, click "Confirm" to go to the next stage.

Cancel Confirm

After entry of the required items is finished, click the [Confirm] and move to the confirmation screen.
After confirming that the contents are correct, click the [Register] button to register.
Post is completed when the "Completed" message is displayed.

5.6.2. Confirm/Edit Answers

Editing answers is not permitted in some questionnaires.

Click a link of Answer or Title and you are moved to the confirmation screen.

Confirmation screen can be used for answer screen, if editing answers is permitted.

Also, withdrawal of answer is possible.

<When editing answers is permitted>

<When editing answers is not permitted>

5.6.3. Confirm Results

It is possible to confirm the results if the questionnaire results are disclosed.

Seminar on Special Fields A II Syllabus

Course Number (LA)LAW661J

Faculty Member [Redacted]

Class Dates 2nd Semester / Tue. / Period 2
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives
 <<授業の到達目標及びテーマ>>
 刑事訴訟法1条は、憲法31条を受けて、「この法律は、刑事事件につき、公共の福祉の維持と個人の基本的な人権の保障とを全うしつつ、事案の真相を明らかにし、刑罰法令を適正且つ迅速に適用実現することを目的とする」と規定しています。本演習では、この理念が刑事手続の各場面でもどのように実現されているのか、あるいはどのように実現されるべきなのかを、判例等を素材として理論的に検討します。
 本授業を通して到達すべき目標は、(1)刑事訴訟法の基本理念と刑事手続の全体像を把握し、(2)刑事手続の各段階に関する法規定とそれらをめぐる判例・実務および学説についての基礎的知識を身につけ、(3)刑事手続をめぐる基本的な争点および課題を法的に考察できるようにすることです。

Grading Method 出席(約30%)、報告(約30%)、発言・議論・取組み姿勢(約40%)をもとに総合判定します。

Reports

Discussions

Questionnaires

Date	Title	Response Deadline	Submissions	Results
2013/03/06	テストアンケート2 NEW	2013/03/13	Answer	Display Result
2013/03/06	テストアンケート NEW	2013/03/06		

If you click the links of Results > Display Results, questionnaire results will be displayed in the form (graph, table or others) chosen by the setter of the questionnaire.

5.7. Class Contents & Resources

This is a function to confirm the documents given or links introduced by the faculty members.

5.7.1. Download/Links

If Class contents and resources are uploaded by the teacher, you will see the following display.

Sample Course A1

School of Law Seminar on Special Fields A II Syllabus

Course Number (LA)LAW661J

Faculty Member [REDACTED]

Class Dates 2nd Semester./Wed./Period 1
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives

Grading Method

シラバスの補足
サンプル授業A1です。

Class Contents & Resources

Test Topic		
Title	Comment	Update Date
Sample.txt(123.4KB) NEW		2014/03/18

Each link is meant for the downloading of files or connection to a Web site link. Confirm instructions given about each link.

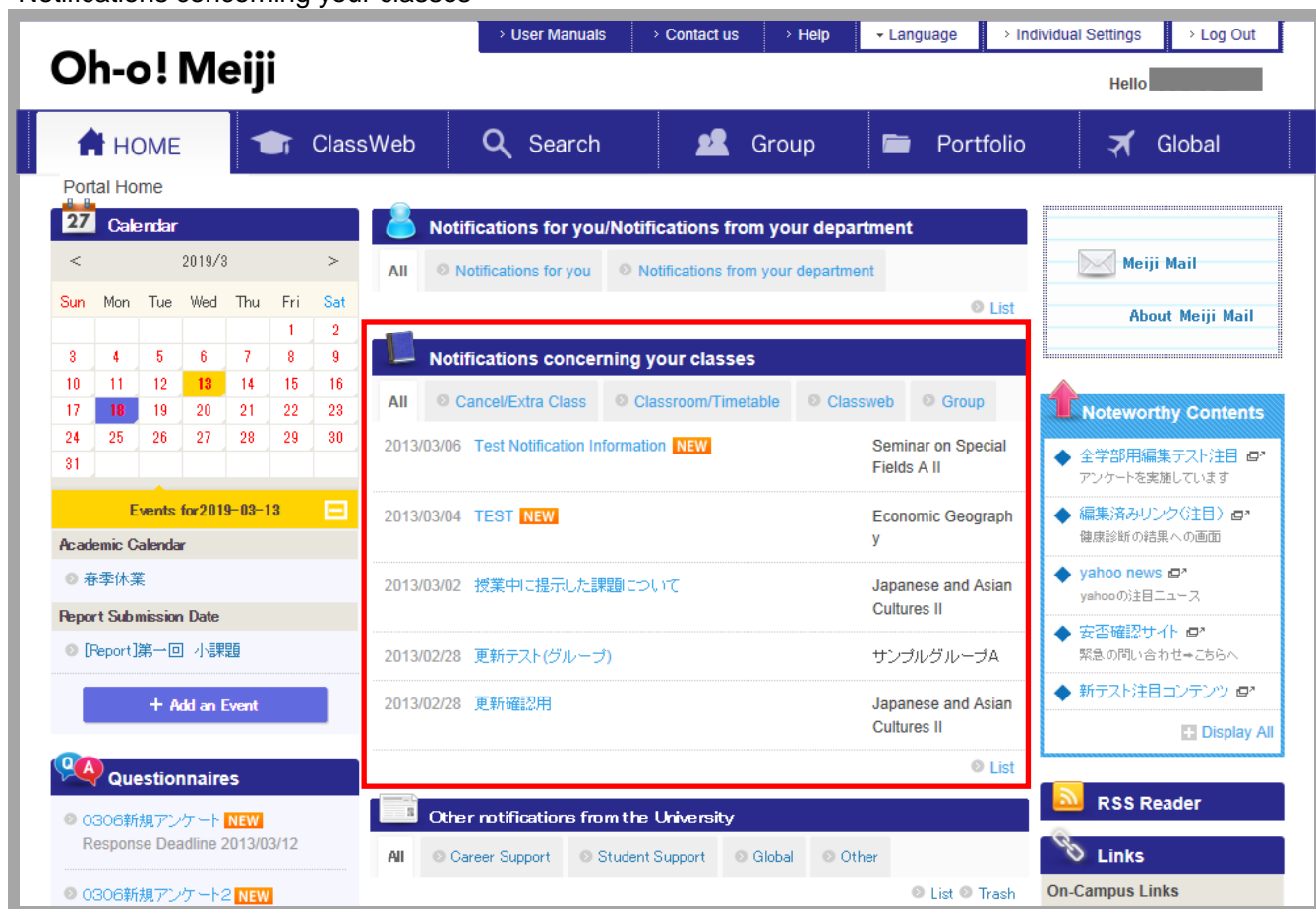
5.8. Notifications concerning your classes

Class notifications such as a Lecture cancellation are displayed.

5.8.1. Confirm

When notifications are updated by the teacher in charge, the notifications will be displayed in the following two places.

<HOME screen (Portal)>
 "Notifications concerning your classes"



<Class details screen>
"Notifications"

Seminar on Special Fields A II Syllabus

Course Number (LA)LAW661J

Faculty Member [Redacted] Visiting professor

Class Dates 2nd Semester/Tue./Period 2
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives
 <<授業の到達目標及びテーマ>>
 刑事訴訟法1条は、憲法31条を受けて、「この法律は、刑事事件につき、公共の福祉の維持と個人の基本的人権の保障とを全うしつつ、事案の真相を明らかにし、刑罰法令を適正且つ迅速に適用実現することを目的とする」と規定しています。本演習では、この理念が刑事手続の各場面でどのように実現されているのか、あるいはどのように実現されるべきなのかを、判例等を素材にして理論的に検討します。
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Grading Method 出席(約30%)、報告(約30%)、発言・議論・取組み姿勢(約40%)をもとに総合判定します。

Notifications

2013/03/06 **NEW**
 Test Notification Information
 Notification List

Classweb update

attendance
 2013/03/05 Absence

Reports

Discussions

Questionnaires

Class Contents & Resources

The word "NEW" is attached to a new notification.
 If you click the hypertext link you can confirm the notification details.

Notification Details

Title	Notice of quiz
Date	2014/03/18
From	[Redacted]
Contents	I will do a small test at the next lecture. Test range is the previous lectures.
Attachments	Attachments

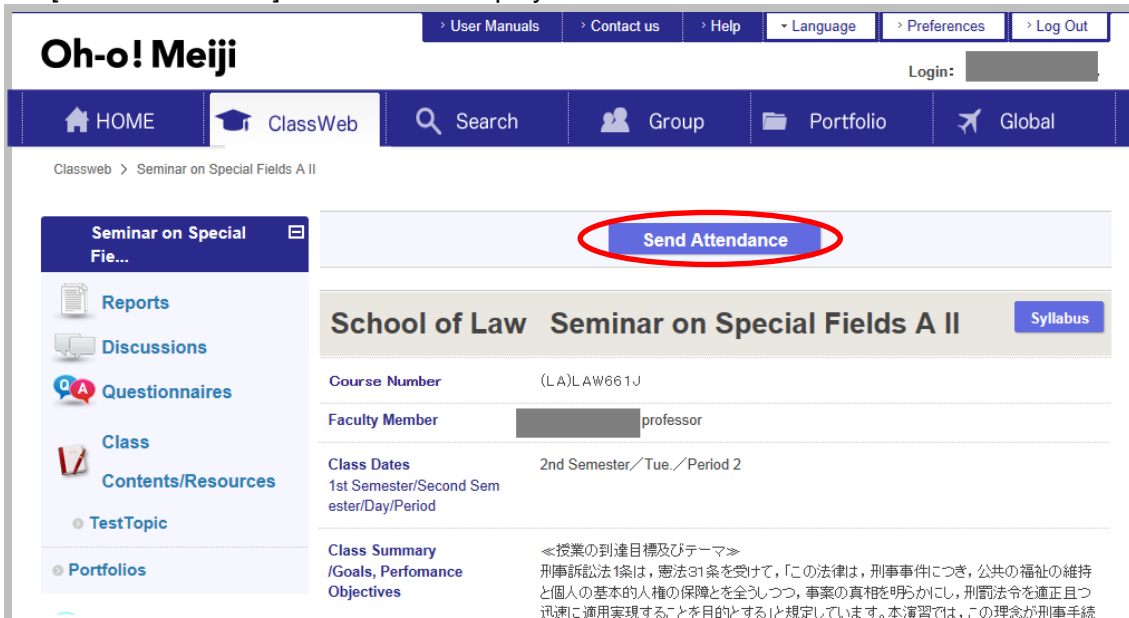
Print

5.9. Attendances

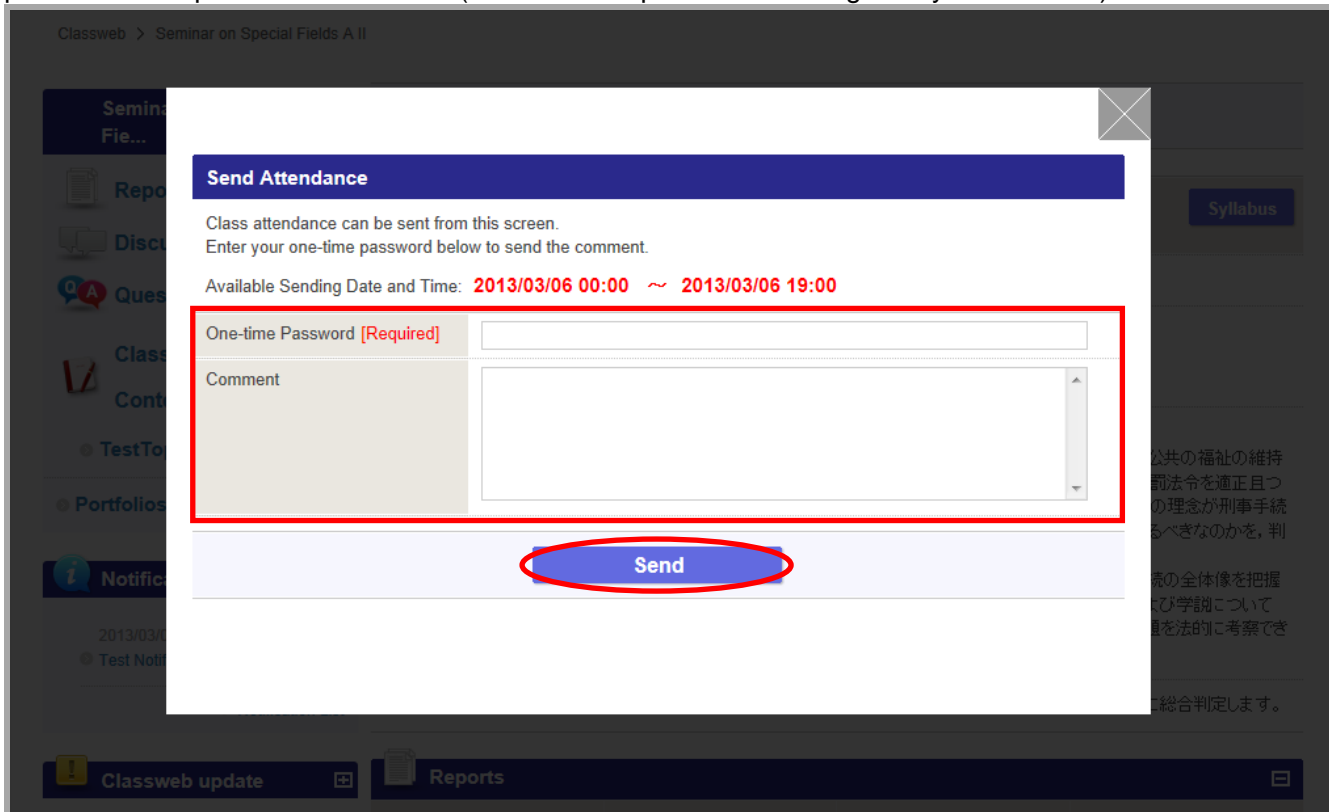
You can register your attendance using your PCs or smart phones, only when the teacher has indicated.

5.9.1. Send Attendance

Move to the "class details screen" of the lecture you are attending. If you access the time set by the teacher, the [Send Attendance] button will be displayed.



Click the [Send Attendance] button to send your attendance information. At that occasion, a one-time password is required for each class. (The one-time password is assigned by the teacher.)



After entering the one-time password, click the [Send] button to send your attendance information.

5.9.2. Confirm Attendance Status

Your attendance status can be confirmed on the "Attendance" panel.

The screenshot shows the 'Attendance' panel highlighted in red. The panel displays the following information:

Date	Status
2013/03/05	Absence
2013/03/06	tardiness

In order to confirm with more details, click the hypertext link.

The 'Attendance Status Details' dialog box displays the following information:

Attendance Status	
Lesson date	2013/03/06 00:00
Attendance Status	tardiness (18.32)
Comment	

Comments from teachers are displayed as follows:

The screenshot displays the 'Sample Course A1' interface for 'School of Law Seminar on Special Fields A II'. The course number is (LA)LAW661J, and the faculty member is Secretary. The class dates are 2nd Semester/Wed./Period 1. The class summary includes goals and performance objectives. The grading method is listed. The syllabus section is titled 'シラバスの補足' (Supplement to the Syllabus) and contains the text 'サンプル授業A1です。' (This is sample class A1). The interface includes navigation tabs for Reports, Discussions, Questionnaires, Class Contents & Resources, and Portfolios. A 'Classweb update' section shows a 'Class Contents & Resources' update on 2014/03/18 with a 'Comment' link. The attendance record for 2014/03/18 shows 'Present' and a 'Comment' link. A 'Page Top' button is located at the bottom right.

In order to confirm with more details, click the [hyperhypertext link](#).

The 'Attendance Status Details' window shows the following information:

Attendance Status	
Lesson date	2014/03/18 17:07
Attendance Status	attendance (17:07)
Comment	出席送信
Faculty Comments	教員コメント

5.10. Classweb Updates

Any update about the class is posted in the update information column in the red frame shown below. Ten items are displayed in the order of the latest posting dates. Please note that update information will not be displayed after 1 week from the date posted.

* Update Information can be sent by an e-mail (once a day at about 21:00, or once an hour).

Updates can be set-up by starting from the Individual Settings > Notification forwarding setting > Classweb update.

* For the Classweb update display specifications, please refer to Appendix B "Classweb/Group update Display Specifications".

Seminar on Special Fields A II Syllabus

School of Law Seminar on Special Fields A II

Course Number (LA)LAW661J

Faculty Member [Redacted]

Class Dates 2nd Semester / Tue. / Period 2
1st Semester/Second Semester/Day/Period

Class Summary /Goals, Performance Objectives
 <<授業の到達目標及びテーマ>>
 刑事訴訟法1条は、憲法31条を受けて、「この法律は、刑事事件につき、公共の福祉の維持と個人の基本的な人権の保障とを全うしつつ、事案の真相を明らかにし、刑罰法令を適正且つ迅速に適用実現することを目的とする」と規定しています。本演習では、この理念が刑事手続の各場面でのどのように実現されているのか、あるいはどのように実現されるべきなのかを、判例等を素材にして理論的に検討します。
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Grading Method 出席(約30%)、報告(約30%)、発言・議論・取組み姿勢(約40%)をもとに総合判定します。

Classweb update

- 2013/03/06 18:19 **NEW**
Class material(TestTopic) has been added
- 2013/03/06 18:11 **NEW**
Questionnaire(テストアンケート) has been added
- 2013/03/06 18:08 **NEW**
That responded to the enquete(テストアンケート2)

Reports
Discussions
Questionnaires
Class Contents & Resources
TestTopic

Page Top

Example of a Classweb update

Classweb update

2013/03/06 18:19 **NEW**
▶ Class material(TestTopic) has been added

2013/03/06 18:11 **NEW**
▶ Questionnaire(テストアンケート) has been added

2013/03/06 18:08 **NEW**
▶ That responded to the enquete(テストアンケート2)

2013/03/06 18:07 **NEW**
▶ Questionnaire(テストアンケート2) has been added

2013/03/06 17:57 **NEW**
▶ That responded to the enquete(テストアンケート)

2013/03/06 17:44 **NEW**
▶ There were 1 of Updating the remarks in the discussion(テストディスカッション1)

When you answered a questionnaire and commented on the discussions.

When a teacher makes additions to the questionnaire and discussions.

5.11. Portfolio

Your learning activities in the Class Web can be displayed in the Portfolio.
 Here, you can enter your self-appraisal as a summary, incorporating what you have studied in your classes, or teachers can enter their comments (overall assessment) about you.
 * Oh-o! Meiji Self Enrollment subjects are not displayed.

The screenshot shows the Oh-o! Meiji web interface. At the top, there is a navigation bar with links for User Manuals, Contact us, Help, Language, Individual Settings, and Log Out. Below this is a main menu with HOME, ClassWeb, Search, Group, Portfolio, and Global. The Portfolio section is active, showing a 'Portfolio List' for the year 2012. A table titled 'Class Web' is highlighted with a red border, listing various subjects and their details. Below the table are buttons for 'Batch Actions (Selected Items)', 'Create DownloadData', and 'Download data does not exist'. Another table titled 'Group' is shown below, listing group names and administrators. It also has 'Batch Actions (Selected Items)', 'Create DownloadData', and 'Batch Download' buttons. A 'Page Top' button is at the bottom right.

Class Web						
<input type="checkbox"/>	Subject Name	Term	Day/Period	Faculty Member	Publishing Range	Retrospective Comments
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(1st)	Wed/5	dummy,Meiji Taro	Yourself and Faculty	Comment
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(2nd)	Wed/5	dummy,Meiji Taro	Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(1st)	Thu/4	Meiji Taro,dummy	Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(2nd)	Thu/4	Meiji Taro,dummy	Yourself and Faculty	Comment
<input type="checkbox"/>	History of Life Thoughts	1st Semester	Wed/6	dummy,Meiji Hanako	Yourself and Faculty	Comment
<input type="checkbox"/>	Methodology of Media Studies	1st Semester	Fri/6	Meiji Hanako,dummy	Yourself and Faculty	Comment
<input type="checkbox"/>	Economic Geography	2nd Semester	Tue/2/Other	Meiji Taro,dummy	Yourself and Faculty	Comment
<input type="checkbox"/>	Seminar on Special Fields A II	2nd Semester	Tue/2	dummy	Yourself and Faculty	Comment

Group				
<input type="checkbox"/>	Group Name	Administrator	Publishing Range	Retrospective Comments
<input type="checkbox"/>	グループ1	Meiji Taro	Yourself and Manager	Comment
<input type="checkbox"/>	サンプルグループA	Meiji Taro, Meiji Hanako	Yourself and Manager	Comment

Concerning the Portfolio, see "7. Portfolio".
 Concerning the Portfolio of class, see "7.2. Class Portfolio".

5.12. Self Enrollment

The Oh-o! Meiji system Self Enrollment function is the function with which you can participate in classes tentatively (participation prior to Course Registration) as an enrollee in the Oh-o! Meiji system by yourself before completing Course Registration, such as at the beginning of a school year or semester.

When you self-enroll in a class on the Oh-o! Meiji system, you can use the Oh-o! Meiji Class Web prior to Course Registration. The classes you have self-enrolled in will be displayed in the Oh-o! Meiji timetable as well.

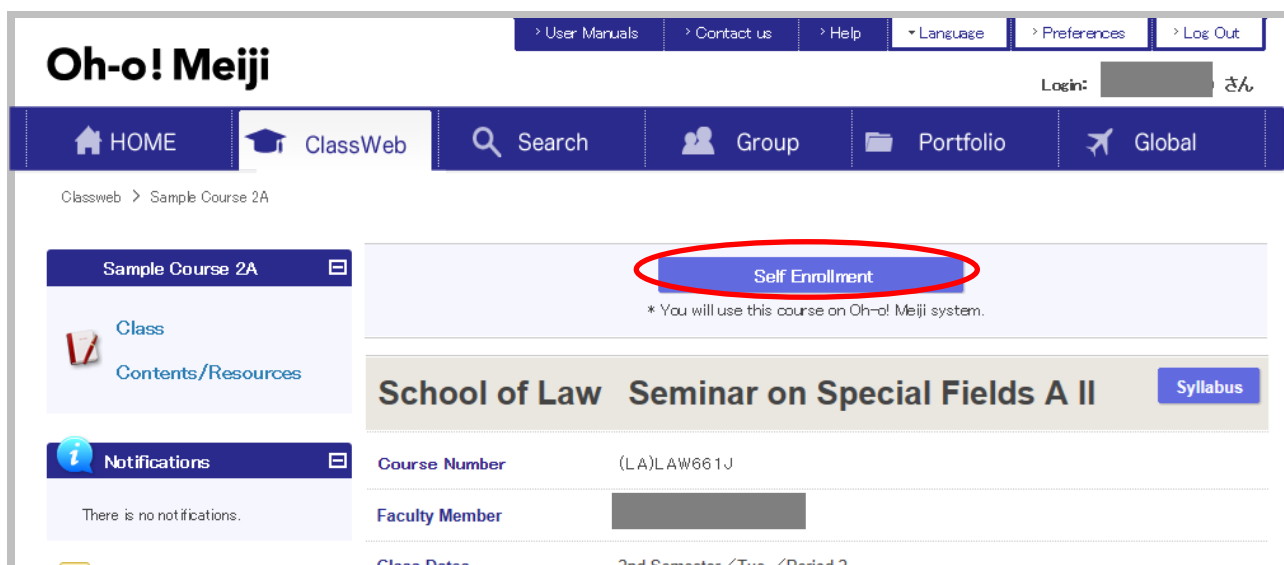
Notes (be sure to check the following)

- **The Oh-o! Meiji system Self Enrollment function does not constitute official Course Registration.**
You have to register on the Course Registration System if you take the course.
- You should check whether the course is applicable to your degree program.
- Check your **Individual Timetable (PDF)** to confirm your registered courses.

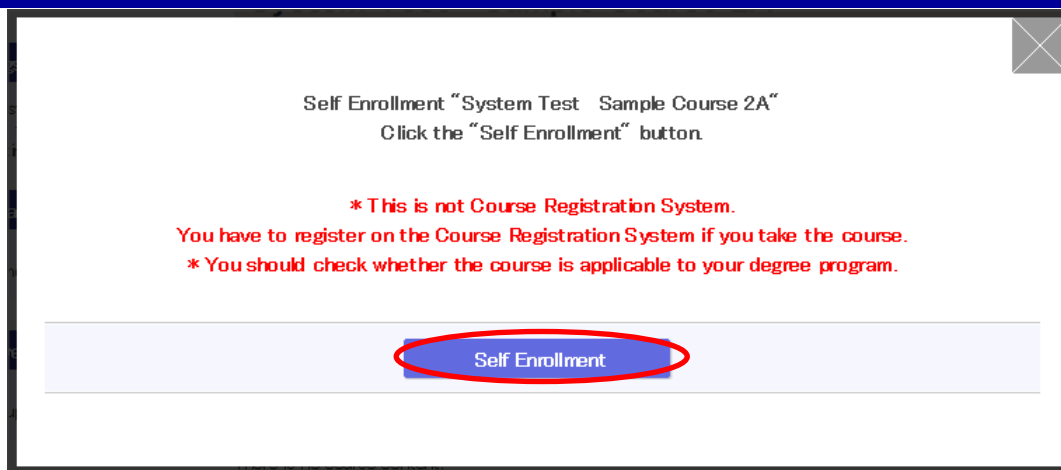
5.12.1. Register Self Enrollment

"Self Enrollment" button is displayed at the top of the Class TOP screen.

* Self Enrollment is available only for classes that permit Self Enrollment.



By clicking the "Self Enrollment" button, the Self Enrollment confirmation window appears.



Self Enrollment registration is completed when the "Self Enrollment" button is clicked.

* If you do not register the course, the Self Enrollment subject will be deleted automatically and access to registered data will be lost.

5.12.2. Cancel Self Enrollment

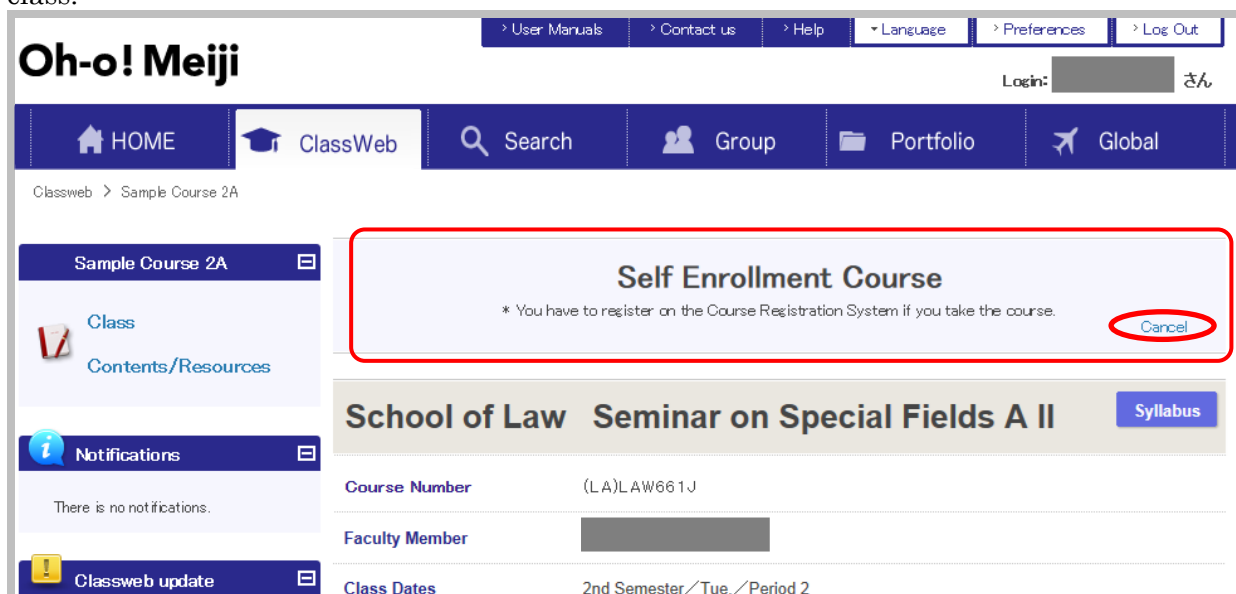
You can cancel classes you have self-enrolled in on the Oh-o! Meiji system.

If you cancel Self Enrollment, you cannot access reports/questionnaires you registered/answered during the Self Enrollment.

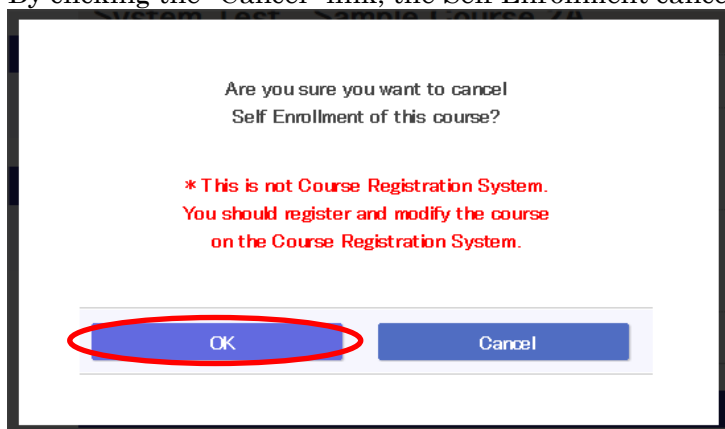
Notes (be sure to check the following)

- **The Oh-o! Meiji system Self Enrollment function does not constitute official Course Registration.**
You should register and modify the course on the Course Registration System.
- Check your **Individual Timetable (PDF)** to confirm your registered courses..

"Self Enrollment Course" is displayed at the top of the Class TOP screen if you have self-enrolled in the class.



By clicking the "Cancel" link, the Self Enrollment cancellation confirmation window appears.



Self Enrollment cancellation is completed when the "OK" button is clicked.

6. Group

It is possible to study/communicate with other groups than the class, by using the same function as in the Class Web.

6.1. List of Groups Joined/ Groups Search

6.1.1. List of Groups Joined

If you click the "Group" on the global navigation, you are moved to the Group TOP screen. In the TOP screen the groups in which you are joining are displayed in a List.

The screenshot displays the Oh-o! Meiji web interface. At the top, there is a navigation bar with links for User Manuals, Contact us, Help, Language, Individual Settings, and Log Out. Below this is a secondary navigation bar with icons for HOME, ClassWeb, Search, Group, Portfolio, and Global. The main content area is titled 'Groups' and features a 'List of Groups Joined' section. This section includes a dropdown for 'Academic Year' set to 2012. Below the dropdown, there is a grid of group cards. The first card shows a photo of a classroom and is labeled 'サンプルグループA' (Sample Group A), which is circled in red. The second card is labeled 'グループ1' (Group 1) and has a 'NO IMAGE' placeholder. Below the grid is a 'Group Search' section with a dropdown for 'Academic Year' (2012) and a text input for 'Group Name'. A 'Search' button is located below the input field. At the bottom right of the main content area, there is a 'Page Top' link. The footer contains the Meiji University logo and name, along with links for 'About this Website' and 'Privacy Policy', and a copyright notice: '© Meiji University, All rights reserved.'

By clicking each link name you are moved to each Group.
Your name is displayed as the "Administrator" under the link name of the Group of which you are in charge.

It is possible to search the groups that you are not joining in, when you make a Group search.
Select the Academic Year requiring search, enter the Group Name and click the [Search] button.

6.2. Group TOP Screen

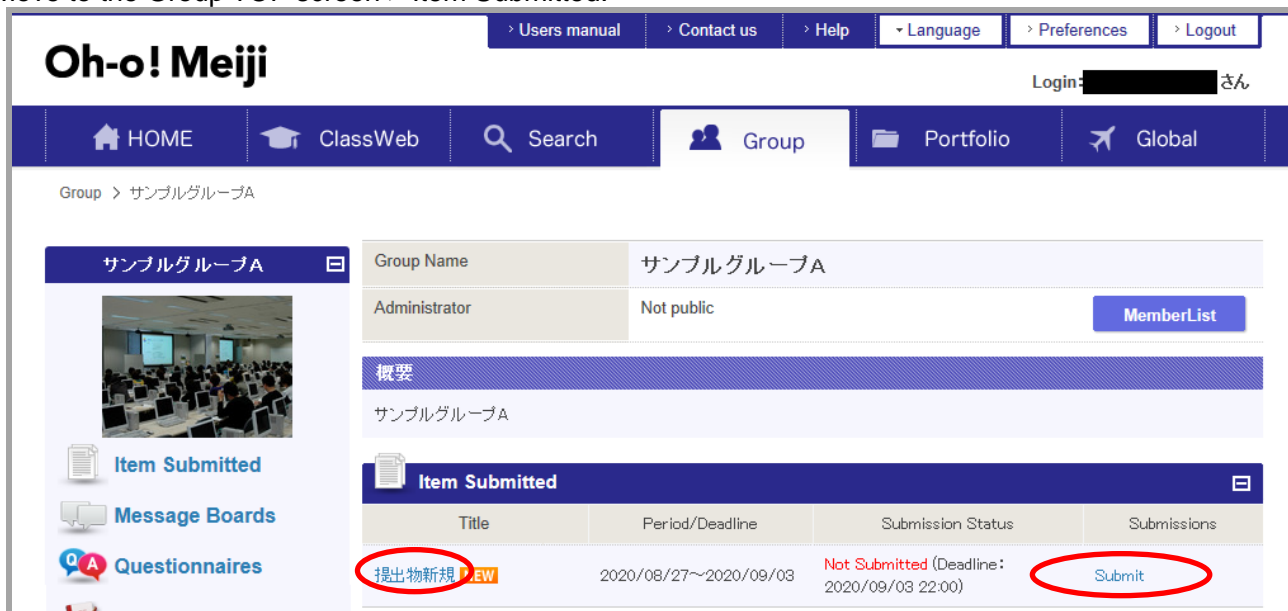
By clicking a group name you are moved to the Group TOP screen.

The screenshot shows the 'Group TOP' screen for 'サンプルグループA'. The page layout includes a top navigation bar with links like 'Users manual', 'Contact us', 'Help', 'Language', 'Preferences', and 'Logout'. Below this is a secondary navigation bar with 'HOME', 'ClassWeb', 'Search', 'Group', 'Portfolio', and 'Global'. The main content area is titled 'Group > サンプルグループA' and features a sidebar with various group-related links such as 'Item Submitted', 'Message Boards', 'Questionnaires', 'Group Topic', 'Group Contents & Resources', 'Notifications', 'Group update', and 'attendance'. The main content area displays the group's name, administrator status ('Not public'), and a 'MemberList' button. It also shows a 'Message Boards' section with a table of posts, including one titled '2月度ミーティングについて' with a posting period of '2013/01/18~2013/03/29'. The footer contains the Meiji University logo and copyright information.

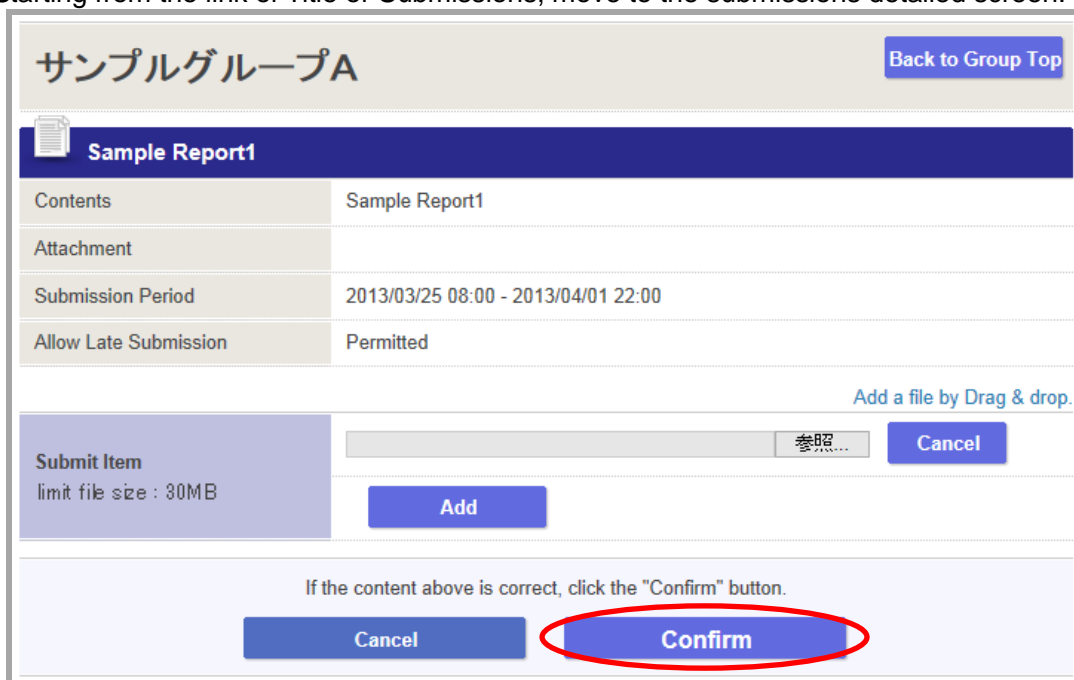
6.3. Item Submitted

6.3.1. Submit

Move to the Group TOP screen > Item Submitted.



Starting from the link of Title or Submissions, move to the submissions detailed screen.



Files can be added by inputting (selecting) a file path or dragging and dropping a file into the yellow framed area.

* Only one file can be added. * The size of an uploaded file is limited to 30MB.

* Some browsers do not permit file addition by the drag and drop method. In that case the following message is displayed. (Drag and drop file uploads cannot be used in your browser.)

Upload by selecting a file.

Submit Item
limit file size : 30MB

Drag and drop file upload is not supported by this browser

After specifying a file, click the [Confirm] and move to the confirmation screen.
 After confirming that the contents are correct, click the [Register] button to register.
 Submission is completed when the "Completed" message is displayed.

6.3.2. Confirm

You can confirm the submission status of items and comments added by the administrator.
 If you click the title of a report, you are moved to the following screen.

サンプルグループA
Back to Group Top

NO IMAGE

- Item Submitted
- Message Boards
- Questionnaires
- Group Topic
 - 会合資料
 - Portfolios

Sample Report1

Contents	Sample Report1
Attachment	
Submission Period	2014/03/19 08:00 - 2014/03/26 22:00
Allow Late Submission	Permitted

Comment from Administrator

Administrator Name	
Comment	I have written the report.
Comment Date	2014/03/19 16:29
Feedback File	Feedback.xlsx

item that have been already submitted

Submission Status	On Time
Date	2014/03/19 16:28
Title	Date
Sample.xlsx	2014/03/19 16:28

Submit Item
limit file size : 30MB

Add a report. (The submitted report will be undeleted.)
 Resubmit a report (All the submitted report will be deleted.)

If the content above is correct, click the "Confirm" button.

6.4. Message Boards

This is a function usable between the joining members of Groups.

6.4.1. Post

The screenshot shows the Oh-o! Meiji website interface. At the top, there is a navigation bar with links for 'Users manual', 'Contact us', 'Help', 'Language', 'Preferences', and 'Logout'. Below this is a secondary navigation bar with 'HOME', 'ClassWeb', 'Search', 'Group', 'Portfolio', and 'Global'. The main content area is for a group named 'サンプルグループA'. It displays the group name, administrator status (Not public), and a 'MemberList' button. There are sections for '概要' (Summary) and 'Item Submitted'. A table lists message boards with columns for 'Title', 'Posting Period', and 'Join'. The entry '2月度ミーティングについて' (February Meeting) has a posting period of '2013/01/18~2013/03/29' and a 'Join Message Board' link. Both the title and the link are circled in red.

Click the links of Title or Join.

You are moved to the Message Boards screen.

The screenshot shows the Message Boards screen for the group 'サンプルグループA'. The title of the board is '2月度ミーティングについて'. Below the title, there is a description: '2月度のミーティングについての打ち合わせをします。'. The submission period is '2013/01/18 08:00 ~ 2013/03/29 22:00' and the access level is 'Participants only'. A 'Post' button is circled in red. Below this, a post by a user is shown with the title 'Re:2月度ミーティングについて', a name, a department, and a date of post '2013/03/05 14:26'. The post content is '参加します。'. A 'Reply to This Post' button is located at the bottom.

If you click the [Post] button, you are moved to the Post screen.

サンプルグループA

サンプルグループA

2月度ミーティングについて

2月度のミーティングについての打ち合わせをします。

Submission Period 2013/01/18 08:00 ~ 2013/03/29 22:00

Access Level Participants only

Post

Title [Required] Re:2月度ミーティングについて

Post Content [Required]

Files (.xls,.doc,.pdf,.txt) can be attached.
* The size of the attached file is limited to 10MB.

Images (JPG,GIF,PNG) can be attached.
* The size of the attached file is limited to 10MB.

Attachment

Picture

If the content above is correct, click the "Confirm" button.

Cancel Confirm

After entry of the required items is finished, click the [Confirm] and move to the confirmation screen.
After confirming that the contents are correct, click the [Register] button to register.
Post is completed when the "Completed" message is displayed.

6.4.2. Reply

You can reply to a specified post.

The screenshot displays the Meiji System interface for a group named 'サンプルグループA'. On the left is a navigation menu with options: 'Item Submitted', 'Message Boards', 'Questionnaires', 'Group Topic', '会合資料', and 'Portfolios'. The main content area shows a post titled '2月度ミーティングについて' with a description: '2月度のミーティングについての打ち合わせをします。'. Below the description is a table with the following data:

Submission Period	2013/01/18 08:00 ~ 2013/03/29 22:00
Access Level	Participants only

A 'Post' button is visible above the post details. The post details include a header 'Re:2月度ミーティングについて', a 'Name' field with a redacted value and a 'Dept.' field, and a 'Date of Post' of '2013/03/05 14:26'. The post content is '参列します。'. At the bottom of the post, a 'Reply to This Post' button is circled in red.

Click the [Reply to This Post] button and move to the reply post screen.

After entry of the required items is finished, click the [Confirm] and move to the confirmation screen.

After confirming that the contents are correct, click the [Register] button to register.

Post is completed when the "Completed" message is displayed.

6.5. Questionnaires

6.5.1. Answer

Starting from the Group TOP screen, click the Questionnaires link.

Date	Title	Response Deadline	Submissions	Results
2013/03/05	アルバイトに関するアンケート NEW	2013/03/12	Answer	

Click a link of Title or Submissions and move to the answer to questionnaires screen.

Question 1

現在アルバイトをしていますか? [Required]

している

してはいない

If the content above is correct, click "Confirm" to go to the next stage.

[Cancel](#) [Confirm](#)

After entry of the required items is finished, click the [Confirm] and move to the confirmation screen. After confirming that the contents are correct, click the [Register] button to register. Post is completed when the "Completed" message is displayed.

6.5.2. Confirm/Edit Answers

Editing answers is not permitted in some questionnaires.
 Click a link of Answer or Title and you are moved to the confirmation screen.
 Confirmation screen can be used for answer screen, if editing answers is permitted.
 Also, withdrawal of answer is possible.

6.6. Group Topics

6.6.1. Download/Links

If topics are added by the administrator, you will see the following display.

The screenshot shows a web interface for a group named 'サンプルグループA'. On the left is a navigation menu with options like 'Item Submitted', 'Message Boards', 'Questionnaires', 'Group Topic', '会合資料', 'Portfolios', 'Notifications', 'Group update', and 'attendance'. The main content area includes a group profile with 'Group Name' and 'Administrator', a 'MemberList' button, a '概要' (Summary) section, and several expandable sections: 'Item Submitted', 'Message Boards' (containing a table of topics), 'Questionnaires', and 'Group Contents & Resources' (containing a table of files/links). The 'Message Boards' table has columns for Title, Posting Period, and Join. The 'Group Contents & Resources' table has columns for Title, Update Date, and File/Link. The last row in the resources table is highlighted with a red border.

Title	Posting Period	Join
2月度ミーティングについて	2013/01/18~2013/03/29	Join Message Board

Title	Update Date	File/Link
サンプル.doc NEW	2013/03/05	Download(Word Format2.5MB)

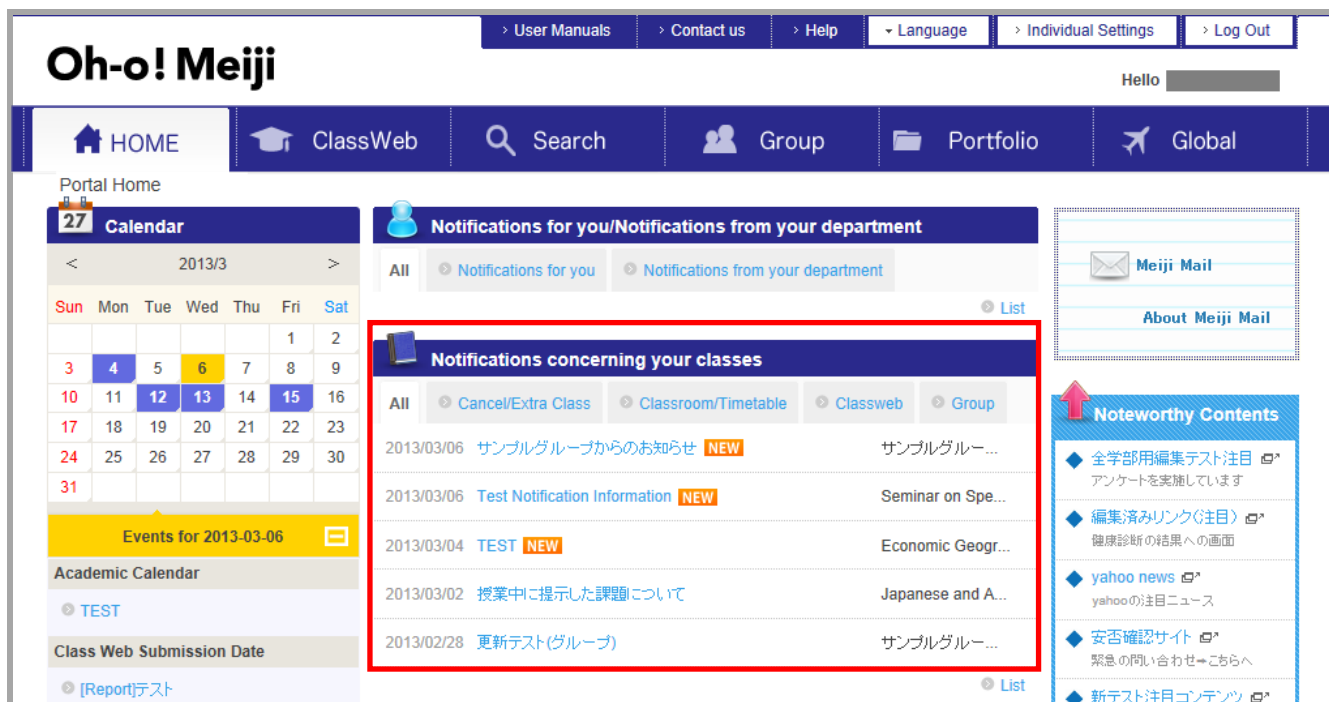
Each link is meant for the downloading of files or connection to a Web site link.
 Confirm instructions given about each link.

6.7. Notifications

6.7.1. Confirm

When updating of notifications is made by the administrator, the notifications will be displayed in the following two places.

<HOME screen (Portal)>
 "Notifications concerning your classes"



<Group TOP screen>
"Notifications"

The screenshot shows the Group TOP screen for 'サンプルグループA'. The left sidebar contains navigation options: Item Submitted, Message Boards, Questionnaires, Group Topic, 会合資料, Portfolios, and Notifications (highlighted with a red box). The main content area displays group information (Group Name: サンプルグループA, Administrator: Not public, MemberList button), a summary (概要), and a list of notifications. The notification list includes:

- 2013/03/06 **NEW** サンプルグループからのお知らせ
- 2013/02/28 更新テスト(グループ)

A 'Notification List' link is visible at the bottom of the notification list. Other sections like Message Boards and Questionnaires are also visible in the main content area.

The word "NEW" is attached to a new notification.
If you click the hypertext link you can confirm the notification details.

The 'Notification Details' dialog box provides the following information:

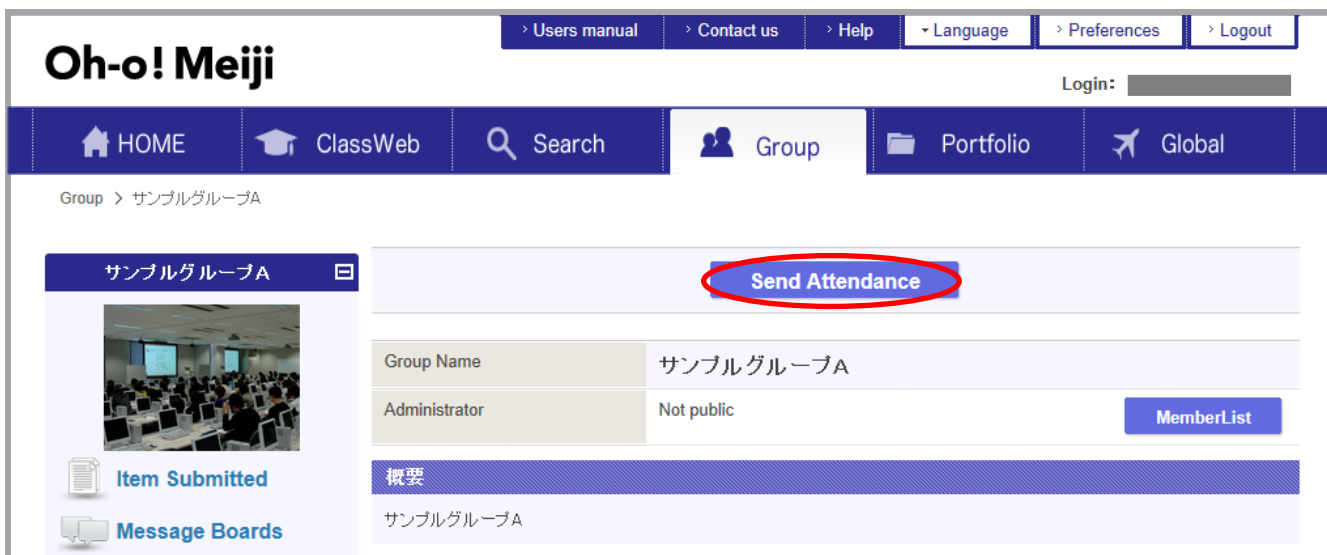
Notification Details	
Title	サンプルグループからのお知らせ
Date	2013/03/06
From	[Redacted]
Contents	サンプルグループからのお知らせです。

A 'Print' button is located at the bottom of the dialog box. An arrow points from the 'From' field to the right, indicating a link to the member's profile.

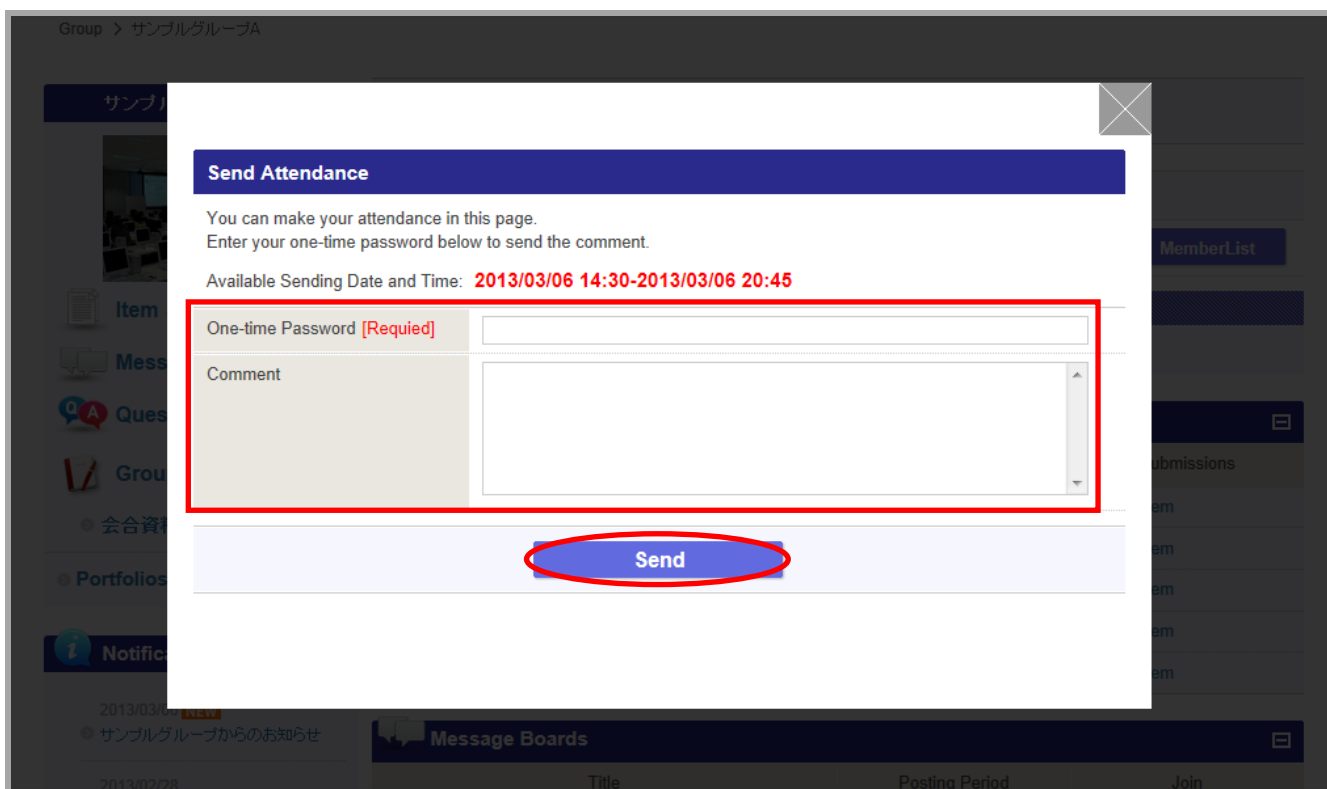
6.8. Attendance

6.8.1. Send Attendance

If attendance sending is permitted, the [Send Attendance] button will be displayed as follows.



Click the [Send Attendance] button to send your attendance information. At that occasion, a one-time password is required for each Group. (The one-time password is assigned by the administrator.)



6.8.2. Confirm Attendance Status

Your attendance status can be confirmed on the "Attendance" panel.

The screenshot shows the 'Attendance' panel for 'サンプルグループA'. The panel is highlighted with a red border. It displays a list of attendance records for the dates 2013/01/18 through 2013/03/06. The status for most dates is 'Absence', while the status for 2013/03/06 is 'tardiness'.

Date	Status
2013/01/18	Absence
2013/01/25	Absence
2013/02/01	Absence
2013/02/08	Absence
2013/02/15	Absence
2013/03/05	Absence
2013/03/06	tardiness

In order to confirm with more details, click the hypertext link.

The screenshot shows the 'Attendance status detail' dialog box. It displays the following information:

Attendance status detail	
Attendance status	
Lesson date	2013/03/06 14:30
Attendance status	tardiness (20:45)
Comment	

Comments from Course Managers are displayed as follows:

The screenshot shows the 'Group' page for 'サンプルゼミ1'. The interface includes a top navigation bar with 'HOME', 'ClassWeb', 'Search', 'Group', 'Portfolio', and 'Global'. The main content area is divided into several sections:

- Group Information:** Group Name: サンプルゼミ1, Administrator: [Redacted], MemberList button.
- 概要 (Summary):** サンプルゼミ1 概要
- Item Submitted:** Table with columns: Title, Period/Deadline, Submission Status, Submissions.

Title	Period/Deadline	Submission Status	Submissions
グループレポート_更新通知送信用	2014/02/21~2014/02/28	Not Submitted	Submit Item
新規提出物	2013/06/07~2013/06/14	Not Submitted	Submit Item
- Message Boards:** Table with columns: Title, Posting Period, Join.

Title	Posting Period	Join
グループ掲示板更新通知送信用	2014/02/21~2014/02/28	
新規掲示板	2013/06/07~2013/06/14	
- Questionnaires:** Table with columns: Date, Title, Response Deadline, Submissions, Results.

Date	Title	Response Deadline	Submissions	Results
2014/02/21	グループアンケート更新通知送信用	2014/02/28		
2013/06/18	アンケート1	2013/06/25		
- Group Contents & Resources:** トピック1 table with columns: Title, Comment, Update Date.

Title	Comment	Update Date
Koala.jpg(762.5KB)		2013/05/24
- attendance:** List of attendance records. A red box highlights the record for 2014/03/04 with status 'Present' and a 'Comment' link.

In order to confirm with more details, click the hypertext link.

The 'Attendance status detail' window displays the following information:

Attendance status detail	
Attendance status	
Lesson date	2014/03/04 00:30
Attendance status	attendance (15:25)
Comment	よろしくお願ひします。
Feedback Comments	お疲れ様です。

6.9. Classweb Updates

Any update about the group is posted in the update information column in the red frame below.

Ten items are displayed in the order of the latest posting dates. Please note that update information will not be displayed after 1 week from the date posted.

* Update Information can be sent by an e-mail (once a day at about 21:00, or once an hour).

Updates can be set-up by starting from the Individual Settings > Notification forwarding setting > Classweb update.

* For the Group update display specifications, please refer to Appendix B "Classweb/Group update Display Specifications".

The screenshot shows the Classweb interface for a group named "サンプルグループA". The interface is divided into several sections:

- Group Information:** Displays the group name "サンプルグループA", the administrator's name (redacted), and a "MemberList" button.
- Summary:** A section titled "概要" (Summary) with the text "サンプルグループA".
- Item Submitted:** A section titled "Item Submitted" with a plus icon.
- Message Boards:** A section titled "Message Boards" with a minus icon. Below it is a table:

Title	Posting Period	Join
2月度ミーティングについて	2013/01/18~2013/03/29	Join Message Board
- Questionnaires:** A section titled "Questionnaires" with a plus icon.
- Group Contents & Resources:** A section titled "Group Contents & Resources" with a plus icon.
- Group update (highlighted in red):** A section titled "Group update" with a minus icon, containing four update items:
 - 2013/03/06 20:20 **NEW**: Has been entered the feedback comments in the Submission(提出物新規)
 - 2013/03/06 20:18 **NEW**: Submitted a submission(提出物新規)
 - 2013/03/05 18:15 **NEW**: Has been entered the feedback comments in the Submission(レポート提出)
 - 2013/03/05 14:32 **NEW**: Group topic(会合資料) has been updated
- Notifications:** A section titled "Notifications" with a plus icon.
- Page Top:** A button labeled "Page Top" with an upward arrow.

Example of a Classweb update



When a student entered a comment on the message board or submitted a submission.

When a faculty member added a message board or questionnaire.

6.10. Portfolio

Students can refer to the Portfolio of the joining Group from the "Group" in the Portfolio List. Several settings can be made on the Portfolio of each Group.

The screenshot shows the Oh-o! Meiji system interface. At the top, there is a navigation bar with links for User Manuals, Contact us, Help, Language, Individual Settings, and Log Out. Below this is a main menu with HOME, ClassWeb, Search, Group, Portfolio, and Global. The main content area is titled "Portfolio" and contains a "Portfolio List" section. This section includes a dropdown for "Academic Year" set to 2012 and a "Display List" button. Below this is a "Class Web" table with columns for Subject Name, Term, Day/Period, Faculty Member, Publishing Range, and Retrospective Comments. The table lists several subjects like Japanese and Asian Cultures II, Spanish II, History of Life Thoughts, etc. Below the table is a "Batch Actions (Selected Items)" section with a "Create DownloadData" button and a note "Download data does not exist." Below this is a "Group" section with a table listing groups like "グループ1" and "サンプルグループA". This section also has a "Batch Actions (Selected Items)" section with "Create DownloadData" and "Batch Download" buttons, and a note "Creation Date:2013/03/06 18:56".

Portfolio List

Academic Year: 2012 Display List

Class Web

<input type="checkbox"/>	Subject Name	Term	Day/Period	Faculty Member	Publishing Range	Retrospective Comments
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(1st)	Wed/5		Yourself and Faculty	Comment
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(2nd)	Wed/5		Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(1st)	Thu/4		Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(2nd)	Thu/4		Yourself and Faculty	Comment
<input type="checkbox"/>	History of Life Thoughts	1st Semester	Wed/6		Yourself and Faculty	Comment
<input type="checkbox"/>	Methodology of Media Studies	1st Semester	Fri/6		Yourself and Faculty	Comment
<input type="checkbox"/>	Economic Geography	2nd Semester	Tue/2/Other		Yourself and Faculty	Comment
<input type="checkbox"/>	Seminar on Special Fields A II	2nd Semester	Tue/2	dummy	Yourself and Faculty	Comment

Batch Actions (Selected Items) Create DownloadData Download data does not exist.
*Take a few minutes to create

Group

<input type="checkbox"/>	Group Name	Administrator	Publishing Range	Retrospective Comments
<input type="checkbox"/>	グループ1		Yourself and Manager	Comment
<input type="checkbox"/>	サンプルグループA		Yourself and Manager	Comment

Batch Actions (Selected Items) Create DownloadData Batch Download
*Take a few minutes to create Creation Date:2013/03/06 18:56

Page Top

Concerning the Portfolio, see "7. Portfolio".
Concerning the Portfolio of a joining Group, see "7.3. Group Portfolio".

7. Portfolio

Your learning activities in the Class Web and a Group can be displayed together in the Portfolio. Here, you can enter your self-appraisal as a summary reflecting what you have studied through the classes or groups, or receive comments (overall judgment) of the relevant teachers. There is also a function to download your overall learning outcomes.
 * Self Enrollment subjects are not displayed.

7.1. Portfolio List

Portfolio List screen can be displayed starting from the Global menu > "Portfolio". Select a year and click the [Display List] button, you can confirm the portfolios of different Academic years.

Portfolio

- Portfolio List

Portfolio

Portfolio List

Academic Year 2012 Display List

Class Web

<input type="checkbox"/>	Subject Name	Term	Day/Period	Faculty Member	Publishing Range	Retrospective Comments
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(1st)	Wed/5		Yourself and Faculty	Comment
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(2nd)	Wed/5		Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(1st)	Thu/4		Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(2nd)	Thu/4		Yourself and Faculty	Comment
<input type="checkbox"/>	History of Life Thoughts	1st Semester	Wed/6		Yourself and Faculty	Comment
<input type="checkbox"/>	Methodology of Media Studies	1st Semester	Fri/6		Yourself and Faculty	Comment
<input type="checkbox"/>	Economic Geography	2nd Semester	Tue/2/Other		Yourself and Faculty	Comment
<input type="checkbox"/>	Seminar on Special Fields A II	2nd Semester	Tue/2	dummy	Yourself and Faculty	Comment

Batch Actions (Selected Items) Create DownloadData Download data does not exist.

*Take a few minutes to create

Group

<input type="checkbox"/>	Group Name	Administrator	Publishing Range	Retrospective Comments
<input type="checkbox"/>	グループ1		Yourself and Manager	Comment
<input type="checkbox"/>	サンプルグループA		Yourself and Manager	Comment

Batch Actions (Selected Items) Create DownloadData Batch Download

*Take a few minutes to create Creation Date:2013/03/06 18:56

7.1.1. Batch Download

You can make batch downloading of each Portfolio in the Class Web and the Groups. Check the check-box and click the Create Download Data button.

Group				
<input type="checkbox"/>	Group Name	Administrator	Publishing Range	Retrospective Comments
<input type="checkbox"/>	グループ1		Yourself and Manager	Comment
<input type="checkbox"/>	サンプルグループA		Yourself and Manager	Comment
Batch Actions (Selected Items)		Create DownloadData		Download data does not exist.
*Take a few minutes to create				

Download data creation will start.

After the download data creation is completed, the [Batch Download] button will be displayed.

Group				
<input checked="" type="checkbox"/>	Group Name	Administrator	Publishing Range	Retrospective Comments
<input checked="" type="checkbox"/>	グループ1		Yourself and Manager	Comment
<input checked="" type="checkbox"/>	サンプルグループA		Yourself and Manager	Comment
Batch Actions (Selected Items)		Create DownloadData	Batch Download	Creation Date:2013/03/06 19:08
*Take a few minutes to create				

If you click the [Batch Download] button, data in the Portfolio will be collectively downloaded.

7.2. Class Portfolio

Class Portfolios are displayed as "Class Web" in the Portfolio List screen. Several settings can be made on each Class Portfolio.

7.2.1. Set Access Level

Click the Subject Name link for which you want to set the access level.

Class Web						
<input type="checkbox"/>	Subject Name	Term	Day/Period	Faculty Member	Publishing Range	Retrospective Comments
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(1st)	Wed/5		Yourself and Faculty	Comment
<input type="checkbox"/>	Japanese and Asian Cultures II	Full Year(2nd)	Wed/5		Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(1st)	Thu/4		Yourself and Faculty	Comment
<input type="checkbox"/>	Spanish II	Full Year(2nd)	Thu/4		Yourself and Faculty	Comment
<input type="checkbox"/>	Seminar on Special Fields A II	2nd Semester	Tue/2		Yourself and Faculty	Comment
<input type="checkbox"/>	Economic Geography	2nd Semester	Tue/2/Other		Yourself and Faculty	Comment

Batch Actions (Selected Items) Create DownloadData Download data does not exist.
*Take a few minutes to create

Move to the Portfolio setting screen of each class.

Seminar on Special Fields A II
Portfolio

School of Law Seminar on Special Fields A II

[Download](#)

Academic Year	Academic Year 2012	Term	2nd Semester
Day, Period	Tue./Period 2	Faculty Member	

Access Level
 Yourself
 Yourself and Faculty

[Submit](#)

Select the access level and click the [Submit] button.

7.2.2. Retrospective Comment

You can leave your comments and reviews about the classes you enrolled. These comments will be disclosed in accordance with the access level setting you have made in 7.2.1. Click the [Edit] button in the "Retrospective Comment (Self-Evaluation)".

The screenshot displays the user interface for a seminar. On the left is a navigation menu with options: Reports, Discussions, Questionnaires, Class, Contents/Resources, TestTopic, and Portfolios. The main content area is titled 'School of Law Seminar on Special Fields A II' and includes a 'Download' button. Below this is a table with the following data:

Academic Year	Academic Year 2012	Term	2nd Semester
Day, Period	Tue./Period 2	Faculty Member	

Below the table is an 'Access Level' section with radio buttons for 'Yourself' and 'Yourself and Faculty' (which is selected), and a 'Submit' button. Underneath is an 'Enrolled Students' section with a table:

Name (Kana name)	teststudent005
Dept	Law
Grade, Class, Number	Grade.1,Class.2,No.5
Student No.	

The 'Retrospective Comment (Self-Evaluation)' section is highlighted in light blue and contains an 'Edit' button circled in red. Below it are sections for 'Teacher Comment' and 'Activity History'.

A comments entry column will be displayed.

Enrolled Students	
Name (Kana name)	teststudent005
Dept	Law
Grade, Class, Number	Grade.1,Class.2,No.5
Student No.	██████████

Retrospective Comment (Self-Evaluation)	
Comment Details	<div style="border: 1px solid gray; height: 50px;"></div>

If the content above is correct, click the "Confirm" button.

After required entry is finished, click the [Confirm] and move to the confirmation screen.
 After confirming that the contents are correct, click the [Register] button to register.
 Registration is completed when the "Completed" message is displayed.

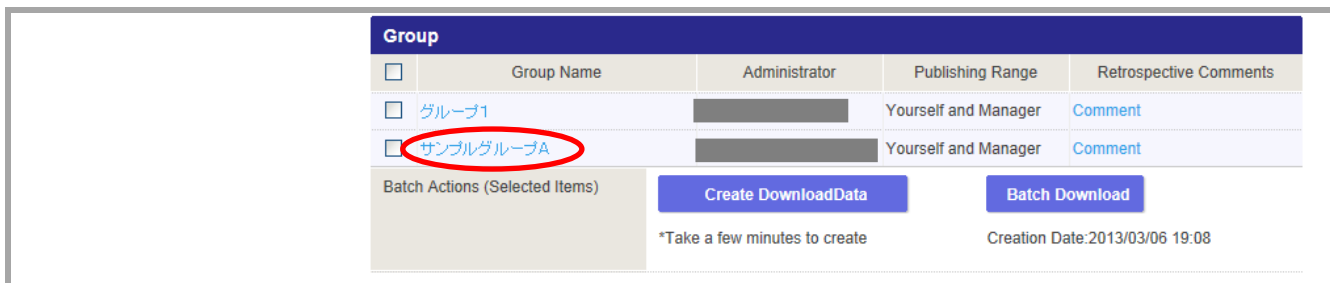
7.2.3. Download

If you just want to download the Portfolio of the class, click the [Download] button.

Portfolio			
Seminar on Special Fields A II			
Create/Edit Retrospective Comment			
<input style="border: 2px solid red;" type="button" value="Download"/>			
Academic Year	Academic Year 2012	Term	2nd Semester
Day, Period	Tue./Period 2	Faculty Member	██████████
Access Level	<input type="radio"/> Yourself <input checked="" type="radio"/> Yourself and Faculty		<input type="button" value="Submit"/>

7.3. Group Portfolio

The groups displayed as "Group" is the List of Groups of which you are a participant. Several settings can be made on the Portfolio of each Group.



Click the link of Group Name that requires setting and move to the portfolio management screen of each Group.

7.3.1. Set Access Level

Set-up the access level of the Portfolio. Select the access level, and click the [Register] button.



7.3.2. Retrospective Comment

You can leave your comments and reviews about the Groups you participated in. These comments will be disclosed in accordance with the access level setting you have made in 7.3.1. Click the [Edit] button in the "Retrospective Comment (Self-Evaluation)".

サンプルグループA

Portfolio

サンプルグループA

Download

Year: Year 2012 Administrator

Access Level: Yourself Yourself and Manager Submit

Participants

Name	teststudent005
Dept	
Grade, Class, Number (or Full-Time / Part-Time)	Grade.1,Class.2,No.5
Student/Faculty No.	

Retrospective Comment (Self-Evaluation) **Edit**

Comment Details

Comments from Administrator

Comment Details

Activity History

A comments entry column will be displayed.

Participants

Name	teststudent005
Dept	
Grade, Class, Number (or Full-Time / Part-Time)	Grade.1,Class.2,No.5
Student/Faculty No.	

Retrospective Comment (Self-Evaluation)

Comment Details

If the content above is correct, click "Confirm" to go to the next stage.

Cancel **Confirm**

After required entry is finished, click the [Confirm] and move to the confirmation screen.
 After confirming that the contents are correct, click the [Register] button to register.
 Registration is completed when the "Completed" message is displayed.

7.3.3. Download

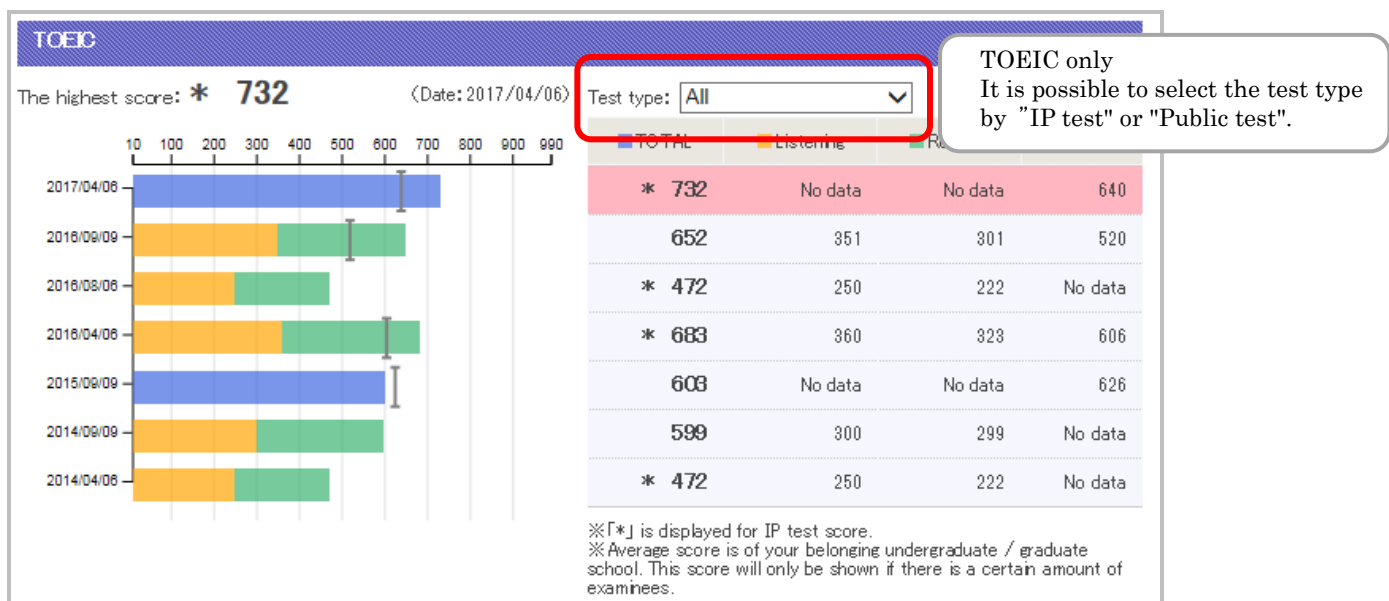
If you just want to download the Portfolio of the Group, click the [Download] button.

The screenshot displays a web interface for a group's portfolio. At the top, there is a dark blue header with 'サンプルグループA' and a folder icon labeled 'Portfolio'. Below this, the group name 'サンプルグループA' is shown in a light grey box. A blue button labeled 'Create/Edit Retrospective Comment' is positioned below the group name. In the center-right area, a blue button labeled 'Download' is circled in red. Below the 'Download' button, there are several input fields: 'Year' with the value 'Year 2012', 'Administrator' with a masked name, and 'Access Level' with radio buttons for 'Yourself' (selected) and 'Yourself and Manager'. A blue 'Submit' button is located at the bottom right of the form.

8. Global

8.1. Language Score Test

You can confirm your own language exam scores on this Language Test Score page.
 If you have other score of these exams which is acquired by an individual, please inform the administration office of your affiliated department.



- Language scores are displayed in order of exam date.
- The highest score is displayed in pink background.
- The average score is the result of the examination at your faculty / graduate school. It is displayed only when the examinee of the exam exceeds a certain number.

The score of EIKEN TEST is displayed as follows.

EIKEN TEST		
1	(Date: 2017/10/30)	
Exam Date	Grade	Score
2017/10/30	1	301
2016/10/16	Pre-1	203
2015/11/30	2	303
2014/11/16	Pre-2	304
2013/04/11	3	305

Appendix

Appendix A. Original authentication login

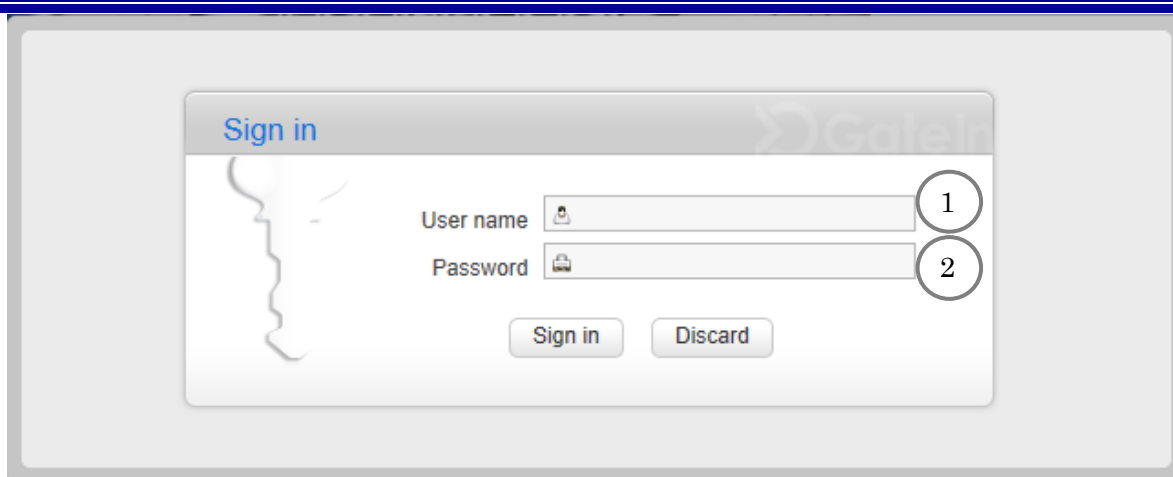
A.1. Login

This describes a login method, other than the Common authentication login method (in the case where ID/Password for login the Oh-o! Meiji system only is held).

Click "If you have a special Id".

The screenshot shows the Oh-o! Meiji login interface. At the top left is the "Oh-o! Meiji" logo. A "Language" dropdown menu is in the top right. The main content area features a large image of a Meiji University building. Overlaid on this image is a "Log in" box. The box contains the text "Log in For those with a Meiji University ID ('Kyotsu-Ninsho')". Below this, there are two radio button options: "If you have a special ID" (which is circled in red) and "Guest login". A callout box with an arrow points to the "If you have a special ID" option, containing the text "Original authentication Login". Below the login box, there is a note: "If you are using your Meiji University ID for the first time, please read these notes." Below the main content area, there are three navigation sections: "Search Syllabuses" with a "Search Classes" button; "Notifications" with the message "There is no notification now." and a "Past Notifications" link; and "Related Site Links" with five links: "編集済みリンク(関連サイト)", "関連サイトリンクテスト3", "関連サイト(再テスト2)", "関連サイトリンクテスト1", and "IE10動作確認用_関連サイトリンク". The footer contains the Meiji University logo and name, links for "About this Website" and "Privacy Policy", and the copyright notice "© Meiji University, All rights reserved."

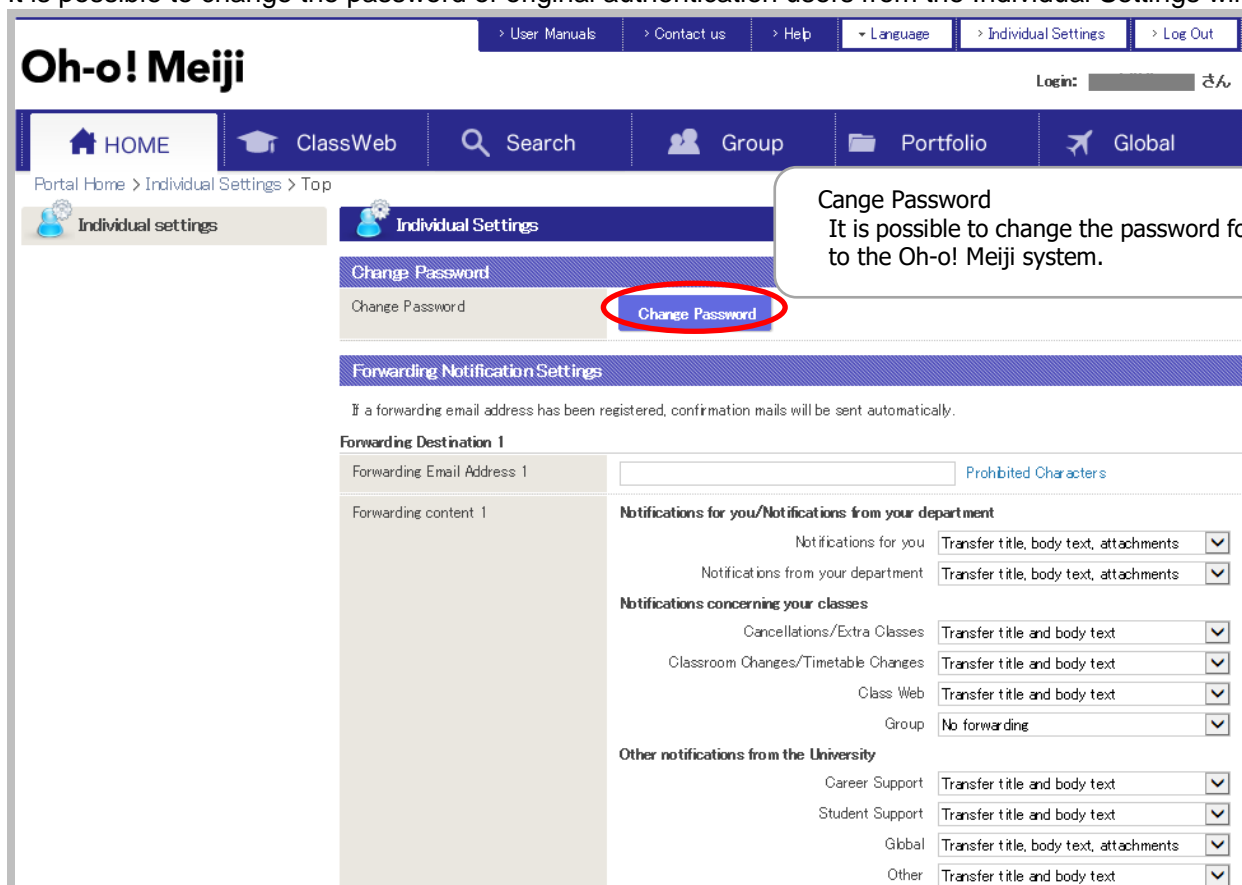
You can see the screen below.



Enter the (1) "ID" and (2) "Password" issued by the university and click the "Sign in" button. If the above authentication is accepted, you will see the top screen of the Oh-o! Meiji system.

A.2. Change Password

It is possible to change the password of original authentication users from the Individual Settings window.



Appendix B. Classweb/Group update Display Specifications

Update notification will be displayed when the following events occur.

< Students >

- Syllabus Supplement
 - Newly registered
 - Description has been changed
- Reports
 - New reports added
 - Report submitted
 - Setting changed by faculty member (Title, Content, Attachment, Period/Deadline, Allow Late Submission)
 - Feedback comments entered
- Discussions
 - New discussion added
 - Setting changed by faculty member (Title, Content, Attachment, Picture, Period/Deadline)
 - Post or reply to discussion
 - Posts or replies by other users
- Questionnaires
 - The questionnaires response period has started
 - Answer the questionnaire
 - Feedback comments entered
- Class Contents & Resources
 - Contents & Resources added
 - Setting changed by faculty member (Title, Content, Open Period, Resources)
- Portfolio
 - Comments entered by a faculty member
 - Enter your retrospective comments

Appendix C. List of maximum characters

The maximum number of characters for each piece of content.

Item No.	Categories	Functions	Items	maximum characters
3.1.2.	Portal	Event	Title	600 characters
3.1.2.	Portal	Event	Contents	9999 characters
3.4.3.	Portal	Answers to questionnaires	Text Format type	9999 characters
3.4.3.	Portal	Answers to questionnaires	Free Text Format type	9999 characters
5.4.1.	Classweb	Discussions	Title	255 characters
5.4.1.	Classweb	Discussions	Post Contents	9999 characters
5.5.1.	Classweb	Answers to questionnaires	Text Format type	9999 characters
5.5.1.	Classweb	Answers to questionnaires	Free Text Format type	9999 characters
5.8.1.	Classweb	Attendances	Comment	9999 characters
6.4.1.	Group	Message Boards	Title	255 characters
6.4.1.	Group	Message Boards	Post Content	9999 characters
6.5.1.	Group	Answers to questionnaires	Text Format type	9999 characters
6.5.1.	Group	Answers to questionnaires	Free Text Format type	9999 characters
7.2.2.	Portfolio	Class Portfolio	Retrospective Comment	9999 characters
7.3.2.	Portfolio	Group Portfolio	Retrospective Comment	9999 characters