
Instructions for Using the “Library” Function on the Learning Administration Page

* The companies, names, addresses, telephone numbers, etc., used on the screens in this information are fictitious.

What is the Library Function?

Library Function

This function is for users to register frequently used files, etc., to the "Library." Users can go to their My Room page to open and save the files.

Files in various formats such as Word, Excel, and PDF can be easily registered in the "Library." It is also possible to modify and delete the files.

[Learning Administration Page]

The screenshot shows the 'Information' tab selected in the top navigation bar. Below it, the 'Library' section is highlighted. A message states: 'Register the files you need to download from My Room. The uploading file size limit is up to 20 MB per file and a total of 1GB maximum.' Below this, there is a progress bar showing 'Current usage rate: 0M/1G(0%)' and an 'Add' button. A table lists registered files with columns for Release date, Close date, File name, Size, Comment, Modify, and Delete.

Release date	Close date	File name	Size	Comment	Modify	Delete
2013/06/03	-	First_Lesson_Worksheet.docx	13KB	Worksheet 1	Modify	Delete
2013/06/03	-	Training Schedule 2013.pdf	15KB	Training Schedule	Modify	Delete

[My Room]

The screenshot shows the 'My Room' page with the 'Library' tab selected. The 'Library List (3 item/s)' section is displayed, showing a list of files with columns for Release date, Close date, File name, Size, and Comment. A profile section for 'Taro Yamada' and a calendar for June 2013 are also visible.

Release date	Close date	File name	Size	Comment
6/3/2013 1	-	First_Lesson_Worksheet.docx	12K	Worksheet 1
6/3/2013 1	-	Training Schedule 2013.pdf	15K	Training Schedule

Adding Files

○●1 Adding Files (1)

- (1) From the [Information] tab, click **[Library]** to display the Library List.
- (2) Click **[Add]** to display the Library input / modify page.

Home Basic Setting **Information** SNS Progress Training

CONTROL PANELS Notice **Library** Questionnaire

Information
Library

Register the files you need to download from My Room.
The uploading file size limit is up to 20 MB per file and a total of 1GB maximum.

Click the file name to view details.

Current usage rate: 0M/1G(0%) **Add**

Release date	Close date	File name	Size	Comment	Modify	Delete
2013/06/03	-	First_Lesson_Worksheet.docx	13KB	Worksheet 1	Modify	Delete
2013/06/03	-	Training Schedule 2013.pdf	15KB	Training Schedule	Modify	Delete

Adding Files

○●1 Adding Files (2)

(3) From the file contents input / modify page, set and input each item.

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CONTROL PANELS Notice | Library | Questionnaire

Information Library

Register the files you need to download from My Room.
The uploading file size limit is up to 20 MB per file and a total of 1GB maximum.

*Required item/s
Make sure that attached files do not exceed 20MB (20971520 bytes).

Release date* 2013/06/10

Close date* Off On 2013/06/10

Comment*

Attachment* Browse...

To* All Specify group

Confirm Reset

* Files up to 20MB can be registered.
* As a company, up to 1GB can be registered.

To release a file on a specific date, click the ▼ mark and then click [Select date]. A calendar will appear. Select the desired date from the calendar. It will not be displayed on the My Room page until the specified date.

To close the public release on a specific date, select [Specify], click the ▼ mark, and then click [Select date]. A calendar will appear. Select the desired date from the calendar. It will no longer be displayed on the My Room page after the specified date.

Click [Browse] to select a file.
*You have to Click the button after setting the target as described on P4.

Adding Files

○●1 Adding Files (3)

(4) After setting and inputting each item, click **[Confirm]** at the bottom of the page.

(5) Confirm the registered contents on the confirmation page, and if there is no problem, click **[Register]**.

Registration is complete when "Library registered." appears. This is immediately reflected on the My Room page.

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CONTROL PANELS Notice Library Questionnaire

Information Register the files you need to download from my room.
Library The uploading file size limit is up to 20 MB per file and a total of 1GB maximum.

*Required item/s
Make sure that attached files do not exceed 20MB (20971520 bytes).

Release date* 2013/06/10

Close date* Off On 2013/06/10

Comment*

Attachment* Browse...

To* All Specify group

Confirm Reset

Target Specification

[General Administrator]

- All: All registered users can be set as targets.

- Specify group: Each group can be specified individually as file download targets.

[Person in charge of group]

- Specify group: Only groups that the person is in charge of can be set individually as file download targets.

*Required item/s

Release date* 2013/06/10

Close date* -

Comment* Training Schedule

Attachment* Training Schedule 2013.pdf (1KB)

Target group* All

Register Back

When [Specify group] is selected

All Specify group

Group search

Group name

Group category Search

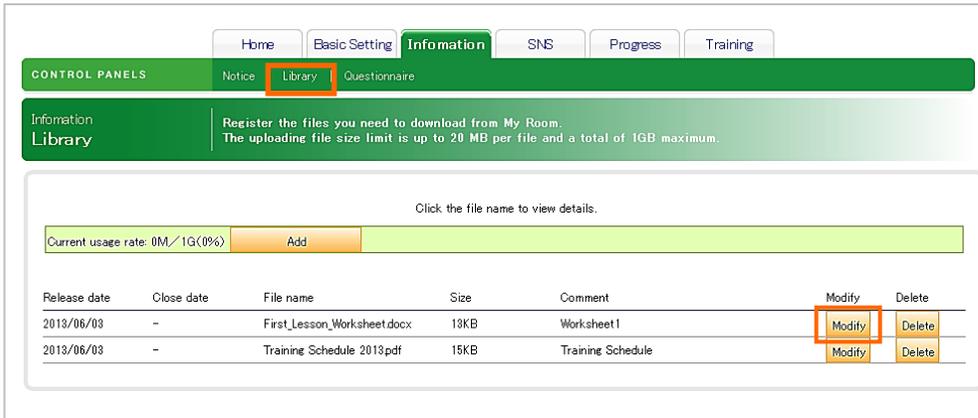
Check all

<input type="checkbox"/>	Group name	Group category
<input type="checkbox"/>	Group 1	
<input type="checkbox"/>	Group 2	
<input type="checkbox"/>	Group 3	

Modifying Registered Contents

○●2 Modifying Registered Contents

(1) From the Library List, select the file that you want to modify and then click **[Modify]**.



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CONTROL PANELS Notice Library Questionnaire

Information Library Register the files you need to download from My Room. The uploading file size limit is up to 20 MB per file and a total of 1GB maximum.

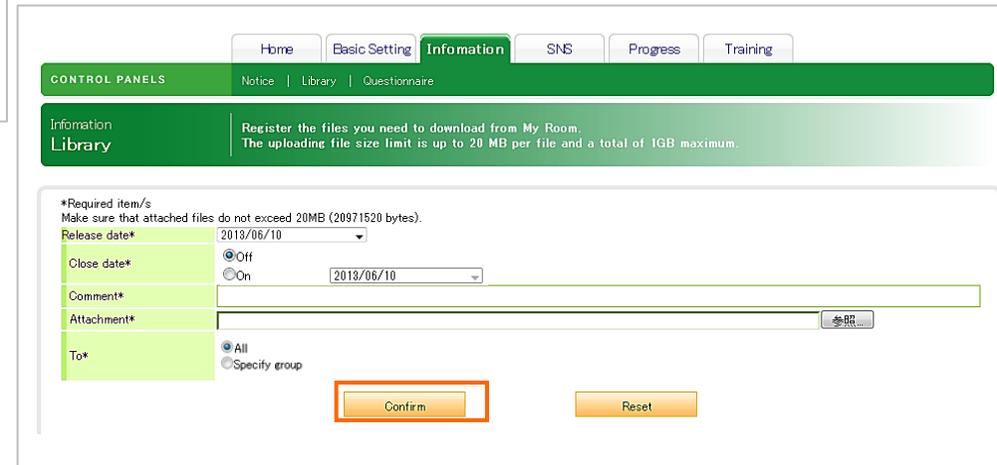
Click the file name to view details.

Current usage rate: 0M/1G(0%) Add

Release date	Close date	File name	Size	Comment	Modify	Delete
2013/06/03	-	First_Lesson_Worksheet.docx	13KB	Worksheet1	Modify	Delete
2013/06/03	-	Training Schedule 2013.pdf	15KB	Training Schedule	Modify	Delete

(2) The Library contents input / modify page appear. Make the necessary modifications and then click **[Confirm]**. You can also make changes to the attached file.

(3) After confirming the contents on the Library Registration Confirmation page, click **[Register]**. Modification is complete when "Library modified." appears .



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CONTROL PANELS Notice Library Questionnaire

Information Library Register the files you need to download from My Room. The uploading file size limit is up to 20 MB per file and a total of 1GB maximum.

*Required item/s
Make sure that attached files do not exceed 20MB (20971520 bytes).

Release date* 2013/06/10

Close date* Off On 2013/06/10

Comment*

Attachment* 参照...

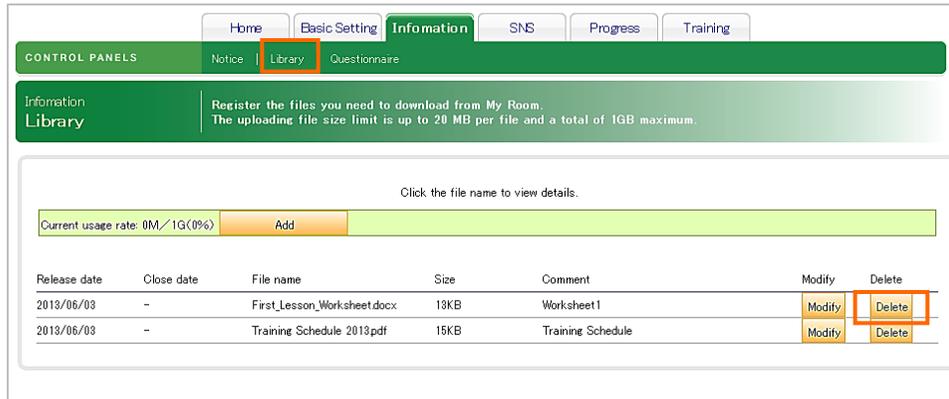
To* All Specify group

Confirm Reset

Deleting Registered Contents

○●3 Deleting Registered Contents

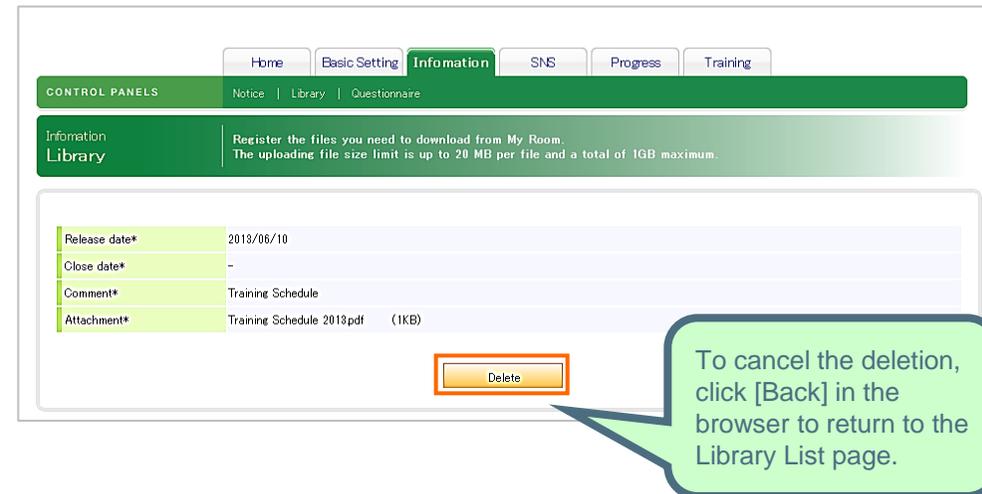
(1) From the Library List, select the file that you want to delete, and then click **[Delete]**.



The screenshot shows the 'Library' page with a table of registered contents. The 'Delete' buttons for the selected files are highlighted with orange boxes.

Release date	Close date	File name	Size	Comment	Modify	Delete
2013/06/03	-	First_Lesson_Worksheet.docx	13KB	Worksheet1	Modify	Delete
2013/06/03	-	Training Schedule 2013.pdf	15KB	Training Schedule	Modify	Delete

(2) The Library deletion confirmation page will appear. Confirm the contents and then click **[Delete]**.



The screenshot shows the deletion confirmation page. A callout box points to the 'Delete' button, providing instructions on how to cancel the deletion.

To cancel the deletion, click [Back] in the browser to return to the Library List page.

Deletion is complete when "Library deleted." appears.

Library Creation / Access Authority 1

This section will explain the authorities related to the Administrator page such as Library creation and access.

All administrators (General Administrators and Persons in charge of groups) can create a Library.

* Persons in charge of course groups have the same authority as Persons in charge of groups. General Administrators can edit and access all Libraries created by themselves and those created by Persons in charge of groups. Persons in charge of groups can edit and access Libraries that they themselves have created, and they can edit and access some Libraries created by General Administrators.

The following will explain each authority for Libraries created by General Administrators.

1. Library Creation

Only General Administrators can create Libraries for all users.

* Only General Administrators can select "All" as the target.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	<input type="checkbox"/>	
Specify group	All groups can be specified	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	<input type="checkbox"/>

2. Library Access

The following is the access authority for registered Libraries.

If the General Administrator sets the target as "All," all Persons in charge of groups can access the Library. If the target is set as "Specify group," only Persons in charge of specified groups can access the Library.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	<input type="radio"/>	
Specify group	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	<input type="checkbox"/>

Library Creation / Access Authority 2

3. Modifying Library Contents 1 (Changing the Target)

Only General Administrators can make changes related to the "All" setting.

* The above changes can be made at any time, including before the public release of the file, while it is released, and after the public release closes.

Changing the Target	General Administrator	Person in charge of group	
All ⇒ Specify group	<input type="radio"/>	<input type="checkbox"/>	
Specify group ⇒ All	<input type="radio"/>	<input type="checkbox"/>	
Specify group ⇒ Specify group (Modifying, adding, deleting groups)	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	<input type="checkbox"/>

4. Modifying Library Contents 2 (Changes Other than to the Target)

The following will explain authorities such as modifying the publishing period and comments, and modifying and deleting registered files.

* The above changes can be made at any time including before the public release of the file, while it is released, and after the public release closes.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	<input type="checkbox"/>	
Specify group	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	<input type="checkbox"/>

Library Creation / Access Authority 3

5. Library Deletion

Only General Administrators can delete the Libraries for all users.

Target Specification	General Administrator	Person in charge of group	
All	<input type="radio"/>	<input type="checkbox"/>	
Specify group	<input type="radio"/>	Person in charge of a specified group	Person in charge of a non- specified group
		<input type="radio"/>	<input type="checkbox"/>