

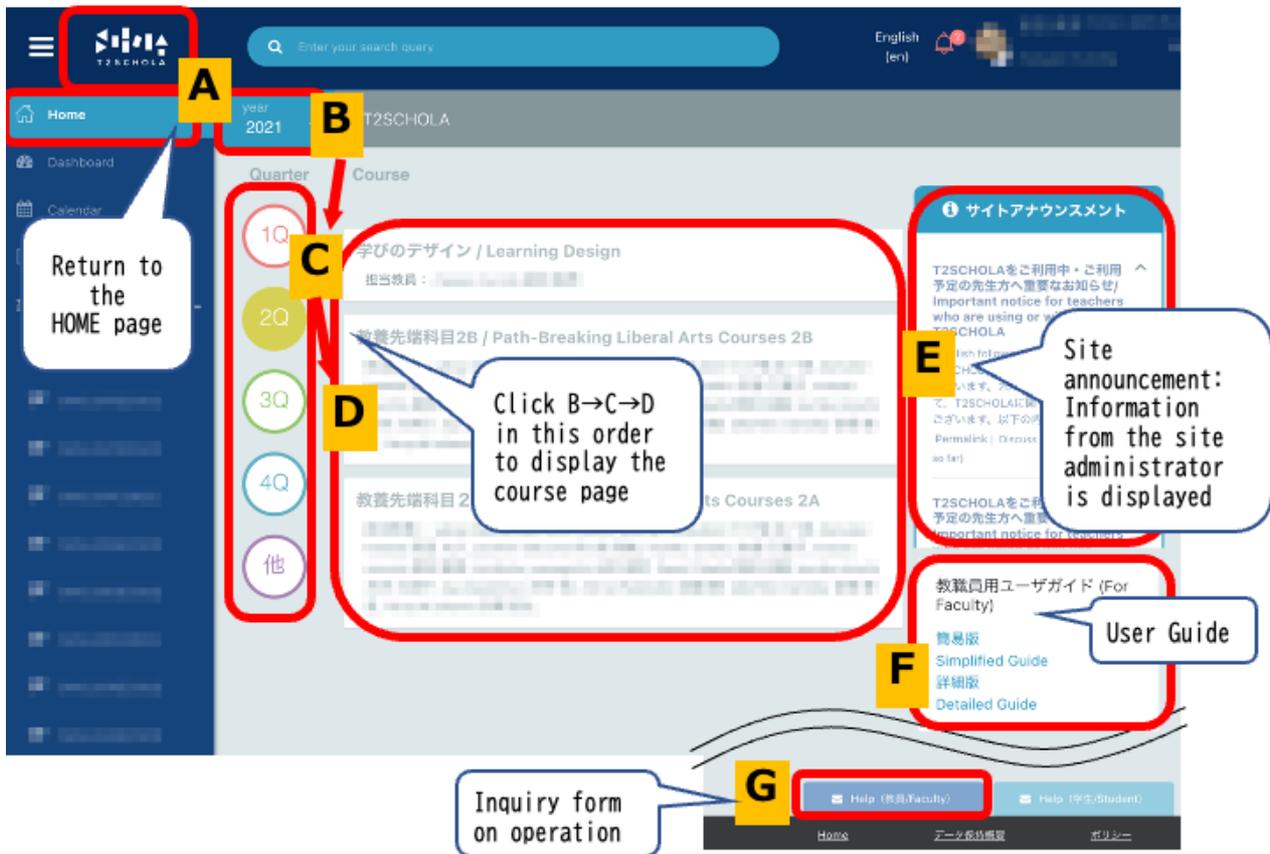
# How to use T2SCHOLA

In Tokyo Tech, the learning management system, T2SCHOLA, is available to share class materials and videos with students and to communicate with them.

The following page appears by logging in the Tokyo Tech portal and clicking the “T2SCHOLA” link button.

## ◆Top page

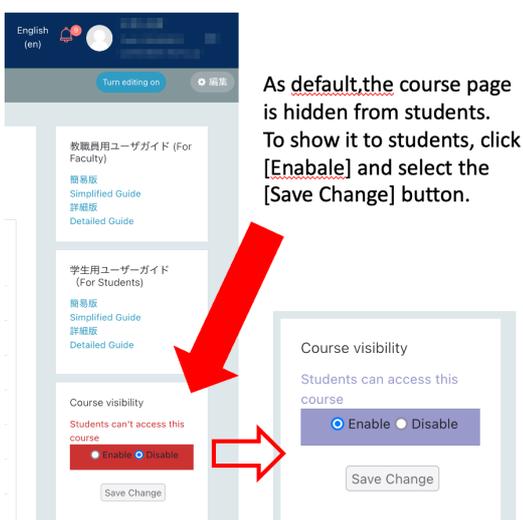
Click on the applicable year and Quarter to display the list of your classes, and click on the name of the course to show the lecture page (course page).



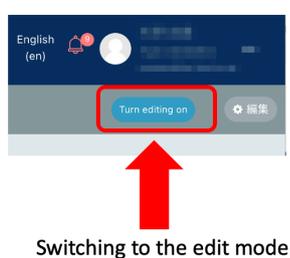
## ◆Lecture page (course page)

1. The course page is hidden from students as default. So **be sure to change the course page status to [Enable] and save it.**
2. Before uploading contents (class materials or videos), click the [Turn editing on] button to activate the edit mode.

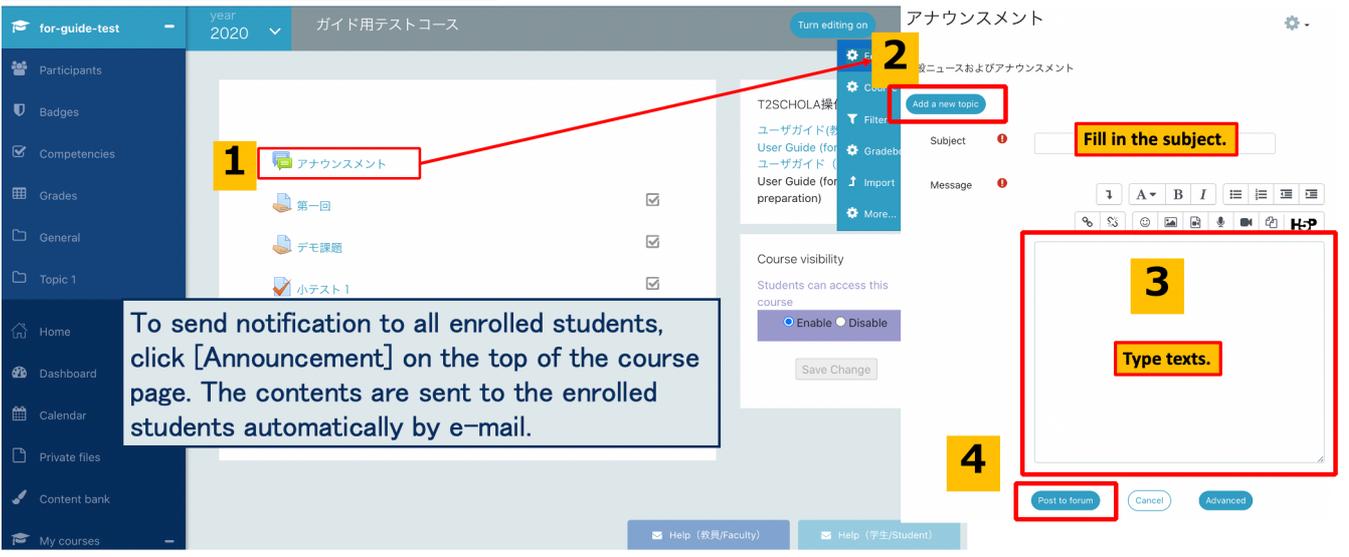
**1**



**2**



## ◆Delivering notices to students



**1** アナウンスメント

**2** Add a new topic

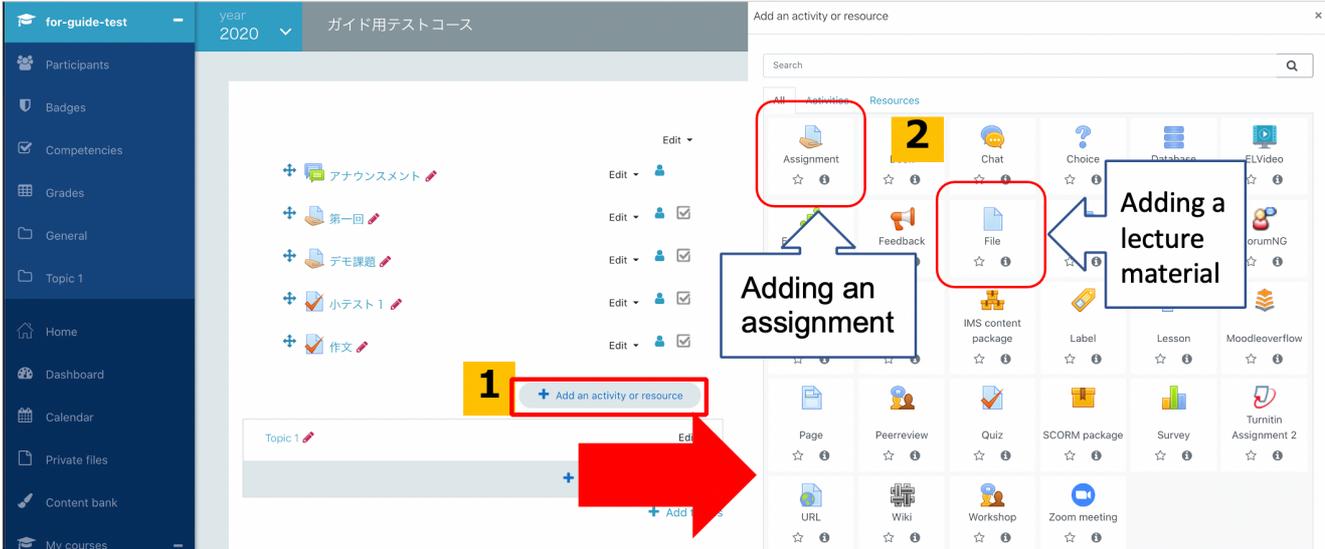
**3** Fill in the subject.  
Type texts.

**4** Post to forum

To send notification to all enrolled students, click [Announcement] on the top of the course page. The contents are sent to the enrolled students automatically by e-mail.

## ◆Uploading course materials and submitting assignments

1. Click the [Turn editing on] button to display the edit mode.
2. On the folder to save lecture materials and assignment, click the [Add an activity or resource] button.
3. Type a title and description, upload files, and then click the [Save] button.

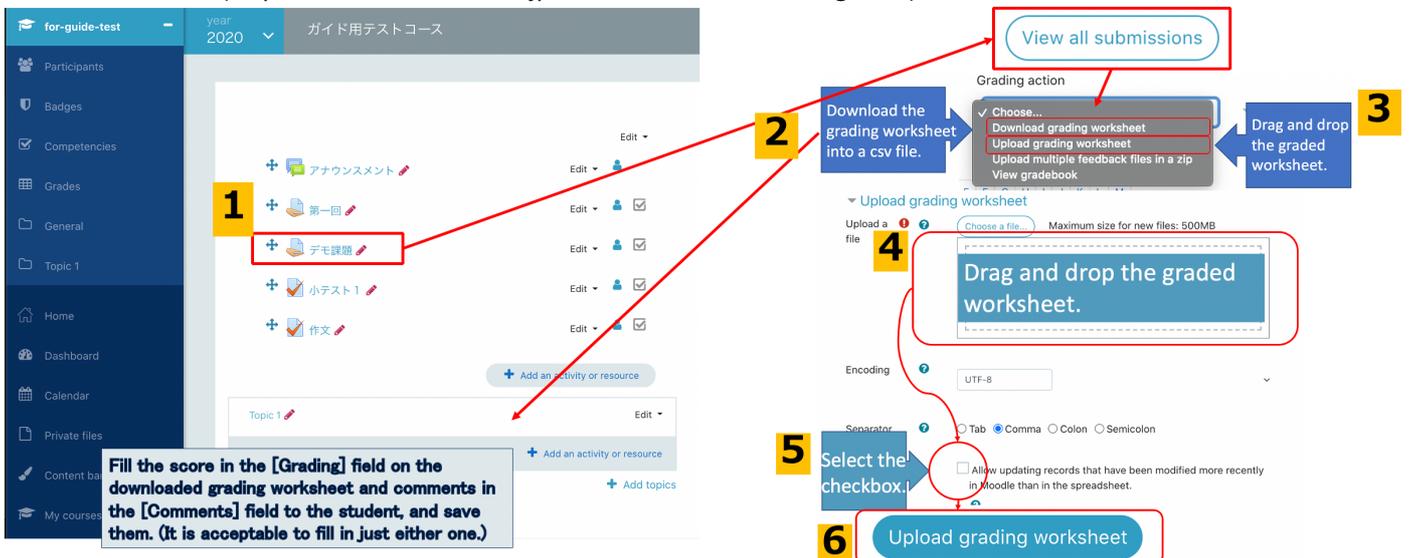


**1** Add an activity or resource

**2** Adding an assignment  
Adding a lecture material

## ◆Grading assignments

With T2SCHOLA, you can grade assignments and provide feedback to students. For details, refer to "T2SCHOLA Operation Guide for Faculties (<https://www.citl.titech.ac.jp/resource/t2schola-user-guide/>)".



**1** Grading

**2** Download the grading worksheet into a csv file.

**3** Drag and drop the graded worksheet.

**4** Drag and drop the graded worksheet.

**5** Select the checkbox.

**6** Upload grading worksheet

View all submissions

Grading action

- Choose...
- Download grading worksheet
- Upload grading worksheet
- Upload multiple feedback files in a zip
- View gradebook

Upload grading worksheet

Upload a file

Choose a file. Maximum size for new files: 500MB

Encoding UTF-8

Separator  Tab  Comma  Colon  Semicolon

Allow updating records that have been modified more recently in Moodle than in the spreadsheet.

Fill the score in the [Grading] field on the downloaded grading worksheet and comments in the [Comments] field to the student, and save them. (It is acceptable to fill in just either one.)