TSUMUGI Entry Form for Usage Reports

Operational Manual for Filer's Accounts

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.

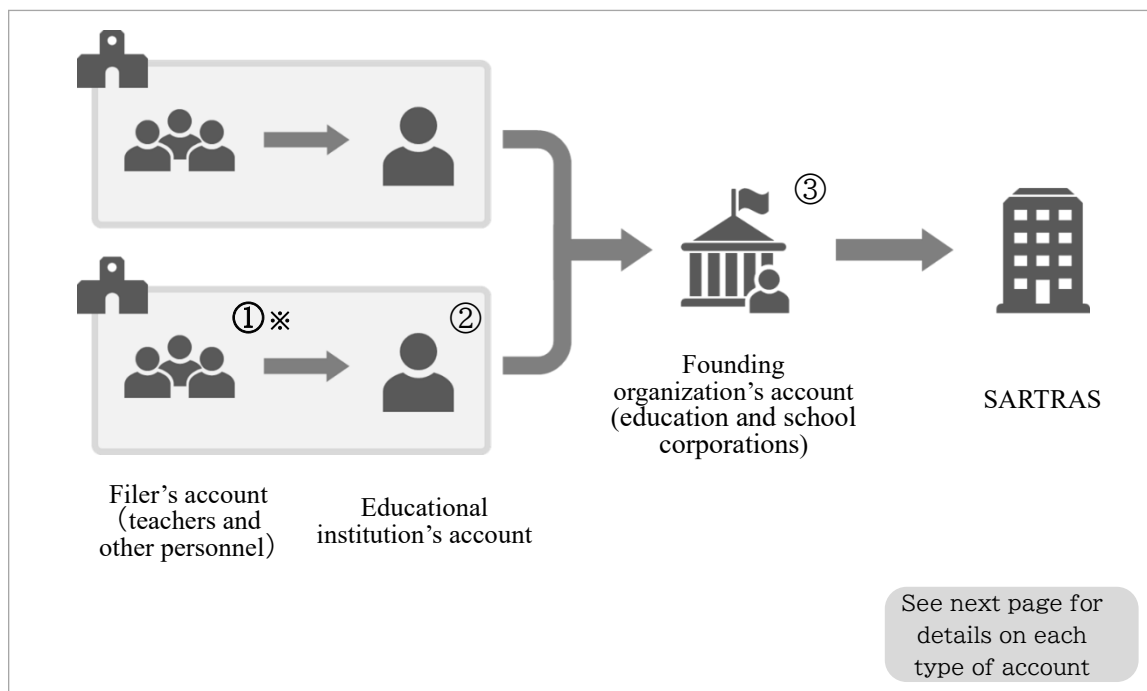＜Please use the most recent version of this manual＞

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").

Filer's account
（teachers and
other personnel）

Educational
institution's account

③

Founding
organization's account
(education and school
corporations)

SARTRAS

See next page for
details on each
type of account

※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 SATRAS (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.17〕
Step 2　Information on where you obtained the copyrighted material you transmitted 〔→P.18〕
Step 3　Information specifying the copyrighted material you transmitted 〔→P.22〕

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.

・**Title**
・**Publisher**
・**Release date**
・**ISBN**
(13-digit number starting with "978")

※Entering the ISBN will sometimes bring up other information for a publication.

Education ministry-certified
Textbook, Teacher's Manual

・**Textbook number**
(For teacher's manuals, enter the number of the corresponding textbook)

※Other non-certified teaching materials (such as supplementary readers and teaching materials) should be treated as books.

Music

・**Title of album, single, etc.**
・**Creator（Record company, etc.）**
・**Catalog number for CD**
（Code containing 4 letters and 4-5 numbers）

Video DVD, Blu-ray, etc.

・**Creator of images**
・**Title**
・**Number of subtitles, episodes**

TV, Radio Broadcast

・**Station name**　　・**Date of broadcast**
・**Program name**
・**Number of subtitles, episodes**

Newspaper

・**Name**
・**Date of issue**
・**Website, etc. for digital versions**

Past test questions

・**Name of creating school, organization**
・**Name of test**
・**Year, number of times conducted**
・**Subject or field**

Booklet, pamphlet, etc.

・**Publisher**
・**Title or summary**
・**Release date**

Internet

・**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 "filer's account" box on the right-hand side 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.

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.

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.16〕
・Edit saved report（書きかけ編集）	…	Usage reports on which you saved your progress can be edited here.〔→P.23〕
・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 registered usage reports can be viewed here〔→P25〕, and usage reports can be submitted from this screen〔→P.24〕. Also, individual usage reports can be confirmed, edited〔→P.26〕 and copied〔→P.27〕 here.

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

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).**

＜Procedure＞

1. On the screen that appears immediately after you log in to your account, click "Create new user (新規ユーザー作成)" at the upper left.

2. Fill in the relevant information on the user information screen and click "Create new user (新規作成)".

- **User name (ユーザー名)** … This name will be visible only to the personnel compiling usage reports at each participating institution **(it cannot be seen by other users, founding organizations or SARTRAS)**. As this information will be used to manage usage reports, it is assumed that users will enter their real names here.
- **Display name (表示名)** … This is the name that will be visible to all report filers on the user selection screen, so choose a name that you are willing to have displayed (select a name that will distinguish you from other users).
- **Password (パスワード)** … You have the option of setting your own password. If you do, make sure the toggle button (switch) is on.

3. The newly created user will be added to the user selection screen.

You can use this filter to limit the number of users displayed (partial matches).

☞ 「**I forgot my user password**」

Once a report filer sets their password, they cannot delete it on their own. <u>Password settings can be removed by your educational institution, via the "User management (ユーザー管理)" screen of its account,</u> so please convey your request to the appropriate personnel.

☞ 「**I want to delete a user**」

Once created, a user cannot be deleted from a filer's account.

<u>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.</u> Please convey your request to the relevant educational institution if you wish to have a user deleted.

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

4-2 **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.17〕
Step 2   Information on where you obtained the copyrighted material 〔→P.18〕
Step 3   Information specifying the copyrighted material you transmitted 〔→P.22〕

4-2-1 **Step1**（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)

☞ **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.

4-2-2 **Step2**（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)

・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.

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

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

Relevant information is displayed automatically.

4-2-3 **Step3**（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.

４-２-４ Suspend registration of new usage report, resume at later time

Beginning with the Step 2 screen〔→P.18〕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.

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.17〕will be displayed, containing the information you saved. Click "Next (次へ)" to proceed to the information you have not yet entered.

4-3 **Submit usage report to educational institution**

Once you have finished registering a usage report, submit it to your educational institution for confirmation.

＜Procedure＞
  1. Chose report to be submitted
     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.

Toggle switch controlling range of selection

  2. Click "Submit (提出)" at the bottom right of the screen.

  3. A confirmation screen will be displayed; click "Submit" to complete this procedure.

☞ Once you have submitted a report, its status will change to "Awaiting confirmation by educational institution (教育機関担当者確認中)." Following the report's approval by the educational institution's account, it will be submitted to a founding organization's account and then to SARTRAS.

☞ If a report is returned by an educational institution for some reason, its status will change to "Unsubmitted (未提出)."
  ※If the educational institution enters the reason why a report was returned, it will be displayed in the "Reason for return (差戻理由)" column.
  ※The TSUMUGI system does not send notices when a usage report is returned. We ask educational institutions to contact filers in that situation, so please check your report if you hear from them.

4-4 **Confirm registered usage report**

Registered usage reports can be confirmed from a list displayed on the top screen. (If no reports have been registered, nothing will be displayed.)
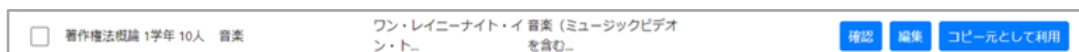

▲If no reports have been registered, nothing will be displayed.

① Filer

　You can display usage reports according to their status.

② Overview of usage report

　Information about a copyrighted work that has been registered is 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.26〕
　・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.27〕

　※Information about multiple copyrighted works that are used in the same class and taken from the same source can be filed on one screen〔→P.22〕. In the list of usage reports, however, information about each copyrighted work will be displayed on a separate 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 Operational buttons

　Check the box next to a usage report to perform the following operations (multiple reports can be selected at once).
　・Delete a report「削除」
　・"Edit class information and copy (授業情報を編集してコピー)"〔→P.27〕
　・"Submit (提出)"〔→P.24〕

4-5 **Edit registered usage report**

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.17〕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.18〕**, 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.

4-6 Copy registered usage report

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

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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

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

＜Procedure＞

1. Select the usage report that 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.18〕.

4. After filling in all the relevant entry fields, click "Register（登録）" on the final confirmation screen to complete the registration of the usage report.

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).

  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)."

  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.22〕

  4. After filling in all the relevant entry fields, click "Register(登録)" on the final confirmation screen to complete the registration of the usage report.

4-7 **When no material requiring a report is used**

When no copyrighted materials requiring a usage report have been used within the target period, it is not necessary to use the filer's account. In such a case, please inform the relevant supervisor at your educational institution that you did not use any materials requiring a usage report within the target period.

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

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

※This document in Excel formal and examples of entries can be downloaded from the SARTRAS website.（ https://sartras.or.jp/hokoku/hokoku-documents/ ）

■　　　　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