

Purpose of This Manual

The textbook provides students with all necessary information about creating accounts and using LINGUAPORTA for their individual study. While this is sufficient for students to proceed with their learning, teachers need their students to join specific groups on LINGUAPORTA to monitor their learning progress. To join a teacher's group, students must enter a class code designated by their teacher. This manual provides teachers with step-by-step instructions on how to operate LINGUAPORTA for classroom management purposes.

Teacher Account

Unlike standard student accounts, teacher accounts (ID and password) provide additional functionality, including:

- Creating, deleting, and modifying classes (class codes)
- Managing student registration in classes
- Viewing learning history
- Making announcements to students
- Responding to student questions

To request a teacher account, please contact us by phone, fax, or email:

- Phone: 03-3291-2261
- Fax: 03-3293-5490
- Email: l-p@seibido.co.jp

When requesting an account, please provide the following information:

- Your name
- Your name in furigana
- Your institution name and department
- Email address (that you can access from the PC you'll use to view student learning records)
- Contact phone number (mobile numbers are acceptable)
- Textbook title(s) you are using

We will send your account information to the email address you provided within a few days of receiving your request. Please note that if your request spans holidays or weekends, the processing time may be slightly longer.

Key functions available to teachers:

- Group Management
- Learning History Review
- Question and Answer Management
- Announcement Management
- Test Creation from LINGUAPORTA Content
- Email Settings for Student Progress Reports
- Control of Learning Unit Visibility and Study Period Settings

Student Accounts

Students create their own accounts on LINGUAPORTA, with detailed instructions provided in the textbook. After creating an account, students need to enter their class code to join their teacher's group.

We also offer a bulk registration service where we can create student accounts and register textbooks and class codes on your behalf. For more information about this service, please contact us using the phone number, fax, or email address listed on page 1.

Instructions for Students

• About Student User IDs

While LINGUAPORTA allows users to choose their own user IDs freely, having students use their student ID numbers as their user IDs makes it easier for teachers to manage their classes. Please ensure that students use their student ID numbers when creating their accounts.

• Class Registration

Teachers should create class codes in advance. During class, instruct students to enter the class code using the following steps (instructions for creating class codes can be found on page 6):

- Click on the person icon on the student screen
- Click [クラスコードの登録・確認] (Register/Check Class Code)



Q クラスコードの確認	
ユーザー情報の確認・変更	
クラスコードの登録・確認	クラスコードを入力してください。
学習可能なテキスト	クラスコード seibido4
ログアウト	HE
退会手続	クラス登録はされていません
← TOPページへ	

Then click [確認](Confirm) after entering the class code.

ユーザー情報の確認・変更	
クラスコードの登録・確認	以下の内容でよろしければ登録ボタンを押してください。
学習可能なテキスト	クラスコード seibido4
	クラス名 成美堂4
ログアウト	修正 登録
退会手続	

After confirming the registration details are correct, click [登録](Register).

Q クラスコードの確認		
ユーザー情報の確認・変更 クラスコードの登録・確認 学習可能なテキスト	クラスコードを入力してください。 クラスコード	
ログアウト 退会手続		承認待ち
← TOPページへ		

After registering the class code, the status will initially show [承認待ち] (Pending Approval). This will change to [承認] (Approved) once the teacher completes the process described in "3. Adding Students to Your Group" on page 8.

Menu Structure for Teachers

The diagram below shows the hierarchical structure of the teacher's menu in LINGUAPORTA.

User Management	Announcement Management	Login User Management	LINGUATESTIMO
User Information	Announcement	Change Login User Information	Create LINGUATESTIMO Test
Learning Information			
Distributed Learning Information Emails			
Questions and Answers			
Group Information			

Operating Instructions

• Login

• Access the Teacher's Administration Page

Navigate to the Seibido LINGUAPORTA [新規登録・ログイン] (New Registration/ Login) page (https://www.seibido.co.jp/linguaporta/register.html) and click on [先生はこちらから].

	. Intelination			-				
	ABOUT 概要·特長	TOUR おもな機能	VOICE OF THE TEACHERS 先生方の声	TEXTBOOK 遠動テキスト一覧	DEMO お試しください	CONTACT FAQ・お問い合わせ	SIGNUP/LOGIN 新規登録・ログイン	
	ai.	学生の方はこう	ちらから		先生(はこちらから		
			メン	テナンスのお知	らせ			
	午前4時~7時の雨 い場合があります	間で、リンガボルタ・ - のでご了承ください。	サーバーのメンテナ: 。	ンスを行う場合があり	ます。この時間帯は	数分程度から最大3時	間アクセスできな	
	オンライン学習 フォンやタブレ してください。 さい。	システム「リンガポ ットでも学習できま 上の「学生の方はこ	ルタ」では、皆さん す。単語や文法、リ ちらから」より、新	がお使いのテキスト スニング力などをよ 規登録または既にア	の学習内容に準拠し りしっかり身に付け カウントをお持ちの	た問題を、PCだけて けていただくため、t)方はログインして当	でなく、スマート ざひ積極的に活用 単習を進めてくだ	
※パスワードを忘;	れた方は、上の「学生	ログインができ Eの方はこちらから」	ないなど、リンガボル をクリックし、年度、 その他については	レタについてお困りの ³ 所属校を入力の上開 <u>CONTACT</u> よりお問い	易合は、まず <u>こちら</u> る くログイン画面の「/ 合わせください。	ご覧ください。 パスワードを忘れた方	」をクリックして再設	定してください。
			リンガポルタ教員用 Download the Lingu	用マニュアルのダウン Japorta Teacher's Ma	コードは <u>こちら</u> から nual in English <u>here</u>			

Please enter the academic year and university, then click "GO".

Enter Academic Year & University/School	and Press "GO."
Academic Year	
University/School	
☑ Remember School	

(3) Enter Teacher ID and Password

Enter your Teacher ID and password, then click [LOGIN].

(4) Enter One-Time Password

A one-time password will be sent to your registered email address. Please check your email and enter the one-time password you received. To switch the display language to English, click "English".

System Administrator Login Page	English 日本語
A one-time password has been sent to your registered email address. Please enter it, and click the LOGIN button.	
One-time Password LOGIN	
Start Over	

• What is a One-Time Password?

A one-time password is a security measure that verifies your identity using a PIN code. Teacher accounts handle students' personal information, so we have implemented this highly secure one-time password system.

The login process works as follows:

- Complete the standard login
- A one-time password will be sent to your teacher email account
- Enter this password to access the teacher interface

Once you successfully log in to the teacher interface using a one-time password, you can access the interface for 24 hours without requiring a new one-time password. After 24 hours, you will need to request a new one-time password to log in again.

LOGOUT

• Creating Groups

At the beginning of each term, you will need to create "Groups" (In LINGUAPORTA, "Group" is equivalent to a "Class" in school settings). This is typically a one-time setup process.

User Management v	Group Information v	Confirm
User Management > Gr New registration	Please select User Information Learning Information	
Responsible Administrator Type R	Distributed Learning Information Emails Questions and Answers	ber of Displays
	Group Information	
There are currently no reg	jistered groups.	

(2) Creating a Group

Click [New Registration].

Administrator Name: Jol	Group Infor	ble: Teacher	~ Co	nfirm	
User Management > 0	Group Infor	mation			
Responsible Administrator Type	Registered Site	Group Name	Numb	er of Displays	
Teacher 🗸	成美堂		10	v]	Filter Reset
There are currently no r	egistered gr	oups.			

Enter the following group information:

- Group Name
- Class Code
- Use Ranking Settings
- Books Used
- Class learning status aggregation function
- Notes Set "Show" to "Show".

User Management	Group Information Confirm
User Management Please enter each it «Marked fields are	> Group Information > New registration em and press the confirm button. required.
Management Number	
Registered Site Name	成美堂 >
Administrator Name	John Smith (jsmith)
Group Name ※	General English 1
Class code	JS001 %Please use only half-width alphanumeric characters.
Use ranking	🖾 : Use
Books used (for ranking display) This becomes mandatory if you check "Use ranking"	■ 構想表現と提出場望で攻略するTOEICO® L&R TEST(AN AMAZING APPROACH TO THE TOEIC® L&R TEST) ■ 首次で学ぶ磁磁英語(キャンパス編)(Let's Read Aloud & Learn English: On Campus) ボップスマムタート 諸磁英語(Let's Learn English with log http:// http:// → APP World News Report S(AFPニュースて見る出界S) ↓ APP World News Report S(AFPニュースて見る出界S)

After entering the information, click [Confirm].

When the confirmation screen appears, click [Register]. If you need to make corrections, click [Back] and make the necessary changes.

User Management v Group	Information Confirm
User Management > Group I	nformation > New registrationConfirm
If the following information is c	preact plassa prass the "Pagistar" button
Management Number	
Registered Site Name	成美堂
Administrator Name	John Smith
Group Name	General English 1
Class code	JS001
Use ranking	Use
Books used (for ranking display) This becomes mandatory if you check "Use ranking".	音読で始める基礎英語(Let's Read Aloud & Learn English!)
Class learning status aggregation function	Use Last distribution date:Not specified
Show	Show
Notes	
Registration Date	
Undate Date	

Verify that the group has been created successfully. If you need to create additional groups, repeat this process.

About Group Name: You can create an easy-to-understand class name such as "General English" or "TOEIC Course". You may use both alphanumeric characters and Japanese characters (kanji).

About Class Code: The class code is what students enter in their LINGUAPORTA account to become a member of your group (class). Teachers can create this code using single-byte alphanumeric characters. Do not use double-byte characters. This code should be shared with students during class for them to enter themselves.

About Ranking: When you check "Use Ranking" under "Ranking Settings", each student's rank within the class will be displayed only on their individual learning screen, based on their earned points. If you choose to use the ranking feature, you must also check the checkbox for your chosen textbook under "Books used".

About Class Progress Report Function: If you wish to receive email updates about your class's learning progress overview, set this to "Use". By specifying an "End Date", that date will become the final day for collecting learning progress data. (For more information about learning progress overview emails, please refer to page 26 of this manual.)

About Notes: Use this field for your memos.

About "Show": This option determines whether the group is visible in the student interface. For example, if you want to keep but hide a group from a previous academic year, you can set this to "Hide".

• Adding Students to Your Group

For students to join your group (class), they must first enter the class code you created in their own LINGUAPORTA account. Please provide students with the class code during class or another appropriate time, and have them enter it themselves.

User Management	· · ·	Group Inform	mation	✓ Confirm					LOGOU
iser Manage	ment > G	oup Infor	mation						
esponsible Admir	istrator Type F	legistered Site	Group Name	Number of Di	splays				
Teacher 🗸	5	苋美堂		10 v	B	lter Reset			
registrations fanagement	exist. Registered				Class	Number of registered	Show -	Learning period	a de la
lumber	Site	Administrator		Group Name	code	users	Hide	limit	Detan
4202	成華堂	John Smith	Other administrators(Other	General	35001		Show	Set deadline	Deta

Click the "Details" button for the group where you want to register students.

User Management	Information v Confirm			
Iser Management > Group I	nformation > Detailed Information			
f you want to change the regis f you want to delete, press the	tered content, press the change button, delete button. prese			
lanagement Number	4392	Registered users	e	Candidates(Users who registered the class cod
legistered Site Name	成英富	Select All		Select All
Administrator Name	John Smith		^	^
aroup Name	General English 1			
lass code	35001			terms and the second se
tee ranking	Use			
looks used (for ranking display) This becomes mandatory I you check "Use ranking".	皇武で始める器磁英語(Let's Read Aloud & Learn Englishr)			
lass learning status aggregation function	Use Last distribution date:Not specified			
how	Show			
àobes				
legistration Date	2025-02-05 10:52:23		-	
Ipdate Date	2025-02-05 10:52:23			
	Change			
			~	
				~

Students who have entered the class code will appear in the "Candidates" column. Select the students you wish to approve and click " \leftarrow " to move them to the "Registered Users" column.

To select multiple students, either:

- Hold down the Ctrl key while clicking on students with your mouse, or
- Hold down the Shift key while using the arrow keys

User Management	v Group 1	nformation	v Confirm					
User Management If you want to chan If you want to delet	> Group I be the regist a, press the	nformation > Def tered content, pres delete button. Def	tailed Information as the change button, ate					
Management Number		4392		Registered users		+>	Candidates(Users who re	gistered the class cod
Registered Site Name		成現業		Select All			Select All	
Administrator Name		John Smith		instant (CR)				^
Group Name		General English 1		Anna (199				
Class code		16001				1		
Use ranking		Use						
Books used (for ranking di This becomes mandatory If you check "Use ranking"	splay)	自該で始める基礎英語(Le	t's Read Aloud & Learn English		-			
Class learning status aggr	gation function	Use Last distribution	date:Not specified	11				
Show		Show						
Notes				11				
Registration Date		2025-02-05 10:52:23				12	1	
Update Date		2025-02-05 10:52:23]		1		
		Change		11			1	
								¥
				L		_		

• Viewing Learning History

You can view students' learning history either individually or by group. You can also filter the view by specific units or learning periods.

User Management	~	Please select	<u> </u>	Confirm
		Please select		
		User Information		
		Learning Information		
		Distributed Learning Information Emails		
		Questions and Answers		
		Group Information		

Open "User Management" \rightarrow "Learning Information" and click [Confirm].

Select the group name.

Administrator Name:J User Management	• Learning Information	cher V Confir	m
User Management >	Learning Informat	ion	
Group Name	User ID	User Name	
v)			Filter Reset
All groups targeted	Default settings for pe	rformance aggregation	
General English 1	Report" and "Default Pe	rformance Aggregation Se	ttings", please select a group.
	0		

Select the student(s) whose history you want to view from the "User name" list. To select multiple students, hold down the Ctrl key while making your selections.

Click the "+" button next to your textbook, then check the learning units you want to view from the displayed list. This will show both the total results and the learning history for the selected units. If no units are checked, only the total results will be displayed.

To view the total results and learning history for the entire textbook, check both the checkbox to the left of your textbook title and "Display Only Unit Totals".

Administrator Name: Jo	hn s	Smith R	ole: lea	cher	1	-				
User Management	× [Li	sarning Info	rmation		✓ Confirm	n				
User Management >	Lear	rning In	format	tion						
Group Name	User II	D		User Name						
General English 1 🗸 🗸						Filter	teset			
Group Performance Report Default settings for performance aggregation										
If you do not select a u	isern	ame, all	users v	will be targ	eted.					
To select multiple users	s, ho	ld down	the Ctr	l key while	selecting.					
If you do not select uni	its to	display,	only th	ne total of a	all units wi	ll be sh	own.			
×Collapse										
User Name		🗌 Displa	y units			Filter	Cancel	Display only unit totals		
Aug. 10.000 - 00	^	[±]□学	校語彙で学	ぶTOEICテス	۲-					
		[±]□英	文法基礎力	マスター (Acc	ess to Simple	English)				
		[±] ロス	テップアッ	プ・リスニング	1					
control distribution		[±] 🗆 TC	DEIC(R)7	ストワードマン	スターアプロー	チ【単語塾	語集】			
		[±] 🗆 IJ.	スニングラ	ラウンジ						
		[±]□詵	んで身につ	く基本文型100	0(Enjoyable R	eading)				
		[±] 🗆 то	DEIC(R) 🤊	テスト完全演習(Complete Ta	ctics for t	he TOEIC 1	fest)		
		[±] 🗆 AF	PILA	で見る世界(AF	P World New	s Report))			
		[±] 🗆 co	DCET 260	0						
	~	[:] [] 音話	って始める	基礎英語(Let's	Read Aloud 8	& Learn E	nglish!)			
	_		UNIT 1 単	語と語句の学習	1		UNIT 1	単語並び替え		
			UNIT 1 空	所補充			UNIT 1	英文書き換え		
			UNIT 1 音	声を聞いて書き	取り		UNIT 2	単語と語句の学習		
			UNIT 2 単	語並び替え			UNIT 2	空所補充		
			UNIT 2 英	文書き換え			UNIT 2	音声を聞いて書き取り		
			UNIT 3 単	語と語句の学習	1		UNIT 3	単語並び替え		
			UNIT 3 空	所補充			UNIT 3	英文書き換え		
			UNIT 3 音	声を聞いて書き	取り		UNIT 4	単語と語句の学習		
			UNIT 4 単	語並び替え			UNIT 4	空所補充		
			UNIT 4 英	文書き換え			UNIT 4	音声を聞いて書き取り		
						_				

If you want to specify a period for the statistics, enter the dates in the "Aggregation Period" field. If no period is specified, all data will be included. You can also specify how many records to display per page and set sorting preferences as needed.

Click "Display Results" to display the learning history. Click "CSV output" to download the learning history as CSV data. After the learning history is displayed, you can click "Print" to print the results.

Aggregation Period		✓ Year [v	Month	`	Day	~[~)Ye	ear	✓ Month	 ✓ Day
100 items at a time	• •	Register 🗸	Asc	cending c	order	vD)isplay re	esults	CSV o	output	Print

Here is a sample of the learning history list.

			All units		
Jser ID	User Name	Total score	Number of questions studied	Number of attempts	Study time
-	-	6 point(s) (Out of 9668 point(s))	33	53	00:02:41
-	1000	7 point(s) (Out of 9340 point(s))	40	60	00:09:58
		9 point(s) (Out of 9668 point(s))	20	29	00:02:46
-		37 point(s) (Out of 11594 point(s))	106	209	01:03:36

• Question and Answer

The LINGUAPORTA system allows you to respond to student questions while viewing both the student's answer and the original question on screen. Similarly, when students read your response, they can see their own answer and the original question alongside your reply. This feature enables clearer communication between teachers and students.

When a student submits a question, you will automatically receive an email notification. You can open the question by clicking the URL provided in the email.

User Management	×	Questio	ns and Ans	wers	✓ Confirm					
lser Managem	ent > Qu	Jestio	ns and a	Answers >	Details page					
lanagement Numbe	Questioner	's name	Site Name	Unit name	Question Number	Response	Last update date and time	Question correction	Operation check	Bac
5299	Sector II.		成美堂	UNIT 1 空所補	원 1	Unanswered	2024-06-11 17:03:25		Operation check	Ba
所に運切なbe動詞を	書き入れまし	ょう・								
n//										
*										
born and br	ought up in 1	Tokyo,								
born and br	ought up in 1	Tokyo.								
born and br	ought up in 1	Tokyo.	[2024-05-1	1 17-03-25] /	Revisiont - John Sn	with				
westion title:作名	ought up in 1 많し / Posting	Tokyo. g time :	[2024-06-]	11 17:03:25] /	Recipient : John Sn	nth				
、 born and br Question title : 件名 ほぜamではないので	ought up in 1 なし / Posting すか?	Tokyo. 9 time :	[2024-06-1	11 17:03:25] /	Recipient : John Sn	aith				
へ born and br Question title : 件名 はぜamではないので	ought up in 1 ほし / Posting すか?	Tokyo. g time :	[2024-06-]	11 17:03:25]/	Recipient : John Sn	ith				
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へ born and br Question bble : 件名 なばamではないので ible RE:件名な lessage	ought up in 1 ឧ ្ / Posting គូ ភ្នំ ?	Tokyo. 9 time :	[2024-06-3	11 17:03:25] /	Recipient : John Sm	nith			_	

If you are not logged in, you will be directed to the login screen. Please log in when this occurs.

When the question screen opens, type your response in the "Message Box" and click "Reply" to send your answer to the student.

You can also view a list of all student questions by going to "User Management" \rightarrow "Questions & Answers". Here you can see both unanswered questions and those that have already been answered.

• Setting Study Period Limits

In LINGUAPORTA, teachers can set study periods for each learning unit. You can control access to specific units by setting future dates for units that you don't want students to study yet, allowing you to align the content with your lesson schedule.

(1) Open "User Management" → "Group Information" and click [Confirm].
(2) Click "Set deadline" for the group you want to configure.

Administrator N	lame:John S	mith Role	Teacher									
User Management	v Gr	oup Informati	on v	Confir	m							
New registration	nent > Grou	p Inform	ation									
Responsible Adminis	strator Type Regis	tered Site G	roup Name	Number	of Dis	spiays						
Teacher v	成更	٤ _		10 ~)		Filter	Reset				
1registrations e	ixist.	LANGULTUR	~		_	Crown	Namo	Cines of	deliver of excitated user	Chow - Mida	carries pariod imi	Poteik
the second se	er høgssered sis	Administrati	or			Group	reame	Cittas co	our registered users	Show - Hoe	Learning period imi	Decais
Management Numb							I Daniek	4 10 00 00 00			West strengthered	Destroit

(3) Click the + button next to your textbook, check the units for which you want to set study periods, then click the calendar for "Learning Period" for each unit and click "Set".

[+] □ A COMMUNICATIVE APPROACH TO THE TOEIC® L&R TEST Book 2: Intermediate(コミュニケーションス キルが身につくTOEIC® L&R TEST 〈中級編〉)
[-] New Connection Book 1(4技能を高める英語演習 <book 1="">)</book>
[+] 🗹 UNIT 1
[+] 🗹 UNIT 2
[+] 🗹 UNIT 3
[+] 🗌 UNIT 4
[+] 🗌 UNIT 5
[+] UNIT 6
[+] UNIT 7
[+] UNIT 8
[+] UNIT 9
[+] UNIT 10
[+] UNIT 11
[+] UNIT 12
[+] UNIT 13
[+] UNIT 14
[+] 🗌 New Connection Book 2(4技能を高める英語演習 <book 2="">)</book>
[+] 🗌 New Connection Book 3(4技能を高める英語演習 <book 3="">)</book>
[+] A COMMUNICATIVE APPROACH TO THE TOEIC® L&R TEST Book 3: Advanced(コミュニケーションスキル が身に付くTOEIC® L&R TEST Book 3: Advanced(コミュニケーションスキル
[+] AFP World Net 2025年2月 > >
[+] Active Reading
[+] Active Reading 日 月 火 水 木 金 土
Let's Write an 26 27 28 29 30 31 1 ph-(基礎から始める英語ライティング - 単文から
[+] CREATER GIODA 9 10 11 12 13 14 15)
Configure the follor
Learning period limit yyyy / m / dd 🖨 🔷 yyyy / m / dd 🖨 🛛 Set
Clear deadline

[-] □ New Connection Book 1(4技能を高める英語演習 <book 1="">)</book>	Study deadline has been set.
[+] UNIT 1	2/21/2025 ~ 2/28/2025
[+] 🗌 UNIT 2	2/21/2025 ~ 2/28/2025
[+] 🔲 UNIT 3	2/21/2025 ~ 2/28/2025
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[+] 🗌 New Connection Book 2(4技能を高める英語演習 <book 2="">)</book>	
[+] 🗌 New Connection Book 3(4技能を高める英語演習 <book 3="">)</book>	
[+] 口 A COMMUNICATIVE APPROACH TO THE TOEIC® L&R TEST Book 3 が身に付くTOEIC® L&R TEST <上級編>)	3: Advanced(コミュニケーションスキル
[+] 🗌 AFP World News Report 7(AFP ニュースで見る世界 7)	
[+] 🗌 Active Reading Strategies Book 1	
[+] 🗌 Active Reading Strategies Book 2	
[+] Let's Write and Learn English! -From Sentence to Paragraph-(基礎 パラグラフ・ライティングまで-)	から始める英語ライティング -単文から
[+] 🗌 Reuters Global News Feed(ロイターニュースが伝える世界の今)	
[+] 🗌 English for the Global Workplace(映像で学ぶ場面別ビジネス英語)	
[+] COMPREHENSIVE PRACTICE FOR THE TOEIC® L&R TEST(TOEIC®) L&R TEST 600点への徹底演習)
[+] 🗌 TOPIC-FOCUSED APPROACH TO THE TOEFL ITP® TEST(規出トビッ	クで攻略するTOEFL ITP® 実践演習)
Configure the following settings for the checked units.	
Learning period limit yyyy/mm/dd 📩 ~ yyyy/mm/dd 📩 Set	
Clear deadline	

(4) The set study period will be displayed for the configured units.

(5) The study period limits will also be displayed on the students' learning screens.

点は、ひとつの問題を所定回数	連続正解すると1点与	えられます。満点の数が、そのユニットに搭載され	ている問題数を表します	r.	
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UNIT 1 ディクテーション	0/5	0 10 20 30 40 50 60 70 80 90 100	2025年02月21日		なし

Announcements Management

LINGUAPORTA's announcement feature allows teachers to send announcements to all their students, specific groups, or individual students through the LINGUAPORTA system.

Select "Announcements Management" \rightarrow "Announcement Information" and click [Confirm].

Administrator Name: Joh i	n Smith Role:Teacher	
Announcement Management 🗸	Please select v	Confirm
	Please select	
	Announcement Information	
	(

Select the announcement recipients by choosing from "All Students assigned to each teacher", "All Members of each group", or "Each user".

Announcement Management v Announcement Information v Confirm							
Announcement Ma	nagement > Announcement	Information					
Sender selection :	All students assigned to each teacher \checkmark	New registration]				
	All students assigned to each teacher						
	All members of each group						
Recipient type	Each user	Sender	Number of Displays				
All students assigned to ea	cn teacner Y AK#A Teacner Y	John Smith 🗸	10 ~	Filter Reset			
All students assigned to each reacher v Rose in reacher v John Smith v 10 v Filter Reset							

Select "All Members of each group" from the recipient options and click "New Registration". The following group selection screen will appear:

Administra Announcemen	Administrator Name: John Smith Role: Teacher									
Announce	Announcement Management > Announcement Information > New registration destination selection									
Recipient site	Person i	n Charge	Group Nam	ne	Number of Displays					
成美堂 >	John Sr	mith (Teacher) v			10 ~	Filter	Reset			
1グループロ	1 - 1 Number	グループ目 (1	/1 Page) Dotaile						
4392	NULLING	General English 1	Show	Create announ	cement					
Return to ann	ounceme	ent list								

Click [Create Announcement] for the group where you want to create an announcement.

Fill in the required fields in the announcement creation screen. If you want the announcement to be displayed immediately, set it to [Show].

Announcement Ma	nagement v Announcement Information v Confirm
Announceme Please enter («Marked field	nt Management > Announcement Information > New registration each item and press the confirm button. ds are required.
Announcement nur	mber
Input user	John Smith (Teacher)
Recipient	General English 1
Recipient type	All members of each group
Subject %	Homewoirk
Message ※	class.
Show	Show v
Register時間	Hide
Update time	Show Confirm Clear
Return to List	ement list

The announcement will now be displayed to all members of the group. Similarly, you can specify recipients by selecting "All Students assigned to each teacher" or "Each user".

You can delete or edit announcements at any time.

Login User Management

Teachers can modify their user information as administrators through the "Login User Management" section.

Select "Login User Management" \rightarrow "Change Login User Information" and click [Confirm].

Login User Management	×)	Please select v	Confirm
		Please select	
		Change Login User Information	

Enter your changes and click "Confirm". If the information is correct, click "Register".

Login User Management > Change Login User Information **Marked fields are required. If you want to change the registered content, please press the change button. Name ** John Smith Furigana (Phonetic Reading) ** >=> Z ≈ Z Desired ID ** jemith Please enter 6 to 16 half-width alphanumeric characters. (Case sensitive) Password ** Please enter only when changing. Enter 8 to 12 half-width alphanumeric characters. (Case sensitive) Mobile Email Address jemith@abc.ac.jp Mobile Email Address Zip code : October (Cry : Please enter without hyphens Prefecture : Please enter without hyphens Prefecture : City : Street Address : Building Name : Building Name : Building Name : Building Name : 0332912261 Please enter without hyphens Newsletter Subscription	Login User Management 🔹	Change Login User Information 👻 Confirm
**Marked fields are required. If you want to change the registered content, please press the change button. Name ** John Smith Furigana (Phonetic Reading) ** ジョンスミス Desired ID ** jsmith Please enter 6 to 16 half-width alphanumeric characters. (Case sensitive) Password ** Please enter only when changing. Enter 8 to 12 half-width alphanumeric characters. (Case sensitive) Mobile Email Address jsmith@abc.ac.jp Mobile Email Address Zip code : Image: Company Name ** ABC大学 Address Zip code : Image: City : Street Address : Building Name : Building Name : Building Name : Subscribe Contact (Phone Number) ** 0332912261 Please enter without hyphens	Login User Management	> Change Login User Information
If you want to change the registered content, please press the change button. Name ※ John Smith Furigana (Phonetic Reading) ジョンスミス Desired ID ※ jsmith Please enter 6 to 16 half-width alphanumeric characters. (Case sensitive) Password ※ Please enter only when changing. Enter 8 to 12 half-width alphanumeric characters. (Case sensitive) Password ※ jsmith@abc.ac.jp Mobile Email Address jsmith@abc.ac.jp Mobile Email Address Zip code : I prefecture : I prefecture :	Marked fields are require	ad a set
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LINGUATESTIMO

You can create tests using LINGUAPORTA content. You can either select specific content for test questions or have them randomly generated. The test questions can be exported as Word documents, allowing for customization. You can also create listening questions using audio data extracted from the system.

Select " LINGUATESTIMO " \rightarrow " LINGUATESTIMO Test Creation" and click [Confirm].

Administrator Name: John Smith Role: Teacher					
LINGUATESTIMO	~	Please select	v)	Confirm	
		Please select			
		Create LINGUATESTIMO	Test		

Enter the "Test Title" and modify the "Name/ID Field Labels" as needed. Click the textbook under "Book name" from which you want to create the test, and a list of learning units for that textbook will be displayed. Check the units you want to include in the test (or check the textbook name checkbox to include all units). If you have specific requirements for how audio files should be compiled, configure this under "Audio File Settings".

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	 CHAPTER 5 単語・語句の意味 	 CHAPTER 6 単語・語句の意味 	Question format
	 CHAPTER 7 単語・語句の意味 	 CHAPTER 8 単語・語句の意味 	andwodal quesción selección
	 CHAPTER 9 単語・語句の意味 	 CHAPTER 10 単語・語句の意味 	
	 CHAPTER 11 単語・語句の意味 	 CHAPTER 12 単語・語句の意味 	
	 CHAPTER 13 単語・語句の意味 	 CHAPTER 14 単語・語句の意味 	
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	□ CHAPTER 13 型所補充	□ CHAPTER 14 亞所補充	
	CHAPTER 1 単語並び替え	○ CHAPTER 2 単語並び替え	

Specifying Test Questions

• Specifying by "Total Number of Questions"

Click "Total Number of Questions" under "Selection Method". When the input field appears, enter the desired number of questions and click "Preview Test Document". This will randomly select the specified number of questions from the chosen units.

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• Specifying by "by Table of Contents (Major/Medium/Minor Categories)" Click "Table of Contents (Major/Medium/Minor Categories)" under "Selection Method". Input fields for the number of questions will appear for each selected unit. Enter the desired number of questions for each unit and click "Preview Test Document". This will randomly select the specified number of questions from each unit.

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	□ CHAPTER 7 単語・語句の意味 □ CHAPTER 8 単語・語句の意味	Individual question selection
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• Specifying by "Question Format"

Click "Question Format" under "Selection Method". Input fields for each question type within the selected units will appear. Check the question types you want to include, enter the desired number of questions for each type, and click "Preview Test Document". This will randomly select the specified number of questions for each question type.

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• Specifying by "Individual Question Selection"

Click "Individual Question Selection" under "Selection Method". The selected units will appear as buttons in the "Unit List". Click each unit button to view all questions within that unit. Check the questions you want to include and click "Confirm Selected Questions". Repeat this process for each unit you want to include, then click "Preview Test Document". This method allows you to select specific questions from each chosen unit.

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Test Document Preview

After specifying your test questions, click "Preview Test Document" to view a preview of the test. To download the test as a Word file, click "Download Test Document". If you need to modify your test question selection, click "Back".

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Click "Download Test Document" and the test questions and answer key will be downloaded as Word files to your specified folder, along with any audio files for questions that include audio content.

Test creation history is saved, so you can create new tests based on previously created tests.

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Learning Progress Email Reports

You can regularly receive email summaries of your students' learning progress without having to log in to the administration screen.

When creating a group, set " Class learning status aggregation function" to "Use" (refer to page 6, "2. Creating Groups" for setup instructions).

Open "User Management" \rightarrow "Learning Information" and click [Confirm].

When you select a group that uses the reporting function, two buttons will appear: "Group Performance Report" and "Default settings for performance aggregation".

User Management	~ L	earning Informat	tion	~ Confirm		
User Managem	ent > Learn	ing Informa	ation			
Group Name	User ID		User Name			
General English 1	×			Filter		
Group Performance	Report	efault settings fo	r performance aggreg	ation]		
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"Default settings for performance aggregation" takes you to the screen where you set conditions for calculating and sending email summaries. Reports will not work until these settings are configured.

In "Group Performance Report", you can view learning progress up to the day before the calculation date.

The settings follow what you've configured in "Default settings for performance aggregation", but you can modify the calculation conditions as needed when viewing.

Click "Default settings for performance aggregation" to set calculation and delivery conditions.

Note that you cannot specify individual users - reports will include all members of the group.

You can control the display of usernames and unit selection by using the " \checkmark Show all students and textbooks" dropdown to specify partial or full display.

If you want to receive summary emails for specific learning units, check those units (the basic selection method is the same as when viewing learning information).

There is an "Automatic" checkbox for all units or individual textbook units. For textbooks where this is checked, the report will focus on the single unit that had the most learners.

User Management	Learning Information Confirm
Jser Management >	Learning Information > Default settings for performance aggregation
-	
Froup Name : Gene	ral English 1
his targets all users l	belonging to the affiliations shown in the list below.
lease select the units	s to be aggregated.
%This is the aggregation	1 target for the data to be distributed by email.
It will also be the defau	It setting when displaying aggregation results on the screen.
Show all students a	nd textbooks
Jeer Name	Filter Cancel Automatic
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Angregation start date :	· · · · · · · · · · · · · · · · · · ·
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This is the start date in	or the data to be aggregated. It is also used for the distribution interval or entail derivery.
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Users with high s	tudy time 5 people v Users with low study time 5 people v

Various Condition Settings



* Aggregated data cannot be displayed without setting an aggregation start date.

I his is the start date for the data to be aggregated. It is also used for the distribution interval or email d

Regarding the delivery period, if a final delivery date is specified in the group settings, this will be temporarily entered as the final date of the period. Additionally, when this screen is launched for the first time, that date will be temporarily entered as the start date of the delivery period. Click "Group Performance Report" to proceed to the condition settings screen. Please note that this will open in a separate window (tab).

User Management	ceaning		(commit	
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Group Name	User ID	User Name		
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Group Performance Re	Default se	ttings for performance aggrega	tion	
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The settings specified in the "Default setting for Performance Aggregation" will be displayed. You can modify the aggregation conditions as needed, but these modifications will not be saved.

roup Name : Gene	ral English 1				
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Specifying only som	e users is not possible.)				
Show all students a	and textbooks				
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Data up to yesterday will	be included in the aggregation.				
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Click "Display Performance Aggregation Report" to view the aggregation and results.

Performance Aggregation Report

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N	ame	024.4.18.2024.10	0.5				
Ger	neral situ	ation	-3				
here i	is a slight g	ap between those w	ho study actively	and those who	do not.(Co	efficient of variation	=0.2)
	Averag	e score obtained	Adv	erage study tir	ne		
	20	3.9 point(s)		2.83hour(s)			
Sco	re						
Top	3 students Student	by score		Bot	Student	ints by score	
Cank	ID	Name	218 point(s)	Rank	ID	Name	23 point(s)
	2238389		(2.38hour(s))	16	2239409	88 80.48	(0.57hour(s))
	1210082	48 18	218 point(s) (3.37hour(s))	15	2238045	NO 110	192 point(s) (3.09hour(s))
	223846.3	18 10-10	218 point(s)	13	1210022	18 84	216 point(s) (3.02bour(s))
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ank	ID	Name	Score	Rank	ID	Name	Score
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HTML mail format

概況	
積極的に学習する人たちとそうでない人た =0.4)	こちの開きが少しあります。(変動係数
平均取得スコア	平均学習時間

平均取得スコア	平均学習時間
287.6点	3.73時間

スコア

■取得スコア上位5	名
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順位	学籍番号	Name	スコア
1	H237110	カンノ ヒナコ	448点(8.24時間)
2	H237139	92242 974	425点(6.18時間)
3	H223047	ムトウニナ	410点(4.41時間)
4	A23N015	25497 9758	392点(5.02時間)
5	H237168	7863 84	374点(5.71時間)

■取得スコア下位5名

順位	学籍番号	Name	スコア
13	H223063	オカモト アア	55点(0.97時間)
12	H233194	74 788	86点(0.64時間)
11	H237100	コパヤシ アスト	108点(0.93時間)
10	A23ND48	SHE FWIT	118点(1.62時間)
9	£23C227	セキグチ ノノア	301点(4.4時間)

Text mail format

 概況	
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 ■取得スコア上位5名 1 2 3 4 5	448点(8-24時間) 425点(6-18時間) 410点(4-41時間) 392点(5-02時間) 374点(5-71時間)
■取得スコア下位5名 12 11 10 9	36点(0.64時間) 108点(0.93時間) 118点(1.62時間) 301点(4.4時間)
■学習時間上位5名 1 2 3 4 5	448点(8-24時間) 425点(6-18時間) 374点(5-71時間) 392点(5-02時間) 410点(4-41時間)
■学習時間下位5名 13 12 11 10 9	86点(0.64時間) 108点(0.93時間) 55点(0.97時間) 118点(1.62時間) 336点(2.74時間)
■未学習者(0名) 学習者はいませんでした。	
誤答率が高かった問題	
書籍: A COMMUNICATIVE APPROACH TO THE Book 3: Advanced(コミュニケーションスキ 対象ユニット: UNIT 05 単語と語句の学習 ●誤答率1位	TOEIC® L&R TEST テルが身に付くTOEIC® L&R TEST <上級編>) ? (4940)
問題1 誤答率 54.5% Email format:記述	試(Text ボックス)
【問題】(142253)	
日本語を英語の語句に直しなさい。なお、) 上げた語句を入力すること。 (商品・サービスの)引換券	解答は必ずTextのVocabularyのページで取り
【解答】	
◎ [voucher] 5人 [a] 1人 [copon] 1人 [coupon] 1人 [couture] 1人 [vounher] 1人 [voncher] 1人	

Checking Sent Emails

Go to "User Management" \rightarrow "Sent Learning Information Emails" and select a group.

User Management	Jonn	Distributed Learning Information Emails Confirm
User Management	> Le	arning Information > Distributed Emails
Group Name		
	<	Filter Reset
	ľ	
General English 1		

Click "Details" in the list of sent emails displayed.

User Management 🗸 🔽			istributed Le	earning Information	ation Emails \	Confirm	n
Jse	r Managemen	nt > Lea	rning Inf	ormation	> Distrib	uted En	nails
Grou	ıp Name						
Gen	eral Engslish 1	٢	Filter	leset			
No.	Management No.	Sent date a	and time	Email format	Send result		
1	10911	2025 02 0	2 20:03:09	html	ок	Details	
2	10843	2025-01-2	6 20:03:13	html	OK	Details	
3	10776	2025-01-1	9 20:03:15	html	ок	Details	

The content of the sent email will be displayed.

概況				
積極的に学習する人たちとそうでない人た =0.4)	こちの開きが少しあります。(変動係数			
平均取得スコア	平均学習時間			
287.6点	3.73時間			

スコア

■取得スコア上位5名

順位	学籍番号	Name	スコア
1	H237110	カンノ ヒナコ	448点(8.24時間)
2	H237139	タカヤマ リアヤ	425点(6.18時間)
3	H223047	ムトウ ミナ	410点(4.41時間)
4	A23N015	25497 9758	392点(5.02時間)
5	H237168	7565 B4	374点(5.71時間)

■取得スコア下位5名

学籍番号	Name	スコア
H223063	オカモト ナナ	55点(0.97時間)
H233194	7~ 78.8	86点(0.64時間)
H237100	コパヤシ アユト	108点(0.93時間)
A23N048	JAC 99411	118点(1.62時間)
£23C227	04-09 JJ7	301点(4.4時間)
	学籍番号	学籍番号 Name ····································

LINGUAPORTA Question Display System

LINGUAPORTA differs from other e-learning materials by enabling complete mastery through its unique spiral learning system. Specifically, the same questions are displayed randomly in different forms until the correct answer is achieved a predetermined number of times. Additionally, the learning load is automatically adjusted according to student ability, enabling efficient learning without unnecessary strain or waste. This also reduces the possibility of academic misconduct.

1. Score Calculation Method

In this system, scores increase as learning progresses. Score calculation is determined for each content type. Basically, you earn one point when you correctly answer the same question consecutively for a predetermined number of times. Achieving consecutive correct answers for the predetermined number of times indicates that you have essentially mastered that item. Therefore, for example, achieving a score of 500 points means you have mastered 500 items, whether they are vocabulary or grammar.

2. How LINGUAPORTA Works

LINGUAPORTA's main feature, presenting English questions on the web, grading them, and accumulating scores, lies in its question presentation method. While questions appear to be selected and presented randomly, the system actually performs the following operations for spiral learning:

- (1) Each question has a difficulty parameter, and learning progresses from easy to difficult.
- (2) Initially, questions are randomly selected from a pool of several dozen low-difficulty questions from the question database. Once an item is mastered, new questions are added to that pool, and questions are randomly selected from it. Gradually, mastered questions are removed from the pool, and new questions are added. Therefore, incorrect questions are presented repeatedly at regular intervals until mastered, while mastered questions are no longer presented.
- (3) Mastery is considered achieved when a question is answered correctly consecutively for a predetermined number of times. The size of the question pool itself also automatically adjusts based on learning progress to ensure smooth learning progression.

• LINGUAPORTA Question Formats

Here, we will briefly explain the task formats for each question type in LINGUAPORTA. (Note that not all texts necessarily have questions prepared in all five formats below.)

• Multiple Choice Format

NEW/	New Connection Book 2(4技能を高める英語	YOUR PR	OGRESSION STATUS
CONNECTION	演習 < DOOK 2>)	本書の総選得スコア	0 点
*		本コンテンツのスコア	0 点(10点满点)
		このユニットの進捗状況	0 10 20 30 40 50 60 70 80 90 100
· sheller		ラーニングロードレベル	
		この問題の連続正解数	\$
動切な語句を選び、来 Darren loves kids, so Oprivate Oseri	文を元成させましょう。 i teaching him. bus Osuits Oopposite Ofit		

Multiple choice format presents several options each time. One of these is the correct answer, while the other options are randomly displayed from multiple choices prepared in advance for each question.

	New Connection Book 2(4技能を高める英語	YOUR PR	OGRESSION STATUS
CONNECTION	演員 <book 2="">)</book>	本書の総獲得スコア	0 点
at a difference		本コンテンツのスコア	0 点(5点满点)
		このユニットの進捗状況	0 10 20 30 40 50 60 70 80 90 10
THE AND A DESCRIPTION OF A DESCRIPTION O		ラーニングロードレベル	
		この問題の連続正解数	☆
問題番号:1 日本文に合う英文にに	なるように語句を悪いラインの上に並べなさい。たた	だし、文の始めに来る単語	も小文字で表記されている。
問題番号:1 日本文に合う英文に 僕は責任感のある人	なるように語句を黒いラインの上に並べなさい。たけ とはうまくいくんだ。	だし、文の始めに来る単語	も小文字で表記されている。
問題描号:1 日本文に合う英文に 僕は責任感のある人 I	なるように語句を黒いラインの上に並べなさい。たか とはうまくいくんだ。 people.	だし、文の始めに来る単語	も小文字で表記されている。
問題勝号:1 日本文に合う英文に 僕は責任感のある人 I	なるように語句を黒いラインの上に並べなさい。たけ とはうまくいくんだ。 people.	だし、文の始めに来る単語	も小文字で表記されている。

In word order exercises, words that make up a sentence are randomly arranged, and you use the mouse to rearrange each word in the correct order. The arrangement of words changes each time the question is displayed.

•

Live Summer	Live Escalate Book 3: Summit	YOUR PR	OGRESSION STATUS
Escalate		本書の総獲得スコア	1 点
Am		本コンテンツのスコア	0 点(5点满点)
		このユニットの進捗状況	0 10 20 30 40 50 60 70 80 90 100
a state tools		ラーニングロードレベル	
		この問題の連続正解数	☆
空欄に適切な語句を) A: I've B: Yes, I've *	いし、英文を完成させましょう。 (be) to that restaurant many times there.	s. Have you *	been there?

There may be multiple blanks to fill in, not just one.

COCFT 2600	COCET 2600	YOUR PROGRESSION STATUS		
ALL TELEVISION		本書の総獲得スコア	259 点	
1/20		本コンテンツのスコア	0 点(25点满点)	
		このユニットの進捗状況	0 10 20 30 40 50 60 70 80 90 10	
10 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		ラーニングロードレベル		
		この問題の連続正解数	立	
問題番号:10				
音声を聞いて 革立を書き	即わたさい			
	AC DIAL VIS			

The example above requires writing down the entire text, but there are also patterns where only part of a sentence is dictated.

• Matching

}		
お買い得品		
質を与える		
21.1.1.1		
5.56 M		
	お買い場品 買を与える ビルポード ふるまう	ち買い場合 賞を与える ビルボード ふるまう

Select the appropriate meaning of the displayed word from the list of Japanese terms and drag and drop it to the right side of the word.