For administrators

KnowledgeDeliver Quick start guide

for 60 minutes

starting 60 minutes **KnowledgeDeliver**

Digital Knowledge Co., Ltd.

Contents

- ✓ The document is designed for a scale of one administrator and 50 learners, and describes the steps to get started easily and quickly with the knowledgeDeliver.
- ✓ In order to start actual operation, it is necessary to consider the classification and prepare sufficiently to build the curriculum.
- ✓ When creating teaching materials, please use either Microsoft Edge or Google Chrome browser (You can view the learning record from any browser).
- ✓ Knowledge Deliver is a full-scale system that can be operated by tens of thousands of people depending on the settings. All features are not mentioned in the document. Functions which are not included in the document can be referred to manual. (Available in Japanese).

1. Administrator login

*Access the following URL using your browser
https://jica-van-cms.jica.go.jp/English.html

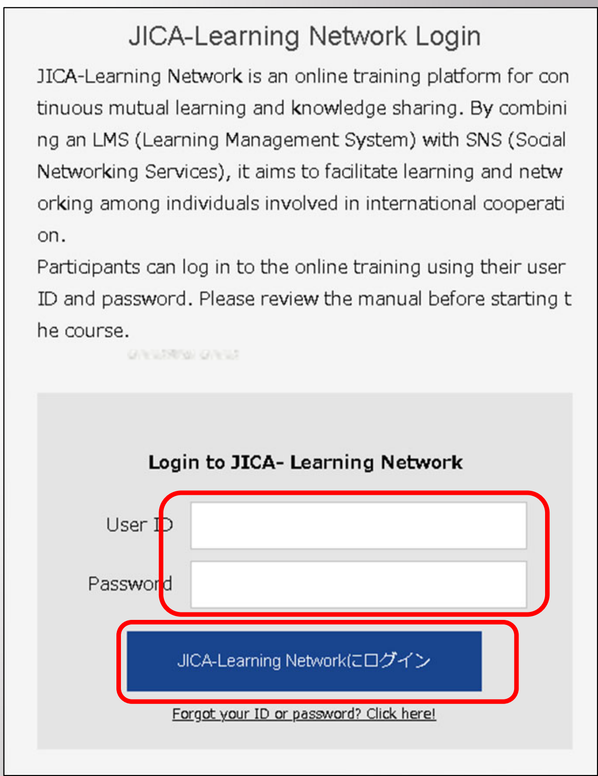
Log in using the User ID and Password issued by our company.

＊ Enter the User ID and Password in half-width alphanumeric characters.

＊ Please select language in the drop-down setting menu.

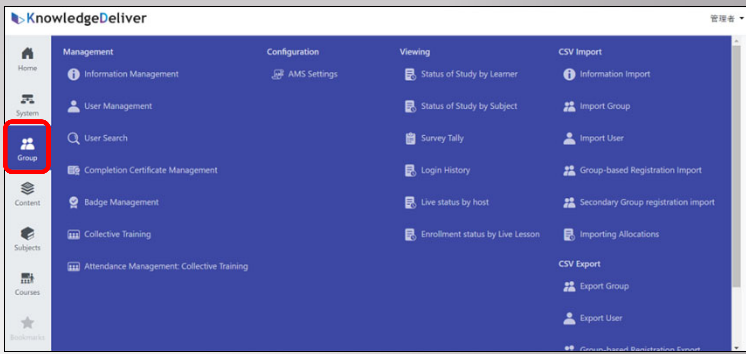
＊ Administrators/teaching material creators must log in using either “Microsoft Edge” or “Google Chrome” .

＊ Make sure cookies are enabled in your browser settings before logging in.

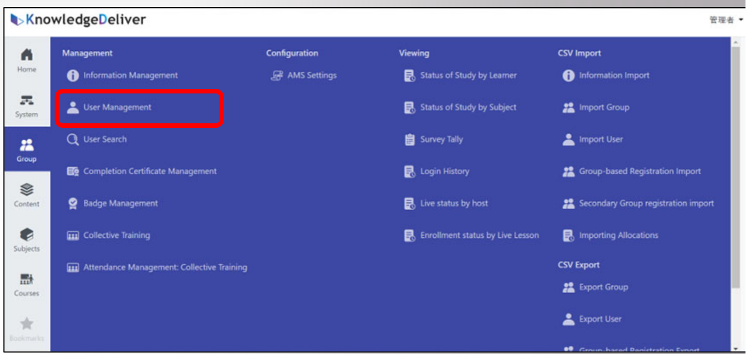


1. User registration

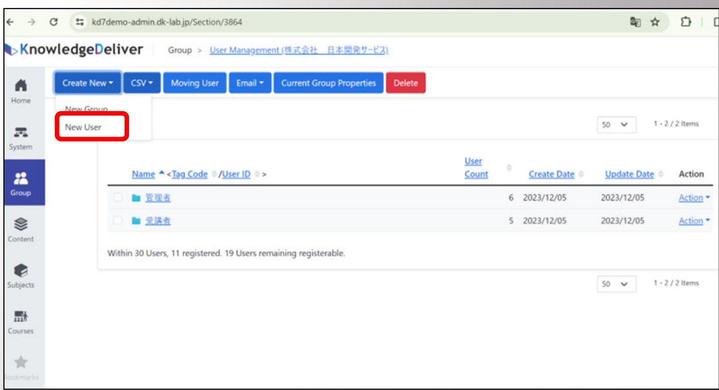
Press "Group" from the console button on the left side of the home screen.



Select "User Management" from the "Management" section.



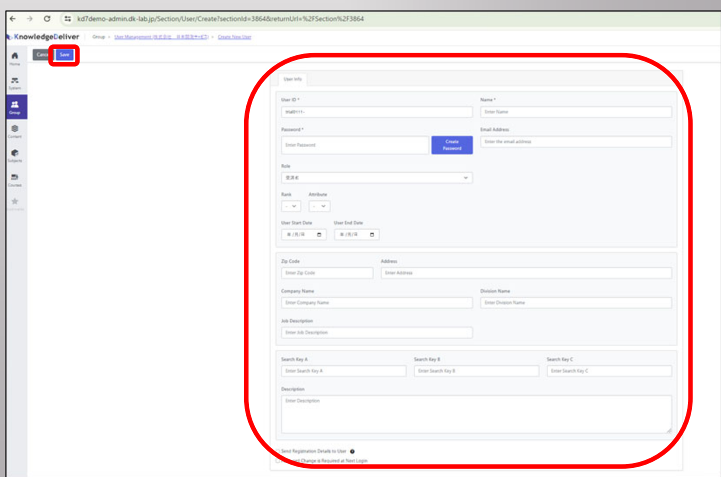
Select "New User" from the "Create New" button at the top of the user management screen.



On the input screen, enter the user ID, name, and password. Set the appropriate role according to the permissions required for the user being registered. If you intend to deliver emails from the system to the learners, input their email address. Input for other fields is optional.

When you press the “Create Password" button, a randomly generated password will be generated.

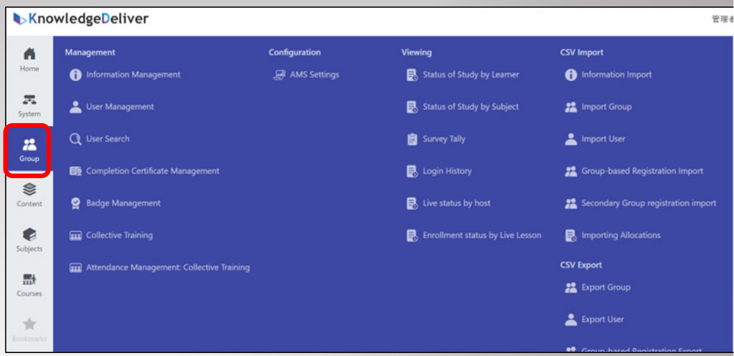
After completing the input, press the "Save" button.



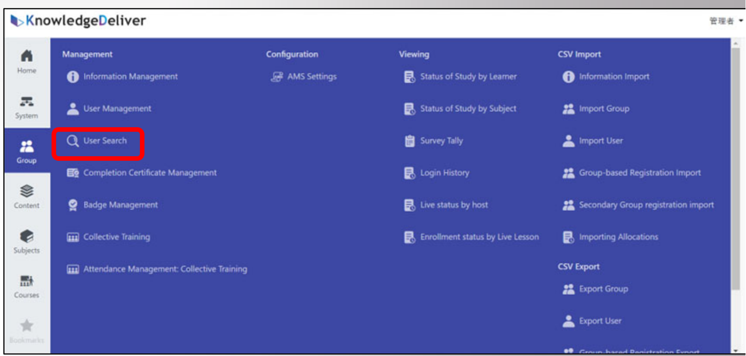
For information on User information import in CSV format, refer to the manual. (Available in Japanese)

2. User Search

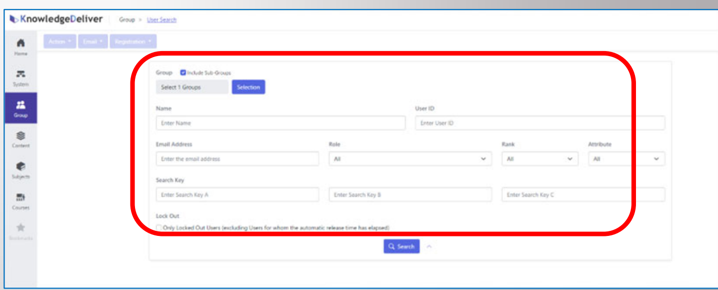
Press "Group" from the console button on the left side of the home screen.



Select “User Search” from the "Management“ section.



You can select or set the necessary items from various search criteria, then press the "Search" button at the bottom of the search screen to find the desired user.

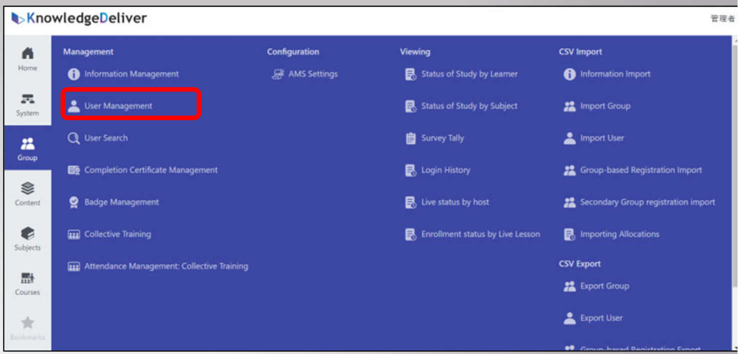


You can search by the following information:
Group / Name / User ID / Email Address / Role / Rank / Attribute / Search Keys A to C / Lockout

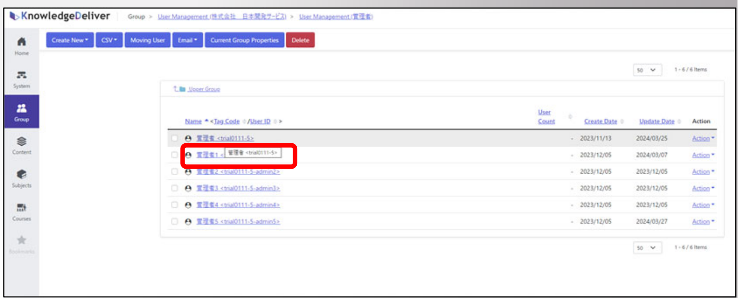
For information on Import User in CSV format, refer to the manual. (Available in Japanese)

1. User Management (Individual)

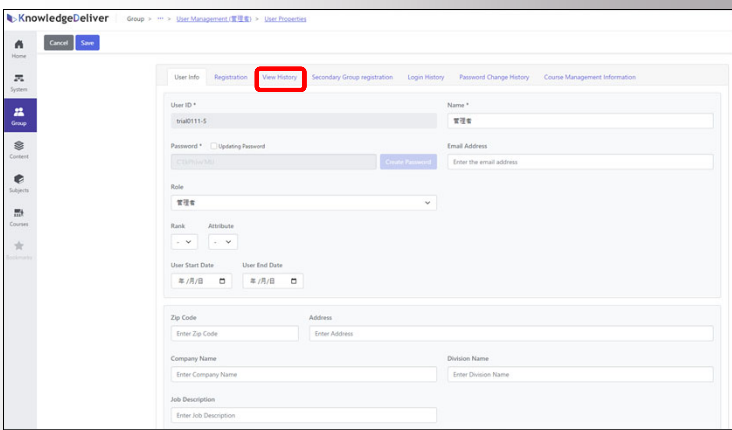
From the console button on the left of the home screen, select “Group". Then, within "Management", select the “User Management”.



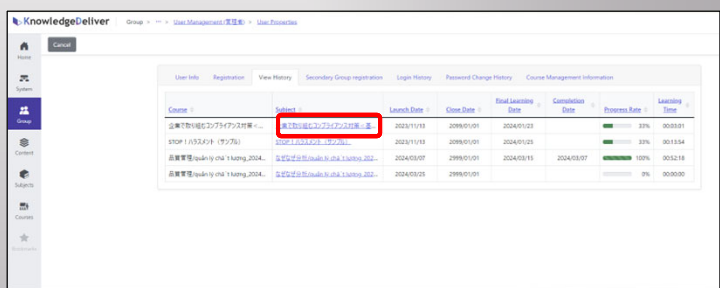
Select the name of the user for whom you want to display the learning record.

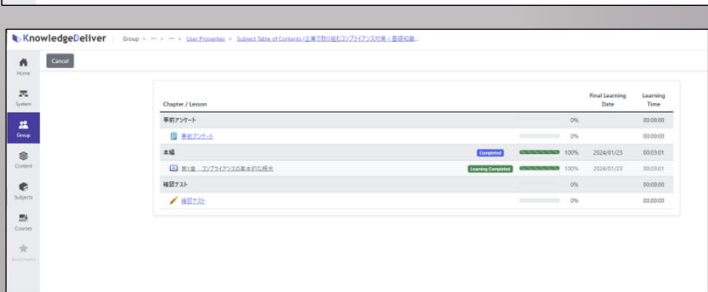


From the user information screen, select the "View History" tab.



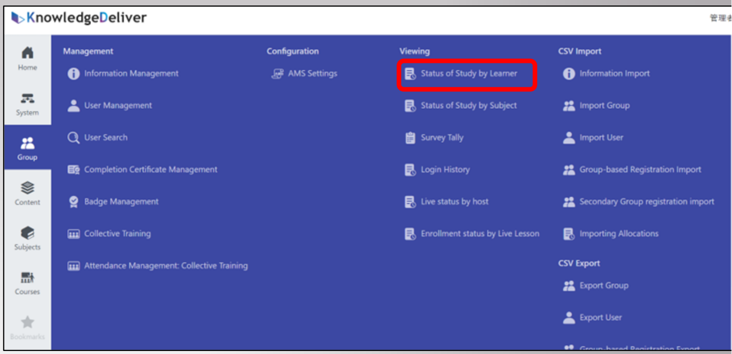
A list of learning record for the learner, categorized by subject, will be displayed. Clicking on the subject name link will show detailed history for chapter/lesson within the subject.



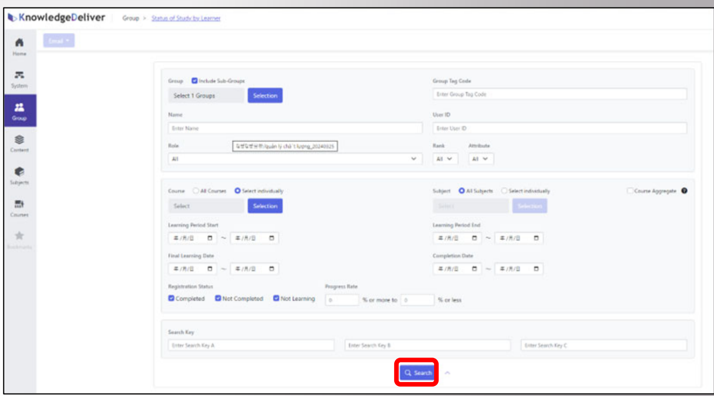


2. User Management (Whole)

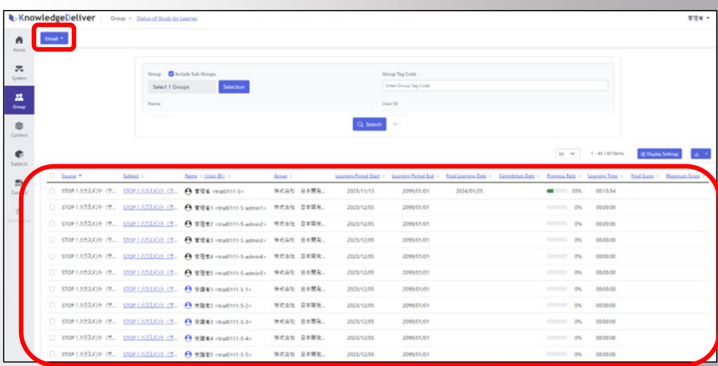
From the console button on the left of the home screen, select "Group". Then, within "Viewing", select the "Status of study by Learner" .



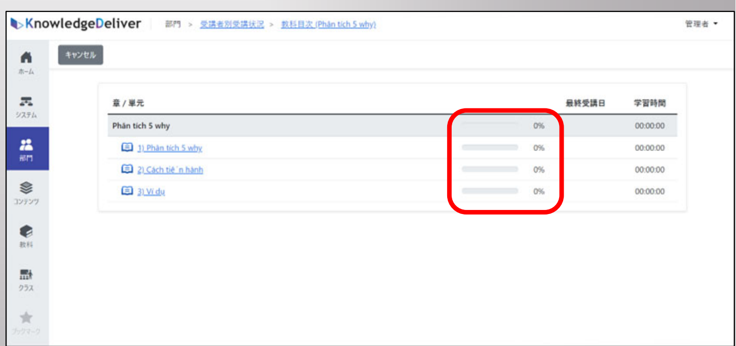
Select or set the desired items for displaying the learning record, then press the "Search" button.



You can search using the following criteria:
【Search Items】
Group / Group Tag Code / Name /User ID / Role / Rank / Attribute / Course / Subject / Learning Period Start / Learning Period End / Final Learning Date / Completion Date / Registration Status / Progress Rate / Search Keys A to C



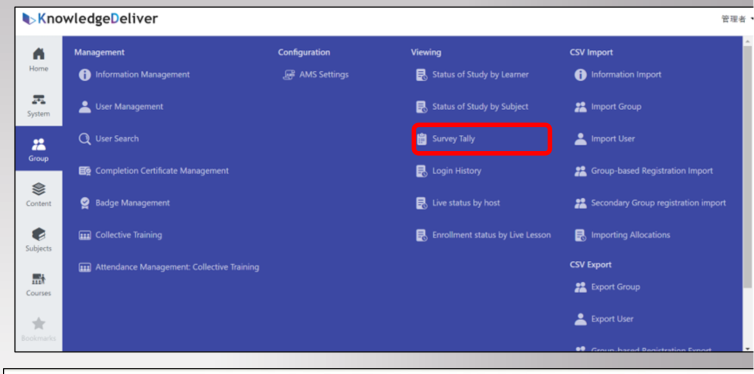
Click the subject name link in the search results to view the learners' learning progress for chapter/lesson within that subject.



You can also select learners who are lagging in progress and send them emails.

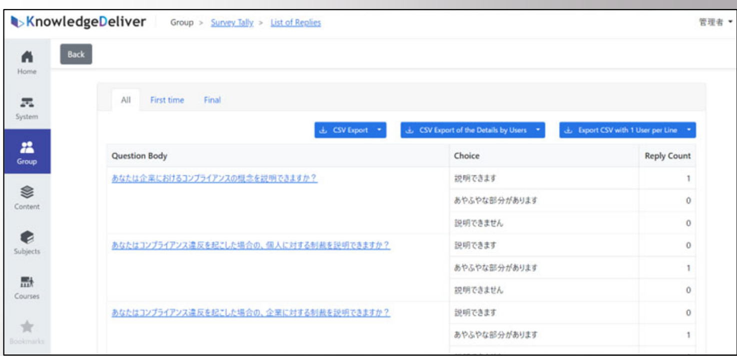
3. Survey Tally

From the console button on the left of the home screen, select "Group". Then, within "Viewing", select "Survey Tally".



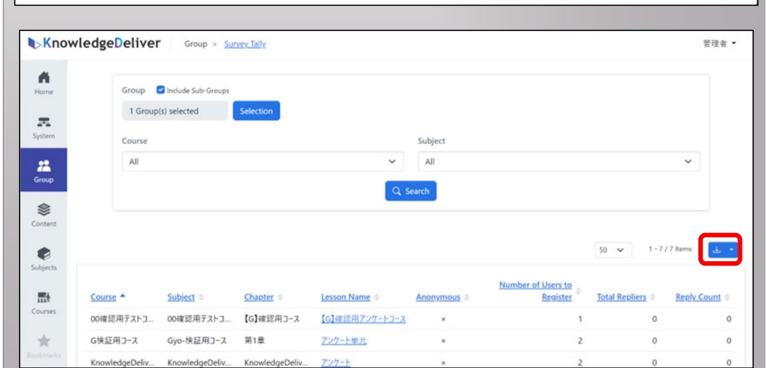
Select a Group and press search. A list of surveys for each class will be displayed.

Click the link of the survey name you want to aggregate from the list to view the aggregated results of the survey responses.



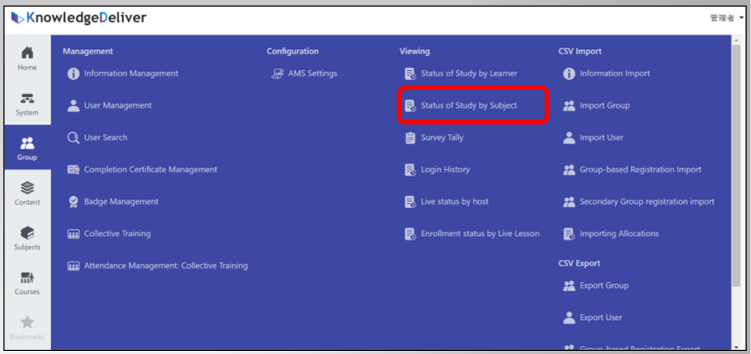
On the response list screen, click the link of the question text to display a list of individual responses from each respondent who participated in the survey.

You can export the survey results in CSV format from the download button on the right.

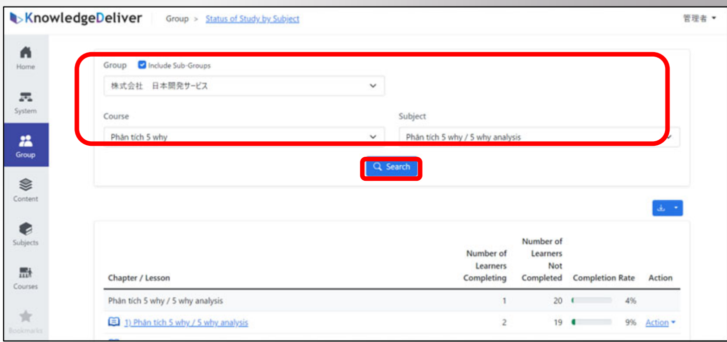


4. Course Access History (Reference)

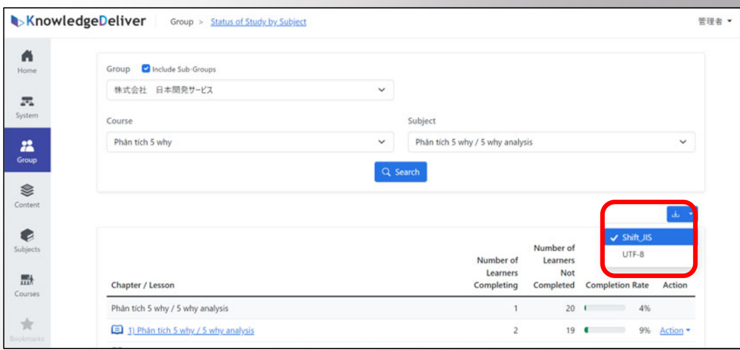
From the console button on the left of the home screen, select "Group". Then, within "Viewing", select "Status of Study by Subject".



Select the Group, Course, and Subject in the filtering settings, then press search. A list of attendance status for each chapter/lesson of the subject will be displayed.

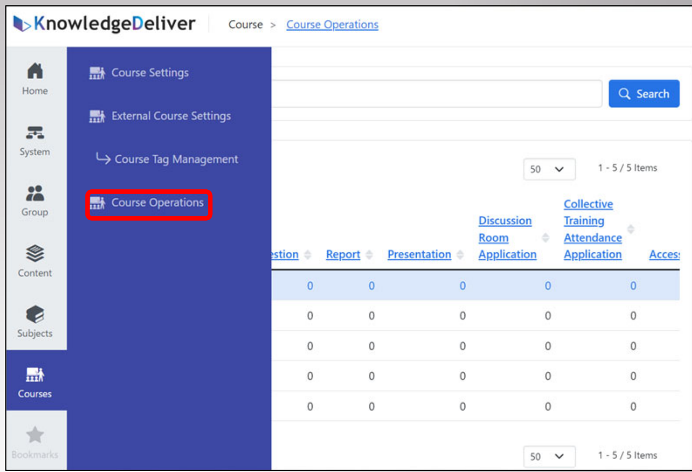


The historical data can be download from the download bottom on the right. Select the type of the file from the filtering settings.

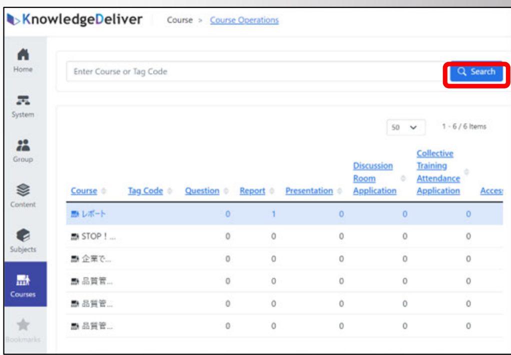


1. Grading Report (Administrator)

From the console button on the left of the home screen, press "Courses". Then, select "Course Operations".

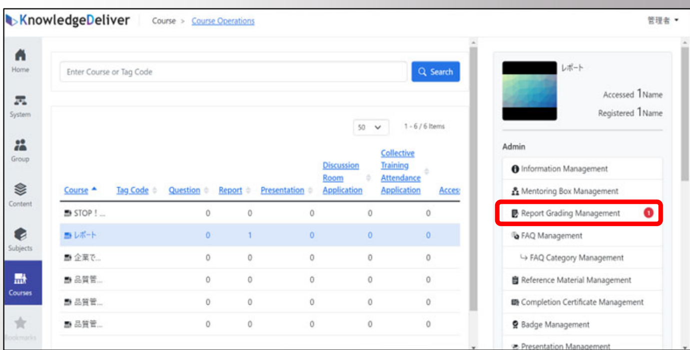


From the course list, search for the course in which you want to grade reports.



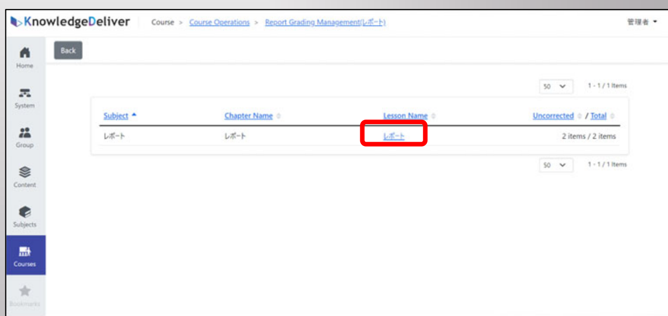
By switching tabs, you can display a list of graded reports or all reports. For exporting reports in CSV format, please refer to the manual (available in Japanese).

From the “Admin" task menu, select the "Report Grading Management". The number of ungraded reports submitted will be displayed.

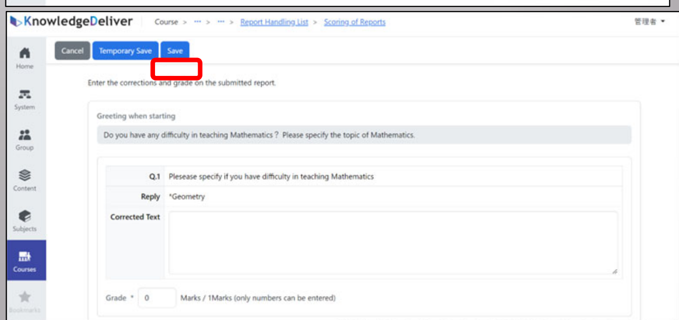


An alert is displayed in red text for classes with ungraded reports.

A list of reports assigned to the selected course will be displayed. Select the link of the report you want to grade.



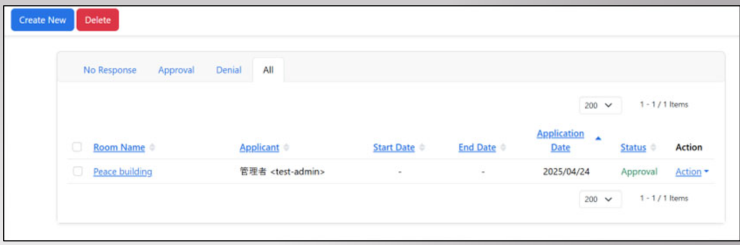
You can select the link of the submitted learner to grade the report. The report scoring screen allows you to write corrections to the responses, grade them, and give a pass/fail decision.



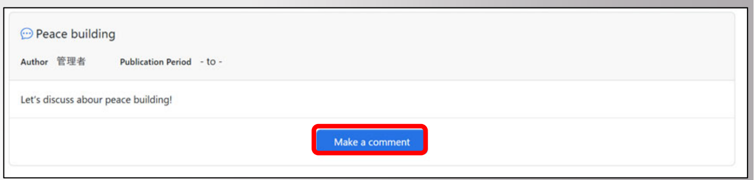
When grading is complete, press "Save" in the upper left corner of the screen. The pass/fail results will be displayed in the "Corresponded" tab.

2. Discussion room

Click the name of the discussion room you want to view in any of the tabs. The comment screen for the room will be displayed.

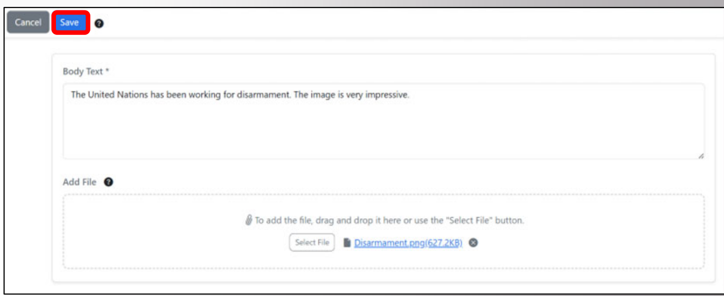


To post a comment, click the "Make a Comment" button.

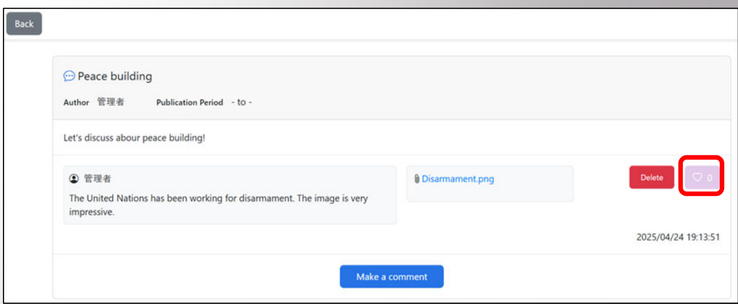


Enter your comment. You can attach an image file if needed.

Click "Save."
Your comment will be posted to the discussion room.



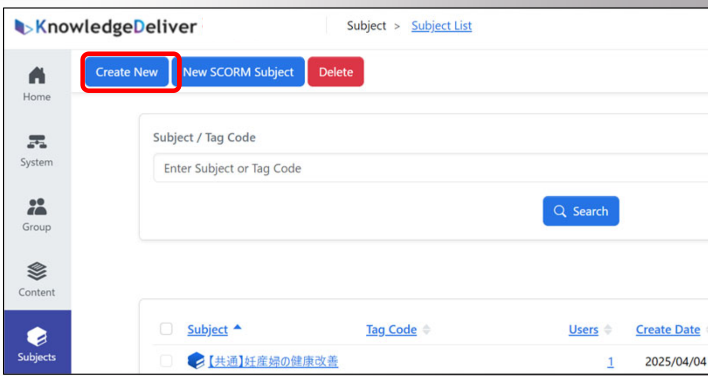
You can check the reactions from members by number of hearts 「♡」.



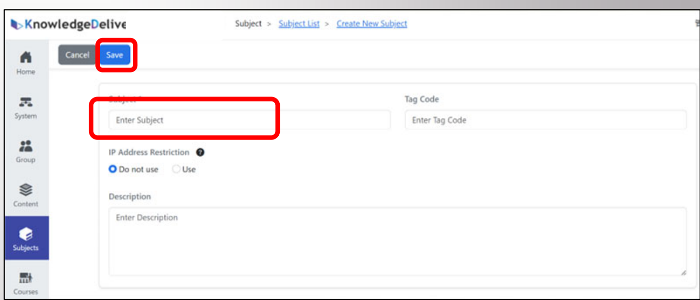
3. Presentation Management

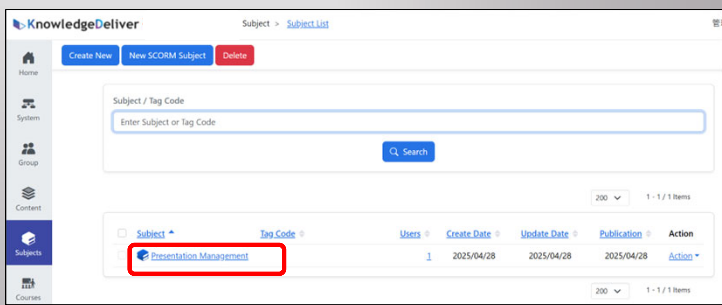
Learners can submit images, videos, audio and PDF files to share knowledge within the class. There is also a function that allows other participants to make comments.

From the console button on the left of the home screen, select “Subjects". Then, select “Subject List".



Select “Create New“. Then, enter subject name and “Save“.

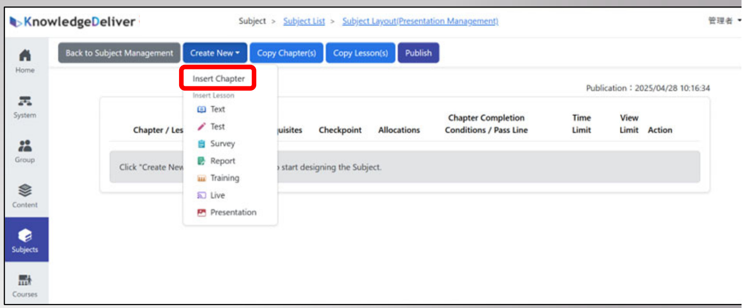


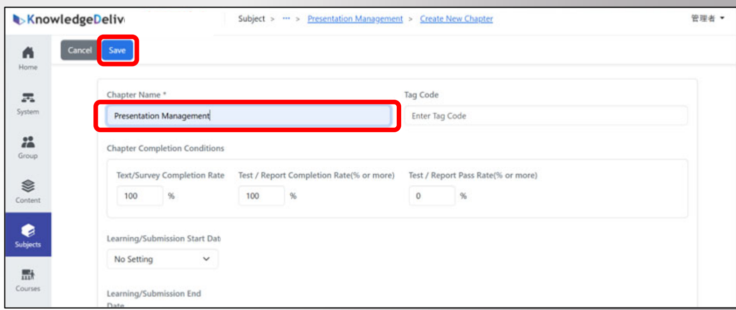


Select the subject you created from the list of subjects, then click on the subject name.

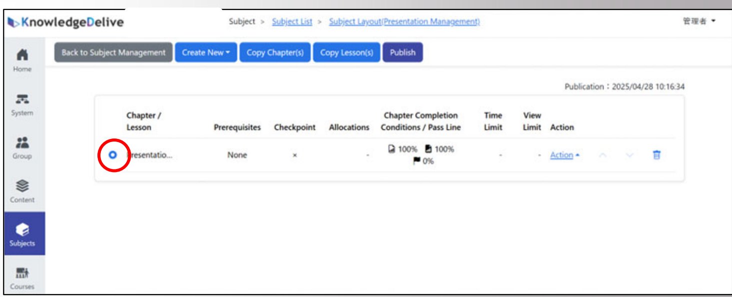
3. Presentation Management

Select “Insert Chapter“. Then, enter “Chapter Name“ and Click “Save“.

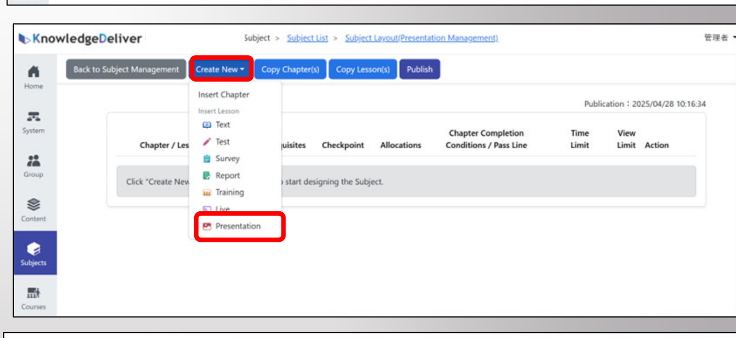




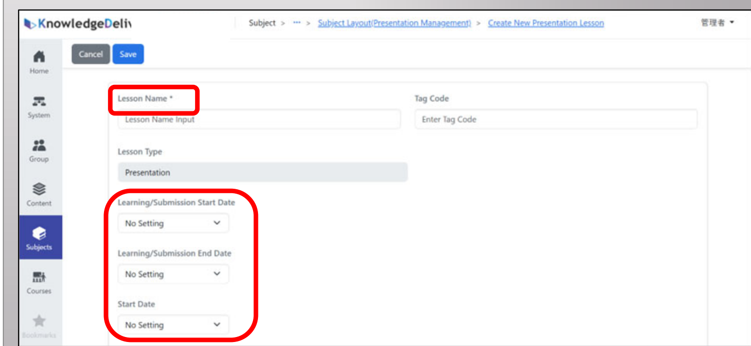
Check the radio button of the chapter name.



Select “Create New”, then select “Presentation“ in “Insert Lesson“.

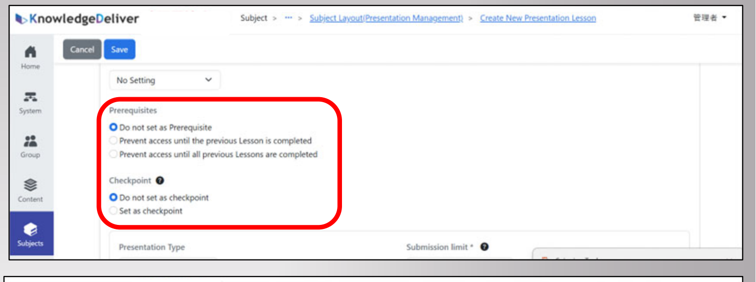


Set “Lesson Name“. Select “Learning/Submission Start Date“, “Learning /Submission End Date“ and “Start Date“.

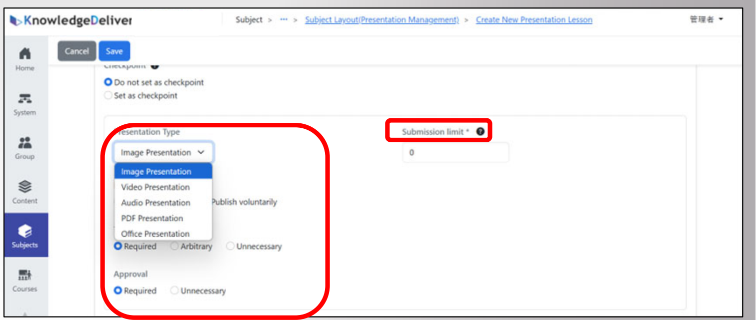


3. Presentation Management

If you set “Prerequisites“ and “Checkpoint“, learner will not be able to proceed to the next course until they complete the current one.

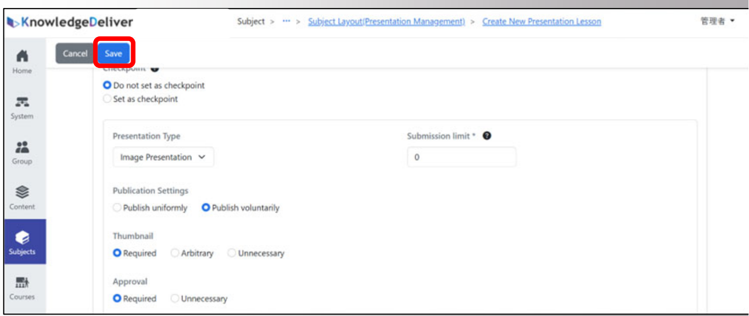


Select one of the following " Presentation Type" "Image," "Video," "Audio," "PDF," or "Office Presentation."



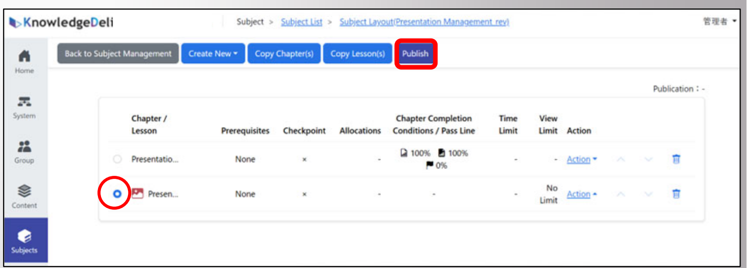
Configure the presentation’s "Publication Settings," "Thumbnail," and "Approval." You can also set “Submission limit”.

Click “Save“.



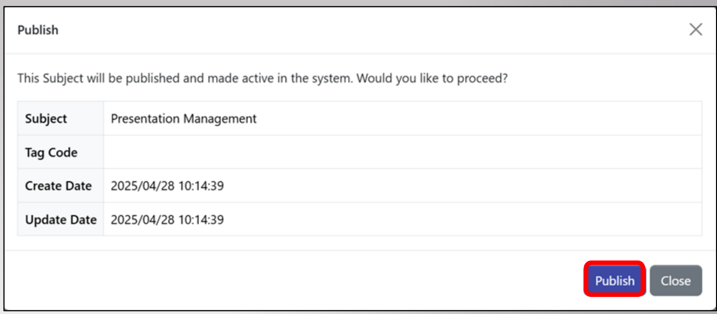
The Presentation Lesson will be created. Be sure to click “Publish" to register it in the system.

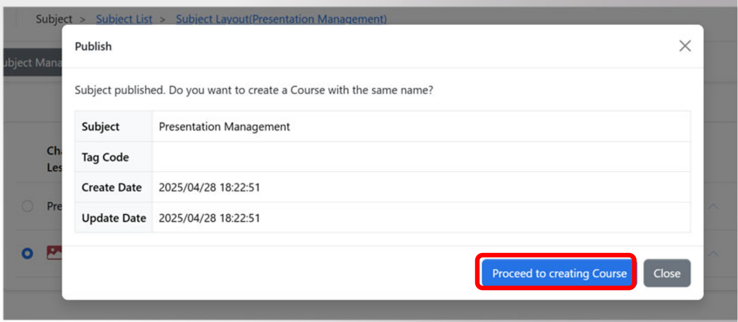
Check the radio button of the chapter name.



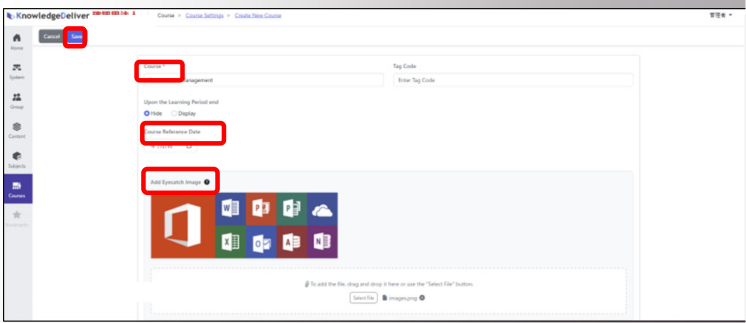
3. Presentation Management

When you click “Publish," a pop-up screen will appear.
Please click “Publish" again on the pop-up screen.

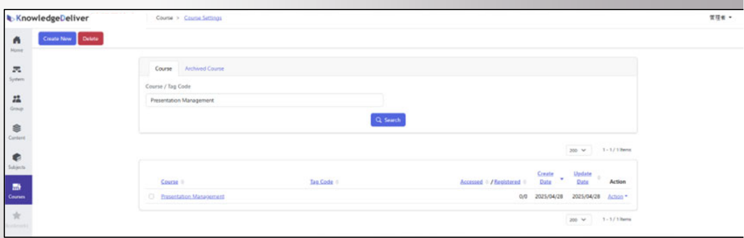




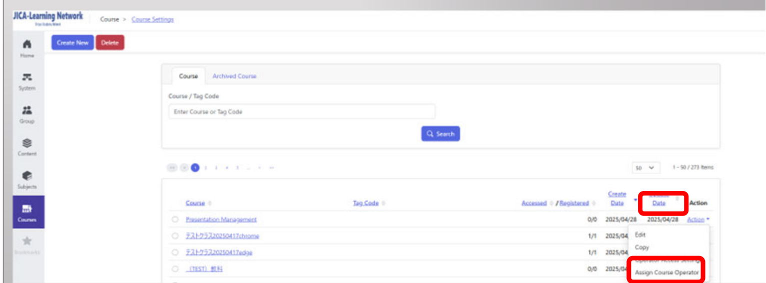
The new class creation screen will appear.
Add information such as “Course Reference Date” and “Add Eyecatch Image”, then click "Save."



The course will be created.

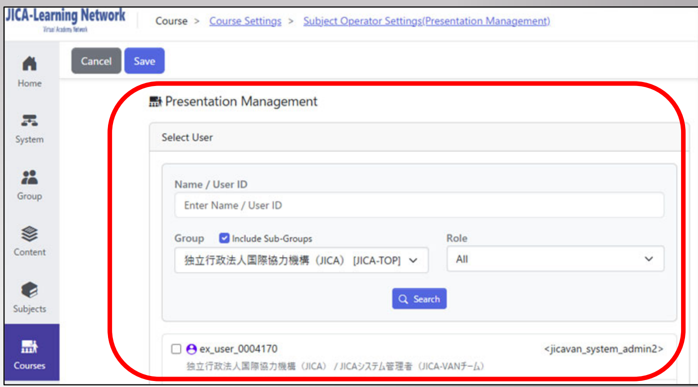


In the presentation Management, you can assign a course administrator.
Select "Assign Course Operator" from the “Action" menu.

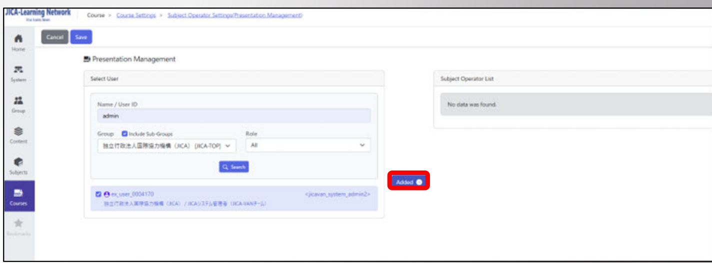


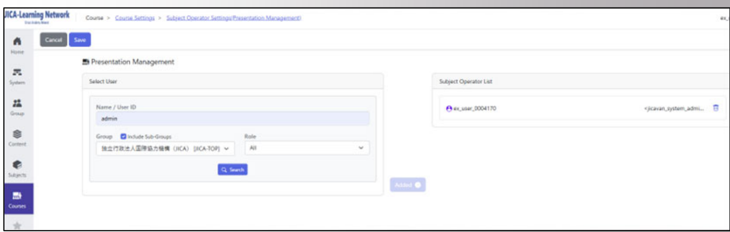
3. Presentation Management

The course operator can be selected from the user list.



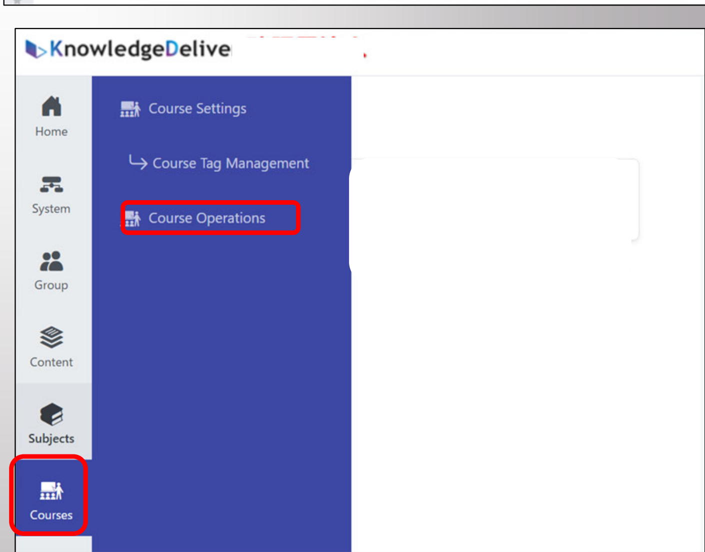
Select the user, then click “Added”.





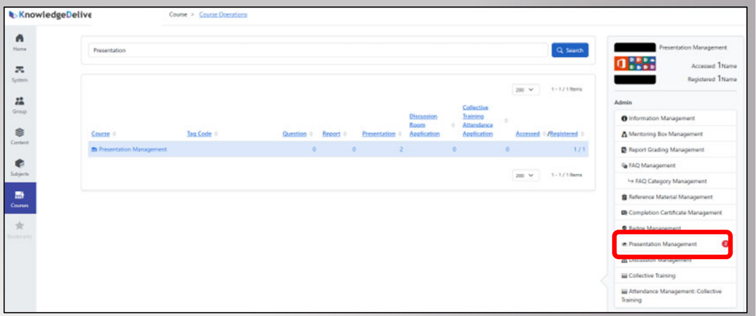
The course operator can review and correct the submitted work.

From the console button on the left of the home screen, click "Course." Then, click "Course Operation.“

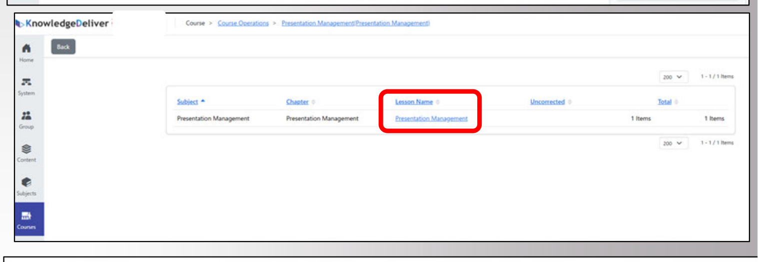


3. Presentation Management

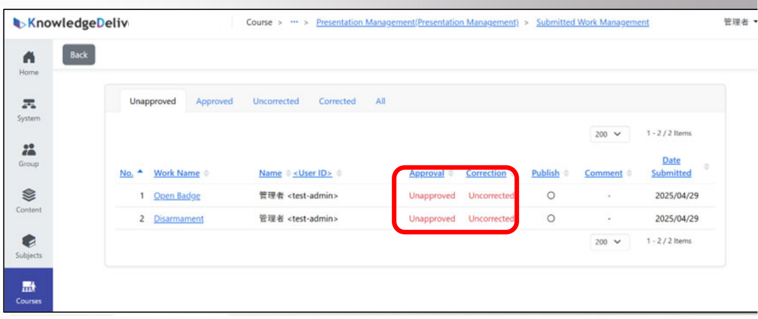
Courses with presentation Managements will display the number of works.
Select a course with works listed, and click “Presentation Management.“



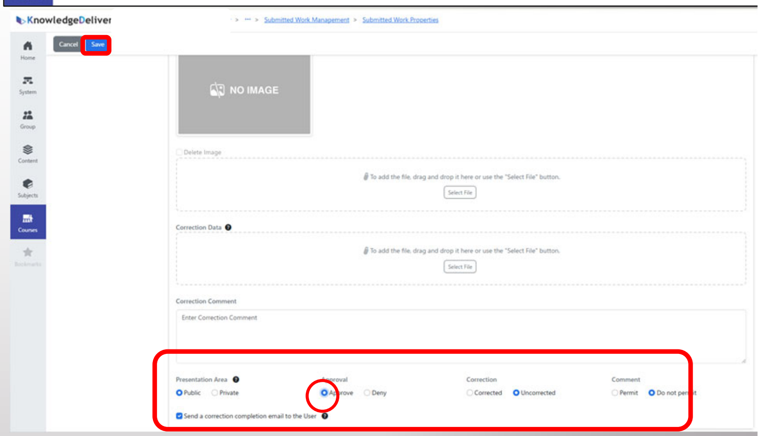
The presentation Management will be displayed. Click on “Lesson Name”.



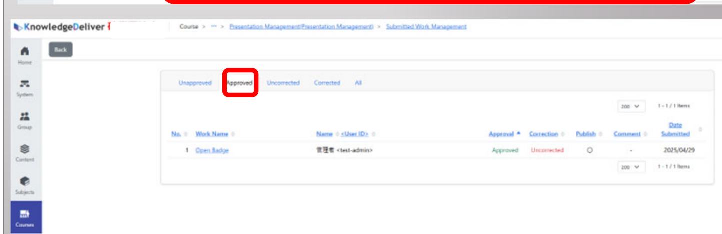
It will be displayed as an “Approval” and “Correction” lesson.



Click on “Work Name” . Select “Approve” or “Deny” in “Approval”, then save.

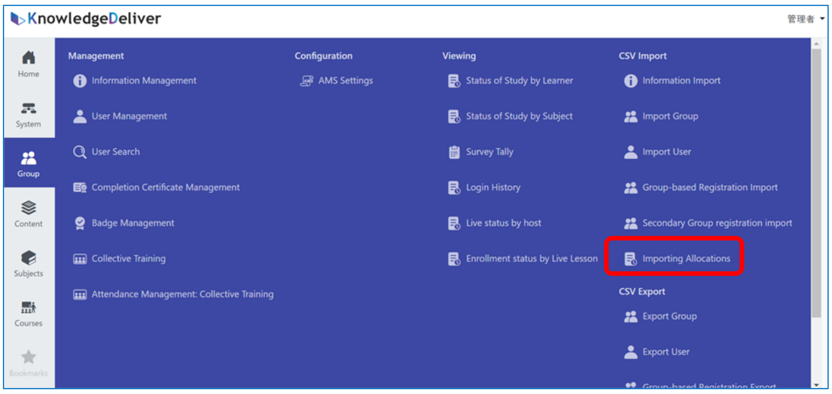


It will then be displayed as “Approval” and “Correction” in each tab.

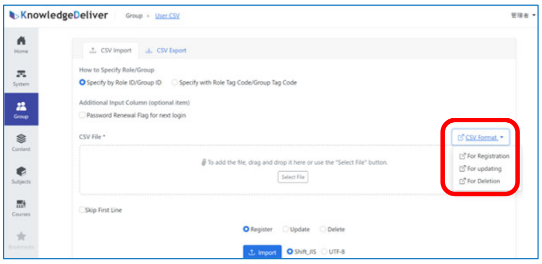


1. Various CSV imports

From the console button on the left of the home screen, select "Group". The "CSV Import" menu provides bulk processing capabilities for various types of information. For example, let's explain the "Importing Allocation" function.
※ Other functions are also available in a similar manner.



The data import screen for "Importing Allocation"



Click the "CSV Format" link to review the CSV formats for "Registration", "Update", and "Deletion" purposes.

By following the format below, you can create a CSV file and import it to incorporate "Importing Allocation" information into the e-learning system.

Cell	A	B	C	D	E	F
Item	User ID	Class ID	Learning Period Start	Learning Period End	Email Sending Flag	Initialization flag
Required	*	*	*	*	*	*
Remarks	Please specify the user ID to configure enrollment settings.	Please specify the class ID or class identification code for which you want to configure Importing Allocation setting.	Please specify in the format yyyy/mm/dd.	Please specify in the format yyyy/mm/dd.	Please specify "1" if you want to send the registration details to the learners, or "0" if you do not want to send them.	"0" represents initial registration, while "1" represents initialization of history.
Date Example	s01-staff1	2168	2024/04/01	2024/06/01	0	0
	s01-staff2	2168	2024/04/01	2024/06/01	0	0
	s01-staff3	2168	2024/04/01	2024/06/01	0	0
	s01-staff4	2168	2024/04/01	2024/06/01	0	0

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