



For personnel compiling usage reports
at educational institutions

TSUMUGI Entry Form for Usage Reports
Operational Manual for
Accounts for Educational Institutions

2025 Ver.1.00

SARTRAS

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How to use this manual

This manual explains how to use the TSUMUGI entry form for usage reports.

When reading this manual in PDF form, you can click on the information you wish to access in the table of contents to go directly to that section. You can also search by keyword to find the information you need.

<Please use the most recent version of this manual>

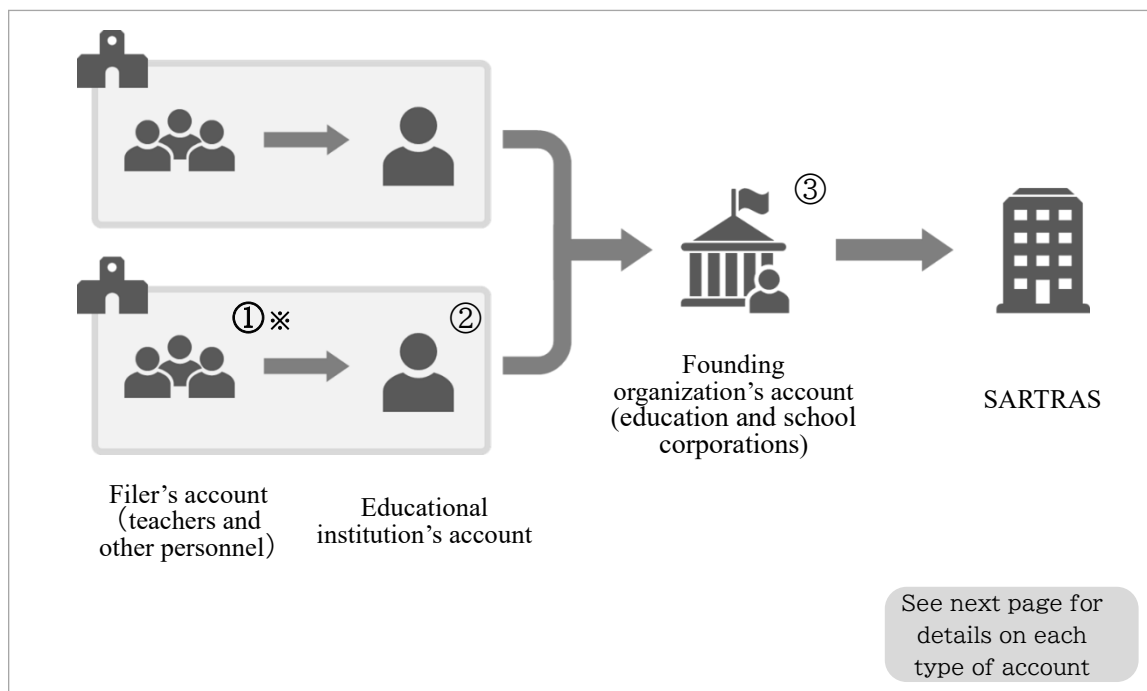
Changes and upgrades will be made to the TSUMUGI entry form in the future. This will also necessitate changes to this manual, so please make sure that you have the most recent version at hand.

You can access the latest version on the TSUMUGI menu, under “Related materials.”

1 Filing a Usage Report

1-1 Submission Process, Types of Accounts

Usage reports will be compiled by educational institutions participating in a sample survey (hereafter referred to as “participating institutions”), and submitted to SARTRAS by those institutions’ founding organizations, including boards of education and school corporations (hereafter referred to as “founding organizations”).



※Instructors and other personnel at each institution will share a single filer's account, but individual users can be created within that account.



Filing

① **Filer's account**

- This type of account is shared by the instructors and other personnel at each educational institution.
- Fill in the information for your usage report and submit it to your educational institution.
- Instructors and other personnel at each institution will share a single filer's account, but individual users can be created within that account.
- Main procedures: [Create users](#) [File reports](#) [Submit](#)



Compilation

② **Account for educational institution**

- Educational institutions use this type of account to compile usage reports.
- Use this account to confirm and approve usage reports submitted by instructors and others from a filer's account, and then submit those reports to the relevant founding organization (It is also possible to file new usage reports from this type of account and submit them to founding organizations).
- One account is issued to each participating institution, to be used by the relevant personnel in charge.
- Unlike a filer's account, individual users cannot be created within this type of account.
- Users in filer's accounts can be managed from this type of account.
- Main procedures: [File reports](#) [Export to Excel](#) [Approve \(Submit\)](#) [Return](#)
[User management](#) [Edit personnel in charge](#)



Final Submission

③ **Account for founding organization**

- Founding organizations use this type of account to compile usage reports submitted by the educational institutions under their jurisdiction.
- Use this account to confirm and approve those reports, and submit them to SARTRAS (It is also possible to file new usage reports from this type of account and submit them to SARTRAS).
- One account is issued to each founding organization.
- Unlike a filer's account, individual users cannot be created within this type of account.
- Main procedures: [File reports](#) [Export to Excel](#) [Approve \(Submit\)](#) [Return](#)
[Register, edit personnel in charge at educational institutions](#)
[Register, edit personnel in charge at founding organizations](#)

⚠ Submitting a usage report from a filer's account or educational institution's account does NOT complete the report's submission to SARTRAS. Please make sure that a report's final submission takes place from the account of a founding organization.

1-2 Entry fields for usage reports

Many copyrighted works such as text, illustrations, photographs, music and video are carried in various media, including books and other publications, CDs, DVDS, broadcasts and the internet. To ensure that copyright holders are properly identified and compensated when their works are used, two types of information are needed: 1) information on the source from which the material was obtained and 2) information specifying the material.

The process of inputting information into the TSUMUGI form involves the following basic steps. As you select various options within the form, input fields for the necessary information will be displayed. Please enter the information, referring to the explanatory guide displayed on the screen.

- Step 1 Basic information on the class for which you transmitted copyrighted material [→P.27]
- Step 2 Information on where you obtained the copyrighted material you transmitted [→P.28]
- Step 3 Information specifying the copyrighted material you transmitted [→P.32]










You will primarily enter the following kind of information. You can use the memo section at the end of this manual to keep track of these facts.

※Please note: The following items are only examples of the main information needed to file a usage report. If possible, please have the media from which you obtained the copyrighted material on hand for your reference when entering information into the TSUMUGI form.

To ensure that copyright holders are properly identified and compensated when their works are used, two types of information are needed: 1) information on the source from which the material was obtained and 2) information specifying the material.

※Please enter the following kind of information on the actual entry screen. If possible, please have the media you used on hand for your reference when entering information into the form.

① Information regarding the source of copyrighted material

 Book, magazine, etc. <ul style="list-style-type: none"> • Title • Publisher • Release date 	 Education ministry-certified Textbook, Teacher's Manual <ul style="list-style-type: none"> • Textbook number
 Music <ul style="list-style-type: none"> • Title of album, single, etc. • Creator (Record company, etc.) • Catalog number for CD 	 Video DVD, Blu-ray, etc. <ul style="list-style-type: none"> • Creator of images • Title • Number of subtitles, episodes
 TV, Radio Broadcast <ul style="list-style-type: none"> • Station name • Date of broadcast • Program name • Number of subtitles, episodes 	 Newspaper <ul style="list-style-type: none"> • Name • Date of issue • Website, etc. for digital versions
 Past test questions <ul style="list-style-type: none"> • Name of creating school, organization • Name of test • Year, number of times conducted • Subject or field 	 Booklet, pamphlet, etc. <ul style="list-style-type: none"> • Publisher • Title or summary • Release date
 Internet <ul style="list-style-type: none"> • Direct link (URL) to copyrighted material that was used 	

&

② Entry fields for copyrighted works

- Type of copyrighted work (text, illustration, photograph, music, video, etc.)
- Name of copyrighted work
- Location within media (page numbers, etc.)

2 How to Log In

2-1 Access TSUMUGI

You can access the TSUMUGI guidance page in any of the following ways.

1) Via the SARTRAS official website

Search online for SARTRAS, and access the official website. From either the “For founding organizations” or “For teaching personnel” tab on the menu, choose “TSUMUGI usage report form.”

2) Directly via URL

You can access TSUMUGI via the URL below. Clicking on the link in the PDF version of this manual will also take you to the site.

<https://sartras.or.jp/tsumugi/>

3) Via QR code

If using a tablet or other device capable of reading QR codes, you can access the site via the code below.



2-2 Log in

- ※Note: You cannot log in to your account from the wrong type of log-in page.

 公益財団法人 SARTRAS	設置目的公定通信 情報提供制度について	設置者の方へ	教員の方へ	後継者の方へ	共通目的事業	SARTRASについて	お問い合わせ
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利用報告専用フォーム (TSUMUGI)

[ホーム](#) / [利用報告専用フォーム \(TSUMUGI\)](#)

利用報告の入力・確認・提出はすべて、利用報告専用のWEBフォーム「Tsumugi（つむぎ）」から行っていただきます。
 対象の教育機関とその設置者のご担当者様へは、それぞれ利用報告に必要なログインアカウントを発行しておりますので、それぞれのログインページをご選択のうえ、ログインしてください。

教育機関設置者 ご担当者



対象校の設置者（教育委員会、学校法人等）のご担当者様は、こちらからログインしてください。

 **ログインページ**

教育機関 ご担当者



対象校において利用報告の提出をとりまいたいただく担当者様は、こちらからログインしてください。

 **ログインページ**

教育機関 入力者



対象校において利用報告の入力をいただく方（教員等）は、こちらからログインしてください。

 **ログインページ**

- Enter the ID and password you received from SARTRAS to log in.



利用報告入力フォームTSUMUGI
教育機関 担当者用

ID

パスワード

[ログイン](#)

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3 Screen Layout

3-1 Top page (list of usage reports)



① Menu

- Register new report (新規登録) ... File a new usage report here. [→P.26]
- Edit saved report (書きかけ編集) ... Usage reports on which you saved your progress can be edited here. [→P.33]
- User management (ユーザー管理) ... The creation of users for a filer's account, and the settings for those users, can be managed here. [→P.12]
- List of usage reports (利用報告一覧) ... This is the top page of the TSUMUGI form. See ② below for more details.
- Related materials (関連資料) ... This is a link to information about usage reports on the SARTRAS official website. You can access the latest versions of such documents as the "Guide to Filing a Usage Report" and this manual there.

② List of usage reports

All usage reports submitted from filer's accounts can be viewed here [→P.16], and usage reports can be approved (submitted) or returned from this screen.[→P.18] Also, individual usage reports can be confirmed, edited [→P.19] and copied [→P.20] here.

3-2 Screen for filing usage report (Register new report, etc.)

SARTRAS 利用報告入力フォームTSUMUGI

新規登録 書きかけ編集 利用報告一覧 ユーザー管理 関連資料 教育機関担当者A様 設定 ログアウト

① 戻る

②

STEP2 書籍・本の情報を入力してください

書籍・本 > 参考書 > 市販 > 紙媒体の書籍

ISBNコード

該当する書籍情報が以下に自動反映されます。ハイフンなしで数字のみご入力ください。

検索

書名 必須

出版社名 必須

著者、編者名 必須

発行年月日 必須

☐ 教科書として指定し、履修者全員が購入済みである場合にはチェックを入れてください。

言語 必須

日本語

☐ 外国語文献の日本語訳を利用

書きかけ保存 次へ

ISBNコード

ISBN 978-X-XXX-XXXXXX-X

は桁（旧編制では10桁）の数字です。一時的に書籍の裏面に表示がされます。

例：9784502283313

Copyright © 一般社団法人 授業目的公衆送信権保護会等管理協会 All Rights Reserved.

- ① Entry fields will be displayed for the information needed to specify copyrighted material and the source from which it was obtained. [→P. 6]
- ② Explanatory guides for the entry fields described in ① will be displayed as necessary (however, some screens will not have guides). Please refer to them when entering information.

4 Basic Operations

4-1 User settings

When teachers and other personnel log in to this system, there is one account for each participating educational institution (in the case of universities, one account for each department). However, simple user settings can be established for each individual filer on the screen after log-in.

This user account will be your personal input account, but creating such a user account is optional. It is therefore also possible for multiple people to share the “default user (デフォルトユーザー)” registered in the initial settings.

※When sharing a user setting (including the default user), be aware that the content you input will also be visible to the other people using that setting.

What can be done in user settings

- Registered usage reports cannot be viewed by other users.
- When educational institutions view usage reports that have been submitted to them, they can see which user submitted which reports (**users' information will not be conveyed to founding organizations, SARTRAS or other parties**).

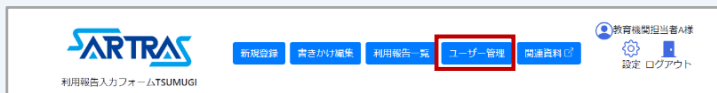
The user settings created in a filer's account can be managed from the “User management (ユーザー管理)” screen of an educational institution's account.

4-1-1 Create multiple users at once

Accounts for educational institutions can be used to create multiple individual users at once.

<Procedure>

1. Click on “User management (ユーザー管理)” in the menu.



2. Click on “Create multiple users (一括作成)” at the upper right of the “User management (ユーザー管理)” screen.



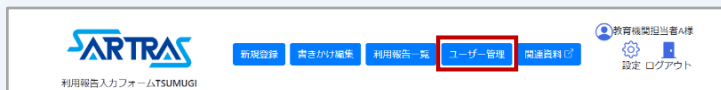
3. Click the “Download (ダウンロード)” button indicated by the ① in the above illustration to download the Excel format for creating multiple users at once. Fill in the necessary information.
4. Click the “Upload (アップロード)” button shown by the ② to upload the completed format.
5. Once the upload is finished, click the “Create multiple users (一括作成)” button shown by the ③ to complete the procedure.

4-1-2 Delete a user's password

Educational institutions can delete user passwords by following the steps below. Please use this procedure when a user's password has been lost.

<Procedure>

1. Select “User management (ユーザー管理)” from the menu at the top of the screen.



2. On the “User management” screen, click the “Delete password (パスワード削除)” button to the right of the relevant user's name.



3. Click the “Delete password (パスワード削除)” button on the displayed screen to complete the procedure.

4-1-3 Delete a user

Once a user has been created, they cannot be deleted via a filer's account.

Educational institutions can remove a user from the “User management (ユーザー管理)” screen of their accounts if a user has no registered or submitted usage reports. In that case, follow the steps below.

※If reports have already been registered or submitted, all the reports will need to be deleted in order to remove the user.

<Procedure>

1. Select “User management (ユーザー管理)” from the menu at the top of the screen.



2. On the “User management” screen, click the “Delete user (ユーザー削除)” button to the right of the relevant user's name.



3. Click the “Delete user (ユーザー削除)” button on the displayed screen to complete the procedure.



① Filter

② Overview of usage report

☐ 著作権法概論 3,2学
 年 10...
 書籍・本
著作権法コメント
文字・文章
確認
編集
コピー元として利用
6495261faee74ff2b571fade

- Click on the “Confirm (確認)” button to confirm the details of that report.
- Click the “Edit (編集)” button to edit that report. [→P.19]
- Click the “Use as original (コピー元として利用)” button to copy part of a registered usage report and use it to create another report. [→P.20]

※Up to 10 usage reports are listed at a time on the screen, with the newest coming first. To see older reports, click on the arrow at the bottom right to proceed to the next page of the list.

The following procedures can be performed by checking the box next to a usage report (multiple reports can be selected at once).

- ・“Delete(削除)”
- ・“Edit class information and copy (授業情報を編集してコピー)”〔→P.20〕
- ・“Approve(承認)”, “Return(差戻)”〔→P.18〕

Export usage report data as Excel-compatible file

Click on the “Export as Excel file (Excel ファイルで出力)” (① in the illustration below) button at the bottom left of the top screen to export a file viewable in Excel. If you discover that changes need to be made to a usage report, you can take advantage of the serial code search function described in the next section.

※TSUMUGI does not have a function to load changes to such exported files into usage reports.

Serial code search

Each usage report is assigned a unique serial code.

You can use the “Serial code search (シリアルコード検索)” button (② in the illustration below) to display only reports with certain codes.

※To search for multiple serial codes at the same time, hit “Enter” after each code to input them on separate lines.



To search for multiple serial codes at once, hit “Enter” after each code to input them on separate lines.

4-3 Approve, return usage reports submitted from filer's account

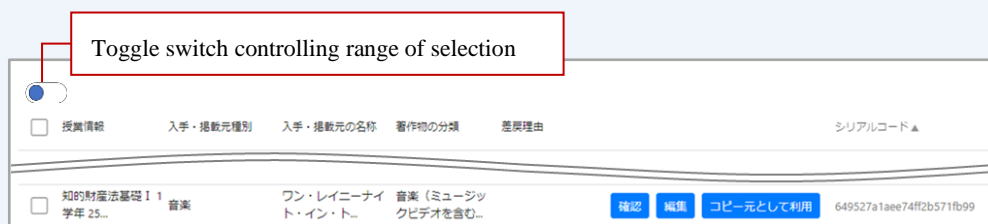
Please confirm and approve usage reports that have been submitted.

Usage reports submitted by filer's account are displayed with the status of “Awaiting approval by educational institution (教育機関担当者確認中).” Once approved through the following procedures, their status will change to “Awaiting approval by founding organization (教育機関設置者確認中).” If a report is deficient in some way, you can return it to the filers and request changes.

<Procedure>

1. Chose report to be approved or returned

Check the box at top left to select all the usage reports (you can use the toggle switch to change between selecting just the reports displayed on the current page or also selecting the reports on the following pages). To select individual reports, check the box to the left of each relevant report.



2. Click “Approve (承認)” or “Return (差戻)” at the bottom right of the screen.



3. Click “Approve” or “Return” on the displayed screen to complete the procedure.

- ☞ Once approval procedures are completed, reports' status will change to “Awaiting approval by founding organization (教育機関設置者担当者確認中).” Following approval by the founding organization, reports will be submitted to SARTRAS.
- ☞ Should a founding organization return a report, its status will revert to “Awaiting approval by educational institution (教育機関担当者確認中).”
 - ※ If a founding organization inputs the reason why a report was returned, it will be displayed in the “Reason for return (差異理由)” column.

☞ TSUMUGI does not notify filers when a report they submitted has been returned. **Please notify the relevant filers in such a case.**

4-4 Edit usage reports submitted from filer's account

Click the “Edit (編集)” button to the right of a usage report to edit that report.

< Procedure >

1. Clicking “Edit” will bring up the Step 1 screen [→P.27] for entering information about the relevant class. Click “Next (次へ)” to proceed to the screen you wish to edit and change the information as necessary.

※If you change such information as the category or genre of a copyrighted work on the Step 2 screen [→P.28], the other information that you previously entered on the Step 2 and later screens will no longer be reflected there. If you are changing Step 2 information, please reenter other information as well from that point on.

2. After you have made all your changes, click “Register (登録)” on the final screen.

4-5 Copy usage report submitted from filer's account

You can copy part of a registered usage report and use it to create another report.

- ① Register use of exactly the same copyrighted material in different class

Example: The same copyrighted material from the same book is used in a different class

- ② Register new report regarding use of different source and different copyrighted material for the same class

Example: Different copyrighted material from a different book is used in the same class

- ③ Register new report regarding use of different copyrighted material for same class and from same source

Example: Different copyrighted material from the same book is used in the same class

① Register use of exactly the same copyrighted material in different class

<Procedure>

1. Choose the usage report you want to copy.

Check the box at top left to select all the usage reports (you can use the toggle switch to change between selecting just the reports displayed on the current page or also selecting the reports on the following pages). To select individual reports, check the box to the left of each relevant report.



2. Click on “Edit class information and copy (授業情報を編集してコピー)” at the bottom right of the screen.



3. Enter the relevant information about the class on the screen that is displayed.



4. Click on “Copy and create (コピーして作成)” to register a new report.

② Register new report regarding use of different source and different copyrighted material for the same class

<Procedure>

1. Click on “Use as original (コピー元として利用)” to bring up the screen to select how much of a report you will copy (multiple reports cannot be copied at the same time).

Copyright information bar with fields for work type (e.g., 著作権法概論 3,2字), medium (e.g., 書籍・本), and work type comment (e.g., 著作権法コメント). Buttons for '確認' (Check), '編集' (Edit), and 'コピー元として利用' (Use as original) are visible. The 'コピー元として利用' button is highlighted with a red box.

2. Choose “Copy Step 1” on the lefthand side of the screen and click “Go to input screen (入力画面へ).”

Dialog box titled 'コピーするSTEPの選択' (Select the step to copy). It shows two columns of steps. The left column has 'STEP1をコピー' (Copy Step 1) highlighted with a red box. The right column shows 'STEP1, STEP2をコピー' (Copy Step 1, Step 2). Both columns have 'COPY' buttons. At the bottom, there are '閉じる' (Close) and '入力画面へ' (Go to input screen) buttons.

3. The class information will be copied, and you will input new information from Step 2 [→P.28].

Screen titled 'STEP2 送信した著作物の入手・掲載元を選択してください' (Select the source of the work you sent in STEP2). It shows a grid of buttons for different media types: 書籍・本 (Books), 雑誌 (Magazines), 新聞 (Newspapers), 電子書籍 (E-books), 動画配信サービス (Video distribution services), 音楽 (Music), インターネット上の著作権作品 (Copyrighted works on the internet), 映画・テレビ番組 (Movies, TV programs), 有線放送 (ケーブルテレビ・有線ラジオ) (Cable TV, Cable radio), 録音・録画 (Recording), and 過去の試験問題 (Past exam questions). A '次へ' (Next) button is at the top right.

4. Once you have filled in all the necessary information, click the “Register (登録)” button on the final screen to complete the registration.

③ Register new report regarding use of different copyrighted material for same class and from same source

<Procedure>

1. Click on “Use as original (コピー元として利用)” to bring up the screen to select how much of a report you will copy (multiple reports cannot be copied at the same time).

Copyright law 3.2 article 10... Copyright law commentaries... Text, articles... [Confirm] [Edit] **Use as original** 6495261faee74ff2b571fade

2. Choose “Copy Step 1 and Step 2” at the righthand side of the screen and click “Go to input screen (入力画面へ).”

Copy Step Selection

Which step to copy

STEP1: Copy

STEP2: Copy

STEP3: Copy

Go to input screen

3. Class information and information on the source of the copyrighted material will be copied, and you will enter new information from Step 3. [→P.32]

STEP3: Enter information about the copied work

1. Input work information

2. Select source

3. Input work information

STEP3: Enter information about the copied work

1. Input work information

2. Select source

3. Input work information

4. Once you have filled in all the necessary information, click the “Register (登録)” button on the final screen to complete the registration.

4-6 When no material requiring a report has been used

If no copyrighted materials requiring a usage report were used within the target period, accounts for founding organizations can be used to notify SARTRAS of that fact.

No procedures need to be conducted from an educational institution's account in this case. Please notify the personnel in charge at your founding organization if no materials requiring a report were used within the target period.

☞ Please consult the “Guide to Filing a Usage Report” regarding the use of copyrighted materials that require a report.

5 Register New Usage Report

Click on “Register new report (新規登録)” from the menu at the top of the screen to begin filing your report.



The process of inputting information into the Tsumugi form involves the following basic steps. As you select various options within the form, input fields for the necessary information will be displayed. Please enter the information, referring to the explanatory guide displayed on the screen.

- Step 1 Basic information on the class for which you transmitted copyrighted material [→P.27]
- Step 2 Information on where you obtained the copyrighted material [→P.28]
- Step 3 Information specifying the copyrighted material you transmitted [→P.32]

5-1 Step 1 (Basic information on the class for which you transmitted copyrighted material)

Enter the following information about the class for which you transmitted the material.

- Subject, class name, etc. (教科、授業科目等名)
- Class year (学年)
- Number of registered students, others. (履修者等の人数)

The screenshot shows a web form for Step 1 of a process. At the top, there are three numbered steps: 1. 授業情報の入力 (Class Information Input), 2. 授業元の選択 (Selection of Class Source), and 3. 著作物情報の入力 (Input of Copyrighted Material Information). The current step is Step 1. The form title is 'STEP1 著作物の送信を行った授業の情報を入力してください'. Below the title, there is a section '授業選択' (Class Selection) with a text input field for '教科、授業科目等名' (Subject, Class Name, etc.). Below that is a section '学年' (Class Year) with a dropdown menu showing options from 1 to 12. At the bottom, there is a section '履修者等の人数' (Number of Registered Students, etc.) with a text input field. A green button labeled '次へ' (Next) is located at the bottom right of the form.

☞ Number of registered students

If copyrighted material was transmitted for multiple classes, please enter the total number of students.

Example: If the same material is transmitted to 30 students in the No. 1 first-year class, and to 35 students in the No. 2 first-year class, please enter 65 for the number of students.

5-2 Step 2 (Information on where you obtained the copyrighted material)

Provide information on where you acquired the copyrighted material, in the following order.

1. Category

The screenshot shows a web interface for Step 2: "STEP2 送信した著作物の入手・掲載元を選択してください" (Please select where you obtained the copyrighted material you submitted). It features a grid of 12 buttons with icons and text, organized into three columns and four rows. The first three rows contain buttons for various media types, while the fourth row contains three orange buttons for specific performance categories. Navigation buttons "次へ" (Next) are located at the top right and bottom right of the grid.

書籍・本	雑誌	新聞
検定教科書	教師用指導書及びその付属教材、指導者用デジタル教科書	副読本、副教材等の教材
インターネット上の著作物等全般	音楽	映像DVD・ブルーレイ等
放送(テレビ・ラジオ)	有線放送(ケーブルテレビ・有線ラジオ)	冊子、パンフレット等
過去の試験問題		
(ダンス等)既存の振り付け	(演劇等)既存の台本	(歌唱、演奏等)既存の楽曲

Choose from the following options and click “Next (次へ).”

- Book (書籍・本)
- Magazine (雑誌)
- Newspaper (新聞)
- Authorized textbook (検定教科書)
- Teacher’s manual and accompanying teaching materials, digital textbook for instructors (教師用指導書及びその付属教材、指導者用デジタル教科書)
- Teaching materials including supplementary readers and supplementary teaching materials (副読本、副教材等の教材)
- Copyrighted work, etc. on the internet (インターネット上の著作物等全般)
- Music (音楽)
- Video DVD・Blu-ray, etc. (映像 DVD・ブルーレイ等)
- Broadcast (TV, radio) (放送 テレビ・ラジオ)
- Cable broadcast (Cable TV, cable radio) (有線放送 ケーブルテレビ・有線ラジオ)
- Booklet, pamphlet, etc. (冊子、パンフレット等)
- Questions from past tests (過去の試験問題)

Regarding the transmission of teachers, students or others’ real-time or recorded performances, including dancing, acting, playing musical instruments or singing, choose one of the orange-colored options at the very bottom.

- Pre-existing choreography (Dance, etc.) (既存の振り付け (ダンス等))
- Pre-existing script (Acting, etc.) (既存の台本 (演劇等))
- Pre-existing music (Playing musical instruments, singing, etc.) (既存の楽曲 (歌唱、演奏等))

2. Genre

Options relevant to the category you selected will be displayed. Choose the most appropriate option, and click “Next (次へ).”

※As shown in the illustration below, further options will be displayed depending on the genre you choose.

▲ Select genre (Example: Broadcast (TV, radio))

3. Information to identify the source of the material

Items relevant to the genre selected in Step 2 will be displayed. Fill them in, using as a reference the guide displayed on the right side of the screen, which includes explanations of each item.

▲ Information to specify source (Example: Broadcast (TV, radio))

When you have completed this section, click “Next (次へ).”

☞ Information needed to correctly identify the rights holders to whom compensation will be paid is marked as “required.” However, please also fill in non-required fields to the best of your knowledge.

(Reference) Assistance entering information on source of material

Example involving book, magazine, etc. (ISBN code)

If you enter the 13-digit ISBN code for books, magazines and other works (found in locations including the back cover), the relevant bibliographic information will be automatically entered.

ISBN codes are extremely useful for identifying copyrighted works, so please take advantage of this function.

The screenshot shows a three-step process for entering book information. Step 2, 'STEP2 書籍・本の情報を入力してください' (Please enter book/magazine information), is active. It features a search box for the ISBN code, a '検索' (Search) button, and a list of fields for bibliographic information: 書籍名 (Book title), 出版社名 (Publisher), 著者・編者名 (Author/Editor), 発行年月日 (Publication date), 言語 (Language), and 外国語文献の日本語訳を利用 (Use Japanese translation of foreign language literature). A red box highlights the ISBN search area, and another red box highlights the bibliographic information fields. A red arrow points from the search area to the bibliographic information fields, indicating that the information is automatically populated. To the right of the form, a text box says 'Enter ISBN code and click "Search (検索)."' and another text box says 'Bibliographic information is displayed automatically.'

1 検索情報の入力 2 掲載元の選択 3 著作物情報の入力

STEP2 書籍・本の情報を入力してください

書籍・本・その他の書籍・本全段・市販・紙媒体の書籍

ISBNコード

該当する書籍情報が以下に自動反映されます。ハイフンなしで数字のみご入力ください。

ISBNコード

13桁（旧規格では10桁）の数字です。一般的に書籍の裏面に表示されます。例：9784502293313

書籍名 必須

出版社名 必須

著者・編者名 必須

発行年月日 必須

☐ 教科書として指定し、購読者全員が購入済みである場合にはチェックを入れてください。

言語 必須

日本語

☐ 外国語文献の日本語訳を利用

書きかけ保存 次へ

Enter ISBN code and click "Search (検索)."

Bibliographic information is displayed automatically.

Example involving authorized textbook, teacher's manual, etc. (textbook number (教科書番号))

If you enter the textbook number for an authorized textbook, teacher's manual or other material (found in locations including the cover and colophon), information about the book will be automatically entered.

Examples: 2 東書 国語 101

104 数研 数II 030

7 実教 数C 018

STEP2 教師用指導書及びその付属教材、指導者用デジタル教科書の情報を入力してください

教科書番号から自動入力

教科書番号を入力すると、出版社名、検索ボタンを押下すると該当する検定教科書が表示・自動入力されます。

発行番号	発行名略称	教科書記号	教科書番号
2	東書	国語	101

検索

教科書番号

教科書番号を入力してください。分からない場合は「不明」とご入力ください。

2東書国語101

検定済年度

平22

検定済学年

1

教科

国語

教科書発行所

東京書籍

検定教科書名

あたらしいこくご一上

指導書のサブタイトルや教材名

検定教科書名

上下巻のある教科書は、上下までご入力ください。

指導書のサブタイトルや教材名

〇〇編、〇〇資料などのサブタイトルや教材名を入力ください。

次へ

Enter textbook number (教科書番号) and click “Search (検索).”

Relevant information is displayed automatically.

5-3 Step 3 (Information specifying the copyrighted material you transmitted)

1. Fill in the information, following the guidance on the screen.

Use the guide displayed at the righthand side of the screen, which includes explanations of each item as a reference. When you are finished, click “Next (次へ).”

① Boxes for entering information

② “Add (追加)” button

If you have used multiple copyrighted materials from the same source in the same class, you can report them all at once on this screen. Click “Add (追加)” at the bottom right of the screen to bring up the necessary boxes for entering information.

③ “Remove (削除)” button

If you mistakenly add boxes, click “Remove (削除)” to delete them.

Information needed to correctly identify the rights holders to whom compensation will be paid is marked as “required.” However, please also fill in non-required fields to the best of your knowledge.

You can use the memo section at the end of this manual to keep track of the works that you publicly transmitted in class. This will be useful in such situations as filing multiple usage reports at a later date.

2. A confirmation screen will be displayed. After checking the accuracy of the information you have entered, click “Register (登録)” to complete the registration.

5-4 Suspend registration of new usage report, resume at later time

Beginning with the Step 2 screen [→P.28] to enter information regarding the source of copyrighted material, a “Save progress (書きかけ保存)” button will be displayed at the bottom right of the screen. Use this button when you need to stop entering information partway through.

※ Caution: Should you close a usage report screen or move to another screen without saving your progress, your input will be lost and the screen will reset.

The screenshot shows the 'STEP2 書籍・本の情報を入力してください' (STEP2 Enter book information) screen. It includes a progress bar at the top with three steps: 1. 提案情報の入力 (Input of proposal information), 2. 掲載元の選択 (Selection of publication source), and 3. 著作物情報の入力 (Input of work information). The current step is 2. The form contains fields for ISBN code, book name, publisher, author, and publication date. A red box highlights the '書きかけ保存' (Save progress) button at the bottom right. An inset shows an example of an ISBN code: ISBN 978-X-XXXX-XXXXXX-X.

To resume entering information, click on “Edit saved report (書きかけ編集)” in the menu in the upper part of the screen to bring up the data you have input so far.

※ The Step 1 screen [→P.27] will be displayed, containing the information you saved. Click “Next (次へ)” to proceed to the information you have not yet entered.

The screenshot shows the top navigation bar of the SARTRAS system. It includes the SARTRAS logo, a user profile icon, and several buttons: '新規登録' (New registration), '書きかけ編集' (Edit saved report), '利用報告一覧' (List of usage reports), 'ユーザー管理' (User management), and '関連資料' (Related materials). The '書きかけ編集' button is highlighted with a red box.

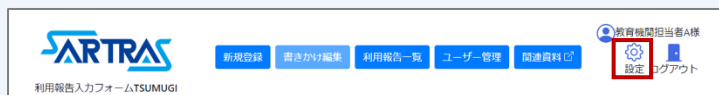
6 Other

6-1 Edit personnel in charge

The initial registration of the personnel in charge at educational institutions must be conducted by the personnel in charge at the relevant founding organization. [→P.13 of the manual for founding organizations]. SARTRAS or the outsourcing company Public Opinion Research Center (輿論科学協会) may use the registered information to contact personnel, so please follow the steps below if there are changes.

<Procedure>

1. Click the “Settings (設定)” button in the menu.



2. Enter the relevant information on the “Personnel in charge at educational institution (教育機関担当者)” screen.

・Name ・Phone number ・Email address

3. Click the “Save (保存)” button.

☞ If the personnel in charge change, please edit this information immediately. Please note that the registered information can also be modified from a founding organization’s account. In either case, changes will automatically be reflected in the other type of account as well.

6-2 Notification Settings

When a usage report that needs to be confirmed is delivered, notification emails can be sent on a regular basis to the contact email address of the personnel in charge at the educational institution [→ P.34].

Notifications are turned off in the initial default settings. If you would like to receive notification emails, please follow the steps below.

<Procedure>

1. Click the “Settings (設定)” button in the menu.



2. Click the “Mail notification settings (メール通知設定)” button.

3. Change the selected radio button from “Do not notify (通知しない)” to “Notify on specified day(s) (特定の曜日に通知する)”. Choose the day or days on which you wish to receive notifications.

☞ A search would be conducted at 9 a.m. on the day(s) selected above, and a notification email sent to the personnel in charge at an educational institution if there was one or more usage reports with the status of “Awaiting confirmation by educational institution (教育機関担当者確認中の利用報告).”

Appendix : Notes for Usage Reports

※When filing a report, please have the materials you used at hand whenever possible.

No.	① Information on the source of the material	② Information on the copyrighted material	Information on the class
1		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
2		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
3		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
4		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
5		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
6		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to
7		Type of copyrighted material Name, title, etc. Where carried within relevant medium Other information identifying the copyrighted material	Class name Class year No. of people transmitted to

■ Inquiries ■

Please contact the organization below with any questions you may have about filing a usage report or other matters. In some cases, you may be asked to speak with your educational institution regarding the content of your report.

【Contractor】 Public Opinion Research Center

〒160-0004 5F, Kawabe Shinjuku Gyoenmae Building,
4-16-3 Yotsuya, Shinjuku-ku, Tokyo

Phone: 0120-551-346 (Toll-free)

Open weekdays 9:30~17:00 (Closed weekends and holidays)

Email: jugyomokuteki@yoron-kagaku.or.jp

Website: <https://www.yoron-kagaku.or.jp>