



For personnel handling usage reports  
at founding organizations  
(boards of education, school corporations, etc.)

# **TSUMUGI Entry Form for Usage Reports**

## **Operational Manual for**

## **Accounts for Founding Organizations**

2025 Ver.1.00

SARTRAS

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## How to use this manual

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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>

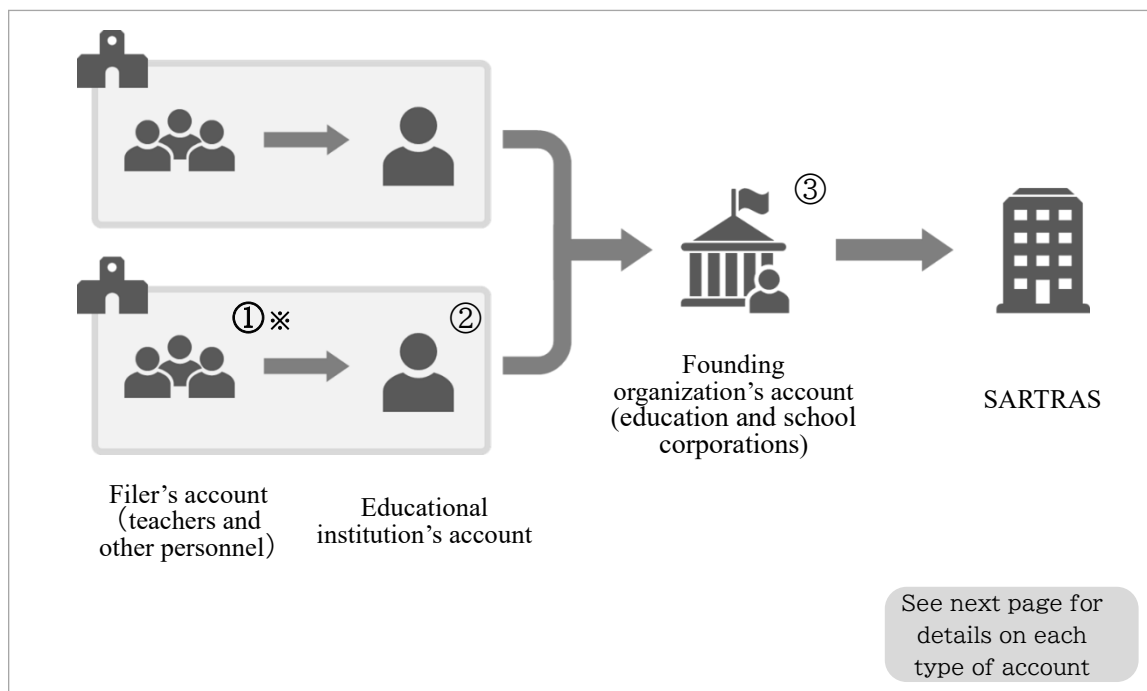
Changes and upgrades will be made to the TSUMUGI entry form in the future. This will also necessitate changes to this manual, so please make sure that you have the most recent version at hand.

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 report from a filer's or educational institution's account does NOT complete its submission to SARTRAS. Please ensure that a report's final submission takes place from a founding organization's account.

## 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.25]
- Step 2 Information on where you obtained the copyrighted material you transmitted [→P.26]
- Step 3 Information specifying the copyrighted material you transmitted [→P.30]










**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

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



### 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 founding organization” box at the left 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.

利用報告専用フォーム (TSUMUGI)

HOME / 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  
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とめた方のご担当者様は、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  
入力者**

対象校において利用報告の入力を行った方（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](#)

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.

SARTRAS

利用報告入力フォーム TSUMUGI  
教育機関設置者 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

② List of usage reports

#### ① Menu

- Register new report ... File a new usage report here. [→P.24]  
(新規登録)
- Edit saved report ... Usage reports on which you saved your progress can be edited here.  
(書きかけ編集) [→P.31]
- Management of educational institutions ... Procedures including confirmation of educational institutions, as well as the registration of and edits to personnel in charge at educational institutions, can be conducted here. [→P.12].  
(教育機関管理) If no copyrighted materials requiring a usage report are used during the target period, you can also report that here. [→P.22]
- List of usage reports ... This is the top page of the TSUMUGI form. See ② below for more details.  
(利用報告一覧)
- Related materials ... 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.  
(関連資料)

#### ② List of usage reports

All usage reports submitted from an educational institution’s account can be viewed here [→P.14] and usage reports can be approved (submitted) or returned from this screen [→P.16]. Also, individual usage reports can be confirmed, edited [→P.17] and copied [→P.18] here.

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

The screenshot shows the SARTRAS system interface for registering book information. It features a top navigation bar with links like '新規登録', '書きがけ編集', and '利用報告一覧'. The main content area is titled 'STEP2 書籍・本の情報を入力してください'. It is divided into two parts: a large form area on the left for entering book details (circled with ①) and a smaller area on the right for ISBN information (circled with ②). The form includes fields for book type, ISBN, title, publisher, author, and publication date, along with checkboxes for textbook designation and foreign language translation. The ISBN section shows a sample barcode and a 13-digit code with an explanatory note.

- 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 Register personnel

#### 4-1-1 Register personnel in charge at founding organization

Follow the steps below to register the personnel in charge at 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.

##### <Procedure>

1. Click the “Settings (設定)” button at the top right of the screen.



2. Fill in the relevant information on the “Personnel in charge at founding organizations (設置者担当者)” screen.

・Name ・Phone number ・Email address

3. Click “Save (保存)” to complete the process.

☞ If the personnel in charge change, please edit this information immediately.

##### ☞ Email notification

Email notifications that usage reports requiring confirmation have arrived can be received on a regular basis. Notifications are turned off in the initial default settings, so if you would like to receive notification emails, please change the settings as described on Page 32.

## 4-1-2 Register personnel in charge at educational institutions

Follow the steps below to register the personnel in charge at educational institutions. SARTRAS or the outsourcing company Public Opinion Research Center (輿論科学協会) may use the registered information to contact personnel.

### <Procedure>

1. Click the “Manage educational institutions (教育機関管理)” button in the menu.



2. From the list of educational institutions, click on the “Personnel in charge at educational institution (教育機関担当者)” button displayed on the right.

報告対象機関	教育機関名	承認済の報告員	
2024年3月	教育機関A	利用なし	教育機関担当者
2024年3月	教育機関B	0件	教育機関担当者
2024年3月	教育機関C	0件	教育機関担当者
2024年7月	教育機関D	0件	教育機関担当者
2024年3月	教育機関E	利用なし	教育機関担当者

3. From the “Personnel in charge at educational institution (教育機関担当者)” screen, fill in the necessary information.

・Name    ・Phone number    ・Email address

4. Click “Save (保存)” to complete the procedure.

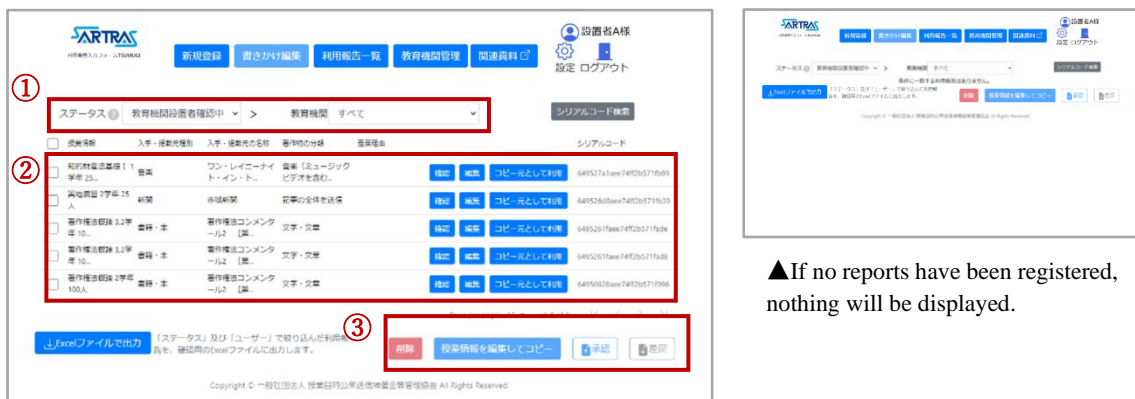
※ Repeat Steps 1 through 4 to input information for additional educational institutions.

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

☞ We will send information on the TSUMUGI account to be used at each educational institution to the registered email address of the personnel in charge at that institution.

## 4-2 Confirm usage reports submitted by an educational institution

A list of usage reports submitted by educational institution's account will be displayed on the top screen. (If no reports have been submitted, 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 schools that 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 registered content of each report.
- Click on the “Edit (編集)” button to edit that report. [→P.17]
- 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.18]

※ 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.30]. 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.18]
- “Approve (承認)”, “Return (差戻)” [→P.16]

### Export usage report data as Excel-compatible file

Click on the “Export as Excel file (Excel ファイルで出力)” button (① in the illustration below) 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 SARTRAC Tsumugi interface. At the top, there are navigation buttons: 新規登録, 書込み編集, 利用報告一覧, and 報告資料. Below these, there's a section for '利用報告入力フォームTsumugi'. A dropdown menu for 'ステータス' is set to '教育機関設置者確認中'. To the right, a button labeled 'シリアルコード検索' is circled in red and labeled with a circled ②. Below the dropdown, there's a table with columns for '入力・授業情報', '入手・授業先の名前', '著作物の分類', and '著作権理由'. The table contains several rows of data. At the bottom left, a button labeled '↓Excelファイルで出力' is circled in red and labeled with a circled ①. At the bottom right, there are buttons for '印刷', '授業情報編集してコピー', '評価', and '変更'.

The screenshot shows a dialog box titled 'シリアルコード検索'. It contains a text input field where serial codes can be entered. Below the input field, there's a list of example serial codes: qawesdrftghujklolpawse, qawesdrftghujklolpawse, qawesdrftghujklolpawse. A red box highlights the input field. To the right of the input field, there's a button labeled '検索'.

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 by an educational institution

Please confirm and approve usage reports that have been submitted.

Usage reports submitted by educational institution's account are displayed with the status of “Awaiting approval by founding organization (教育機関設置者確認中).” Once approved through the following procedures, their status will change to “Awaiting approval by SARTRAS (SARTRAS 確認中).”

If a report is deficient in some way, you can return it to the educational institution 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(承認)” or “Return(差戻)” on the displayed screen to complete the procedure.

Once a report is approved, its status will change to “Awaiting approval by SARTRAS (SARTRAS 確認済み)” and its submission to SARTRAS will be complete.

TSUMUGI does not notify educational institutions each time a usage report is returned (only the notification process described on Page 32 of this manual is implemented).

**Please inform the relevant institution when a report is returned.**



#### 4-4 Edit a usage report submitted by an educational institution

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.25] 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.26], 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 a usage report submitted by an educational institution**

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

Toggle switch controlling range of selection

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 Law 3.2 Article 10... Copyright Law Commentary 2nd Edition... Text, Article... [Confirm] [Edit] **Use as original (コピー元として利用)** 6495261faee74ff2b571fade

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

Copy Step Selection

Which step to copy, please click.

**Copy Step 1**

STEP1: Copyright Information  
Example: Law 2nd Year 32 Students

STEP2: Input - Copyright Information  
Example: Copyright Title "Easy Japanese"

STEP3: Amount of Use  
Example: Output Product Name "Easy Japanese"

STEP1 is the information used for copying, so input can be omitted.  
STEP2, STEP3 must be entered to create a new report.

**Copy Step 1, Step 2**

STEP1: Copyright Information  
Example: Law 2nd Year 32 Students

STEP2: Input - Copyright Information  
Example: Copyright Title "Easy Japanese"

STEP3: Amount of Use  
Example: Output Product Name "Easy Japanese"

STEP1, STEP2 is the information used for copying, so input can be omitted.  
STEP3 must be entered to create a new report.

[Cancel] **Go to input screen**

3. The class information will be copied, and you will input new information from Step 2 [→P.26].

STEP2: Select Copyrighted Material

Select the material to be copied from the list below.

Next

Books, etc.	Music	Others
Copyrighted material	Copyrighted material and other materials	Copyrighted material and other materials
Copyrighted material on the Internet	Copyrighted material on the Internet	Copyrighted material on the Internet
Copyrighted material on the Internet	Copyrighted material on the Internet	Copyrighted material on the Internet
Copyrighted material on the Internet	Copyrighted material on the Internet	Copyrighted material on the Internet
Copyrighted material on the Internet	Copyrighted material on the Internet	Copyrighted material on the Internet

Copyrighted material on the Internet

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).

著作権法概論 3.2学 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** 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).”

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「数と美について」

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「数と美について」

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.30〕

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 **23分**

動画の一部を利用

再生した時間等をご入力ください。 **23分**

☐ 静止画 (キャプチャー) 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、映像本編の開始時刻を「00:00:00」として再生した時刻をご入力ください。

例: 開始50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、コーナー名や画面の説明をご入力ください。

例: ○○の授業、円倉君が○○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.

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

### <Procedure>

1. Click “Manage educational institutions (教育機関管理)” in the menu.



2. In the list of educational institutions, confirm the name of the educational institution that did not use materials requiring a report.
3. Click the “No usage requiring a report (報告対象の利用なし)” button to the right of the educational institution’s name.

報告対象期間	教育機関名	承認済の報告数		
2024年3月	教育機関A	利用なし	教育機関報告	報告対象の利用なし
2024年3月	教育機関B	0件	教育機関報告	報告対象の利用なし
2024年3月	教育機関C	0件	教育機関報告	報告対象の利用なし
2025年7月	教育機関D	0件	教育機関報告	報告対象の利用なし
2024年3月	教育機関E	利用なし	教育機関報告	報告対象の利用なし

4. Click the “Report (報告する)” button on the confirmation screen to complete the procedure.

※ Repeat Steps 1 through 4 to report that additional educational institutions did not use materials requiring a usage report.

☞ If a usage report is approved after a founding organization has reported there was no use of any relevant materials, the report of non-usage will be automatically deleted.



## 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.25]
- Step 2 Information on where you obtained the copyrighted material [→P.26]
- Step 3 Information specifying the copyrighted material you transmitted [→P.30]



### 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)

#### ☛ 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). At the top, there are three steps: 1. 授業情報の入力 (Input of lesson information), 2. 掲載元を選択 (Select where to publish), and 3. 著作物情報の入力 (Input of copyrighted material information). Below the steps, it says "選択したら次へを押してください。" (After selection, please press Next). The main area contains a grid of buttons with icons and text:
 

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

 At the bottom, there are three orange buttons:
 

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

 There are "次へ" (Next) buttons in the top right and bottom right corners.

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 web form titled "STEP2 書籍・本の情報を入力してください". It has three steps: 1. 検索情報の入力, 2. 掲載元の選択, and 3. 著作物情報の入力. The form is for entering book information. It includes a section for "ISBNコード" with a text input field and a "検索" (Search) button. To the right of the input field is a sample of an ISBN barcode and the text "ISBN 978-X-XXX-XXXXXX-X". Below the input field, there are several text input fields for "書籍名", "出版社名", "著者・編者名", and "発行年月日". At the bottom, there is a checkbox 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。" and a dropdown menu for "言語" (Language) with "日本語" selected. At the very bottom, there are two buttons: "書きかけ保存" (Save draft) and "次へ" (Next).

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（各種分類） > 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。

発行番号	発行名略称	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  
わからない場合は「不明」とご入力ください。

2東書国語101

検定済年度  
平22

学校種別  
小学校

使用学年  
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 上

指導書のサブタイトルや教材名

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).”

The screenshot shows a web interface for Step 3 of a registration process. At the top, there are three numbered steps: 1. 授業情報の入力 (Input of class information), 2. 掲載元の選択 (Selection of source), and 3. 著作物情報の入力 (Input of work information). The current step is 3. The main area is titled 'STEP3 送信した著作物の情報を1つずつ入力してください' (Please input the information of the copyrighted material you transmitted one by one). Below this is a table with columns for '図表 (地図を含む)' (Table (including map)), '利用箇所' (Usage location), '掲載ページ' (Page to be published), '図表のタイトルまたは概要' (Title or summary of the table), and '図表の掲載位置' (Position of the table). There are input fields for each of these. To the right of the table, there are three sections of guidance: '図表 (地図を含む)' (Table (including map)), '利用箇所' (Usage location), and '図表のタイトルまたは概要' (Title or summary of the table). Each section includes a small icon and a brief explanation. At the bottom of the table, there are two buttons: '追加' (Add) and '削除' (Remove). A red box highlights the input fields, and another red box highlights the 'Add' button. A third red box highlights the 'Remove' button.

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.26] 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・本全段 > 市販 > 娯楽性の書籍

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、購読料金費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-XXXX-XXXXXX-X

13桁（旧規格では10桁）の数字です。一時的に書籍の表紙に表示があります。例：9784502293313

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.25] will be displayed, containing the information you saved. Click “Next (次へ)” to proceed to the information you have not yet entered.

SARTRAS

新規登録 書きかけ編集 利用報告一覧 教育機関管理 関連資料

設置者A様 設定 ログアウト

## 6 Other

### 6-1 Notification settings

Notifications can be sent on a regular basis to the email address [→P.12] of the personnel in charge at founding organizations when usage reports requiring confirmation have arrived.

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 on the “Settings (設定)” button in the menu.



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

2. 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 a founding organization if there was one or more usage reports with the status of “Awaiting confirmation by founding organization (教育機関設置者担当者確認中).”



# 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](mailto:jugyomokuteki@yoron-kagaku.or.jp)

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