■ Overview of class support system

The class support system is a system for providing effective learning through the use of ICT. Devices such as PC, mobile phones and smartphones can be used. This class support system is a system called Sakai, which has been developed by the international university community of which Hosei University is a member, and it is nicknamed *H'etudes*.

■ Logging in

In order to use the class support system, use web browsers such as Internet Explorer. On a PC, start the web browser and enter the following address:

https://hcms.hosei.ac.jp/

The net2010 Integrated Authentication system screen will appear. Enter your assigned user ID and password and click the [Login] button using the mouse.

- Ensuring input is half-width alphanumeric characters, enter the correct uppercase and lowercase letters.
- If you haven't been assigned a login ID and password for the net2010 Integrated Authentication System, please request them from the Integrated Information Center of your respective campus.

■ Getting to know the basic layout of the screen

Once you have logged in, the first screen to appear is the My Workspace screen. First, let's get to know the screen layout of *H'etudes*.

The basic screen is made up of the following three areas.

(1) Select Class area (top part of screen)

This area contains the My Workspace tab and the Class tab.

(2) Select Function area (left part of screen)

Here there is a ling to each function and associated system.

(3) Main area (center part of screen)

In My Workspace mode, various information will be provided.

   The task and the report assignment will be displayed.

   A timetable and class names will be displayed.

   University Notices: Information related to the class support system's services will be displayed.

   Class Notices: Notices from your instructor will be displayed.

My Workspace mode

You can select the next mode by clicking the tabs in the Select Class area.

● My Workspace mode

In this mode, you display the summarized information of all classes and manage your personal information.

● Class mode

In this mode, you check the instructions from the instructors of the respective classes.

Class mode

The content displayed in the Select Function area and the Main area will be different from the content displayed in My Workspace mode.

■ Registering your smartphone

You can receive notices and report assignments from your instructor on your smartphone. You use a PC to register the information required to use your smartphone.

(1) (2) (3) (4) (5)

(6)

(7)
(8)

If you use a conventional mobile phone, please read "Guide for users of conventional mobile phones".

● Registering your mobile phone e-mail address

① Select [My Workspace] in the Select Class area.

② Select [Profile] in the Select Function area.

③ Select [Personal Profile].

④ Position the mouse cursor over [Contact Information].

⑤ Click the [Edit] button displayed on the right side.

⑥ Input the e-mail address of the smartphone in the [E-mail (mobile)] field.

⑦ Click ■ of [Receive notices from Reminder] so that a check-mark (tick) appears in the box.

⑧ Click [Save Changes].
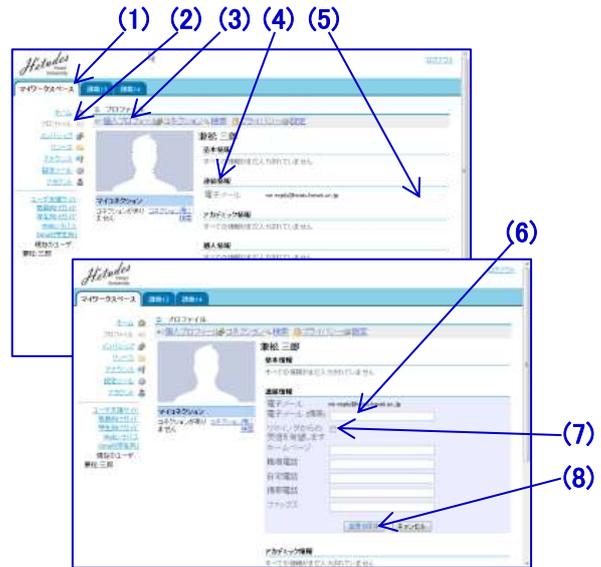
TIPS Reminder is a service that reminds you of pending report assignment deadlines one day in advance so that you don't forget to submit them.

To return to the previous screen, DO NOT use the (back button) of your web browser. Please press the [Cancel] button or use the ⇄ (reset button) on the left of the function name displayed on the top left of the Main area.

● Accessing the system by smartphone

Use your **smartphone's default web browser** to access the following address, and check that the smartphone portal appears. When prompted to enter your User ID and Password, use the user ID and password for the net2010 Integrated Authentication System.

https://hcms.hosei.ac.jp/

Screen example for an Android

Screen example for an iPhone

■ Registering yourself for classes

In order to use the class support system to look at the materials uploaded by your instructor, you must first register for that class. Even if the actual class has already started, the participation of students in classes sometimes is not registered because the enrollment registration has not been confirmed at the beginning of the semester.

Due to such reasons, students will sometimes be instructed in class to "self-register in the class support system". In such cases, students can enable their participation in classes themselves by using the class self-registration on the smartphone. If your instructor asks you to self-register, they will give you a class code consisting of alphanumeric characters such as [REP007].

All students use this class code to self-register in the class by smartphone by following the procedure given below. First, the Access Portal screen of the class support system (https://hcms.hosei.ac.jp/) will appear.

① Tap [My Workspace].

② Tap [Class List].

③ Tap [Self-Register Class].

④ Input the class code given by the instructor in the [Class Code] input field.

⑤ Tap on the [Search] button on the right of the [Class Code] input field.

⑥ Check the class that displays is the right one, and tap the [Register] button.

⑦ "The following class has been registered." will be displayed.

To return to the start screen tap Sakai on the top of the screen.

(1)　　　　　　　(2)　　　　　　(3)　　　　(4) (5)　　(6)　　　　　(7)

• In the case of formal class enrollment, class registration will be performed by web enrollment by separate instructions from faculty staff.

• To cancel a self-registered class, perform the above steps (1) and (2), and then select to remove the class from enrolled classes by tapping "Cancel Participation".

■ **Using the system in class**
● **Confirming various notices**

Once you have completed your registration in a class, you can then confirm instructions from the class instructor. From the smartphone portal screen, tap [My Workspace], and on the screen that appears (shown on right) you can see the information for all enrolled classes.

University Notices: Information related to the class support system's services will be displayed.

Class Notices: Notices from your instructor will be displayed.

Tasks: Information on report assignments given to your will be displayed.

Timetable: The relative timetable corresponding to the time you access the system will be displayed.

After reading a notice, you can return to the screen shown on the right to view more notices by tapping on the top of the screen.

● **Using the clicker**

Some instructors may request that you use the clicker during class.

To use the clicker, navigate to the Clicker screen by following the instructions given below.

Portal screen → [select class] → Clicker

The instructor will ask a question in class, and you will need to tap the appropriate number based on the instructor's instructions. You can tap the clicker as many times as you like within the deadline for answering. The final number that you tap will be treated as your answer.

Important note about using smartphones

• You cannot use the whole range of functions available on the PC just by using a smartphone.

• Limit your use of smartphone to [receive various notices from the class support system by e-mail], [self-register for classes], [confirm various notices], and [use clicker during class], and use a PC for all other functions.

• In particular, you must use a PC when submitting any reports to be graded.

• When using web browsers such as Firefox or Chrome, the full screen display as shown on the right may appear. To avoid this, please use your smartphone's default web browser.

Downloading learning materials

When classes begin, you will receive various instructions from the class instructors. You look at the class materials and summaries and save them on your PC.

① Select the class from the Select Class area.

② Select [Learning Materials] from the Select Function area. The learning materials provided by the instructor will be displayed.

is the folder containing the learning materials. Use your mouse to click on the learning materials to display them.

③ Click on a learning material item to display its content.

④ When you want to save something to your PC, click the file on the web browser and select [Save As...].

⑤ Specify the file name on the [Save As...] pop-up screen that appears.

⑥ Click the [Save] button.

(1) (2) (3)
(4)
(5)
(6)
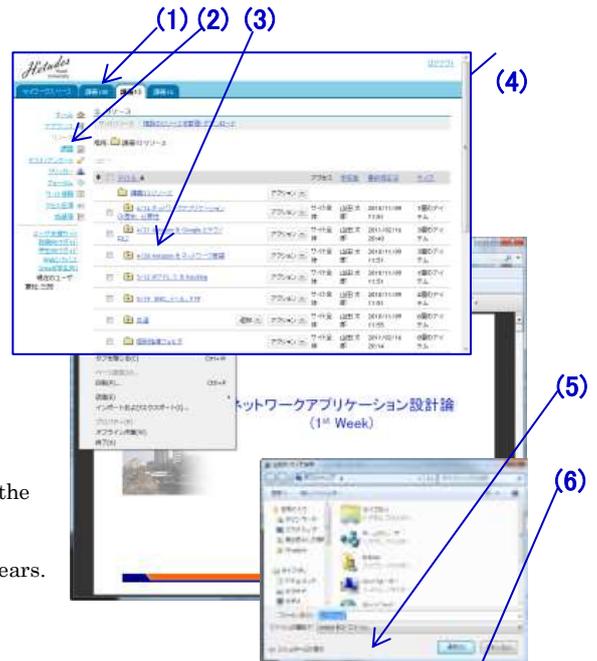
■   Submitting a report

① Select the class from the Select Class area.

② Select [Assignment] from the Select Function area.

③ [Assignment List] will appear. Click the assignment title for which you will submit a report.

④ The Assignment screen will appear. Check the instructions provided by the instructor in the [Explanation] field.

⑤ What form you submit the report depends on the instructor's instructions. If submitting by text, input the text into [Assignment Text].

⑥ If the submission format is a file, then after creating a report to be submitted on your own PC, click the [Browse] button and specify the report that you created.

⑦ Click the [Submit] button.

⑧ The [Confirm Submission] button will appear. Click [Return to List] to return to [Assignment List].

(1) (2) (3)
(4)
(5)
(6)
(7)
(8)
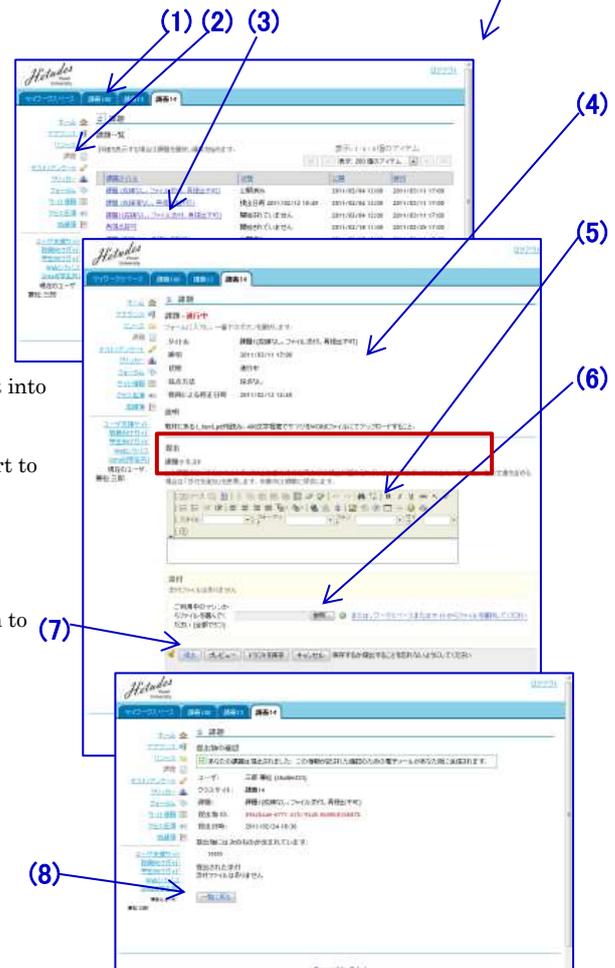
■ Organizing the class tabs

When the number s of enrolled classes increase, many classes will be listed in the Select Class area.

In order to view the classes that don't fit into the Class tab, keep clicking ▼ of ┗続く┃▼┛ on the right. If the classes you use more frequently are at the bottom of the list, it will not be very efficient. To ensure operation is most efficient rearrange the classes on the list so that the most often used classes are the classes that get displayed.

● Hiding classes not being used

You can set classes not to be displayed in the Class tab.

① To do this, select [My Workspace] tab.

② Select [Screen Setting].

③ Select [Customize tabs].

④ Select from [Sites displayed on tab] to select the classes that do not use 𝓗𝑒𝑡𝑢𝑑𝑒𝑠. To select more than one class at once, hold the Ctrl key down while selecting the classes.

⑤ Click the ◀ button.

(1) (2) (3)   (4)

(8) (5)   (6) (7)
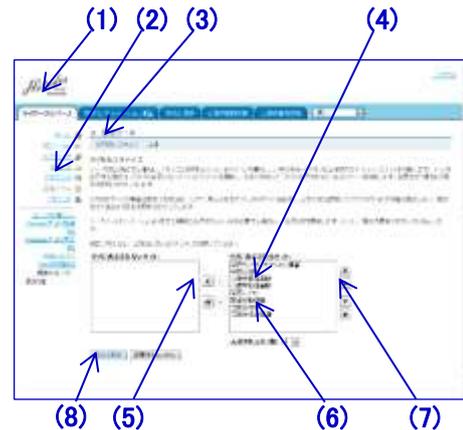
● Rearranging the order on the Class tab

⑥ From [Sites displayed on tab], select the classes that you want to position first.

⑦ Click the ▲ button.

The order from left to right of the Class tab will change to the offer from top to bottom of the [Sites Displayed in Tab].

⑧ Click the [Update Settings] button.

■ Contact details for inquiries/Online Guide

● Campus Satellite

When you are unsure how to submit a report, please contact a consultant at the Campus Satellite, which is on each campus.

Ichigaya Campus:	2F Fujimizaka Bldg. Information Cafeteria 2
Koganei Campus:	B1 West Building, Multimedia Room 4
Tama Campus:	3F All-Purpose Building Tama All-Purpose Information Center Preparation Room

| Service time: | While classes are running: Mon-Fri 9:00 to 12:00, 12:30 to 17:00 |

● Class Support System Web Guide

This provides a video showing how to submit reports.

http://cmsguide.hosei.ac.jp/

* Source of smartphone images: NTT DOCOMO website: http://www.nttdocomo.co.jp/