ICT Systems for Offering Classes in UTokyo
(English translation of excerpted version)

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Basics in UTOL

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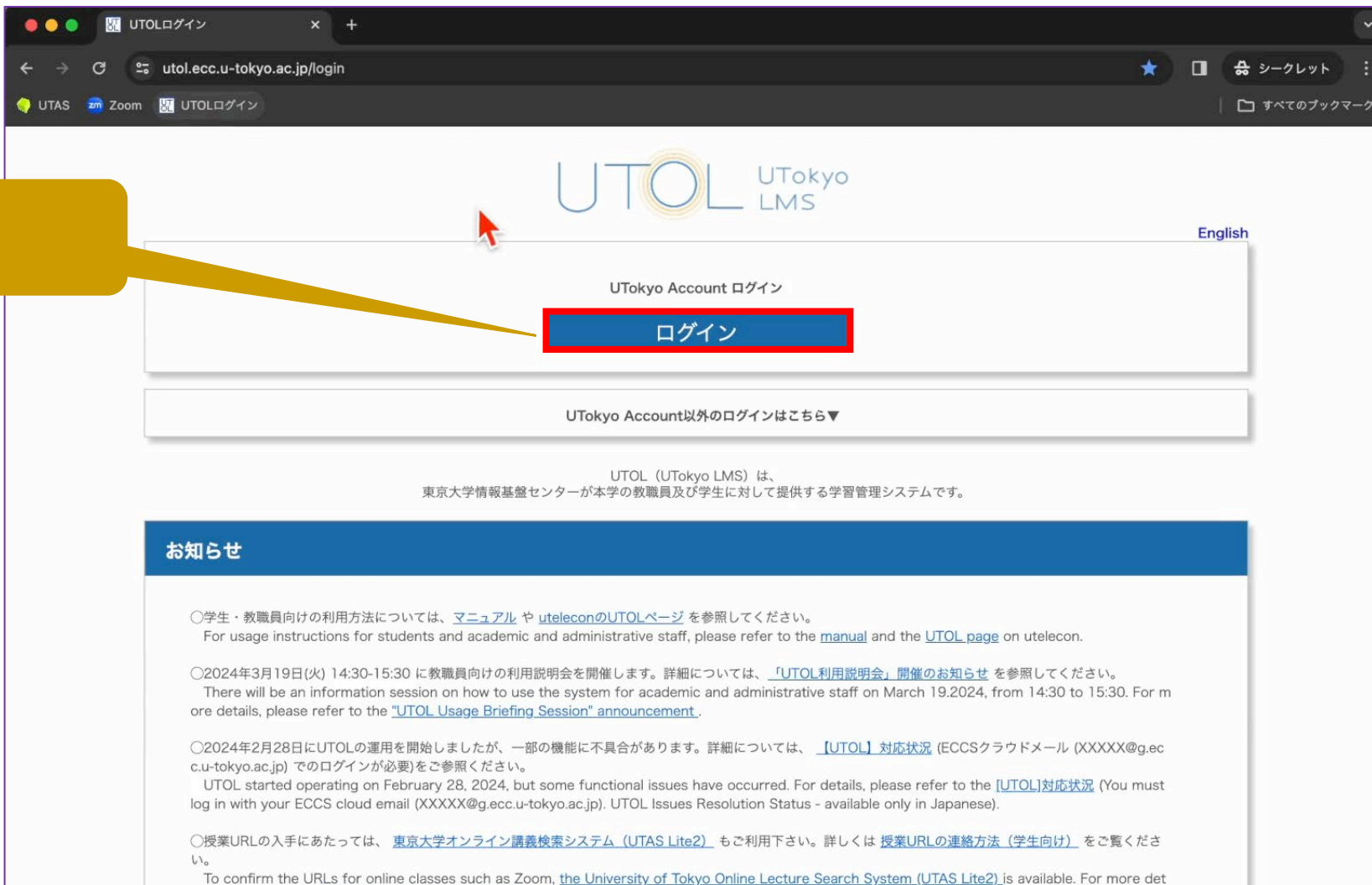- The only purpose of cookies is to keep you logged in and to remember your consent.

クッキー使用の
同意

Basics in UTOL

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

Login

Basics in UTOL

■Select a course from the timetable.

Manuals

Basics in UTOL

■It takes one step to show the 2024 course during March.

Select Year and Term

Communication with students outside of class hours

- ■ 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.

Communication with students outside of class hours

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

新規登録ボタン

Communication with students outside of class hours

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

Equivalent to the subject and the body of emails

Appropriate posting period depending on the content

Simple text decoration and mathematical formula input are available.

Communication with students outside of class hours

■(preview if necessary) and register

Notification to email or LINE if the student has set it up

It is possible to limit the recipients of notification

Communication with students outside of class hours

UTOL UTokyo LMS

■UTOL "messages" may be received from students

Click here to read the message.

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.**

Distribute class materials

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

New Registration Button

Distribute class materials

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

Only simple sentences may be entered here

Distribute class materials

■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 class materials.

New Registration Button

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.

Collecting assignments

■Reports can also be viewed individually

Click here

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.

2. fill in the contents of the Excel file and select the file from here

3. Upload the file

1. download Excel file format

Submit a test

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

New Registration Button

Submit a test

- There are many setting options.

Submit a test

■Set (generally multiple) questions.

Submit a test

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

Submit a test

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

Grading a test

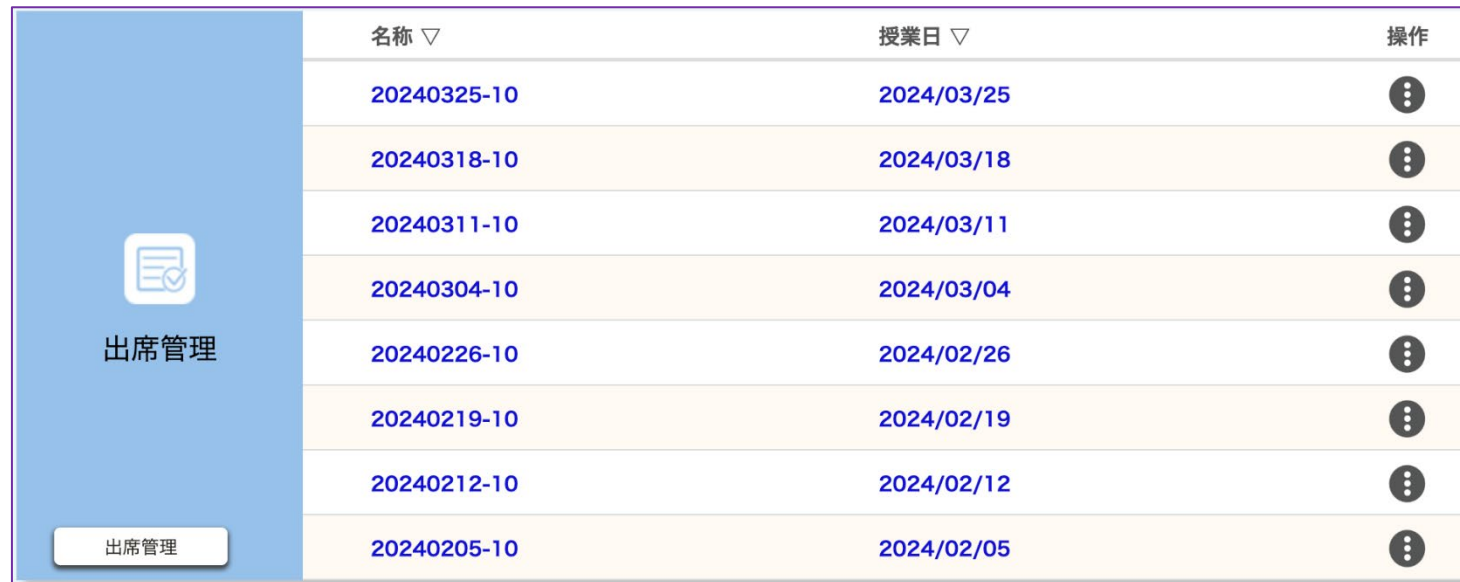■ Automatic scoring is also available in the multiple-choice and fill-in-the-blank formats.

■ 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.

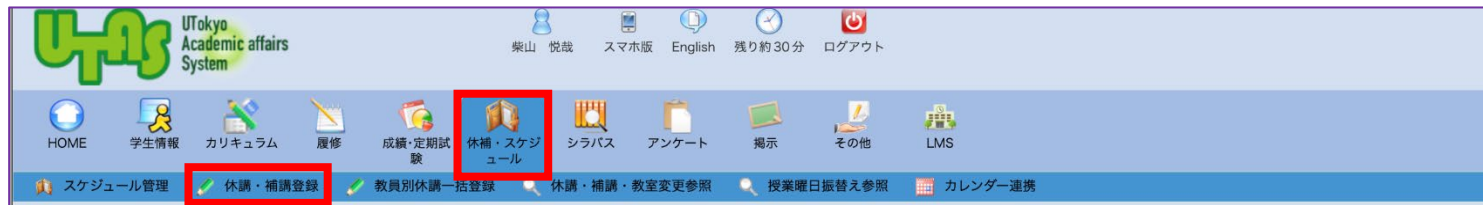■In either case, it is difficult to automatically make an accurate judgment.

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.