e-Learning Management System (LMS)
“Platon”
User’s Manual

10-PT010062-08
Since Ver: 1.6.0
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1. Introduction

This operation manual is intended for users. The manual lists basic operation methods and settings methods. Please read the manual thoroughly before using the program.

1-1. Overall flow of the Study Page

This section explains the basic flow of the Study Page.

★ The Materials Page is displayed for studying.
2. Login to Study Page

Login to access the Study Page. When logging in, use the account information issued in advance by the administrator.

1. Enter your [Login ID] and [Password].
   *The [Login ID] and [Password] must be entered in half-width alphabet or digit characters.

2. After entry, click the [Login] button.

![Login Page]

- Forget your password?
- New user registration.
3. Studying a Class

1. Click the [Study] menu.

2. The Study Page is displayed. Click the [Class Details] button for the class to be studied.

3. Class Details are displayed. Click the [Play] button for the materials to be studied.

   Materials are displayed for studying. Close the window when finished studying.

Cautions

✓ A limit exists for some classes. These classes cannot be studied once the limit is exceeded.

Tips

✓ To submit an inquiry for the open class, click the [Submit Inquiry for Class] button.
✓ Point the mouse cursor to the [Progress/Score] bar to display the number of times that the class has been viewed.

<table>
<thead>
<tr>
<th>Status</th>
<th>Progress &amp; Score</th>
<th>Highest score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not attempted</td>
<td>[Blank]</td>
<td>[Blank]</td>
</tr>
</tbody>
</table>

✓ For some courses, you must study the materials in sequential order before studying the next materials.
4. Submitting an Inquiry

Please submit an inquiry if you have any questions.
You can submit a new inquiry to the administrator, respond and confirm contents.

4-1. Submitting a New Inquiry

1. [Home] Page: Click the [New Inquiry] button in the inquiry column to display the New Inquiry Page.

2. Enter a title and main text. Click the [Confirm] button.

3. Check the contents and then click the [Send] button to submit the inquiry to the administrator.

4-2. Confirm the Response from the Administrator

1. [Home Page]: Click the [More] button in the inquiry column. Or, point the mouse cursor on the main text of the inquiry to be confirmed in order to display the [Details] button and then click the [Details] button.

2. The Inquiry Page is displayed. Confirm the contents of the response.

   *Click the main text to display the entire response.
4-3. Inquiry Page

This section explains the Inquiry Page.

1. History
   Confirm the history of sent inquiries.

2. New Inquiry
   Display the New Inquiry Creation Page.

3. Close All
   Close the Correspondence Page for Inquiries and display only the title.

4. Open All
   Display the Correspondence Page for Inquiries.

5. Close
   Click the [Close] button to close the Main Text Page.

6. Respond
   Enter response contents in the text box and click the [Send] button to respond to the administrator. *There is no limit to the number of characters.
5. Appendix

5-1. Home Page

After login, the Home Page is displayed.

1. Notification
   Notification information is displayed. Click the notification title to display the main text under the title.
   - Click the [ ] button to display the “Notification List Page.”

2. Learning status
   Classes are displayed according to status. Click the class name to display the “Class Details” Page for the selected class.
   * Completed classes are not displayed.
   Completed classes can be confirmed at the [Recent Contents Page] or the [Records Page].
   - Click the [ ] button to display the “Class List” Page.

3. Profile
   Displays the name, affiliation and profile image of the person logged in.
   - Click the [ ] button to display the “Settings” Page (Profile Editing Page) for the person logged in.
   Refer to [5-6.settings] for details.
4. Inquiries
Displays the responses to inquiries sent from the administrator to the person logged in. Click the inquiry title to display the main text under the title.
*The 5 most recent responses are displayed.

- Click the [More] button to confirm messages which have been sent and received.

- Click the [New Inquiry] button to display the "New Send the Request" Page. The request can be sent to the administrator.

5. Logout
Exit the Study Page.
5-2. Study Page

5-2-1. Course Page
If the “Study Class List” is displayed in the area marked with the star (★), please refer to [5-2-2. Class Page].

The classes (and materials) assigned to each course are displayed. It is also possible to refine the classes by specifying the display order or status.

① Course
The list of course category is displayed.
Click the course name to display a list of classes registered to the selected course.
② Search
A list of courses is displayed based on the specified conditions.

③ Class Name
Click the class name to display the materials list.

④ Class Period
The [Study Start Date-Finish Date] is displayed for the class.
Period settings may not have been set for some classes.

⑤ Course Period
The [Study Start Date-Finish Date] is displayed for the course.
Period settings may not have been set for some courses.

⑥ Class List
A list of classes within the course is displayed.

- [ ] button: Displays the selected Class Details Page.

- [ ] button: Displays the selected materials in a pop-up window.

⑦ Inquiries for Class:
Click the [ ] button to display an Inquiry Page with the name of the selected class entered in the title.
5-2-2. Class Page

If [Course] is displayed in the area marked with the star (★), please refer to [5-2-1. Course Page].

At the Study Page, you can confirm and study the assigned classes (and materials), as well as take tests. You can also refine the classes by specifying the category or status.

① Class Category
The category list (main category/sub-category) for the class is displayed. Click the “+” mark to display the sub-categories. Click the category name to display a list of classes registered in that category.

② Search
When you want to search for classes using specified conditions, select the [Learning Status], [Limit] and [Display Order], and then click the [Search] button. Class information matching the specified conditions is displayed.

③ Class List
Click the class name to display a list of materials under the class name.

- [Class Details] button: Displays the selected Class Details Page.
- [Play] button: Displays the selected materials in a pop-up window.
8 Inquiries for Class:

Click the [Inquiries about this class] button to display an Inquiry Page with the name of the selected class entered in the title.
5-3. Class Details Page

At the Class Details Page, you can confirm documents and write notes.

1. Completion Certificate
   If settings have been made at the Administrator Page, it is possible to output a completion certificate.
   Click the [Completion Certificate] button to output a completion certificate for the displayed class.

2. Documents
   View documents attached to the class.

3. Materials List
   A list of materials is displayed.
   Click the [Play] button to display the selected materials in a pop-up window.

| View Form/FLIPPER3/FLIPPER U | Status: Changes from [Not Attempted] to [Completed].
|------------------------------| Progress: 0% ⇒ 100% |
| STORM                        | Status: Changes from [Not Attempted] to [Incomplete] to [Completed]. |
### Test

- **Status**: [Not Attempted] ⇒ [Incomplete] ⇒ [Passed/Failed]
- **Score**: The test score/highest possible score is displayed.
- **Progress**: First time → Score when taking test for the first time
  - Highest → Highest score (displays the highest score among all attempts)
  - Final → Score the last time the test was taken

### Questionnaire

- **Status**: [Not Attempted] ⇒ [Incomplete] ⇒ [Completed]
- **Progress bar**: The bar remains grey for [Not Attempted] and [Incomplete] status.
  - The bar turns blue for [Completed] status.

#### Notes

Click the [Write Memo] button to display a text box for writing notes.
5-4. Recent Contents

This page displays a list of materials information which has been viewed. Materials from within one month of the viewing date are displayed.

① Search

Specify display conditions for the list and click the [Search] button to display materials information which matches the specified conditions.

② [Play] button

Click to display the selected materials in a pop-up window.
5-5. Records

This page displays a list of classes which have been studied in the past, and classes for which the limit has expired.

<table>
<thead>
<tr>
<th>Category</th>
<th>Class Name</th>
<th>Status</th>
<th>Progress</th>
<th>Limit</th>
<th>Last date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>text</td>
<td>Completed</td>
<td>1/1</td>
<td>Feb 16, 2023 (Thu)</td>
<td>Jan 22, 2023 (Tue)</td>
</tr>
<tr>
<td>trial</td>
<td>Trial Source</td>
<td>Completed</td>
<td>1/1</td>
<td>Jan 31, 2023 (Wed)</td>
<td>Jan 22, 2023 (Tue)</td>
</tr>
</tbody>
</table>

① Search

Specify display conditions for the list and click the [ ] button to display materials information which matches the specified conditions.
## 5-6. Settings

Account information for the person logged in can be edited.

<table>
<thead>
<tr>
<th>Configuration changes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>Last name: admin</td>
</tr>
<tr>
<td>First name: strator</td>
</tr>
<tr>
<td><strong>Password</strong></td>
</tr>
<tr>
<td>Login ID: admin</td>
</tr>
<tr>
<td>Current Password:</td>
</tr>
<tr>
<td>New password:</td>
</tr>
<tr>
<td>Verify password:</td>
</tr>
<tr>
<td><strong>E-mail</strong></td>
</tr>
<tr>
<td>Current email address:</td>
</tr>
<tr>
<td>New email address:</td>
</tr>
<tr>
<td><strong>Email Notification</strong></td>
</tr>
<tr>
<td>Notify by email when new message received:</td>
</tr>
<tr>
<td><strong>Profile image</strong></td>
</tr>
<tr>
<td>Image file:</td>
</tr>
<tr>
<td>Please use a JPEG format for your profile picture.</td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td>Postcode:</td>
</tr>
<tr>
<td>States:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Street:</td>
</tr>
<tr>
<td>Building:</td>
</tr>
</tbody>
</table>

[Diagram of the Settings page with annotations for points 1 to 6]
① Name
The [Last Name] and [First Name] can be edited.
Click the [Save] button to save the edited data.

② Password
The password can be changed.
1. Enter the [Current Password], [New Password] and [New Password (Confirm)].
2. Click the [Save] button to save the new password.
   *The new password is update after logout.

③ E-mail Address
The registered e-mail address can be changed.
1. Enter the new e-mail address in the [New E-Mail Address] field.
2. Click the [Save] button to save the edited data.

④ E-mail Notification
You can e-mail messages from the administrator to the registered e-mail address. Responses to inquiries will also be sent to the e-mail address.
To specify notification settings, insert a check in the check box and then click the [Save] button.

⑤ Profile Image
A profile image for the person logged in can be registered.
1. Click the Browse button, select the image for registration and click the [Open]
   button.
   *Only “JPEG” image files can be registered.
2. Click the [Save] button to register the selected image.

⑥ Address
The address can be changed.
1. Enter the postal code and click the [Automatic Entry] button. The [Prefecture] and
   [City/Ward, Town or Village] will be automatically entered. (Japanese only.)
2. Click the [Save] button to save the edited data.
5-7. If you Forget your Password

Perform the following procedures if you have forgotten your password.

1. Click the [Forgot your password?] option on the Login Page.

2. Enter your registered e-mail address and click [Submit].
   After sending, the following message is displayed: "A password notification has been sent to the specified e-mail address."

3. Click the URL listed in the e-mail.

4. The New Password Page is displayed. Enter a new password.

5. Click the [Submit] button.

![Reset Password Form](image-url)
## Update History

<table>
<thead>
<tr>
<th>Edition</th>
<th>Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Jan. 27, 2010</td>
<td>1.0.0</td>
</tr>
<tr>
<td>2nd</td>
<td>Feb. 24, 2010</td>
<td>1.1.0</td>
</tr>
<tr>
<td>3rd</td>
<td>Mar. 01, 2010</td>
<td>1.1.0.2</td>
</tr>
<tr>
<td>4th</td>
<td>Apr. 01, 2010</td>
<td>1.1.2</td>
</tr>
<tr>
<td>5th</td>
<td>Jul. 15, 2010</td>
<td>1.1.3</td>
</tr>
<tr>
<td>6th</td>
<td>Jun. 20, 2011</td>
<td>1.3.2</td>
</tr>
<tr>
<td>7th</td>
<td>Jul. 2, 2012</td>
<td>1.5.2</td>
</tr>
<tr>
<td>8th</td>
<td>Oct. 3, 2012</td>
<td>1.6.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Listing of additional function: Course Page</td>
</tr>
</tbody>
</table>