



For personnel compiling usage reports
at educational institutions

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

2024 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 >

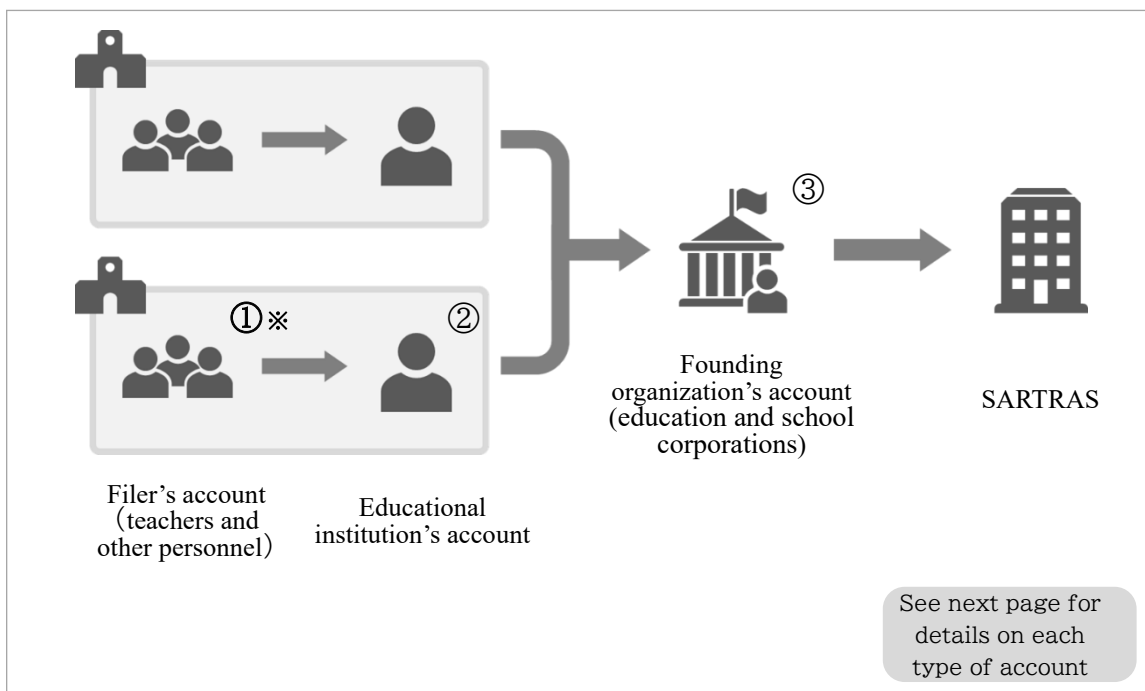
Changes and upgrades will be made to the TSUMUGI entry form in the future. This will also necessitate changes to this manual, so please make sure that you have the most recent version at hand.

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**

 <p>Book, magazine, etc.</p> <ul style="list-style-type: none"> • Title • Publisher • Release date <p>• ISBN (13-digit number starting with "978")</p> <p>※Entering the ISBN will sometimes bring up other information for a publication.</p>	 <p>Education ministry-certified Textbook, Teacher's Manual</p> <ul style="list-style-type: none"> • Textbook number <p>(For teacher's manuals, enter the number of the corresponding textbook)</p> <p>※Other non-certified teaching materials (such as supplementary readers and teaching materials) should be treated as books.</p>
 <p>Music</p> <ul style="list-style-type: none"> • Title of album, single, etc. • Creator (Record company, etc.) • Catalog number for CD <p>(Code containing 4 letters and 4-5 numbers)</p>	 <p>Video DVD, Blu-ray, etc.</p> <ul style="list-style-type: none"> • Creator of images • Title • Number of subtitles, episodes
 <p>TV, Radio Broadcast</p> <ul style="list-style-type: none"> • Station name • Date of broadcast • Program name • Number of subtitles, episodes 	 <p>Newspaper</p> <ul style="list-style-type: none"> • Name • Date of issue • Website, etc. for digital versions
 <p>Past test questions</p> <ul style="list-style-type: none"> • Name of creating school, organization • Name of test • Year, number of times conducted • Subject or field 	 <p>Booklet, pamphlet, etc.</p> <ul style="list-style-type: none"> • Publisher • Title or summary • Release date
 <p>Internet</p> <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

1. Upon accessing the TSUMUGI guidance page, you will see the following screen. Click on the “account for educational institution” box in the center of the screen to proceed to the log-in page.

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

The screenshot shows the SARTRAS website's '利用報告専用フォーム (TSUMUGI)' page. At the top, there is a navigation menu with links for '設置目的公表送信 情報公開状況について', '設置者の方へ', '教員の方へ', '権利者の方へ', '共通目的事業', 'SARTRASについて', and 'お問い合わせ'. Below the menu is a blue header with the text '利用報告専用フォーム (TSUMUGI)'. The main content area has a white background and contains three columns of information:

- Left Column (Blue):** '教育機関設置者ご担当者' (Education Institution Setup Person in Charge). It includes an icon of a person with a gear, a description: '対象校の設置者（設置委員会、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。' (For those in charge of the target school (setup committee, school corporation, etc.), please log in from here.), and a blue 'ログインページ' button.
- Center Column (Orange, highlighted with a red border):** '教育機関ご担当者' (Education Institution Person in Charge). It includes an icon of a person with a gear, a description: '対象校において利用報告の提出をとりまとめたご担当者様は、こちらからログインしてください。' (For those in charge of submitting the usage report at the target school, please log in from here.), and an orange 'ログインページ' button.
- Right Column (Orange):** '教育機関入力者' (Education Institution Inputter). It includes an icon of a person with a gear, a description: '対象校において利用報告の入力をいただく（教員等）はこちらからログインしてください。' (For those who will input the usage report at the target school (teachers, etc.), please log in from here.), and an orange 'ログインページ' button.

2. Upon proceeding to the log-in page, you will see the following screen.

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

The screenshot shows the SARTRAS login page. At the top, there is the SARTRAS logo and the text '利用報告入力フォーム-TSUMUGI 教育機関 担当者用'. Below this is a form with two input fields: 'ID' and 'パスワード'. A blue 'ログイン' (Login) button is positioned to the right of the password field. At the bottom, there is a copyright notice: 'Copyright © 一般社団法人 障害者の就業促進推進基金管理委員会 All Rights Reserved.'

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.)

利用報告入力フォームTSUMUGI

①

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

書誌名 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、図書館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。一般的に書籍の裏面に表示されます。例：9784502283313

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- 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**).

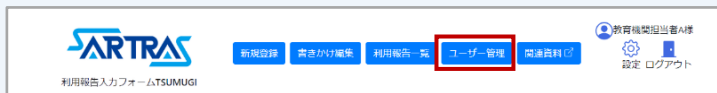
The user settings created in a filer's account can be managed from the “User management (ユーザー管理)” screen of an educational institution's account.

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.

4-2 Confirm user's report submitted from filer's account

A list of usage reports submitted from filer's accounts will be displayed on the top screen. (If no reports have been registered, nothing will be displayed.)



▲If no reports have been registered, nothing will be displayed.

① Filter

You can display reports according to such parameters as status and the users who submitted them.

② Overview of usage report



Each copyrighted material that has been registered will be displayed on a single line.

- 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]

※ Information on different copyrighted materials that were used in the same class and taken from the same source can be filed together on the same screen [→P.32]. In the list of usage reports, however, each copyrighted work will be displayed on its own line.

※ 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.

③ Buttons for various operations

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.

The screenshot shows the SARTRAS Tsumugi interface. At the top, there are navigation buttons: 新規登録, 貸借管理, 利用報告一覧, ユーザー管理, and 関連資料. Below these, the user status is '教育機関担当者確認中' and the user is 'デフォルトユーザー'. A red box labeled ② highlights the 'シリアルコード検索' button. Below the search bar is a table of usage reports with columns for checkboxes, status, title, author, and serial code. A red box labeled ① highlights the 'Excelファイルで出力' button at the bottom left. At the bottom, there are buttons for '印刷', '投票情報を編集してコピー', '評価', and '変更'.

The screenshot shows the 'シリアルコード検索' dialog box. It contains instructions: '右の欄にシリアルコードを入力して「検索」を押すと、該当する利用報告を検索できます。同時に複数のシリアルコードを検索する場合は、改行したうえで続けて入力してください。' Below the instructions is an input field with a red box around it. The input field contains the following text: 'qwsedftgjhujkolpqasze', 'qwsedftgjhujkolpqasze', 'qwsedftgjhujkolpqasze'. Below the input field, there is a note: '※シリアルコードとは、利用報告1件ごとに割り当てられた固有の文字列です。' At the bottom, there are buttons for '印刷', '投票情報を編集してコピー', '評価', and '変更'.

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 (差戻理由)” 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

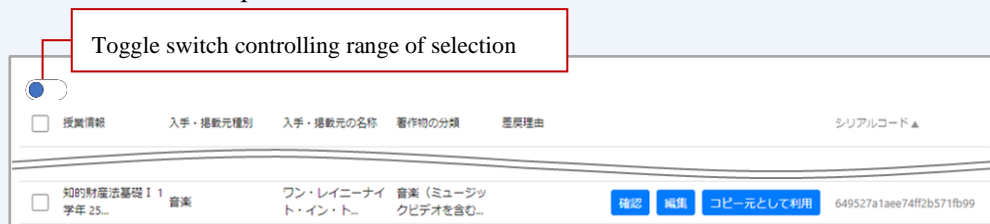
Example: Different copyrighted material from the same book is used in the same class

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.

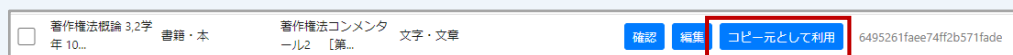


4. Click on “Copy and create (コピーして作成)” to register a new report.

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).



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



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



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).

<input type="checkbox"/>	著作権法概論 3.2学 年 10...	書籍・本	著作権法コメント ール2 [第...	文字・文章	確認	編集	コピー元として利用	9495261faee74ff2b571fade
--------------------------	------------------------	------	-----------------------	-------	----	----	-----------	--------------------------

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).”

コピーするSTEPの選択

どちらかをクリックして選択してください。

STEP1をコピー

STEP1: 授業情報
例: 理科 2学年 32人 COPY

STEP2: 入手・掲載元情報
例: 書籍タイトル「やさしい国語」

STEP3: 利用した分量
例: 出典作品名「絵と美について」

STEP1はコピー元の情報を使用するので、入力を省略できます。
STEP2、STEP3のみご入力いただき、新しく利用報告を作成します。

STEP1、STEP2をコピー

STEP1: 授業情報
例: 理科 2学年 32人 COPY

STEP2: 入手・掲載元情報
例: 書籍タイトル「やさしい国語」 COPY

STEP3: 利用した分量
例: 出典作品名「絵と美について」

STEP1、STEP2はコピー元の情報を使用するので、入力を省略できます。
STEP3のみご入力いただき、新しく利用報告を作成します。

閉じる 入力画面へ

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]

授業情報の入力 掲載元の選択 著作物情報の入力

STEP3 送信した著作物の情報を1つずつ入力してください

映像DVD・ブルーレイ等 > 映画

1

ジャケットの画像を送信

翻訳者名 (吹替、字幕作品の場合のみ)

利用した分量 3:30

動画の一部を利用 9

再生した時間等をご入力ください。 0:30

静止画 (スチル画像) で利用

削除

利用した分量

「動画の一部を利用」を選択した場合は、映像本編の時間を「00:00:00」として再生した時間をご入力ください。

例: 視聴5分～1時間10分30秒の場合 00:50:00～01:10:30

再生時間の特定が難しい場合は、コーナー名や曜日の説明をご入力ください。

例: ○○の特集、再会巻が○○について解説する場面、など

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 three-step process: 1. 授業情報の入力 (Class Information Input), 2. 履修元の選択 (Selection of the source of registration), and 3. 著作物情報の入力 (Input of Copyrighted Material Information). The current step is Step 1, which asks for class information. It includes a dropdown for '授業選択', a text input for '教科、授業科目等名', a radio button selection for '学年' (years 1-12), and a text input for '履修者等の人数'. A note states: '※同じ著作物を複数の授業で送信された場合には、複数授業の総人数で入力いただけます。' (If the same copyrighted material is transmitted to multiple classes, you can enter the total number of students across all classes). A green '次へ' button is located at the bottom right.

☛ 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



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

- Book (書籍・本)
- Newspaper (新聞)
- 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)
- Copyrighted work, etc. on the internet (インターネット上の著作物等全般)
- Video DVD・Blu-ray, etc. (映像 DVD・ブルーレイ等)
- Cable broadcast (Cable TV, cable radio) (有線放送 ケーブルテレビ・有線ラジオ)
- Questions from past tests (過去の試験問題)
- Magazine (雑誌)
- Authorized textbook (検定教科書)
- Teaching materials including supplementary readers and supplementary teaching materials (副読本,副教材等の教材)
- Music (音楽)
- Broadcast (TV, radio) (放送 テレビ・ラジオ)
- Booklet, pamphlet, etc. (冊子、パンフレット等)

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 web form for entering bibliographic information. At the top, there are three steps: 1. 検索情報の入力 (Input search information), 2. 掲載元の選択 (Select publication source), and 3. 著作物情報の入力 (Input work information). The current step is STEP2 書籍・本の情報を入力してください (STEP2 Enter book/magazine information). The form includes a search box for the ISBN code, a '検索' (Search) button, and a dropdown menu for the language. A red box highlights the search box and the '検索' button. To the right, there is a small image of a book cover with the ISBN code 978-4-000-00000-0 and a barcode. A red arrow points from the search box to a text box that says 'Enter ISBN code and click "Search (検索)."' Below this, another red arrow points to a text box that says 'Bibliographic information is displayed automatically.' The form also includes fields for '書籍名' (Title), '出版社名' (Publisher), '著者・編者名' (Author/Editor), '発行年月日' (Publication date), and '言語' (Language). There are also checkboxes for '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。' (Specify as textbook, check if all subscribers have purchased) and '外国語文献の日本語訳を利用' (Use Japanese translation of foreign language literature). At the bottom, there are buttons for '書きかけ保存' (Save draft) and '次へ' (Next).

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

1 授業情報の入力 2 掲載元の選択 3 著作物情報の入力

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

教師用指導書及びその付属教材、指導者用デジタル教科書 > 教師用指導書 (各種分冊) > 紙媒体 > 教師用指導書 紙面上の著作物

検定教科書番号から自動入力
出版社番号を入力すると、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。

発行者番号	発行者略称	教科書記号	教科書番号
2	東書	国語	101

特別支援学校の教科書

教科書番号 必須
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 必須
平22

学校種別 必須
小学校

使用学年 必須
1

教科 必須
国語

教科書発行者 必須
東京書籍

検定教科書名 必須
あたらしいこくごー上

指導書のサブタイトルや教材名 必須

検定済年度
該当する検定教科書の発行等から検定済の年度をご入力ください。

使用学年
実際に使用した学年ではなく、検定教科書上の使用学年をご入力ください。

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
○号、○号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.

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・本全般 > 単販 > 採集元の書籍

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

ISBN 978-X-XXX-XXXXXX-X

13桁（旧規則では10桁）の数字です。一般的に書籍の表紙に表示があります。
例：978450229313

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

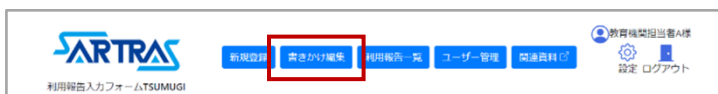
日本語

外国語文献の日本語訳を利用

書きかけ保存 次へ

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.



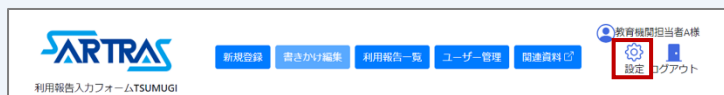
6 Other

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>