

# Teacher's Account Manual



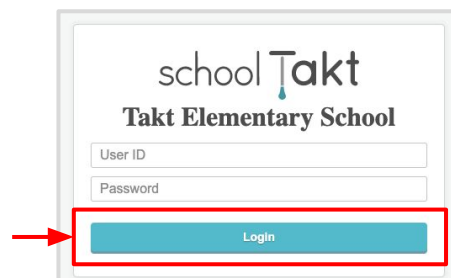
どんな授業でも、学び合える

## 1. Login

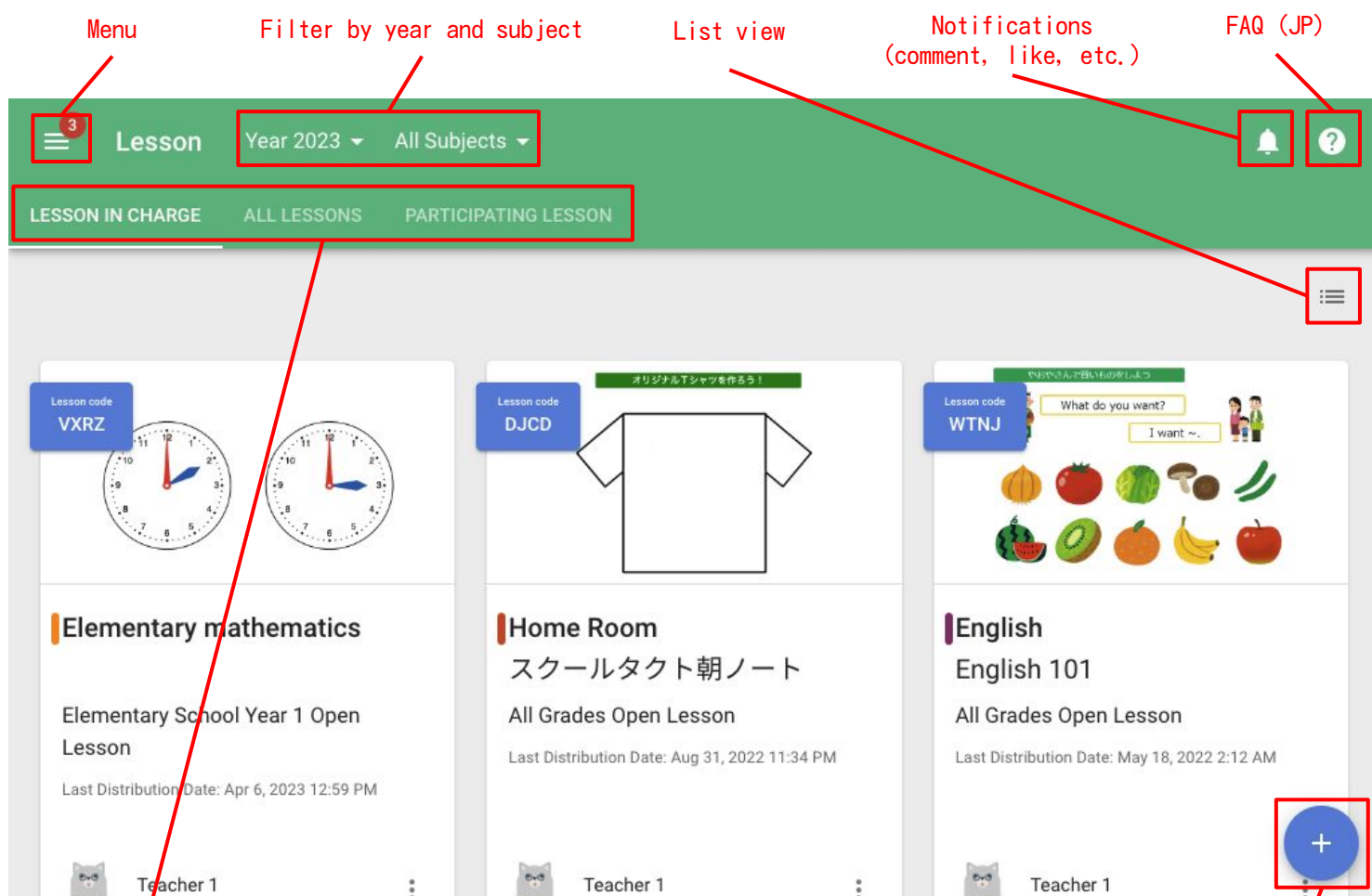
① Access [https:// your group ID .schooltakt.com](https://your_group_ID.schooltakt.com)

② Enter the user ID and password, and tap [\[Login\]](#)

※Not applicable if you use Classi, Manabi Pocket, Google Workspace or other single sign-on.



## Home screen



View tab

[\[Lesson in charge\]](#) List of classes created by you

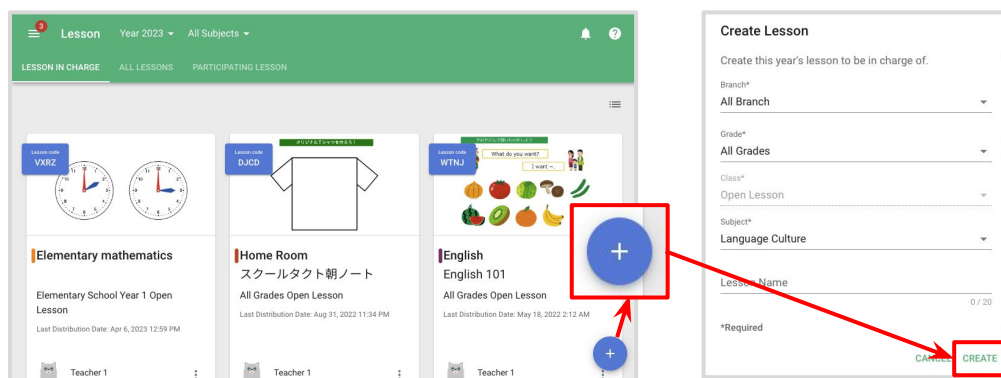
[\[All classes\]](#) List of all classes in the school (click here to join a class as in case of team teaching)

[\[Participating class\]](#) List of classes you are attending as a student (use the lesson code)

Create new lesson

## 2. Create a Lesson

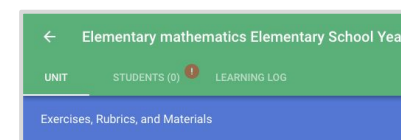
- ① From [Lesson in charge] tab, tap [+] button on the bottom right corner
- ② Select subject, grade, class, etc., and tap [create]



### Open Lesson

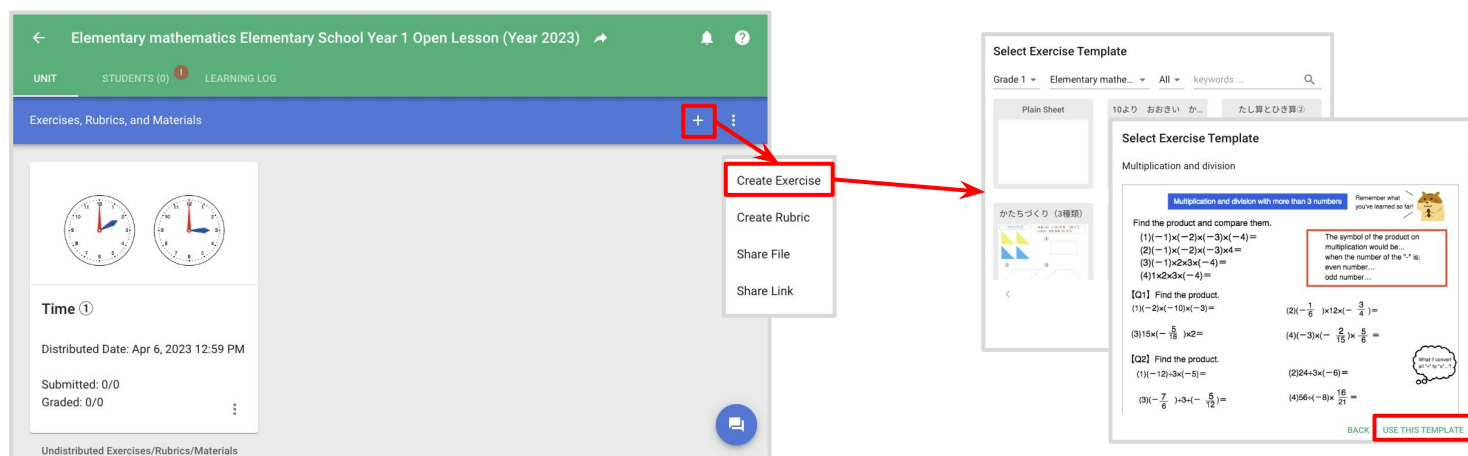
A lesson that does not specify grade and class is called an “open lesson.”

To participate in an “open lesson,” students must either enter the 4-digit “lesson code” or the teacher must add students from the [students] tab.

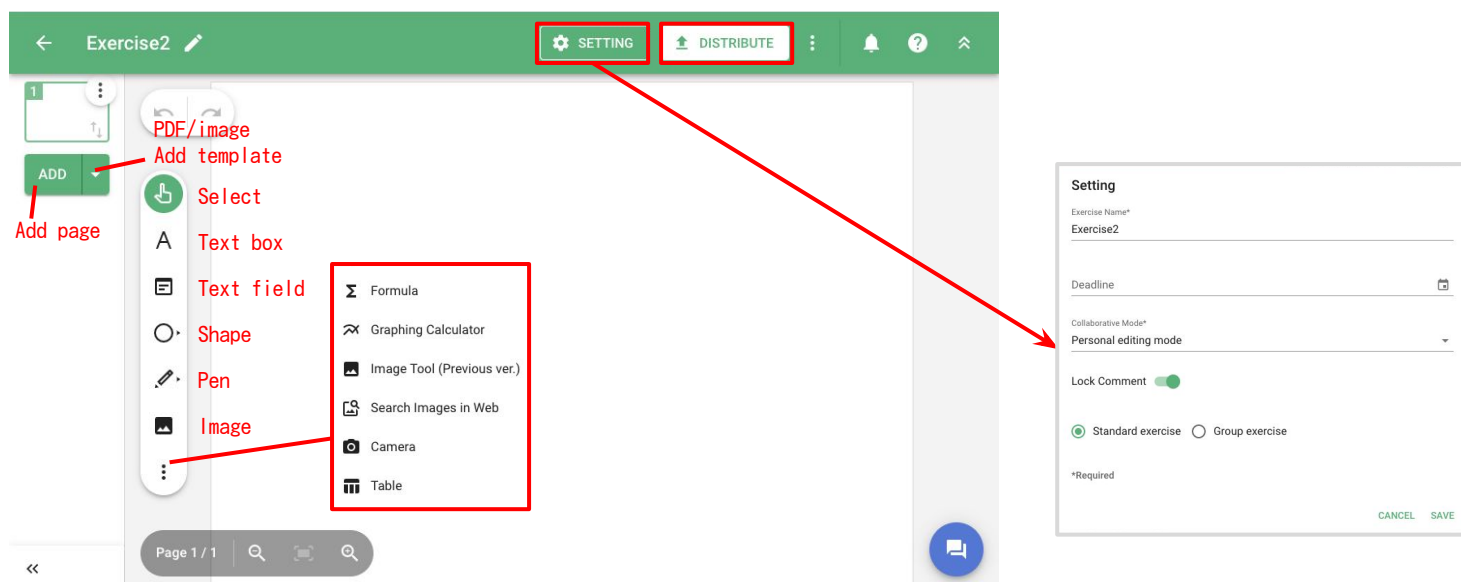


## 3. Create an Exercise

- ① Tap [+] button on the unit bar and select [Create Exercise]
- ② Select a blank sheet or a template and proceed to [USE THIS TEMPLATE]



- ③ Use grids, shapes, add PDF and images, etc., to create an exercise
- ④ Modify the settings and distribute (exercise name, deadline, collaborative mode, etc.)



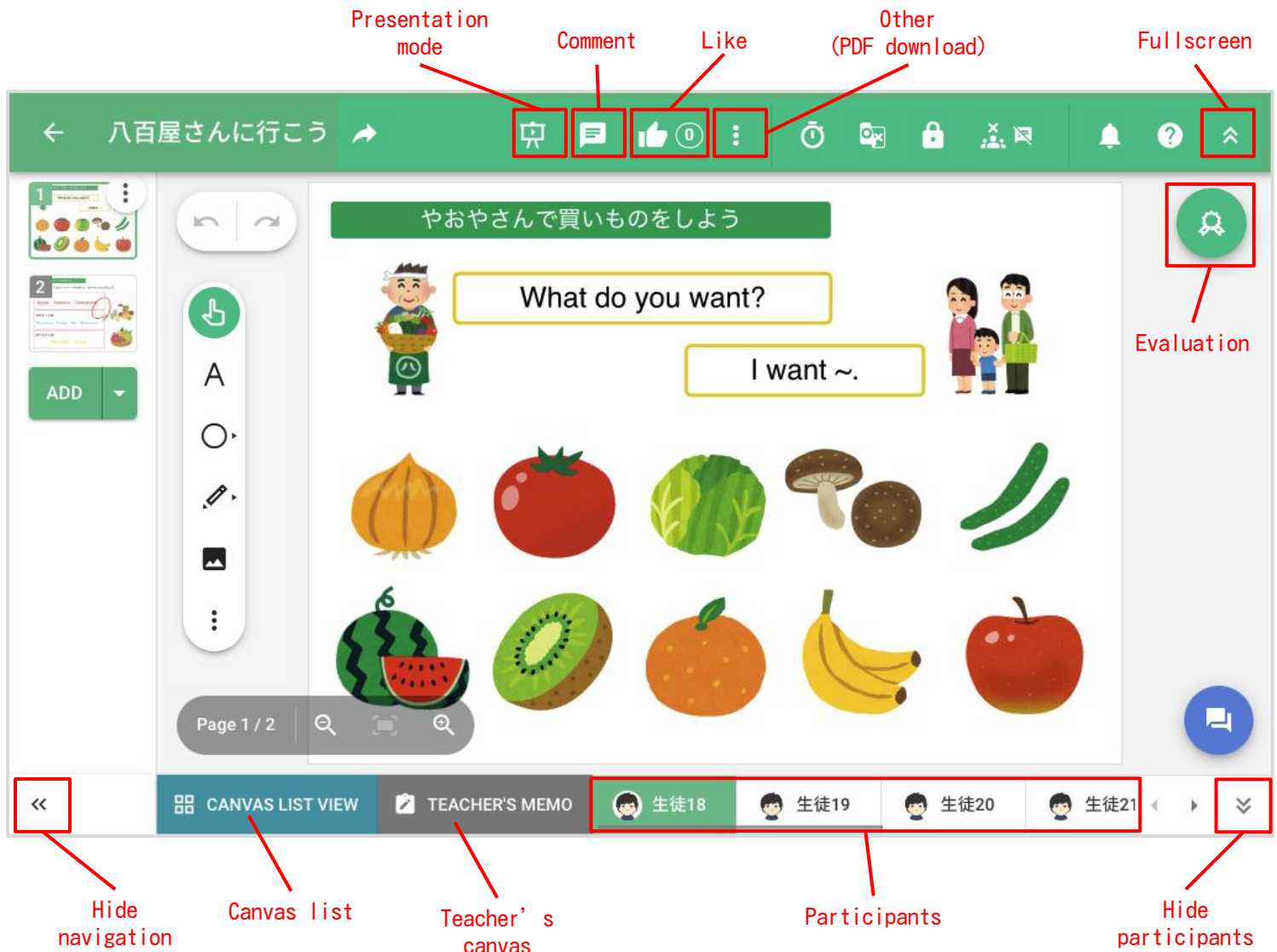
## 4. View Work (Collaborative View)

View and comment on students' work.

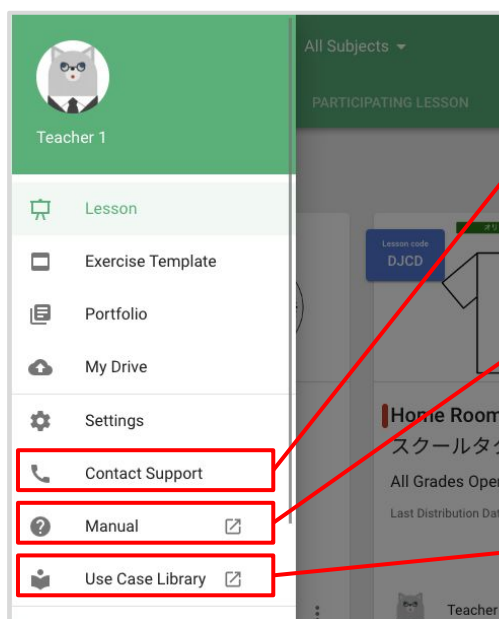
<b>A</b>	<b>Show lesson code</b> Display lesson code and lesson URL (only in Open Lesson)	<b>J</b>	<b>Participants</b> Submitted: # of students submitted/total participants Participating: # of students who opened the exercise
<b>B</b>	<b>Timer</b> Set the timer (the remaining time is visible to everyone)	<b>K</b>	<b>Filter</b> Filter by likes, comments, submissions, class, etc.
<b>C</b>	<b>Poll</b> Create 2 or 4-option polls for students (results are displayed in a pie chart and bar graph)	<b>L</b>	<b>Word cloud</b> Create a word cloud from the selected page
<b>D</b>	<b>Canvas lock</b> Lock the tools and disable students from editing	<b>M</b>	<b>Learning log</b> Display who has liked/commented on others' canvases
<b>E</b>	<b>Modes</b> • <b>Collaborative modes</b> : Change viewing/editing modes • <b>Lock comment</b> : Disable commenting on others' canvases • <b>Hide evaluations</b> : Prevent students from seeing each other's evaluations	<b>N</b>	<b>Compare canvas</b> Select and compare canvases (up to 6)
		<b>O</b>	<b>Columns</b> Change the canvas size to fit 3, 4, 5, or 8 per row
<b>F</b>	<b>Notification</b> View notifications for lessons, submissions, new comments, likes, etc.	<b>P</b>	<b>Others</b> Hide like count, hide teacher canvas, reset understood/not understood, download canvas, download text field, back to top
<b>G</b>	<b>FAQ</b> Open help center (JP)	<b>Q</b>	<b>Sort</b> Sort by name, # of likes, # of comments, time submitted, student number
<b>H</b>	<b>Page</b> Change the page shown on the screen	<b>R</b>	<b>Next/previous exercise</b> Move to the previous/next exercise
<b>I</b>	<b>Understood/Not Understood</b> The number of students who have pressed "Understood" and "Not Understood"	<b>S</b>	<b>Chat</b> Chat with teachers and students participating in the lesson

## 4. View Work (Canvas)

Open each canvas to like, comment, download, and evaluate.



## Support, FAQ, and Tips



### [Contact Support]

Chat with the support desk

### [Manual]

View FAQ  
(available in Japanese)

<https://help.schooltakt.com>

### [Use Case Library]

View schoolTakt's use cases and tips  
(available in Japanese)

