ICT Systems for Offering Classes in UTokyo

(English translation of excerpted version)

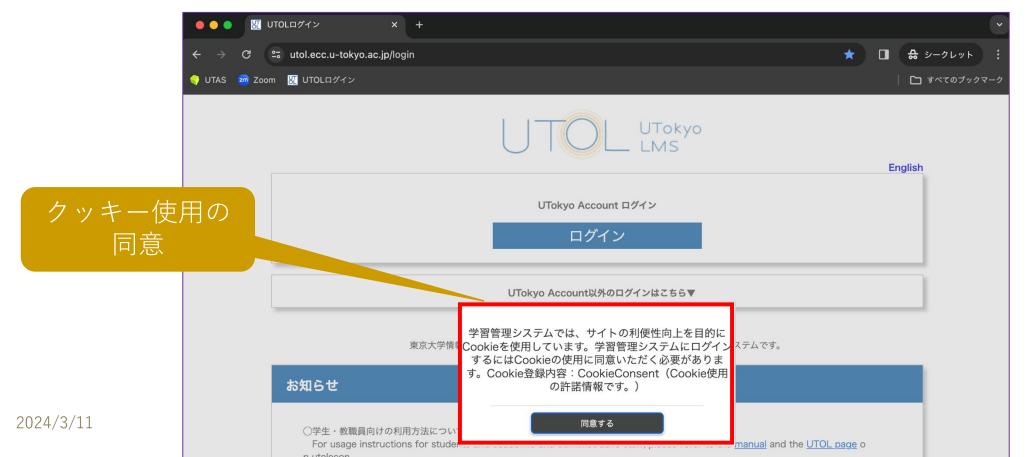
SHIBAYAMA Etsuya,

Information Technology Center

Basics in UTOL



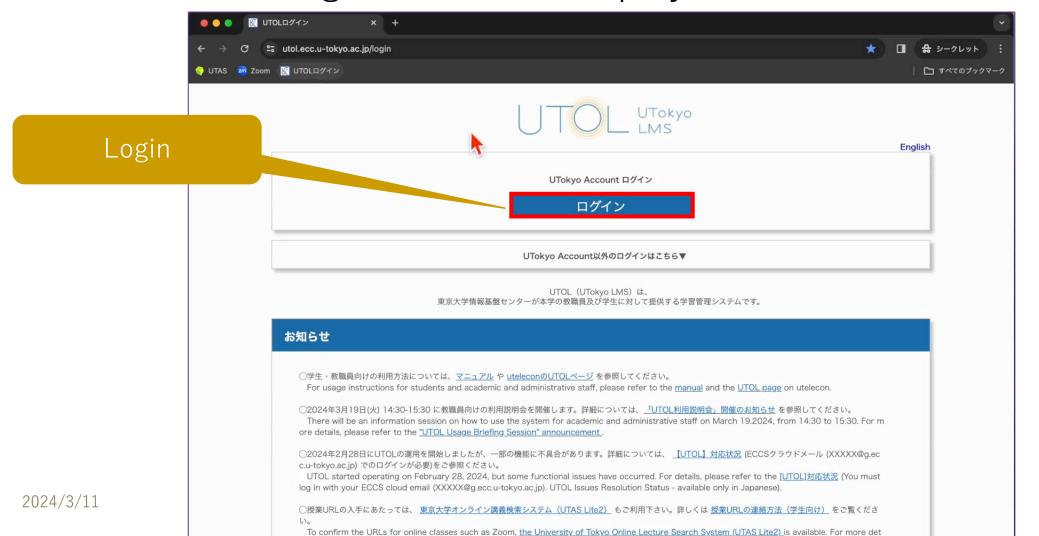
- First time, please agree to the use of cookies.
 - The only purpose of cookies is to keep you logged in and to remember your consent.



Basics in UTOL



■Press the "Login" button to display the timetable.

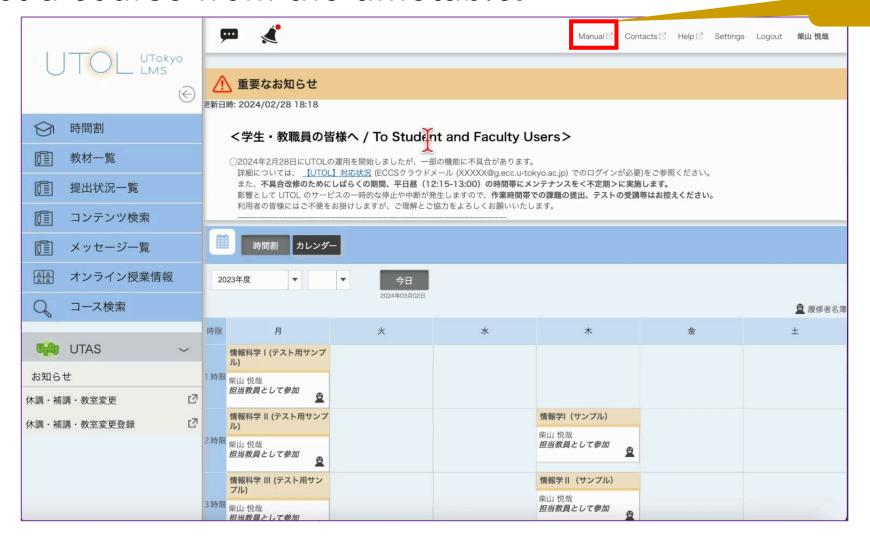


Basics in UTOL



■Select a course from the timetable.

Manuals

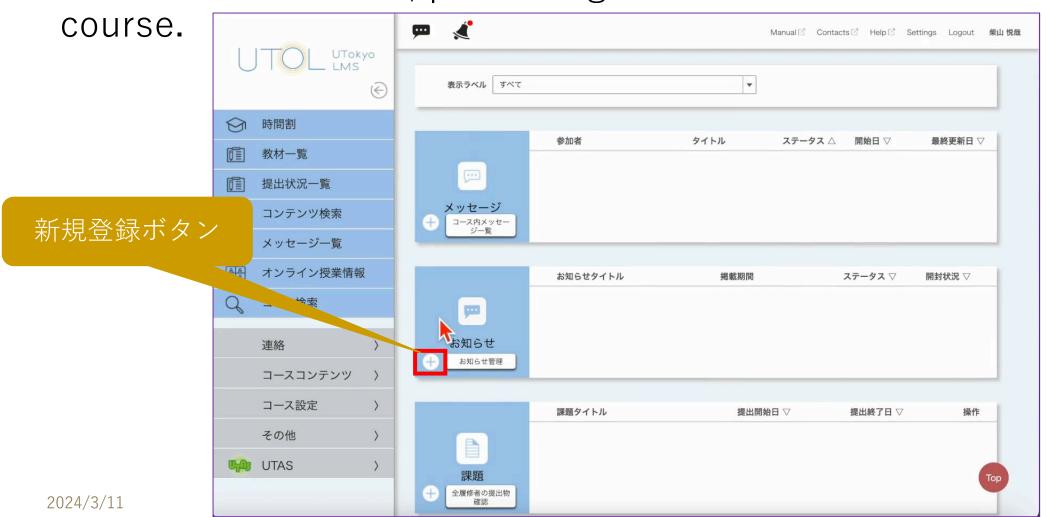




- ■It is recommended to use "Announcements" on UTOL to communicate with students.
 - This can be sent to all students in the course or to a subset of students.
- ■Student can use UTOL's "Messages" or email to communicate with the course instructor.
 - UTOL "Messages" doesn't need exchanging email addresses.
- Regardless of whether you use UTOL or not, please let students know your standard method of communication.
 - •If different faculty members use different contact methods, students taking many classes may be easily confused, so it is recommended that you try to UTOL, unified method as possible.



■To contact students, please register a new "Notice" in the





■Please enter the title, contents, etc. of the "Notice".





(preview if necessary) and register





■UTOL "messages" may be received from students



Inform the online class information



■Please enter online class information in the field on UTOL.



Inform the online class information



■Students can list the contents of the "Online Class

Information" field.



Inform the online class information

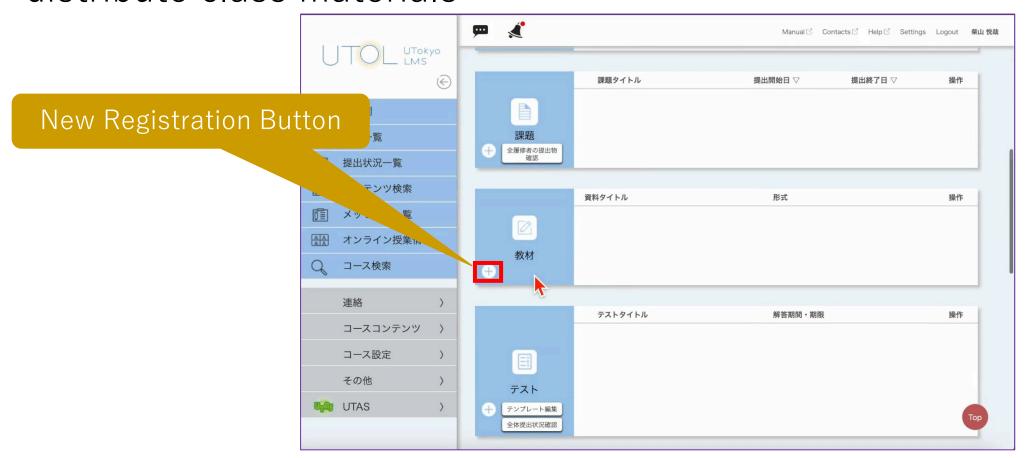


- ■Please be sure to post the URL as well as the meeting ID and passcode for the Zoom meeting room information.
 - Reference: https://utelecon.adm.u-tokyo.ac.jp/faculty_members/url
- In the "Online Class Information" section, it is best to post information that will not change (or change infrequently) during the class period.
 - It is better to use the same URL for the entire class period to avoid troubles.
- ■Please allow plenty of time for posting information, rather than just before the start of the course.





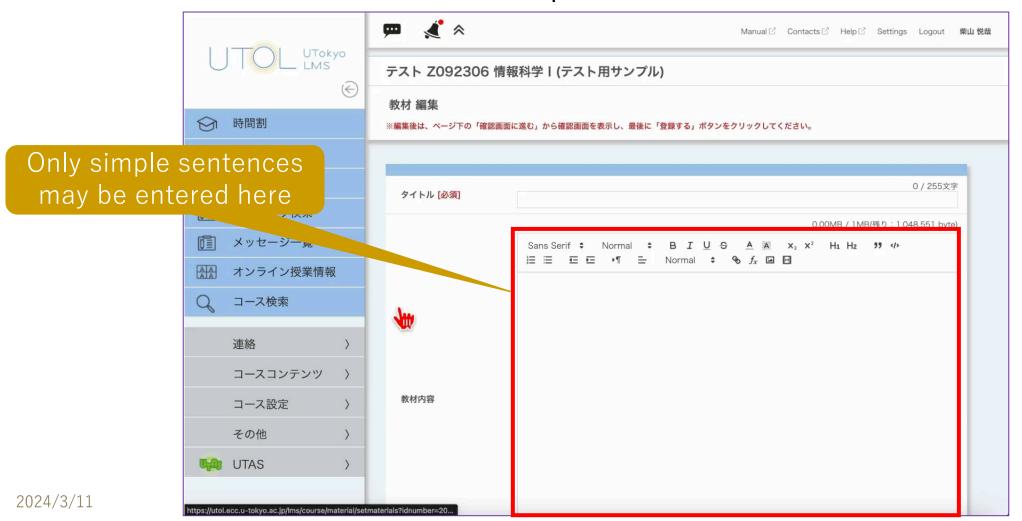
■Please register new "teaching materials" in the course to distribute class materials







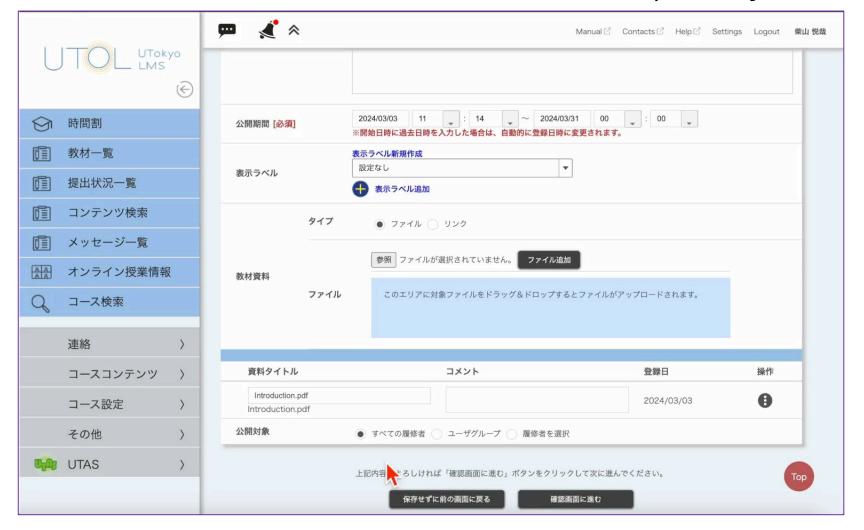
■Please enter a title and drop the file of class matrials







■Proceed to the confirmation screen to complete your registration.



Distribute class materials



- ■A single "material" can contain multiple files.
- It is recommended to make the files available until the end of final exams.
- Students tend to prefer files in a format that allows them to write notes
 - e.g. Students who can use a tablet with a stylus prefer PDF format.
 - e.g. Students who can input by keyboard doesn't prefer PDF format.
- ■Please refer to the following for the copyright policy when you distribute materials on LMS.
 - https://utelecon.adm.u-tokyo.ac.jp/articles/copyright/

Set assignments



Registering an assignment is almost the same as that of



Set assignments

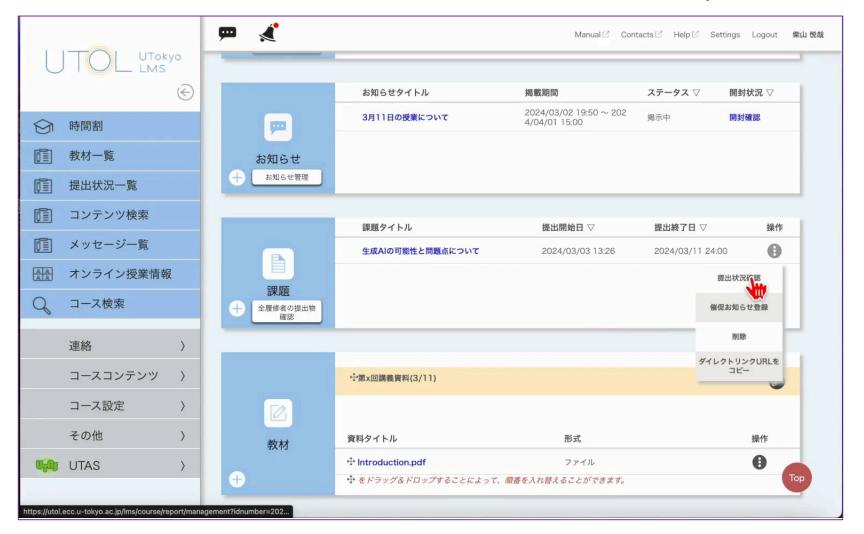


| タイトル | 生成AIの可能性と問題点について |
|----------|---|
| 内容 | 3月11日の授業の内容を参考にして、生成AIの可能性と問題点について調べ、レポートをまとめてください。 |
| 添付ファイル | |
| 提出期間 | 2024/03/03 13:26 ~ 2024/03/11 24:00 |
| 提出方法 | ファイルアップロード |
| 期限後の提出 | 不可 |
| 評価の参照 | 可 |
| 提出物の相互参照 | 不可 |
| 表示ラベル | 設定なし |
| 公開対象 | すべての履修者 |

Collecting assignments



■Select "Check Submission Status" from the ":" menu



Collecting assignments



You can download reports in bulk.

提出状況 2. Press here. 一括操作 (選択項目) 一括ダウンロード 再提出設定 参照 ファイルが選択されていません。 アップロード コメントと評価 フォーマットダウンロード コメントと評価および 参照 ファイルが選択されていません。 アップロード フィードバックファイル zipフォーマットダウンロード (zipファイル) ファイル名指定オプシ ユーザID 氏名 学生証番号※**一括ダウンロードには反映されません。** ョン 催促お知らせ登録 催促お知らせ 1. Check here. 3件中1~3件を表示 号/(ユーザ 氏名 コメン… 編集 92000001 東大 テスト1 92000002 東大 テスト2 UTokyoSt 東大用学生 2024/03/03 2024/03/03 期限内提 生成AIにつ 凄いレポート 2024/3/11 040 いて.pdf 13:43 13:47

Collecting assignments



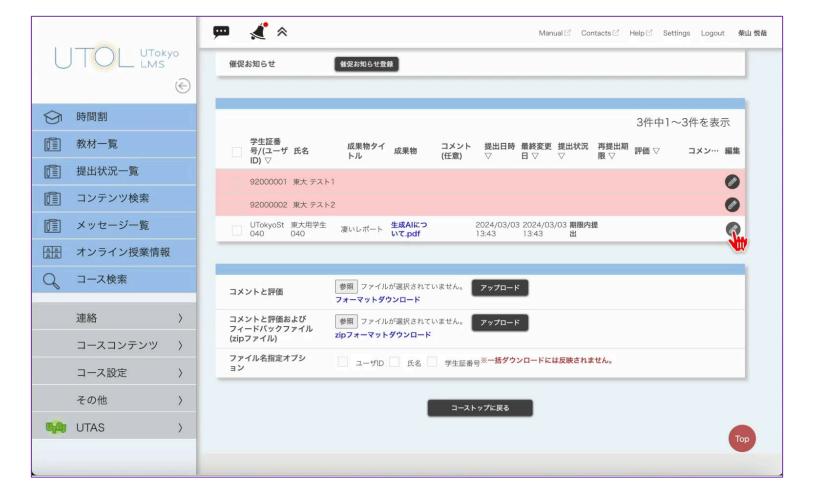
■Reports can also be viewed individually

| | 提出状況 | | | | | | |
|------------|--|--|---------------------|-----------------------------|------------------|---------|--|
| | 一括操作(選択項目) | 一括ダウンロード | ī提出設定 | | | | |
| | コメントと評価 | 参照 ファイルが選択されていません。 アップロード フォーマットダウンロード | | | | | |
| | コメントと評価および フィードバックファイル (zipファイル) | | | | | | |
| | ファイル名指定オプシ ョン | ユーザID 氏名 学生証番号 ^{※一括ダウンロードには反映されません。} | | | | | |
| | 催促お知らせ | 催促お知らせ登録 | | | | | |
| | | | | | | | |
| | | | | | 3件中1~ | ~3件を表示 | |
| Click here | 学生証番 号/(ユーザ 氏名 ID) ▽ | 成果物タイ トル 成果物 | コメント 提出日時 (任意) ▽ | 最終変更 提出状況 日 ▽ ▽ | 再提出期 限 ▽ 評価 ▽ | コメン… 編集 | |
| | 92000001 東大 テスト | -1 | | | | 0 | |
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| 2024/3/11 | UTokyoSt 東大用学生 040 040 | 凄いレポート 生成Alにつ いて.pdf | 2024/03/03 13:43 | 3 2024/03/03 期限内 13:47 出 | 提 | | |

Grading assignments



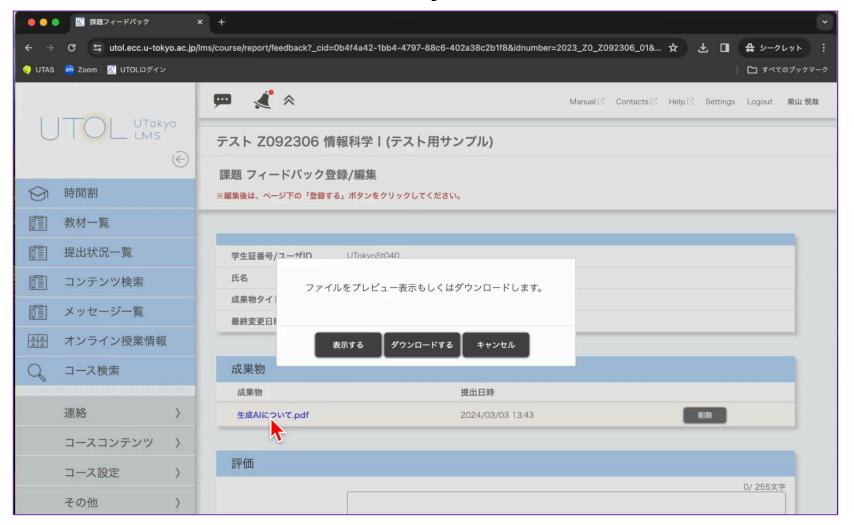
To make on-screen evaluations, press the edit button (an icon of a pencil).



Grading assignments



Check submissions and enter your evaluation.



Grading assignments

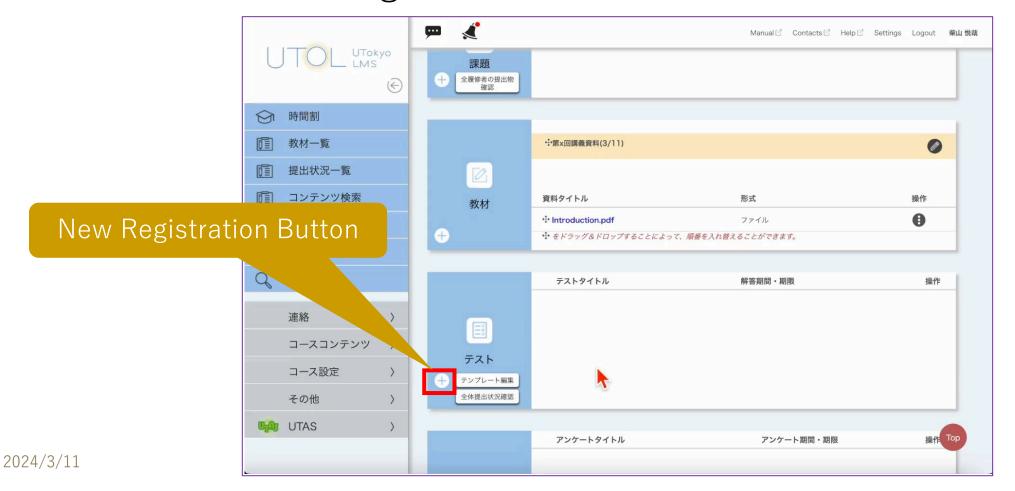


You can also batch upload your evaluations, etc.





Registration for tests is initially the same as for teaching materials and assignments.



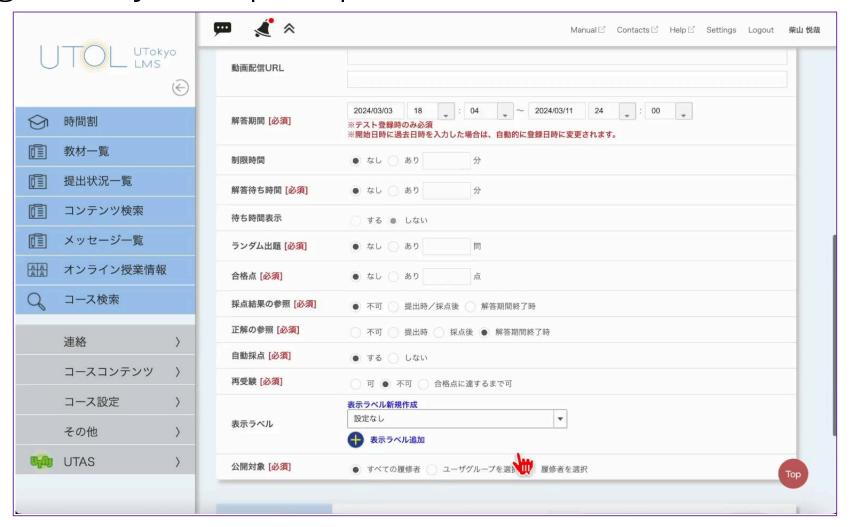


There are many setting options.



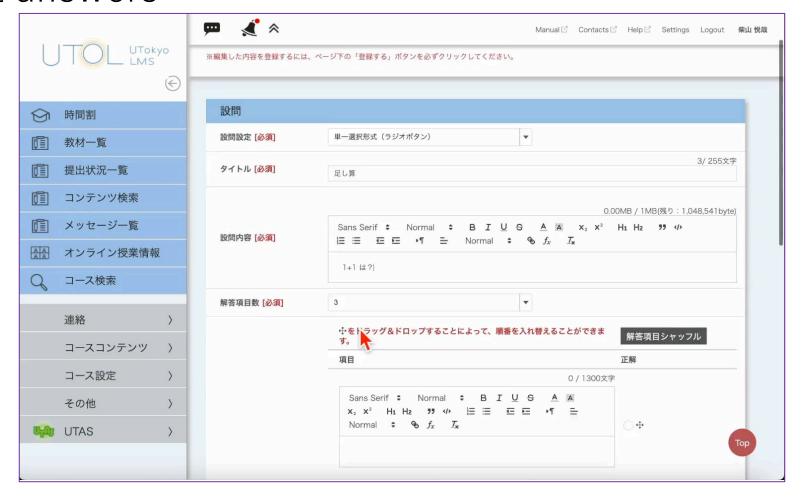


■Set (generally multiple) questions.





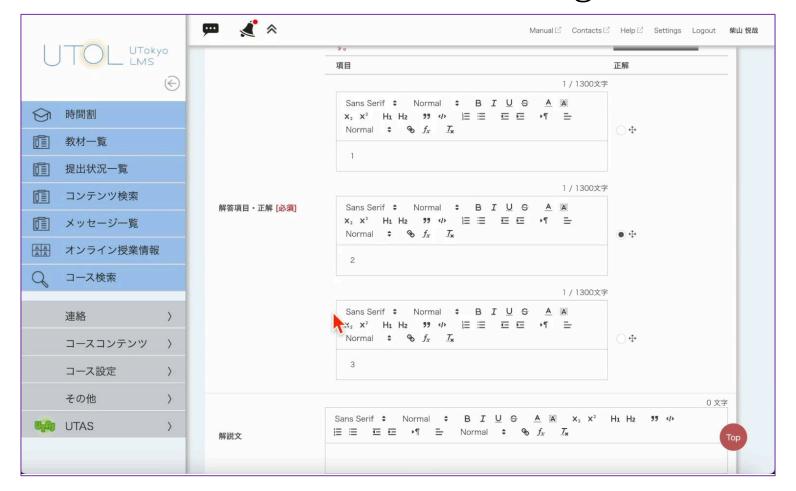
If it is a choice format, please provide additional choices and correct answers







■Please decide the score and enter all the questions, then proceed to the confirmation screen to register.



Grading a test



- Automatic scoring is also available in the multiple-choice and fill-in-the-blank formats.
- However, automatic scoring for fill-in-the-blanks is based on an exact match with the correct answer
 - excluding spaces before and after the answer.
 - Full-width letters and half-width letters are considered to be mismatched.
- The checking of answers and return of comments are almost the same as for "Assignments."



Take attendance



- ■You can offer a simple test during class to check attendance.
- ■There is also an "attendance management" feature that shows a password during class and asks students to enter it.
- In either case, it is difficult to automatically make an accurate judgment.



Registration and Notification of Class Cancellation and Supplementary Classes



If you are going to cancel classes or offer supplementary classes, please register with UTAS first.



You can also use UTOL's "Announcements" to contact your students.