ThinkBoard LMS

ThinkBoard Learning management system

Student

Student's Manual

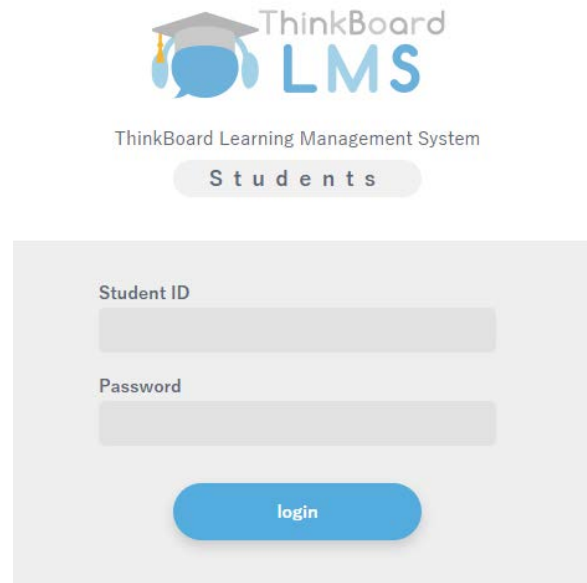# table of contents

1. Login

<u>Access the ThinkBoard LMS participant system.</u>

Enter ID and PW (password) and select the [login] button.

* Please input ID and password used for login, please distinguish between case and capital letters.

Browser bookmark registration is convenient.

※ Because it involves watching movies, it is necessary to use it in Wi-Fi environment We will recommend.

Please use the following browser.

OS	Browser	Remarks
Windows	・EDGE ・Google Chrome ・Firefox	
Mac	・Safari ・Google Chrome	Please use Safari 10 or later.
Android	・Google Chrome ・Firefox※	As of Aug. 2018 mp4 movie can not be played on Firefox for Android version.
iOS	・Safari	In the environment iOS 8.0.2 or earlier, ThinkBoard content can not be played correctly on this site.

Please use each browser as latest as possible.

When viewing with browsers other than the above, part of the screen may not be displayed correctly or content may not be played.
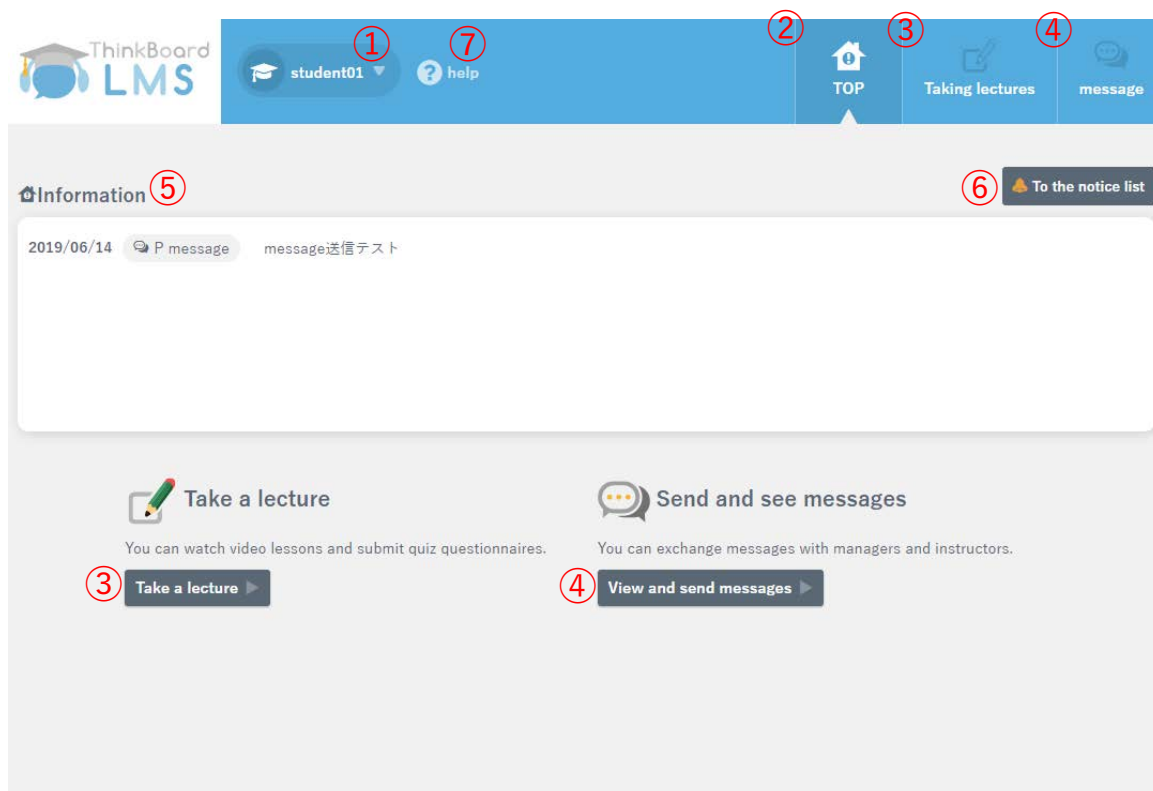
<u>Copyright and scope of use</u>

The copyright of ThinkBoard LMS belongs to KJS Company, Ltd.

The copyright of the content created / registered by the user of this system belongs to the user or the organization to which the user belongs.

2．How to operate each screen
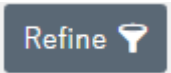
1）TOP screen

① The registered name of the student who is logged in is displayed.
▼ You can select [Change password] and [Logout] from the button.
② Go to the TOP screen.
③ Go to the lecture attendance screen.
You can watch movie lessons, test exams, questionnaire responses, and report submissions.
④ Go to the message screen.
You can confirm and reply to incoming messages.
⑤ Notifications and new arrival list of messages will be displayed.
⑥ Go to the notification list screen.
⑦ Display the manual.

2) Lecture taken

Icon	function	explanation
	Movie lesson	You can watch movie lessons. Blue icon in TB format, purple icon in mp4 format
	Test	You can take a test.
	Report	You can describe the report and submit it.
	questionnaire	You can answer the questionnaire.
	Refine	You can narrow down the contents displayed in the list from the items of [All], [Movie lesson], [Test], [Questionnaire], [Report] and display them.

2-1) Movie lesson　　* When viewing movie lessons, we recommend that you watch on Wi-Fi connection.
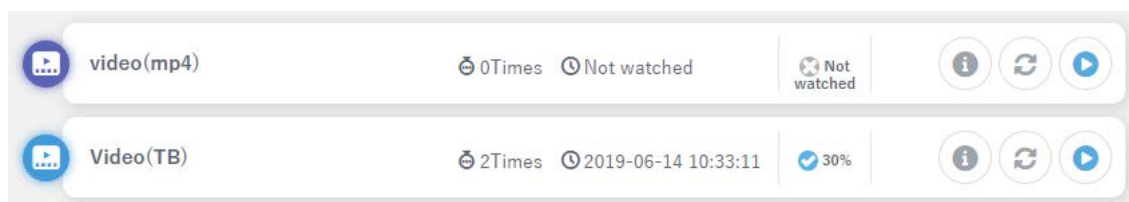
Following the title, the number of views of video class and the date & time of last viewing are displayed.

icon	function explanation
	Movie lessons in TB format.
	Movie lessons in mp4 format.
0%	Displays the viewing ratio of the movie. Movie viewing is completed by clearing the viewing ratio set for each movie lesson.
	It indicates that there is a file attached to the movie lesson. Click this button to download.
	Displays movie information. You can download attached files and view movie lessons from the displayed information.
	It is used when the% display of viewing ratio does not change after viewing and is small.
	Movie playback starts.

Playback player operation
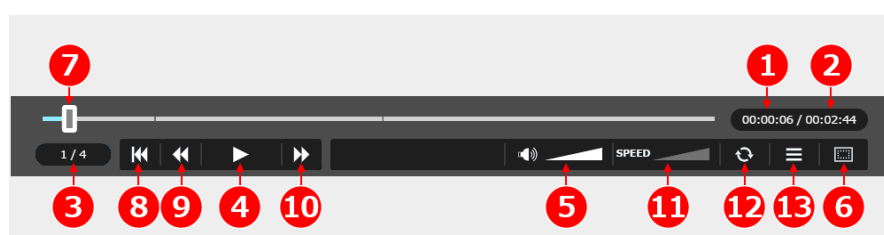
① The [playing time] of the lecture being played is displayed.
② [Overall time] of lecture being played is displayed.
③ The block number being played / the total number of blocks of the lecture currently playing will be displayed.
④ Play / pause.
⑤ You can adjust the volume.
⑥ [Full screen display / window display] can be switched.
⑦ You can search where you want to move the knob.
⑧ To play from the very beginning of the lecture.
⑨ Go to the previous explanation.
⑩ Go to the following explanations.
⑪ Playback speed can be changed between 1 × speed and 4 × speed.
⑫ [Loop playback / normal playback] can be switched.
⑬ You can display and select chapters

2-2）Test
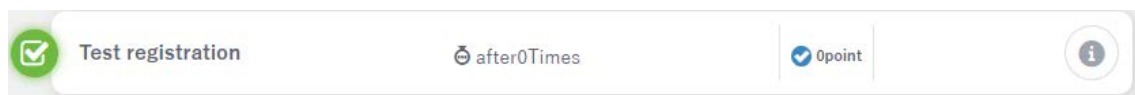
Following the test title, the number of times you can take the exam is displayed.

icon	function explanation
❌	In the case of not taking the examination, the red circle is displayed with a white letter.
✓20	If you have already taken the exam, ✔ will be displayed in white with a blue circle, the score of the test will be displayed.
ⓘ	Display test information. If you take the test more than once, each result is also displayed. You can proceed from the information to the examination screen of the test.
✎	Start the test.

2-3）Report

The report title is displayed.

icon	function explanation
Not submitted	In the case of not submitting, a white letter is displayed on the ash circle.
Submitted	If it has already been submitted, the blue circle will be displayed in white with ✔ followed by submitted.
ⓘ	Display information on the report. The response status of the report and the expiration date of the report are displayed. You can proceed from the information to the report submission screen.
✎	You can describe and submit a report.

2-4）Questionnaire
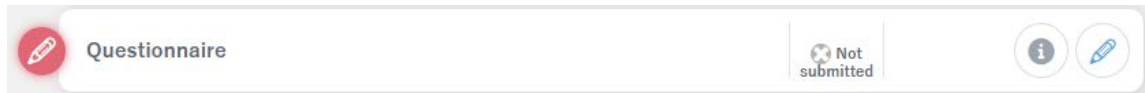
The questionnaire title is displayed.

icon	function explanation
Not submitted	In the case of not submitting, a white letter is displayed on the ash circle.
Submitted	If it has already been submitted, the blue circle will be displayed in white with ✔ followed by submitted.
(i)	Information on the questionnaire will be displayed. The response status of the questionnaire and the expiration date of the questionnaire are displayed. From within the information you can go to the questionnaire answering screen.
(pencil)	You can start answering the questionnaire.
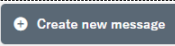
3) Message
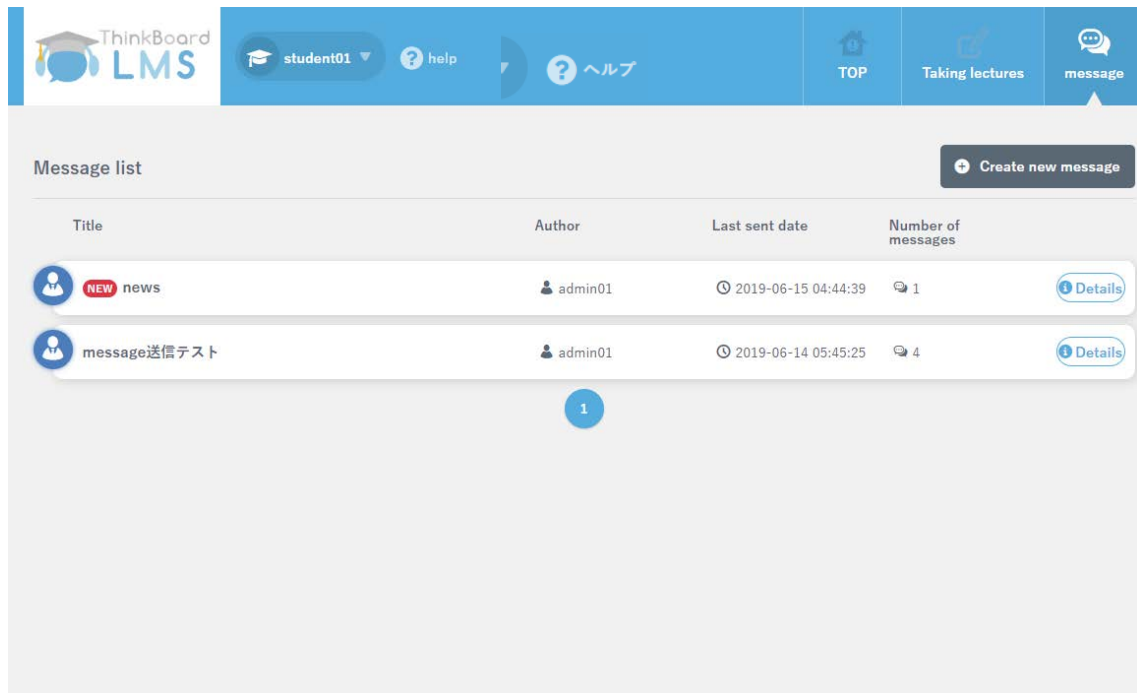
A list of received messages is displayed.

* You can not exchange messages between students.

icon	function explanation
⊕ Create new message	You can create a message and send it.
👤	It is a private message. The exchange of this message can not be seen by other students.
👥	It is a public message. Interactions within this message can be seen by all students who receive this message.
NEW	Represents an unread new message.
🗑	It is a delete button. You can delete messages.
❶詳細	You can display the details (contents) of the message.

3-1） Create new message

You can create and send messages to system administrators and teachers.

icon	function explanation
destination	Select the administrator or teachers you want to send a message from the list.
Detail creation	Title: at least 3 characters up to 100 characters Message content: at least 3 characters and 2000 characters or less.
Detail confirmation	You can check the input contents and send it if there is no problem.

3-2） Reply message creation

You can create and send a reply message to the received message.

icon	function explanation
destination	Select the administrator or teachers you want to send a message from the list.
Detail creation	Message content: Please enter at least 3 characters and 2000 characters or less.
Detail confirmation	You can check the input contents and send it if there is no problem.

4）Notification
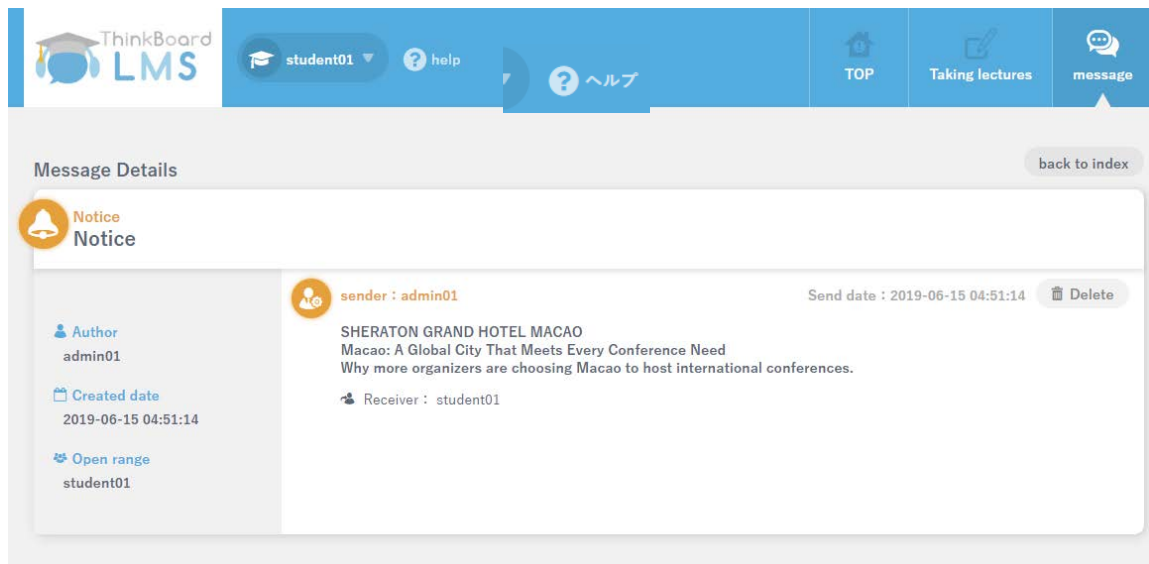
A list of received notifications is displayed.

icon	function explanation
	It is a notification message.
NEW	Represents an unread new message.
❶詳細	You can display details（contents）of notification.

5） Change password
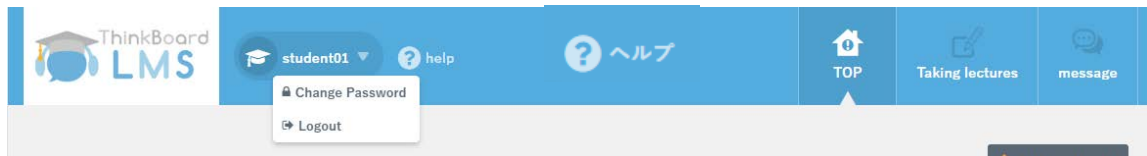
You can change the login password.

3. Terms of service

・ThinkBoard LMS Terms of service

Article 1. Definition

This agreement provides terms and conditions relating to the use of ThinkBoard LMS and Content Server (hereinafter referred to as "the Service") applied between you and the KJS Company, Ltd. (hereinafter referred to as the "Company"). This agreement is a contract that binds the user and the Company (hereinafter referred to as a "Contract") together with modifications and provisions that are made from time to time on this agreement, the Company's privacy policy, instructions the company conducts for each scene. Users are required to agree to this agreement when using this service. Only users who have agreed to this Service can use this service, and in using it, comply with this agreement, the amendment of this agreement made after consent, additional clauses, instructions and norms specified in this service.

Article 2. Change of Terms of Service

The contents of this agreement can be changed by the Company as necessary.

Article 3. About the handling of personal information

We will respect the privacy of users in this service and will handle personal information in accordance with our privacy policy.

Article 4. Data management

Users agree that data and file saving, consistency is not sure. We assume no responsibility even if unforeseen circumstances occur and the data and files accumulated and recorded during this service period are lost.

Article 5. Prohibited items

1. When using this service, the following acts are prohibited.
    1) Disclosure, sublicensing, sublicensing, renting, etc. to third parties (including other users) of information, software, tools, user IDs, passwords or other materials disclosed or accepted or received by the Company.
    2) Use of ID and password of other users.
    3) Any Act that may cause loss or damage to third parties.
    4) Infringement of intellectual property rights such as patents, utility model rights, design rights, trademark rights, copyrights, rights concerning trade secrets, and other rights of the Company or a third party
    5) Any act of duplicating all or part of this site and the programs attached to this site
    6) Any act of altering the site and the programs attached to this site in whole or in part
    7) Any act of seeking to discover or reproduce the source code used to trace, debug, disassemble, reverse engineer, or decompile the software on this site, or in the Service.
    8) Slander, obscenity, public order and morals, acts that contrary to laws and ordinances, or acts.
    9) Provision of information contrary to facts.
    10) Any act that hinders the normal maintenance and operation of this Service and other networks connected, or acts that damage our trust.
    11) Any act of collecting and accumulating personal information of other users and third parties, or infringement of privacy.
    12) Any act that the Company deems inappropriate.
2. In the event of damage to the Company or a third party by the acts set in the preceding paragraph, the user shall assume all legal responsibilities and will not damage the Company and third parties.
3. The Company shall be able to suspend the use of this site without notice in advance if the user reasonably violated the listed in the preceding two paragraphs have been performed.
4. The Company reserves all rights except for the rights explicitly granted in this Terms and Service. In addition, the Company reserves the right to regularly audit users in order to confirm compliance by the user under the provisions of these Terms and Agreements on the premise of notifying in advance in writing.

Article 6. Self-responsibility

The user shall use this Service based on own responsibility and shall have the following duty of care. The Company is not responsible for any damage caused by violation of this Terms and Services by the User.
1. Save your own texts and other data at your own risk.
2. Manage the password of this Service.
3. Do not violate rights such as copyrights, portrait rights, privacy rights owned by other users, third parties or the Company.

Article 7. Security

About SSL

With this Service, we protect customer's personal information by "SSL" security function.
* "SSL" is a function to automatically encrypt and transmit personal information such as name, address or telephone number entered on the Internet by the customer, and in order to use SSL, special setting is not needed.

About JavaScript

In this Service, JavaScript is utilized on some contents. If JavaScript setting is disabled in your browser, it may not function correctly or may not be displayed correctly. In order to use all contents, the Company recommends enabling JavaScript in browser setting.
* "JavaScript" is a scripting language that runs on a web browser and adds various functions to web pages.

About cookies

In this Service, "Cookie" is used for some services.
The cookie used in this service is for the purpose of providing better service to customers.
By enabling cookie, you can use all the services of this website comfortably.
※ "Cookie" is a kind of data sent to your personal computer by web server.

About webstorage
In this Service, "webstorage" is used for some services.
The webstorage used in this service is for the purpose of providing better service to customers.
※ webstorage is a function to save data on the browser side.

About access log
In this Service, the information of the accessed person is recorded in the form of an access log.
Access logs are used for statistical analysis and problem solving concerning maintenance management and usage of this service.
* "Access log" is the record of the operation of the web server, including the IP address of the person who accessed, OS used, access date and time etc.

About viewing log
In this service, viewing history of content is recorded in the form of viewing log.
※ "viewing log" is the recorded content viewing behavior, personal information of those who accessed is not included.

Article 8. Supported browser
This service is checked on the following browsers.
Windows: Microsoft Edge, Google Chrome、Mozilla Firefox
Mac OS: Safari (safari 10 and above), Google Chrome
Android OS: Google Chrome, Mozilla Firefox
iOS: Safari installed in iOS 8.0.2 or later
Please use the browser as latest as possible.
When viewing with browsers other than operation confirmation, part of the screen may not be displayed correctly or contents may not be played.

Article 9. Ideas, information etc. from customers
As a general rule, we can not accept information on new advertisements, new sales promotion, new products, marketing plans etc from customers unless we asked separately. If you send it contrary to this, we can not guarantee that we treat these ideas as confidential information or valuable information.

Article 10 Suspension and termination of use of this service
Where there are grounds for the following reasons, the Company shall not be liable for any kind of responsibility to the customer at any time in independent discretion, with or without prior notice, without the customer taking any responsibility for accessing this service or using this service You can stop or terminate.
(A) If there is any doubt that the act actually contrary to these terms is being performed by the customer, (b) the company assumes liability or the third party can not use the service If the service is being used by the customer in such a way as to be connected, (c) if necessary due to regular downtime and repetitive downtime, (d) storage capacity or bandwidth is (E) In the event of unexpected technical problems or outages, or (f) the customer has suspended ordinary work and transferred assets that make creditors as beneficiaries or When disposing of similar assets, bankruptcy proceedings, organization restructuring procedures, liquidation proceedings, dissolution procedures or similar procedures. If we decide that we can not determine when the suspension of access to this service will be resumed, or if we decide to terminate access to this service by you, we will inform you through this service or We will make considerable efforts in business so that we can notify you by e-mail addressed to the e-mail address associated with the account. In addition, our company can terminate this agreement regardless of reason by notifying the customer 30 days in advance.
Customers shall acknowledge that if access to this service is terminated or terminated, subsequent access to the target content saved using this service will be lost.
If we terminate access to this service for reasons other than the reasons stated above or in accordance with your instructions, you may request access to your subject content by paying additional fee. This charge must be made within 5 days from the end date. If this claim is not made within this period, you will be unable to acquire all targeted contents saved by using this service, we will be obliged to keep any data stored in your account I will escape.

Article 11. About copyright
Copyright and other rights relating to images and information etc. posted on this service belong to the Company or the owner of whom we have authorized the use unless otherwise stated.
Regarding copyrights, use (copying, alteration, distribution, etc.) beyond the scope permitted by laws such as private use of the contents of the contents, etc. are protected by law, such as copyright laws and treaties of each country You can not.

Article 12. About trademark
Regarding trademarks (trademarks, service marks) displayed in this service, the right belongs to the right holder who has authorized us to use it. It can not be used without permission from the right holder.

Article 13. Governing law and jurisdiction
The validity, interpretation, performance, etc. of these Terms shall be governed by the laws of Japan.
When disputes relating to this agreement occur between us and the user, we will negotiate and resolve them in good faith by both parties, but in the event of a need for litigation, we will take the Miyazaki District Court first instance The exclusive jurisdiction of the courts.

(Last updated on March 1, 2019)

・ThinkBoard Web Player Terms of service

Article 1. Definition
This Agreement establishes various conditions concerning the use of ThinkBoard Web Player (hereinafter referred to as "the Service"), which is applied between users and Educational Information Service Co., Ltd. ("Company") Thing. This agreement is a contract that binds the user and the Company (hereinafter referred to as a "book") together with modifications and provisions that are made from time to time on this agreement, the Company's privacy policy, instructions the company conducts for each scene, It is called a contract). Users are required to agree to this agreement when using this service. Only users who have agreed to this service can use this service, and in using it, comply with this agreement, the amendment of this agreement made after consent, additional clauses, instructions and norms specified in this service We need you.

Article 2. Change of Terms of Service
The contents of this agreement can be changed by our company as necessary.

Article 3. About the handling of personal information
We will respect the privacy of users in this service and will handle personal information in accordance with our privacy policy.

Article 4. Prohibited items
1. When using this service, the following acts are prohibited.
    1) With respect to this Agreement, Disclosure, sublicensing, sublicensing, renting, etc. to third parties (including other users) of information, software, tools, user IDs, passwords or other materials disclosed or accepted or received by the Company, Or lending.
    2) Use of user ID and password of other users.
    3) Acts that may cause loss or damage to third parties.
    4) Infringement of intellectual property rights such as patents, utility model rights, design rights, trademark rights, copyrights, rights concerning trade secrets, and other rights of the Company or a third party
    5) Acts of duplicating all or part of this system and programs attached to this site
    6) Any act of altering the site and the programs attached to this site in whole or in part
    7) The act of seeking to discover or reproduce the source code used to trace, debug, disassemble, reverse engineer, or decompile the software on this site, or to provide or provide access to the Service.
    8) Slander, slander, obscenity, public order and morals, acts contrary to laws and ordinances, or acts that may be feared.
    9) Provision of information contrary to facts.
    10) Any act that hinders the normal maintenance and operation of this service and other networks connected to it, or acts that damage our trust.
    11) The act of collecting and accumulating personal information etc. concerning other users and third parties, or infringement of privacy.
    12) Other acts that we deem inappropriate.
2. In the event of damage to the Company or a third party by the acts set forth in the preceding paragraph, the user shall assume all legal responsibilities and will not damage the Company and third parties.
3. The Company shall be able to suspend the use of this site without notice in advance if the user reasonably determines that the acts listed in the preceding two paragraphs have been performed.
4. The Company reserves all rights except for the rights explicitly granted in these Terms and Agreements. In addition, the Company reserves the right to regularly audit users in order to confirm compliance by the user under the provisions of these Terms and Agreements on the premise of notifying in advance in writing.

Article 5. Self-responsibility
The user shall use this service based on its own responsibility and shall have the following duty of care.
We are not responsible for any damage caused by violation of these Terms and Conditions by the User.
1. Save your own texts and other data at your own risk.
2. Manage the password of this service so that it is not known to third parties.
3. Do not violate rights such as copyrights, portrait rights, privacy rights owned by other users, third parties or our company.

Article 6. About security
About JavaScript
    In this service, some content using JavaScript is available. If JavaScript setting is disabled in your browser, it may not function correctly or may not be displayed correctly. In order to use all contents, we recommend enabling JavaScript setting in browser setting.
    * "JavaScript" is a scripting language that runs on a web browser and adds various functions to web pages.

About webstorage
    In this service, there are cases where "webstorage" is used for some services.
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Please use the browser as latest as possible.
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Article 8. About offering ideas, information etc. from customers
As a general rule, we can not accept information on new advertisements, new sales promotion, new products, marketing plans etc from customers unless we asked separately.
If you send it contrary to this, we can not guarantee that we treat these ideas as confidential information or valuable information.

Article 9. Disclaimer
We are liable for damages of users and third parties arising from the performance and execution of this Agreement by the Company, damage caused by users and third parties caused by violation of these Terms by users, We are not responsible for any accidents or other damage on software or hardware.
In addition, we do not guarantee any information about all information on this service.
In the unlikely event that there is an error in the information on this service, we are not responsible at all.
The content of this service, the information being posted, the file name etc are subject to change or obsolete without notice. Please note.

Article 10. About copyright
Copyright and other rights relating to images and information etc. posted on this service belong to the Company or the owner of whom we have authorized the use unless otherwise stated.
Regarding copyrights, use (copying, alteration, distribution, etc.) beyond the scope permitted by laws such as private use of the contents of the contents, etc. are protected by law, such as copyright laws and treaties of each country You can not.

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