JMA Online Seminar Instruction Manual

for Learners

Ver. 3

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Planning: Japan Management Association
Operation: NetRecorder Solutions Inc.

■ Introduction

Purpose of this document

This is an instruction manual that describes the usage of functions for learners taking JMA online seminars (hereinafter referred to as "the online seminar").

Recommended system environment

It is recommended that the computer environment of users using the online seminar should meet the following specifications.

Hardware
- CPU

  2.33 GHz or faster x86-compatible processor

  (For netbook class devices, Intel® Atom™ 1.6 GHz or faster processor)
- Memory

  128 MB or more RAM (For netbook class devices, 1 GB or more is recommended)

  128 MB or more graphic memory
- HDD

  1 GB or more free disk space
- OS

  Windows 7 (32-bit version and 64-bit version)

  Windows 8 (32-bit version and 64-bit version)

  Windows 10 (32-bit version and 64-bit version)

  Mac OS 10.9, 10.10, 10.11, 10.12
- Display

  A display which supports a resolution of $1,024 \times 768$
- Browser

  Internet Explorer 9, 10, 11

  Safari 5

  Firefox 4

  Chrome 27
- Browser setting

  JavaScript enabled

  Cookies enabled
- Application

  Flash Player 11 or higher

Network environment

1,500 kbps or higher for download/1,500 kbps or higher for upload is recommended

*Wired LAN is recommended

Configuration of browser settings

The online seminar requires JavaScript and Cookies to be enabled in the browser settings. Check the OS used and refer to the configuration of browser settings.

How to enable JavaScript
- Internet Explorer 7 or higher for Windows
  (1) Go to the Internet Explorer menu bar and click [Tools] → [Internet Options].
  (2) Click the [Security] tab.
  (3) Click the [Custom level...] button and display "Security settings - Internet zone."
  (4) From "Active scripting" in "Scripting" items, select [Enable].
  (5) Clicking [OK] will display a warning message: [Are you sure you want to change the settings for this zone?]. Click [Yes].
  (6) When the [Internet Options] window is displayed again, click the [OK] button.

How to enable Cookies
- Internet Explorer for Windows
  (1) Click [Tools] → [Internet Options].
  (2) Click the [Privacy] tab.
  (3) Click the [Advanced] button.
  (4) Check the box [Override automatic cookie handling].
  (5) Check the box [Always allow session cookies].
  (6) Click the [OK] button.
  (7) When the [Internet Options] window is displayed again, click the [OK] button.

1. Login to online seminar

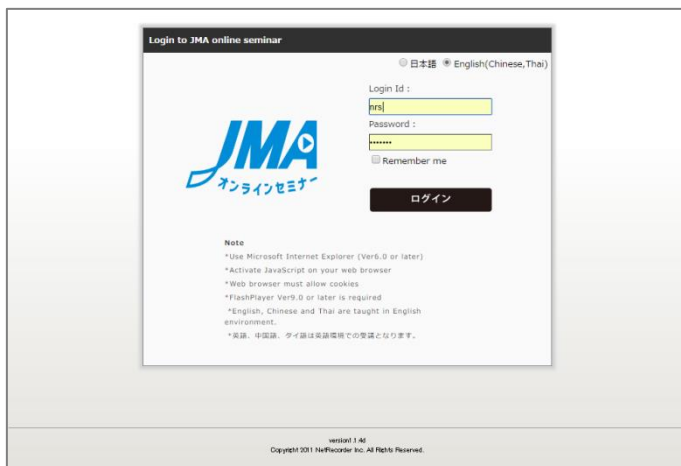1) How to log in

Open the browser and enter the following URL.
https://web.netrecorder.jp/jma-elearning/

The login screen is displayed.

(1) Enter your login ID and password, and click the "Login" button.

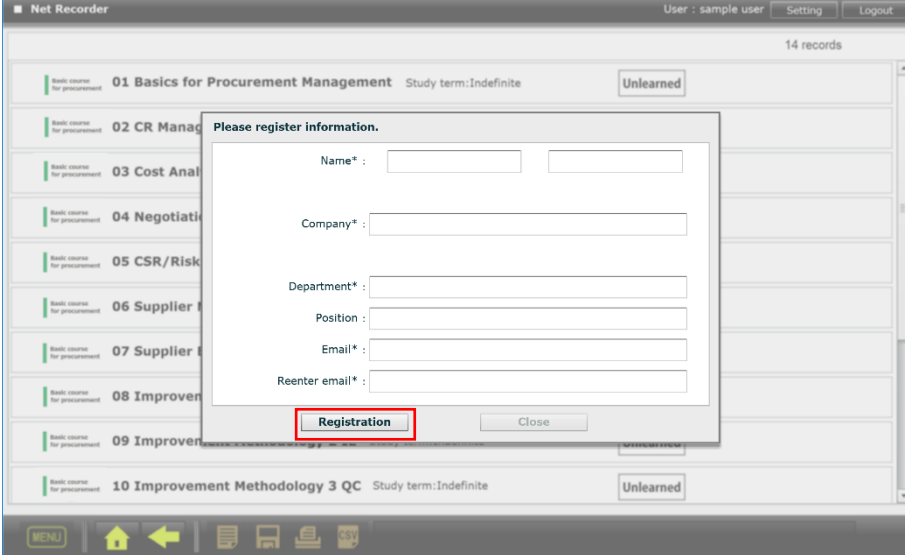(2) You can change the display language for the online seminar to Japanese or English.

*Distributed contents (video, PDF text) are displayed only in the language you have registered.

2) Registration of personal information

(1) When you log in to the online seminar for the first time, the learner personal information registration screen is displayed. Fill in all the information and click the "Registration" button.
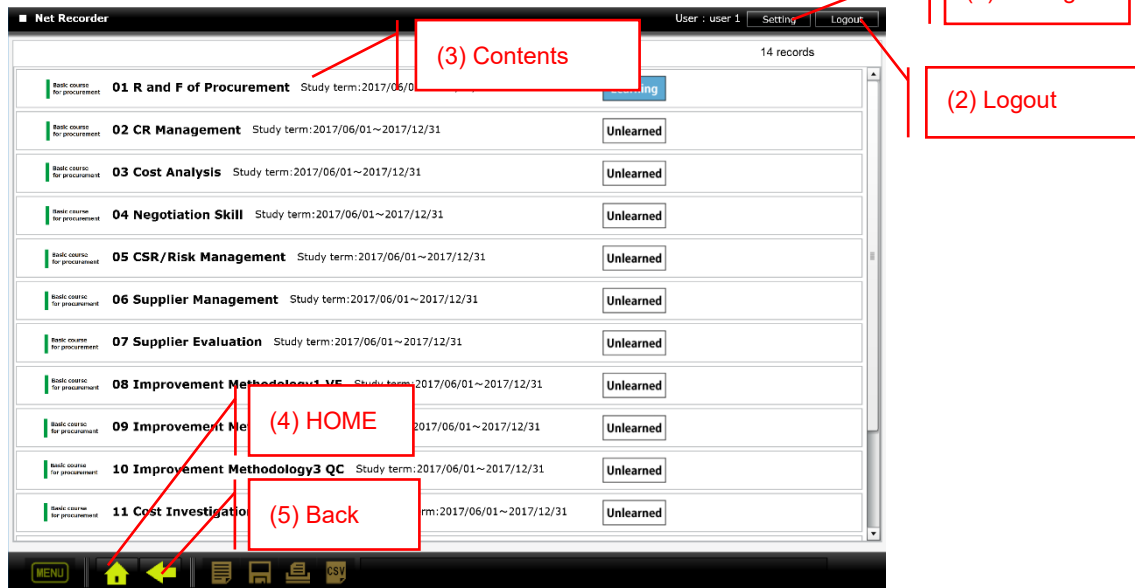

(2) After registration is complete, you can use the online seminar.

2. How to use the online seminar

1) HOME screen

When you log in to the online seminar, the HOME screen is displayed

Each function is described below.
(1) Settings button: Calls the screen to edit personal information.
(2) Logout button: Logs you out from the online seminar.
(3) List of contents: Displays the list of contents you can study.
   Contents whose study term has expired are not displayed in the list.
   The current progress status is displayed for each of the contents.
   There are three types of status: "Unlearned," "Learning," and "Finished."
(4) HOME button: Displays the HOME screen.
(5) Back button: Returns to the previous page.

Click an item you want to study from the list of contents.

2) Detailed contents screen

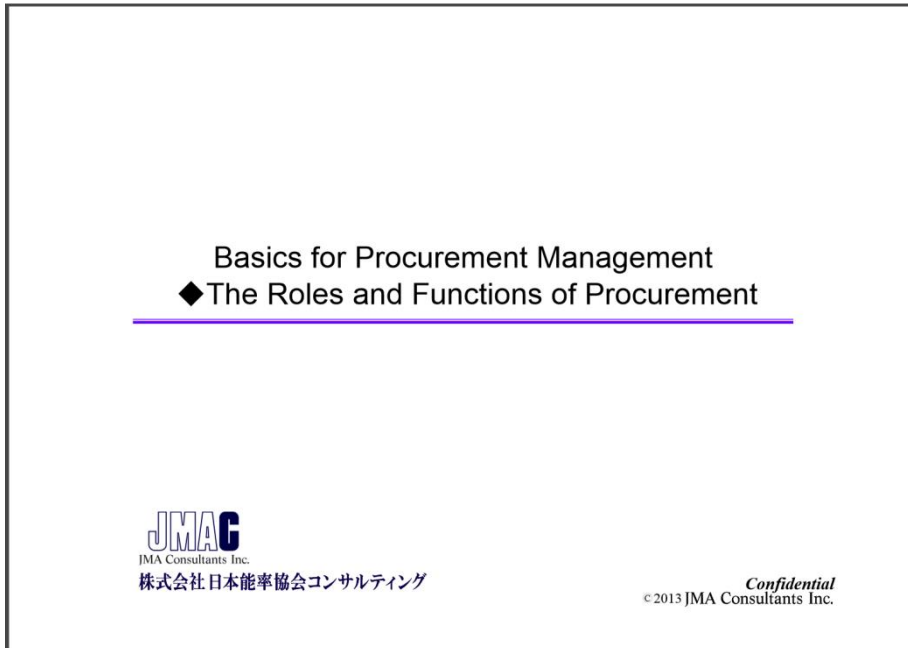When you click a content item on the HOME screen, the detailed contents screen is displayed.

Each function is described below.

(1) Study term: Expiration date of the study term of the content.

(2) Progress status: Displays the progress status of the content.

   There are three types of status: "Unlearned," "Learning," and "Finished."

(3) List of chapters: Displays the list of chapters of the content.

   Displays the access rate (%), total time, and access time of each chapter.

(4) Study link: Displays the links to studies linked to each chapter.

   Text: Opens the PDF file used for study.

   Learn: Plays the seminar video.

3) Study link: Text

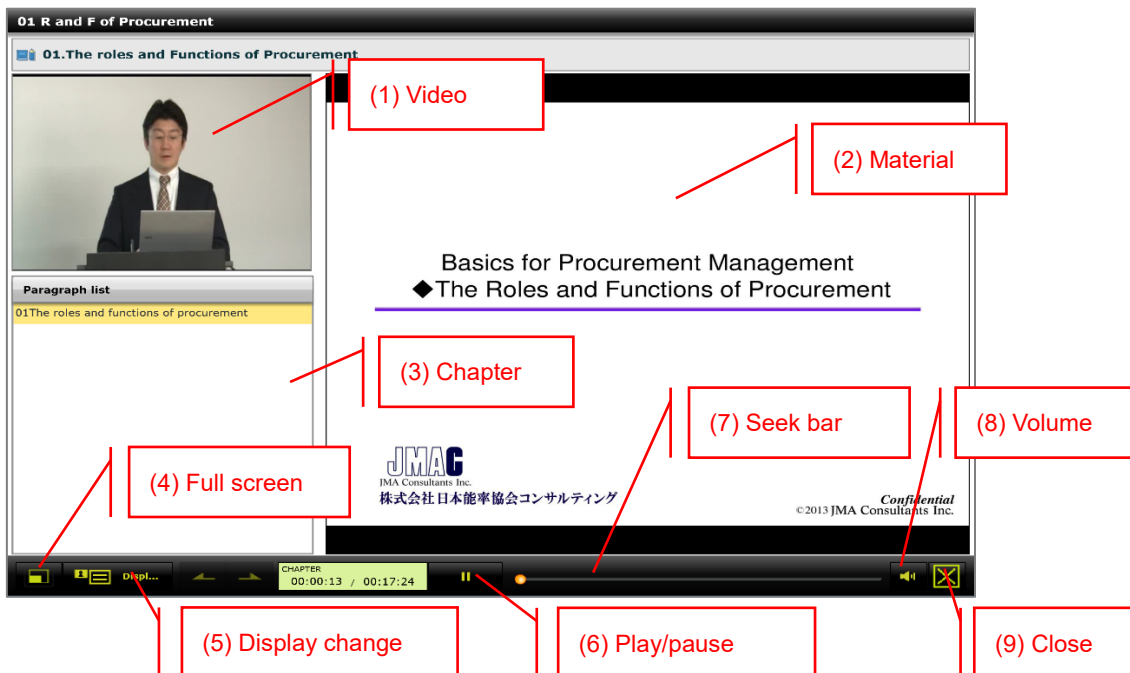When you click "Text" for the study link, the study material (PDF) is displayed.
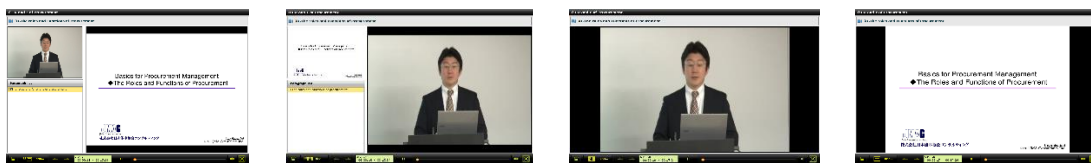

PDF material (image)

4) Study link: Learn

When you click "Learn" for the study link, the seminar video is played.

Each function is described below.

(1) Video: Displays the seminar video.

(2) Material: Displays the seminar material. The material is changed automatically as the video is played.

(3) Chapter: Displays the contents of the seminar. When an item is clicked, the video plays starting from that one.

(4) Full screen: Displays the screen at the maximum size of the display screen.

(5) Display change: Changes the display as follows each time you press the button.

| Video: Small Material: Large | Material: Small Video: Large | Video: Maximum display | Material: Maximum display |

(6) Play/pause: Controls pause and play of the video.

(7) Seek bar: Displays the position of video playing. You can specify the position from which to play the video by moving the seek bar.

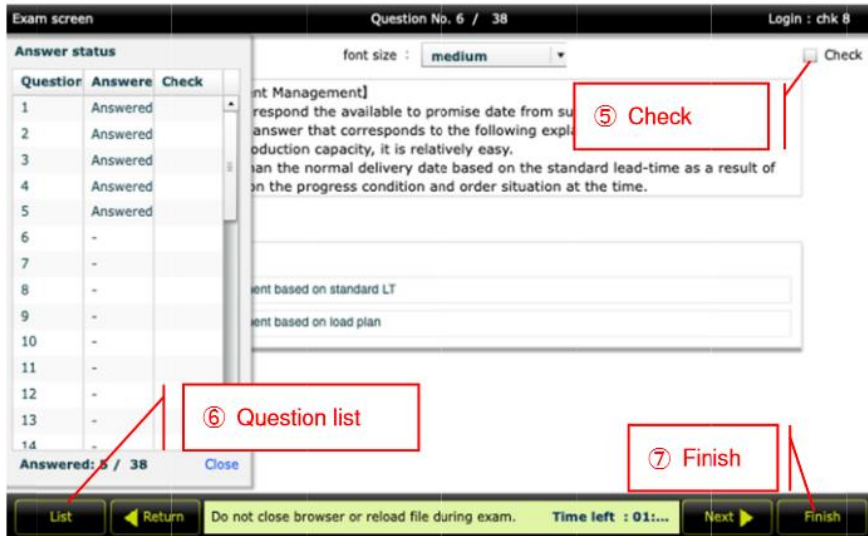(8) Volume: You can adjust sound volume.

(9) Close: Closes the screen.

5) Study link: Learn

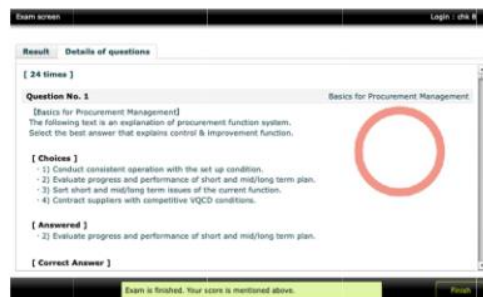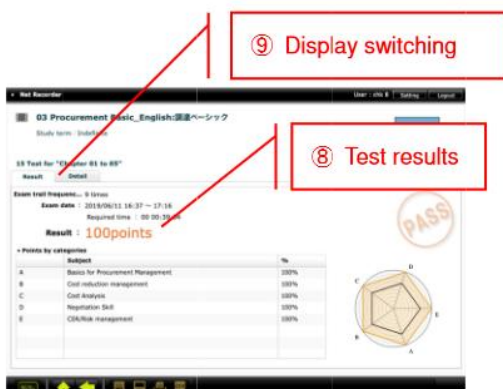Click "Test" for the study link to display the test.
Click "Start".

Exam information

Basic course for procurement test for "Chapter 01 to 05"

Time limit : 80 minuets   Number of exam questions   38 questions
:

[Conditions precedent]

Test for "Chapter 01 to 05".

[Explanation]

1. Question: 38 questions as the test for "Chapter 01 to 05".
2. Testing time: 80 minutes. The test will end after 80 minutes.
3. Score: Click "Finish" after answer all questions.
4. Passing score: 70 points or more. (27 questions / 38 questions) Score comes out as soon as it finishes the test.

Start exam

38questions/80minutes
for Chapter01 to 05.
50questions/100minutes
for Chapter06 to 14.

① Font size

Exam screen   Question No. 1 / 38   Login : chk 8

font size :   medium ▼   ☐ Check

[Basics for Procurement Management]
The following text is an explanation of procurement function system.
Select the best answer that explains control & improvement function.

② Question/Answer

Answer / Choices

○ 1) Conduct consistent operation with the set up condition.

○ 2) Evaluate progress and performance of short and mid/long term plan.

○ 3) Sort short and mid/long term issues of the current function.

○ 4) Contract suppliers with competitive VQCD conditions.

③ remaining time   ④ Next/Back

List   Do not close browser or reload file during exam.   Time left : 01:...   Next ▶   Finish

Each function is described below.

① Font size : Change big or middle.
② Question/Answer, Choice : Answer according to the questions.
③ Remaining time : The remaining time is displayed.
④ Next/Back : Move to the next/previous question,

9

⑤ Check : Mark on the question you can review.

⑥ Question list : The question list is displayed. You can see the question answered or checked.

⑦ Finish : The following confirmation screen is displayed. Click "score"to finish the test. The score and the pass / fail judgment will be displayed.

⑧ Test results（Pass / fail criteria）: 70 points or more pass.

⑨ Display switching : Switch between overview and details.

⑩ Retry : You can retry anytime.

6) Chapter detail screen

Click "Chapter", the chapter detail screen is displayed.

Each function is described below.

① Chapter list : Chapter time. You can start watching from that chapter by double-clicking on the line.

② Test history : Check the test history.

③ Test history list : Check the test history list.