

ThinkBoard Learning Management System

Administrator



Administrator's Manual

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1. Introduction

About ThinkBoard LMS

ThinkBoard LMS is a school and cram school management platform that enables students to "want to learn" "want to learn" from teachers more efficiently and more closely.

Since it operates on Web browser of terminal such as Windows, Android, Mac OS, iOS, special preparation such as installation of special software is unnecessary.

To get detailed viewing status of content, you can see who, when, where, and how you watched the content.

Also, if you introduce ThinkBoard video content creation software, you can create, register and distribute original content that talks with the teacher's voice, meeting the needs of the student.

Operating environment

Please use the following browser.

OS	Browser	Remarks
Windows	EDGEGoogle ChromeFirefox	
Mac	Safari Google Chrome	Please use Safari 10 or later.
Android	· Google Chrome· Firefox※	As of Aug. 2018 mp4 video can not be played on Firefox for Android version.
iOS	· Safari	In the environment iOS 8.0.2 or eariler, 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.

Copyright and scope of use

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. Login

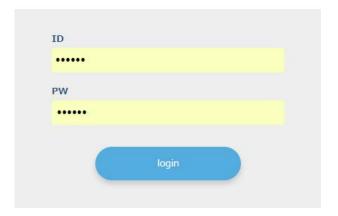
Access the ThinkBoard LMS administrator system.

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

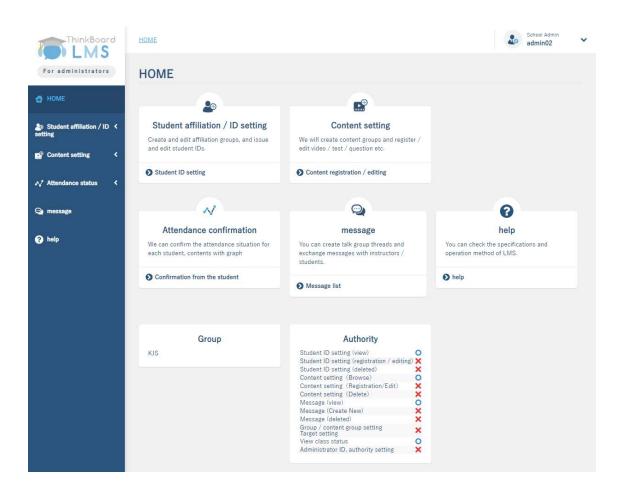
* Please input ID and password for login, please distinguish between case and capital letters.

Browser bookmark registration is convenient.





When you log in to the system for administrator below screen appears.

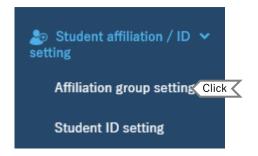


3. Affiliation / ID setting

3-1) Register belonging group.

This is the task of registering for instructors and students who use this system belong.

Click [Affiliation group setting] from [Student Affiliation / ID setting].



The current registration status, like the screen on the right, is displayed.



Move to edit mode and register.

Click on the slide switch in the upper right to switch to edit mode.





Up to 4 layers can be registered for belonging group.

Affiliated school > Grade level > classroom > course

Affiliation > Grade > Classroom

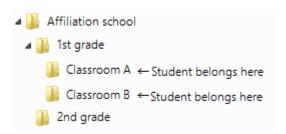
Grade > Course etc.

You can register according to school and school operation mode.

As the example, on the next page, the procedure of creating group belonging to 3 category is described, so please refer to it.

Example) In the case of creation of a group belonging to 3 hierarchies

Register the configuration as below as an example.

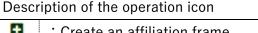


Create the first category group
 First, click on the leftmost side of the screen.

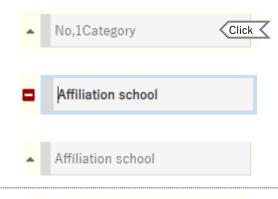
A frame of [No,1 Category] will be created.

Click inside the frame to change the name.

Change the name to [Affiliation school].



+	: Create an affiliation frame.
0	:Create a frame where students and content fit.
0	: Deletes the selected frame.
_	: Moves the selected frame upward.
	: Moves the selected frame downward.
4	: Move the selected frame to the left.
Þ	: Move the selected frame to the right.



Create second category group
 Click under [Affiliation school] under.

A frame of [No,2 Category] will be created.

Click inside the frame to change the name.

I will change the name to [1st Grade].





· Create a third category group

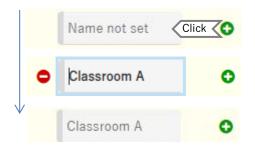
Click under "Affiliation school ".

The frame of [Name not set] is made.

Click inside the frame to change the name.

Change the name to [Classroom A].





Next, register the classroom B by clicking • to the right of [Classroom A].

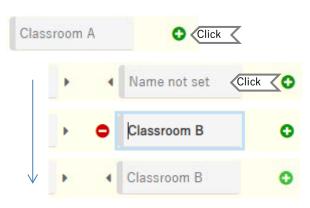
A frame of "Name not set" will be created next to Classroom A.

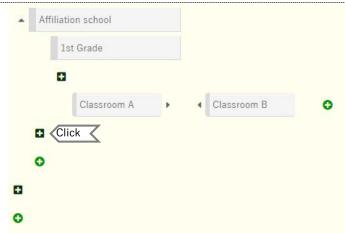
Click inside the frame to change the name.

Change the name to [Classroom B].

· Add [2nd Grade] to the 2nd category and create it.

Click the second symbol from the left side of the screen.

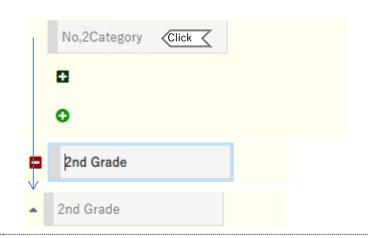




A frame of [No,2 category] will be created.

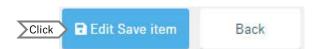
Click inside the frame to change the name.

I will change the name to [2nd Grade].



Finally click the [Edit Save Item] button at the bottom of the screen to save the registered group information.

This made it possible to create a group belonging to 3 category.



3-2) Administrator ID setting **Only top-level administrators can do.

This is an operation to register administrators such as instructors who use this system and their affiliations.

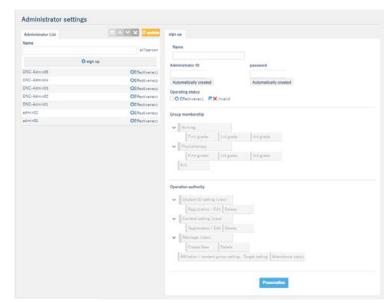
Click

[Administrator ID / authority setting].



The screen on the right is displayed.

※ Administrator ID of top-level authority is not displayed in the list. Only administrator IDs created by the top-level administrator are displayed.

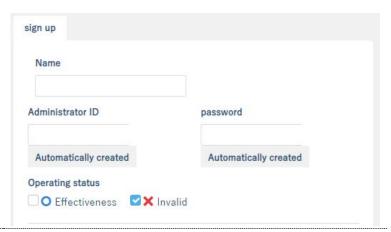


Click the [sign up] button at the top left of the screen.



Enter the following information in the sign up tab which is on the right of the screen.

Name Administrator ID Password Operating status



		Description of input items
[Name]	: Required	Up to 120 characters of single-byte characters, up to 60 characters of double-byte characters.
[Administrator ID]	: Required	You can input any value or you can set the value randomly by clicking the "automatic creation" button.
[Password]	: Required	You can input any value or you can set the value randomly by clicking the "automatic creation" button.
[Operating status]	:Select use/	disuse. "O": allowed using. "X": disallowed using (login is impossible).

Next, set the administrator's affiliation.

Example) In this example, set as shown below as a setting example of the affiliation.

Head Office> Administration Division> Education Division

When you click the bottom course of the group, the upper category is also automatically selected.

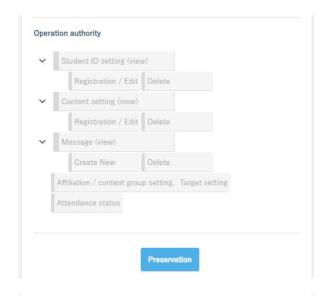


Then set the administrator's operation authority.

Here, as an example of setting operation authority, set as an administrator who has only the authority to view each items.

Click the type of authority to give this administrator.

Student ID setting (view) Content setting (view) Message (view) Attendance status





Click the Preservation button to complete the registration.



Although the display differs depending on the browser you use, a message window which ask whether you register or not will be displayed.

dnc-lms.com の内容
Register administrator information. Is it OK?

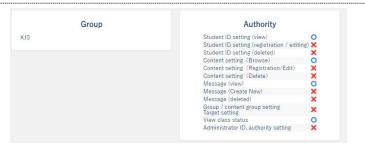
Click OK キャンセル

Please click OK button.

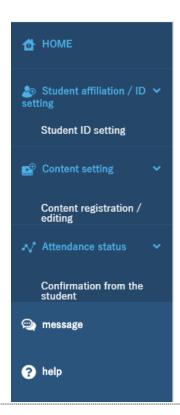
If it is registered successfully, it will be added to the list on the left of the screen.

<About the screen display of the administrator who was given the operation authority>

In the home screen after login, your affiliation and authority are displayed at the bottom of the screen.



If all of (viewing), (registration / editing) and (delete) of the student affiliation / ID setting are not allowed, the items of "Student affiliation / ID setting" will not be displayed as shown on the right figure.



If you need to add or delete the top level administrator ID for which you can set the privileges, please contact KJS through the system administrator.

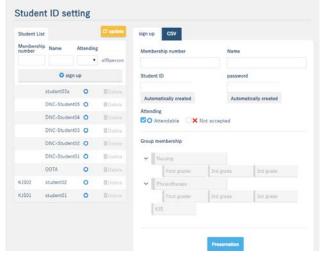
3-3) Register students.

This is the task of registering the affiliation of students and students who use this system.

Click "Student ID setting" from "Student Affiliation / ID Setting".



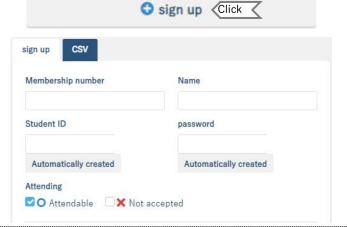
The screen on the right appears.



Click on the [sign up] button above the [Student List] on the left side of the screen.

Enter the following information in the sign up tab on the right of the screen.

Membership number Name Student ID password Attending



	Description of input items
[Membership number]	: Any. Up to 120 characters for single-byte characters, 60 characters for full-width characters Non-numeric values can be entered
[Name]	Required. Up to 120 single-byte characters, 60 full-width characters Up to numeric values are acceptable
[Student ID]	Required. Random value can be set by "Auto create" button, and it can be input by arbitrary value.
[Password]	Required. Random value can be set by "Auto create" button, and it can be input by arbitrary value.
[Attending]	: Choose whether you want to attend. " \bigcirc " permits attendance. "X" is not permitted to attend (login disabled).

Next, will set the affiliation of students.

Here, as an example setting of the affiliation destination, set the affiliation as follows.

Nursing > 1st grade > Class B

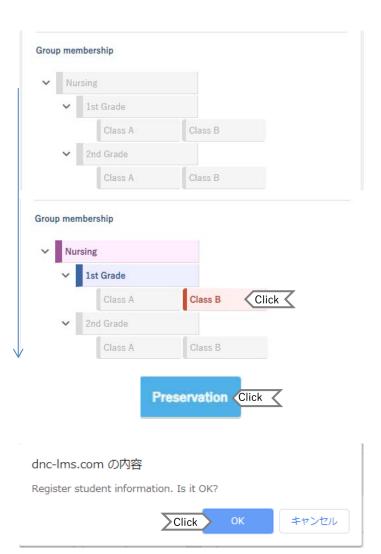
If you click on the course at the bottom of the group you belong to, the upper category is automatically selected.

Click the Preservation button to complete the registration.

The display varies depending on the browser you are using, but a window will appear about whether to register.

Please reply to register.

If registration is successfully registered, it will be additionally displayed in the list on the left.



You can change the order of registered students.

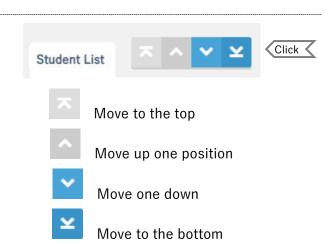
You can change the order by selecting the student you want to change and pressing the up / down button.











<About the filtering function of student list>

You can filter the display of student list by three kinds of items: Membership Number, Name, and Lesson.

When you enter a character in the filtering field of [membership number], [name], a list of students including the input character string is displayed.



If you enter 10 for [Membership Number], only students with a membership number of 10 will be listed.

<Student's password>

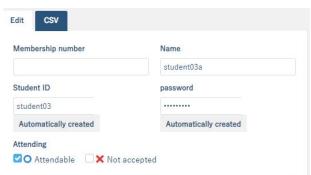
When you press the [Auto Generate] button, alphanumeric characters of 12 digits are created.

When you edit a student, the set password is not displayed.

It is displayed when the auto generation button is pressed or when an arbitrary character string is input.

Please use it when the student forget the password etc.





When there are many students who register, collective registration by CSV data is also possible.

Please select CSV data prepared in advance and register.



· CSV data creation example

	А	В	С	D	Е	F
1	Membership number	Name	Student ID	IPassword	Accommodation status	Group membership
2	201 8001	John Smith	sample01	password01	1	2-0-3000
3	2018002	Joe Bloggs	sample02	password02	1	3fc0c5
4	2018003	average Joe	sample03	password03	1	0-158000
5	2018004	plain Jane	sample04	password04	0	0-38800000-2
6	2018005	generic name	sample05	password05	1	3fffc3cd-158000
7						

Create the following six columns in the header line.

Please note that each character string will be different if it is registered.

Membership	Any. Up to 120 characters for single-byte characters, 60 characters for full-width,	
number	other than numbers	
Name	Required. Up to 120 characters for single-byte characters, 60 characters for full-width, other than numbers	
Student ID	Required. Arbitrary value can be set IMPORTANT If the ID is already registered, overwrite it with CSV contents.	
Password	Required. Arbitrary value can be set	
Accommodation status	Required. Choose whether you want to attend. "1" permits attendance. "0" refuses to attend (login disabled).	
Group membership	Any. Enter your Affiliation group letter (see \downarrow)	

· About belonging group letters

Please click the [Acquisition of affiliation group characters] button.

The screen on the right appears.

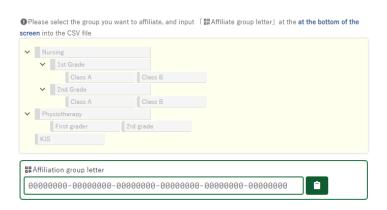
If you click on the group you want to belong to, "Affiliation group letter" is displayed at the bottom of the screen.



Please enter the displayed characters in the belonging group column of the CSV file.

By clicking the button, you can copy belonging Affiliation group letter, so you can paste them directly to CSV.



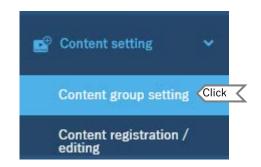


4. Content settings

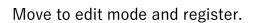
4-1) Register the content group.

This is the task of registering a content group to refer video lessons, tests, questionnaires.

Click Content group setting from Content Settings.

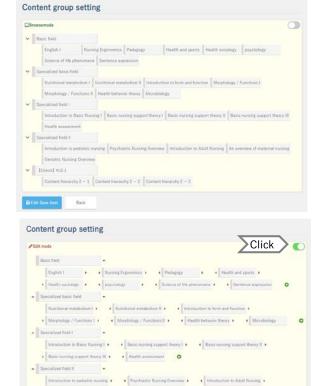


The screen on the right appears.



Click on the slide switch in the upper right to switch to edit mode.





An overview of maternal nursing
 Geriatric Nursing Overview

Content hierarchy 2 − 1 → 4 Content hierarchy 2 − 2 → 4 Content hierarchy 2 − 3 • • Content hierarchy 2 − 3

. [Chick] KIS1

Up to 2 categorys of content groups can be registered.

Subject> Unit

Previous term> subjects etc.

You can register it according to school and school operation mode.

As the example, on the next page, the procedure of content group creation is written, please refer.

Example) Course> Case of unit

Register the configuration as below as an example.



Description of the operation icon

•	: Create an affiliation frame.
0	: Create a frame where people and content fit.
0	: Deletes the selected frame.
<u> </u>	: Moves the selected frame upward.
	: Moves the selected frame downward.
4	: Move the selected frame to the left.
Þ	: Move the selected frame to the right.

· Create the first category group First, click on the leftmost side of the screen.

A frame of [No,1 Category] will be created.

Click inside the frame to change the name.

Change the name to "Subject".

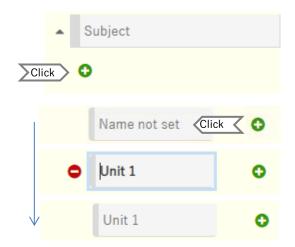


Create second hierarchical group.
 Click under "Subject".

The frame of [Name not set] is made.

Click inside the frame to change the name.

Change the name to [unit 1].



Next, register the unit 2 by clicking \odot to the right of [unit 1].

A frame of "Name not set" is created next to Unit 1.

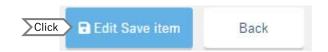
Click inside the frame to change the name.

Change the name to [Unit 2].



Finally click the [Edit Save Item] button at the bottom of the screen to save the registered group information.

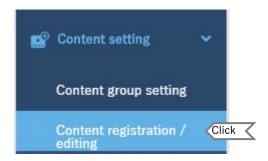
Creation of content group is completed.



4-2) Register the contents.

It is work to register video class, test, questionnaire, report.

Click [Content registration / editing] from [Content setting].



The screen on the right appears.



Select the content group for which you want to register content.

Register content as below as an example.

Basic field> English 1

Click on [Basic field] to display the group under Basic field, so click on [English 1].

Content registration / editing



Select the type of content to be registered. Select the type of content to be newly

registered.

Video class quiz questionnaire Report



You can select.

Registerable content

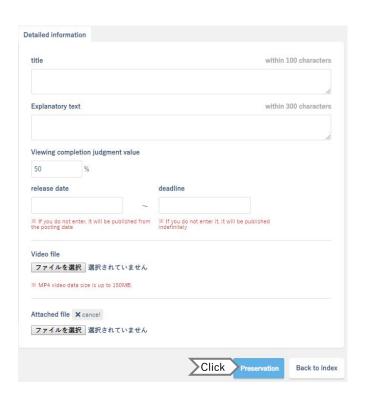
Video	TB format	Content created with ThinkBoard can be registered.
lesson	mp4 format	Up to 150 MB of mp4 video can be registered.
Quiz		Simple selection problem can be registered.
Questionnaire		Single selection, multiple selection, free response,
Report		questionnaire/Report for numerical answers can be registered.

Register video class

Enter and set the following information and data on the detailed information tab on the right side of the screen.

Title
Explanatory text
Viewing completion judgement value
Release date
Deadline
Video file
Attachment

After inputting, click the [Preservation] button to register.



Description of input items

[Title]	Required. Up to 100 characters
[Explanatory text]	: Any. Up to 300 characters can not be entered
[Viewing completion judgement value]	: Required. The initial value is 50%. It can be set from 0% to 100%.
[release date]	: Any. If it is not input, it will be published from the posting date
[deadline]	: Any. If it is not input, it will be published indefinitely
[Video file]	Required. ThinkBoard format (.TBO, .TBON, .TBO-L, .TBO-LN, .TBO-M, .TBO-MN) mp4 format (H.264 (mp4, MP4)) ThinkBoard format has no size limit, mp4 format can register up to 150 MB
[Attachment]	Any. Image files and PDF files are available Multiple files can be registered by compressing them into zip format. File types that can be registered: .txt, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .Pdf, .jpeg, .jpg, .gif, .bmp, .png, .zip, .rar

%About the file of mp4 format

- · Please use videos that own copyrights themselves for use. Please see "Guidelines for using videos" on the next page.
- Video file size that can be used must be 150 MB or less.
 Videos with large file sizes take a long time to upload, and they are responsible for the cost of communication for students to watch. Please use re-encoding as SD image quality.

Guidelines for using videos

There are various rules that must be observed when using videos.

There is no problem if all users protect the rule and use the appropriate video.

However, in the case that the user has utilized a video that does not have rights, or violated the rights of others, it can recognized as an act of infringing the right.

When such infringement of rights occurs, various damage will be caused to the victim (rights holder) infringed on the right, and the person who used the animation will bear the legal responsibility.

Please refer to the concrete examples of actions that may be infringement as described below.

Please be aware that even if you are using only a part of the video, it will be infringed. In addition, there are cases where multiple rights are related to one video. In this case, please be aware that you need to obtain permission from all right holders.

<Specific example of infringement of right>

- · To use commercial video software (DVD software etc.).
- · To use television programs.
- · To use video game.
- · To use images uploaded to blogs, websites, video posting sites.
- · To use videos screened at video theaters recorded by video camera.
- · To use live performances and school festival events recorded with a video camera.
- · To combine commercially available music software (CD etc.) with original image.
- · To use images of people 's face and appearance without permission.
- · To use of images containing personal information.
- · To use images that invade others' privacy.
- · To use video hurting a person's personality, honor, vocalization etc. of a specific individual.
- · To use artist's concert video.

When using video files, please be careful not to follow above infringement acts, and make sure to protect rules and manner.

② Register quiz

Enter and set the following information and data on the basic setting - Detailed information tab on the right of the screen.

Title Explanatory text End Message

Release date

Deadline

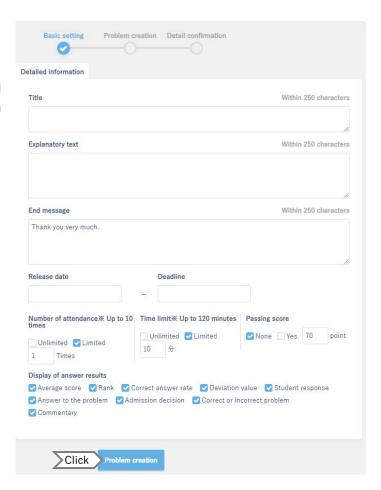
Number of attendance

Time limit

Passing score

Display of answer results

After inputting, click the [Problem creation] button.



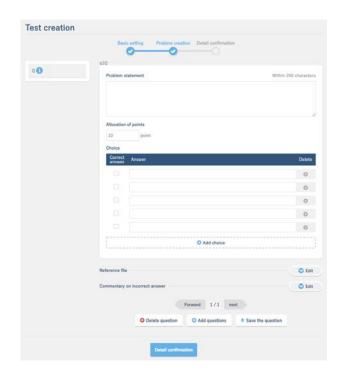
Description of input items

[Title]	: Required. Up to 250 characters	
[Explanatory text]	: Any. Up to 250 characters can not be entered	
[End Message]	: Any. Up to 250 characters can not be entered	
[Release date]	: Any. If it is not input, it will be published from the posting date	
[Deadline]	: Any. If it is not input, it will be published indefinitely	
[Number of attendance]	: Choose unlimited and limited (possible to specify number of exams)	
[Time limit]	: Select unlimited and limited (possible to set up to 120 minutes)	
[Passing point]	: Select No setting and setting (Pass score can be specified)	
[Show answer results]	: Select whether to display the following items at the end of the test or not. Average score, Rank, Correct answer rate, Deviation value, Student response, Answer to the problem, Admission decision, Correct or incorrect problem, Commentary	

Register test questions.

Enter and set the following information and data on the problem creation - 1st test page on the right of the screen.

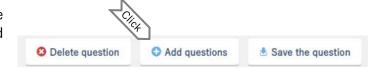
Problem statement
Allocation of points
Options and correct answers
Reference file (image)
Commentary on incorrect answer



Description of input items

[Problem statement]	: Required. Up to 255 characters.		
[Allocation of points]	:Any.		
[Option: Answer]	Required. Up to 255 characters. You must create at least two answer choices On the student side, the answer choices are displayed randomly.		
[Choice: correct answer]	: Required. Choose the correct answer choice.		
[Reference file (image)]	: Any. Can attach test image of test.		
[Explanation at time of	: Any. Up to 255 characters. You can set the explanation content to		
incorrect answer]	be displayed at incorrect answer		

For the test questions, you can increase the number of questions by clicking the $[\oplus Add$ questions] button.



* Please click the "Detail confirmation" button for each question creation and save.

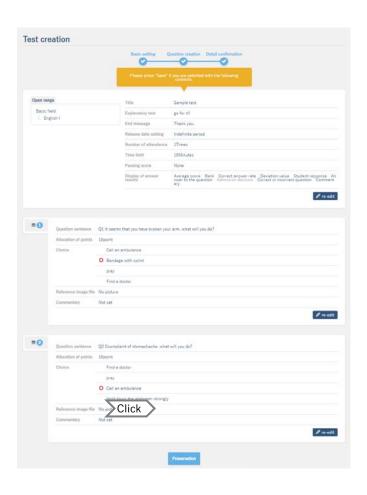
Once you have entered and saved all the necessary questions for the test, click the [Detail Confirmation] button.



Confirm / register the created test.

Confirm the contents of the test, if there is no defect, click the [Preservation] button to save.

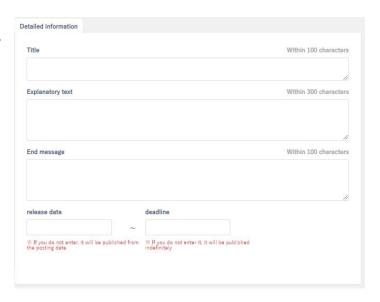
If there is any incompleteness in the created test, you can edit each item with the [re-edit] button.



3 Confirm / register the created questionnaire.

Confirm the contents of the created questionnaire, if there is no defect, click the [Preservation] button to save.

Title
Explanatory text
End message
Release date
Deadline



Next will create a question.

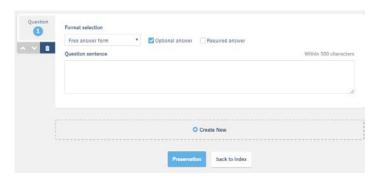
Description of input items

[Title]	: Required. Up to 100 characters.
[Explanatory text]	: Any. Up to 300 characters can not be entered.
[End message]	: Any. Up to 100 characters can not be input.
[Release date]	: Any. If it is not input, it will be published from the posting date.
[Deadline]	: Any. If it is not input, it will be published indefinitely.

Register questionnaire's question.

In the question ① at the bottom of the screen, enter and set the following information and data.

Format selection Optional responses and required responses Question sentence



Description of input items

[Single selection format]	: It is a form of having one chooses from multiple choices. You need to create two or more choices.	
[Multiple selection format]	: It is a format to have several choices from multiple choices. You need to create two or more choices.	
[Free answer format]	: It is a form to have you answer freely.	
[Numeric response format]	: It is a format that you operate sliders and have them answer by numbers.	
[Optional answer]	: Please select one.	
[Required answer]		
[Question sentence]	: Required. Up to 500 characters.	

You can increase the number of questions by clicking on the $[\oplus Create\ New]$ button.



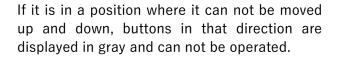
You can change the order by moving the question up and down.



Move up one position



Move down one position



If you do not need a question, you can delete it by clicking the [Trash] button.





Once you have entered all the questions you need for the questionnaire, please click the "Preservation" button.

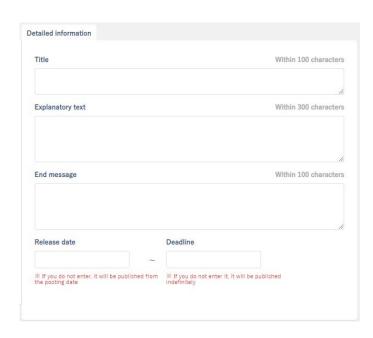


4 Register report

Enter and set the following information and data on the detailed information tab on the right of the screen.

Title
Explanatory text
Message after exit
Release date
Deadline

Next step is question creation.



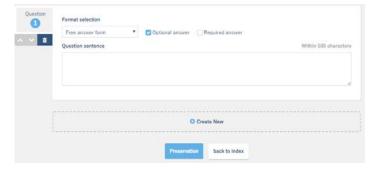
Description of input items

[Title]	Required. Up to 100 characters.
[Explanatory text]	: Any. Up to 300 characters can not be entered.
[End Message]	: Any. Up to 100 characters can not be input.
[Release date]	: Any. If it is not input, it will be published from the posting date.
[Deadline]	: Any. If it is not input, it will be published indefinitely.

Register the question of the report.

After entering and setting the following information and data, press the [Create New] button at the bottom of the screen to display the input frame.

Format selection Optional responses and required responses Question sentence



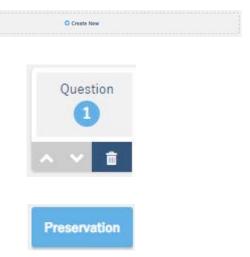
Description of input items

[Single selection format]	: It is a form of having one chooses from multiple choices. You need to create two or more choices.	
[Multiple selection format]	 It is a format to have several choices from multiple choices. You need to create two or more choices. 	
[Free answer format]	: It is a form to have you answer freely.	
[Numeric response format]	: It is a format that you operate sliders and have them answer by numbers.	
[Optional answer]	: Please select one.	
[Required answer]		
[Question sentence]	: Required. Up to 500 characters.	

You can increase the number of questions by clicking on the $[\oplus Create\ New]$ button.

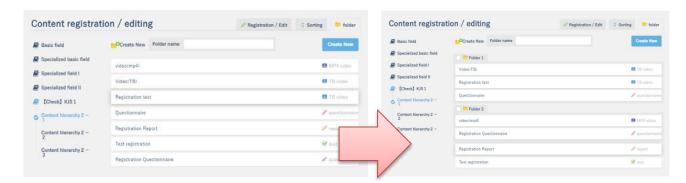
If you do not need a question, you can delete it by clicking the [Trash] button.

Once you have entered all the questions you need for the report, click the Preservation button.

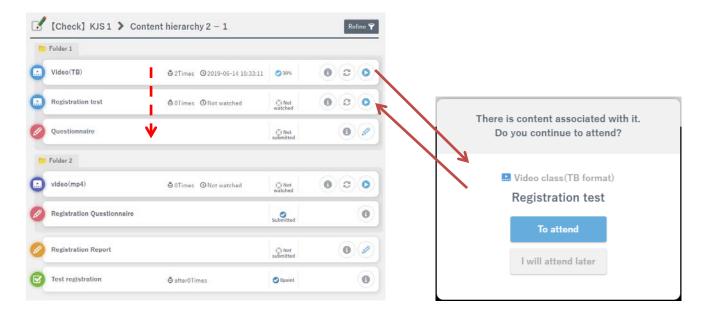


⑤ Content association (linking)

Associate (linking) content by combining multiple contents into folder units.



On the student side, a message is displayed to indicate that the related content is existed, and encouraged students to watch the contents. (Only the contents registered in the folder can be shown.)

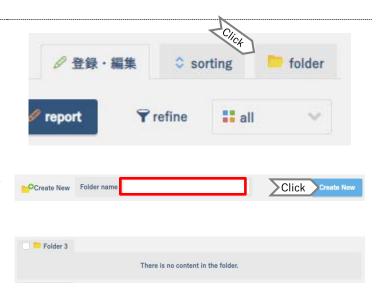


Create folder

Select the content group for folder sorting. Next, click the folder tab in the upper left corner of the screen.

You can create a folder by entering the name of the folder and clicking the [Create New] button.

You can change the folder name at any time.



Click >10

Register content in folder

Check the box of the created folder.

Check the content you want to register in the folder.

When you finish checking please click the [Preservation] button.

There is no content in the folder.

Polder 1

Registration test
Questionnaire

Folder 2

video(mp4)

Registration Questionnaire

Registration Report

Registration Report

Test registration

Test registration

selecting Folder name Folder 3

The checked contents are registered in the folder.

Association is set to the content in the order of this state, so arrange it in the correct order.

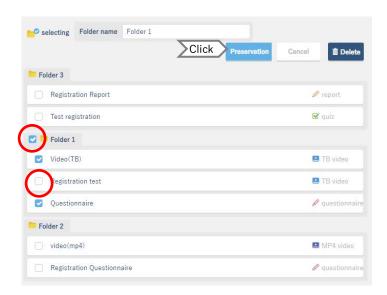


Disassociate

Unlink the associated content.

Uncheck the content you want to unlink in the folder.

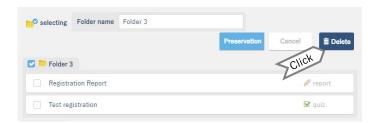
When you finish checking please click the [Preservation] button.



Delete folder

Check the folder you want to delete and click the [Delete] button.

When deleting a folder, the association of the content is canceled and only the folder is deleted.



Content registration / editing

Test registration

Basic field

Sort content

Click the sort tab on the upper left of the screen.

Top Bottom and bottom buttons are displayed at the right end of the folder or content.

Please click each button to rearrange the contents in an arbitrary order.

Content is associated in the specified order. In case



5. Course object setting

Set the target of content acquisition.

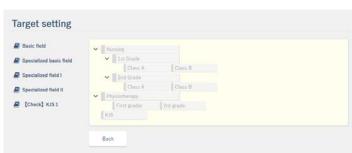
This is the task of setting who can access which content.

Click [Target setting].

The screen on the right appears.

A content group is displayed on the left side, and a belonging group is displayed on the right side.





Select a content group.

As an example, "Basic field > English 1" on should be set so that only students belonging to "Nursing > 1st Grade > Class A" can access them.

From the content group displayed on the left, click Basic field to open the Basic field group. Then select and click on Issues related to English 1

Set the group to which you can access the selected content group.

In order to make only students belonging to "Nursing > 1st Grade > Class A" watch contents, click on the group corresponding to the basic course under the Nursing and select it.

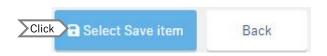
Clicking the desired group automatically selects the upper category.

If there are other groups that apply, click it to select it as well.

Finally, click the [Select Save item] button at the bottom of the screen to decide what to attend.







6. Accommodation status

Check with the student.

Click [Confirmation from the Student].

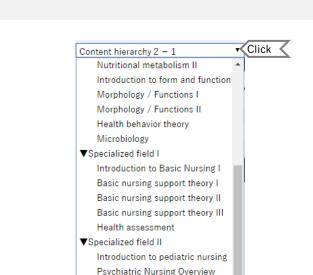
The screen on the right appears.

A content group selection box , Affiliation indication display / non-display , CSV output button, Detailed CSV output button.

Select a content group.

From the content group in the pull-down list, select the content group whose attendance status you want to check.

Up to the 2nd category of the content group is displayed in the pull-down list.



Introduction to Adult Nursing
An overview of maternal nursing
Geriatric Nursing Overview

Content hierarchy 2 - 1

▼ [Check] KJS1

Attendance status

student

Confirmation from the student

--Please select--

Click

Confirmation from the

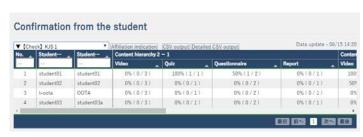
Click

▼ Affiliation indication | CSV output | Detailed CSV output

The participation status of the students who can take the selected content group is displayed.

The status of each content included in the content group is displayed in a list.

Filter search of [No], [Student ID], [Student name] is possible.

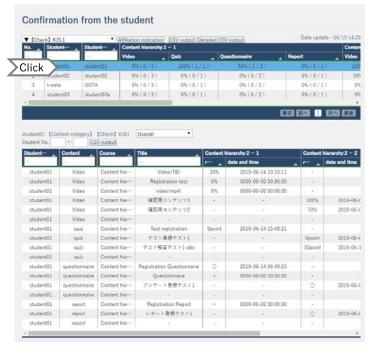


This screen is the one that selected the first category.

You can check details of the course status.

Click on any student, details will be displayed below.

You can check the attendance status of each content of the selected student.



Video

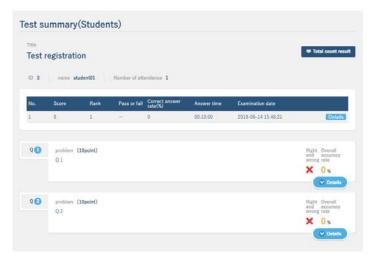
When you select video content, you can view and check the viewing status of video content on a graph.

You can display the viewing graph for each viewing time and check how you watched the video.



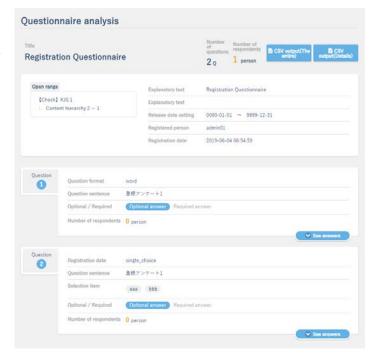
Test

By selecting the test content, you can check and display the summary information of the test.



questionnaire

By selecting the questionnaire content, you can check and display the analysis information of the questionnaire.



Report

When you select the report content, you can view and confirm the analysis information of the report.



7. message

Send / reply notices and messages.
You can create, send, and reply to announcements, group messages, and private messages to students.

Click [Message].



The screen on the right appears.



Icon description

Create New	[Create New]	Create notices and messages.
([Notice]	Information from administrators and lecturers. No reply from students. It is displayed for one month in the information column of the student.
303	[Group message]	Messages addressed to groups and multiple students from administrators and lecturers. Reply possible from students.
	[Private message]	Messages from managers and lecturers to instructors and students individuals. Reply possible.
NEW	[New arrival]	Unread messages.
&	[Last sender name]	The last sender of the message.
0	[Last sent date]	Date and time the message was last sent.
Q	[Number of messages]	Number of messages.
☐ Deleted	[Deleted / Deleted]	The [Trash] icon is displayed only in notifications and messages that can be deleted.
1 Details	[Detail View]	Display details and message details.

Create a new message

Click the [Create New] button to create a new message or message.

In the message creation screen, enter and set the information of the following items.

destination

title

Message content

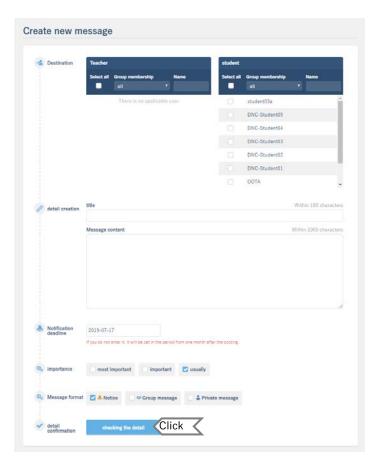
Notification deadline

importance

Message format

When you can enter in all items, click the [Checking the detail] button.





Description of input items

[To]	: You can choose a destination from instructors and students. It is also possible to select everyone. You can search by group or name you belong to	
[Title]	: Message title. Up to 100 characters.	
[Message content]	t] : Up to 2000 characters.	
[Notification deadline]	: Notification of one month when not set. An arbitrary deadline date can be set.	
[most important]	nportant]: It is displayed at the top of the information.	
[Important]	nt] : It is displayed under the most important message of information.	
[Normal]	ilt is displayed under the important message of information.	
[Notice]	: Select in case of a one-way notification message.	
[Group message]	: Select when creating a message that all the selected destinations can refer to.	
[Private message] : Select to create a message that can not be referenced except for selected destination.		

Check the contents of the created message and click on the "Send with this content" button if there is no problem.



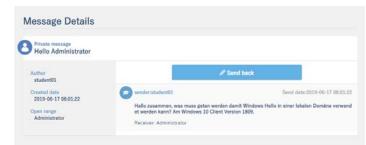
Detailed notification and message confirmation

Check the message details.

Click the [Detail] button of the message you want to check.

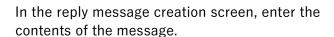
You can check the contents of the selected message.





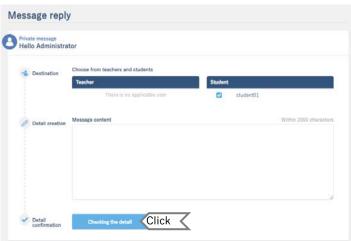
Reply to a message

Reply to the received message, click the "Reply" button at the top of the message details screen.



After entering the reply message, click the [Confirm contents] button.





Check the contents of the created message and click on the "Send with this content" button if there is no problem.



Delete notifications and messages

Check the message details.

You can delete it by clicking the [Trash] button of the message you want to check.

"Red" is displayed as "Deleted".

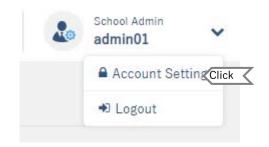
* Detailed display is also possible after deletion.

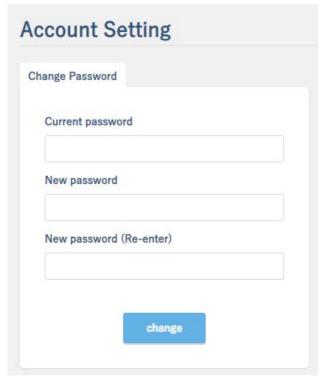


8. Account Setting

You can change your own password.

You can change your password by clicking \bigvee on the right of the user name display on the upper right of the screen and clicking [Account setting].





9. 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 KJS Company, Ltd. (the "Company") This agreement is a contract that binds the user and the Company (hereinafter referred to as a "Contract"). The Contract is reflected by modifications, privacy policy, instructions, and rules by the Company. Users are required to agree the Contract when using the Service. Only users who have agreed to this service can use this service. It complies 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

The Company shall respect the privacy of users in the Service and will handle personal information in accordance with 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 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) 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 to discover, reproduce, debug, disassemble, reverse engineer or decompile the source code of the software on this site, or to provide or provide access to the Service.
 - 8) Slander, obscenity, public order and morals, acts contrary to laws and ordinances.
 - 9) Provision of information contrary to facts.
 - 10) Any act that hinders the normal maintenance and operation of the Service and other networks connected to it, and 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 6. 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, and privacy rights owned by other users, third parties or our 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, we recommend 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 the 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 users 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, the Company can not accept new advertisements, new sales promotion, new products, marketing plans etc from customers unless we asked separately. If you send it contrary, the Company 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 cab be stopped.

(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. 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.

Regarding copyrights, use (copying, alteration, distribution, etc.) beyond the scope protected by law, such as copyright laws and treaties of each country can not be permitted.

Article 12. Trademark

Regarding trademarks (trademarks, service marks) displayed in this Service, the right belongs to the right holder authorized by the Company. 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 update date 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 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 "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, and 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

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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 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.

Article 11. About trademark

Regarding trademarks (trademarks, service marks) displayed on 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 12. 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 update date March 1, 2019)