Japan UK Live!

Guide for Teachers

-How to use the website-

Table of Contents

1. Welcome to Japan UK Live!

Thank you for registering with Japan UK Live!

Japan UK Live! is an educational website designed and managed by the Japan Society, London, to encourage exchange between young people in Japan and the UK. All messages are translated from English into Japanese and vice versa. It is totally bilingual - by removing the language barrier, participants are able to concentrate on what they **want** to say, rather than what they **know how** to say.

1.1 How does Japan UK Live! work?

Japan UK Live! facilitates communication between schools in the UK and Japan through the following methods:

1. Talkboards: These are online forums accessible on the Japan UK Live! website, where pupils can communicate with one another in a safe and controlled environment.

2. Project Pages: Also accessible on the Japan UK Live! website, the Project Pages provide a space for schools linked in a partnership to further develop their exchange via a designated talkboard and the facility to create joint pages.

3. Mailing Lists: Mailing lists allow the teachers and staff at partnered schools to communicate freely, organise projects and exchange ideas through a translated email system. Although they are managed separately from Japan UK Live!, mailing lists are often used in conjunction with the website.

These services are managed by Japan Society staff working together with a team of dedicated translators. They are provided **completely free of charge**.

All content posted on Japan UK Live! or sent to a mailing list is normally translated within one working day. Please note that our translators live in many different countries and across numerous time zones, and as a result translation may occasionally take longer than expected. Please refer to *4.2, Time difference* for further information.

The Japan Society also works to help UK and Japanese schools to establish and maintain international links. As this guide will explain, some of the facilities on Japan UK Live! are available to all schools registered on the site, even those not linked with a partner school.

***If you are not currently linked with a partner school but would like to be, please contact education@japansociety.org.uk.**

1.2 How does the mailing list work?

Once you have established a link with a partner school in Japan through the Japan Society, a special email address will be created for your link.

For example:
schoolA-schoolB@japan21.org.uk

All messages sent to this email address will be delivered to and may be responded to by the following people:

- The registered members of staff at your school
- The registered members of staff at the partner school in Japan

- The assigned English to Japanese translator for your link
- The assigned Japanese to English translator for your link

- Heidi Potter (Japan Society, Chief Executive)
- Hiroko Kimura (Japan Society, Head of Education)
- Matthew Devanny (Japan Society, Education Officer)
- Saki Kuroda (Site Administrator, Coordinator for English – Japanese translation)
- Anna Davis-Mehta (Site Administrator, Coordinator for Japanese – English translation)

All English messages sent to this address will be translated and then resent to the mailing list in Japanese and vice versa.

Regular communication between staff is the key to a successful school link, so please feel free to use the mailing list for informal and casual messages to get to know your Japanese counterparts as well as for more detailed planning emails.

Whilst it is not compulsory to use a mailing list, the advantage is that everyone involved will always know what is going on. Normally, there will be little or no intervention from Japan Society staff, but it is important that the coordinators are aware of the communication (or lack thereof) between schools so that they are able to assist if and when necessary.

IMPORTANT:
Unless your message is specifically for the translators or for the Japan Society, please <u>always</u> send to your assigned email address, rather than directly to the Japan Society translators or the teachers at your partner school.
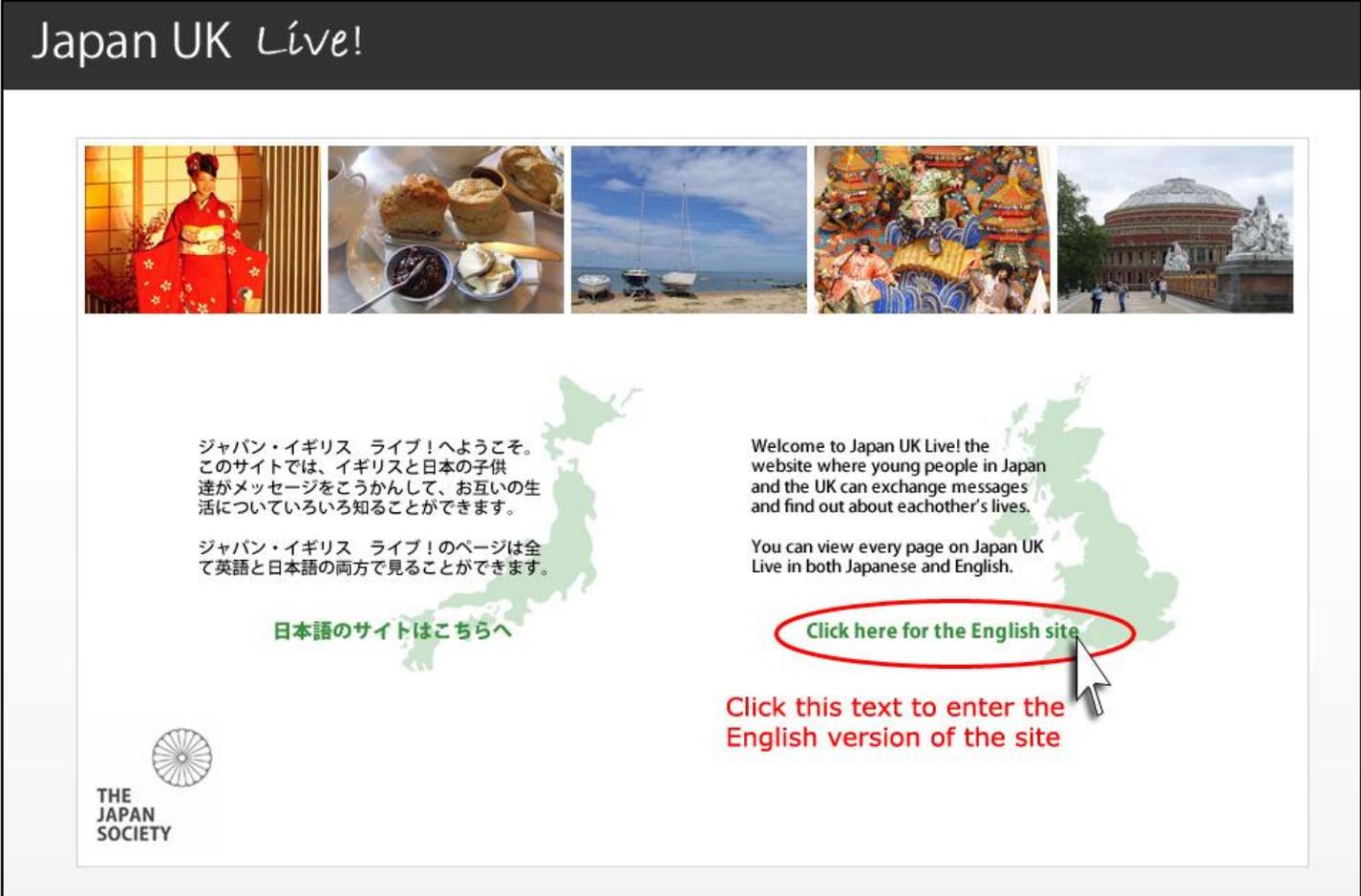
Doing so ensures that all members of the group, including translators, will receive the message and be kept up to date.

To avoid messages being sent to 'SPAM' boxes please add your assigned mailing list email address to your address book and mark as 'NOT SPAM'.

2. Getting started

2.1 Logging in to Japan UK Live!

First, go to the Japan UK Live! homepage by entering the URL
www.japanuklive.org into your web browser. You will be taken to the following
page. Click on the text: '**Click here for the English site**' to enter the website.
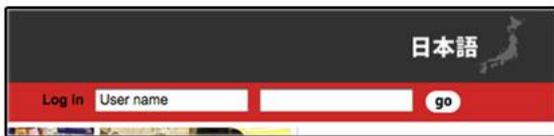
Find the log in section at the top-right corner of the Japan UK Live! homepage.

Enter your assigned user name and password, then click 'go' to enter the site.
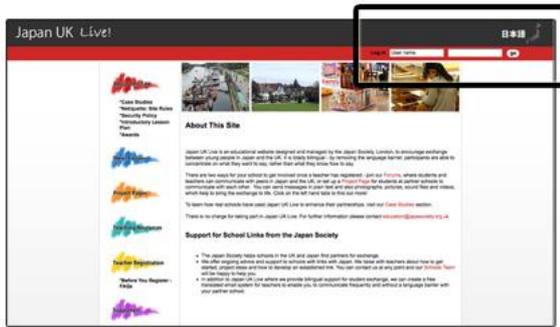
NOTE: clicking the icon on the top right will take you to the Japanese version of the site.

You will be taken to the following page:
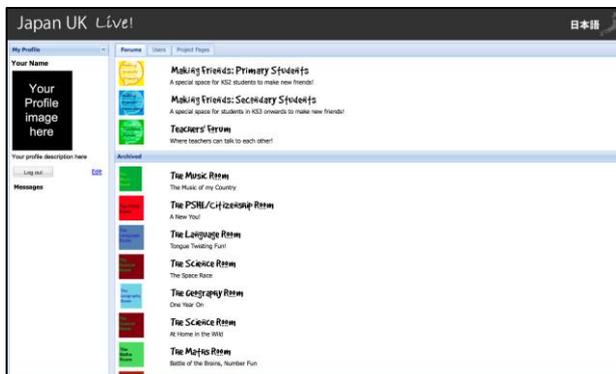
This is the Forums view.
It is the default screen, so you will see it the first time you log in to Japan UK Live!

We will come back to this in
2.4, Accessing the talkboards.

On the left you will find 'My Profile'.

This is how other users of the site will see you when you post a message.

You can edit your profile description and add a picture by clicking Edit, or you can click 'Log out' to exit the site.

2.2 Registering teachers

Now you're in the site, the first thing you will want to do is register your students and other members of staff so that they can start using Japan UK Live! too.

All users, both teachers and students, are required to register a **User name**, **Password**, **First name**, and **Surname**.

The user name is used only to log into the site together with the password.
The first name and surname will be displayed whenever a message is posted by that user.

First click the '**Users**' tab, located on the top left of the window.
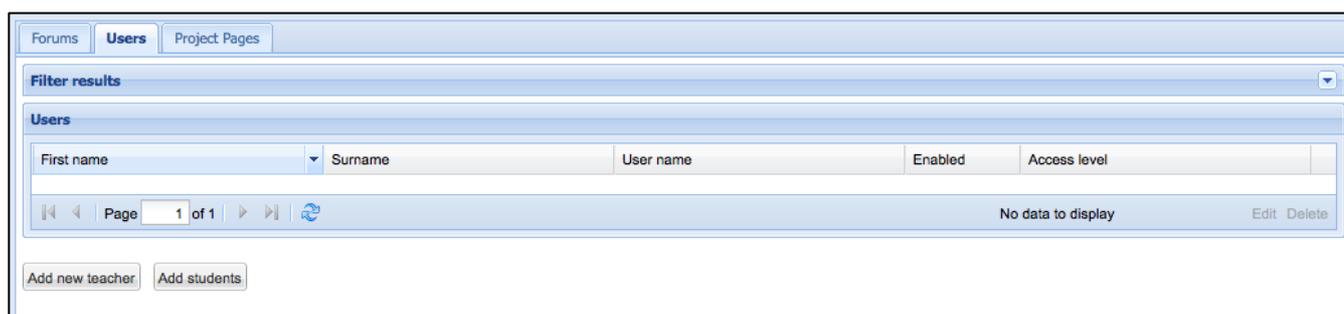
You will be taken to the above screen.

Once you have added teachers and students, you will be able to edit their details by selecting the 'Users' tab, clicking on the user, and then clicking 'Edit' in the bottom right hand corner. You can also access their user name and password in this way.

First, let's add a new teacher. (This step is optional)

Click on '**Add new teacher**'.

You will see the following form (see following page):

Forums | **Users** | **Project Pages**

User name:

Password:

Access level: (Select Teacher)

First name:

Surname:

Email:

Position:

School: Select school...

Teacher: Select teacher...

Subject:

Original user name:

Age:

Gender: Boy: ◯   Girl: ◯

Picture:

Attach new picture: (Profile picture) Browse...

About you: (Profile description)

Cancel   Save

Click Save when finished

IMPORTANT:
You **must** fill in all of the fields **underlined in red** in order to register a teacher.

Once you have finished, scroll to the bottom of the page and click **'Save'** to finish registering the user.

You must now contact the Japan Society to **activate** the new teacher before they can use the site Please send an email to: education@japansociety.org.uk.
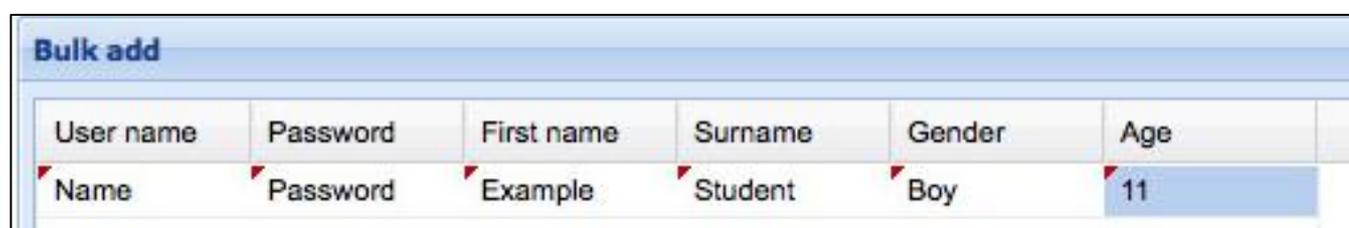
2.3 Registering students

Now it's time to add students.

Return to the '**Users**' tab, and click on **'Add students'**.

You will be taken to the following screen: **'Bulk add'**. Using this tool you can add up to twenty students at a time.
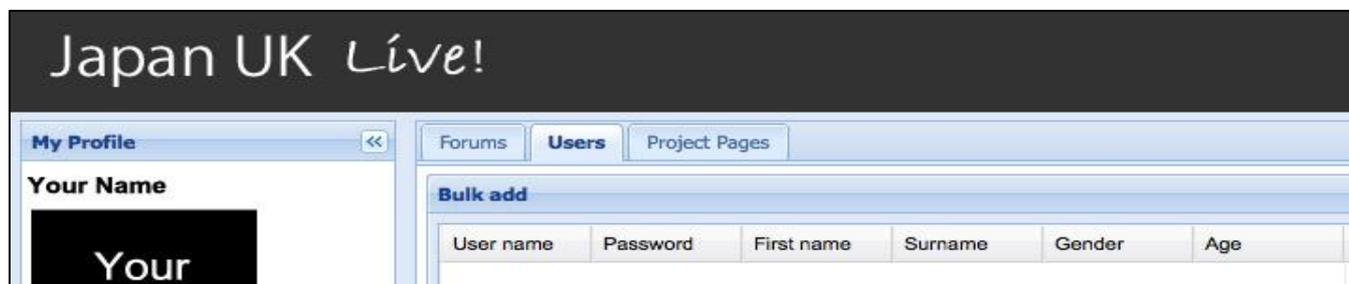
Simply click inside the space underneath each column to fill out the details as follows:

All fields must be completed.

As with teachers, the **User name** is used with the password to log into the site. **First name** and '**Surname**' will be displayed with each message posted on the talkboards. (See 4.7, Example talkboard messages to see how messages will appear).

Simply click on the next row down to add another student.

Make sure you click **'Save'** at the bottom of the screen once you are finished. Once you click **'Save'**, your students will be able to use the website immediately. Students log into the site through the same method as teachers.

The most significant difference between student and teacher accounts is that students cannot add new users to the site. They will only see the 'Forums' and 'Project Pages' tabs (see image below). Students will not be able to access the passwords or usernames of other users (teachers can access these details for any students they have registered).

2.4 Accessing the talkboards

Japan UK Live! talkboards allow students to communicate with each other without a language barrier. Members of staff are also welcome to take part in the discussion, and it is indeed sometimes helpful to post messages to lead the discussion in a worthwhile direction.

There are two kinds of talkboards on Japan UK Live!

- General Talkboards: These are displayed under the '**Forums**' tab. As the name suggests, they can be viewed and used by all students and members of staff registered on Japan UK Live! The exception to this is the 'Teachers' Forum', which is only open to teachers and other members of staff.

- Project Page Talkboards: If your school is linked with a partner school in Japan, you can create your own talkboard in your Project Page space (see *3.2, Creating talkboards*). Because this is only visible to students and staff at the schools involved (unless you make your Project Page public, which is not recommended), it is possible to have more in-depth discussions.
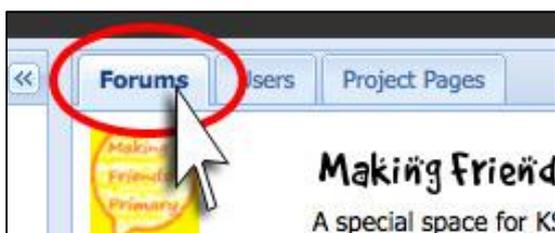
Click on the '**Forums**' tab to join in a general discussion.

At present, there are three active talkboards in the 'Forums':

- Making Friends: Primary Students
- Making Friends: Secondary Students
- Teachers' Forum

The 'Making Friends' forums are designed to give students across all registered schools in the UK and Japan an opportunity to communicate together.

Japan UK Live! staff sometimes post topical messages to stimulate discussion, so please look at them on a regular basis and encourage your students to do so also. The 'Making Friends' forums are suitable for all students, regardless of whether or not they are also participating in an exchange with a partner school.

The Teachers' Forum is a space for all Japan UK Live! registered teachers in the UK and Japan to get to know each other and share ideas about exchange between the two countries. Simply select the forum you would like to enter, then on the following screen, select 'View talkboard'. To select a different forum, click 'Talkboard List' to return to the talkboard menu.

2.5 Adjusting display order for talkboard messages and posting new messages

Once you click 'View talkboard', you will be taken to a screen like the one below.

You can adjust the display order for talkboard messages using the drop-down menu above the 'Post new message' box. Messages can be displayed in three ways:

▪ '**Threaded' – closed**
This groups messages and replies together.
If a message has been replied to, the following text will appear at the bottom of the message: 📁 1 Replies to this message Click on the folder to view the replies.

▪ '**Threaded' - open**'
This groups messages and replies together.
If a message has been replied to, the following text will appear at the bottom of the message: 📁 1 Replies to this message with all the replies visible underneath it.

▪ '**Flat**'
All messages will be displayed in the order posted, with the most recent first.
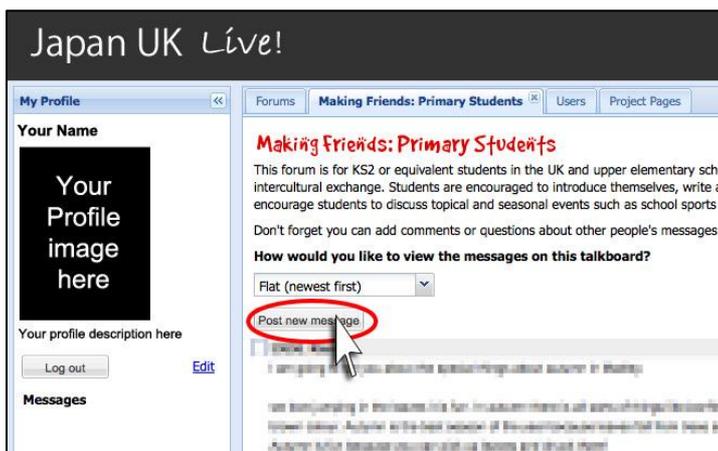
Posting a message

There are two ways to post a message on a talkboard.

a) Click on the '**Post new message**' box.

b) Click on '**Reply**', found at the bottom right corner of each message.
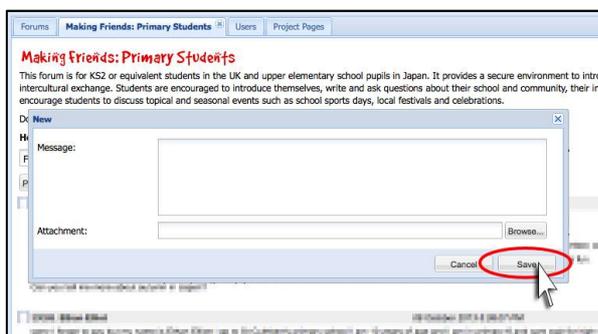
The New Message window will pop-up.

Type your message into the large 'Message:' field.

Once you are happy with the contents, click '**Save**' to post it on the talkboard.

IMPORTANT:
It is NOT possible to edit your message after clicking 'Save'.
Please double-check the contents of your message before clicking 'Save'. If you have made a mistake and need the message to be deleted please email education@japansociety.org.uk

You can add pictures to your message by clicking the 'Browse' button on the New Message pop-up window.

Please note that not all image types are supported.
You will not be able to attach the file if the site does not support the file type.

To close a talkboard
A talkboard tab will have a small [x] on it – click this [x] to close the tab. The other tabs (**Forums** and **Project Pages** for students, plus the **Users** tab for teachers) are still accessible while you have a talkboard open. You can also have several talkboard tabs open at the same time. The site will remember which tabs were open when you logged out (or were logged out after no activity was detected for a period of time) and will reopen those tabs when you log in again.
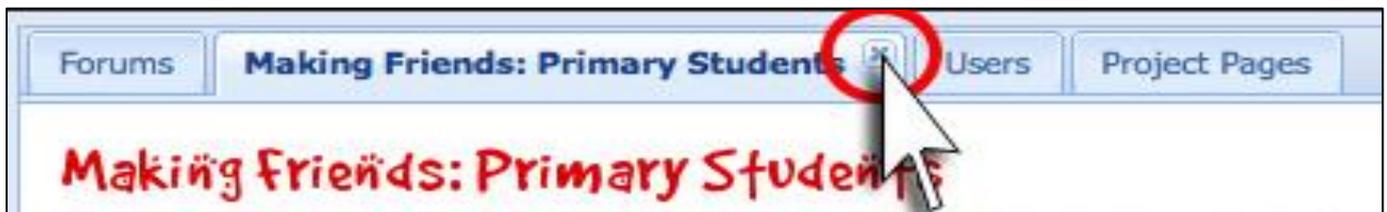
2.6 Message guidelines

It is generally up to the teachers and students using Japan UK Live! to decide how they want to use the site to communicate with their partners in Japan.

However, there are a number of guidelines designed to promote valuable discussion. It is important that students are aware that Japan UK Live! is an educational site for sharing and learning about their respective cultures, **and it is not a chat room**.

Please explain the following guidelines to your students before allowing them to use the talkboards.

1. **The talkboards are not chat rooms.**
   Messages should always be addressed to students in Japan, and they should be thoughtful and meaningful. Students should remember that their partners in Japan will probably not be accessing the site at the same time as them, and that it may take some time for a reply to appear.

   Please note that some Japanese schools, especially elementary schools, only access Japan UK Live at school on a weekly basis when they have a specific lesson (e.g. ICT).

2. **Messages must be courteous and friendly.**

3. **Personal information such as email addresses, social networks, phone numbers or addresses must not be included in messages.**
   Please remember that the general talkboards in the 'Forums' can be read by all users registered on Japan UK Live!

   Japan UK Live! is password protected and monitored by administrators to provide a safe environment, but it is still important to exercise caution with private information on the Internet.

Any messages breaching the guidelines above will be deleted by one of the site administrators, and the teacher of the student will be informed.

Please visit 'About This Site' on the webpage for more information about our security policy and a lesson plan to help teachers introduce the site to students.

Once you have registered your students on Japan UK Live!, they will be able to access the site at any time, even when not at school if you provide them with their personal username and password. It is therefore very important that students understand how they should use the site before they are registered.

If you wish your students to only access the site under teacher supervision, please do not hand out the students' username and password; a teacher may keep a list of these and log the children in him/herself. Teachers of younger students may prefer

to have children handwrite their messages and type the content themselves, using their own login details. In this case it would not be necessary to register each child individually.

You will see in section 4.7 some examples of ideal talkboard messages, which you can use as a guide in instructing your students.

3. Making connections

3.1 Your Project

If you are partnered with a school in Japan, Japan Society staff will be able to create a unique space on Japan UK Live!, known as a '**Project Page**' for the sole use of students and teachers involved in your link. Here you can create private talkboards for your students, and '**Pages**' – these are independent webpages within your Project. Both students and staff are able to add new Pages, and can write about whatever they choose to. Some students introduce their school here, others might write a report on local landmarks, fauna, or history, for example. All pages are translated into the partner school's language and can be viewed by users in either language once translation is complete.

To find your Project Page, click on the '**Project Pages**' tab at the top of the screen. If you are partnered with a school in Japan you should see your Project Page at the top of the list.

Beneath your Project Page is the **Meet the Team: Our Translators** page. You can click View to visit this page and read the profiles of the Japan UK Live! translators. This is also a good way to see examples of the Project Page layout.

To edit your own Project Page, click the Edit link found on the right hand side of the screen.

You will be taken to the following screen (see following page).

This is the Edit Project Page screen. There will already be a name and brief description here. Below is an explanation of the actions available on this page.

Name: This is the name of your Project Page. This name, given by the Japan Society administrator who created the Project, will appear on the Japan UK Live! homepage.

Description: Here you will find a brief description of the link between your school and your partner school in Japan. This description will be written by the administrator who creates the Project, and will be displayed publically on the Japan UK Live! homepage.
You may edit the description if you wish to.

Make Public: By default, only the Name and Description of your Project Page are visible to people outside of your school and the partner school (students and teachers in the partnered schools have full access to the Project Page contents). However, if you check this box, any registered user on Japan UK Live! will be able to read all pages that are uploaded to your Project Page.

Talkboards linked to Project Pages will remain visible only to users involved in the link even if the Project Page has been made public.

As a general rule it is better to keep your Project Page private – please consult Japan Society staff if you wish to make your page public for any reason.

Once you have made the changes you want, click '**Save**' to confirm them.

3.2 Creating talkboards

To create a new talkboard, click on the Add talkboard link, located underneath and on the left hand side of the '**Cancel**' and '**Save**' buttons.

You will be prompted to name the talkboard. It is possible to change this name later, by clicking the Rename link which appears opposite the talkboard on the Edit Project page.

Insert a name for the talkboard, and click '**OK**'.

This talkboard can now be selected from the '**Project Pages**' tab. It functions in exactly the same way as the talkboards in the 'Forums', except that it can only be viewed by students and staff at the schools involved in this Project Page

IMPORTANT:
Only site administrators are able to delete talkboards. If you want to delete a talkboard, please contact Japan UK Live! staff.

3.3 Creating pages

To add a new Page to your Project, click on the '**Add page**' button found at the bottom of the Edit Project screen.

You can now insert a name for the page and start adding content.
There are no templates, instead you can create your page as you like using a word-processor style interface.

It is heavily advised that the page is created entirely using this interface, and is **not** copy and pasted from other software such as Word or Excel. Copy and pasting from different software often results in the page not displaying correctly.

There are many tools available to design your Page. Here is an example of how you can design a Page:
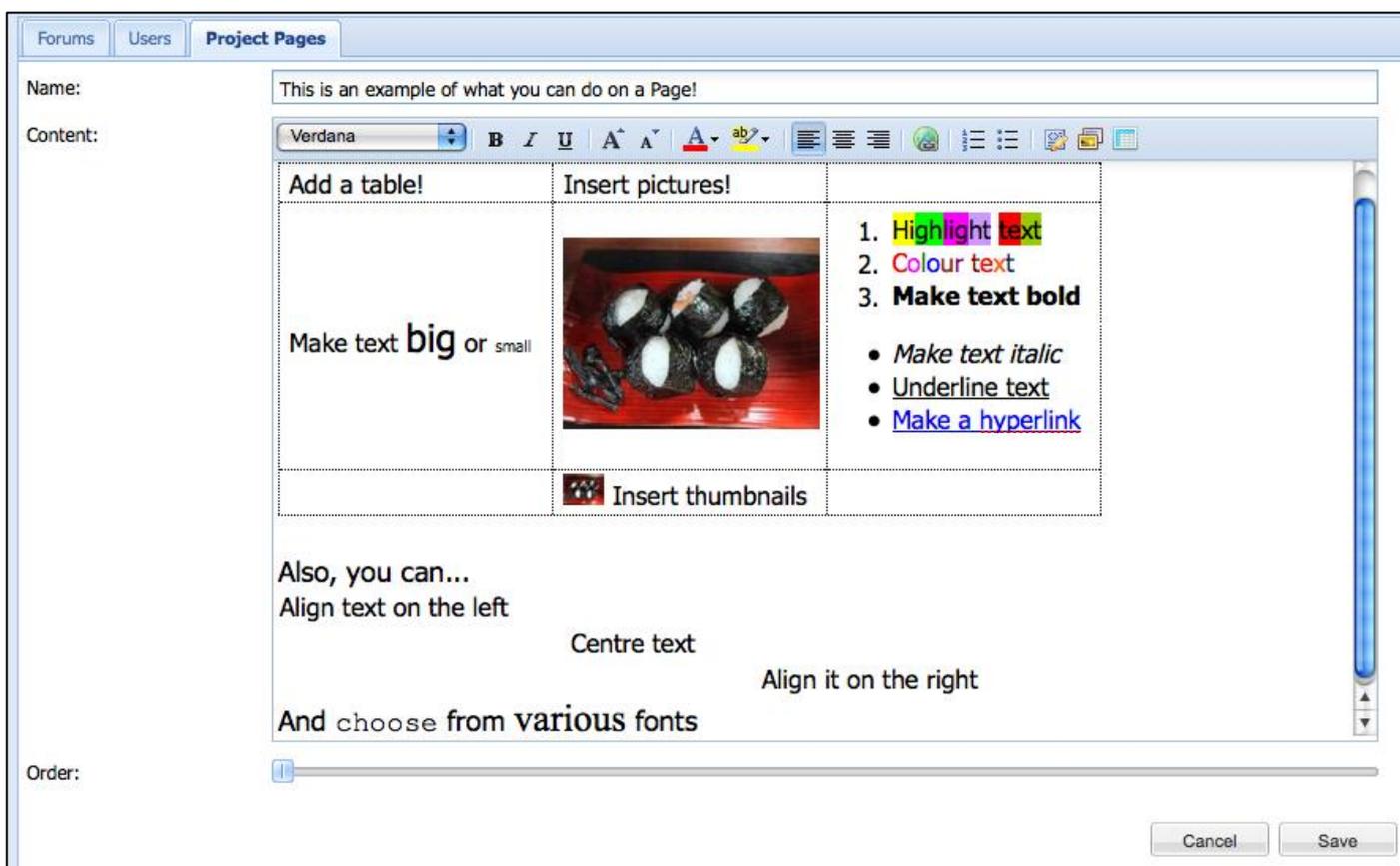
Inserting a hyperlink
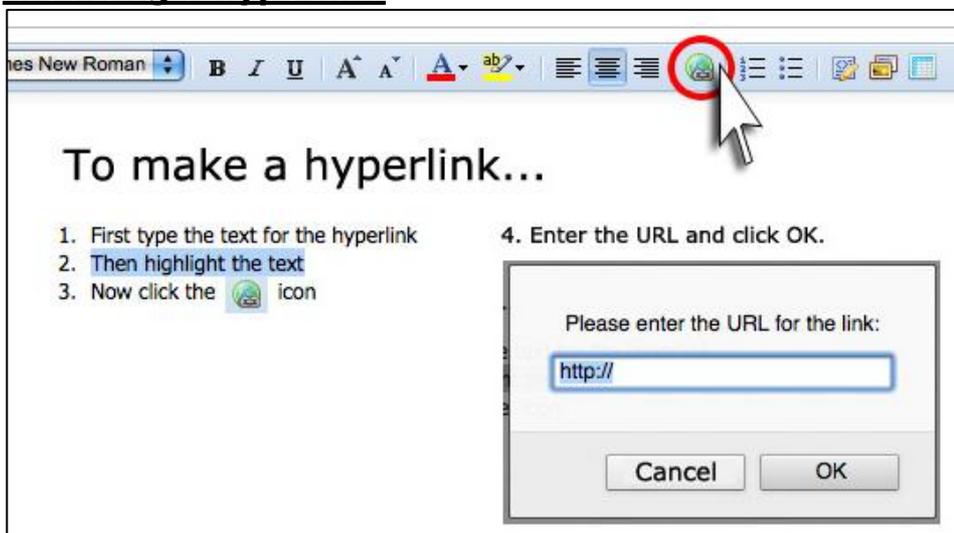
Inserting images and videos (resources)

Follow the instructions on the left. Next the '**Upload**' window will appear.
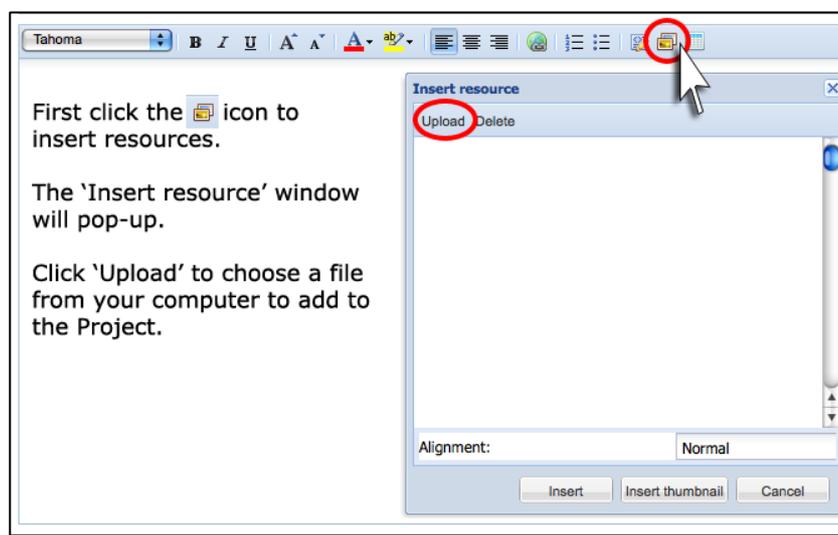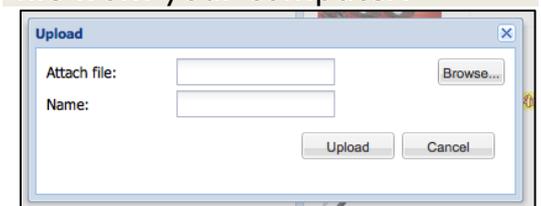
Click '**Browse...**' to choose a file from your computer.

Type in a name for the file.

Click '**Upload**' to add the file.

You can now insert this file on any Page within your Project.

Please be aware that depending on the size of the file, it may take some time (from several minutes to several hours) to upload it to a Project Page. Please see section 4.1, Sending large files **, for some solutions.**

You can delete any files after uploading them by selecting them in the window and clicking on '**Delete**' at the top left of the window. But be very careful – this deletes the file permanently, so do not use it if you think it may be used anywhere else in the Project Page. If you upload a file by accident, you can use '**Delete**' to get rid of it.

To insert the file, choose the file you want to insert from the 'Insert resource' window and then click either '**Insert**' or '**Insert thumbnail**'.
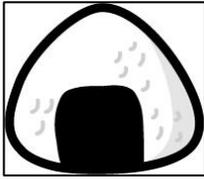
A 'thumbnail' is a miniature version of the image, which if clicked will link to a full size version.

Adjusting image alignment

You can also choose the alignment of the text around the image:
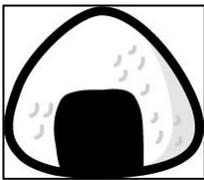Normal, Left, Right, Top or Middle.

Below is an example of what the different image alignments look like when the page is viewed.

Normal

 Normal alignment lets the text continue on from the bottom edge of the image.

Left

 Left alignment puts the image on the left and puts text on the top edge of the image and down the side. You will have to insert more line breaks to go past the image.

Right

Right alignment puts the image over on the right hand side of the page and the text on the left, continuing down the side of the image. You will have to insert more line breaks to go past the image.
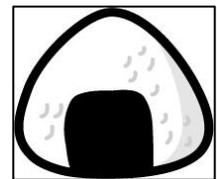
Top

 Top alignment allows the text to continue from the top edge of the image, but

puts the next line underneath the image instead of beside it.

Middle

 Middle alignment allows the text to continue from the middle of the image, and

then puts the next line underneath the image instead of beside it.

Adjusting Page Order
'Order' is the sequence in which the pages appear in a Project Page.
To make the page appear at the beginning of the list, move the slider to the left.

IMPORTANT:
Once you have finished creating your page, click 'Save' to upload it. It will be automatically sent to translation staff to be translated into Japanese.

However, you may wish to save the page before it is completely finished. To avoid translators working on the page unnecessarily (as you may edit it further), please inform Japan UK Live! staff when the Project Page is finished and is ready to be translated.

It is possible to edit or delete a page by selecting it on the Edit Project window and then clicking either 'Edit' or 'Delete'. Please take caution, as deleted pages may not be retrieved.

4. Useful information and troubleshooting

4.1 Sending large files

Sometimes you may wish to send a large file such as a video, which may be several hundred MB in size. Whilst smaller video files can be uploaded, it is **not recommended** to attempt uploading larger files through the '**Insert resource**' function of the Project page, as it can take several hours.

There are several free and safe sharing options available on the internet. Note that these are completely unrelated to the Japan Society, and the Japan Society cannot accept any liability incurred from the use of third party software downloaded online.

For extra information and advice, please contact one of the administrators.

1. Dropbox
https://www.dropbox.com/
Dropbox is a file sharing service established in 2007. The free version can be used to share up to 2GB of files.

2. Hightail
https://www.hightail.com/
The free version of Hightail can be used to send files up to 250MB in size.

3. Handbrake
http://handbrake.fr/
A completely free video encoding software. It can be used to compress a large video file into a very small file (it is possible to indicate a desired file size), which can then be easily sent by email, uploaded to the site, or shared through the above services.
Of course, you could also send large files on a CD/DVD through the old-fashioned post!

4.2 Time difference

Japan is nine hours ahead of the UK, although during British Summer Time this shortens to eight hours.
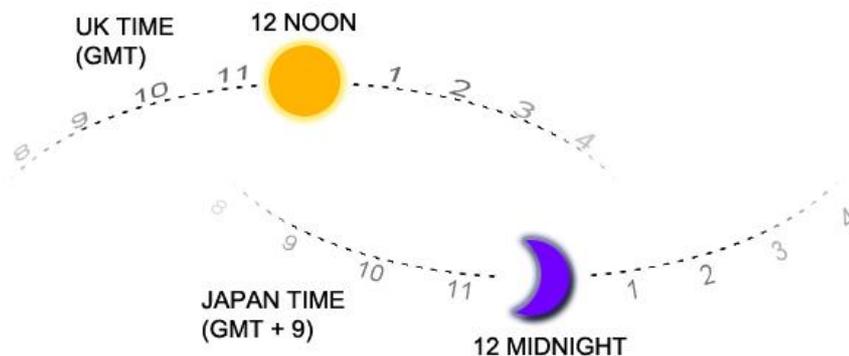
What this means is that you should not expect an immediate response from your contacts in Japan.

You may also see a series of 'blank' messages on the Talkboard. This is normal. It just means that the messages have not yet been translated into English. They will be translated within one working day of being posted*.

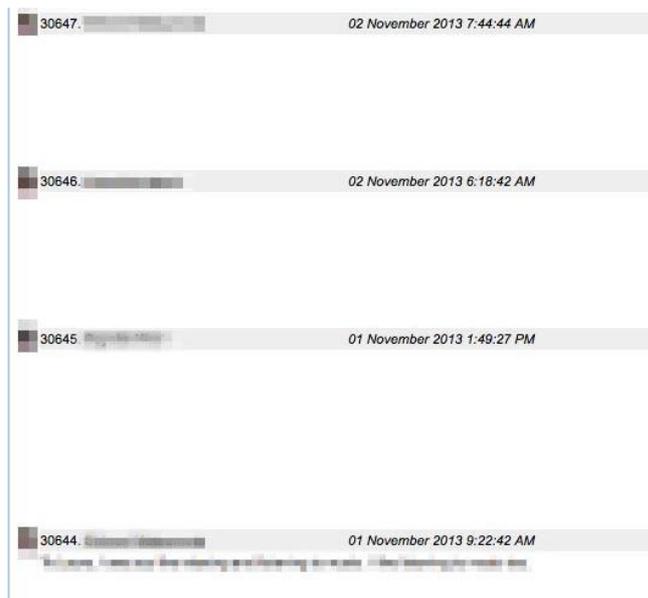*As our translators are located in various countries, a combination of time difference and public holidays might mean the translation will occasionally take longer than expected. If more than three working days have elapsed and the messages still appear 'blank', please contact an administrator.

These messages have not yet been translated, which is why they appear blank.

They will be translated within one working day of being posted, and then the English message will appear.

(Names have been obscured to protect privacy)

However, there are instances in which a blank message may actually be posted by mistake, in which case it will be deleted by the site administrator. If you wish, you can check if there is an original message by clicking the 日本語 button at the top right hand of the screen. The same talkboard, but in Japanese, will appear, and you can identify the message by looking at the message numbers.

4.3 Holiday dates in Japan

Although there is some variation between school holiday dates in Japan, the following is a general guide for your reference.
Japan UK Live! administrators will also post messages announcing the start and end of school holidays in the UK and Japan.

School and Public Holidays in Japan	
School term starts 1st April	
Summer holiday:	approximately 6 weeks from late July to early September
Winter holiday:	2 weeks including Christmas and New Year's Day
Spring holiday:	last week of March
1st January:	New Year's Day
2nd Monday of January:	Coming of Age Day
11th February:	National Foundation Day
~20th March:	Vernal Equinox Day
29th April:	Shōwa Day
3rd May:	Constitution Memorial Day
4th May:	Greenery Day
5th May:	Children's Day
3rd Monday of July:	Marine Day
3rd Monday of Sep.:	Respect-for-the-Aged Day
~23rd September:	Autumnal Equinox Day
2nd Monday of Oct.:	Health and Sports Day
3rd November:	Culture Day
23rd November:	Labour Thanksgiving Day
23rd December:	The Emperor's Birthday

4.4 Teaching resources

You can find lots of teaching resources on the Japan UK Live! homepage, under the 'Teaching Resources' heading.

There is a large selection of worksheets relating to a variety of subjects, ranging from science to history and literacy. They are available in both English and Japanese, which means you can use them simultaneously with your partner school, or any Japanese school using the Forums.

4.5 How do I recover a username or password?

If someone from your school loses their username or password, you can go to the '**Users**' tab and find their name (click on '**Filter results**' above the list of names to access the search function). Select the user's name and click on '**Edit**' at the bottom right of the list. This will show you the user's username and password. You can also change their password.

If you cannot access the login details of the person you need the username or password for, or if you have lost your own login details, please contact one of the site administrators.

4.6 How do I delete a teacher or student?

If you need to delete a user, please contact one of the administrators.

4.7 Example talkboard messages

The following is a selection of example messages posted on the Japan UK Live! talkboards. Please use these messages as a guide when instructing your students on using the site effectively.

First contact

It is important to make a good first impression with a polite self-introduction. It is a good idea for the student to share their full name, a few hobbies or interests and a little bit about their school. (No addresses, email addresses, social media links or phone numbers please).

It is also best to write messages that are at least a few lines long. If the message is very short and does not contain much information, the students are not likely to gain much from it – and a reply is less likely.

Please see the example message below:

30111. **Jack Smith**	*9 January 2014 12:00:40 PM*

My name is Jack Smith. I go to Primary School A, in County B, England.

Hello! The new year has just started and this week we went back to school. Christmas and New Year was really amazing. My baby brother was born two days before Christmas so it was really exciting. I now have two brothers! For New Year, lots of my family came to my house and we set off fireworks outside. Everyone sets off fireworks at New Year at midnight. It was really incredible.

Did you have a good holiday? What did you do for New Years?

Writing to a friend

Once contact has been established with the partner school, it is up to the students and their teachers to determine how they will use the talkboard. However, below are some tips to improve the standard of the discussion:

➢ The student should always write the name of the person being addressed in the message, and sign their own name at the end.
➢ Double check that spelling and punctuation is correct before clicking **Save**.
➢ Think about what the partner said in their last message and try to continue the discussion. Answer any questions and ask new ones.
➢ It is better to write in detail about one thing, or a small number of things, than trying to say everything all at once.

Please see the example message below:

30181. **Taro Momo**	*10 January 2014 3:00:40 AM*

Hi Frank.
Thanks for your message!! I had a really fun holiday too. I live in North Japan, in a place called Aizu, so it was very snowy over the new year. I made a snowman with my brothers and sister, and we had a snowball fight. I have two younger brothers and an older sister. We don't have fireworks at new years, but we do all get together and have a big meal called osechi. Also, at the start of the year, we go to a shrine to wish for a good new year during the first few days of the New Year. Do you do anything like that?
I like the snow, but it's so so cold! Do you have snow in England? Write back soon! Taro.

4.8 Contacting the Japan Society

If you have any questions that remain unanswered after reading this guide, then please do not hesitate to contact a member of staff at the Japan Society.

The following is a list of useful contacts, and instructions on who you should contact and when.

- **You do not have a partner school in Japan, but you would like to find one**

- **You are having issues with your partner school and would like advice**

- **You would like to organise a trip to Japan and would like advice**

  ➢ Please contact Matt Devanny, the Japan Society Education Officer at **matthew.devanny@japansociety.org.uk** and cc **education@japansociety.org.uk**

- **You have added a new teacher from your school and want to activate their account**

- **You would like to delete a talkboard or message**

- **You would like to delete a user**

- **You need to retrieve a username or password and require assistance**

- **There have been untranslated messages on your talkboard for a long period of time (over three working days)**

- **You are having technical difficulties with the site**

  ➢ Please contact Anna Davis-Mehta, Coordinator for the English language side of Japan UK Live! at **anna.davis-mehta@japansociety.org.uk**
  ➢ You can also contact Saki Kuroda, Coordinator for the Japanese language side of the site, at **saki.kuroda@japansociety.org.uk**