



For learner environment

KnowledgeDeliver Simple manual of Responsive

KnowledgeDeliver Responsive environment simple manual

Index

- This document describes the procedure for using KnowledgeDeliver in a responsive environment.
- The responsible environment is dedicated to taking classes, therefore, if you use management functions such as creating teaching materials and user registration, please continue to use the PC environment (<https://jica-van-cms.jica.go.jp/English.html>).
- In addition, group training units and branching classes are not supported, so please continue to use the PC environment for group training applications and classes with branching classes set.
- DCP display is not supported in the responsive environment.

I. Login	3
1. Login	3
II. Access to learning screen	4
1. Access to learning screen (Home screen)	4
2. Access to learning screen (Top of Class screen)	6
III. Take a course as a learner	7
1. Access to learning screen (Course list screen/ Start learning)	7
2. Learning Methods for Various Courses	8
3. Discussion room	12
4. Certificate	14
5. My Page Function	15

1. Login

1. Access the following URL in the browser.

https://jica-van-cms.jica.go.jp/English.html

2. Enter the user ID and password, then press the "Learning Network log in".

2.1 Please enter the user ID and password in half-width alphanumeric input mode.

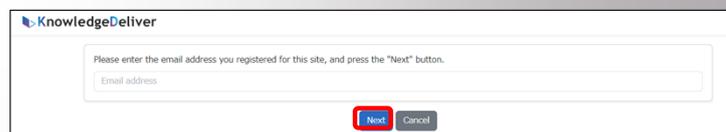
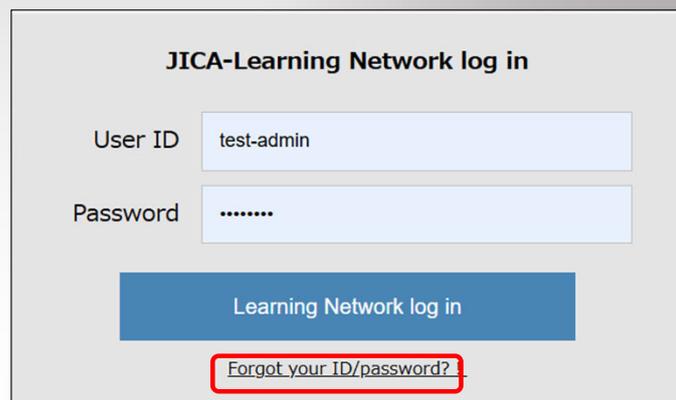
2.2 You can use the same URL on a PC, smartphone, or tablet.

2.3 If you want to change your password or have forgotten it, click on "Forgot your ID/password?" located below the login button.

2.4 Enter the email address registered with the user ID system and press 'Next'.

2.5 Check that an email has been sent to the entered Email address, and reset the password using the URL in the email body.

2.6 Please log in with cookies enabled.





1. Access to learning screen (Home screen)

1. Select the class you want to take from the home screen.

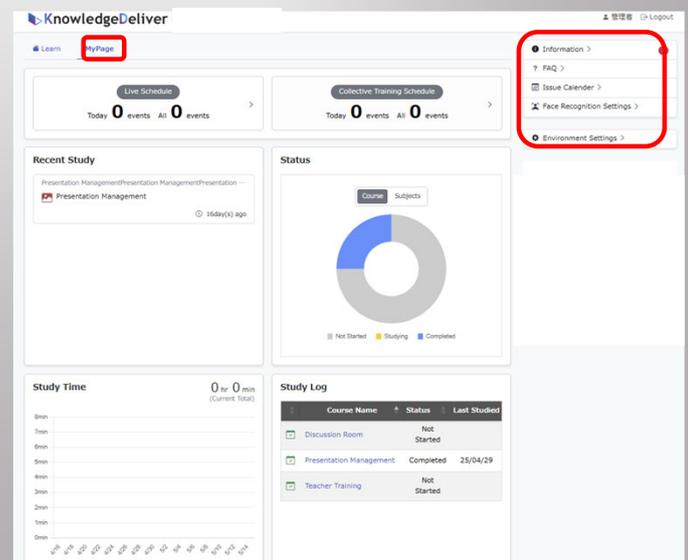
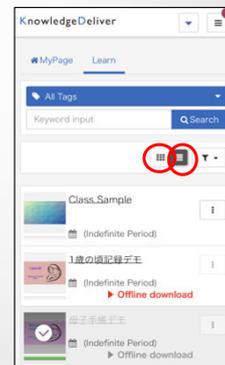
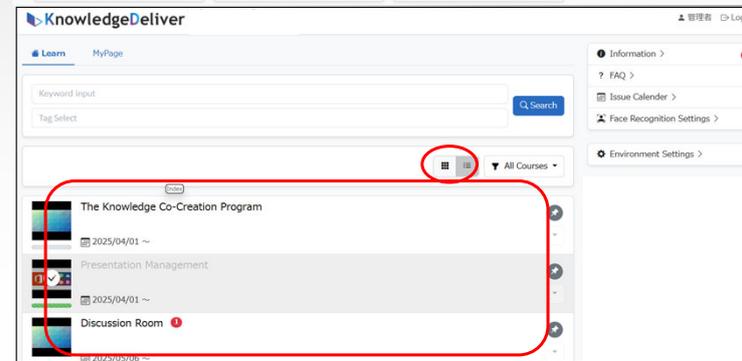
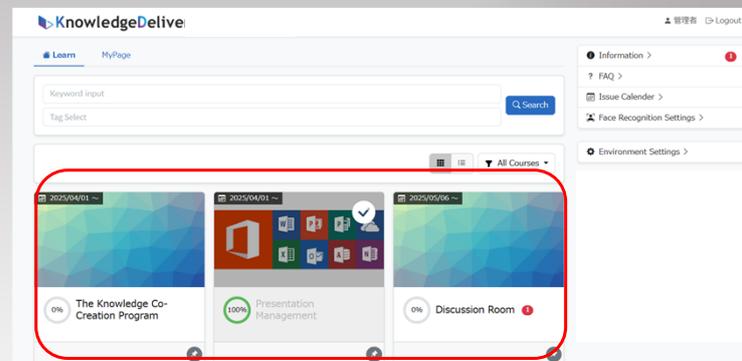
1.1 Class thumbnail picture is displayed "✓" after the class is completed.

※You can choose two screen types, "Grid view" or "List view" for class display by clicking  

1.2 When you complete a class that issues a certificate, you can download the certificate from the 'Certificate' option in the menu at the bottom right of the class screen.

1.3 The period during which the class is available is displayed at the bottom of the class screen.

1.4 When you select the "My Page" tab at the top of the learning screen, it switches to the My Page screen. On My Page, your learning progress is displayed.

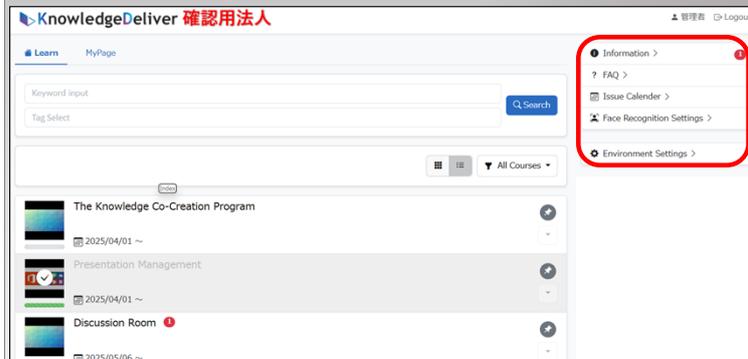


1. Access to learning screen (Home screen)

1.5 You can view announcements for all participants and change settings from the right-hand menu on the screen.

- Information: Display of announcements for all learners
- FAQ (Frequently Asked Questions): Display of frequently asked questions about learning and their answers
- Environment Settings : Change of Email address/Password.
※If you want to change E-mail address, please contact to Administrators of the training since only Administrators are entitled to change it.

1.6 On smartphones, tablets, or other devices, depending on the screen size of your device, information may appear as a dropdown menu. In that case, by clicking the icon “☰” at the top right of the screen, a menu will be displayed.



1. Access to learning screen (Top of the Class screen)

1. Select the course you want to take from the top screen.

1.1 A check mark "✓" appears on the icon for the courses that were completed.

※Depending on the screen size of your device, such as a smartphone or tablet, the information may be displayed as a menu on separate screen.

In that case, by clicking "☰" at the upper right of the screen, the following menu will be displayed.

1.2 From the right-hand menu on the screen, you can access information related to the currently displayed class

- Information

Displays announcements for the current class

- Mentoring Box

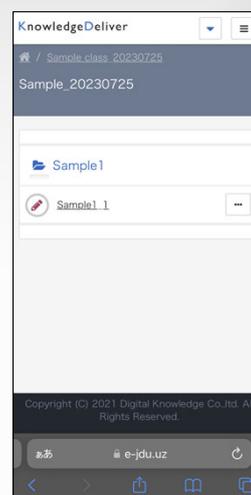
Allows you to ask questions to instructors of the current class and download provided materials.

- FAQ

Shows frequently asked questions and answers related to the current class.

- Help

Displays the user manual for learners.

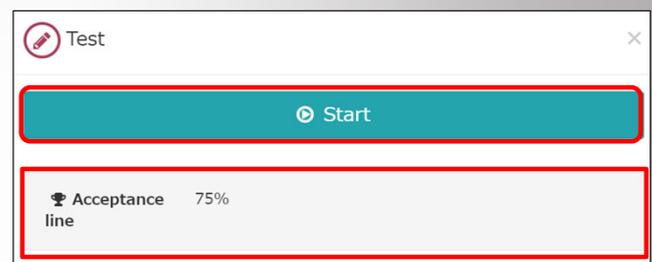
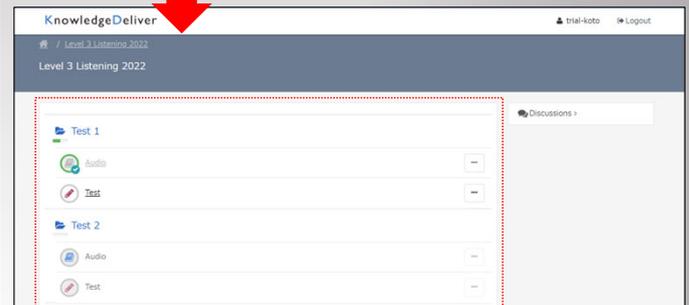


1. Access to learning screen (Course list screen / Start learning)

Selecting unit you want to take from the following .
 ※By selecting a chapter, the associated units will be displayed as an accordion.

Selecting lesson you want to take.

If you define time limit for test, a limit on the number of test attempts, and a passing score, this information will be displayed on the start screen.



2. Learning Methods for Various Courses

Each subject in the course composed of “Chapter” and “Lessons”. The learning content within each lesson varies depending on its type.

1. Text

Learn by viewing input-based materials composed of elements such as videos and slides. When you start a text lesson, the learning screen will be displayed.

2. Test

There are three types of test formats: “Sequential Test”, “Proficiency Test”, and “Complete Understanding Test”.

2.1 Sequential Test

The result (correct/incorrect) is displayed after answering each question.

2.2 Proficiency Test

The results are displayed after all questions have been answered.

2.3 Complete Understanding Test

The result is displayed after each question, and the test is repeated until all questions are answered correctly.

Lesson Type	Display icon	Function
Text		Create instructional materials in a multimedia format that combines PowerPoint slides, videos and audio.
Test		Sequential Test: Create test questions in a one-question-at-a-time format.
		Proficiency Test: Create test questions where answers can be reviewed only after completing all the questions.
		Complete Understanding Test: Similar to the sequential test, this test uses a one-question-at-a-time format and repeatedly shows incorrectly answered questions until all answers are correct.
Survey		Survey: Create a survey. Anonymous Survey: Create a survey that maintains respondent anonymity by hiding information such as name, user ID, and group.
Report		Set the report assignment that participants are required to submit.
Presentation Management		Set the presentation assignment that participants are required to submit.

2. Learning Methods for Various Courses

3. Survey

There are two types of survey formats.

3.1 Survey

The administrator can identify the respondents.

3.2 Anonymous Survey

The administrator cannot identify the respondents.

3.3 Survey Question Formats

Survey questions include the same four types of formats as report questions, as well as a format that allows respondents to enter comments.

3.4 Question format for entering comments in a survey

① Single Choice + Comment Input

Select one option by clicking on it. Once selected, a text box will be activated, allowing you to enter a comment.

② Multiple Choice + Comment per Question

Select multiple options by clicking on them. Enter a comment corresponding to the question as a whole.

③ Multiple Choice + Comment per Option

Select multiple options by clicking on them. Enter a comment for each selected option individually.

Please answer the following questions, and press the "Check" button to continue.

Q1

Which of the trainings were useful to you?

Voice and tone of voice (vocalization, articulation, and tone of voice) Speak concisely (brief speaking, utilizing silence) Introduction of lesson (key points and three principles)

Coaching Basics

Please answer the following questions, and press the "Check" button to continue.

Q1

Please write your impression of the training contents. Please comment the reason why you choose the answer.

Good Fair Not bad Bad

Please enter within 400 characters for comment.

2. Learning Methods for Various Courses

4. Report

There are four types of report formats.

4.1 Single Choice

Learners select one answer from multiple options.

4.2 Multiple Choice

Learners select multiple answers from a list of options.

4.3 Written Response

Learners enter their answers using a keyboard.

4.4 Attachment of a file

Learners provide their responses by typing them using a keyboard.

5. Presentation Management

Presentation Management handles submitted works created in various formats such as images and videos.

Submitted works are reviewed and evaluated by administrators, who make the final decision regarding their work.

If permitted by the administrator, each learner in the class can also post comments on published works.

Learners submit their work according to the presentation type set by the administrator. There are five types of presentations, each allowing specific file extensions as shown below:

2. Learning Methods for Various Courses

5. Presentation Management

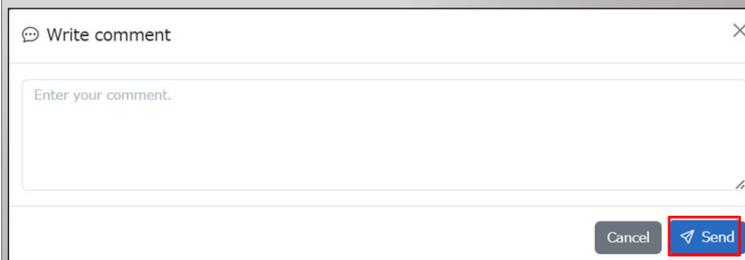
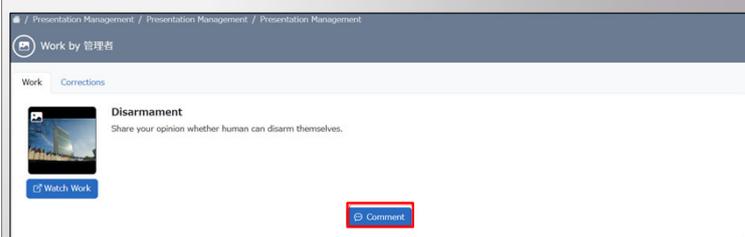
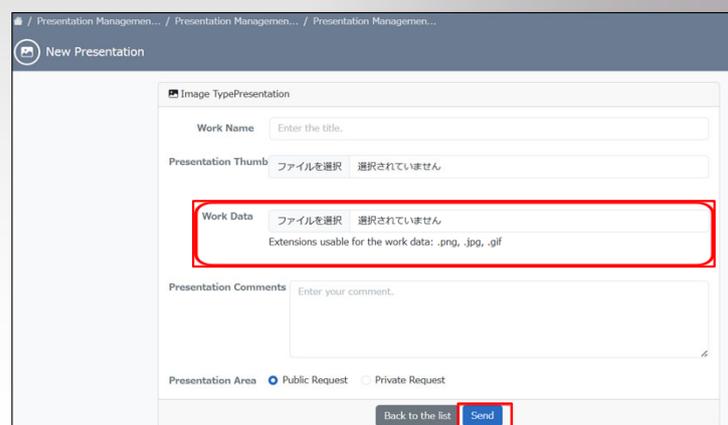
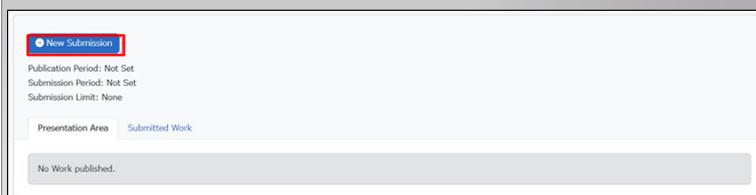
- ① Image Presentation
(.png, .jpg, .gif)
- ② Video Presentation
(.mp4, .mov, .wmv, .flv)
- ③ Audio Presentation
(.mp3, .wma, .m4a)
- ④ PDF Presentation (.pdf)
- ⑤ Office Document Presentation
(.docx, .xlsx, .pptx)

From the Presentation Management screen, click the "New Submission" button, select the file for your work, and then click the "Send" button.

※ If required by the administrator, you must also specify an image file as a thumbnail for the project. (The allowed file extensions are the same as those for Image Presentations listed above.)

Submitted works are reviewed and evaluated by the administrator, who makes the final decision regarding their work. If permitted by the administrator, each student in the class may post comments on the published works.

From the screen of the submitted presentation project, click the "Comment" button. Enter your comment in the comment input screen that appears, then click the "Send" button.



3. Discussion Room

In Discussion Room, learners can post photos and exchange their opinions. When a post is made, an email will be automatically sent to the registered email address.

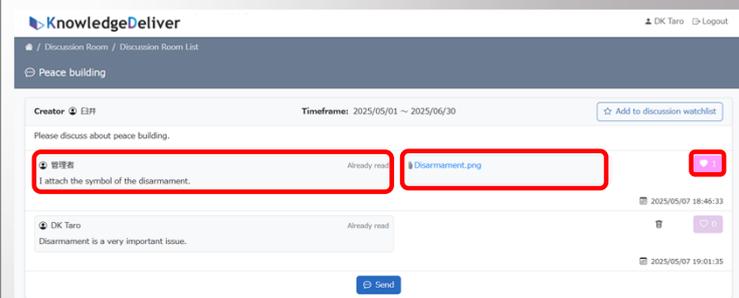
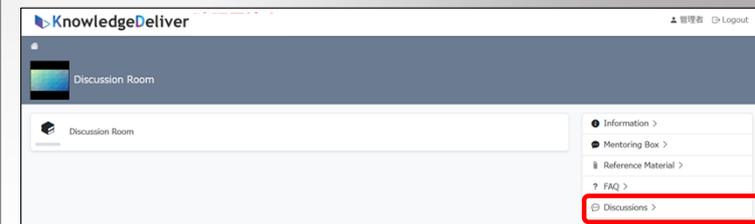
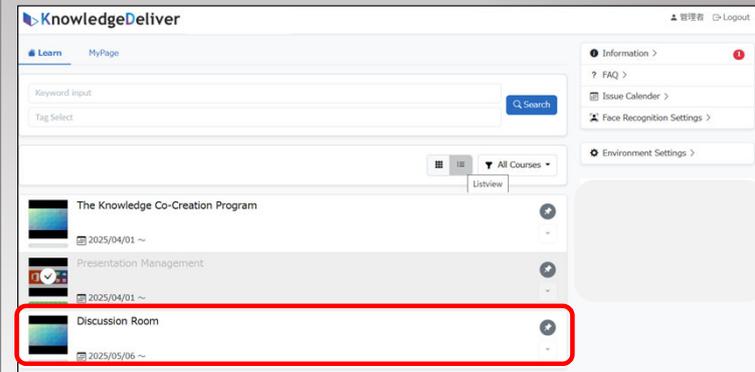
1. Viewing the discussion room
Registration for participation in the discussion room is carried out by the administrator. Only users who have been registered will be able to view the discussion room.

1.1 Select the class which has a discussion room set up.

1.2 On the subject list screen, select "Discussion" from the menu on the right.

1.3 When you select a discussion room to view from the list of discussion rooms, you can see the exchanges that have taken place within the room.

- Comments are displayed on the left side of the screen.
- To the right of each comment, the names of any attached files are shown.
- Clicking a file name link will download the file. To the right of the file name, a "♥" button is displayed.
- You can click the button on another person's comment to give it a ♥. The number inside the button shows how many Likes it has received.
- Right-clicking the ♥ button will display a list of users who liked the comment.



3. Discussion Room

2. Creating a Comment

2.1 On the discussion room screen, click the "Send" button at the bottom to open the comment entry screen.

- You can write a comment. You can attach files.
- The supported file types are: .docx, .xlsx, .pptx, .pdf, .jpg, .png, .mp4, and .mp3
- The maximum file size for attachments is 3MB. If you want to share a file larger than this, include a link to the file in your comment instead.

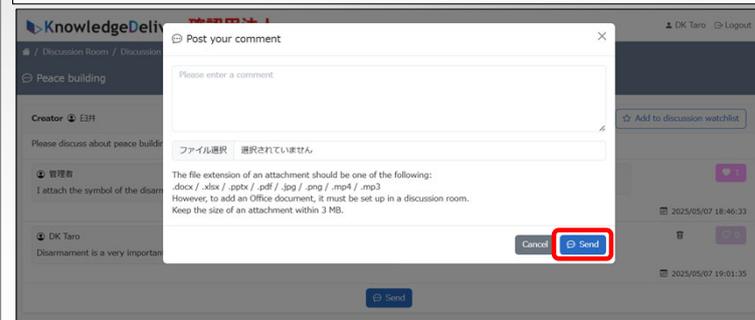
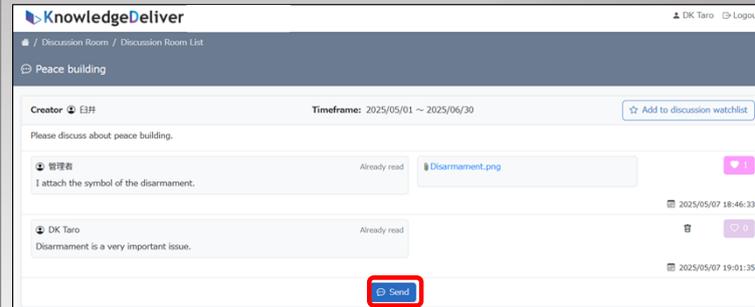
2.2 Click the "Send".

3. Watch List

You can add the discussion rooms you are participating into your personal watchlist.

When a discussion room is added to your watchlist, you will receive an email notification when a new post is made.

3.1 Click the "Add to discussion watchlist" button at the top right of the discussion room screen. The discussion room will then appear under the Watchlist tab.



4. Certificate

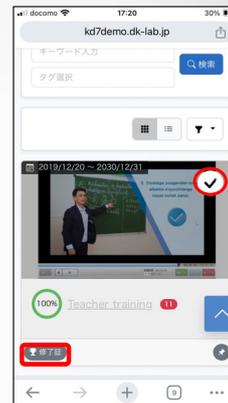
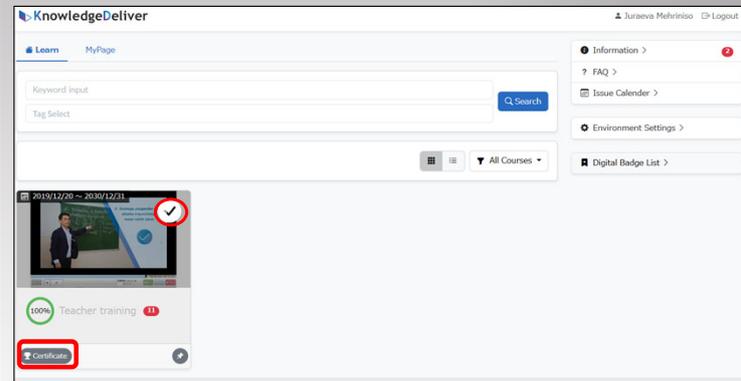
Courses that have been completed can be displayed.

Click buttons of Courses that have been completed, you'll see a button of "Certificate" in the upper right corner.

※The button will not appear until you complete the course.

Click the "Certificate" button to start downloading a PDF certificate.

※You can download the courses on your smartphone or tablet, but we recommend that you download it on your PC for the best experience.



5. My page function

After logging in , the "My Page" tab will be displayed at top screen.

Click the button of "My page " to view your personal study information.

Following is an explanation of each item.

"Recent Study"

"Status"

There are 3 types of status

1:Not started

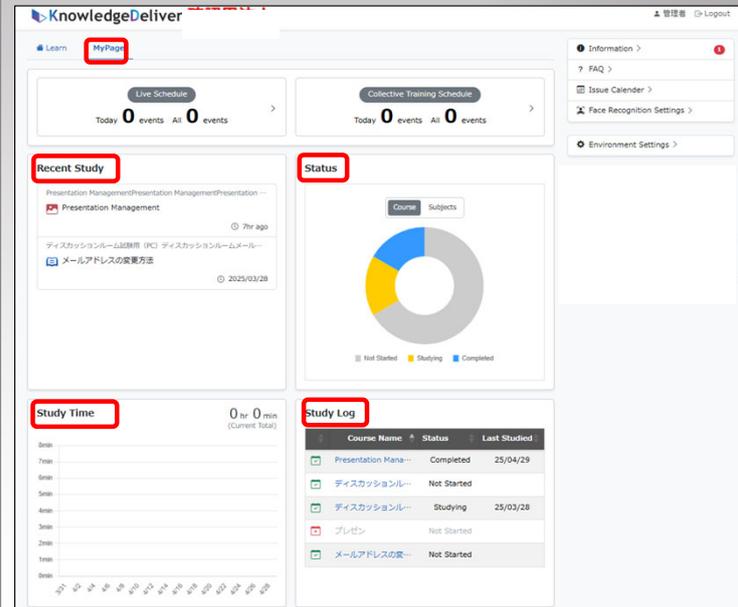
2:Studying

3:Completed

"Study Time"

"Study Log"

You can access "My Page" from a web browser on a PC, smartphone, tablet, etc.





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