System Tutorial
(for Teacher and TA)

This book is the Tutorial of Internet School of Tohoku University (ISTU) System for Teacher and TA. Parts of operating explanations is putted on here as introduction guide. If you want to read more explanations or functions of ISTU system, please refer to each “Help” page.

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Note: This system tutorial is including contents under development. The photos posted may differ from the actual state.
1. Login to ISTU
(1) Access to the login page of ISTU system (https://istu3g.dc.tohoku.ac.jp/).
(2) When you access from campus-domestic network, the login page is displayed.
   ① Enter your “Tohoku University ID” (or ISTU ID) and the password.
      Note: ISTU ID is issued to those who don’t have Tohoku University ID.
   ② Click the “Login” button.

Note: When you access from off-campus, the page to select the authentication methods is displayed.

Note: To perform the authentication with a secure reverse proxy, pre-registration is necessary from campus-domestic network. For details, please refer to "Tohoku University Portal System".

http://www.bureau.tohoku.ac.jp/portal/tu-portal.html

Note: About the notation in this tutorial
This tutorial consists of “Screen Name and Explanation Text” and “Screenshot”. The number described in “Screen Name and Explanation” correspond to the number described in “Screenshot”. Please proceed with the operation starting with the smaller number.
2. Portal Page (Main Page) / Create Course

2.1 Portal Page (Main Page)

After login to ISTU system, the portal page (main page) is displayed. Menu bar (at the left-side) in main page is restricted to available functions in this page. When you access each content, menu bar is changed depends on available functions.

Main page consists of three parts.

◆ News (Announcements)

The announcements for you by the system administrators and the courses are listed. When you edit the announcements by the courses in charge, click the button at the right-side.

◆ Current Courses

The courses in charge or taken in this semester are listed. In the case of the courses in charge, you can administrate when you click course title. In the case of the courses taken, you can check the page for the students.

◆ Deadline / Due

The deadline and due of a latest week are listed. (The courses you taken only, the courses in charge is not displayed.)
Note: About “Course”, “Lesson”, “Material”

In ISTU system, we use the terms “Course”, “Lesson” and “Material” separately as elements consisting e-learning.

◆ Course

“Course” is a unit consisting of “Lesson” of 15 times in half a year, or 30 times in full year. In order to distinguish it from “Lesson”, this system calls it “Course”.

In general, courses are set up automatically in the ISTU system based on the data from the academic information system when a semester starts. (Refer to “2.2 Create Course”.)

◆ Lesson

A lesson in 90 minutes is called “Lesson” in this system. Teacher or TA create each lesson as you need. (Refer to “3. Create Lesson”.)

◆ Material

The digital files and tasks are called “Material”. You can register materials on each lesson or “Common Contents”. (Refer to “4. Register Material”.)
2.2 Create Course

When you click “Course list / Create Course” at the left menu, you can find “Course List” of the courses in charge. In general, this list is created automatically based on the data of the academic information system after a semester starts.

If you want to check the list before a semester starts, or if you want to create unique course which is not on the data of the academic information system, you can create new course in the “New” button.

(1) Click the “New” button and move to the “Edit Course Information” page.

① Enter the course information.

Note: “Course Title” is required input. Enter a title either in Japanese or in English.

② After entering, click the “Register” button.
(2) Move to the confirmation page.

① Confirm course information you entered.

② If there is no problem, click the “Fix” button.

Note:
In this page, registration doesn’t finish yet. Do the next "Create Lesson" as well.
3. Create Lesson

By clicking the course title (at main page or the course list), you can find “Lesson List” of each course. Lesson list doesn’t be based on the Academic Information System. Teacher or TA have to create lessons as you need. (In general, a semester has 15 lessons.)

(1) Click the “New” button and move to the “Edit Lesson” page.

1. Enter lesson information.
   
   Note: Lesson title is required. Enter title either in Japanese or in English.

2. After entering, click the “Register” button.
4. Register Material

(1) Click the lesson title you want to register materials and move to the “Material List” page. You can register materials not only for each lessons but “Common Contents”.

(2) Click the “New” button and move to the “Register material” page.

(3) Confirm the lesson title and select one from the “Material Type” list.
4.1 Handout

(1) Select “Handout” in “Select Material Type” and move to the “Handouts Settings” page.

① Enter material information.

② Click the “Select / Delete File” button and open a dialog box (ISTU Uploader).
(2) Upload files.

① Drag and drop files, or click the “Add Files” button and select files.

② After adding files, click the “Read Files” button.

③ When the status is 100%, uploading is finished. Click the “Close” button.

Note: In this state, it’s not possible for the students to access materials.

Make sure you do the following operation.

(3) Back to the “Handouts Settings” page.

① Confirm the files you uploaded and enter “Title”.

② Click the “Register” button.

(4) After this, students can access the files within the access period.

Note:

In the ISTU system, you can register various files such as PDF files, Word files, Excel files and so on. You can register any file except for executable files as long as it does not exceed the upload limit (10 MB).

Video files and audio files can also be registered. Please refer to “4.2 Video / Audio”.

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4.2 Video / Audio

(1) Select “Video” or “Audio” from the “Material type” list and move to each settings page.

① Enter video / audio material information.

② Upload video files or audio files. Please refer to “(2) of 4.1 Handout” for the upload procedure.

③ Click the “Register” button.

Note

You can register only one video file / audio file in one material frame. If you want to register more than one file, repeat the above operation and register it in another material frame.

※ The video files that can be registered and played on ISTU system are as follows.
   Encoding format: H.264 / MPEG-4 AVC / extension: one of mp4, m4v, m2ts, mts
※ The audio files can be registered and played on ISTU system are as follows.
   Encoding format: MP3 or AAC / extension: mp3 or m4a

(2) After registration, the student can access within the access period.
4.3 Web Material

(1) Select “Web Materials” from the “Material type” list and move to the “Web Material Settings” page.

① Enter web material information.
② Compress the necessary files to a zip file and upload it. Please refer to “(2) of 4.1 Handout” for the upload procedure.
③ Click the “Register / Update Web Materials” button.

(2) Move to the next page and the HTML files in the uploaded zip file are listed.

① For each file, select the status of “Presentation / Non-presentation (check box)”, enter “Learning Item (Title)”, confirm and edit the order.
② Click the “Update Material Information” button.

(3) After registration, the students can access within the access period.
4.4 Link

You can register the website you want the students to view.

(1) Select “Link” from the “Material type” list and move to the “Link Settings” page.

① Enter “Title”, “Access Period” and “URL”.

② Click the “Register” button.
4.5 Clicker

You can get a response from the students in real time during lesson. There are two types of "Clicker". "Clicker" which can be set answer items by teacher and TA in advance, "General clicker" which can be executed immediately after teacher thought, although answer items can’t be set in advance.

(1) Select “Clicker” from the “Material type” list and move to the “Clicker Settings” page.

① Enter “Title”, “Question”, “Settings”, “Results”.

② Make sure that “Public Settings” is set to “Closed”.

③ Click the “Register” button and move to the “Total Clickers” page.

![Clicker Settings](image)
(2) You can access the “Total Clicker” page from the “Clicker Settings” page or the “Material List” page.

When you click the “Start the Clicker” button, the clicker starts. Instruct the students to choose one of the buttons from 1 to 10. The answer result is immediately reflected at “Result” with a bar chart and numerical value.

(3) Click the “End” button to close the answer.

(4) The results are displayed as follows. Note that the answers from students are reflected in real time. If you can't see it, please reload the page.
4.6 Minute Paper

You can get some questions and comments from the students after lessons.

(1) Select “Minute Paper” from the “Material type” list and move to the “Minute Paper Settings” page.

① Enter “Title”, “Access Period” and “Answer Period”.

② Click the “Register” button.

(2) After registration, the students can access within the access period.
4.7 Exam

(1) Select “Exam” from the “Material type” list and move to the “Exam Settings” page.

① Enter exam information.
② At the “Exam Type” field, select “Web” or “Paper”.
③ Click the “Register” button.

Note: In the case of “Paper” test, you have to download test results from the “Lesson support box”.

◆ "Paper" Test

① Enter “Title”, “Answer Period”, “Access Period” and “Passing Score”.
② Click the “Register” button.
③ Move to the “Edit Exam” page.

By clicking the green bar, you can confirm exam information you entered. By clicking the “Edit” button, you can edit exam information.

◆ “Web” Test
① Enter “Title”, “Answer Period” and “Access Period”.
② Click the “Register” button.
③ Move to the “Edit Exam” page.

Exam consists of two levels of “Large Question” and “Small Question”. When you want to download the previously created data or download to Excel's csv format, click “Register”, “Download” or “Download Format”.

■ Add Large Question

(1) At the “Edit Exam” page, click the “Add Large Question” button.

(2) Click the button at right-side and move to the “Edit Exam Question” page.
(3) Edit exam information. “Contents” and “Allotment” is required.

(4) Click the “Register” button.
Add Small Question

(1) At the “Edit Exam” page, click the “Add Small Question” button and move to the “Edit Exam Question” page.

① Enter “Contents”, “Allotment” and “Choices”.

② Click the “Register” button.
(2) Back to the “Edit Exam” page.

① By clicking the “Mark” button, you can confirm results and set about re-scoring.

② After all settings, click the “Apply settings” button.

Create an Exam by Uploading a CSV File

You can create an exam or register some questions at once by uploading a CSV file

(1) Click each button as you want to.
"Register" button → Upload a CSV file.
"Download" button → Output already registered questions to CSV file.
"Download Format" button → Download a format file.
Input a CSV file

Refer to 【Layout of CSV files】 and enter like 【Example】. For notes on file editing, please refer to "Note: About Edit CSV Files".

Sorry, but the header of each column will be in Japanese.

【Layout of CSV files】

<table>
<thead>
<tr>
<th>年度</th>
<th>—</th>
</tr>
</thead>
<tbody>
<tr>
<td>授業科目コード</td>
<td>—</td>
</tr>
<tr>
<td>授業科目名</td>
<td>—</td>
</tr>
<tr>
<td>授業名</td>
<td>—</td>
</tr>
<tr>
<td>確認テスト名</td>
<td>—</td>
</tr>
<tr>
<td>問題番号</td>
<td>Large Question[1] / Small Question[1-1]</td>
</tr>
<tr>
<td>問題文</td>
<td>The sentence in question</td>
</tr>
<tr>
<td>掲載ファイル1</td>
<td>—</td>
</tr>
<tr>
<td>掲載ファイル5</td>
<td>—</td>
</tr>
<tr>
<td>小間ランダム 出題フラグ</td>
<td>Normal[0] / Select Choices Randomly[1]</td>
</tr>
<tr>
<td>小間出題数</td>
<td>If you choose &quot;Select Choices Randomly&quot; enter a number less than or equal to the number of questions.</td>
</tr>
<tr>
<td>選択肢をランダム 出題フラグ</td>
<td>Normal[0] / Select Choices Randomly[1]</td>
</tr>
<tr>
<td>正解1～正解10</td>
<td>Wrong[0] / Correct[1]</td>
</tr>
<tr>
<td>選択肢1～ 選択肢10</td>
<td>Used only when &quot;Multiple choices Allowed&quot; is selected.</td>
</tr>
</tbody>
</table>

【Example】

![Example Image]
(2) After selecting a file, the confirmation message appears as follows and click "OK".

(3) The registration is done. When an error appears, confirm whether the contents of the CSV file are correct.
4.8 Assignment

(1) Select “Assignment” from the “Material type” list and move to the “Assignment Settings” page.

① Enter “Title”, “Access Period” and “Answer Period”.

◆ Each of “Access Period” and “Answer Period” can be set for any period of time. You can also change them.

◆ If you set “public settings” to “close”, it won’t appear on the student side.

◆ When “Results” is set to “Open”, the items selected in “Disclosure Items” will be disclosed to the students.

<Instructor>
② After entering, click the “Register” button.

(2) Move to the “Edit Report” page and click the “Add Assignment” button.

Note: When you want to import the previously created data or download to Excel's csv format, click “Register”, “Download” or “Download Format”.

![Edit Report page](image)
(3) Move to the “Edit assignment” page.

① Enter “Title” and “Contents” and select “Submission From”.
  ◆ the Case of “File Sending / Paper Submission”
    Enter “File Submission Method” and “Number of Submission Files”
  ◆ the Case of “Text Area Form”
    Enter “Word limit”.

② Click the “Register” button.
(4) By clicking the “Evaluation” button, you can confirm results and set about re-scoring. When you edit "Allotment", click the “Apply Allotment” button.

① Click on “Evaluation” and you will see an "Select Evaluation Assignment".

◆ “Export the list of Results” is a CSV file.
◆ Click "Edit" to go to the "Edit Report" page. Please refer to “4.8 Assignment(2)”.  

② Select an ID from the "Assignment Result List".

◆ “Export to CSV file” is the same as “Export the list of Results”. The file names vary.
◆ “Read/Unread”
  [Submitted] Grading is not complete because it is not “Fixed”.
  [Fixed] We’re fixing the grading. You need to click on “Cancel Fixed” to edit.

◆ The “Instructor’s memo” will be marked with a note mark if “Instructor’s memo” is filled out on page “Mark Assignment”. It will not be open to students.

③ When you have finished grading, click “Fix” to complete the process.

◆ The “Correction File” of the "Report" can be attached to the student.
  The download of the "Submission File" depends on your browser. (Microsoft Edge, FireFox, Google Chrome, etc.).
◆ From the top of the page, you can transition to page “Assignment Settings”. You can change “Access Period”, “Submission Deadline”, etc.

Page “Assignment Settings” pop up.
Same page as “4.8 Assignment (1)”. 
4.9 Questionnaire

(1) Select “Questionnaire” from the “Material Type” list and move to the “Questionnaire Settings” page.

Lesson : Please make sure it is the name of the lesson you want.

① Enter “Title” and “Answer Period”.
② Click the “Register” button.
(2) Move to the “Edit Questionnaire” page.

Questionnaire consists of two levels of “Large Question” and “Small Question”. Click “Add Large Question” or “Add Small Question” and add some questions. When you want to download the previously created data or download to Excel’s csv format, click “Register”, “Download” or “Download Format”.

■ Add Large Question

① At the “Edit Questionnaire” page, click the “Add Large Question” button.
② When you want to edit large question, click the button at the right-side.
Add Small Question

At the “Edit Questionnaire” page, click the "Small Question" button.

1. Enter question information.
2. Click the “Register” button.

(3) By clicking the “Result” button, you can confirm results. If you need, you can output results to a CSV file.
Create a Questionnaire by Uploading a CSV File

You can create a questionnaire or register some questions at once by uploading a CSV file.

(1) Click each button as you need.

"Register" button → Upload a CSV file.
"Download" button → Output already registered questions to CSV file.
"Download Format" button → Download a format file.

Sorry, but the header of each column will be in Japanese.

Input a CSV file

Refer to 【Layout of CSV files】 and enter like 【Example】.
For notes on file editing, please refer to "Note: About Edit CSV Files".

【Layout of CSV files】

<table>
<thead>
<tr>
<th>項目</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>年度</td>
<td></td>
</tr>
<tr>
<td>授業科目コード</td>
<td></td>
</tr>
<tr>
<td>授業科目名</td>
<td></td>
</tr>
<tr>
<td>授業名</td>
<td></td>
</tr>
<tr>
<td>アンケート名</td>
<td></td>
</tr>
<tr>
<td>質問文</td>
<td></td>
</tr>
<tr>
<td>質問番号</td>
<td></td>
</tr>
<tr>
<td>回答方法</td>
<td></td>
</tr>
<tr>
<td>選択肢1 ～ 10</td>
<td></td>
</tr>
</tbody>
</table>

Write a question.:
Large Question [1]
Small Question [1-1]
Multiple Choice Allowed [1]
Word/Short Sentence [2]
Long Sentence with 2 or More Lines [3]

Only choice questions.
【Example】

(2) When you select a file, the following confirmation message will appear, click OK to finish.

When an error appears, confirm whether the contents of the CSV file are correct.

**Note: Edit CSV Files**

When edit a CSV file, if you open it with Excel by double-clicking, "0" may disappear or data may be incorrectly converted. In order to prevent this cases, it is necessary to read a CSV file as "Text Data".

(1) Open Excel and click "Text Data" in the upper "Data" tab.
(2) After selecting the file you want to import, "Text File Wizard" will be displayed.

① Put a check mark on "Use Top Row as Data Heading" and click "Next".

② Put a check mark on "Comma" at "Delimiter" and click "Next".
③ Select a column you don't want to delete "0" from "Data Preview" and check "Character String" in "Column Data Format". When you finish selecting all, click "Finish".

Apply "文字列 (T)" to the column where you don't want the "0" to be removed.

(3) elect the position to place the data and click "OK".
(4) The data will be imported correctly. "0" is also displayed for the column whose data format is set to "Character String". To save the edited file, select the file type ".csv".

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**Note: About Learning Group**

In ISTU system, you can group students into several "Learning Group". By setting of learning groups, you can set different lessons / materials that can be accessed for each group even within the same course.

(1) Click the lesson title you want to register learning groups.
(2) Click “Student Management” at the left menu → click “Learning Group Settings”. When you want to create new learning group, click Next button.

(3) Move to the “Learning Group Settings” page.

① Enter group name and select members by clicking the “Add / Delete” button.

② Click the Register button.
(4) Click the green bar, you can find the list of group members.

(5) By selecting learning group when you register lessons / materials, only the group selected can access it.