

# **JMA Online Seminar Instruction Manual for Learners**



**Ver. 1**

**July 1, 2017**

**Planning: Japan Management Association  
Operation: NetRecorder Solutions Inc.**

## ■ Introduction

### Purpose of this document

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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

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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 × 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

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

\*Wired LAN is recommended

## Configuration of browser settings

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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.

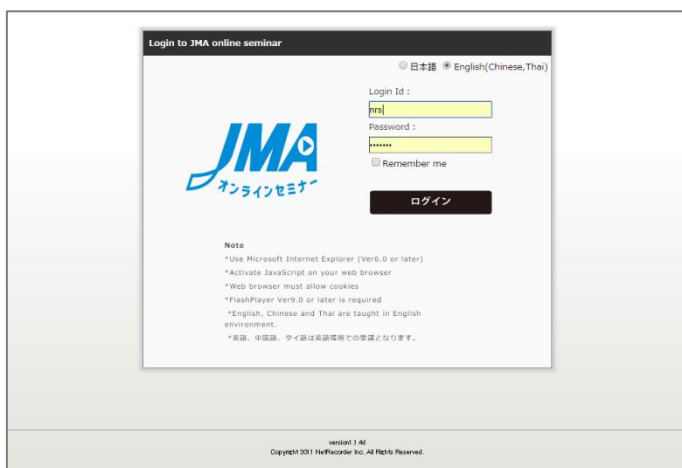
<https://aws1.netrecorder.jp/jma-elearning/>

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.

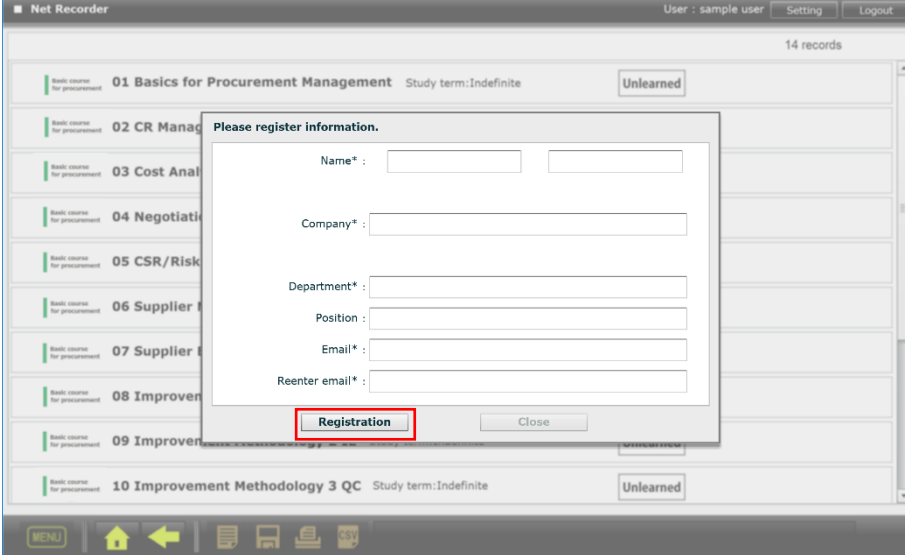


\*Distributed contents (video, PDF text) are displayed only in the language you have registered.

## 2) Registration of personal information

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- (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.



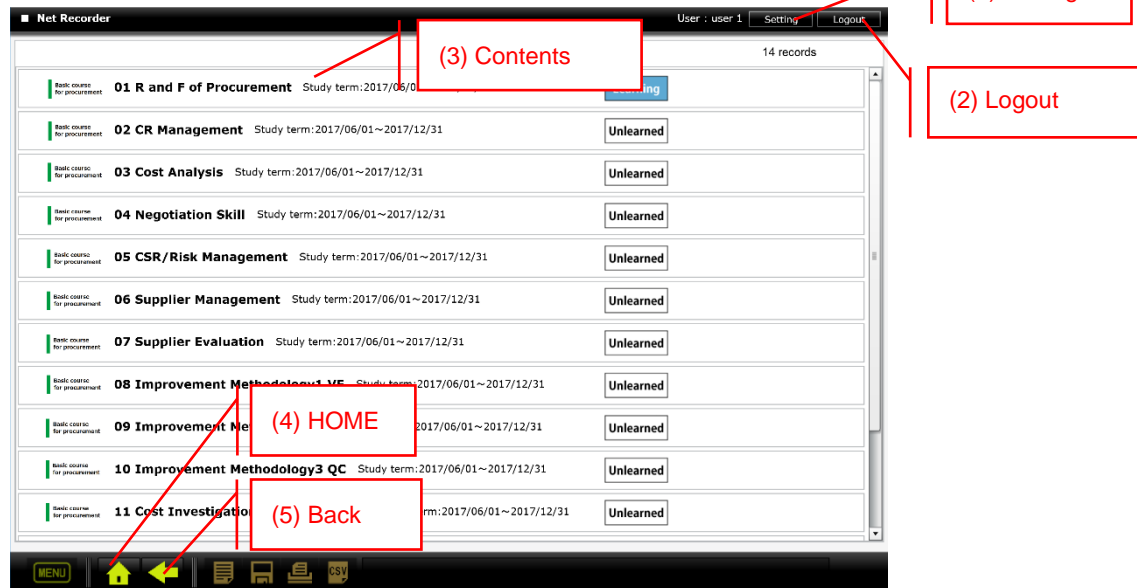
The screenshot shows a web application interface titled "Net Recorder". At the top right, it displays "User : sample user" and buttons for "Setting" and "Logout". Below this, there is a list of 10 course records, each with a title, "Study term: Indefinite", and a status of "Unlearned". A modal dialog box titled "Please register information." is overlaid on the course list. The dialog contains the following fields: "Name\*" (with two input boxes), "Company\*" (with one input box), "Department\*" (with one input box), "Position" (with one input box), "Email\*" (with one input box), and "Reenter email\*" (with one input box). At the bottom of the dialog, there are two buttons: "Registration" (highlighted with a red box) and "Close". The background interface includes a "MENU" button and several navigation icons at the bottom.

- (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.

Index	Access rate	Total time	Access time	Study
01 R and F of Procurement[01-06] TEXT				Text
01.The roles and Functions of Procurement	9%	00:17:24	00:01:39	Learn
02.Quality Control	0%	00:09:21	00:00:00	Learn
03.Delivery Control	0%	00:10:40	00:00:00	Learn
04.Inventory Control	0%	00:12:20	00:00:00	Learn
05.Inventory Reduction	0%	00:08:39	00:00:00	Learn
06.Reduction of Procurement Lead-time	0%	00:06:55	00:00:00	Learn

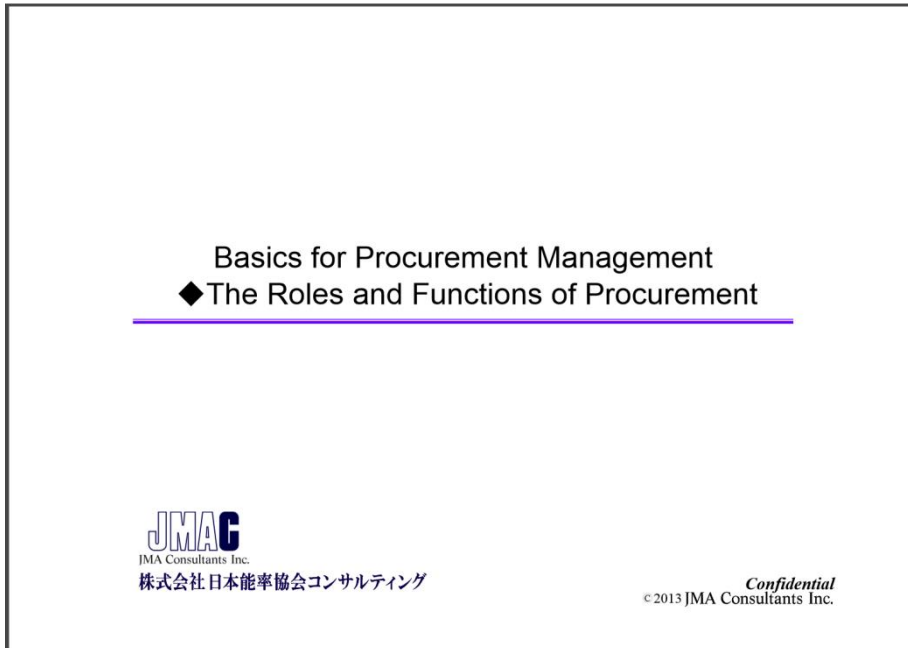
Each function is described below.

- (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

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

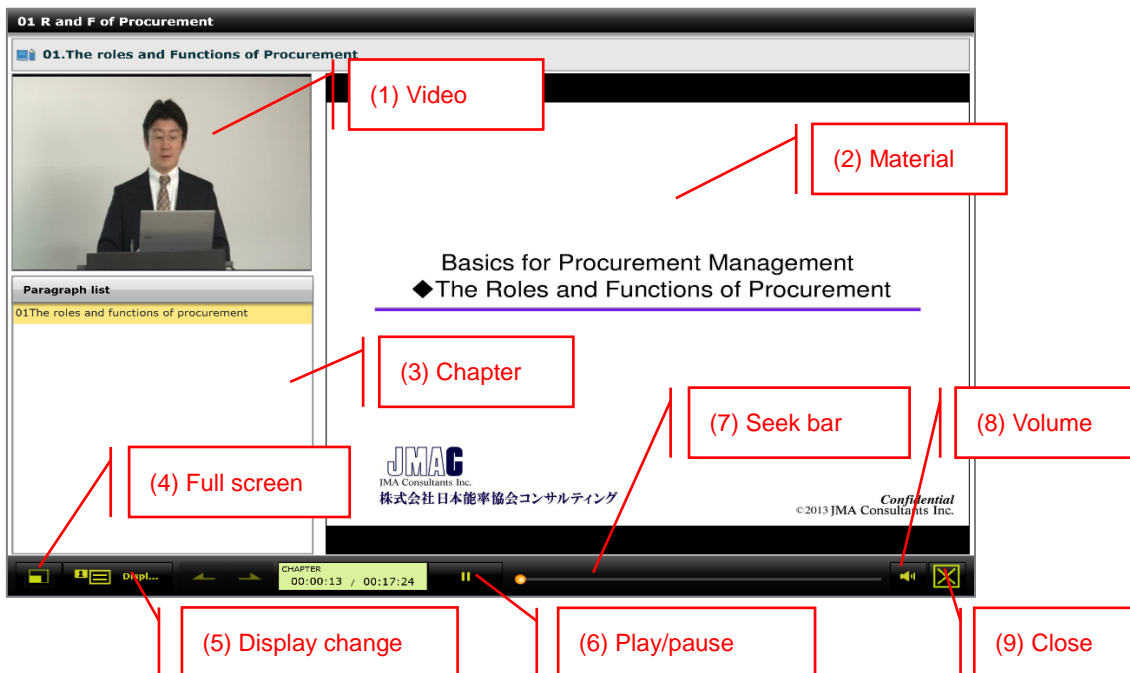


PDF material (image)



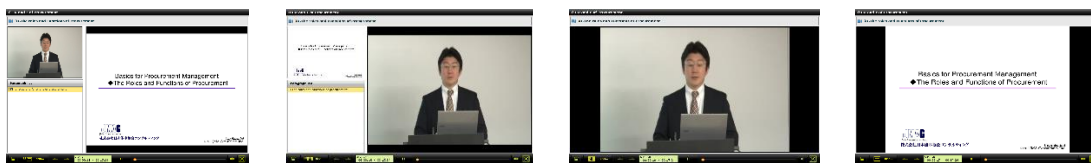
#### 4) Study link: Learn

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.