

MetaMoJi Classroom Administrator's Guide

Third Edition

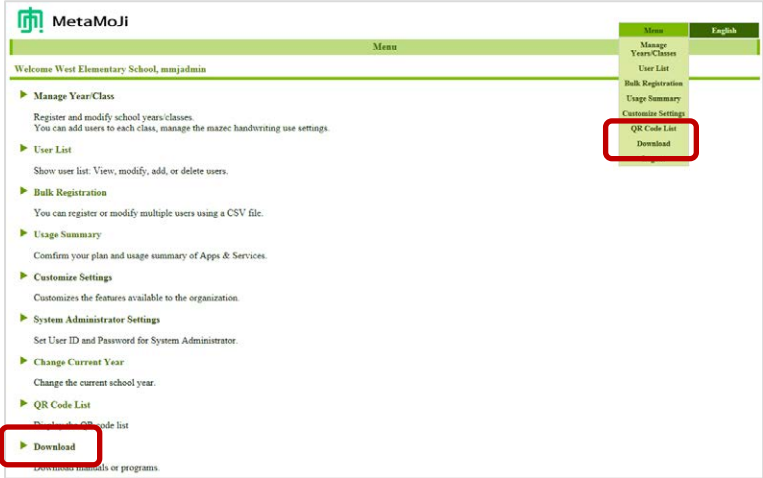
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Introduction

This guide gives an overview of the functionality available in MetaMoJi Classroom. The guide also contains information for administrators about how to install and operate the products.

- * This guide can be downloaded from [Download] from the menu or on the top page of Administrator Tool.



Notation

Name	Description
MetaMoJi Classroom	Client Application
MetaMoJi Enterprise Products Administrator Tool	Administrator Tool

Screens

The client application screen-shots used in this manual are taken from the iOS version of MetaMoJi Classroom.

Table of Contents

1	Product Overview	4
1.1	System Overview	4
1.2	Managing Classes and User Accounts	5
1.3	Sharing and Managing Data	6
1.4	System Requirements.....	8
1.5	Functions of Administrator Tool	8
2	Installation.....	9
2.1	Preparation	9
2.2	Setting System Administrator Account.....	10
2.3	Client Application Settings	11
2.4	Registering School Year and Classes.....	12
2.5	Registering User Accounts.....	13
2.6	Setting Classes	15
2.7	Selecting a Login Method	18
2.8	Preparation of Client Applications.....	20
2.9	Preparation of Class Coordinator.....	23
2.10	Communication to Users	24
3	Operation.....	25
3.1	Managing User Accounts and Classes	25
3.2	Confirming the Usage Summary	29
3.3	Changing the Year	30
4	Tips.....	32
4.1	When a User cannot Log In to the Client Application.....	32
4.2	When a User cannot Log Out from the Client Application	32
4.3	How a User Changes His/her Password	33
4.4	When a User Forgot His/her Password.....	34
4.5	When a User Forgot the URL of Administrator Tool or Class Coordinator	34
5	How to Use the Client Application	35
6	Technical Information	36
6.1	Using via Proxy Server	36
6.2	Distribution of the Login Information Using MDM (Only for iOS Version)	37

1 Product Overview

1.1 System Overview

In addition to using MetaMoJi ClassRoom at school, you can also use it at home or at other schools.

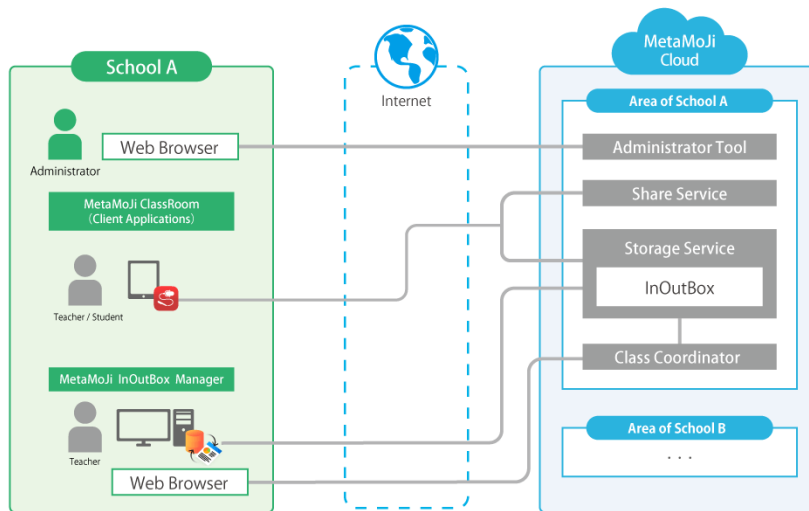


Figure: MetaMoJi ClassRoom System Configuration

Item	Description
Client Application	MetaMoJi ClassRoom runs on iPad or Windows®/Android™ device.
MetaMoJi InOutBox Manager	Application runs on Windows PC. Users can use it with the iOS client application. Users exchange data between the client application and Windows PC through the InOutBox storage area.
Class Coordinator	This tool is to create notes from PDF and image data in order to use them in MetaMoJi ClassRoom. Notes created can be used to make class notes for use in class. Teachers use it from a Web browser.
Administrator Tool	Administrators use this tool to register and manage school year/classes and user accounts, and report on the use of the client applications and services. The Administrator uses it from a Web browser.
Storage Service	Service that saves resources from the client applications.
Share Service	Communication service that delivers and saves information about class notes managed through MetaMoJi ClassRoom.
MetaMoJi Cloud	Cloud service that runs the required server services such as Administrator Tool and storage service.

Role of Administrator and User

An administrator uses Administrator Tool to register and manage school year/classes and user accounts and to examine the usage summary of the client applications and services.

A registered user operates MetaMoJi Classroom on iPad or Windows/Android device. When using MetaMoJi InOutBox Manager or Class Coordinator with the client applications, use a Windows PC for MetaMoJi InOutBox Manager, and a Web browser for Class Coordinator.

1.2 Managing Classes and User Accounts

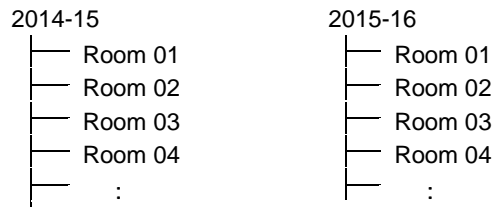
Identifying Users

Users of MetaMoJi Classroom are identified by a User ID that is issued when they are registered with Administrator Tool. When users log in to the client application, they have access to different functions depending on whether they are registered as a teacher or a student.

Managing each class and year

With MetaMoJi Classroom, classes are managed by grouping them by school year.

School year and classes are arranged in a hierarchy.



Example: Year and class structure

In addition to year and classroom, students can be grouped as members of student council, school clubs, and more.

In each class, the users belonging to that class are registered as members. In addition to User ID, users also have a unique ID Number for the class they belong to. This allows users to be differentiated according to ID Number within the classes.

* Students must belong to a class in order to use the client application

Sharing Data in a Class

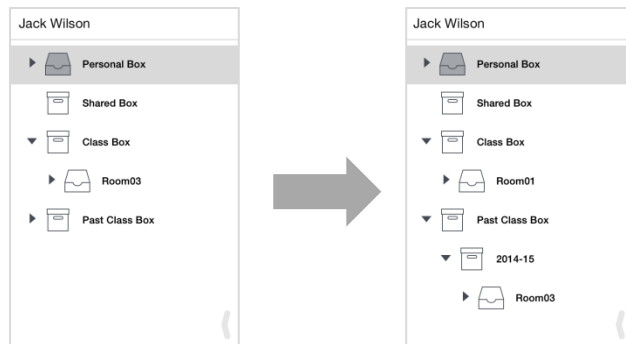
Users belonging to the same class can share notes made in the client application through the Class Box. The Class Box is a type of folder that is automatically made for each class, which allows data to be shared. Users only need to log in to the client application and they are able to access and use the Class Box.

Changing the School Year

When the school year changes, prepare classes for the new school year, and then change the school year. In the client application, use Administrator Tool to select a school year and manage the login information.

Example: Students who have moved up a grade

Students are able to use the Class Box in their class for the new school year. The Class Box they used in the previous school year is moved to Past Class Box.



- * The Class Boxes under Past Class Box continue to be usable in the same way as the Class Box for the new school year.
- * They have never used MetaMoj Classroom before; Past Class Box is not displayed.

1.3 Sharing and Managing Data

Personal Box, Class Box and Shared Box

Notes created by users can be saved under the Personal Box, Class Box or Shared Box.

The Personal Box is automatically generated for each user as a place to keep data. Notes saved under the Personal Box can be viewed by the owner only, not by anyone else.

The Class Box and Shared Box allow users to share their notes with the other users. A Shared Box can be created by a user (only a teacher account) in the client application. The user can also assign participants to share the box. The participants can use the box simply by logging in to their accounts.

Synchronization

Users' data can be stored and shared by syncing to MetaMoJi Cloud. Synchronization is automatically done. Each user does not need to worry about performing any other special operation.

- By syncing, local data is uploaded/downloaded to/from MetaMoJi Cloud. It keeps the data in both local device and the cloud up to date.
- Syncing Class Boxes or Shared Boxes allows participants to keep their data up to date one another.
- When a user changes to a different device, ask him/her to simply log in to the client application. His/her data on the cloud will be synced to the new device.

The following data types are synced:

- Notes / Class notes / Note templates
- Personal Box / Visible Class Boxes / Shared Boxes
- Tags and folders of each box
- My items
- Participants set^{*1}
- Settings of the client application^{*1}

^{*1} This data is saved on MetaMoJi Cloud when logging out, and is downloaded when logging in. It is separately saved for each OS, so it cannot be shared with a different OS.

Wiping Your Device

When a user logs out from the client application, the data described above are deleted. Each time the user logs in to the client application, the data are downloaded from the cloud and he/she can use the data again.

- * Even if a user logs out from the client application, the Organization ID and authentication information used for exporting the data will not be eliminated. When the user switches to a different account, please note that the data persist.

1.4 System Requirements

Administrator Tool / Class Coordinator

Web Browser	Microsoft® Internet Explorer® 11 or later
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- * When your Internet Explorer security level is "High", Administrator Tool does not work properly. To avoid the issue, change the security level to "Medium-High". Or set the security level for the Trusted Sites zone to "Medium-High" and add the following URL to the security zone:
https://*.metamoji.com

MetaMoJi Classroom

OS	iOS Version	iOS 7 or later (only available on iPad)
	Windows Version	Microsoft Windows 8.1 or later
	Android Version	Android 4.0 or later

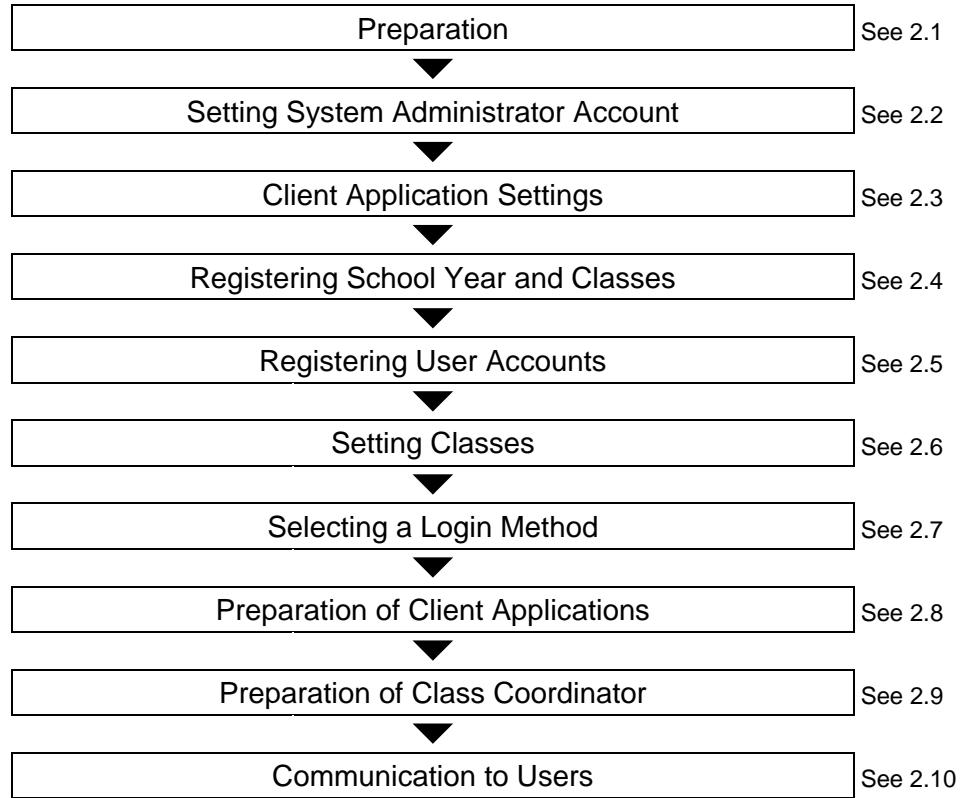
MetaMoJi InOutBox Manager

OS	Microsoft Windows 10 / Windows 8.1/ Windows 7 (Service Pack 1 or later)
Software	.NET Framework 4.5 or later * When not present it will be installed alongside MetaMoJi InOutBox Manager.

1.5 Functions of Administrator Tool

Function	Description
Managing school year/classes	Registers school year and classes and adds users as members of each class.
Managing user accounts	Registers user accounts to use the client applications and Administrator Tool. You can modify or delete registered user accounts. When a user forgets their password, you can reset the password and issue a temporary password
Confirming usage summary	Confirms your plan and the usage summary of the client applications and services.
Customize Settings	Customize the features that can be used on the client application.
Settings system administrator account	Sets the new User ID and password for the system administrator account.
Issue login QR codes	Displays QR codes that can be used to log in to the client application.
Changing current year	Changes the year, and begins using it in the classes registered under the new school year.
Downloading manual or program	Downloads this guide or the install program of MetaMoJi InOutBox Manager.

2 Installation



2.1 Preparation

After you apply for this product we will send you the following information:

Item	Description
URL of Administrator Tool	Address of Administrator Tool that you access using a Web browser.
Organization ID	ID (2 alphabetical letters + six-digit number) to identify your school's unique instance on MetaMoJi cloud. Example: MC123456
Initial password for Administrator Tool	Password of the system administrator account "admin" that you use to log in to Administrator Tool by default.

Keep this information close at hand.

Also prepare the information about the MetaMoJi Classroom users and the classes they belong to.

- * The URL of Administrator Tool can be confirmed on the client application. See section 4.5, "When a User Forgot the URL of Administrator Tool or Class Coordinator."

2.2 Setting System Administrator Account

Update the default system administrator account and set a new User ID and Password for additional security.

1. Access the URL of Administrator Tool using a Web browser.
2. Enter the following information to log in.
 - Organization ID
 - Initial User ID of the system administrator account
Enter "admin".
 - Initial password for Administrator Tool

* You automatically log out of Administrator Tool after 60 minutes has passed without activity.

3. Select [System Administrator Settings] on the top page.

4. On the system administrator settings screen, enter new user ID and initial password for Administrator Tool in [Change User ID], and select [Change].

5. When a confirmation message for change appears, select [Return to MENU].
6. Select [System Administrator Settings] again.
7. On the system administrator settings screen, enter the initial password for Administrator Tool and then enter a new password in [Change Password], and select [Change].

Password must be 8 or more characters in length.

8. When a confirmation message for change appears, select [Return to MENU].

Caution: Do not forget your new user ID and new password.

If you forgot even one of them you will be unable to log in to Administrator Tool using the system administrator account.

You can register user accounts to use Administrator Tool in addition to the default system administrator account. See section 2.5, "Registering User Accounts".

2.3 Client Application Settings

Customize the features for the client application that is used by users.

The customized settings are applied to all client applications.

1. On Administrator Tool, select [Customize Settings] from the menu.
2. Customizes the features and select [Save].

Security	OS	System	Don't Use	Use
Send Email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
WebDAV Linkage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Storage Service Linkage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
iTunes Linkage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
InOutBox	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Send to Application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- * With Save Photos to Album and Use Tabs of Recent Note, select Permit to allow individual users to set whether to use the feature or not. See the client application manual for more information on each feature.

2.4 Registering School Year and Classes

After registering the school year, register the class information for the classes the users will join.

Step1. Registering a School Year

1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select [Edit School Years].
3. Enter a school year in the edit box in the lower right and select [Add].

The line of entered school year is added to the list.

* The key is automatically set.

4. Select [Save] in the upper right to save.

Step2. Registering Classes

1. On the registered year/class list screen, select [Edit Classes] in the upper right.

Now you are able to edit the classes including the year.

2. Enter a class name in the edit box in the lower right and select [Add].

The classes appear in a row below the year.

* The key is automatically set.

The line of entered class is added to the list.

3. Repeat steps 2 to register other classes.

* Drag  to rearrange added classes.

To cancel an added class, turn [Delete] on in the class line.

4. After you finish registration, select [Save] in the upper right to save.

2.5 Registering User Accounts

To register user accounts that can use the client applications.

You can register user accounts in the following way:

- Bulk Registration
- Individual Registration

Teacher accounts or user accounts that need permission to use Administrator Tool can also be registered in the same way.

Indicate the class so users can be put into the correct class at registration.

* Users can also be sorted into a class after registration.

2.5.1 Bulk Registration

Register multiple user accounts using a CSV file.

You can also modify or delete user accounts.

1. On Administrator Tool, select [Bulk Registration] from the menu.
2. Download, edit and upload a CSV file, following the instructions displayed.

To add user information, enter it into the CSV file format.

The downloaded CSV file contains all the registered user information.

Keep all user information identical to the current values if there are no further changes required.

Specifications of the CSV file

Character Code	UTF-8 (with BOM) Shift-JIS (Only for upload)
Line Feed Code	CR LF
Special Characters	Using the following character for Name, User ID, Class ID or ID Number, enclose them in double quotation marks: , (comma) " (double quotation mark)

- Even if there are duplicates in Name column, the user account will be registered as it is.
- Specify Initial Password column in half-width alphanumeric.

How to edit CSV file

Open the CSV file in an editing application with specifying the character encoding and the data format. Do not double-click the downloaded CSV file to open.

[With Excel[®] 2013 / 2010]

1. Start Excel and select the downloaded CSV file from [Data] > [From Text].
2. On the text import wizard screen, specify the following:
 - Select “65001: Unicode (UTF-8)” in [File origin].
 - Turn only [Comma] on in [Delimiters].
 - Select “User ID” column in [Data preview] and turn [Text] on in [Column data format].
3. Click [Finish] and select [New worksheet] to import data.
4. After you finish editing, select [File] > [Save As] and specify [CSV (Comma delimited)] to save.

[With Apache OpenOffice 4.1.0]

1. Start OpenOffice and open the downloaded CSV file.
2. On the text import screen, specify the following:
 - Select “Unicode (UTF-8)” in [Character set] of [Import].
 - Select [Separated by] and turn [Comma] on in [Separator options].
 - Select “User ID” column in [Fields] and select “Text” in [Column type].
3. Click [OK].

2.5.2 Individual Registration

1. On Administrator Tool, select [User List] from the menu.
2. On the registered user list screen, select [Add New Users].



3. On the add new users screen enter information about a new user account.

To register teacher account, turn [Set to Teacher] on.

To allow the user to access Administrator Tool, turn [Admin] on.

To add a user to classes, select [Select Class], and turn on classes.

* It is also possible to add and change students after setting up a new class. See section 2.6.1, "Managing Members".

4. Select [Register].
5. Repeat steps 3 through 4 to register other accounts.
6. After you finish registration, select [Close].
7. When the added user list screen appears, select [OK].

2.6 Setting Classes

When a user is registered but not put in a class, or when you want to add or change the users in a class, use the settings for class members. ID Numbers and Class Box owners can also be set here.

To limit the functions accessible to students in a class, change settings to use the editor screen in simple mode.

Supplement: Set ID Number (numbers and letters) that are not duplicated with other members of the same class

The ID Number along with the class name can be used to log in.

Teachers can be designated as "main teacher", "assistant teacher", and so on.

Supplement: Class Box Owner

When a note has a voice recording in it, that sound file is stored in the owner's storage. The owner is able to manipulate the file, downloading it, deleting it, and so on.

Only a teacher can be an owner. The first teacher registered to a class as a member is automatically made the owner.

* Only one person can be the owner of a single Class Box. If there is already an owner and the teacher designates a new owner, the new owner takes control.

2.6.1 Managing Members

1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select a class.

The page of selected class appears.



3. Select [Manage Members].

Adding Users as Members

4. Select [Add Users to Class].
5. Enter a User ID of the user account in [User ID].

Enter a User ID and select [Confirm Name] to confirm the registered name of the user account.

6. Enter an ID Number in the class in [ID Number].
7. Select [Register].
8. Repeat steps 5 through 7 to add other users.
9. After you finish addition, select [Close].

Setting a ID Number of a Member

4. Select a user account.
5. Enter an ID Number in the class in [ID Number] and select [Modify].

Changing the Class Box Owner

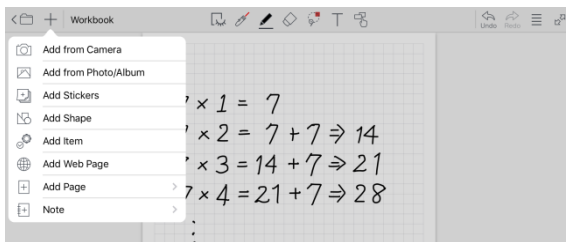
4. Select a teacher account for owner.
5. Turn [Owner] on and select [Modify].

Modify Member Info	
User ID (e.g. student ID number)	T0001
Name (Display name)	Jack Wilson
ID Number	Teacher
Class Box Owner	<input checked="" type="checkbox"/> Owner
<input type="button" value="Modify"/> <input type="button" value="Cancel"/>	

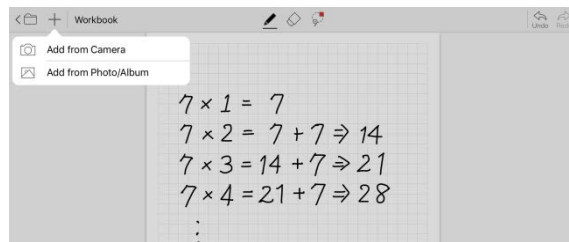
2.6.2 Setting Student Screen Layout

In simple mode, the editor screen changes to the following display. Not as many options are displayed in the navigation bar, and basic editing tools such as writing with a pen, erasing with an eraser, and inserting photos can be used.

Standard Mode (Default Setting)



Simple Screen Layout



1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select a class.
The page of selected class appears.
3. Select [Edit Student Screen Layout].



4. Turn [Use Simple Screen Layout] on and select [Modify].

2.7 Selecting a Login Method

There are three methods for logging into the client application.

Select the login method according to the student's year or abilities.

- * Once logged-in, the Organization ID is saved, and it is not necessary to enter that ID again on that device.

Method 1: Enter the Organization ID and User ID to log in

Users log in by entering the following information:

- Organization ID
- User ID
- Initial password

Method 2: Use a QR code to log in

Users log in by using a QR code containing the necessary information to log in.

There are two kinds of QR codes listed here. Both can be made using Administrator Tool.

- Ordinary QR Code
This QR Code includes Organization ID and User ID information.
Scan the QR code and enter the password to log in.
- QR Code with Password
This QR Code includes Organization ID, User ID, and password information.
Just scan the QR Code to log in.
When creating this QR code, the password will be changed to the same as the User ID.
The initial password created in Administrator Tool or any password changed by the user in the client application will not be valid.

Method 3: Select the class and ID Number to log in

Instead of the User ID used in Method 1, users can log in by selecting their class and ID Number.

2.7.1 Preparing QR Codes for Login

Create QR codes if users are to use one to log in.

Supplement: Make the QR codes for all registered users at once.

The instructions here show how to make QR codes for a single class. To make QR codes for all registered users at one time, instead of steps 1 to 3, just select the QR Code List from the menu.

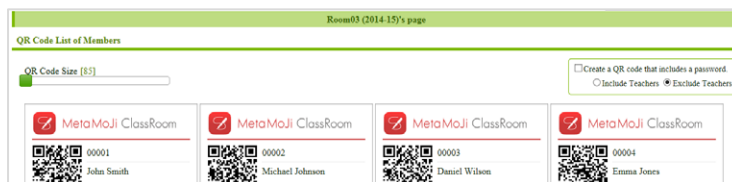
1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select a class.

The page of selected class appears.

3. Select [QR Code List].

The QR code list of members appears, print it to prepare for distribution.

* Drag the slider of [QR Code Size] to adjust the QR code size.



When you prepare QR codes that includes a password

Turn [Create a QR code that includes a password] on to create QR codes and print them to prepare for distribution.

To include teachers, turn on [Include Teachers] before creating the code.

* A QR code with a password has a key mark on it.

Supplement: To go back to a QR code without a password

If you generate QR codes that include a password, the password will be the same as the User ID, but if you do the following operations, this will result in a changed password:

- The user changes the password in the client application
See section 4.3, "How a User Changes His/her Password."
- The Administrator resets the password on Administrator Tool
See section 4.4, "When a User Forgot His/her Password."

* This is the same for resetting the password using a CSV file. See section 2.5.1, "Bulk Registration".

The QR code of the user as listed in [QR Codes List] of Administrator Tool will become a password-less QR code, so redistribute this code as necessary.

2.8 Preparation of Client Applications

Log in as a registered user account and confirm that you can use the client application.

2.8.1 Downloading

Download the client applications (MetaMojI ClassRoom) from the App Store, the Windows Store or Google Play™, unless side-loading.

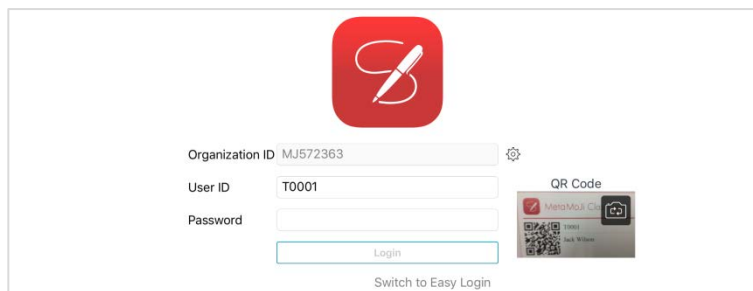
- * Contact MetaMojI support for more information.

When using MetaMojI InOutBox Manager, install it on your Windows PC according to the instructions supplied by your system administrator.

- * The install program of MetaMojI InOutBox Manager can be downloaded from [Download] from the menu of Administrator Tool.

2.8.2 Login

Open the client application and log in using the selected login method.



- * On the easy login screen, tap **Switch to Normal Login** to switch to the normal login screen.
- * Once logged-in, the Organization ID is saved, and this step is not necessary on that device.

Enter Organization ID and User ID to log in

On the normal login screen, enter the following information and tap Login.

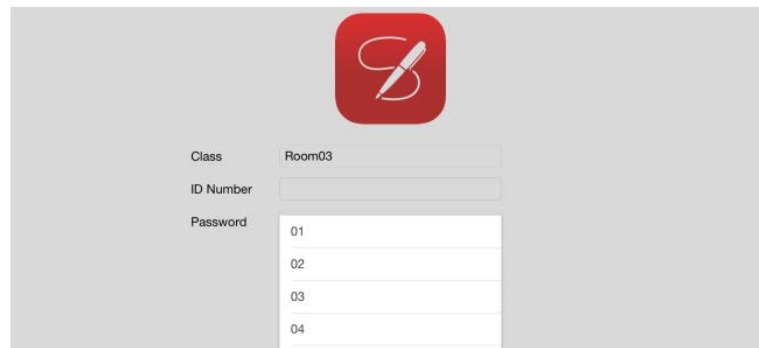
- Organization ID
- User ID
- Initial password

Use a QR code to log in

- 1) First time you open the client application on a device, a confirmation message for access to the camera appears, so allow it.
- 2) On the normal login screen, pass a printed QR code over the camera to display it in QR Code.
 - * Tap QR Code to switch between the front camera and back camera.
- 3) If the QR code does not include the password, enter the initial password.
- 4) Tap Login.

Select a class and ID Number to log in

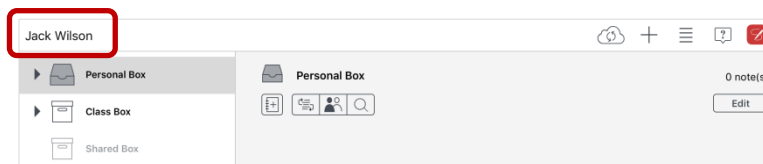
- 1) On the normal login screen, enter Organization ID and tap Switch to Easy Login.
- 2) Select a class and ID Number, and enter the initial password.



The screenshot shows a login interface with a red logo at the top center. Below the logo are three input fields: 'Class' with the value 'Room03', 'ID Number' (empty), and 'Password' with a dropdown menu showing options '01', '02', '03', and '04'.

- 3) Tap Login.

The notes list screen appears when you log in for the first time or when you close a note. You can see your name in the top left corner.



Caution: The number of users that can be logged in at one time is different depending on the contract plan

When the maximum number of users is reached, other users cannot log in. See section 4.1 "When a User cannot Log In to the Client Application".

Supplement: When a camera image is not displayed on the login screen

Permit the client application to access the camera.

iOS

Turn on Classroom in Settings > Privacy > Camera.

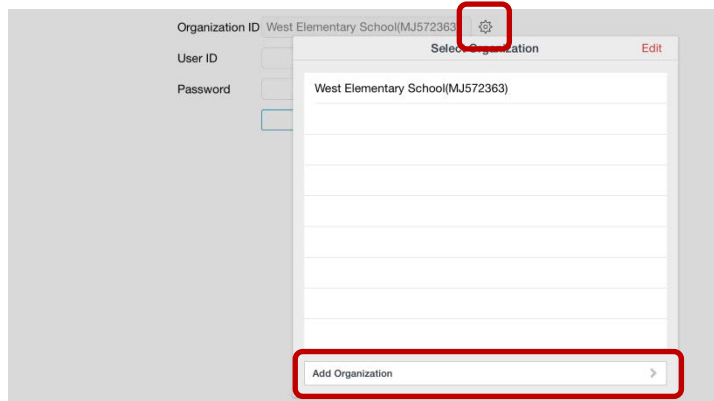
Windows

Turn on [MetaMoJi Classroom] in [Settings] > [Privacy] > [Camera].

* Turn on [MetaMoJi Classroom] in [PC settings] > [Privacy] > [Webcam] on Windows 8.1.


Using Multiple Organization ID

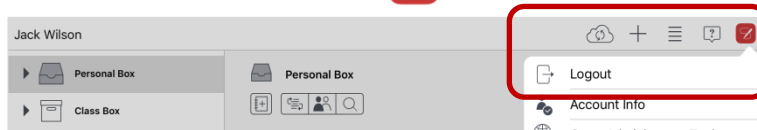
On the normal login screen, tap  to the right of Organization ID and add a school to log in.



Added schools can be selected on this screen.

2.8.3 Logout

After you finish confirmation, tap  > Logout to log out.



Caution: While you cannot access MetaMoJi Cloud, you cannot log out from the client application in the above way

See section 4.1, “When a User cannot Log In to the Client Application.”

2.9 Preparation of Class Coordinator

Log in as a teacher account and confirm that you can access Class Coordinator.

2.9.1 Login

1. Access the following URL of Class Coordinator using a Web browser.

`https://mps.metamoji.com/mmjcloudweb`

* The URL of Class Coordinator can be confirmed on the client application. See section 4.5, "When a User Forgot the URL of Administrator Tool or Class Coordinator."

2. Enter the Organization ID and move on.
3. Enter the following information to login.
 - User ID of a teacher account
 - Initial password

After logging in, the account information is displayed.

4. Select [Class Coordinator] in the left pain.

The settings screen is displayed.

* Logging in as a student account, [Class Coordinator] is not displayed in the left pain.

2.9.2 Logout

After you finish confirmation, click [Logout] in the left pain to log out.

2.10 Communication to Users

Communicate the following information to users.

- How to log in to the client application
Provide the information needed to log in or provide QR Codes.
See section 2.8.2, "Login."
- How to access and log in to Class Coordinator
See section 2.9.1, "Login."
- How to see the manual
See section 5, "How to Use the Client Application."

When users use MetaMoJi InOutBox Manager, communicate the following information:

- How to install MetaMoJi InOutBox Manager
Also give users access to the install program of MetaMoJi InOutBox Manager.

When necessary, give students a basic **Start Guide** to using MetaMoJi Classroom.

The Start Guide (Word document file) can be edited to fit your situation.

- * The install program and the start guide can be downloaded from [Download] from the menu of Administrator Tool.

3 Operation

3.1 Managing User Accounts and Classes

User information and class settings can be changed when the account is in use.

Caution: When user information changed, the information needed to log in also change

Make sure the user knows the new information, or provide a new QR code.

3.1.1 Modifying User Information

The setting for each user's name, User ID, teacher/admin setting, can be changed in [User List] or [Bulk Registration] of Administrator Tool. Resetting passwords and changing classes can also be done.

The instructions here show how to change an individual account from User List. The procedure for bulk modification is the same as bulk registration. See Section 2.5.1, "Bulk Registration."

- * ID Numbers and owners of Class Boxes can be changed under [Manage Year/Class] from the menu of Administrator Tool. See section 2.6.1, "Managing Members".
- * To set the primary system administrator account information, select [System Administrator Settings] on the top page of Administrator Tool. See section 2.2 "Setting System Administrator Account".

1. On Administrator Tool, select [User List] from the menu.
2. On the user list screen, select a user account.

	Name	User ID	Class	Teacher	Admin
<input type="checkbox"/>	John Smith	00001	Room03(2014-15)		
<input type="checkbox"/>	Michael Johnson	00002	Room03(2014-15)		
<input type="checkbox"/>	Daniel Wilson	00003	Room03(2014-15)		
<input type="checkbox"/>	Emma Jones	00004	Room03(2014-15)		
<input type="checkbox"/>	Anna Morris	00005	Room03(2014-15)		
<input type="checkbox"/>	Christopher Lee	00006	Room03(2014-15)		
<input type="checkbox"/>	Sabrina Baker	00007	Room03(2014-15)		
<input type="checkbox"/>	Jack Wilson	T0001	Room03(2014-15)	<input checked="" type="checkbox"/>	

3. On the user info screen, modify the information of the user account as required, and then select [Modify].

Modify User Info

Name (Display name)

User ID (e.g. student ID number)

Class Select Class

Password Reset Password

Teacher Set to Teacher

Admin privileges Admin

Modify Cancel

3.1.2 Modifying Class Settings

Class settings such as class members and the owner of the Class Box can be changed on each class page. Make changes the same way as at installation. See section 2.6, "Setting Classes".

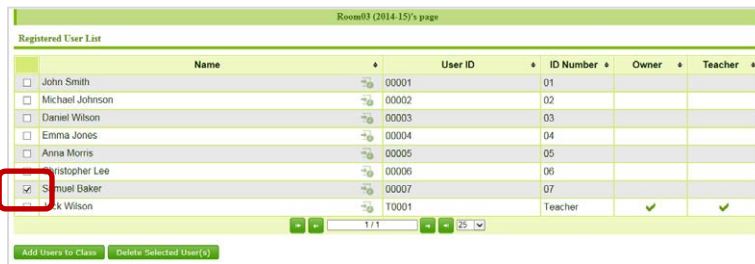
To delete member, use the following procedure:

Caution: Student users who are not in a class cannot log in to the client application

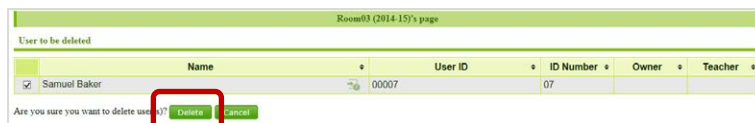
In order to prevent moving-out students from logging in to the client application, delete them from all the classes they were in.

* In order to delete the user with the user's data, delete the user account. See section 3.1.3, "Deleting User Accounts".

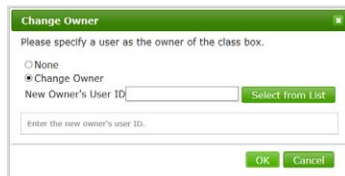
1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select a class.
The page of selected class appears.
3. Select [Manage Members].
4. On the registered user list screen, select the user accounts to delete from the class.



5. Select [Delete Selected User(s)].
6. Select [Delete].



7. If the deleted user was the owner of a Class Box, select a new owner and tap OK.

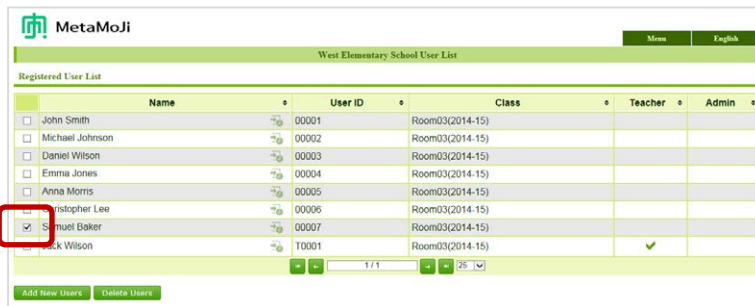


3.1.3 Deleting User Accounts

Supplement: Inheriting the resources from user accounts to be deleted

Shared Boxes, class notes and audio files owned by a user account to be deleted can be inherited by a teacher account. However, all notes and class notes not in Class Boxes or Shared Boxes are deleted permanently with the user account. To inherit the resources from the user account, move them to a Class Box or a Shared Box, or distribute them to other users directly.

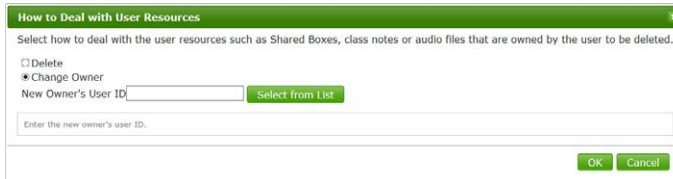
1. On Administrator Tool, select [User List] from the menu.
2. On the user list screen, select the user accounts to delete.



3. Select [Delete Users].
4. On the user to be deleted screen, select [Delete].



5. Select how to deal with the user resources.



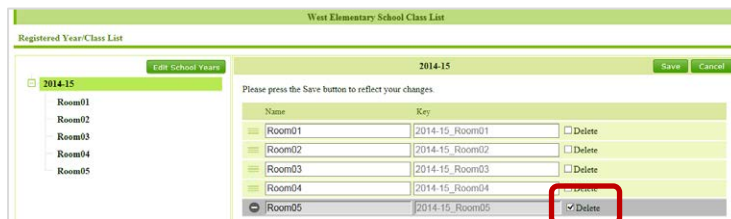
- When you have other teacher account inherit the resources
 Select [Change Owner] and enter the User ID of a teacher account that inherits the resources.
 In this case the ownership of Shared Boxes, class notes and audio files created by the deleted user account is changed. Please note that all notes and class notes NOT in a Class Box or Shared Box are deleted permanently with the user account – they are not transferred to the teacher account.
 * When a deleted user is the owner of a class box, the new teacher will become the new owner, and a member of that class.
 - When you delete the resources
 Select [Delete].
 In this case, all resources, including Shared Boxes, class notes or audio files owned by the deleted user account, are deleted. All the resources saved on MetaMoJi Cloud are also deleted.
6. Select [OK].

3.1.4 Deleting Classes

Caution: If a class is deleted, the Class Box and the notes and class notes inside the Class Box are also be deleted

To preserve data, move it to other Class Box or Shared Box before deleting the class, or send it to other users.

1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select a school year.
3. Select [Edit Classes] in the upper right.
 Now you are able to edit the classes including the year.
4. Turn [Delete] on in the class line to delete.



5. When a confirmation message for delete appears, select [OK].
6. Select [Save] in the upper right to save.

3.2 Confirming the Usage Summary

3.2.1 Confirming the General Usage

The usage summary feature allows you to see the login status of users, storage size and amount of data transferred. If the storage size, license allocation or other feature reaches its limit, consider purchasing an additional plan or reducing data usage.

1. On Administrator Tool, select [Usage Summary] from the menu.
2. On the usage summary of apps/service screen, confirm the screen contents.

West Elementary School Usage Summary			
Usage Summary of Apps/Service			
Apps/Services	Current Usage Quantity		Max
	Recalculate	More Info	More Info
MetaMoJi Share for Classroom Users	5	More Info	20
Storage Size	1.0	More Info	40
Amount Transferred	1.0	More Info	20

- Confirm the login status of users
You can confirm the number of currently logged in users in [Current Usage Quantity] of [MetaMoJi Classroom]. Select [More Info] next to it to confirm the list of currently logged in users.
- Confirm storage usage amount per box
Select [More Info] in the line of [Storage size].
- Confirm monthly share service usage amount per class note
Select [More Info] in the line of [Amount transferred].
- Confirm your plan
Select [More Info] of [Max].

3.2.2 Confirming the Class Usage

Confirm the storage usage and the amount transferred class notes of each class.

1. On Administrator Tool, select [Manage Year/Class] from the menu.
2. On the registered year/class list screen, select a class.
The page of selected class appears.
3. Confirm the usage.
 - Display the storage usage of class boxes
Select [Storage Usage].
 - Display the amount transferred per class note in the Class Box
Select [Amount Transferred].

3.2.3 Confirming Login History

Display the login history of user to the client application or Class Coordinator, and you can check for dubious login.

1. On the user list screen or the registered user list screen, select  .



MetaMoJi					
West Elementary School User List					
Registered User List					
	Name	User ID	Class	Teacher	Admin
<input type="checkbox"/>	John Smith	00001	Room03(2014-15)		
<input type="checkbox"/>	Michael Johnson	00002	Room03(2014-15)		
<input type="checkbox"/>	Daniel Wilson	00003	Room03(2014-15)		

2. Confirm the login history.

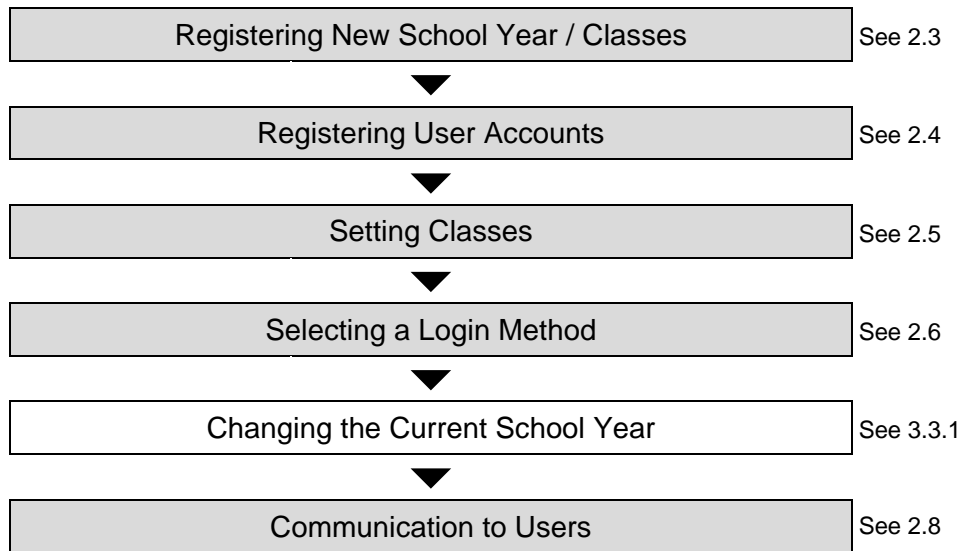
3.3 Changing the Year

Prepare for the new school year, and change the year.

are the same as installation.

This explains how to change the year after preparing everything beforehand.

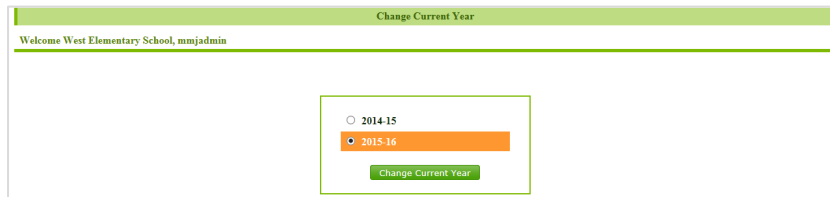
- * Before the year is changed, the Class Boxes for the new school year is stored as Past Class Boxes in the Client Application.



3.3.1 Changing the Current School Year

Change the year when you are ready to begin, after registering users and classes for the new school year.

1. Select [Change Current Year] on the top page of Administrator Tool.
2. Select the new school year and select [Change Current Year].



3. When a confirmation message for change appears, select [OK].

4 Tips

4.1 When a User cannot Log In to the Client Application

Solve the problem using the information in the message displayed.



“You are not entitled to use this app.” message appears

The user (student) is not placed in a class, so they cannot log in to the client application. Place the user into a class and have the user login. See section 2.6.1, “Managing Members”.


“You have exceeded the maximum number of users who can log in at the same time.” message appears

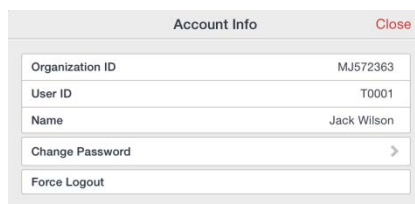
The number of users logged in to the client application has reached the available limit, so it is not possible to log in. Check who is currently logged-in, and ask them to log out if they are not actively using the application. See section 3.2.1, “Confirming the General Usage”.

4.2 When a User cannot Log Out from the Client Application

While a user cannot access MetaMoJi Cloud, the user cannot log out from the client application, even by tapping  > Logout on the note list screen or  > Logout on the editor screen. This prevents the user from losing his/her data and the settings. To force the user to log out, follow the steps:

* The data and the settings that have not been synced will be lost.

1. On the note list screen, tap  > Account Info.
2. Tap Force Logout.





3. When a confirmation message for logout appears, select [Yes].

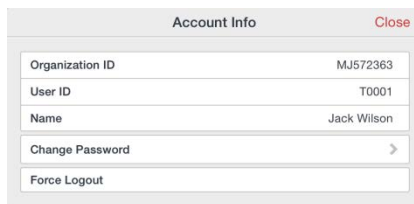
4.3 How a User Changes His/her Password

Use the client application to change a password.

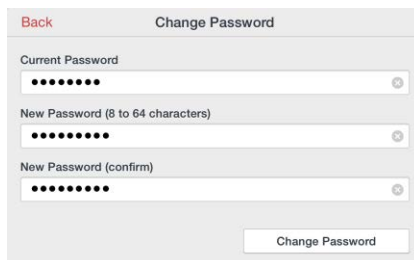
Caution: If the user uses a QR code that includes a password and the user change the password, the QR codes you have distributed no longer works

See section 2.7.1, Preparing QR Codes for Login.

1. Open MetaMoJi Classroom.
2. On the note list screen or the editor screen, tap  > Account Info.
 - * On the editor screen, tap  > About MetaMoJi Classroom > Account Info.
3. Tap Change Password.



4. Enter the current password and new passwords and then tap Change Password.



4.4 When a User Forgot His/her Password

Administrator resets password and issues a temporary password.

1. On Administrator Tool, display the modify user info screen.
See step 1 through 2 of section 3.1, "Managing User Accounts and Classes".
2. Turn [Reset Password] on.
3. Enter a temporary password.

Modify User Info	
Name (Display name)	John Smith
User ID (e.g. student ID number)	00001
Class	Room03(2014-15) Select Class
Reset Password	<input checked="" type="checkbox"/>
Password	Enter a temporary password. 11111111
Teacher	<input type="checkbox"/> Set to Teacher
Admin privileges	<input type="checkbox"/> Admin
Modify Cancel	

4. Select [Modify].
5. Communicate the temporary password entered on step 3 to the user.


4.5 When a User Forgot the URL of Administrator Tool or Class Coordinator

Tap Open Administrator Tool or Open Class Coordinator from the following menus to confirm the URL:

- On the note list screen, tap 
- On the editor screen, tap  > About MetaMoJi Classroom

* These menu only available only when you log in as a teacher account.

5 How to Use the Client Application

Open MetaMoJi Classroom. On the note list screen or the editor screen, tap  > User Manual to see the manual.

* The manual is available only when you log in as a teacher account.

6 Technical Information

6.1 Using via Proxy Server

We have tested operations using the following proxy server(s):

```
Squid 3.1.10
```

Ensure that the following URLs can be accessed via the proxy server.

```
https://mps.metamoji.com/*
https://mps201.metamoji.com/*
https://mps201a-ssl.metamoji.com/
https://mps201b-ssl.metamoji.com/
http://cdn.metamoji.com/*
http://product.metamoji.com/*
```

- * Trailing "*" indicates any path.
- * This includes access via unique protocols modeled after https communication protocol.
- * Features from Google Drive™ are used when using the client application to read data of Microsoft Office products. See Google Help for information on configuring the proxy environment to use the Google Drive features.

The proxy server information configured in the operating system is used as follows:

iOS

Settings > Wi-Fi > HTTP PROXY > Manual / Auto

- * Authentication selection is not supported.

Windows

[Settings] > [Network & Internet] > [Proxy]

- * [PC settings] > [Network] > [Proxy] on Windows 8.1.

Android

[Settings] > [Wi-Fi] > [Advanced options] > [Proxy]

- * [Settings] > [Wi-Fi] > [Show advanced options] > [Proxy settings] on Android 4.x.

6.2 Distribution of the Login Information Using MDM (Only for iOS Version)

Using Managed App Configuration or Apple Configurator, you can distribute the initial value of login information to devices with the client applications installed.

Configuration Keys

These are all optional. Only set keys are reflected to the login screen.

Key	Type	Content
cid	String	Organization ID
uid	String	User ID
pwd	String	Password * The value is not encrypted.

Apple Configurator Distribution Document

Apple Configurator distribution document can be downloaded from [Download] from the menu of Administrator Tool. The document includes the cid key, so you change it as needed.

File Name	com.metamoji.configuration.json
Format	JSON
Character Code	UTF-8