

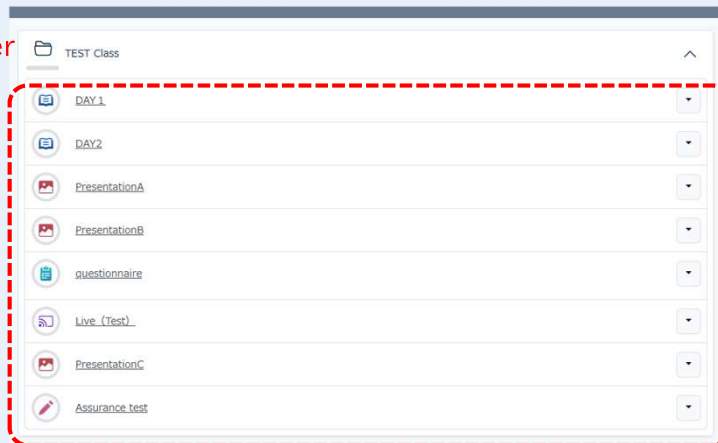
## 【4】 How to submit and share your works.

This section explains how to submit your work and share it with your class.






## Various lessons

Chapter

Lesson



### Example of Lessons

-  Text (materials)
-  Live (Zoom meeting)
-  Survey
-  Test
-  Presentation

There are several types of “**lessons**” depending on their functions.

The presentation function is very important, so let’s learn how to use it.

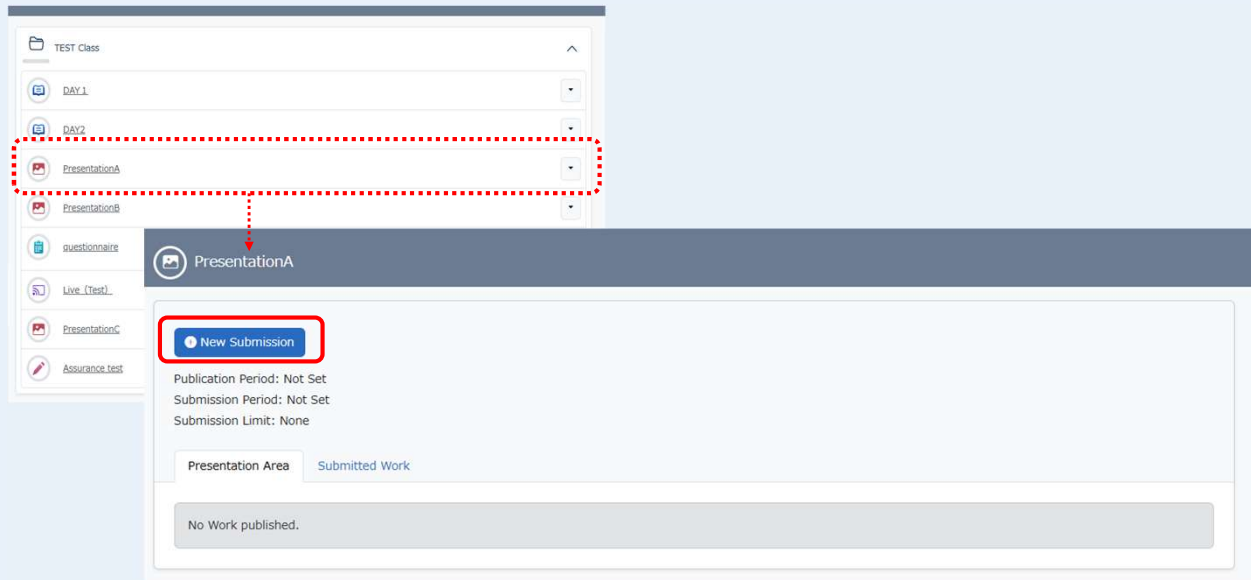
## “Presentation” lesson

“Presentation”  
lesson icon



Lessons with presentation features allow you to share your work with the class and exchange opinions about assignments.

## How to submit



The submission method is as follows.

Select the lesson with the Presentation icon, and then click the **“New Submission”** button on the next screen.

## How to submit

The screenshot shows a web form titled "New Presentation" with a sub-header "Office Type Presentation". The form contains the following fields and controls:

- Work Name:** A text input field with the placeholder "Enter the title."
- Presentation Thumb:** A file selection area with a red dashed box around it. It contains the text "ファイルの選択" (Select a file) and "ファイルが選択されていません" (No file is selected).
- Work Data:** A file selection area with a red dashed box around it. It contains the text "ファイルの選択" (Select a file) and "ファイルが選択されていません" (No file is selected). Below this, it lists "Extensions usable for the work data: .docx, .xlsx, .pptx".
- Presentation Comments:** A text area with the placeholder "Enter your comment."
- Presentation Area:** A section with two radio buttons: "Public Request" (selected) and "Private Request". A red box highlights these buttons.
- Buttons:** "Back to the list" and "Send" buttons at the bottom right.

A red arrow points from the text "Select a file" to the "ファイルの選択" text in the "Presentation Thumb" field.

Enter the title of the work, and specify the thumbnail and data file.

If you want to share it immediately with class members , select **“Public Request”** in the **“Presentation Area”**.

If you want to submit it only to the administrator first , select **“Private Request ”**  
In some cases, instructions may be provided by the administrator.

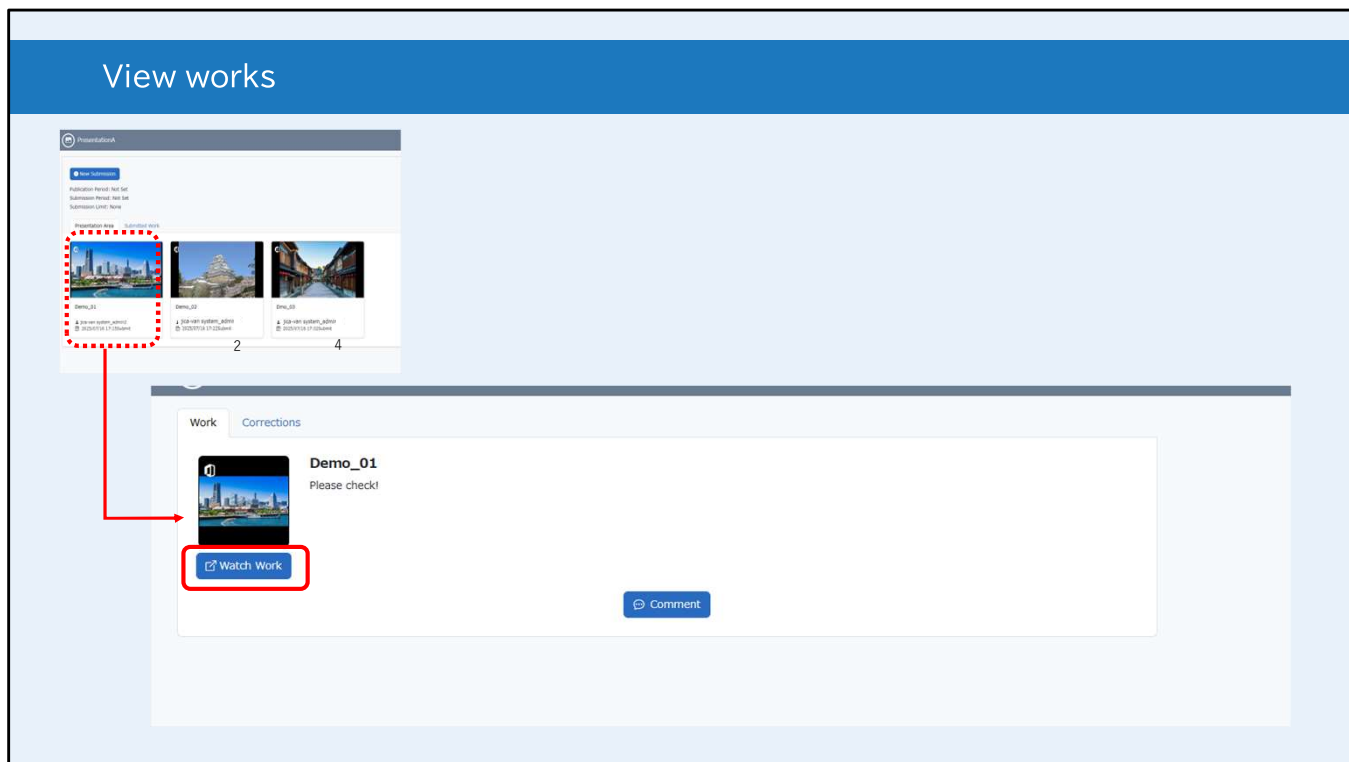
Finally, click the **“Send”** button.

## Screen after submission

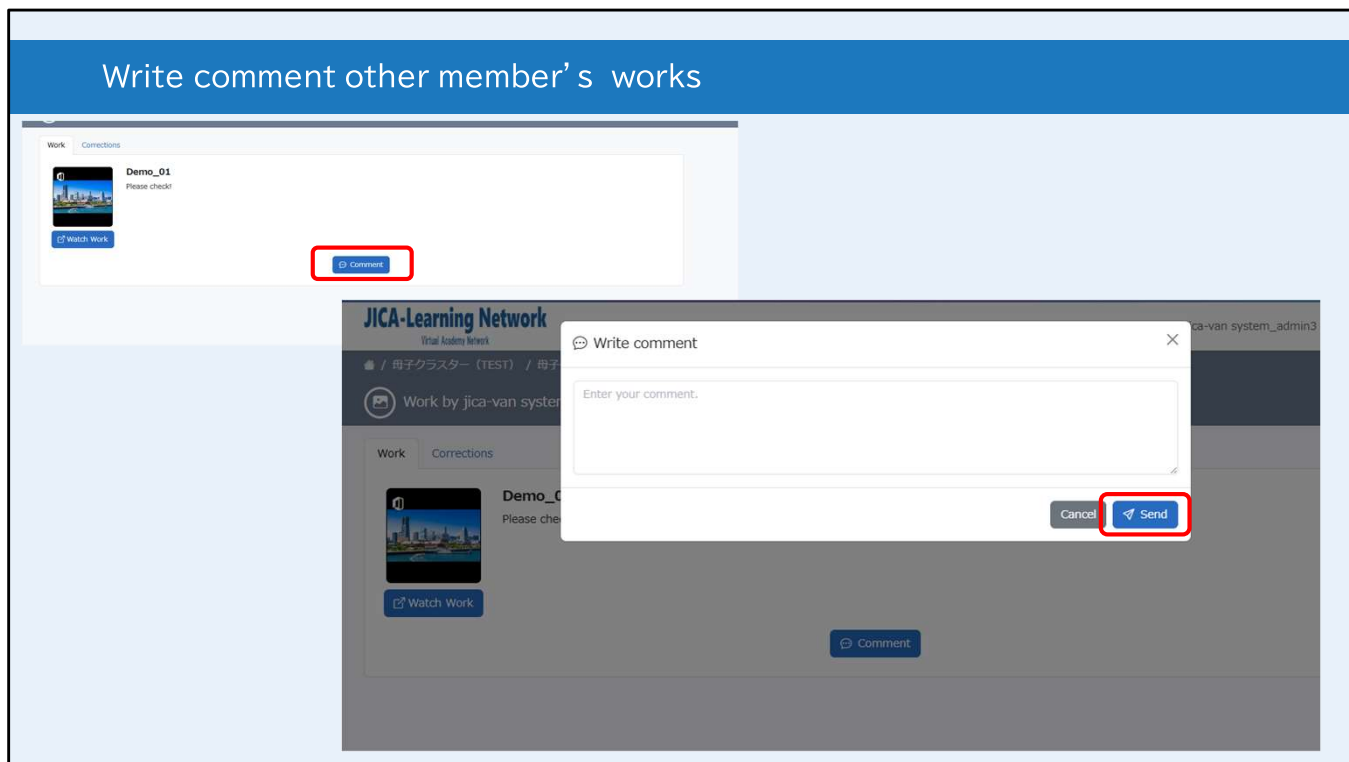
The screenshot shows a web interface for 'PresentationA'. At the top, there's a header with a camera icon and the text 'PresentationA'. Below this, a blue button labeled 'New Submission' is visible. Underneath, the following text is displayed: 'Publication Period: Not Set', 'Submission Period: Not Set', and 'Submission Limit: None'. A red annotation points to the 'Presentation Area' tab, stating: '\*In some cases, after submission, the content will be published in the presentation area after approval by the administrator.' The 'Presentation Area' tab is active, showing three submission cards. Each card has a thumbnail image, a title, a user name, and a submission timestamp. The first card is titled 'Demo\_01' with a city skyline image, submitted by 'jica-van system\_admin3' on '2025/07/16 17:15Submit'. The second card is titled 'Demo\_02' with a castle image, submitted by 'jica-van system\_admin' on '2025/07/16 17:22Submit 2'. The third card is titled 'Dmo\_03' with a street scene image, submitted by 'jica-van system\_admin' on '2025/07/16 17:32Submit 4'. A 'Submitted Work' tab is also visible but inactive.

Items submitted for publication will be displayed in the **“Presentation Area”**.

In some cases, submissions may be set to be published in the Presentation Area after approval by the administrator.



You can view other members' work in the presentation area by selecting the work and clicking the **“Watch Work”** button.



If the comment function is enabled, you can comment on other people's works.


Click the **“Comment”** button that appears when you select the work you want to view, and write your comment, then click the **“Send”** button.



## Leave a comment

Work


Corrections



**Demo\_01**  
Please check!

Watch Work

Comment

 **jica-van system\_admin** 2

Very good!

2025/07/17 14:31

Comments on that work will be displayed.  
Let's try commenting on each other's works!

If you have any questions

Let's enjoy JICA-Learning Network!

If you have any questions about how to use the system, you can use the chatbot.

Click on “**JICA-Learning Network FAQ**” at the bottom right of the login page to access the chatbot.

The chatbot can also respond to questions in languages other than Japanese and English.

We hope you enjoy using the JICA-Learning Network.