

## How To Use Online Lesson System For Instructors

### ■ How to login(入室手順)

- Login Page(ログイン画面)
- Lobby page(ロビー画面)
- Lesson Room Page(レッスルルーム画面)

### ■ Instruction for Students(生徒様操作メニュー)

- Magnifying glasses (虫眼鏡)
- How to control sound volume(スピーカー音量調整)
- Memo (メモ)

### ■ Instruction for Teachers(講師操作メニュー)

- Pose button(一時停止ボタン)
- Microphone Volume(マイク音量調整)

### ■ How to use functions(レッスルルーム操作メニュー)

- Text chat(テキストチャット)
- INFORMATION(インフォメーション)
- Whiteboard(ホワイトボード)
- Recording(録音)
- RecordingDL(録音データダウンロード)
- File Management(画像管理)
  - mp3player(mp3プレイヤー)
- Qustionnaire(アンケート機能)
- Ability Test(テスト機能)
- Q and A(操作方法やトラブルシューティング)
- Google Street View(グーグルストリートマップ連携)
- Log Out(退出)

### ■ How to make an ability test(テスト作成)

- Login Page(ログイン画面)
- Teacher's administration page(講師パネル)
- Make ability tests(テスト管理)

### ■ Trial Lesson (体験レッスン)

- Login Page(ログイン)
- Lobby page(ロビー画面)

■How to Login(入室手順) <[Page top](#)>

1. Login Page(ログイン画面) <[Page top](#)>

At “e-Atlas online lesson login”, please put your ID and password and click “Login”.  
Please use password we sent by e-mail and use your e-mail address for ID.



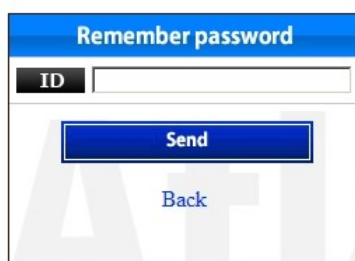
e-Atlas online lesson login	
ID	<input type="text"/>
PW	<input type="password"/>
<a href="#">Forget the password</a>	
<input type="button" value="Login"/>	

## e-Atlas - Online lesson - Class room **D**

If you forgot your password, click “Forget the password” and put your e-mail address(which needs to be registered) and click “Send”.

We'll send the password to the e-mail address.

※”ID” means “Your registered e-mail address”.



Remember password	
ID	<input type="text"/>
<input type="button" value="Send"/>	
<a href="#">Back</a>	

## e-Atlas - Online lesson - Class room **D**

## 2. Lobby page(ロビー画面) <Page top>

The login page jumps to the lobby page like below after you put your correct ID and password.



There are 15 lesson rooms showing on the left. You can go into a lesson room which is free to use, by clicking the room itself.

※Available rooms are showing as “このルームは使用可能です。”.

You can go back to Login page by clicking “Logout” on the right top of the page.

You can go into a room when it looks like it below.

※Available rooms are showing as “このルームは使用可能です。”.



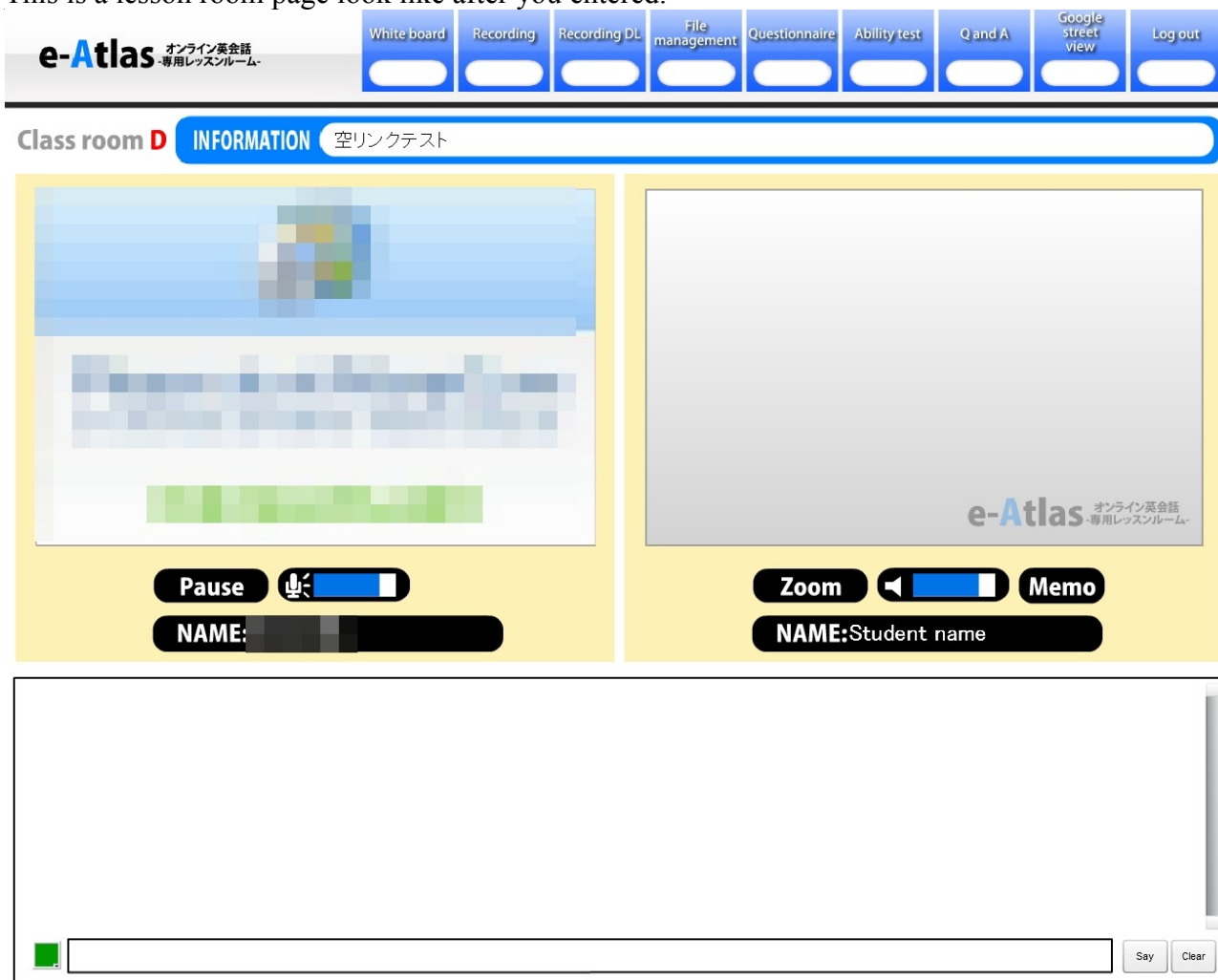
You can NOT enter a room if it looks like below.

※”現在レッスン中”means “Occupied”.



### 3.Lesson Room Page( レッスンルーム画面) <Page top>

This is a lesson room page look like after you entered.



Adobe Flash Player setting will show up when you entered a room first.



Please click ”許可/OK” to allow to use of a web camera and a mic.

You can NOT use a web camera and a mic if you click “拒否/No”.

The left video box is yours. "

※”カメラとマイクへのアクセス” means “access to use camera and microphone”.

■Instruction for Students( 生徒様操作メニュー)      [<Page top>](#)

The right video box is for your student.

1.Magnifying glasses ( 虫眼鏡)      [<Page top>](#)

You can see things bigger using the magnifying glasses clicking the button below. To finish using it simply click it again.



2.How to control sound volume( スピーカー音量調整)      [<Page top>](#)

This is the student sound volume meter. Blue part shows a current volume. The picture below is the max volume.

To control volume, please click, hold and drag the blue part right or left.

By clicking a speaker icon on the left, you can turn on and off sounds.



### 3. Memo (メモ) [<Page top>](#)

Memo is available by clicking the icon below.

You can make and keep notes of the contents of lessons.

This is for your students use but you can also take a look and edit.

To save the memo, click “Save” button.



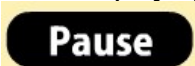
### ■ Instruction for Teachers(講師操作メニュー) [<Page top>](#)

The left video box is for teachers.

#### 1. Pause button(一時停止ボタン) [<Page top>](#)

This is a pause button. Your picture freezes at when you press it.

You can play by clicking it again.



#### 2. Microphone Volume(マイク音量調整) [<Page top>](#)

you can control your mic volume by click,hold and drag the blue part.

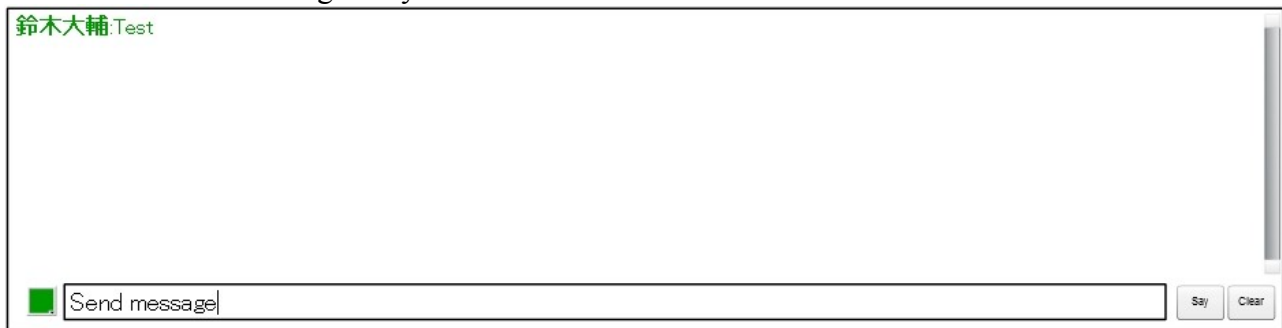
You can turn the volume on and off by clicking the mic icon on the left.



■How to use functions( レッスンルーム操作メニュー) [<Page top>](#)

1.Text chat( テキストチャット) [<Page top>](#)

You can see the white box for text chat at the bottom of the lesson room page.  
You can send text messages to your student in real time.



There is a smaller narrow white box at the bottom within the text chat box.  
Type in it and press Enter key on your keyboard OR click "Say" on the right.  
You can also change the text colour by selecting from colour box on the left.

2.INFORMATION [<Page top>](#)

You can find "Information" at the top of the page. We'll update news from Atlas here.  
If you click a link/URL in the information box, It will open with a new window.

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INFORMATION [test](#)

### 3.Whiteboard [<Page top>](#)

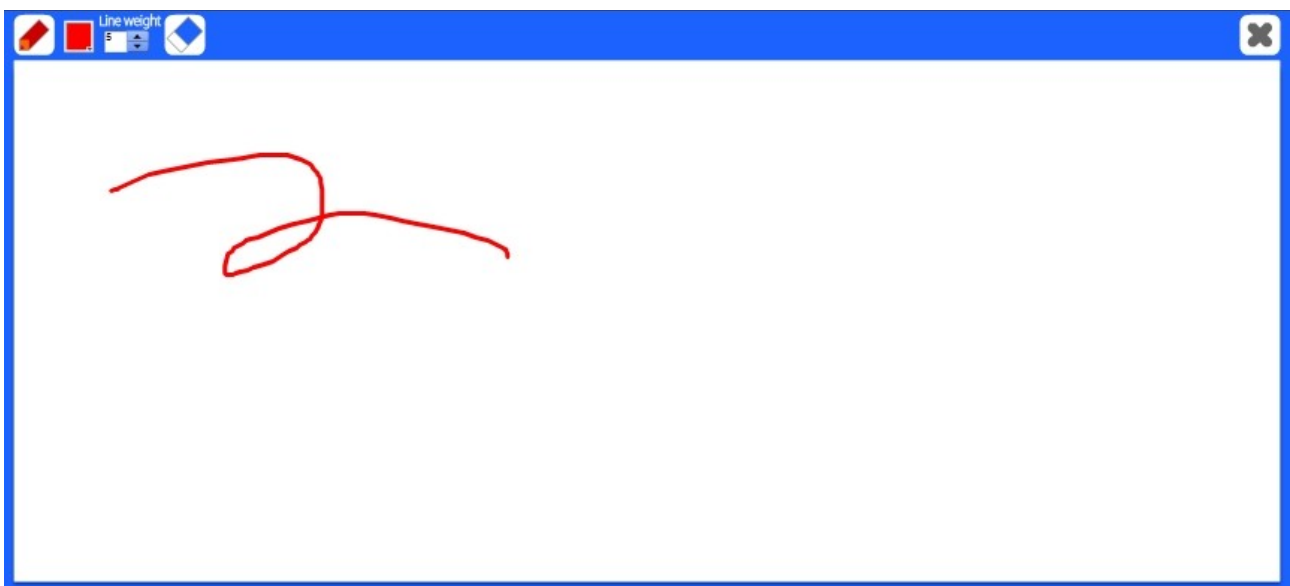
There is a whiteboard icon at the top of the page.



By clicking the icon, the whiteboard pops up in the middle of the page.  
You can draw on it by selecting a pencil icon at the left top.



You can also change colour from colour box and change the line weight.  
By clicking an eraser icon, you can clear all.  
Your student also can draw and see what you draw.



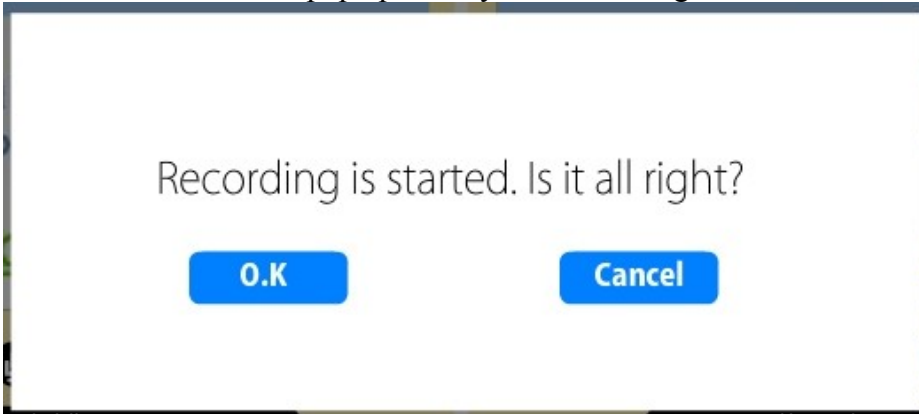


#### 4. Recording [< Page top >](#)

There is a recording icon at the top of the page.

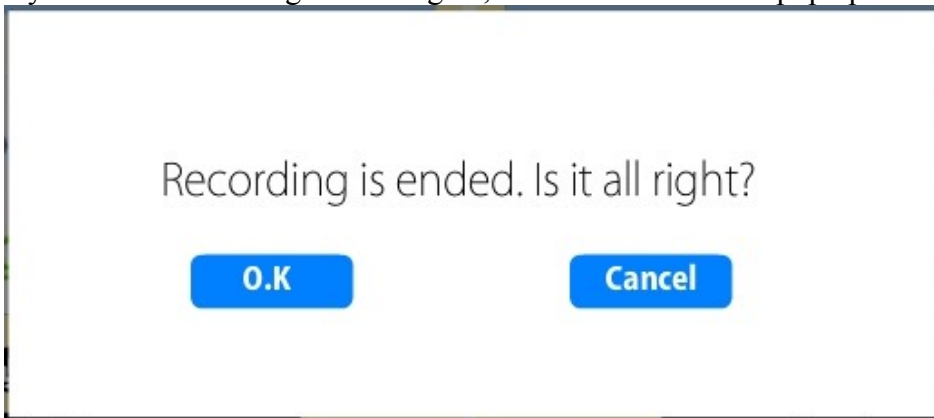


The box like below will pop up when you click during a lesson.



Recording will start by clicking "O.K". (Only Sound)  
Cancel recording by clicking "Cancel".

It will show **●REC** while recording in both student's and teacher's lesson room page.  
If you click "Recording" button again, a box like below will pop up.



Stop recording by clicking "O.K". It will continue recording if you press "Cancel".

## 5. RecordingDL [<Page top>](#)

There is a RecordingDL icon at the top of the page.



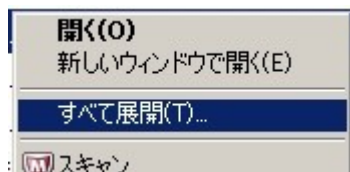
If you click the icon after recording something, the box like below will pop up.



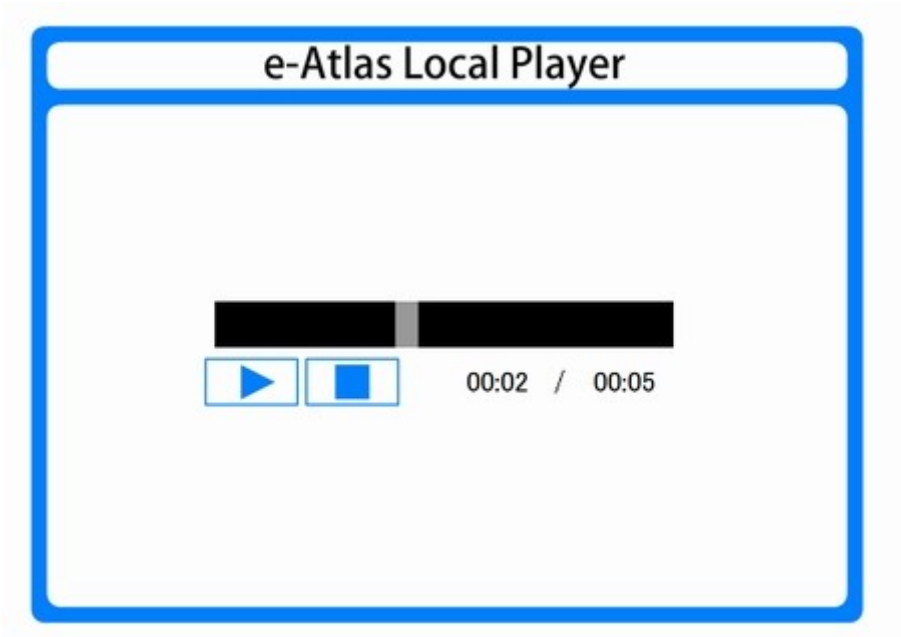
Choose the date which you'd like to listen again and click "Download".

The lesson sound will be download on your PC as a zip file. You need to have a decompressed software to unzip it.

If you have windowsXP, windowsVista, windows7, please right-click and choose "すべて展開 Extract all" to open the sound file.



e-Atlas Local player will start by a double click on “player.html” from the file.  
Press play to listen.



## 6. File Management [<Page top>](#)

There is a File Management icon at the top of the page.



By clicking the icon, the Management file window pops up in the middle of the page.



To close the window, click X button on the right top of the window.

You can see all pictures uploaded in this box.

Click "File Upload" and choose a picture you want to upload.

(Only with Internet Exxplorer you can use this fancement.)

If the picture is successfully uploaded, the picture is added in the list.

When you click a picture, its outline become red and the picture is selected.

To delete pictures, simply select a picture you want to delete and click "File Delete".

Click "File Open" to open a picture outlined with red. It will be opened in the whiteboard.

It make you to be able to draw on the picture as well.

▪ mp3player

When you click a file, its outline become red and the mp3 file is selected.

You can play it by clicking 'File Open' at the bottom.



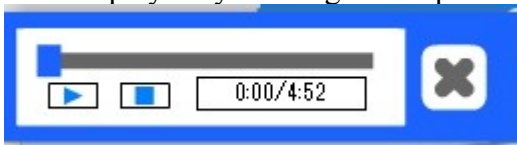
By clicking 'Play' mark next to ♪, you can listen and check which audio file it is before sharing with a student.

When you click 'Play' mark, the mark changes to 'Stop'(a square) mark.

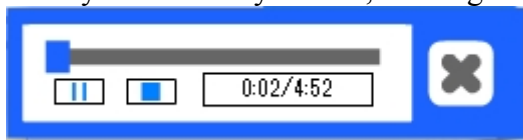
To stop playing, click 'Stop' mark.

When you click a file (anywhere except 'Play' button), its outline become red and the mp3 file is selected.

You can play it by clicking 'File Open' at the bottom.



When you click 'Play' button, it changes to 'Pause' button like below.



You can go forward and backward by dragging the blue bar.

The X bottom at very right close the mp3 player itself.

A new page will be made automatically if there are more than 15 files in a window.

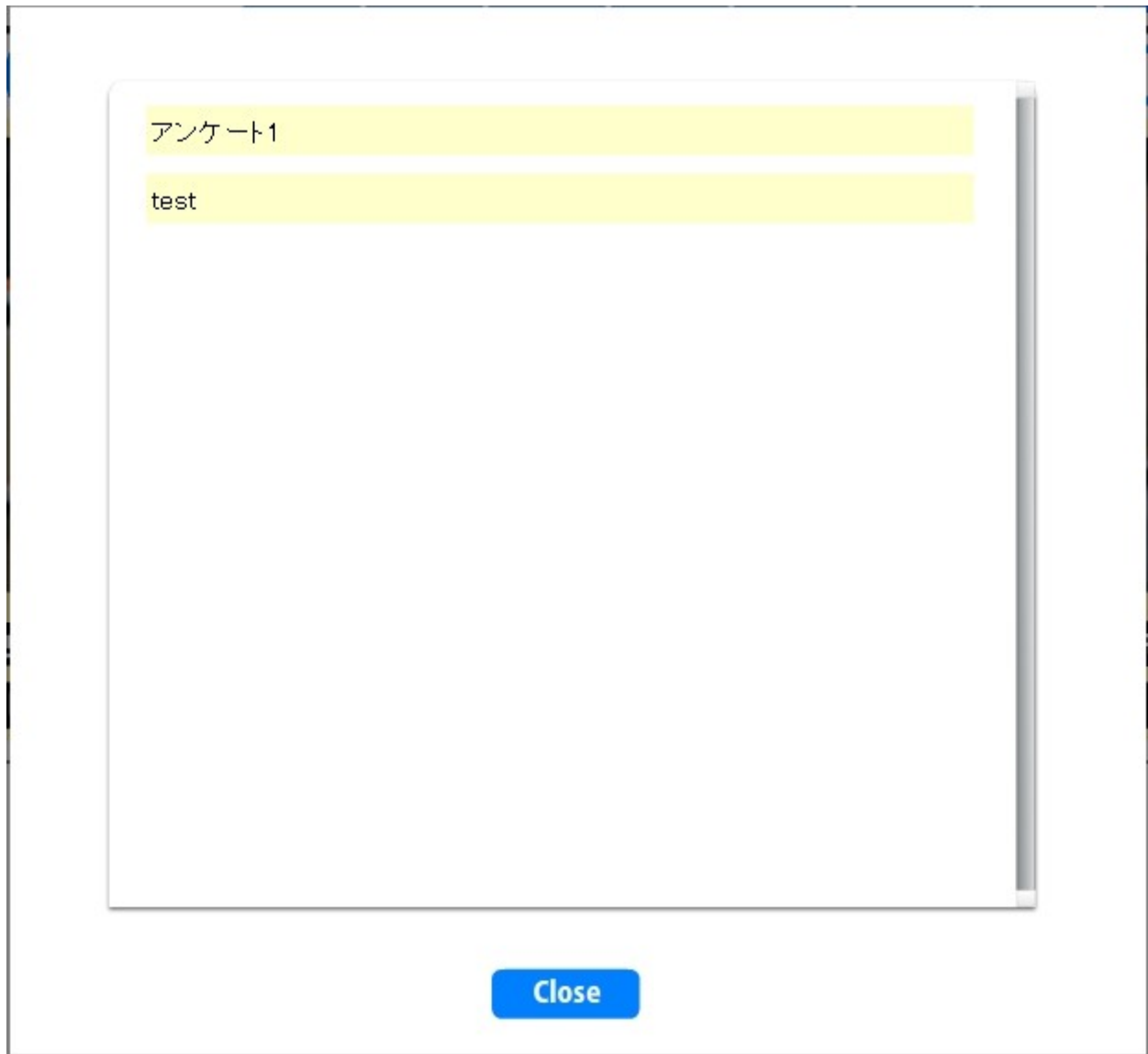
The page number is on the bottom and you can flick pages by choosing the right page.

## [7. Questionnaire](#)      [< Page top >](#)

There is a Questionnaire icon at the top of the page.



It opens a window like below by clicking the icon.



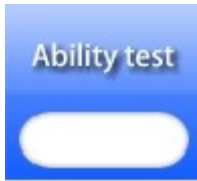
This is a questionnaire from Atlas. Please select any question.  
The question and answer box will show like below.

The image shows a screenshot of a web-based survey window. The window has a title bar that reads "アンケート1". Below the title bar, there is a question in Japanese: "新しいレッスンシステムについて感想をお聞かせください". This is followed by a large, empty text input area for the user's response. Below the input area, there is a red letter "A" indicating the answer section. At the bottom of the window, there are two blue buttons: "Send" and "Close".

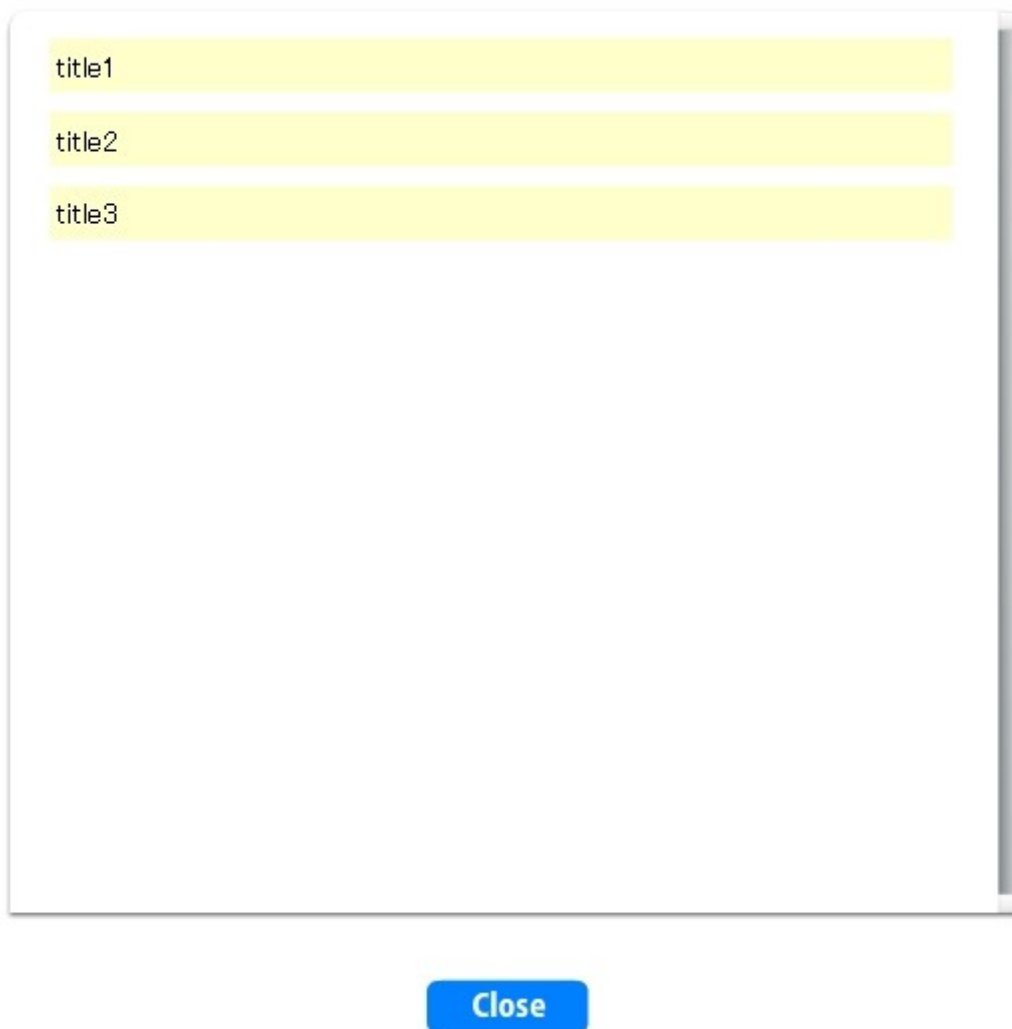
Please click "Send" to complete.  
To not answer and close the window, click "Close".

## 8. Ability Test [<Page top>](#)

There is an Ability Test icon at the top of the page.



It will show the window like below.



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This is a list of small tests/Ability test you have made for your students. You can show it to your student by selecting one.

To close the window, simply click "Close".

When the student answer the question, it will show to your window.



揀一問題 Alternative/Multiple-choice question

Q: Example 揀一/Alternative, Multiple choice test (a single answer)  
Choose the most appropriate answer for ???.

James: Are you coming to the party tonight?

A:

- Yes, it's such a nice day.
- I found it on the desk.
- I just don't feel like it.
- You can go to the store.

Close

This is questions that students choose one answer from multiple choices.

複數選擇問題 Question with multiple answers

Q: Example 複數選擇/Multiple answers

Choose the object(s) which is/are red.

A:

- Apple
- Postbox
- Banana
- Fire car
- Coffee
- Snow

Close

This is questions that students choose couple of correct answers.

## 記入問題 Writing Test"

Q: Example 通常/Normal Writing test

1. Make a sentence using a word "difficult".
2. What do you do in your free time?

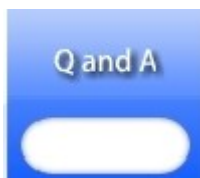
A:

[Close](#)

Students have to write/type answer to questions.

### 9. Q and A [<Page top>](#)

There is a Q and A icon at the top of the page.



It opens a Q and A with a new window by clicking it.

10. Google Street View <Page top>

There is a Google Street View icon at the top of the page.



A window like below pops up by clicking the icon.



Put a name of a place or address and click “View”, Google street view will be on your and your student page.



You and your student video box will be on the map.  
To close the map, click “レッスンに戻る/Return to lesson room”.

## 11. Log Out [<Page top>](#)

There is a Log out icon at the top of the page.



To Logout from the lesson room, click the icon.

## ■How to make an ability test( テスト作成) [<Page top>](#)

### 1. Login Page( ログイン画面) [<Page top>](#)

At “Teacher panel/Teacher's administration ”,Please put your ID and password and click “Login”.  
Please use password we sent by e-mail and use your e-mail address for ID.

※”Teacher panel” means Teacher's administration.”

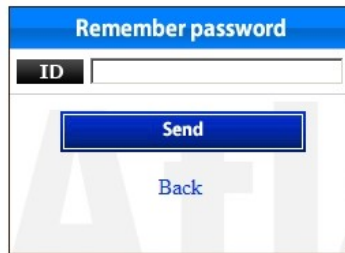
#### **Teacher panel**

e-Atlas online lesson login	
ID	<input type="text"/>
PW	<input type="password"/>
<a href="#">Forget the password</a>	
<input type="button" value="Login"/>	

e-Atlas  
- Online lesson -  
**Class room D**

If you forgot your password, click “Forget the password” and put your e-mail adress(which needs to be registered) and click “Send”. "

We'll send the password to the e-mail address."



Remember password

ID

Send

Back

# e-Atlas

- Online lesson -

## Class room **D**

### [2. Teacher's administration page\( 講師パネル\)](#)      [<Page top>](#)

When you correctly put ID and password, it jumps to a window like below.

## Teacher panel

TEST TEACHER

[Ability test management](#)

[Lesson log](#)

[Log out](#)

e-A  
- Onlin

By clicking “Ability test management” you will go to the page where you can make your own ability tests for your students.

By clicking “Lesson log” you will go to the page where you can view your own lesson log.

Press “ログアウト/Logout” to logout from Teacher's administration page.

### [3. Make ability tests\(テスト管理\)](#)      [<Page top>](#)

The “Make ability Tests” page look like below.

# Teacher panel:Ability test management

[Back to Teacher panel](#)

		Search	Creation
Update	Answer	Title	Date
<input type="button" value="Update"/>	<input type="button" value="Answer check"/>	Example 択一/Alternative, Multiple choice test(a single answer)	2012-08-22 13:42:16
<input type="button" value="Update"/>	<input type="button" value="Answer check"/>	Example 複数選択/Multiple answers	2012-08-03 18:30:52
<input type="button" value="Update"/>	<input type="button" value="Answer check"/>	Example 通常/Normal Writing test	2012-08-03 18:04:16

1 / 1page

This shows all the tests you have made.

You can search a test you've made by typing keyword in the blank box next to “Search” button. The keywords should be in the test's title or in the test itself.

## 新規登録 Register a new test

By clicking a “Creation/register a new test” button, a new window for making a new test pops up like below.

Put a title and a question, and select a answer style.

## Teacher panel:Ability test creation

title:

question:

Normal  Multiple choice  Multiple answers

There are 3 different way to answer. If you select “Normal” like above picture, it means students answer by typing texts. No multiple choices.

If you like to make a test with “Normal”, select it and click “Create” button.

## Teacher panel: Ability test creation

title:

question:

Normal  Multiple choice  Multiple answers

Choices:

the right answer	Answer
<input type="radio"/>	<input type="text"/>
<input type="radio"/>	<input type="text"/>

If you select “Multiple choice” like above, it means you are making a alternative/multiple test with only a single answer.

If you like to make test with “Multiple choice”, select it then choose how many choices(2~9) and type choices.

Do not forget to tick the correct answer. To register a test click ”Creation”.

If you select “Multiple answers” like above, it means you are making a test with multiple answers.

## Teacher panel: Ability test creation

title:

question:

Normal  Multiple choice  Multiple answers

Choices:

the right answer	Answer
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

If you like to make a test with “Multiple answers”, select it then choose how many choices(2~9) and type choices.

Tick all the correct answers. To register a test by clicking “Create”.



## 更新 Update

To edit/update tests, click “Update” button then it will open the test page like below.

Title:

question: 

1. Make a sentence using a word "difficult".

2. What do you do in your free time?

3. Who is the president in Japan now?

Nomal  Multiple choice  Multiple answers

Edit the test as you like and update by clicking “Update”.  
To delete the test, click “Delete” on the left bottom of the page.

## 回答一覧 Students' answer list

You can see all the answers that your students made, by clicking “Answer check” button from your list of ability tests,

### Teacher panel: Ability test answer list

[Back to ability test management](#)

[Back to Teacher panel](#)

Example 択一/Alternative, Multiple choice test(a single answer)

Choose the most appropriate answer for ???.
James: Are you coming to the party tonight?
You: No, I don't think so.
James: Why not?
You: ???

Delete	Detailed	<a href="#">Answerer ID</a>	<a href="#">Answerer name</a>	Date
Delete	Detailed		鈴木大輔	2012-08-21 20:24:55
Delete	Detailed		TEST TEACHER	2012-08-03 18:44:59

You can search a specific answer by putting keywords in the blank box next to “Search” button.  
The Keywords should be related to the answer itself.  
Click “Detail” button to open the answer page like below.

**Answer:TEST TEACHER[test\_teacher@peters.jp](2012-08-03 18:44:59)**

The right answer

■ Trial Lesson ( 体験レッスン)      [<Page top>](#)

Trial lesson room page is the same as regular lesson room, except login page and lobby page.

1. Login Page ( ログイン画面)      [<Page top>](#)

At “e-Atlas Trial lesson room”, please put your ID and password and click “Login”.  
Please use password we sent by e-mail and use your e-mail address for ID.

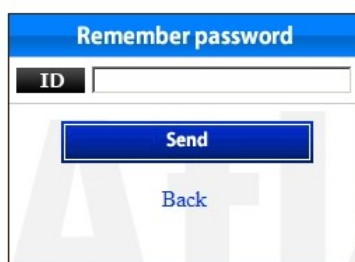
## Trial lesson room



The screenshot shows a login form titled "e-Atlas online lesson login". It contains two input fields: "ID" and "PW". Below the "PW" field is a link that says "Forget the password". At the bottom of the form is a blue button labeled "Login".

# - Online lesson - Class room **A**

If you forgot your password, click “Forget the password ” and put your e-mail address(which needs to be registered) and click “Send ”.  
We'll send the password to the e-mail address.



The screenshot shows a form titled "Remember password". It has an "ID" input field. Below the input field is a blue button labeled "Send". At the bottom of the form is a link labeled "Back".

# - Online lesson - Class room **D**

2. Lobby page( ロビー画面)      <Page top>

The login page jumps to the lobby page like below when you put your correct ID and password.



You can go into a lesson room which is free to use, by clicking a room itself.

※Available rooms are showing as “このルームは使用可能です。”.

There is a number of rooms which is same number of arranged trial lessons.

※If there are two trial lessons planned, there are two rooms in the list."

Please go into a room after your student.

You can go back to Login page by clicking “Logout” button on the right top of the page.

You can go into a room when it looks like the picture below.



You can NOT use the room if it looks like below."

※”現在レッスン中”means “Occupied”."

Student login

鈴木大輔



佐々木

現在の時間 0 分経過  
現在レッスン中

鈴木大輔

